MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 15, 2015

RE: October 22, 2015 Board Meeting

Consent Calendar (ACTION)

a. To Approve Bills to be Paid
b. To Approve Minutes of September 14, 2015 and September 30, 2015

Accounts Payable
Computer Check Register Totals

Check	Date	Vendor No	Vendor Name	Amount	Voucher
21975	10/22/2015	AGIndus	Beam Industries Inc.	3,106.15	000000
21976	10/22/2015	AlhEle	Alhambra Electric	3,445.00	000000
21977	10/22/2015	AmerSta	American Stage Tours	1,010.00	000000
21978	10/22/2015	AmFidAs	American Fidelity Assurance	78.38	000000
21979	10/22/2015	ARC	ARC	137.76	000000
21980	10/22/2015	AshLum	Ashby Lumber Company, Inc.	409.14	000000
21981	10/22/2015	ATT3	ATT CALNET 2	221.67	000000
21982	10/22/2015	BayAlar	Bay Alarm Company	1,233.20	000000
21983	10/22/2015	BayAreA	Bay Area Barricade Service Inc	130.64	000000
21984	10/22/2015	BillAce	Bill's Ace Hardware	273.19	000000
21985	10/22/2015	Capri	CAPRI	39,365.00	000000
21986	10/22/2015	CCCOofEd	Contra Costa County Office of	75.00	000000
21987	10/22/2015	CCSNP	Contra Costa Senior Nutrition	2,905.00	000000
21988	10/22/2015	CintCorp	Cintas Corp # 185	177.96	000000
21989	10/22/2015	Cole	Cole Supply Co., Inc.	480.82	000000
21990	10/22/2015	Cresco	Cresco Equipment Rentals	205.76	000000
21991	10/22/2015	Cyber	Cybercopy	214.80	000000
21992	10/22/2015	Danv	Danville, Town of	744.69	000000
21993	10/22/2015	DelDen	Preferred Benefit	3,632.00	000000
21994	10/22/2015	Denelect	Denalect Alarm Company	138.00	000000
21995	10/22/2015	DepJus3	Department Of Justice	170.00	000000
21996	10/22/2015	DigThis	Dig This Inc	340.00	000000
21997	10/22/2015	Fechter	Fechter & Co CPA's	11,188.00	000000
21998	10/22/2015	FranTx	Franchise Tax Board	105.00	000000
21999	10/22/2015	Furber	Furber Saw, Inc.	431.83	000000
22000	10/22/2015	GenPlum	General Plumbing Supply	263.76	000000
22001	10/22/2015	Imperial	Imperial Sprinkler Supply	112.41	000000
22002	10/22/2015	KaisFou	File #73029 Kaiser Foundation Health Plan	25,527.87	000000
22003	10/22/2015	Legal S	Legal Shield	47.85	000000
22004	10/22/2015	MacJam	James MacCabe	400.00	000000
22005	10/22/2015	McInerne	McInerney & Dillon	1,720.00	000000
22006	10/22/2015	Muir	Muir/Diablo Occupational Medic	100.00	000000
22007	10/22/2015	NorCalS	NorCal Swim Shop	336.42	000000
22008	10/22/2015	P&DApp	P&D Appliance	1,161.43	000000
22009	10/22/2015	PERS	CalPERS	15,706.97	000000
22010	10/22/2015	PhCit	Pleasant Hill, City of	4,570.82	000000
22011	10/22/2015	PhSen	Pleasant Hill Seniors Club	1,675.00	000000
22012	10/22/2015	PleaHill	Pleasant Hill Rec & Park Distr	134,443.47	000000
22013	10/22/2015	PurcPow	Purchase Power	1,520.99	000000
22014	10/22/2015	R-Comput	R-Computer	8,089.42	000000
22015	10/22/2015	Republic	Republic Services #210	1,983.80	000000
22016	10/22/2015	RothDar	Darlene Roth	451.70	000000
22017	10/22/2015	SierChe	Sierra Chemical Co	802.79	000000
22018	10/22/2015	Speedy	Speedy Glass Lockbox	403.04	000000
22019	10/22/2015	StalGle	Glen Staller	540.00	000000
22020	10/22/2015	Standard	Standard Insurance Company	1,520.89	000000
22021	10/22/2015	StarSpo	Star Sports	3,169.56	000000
22022	10/22/2015	StePrint	Steven's Printing	1,697.08	000000
22023	10/22/2015	SuppWor	Supply Works	823.54	000000
22024	10/22/2015	UNIVAR	UNIVAR USA Inc	533.82	000000
22025	10/22/2015	USBank	U.S. Bank	2,128.67	000000
22026	10/22/2015	VallTru	Valley Truck & Tractor	19,737.12	000000
22027	10/22/2015	VSP	Preferred Benefit	61.80	000000
22028	10/22/2015	Xerox	Xerox Corporation	299.51	000000

Check	Date	Vendor No	Vendor Name		Amount	Voucher
				CHECK TOTAL:	**$300,048.72**	

Board of Directors Special Meeting Minutes
September 14, 2015
DRAFT

The September 14, 2015 special meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 8:00 a.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE
Board Member Donaghu led the Pledge of Allegiance.

