

**FEATHER RIVER RECREATION AND PARK DISTRICT
1875 FEATHER RIVER BLVD., OROVILLE, CA 95965**

**PERSONNEL, POLICIES & PROCEDURES COMMITTEE MEETING
March 21, 2019**

*Location: FRRPD Conference Room
Open Session 10:00 AM*

AGENDA

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530)533-2011 at least 48 hours in advance of the meeting.

1. CALL MEETING TO ORDER Time: _____

2. ROLL CALL
Vice Chairperson Scott Kent Fowler _____
Director Steven Rocchi _____

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT
At this time, the Board will extend the courtesy of the Hearing Session to interested parties who wish to speak on items not on the agenda. State law prohibits the Board from taking action on any item presented if it is not listed on the agenda, except under special circumstances as defined in the Government Code. You are limited to three (3) minutes. The Chairperson will invite anyone the audience wishing to address the Board on a matter not listed on the agenda to step to the podium, state your name for the record and make your presentation. The Board will not and cannot take any action except for brief response by the Board or staff to a statement or question relating to a non-agenda item.

5. REGULAR AGENDA
A. Discuss new job descriptions.
B. Discuss update to Credit Card Policy.
C. Discuss update to Legislative Policy.

6. ADJOURNMENT Time: _____



STAFF REPORT

DATE: MARCH 21, 2019

TO: POLICY, PROCEDURES AND PERSONELL COMMITTEE

FROM: DEBORAH PELTZER, BUSINESS MANAGER

RE: ADD TWO NEW JOB DESCRIPTIONS.

SUMMARY: Add the following job descriptions effective immediately

1. Cheerleading Head Coach Part-time
2. Accounting Clerk Part-time

BACKGROUND

1. **Cheer Head Coach:** In 2017-18, the District offered cheerleading classes to the public. At the time, the District utilized the Gymnastics Coach job descriptions for the Cheer program. Starting late 2018-19, the Gymnastic Recreation Supervisor developed a structured Cheerleading program and a job description geared toward Cheerleading is recommended to ensure the growth of the program.
2. **Accounting Clerk:** Staff is requesting to add a part-time position in the accounting department. This position will focus on bi-weekly payroll data entry, accounts payable data entry and check printing. Since 2015, the District employee count has grown between 50-110%, depending on the season. The District's revenue, project costing, grant writing and overall accounting and human resources has grown to a point where a part-time accounting clerk is necessary to ensure the Districts' economic growth and financial reporting accuracy.

BUDGETARY IMPACT

Cheer Head Coach Part-time: \$20/hour- offset by program revenue

Accounting Clerk Part-time: \$15/hour- increased productivity of the accounting department

RECOMMENDATION: GM Murphy and BM Peltzer recommends approval

ALTERNATIVE ACTIONS: NA

ATTACHMENTS: 2 detailed job descriptions attached



Job Description

Title: Accounting Clerk: Payroll/AP
Department: Admin

Starting Wage: \$15.00/hour
Status: Non-Exempt/Part-time

JOB SUMMARY

The Accounting Clerk primary responsibility, under the direction of the Business Manager, completes all functions of bi-weekly payroll and assists with accounts payable vendor check-run. Maintain and update employee data; process payroll; and print paychecks. Reconcile payroll deductions: insurance, pension, garnishments and payroll tax. Work also includes preparing quarterly and annual federal and state payroll reporting returns. Accounts Payable invoice data entry and bi-weekly payments to vendors.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position- specific tasks.*

- Process and prepare bi-weekly payroll. Collect timecards, data-entry in accounting software, reconcile deductions, print paychecks
- Reconcile and remit prompt payment of payroll taxes, benefits and pension deductions
- Prepare monthly, quarterly and year-end required payroll and pension documents
- Ensure compliance with current government payroll regulations
- Process and prepare Accounts Payable invoices: review and verify Supervisor approval and coding is accurate prior to data entry into Account Software
- Assist with printing bi-weekly Accounts Payable check-run
- Reconcile all Agency credit card accounts for accuracy and process for payment
- Adhere to all deadline requirements
- Perform a variety of clerical tasks including data entry, copying, scanning, and maintaining records and files.

