



POLICY MANUAL

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APPROVED BY THE GAINESVILLE PARKS & RECREATION BOARD

Gainesville Parks & Recreation

PREFACE

The Gainesville Parks and Recreation Board is responsible for developing and setting policy for the Parks and Recreation Agency. All policies of the general operational nature for the Agency are included herein. Certain aspects of the Agency operations and policies are covered in separate manuals and are incorporated into this manual by reference thereof. Other aspects are covered under the City of Gainesville Rules and Regulations and are also incorporated into this manual by reference.

This manual is reviewed annually and all new and/or revised policies are incorporated into this document so it is accurately maintained. Changes, revisions, or additions to this manual or parts herein can only be made by a majority vote of the Gainesville Parks and Recreation Board. Actions that affect policies cannot be taken at the initial presentation of the request. There must be a one (1) month waiting period from the date of the presentation of such policy or change for formal adoption by the Parks and Recreation Board.

OUR MISSION

The Gainesville Parks and Recreation Agency, through a coordinated effort, seeks to enrich the quality of life of the citizens we serve by providing safe and accessible facilities and a diversified program of activities in an effective, efficient, equitable and responsive manner.

OUR GOAL

... is to provide the total community, regardless of age, race, sex, creed, national origin, religion, handicap, social or economic status, the opportunity to develop new skills, create new interests, and to learn new hobbies that will enhance and expand their physical, mental, and social development.

RECREATION SERVICE POLICY

Fees – Registration fees help pay for the direct cost of the program with the balance used to help offset the overhead of operating parks, the maintenance of buildings, tennis courts, ball fields, and other recreation facilities.

Participation Policy – Participation policies in all programs assure that each youngster who registers to play has the opportunity to play in all scheduled games. The Agency's philosophy is that winning is secondary to learning and experiencing the excitement that comes with playing the game.

Basic Level of Service – are those facilities, programs, or services which are available to, and utilized by, the majority of the city’s population where there are no user fees charged. These include playgrounds, park areas, and drop-in recreation centers.

Enhanced Services – are those programs and services requiring organization, supervision and/or the assistance of specially talented instructors to make them successful. Enhanced services may also include facilities designed and administered to accommodate a special recreation interest orientation. The limited number of people within each interest group to which the service appeals, justified its support from user fees and charges.

BRIEF HISTORY

The Gainesville Parks and Recreation Agency was founded on December 1, 1924 after a special election was held and the petition was approved by the voters and recorded on December 2, 1924. The contents of the petition and ballot set the funding rate at not less than .75 mills and no more than 1.00 mills on each dollar of assessed valuation of all taxable property within the corporate limits of the City.

The Agency is governed by a nine member appointed board who have the legal responsibility to provide, establish, maintain and conduct a comprehensive park and recreation program and employ a full-time director.

During the Agency’s existence, it has developed into and is recognized as one of the quality agencies in the State.

DEFINITIONS

Agency – refers to the Gainesville Parks and Recreation Agency under the authority of the Parks and Recreation Citizens Board.

Basic Services – refers to those facilities, programs, or services which are available to, and utilized by, the majority of the city’s population where there are no user fees charged. These include playgrounds, park areas, and drop-in recreation centers.

Board – refers to the nine member citizen Board appointed by the City Council and serves as a legal policy making entity.

City Council – refers to the five elected members of the City of Gainesville and the elected Mayor. The Council consists of one Elected Mayor and five elected Council members, all of which represent one of the City’s five wards.

Director – refers to the chief executive officer and administrator of the Agency as employed and appointed by the Parks and Recreation Board.

Enhanced Services – refers to those programs and services requiring organization, supervision and/or the assistance of specially talented instructors to make them

successful. Enhanced services may also include facilities designed and administered to accommodate a special recreation interest orientation. The limited number of people within each interest group to which the service appeals, justifies its support from user fees and charges.

Facility - this term refers primarily to indoor facilities within a park, on park property or which is a property within itself such as the Gainesville Civic Center, Fair Street Neighborhood Center, Martha Hope Cabin and the Frances Meadows Aquatics and Community Center.

Fees – refers to registration fees to help pay for the direct cost of the program with the balance used to help offset the overhead of operating parks, the maintenance of buildings, tennis courts, ball fields, and other recreation facilities.

Parks – this term refers to any park, park property and/or facilities located on any park or park property under the control of the Agency Board.

Park Use/Facility Use Agreement – refers to a specific legal agreement that enables user groups to utilize, rent or reserve parks and/or park facilities on a scheduled basis.

Participation – refers to participation in all programs to assure that each youngster who registers to play has the opportunity to play in all scheduled games.

Partnerships – refers to relationships existing between this Agency and other Agencies, departments, groups, businesses, associated as joint principles in a cooperative enterprise.

Revenues – this refers to monies derived through fees and charges for services offered by the Agency which help offset the costs of annual maintenance and operations of the Agency.

Revenue Producing Facilities – refers to facilities that are designed and/or operated in such a manner as to maximize revenue potential to cover the cost of the facility's operation.

User Fee – this is a charge made by the Agency to a user of a program, service or facility.

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 - i. Assistant Parks Maintenance Supervisor
 - j. Facility Operations Manager
 - k. Mechanic II
 - l. Crew Coordinator – Facility
 - m. Crew Coordinator - Projects
 - n. Landscape & Turf Technician
 - o. Parks Maintenance Worker
 - p. Corrections Officer
 - q. Recreation Division Manager
 - r. Assistant Recreation Division Manager
 - s. Athletic Program Manager
 - t. Recreation Program Coordinator
 - u. Aquatics Manager
 - v. Facility Manager – Soccer Complex
 - w. Civic Center Division Manager
 - x. Event Services Manager
 - y. Operations Supervisor
 - z. Stagehand I
 - aa. Custodian
15. Compensatory Time – Flex Time – Overtime Policies
16. Tele-Work/Remote Office Policy
17. Technology Policy

18. Cell/Radio Policy
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28. Report Form for Suspected Child Abuse
29. ADA Transition Plan and Grievance Form
30. Records Retention Policy

POLICY MANUAL DISTRIBUTION

Distribution of the Policy Manual along with any subsequent revisions or updates will be as follows:

- Gainesville Parks and Recreation Board
- Gainesville Parks and Recreation Director
- Gainesville Parks and Recreation Division Managers
- Mayor and Gainesville City Council
- Gainesville City Manager
- City Attorney
- City Clerk
- Main Office

This Policy Manual was officially adopted by the Gainesville Parks and Recreation Board on August 9, 1999.

This Policy Manual was updated and re-adopted by the Gainesville Parks and Recreation Board on March 8, 2010.

This Policy Manual was updated and re-adopted by the Gainesville Parks and Recreation Board on October 8, 2012.

This Policy Manual was updated and re-adopted by the Gainesville Parks and Recreation Board on February 10 , 2020.

Gainesville Parks & Recreation

CHAPTER I – AUTHORITY AND INTENT

SECTION 1:1 – SOURCE OF AUTHORITY

The Gainesville Parks and Recreation Agency was created by the “Special Election of 1924.” This election was held pursuant to Georgia Code of 1933, Section 69-6, et seq., now codified as O.C.G.A., Section 36-64-1, et seq. (*Appendix No. 1*)

This Special Election passed and was adopted on the 2nd day of December, 1924.

SECTION 1:2 – RECREATION BOARD ESTABLISHED

The “Special Election of 1924” and the city government of Gainesville established the “Recreation Board of the City of Gainesville” and empowered said Board to provide, establish, maintain and conduct a supervised recreation system and to levy an annual tax of not less than 0.75 mills and no more than 1.00 mills on each dollar of assessed valuation of all taxable property within the corporate limits of the City.

SECTION 1:3 – RECREATION BOARD DUTIES AND POWERS

The Board’s purpose is to provide, establish, maintain and conduct a city-wide wholesome & cultural program of recreation activities; to participate actively in local, state and national recreational affairs, to educate the citizens of the City of Gainesville by dissemination among them of information concerning the development, growth and continued progress of the recreation movement.

The Board is empowered to provide, establish, maintain and conduct playgrounds, athletic fields, recreation centers and other recreational activities and facilities, to maintain and equip playgrounds, athletic fields, recreation centers, buildings and facilities, authorize employment of play leaders, playground directors, supervisors, recreation directors/administrators or such other officers and employees as it deems necessary and proper. The Board shall also have the power to adopt rules and regulations for the proper conduct of public recreation for the City of Gainesville. Said Board shall have the power to conduct any form of recreation or cultural activity that will employ the leisure time of the people of the community in a constructive and wholesome manner, and for such purposes are empowered to carry on such facilities and activities on any of the properties owned or controlled by said City, with consent of the governing officials, or on any other properties with the consent of the owners thereof. (*Appendix No. 2*)

SECTION 1:4 – STAFFING/ORGANIZATION

The Parks and Recreation Board shall employ a Director of Parks and Recreation, a person who is trained or properly qualified for the work. The discretion of other personnel hiring is at the discretion of the Director of Parks and Recreation. An organization chart for the Agency is incorporated into this manual. (*Appendix No. 3*)

SECTION 1:5 – VISION

Our vision strives to inspire and sustain a passion for parks and recreation experiences that enhance our community's quality of life.

SECTION 1:6 – MISSION STATEMENT

The following shall be the mission statement for the Agency: "The Gainesville Parks and Recreation Agency, through a coordinated effort, seeks to enrich the lives of the citizens we serve by providing safe and accessible facilities and a diversified program of activities in an effective, efficient, equitable, and responsive manner."

SECTION 1:7 – OUR VALUES

- *Enhancing Stewardship* – We are stewards for a community rich in natural and cultural resources. We will provide leadership to expand awareness, appreciation and protection of this heritage.
- *Fostering Diversity* – We embrace the diversity of our community and see to provide every resident with a wide variety of park experience and recreational opportunities.
- *Developing Partnerships* – We believe seeking and maintaining active partnerships with neighborhood and community organizations and individuals is essential to becoming a vital and treasured component of the community we serve.
- *Providing Quality & Value* – We are committed to providing quality facilities and services that offer superior value and prompt, efficient service to our customers and the community,
- *Communicating Effectively* – We strive for productive two-way communication with residents and our staff to allow each to participate fully in creating quality parks and services.
- *Valuing our Workforce* – We believe our paid and volunteer staff is a key ingredient of our success and commit to creating a dynamic workplace offering career development and meaningful recognition.
- *Demonstrating Fiscal Responsibility* – We are committed to building and preserving a park system that meets the community's needs in a cost effective, fiscally responsible manner.
- *Work smart, Not just harder* – Open communications helps people work smarter. In our push to work smarter, the focus should be on the whole experience rather than just on whether a single element of our operation is functioning as it should be. Transformations in technology are about working smarter rather than harder.

- *Build relationships based on empathy and mutual respect* – When you help a customer with a problem, you're their provider for life. That is something they never forget. Go the extra mile, find out what the customer really wants or needs, offer suggestions, get to know them, find out more about their needs and interests. Build a relationship.

SECTION 1:8 – POLICY INTENT

Due to the broad scope of overall park and recreation activities, Agency operations have become increasingly complex. It is therefore advisable to bring together, under one "manual," all the policies of the Board. The intent of this manual is to address policy statements and not to include the many procedures, rules, and regulations necessary to implement these policies in the daily operation of the Agency.

Most aspects of the Agency's operations are covered in separate manuals. By reference these manuals are considered part of this Policy Manual.

The ultimate intent of the adoption of these policies is to ensure optimal utilization of all assigned resources by the greatest number of citizens.

Gainesville Parks & Recreation

CHAPTER II – RELATIONSHIPS WITH OTHER AGENCIES AND BODIES

SECTION 2:1 – PRIORITY USAGE OF PARK FACILITIES

All parks, recreational facilities, special use facilities, and other recreation related facilities acquired, developed, operated, maintained, or under the control of the Parks and Recreation Board, are for the explicit purpose of providing a public parks and recreation service to the citizens of the City of Gainesville.

SECTION 2:2 – PARK AND SCHOOL COOPERATION

- A. Recognizing that the joint use of facilities by the school system and the Agency is making the wisest use of the tax dollar, the Board supports and encourages such use. It is the policy of this Board to cooperate with all city schools in making available for their use park facilities at any time said facilities can be scheduled so as not to conflict with activity the Agency deems necessary to provide quality recreational services to the citizens of the City of Gainesville.
- B. The following guidelines will be used for the chain of command as of September 2019
 1. All use of Parks and Recreation facilities by the Gainesville City School System will come through school personnel wishing to use parks and recreation facilities to GHS Athletic Director, who in turn will review them and forward them to the Director of Gainesville Parks and Recreation for approval. (*Request form – Appendix 4*)
 2. Any school facility that Gainesville Parks and Recreation wishes to use of the Gainesville City School System will be handled in the following manner:
 - a. Complete the Gainesville City Board of Education Request for Use of School Facilities Form and submit to the Director for approval. A complete spreadsheet should be attached to each request made. Request are made for Spring/Summer Season and the Fall/Winter Season.
 - b. The Director will forward the form to the school principal or the Superintendent of Schools, who will review and forward to the school(s) principal for approval.
 3. The direct line of communication for any facility usage will be directly through GHS Athletic Director and Director of Gainesville Parks & Recreation.

- a. Should the Director be out of town or on vacation, the Deputy Director of Gainesville Parks and Recreation will be the next link in communication.
 - b. Should the GHS Athletic Director be out of town or on vacation, the Principal of the High School will be the next link in communication.
4. Should any staff member get a call from anyone (Booster Club, Athletic Club, etc.) relative to scheduling a facility relative to an athletic event, please let them know that the request must come through GHS Athletic Director.

SECTION 2:3 – VOLUNTEERS

It is the policy of the Board to recognize, encourage, and support volunteers as an integral part of the recreation service delivery system of the Agency. Awareness of unique responsibilities of both professionals and volunteers in that delivery system demands clear identification of the role of each entity to ensure the proper assignment and utilization of both.

The Agency has a Volunteer Manual of Policies and Procedures adopted on April 11, 2005 and is incorporated by reference as part of this Policy Manual. Volunteer Manual was reviewed and updated in 2013-2014, and adopted on April 7, 2014. Reviewed and updated again in January 2020.

The Agency has adopted three Youth Sports Handbooks that covers Baseball/Softball; Football/Cheer and Basketball. These handbooks are incorporated by reference as part of this Policy Manual. These handbooks are reviewed annually. Each was last updated in April 2019.

SECTION 2:4 – PRIVATE SECTOR

It is the policy of the Board to encourage, support, and enter into “public/private partnerships” that expand the scope and enhance the quality of leisure facilities, services, and opportunities provided by the Agency. The general principle making public/private partnerships advantageous to the Agency is one that emphasizes positive benefits to the general public while exerting proper control and constraints over the commercialization of the partnership. Each partnership will be considered on its own merits.

SECTION 2:5 – DEPARTMENTS OF THE CITY OF GAINESVILLE GOVERNMENT

Recognizing that this Agency is not a line-department of the City of Gainesville Government but, is a part of the total delivery system of general governmental services, it is the policy of the Parks and Recreation Board to assist and cooperate with other City departments. Such assistance and cooperation should not in any way decrease or downgrade the level or quality of leisure services provided by the Agency in carrying out its primary mission.

SECTION 2:6 – COUNTY PARKS AND RECREATION AGENCIES

It is the policy of the Board to initiate a positive relationship of communication, cooperation, and coordination with the County parks and recreation agencies within Hall County in an effort to maximize productivity within the leisure service delivery system of Hall County.

SECTION 2:7 – STATE AGENCIES

The Agency will actively seek the support of and assistance from appropriate state agencies whose mission is either compatible with or supportive of the provision of leisure services at the local government level.

SECTION 2:8 – FEDERAL AGENCIES

It is the policy of the Board to seek available and appropriate assistance from various federal agencies in such areas as technical, financial, and other forms of supportive assistance.

Gainesville Parks & Recreation

CHAPTER III – PROTECTION OF PARK PROPERTY

SECTION 3:1 – PARK SECURITY

The City of Gainesville Police Department has the ultimate authority for the enforcement of all laws of the State of Georgia and all ordinances established by the City Council, within the City of Gainesville park system. Thus, the City of Gainesville Police Officers are responsible for the security of all facilities under the control of the Agency, and are responsible for the safety and well-being of all users of facilities and/or programs of the Agency. The officers may be designated to provide security for special events held at parks, park facilities and rental facilities as determined by the Parks and Recreation Director or their designee.

SECTION 3:2 – WEAPONS POLICY FOR PARKS

The City of Gainesville Police Department is charged with the security, safety, and general welfare of all citizens using city parks and facilities and the security and protection of all equipment, buildings, and properties of the Agency. Each officer is a certified law enforcement officer in the State of Georgia. Police officers are to be armed with a side arm weapon as part of their standard uniform and equipment.

The Agency works with the Hall County Correctional Institute in providing Inmate Crews to help in the maintenance of city parks. Correctional Officers are assigned to each Inmate Crew and these officers have the option to carry a weapon while on duty with the Inmate Crews. Agency personnel trained to supervise Inmate Crews are not authorized to carry a weapon.

No officer or staff personnel are allowed to carry a weapon until they have been certified in safety procedures and have completed a qualified course as prescribed by the Peace Officer Standards and Training Council. Only then may an Officer or Staff Personnel wear a weapon in their official duties for the Agency.

SECTION 3:3 – COMPLIANCE WITH ORDERS BY EMPLOYEES

Agency employees are authorized to issue reasonable orders or directives to park users/visitors, when in their opinion an activity being conducted by the visitor constitutes a hazard, endangers the personal safety of the participant or other park visitors, or endangers peace and good order in the parks or in Agency sponsored activities either on or off park property.

SECTION 3:4 – FAILURE TO OBEY ORDERS BY EMPLOYEES

No person shall refuse to comply with any reasonable request, order, or directive given in the performance of duty by any Agency employee, nor shall any person create a nuisance or obstruction, or use abusive, profane, or insulting language toward said employees of the Agency.

Non-compliance indicates irresponsibility. Therefore, the Board, through the Director or his designee, has authority to suspend or place on probation any person based on such actions.