ROLL CALL
BOARD PRESENT: Bonato, Donaghu, Glover, Sterrett, Shess

STAFF PRESENT: Berggren

PUBLIC COMMENT
Pleasant Hill Resident Jack Prosek was present and indicated that he would like to speak on item #4. Board Chair closed public comment.

TO CONSIDER RESPONSES TO CONTRA COSTA COUNTY'S SURPLUS PROPERTY NOTICES FOR THE PARCELS OF REAL PROPERTY IDENTIFIED AS ASSESSOR'S PARCEL NUMBERS 149-230-005 & 008 AND 149-130-020 TO 024 AND 030 (ACTION)
Pleasant Hill Resident Jack Prosek commented that it is his hope that the Recreation & Park District purchases the property at the former Oak Park Elementary School site and that the Board would consider the possibility of a location of a library.

The General Manager indicated that Contra Costa County sent the District on July 14, a letter that they plan to dispose of surplus properties located on Oak Park Boulevard. Attorney Curt Kidder explained the zoning of the property as identified as parcel number 149-230-005 and 008 or as described as the former Oak Park Elementary School site. The Board of Directors further discussed their interests in the former Oak Park Elementary School site and the possibility of athletic fields for District residents. Board Member Bobby Glover felt strongly that it is the responsibility of the Recreation & Park District to consider all parcels that have not been developed for consideration for athletic fields and facilities. Glover stated that most of Pleasant Hill is built out and there are only a few parcels left that the District needs to consider for possible recreation sites for District residents.

Upon motion of Donaghu and seconded by Glover, the Board instructed the General Manager to write a letter of intent of the District to purchase the surplus properties identified as APN 149-230-005 and 008 portion. The motion passed with all Board of Directors in favor of the motion.

Chair Bonato requested that the General Manager write a letter to the City of Pleasant Hill explaining the Board's action. The Board also requested that the General Manager contact the leaders of the Pleasant Hill Baseball Association and the Pleasant Hill/Martinez Soccer Association regarding a possible purchase of this property.

ADJOURNMENT
Board Chair Bonato adjourned the meeting at 8:25 a.m.

_____
Robert B Berggren, Clerk of the Board

Board of Directors Special Meeting Minutes
September 30, 2015
DRAFT

The September 30, 2015 special meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 5:00 p.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE

Board Member Sterrett led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Donaghu, Glover, Sterrett, Shess

STAFF PRESENT: Berggren

PUBLIC COMMENT

There was no public comment. Chair Bonato closed public comment.

At this time, the Board recessed into closed session.

CONFERENCE WITH LEGAL COUNSEL--PENDING LITIGATION
Pursuant to California Government Code Section 54956.9(d)(1)
Pleasant Hill Recreation & Park District v. Stephen E. Harriman AIA & Associate; Harriman Kinyon Architects., Inc., Contra Costa County Superior Court Case No. CIVMSC13-01865

Pleasant Hill Recreation & Park District v. Abey Arnold Associates Inc., Contra Costa County Superior Court Case No. CIVMSC14-01488

The Board of Directors came back into regular session. Board Chair Bonato re-opened the regular session. Chair Bonato stated there was no further announcements or actions taken in closed session.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 6:00 p.m.

_____

Robert B Berggren, Clerk of the Board

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 15, 2015

RE: October 22, 2015 Board Meeting

Report on Blues & Brews Festival

- **Presentation of Check to Pleasant Hill Chamber of Commerce**

Recreation Supervisor Katrina Hunn will give a report on the Blues & Brews Festival and present the check to the Chamber of Commerce. Attached to your packet is a memo and information on the Blues & Brews Festival from Katrina.

Pleasant Hill rec

MEMO

To: Bob Berggren, General Manager
From: Katrina Hunn, Recreation Supervisor II

Date: September 29, 2015

Re: 2015 Blues & Brews Festival Recap

The 6th Annual Blues & Brews Festival was held on Friday, July 17 and Saturday, July 18. The committee had set a profit goal of $20,000, allowing each agency to profit $10,000. I am happy to report that Blues & Brews 2015's final profit was $26,001.92. There were no reported crowd problems from the Pleasant Hill Police or our private security working the event. The bands, food vendors and craft vendors were all happy as were our sponsors.

The event attracted event attracted a much larger crowd on Friday and ticket sales were also higher for Saturday. We had 775 tickets sold in 2015 for the tasting tent, compared to 629 in 2014. Beer Tent tasting ticket sales really drove the increase in profit for this year. Event sponsorships decreased in 2015 but the committee was able to decrease expenses in some areas and seek additional in-kind donations to help off set this revenue loss through sponsorships. We used an online ticket sales system to track all tickets sales in live time. This system also processed all credit card transaction fees so this was not an added expense to the District. Please see the financial analysis and ticket sales summary attached.

