



PARADISE RECREATION & PARK DISTRICT

BOARD OF DIRECTORS and ADMINISTRATIVE BY-LAWS

BOARD OF DIRECTORS

Dianne Harmacek	Chairperson
Morgan Miller	Vice Chairperson
Al McGreehan	Secretary
Les Johnson	Director
Marc Grosso	Director
Mike Trinca	District Manager



Adopted by PRPD Board of Directors February 14, 2006
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Paradise, California 95969
(530) 872-6393



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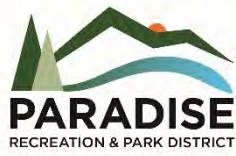


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Definition of Terms:

DISTRICT:

The Paradise Recreation and Park District is a non-enterprise independent special district serving over 40,000 individuals in Butte County. The Paradise Recreation and Park District derives its powers and obligations from the State of California Public Resources Code Division 5, Chapter 4, commencing with Section 5780.

DISTRICT OFFICE:

The District Office is located at the Terry Ashe Recreation Center, 6626 Skyway, Paradise, California 95969. Telephone (530) 872-6393.

EXECUTIVE DIRECTOR:

The Executive Director shall be construed to mean the District Manager or the authorized representative.

Section 1

The Nature of Recreation, Parks, and Open Space Facilities and Services:

Recreation, parks, and open space facilities and services provide leisure time activities and opportunities voluntarily engaged in for its own sake, which contributes to the physical, cultural, mental, and moral development of the individual participating therein and may include any activities in art, drama, music, dance, trips, crafts, education, science, literature, athletics, sports, outdoor experiences, aquatics, games, environmental appreciation, social events, play, community events, entertainment, and habitat conservation. These activities may take place in areas, places and structures, or other facilities under the jurisdiction of a public agency such as, but not limited to, community centers, gymnasiums, swimming pools, beaches, camps, parks, playgrounds, play fields, playing courts, rivers, lakes, reservoirs, meeting places, golf courses, arts and crafts rooms, and parkways. Activities may be an individual experience or one shared with a small or large



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group. It may be organized or unorganized, commercial or non-commercial, or under private or public auspices.

These services are important in improving and protecting the quality of life for all Californians. They are also essential services which are important to the public peace, health, safety, and welfare of California residents.

Section 2

Formation:

The Paradise Park, Recreation and Parkway District was organized October 1948, for the purpose of providing park and recreation programs supported by special district taxation in accordance with Public Resources Code, Division 5, Chapter 3, Article 4.

The District became subject to the provisions of Public Resources Code, Division 5, Chapter 4, Article 1 in January 1959, which changed the name of the District to the Paradise Recreation and Park District.

The California Public Resources Code, Division 5, Chapter 4 was completely revised in 2001 and was signed into law effective on January 1, 2002. The Paradise Recreation and Park District operates under full compliance of this new Recreation and Park District Law as an independent non-enterprise special district.

Section 3

Mission and Purpose:

Enhancing the Quality of Life Through People, Parks, and Recreation

The Paradise Recreation and Park District, as the recreational leader of the community, is committed to providing a diverse selection of recreation activities and park facilities for all members of our district. The Paradise Recreation and Park District Board of Directors and staff are dedicated to the following objectives:

- Offering a diversity of leisure services and activities for all age groups.



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- Providing our patrons with safe and wholesome recreation activities and park facilities.
- Helping develop a community understanding of a variety of leisure services.
- Staying professionally knowledgeable and informed.
- Dedicating ourselves to outstanding community service.
- Keeping programs and facilities safe, clean, and environmentally pleasing.
- Contributing to the physical and mental development of individuals participating in District activities.

The purpose of the Paradise Recreation and Park District is to provide a well-rounded, wholesome program of leisure time activities for the people residing in the district. This shall be accomplished by the development of supervised programs, construction and maintenance of recreation facilities, park facilities, and cooperative efforts with other agencies in the area which provide like-services.

Section 4

Boundaries:

The current service area of the Paradise Recreation and Park District covers approximately 169 square miles that encompasses the Town of Paradise, Magalia, Butte Creek Canyon, and the Concow area.

District boundaries were established in 1948. The District reorganized under the provisions of Chapter 4 (commencing with Section 5780) of Division 5 of the Public Resources Code and filed with the office of the Secretary of State of the State of California on November 26, 1958 the following legal description:

Beginning at the section corner common to sections 33 and 34, T. 22 N., R. 2 E. and sections 3 and 4 T. 21 N., R. 2 E.

Thence northerly along section line four and a half miles (4½) more or less to the center



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line of Chico Creek;

Thence northerly and easterly along said center line of Chico Creek two miles (2) more or less to the section corner common to sections 34 and 35 T. 23 N., R. 2 E. and sections 2 and 3 T. 22 N., R. 2 E.;

Thence easterly along section line two and one-half (2½) miles more or less to the one-quarter (1/4) corner common to sections 6 T. 22 N., R. 3 E.;

Thence northerly three and one-half miles (3½) more or less through the center of sections 31-30-19 and to the center of section 18 T. 23 N., R. 3 E.;

Thence easterly through the center of sections 16-17-18- T. 23 N., R. 3 E. two and one-half miles (2½) more or less to the one-quarter (1/4) corner common to sections 15-16 T. 23 N., R. 3 E.;

Thence northerly along section line two and one-half (2½) miles more or less to the section corner common to sections 3 and 4 T. 23 N., R. 3 E. and sections 33 and 34 T. 24 N., R. 3 E.;

Thence easterly along section line two (2) miles more or less to the southeast corner of section 35 T. 24 N., R. 3 E.

Thence southerly along section line one and a half (1½) miles more or less to the quarter corner between sections 11 and 12 T. 23 N., R. 3 E.

Thence easterly one mile more or less to the one-quarter (1/4) corner between sections 12 T. 23 N., R. 3 E. and section 7 T. 23 N., R. 4 E.

Thence southerly along section line one and a half (1½) miles more or less to the southwest corner of section 18 T. 23 N., R. 4 E.

Thence easterly along section line three miles more or less to the southeast corner of section 16 T. 23 N., R. 4 E.

Thence northerly along section line two and one-half (2½) miles more or less to the one-quarter (1/4) corner between sections 3 and 4 T. 23 N., R. 4 E.

Thence easterly along section line one-half (1/2) mile more or less to its intersection



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with the west branch of the north fork of the Feather River;

Thence northerly along said west branch of the Feather River and its various meanders four (4) miles more or less to its intersection with the east and west section line between sections 16 and 21 T. 24 N., R. 4 E.

Thence easterly along section line three and one quarter ($3\frac{1}{4}$) miles more or less to the southeast corner of section 13 T. 24 N., R. 4 E.