SECTION 3:5 – DESTRUCTION OF PUBLIC PROPERTY

It shall be unlawful for any individual to:

- A. Cut, remove or destroy any tree, sapling, seedling, brush or shrub whether alive or dead, or chip, blaze, box, girdle, trim or otherwise deface or injure any tree or shrub or break or remove any branch, foliage, flower or any tree or shrub or pick, gather, uproot, remove or destroy any flower, plant or grass. (City of Gainesville Code Ordinance Chapter 1-7, Section 1-7-2-1)
- B. Remove or cause to be removed any sod, sand, earth, humus, peat, rocks, boulders or gravel. (City of Gainesville Code Ordinance Chapter 1-7, Section 1-7-2-2)
- C. Deface in any way the benches, fences, or other structures in the parks. (City of Gainesville Code Ordinance Chapter 1-7, Section 1-7-2-8)
- D. All other prohibited acts as defined in City of Gainesville Code Ordinance Chapter 1-7, Section 1-7-2

SECTION 3:6 – FIRES IN CITY PARKS

No person shall build, light or maintain any open or outdoor fire at any place within a city park except in areas or facilities provided and designated for this purpose. (City of Gainesville Code Ordinance Chapter 1-7, Section 1-7-2-3)

SECTION 3:7 – FIRE ARMS AND DANGEROUS WEAPONS

No person shall have in his or her possession any item considered to be a weapon under state law, excluding firearms; however, no person shall discharge any firearm on or over any public property or public park, unless: in self-defense; or, under a license or permit issued by a governmental entity; or, as part of a reenactment or recreation of an historical event if such reenactment or recreation has been approved, authorized, or sponsored by the city, the state, or the United States of America or a political subdivision of any of them. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-4).

SECTION 3:8 – PLAYGROUNDS

It shall be the responsibility of the Parks Division to make a monthly inspection of all playground equipment located in the City of Gainesville Park System to ensure that each piece of playground equipment is properly maintained as outlined by the Consumer Safety Playground Guidelines (CSPG) and safe for use by the visitors/users of the facilities.

It shall also be the responsibility of any Agency Staff to report any damaged and unsafe pieces of playground equipment to the Manager of the Parks Division for the Agency. A formal playground inspection report shall be forwarded to the Director of the Agency.

Gainesville Parks & Recreation

CHAPTER IV – PUBLIC USAGE AND OPERATIONS

SECTION 4:1 – NON-DISCRIMINATORY CLAUSES

The Civil Rights Act of 1964 includes several sections. The particular portion of interest and primary concern is referred to a Title VI [42 U.S.C. 2000 (D)], and states:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.”

The Parks and Recreation Board regularly certifies that the City of Gainesville is in compliance with the above law and further states and agrees that no persons shall be denied participation in any park or program based on race, color, national origin, religious background, sex, age, or disability.

Further, under The Americans With Disabilities Act, Subchapter II - Public Services, Section 12132, Discrimination:

“Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

Inclusion Statement for the Parks and Recreation Agency:

“Through our Agency mission to enrich the quality of life of the citizens we serve, Gainesville Parks & Recreation endeavors to provide recreation opportunities to all citizens regardless of their ethnic origin, sexual orientation, socio-economic level, language or ability. Agency parks, facilities and programs are spaces where everyone belongs and everyone is accepted. The Agency will make every effort to provide support and opportunity to participants with disabilities in order to play and participate alongside peers without disabilities. The Agency recognizes that individual needs and desire for participation are met in ways that are reasonable, safe, and do not fundamentally alter the nature of the recreation program or activity.”

SECTION 4:2 – NON-RESIDENT POLICY

It is the prescribed policy of the Board to provide programs and facilities for the residents of the City of Gainesville. The Board has the authority to establish non-resident fees.

Many participants in the Agency's programs live outside the City of Gainesville. Because the cost of supplying these programs comes exclusively from city tax payers, fairness requires that non-city residents share the burden of expense.

The Agency requires residency verification for first time registrants, i.e. Driver's License, Utility Bill or Tax Bill. The Non-Resident portion of the total registration fee shall be paid directly to the Gainesville Parks and Recreation Agency.

FACILITY RESERVATIONS

It is the policy of this Board to maximize utilization of existing facilities of the Agency. Recognizing the need for advanced reservations to ensure for proper publicity, planning, etc. this Board authorizes revenue-producing facility reservations on a first-come, first-serve basis. (*Appendix No. 5*)

EXCEPTION: The Gainesville Civic Center is a revenue producing facility and is operated under the Administrative Division of the Agency, under Facility Services. The Facility Services facilities has its own Operating Policy and Procedure Manual. This manual is hereby incorporated into the Agency Policy Manual.

EXCEPTION: The Frances Meadows Aquatic and Community Center is a revenue producing facility and is operated as a separate division of the Agency. The Frances Meadows Aquatic and Community Center has an Aquatic Manual that is hereby incorporated into the Agency Policy Manual. The Center has its own Operating Policy and Procedure Manual. This manual is hereby incorporated into the Agency Policy Manual.

SECTION 4:3 – LEGAL PARK ORDINANCES OF THE CITY OF GAINESVILLE (CHAPTER 1-7)

A. HOURS OF USE OF CITY PARKS

It shall be unlawful for any person, except authorized parks and recreation agency personnel or an authorized agent thereof, to enter, remain within, drive a vehicle in or attempt to park or park a vehicle on any of the streets or parking areas or at any location within the following city neighborhood and community parks from one (1) hour after sunset to 7:00 AM daily: (City of Gainesville Code Ordinance Chapter 1-7, Section 1-7-3-a)

Allen Creek Soccer Complex	Lanier Point Park
Chicopee Woods Nature Park	Linwood Nature Preserve
Clarks Bridge Park	Longwood Park
City Park	Midtown Greenway Park
Civic Center	Myrtle Street Park
Desota Park	Poultry Park
Engine 209 Park	Riverside Park
Fair Street Neighborhood Center	Rock Creek Veterans Park
Frances Meadows Aquatic & Community Center	Roper Park
Holly Park	Wessell park
Ivy Terrace Park	Wilshire Trails Park
Kenwood Park	

EXCEPTIONS:

1. All lighted city tennis courts shall close at 11:00 PM daily.
2. Holly Park; Lanier Point Park – launching ramp use will be permitted on a twenty-four hour basis for the express purpose of launching or loading a boat.
3. Lanier Point Park – League games and tournament games.
4. Shorelines of accessible lake front parks may be used on a twenty-four hour basis for the express purpose of lawful fishing. Fishing areas may be closed at the discretion of the city parks and recreation agency board.
5. Walkers, runners, and bikers utilizing the Highlands to Islands Trail if and when said trail is lighted.

Other than the exceptions noted above, no person shall occupy the parks or facilities listed in subsection (a) for recreation or any other purpose from one (1) hour after sunset to 7:00 AM daily unless for approved scheduled events or permission has been granted in advance by the parks and recreation agency with prior notification to the police department. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-3-c)

B. CATERED ALCOHOLIC BEVERAGES (City of Gainesville Code Ordinance, Chapter 6, Section 6-4-103)

- (a) Annual licenses to cater alcoholic beverages by the drink on premises at authorized catered events may be obtained only by those persons, firms or corporations currently licensed by the city for the sale of alcoholic beverages by the drink or for sales of alcohol in the unbroken package.
- (b) Any licensee desiring to obtain a license to be an alcoholic beverage caterer in the city shall submit, in person, a written and signed application on forms provided by city. Only a licensed alcoholic beverage caterer may distribute or sell alcoholic beverages by the drink at an authorized catered event, after the application and issuance of a catered event permit.
- (c) Before a licensed alcoholic beverage caterer may sell or dispense alcoholic beverages at any authorized catered function, such caterer shall apply for a catered event permit from the city manager or designee at least ten (10) working days prior to the event.
 - (1) The application for a catered event permit shall include the name of the alcoholic beverage caterer, the caterer's license number, and the date, address and time of the event.
 - (2) If the catered event permit is granted, it shall be good only for the specific event at the specified address and times set forth in the application, unless otherwise stated by city council by resolution.
 - (3) The permit shall be kept in the vehicle used to transport alcoholic beverages to the event at all times during which the permit is in effect.
- (d) Caterers licensed by the city shall maintain a record of all alcoholic beverages transported for each event, and shall make report and remittance of such taxes with their regular monthly reports to the city.

- (e) No alcoholic beverages shall be transported, distributed, or sold to other than licensed locations in the city, except to permitted catered events, unless otherwise authorized by this chapter or by state law.
- (f) No licensed alcoholic beverage caterer shall employ any person under twenty-one (21) years of age to dispense, serve, sell or handle alcoholic beverages at authorized catered functions.
- (g) No catered event permit will be issued for an event at the Gainesville Civic Center or any location with respect to which any alcohol license has been denied or revoked within the past twelve (12) months; nor for any location with respect to which conduct prohibited in this chapter has previously occurred.
- (h) The hours and days of sale or distribution of alcoholic beverages at an authorized catered event, except for private functions, shall be conducted in compliance with [section 6-4-81](#) of this chapter. Except as set forth above in this section, an off-premises permit holder must comply with all other provisions set forth in this chapter.

C. EJECTION FROM PARK OF PERSON(S) CAUSING DISTURBANCE OR VIOLATING LAWS

Any person causing a disturbance or engaging in any activity which shall unreasonably interfere with the use and enjoyment of the park by citizens, including the use of vulgar, profane or abusive language; or who shall violate any ordinance of the City or law of the State, shall leave the park upon notification by any authorized park employee or any law enforcement officer, and he shall not return to said park. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-6)

D. DRIVING VEHICLE ON OTHER THAN ROADWAYS

It shall be unlawful for any person to drive recklessly or to drive any vehicle upon or across any part of any public park of the city except upon roadways laid out and maintained for vehicular travel. This section shall not apply to park employees, volunteers, and contractors whose duties require them to drive park maintenance equipment over such parks as authorized by the Director or his designee. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-7)

E. PARKING OF VEHICLES

E-1. The parking of automobiles shall be permitted in the public parks of the City as long as such parking is in accordance with the traffic laws, rules, and regulations of the City of Gainesville Parks and Recreation Agency, and the occupants of automobiles do not create a disturbance or violate any law or ordinance of the City or of the State. (City of Gainesville Code Chapter 3-4, Article 5 as to traffic laws, rules, etc.)

E-2. It shall be unlawful for any automobile or truck to be parked on any of the drives, avenues, or parking lots in any public park from one (1) hour after

sunset and 7:00 AM, daily except with approval of the Director or his designee. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-3.a)

- E-3. It shall be unlawful for any person to park any vehicles upon any of the drives, avenues, or parking lots, or at any other place within any park or any of its related facilities unless using said facilities except with approval of the Director or his designee.

F. COMMERCIAL ACTIVITY

It shall be unlawful for any person to sell goods, articles, or services of any nature on any street, park or other property of the City without first obtaining written permission for the City Manager, or his designee, which permission will not be granted unless the request and proposed use of the property will be in full accordance and compliance with all policies, procedures, guidelines and fees applicable to the property for which the use is being sought, which policies, procedures, guidelines, and fees have been approved by the City Council. (City of Gainesville Code Ordinance, Chapter 6-9, Section 6-9-7)

G. SWIMMING, BATHING, WADING

It shall be unlawful to swim in lakefront parks unless in designated swim areas or unless done at individuals own risk. City Parks and Recreation Board does not operate beach or swim areas on lakefront parks. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-12)

H. MISCELLANEOUS

- H-1. It is unlawful to deposit trash or refuse matter of any kind in or on City parks. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-9)
- H-2. It is unlawful to loiter within parking areas of the City parks. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-11)
- H-3. It is unlawful to camp, unless in a designated camping area. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-13)
- H-4. It shall be unlawful to have a dog, which is not controlled by a leash, not exceeding six (6) feet in length. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-15)
- H-5. It shall be unlawful for any person previously convicted of any section of the O.C.G.A. Title 16, Chapter 6 entitled sexual offenses or similar offenses of any other state, to enter or remain within a City park. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-16)

I. PENALTY FOR VIOLATION

Any person who shall violate or fail to comply with any provision of this section or any City of Gainesville Code Ordinance and where no specific penalty is provided therefor, the violation of any provision shall be punished by a fine not exceeding one thousand dollars (\$1,000.00) or imprisonment for a term not exceeding six (6) months or by both such fine and imprisonment. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-3-d; and Chapter 1-1, Section 1-1-7)

SECTION 4:4 – PARK USE REGULATIONS OF CITY OF GAINESVILLE, GEORGIA

- A. Organizations conducting youth activities on City of Gainesville facilities must have a sufficient number of adults present to supervise all scheduled activities from the time the youngsters arrive until every boy or girl has left the area.
- B. Lights on athletic fields should not be in use while it is raining (thunder & lightning storms) and a designated adult must make sure the entire park facility is secure, with lights out, before departing the facility. Lights should only be used when necessary or when activities are going on at the field.
- C. An organization shall be responsible for any damage incurred to the facilities while in use by said organization. Persistent damage to the City facilities while in use by the given organization shall result in the officers of said organization being called before the Board to show just cause why said organization should not be barred from using City park facilities.
- D. Should spectators, parents, coaches, or officials of an organization display conduct that is unbecoming while said organization is using City facilities, this organization will receive a severe reprimand. The second such misconduct will require that the officers of said organization should be called before the Board to show just cause why said organization should not be barred from using City facilities.
- E. Constant bickering between two organizations utilizing any City park facility shall be grounds for calling the officers of both organizations before the Board to show just cause why said organizations should not be barred from using City park facilities.
- F. Each organization is responsible for policing up around athletic fields, parking lots, restrooms, and around and in the concession stand. This task must be attended to before leaving the park each night. The Agency shall be responsible for the cutting of the grass, moving bleachers, general maintenance, etc.
- G. Organizations shall submit, in writing to the Director, request for permission to move, change, add, or detach any part of any facility. Response shall be in writing from the Director or his designee to organization before any changes are made.
- H. Organizations using City facilities must receive permission from the Director or his designee to use organization's locks on buildings, light boxes, and/or gates. When

permission is granted, the organization must furnish the Agency a key to each lock, immediately.

- I. No individual may be turned away from programs sponsored by the Agency or any organization because of race, sex, age, color, religion, creed, national origin, or disability.

Violation of this will be grounds for immediate withdrawal of facility use privileges.

- J. No City vehicles or motorized equipment will be available to any individual or organization for field preparation or other use unless authorized by the Director or his designee.
- K. Organizations having usage of a common concession stand during different seasons (i.e. spring/summer – fall/winter) are required to remove all supplies and equipment no later than seven (7) days after the ending date of their contract.
- L. Upon negotiating a park-use contract, organizations shall provide the Agency with a list of its league/organization officials, phone numbers, and addresses, along with program registration information to include dates, times, fee, schedule, and length of season, a current financial statement, and a set of by-laws. (This information is helpful in responding to the calls about various programs.)
- M. The Agency reserves the right to alter or cancel any scheduled activity on park facilities when it determines that such use would damage facilities and/or would not be in the best interest of users' general health and welfare.
- N. The Board at its discretion may charge a fee for use of facilities by organizations outside the umbrella of the Parks and Recreation Board to recoup reasonable fees for supplies, materials, and/or labor.

SECTION 4:5 – PRIMARY USAGE OF PARK FACILITIES

In order to maximize utilization of City park facilities, the following priorities should prevail:

- A. Priority usage of park facilities is for Agency programs and/or activities. Secondary usage is for scheduled or impromptu programs and/or activities, if schedules permit. Third usage is for other events and activities as may be permitted by authorization from the Director.
- B. Athletic fields in the City of Gainesville Parks & Recreation are identified in the following terms and priority usage:
 - B-1. Youth Athletic Fields** (City Park 1 & 2 and Candler 1 & 2) – These fields are designed for children up to age 12. Primary use of these fields is for Agency youth baseball/softball. Secondary usage is other recreation programs scheduled outside of baseball/softball season. Third usage is for other special events/activities approved at the discretion of the Director or his designee.

- B-2. Athletic Fields** (Lanier Point Athletic Complex) – Primary usage of these fields is adult and youth activities. Secondary usage is other recreation programs scheduled or special events scheduled at the discretion of the Director or their designee.
 - B-3. Ivey-Watson Baseball Field** – Management of this facility is under control of the City Board of Education. Use by the Agency is requested as outlined in Chapter II, Section 2.2 – B.
 - B-4. City Park Football Field (Bobby Gruhn Field)** – Management of this facility is under control of the City Board of Education. Use by the Agency is requested as outlined in Chapter II, Section 2.2 – B.
 - B-5. Cappel Field at Frances Meadows Aquatic & Community Center** – Primary usage of this field is for youth athletic activities. Secondary usage is other recreation programs scheduled outside of football season. Third usage is for other special events/activities approved at the discretion of the Director or his designee.
 - B-6. Roper Park** – Primary usage of this field is for youth activities. Secondary usage is for rental and special events as approved by the Director or their designee.
 - B-7. Specialized Use Facilities Class** – See Section 4:6, C-1.
 - B-8. Picnic Shelters** – Primary usage of these facilities is for group picnicking, year-round. Secondary usage of the facilities is for individual picnicking.
- C. Use of park facilities through public/private agreements, including commercialization, will be considered after all other usage priorities have been taken into account.

SECTION 4:6 – CONTRACTING/RESERVATIONS OF PARK FACILITIES

A. TOURNAMENT RESERVATION FOR REVENUE PRODUCING FACILITIES

This Board recognizes the need for non-Agency sponsored activities for youth and adult citizens in parks and/or facilities; also, that this is a viable recreational service for the local citizenry. Therefore, the Board establishes the following policy:

Weekend tournaments may be operated in parks and/or facilities so long as they do not conflict with Agency sponsored programs/activities and with schedule permitting. It shall be the responsibility of the Director or his designee to determine if events conflict.

Rental fees are due to the Gainesville Parks & Recreation Agency, while total tournament fees may be determined by the user/contractor.