The Chamber & District staff met to complete the post event evaluation and is extremely happy with this year's event. We have begun planning for next year. The committee members recommend continuing the event in 2015. We have brainstormed some new ideas to help add to the events success. We hope to add a home brew contest for Friday night but need to meet with a few agencies to see how this would affect permitting. We have a few new sponsorship ideas like a naming sponsor for the beer tent like we did for the stage this year. We are also hoping to expand our advertising reach with some new advertising venues like BART. The committee will also be doing tasting ticket price comparisons with other bay area festivals before we decide on our ticket prices for next year. We also hope to bring in a few kid friendly activities that could potentially bring in additional revenue.

Blues & Brews 2015

Blues & Brews Festival Financials		2015 Actuals	2014
	Sponsorships	$9,350.00	**$13,820.00**
	Food Booths	$3,200.00	$3,790.00
	Craft Vendors	$560.00	$840.00
	Eventbrite Online and Day of Credit Card	$31,508.69	$21,748.64
	Presales at Offices (Manual sales)	$455.00	$1,015.00
	At Door Cash Sales/Day of Cash Sales (Cash Deposited le	$13,487.00	$10,962.00
	Parking at Senior Center - ($1110 split 50% with CPAB)	$613.00	$555.00
	Total Revenue	**$59,173.69**	**$52,730.64**
Expenses			
Advertising/Marketing			
	Community Focus	$0.00	-
	Facebook Ad	$9.43	$232.96
	Chamber Link Newletter Ad	$90.00	
	KKDV	$1,050.00	$1,050.00
	Half Price Banners - 3 Banners	$277.80	
	Celebrator Magazine	$350.00	$350.00
	The Brewing Network	$300.00	$300.00
	Graphic Design - Alex Curran	$320.00	$600.00
	Website Header Design & Update (Rest done by Katrina)	$40.00	$200.00
	Website Maintenance - Transfer to Fatcow hosting	$0.00	$130.00
	UPS Store-Sandwich Board Promotions in Park & Off the G	$47.74	$145.44
	Opening Band Contest/Banner Design - Luke Design Artwo	$442.98	
	Markstein - Print Banners (stage, beer, wine, beer tent)	$0.00	-
	Total Advertising	**$2,927.95**	**$3,008.40**
Beverages			
	Markstein	$2,999.50	$2,911.72
	Bay Area Beverage	$415.00	$2,335.00
	Bay Area Distributing	$293.60	$1,013.00
	Altamont Beer Works - Bought 2 of 4	$215.00	$265.00
	Creek Monkey Tap House	$179.03	$245.00
	Das Brew	$196.20	$154.00
	Wine Warehouse - Einstock	$177.00	$185.00
	PH Chamber of Commerce -Wine & cups	$616.51	$270.70
	Chrissa Imports		
	Total Beverages	**$5,091.84**	**$7,379.42**
Entertainment			

	Dynamic Audio-Sound (includes generator)	$2,000.00	$1,400.00
	The Chris Cain Band	2500	
	Frankie G & the Conviction	$600.00	
	Spinout	$500.00	
	Caroompas Room	$600.00	
	The Used Blues Band - Get Famous Contest Winner	$0.00	
	Big Jangle (Friday Night Band)	$600.00	
	2014 JB & DEM Revue, Caroompas, J Jones, Frankie G, Loose Blues, Lumberyard		$6,900.00
	Total Bands	**$6,800.00**	**$8,300.00**
Event Promo/Merchandise			
	Event Staff T-Shirts	$0.00	$0.00
	Total Merchandise		**$0.00**
Permits			
	ABC (License and mailing)	$127.20	$126.19
	Contra Costa Fire Protection	$850.00	$605.00
	Contra Costa Enviromental Health	$39.00	$39.00
	Total Permits	**$1,016.20**	**$800.00**
Rentals			
	Pleasant Hill Park	$2,400.00	$2,400.00
	C&M Party - Tents	$5,158.99	$5,703.56
	Bliss Point Productions - Stage	$2,000.00	$2,000.00
	Cresco - Generator, Temp Power Box, Cords	$313.19	$737.22
	Far West - PortaPotties/Fencing	$2,311.05	$2,311.05
	Total Rentals	**$12,183.23**	**$13,151.83**
Security			
	Pleasant Hill Police Department	$883.92	$665.00
	Patrol Ops (Beer Tent & Friday overnight)	$500.00	$250.00
	Total Security	**$1,383.92**	**$915.00**
Supplies			
	Champlin Wireless - Radios for "day of"	$0.00	$0.00
	Smart & Final - Backstage/Volunteer Food for BBQ	$85.71	$142.85
	Wristbands	$84.25	$0.00
	Adam McCloskey - Draft Tech	$200.00	$200.00
	Culligan - Hydration Station Beer Tent	$0.00	$135.90
	Diamond Ice - 150- 40lb bags	$678.53	$678.53