Thence southerly along section line said line also being a range line thirteen miles (13) more or less to the section corner common to section 24 and 25 T. 22 N., R. 4 E. and section 19 and 30 T. 22 N., R. 5 E;

Thence easterly along section line one and a half ($1\frac{1}{2}$) more or less to the one-quarter ($\frac{1}{4}$) corner common to sections 20 and 29 T. 22 N., R. 5 E;

Thence southerly through the center of section 29 and 32 T. 22 N., R. 5 E. and section 5 and 8 T. 21 N., R. 5 E. four miles more or less to the one-quarter ($\frac{1}{4}$) corner common to sections 8 and 17 T. 21 N., R. 5 E;

Thence westerly one-half mile ($\frac{1}{2}$) more or less to the section corner common to section 7-8—17 and 18 T. 21 N., R. 5 E;

Thence northerly along section line one and a half miles ($1\frac{1}{2}$) more or less to the quarter corner common to sections 5-6 T. 21 N., R. 5 E;

Thence westerly through the center of section 6 T. 21 N., R. 4 E; being two and one-half ($2\frac{1}{2}$) miles more or less;

Thence southerly through the center of sections 2-11 and 14 two and one-half miles ($2\frac{1}{2}$) miles more or less to the one quarter ($\frac{1}{4}$) corner common to sections 14 and 23 T. 21 N., R. 4 E;

Thence westerly along section line three and one-half ($3\frac{1}{2}$) miles more or less to the section corner common to sections 17 and 18, 19 and 20 T. 21 N., R. 4 E;

Thence northerly along section line three miles (3) more or less to the section corner common to section 31-32 T. 22 N., R. 4 E. and sections 5—6 T. 21 N., R. 4 E;



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Thence westerly along section line four and one-half ($4\frac{1}{2}$) miles more or less to the one-quarter ($\frac{1}{4}$) corner common to sections 33 T. 22 N., R. 3 E. and section 4 T. 21 N., R. 3 E;

Thence southerly through the center of section 4 T. 21 N., R. 3 E. to the one-quarter ($\frac{1}{4}$) corner common to sections 4 and 9 T. 21 N., R. 3 E. one mile more or less;

Thence westerly one-half mile ($\frac{1}{2}$) more or less along section line to the section corner common to sections 4-5-8 and 9 T. 21 N., R. 3 E.

Thence southerly and westerly one and one-quarter ($1\frac{1}{4}$) miles more or less to the one-quarter corner common to sections 8 and 17 T. 21 N., R. 3 E;

Thence westerly along section line one and a half ($1\frac{1}{2}$) miles more or less to the section corner common to sections 7 and 18 T. 21 N., R. 3 E. and sections 12 and 13 T. 21 N., R. 2 E;

Thence northerly two miles (2) more or less to the section corner common to sections 31 T 22 N., R. 3 E. section 36 T. 22 N., R. 2 E. section 1 T. 21 N., R. 2 E. and section 6 T. 21 N., R. 3 E;

Thence westerly along section line said line being also a township line, three (3) miles more or less to the section corner common to sections 34 and 35 T. 22 N., R. 2 E. and sections 3 and 4 T. 21 N., R. 2 E. to the point of beginning of this description.

The District adjusted its boundaries when 845 acres of land west of Highway 32 and within the District boundaries was annexed by Chico Area Recreation District by mutual consent. This reorganization of land was approved by Butte Local Agency Formation Commission Resolution #97-02 and recorded in Butte County Document #97000775 on January 9, 1997.

Section 5

Board of Directors:

The Paradise Recreation and Park District, as an independent non-enterprise special district, has five members who serve as Board of Directors. Board members are elected at large during the general election for a four-year term. The Paradise Recreation and Park District alternates the



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Board of Directors' terms of office so three Board members' and then two Board members' terms of office expire every two years.

Section 6

Functions, Duties, and Responsibilities of the Board of Directors:

The main function of the Board of Directors is to set District policy. A policy, as used herein, is a definite course of action adopted by the Board of Directors. It defines what shall be done, what purpose shall be pursued, what principles shall govern, what program shall be followed, what financial procedures shall operate, what the personnel practices shall be, and what course of action shall be taken.

Policy determination is the responsibility of the Board of Directors alone. Policy execution is the responsibility of the District Manager and other District personnel.

Specific duties of the Board of Directors:

- To perform its legal responsibilities
- To set up by-laws, regulations, rules and operating procedures
- To select, employ, and if necessary, dismiss the District Manager
- To control the financial plans and procedures of the District
- To establish and control all operating budget funds of the District
- To establish and control liability and workers compensation insurance
- To cause to care for and maintain property
- To cause to be responsible for programs
- To assure sound personnel policies
- To maintain good public relations
- To appoint, commission, supervise, and receive reports from committees and the



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District Manager

Board Member Responsibilities:

- Board members should understand the significance and importance of recreation programs and park services in the community.
- Board members should be aware of the relationship of recreation programs and park services to other public agencies and community services.
- Board members should look objectively at their specific responsibilities as Board members and at total community recreation and park needs, and keep abreast of the changing conditions, continuously reassessing their efforts and reasons for service.
- Board members should have the courage to resist pressures of all types and insist upon the highest standards for their agency, particularly in regard to competent and professional personnel. Each Board member represents the District as a whole and not any one section.
- Board members should attend all meetings assigned and notify the District Manager if unable to attend.
- Board members should be aware of their role as Board members being well informed and up-to-date on all issues, acting independently and avoiding pursuit of personal objectives.
- Board members need to act in concert with their fellow Board members as policy makers without usurping the functions of the District Manager.
- Board members will act as a court of appeal for disagreements arising between employees, and between the public and employees, if all other District procedures fail to solve the issue(s). Board members decision shall be final.

Section 7

Officers of the Board of Directors:



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- (a) District Officers. The officers of the Board of Directors shall be a Chairperson, Vice-Chairperson and Secretary. The Board of Directors at their regularly scheduled Board meeting in December of each year shall elect officers to take office in January. No officer shall serve for more than two consecutive terms in one office, except that of the Secretary.
- (b) Chairperson. It shall be the duty of the Chairperson to preside at all meetings of the Board of Directors, appoint committees, call special meetings when they may be deemed advisable, execute all documents, papers, and warrants on behalf of the Board of Directors, and act as the Liaison Officer between the public and the Board when the circumstances warrant; the Chairperson when acting as the Liaison Officer for the Board shall carry out the directives, if any, of the Board.
- (c) Vice-Chairperson. In the absence or disability of the Chairperson, the Vice-Chairperson shall have all powers to perform the duties of the Chairperson, including the ability to call special meetings of the Board should the Chairperson refuse to do so. A quorum of the Board shall also have the power to call a special meeting of the Board.
- (d) Secretary. The Secretary shall keep or cause to be kept full and complete records of the proceedings of the Board of Directors and of its meetings, and give, or cause to be given, notice of all regular and special meetings of the Board of Directors as required on behalf of the District. The Secretary of this Board shall also be the Clerk of this Board and shall perform all the duties imposed by law upon the Clerk. The District Secretary is assigned the responsibility to keep minutes for the Board and the District Manager is to give notice.



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Section 8

Powers of the Board of Directors:

The Board of Directors shall have and may exercise such powers as are bestowed upon them by the present Public Resources Code, Section 5780 and following any amendments and additions thereto, and any and all other laws of the State of California including, but not limited to, the following:

- Make and enforce all regulations necessary for the administration and government of the District and for the acquisition, improvement, and maintenance of parks and recreation facilities within the District. It may appoint agents and employees sufficient to maintain and operate the parks and recreation facilities for the benefit of the District, and it may construct all needed structures and perform all other acts necessary to accomplish the purpose of this article.

Section 9

Codes of Conduct:

The Paradise Recreation and Park District requires that all prospective Board Members and Administrators complete all of the following Codes of Conduct requirements as indicated prior to taking office or beginning employment.