B. RECREATION/COMMUNITY CENTER

These facilities shall be open to the general public on a year-round basis. The specific hours of operation shall be determined, or adjusted, by the public usage of the facility. We will open less hours or more hours based upon public demand, as staff resources allow to cover those demands.

C. SPECIALIZED USE FACILITIES

C-1. LANIER POINT ATHLETIC COMPLEX

It is the policy of this Board that the Lanier Point Athletic Complex will be operated for use as an athletic facility. Its primary usage will be for Agency sponsored/co-sponsored adult and youth athletic activities. League Rules for each league are contained in a league booklet. (*Appendix No. 6*)

When available, groups may schedule the facility for commercial use through contract on a fee basis. This use will not be allowed if it conflicts or competes with the existing operation.

C-2. GAINESVILLE CIVIC CENTER

This facility operates under its own Policies and Procedures Manual. The manual is incorporated into this policy manual.

C-3. LAKE LANIER OLYMPIC VENUE AT CLARKS BRIDGE

This facility is operated by the City of Gainesville Convention and Tourism Department. Primary use is by the Lake Lanier Rowing Club and the Lanier Canoe & Kayak Club. Special events are scheduled for this venue. An application form is to be completed for all events and is turned into the Manager of the City Convention and Tourism Department for review. (*Appendix No. 7*)

C-4. AQUATIC FACILITIES

It is the policy of this Board that Aquatic facilities in City parks will be programmed and scheduled so as to maximize usage by the citizenry. Primary usage will be threefold: Programming for lessons, public swimming and competitive swimming. All are scheduled as sufficient public demand and facility time dictate. When available, the pools will be reserved for private pool parties on a fee basis.

There is an Aquatic Manual, which is incorporated into this policy manual.

C-5. TENNIS FACILITIES

It is the policy of this Board that tennis facilities in City parks be programmed and scheduled so as to maximize usage of available courts.

Primary usage will consist of Agency sponsored tennis programming and scheduling of other organized use providing this use does not conflict or compete with existing programs. All courts, when not scheduled with primary use, are available for walk-on play on a first-come, first-serve basis during set operating hours. Non-scheduled use is limited to one hour while others are waiting to play. Courts at tennis facilities may be reserved through the Administrative Offices.

When available, groups may schedule the facility for commercial use through contract on a fee basis. This use will not be allowed if it conflicts or competes with the existing operation.

C-6. CITY PARK BALL FIELDS

It is the policy of this Board that ball fields at City Park will be programmed and scheduled for youth sports and events. Primary usage is for Agency sponsored/co-sponsored youth sports (baseball, football, soccer, softball, etc.).

When available, groups may schedule these facilities for commercial use through contract on a fee basis. This use will not be allowed if it conflicts or competes with the existing operation.

D. COMMERCIAL USE OF CITY PARK FACILITIES

The Board recognizes that public/private agreements involving commercialization may be advantageous to the Agency in providing quality leisure facilities and services to the citizenry. Therefore, the Board establishes the following policy:

Based on priority usage and so long as they do not conflict with Agency sponsored programs/activities and with schedule permitting, commercial services within city parks may be granted or city park facilities themselves for commercial use may be reserved. It shall be the responsibility of the Director or his designee to determine if activities/events conflict.

“Commercial uses” includes, without limitation, all activities designed or intended to result in any financial gain, benefit, or profit, whether monetary or in-kind, to an individual, group, business, corporation or other legal entity and shall include,

without limitation, the payment or collection of any entry fee, admission fee, registration or pre-registration fee, sponsorship payments, concession fee, instructional fee, or any other form of fee, payment or transfer of money or other thing of value from one party to another party.

Service and/or rental fees are due to the Gainesville Parks & Recreation Agency, while total activity fees may be determined by the user/contractor.

Such agreement will be substantiated by a Facility Lease Agreement (Appendix No. 8). Proof of liability insurance in the amount of, at least \$2,000,000.00 in General Liability shall be presented with City of Gainesville and owner listed as additional insured.

SECTION 4:7 – FISCAL/PHYSICAL ASSISTANCE TO OUTSIDE GROUPS AND FACILITIES NOT OWNED BY THE PARKS & RECREATION BOARD

The Board has authority to conduct activities or assist as necessary in conducting activities on properties under its control, on public properties with the consent of the authorities thereof, and on private properties with the consent of the owners.

SECTION 4:8 – TEMPORARY CLOSING OF PARKS FACILITIES

The Board, through the Director or their designee, has the authority to close any part or portion thereof if in the best interest of the public and/or general upkeep of the facility.

SECTION 4:9 – OPERATIONS ON FACILITIES OWNED OR NOT OWNED BY THE PARKS & RECREATION BOARD

The Board has authority to conduct activities or assist as necessary in conducting activities on properties under its control, on public properties with the consent of the authorities thereof, and on private properties with the consent of the owners.

Gainesville Parks & Recreation

CHAPTER V – POLICIES GOVERNING PROGRAMS, SPORTS AND OTHER ACTIVITIES

SECTION 5:1 – BASIC SERVICES

A. LEVEL OF PROGRAMMING

It is the policy of this Board to develop and maintain a leisure services delivery system that provides a comprehensive offering of programs, activities, and events to the general public on a city-wide basis in an effective, efficient, equitable and responsive manner.

Program services include:

- A-1. **Participation Policy** – participation policies in all programs assure that each youngster who registers to play has the opportunity to play in all scheduled games. The Agency’s philosophy is that winning is secondary to learning and experiencing the excitement that comes with playing the game.
- A-2: **Fees** – registration fees help pay for the direct cost of the program with the balance used to help offset the overhead of operating parks, the maintenance of buildings, tennis courts, ball fields, and other recreation facilities. The types of fees and charges are listed in our Chart of Fees (Appendix No. 9) as guided by our Revenue and Pricing Policy (Appendix No. 10)

Service Levels:

A-2.a. - **Service Level 1 – Basic Level of Service** – services include operation and maintenance of parks, open space, trails, greenways, playgrounds, non-reservation amenities and overall agency administrative activities. These services primarily serve individuals and small groups through non-reserved, non-consumptive or non-facility-bases amenities and recreation activities. List of activities included in Revenue and Pricing Policy.

A-2.b – **Service Level 2 – Community/Individual Benefit** – services include basic recreation programs, activities and events which utilize parks, recreation facilities and other Agency spaces, providing benefits to

the entire community or a large group as well as the individuals served. List of activities included in Revenue and Pricing Policy.

A-2.c – **Service Level 3 – Individual Benefit** – services are defined as those activities/processes for which benefits accrue almost entirely to the individual, group or organizational participant/consumer. They may be available to the entire City populations or beyond, but substantial limitations on space, time, consumptive use and cost have the effect of restricting use. The private sector may supply these services or they may be provided through public/private partnerships. List of activities included in Revenue and Pricing Policy.

A-2.d – **Service Level 4 – Highly Individual and Enterprise** – services are defined as those activities/processes for which benefits accrue entirely to the individual, group or organizational participant/consumer, including private commercial uses. List of activities included in Revenue and Pricing Policy.

Other Services:

- A-3. **Coaches Certification and Day Camp Staff Training** – The Agency requires certification of volunteer head coaches. The National Youth Sports coaches Association (NYSCA) program insures that coaches working with our children are aware of psychological and emotional needs of today's youth. In addition, coaches learn the responsibility of teaching proper techniques and conditioning for sports while acting ethically in placing the welfare of a child above personal desires for accomplishment.

Each member of the Day Camp Staff is required to complete a twelve hour orientation prior to working with the children in our Day Camp Program. This orientation stresses the importance of the staff person's responsibilities for the children and the effect of their behavior on the children and fellow staff members. Orientation also encompasses a review of the policies and procedures, emergency procedures, job responsibilities, and program procedures. First Aid and CPR Certifications are required by each staff member working with the children. This training prepares and enables the staff to deliver proper attention of minor first aid needs. Staff training throughout the Day Camp Program insures continual improvement.

B. CODE OF BEHAVIOR IN CITY PARKS PROGRAMS

Recreation users in activities within the boundaries of property under the jurisdiction of the Board must be of a wholesome character, conventional, and not offensive to accepted ethics and concepts of moral decency, prevalent in the City of Gainesville at any given period of time.

Furthermore, any group or individual failing to live up to these standards is subject to ejection, prohibition, or suspension through the Board and/or Director or his designee.

C. YOUTH SUMMER DAY CAMPS

The Board has established a set of guidelines for providing Summer Day Camps. This manual is hereby incorporated into the Policy Manual.

D. YOUTH ATHLETIC PROGRAMS

Youth athletics is geared to provide an outlet of healthful activity and training under good leadership in the atmosphere of wholesome communication participation. Therefore, the Board has established guidelines for youth athletic programs and/or activities through the adoption of three Youth Sports Handbooks (Baseball/Softball, Football/Cheer and Basketball). These manuals are hereby incorporated into the Policy Manual. Fees and charges for these programs are listed in the Agency Chart of Fees as guided by Revenue and Pricing Policy.

E. REGISTRATION

Each program and/or activity organized by the Agency will establish its own registration requirements to fit the particular program.

Each participant may register at the main administrative offices located at the Gainesville Civic Center, or the Frances Meadows Aquatic and Community Center, through the mail, online registration, by phone or fax through use of their MasterCard or Visa Card.

F. FEES

F-1. **Agency Programmed Activity**

The Board has authority to determine and set fees for programmed activities offered directly by the Agency in City parks and/or special use facilities. The Board has adopted a Chart of Fees and a Revenue and Pricing Policy which establishes the guidelines for fees (Appendix No. 9 and 10)

F-2. **Outside User Groups**

Each group, association, or organization utilizing City parks, under established guidelines, is responsible for determining needs and ultimately for setting necessary fees for programs offered under their administration.

However, this Board retains the right to monitor all fees and charges and ensure that such are not extreme or excessive and that they do not exclude participation based on such.

F-3. **Financial Assistance**

It is the policy of this Board to provide scholarship assistance for citizens with a demonstrated financial need to have access to City-sponsored recreation programs. The Board established a Children At Play Fund that accepts private donations through the North Georgia Community Foundation. The Board has approved \$1.00 per registration in youth programs per year to be transferred to the Fund. The following guidelines are established to determine eligibility for financial assistance:

DEPENDENTS HOUSEHOLD INCOME	0	1	2	3	4
\$0 - \$9,999	25%	25%	25%	25%	25%
\$10,000 - \$13,999	45%	45%	40%	35%	30%
\$14,000 - \$16,999	50%	50%	45%	40%	35%
\$17,000 - \$19,999	60%	60%	55%	50%	45%
\$20,000 - \$24,999	70%	70%	65%	60%	55%
\$25,000 - \$29,999	90%	90%	80%	70%	60%
\$30,000 - \$34,999	95%	95%	85%	75%	65%
\$35,000 - \$39,999	100%	100%	90%	80%	70%
\$40,000 - \$44,999	100%	100%	100%	90%	80%
\$45,000 and over	100%	100%	100%	100%	90%

NOTE: Percentage listed indicates amount that applicant would pay.

- F-3.a. Assistance is available for Pee Wee and Youth Athletics, Day Camps, Instructional Classes, Summer Community Theatre, Learn to Swim, and Special Events. **Travel and Specialty Camps are excluded. Applications must be received in the Administrative Office at least 7 business days before applicant's first program registration.**
- F-3.b. Unless otherwise specified, assistance is limited for programs such as Day Camps which provide child care services. Interested persons will be encouraged to apply to the Hall County Department of Children and Family Services (DFCS) for financial assistance. This procedure is in place to ensure that all potential funding opportunities have been explored and all funds available be dedicated to assisting as many applicants as possible.
- F-3.c. Applicants must be 17 years of age or younger and enrolled in school.
- F-3.d. Assistance will be available for programs which cost in excess of \$25.00.
- F-3.e. Eligible to residents of the City of Gainesville and burden of proof is placed on the applicant. Applicant must supply proof of residency by presenting one of the following with application:
 - Residency Verification
 - 1. Current letter from Housing Authority
 - 2. City of Gainesville property tax receipt
 - 3. Current utility bill with parent or legal guardian's name
 - 4. Current rental lease that lists names of individuals living in household
 - 5. Current letter from a state or federally funded agency

6. Current Section 8 letter

F-3.f. Applicant must supply verification of income by presenting one of the following with application:

Income Verification

1. Current income tax return
2. Current W2 forms
3. Current pay stub(s) – one month
4. Additional documentation that may be submitted with one of the above:
 - a. Current statement/letter/card from a local, state or federally funded agency such as: TANF card, Section 8, DFCS, Social Security, Unemployment Office, INS

F-3.g. Applicants must supply proof of dependents by presenting one of the following with application:

Dependency Verification

1. Current notarized letter from school
2. Current income tax return
3. Current legal/notarized credentials stating guardianship/custody of child
4. Current letter from Housing Authority
5. Current DFCS letter
6. Current INS testimonial
7. Current rental lease which lists names of individuals in household
8. Current Section 8 letter
9. Current statement/letter with dependent's name(s) from a local, state or federally funded agency.

F-3.h. No additional discounts, where applicable, are available to recipients

F-3.i. Applicants will be notified of approval or disapproval within 7 business days.

F-3.m Gainesville Parks and Recreation reserves the right to utilize a lottery system for the distribution of funds whereby there are more applicants than funds available.

F-3.n. Applicants will be required to pay remaining fee at the time of registration.

F-3.o. Applicants must submit eligibility documentation one time per calendar year. However it is the applicant's responsibility to notify Gainesville Parks and Recreation should any submitted information change.

G. FINANCIAL ASSISTANCE TO ATHLETIC TEAMS, TRAVEL (i.e. Little League teams to District, State and National Tournaments)

The Board has discretion in allocating funds on an as-needed basis as funds are available.

SECTION 5:2 – REVENUE AND PRICING POLICY

The Gainesville Parks and Recreation Agency offers a diversified leisure services to its residents. These services have been financed by appropriation of tax dollars from the City of Gainesville. With the growth of Gainesville’s population the demand for new, expanded and even more diversified facilities and services has increased. This trend coupled with increased competition for City tax dollars by other departments has resulted in a greater emphasis on generating non-tax revenues.

Therefore a sound and consistent revenue policy provides the framework for the operation and management of revenues and pricing to balance the demand for services with available resources. Pricing is necessary to complement tax revenue in order to provide and sustain quality parks and recreation experiences.

A Revenue and Pricing Policy was adopted by the Board in March 2012 and updated in December 2014 and in April 2018 to provide the guideline for establishing fees for programs and services and is incorporated by reference as part of this Policy Manual. (See Appendix No. 10)

SECTION 5:3 – SPONSORSHIP POLICY

In March 2012 the Agency adopted a Sponsorship Policy in an effort to utilize and maximize the community’s resources by seeking and enhancing sponsorships and partnerships. By providing local, regional, and national commercial businesses, individuals, and non-profit groups the opportunity to become involved in Agency programs, services, parks and facilities, additional revenue can be generated and expenses reduced. The Sponsorship Policy is incorporated by reference as part of this Policy Manual. (See Appendix 11)

SECTION 5:4 – SPECIAL SERVICES/FACILITIES

It is the policy of the Board “to provide leisure services and facilities to the public through the tax millage allocated while providing special leisure services through user fees and charges.”

It is the intent of this Board that all fees and charges collected will be used exclusively for the delivery of special leisure services. This operation requires that standard business practices be used to properly account, control, and maximize use of all collected funds and resources.

A. USER FEES ESTABLISHED

It is the policy of the Board that the authority to establish all user fees for activities directly programmed by the Agency rests with the Board. It is further the policy of this Board that all user fees be established to allow special services, programs, operations, or facilities to be self-sufficient. (*Appendix No. 9*)

Fees and charges for employees were established by the Board on June 19, 2000 by the adoption of an "Employee Program Fee Policy." This policy was revised on August 12, 2013. (*Appendix No. 9*)

B. GAINESVILLE CIVIC CENTER OPERATIONS

B-1. **Fees and Charges** – Fees and Charges for this facility are set by this Board. All rental information as to reservations, refunds, fees and charges are controlled by the General Operating Policies and Procedures for the Gainesville Civic Center (incorporated into this manual).

B-2. **Parking** – A parking fee may be charged at the discretion of the Board.

B-3. **Insurance** – All requirements for insurance coverage by Lessee and Caterers is contained in the General Operating Policies and Procedures for the Gainesville Civic Center.

B-4 **Commercial Use** - Commercial use of this facility is covered by the General Operating Policies and Procedures for the Gainesville Civic Center.

C. LANIER POINT ATHLETIC COMPLEX

C-1. **Fees and Charges** – It is the policy of this Board in this facility to offset the direct cost of providing facility programming plus programming administrative overhead. Exact fees for league and tournament registration, admission, etc., will be established by the Board.

C-2. **Security** – General security for the facility will be provided through the City of Gainesville Police Department as needed. Special events, tournaments, etc., may require additional security needs which will be scheduled through special request and will be determined by the Director or his designee.

C-3. **Parking** – It is the policy of this Board that no parking fee will be established or charged. However, in the event that a specific activity dictates a need for a parking fee, a fee can be established by this Board and charged for that specific event. The Agency reserves all rights to parking and concessions.

C-4 **Commercial Use** - See Section 4.6 – D Commercial Use of City Park Facilities.

D. LAKE LANIER OLYMPIC PARK AT CLARKS BRIDGE

D-1. **Purpose** – This facility is a legacy from the 1996 Olympic Games and its primary usage is for a public rowing, canoe and kayak activities and to work in cooperation with other groups for the best compatible activities for this venue.

D-2 **Commercial Use** – See Section 4.6 – D Commercial Use of City Park Facilities

E. FRANCES MEADOWS AQUATIC AND COMMUNITY CENTER

E-1 **Fees and Charges** – It is the policy of this Board in this facility to offset the direct cost of providing facility programming plus programming administrative overhead. Exact fees for open swim admission, swim instruction, classes, private parties, etc., will be established by the Board.

E-2. **Security** – General security for the facility will be provided through the City of Gainesville Police Department as needed. Special activities may require additional security needs which will be scheduled through special request and will be determined by the Director or his designee.