	Ticketmaster - Tickets & single bev tickets (none order 201	$0.00	$166.64
	Bills Ace Hardware - Staples, tape	$8.96	
	Smart & Final-table covers	$42.05	$58.52
	Boelter beverage Group - Beer glasses	$2,669.13	$2,519.03
	Total Supplies	**$3,768.63**	**$3,901.47**
	Total Expenses	**$33,171.77**	**$37,456.12**
	Event Profit	**$26,001.92**	**$15,274.52**
	Split	**$13,000.96**	**$7,637.26**

Blues & Brews Sales 2015	Price (USD)	Quantity	Gross (USD)	Eventbrite Service Fee (USD)	Credit Card Processing (USD)	Net Sales (USD)
Box Office Ticket Sales		539	8,131.00	0	240.51	7,890.49
Single beverage tickets	6	383	2,298.00	0	68.22	2,229.78
Beer Tasting	35	7	245	0	7.35	237.65
Beer tasting -Day of	45	115	5,175.00	0	152.55	5,022.45
VIP Tasting Ticket	55	1	55	0	1.65	53.35
TShirt/Tank	15	3	45	0	1.35	43.65
Water	1	8	8	0	0.24	7.76
Designated Driver	5	9	45	0	1.35	43.65
Half price beer tasting	20	13	260	0	7.8	252.2
Online Ticket Sales		639	25,693.88	1,238.38	723.3	23,732.20
VIP Beer Buddy Deal - $50/ticket	50	29	1,450.00	64.96	43.5	1,341.54
General Admin - Beer Tasting Ticket	35	543	20,558.88	1,014.63	569.25	18,975.00
VIP Beer Tasting Ticket	55	67	3,685.00	158.79	110.55	3,415.66
Manual Ticket Sales		13	455	0	0	455
General Admin - Beer Tasting Ticket	35	13	455	0	0	455
Total Sold		1335	34,279.88	1,238.38	963.81	32,077.69

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 16, 2015

RE: October 22, 2015 Board Meeting

To Consider Moving Regular Board Meeting of Thursday, November 19 to Wednesday, November 18 at 7:00 pm (ACTION)

The Board had approved changing the November Board Meeting dates before we realized that the Hospice Tree Lighting is on Thursday, November 19. The General Manager is recommending the Board to change the November 19 Board Meeting date to Wednesday, November 18 at 7:00 pm due to the Tree Lighting.

Mark Blair

From:	curtis kidder [curt@cskidderlaw.com]
Sent:	Wednesday, October 14, 2015 10:25 AM
To:	Mark Blair
Cc:	Bob Berggren
Subject:	Policy Manual Revisions: Policy Nos. 1500, 1505, 3005, 3010, 3015, 3020, 3025, 3030, 3035, 3040 and 3050
Attachments:	PH - Policy No. 1500.docx; PH - Policy No. 1505.docx; PH - Policy No. 3005.docx; PH - Policy No. 3010.docx; PH - Policy No. 3015.docx; PH - Policy No. 3020.docx; PH - Policy No. 3025.docx; PH - Policy No. 3030.docx; PH - Policy No. 3035.docx; PH - Policy No. 3050.docx; PH - Policy No. 3040.docx

Mark: Please find attached red-lined versions of the above-cited District policies that show my suggested revisions to each. Note that I need to spend a little more time with Policy Nos. 3000 (Asset Protection) and 3045 (Investment of District Funds), but should be able to forward red-lined versions early next week.

A summary of the proposed substantive changes to each of the policies is as follows:

1) Policy No. 1500:

1500.1: Changed to state that the GM may be appointed as the Clerk to the Board so as to be consistent with Policy No. 1175 and to provide the Board with discretion in appointing a clerk.

1500.2: Added that the GM is an at-will employee that may be dismissed at any time. This clarifies that the GM may not necessary serve out the term identified in the GM's contract.

2) Policy No. 1505:

1505.1: Deleted the first sentence since it is now stated in Policy No. 1500.2.

1505.3: Deleted the second sentence since it is essentially duplicative of the first sentence.

1505.4: Deleted inclusion of a compensation adjustment in the closed session discussion, since that is prohibited by the Brown Act. Replaced it with "areas of needed improvement."

3) Policy No. 3005:

3005.4: Section 5788 of the Public Resources Code sets forth various requirements for the adoption of the annual budget. The first one is that a preliminary budget must be approved by July 1 of each year. That requirement is specified here.

3005.5: The PRC also requires the publishing of a notice related to the approval of the preliminary budget and the final budget, which must be done by August 30 of each year. Those requirements were added here.

3005.7: Presumably the Board reviews the budget on a quarterly basis, so that is specified here. If that is not accurate, then this provision will need to be revised.

4) Policy No. 3010:

No substantive changes made, only some editing done. May want to review to make sure the changes reflect District procedures.

5) Policy No. 3015:

No substantive changes made, only some editing done.

6) Policy No. 3020:

It is suggested that this policy be deleted since all of its provisions are covered in Policy No. 3030.

7) Policy No. 3025:

3025.4: Changed to provide that the Board may authorize the audit to be done by one firm for 5 years--this gives the Board more flexibility in regards to retention of the audit firm. Some editing was also done.