Accounting Clerk Board Review March 2019

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives



REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge and thorough understanding of payroll functions: including input/processing, payroll reports, reconciliations, payroll taxes and benefits
- Experience with QuickBooks software or similar software
- Strong written and verbal communication skills
- Microsoft Office products experience and other relevant technologies.
- Detail-oriented and proficient in maintaining accurate records.
- Minimum typing skills 40 wpm
- Ability to work independent in a time sensitive environment
- Ability to work in a team oriented environment

EDUCATION, CERTIFICATIONS AND LICENSES:

- Community College AA degree in Office Administration with accounting emphasis or related field and one (1) year of related experience; OR
- Two (2) years of payroll and/or bookkeeping experience in the public or private sector and/or any combination of education and work experience as determined by General Manager
- A valid State of California class 'C' driver's license and a satisfactory driving record required.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions*

- May be required to lift and carry items up to 40 pounds
- Ability to sit at a desk and in meetings for extended periods of time
- Must be able to stand, walk, see, hear and communicate with the sufficient acuity to successfully perform all aspects of the job
- Perform simple grasping and fine manipulation, dexterity and frequent handling of papers
- There will be some bending, kneeling and overhead reaching
- Ability to use telephone and write or use keyboard to communicate through written means

ADDITIONAL INFORMATION:

Reports To: Business Manager

Direct Reports: N/A

Accounting Clerk Board Review March 2019

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives



Job Description

Title: Cheerleading Head Coach

Department: Gymnastics

Starting Wage: \$20.00/hour

Status: Non-Exempt/Part-time

JOB SUMMARY

The Cheer Head Coach is an instructor for the Gymnastics Department supporting coaches to reach and teach every child, collaborate with parents and families, and work with the community to maintain both a developmentally appropriate and rigorous Cheerleading program. Candidates must hold the belief that all children can succeed, and this belief must drive him or her to be relentless in their focus on student academic and social growth, skill development and achievement.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Conduct regular conferences with parents to keep them informed on participants progress.
- Coordinate and manage student recruitment, enrollment and retention.
- Participate in professional development workshops, classes and organizations.
- Collaborate with Gymnastics Director to plan instructional activities, lessons, and competitive schedule that promote developmentally appropriate student learning.
- Monitor the safety of students, staff and facilities.
- Regularly inspect equipment and play areas to ensure safety and cleanliness.
- Promote the positive image of the Cheerleading and all programs offered by the FRRPD.
- Help to build a professional work environment that is typified by hard work, respect and collaboration and includes a system of constant feedback, reflection and action.
- Remain current on issues and trends with National Competitive Cheerleading Organizations.
- Assure that newly updated handouts are given to parents and families.

Cheerleading Head Coach Board Review March 2019

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives



REQUIRED KNOWLEDGE AND SKILLS:

- 3+ years Cheer Squad Coaching experience
- Excellent communication skills and organizational skills.
- Ability to establish and maintain good inter-personal relationships with parents, children, staff and the community.
- Detail-oriented and proficient in maintaining accurate records.
- Skill in reading, understanding, interpreting, and applying relevant laws, codes and regulations.

EDUCATION, CERTIFICATIONS AND LICENSES:

- A valid State of California class 'C' driver's license and a satisfactory driving record required.
- CPR and First Aid certificates
- USA Gymnastics Instructor Certification or Equivalent

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions*

- May be required to lift and carry items and children up to 100 pounds.
- Must be able to stand, walk, see hear and communicate with the sufficient acuity to successfully perform all aspects of the job.
- Perform simple grasping and fine manipulation, dexterity and frequent handling of papers.
- There will be bending, kneeling, overhead reaching and spotting.
- Ability to use telephone and write or use keyboard to communicate through written means.

