

## ARTICLE VII CONFLICTS OF INTEREST

- Section 1. Financial and Economic Interests. All MEMBERS of ADVISORY GROUP performing the obligations and duties under this Policy, as individuals, and an ADVISORY GROUP, must disclose their economic interest and refrain from participating and voting on items of direct financial or economic interest before the ADVISORY GROUP. The DEPARTMENT retains the right to refuse any proposed expenditure of funds in ADVISORY GROUP'S budget if the expenditure will result in a financial or economic interest of any MEMBER or ADVISORY GROUP personnel.
- Section 2. All Applicable Laws. All MEMBERS of ADVISORY GROUP performing the obligations and duties under this Policy, as individuals, and an ADVISORY GROUP, shall at all times comply with all applicable laws regarding conflicts of interest. Unless permitted by applicable laws, no MEMBER shall vote or otherwise participate in any ADVISORY GROUP action or project if that MEMBER has a direct or indirect economic interest in the action or project.

**Commented [ES1]:** Attorney does NOT advise that this section is removed, unless the RAG wants to remove their role in budget development and expenditure recommendations. This has been part of the SOP/SUP for a long time and shall remain.

## ARTICLE IX RECREATION ADVISORY GROUP OPERATIONS

- Section 1. Public Outreach. It shall be the duty of the ADVISORY GROUP to assist DEPARTMENT staff with outreach to its community through such methods as local newspapers, social media, flyers or community events to further community-wide understanding of and participation in ADVISORY GROUP duties, activities, and decisions. The ADVISORY GROUP shall give due consideration to all responsible community input in order to identify what is in the best long-term interest of the community at large.
- Section 2. Funds for Park-Related Purposed within an Area. Unless otherwise recommended by an ADVISORY GROUP, any funds collected into a City recreation center fund (RCF) associated with the AREA/ADVISORY GROUP shall be used only for park-related purposes within the AREA, including promoting and conducting community recreation programs and events, purchasing equipment, supplies, and furnishings; performing maintenance projects; for and related activities.
- Section 3. Input and Review of Annual Budget. DEPARTMENT staff shall prepare a preliminary budget for the ADVISORY GROUPS review and input by September 1 of each year. ADVISORY GROUP shall have a period of review and input before adopting an annual budget for each fiscal year to guide

**Commented [ES2]:** Add this language per recommendation of Guy

**Commented [ES3]:** Per current resolution we cannot put voluntary contributions to other areas/programs. RCWG will need to make a recommendation that the resolution be revised to allow this process to occur on a voluntary basis.

**Commented [ES4]:** Recommended that the RCWG request a review of this section after a year and revise as needed.

the DEPARTMENT'S expenditure of funds in any City revenue account for the AREA. An ADVISORY GROUP'S annual budget for the expenditure of funds shall be in compliance with all applicable laws, regulations, policies, and applicable DEPARTMENT Instructions ("DEPARTMENT Instructions" to mean those certain policy and procedure directives promulgated by the DIRECTOR and subject to periodic amendment). The designation or earmarking of any funds by the ADVISORY GROUP for multi-year projects must be approved by the DIRECTOR in each instance. ADVISORY GROUP'S budget shall be adopted no later than December prior to each fiscal year. ADVISORY GROUP shall submit a copy of the adopted budget to the DIRECTOR within ten (10) days of its approval by the ADVISORY GROUP. Annual budget will be reviewed, and upon approval, appropriated by City Council.

**Commented [ES5]:** Should this be prior to Dec 31 of each year

Section 4. Review of Financial Records. DEPARTMENT staff will prepare financial reports on a monthly basis summarizing revenue and expenses of the corresponding RCF. DEPARTMENT staff will present reports at each meeting of the ADVISORY GROUP. Transaction details may be provided upon request from an ADVISORY GROUP.

**Commented [ES6]:** Section needs development. Can expand further when more reporting details become available

Section 5. Partnering with Companion 501(c)3 and Friends of Parks and Recreation Groups. ADVISORY GROUPS may partner with companion non-profit organizations such as Recreation Councils, Friends of Parks and Recreation, and Parks and Recreation Foundations to promote recreation activities and special events in their designated AREA with DIRECTOR approval. Administrative Guidelines outline the process further.

**Commented [ES7]:** It was suggested that section 5 and 6 be combined since they are same conceptually. Waiting to get language from the Library.

Section 6. Social Equity. ADVISORY GROUPS shall support the DEPARTMENT'S commitment to providing all people access to programs, facilities, places and spaces to enhance their lives and communities. ADVISORY GROUP may elect to budget funds to another ADVISORY GROUP for recreation programs.

Section 7. Co-sponsorship of Special Events. Co-sponsorship of Events. It is a practice of the Parks and Recreation Department to co-sponsor certain events with community non-profit organizations that have a broad public benefit. Examples of events may include but are not limited to seasonal community gatherings, cultural programs, and related community-building activities.

- (a) Unless otherwise provided in the Department Fee Schedule, the DEPARTMENT will not charge any fee under the authority of the DIRECTOR for co-sponsored events. Nothing in this policy eliminates requirements to pay fees charged by other City Departments for the event.

- (b) ADVISORY GROUPS may recommend that the Department co-sponsor an event that has broad public benefit.
- (c) The DIRECTOR has the authority to determine the appropriate number of co-sponsored events for each fiscal year.

- Section 8. Role of Recreation Advisory Groups on Facility Use. ADVISORY GROUPS assist the DEPARTMENT in coordinating the use of parks and recreation facilities by user groups within their designated AREA, and act as a central point of communication between the City and the user groups. ADVISORY GROUPS assist DEPARTMENT staff in evaluating the needs of each represented user group, provide recommendations to DEPARTMENT staff on the allocation of facility use. ADVISORY GROUPS are responsible for compliance with Administrative Guidelines and the Fee Schedule in all activities, including those involving the maintenance, use, and reservation of facilities.
- Section 9. Role of Recreation Advisory Groups on Recreation Programs. ADVISORY GROUPS assist the DEPARTMENT in coordinating and prioritizing recreation programs and events at City parks and recreation facilities within their designated AREA. ADVISORY GROUPS collaborate with DEPARTMENT staff on identifying program needs and selecting programs service providers to meet the needs of the community.
- Section 10. Role of Department Staff. DEPARTMENT staff will support the efforts of the ADVISORY GROUP by actively engaging community members to participate on the ADVISORY GROUP, assist with ADVISORY GROUP meetings, including sub-committee meetings, disseminate information and updates on behalf of the DEPARTMENT, provide guidance on City and DEPARTMENT policies and procedures, deliver RCF financial reports, prepare annual budgets, and make and carry out recommendations on programs, events and facility use.
- Section 11. Dispute Resolution. When a disagreement or conflict occurs between an ADVISORY GROUP and DEPARTMENT staff, the ADVISORY GROUP may request an administrative appeal as outlined in the Administrative Guidelines. The appeal to a decision made by staff shall first be made to the Area Manager. If the appeal is not resolved by the Area Manager, it shall be referred to the District Manager. If unresolved by the District Manager the appeal shall be referred to the Deputy Director, and lastly the Assistant Parks and Recreation Director. If the appeal is still not resolved by the Assistant Parks and Recreation Director, the ADVISORY GROUP shall have the opportunity to appeal directly to the Office of the Mayor.