CONFLICT OF INTEREST CODE:

The Political Reform Act, Government Code Sections 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a resolution, 2 Cal. Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms



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of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, the following officials and employees are designated and disclosure categories are defined.

Pursuant to Section 4(A) of the Standard Code, designated employees shall file statements of Economic Interests with the agency. Upon receipt of the statements of the designated officials and employees, the agency shall make and retain a copy and forward the original of these statements to the Butte County Board of Supervisors.

Designations:

The positions of Members of the Governing Board, District Manager, Park Superintendent, and Consultants have been designated as those positions subject to the provisions of the Conflict of Interest Code in that those positions are the only positions having any substantial responsibility relative to the Paradise Recreation and Park District decision making process or policy.

Disclosure Responsibilities:

The categories relative to the types of interests that must be disclosed are based upon the types of financial interests relevant to District business which is confined to providing various recreational services and facilities to the community.

CODE OF ETHICS:

California State Assembly Bill 1234 requires all Paradise Recreation and Park District Board Members, the District Manager, and the Park Superintendent receive ethics training every two years. Every ethics training session will cover general ethics principles and ethics laws related to public service.

As a Paradise Recreation and Park District Board of Director, representing all of the residents, I recognize that:

1. I have been entrusted to provide park and recreation services to my community.
2. These services should be available to all residents regardless of age, sex, race, religion, national origin, physical or mental limitation.
3. While honest differences of opinion may develop, I will work harmoniously with other Board Members to assure residents the services they require.



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4. I will invite all residents to express their opinions so I may be properly informed prior to making my decisions. I will make them solely upon the facts available to me. I will support the final decision of the Board.
5. I must devote the time, study, and thought necessary to carry out my duties.
6. The Board Members establish the policy and the staff is responsible for administering the policies of the Board.
7. I have no authority outside of the proper meetings of the Board.
8. All Board meetings should be open to the public except as provided by law.

STATEMENT OF ECONOMIC INTEREST:

Each year the Paradise Recreation and Park District Board Members, the District Manager, and the Park Superintendent must complete a statement of Economic Interest as required by the State of California. This public document is required for board members and administrators of public agencies to help prevent a conflict of interest concerning financial matters.

HARASSMENT TRAINING:

California State Assembly Bill 1825 requires that all supervisory employees be given a minimum of two (2) hours of classroom or other effective interactive training once every two years. At this time Paradise Recreation and Park District Board of Directors are not required to take this training, but are strongly recommended to do so.

FINGERPRINTING:

It shall be the policy of the Paradise Recreation and Park District that no one can serve on the Board of Directors if the person has been convicted of any offense specified in Paragraph (1) or Paragraph (3) of Subsection (g) of Section 11105.3 of the Penal Code, as specified in Section 5164 of the Public Resources Code. The District will require all prospective Board Members to be fingerprinted for a complete background check through the State Department of Justice prior to taking office.



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All prospective employees or volunteers shall be fingerprinted for a complete background check through the State Department of Justice prior to employment.

Section 10

Regular Meetings of the Board of Directors:

Regular meetings of the Board of Directors shall be held on the second Wednesday of each month at 6:00 p.m. at the Terry Ashe Recreation Center, 6626 Skyway, Paradise, California; provided, however, any other time and place within the District for a regular meeting of the Board may be designated which meets with the approval of the majority of the Board; it shall be the duty of the District Manager to deliver an agenda 72 hours before each regular meeting to each Director, provided, however, all business transacted at a regular meeting at which there is a constituted quorum of Directors shall be valid and binding, whether or not said District Manager delivers said agenda; should any scheduled meeting fall upon a legal holiday, then said meeting shall be held at the same time and place on the next day thereafter ensuring which is not a legal holiday. All regular meetings must comply with the Ralph M. Brown Act.

A quorum of the Directors may adjourn any Director's meeting to meet again at a stated day and hour; provided, however, that in the absence of a quorum, a majority of the Directors present at any Directors' meeting, either regular or special, may adjourn the meeting. The Chairperson cannot adjourn the meeting. If a majority vote cannot be reached to adjourn a meeting with the absence of a quorum, the meeting will adjourn 30 minutes after the scheduled start of the meeting at which time the meeting will be rescheduled.

Section 11

Special Meetings of the Board of Directors:

The Chairperson or a majority of the Board may call a special meeting at any time provided it meets all Ralph M. Brown Act requirements. Special meetings should be conducted at the Terry Ashe Recreation Center but may be scheduled at another location within the District boundaries if the majority of the Directors concur. It shall be the District Manager's duty to deliver an agenda to each Director 24 hours before each special meeting.



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Section 12

Parliamentary Procedure and Rules:

Meetings shall generally be governed by *Roberts Rules of Order - Revised*, where it is not in conflict with these By-laws. Notwithstanding any rule of parliamentary procedure, any office of the Board of Directors shall have equal power with any member of said Board, and to take part in the discussion and vote thereon.

Section 13

Adjournment of Board of Directors Meetings:

Notice of the time and place of holding an adjourned meeting shall be given to absent Directors, if possible, if the time and place can be fixed at the meeting adjourned.

Section 14

Quorum:

A majority of the authorized number of Directors shall be necessary to constitute a quorum for the transaction of business, except to adjourn as hereinafter provided. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors, unless a greater number be required by law, except as otherwise specifically provided in the By-laws.

Section 15

Order of Business for Board of Directors Meetings:

The order of business at regular meetings shall be as follows. The Board of Directors, by



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majority vote or at the direction of the Board Chairperson, may change the order of business.

1. Pledge of Allegiance
2. Roll Call
3. Welcome Guests
4. Public Comment
5. Consent Agenda
6. Committee Reports
7. Manager's Report
8. Closed Session
9. Old Business
10. New Business
11. Board Comment
12. Adjournment

Section 16

Minutes of the Board of Directors Meetings:

All regular and special Board of Directors meetings will be recorded on tape, if possible. The District Secretary will attend the Board meetings and compile written action minutes from the tape recording or written notes and these written minutes will be presented to the Board of Directors at their next regularly scheduled Board meeting for their review and approval. These written minutes may be amended by the Board of Directors by majority vote. The tape recording or written notes of the meeting will be erased or destroyed a minimum of 30 days after the meeting, but not before the written minutes are approved.



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Section 17

Disruption of Board Meetings:

It is hoped that most disruptions will be prevented by simply notifying the public in advance when they will be called upon to comment. Part A, of the following procedure is suggested for this purpose. However, if a disruption occurs, the Board must be ready to deal with it in an orderly manner so that the Board may continue with its agenda. Out of fairness to the public, the persons causing the disruption, and law enforcement officials, the Board must make its position clear to all concerned. Silence on the part of the Board could be construed as suggesting that the disruptive behavior is permissible.

The following procedure should be followed:

A. BEFORE DISRUPTION OCCURS

Prior to any disruption occurring, and in order to prevent disruptions, the Chairperson should:

1. On the agenda have printed and announce at the beginning of each meeting, the rules to be applicable during the meeting with respect to public participation. The agenda provides for public comment at a specified time. Normally, public comment is presented at times where indicated as agenda items or at specified public hearings.
2. Cause law enforcement officers to be notified in advance when it is known that particularly controversial items on the agenda may cause disruptive behavior.
3. Re-advise the public, when appropriate, of the rules applicable during the meeting. This should be done, for instance, when a controversial item on the agenda is reached, or at other times when disruptive behavior appears likely.
4. Consider calling a brief recess to allow a cooling-off period if a disruption appears likely.