ADDITIONAL INFORMATION:

Reports To: Recreation Supervisor Gymnastics

Cheerleading Head Coach Board Review March 2019

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives



STAFF REPORT

DATE: MARCH 21, 2019

TO: PP&P COMMITTEE

FROM: RANDY MURPHY, GENERAL MANAGER

RE: APPROVE DISTRICT CREDIT CARD POLICIES AND PROCEDURES

SUMMARY

Request for the Board to approve the attached Policies and Procedures for District credit cards.

BACKGROUND

The use of credit is pervasive in the modern business world. District staff often utilize credit to purchase goods and services needed in their daily routines. On any given day, several thousand dollars can be spent. The childcare program purchases groceries and art supplies, the business office pays for IT services and subscriptions, parks staff buys tools and maintenance supplies, and gymnastics books travel and training seminars. Some items are expensed via petty cash. Others via a store specific card or line of credit. Still others by way of bank-issued credit cards. Yet they all have a few things in common:

- All items are purchased following District Purchasing Policy
- All items conform to the Board approved annual budget
- All forms of credit are paid in full each month

Since the use of credit cards is so common, staff has determined that the District should have Policies and Procedures (P&P) regarding their use. Additionally, the following agenda item requires that the District have a P&P in place and staff has been unable to find one. A generic form of this P&P was presented to the P&P Committee in February and they agreed that the District should adopt one.

BUDGETARY IMPACT

None.

RECOMMENDATION

Approve the adoption of District Credit Card Policies and Procedures and direct staff to include it in the Board Policy Manual when it gets updated in the future.

ALTERNATIVE ACTIONS

None.

ATTACHMENTS

Draft of District Credit Card Policies and Procedures

Feather River Recreation and Park District Credit Card Policies and Procedures

Purpose: The purpose of this policy is to communicate eligibility, usage and payment of expenditure requirements for all District Credit Cards.

Policies

1. Feather River Recreation and Parks District will issue a credit card to authorized employees for job-related expenses. Being a Feather River Recreation and Parks District cardholder is a special privilege.
2. Employees shall use their credit cards to charge authorized business-related expenses.
3. Personal purchases of any type are strictly prohibited.
4. The employee is responsible for all charges made to the card. Consequently, the employee will be held liable for any unauthorized items appearing on the credit card statement.
5. Cardholders are required to sign the Cardholder Agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

Procedures

1. The General Manager is responsible for authorizing the distribution of all credit cards.
2. The employee must obtain a receipt for the purchase and include a brief description of the business purpose and the budget account code on the receipt.
3. The receipt is to be submitted to the Business Manager upon request.
4. Upon receipt of the credit card statement, the Business Manager will match the receipts to the individual items and assign the appropriate accounting code. Any items that do not have a receipt will be the personal responsibility of the cardholder.
5. The employee must notify the Business Manager immediately in the event a card is lost or stolen.
6. The credit card is the property of Feather River Recreation and Parks District. An employee leaving the employment of Feather River Recreation and Parks District must surrender the credit card to the Business Manager, who will then notify the issuing authority to cancel the employee's account.

CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the District Credit Card XXXX -XXXX -
XXXX – XXXX

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement and the Credit Card Policies and Procedures for Feather River Recreation and Parks District. I acknowledge receipt of the Credit Card Policies and Procedures and confirm that I understand the terms and conditions.

As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the General Manager upon demand during the period of my employment. I understand that the card is not to be used for personal purchases and that I must provide a receipt for every purchase. If the card is used for personal purchases or for purchases for any other entity or if I fail to provide a receipt substantiating a legitimate business expense by the end of the current month, Feather River Recreation and Parks District will be entitled to reimbursement from me of such purchases (through deduction of my paycheck, if necessary). Feather River Recreation and Parks District shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature _____ Date _____
(Cardholder)

Signature _____ Date _____
(General Manager)

Are You Missing a Policy for Taking Positions on State Legislation?

