



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, June 14, 2018
390 W. Oak Valley Parkway Beaumont, CA 92223**

AGENDA

www.bcvparks.com

DISTRICT CLOSED SESSION – Closed Session to Begin at 5:00pm (1 Item)

Roll Call:

Director De La Cruz _____ Director Ward _____ Treasurer Diercks _____
Vice-Chair/Secretary Hughes _____ Chairman Flores _____

Conference with Legal Counsel

1. Public Employee Annual Performance Evaluation Pursuant to Government Code Section 54957

Title: General Manager

WORKSHOP SESSION: Workshop Session to Begin at 5:30pm

1. Budget Workshop – FY's 18/19 and 19/20 Final Reading of Budget

BEAUMONT CHERRY VALLEY RECREATION AND PARK IMPROVEMENT CORPORATION (BCVRPIC): None

REGULAR SESSION: Regular Session to Begin at 6:00pm

Roll Call:

Director De La Cruz _____ Director Ward _____ Treasurer Diercks _____
Vice-Chair/Secretary Hughes _____ Chairman Flores _____

Presentations:

Invocation:

Pledge of Allegiance:

Adjustments to Agenda: Government code sec 54954.5(b) (2) provides “upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those member present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a) “

1. **PUBLIC COMMENT:** Anyone wishing to address the Board on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must fill out a “Request to Speak Form” and give it to the clerk before the start of the meeting. There is a three (3) minute limit on public comments.

2. CONSENT CALENDAR: Items are considered routine, non-controversial and generally approved in a single motion. A board member may request to have an item removed from the consent calendar for discussion or to be deferred. (Includes Minutes, Financials, Resolutions, and Policy & Procedure matters).

- 2.1 Minutes of May 10, 2018
- 2.2 Bank Balances May 2018
- 2.3 Warrants for May 2018

3. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS: (Includes Committee Reports)

- 3.1 Adopt FY's 18/19 and 19/20 Final Reading of Budget
- 3.2 Award CDBG Noble Creek Community Center ADA Accessibility Project # 5.92-17

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington
Financial Services Technician/Office Manager: Nancy Law
Activities Coordinator: Amy Minjares
Athletic Coordinator: Dodie Carlson
Maintenance Foreman: Frank Flores
General Manager: Duane Burk

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, BCVWD @ 5:00 pm
 - Noble Creek Community Center Effective September 8, 2018
- Finance – 1st Thursday of Every Month 5:00 pm NCCC
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 6:30 pm
- BCVRPD Board Meeting Schedule, NCCC
 - July 11, 2018
 - August 8, 2018
 - September 12, 2018

5.2. Upcoming Holidays

Wednesday, July 4, 2018 Independence Day

5.3. Events

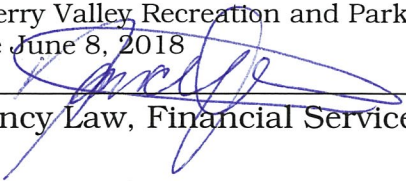
Mondays, June 11 - July 23, 2018 Movies under the Stars

DIRECTORS MATTERS/COMMITTEE REPORTS

6. ADJOURNMENT:

Any person with a disability who requires accommodations in order to participate in the meeting should telephone Janet Covington at 951-845-9555, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation

DECLARATION OF POSTING: I declare under penalty of perjury, that I am employed by the Beaumont-Cherry Valley Recreation and Park District and the foregoing agenda was posted at the District office and web site June 8, 2018



Nancy Law, Financial Services Technician/Office Manager



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, May 10, 2018**

MINUTES

DIRECTOR AND STAFF PHOTOS WILL BE TAKEN PROMPTLY AT 4:30 PM

DISTRICT CLOSED SESSION – Closed Session to Begin at 5:00pm (1 Item)

Closed session began at 5:00pm

Roll Call:

Director De La Cruz X Director Ward X Treasurer Diercks X
Vice-Chair/Secretary Hughes A Chairman Flores X

Conference with Legal Counsel

1. Public Employee Annual Performance Evaluation Pursuant to Government Code Section 54957

Title: General Manager

Returned from closed session at 6:07 pm. Chairman Flores reported there was no reportable action taken.