B. AFTER DISRUPTION OCCURS



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When, in the opinion of the Chairperson or any other Board member, any person or group engages in activities during the Board meeting which substantially impair the conduct of the meeting, the Chairperson should:

1. Advise the person causing the disruption that he/she is disrupting the meeting.
2. Advise him/her further of the established rules for conduct of the meeting.
3. Advise him/her to adhere to these rules and to cease the disruption.

Hopefully, the first three steps outlined above will bring the disruption to an end. However, if the disruption continues, the Chairperson should:

4. Consider calling a brief recess to allow a cooling-off period.
5. If a recess was called, but was not effective, or if no recess was called, request the person causing the disruption to leave the meeting.
6. If the person refuses to leave the meeting voluntarily and continues to cause a disruption, law enforcement officers present at the meeting should be requested by the Chairperson to remove the person from the meeting. If no law enforcement officers are present at the meeting, the meeting should be recessed until they can be summoned. (It is anticipated that the officers will begin arriving within 2 to 5 minutes, but a recess of at least 10 to 15 minutes is recommended. The reason for the recess should not be announced, as this could inflame the situation. It may not be necessary to use the officers if the disruption does not resume when the meeting reconvenes.)
7. If a group or groups are involved in the disruption and order can not be restored by the removal of the individuals who are disrupting the meeting, the Chairperson should order the meeting room cleared, and the meeting should continue in session on matters appearing on the agenda. Action should not be taken on any matters not appearing on the agenda during such a session. Duly accredited representatives of the news media, except any who participated in the disturbance, shall be allowed to attend this session. In addition, other individuals not responsible for the willful



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disruption of the orderly conduct of the meeting may also be readmitted under a procedure to be established by the Board.

Section 18

Board Standing Committees:

The following standing committees shall be appointed by the Board of Directors Chairperson in January of each year:

- ◆ PERSONNEL
 - Duties
 - * Review and recommend staff salary and wages.
 - * Review general staffing needs.
 - * Review and recommend other personnel matters as needed.
 - * Budget study and review (Personnel)
 - * Meet as needed to observe daily operation.
 - Personnel Sub-Committees:
 - * Park Department Review Committee
 - * Office Staff Review Committee
 - * Program and Policy Review Committee

Each of these sub-committees will review their appropriate areas and report in writing to the Personnel Committee their findings at least one or two times per year.

The first meeting should be spent formulating the goals of the group and the positive impact they can have on the overall review of the staff, program areas, and District Manager.

The sub-committees will informally observe daily operations at least one or two times per year.



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The sub-committees will not provide direction, but will observe only to allow Board Members a clear understanding of the daily operations of the District.

◆ FINANCE

- Review and recommend equipment and projects for Fixed Assets.
- Review budget and general finance items as needed.
- Review short and long term capital improvement plan.
- Budget study and review (income and expense).
- Evaluate development and assessment fees as needed.
- Review Marketing Plan and amend as needed.

◆ RECREATION AND PARK

- Visit facilities and review needs.
- Review Town and County general plan and District master plan as well as each respective implementation status.
- Review and recommend various facility use agreements as needed.
- Meet with Paradise Unified School District as needed.
- Serve as liaisons to other public agencies.
- Meet as needed on program and facility related items.

Section 19

Functions of the Standing and Ad-hoc Committees:

STANDING COMMITTEES:

The Paradise Recreation and Park District Standing Committees meet the definition of a



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legislative body as indicated in California Government Code 54952(b):

A commission, committee, board, or other local agency, whether permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees composed solely of the members of the legislative body which are less than a quorum of the legislative body are not legislative bodies, except that standing committees of the legislative body irrespective of their composition which have a continuing subject matter, jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.

1. Under California Government Code 54953, all meetings of a legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.
2. It is recommended that one current committee member stay on each standing committee to assure continuity on pending issues.
3. Committees will meet on an as-needed basis. It is recommended that committee meetings for study or research include staff to insure good communication input and direction.
4. Committee reports will be prepared by the District Manager and given to the Board of Directors at their regularly scheduled meetings concerning Committee business.

AD-HOC COMMITTEES

1. The Paradise Recreation and Park District Ad-hoc Advisory Committees may or may not be legislative bodies as specified in the Government Code. To avoid confusion in the interpretation of the Brown Act requirements, Paradise Recreation and Park District will treat ad-hoc advisory committees in the same manner as standing committees.
2. Ad-hoc advisory committees can be appointed on an as-needed basis and may only meet on items associated with assigned responsibility.



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Section 20

District Employees:

The Paradise Recreation and Park District Board of Directors shall adopt District personnel rules to provide a consistent, equitable, and efficient program of personnel administration.

SALARIES:

The Board of Directors will establish a classification plan and salary range for all full-time positions. The District Manager will establish the classification plan and salary range for all part-time positions and submit it to the Board of Directors for approval.

DISTRICT MANAGER:

The chief executive officer of the District shall be called the District Manager and shall be hired by the Board of Directors under contract. Under general direction of the Board of Directors, the District Manager shall plan, organize, and direct the district-wide recreation, park, and leisure service operation and related work of the District. The District Manager's duties may include, but are not limited to, the following:

- Administers a comprehensive recreation and parks program for the service community.
- Plans, supervises and directs the activities of the recreation and parks division in accordance with Board policy.
- Recruits, selects, and employs District personnel; supervises the training, assignments and organization of department personnel.
- Develops and maintains good working relationships among staff members.
- Supervises the acquisition, planning, design, and construction of all recreation and parks facilities; administers the operation and maintenance of all recreation and parks facilities and areas.
- Prepares the District budget; directs, controls, and accounts for the expenditure of District funds in accordance with budget appropriations.



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- Develops and maintains systematic, complete, and accurate records of services, finances, personnel, Board meetings, and property.
- Interprets and promotes the community recreation and parks program, and its philosophy and objectives to the public.
- Acts as a liaison for community organizations designed to further recreation and parks programs and facilities; encourages clubs and organizations to sponsor community recreation and parks programs.
- Prepares documents, reports, agreements, or manuals for Board members, personnel, and other public or private organizations as needed.
- Represents the District in relations with other governmental and private organizations.

DISTRICT PERSONNEL:

Except those established by the District Board of Directors, the District Manager shall establish and implement duties, rules, procedures, and manuals for all District employees. All direction established by the District Manager shall support and comply with the by-laws and policies set by the Board of Directors and any city, county, state, or federal mandated requirements.

Section 21

District Budget Presentation:

The District Board of Directors shall adopt an annual budget for the fiscal year which shall represent the best judgment of the Board, community and staff.

