

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Jeremy Laurentowski, Parks & Recreation Director *SL*

BY: Stephanie Anderson, Senior Management Analyst *SL*

DATE: January 2, 2016 (CC Meeting of 4/20/16)

SUBJECT: Consider Policy Authorizing Authority to Establish Rules, Regulations, Policies, and Procedures for the Operation of City-sponsored Recreation Programs

BACKGROUND

Since incorporation, the City has offered a variety of recreation programs to the public. Over the years, staff have established and implemented various rules, regulations, policies, and procedures that are necessary for the operation of these recreation programs. Some of these rules, regulations, policies, and procedures apply to recreation programs as a whole, and some are unique to each program.

Until 2009, there were no formal Council adopted resolutions or policies establishing, or specifically delegating authority for staff to establish, rules, regulations, policies, and procedures for recreation programs. In 2009, Council approved the Recreation and Active Adult Cancellation and Withdrawal policy, which formally established the manner in which fees paid for recreation programs are handled in the event a program is cancelled by the City or a participant withdraws from a program. In 2012, Council approved the Recreation Programs and Services Cost Recovery policy. This policy established a process to recover the appropriate portion of costs for programs, based on the recovery goals of each program. It also authorized Recreation Division staff to establish, and the Department Director to approve, appropriate strategies for recovering costs. Both the Cancellation and Withdrawal policy and Cost Recovery policy govern recreation programs as a whole. These two policies effectively establish the rules and procedures for accepting and returning monies for recreation programs.

In addition to the rules and procedures that apply to the financial aspects of recreation programs, each program has unique rules and procedures that are needed to effectively operate each program. At this time, there is no Council adopted policy or resolution that

specifically authorizes the City Manager or staff to establish and implement these rules and procedures. Section 2.12.060 (Powers and duties) of Chapter 2.12 (City manager) of the Moorpark Municipal Code states that the city manager shall have the power to "Perform such other responsibilities and exercise such other powers as may be delegated to him or her from time to time by ordinance, resolution, or other official action of the city council." The Council is asked to adopt a policy that will officially authorize the rules, regulations, policies, and procedures for recreation programs and specifically delegate the power and responsibility for establishing certain rules and procedures to the City Manager or his/her designee.

DISCUSSION

The purpose of the Policy Authorizing Authority to Establish Rules, Regulations, Policies, and Procedures for the Operation of City-sponsored Recreation Programs (Policy) is to designate authority for establishing rules, regulations, policies, and procedures for the operation of recreation programs. As written, the Policy establishes that policies, regulations, and procedures that apply to recreation programs as a whole will be established by City Council resolution or specific policies within the City Council's Policies Resolution. Examples of such policies include the Cancellation and Withdrawal policy and Cost Recovery policy, discussed in the background section of this report.

The Policy gives the City Manager, or his/her designee, the authority to establish rules and procedures which govern individual programs or program categories. Some examples of these rules and procedures include:

- Rules contained in the manager's handbooks for adult sports programs.
- Rules contained in the volunteer coach's manuals for youth sports.
- Rules and procedures described in vendor packets for food and other vendors at City-sponsored events.
- Rules and procedures described in the Camp Moorpark employee handbook.

The Policy also specifically authorizes the City Manager or his/her designee to administer and enforce all recreation program rules, regulations, policies, and procedures.

It should be noted that although the Recreation Division oversees and processes park and facility rental permits, rentals are not recreation programs, and therefore this Policy would not apply to park and facility rentals. Park and facility rental rules and fees are governed by separate existing City Council rules and fees resolutions.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Approve the proposed Policy Authorizing Authority to Establish Rules, Regulations, Policies, and Procedures for the Operation of City-sponsored Recreation Programs and direct the Policy be incorporated into the next City Council Policies update.

Attachment A: Draft Policy

Policy 6.x: Policy Authorizing Authority to Establish Rules, Regulations, Policies, and Procedures for the Operation of City-Sponsored Recreation Programs

1. Purpose

The purpose and intent of the City Council in adopting the Policy Authorizing Authority to Establish Rules, Regulations, Policies, and Procedures for the Operation of City-sponsored Recreation Programs is to delegate authority for establishing the rules, regulations, policies, and procedures necessary to operate City-sponsored recreation programs.

2. Authority Reserved for City Council

Policies, regulations, and procedures which govern the operation of recreation programs as a whole shall be established by City Council resolution, including specific policies within the City Council Policies Resolution and budget appropriations.

3. Authority Delegated to City Manager

The City Manager or his/her designee shall have the authority to establish rules and procedures for the operation of individual recreation programs or program categories, as defined in the Recreation Programs and Services Cost Recovery Policy.

4. Administration and Enforcement

The City Manager or his/her designee shall have the authority to administer and enforce all recreation program rules, regulations, policies, and procedures.