E-3. **Parking** – It is the policy of this Board that no parking fee will be established or charged. However, in the event that a specific activity dictates a need for a parking fee, a fee can be established by this Board and charged for that specific event. The Agency reserves all rights to parking and concessions.

E-4 **Commercial Use** - See Section 4.6 – D Commercial Use of City Park Facilities

F. TENNIS FACILITIES

F-1 **Fees and Charges** – It is the policy of this Board in this facility to offset the direct cost of providing facility programming plus programming administrative overhead. Exact fees for public instruction, league play, tournament admission, etc., will be established by the Board.

F-2. **Security** – General security for the facility will be provided through the City of Gainesville Police Department as needed. Special activities may require additional security needs which will be scheduled through special request and will be determined by the Director or his designee.

F-3. **Parking** – It is the policy of this Board that no parking fee will be established or charged. However, in the event that a specific activity dictates a need for a parking fee, a fee can be established by this Board and charged for that specific event. The Agency reserves all rights to parking and concessions.

F-4 **Commercial Use** - See Section 4.6 –D Commercial Use of City Park Facilities

G. CITY PARK BALL FIELDS

- G-1. **Fees and Charges** – It is the policy of this Board in this facility to offset the direct cost of providing facility programming plus programming administrative overhead. Exact fees for league and tournament registration, admission, etc., will be established by the Board.
- G-2. **Security** – General security for the facility will be provided through the City of Gainesville Police Department as needed. Special events, tournaments, etc., may require additional security needs which will be scheduled through special request and will be determined by the Director or his designee.
- G-3. **Parking** – It is the policy of this Board that no parking fee will be established or charged. However, in the event that a specific activity dictates a need for a parking fee, a fee can be established by this Board and charged for that specific event. The Agency reserves all rights to parking and concessions.
- G-4. **Commercial Use** - See Section 4.6 –D Commercial Use of City Park Facilities

H. CONCESSION OPERATIONS

- I-1. **Concession Policy** – The policy of this Board is that Gainesville Parks and Recreation will operate all concessions for the Agency activities and events. In the case of special events or activities, the Director or their designee may, for a fee, issue a concession permit to other vendors (private or non-profit). This permit may be issued only if it does not conflict with the above priority usage and may be issued only for a specific event.
- I-2. **Fees for Agency Concessions** – It is the policy of this Board that the authority for establishment of all fees rests with the Board itself. Due to the profit oriented nature of the concessions operation, and the rapidly changing costs of products, the Board delegates the authority to set concession operation prices to the Director or their designee.
- I-3. **Fees for User Groups Concessions** – It is the policy of this Board that user groups/boards operating in-park concession operations have the authority to set all prices for their operation.

Each group, association, or organization utilizing City parks under established guidelines, is responsible for determining needs and ultimately for setting necessary fees for programs offered under their administration.

- I-4. **Hawking, Peddling, Sale from Vehicles** – It is the policy of this Board that the sale of items in City parks not in compliance with the above regulations will be prohibited. Vendors, without written permission, will not be allowed.

Gainesville Parks & Recreation

CHAPTER VI – ADVERTISING AND SIGNS

SECTION 6:1 – BILLS, NOTICES, PROHIBITED

No person shall expose, distribute, or place any sign, advertisement circular, notice, or statement, or display any banner, emblem, or design within any park without permission from the Director or his designee.

SECTION 6:2 – UNIFORM SIGNAGE OF AND IN CITY PARKS

The Agency will establish a uniform park signage system that will provide for consistency throughout the City park system. These signs will include, but not be limited to, such signs as park entrance, speed limit, stop/slow signs, handicapped signs, etc., and shall comply with all laws, codes and ordinances of the State of Georgia and City of Gainesville.

SECTION 6:3 – MOBILE OR PORTABLE SIGNS PROHIBITED

Mobile or portable signs on park property are prohibited. Emergency use allowance can only be approved by the Board at a regularly scheduled meeting.

EXCEPTION: Organizations using community parks may request a sign permit for the sole purpose of posting registration information. This permit may not exceed 30 days and must be removed within five (5) calendar days of last official registration date.

SECTION 6:4 – ADVERTISING SIGNS

It is unlawful for any person to post any bills or other advertising upon any permanent or temporary structure or building, pole or tree located in any street, park or other public way or place within the corporate limits of the city. (City of Gainesville Code Ordinance, Chapter 6-3, Section 6-3-3-a.

- A. LANIER POINT ATHLETIC COMPLEX: It is the policy of this Board to offer corporate sponsorships to local businesses. Therefore, temporary advertising is approved for display during the time the corporate sponsorship is in effect. These are permitted subject to approval by the Director or their designee. (*Appendix No. 12*)
- B. PARKS: Sponsorship signs or banners are not permitted in parks, unless displayed on City approved sponsor boards. Signs must be removed no later than 30 days after the ending of their contract.

- C. CIVIC CENTER: Signs within the Civic Center or upon the Civic Center are permitted only during times the facility is rented by appropriate Lessee. Permission is granted by the Director or his designee.
- D. TENNIS CENTERS: Signs within the tennis facilities boundaries are permitted during program event only or through sponsorships. Permission is granted by the Director or their designee.
- E. AQUATIC CENTERS: Signs within the aquatic center boundaries are permitted during program event only or through sponsorships. Permission is granted by the Director or their designee.
- F. OFFENSIVE SIGNS PROHIBITED: The Director or their designee has the authority to prohibit any signs, banners, etc., based on the signs being offensive or of poor design or construction.
- G. BARRICADE SIGNAGE FOR EVENT MARKETING PURPOSES: This promotional tool typically utilized for special events and program registration will be limited to one barricade sign per location with a maximum of four locations in use during the same time period. Barricade signs may be placed no earlier than 10 calendar days prior to the event or registration deadline. At no time will an empty barricade sign be allowed left standing on-site. In order to properly coordinate the timing and usage of barricade signs, the use of this tool will be coordinated through the Marketing/Communications Coordinator. Work orders may be submitted to the Parks Division for assistance in the placement and dismantling of signs. A rotation of signage and event information among the various locations will be used in order to effectively utilize this marketing tool to its fullest potential.

The following locations are approved for barricade signs:

- G.1 The Rock
- G.2 Roper Park
- G.3 Tennis Courts at City Park
- G.4 Inside Park Areas
- G.5 Corner of Glenwood Avenue and Green Street (Stop sign above City Park).
- G.6 Frances Meadows Aquatic & Community Center entrance3.
- G.6 Additional sites may be added with Director's approval

SECTION 6:5 – SCOREBOARDS

Recognizing the fact that a donation of scoreboards, and annual upkeep of such, are a substantial financial commitment to the Agency and that such items are not mobile nor easily removed after each season, the Board hereby agrees to approve such substantial donations to park properties.

These are subject to permission (on new installation) by the Board, Director, or their designee.

Gainesville Parks & Recreation

CHAPTER VII – TRAFFIC AND PARKING IN PARKS AND PARKS FACILITIES

SECTION 7:1 – HANDICAPPED ZONE RESERVED

Persons who do not have the proper permit or tag shall not be allowed to park in any parking spots designated and properly marked for handicapped persons.

(This section is enforceable under Georgia Law, Section 40-6-221 through 40-6-225, and any violation of this section of Georgia State Law is a misdemeanor and punishable as such.)

SECTION 7:2 – PARKING AND DRIVING ON PAVED AREAS

It shall be unlawful for any persons to drive or ride any vehicle upon or across any part of any public park of City of Gainesville except upon roadways laid out and maintained for vehicular travel. (City of Gainesville Code Ordinance, Chapter 3-4, Section 3-4-27)

No person shall park any vehicle on City park property when such person is not a user of the park or any of its related facilities.

EXCEPTIONS: This policy does not apply to authorized emergency vehicles, nor does it apply to park employees, organization volunteers, and/or contractors whose duties require them to drive maintenance equipment over said park as authorized by the Director or his designee. This policy shall not apply to areas, roads, trails, or paths that may be set aside by the Director for the use of specifically designated vehicles.

SECTION 7:3 – OVERNIGHT PARKING: Overnight parking in City park facilities will be allowed with the expressed permission of the Director or his designee. This is in reference to groups that utilize City parks as a meeting point for Agency sponsored trips, tours, etc. Parking must be in appropriate spaces when available, shall not conflict with facility use and shall be approved by the Director and Agency representative for managing said facility.

SECTION 7:4 – REPAIRING/SERVICING OF VEHICLE PROHIBITED

No person shall drive or park any vehicle on any City Park property for the purpose of making repairs or for servicing of such vehicle.

SECTION 7:5 – OFF-ROAD VEHICLES

It is the policy of the Board to abide by the City of Gainesville Code Ordinance Chapter 3-4, Article 7, Section 3-4-117.

SECTION 7:6 – NON-LICENSED MOTORIZED VEHICLE PROHIBITED

No person shall operate any motorized vehicle upon any property of the Agency without obtaining the proper license for said vehicle as prescribed by law.

No person shall operate any go-cart, mini-bike, or similar non-licensed motorized vehicles on any park property without written permission of the Director.

SECTION 7:7 – SPEED BREAKERS IN CITY PARKS AS TRAFFIC CONTROL DEVICES

The Director shall recommend to the Board the installation of speed breakers in the parks of City of Gainesville on an as-needed basis for the control of traffic and safety of park users. The speed breakers must conform to all standards as set by the Federal Highway Act, the Georgia Department of Transportation, and any local City of Gainesville ordinance prescribing to height, width, and installation of speed breakers.

Gainesville Parks & Recreation

CHAPTER VIII – WILDLIFE/ANIMALS IN CITY PARK FACILITIES

SECTION 8:1 – WILDLIFE/BIRDS PROTECTED IN CITY PARKS

The Board abides by the City of Gainesville Code Ordinance, Chapter 4-1, Section 4-1-10 wherein the City has been declared a bird sanctuary.

SECTION 8:2 – CITY LEASH LAW

No person shall bring into, or permit any dog, cat, or other animal to enter any City park unless such animal is securely leashed. Leashes or ties on dogs in the parks shall not exceed six feet in length. (City of Gainesville Code Ordinance, Chapter 1-7, Section 1-7-2-15)

SECTION 8:3 – ANIMALS IN INDOOR RECREATION FACILITIES

Dogs, cats, horses, and all other animals are prohibited in any indoor specialized facility. Exception made in cases of service animals.

SECTION 8:4 – ANIMALS IN OUTDOOR RECREATION FACILITIES

Dogs, cats, horses and all other animals are prohibited at the Lanier Point Athletic Complex and at City Park Stadium. Exception made in cases of service animals and athletic mascots approved by the Director of the Agency.

Gainesville Parks & Recreation

CHAPTER IX – ADMINISTRATION – PERSONNEL/FINANCIAL

SECTION 9:1 – PERSONNEL RULES & REGULATIONS

It is the policy of this Board to adopt the City of Gainesville Government Rules and Regulations as they are updated. All employees of the Agency are to abide by these Rules and Regulations. The latest Personnel Policies & Procedures adopted by the City of Gainesville in August 2003 and Parks and Recreation Board on December 8, 2003. Personnel Policies for the City were revised in February 2016.

EXCEPTION:

1. The Gainesville Parks & Recreation Board shall serve as the Personnel Committee as it applies to the Rules and Regulations.
2. The Director of the City of Gainesville Parks & Recreation Agency shall serve as City Manager as it relates to the Rules and Regulations.

SECTION 9:2 – TIMESHEET IDENTIFICATION AND APPROVAL

All employees are required to fill out a timesheet. The following items must be included:

1. The Employee's name as listed on the City's master payroll timesheet
2. The Employee's number under which the payroll check is issued
3. Must be signed by the Employee. In no case should the supervisor or another employee sign in lieu of employee. In an emergency situation where the employee is absent and/or unable to sign, his/her timesheet should be flagged and a signature obtained upon employer's earliest contact with employee. Obtaining a signature at a later day may not be a recurring and normal procedure and should be used only as a last resort.
4. Timesheets must be signed by the Supervisor. The name of the Supervisor may not be typed in lieu of actual signature.
5. Timesheets should include the beginning and ending dates.

SECTION 9:3 – ORGANIZATIONAL CHART

The Organization Chart as outlined in the Parks and Recreation Annual Budget is the organization chart of record effective July 2019. (Appendix 3)

SECTION 9:4 – PERSONNEL HIRING

It is the policy of this Board to follow the policies in the City's Personnel Policies and Guidelines. The Agency has an internal hiring process established (Appendix 13). This process is updated as necessary by the Agency's Administrative Coordinator.

- A. The Agency encourages all staff to cross train within their Division as well as within the Agency. Whenever it is possible, the Agency will encourage current staff to apply for open positions which may be considered a promotion. Staff members will be assessed to determine the gaps between their current competency levels and the required levels for senior positions.
- B. The Agency is committed to sending appropriate staff to leadership workshops and/or seminars to further educational training for staff. These opportunities are made available through GRPA and NRPA Conferences and/or online training as well as training opportunities that may be offered by the City of Gainesville.
- C. The Agency also abides by the City of Gainesville Personnel Policies and Procedures as outlined in Section 4.01 – Educational Assistance Program for all staff members.

SECTION 9:5 – SIGN UP OF NEW EMPLOYEES

The new employee will fill out all payroll paperwork (W-4's, I-9's, etc.) online through the City's NeoGov on boarding system. On the first day of employment, the employee reports to the City's Human Resource Department to process I-9 paperwork. All part-time employee's paperwork is handled through the Agency's Administrative Coordinator.

SECTION 9:6 – PERSONNEL RECORDS

It is the policy of this Board that all Agency personnel records are maintained in the City of Gainesville's Human Resource Department. Part-time personnel records are maintained in the Administrative Coordinator's Office in a locked file cabinet.

All requests for personnel information must be processed through the Director of the Agency. The release of personnel records is governed under the Georgia Open Records Act (O.C.G.A. 50-18-70):

- A. Information requested will be provided within three (3) work days after the request is received.
- B. Verbal requests are acceptable for any employee to see his/her own file with three (3) work days advance notice.
- C. A written request is required for all others who wish to review any personnel records or files.
- D. Requests by anyone other than the employee must be for specific information. General review of one or a number of files is not permissible.

- E. Charges for information for the Agency's personnel files will be as established by the City Manager's Office. The prevailing rate will apply to all duplications of records requested.
- F. Items not subject to the Georgia Open Records Act (O.C.G.A. 50-18-72(2)-(7)) include but are not limited to medical records, similar files or related information and third party evaluations.

SECTION 9:7 – BENEFITS

Each employee of the Agency is entitled to the following benefits:

- D. City of Gainesville Employee Health Benefit Plan as revised January 1, 2020.
- E. Short-Term Disability Insurance as provided by the City of Gainesville.
- F. Pension Plan B – Defined Benefit Plan through GMA based on years of service and average earnings. Plan coordinates with Social Security. City pays cost.

SECTION 9:8 – EMPLOYMENT POSITION DESCRIPTIONS

It is recognized that the following is a list of employment positions available through the Agency. Each job description is listed in the Appendix of this Policy Manual. (*Appendix No. 14*)

- A. Director
- B. Deputy Director
- C. Administrative Division Manager
- D. Senior Financial Coordinator
- E. Administrative Coordinator
- F. Senior Customer Service Representative
- G. Marketing/Communications Manager
- H. Parks Division Manager
- I. Parks Maintenance Supervisor
- J. Assistant Parks Maintenance Supervisor
- K. Parks Crew Coordinator (4)
- L. Parks Maintenance Worker (4)
- M. Corrections Officer
- N. Mechanic
- O. Recreation Division Manager
- P. Athletic Program Manager
- Q. Recreation Program Coordinator (3)
- R. FMACC Division Manager
- S. Assistant FMACC Division Manager
- T. Facility Operations Manager (2)
- U. Competitive Swimming Head Coach
- V. Aquatics Manager
- W. Senior customer Service Representative
- X. Head Lifeguard (1)

- Y. Lifeguard (1)
- Z. Custodian II
- AA. Facility Services Manager
- BB. Facility Operations Manager
- CC. Operations Manager
- DD. Stagehand (2)

SECTION 9:9 – COMPENSATORY TIME – FLEX TIME - OVERTIME

It is the policy of this Board to have a policy to effectively manage staff scheduling for weekend park maintenance work by having a Compensatory Time, Flex Time or Overtime policy for employees. The following Options will be given to employees for hours worked on Saturdays, Sundays or Holidays. Each non-exempt employee will be eligible to choose from the options each year for performing routine park maintenance tasks on weekends and holidays. A copy of the form a non-exempt employee must sign is in the Appendix. (*Appendix No. 15*)

Options:

- A. **Compensatory Time** – Employees will be allowed to accrue one and one half hours of compensatory time for each hour worked over 40 in the given work week (i.e. 4 hours worked = 6 hours compensatory time earned).
- B. **Flex Time** – Employees will take off a minimum of four hours during the week that they are assigned to work a Saturday, Sunday or Holiday.
- C. **Overtime** – Employees will be paid one and one-half their hourly rate for each hour worked over the regular 40 hours scheduled.

SECTION 9:10 – TELE-WORK / REMOTE OFFICE POLICY

It is the policy of this Board to have guidelines for tele-working from a remote location/home. The guidelines address employee accountability for work accomplished outside of the office, meaningful methods to evaluate employee performance, and criteria necessary in order to ensure an equitable standard is applied when deciding which employee is offered tele-working privileges. (*Appendix No. 16*)

SECTION 9:11 – TECHNOLOGY POLICY

It is the policy of the Board that each employee will follow the Technology Policy as provided in the City of Gainesville’s Personnel Policies and Procedures. (*Appendix No. 17*)

It is the policy of the Board that the Director, Deputy Director, Division Managers and Supervisors as well as certain part-time staff during the summer be provided a cell phone will sign a document with information relating to the specific use of the equipment. The document will serve as an agreement between Parks and Recreation and each employee as to the understanding of the purpose and boundaries of the equipment provided. (*Appendix No. 18*)

SECTION 9:12 – DRESS CODE AND UNIFORM POLICY

To insure safe working conditions, reflect acceptable appearance, and to provide ease of recognition and/or identification of employees by the public, while complying with the federal Internal Revenue Service Code regarding personal appearance and provided uniforms. The Board has adopted a Dress Code and Uniform Policy that is in keeping with the City of Gainesville Uniform Policy Version 2013, which establishes policies for providing eligible employees of the Agency with work clothing, uniforms and/or safety equipment at the Agency's expense.