The District Manager shall submit a budget calendar to the Board of Directors at the January meeting as follows:

- First week of February
 - Supervisors' Fixed Asset requests due to District Manager
- Second week of February



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- Supervisors' rough draft budgets due to District Manager
- First week of March
 - Supervisors' final draft budgets due to District Manager
- Second & third week of March
 - Recreation and Park Standing Committee will review short and long term capital improvements.
 - Finance Standing Committee will review rough draft budget.
- First week in April
 - Budget (rough draft) presented to Board of Directors for review in the Manager's Report.
- Second & third week of April
 - Finance Committee to complete their review of rough draft budget.
- May Board of Directors meeting
 - Present a proposed Paradise Recreation and Park District preliminary fiscal year budget, which includes the following information:
 - * Budget Summary
 - * Detailed Preliminary Budget
 - * Accumulative Capital Outlay
 - * Mission Statement and Program Philosophy and Goals
 - * Fixed Assets Implementation Plan
 - * Personnel (Full-time and Part-time Salary and Benefit Plan and Board Member Positions)
 - * District Information (Parks & Facilities, District Map and Agreements)
 - Adopt preliminary budget



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- Set public hearing for June Paradise Recreation and Park District Board of Directors meeting for possible approval and adoption of the final budget.
- June Board of Directors meeting
 - Paradise Recreation and Park District Board of Directors will allow public comment and discussion during the Public Hearing concerning the preliminary budget.
 - Adopt final Paradise Recreation and Park District budget.

The District Manager shall submit a draft budget each year in accordance with Public Resources Code, Section 5780 to the Board of Directors not later than June 30 for the ensuing fiscal year.

Section 22

District Finances:

ANNUAL BUDGET:

The District's approved annual budget for the fiscal year will establish the guidelines for all expenditures associated with the general operations of the District. Expenditures for emergencies and special projects, not planned for at the start of the fiscal year, will be under the authority of the Board of Directors.

RECEIPTED INCOME:

- Income in the form of checks, cash, and credit card payments for program fees, facility rentals, donations, etc. are received from walk-ins, mail-ins, or collection from events off-site. These funds are counted, verified, and posted to the correct accounts using the District's computerized registration program. With each transaction, two receipts are generated; a patron copy and an office copy. Checks, cash, and credit



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card payments are held in the cash register until the end of the business day, when all income is secured in the safe. On the following business day, the prior day's income is counted and reconciled to the computerized registration accounts summary and deposited at the bank. A copy of the deposit receipt and account summary are given to the District Bookkeeper.

RESTRICTED RESERVE:

- The Paradise Recreation and Park District Board of Directors will establish by resolution an Imprest Cash Reserve of \$300.00 each fiscal year. The Board of Directors may also establish by resolution each fiscal year an Accumulative Capital Outlay Reserve and a General Contingency Reserve. If established, the Accumulative Capital Outlay Reserve and the General Contingency Reserve amounts will be set each fiscal year. Accumulative Capital Outlay Reserve funds will be obligated to structures, improvements or equipment.
- Accumulative Capital Outlay Reserve and General Contingency Reserve funds may be transferred by resolution to the general budget by a four-fifths (4/5) vote of the Board of Directors. These funds may also be transferred by resolution from reserve to the current budget for expenditure in their obligated designation by a four-fifths (4/5) vote of the Board of Directors during the current year or by simple majority and resolution during the annual budget procedure.
- All resolutions concerning Restricted Reserve will be forwarded in their original form to the Butte County Auditor's Office for the County's record.

COLLECTION OF TAXES:

- The Butte County Treasurer will be responsible for the collection and deposit of all tax revenue for the District. The District will pay the County of Butte for this service.

EXPENDITURES:

- Warrants will be issued for payroll and payment of bills. Warrants will be signed by the District Manager, or in the absence of the District Manager, the Park Superintendent. Registers will be drafted to verify all warrants. All registers must be signed by one Board Member and the District Manager, or in the absence of the District Manager, the Park Superintendent. Registers must be signed prior to



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warrants being issued.

- Checks will be issued for refunds and transfers. Checks will be signed by the District Manager, or in the absence of the District Manager, the Park Superintendent and one Board Member.
- Reports of all warrants and checks issued each month will be given to the Board of Directors at their regular Board meeting. This report will include the warrant or check number, payee, item identification, amount, and the account fund. This report will be presented to the Board of Directors for their review and approval.

DEPOSITARY:

- All monies received by the District are deposited in a checking account at an accredited financial institution within the District's service area. Monies are deposited daily by one of the District Secretaries, Monday through Friday, on the next workday after collected. Refunds and transfers are made from this account. The District Bookkeeper withdraws income from this account at the end of each month and when it reaches \$10,000.00. The income withdrawal check from this account is made payable to the Butte County Treasurer where it is deposited in the District's General Fund. The District has established separate funds at the County for operations, donations, grants, endowments, scholarships, and impact fees. Other funds will be added if needed to accomplish the business of the District.

FINANCIAL REPORTS:

- An account record of budget revenue and expenditures shall be kept and a statement showing the end of the month results shall be presented to the Board of Directors at their regular monthly Board of Directors meeting. An end of the year final report will be presented to the Board of Directors at their regular meeting once the County and the District have reconciled both the revenue and expense accounts.

BONDS OF EMPLOYEES:

- All officers and employees of the District shall be bonded by a corporate security. The bond will be a \$2,500.00 deductible \$1,000,000.00 insurance agreement and kept annually.

LINE ITEM TRANSFER:



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- By resolution, the PRPD Board of Directors has authorized the District Manager to initiate line item transfers in the District budget as needed to conduct District business. Any line item transfer made by the District Manager will be documented and made available for review, and, if necessary, ratification by the Board of Directors at the next Board meeting.

Section 23

District Audit:

The Board of Directors will contract with a professional accountant or firm to conduct an annual audit of the District's financing system. The results of the audit will be presented to the Board of Directors at a regular Board of Directors meeting.

Section 24

Purchase Procedure Policy:

The following purchase procedures have been established to control the manner in which District personnel spend funds that have been entrusted to the District. As stewards of public money all District employees must comply with this responsibility in the highest standard of trust, professionalism and integrity. All expenditures must have a receipt and all receipts must have a budget classification code or a budget classification description written on it with the District Manager's initialed approval or the District Manager's designee. Expenditure receipts under the authority of a supervisor or superintendent should also have their initialed approval.

The following procedures are applicable for the purchase of materials and supplies, new construction, alterations, maintenance, or repairs. These are general procedures and some exceptions apply. (Example: Service Contracts).

1. All expenditures in these categories must have prior Board of Directors approval,

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PURCHASING PROCEDURE POLICY

All expenditures \$500 and over shall require prior approval from the District Manager as outlined in Section 24. Given the authority noted in PRPD (2006), we will use the following approach to formally indicate District Manager Designees for amounts less than \$500:

Dollar Amount	Process	Approval
< \$100	<p>Superintendent and Supervisors may authorize staff members the ability to purchase items under \$100 within their approved budget.</p> <p>To initiate this option, Superintendent and Supervisors must formalize the request in a memo and receive District Manager approval.</p> <p>If not "pre-authorized," daily business expenses will require prior Supervisor authorization.</p>	<p>District Manager identifies Recreation and Park Supervisors as designees with authority to approve proper receipts for <\$100.</p> <p>Person will initial and submit receipts to Supervisor to approve.</p>
\$100 - <\$500	<p>District Manager designates the Recreation and Park Supervisors with authority to make purchases within their approved budget up to \$500.</p> <p>In addition, District Manager designates Administrative Assistant Campbell to make routine office supply, computer hardware and software purchases within the approved budget up to \$500.</p> <p>Other purchases will require prior approval from the Superintendent, Supervisors, or District Manager.</p>	<p>District Manager identifies Recreation and Park Supervisors as designees with authority to approve proper receipts for <\$100.</p> <p>Person will initial and submit receipts to Supervisor to approve.</p>

The authorization as District Manager designee is revocable at any time.