WORKSHOP SESSION: Workshop Session to Begin at 5:30pm

Workshop session began at 6:12 pm

Roll Call:

Director De La Cruz X Director Ward X Treasurer Diercks X
Vice-Chair/Secretary Hughes A Chairman Flores X

1. 2018 Capital Improvement Program Needs List

The general manager discussed the 10 year capital improvement program needs list that was adopted through the development impact fee study at the April board meeting. The Directors agreed with the way the needs list was prioritized.

2. Budget Workshop – First Reading

The general manager reviewed the first draft of the 2018/2019 and 2019/2020 budget. He also included a review of the priority list for large equipment purchases.

Workshop session ended at 7:02pm

BEAUMONT CHERRY VALLEY RECREATION AND PARK IMPROVEMENT CORPORATION (BCVRPIC): None

REGULAR SESSION: Regular Session to Begin at 6:00pm

Regular session began at 7:03pm

Roll Call:

Director De La Cruz X Director Ward X Treasurer Diercks X

Vice-Chair/Secretary Hughes A Chairman Flores X

Presentations: None

Invocation: The invocation was given by Chairman Flores

Pledge of Allegiance: The pledge of allegiance was led by Director De La Cruz

Adjustments to Agenda: None

1. **PUBLIC COMMENT:** None

2. **CONSENT CALENDAR:**

2.1 Minutes of March 28, 2018

2.2 Minutes of April 11, 2018

2.3 Bank Balances April 2018

2.4 Warrants for April 2018

Motion was made to accept items 2.1, 2.2, 2.3 and 2.4

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Roll call Vote:

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Chairman Flores: Aye

3. **ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:** (Includes Committee Reports)

3.1 2018 Capital Improvement Program Needs List

Motion was made to accept item 3.1 as discussed in the workshop

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Roll call Vote:

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Chairman Flores: Aye

3.2 Adopt First Reading of Budget

Motion was made to accept items 3.2 as discussed in the workshop

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Roll call Vote:

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Chairman Flores: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

Janet reported that there is 1 new hire in process and 1 employee that will be leaving. Both are casual recreation assistants. The district has 31 employees. The 2017 Government Compensation in California Report has been submitted to the State Controller's office. She also reported that an updated Actuarial Valuation report is in the process of being prepared by our actuarial. The Safety Committee held their 1st quarter meeting and Janet submitted the minutes to CAPRI. During the summer Janet will be working on our Biennial Conflict of Interest Code review. The Safety Compliance Company provided "Heat exhaustion" and "Lift gate safety" training on April 25, 2018 in the maintenance department. The one Workers Comp case has been closed. Amy Minjares will be organizing our staff BBQ which is scheduled for June 15th as Janet will be on a leave of absence. She is working on a new time card system for employees and hopes to have it in place the end of July 2018. She has been working with the auditors for information they need for the audit. She has also been working on her portion of the budget. She is processing the 18/19 insurance certificate holder lists for submission to Capri.

Financial Services Technician/Office Manager: Nancy Law

Nancy mentioned a correction on the Bank Account balances on Line #4 - Bank of Hemet MM, it should read \$17,473.24. Nancy reported that the Finance Committee met to review the April 2018 Financial Reports. To date, Riverside County has not yet sent us the money for April. She has transferred into the Reserve Fund the \$5,000.00 monthly contribution which brings the balance to \$386,269.34.

Nancy received the approval from EDA for the CDBG Bid Package and did the job walk with two contractors. Nancy attended two Fred Pryor Training classes, a "QuickBooks Immersion" class and a "Criticism & Discipline for Managers" class. In April, Staff Received (374) phone calls highest volume for RV's, Inquires about Events, & Activities Coordinator with (45) Hang ups. We received (144) Walk-in's with the highest volume for Events and General Manager. We have removed the Brivo system on the hockey arena and it now has just a timer for the lights.

Nancy and Duane met with a CPA named Laurie who will be in the office in the near future helping to clean up QuickBooks and get the G/L in order.