8) Policy No. 3030:

Added a reference to Policy No. 3050 (Purchasing) since it addresses similar matters as contained in this policy. May want to think if the language provided here is sufficient or additional/different language should be used.

3030.4: Specified that procurement and competitive bidding requirements of the Public Contract Code (in addition to the Public Resources Code) be followed.

3030.5: Public Contract Code Section 22050 provides that Board delegation of authority to the GM to take actions during an emergency must be done by a 4/5s vote of the Board, so a reference to such a vote was added. If the Board does not approve this policy with at least 4 votes, then this provision will need to be deleted. The alternative is that the Board takes all actions during an emergency.

PCC Section 22050 also requires that the GMs report to the Board include certain specified information, which is identified in the new last sentence here.

3030.6: Specified that out-of-pocket expenses must be less than $5k, otherwise it seems that the advance approval requirement of Policy No. 3030.2 is applicable.

9) Policy No. 3035:

No substantive changes made, only some light editing done.

10) Policy No. 3040:

No substantive changes made, only some very light editing done.

11) Policy No. 3050:

Added a reference to Policy No. 3030 for the same reason noted above.

3050.1: Deleted "etc." and added "and other beneficial terms to the District".

3050.3: Purchase of supplies or materials unrelated to construction/repairs/maintenance that will exceed $25k is subject to the competitive bidding requirements of the PCC, so that is specified here. Also added that the

contract will be awarded to the lowest responsible bid that is responsive to the District's requirements, which is consistent with the PCC provisions.

Let me know if you would like to discuss the suggested revisions or need additional clarification.

CSK

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Curtis S. Kidder
Law Office of Curtis S. Kidder
P.O. Box 29981
Oakland, California 94604

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: General Manager-Employment Agreement
POLICY NUMBER: 1500

The purpose of this policy is to ensure that there is a written employment agreement between the General Manager and ~~Pleasant Hill Recreation & Park District~~theBoard of Directors.

1500.1 The General Manager shall be the Executive Officer of the District and may be appointed Clerk of the Board of Directors.

1500.2 The terms and conditions of the General Manager's employment shall be specified in ~~the~~an employment agreement between the General Manager and the Board of Directors. The agreement of employment shall be for the period of time specified therein; however, theGeneral Manager shall be an at-will employee, serving at the pleasure of the Board of Directors and may be dismissed at any time.

1500.3 Whenever the employment agreement~~ of employment~~ established between the General Manager and the Board of Directors is in conflict with any District Policy, the terms of said agreement of employment shall prevail.

1500.4 The Board of Directors may establish ~~written~~employment agreements~~of employment for terms and conditions~~ for other specified positions within the District.

Approved:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Performance Evaluation - General Manager
POLICY NUMBER: 1505

The purpose of this policy is to ensure an annual performance evaluation of the General Manager by the Board of Directors.

1505.1 ~~The General Manager of the District is retained and serves at the will of the Board of Directors.~~ The Board of Directors shall review the performance of the General Manager after the initial six months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

1505.2 The performance evaluation~~s~~ should occur in closed session annually during the first Board of Directors meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Directors and the General Manager. The Board shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda ~~is~~includes proper~~ly~~ notic~~ed~~ of the evaluation and to provide adequate advance notice to the Board and the General Manager.

1505.3 The Board of Directors will agree upon an evaluation form to be provided to ~~the Board~~each Director and completed prior to the ~~formal~~ performance ~~review~~evaluation session. ~~Board of Directors shall be encouraged to prepare input on the form prior to the Board of Directors meeting.~~

1505.4 During the ~~scheduled~~performance evaluation closed session(s), the Board will~~should~~ meet ~~as a group~~ with the General Manager to ~~verbally~~ discuss the components of the performance evaluation and receive feedback from the General Manager relative to his/her assessment. If requested by the Board and/or the General Manager, the District's Legal Counsel may attend the evaluation session.

Following the meeting with the General Manager, the Board shall meet and determine an overall evaluation of the General Manager's performance for the past review period and provide written notification to the General Manager of the assessment and any ~~recommended compensation adjustment, as appropriate~~areas of needed improvement. A copy of the~~iswritten assessment~~performance evaluation is to ~~should~~ be provided to the General Manager and a copy kept in the General Manager's personnel file. The performance evaluation shall be kept confidential. Any discussion and decision on a compensation ~~award~~adjustment as a result of the performance evaluation shall occur~~be made~~ at a noticed public meeting ~~following the closed session evaluation meeting~~.

1505.5 The Board of Directors and General Manager should ~~jointly~~ develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

Approved:
Amended:

REVISED: 10-13-15

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Budget Preparation
POLICY NUMBER: 3005

The purpose of this policy is to establish budget preparation guidelines.

3005.1 An annual budget proposal shall be prepared by the General Manager.

3005.2 Prior to review by the Board of Directors, the annual budget proposal shall be presented by the General Manager to the Board's ~~standing~~ Budget~~/~~ and Finance Committee~~ shall meet with the General Manager and review his/her annual budget proposal~~ for review and discussion.