Attachments

A) Section 24 of the PRPD BOD Administrative Bylaws (PRPD 2006)

Adopted by PRPD Board of Directors 10-10-17

Amended August 14, 2018



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either in the approved operational budget, other approved designated funds, or by special Board action.

2. Expenditures under \$500.00 – Prior superintendent, supervisor, or District Manager authorization or District Manager’s designee, in budget classification area of responsibility.
3. Expenditures \$500.00 to \$999.00 – Prior District Manager authorization or District Manager’s designee.
4. Expenditures from \$1,000.00 to \$2,000.00 – Have at least three (3) different verified estimates and District Manager authorization or District Manager’s designee.
5. Expenditures over \$2,000.00 to \$5,000.00 – Have a written description of expenditure, three (3) written estimates, and District Manager authorization or District Manager’s designee.
6. Expenditures over \$5,000.00 to \$24,999.00 – Have a written description of expenditure, three (3) written estimates, professional planning or design, if needed, contract, if required, District Manager authorization or District Manager’s designee, and Board of Directors consent to proceed, if requested.
7. Bidding procedure for Expenditures \$25,000.00 and over. (except Service Contracts):
 - a. Prior Board of Directors approval.
 - b. District Manager authorization to proceed or District Manager’s designee.
 - c. A Request For Proposal Notice will be placed in a local newspaper of general circulation in the District for a minimum of one (1) time.
 - d. Notice will state the work to be done and where supporting documentation can be picked up, if needed.
 - e. Notice will be posted at least seven (7) days before the time specified for receiving bids.



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- f. District may:
- i. Accept the lowest bidder;
 - ii. Reject all bids and re-advertise;
 - iii. By a 4/5 vote, elect to purchase the materials or supplies in the open market;
 - iv. By 4/5 vote, elect to construct the building, structure, or improvement by force account.

At the discretion of the Board of Directors or the District Manager or District Manager's designee, any purchase may be subject to a higher procedure category than listed.

Section 25

Imprest Cash Fund: (Petty Cash)

The imprest cash account will be set at \$300.00. This fund shall be set aside for the purpose of making change or purchases of small amounts. The fund will be replenished by warrant approved by the Paradise Recreation and Park District Board of Directors and charged to the proper budgetary expenditure accounts. A normal range of expenditure would include items of \$15.00 or less.

The responsibility for the expenditures from the imprest account will be limited to those positions authorized to handle daily cash receipts. The District Manager and the District Bookkeeper shall be responsible for, and maintain, adequate accounting for this fund.

Section 26

Procedures for Imprest Cash Fund:

AUTHORIZATION:

1. Cash to personnel making purchase:



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- a. A petty cash voucher with the supervisor's signature of approval indicating item, estimated cost and the account to be charged will be submitted to the District Manager or the District Bookkeeper.
- b. Upon receipt of the voucher, the District Manager or District Bookkeeper will give cash in the amount of estimated cost to person making the purchase.
- c. Employee will sign the voucher as receiving cash and leave it with the District Manager or District Bookkeeper.
- d. After purchase, the paid invoice or receipt and change, if any, shall be returned to the District Manager or District Bookkeeper within the same day.
- e. The District Manager or District Bookkeeper will verify the amount of the invoice, change returned, and initial the voucher. Personnel will be reimbursed for any additional money spent out of pocket.

2. Personnel Out of Pocket Expense:

- a. Employees will present paid invoice or receipt to the District Manager or District Bookkeeper as soon as possible after the purchase.
- b. The invoice must show the Supervisor's signature of approval and the account to be charged.
- c. No money shall be disbursed without such receipts.
- d. Employee shall sign any and all receipts indicating that cash has been received.

3. Accounting:

- a. Paid bills and vouchers will be filed in a petty cash envelope until the fund needs replenishing.
- b. The District Bookkeeper will transfer the accounting information from the voucher or paid invoice to a balance sheet located in the 'Petty Cash' money bag. Total of paid invoices, plus balance of cash, must at all times, be equal to the total amount of the Imprest Cash Fund.
- c. When the fund needs replenishing, the paid bills will be totaled and attached to an



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account distribution slip and processed with other accounts payable for the month. The warrant will be drawn in the name of the District Bookkeeper in the amount of the expenditures.

- d. The proper budgetary accounts will be charged from the account distribution information.

Section 27

Leases, Contracts, etc:

All leases, contracts, etc. entered into by the Paradise Recreation and Park District Board of Directors and receiving Board of Directors approval shall be signed by the Chairperson and Secretary, or the District Manager, on behalf of the District when prior approval is given by the Board of Directors.

Section 28

Service Contracts:

Notwithstanding any other provisions of these By-laws, the Paradise Recreation and Park District Board of Directors may negotiate a contract, without the necessity of resorting to bids, whether formal or informal, with any persons or firms for furnishing to the District special services and advice in financial, economic, accounting, engineering, legal, administrative matters, or any other special service determined by the Board of Directors, if such persons or firms are specially trained and experienced and competent to perform the special service required. The Board of Directors' conclusion to negotiate a contract therefore shall be conclusive.

Section 29

Surplus Property:

The Paradise Recreation and Park District Board of Directors may declare as surplus, personal



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property owned by the Paradise Recreation and Park District which is not required for District purposes, or which should be disposed of for the purpose of replacement, or because it is unsatisfactory, or not suitable for District use.

Such surplus property may be sold by the Paradise Recreation and Park District Board of Directors to the highest bidder for cash after notice is given by publication once a week for two successive weeks, or by posting a notice in at least three public places in the District for not less than two (2) weeks. If in the judgment of a 4/5 vote of the Board of Directors of the Paradise Recreation and Park District, the property does not exceed the sum of \$1,000.00 in value it may be sold at private sale, without advertising, by any member or employee of the Board of Directors empowered for that purpose by the majority of the Board.

Section 30

Certificates of Appreciation or Recognition:

Certificates of Appreciation or Certificates of Recognition shall be presented, but not limited to, volunteers, donors and leaders of various organizations as recommended by the District Manager or Board Chairperson and approved by the Paradise Recreation and Park District Board of Directors.

Section 31

District Master Plan:

On December 12, 2001 the Paradise Recreation and Park District Board of Directors certified that the Environmental Document for the PRPD 2002-2016 Master Plan met the provisions of the California Environmental Quality Act and approved the PRPD 2002-2016 Master Plan. The Master Plan provides District planning direction in the following areas:

- Repairs and renovations to existing facilities.
- Facility development at existing parks.



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- New facility development.
- Coordination with public recreation facilities.
- Acquisition of park land.
- Coordination with regional trails and bikeways.
- Programs.
- Operations.
- Planning.

The Master Plan may be periodically reviewed and updated, approximately every five years, to keep it as accurate and current as possible.

Section 32

Development Impact Fees:

The Paradise Recreation and Park District Board of Directors after conducting a public hearing accepted a Development Impact Fee Nexus Study on August 10, 2004. On September 14, 2004 the Paradise Recreation and Park District Board of Directors adopted Resolution #04-09-2-237 establishing Development Impact Fees within the incorporated portion of the District known as the Town of Paradise. The Town of Paradise Town Council approved the means necessary to collect these fees by adopting Ordinance #427 on October 26, 2004.