Activities Coordinator: Amy Minjares

Amy reported that on April 21st & 22nd we held the Fishing Derby. It seemed to be very successful. The weather was perfect. We had 318 registered participants on Saturday we had 80 registered participants on Sunday. Lions Club sold breakfast. Kiwanis Club set up a booth and gave away power bait and sold other fishing items. Rod's Bicycle Ministry donated bikes for the 1st place winners of the Kids Derby. The Lions club donated a bike to the Overall winner. On April 27th we held Arbor Day. The maintenance team pre-dug holes for the trees to be planted. There were 8 trees purchased/donated from Cherry Valley Nursery and 4 BYB/BYS teams participated in the event. The kids had a great time planting their trees! Spring Get Together will be at 5:00pm at Noble Creek Community Center. The Meet and Greet will be with the Board of Directors, staff and all the Facility Users/Contract Instructors and promoters.

We will have light appetizers and refreshments catered by Primoz Cuisine. On Saturday, May 12th we will have the Memorial Wall Dedication at 3:00pm in the park. We expect about 50 – 60 attendees just from the Chatigny family in attendance. Monday evenings beginning June 11th we will have Movies Under the Stars running until July 23rd. Oktoberfest is scheduled for September 21st – 23rd. Amy has been attending community meetings and events. We have been selected by the Riverside County Registrar of Voters as a polling location for the Election Day on June 5th at the Grange Hall. There will be 3 precincts voting in this location that day. Amy is working on getting more information about whether or not the facility users/class instructors will be displaced during the time the voting equipment needs to be stored and will provide an update.

Athletic Coordinator: Dodie Carlson

Dodie reported that she is very busy with spring season Adult Ball. She is up 13 teams and is handling scheduling challenges.

Starting to book fall ball and there is a new promoter coming in. She has booked 5 tournaments already. She is dealing with staffing difficulties with all of the tournaments and not enough staff to work them. Dodie mentioned the severe squirrel issues in the park and really recommends the burrow blocker. BYB Closing Day is May 19th at 3:30pm. BCVRPD gives out the MVP awards. Chairman Flores will attend and present the awards.

Maintenance Foreman: Frank Flores

No verbal report from Frank. Duane reported on his behalf.

On Arbor Day the maintenance team planted 8 trees – 2 oak trees & 6 crape myrtle trees.

Concrete was added to the Women's Club walkway. The parking lot will be ADA accessible.

The Grange has had a lot of upgrades to it as well, electrical, HVAC duct has been repaired, LED lighting, insulation and camera installation.

General Manager: Duane Burk

Duane complimented staff on budget preparation.

Duane has attended community meetings including City Council.

Work being done in all buildings.

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, BCVWD @ 5:00 pm
 - Noble Creek Community Center Effective September 8, 2018
- Finance – 1st Thursday of Every Month 5:00 pm NCCC
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 6:30 pm
- BCVRPD Board Meeting Schedule, NCCC
 - June 14, 2018, Thursday
 - July 11, 2018
 - August 8, 2018

5.2. Upcoming Holidays

Monday, May 28, 2018 Memorial Day

5.3. Events

May 12, 2018 Memorial Wall Dedication

Mondays, June 11 - July 23, 2018 Movies under the Stars

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz:

Thanked staff for all their hard work. Thanked Board members and Duane.

Director Ward:

Collaborative meeting will begin at BCVRPD in September. Thanked staff. She liked the marketing items.

Treasurer Diercks:

Thanked staff and General Manager for a good job.

Chairman Flores:

He wasn't able to review Board packet thoroughly and apologized.

Thanked staff for a job well done and is pleased with the progress. He wants the District to flourish.