All employees should adhere to the Agency Dress Code. Eligible employees shall receive work clothing, uniforms and/or safety equipment to be worn in the workplace as designated in the policy (*Appendix No. 19*)

SECTION 9:13 – PURCHASING PROCEDURES

It is the policy of this Board to adopt the Purchasing Policies of the City of Gainesville. The Purchasing Manual of the City of Gainesville is hereto incorporated into this Policy Manual as set procedures to follow. Revised August 21, 2018.

SECTION 9:14 – REQUEST FOR BID/PROPOSAL

It is the policy of the Board that each employee will follow the Standard Operating Procedures established in accordance with the Purchasing procedures for the City of Gainesville. (*Appendix No. 20*)

SECTION 9:15 – FINANCIAL CONTROL PROCEDURES

The objectives of financial control procedures over receipts are to use diligence in collecting funds owed to the City of Gainesville Parks and Recreation Agency, to provide internal control over cash and cash equivalents and to expedite the movement of monies collected into interest bearing accounts. To accomplish these objectives guidelines have been established. Revised August 27, 2019. (*Appendix No. 21*)

SECTION 9:16 – AGENCY CREDIT CARD

It is the policy of the Board to maintain two credit cards for the Agency. On occasion it may be necessary for use by an employee (i.e., out of town travel, etc.). The credit cards will be maintained in the Financial Coordinator's office. Should an employee need to use a credit card, a "Request for Use of Department Credit Card" must be completed and approved by the Director or Designee.

SECTION 9:17 – TRAVEL AND PROFESSIONAL DEVELOPMENT POLICY

It is the policy of the Board that the following procedures for all out of county travel for meetings, professional development, conferences, etc. be followed:

- A. **Travel Authorization Form:** Used for ALL travel that requires advanced monies, such as registration, lodging, etc. to various companies. Everything affiliated with the trip will need to be entered on this form and backup for everything. All expenses listed on this form will carry over to the Reimbursement form if reimbursement is needed after the trip for unforeseen expenses. Back up required:
 - 1. Registration Forms
 - 2. Lodging receipts/confirmation
 - 3. Mapquest if advanced mileage for personal vehicle
 - 4. Per Diem worksheet with location for meal advance

- B. **Travel Reimbursement Form:** Used for any unforeseen expenses such as parking, etc. on trip. Backup: Travel Authorization Form with all backup listed for that form. Plus – all receipts for the unforeseen expenses. (If per diem was not paid in advance and meals are needed you are only reimbursed for the amount of the receipts used up to the per diem amount.

- C. **Day Trip Form:** This form is used when there is One Day Travel (no overnight) with no registration or other advanced monies, other than mileage for personal vehicle use.

- D. **Meals:** There is no per diem rate. The Per Diem worksheet should be used to calculate your daily allowance based upon the location of your travel. This money is advanced to you and no receipts are required to be turned in.

All of the above forms can be found on the City's "V" Drive under Purchasing/Travel Template. All above forms must be approved by the Director.

SECTION 9:18 – BUDGET

The Board shall submit to the governing officials of Gainesville a budget for its approval. Upon approval of said budget, the Board shall be responsible for the administration of the provisions of the same. The Board may receive fees and revenues from the operation of recreation facilities and programs, and may also solicit or receive gifts or bequests of money, personal or real property, or donations which it may apply, either principal or income, for temporary or permanent uses for playgrounds or other recreational purposes.

The Board shall make a full and complete annual report to the governing officials of Gainesville, and make such other reports as may be required from time to time.

SECTION 9:19 – DEBT COLLECTION POLICY

It is the policy of this Board to collect account payables due to the agency by following the guidelines listed below:

- A. When an account is over 60 days dues, a letter will be sent to the customer stating the account is past due and if the balance is not paid within fifteen (15) days of this letter, the account will be submitted to a collection agency and reported to the credit bureau.

- B. The Agency will use a Board approved Collection Agency to collect such debts.
- C. Accounts that have been on the Agency's list of Account Payables prior to the adoption of this policy will be submitted directly to the approved Collection Agency without further notice.

SECTION 9:20 – FUND BALANCE REPORTING POLICY

Fund balance information is used to identify available resources. The City of Gainesville's Parks and Recreation Agency hereby establishes and will maintain classification of fund balance as defined herein in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This policy shall apply to the City's Parks and Recreation Funds and will become effective for each fiscal year ending June 30. Fund balance shall be composed of non-spendable, restricted, committed, assigned, and unassigned amounts, as defined herein.

DEFINITIONS

- A. **Fund Balance** – The difference between assets and liabilities in a governmental fund is referred to as fund balance or fund equity. Fund balance is used to accumulate resources for use in future periods.
- B. **Non-spendable Fund Balance** – Amounts that are not in a spendable form, such as inventory, or will not be converted to cash in the next operating cycle, such as long-term notes receivable. Also, amounts that are legally or contractually required to remain intact, such as the corpus of a permanent fund.
- C. **Restricted Fund Balance** – Amounts on which constraints have been placed by an external party, such as grantor, creditor, or laws or regulations of other governments. Also, amounts on which constraints have been placed by law through constitutional provisions or by enabling legislation and are legally enforceable by external parties. Restrictions may be changed or lifted only with the consent of the resource providers.
- D. **Committed Fund Balance** – Amounts on which constraints have been placed by the Board of Directors, the City's Parks and Recreation Agency's highest level decision-making authority, through the adoption of a resolution which includes the verbiage "committed for the purpose of". Commitments may only be changed or rescinded through the adoption of a subsequent resolution; the subsequent resolution shall refer to the original resolution by number.

Resolutions committing amounts must be adopted prior to the end of the fiscal year. However, the amount to commit must be determined within 120 days of the fiscal year-end.

- E. **Assigned Fund Balance** – Amounts on which constraints have been placed by the City's Parks and Recreation Agency to use for a special purpose. The Board of Directors may assign amounts through the adoption of a motion made during a

public meeting of the Board. The Board of Directors also authorizes the Parks and Recreation Director to assign amounts through a written memorandum.

Transfers to special revenue, capital projects, debt service, or permanent funds shall constitute assignments and shall be documented through the adoption of the City's operating budgets or subsequent budget amendments.

Assignments must be adopted prior to the end of the fiscal year; the amount assigned must also be determined prior to fiscal year-end.

Amounts appropriated to eliminate a projected deficit in the subsequent fiscal year's budget shall constitute assignments and be documented by adoption of the City's operating budgets.

Equity amounts reported in special revenue, capital projects, debt service, or permanent funds not otherwise classified as non-spendable, restricted, or committed should constitute assignments.

- F. **Unassigned Fund Balance** – Equity amounts reported in the General Fund not otherwise classified as non-spendable, restricted, committed, or assigned. Unassigned amounts are the portion of fund balance that is available for any purpose. Governmental funds other than the General Fund shall not report positive unassigned fund balance.

Governmental funds shall not report assignments of fund balance which result in negative unassigned fund balance.

HIEARCHY OF SPENDING

For the purpose of fund balance classification, the City's Parks and Recreation Agency considers restricted amounts spent first when an expenditure is incurred for which both restricted and unrestricted fund balance is available. Furthermore, the City's Parks and Recreation Agency considers the following spending order when expenditures are incurred for purposes of which the following unrestricted fund balance classifications are available:

1. Committed
2. Assigned
3. Unassigned

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. GASB Statement No. 54 requires that special revenue funds have restricted or committed proceeds of specific revenue sources that are expected to continue to comprise a substantial portion of the inflows reported in the fund. For this purpose, the City defines proceeds from significant revenue sources as a single

or combination of restricted or committed inflows which are expected to comprise at least 35% of the total revenue and other financing sources of the special revenue fund.

The Chief Financial Officer of the City of Gainesville shall be charged with maintaining a listing of all special revenue funds reported by the City's Parks and Recreational Agency. This listing shall include the purpose of the fund and the significant restricted or committed revenue stream(s) that is (are) the basis for the fund.

COMPLIANCE

Compliance with the provisions of this policy shall be reviewed as part of the annual budget process and the amounts of non-spendable, restricted, committed, assigned, and minimum General Fund unassigned amounts shall be determined during this process. Fund balance for all governmental funds shall be reported in accordance to GASB statement No. 54 in the City of Gainesville's Comprehensive Annual Financial Report (CAFR).

The Chief Financial Officer of the City of Gainesville shall be charged with maintaining written records of all restrictions, commitments, and assignments.

SECTION 9:21– DOCUMENT REVIEW SCHEDULE

As part of the Agency's CAPRA Accreditation, the Agency will maintain a Document Review Schedule and a Document Approval Entity on a yearly basis. Appropriate staff will review documents when necessary to change or update. Approved entities will be changed when necessary, otherwise they will remain the same from year to year. Changes made in the Approved Entity Schedule will be recorded when changed. Created July, 2015, reviewed annually.

Gainesville Parks & Recreation

CHAPTER X – FACILITY ACQUISITION AND DEVELOPMENT

SECTION 10:1 – MASTER PLAN OF PARK FACILITIES

The Agency shall utilize as a guide a recreational Master Plan that will serve as a guide of the development and improvements of parks and facilities. The plan should be updated on a minimum of 10 year increments as funds are available. It is the policy of the Board, at the discretion of the Director with guidance from the Parks Board, to make necessary changes in the Master Plan.

SECTION 10:2 – NEW CONSTRUCTION PROJECTS

A. AUTHORITY TO IMPROVE/BEAUTIFY PARKS

Any suggested minor change or non-permanent change that does not affect the integrity or intent of the approved master plan may be acted upon by the Director. Before any change can take place, a detailed plan must be prepared and submitted to the Director and said plan will remain on file to help ensure strict compliance with the intent of any change.

Unauthorized improvements may be removed by the Agency at its discretion.

All permanent construction financed by donations or with public monies must be in keeping with the adopted park master plan.

B. VENDORS/CONTRACTORS

It is the policy of the Board that all vendors, suppliers and contractors possess appropriate and valid business licenses.

It is the policy that all construction, either by staff or contractors, is properly permitted or inspected by the Building Inspection Department or other appropriate regulatory agency.

That a specified staff position be designated to be informed about and responsible for a working knowledge of Life Safety Codes, Fire codes, and Health and Food Service Codes with regards to recreation and public facilities operated by the Board. This staff position is to assure that all facilities constructed and operated by the Board are in compliance with said code.

C. FIELD/FACILITY DEVELOPMENT

The Board, as a matter of policy, welcomes construction proposals in keeping with the adopted master plan of a park. All such proposals shall be received and acknowledged at a regular meeting of the Board. The acceptance and implementation thereof must be approved by formal vote of the Board before construction may begin.

If a construction proposal does not comply with the adopted master plan, amendment of the master plan must take place before construction may commence.

Unauthorized improvements may be removed by the Agency at its discretion.

It is recognized and thoroughly understood by any group that all structures constructed in whole or in part are the sole property of the Agency. It is further recognized that the public will have general access to the facility during operating hours except for special occasions when the facility has been reserved by a Park-Use Contract or other Agency reservation system.

D. LIGHTING IMPROVEMENTS

The Board adopts a policy that only state-of-the-art, energy-efficient lighting systems will be used in any park. When any lighting renovation takes place in a park, or when fixture replacement is mandatory, the most suitable energy-efficient replacement will be used.

E. ELECTRICAL INSTALLATIONS ON LEASED CORPS OF ENGINEERS PROPERTY

This Board adopts the guidelines for electrical inspection and electrical construction of marinas and other developments on Corps of Engineers leased land in the Mobile District. These guidelines must comply with the electrical requirements of both Hall County and the Corps of Engineers. (*Appendix No. 22*)

F. STORAGE STRUCTURES

All future storage structures constructed on City park properties must be built on a location approved by the Board and must meet design standards established by this Agency which address vandalism and long-term maintenance.

SECTION 10:3 – PARK NAMES AND SPECIAL DESIGNATIONS

It is the policy of the Board that the naming of parks and facilities is generally to be avoided. However, the Board, at its discretion, may consider this form of recognition for a substantial donation of land or funds. (*Appendix No. 23*)

SECTION 10:4 – ACCEPTANCE OF GIFTS OR REAL PROPERTY, REQUESTS AND CONTRIBUTIONS

It is the policy of this Board to accept gifts of land, waters, buildings, monuments, and other real property in the name of City of Gainesville Parks & Recreation Agency, provided that such donations meet location, size, access, topographical, and other requirements consistent with the parks needs for the citizens.

Gainesville Parks & Recreation

CHAPTER XI – MISCELLANEOUS OPERATIONS

SECTION 11:1 – NOISE CONTROL POLICY

No person, association, lessee or organization may cause a public address device, radio, phonograph, tape recorders, musical instructions, noise makers, or other such devices to be used in any park at a volume audible beyond their immediate area, within reason.

Amplification Permits must be obtained from the City of Gainesville Police Department for special events. A copy of this permit must be on file in the Agency's administrative offices for any special event held at a City park facility.

SECTION 11:2 – MAINTENANCE OF AGENCY PARKS & FACILITIES

The Agency is responsible for the upkeep and maintenance of all City parks and facilities. The Board has adopted an Operations and Maintenance Manual which is incorporated into this Policy Manual for standards and guidelines of park maintenance. The Agency has created a Facilities Preventive Maintenance Manual to be used as a priority in order to protect its facilities and equipment. By reference this manual is incorporated into this Policy Manual.

SECTION 11:3 – CONTROL OF KEYS, LOCKS, ETC.

The Board recognizes the importance of a physically secure parks system. Therefore, an organized system by which control of keys and locks used in or on park facilities will be established and maintained by the Director or his designee. Deposits and/or fees may be charged in order to maintain said system.

SECTION 11:4 – COMMUNITY RELATIONS/COMMUNICATIONS/MARKETING POLICIES

The Board is committed to a strong community relations and communications/marketing plan. These areas will be reviewed annually by the Communications/Marketing Manager. The following areas are covered for this section:

A. Gainesville Parks and Recreation Customer Service Strategy (*Appendix No. 24*)

If the services provided by the Agency do not meet the quality standards of the citizenry, or if its employees do not demonstrate the appropriate attributes necessary for superior customer relations, the image of the Agency will suffer.

Therefore, the Customer Service Strategy is established and compliance on all levels is required by every member of the Agency's staff.

B. Communications Policy (*Appendix No. 25*)

The purpose of the Communications Policy is to provide Gainesville Parks and Recreation and Recreation Staff and Board of Directors with proper guidelines and tools necessary for effective internal and external communication. This policy is based on standards set by the City of Gainesville and the Gainesville Parks and Recreation Board of Directors. The following areas are covered:

- B.1 *Internal Communications* – In order to facilitate effective internal communication and ensure that all lines of communication remain open and clean, internal stakeholders have been identified, channels have been established, and activities have been implemented.
- B.2 *External Communications* – To guarantee that Gainesville Parks and Recreation projects an accurate, consistent and recognizable image, procedures and guidelines have been established for the dissemination of information to external stakeholders.

C. Marketing Plan (*Appendix No. 26*)

With direction from its Citizen's Board of Directors, the management and staff of Gainesville Parks and Recreation is committed to the successful implementation of a focused and coordinated marketing plan of action.

The goals, objectives and action items have been developed in direct response to the opportunities, challenges, and key issues that Agency has identified as priorities for the fiscal year 2006. These will be evaluated and updated each year. The strategy outlined is a tactical approach to more integrated marketing; it takes into account trends in the field of parks and recreation, and is consistent with the organization's mission. The plan is to be used as the basis for which all marketing efforts are to be conducted and measured but is subject to updates and revisions as circumstances change and goals are achieved.

SECTION 11:5 – RELIGIOUS SERVICES, GATHERINGS, PERMITTED IN CITY PARK FACILITIES

City parks or park facilities shall not be made available to churches or other such religious groups for use as their regular worship assembly locations, with a narrow exception. That exception would be that if the Board wished to allow churches and organizations to rent/lease facilities pending the completion of their regular worship facilities.

The closing of facilities open to the public to accommodate religious use would have the effect of advancing religion and would be prohibited. It shall be the duty of the Director or his designee to make a decision based on the above ruling.

Any request for such usage that does not fit into the above ruling will be considered on an individual basis by the Board.

SECTION 11:6 – VEHICLE POLICY

The Board agrees to adopt the Vehicle Policy of the City of Gainesville. (*Appendix No. 27*).

SECTION 11:7 – VOLUNTEER LIABILITY

Volunteers are acting as an agent of the City of Gainesville, and as such, cannot be held liable unless a tort occurs. Georgia does have volunteer protection legislation, which is called the “Georgia Volunteer Protection Statute.”

A Liability Wavier for Participant of Volunteer Activities is located in the Volunteer Manual.

SECTION 11:8 – VOLUNTEER / YOUTH WORKER POLICY AS TO YOUTH SPORTS

The intent of this policy is to protect the youth being served by volunteers and contracted staff in youth programs offered by Gainesville Parks and Recreation.

It is the policy of the Gainesville Parks and Recreation Board that all individuals who work with or have any contact with youth under the age of 18, in the capacity of Coach, Sports Official, Volunteer, Instructor, Counselor or Aide with any activity organized by or in conjunction with the City of Gainesville Parks and Recreation must successfully complete an application process which includes a Background Check and be approved or denied by the Director and/or his designee on a final basis. All rules, guidelines and application procedures, disqualification, approval, request for appeal or denial, orientation, etc. are covered in the Youth Sports Handbook. By reference this Manual is included as part of the Policy Manual.

SECTION 11:9 – RISK/SAFETY MANAGEMENT

The Board has adopted a Risk Management Policy which is contained in the Risk Management Manual incorporated into this policy manual by reference.

Emergency Procedures/Action Plan have also been adopted and are incorporated into this policy manual by reference.