The legislative year is in full swing with members of the Legislature and the Governor already discussing important topics affecting special districts, including issues regarding property tax allocation, impact and connection fees, a state “water tax,” accessory dwelling units, and many other critical issues for special districts. CSDA will soon be asking for your help through Calls to Action on the most important bills, so now is the time to make sure you are prepared.

Special districts have the authority to lobby the State Legislature, other agencies, and individual decision makers on legislation and other matters of interest to the district, and to share your position with legislators directly through letters of support or opposition. Throughout the year, CSDA will send out a Call to Action to all special districts regarding a specific bill or issue that significantly impacts the special district community. The Call to Action is a chance for your district to register its support or opposition to legislation that impacts your services.

To make sure your district is ready to respond to a Call to Action in the fast-moving legislative environment, make sure that your district has adopted a Legislative Advocacy Policy, governing the process your agency must go through to register your support or opposition to an issue of interest to your district.

If your district has not adopted a Legislative Advocacy Policy yet, visit the Take Action page of the CSDA website at csda.net/advocate/take-action for a FREE copy of CSDA’s Legislative Advocacy sample policy, which can be used by your district as a policy template.

The Legislative Advocacy sample policy is also one of the many resources included in the CSDA Sample Policy Handbook available through the CSDA bookstore.



Governor Newsom’s First Budget Protects Property Tax, Calls for Water Tax, and Studies Developer Fees

On January 10, Governor Gavin Newsom unveiled his first state budget proposal and, in doing so, announced plans regarding redevelopment agency (RDA) successors, the water tax, and developer impact fees.

Within Governor Newsom’s budget proposal, he plans to improve Enhanced Infrastructure Financing Districts (EIFDs) rather than reestablishing RDAs that divert property taxes from special districts and other local governments. Governor Newsom’s plan would remove the 55 percent voter approval requirement for EIFDs to incur debt and pair them with federal Opportunity Zones.

In describing his EIFD proposal, Governor Newsom stated, “Bringing back redevelopment, I looked at it. We are putting more money now than when we killed redevelopment. Thank you Toni Atkins and that transaction fee; thank you to the new bond; thank you to the Cap-and-Trade program; thank you to the billion dollars I just announced. And, we are doing it in a way that doesn’t take money from the education system that requires us to backfill. And, we are doing it in a way that doesn’t take money from the counties if we did reestablish redevelopment. I think EIFDs can achieve the same or even greater result.”

Asked if he was closing the door on more expansive redevelopment proposals, Governor Newsom stated, “With our enhanced infrastructure

financing and these opportunities on overlays, I think we'll have more than enough to convince people that this is a legitimate successor agency to redevelopment as we have known it."

Governor Newsom's budget also seemingly embraced a statewide water tax to fund access to safe and affordable drinking water. According to the Governor's Budget Summary, the administration is looking to take the same approach proposed last year by SB 623 (Monning), potentially placing the burden of tax collection on local agencies already strained by other state mandated programs and services.

The Governor's budget proposal includes \$4.9 million General Fund one-time spending for the State Water Resources Control Board and the Department of Food and Agriculture to take initial steps toward implementation of the new Safe and Affordable Drinking Water Program. The Governor followed his call for a water tax with a visit along with his cabinet at the Monterey Park Tract in Ceres. There, he participated in a roundtable discussion with members of the community who are paying for water that is unsafe to drink.

Although not explicitly discussed within his proposed budget, at his press conference, Governor Newsom also announced he would convene a task force on developer impact fees. He exclaimed, "These impact fees are out of control; they are usurious. They are driving up the cost of housing, and I just want folks to know I want to tackle that. And, to the extent we have to go to the ballot on that, that's something we are at least open to do."

