



Director Approval - Original Approval Date: 12/31/2016
Update Approval Date: 12/31/2021
Signature: [Handwritten Signature]

PARKS & RECREATION

Date: 12/31/2016 **Updated:** 12/31/2021 **Date To Be Reviewed:** Five Years – 12/31/2026

Title of Document: 1.6.A LOPR_Park Rule Creation and Exception Procedures

Background:

The Parks & Recreation Department (LOPR) developed revised *Rules and Regulations Governing the Use of City-Owned Park and Recreation Property, Amenities and Facilities*, otherwise known as *Park Rules*. The City Council approved the revised rules via Resolution 16-24 on September 20, 2016. City Council is authorized to establish or amend rules and regulations that govern the use of Park Property. The Director of Parks & Recreation has the authority to issue special use permits, and to grant exceptions or waivers to any of the terms of the rules and regulations for authorized events and activities.

This document outlines the procedures for LOPR to create new Park Rules to present to City Council for codification and for the Director to authorize an exception to existing Park Rules.

Forms for the procedures outlined below are accessed using the Table of Contents/File Listing Excel spreadsheet located at P:/PARKS POLICIES & PROCEDURES

Procedure:

To create a new Park Rule:

Complete 1.6.A.1 LOPR_New Park Rule Creation FORM.

Submit the form to the designated administrative support person to track and ensure the submissions received are reviewed and approved by the Director of Parks & Recreation and the Parks, Recreation and Natural Resources Advisory Board.

The approved or denied form will be recorded by the designated administrative support person on 1.6.A.3 LOPR_Park Rule Creation Tracking FORM and filed. All approved forms will be filed until presented to City Council for codification. If City Council approves, the City Attorney's office updates the Parks Rules. The LOPR designated support person will ensure updated rules are filed electronically on the shared drive, uploaded to Laser Fiche, and posted on the designated LOPR web page for public viewing.

To make an exception to an existing Park Rule:

Complete 1.6.A.2 LOPR_Park Rule Exception FORM

Submit the form to the designated administrative support person to track and ensure the submissions received are reviewed and approved by the Director of Parks & Recreation.

The approved or denied form will be recorded by the designated administrative support person on the 1.6.A.4 LOPR_Park Rule Exception Tracking FORM and filed. Retention time is 2 years. The designated administrative support person will provide timely notification to the person who submitted the form of the status of the exception.

Responsibility/Contacts: Designated Administrative Support, Director of Parks & Recreation, City Manager and/or Designee, and Parks, Recreation and Natural Resources Advisory Board.