A. Suspected Child Abuse Reporting:

A-1 – **Purpose:** To provide guidance to employees and volunteers regarding the reporting of suspected child abuse as mandated by Georgia State Law.

A-2 – **Introduction:** Employees and volunteers in a public organization providing recreational programs to children who have reasonable cause to believe that a child has been abused are required by Georgia State Law to report or cause reports of that abuse to be made to the proper authorities.

B. How to Report Child Abuse:

B-1 – If the child is in immediate danger: Call 911 immediately.

B-1.a – Once the police have been contacted, notify your immediate supervisor.

B-1.b – The immediate supervisor will notify the GPRA Director or, in the absence of the Director, the Deputy Director.

B-1.c – The employee or volunteer who made the initial observation will complete a written *Report of Suspected Child Abuse/Neglect* and submit to DFCS with a copy to the GPRA Administrative Office within 24 hours. (Appendix 28)

B-2 – If the abuse is not actively on-going and the child is not in immediate danger:

B-2.a – Notify your immediate supervisor.

B-2.b – The immediate supervisor will notify the GPRA Director or in the absence of the Director, the Deputy Director.

B-2.c – The employee or volunteer who made the initial observation will contact the Hall County Department of Family & Children Services.

B-2.c-1 – On Monday – Friday between the hours of 8:00 AM and 5:00 PM, contact the Hall County Department of Family and Children Services office at 770-532-5298.

B-2.c-2 – At all other times, contact 911.

B-3.d – The employee or volunteer who made the initial observation will complete a written *Report of Suspected Child Abuse* and submit to DFCS with a copy to the GPRA Administrative Office within 24 hours. (Appendix 28)

C. **Written Report of Suspected Child Abuse:** Employees and volunteers who have reasonable cause to believe that a child has been abused shall complete the *Report of Suspected Child Abuse* (Appendix 28) for submittal to the Department of Family and Children Services within 24 hours of filing an oral report.

D. **Training:** All employees and volunteers who interact closely with children through their work, including but not limited to, camp counselors, class instructors and youth sports coaches will receive training, as a part of their orientation, on the signs of abuse and how to report it.

Such training will include:

D-1 – An overview of the Georgia state law on Mandatory Reporting of Child Abuse.

D-2 – Definitions and indicators of child abuse according to the Georgia Department of Human Resources.

D-3 – Procedures as outlined in this policy for reporting suspected child abuse.

D-4 – Directions on how to complete and submit the written *Report of Suspected Child Abuse*.

D-5 – All employees and volunteers who interact closely with children through their work are never to be alone with a child for any reason.

SECTION 11:10 – AMERICAN’S WITH DISABILITY ACT – ADA TRANSITION PLAN

In December 2014 the Agency adopted an ADA Transition Plan to ensure that the citizens of Gainesville are provided full access to the City’s recreation programs, services, facilities and activities in as timely a fashion as is reasonably possible. The plan provides for a grievance procedure for any person with a disability or any parent or guardian who represents a minor person with disability, who believes that they have been the subject of disability related discrimination on the basis of the denial of access to facilities, programs or services provided by the Agency.

The ADA Transition Plan is incorporated by reference as part of this Policy Manual. (See Appendix 29)

SECTION 11:11 – STAFF OFFICE ENTRY POLICIES

- A. No one is to enter an office during the week when it is locked except if that Staff person gives permission to other staff members to enter.
- B. Civic Center staff cleaning office area will not enter any office that has a closed and/or locked door. Staff members desiring their trash emptied should leave the trash outside the office or empty the trash themselves.
- C. Any equipment needed by an Instructor for class should be left at the lobby desk with the night personnel. Night Personnel will leave the equipment in the Civic center Maintenance Shop for return to proper staff person the next day.
- D. Money collected by any night personnel at front lobby desk should be placed in the designated area.
- E. On weekends, the office area is not to be entered except night/weekend personnel may use the break room to get coffee, use the refrigerator and/or meal breaks.
- F. No night/weekend personnel or part-time personnel are to enter any staff member’s office when they are locked.
- G. Civic center radios and work key sets are to be left in the Civic Center Maintenance shop area. The work key sets on weekends need to be signed out and back in on the logbook by the radios.

- H. All personnel should be cautious on weeknights and weekends as to who is allowed to enter the Parks and Recreation office area. Staff personnel should accompany any visitor to the office area outside of normal work hours.
- I. In case of any emergency where it is deemed necessary to enter the office of any staff member, the Deputy Director, Civic Center Manager or Civic Center Operations Manager must be called for permission.

SECTION 11:12 – RECORD RETENTION

The Board abides by the record retention policy adopted by the City of Gainesville in July 2019. (*Appendix No. 30*).

Gainesville Parks & Recreation

CHAPTER XII – ENVIRONMENTAL STEWARDSHIP

SECTION 12:1 – ENVIRONMENTAL POLICY

Gainesville Parks and Recreation is committed to citizens to ensuring sound environmental stewardship, continuous improvement of environmental performance and preventing pollution. The Agency is committed to establishing the best practices that ensure lasting quality stewardship in our community. Agency staff is considered responsible stakeholders in preserving and protecting our environment.

- A. All parks and park facilities will be retrofitted with devices that efficiently use energy and maximize benefits over the long-term as budgets permit.
- B. All parks and park facilities will purchase and install water conserving fixtures (i.e. automatic faucets, low flow toilets, and waterless urinals).
- C. Parks and park facilities will make use of native plants and xeriscaping when possible for water conserving measures when landscaping. The Agency will also make use of non-potable water sources for the irrigation of sports fields, recreation areas, and landscaped park facilities where available.
- D. Future purchase of lands will be prioritized by the environmental nature of the land. The Gainesville Parks and Recreation Agency will develop a scale in which lands may be rated and prioritized so that the sensitivity, location/need, and ultimate cost to the City will be considered.
- E. Gainesville Parks and Recreation will work to facilitate and implement these programs and have facilities which are renewable and sustainable in design, construction, and maintenance.
- F. The Agency will go “green” in printing of the seasonal leisure guides and promote more e-blasts and e-newsletters to provide the citizens with up-to-date programs and services.



RISK MANAGEMENT MANUAL

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RISK MANAGEMENT MANUAL

SECTION 1 – RISK MANAGEMENT PLAN

A. Mission: To enhance wellbeing and reduce loss by promoting safe behaviors and conditions.

B. Risk Management Goals:

- To protect the entity's assets
- To ensure a safe environment for employees and the public
- To minimize the possible interruption of vital public services
- To safeguard that all exposures to financial loss are discovered and treated
- To reduce the total cost of risk through safety and loss control programs
- To achieve the lowest total cost of risk

The City of Gainesville Parks and Recreation is considered a component of the City of Gainesville and they currently have a Risk Manager, housed in the Human Resources Department. The City has a Safety Committee composed of one staff member from each department and meets monthly to discuss current safety concerns and solutions for existing issues.

The Parks and Recreation Agency has an established comprehensive risk management plan for the Agency that is used as a supplement to the City of Gainesville Risk Management guidelines and directives.

C. City of Gainesville Risk Management Policy Statement (Last Revised 12/21/2009)

The ultimate objective of the City of Gainesville's Risk Management policy is the preservation of the City's assets. To accomplish this goal, Human Resources/Risk Management, under the direction of City Management and the Administrative Services Department, is responsible for formulating and implementing programs and procedures that will minimize the City's property, revenue, and personnel losses.

A five-step process is used to determine the best way to protect the City's assets. Those steps are:

1. Identify loss exposures that currently or potentially exist within the City's operations.
2. Analyze the risks associated with those exposures to forecast frequency and severity of potential losses.
3. Evaluate the various risk management techniques available to limit loss exposures.
4. Select and implement the most viable risk management techniques for the loss exposures identified.
5. Constantly monitor the program and adjust as necessary.



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Simply stated, Risk Management seeks to make losses less likely, less severe, and/or more predictable. To accomplish this goal, we seek to:

- Encourage safe, efficient, effective work habits
- Reduce or eliminate hazardous duties in the workplace
- Reduce or eliminate hazardous conditions that are under our control
- Utilize cost containment measures to control claims
- Use insurance and other risk transfer and financing techniques

Further details about the City's risk management philosophy are located elsewhere in this manual. The program is continually monitored, as are internal and external conditions, to ensure its effectiveness. Adjustments can be made at any time to more fully protect the City's assets.

D. City of Gainesville Risk Management Technique (Last Revision 12/31/2009)

Risk management is a specialized discipline intended to provide management with data pertinent to the identification, analysis, evaluation and alternative treatment of exposures to loss. To perform these functions, the City relies on its Human Resources/Risk Manager, its Risk Management Assistant, and outside resources such as brokers and consultants.

GUIDELINES

In accordance with the five-step risk management process, the following techniques are used to identify and manage risk within the City of Gainesville:

Step 1: Identify loss exposures that currently or potentially exist within the City's operations.

Many sources are used in the identification of losses. Some of the most commonly utilized identification tools are:

- Interviews with staff to better understand programs and activities
- Review of documents (contracts, policies and procedures, budgets, etc.) to reveal potential problem areas
- Use of surveys and checklists
- Inspections and site visits conducted by HR/Risk Management, insurance carrier representatives, department staff, or Safety and Liability Advisory Committee Consultations with experts (professional associations, brokers, insurance carriers, attorneys)

Step 2: Analyze the risks associated with those exposures to forecast frequency and severity of potential losses.

Potential exposures are reviewed to forecast two elements:

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- Frequency (How often does this type of loss occur?)
- Severity (How "bad" will the results be when it does occur?)

In general, losses are categorized in four ways:

- High frequency / high severity
- High frequency / low severity
- Low frequency / high severity
- Low frequency / low severity

Step 3: Evaluate the various risk management techniques available to limit loss exposures.

Available risk management techniques fall into several broad categories:

- Risk Avoidance: When the expected reward (financial or otherwise) for assuming a loss exposure is less than the potential loss, the hazard will generally be avoided when possible. Loss avoidance includes declining to conduct an activity or program that has been determined to be too risky in light of the potential benefit. Exposures considered "high frequency/high severity" will be avoided when possible. Risk avoidance, however, is not always a viable option, as some activities or programs cannot be eliminated.
- Risk Retention: Retention is a conscious decision to bear the responsibility for losses. The City of Gainesville retains loss exposures in the following circumstances:
 - When the amount of the potential loss is so small that it may be treated as a normal operating expense;
 - When the probability is so great that loss is almost certain to occur, when the rates for insurance are disproportionately high, when potential loss amounts are within the financial ability of the City to retain, and when no ancillary insurance services are required;
 - When the probability of occurrence is determined to be remote; or
 - When insurance is not available or is only available at a great cost.

Even for exposures that are insured, the City will consider retaining a portion of the risk for that exposure, based premium savings. This partial retention is achieved by utilizing insurance deductibles and/or retention levels.

- Risk Transfer (insurance): The City will purchase commercially available insurance products in the following circumstances:
 - When required by law or contract;
 - When the potential loss amount is too large to be safely retained;

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- When insurance can better or more economically provide necessary services such as inspection, claims handling, legal assistance and loss prevention.
- Risk Transfer (Contractual): Whenever possible, the City transfers risks to other parties when involved in contractual relationships. Depending upon the individual circumstances, this transfer may be supported by insurance, hold harmless agreements, indemnity agreements, or a combination of these.
- Risk Control: Risk control is important for all hazards, whether retained or transferred via insurance, since insurance premiums are based in part on loss experience. There are two broad areas of risk control:
 - Loss prevention, which seeks to **reduce** the frequency of accidental losses, and includes such activities as employee training, site safety audits, and regulatory compliance. Loss prevention always happens before a loss occurs.
 - Loss reduction, which seeks to reduce severity of losses, and can occur either before a loss (e.g., requiring the use of seatbelts by employees) or after a loss (e.g., use of case management for medical review).

The City may employ any combination of the methods above for a particular project or within a particular department or work group.

The following chart provides a general guideline for the treatment of hazards:

<i>High Frequency High Severity</i> <i>Avoid</i>	<i>Low Frequency High Severity</i> <i>Insure</i>
<i>Insure or Retain</i> <i>High Frequency Low Severity</i>	<i>Retain</i> <i>Low Frequency Low Severity</i>



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Step 4: Select and implement the most viable risk management techniques for the loss exposures identified.

Many factors are considered when determining which risk management technique(s) are most appropriate for any given loss exposure. Some of the relevant factors include:

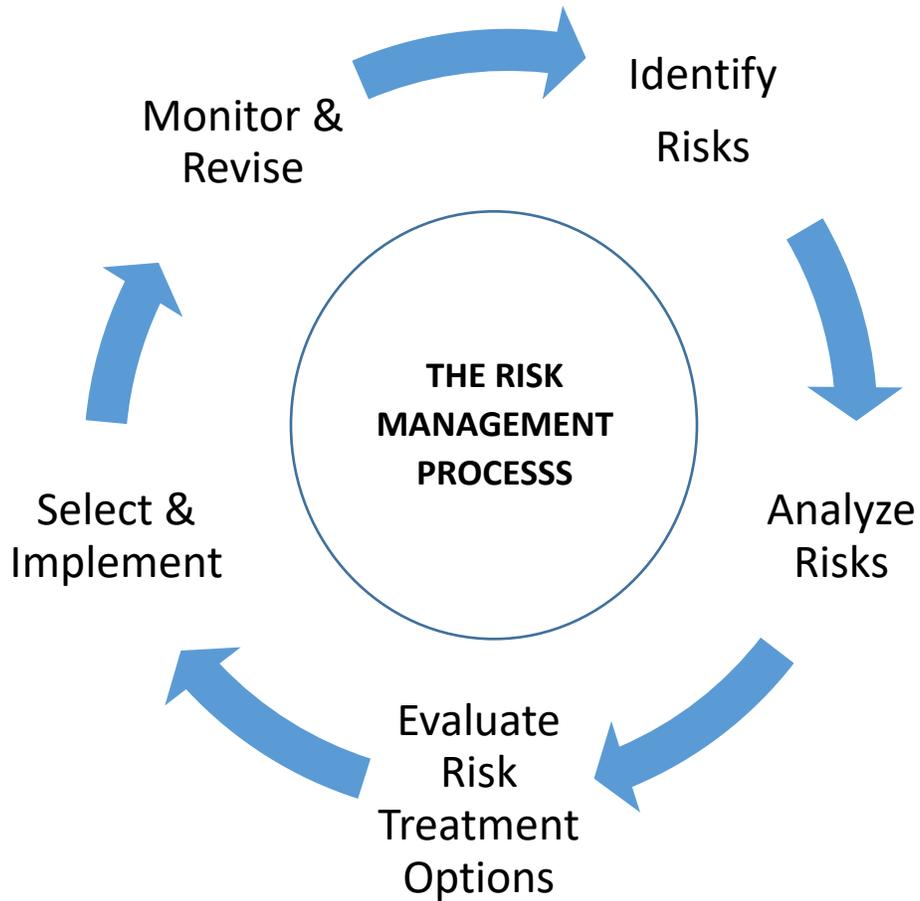
- Availability of insurance
- Industry data
- Cost/benefit analysis
- Organizational objectives / culture
- Statutory obligations

Step 5: Constantly monitor the program and adjust as necessary.

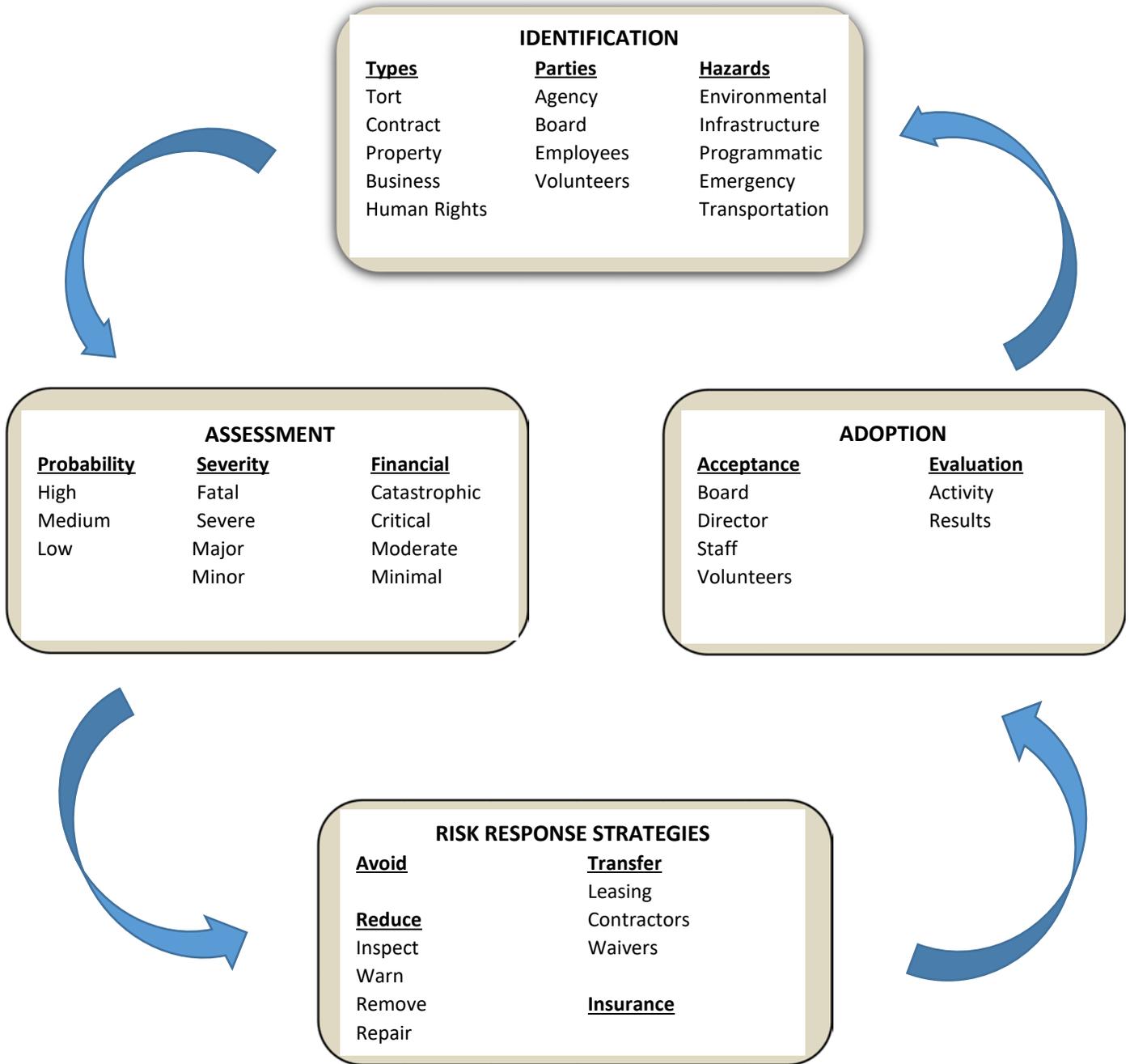
HR/Risk Management staff will periodically review losses, comparing current activity to historical activity and benchmarking against others when data is available. Reports will be made periodically to Department Directors and others, and a presentation to elected officials will be made annually or as needed. When necessary, adjustments will be made to address internal trends or emerging problem areas.