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3005.3 The proposed annual budget as reviewed and ~~amended~~revised by the Budget~~/~~ and Finance Committee shall be reviewed by the Board ~~at its regular meeting in~~either the second regular meeting in May or the first regular meeting in June.

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3005.4 Pursuant to the requirements of the State Public Resources Code, the Board shall adopt a ~~The proposed~~preliminary annual budget ~~as amended by the Board during its review shall be adopted at its regular second meeting in~~by July 1 of each year.

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3005.5 Following the adoption of the preliminary budget, the Board shall publish notice stating (i) that it has adopted a preliminary budget that is available for review at a specified time and place within the District, and (ii) the date, time and place thatthe Board will meet to consider adoption of the final budget. Said notice shall be published in a newspaper of general circulation at least two weeks prior to the specified meeting date. The final budget shall be approved by August 30 of each year, a copy of which is to be provided to the County Auditor.

3005.6~~5~~General budget classifications have been determined by the Board of Directors which best reflect the various operations of the District. The Chart of Accounts has been coded in order to designate revenues and expenses in general classifications compatible with the information required in~~by~~ the State Controller's ~~Report. The Chart of Accounts in use is designed to meet the requirements of the State Controller~~ and to provide financial management information ~~for~~regarding the District operations. All changes to the Chart of Accounts are subject to the approval of the General Manager and/or Board of Directors.

3005.7~~6~~The Board of Directors will, on a quarterly basis,review the budget and quarterly financial statements. Any transfer of appropriated funds between general budget classifications must be approved by Board action.

REVISED: 10-13-15

3005.7 ~~General budget classifications have been determined by the Board of Directors which best reflect the various operations of the District. The Chart of Accounts has been coded in order to designate revenue and expenses in general classifications compatible with the information required in the State Controller's Report.~~

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: **Check Processing**
POLICY NUMBER: **3010**

The purpose of this policy is to provide guidelines~~in~~for check processing.

3010.1 All invoicesor requests for the issuance~~ing~~ of checks shall be reviewed and approved by a Supervisor, the General Manager or design~~at~~ee.

3010.2 Checks to be paid on County ~~W~~warrants will be printed for payment and presented to theBoard of Directorsfor consideration at ~~their~~its regular ~~board~~ meetings.

3010.2.1 The Board of Directors will consider each ~~bill~~invoice andmust approve each warrant for payment.

3010.2.2 The Supervisor, the General Manageror design~~at~~ee will have ~~the~~approved payment by warrants ~~checks~~ distributed to the District'screditors.

3010.3 Checks will be printed ~~for~~to meet the District's payroll obligations on a predetermined schedule of each month.

3010.3.1 The General Manager or design~~at~~ee will distribute ~~the~~ checks to the District's employees on designated paydays.

3010.4 Checks for rental deposit refunds, mileage reimbursement and other ~~immaterial~~incidental expenses may be paid from the District's General Checking Account. ~~In this instance a~~All such checks ~~are required to~~must be signed by two different Department Supervisors ~~and/~~or the General Manager to be valid.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: **Credit Card Usage**
POLICY NUMBER: **3015**

The purpose of this policy is to ~~define~~identify controls for the use of District-issued credit cards.

3015.1 The intent of the policyis to prescribe the internal controls for management of the use of District credit cards.

3015.2 This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

3015.3 ~~Allcredit cards issued to District Staff shall be a~~Approval~~edby~~of the General Manager and/or the Accounting Supervisor is required for the issuance of credit cards to District staff. Credit cards shall not be issued to or used by ~~members of the Board of~~ Directors.

3015.3.1 All credit card bills shall bepaid in a timely manner to avoid late fees and finance charges.

3015.3.2 All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If ~~there is an overlap on~~ a transaction ~~between~~involves both personal and District business, then the employee must immediately reimburse the District for the personal expense portion of the charge.

3015.3.3 All credit-card transactions shall ~~have third-party documents (receipts) attached~~be supported by invoices, receipts or similar documentation and the District purpose ~~annotated~~identified by the cardholder.

3015.3.4 The General Manager shall review and approve credit-card transactions by all District ~~S~~staff. The Board, may, at ~~their~~its discretion, review the credit-card transactions ~~initiated by~~of the General Manager.