More broadly, Governor Newsom announced significant one-time expenditures in health and education. Calling his budget one that seeks "discipline" while building a strong financial foundation, Governor Newsom announced a total budget of \$209 billion, a 4% increase over the prior year, with general fund spending totaling \$144 billion (a 3.6% increase). Additions to the state Rainy Day Fund will bring the balance to \$15.3 billion in 2019-2020, gradually increasing to \$19.4 billion by 2022-2023.

Other notable items in the Governor's budget proposal include:

- \$13.6 billion dedicated to paying down the state's unfunded liabilities, including an "unprecedented" \$3 billion supplemental

contribution to pay down the state's liabilities within CalPERS.

- \$25 million for mutual aid to support local governments in their pre-deployment work in response to emergencies.
- \$50 million one-time spending for local grants and to immediately begin a comprehensive, statewide education campaign on disaster preparedness and safety.
- \$31.3 million to back-fill wildfire-related property tax revenue losses for cities, counties, and special districts.

With a new administration in the Governor's Office, CSDA will continue to closely monitor the budget process for relevant issues related to special districts. You can find a full summary of the Governor's Budget Proposal at ebudget.ca.gov. Legislators will conduct Budget Sub-Committee Hearings over the coming months, with the Governor's May Revise due out in mid-May following analysis of the April tax receipts. The budget, which must be passed by a June 15 Constitutional deadline, takes effect July 1.

To keep up with the latest breaking budget and legislative news affecting special districts, sign up for the Advocacy News blog at csda.net/advocate/advocacy-blog.



Look for the updated Take Action brochure, designed to equip district leaders for grassroots advocacy and public outreach, at upcoming CSDA events, conferences, or when speaking to your public affairs field coordinators.

TAKE ACTION

The California State Legislature has reconvened for the 2019-2020 Legislative Session and Governor Gavin Newsom was sworn in as our 40th Governor. As legislators are working on new legislation, make every day an opportunity to increase awareness and understanding for special districts.

SPRING

- Attend Special Districts Legislative Days in Sacramento on May 21-22, 2019
- Respond to CSDA "Calls to Action" on priority legislation by submitting letters of support and opposition
- Check for legislative updates on the Take Action page of the CSDA website at csda.net/advocate/take-action
- Promote the upcoming Districts Make the Difference Student Video Contest with the updated timeline for 2019



STAFF REPORT

DATE: MARCH 21, 2019

TO: PP&P COMMITTEE

FROM: RANDY MURPHY, GENERAL MANAGER

RE: APPROVE DISTRICT LEGISLATIVE ADVOCACY POLICY

SUMMARY

Request for the Board to approve the attached District Legislative Advocacy Policy.

BACKGROUND

As discussed during CSDA representative's presentation at the February 26th Board meeting, the District is sometimes asked to provide letters of support or opposition for issues pending before the State Legislature. When the timeline does not allow for the matter to be heard at a regularly scheduled Board meeting, the District often misses out on these opportunities to support or oppose these matters.

CSDA recommends that the District adopt a Legislative Advocacy Policy that would allow the General Manager to provide those letters, as long as they fit within the adopted boundaries, and then report back to the Board.

The attached CSDA magazine article provides additional information for your Board's consideration.

BUDGETARY IMPACT

None.

RECOMMENDATION

Approve the adoption of District Legislative Advocacy Policy and direct staff to include it in the Board Policy Manual when it gets updated in the future.

ALTERNATIVE ACTIONS

None.

ATTACHMENTS

Draft of District Legislative Advocacy Policy
Copy of CSDA Magazine Article

FEATHER RIVER RECREATION AND PARK DISTRICT LEGISLATIVE ADVOCACY POLICY

Purpose

The purpose of the policy is to guide Feather River Recreation and Park District (hereinafter referred to as “District” or “FRRPD”) officials and staff in considering legislative or regulatory proposals that are likely to have an impact on FRRPD, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited¹, the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.²

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to District staff with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Directors. These Legislative Advocacy Procedures and Advocacy Priorities will provide the District General Manager, or other designee, discretion to advocate in FRRPD’s best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of FRRPD.