For more information about risk management at the City of Gainesville, contact Human Resources / Risk Management at 770-535-6887.

RISK MANAGEMENT MANUAL SECTION 2 – RISK MANAGEMENT PROCESS



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RISK MANAGEMENT MANUAL

A. Identify the Risks:

Determine what services and/or properties could bring about an accident, incident, or loss for the Agency.

- Division Manager should complete park/facility inspection reports (See Appendix A) on a regular basis to ensure that risks are identified in a timely manner.
- Regular review of customer complaints (on evaluation forms, by phone, mail or e-mail. (See Appendix B)
- Regular review of accident/incident claim forms.
- Review of anticipated new risks/properties at regularly scheduled staff meetings.

B. Analyze the Risks/Evaluate Risk and Treatment Options:

After identification each risk should be analyzed in order to determine the type of loss it may bring about, how often it may occur, and how severe the loss may be.

- People
- Assets
- Environment
- Reputation

This step is important in determining which risks are more significant and might require closer monitoring and resource allocation to prevent them from occurring.

C. Select/Implement Risk Management Techniques:

- Choose the most efficient risk management technique and implement it. Be aware that avoiding risks come risks that can be more costly than the likelihood of their occurrence.
- Loss Control – “A conscious action intended to reduce the frequency, severity, or unpredictability of accidental losses.”

D. Monitoring the Results:

- Compare data annually by type of loss, frequency, and severity.
- Assess patterns or changes in incident/accident reporting forms and facility/park inspection reports.
- Benchmark data to similar programs and departments.
- Make revisions as necessary.

RISK MANAGEMENT MANUAL

SECTION 3: EMPLOYEE SAFETY

A. Intent

- The City of Gainesville and Gainesville Parks and Recreation are concerned about the safety of our employees and citizens and the protection of property, both public and private. One of the ways of addressing these concerns is through employee safety education to be communicated through department designees. To that regard the Safety Liability Advisory Committee (SLAC) was created.

B. Responsibility

- SLAC members will communicate safety information to their department staff in a manner that encourages safety. Members will also bring departmental safety concerns to the Council for review and possible department director recommendations.

C. Key Objectives of SLAC

- To assist the City on effective implementation of its safety programs.
- Review data and identify trends.
- Communicate information to departments for safety training.
- Tour City buildings and make safety recommendations.
- Make recommendations to department directors to prevent reoccurrence of similar accidents in the future.

D. Safety/Security – Parks and Recreation Facilities

Gainesville Parks and Recreation does have an Emergency Procedure Manual that is to be followed by staff in the case of an emergency. Each facility is to be staffed with competent employees. It is the responsibility of the Division Manager to ensure that staff are being trained in and following established safety guidelines.

- **Emergency Care Skills Training:** All employees should undergo American Red Cross First Aid and CPR training and AED training. This training should be conducted on an annual basis and be taught by a certified staff member or instructor. Certified staff shall refer to the American Red Cross standards of care when providing First Aid and CPR and the manufacturer's guidelines for AED usage.
- Cooperation with Law Enforcement:
 - Department Liaison

RISK MANAGEMENT MANUAL

- In-Service Staff Training

E. Incident/Accident Management:

- In emergency situations, staff is to follow Red Cross standards, if appropriate. If 911 is called, staff must notify the Division Manager who will call the Parks and Recreation Director.
- Staff must follow the proper opening and closing procedures for their facility.
- Staff must notify the parks division of any issues by using the proper work order system established by the Gainesville Parks and Agency. If the issue is an emergency, then staff must notify the Park Division Manager as soon as necessary.
- In the case of hazardous weather, staff must follow the guidelines established at their facility and as established by the City of Gainesville.
- It is the responsibility of all staff to maintain clean and safe facilities.

F. Record Keeping:

Each Division shall have policies and procedures specific to its facility or area which will serve as guidelines for programs, services, and facility operation. Incident/accident forms must be filled out for minor and major incidents and turned into the Division Manager and if required to the City's Risk Manager. Records and documents should be kept for at least four years.

G. Incident/Accident Identification:

An important step in the risk management process is to identify all potential losses facing each Division. It is the responsibility of each Division Manager to remain vigilant in identifying these areas and communicating this information to the City's Risk Manager along with any maintenance staff who can correct these problems.

- Common areas of concern include:
 - Potential loss of income/property due to theft, accident, disaster
 - Maintenance of equipment and facilities
 - Regular inspections of facilities
 - Signage, "at risk", rules, etc.
 - Employee screening
 - Staff and volunteer training
 - Special event and program planning, traffic flow? alcohol?
 - Detailed, signed rental and usage agreements

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- Would you feel safe if your children were participating?
- H. Incident/Accident Control: It is the responsibility of each Division Manager to eliminate or reduce potential risks. Elimination of risk is the primary goal. If risk cannot be eliminated the next choice is to attempt to reduce, substitute, or transfer the risk.
- I. Incident/Accident Accounting: Division Managers must obtain a completed incident/accident report for each occurrence. All incident/accident reports will be submitted to the Director immediately. The Director will review the reports and determine if anything can be done in order to reduce or eliminate the possibility of reoccurrence.
- J. Crisis Management:
- Severe Weather, Tornado Warning:
 - Staff and guests that are on site will move to an area away from windows in an interior room, such as the restroom, office, or basement if available.
 - In the case of lightening, we strongly encourage people outside to come inside until the storm passes.
 - Should the facilities be closed and/or programs be cancelled due to inclement weather (determination made by the Parks and Recreation Director) all staff are to be notified as soon as possible. All efforts should be made to inform guests and parents, whether through postings, phone calls or media announcements.
 - Participants will not be transported during a severe weather warning. Trip decisions will be made based on particular conditions.
 - Should severe weather develop while on a trip or being transported, staff and drivers will take the participants to the nearest area of safety. Staff will contact the Parks and Recreation Director as soon as possible.
 - Fire:
 - When the fire alarm sounds or fire/smoke is spotted, staff is to immediately call 911.

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- Staff is to have participants exit the facility using the nearest exit. They are to gather in the parking lots, or other designated areas, well away from buildings.
- Power Failure:
 - The facilities are equipped with emergency back-up lighting systems, however, some of these areas will still be too dark for guests to be in.
 - If the power is off for an extended period of time, turn off nonessential items until the power comes back on.
 - The Division Manager should immediately call the Power Company if the power does not return immediately and contact the Director.
- Missing Child: If a child that is enrolled in a program/event is determined to be missing:
 - Staff is to follow guidelines for a Code Adam, immediately inform the program/event coordinator.
 - The building and the immediate area outside the building is to be searched thoroughly.
 - If the child is still not located, the coordinator will call the police department, the child's parent/emergency contact and the Parks and Recreation Director.
 - After the Police Department personnel arrive, all staff will follow the lead investigator's directions.
 - All other children involved in an indoor program/event will be secured in a room until they are picked up by parents, unless otherwise directed.
 - Staff is not permitted to release any information to the press, parents or guests unless directed to do so by the coordinator or lead investigator.

SECTION FOUR: HANDLING INCIDENTS / REPORTING INFORMATION

- A. Workers' Compensation Injuries: Employee should report injury to supervisor immediately, even if no medical treatment is needed at the time. The following information will be useful for response and follow-up to employee injuries.
- Initial Medical Treatment: If medical treatment is needed for the injury:

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- The employee (not supervisor) must be allowed to choose a medical provider from the City's posted "Panel of Physicians." Only those providers listed on the panel are acceptable choices. Employee must not seek treatment at City's Clinic or at personal physician's office, as such visits are not authorized, may require payment from employee, and may result in problems with future medical.
- Supervisor or designee should call the selected physician's office, request a workers' compensation appointment, and authorize initial treatment. Contact Risk Management as soon as possible. Routine post-accident drug testing ("9 Panel", also known as "FUDS 9") should be requested. (If the selected panel physician does not conduct drug testing, the employee will need to report to Primary Care Clinics of Georgia, 1990 Limestone Circle #100, for post-accident drug testing. This can be done after the employee receives medical treatment but must be done on the same day as initial treatment.)
- Supervisor or designee should provide transportation to the physician, if employee cannot safely operate a vehicle.

In an emergency, call 9-1-1 or take employee to the nearest medical facility or emergency room. (Use an ambulance for transport in critical situations such as loss of consciousness, profuse bleeding, open fractures, or other situations where employee needs immediate attention.) Note that once the emergency has passed, any additional treatment or follow-up care should be provided by a panel physician.

After-hours treatment may be obtained at the emergency room. (Drug testing requirements still apply; the hospital can conduct the drug screen.) Any follow-up treatment must be obtained by a panel physician. (Note that Guilford Immediate Care has extended office hours, so often an emergency room visit can be avoided.)

Employee will not be financially responsible for any authorized treatment associated with a workers' compensation injury. Employees are advised not to provide personal insurance information. Employees should inform the facility providing treatment that this is a workers' compensation injury and to please contact the City's Risk Management.

- Documentation of Injury: One form is required for every employee injury, even for those injuries that do not require medical attention.

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- **City of Gainesville First Report of Injury** – This form has three components: (Appendix C)
 1. The top portion (through the dotted line on page 2) can be completed by the supervisor or by the administrative contact who is responsible for workers' compensation. Once this portion is completed, a copy of the report should be sent to Risk Management immediately (preferably scanned/emailed to Risk Manager and/or Supervisor or faxed to 404-806-6121) to begin processing. This should be forwarded within 24 hours of injury. Then, the original form can be routed to the supervisor.
 2. Supervisor Review & Follow-Up – The employee's supervisor should investigate the accident. This includes understanding what occurred, identifying the root cause of the accident, and, when possible, implementing actions to prevent similar accidents in the future. The supervisor should complete this section and then route to the department director.
 3. Department Director Review – This section allows the director to review the accident details and to offer any input that will aid the investigation or response. Once the department director has signed the document, the original should be routed to risk management.
- Final, signed document must be forwarded to Risk Management within 7 days of the injury.
- Additional Medical and Prescription Needs
 - Risk Management will relay the claims information to put the employee in touch with the adjuster. This way the adjuster can advise on approving diagnostics, referrals, etc. (Do not authorize additional diagnostic tests, referrals to other physicians, etc.)
 - The authorizing treating physician (ATP) may refer employee to other medical provider(s), for specialized treatment, physical therapy, etc. Employee must keep all appointments, and must notify department of work status after each visit.
 - If the ATP has prescribed medications, employee should have them filled at a pharmacy within the PMA network. A list of those pharmacies (current as of 12/2012) is attached. Pharmacy will electronically request authorization from City's claims administrator, which may result in a delay. (For emergency prescription needs,

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contact Risk Management for assistance.) Employee will not be charged for authorized prescriptions.

➤ Returning the Employee to Work

- After each medical visit, the employee should receive a work status report, or similar document, from the authorized treating physician (ATP), indicating whether he/she can return to work. This document may also contain a list of work restrictions, if applicable. The supervisor should review this document before putting an employee back to work. Department should forward copies of all paperwork to Risk Management.
- Employees cannot return to work if the ATP has documented the need to remain out of work.
- If the employee is released to modified-duty work (i.e., with physical restrictions), the supervisor must contact Risk Management to discuss a modified duty assignment. Every effort should be made to identify tasks within the listed restrictions so the employee continues working, in a modified capacity, until the work status changes. The modified-duty job may involve tasks or work hours different from the employee's normal assignment. Risk Management can assist with identifying tasks if needed. Employee should be returned to regular duty when released to do so by ATP or authorized referral. (Important: The injured employee must not be expected to, nor allowed to, perform work that is not consistent with the physical restrictions imposed by the ATP.)

➤ If the Employee is Required to be Out of Work

- Leave related to workers' compensation should be coded as such on the employee time sheet. Employee is paid by City for the first 7 calendar days of missed work. Subsequent disability time, if appropriate, is paid by workers' comp administrator, at state-mandated rates, and may be supplemented by the employee's accrued sick or PTO balance. (Note: Pay will automatically be supplemented unless the employee specifically asks that it not be.)

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- Until the initial 7 days is used, employees may be paid workers' comp time for physician or therapy visits. After the employee has returned to work and exhausted the 7 days of City paid time, follow-up or therapy visits will require the use of accrued PTO (or sick) time or will be unpaid leave.
- Injured employees are subject to policies and procedures related to the Family and Medical Leave Act (FMLA). The employee should contact HR for FMLA forms if he or she expects to be absent more than 7 consecutive days. Employees on FMLA are required to be cleared by Human Resources before returning to work. Supervisor should maintain contact with employee during extended workers' compensation leave periods.

➤ General Information

As of January 1, 2013, the City's claims are being administered by PMA Management Corp

B. City of Gainesville Claims Management Procedure (Last Revision 12/31/2009)

➤ Intent

This procedure is meant to establish a systematic method of handling liability claims made against the City of Gainesville. A "liability incident" is any event that could impose liability on the City of Gainesville or give the appearance of imposing liability. This would include auto accidents (regardless of fault) and other incidents that result in property damage or bodily insurance (or the potential for damage or injury). (Appendix D)

➤ In the event of a liability incident:

- Ensure that injured parties, if any, receive prompt medical attention. (Call 9-1-1 if there is an emergency situation!)
- Call Georgia State Patrol (770-535-6922) immediately to report all auto accidents
- Notify responsible supervisor and/or department head immediately.
- Supervisor will contact Risk Management immediately (770-538-4939 or 770-535-3068) after any major incident involving bodily injury or property damage.
- Do not accept or deny liability or make any statements that imply the acceptance or denial of liability. Do not speak with ANY claims representative until first receiving approval from Risk Management.

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- Supervisor will escort the driver of the City vehicle involved in incident to a panel physician or hospital for a mandatory post-accident panel 9 drug screening.
- Put the involved citizen in touch with Risk Management (770-538-4939 or 770-535-3068) if he/she wishes to make a claim against the City. Risk Management, managers/supervisors may elect to give the involved citizen(s) a blank “Claim Form”, along with instructions to complete and return to Risk Management. No official claim will be reported without a “Claim Form” being returned and received by Risk Management.
- Employee or supervisor must complete all sections of the “Incident Report” form and forward to Risk Management within one (1) business day. This form will provide detailed information about the incident and the involved parties. Be sure to include all relevant data and add any attachments (photos, diagrams, police reports, etc.) that provide additional information.
- Anyone witness to or employee involved in the incident should complete a “Witness Statement” and forward to Risk Management. (See Appendix F) This statement helps to memorialize details, aids in investigation, and should be completed as soon as practicable after the incident, before memories of the event fade. **It is highly preferred that Witness Statements be completed before the end of the shift when the incident occurred.**
- Any employee involved in or witness to the incident should not discuss its details with anyone except his/her supervisor(s), Department Director, Risk Management, or liability insurance representatives, or to persons that these parties may specify.
- Upon receipt of any subpoena or other document related to any court action, employees should notify Department Director immediately, who will forward documents to Risk Management.

C. Claims Procedures

➤ Incident Reporting

When a City employee is involved in an incident that may become a **risk** exposure, he/she should immediately report the incident to his/her immediate supervisor or, if unavailable, to the next available supervisor. The supervisor should ensure that an Incident Report (Appendix F) form is completed and forwarded to Human Resources/Risk Management to document the incident. The Incident Report should be completed when:

- An employee is involved in an incident involving injury to one or more persons (other than another City employee);

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- An employee is involved in an incident involving damage to the property of others (other than property owned by the City of Gainesville);
- An employee or department receives written or verbal notification of a claim for damages, the intent to file a claim for damages, or legal actions against the City of Gainesville.
- Receipt of the Incident Report by Human Resources/Risk Management does not constitute the filing of a claim, and HR/Risk staff members will generally not initiate contact with potential claimants.
- Employees should direct all inquiries regarding claims filing and the claims process to Human Resources/Risk Management for assistance.

➤ Claims Process

Any third party has the right to file a claim against the City. Upon inquiry, HR/Risk staff will explain the claims process to the claimant/potential claimant and will, upon request, provide same with a Claim Form, along with instructions on how to file a claim. The Claim Form (See Appendix E) may be completed even if it does not appear that there is liability on the part of the City. The completed Claim Form, along with any supporting documentation, is to be returned to HR/Risk. Upon receipt of the completed Claim Form, the claim will be reported to the City's liability insurance carrier for investigation and liability determination,

➤ Civil Action Papers

Any City employee who is served with papers relating to a court action resulting from a liability incident should immediately provide a copy of the civil papers to his/her supervisor and/or Department Director. The supervisor will promptly forward the papers to HR/Risk, where they will be passed through to the City's insurance carrier. The involved employee will follow appropriate legal direction on behalf of the City.

D. Accident Review Panel Policy

➤ Intent

The City of Gainesville is concerned about the safety of our employees and citizens and the protection of property, both public and private. One method of addressing these concerns is through timely, comprehensive investigation of all accidents involving City vehicles. To that end, we have created an Accident Review Panel (ARP) to review such accidents.

