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# Fulton-El Camino Recreation & Park District

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Purpose, Organization and Distribution of Policy Manual

**POLICY NUMBER:** 050

**050.1** This manual is intended to meet the needs for the Fulton-El Camino Recreation & Park District. The content is based on methods, procedures and policies approved and revised as necessary by the Board of Directors during the time the District has been in operation. Various statements in this manual with reference to sections of the Public Resources Coeds, County Ordinances, local laws, and local County Administrative practices have been adopted for use by the park district:

**050.2** The specific purpose of the manual is as follows

**050.2.1** To provide a guide to the Board of Directors

**050.2.2** To provide, in a single document, a written statement of District policies

**050.2.3** To serve as a guide to the General Manager for the purpose of providing a manual of operations for staff.

**050.3** The material in this manual is classified by subject and numbered in a consecutive numbering system. A block of 1000 numbers is assigned to each section. Gaps may be left in the sequence of numbers for the introduction of additional sections at a later date. Further, the Board may, at any time, abolish, alter, change, make additions to, delete from or otherwise amend this code at any regular or special meeting. The manual will be revised as necessary to keep it current.

**050.4** The distribution of the manual will be as follows:

**050.4.1** One copy will be kept in the front Administrative office

**050.4.2** One copy will be kept in the Corporation Yard office

**050.4.3** One copy will be distributed to each Board Member

**050.4.4** One copy will be distributed to all full-time employees

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# **Fulton-El Camino Recreation & Park District**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE:** Organization Chart  
**POLICY NUMBER:** 060

### **060 Organization**

The Fulton-El Camino Recreation & Park District is governed by five elected officials who have immediate supervision of the General Manager. The organizational chart serves as a guide to who oversees and is represented in each division of the park district.

**060.1** A copy of the current Organizational Chart will be kept in the Appendix of the Policy Manual.

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# **Fulton-El Camino Recreation & Park District**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE:** Office and Office Hours  
**POLICY NUMBER:** 070

### **070 Office**

The office and records of the Board of Directors are to be located in the Conzelmann Community Center, Howe Park, 2201 Cottage Way, Sacramento Ca 95825

**070.1** Office Hours for the District shall be from 8:00 a.m. to 5:00 p.m. Monday through Friday except for designated holidays or circumstances requiring openings and closings as determined by the General Manager or Board of Directors.

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# **Fulton-El Camino Recreation & Park District**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE:** Introduction  
**POLICY NUMBER:** 000

### **000 Introduction**

This manual contains statements of policies and procedures which will serve as a guide to the District's Board of Directors and staff, both paid and voluntary, in the conduct of District business operations.

**000.1** Various statements in this manual with reference to sections of the Public Resources codes County Ordinances, local laws, and local County Administrative practices have been adopted for use by the Recreation & Park District.

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# Fulton-El Camino Recreation & Park District

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Legal Authority and Description  
**POLICY NUMBER:** 010

### 010 Legal Authority and Description

On the eighth day of March, 1958, the governing body, to wit, the Board of Trustees of said District, adopted a Resolution reorganizing said District, a certified copy of which is attached hereto, whereby it was resolved that said District should conform to and come under the provisions of Chapter 4, (commencing with Section 5780) or Division 5 of the Public Resources Code of the State of California, and whereby it was resolved that the name of said District following the reorganization should be Fulton-El Camino Recreation and Park District.

A description of the boundaries of said District, including the area annexed to the District on October 21, 1965 is as follows:

Beginning at the point of intersection of the centerline of Watt Avenue and Arden Way, being the southeast corner of Section 29, as shown on the "Map of Survey and sub-division of Rancho Del Paso," filed in the office of the Recorder of Sacramento County, State of California, March 4, 1911, in Book A of Surveys, Map No. 94; thence, in a northerly direction along the centerline of Watt Avenue to the point of intersection of the centerline of Watt to the point of intersection of the centerline of Watt Avenue and Auburn Boulevard; thence in a southwesterly direction along the centerline of Auburn Boulevard to the point of intersection of the centerlines of the centerlines of Auburn Boulevard and Howe Avenue; thence, southerly along the centerline of Howe Avenue to the point of intersection of the centerlines of Howe Avenue and Marconi Avenue; thence, in a westerly direction along the centerline of Marconi Avenue to the point of intersection of the centerlines of state 80, formerly U. S. Highway 40, thence in a southwesterly direction along the centerline of said Roseville Freeway to the point of intersection of the centerlines of the Roseville Freeway and Arden Way; thence in an easterly direction along the centerline of Arden Way to the point of beginning. Subscribed and sworn to before me on the 6th day of March 1958, and on the 21st day of October, 1965.

**Signed and subscribed before me:** DONALD McMURCHIE - Notary Public in and for said State of California and County of Sacramento.

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# **Fulton-EI Camino Recreation & Park District**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE:** History  
**POLICY NUMBER:** 020

### **020 History**

The Fulton-EI Camino Recreation & Park District organized as a park, recreation, and parkway District in 1956. It was reorganized in 1958 and now operates pursuant to Chapter 4 of the Division V of the Public Resource Code of the State of California – Recreation and Park District Act of 1957.

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# Fulton-El Camino Recreation & Park District

## POLICY & PROCEDURE MANUAL

POLICY TITLE: Service area and Park Facilities  
POLICY NUMBER: 030

### 030 Physical Area Served

Fulton-El Camino District boundaries are Arden Way on the south; Watt Avenue on the east; Auburn Boulevard to the north; Business 80/Capital City Freeway to the northwest and west.

#### 030.1 Park Facilities Description (See Appendix H)

(Associated Schools' acreage in parentheses)

1. Bellview Park: 4 acres: Developed Neighborhood Park;  
Howe Avenue between El Camino and Marconi Avenue
2. Bohemian Park: 7.5 acres: Developed Neighborhood Park;  
Yellowstone and Wright Streets
3. Cottage Community Park: 7.5 acres (5.0 acres) : Developed Community Park;  
Cottage Way at Morse
4. Creekside Urban Forest (Nature Area): 5 acres (3.0 acres): Developed Neighborhood Park  
2641 Kent Avenue
5. Howe Community Park: 38 acres (5.0 acres): Developed Community Park  
2201 Cottage Way - District Offices, Corporation Yard
6. Santa Anita Park: 7.5 acres: Developed Neighborhood Park;  
Bell Street across from Howe Park
7. Seely Park: 5 acres: Developed Neighborhood Park;  
3000 Pope Avenue
8. Edison Property: (Future Park) 1.32 Acres: Developed duplexes located at  
2332 (.67 acres) and 2336 (.65 acres) Edison Avenue.



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# **Fulton-El Camino Recreation & Park District**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE:** Services, Fees and Source Fund  
**POLICY NUMBER:** 040

### **040 Services Provided**

The District provides recreational services to the community which includes but is not limited to preschool classes, special interest classes for all ages, senior citizen club, youth and adult sports, aquatics programs, after school care/programming, special events, facility rentals, picnic areas, playgrounds, community centers, and parks.

#### **040.1 Fees and Source fund**

Revenues to operate the District come from a variety of sources including property tax collected by Sacramento County, assessment revenues, program fees, facility rentals, State or other grants, and donations. Access to the parks are provided free of charge.