Policy Goals

- Advocate the District’s legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Directors and district staff on the legislative process and key issues and legislation that could have a potential impact on the District.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the district and the region.
- Seek grant and funding assistance for FRRPD projects, services, and programs to enhance services for the community.

Policy Principles

The Board of Directors recognizes the need to protect FRRPD interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of FRRPD to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors.

This policy provides the District General Manager, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Directors to set Advocacy Priorities to provide policy guidance. The Board of Directors shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

¹ Cal. Gov. Code § 54964.

² Cal. Gov. Code § 53060.5; *Stanson v. Mott* (1976) 17 Cal. 3d 206.

FEATHER RIVER RECREATION AND PARK DISTRICT LEGISLATIVE ADVOCACY POLICY

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the District, the matter shall be brought before the Board of Directors at a scheduled board meeting for formal direction from the Board of Directors. [The Board of Directors may choose to establish a standing committee of two Directors, known as the “Legislative Advocacy Committee”, with the authority to adopt a position when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.]

Generally, FRRPD will not address matters that are not pertinent to the district’s local government services, such as social issues or international relations issues.

Legislative Advocacy Procedures

It is the policy of FRRPD to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

Monitoring legislation is a shared function of the Board of Directors and General Manager or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The General Manager, or other designee, will act on legislation utilizing the following procedures:

1. The General Manager or other designee shall review requests that FRRPD take a position on legislative issues to determine if the legislation aligns with the District’s current approved Advocacy Priorities.
2. The General Manager or other designee will conduct a review of positions and analysis completed by the California Special Districts Association and other local government associations when formulating positions.
3. If the matter aligns with the approved priorities, FRRPD response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the district, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the General Manager or designee. The General Manager or designee shall advise staff to administer the form of advocacy, typically via letters signed by the General Manager, or designee, on behalf of the Board of Directors.
4. All draft legislative position letters initiated by the General Manager or designee shall state whether the district is requesting “support”, “support if amended”, “oppose”, or “oppose unless amended” action on the issue, and shall include adequate justification

FEATHER RIVER RECREATION AND PARK DISTRICT LEGISLATIVE ADVOCACY POLICY

for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the district, e.g. “the funding the district will lose due to this bill could pay for X capital improvements.”

- a. Support – legislation in this area advances the district’s goals and priorities.
 - b. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the district, or does not advance the district’s goals and priorities.
5. The General Manager may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the General Manager or designee.
 6. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the District shall be included as a copy or “cc” on the letter. The appropriate contacts at the California Special Districts Association and other local government associations, if applicable, shall be included as a cc on legislative letters.
 7. A position may be adopted by the General Manager or designee if any of the following criteria is met:
 - a. The position is consistent with the adopted Advocacy Priorities;
 - b. The position is consistent with that of organizations to which the district is a member, such as the California Special Districts Association; or
 - c. The position is approved by the Board of Directors [or the Legislative Advocacy Committee].
 8. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Directors at the next regularly scheduled Board Meeting. When appropriate, the General Manager or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Directors.

Advocacy Priorities

Revenue, Finances, and Taxation

Ensure adequate funding for special districts’ safe and reliable core local service delivery. Protect special districts’ resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts’ property tax allocations and local flexibility with revenue and diversify local revenue sources.

FEATHER RIVER RECREATION AND PARK DISTRICT LEGISLATIVE ADVOCACY POLICY

Support opportunities that allow the district to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs.

Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the district to maximize local revenues, offset and leverage capital expenditures, and maintain district goals and standards.

Governance and Accountability

Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches.

Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

Human Resources and Personnel

Promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees.

Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements. Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

Infrastructure, Innovation, and Investment

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet California's changing demands. Promote the efficient, effective, and sustainable delivery of core local services.

Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.