On October 26, 2004 the Butte County Board of Supervisors adopted Ordinance #3887 and Resolution #04-199 establishing Development Impact Fees and the means necessary to collect these fees within the unincorporated portion of the District. The Paradise Recreation and Park District Board of Directors on April 12, 2005 adopted Resolution #05-04-1-250 establishing District policy for Development Impact Fees for the incorporated portion of the District. Special funds and accounts have been established with the Butte County Treasury to account for revenues and expenses concerning these funds. These Ordinances and Resolutions have set the



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District procedure in managing these funds.

Section 33

Subdivision Fees:

In 1983 the Town of Paradise adopted Subdivision Fees for the Town of Paradise. These fees are implemented under Town of Paradise Ordinance #203. These fees have been allocated to the Paradise Recreation and Park District since adopted. The District has established a fund with the Butte County Treasurer to account for revenues and expenses concerning these funds. The District abides by the regulations of the Quimby Act in managing these funds.

Section 34

Facility / Program Use and Fees:

ORDER OF PRIORITY:

The Paradise Recreation and Park District Board of Directors authorizes the District Manager to administer the policy concerning facility / program use and fees charged for District facilities and programs. Buildings, grounds, and recreational facilities under management of the District will be available for use by the general public. Uses may be sponsored or co-sponsored by the District. When buildings, grounds, and recreational facilities are not in use by the District, they will be available by application to other community groups and individuals in accordance with the following:

1. Public Agencies' sponsored programs.
2. Youth-serving agencies or organizations which are recognized and whose objectives and activities are consistent with the general recreation and youth services programs of the community. These include, but are not limited to, Girl Scouts, Boy Scouts, 4-H Club, Little League, Swim Team, Boys and Girls Club, and Paradise Ridge Youth Soccer Club.
3. Other local community agencies or organizations whose activity is community-wide in



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nature and which is consistent with the objectives of the Paradise Recreation and Park District. These include, but are not limited to, the Paradise Garden Club, Ridge Runners Square Dance Club, and the Gem and Mineral Club.

4. Private usage for individuals or groups with no immediate relation to the general purposes of the community recreation program. These include, but are not limited to, receptions, reunions, and weddings. These events are scheduled only as space is available with higher priority given to the agencies or organizations listed above.

FACILITY FEES:

When Required – Charges for Use of Facilities and Fees For Service. All individuals, agencies, or organizations must pay facility use charges in advance unless special arrangements have been made.

1. Paradise Unified School District
 - Charges: Free, except when usage causes an extra expense to the District such as using the swim pool after it is normally closed. Each usage of this kind will be negotiated separately.
2. Youth and Adult-Serving Agencies and Organizations
 - Charges: Facility fee and minimum maintenance fee, if required. In general, groups whose primary function is recreational in nature, open to all, and without admission fee, and so sponsored, organized, and conducted as to be consistent with the objectives of the District, such as Girl and Boy Scouts, Little League, Paradise Garden Club, Ridge Runners Square Dance Club, etc.
3. Private Usage
 - Charges: Facility fee plus an hourly maintenance fee during use of building or for set up and clean up of event. Individuals or groups, private in nature such as, receptions, reunions, weddings, commercial use, etc.
4. Facility fees will be established by Board of Directors approval.

PROGRAM FEES:

Program fees for Paradise Recreation and Park District programs will cover a portion of the total



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program cost and be under the direction of the District Manager. Fees will vary from one program to another because of variation in personnel, supplies, and facility cost. Recreation Supervisors will establish fees for programs and present them to the District Manager for approval. General guidelines concerning program fees are listed below:

1. Children and Youth program fees shall cover no less than 50% of the overall cost to conduct the program.
2. Adult program fees may cover up to 100% of the overall cost of the program.
3. Senior program fees shall cover no less than 50% of the overall cost of the program.

OTHER INFORMATION REGARDING FEES:

1. All individuals, agencies, or organizations may be charged if their function is determined to be commercial in nature.
2. All confirmed reservations will be honored unless a situation should arise where a cancellation is required. The District Manager or the District Manager's designee will determine such cases and a full refund will be given.
3. All reservations may require other fees and responsibilities depending on the nature of the activity such as, but not limited to, dump fees, portable toilet fees, or professional staff fees. The District Manager or the District Manager's designee will determine additional fees, if necessary.
4. The custodial fee, when charged, will be equal to the Maintenance II, fifth pay step hourly wage when staff is already on duty. On weekends, holidays, and after normal business hours, the custodial fee, when charged, will be equal to the Maintenance II, fifth pay step at a rate of one and one-half the hourly rate and rounded to the nearest dollar. A custodian is required to be assigned when groups are meeting in Paradise Recreation and Park District facilities. This will include set up time, program time, and clean up.
5. Negotiated fees are unique facility rental requests that may require additional charges or reduced rates because of the nature of the program. The District Manager will have the authority to establish these fees.



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Section 35

Injury and Illness Prevention Program:

The Paradise Recreation and Park District Board of Directors has adopted an Injury and Illness Prevention Program in compliance with Senate Bill 198. The District Manager will be responsible for keeping this program active and up-to-date. Any recommended changes to this program will be presented to the Board of Directors for their review and possible approval.

Section 36

Fixed Assets and Controllable Assets:

To safeguard the investments of the District, the Board of Directors has established a Fixed Assets and Controllable Assets Policy for accountability and record keeping. The District Manager will be responsible for administration of this Policy.

Section 37

Liability and Workers Compensation Insurance:

LIABILITY INSURANCE:

The Paradise Recreation and Park District Board of Directors has elected to join the California Association for Park and Recreation Insurance (CAPRI), a joint powers agency formed to provide coverage to member districts. Coverage includes general liability, public officials and employees liability, automobile liability, property loss coverage, automobile physical damage, and boiler and machinery. This program of collective self-insurance is permitted under Government Code Sections 6500 and 990.8.

WORKERS COMPENSATION:

The Paradise Recreation and Park District Board of Directors has elected to join the Park and Recreation District Employee Compensation (PARDEC), a joint powers agency formed to



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provide coverage to member districts. PARDEC member districts pool their workers compensation premiums and from the pooled premiums pay district workers compensation claims or purchase workers compensation insurance to pay the claims.

Section 38

Naming District Facilities:

The Paradise Recreation and Park District Board of Directors has adopted a policy for Naming District Facilities and/or Establishing Memorials subject to the following procedures:

1. Consider the naming of District facilities that denote location, i.e. Coutolenc Park.
2. Consider the naming of District facilities that are descriptive, i.e. Aquatic Park.
3. Consider the short term demand versus the long term impact.
4. Endorse the use of plaques on items such as drinking foundations, park benches, barbecues, etc., that can be arranged between the District Manager and the patron.
5. The Board of Directors will determine the naming of District facilities/memorials/honor monuments on a case-by-case basis.
6. Using the following criteria the Paradise Recreation and Park District Board of Directors will consider naming a facility after an individual:
 - a. Is there an appropriate facility available for the request that does not present a legal or other hardship on the District for naming?
 - b. Has the individual or organization done outstanding public service to the District or community that warrants naming a facility in their name, such as:
 - i. 30 or more years of outstanding public service.
 - ii. Unique contribution (monetary, land, etc. with substantial

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FIXED ASSETS AND CONTROLLABLE ASSETS POLICY

Resolution #04-10-2-239

Paradise Recreation and Park District fixed assets and controllable assets shall be accounted for in a manner to safeguard the investment, to fix responsibility, and to provide data for required reporting.