Pleasant Hill Recreation & Park District

POLICY MANUAL

~~POLICY TITLE: Expense Authorization~~
~~POLICY NUMBER: 3020~~

~~The intent of this policy is to clarify authorized purchases made with District funds.~~

~~3020.1~~ ~~All purchases made for the District by staff in excess of $5,000 shall be authorized by the General Manager prior to staff making a purchase commitment. All purchases shall be in conformance with the approved District budget or "pending approval" revised District budget.~~

~~3020.2~~ ~~Any commitment of District funds for a purchase or expense greater than $20,000.00shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.~~

~~3020.3~~ ~~Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager prior to remuneration.~~

~~3020.4~~ ~~In the event of an emergency with the District in which immediate procurement of material, equipment, work, supplies, or services for the District is necessary to provide the continued conduct of District operations or services, or to avoid injury to life or property, the General Manager shall be authorized to call either orally, or by written notice for oral or written bids for such needed items and accept the lowest bid. The General Manager, in exercising this option, shall consult either the Chair or Vice Chair of the Board of Directors, if available, or any two Board members if the Chair and Vice Chair are unavailable as soon as possible of this action. The General Manager shall make a full report of his/her actions at the next regular Board meeting.~~

~~Approved:~~
~~Amended:~~

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: FinancialManagement
POLICY NUMBER: 3025

The purpose of this policy is to ensure that the District's finances are maintained in a manner where controls are exercised and records kept that fairly represent the District's financial activities. This policy also establishes the target minimum Unrestricted Fund Balance that is to be maintained in the District's General~~ Fund for the Pleasant Hill Recreation & Park District~~.

3025.1 Board policy, the State's Government and Public Resources Codes~~of the State of California~~ and ~~compliance with~~ sound accounting policies shall guide the District's financial management. ~~A District Board~~The Budget and Finance Committee ~~composed of two Board Members are~~is responsible for overseeing budget development and financial ~~aspects~~matters prior to final Board approval.

3010.2 Financialstatements provide historical and current data that aids ~~management to~~ in the evaluation~~e~~ of the District's financial condition and attainment of budget goals. Quarterly Income Statements and the Balance Sheet for the General Fund shall be prepared and reviewed by the Board of Directors. Financial statements for other District funds may be requested and reviewed at the Board's discretion.

3025.3 The State Controller's Report shallbe completed and filed annually in accordance with all applicable Government Code and State Controller ~~sections~~requirements. In addition, all other required financial reporting shall be completed and ~~filed~~submitted to comply with each compliance agency's filing requirement.

3025.4 The District's financial records shall be audited annually by an independent certified public accountant. The Board of Directors ~~will grant~~may authorize the audit by one firm for a period of up to five years, with review on an annual basis. The Board may extend the audit contract for additional years upon ~~a vote and~~ approval of the Board.

3025.5 The accounts of the District are organized on the basis of Fund Accounting where each fund is considered a separate ~~entity~~account. The following funds shall be recorded on the District's financial records;

- General Fund
- Parkland Dedication Fund
- Capital Project Fund
- Arts Fund
- Building Fund
- Computer Reserve Fund
- Lighting and Landscape Fund
- Assessment Districts (Valley High 2,4 & 5 and Woodside Hills 1 and 3)
- Other such separate funds approved by the Board to properly isolate and record disparate financial activity of the District~~as determined by the Board of Directors~~.

(Continues)

3025.6 The General Fund is the primary operating fund of the~~Pleasant Hill Recreation & Park~~ District. This fund reflects the collection of taxes and programming revenues and all payments of invoices/bills from current operations ~~with~~by warrants and or checks. An Unrestricted Fund Balance~~,~~ is the difference between the assets and the liabilities in a fund less any other fund amounts that are restricted for a specific and exclusive purpose. It shall be the goal of the~~Pleasant Hill Recreation & Park~~ District to maintain an Unrestricted Fund Balance in the General Fund equal to the lesser of $500,000 or 10% of the current year's total operating budget.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: **FinancialControls**
POLICY NUMBER: **3030**

The purpose of this policy is to establish controls for District ~~finances~~expenditures. Reference should also be made to Policy No. 3050 (Purchasing).

3030.1 All warrants for the expenditure of District funds that require Board approval and ~~source~~supporting documentation~~swill~~shall be reviewed and approved by the General Manager prior to submission to the ~~regular~~ Board. ~~of Directors meeting~~. ~~In addition, a~~All warrants and ~~payment~~supporting documents ~~will~~shall be made available to Directors for review ~~by any Director~~ at the regular meeting ~~of the Board~~ where approval of the payments is to be considered~~are also approved~~.

3030.2 All purchases ~~made~~ for the Districtpurposes in excess of $5,000 shall be authorized in advance by the General Manager ~~prior to any staff making a purchase commitment~~. All purchases shall be in conformance with the approved District budget or ~~"~~pending approval~~"~~of a revised District budget.

3030.3 Any commitment of District funds for a purchase greater than $20,000 shall be ~~first submitted and~~ approved by the Board of Directors~~,~~ and ~~or~~ shall be in conformance with the approved District budget or pending approval of a revised District budget~~prior Board action and/or authorizations~~.

3030.4 All applicable procurement requirements and competitive bidding procedures set forth ~~shall be followed as outlined~~ in the State's Public Contract and Public Resources Codes ~~of the State of California~~ shall be followed.

