

PARKS AND RECREATION - ADMINISTRATIVE

4-2 Formulation of Ordinances, Rules and Regulations, Policies and Operational Procedures

2.0 Purpose:

To provide a framework for the distinction and establishment of Ordinances, Rules and Regulations, Policies and Operational Procedures.

2.1 Procedures:

A. Ordinances

An ordinance is a law enacted by city council that govern matters not already covered by state or federal laws such as zoning, safety and building regulations.

B. Rules and Regulations

Rules and Regulations are established by the Parks and Recreation Board. They shall be established to ensure safety, peaceful enjoyment of facilities and professional image of the Parks and Recreation Department. Rules and Regulations shall address public access and utilization of facilities, program and service determinants such as fees and facility usage, and how a citizen or customer is to act in a given manner within the park system.

C. Policies

Policies are established to reflect the vision, mission, and goals & objectives of the City of Fairfield and the Parks and Recreation Department with respect to the delivery of services and management of operations. Policies are authorized as follows:

Policy formulation shall consist of the following processes to ensure that implementation produces the intended results.

1. Identify the need for the policy.
2. Gather information from agency stakeholders, similar agencies and other pertinent resources.
3. Develop alternatives and the operational and financial impact of each alternative.
4. Review the alternatives with the Department Director. Any policy that affects the public's access and utilization of facilities, programs and services should be reviewed by the Parks and Recreation Board.
5. Determine the best alternative that meets the desired need.
6. Write a policy statement that provides the reason for the policy, specifies the policy details, and lists any actions for implementation.

7. Obtain formal approval and place policy in the appropriate manual.

Upon approval, the policy shall be implemented into daily operations. The policy shall be evaluated to determine the effectiveness in achieving the intended purpose consistent with the framework of the agency. Policies may need to be revised due to political, social, and economic factors.

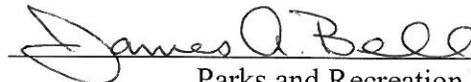
D. Operational Procedures

Operational Procedures provide a method for consistent, efficient, and effective services in accordance to the mission and goals of the agency. Procedures can specify how a policy is to be implemented. Procedures may also be established to ensure operations are in compliance with federal, state and local laws, as well as agency parameters.

Division managers are responsible for the delivery of services and shall develop any necessary daily procedures. Procedures shall be developed, implemented and evaluated utilizing the same process as listed above for a policy.

Review & Questions:

Questions regarding this policy should be directed to the Parks and Recreation Director's Office.



Parks and Recreation Director

12/15/10

Date