A. FIXED ASSETS

Fixed assets include the following items:

- Land
- Structures and Improvements
- Equipment

1. Equipment is further defined as moveable property of a relatively permanent nature (*useful life of three years*) and significant value (*\$5,000.00 or more*).
2. All items of equipment with a value of \$5,000.00 or more shall be classified as fixed assets requiring Board approval. They will be recorded as assets of the District on the balance sheet, and will be listed on the District inventory.
 - a. The Bookkeeper will identify purchase of Fixed Assets on all purchasing documents for such assets.
 - b. The Bookkeeper will ensure that pertinent information regarding serial numbers, brands, etc. is received, recorded, and filed.
 - c. The District Manager will monitor the District's accountability for Fixed Assets periodically.

B. CONTROLLABLE ASSETS OTHER THAN FIXED ASSETS

1. Controllable assets include moveable property with a value of \$250.00 to \$4,999.00 of a relatively permanent nature or other property of a lesser value, which might be considered theft sensitive.
2. Examples of controllable assets that may have a value of less than \$4,999.00 are:
 - a. Modular furniture (folding tables and chairs)
 - b. Landscape equipment
 - c. Office equipment
 - d. Power tools
3. Equipment items with a value of \$250.00 to \$4,999.00 or other property of a lesser value, which might be considered theft sensitive, will not require specific Board approval. They will be charged to the appropriate accounts, and will be placed on the controllable asset inventory.

7. Surplus Sale:

- a. The District Manager shall present a written request to the Board of Directors for approval of surplus sale of a fixed asset.
- b. After approval by the Board of Directors, the surplus sale shall take place in the following manner:
 1. Local area public agencies shall have first opportunity to purchase surplus fixed assets.
 2. If the surplus fixed asset is not sold to a public agency, it will then be available for public sale.
 3. A written notice for surplus sale will be completed by the District Manager.
- c. Once the fixed asset is sold, appropriate information will be given to the Bookkeeper for documentation.
- d. Surplus sale may be handled by competitive bid, auction, or other means of sale.

D. DISPOSITION OF CONTROLLABLE ASSETS

1. Controllable assets will not require Board of Directors' approval for disposition.
2. The District Manager will submit a written statement concerning the removal of the controllable asset from the District inventory. This statement will be given to the Bookkeeper to be filed.
3. Include in the written statement:
 - a. Description of controllable asset
 - b. Reason for removal of controllable asset.

E. GOVERNMENT DISPOSITION OF ASSETS.

1. The District may dispose of assets by appropriate Government Code Sections.

F. ANNUAL FIXED ASSET INVENTORY AND CERTIFICATION

The Paradise Recreation and Park District fixed assets inventory is accounted for in a manner to safeguard the investment, to fix responsibility for the safekeeping of the equipment, and to provide data for the required financial reporting.

1. The Bookkeeper shall send a current inventory to the District Manager of all fixed assets no later than June 30th of each year.
2. The Bookkeeper shall also keep a current inventory of controllable assets and present the District Manager with a completed copy by June 30th of each year.

4. Supervisors will maintain control of, and will be accountable for, the controllable assets.
 - a. The Bookkeeper will ensure that pertinent information regarding serial numbers, brands, etc. are received, recorded and filed.
 - b. The District Manager will monitor the District's accountability for controllable assets periodically.

C. DISPOSITION OF FIXED ASSETS

The Paradise Recreation and Park District fixed assets and controllable assets will be disposed of in one of seven ways:

1. Lost
2. Stolen
3. Destroyed
4. Traded in
5. Dismantled for parts
6. Transferred to another public agency
7. Surplus sale

Procedure:

1. Lost: The District Manager shall request in writing, to the Board of Directors, a relief from accountability of the lost fixed asset.
2. Stolen: The District Manager shall report the loss to the appropriate law enforcement agency and the Bookkeeper. The District Manager shall request in writing, to the Board of Directors, a relief from accountability.
3. Destroyed: The District Manager shall request in writing, to the Board of Directors, a relief from accountability of the destroyed fixed asset.
4. Trade In: The District Manager shall present a written request to the Board of Directors for approval to negotiate a trade-in on a fixed asset purchase.
5. Dismantled for Parts: The District Manager shall make a written request to the Board of Directors for approval to use a fixed asset for parts. When the Board approves this request, the written request and approval shall be given to the Bookkeeper for documentation.
6. Transfer to Another Public Agency:
 - a. The District Manager shall present a written request to the Board of Directors for approval to transfer the fixed asset to another public agency.
 - b. Written request and approval shall be given to the Bookkeeper for documentation.
 - c. If a trade of a fixed asset items has taken place, then all appropriate transfer information shall be given to the Bookkeeper for documentation.



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value)

- iii. Outstanding volunteer service for more than 20 years, such as, a PRPD Board member; Professional services; Programming; or Non-profit organization.

Section 39

Security and Retention of Forms Policy:

SECURITY:

All personnel forms, discs and other materials containing information that is considered confidential will be placed in a locked file, locked storage area, or other facility that can be secured by a lock. These confidential documents will only be available to District personnel who are authorized by their job duties to access this information. Confidential personnel information that is stored in a computer will be protected by password and authorized computer access.

All personnel forms, discs and other materials that contain confidential information that the PRPD Board of Directors has approved to be discarded will be disposed of in the following order:

- Documents will be disposed of by authorized personnel only.
- Documents approved to be discarded will be identified prior to disposal.
- Authorized personnel who has discarded forms will sign a statement that documents were discarded properly.
- All documents that have been approved to be discarded will be shredded and disposed of in a District trash bin.

RETENTION OF FORMS:

The Paradise Recreation and Park District Board of Directors has adopted a retention of forms policy whereby documents must be kept for a period of time. This document is available as part of the Personnel Management Manual.



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Note: Before any items are discarded, PRPD Board of Directors approval is required.

Section 40

American Disabilities Act:

In compliance with the American Disabilities Act (ADA), the District has adopted an Assessment and Implementation Plan for all District facilities. This plan will be updated as legally required to keep the District focused on providing and evaluating facility accessibility.



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Section 41

Amendments to Paradise Recreation and Park District By-laws:

These Regulations or By-laws of the Paradise Recreation and Park District may be amended or modified by the Paradise Recreation and Park District Board of Directors by resolution adopted and approved by the Board of Directors, provided notice of the intent to amend these Regulations or By-laws and the proposed amendment(s) have been communicated to each Board Member and the general public in compliance with the Ralph M. Brown Act.

<u>DATE</u>	<u>SECTION</u>	<u>RESOLUTION NUMBER</u>
Sept, 14, 2010	25/26	10-09-2-357 Imprest (Petty) Cash Policy
July 12, 2011	9	11-07-1-372 Updated Section 9 text to include Ethics and Harassment Training to comply with current laws.
July 10, 2012	9	12-07-2-388 Added fingerprinting requirement
August 14, 2018	24	Board adopted amended Purchasing Policy
March 26, 2019	10	19-03-1-460 Change Board Meeting Day from Tuesday to Wednesday, effective April 1, 2019