3030.5 As authorized by a four-fifths vote of the Board, the General Manager, ~~i~~in the event of an emergency within the District in which immediate procurement of materials, equipment, work, supplies, or services ~~for the District~~ is necessary to provide the continued conduct of District operations or services, or to avoid injury to life or property, ~~the General Manager shall be~~is authorized to call either orally, or by written notice, for oral or written bids for such needed items and accept the lowest bid. The General Manager, in exercising this option, shall consult either the Chair or Vice Chair of the Board of Directors, if available, or any two Board members if the Chair and Vice Chair are unavailable as soon as possible of this action, The General Manager shall make a full report of his/her actions at the next regular Board meeting. Such report will include the reasons justifying why the action was necessary to respond to the emergency and why the emergency would not allow for the use of competitive bidding.All other emergency contracting procedures set forth in the State Public Contract Code Section 22050shall be followed.

3030.6 Whenever employees or Directors of the District incur "out-of-pocket" expenses of less than $5,000 for item(s) or service(s) appropriately relating to District business as verified by ~~valid~~ invoices, receipts or other similar

documentation, said expended cash shall be reimbursed upon request. In those instances when any such documentation ~~receipt~~ is not obtainable, the requested reimbursement shall be approved by the General Manager ~~prior to remuneration~~.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: **Fixed-Asset Accounting Control**
POLICY NUMBER: **3035**

The purpose of this policy is to ensure proper accounting controls.

3035.1 Proper accounting control will result in the maintaining of accurate financial reports of fixed assets.

3035.2 An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the General Manager shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

3035.3 Applicable purchases for inclusion in said accounting shall be the following:

3035.3.1 Equipment, tools, and vehicles that individually have an original total cost of more than $500

3035.3.2 All land and building acquisitions regardless of price

3035.3.3 Additions or major improvements to the District's service infrastructure

3035.4 When any item defined above is received, a tag with a unique District identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

3035.5 Permanent inventory records shall be maintained in either a paper file and/or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3035.6 Information to be maintained in said inventory records shall include at least the following:

3035.6.1 Asset number

3035.6.2 Description

3035.6.3 Manufacturer's serial number

3035.6.4 Storage location

(Continues)

3035.6.5 Original cost

3035.6.6 Acquisition date

3035.6.7 Life expectancy

3035.6.8 Classification code (e.g., office equipment, vehicle, etc.).

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: **Fixed-Asset Capitalization**
POLICY NUMBER: **3040**

The purpose of this policy is to provide criteria for determining when assets and associated costs are to be capitalized and depreciated.

3040.1 Single-item purchases with at least an anticipated useful life of five years and exceeding $5,000 each shall be capitalized as a fixed asset. The purchase of these fixed assets shall be included on the District's statement of net assets and depreciated over the asset's estimated useful life. The purchase of fixed assets for less than $5,000 shall be expensed.

3040.2 Other expenditures of $5,000 or more that provides a significant increase in future service potential of a fixed asset shall also be capitalized as part of the existing asset.

3040.2.1 To meet the criteria for a capital expenditure, the purchase should extend the useful life of an asset, increase the quantity of service provided by an asset, or increase the quality of service by an asset.

3040.2.2 Capital expenditures may include the following: additions (enlargements, expansions or extensions of existing assets), replacements and improvements, and rearrangement and/or relocation of an asset.

3040.3 Expenditures for normal repairs and maintenance shall not be considered as capital expenditures.

3040.4 Depreciation will be computed over the estimated useful lives of the assets as follows:

ASSET DEPRECIATION LIFE

Fixed Asset	Useful Life (years)
Buildings/Structures	50
Vehicles	5
Heavy Equipment (normal – light use)	7 – 10
Light Equipment (normal – light use)	5 – 7
Office Equipment	5 – 10
Office Furniture	10 – 15
Computer Equipment	5 – 7

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Purchasing
POLICY NUMBER: 3050

The purpose of this policy is to establish guidelines for District purchasing. Reference should also be made to Policy No. 3030 (Financial Controls).

3050.1 The purchase of items costing less than $5000 from existing vendors can be accomplished by vendorssubmitting pricing information by telephone or written quotation. District accounts are then awarded to those firms that provide the best prices, discounts, ~~etc.~~and other beneficial terms to the District.

3050.2 To purchase items costing ~~more than~~ $5000 or more and up to $25,000, quotations will be solicited from vendors and received by telephone, fax or mail, preferably from two or more sources, prior to selecting a preferred supplier and processing a purchase order. The General Manager must approve purchase orders prior to the commitment to purchase is given to the vendor.

3050.3 For items estimated to cost over $25,000 or large quantity orders~~,~~ that are unrelated to new construction, alterations, maintenance or repairs, the District will use competitive bidding and provide potential supplierswith a list of items to be purchased. ~~Suppliers will provide written quotes for consideration and recommendation to the Board of Directors for award of contract.~~ Items on the list will be purchased from the supplier ~~quoting~~providing the lowest responsible bid~~prices~~that is responsive to the District's requirements and ~~having~~ an acceptable delivery date.

3050.4 Vehicles will be purchased through the State's Vehicle Procurement Program, unless they can be acquired at the same cost or less expensively from local sources by competitive quotation bids.