The primary purpose of the Accident Review Panel (ARP) is:

- To determine the causes of accidents involving City vehicles or motorized equipment so that similar occurrences can be prevented;

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- To reduce human suffering through proactive accident prevention methods;
- To increase employee, supervisor, and Department Director awareness as to the impact of auto accidents; and
- To determine if an accident was preventable or non-preventable and make recommendations to prevent recurrence.

➤ Responsibility

The City's Risk Manager, or an appointed designee, will have responsibility for the Accident Review Panel's activities, meeting schedule, and all recordkeeping associated with the Panel. This person will not serve as a member of the review panel. The Risk Manager, or appointed designee, will, however, introduce each case to the Panel, providing a summary of the incident, all written reports of the incident and available photographs.

The membership of the ARP will consist of:

- Administrative Services Director
- A member of the Safety and Liability Advisory Council (SLAC)
- A City of Gainesville police officer with accident investigation experience
- Two at-large members, who must be employed by the City of Gainesville (in any department).

Individuals in each capacity will be designated by the Administrative Services Director, with approval of the City Manager. Each term of service will be for a length of two years (24 months). With the exception of the Administrative Services Director, whose term is indefinite, members may serve consecutive terms on the Panel if the continuation of service is mutually agreed to by the member, his/her Department Director, the Administrative Services Director, and the City Manager. In the event a panel vacancy cannot be filled voluntarily, the Administrative Services Director and City Manager reserve the right to appoint panel members to vacant positions as necessary.

The term year will be July 1 through June 30, to align with the City's fiscal year. In order to establish staggered terms of office, the term ending dates will be set as follows:

- Administrative Services Director - Indefinite
- SLAC member – Even year
- Police officer – Even year
- At-Large Members – Odd year

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The Administrative Services Director will serve as the procedural chair for meetings. As chair, the Administrative Services Director will be unable to make or second any motions but will be able to vote in all matters before the panel.

If a member has a change in job responsibilities that requires him or her to discontinue service on the ARP, he/she must notify Risk Management in writing, requesting to be removed from the panel. The Administrative Services Director will select an alternate member within 30 days of receipt of written notice. Likewise, if a panel member's employment relationship with the City of Gainesville ends, the Administrative Services Director will select an alternate member within 30 days of notification. In either case, the replacement member will be subject to the same term expiration dates as the member being replaced on the panel.

If any member of the Accident Review Panel (excluding the Administrative Services Director) has to initiate action, or is involved (outside the ARP) in the investigation of a particular accident, he/she may participate in the discussion of said accident but will abstain from any vote taken.

If any member of the ARP is involved in an accident, the accident will be reviewed using normal procedures, except that the involved member must leave the room during any discussion of said accident. He/she will be disqualified from any vote taken.

➤ Procedure

• Key Objectives of the Accident Review Panel

1. To assist the City in the effective implementation of its safety programs;
2. To gather data to identify trends and to create statistical reports to assist in future loss control efforts;
3. To determine whether accidents were preventable or non-preventable;
4. To make recommendations to Department Directors to prevent recurrence of similar accidents in the future.

➤ Scope

The Accident Review Panel will review all accidents involving City-owned vehicles or motorized equipment that result in:

1. damage to City property,
2. damage to civilian property, and/or
3. injuries to any person(s).

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For the purposes of this policy, “motorized equipment” is intended to include those pieces of equipment that are operated from on or inside the equipment, such as a tractor, mower, backhoe, golf cart, or similar equipment.

➤ Meeting Schedule

The ARP will meet on the second Tuesday of each month at a time established by the Panel. (The alternate meeting date will be the third Tuesday of the month, and the Panel reserves the right to modify its schedule during holiday periods or at other times when deemed necessary.) At each meeting, the Panel will review accidents (within the scope defined above) that occurred during the preceding calendar month. The Panel may also review any accidents that were postponed from previous months.

➤ Notification of Employees

Employees with accidents scheduled for review will be notified in writing in advance of the meeting. Risk Management will screen the accidents prior to notifying the employee of their accident review. There will be two types of employee notifications derived from the screening process. Absentia notifications signify that the accident is not likely to be deemed preventable. Therefore, the employee involved will not be required to attend the review in person. Required presence notifications indicate accident reviews in which the employee involved is required to attend. The employee is encouraged to bring his/her supervisor to the meeting.

In addition, upon advance request by the employee, up to two witnesses (other than the supervisor) may be allowed to speak before the Panel. This is limited to City employees who actually witnessed the accident or who were present at the time of the accident. Exceptions to the witness rules are allowed only as deemed necessary to ensure that the ARP has all pertinent information about the accident, and must be approved in advance by Risk Management.

➤ Conduct of the Accident Review Panel

Three or more members of the Accident Review Panel must be present to hear cases. The Panel will review available information (including incident reports, police reports, witness statements, photographs, and other available documentation) and, upon request of the involved employee, hear the statements of employees and witnesses in order to determine:

1. Whether the accident was preventable or non-preventable; and
2. What corrective action(s) will be recommended, if any

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After hearing the information, the Panel will excuse the employee(s) and witnesses and then will:

1. Discuss the accident;
2. Decide whether the accident was preventable using the information presented and the guide attached to this policy. Each accident that the panel classifies as “preventable” will be counted against the employee.
3. Decide on an appropriate recommendation, if preventable.
4. Forward the recommendation to the Department Director. The recommendation will include one or more of the following: corrective measures, disciplinary action and modifications to operational procedures.

➤ Accident Review Panel Recommendations

The findings of the ARP will be expressed as one of the following:

1. **No Action** – Information offered to the Panel was of a nature that no action is recommended against the employee.
2. **Action is Recommended** – Information offered to the Panel dictated a recommendation of disciplinary or corrective action (or both). Recommended discipline could include, but is not limited to, counseling, training, suspension, demotion or dismissal. Corrective action may include policy and procedure changes, repair or replacement of equipment, changes to the work method, or other actions.

The Panel shall base its recommendation on the following:

1. First Preventable Accident – recommendation of verbal counseling;
2. Second Preventable Accident – written warning and one-on-one remedial drivers training with Risk Management. The goal of this class is to serve as a deterrent and to promote driver reflection on the accident so that the behavior might not be repeated. Scheduling of this remedial class is at the discretion of Risk Management. In addition, the employee will be asked to provide a verbal report to Risk Management on how they could have prevented the accident that occurred.; and
3. Third Preventable Accident within 36 months– employee will meet with the City Manager, or an appointed designee, Administrative Services Director and Department Director to determine the appropriate disciplinary action.

The findings of the ARP are simply recommendations and are not subject to appeal. However, any disciplinary action taken against an employee as a result of the ARP recommendation would be subject to the same rules of appeal as any other disciplinary

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action. Appeals and grievances are governed by Section 3.07 (“Employee Grievance Procedures”) of the City of Gainesville’s Personnel Policies and Procedures manual.

➤ Department Director Response

Upon receipt of the Accident Review Panel’s recommendation, the Department Director shall provide employee with a copy of the findings and both Director and employee shall sign the original report and return to the Risk Manager.

Further, the Department Director shall, within thirty (30) days of receipt of the ARP’s recommendation, provide written documentation of any action(s) taken. If the Director does not implement the Panel’s recommendation, but instead takes alternate action, a written explanation must be included. This documentation must be sent to the Risk Manager.

➤ Compliance with City’s Personnel Policy

Any disciplinary action taken as a result of an employee having an accident must be consistent with the City’s Personnel Policy and must follow established procedures.

➤ ARP Member Code of Ethics

Members of the ARP will be expected to review accidents consistently and without partiality, despite the identity or position title of the driver being reviewed. Members will at all times be respectful of the drivers involved in accidents and any others that appear before the Panel. Members must be mindful that the information being reviewed may contain sensitive data and, outside of the review process, should not discuss the details of accidents or the identities of or information about the parties involved.

➤ Preventability vs. Liability

The ARP’s responsibility is to review the facts surrounding the actions of drivers employed by the City of Gainesville. After this review, the ARP is charged with making a determination about whether the involved City driver could possibly have taken steps to avoid the collision under review. This process should in no way be deemed a determination of legal liability and does not affect the City’s duty and ability to report, investigate, adjudicate and, when appropriate, defend claims made by third parties.

➤ Implementation of Policy

This policy first became effective on October 1, 2005. For the purposes of reviewing accidents, each driver was charged with zero (0) accidents as of the effective date of the policy, despite the actual number of accidents that may have occurred. This ensures

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that all drivers began with equal standing with the Panel; it does not, however, preclude Department Directors from considering previous accident history or other relevant factors for the purposes of evaluating, training, or disciplining employees.

➤ Definition of Preventability

The National Safety Council defines a “preventable collision” as one in which the driver fails to do everything reasonable to avoid it.

To expand on that definition, accidents will be evaluated and classified as “preventable” or “non-preventable”, using the guidelines below:

Preventable: Generally, an accident will be deemed preventable when the employee:

- violated a traffic law and that violation caused or contributed to the cause of the accident;
- violated a safety rule or department procedure and that violation caused or contributed to the cause of the accident;
- took some action which the employee could have been expected to avoid, thus preventing the accident; or
- failed to take some reasonable action that, if taken, would have prevented the accident.

Non-preventable: An accident will be classified as non-preventable when the employee:

- did not violate a traffic law;
- did not violate a safety rule or departmental procedure; and
- did everything which reasonably could have been done to avoid the accident.



**AMERICAN'S WITH DISABILITY ACT
ADA TRANSITION PLAN FOR
GAINESVILLE PARKS AND
RECREATION**

INTRODUCTION

The Americans with Disabilities Act (ADA) was enacted on July 27, 1990, and later amended effective January 1, 2009. As written and implemented, the ADA provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications.

The ADA is a companion civil rights legislation to the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. In order to be protected by the ADA, one must have a disability or be a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or a person who is perceived by others as having an impairment. The ADA, however, does not specifically name all of the impairments that are covered.

PURPOSE

The purpose of the Plan is to ensure that the citizens of Gainesville are provided full access to the City's recreation programs, services, facilities and activities in as timely a fashion as is reasonably possible. The Agency's staff and the City's elected officials believe the ability to accommodate disabled persons is essential to the quality of life Gainesville residents seek to enjoy and to effective governance. This Plan has been prepared to carefully study the needs of all the Agency's programs, services, facilities and activities.

ADDRESS OF GRIEVANCE

Any person with a disability or any parent or guardian who represents a minor person with a disability, who believes that they have been the subject of disability related discrimination on the basis of the denial of access to facilities, programs or services, may file a grievance.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but not later than 60 calendar days after the alleged violation to:

Kate Mattison, Director
City of Gainesville Parks and Recreation
830 Green Street, NE
Gainesville, GA 30501

The Grievance Procedure consists of the following:

1. A complaint should be filed in writing (but can be submitted in alternate format due to the needs of an individual's disability), containing the name and address of the person filing it

and briefly describing the alleged violation of the regulation or discriminatory act. (Appendix 1- Discrimination Complaint Form)

2. A complaint should be filed within 60 calendar days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case-basis.)
3. An investigation, as may be appropriate, will follow the filing of a complaint and will be conducted by the Parks and Recreation Staff. These rules contemplate informal but thorough investigations, affording all interested parties and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. The Agency Director will provide the City Attorney, a written determination, as to the validity of the complaint and a description of the resolution, if any, and a copy will be forwarded to the City Manager of Gainesville, along with the original complaint, no later than thirty (30) days after its filing.
5. The Agency Director will maintain the files and records of the Gainesville Parks and Recreation relating to all ADA grievances/complaint filed.
6. The right to a prompt and equitable resolution of the complaint filed hereunder and will not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency, such as the U.S. Department of Justice at (800) 514-0301. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
7. These rules will be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the Gainesville Parks and Recreation Agency complies with the ADA and implementing regulations.

ADA SELF-EVALUATION AND TRANSITION PLAN

The Self-Evaluation is the Agency's internal assessment of the accessibility of its facilities, programs, services and activities. According to the requirements of the ADA, a Transition Plan must include a list of necessary improvements to be made based on the results of the Self-Evaluation.

The Agency should update the Transition Plan once per year to reflect completed accessibility projects or other changes. (Appendix 2 – Facility Self-Evaluation)

All new construction, reconstruction or alterations under the control and/or inspection of the Gainesville Parks and Recreation will be in compliance with the ADA.

FUNDING SOURCES

The primary sources of funding for accessibility-related improvement projects on City property is the property taxes, impact fees, grants and capital funding. However, the ongoing economic recession has resulted in significant reductions to most of these funding sources in recent years.

Accessibility improvements that can be made through general maintenance of City facilities (e.g. signage, clear pathways, relocation of restroom fixtures, etc.) or as part of the regular administrative duties of agency staff (e.g. providing documents in alternate formats, training, website improvements, etc.) will typically be completed first; with larger capital improvement projects being completed when necessary funding is available.

IMPLEMENTATION

Gainesville Parks and Recreation intends to implement this Transition Plan effective January 1, 2015. Not only does the Agency commit to following the guidelines set forth in this Transition Plan, but it also commits to actively revising and amending this documents as new information is discovered. The plan was reviewed in 2028 and 2019, The ADA Action Plan done in 2014 has been updated as shown in the Revised Appendix 2 of the Plan.

**GAINESVILLE PARKS AND RECREATION
ADA COMPLAINT FORM
Title II of the Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973**

Instructions: Please fill out this form completely, in black ink or type. Sign and return to the address below:

Complainant: _____

Address: _____

City, State & Zip Code: _____

Home No. _____ Cell No. _____ Business No. _____

Person Discriminated Against: _____
(If other than the complainant)

Address: _____

City, State & Zip Code: _____

Home No. _____ Cell No. _____ Business No. _____

When did discrimination occur? Date: _____

Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated (us an additional sheet of paper if necessary):

Have efforts been made to resolve the complaint through the internal grievance procedure? Yes _____ No _____

If yes, what is the status of the grievance? _____

Do you intend to file with another agency or court? Yes _____ No _____

If Yes, Agency or Court? _____

Address: _____

City, State and Zip Code: _____

Telephone Number _____

Name of Contact: _____

Signature: _____

Date: _____

Return to:

Kate Mattison, Director
Gainesville Parks and Recreation
830 Green Street, NE
Gainesville, GA 30501

FOR OFFICE USE ONLY

Date interview conducted: _____

Name of person interviewed: _____

Investigative process and findings: _____

Action Taken: _____

Additional Comments: _____

Signature _____

GAINESVILLE PARKS AND RECREATION ADA ACTION PLAN - Established January 1, 2015

Appendix 2

Location	ADA Action	Status as of 1/1/15	Updates 1/1/20
City Park 830 Green Street	Playgrounds, ball fields, tennis courts, pavilions, restrooms, walkways, parking	Restrooms to be remodeled and compliant upon funds.	Over the past two years the restrooms were remodeled and updated for ADA compliance. In 2019 renovations were done by installing new playground and new concession stand. All compliant.
Civic Center 830 Green Street	Entry/exit, restrooms, meeting rooms, walkways, parking	All areas compliant- Renovated in 1990	Added an additional curb cut at main entrance
DeSota Park 1142 DeSota Street	Playground, tennis/basketball courts, pavilion, restrooms, walkways	Restrooms remodeled in January 2014 and compliant. Playground access ramp to be poured	Park was renovated in late 2017 & 2018 with playground being compliant.
Engine 209 Park 312 Jesse Jewell Parkway	Walkways	Compliant	Compliant
Fair St. Neighborhood Center 715 Fair Street	Entry/exit, restrooms, meeting rooms, walkways, parking	Building built new and compliant	Compliant
Frances Meadows Aquatic & Community Center 1545 Community Way	Entry/exit, restrooms, pools, walkways, playground, fitness center, offices, parking	Built in 2006-2007 new and compliant	Compliant
Holly Park 2603 Old thompson Bridge Road	Pavilions, walkways, parking	All areas compliant	Compliant
Ivey Terrance Park 607 Ridgewood Terrace	Walkways, parking	All areas compliant	Compliant
Kenwood Park 725 Kenwood Drive	Walkways	All areas compliant	Compliant
Lanier Point Athletic Complex 1530 Lee Waldrup Drive	Ball fields, walkways, restrooms, entry/exit, parking	All areas compliant except for 2nd floor of scoring tower	Funds still not available to make 2nd floor compliant.

	Trails, parking	Under Design	Small building for workshops has been added and is compliant. Handicap parking is also available.
Linwood Nature Preserve 160 Springview Drive			
Longwood Park 20 Pearl Nix Parkway	Pavilions, tennis courts, picnic areas, restrooms, walkways, courtesydock/fishing pier, playgrounds, parking	Restrooms remodeled in May 2014 & compliant. Upper Playground needs access ramp	Ramp still needed at Upper Playground
Martha Hope Cabin 528 Prior Street	Entry/exit, meeting room, restroom, parking	Complaint. Restroom door, grab bar needed.	Grabbar has been nstalled.
Midtown Greenway 682 Grove Street	Walkways	All areas compliant	Compliant
Myrtle Street Park 854 Myrtle Street	Playground, basketball court, parking	Playground access ramp needed	Playground access ramp needed
Poultry Park 444 Jesse Jewell Parkway	Walkways	All areas compliant	Compliant
Riverside Park 1267 Riverside Drive	Pavilion, playground, fitness equipment, walkways	Cut concrete curb, pour concrete ramp for Playground area	Park was renovated in 2018 and is compliant/
Rock Creek Veterans Park 223 Northside Drive	Walkways	All areas Compliant	Compliant
Roper Park 171 Virginia Circle	Ball fields, tennis court, pavilion, restrooms, playground, walkways	All areas compliant except for restrooms.	Restrooms still need to be ungraded
South Side Park Positive Place Park	Ball field, pavilion, walkwas	All areas compliant	Compliant
Wessell Park 494 Holly Drive	Tennis court, basketball court, playground, walkways	Park renovtion in planning stages	Renovations done and compliant
Wilshire Trails Park 849 wilshire Road	Playground, pavilion, restrooms, walkways	All areas compliant	Complaint

Items highlighted in "red" are the items that need to be completed under 1/1/15 column and the items in "red" under 1/1/2020 column are still needed to be done.