6. ADJOURNMENT:

The meeting was adjourned by Chairman Flores at 7:39pm

Beaumont Cherry Valley Recreation Park District

Bank Account Balances

As of 5/31/2018

		Staring Balance	Payables	Deposits	Ending Balance	Notes/Comments
1	Bank of Hemet - Operating	\$ 5,167.11	\$ 157,199.84	\$ 168,880.58	\$ 16,847.85	
2	Bank of Hemet - Payroll Account	\$ 29,208.74	\$ 73,858.52	\$ 50,010.00	\$ 5,360.22	PR Thru 6/01/2018
3	Bank of Hemet - Project Account	\$ 50,359.20	\$ 61,172.52	\$ 48,861.79	\$ 38,048.47	
4	Bank of Hemet MM	\$ 17,473.24		\$ 2,238.01	\$ 19,711.25	
5	Bank of Hemet - Reserve Fund	\$ 386,269.34		\$ 5,041.60	\$ 391,310.94	
6	Bank of Hemet - Quimby Account	\$ 7,358.70		\$ 4,464.92	\$ 11,823.62	
7	Petty Cash	\$ 517.46			\$ 517.46	
8	Riverside County Fund	\$ 758,279.79	\$ 152,384.15	\$ 154,354.33	\$ 760,249.97	FY 17/18 Tax Distributions
9						
10		\$ 1,254,633.58	\$ 444,615.03	\$ 433,851.23	\$ 1,243,869.78	
11						
14	Bank of Hemet - Money Market	Balance	Payables	Deposits	Revised	Notes/Comments
15	All	\$ (59,642.69)		\$ 10.12	\$ (59,632.57)	
16	NCM Tract# 29267	\$ 6,565.00			\$ 6,565.00	
17	Verizon Wireless Cell Tower	\$ 48,883.89		\$ 2,227.89	\$ 51,111.78	
18	BCVRPD/BYB Joint Project Fund	\$ 21,667.04			\$ 21,667.04	
19						
20	Total	\$ 17,473.24	\$ -	\$ 2,238.01	\$ 19,711.25	
21						
22	Bank of Hemet - Project Account	Balance	Payables	Deposits	Revised	Notes/Comments
23	All	\$ (196,466.11)	\$ 50,000.00	\$ 20,000.00	\$ (226,466.11)	
24	Fac Use/Bldgs	\$ 39,611.32	\$ 3,477.32	\$ 5,527.86	\$ 41,661.86	
25	Equestrian Arena	\$ 1,894.95		\$ 144.38	\$ 2,039.33	
26	Field Rentals (BCVRPD)	\$ 33,770.47		\$ 312.50	\$ 34,082.97	
27	Adult Softball	\$ 31,806.17	\$ 2,475.48	\$ 2,195.00	\$ 31,525.69	
28	Tournaments	\$ 129,056.27		\$ 3,940.00	\$ 132,996.27	
29	Special Events	\$ (16,797.23)	\$ 3,134.90	\$ 5,160.00	\$ (14,772.13)	
30	RV	\$ 63,660.62		\$ 7,685.00	\$ 71,345.62	
31	Field & Equipment Maintenance (Parking \$)	\$ (57,675.01)	\$ 2,084.82	\$ 3,897.05	\$ (55,862.78)	
32	Banner Sales	\$ 21,497.75		\$ -	\$ 21,497.75	
33						
34						
35						
36						
37	TOTAL PROJECT ACCOUNT	\$ 50,359.20	\$ 61,172.52	\$ 48,861.79	\$ 38,048.47	
38						
39	Bank of Hemet - Reserve Fund	Balance	Payables	Deposits	Ending Balance	Notes/Comments
40	Operating Reserve	\$ 210,000.00		\$ 5,041.60	\$ 215,041.60	NOT to be USED
41	Capital Reserve	\$ 235,832.37			\$ 176,269.34	Min Balance of \$50,000
42						
43						
44						
54	TOTAL RESERVE ACCOUNT	\$ 386,269.34	\$ -	\$ 5,041.60	\$ 391,310.94	\$ 126,269.34

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

Bank Account Balance

As of 5/31/2018

		Staring Balance	Payables	Deposits	Ending Balance	Notes/Comments
55	Bank of Hemet	\$ 2,607.23			\$ 2,607.23	

Beaumont Cherry Valley Recreation & Park District Check Warrant

Bank of Hemet - Operating

Type	Date	Num	Name	Memo	Amount
10005 - Bank of Hemet - Operating					
Check	05/01/2018	DB05012018	The Sand Trap Bar & Grill	Bus Meal - Flores, John & Burk, Duane - Contract Negotiation	-35.06
Check	05/02/2018	121467	Dan Hughes	Director Fees April 2018	-400.00
Check	05/02/2018	Fee	Global Pay	Credit Card Machine - \$ Sales	-514.52
Check	05/04/2018	AF05042018	Postmaster	Postage - Mail Vietnam Veterans Certificates	-54.60
Check	05/04/2018	AM05042018	Beaumont Safe & Lock	Keys - Woman's Club Thermostat Box	-8.08
General Journal	05/07/2018	1024		Transfer to Quimby for Quimby Fee	-4,463.71
Check	05/07/2018	121468	Kristine Carlson	Refundable Security Deposit - Holiday Party - 12/21/18	-250.00
Check	05/07/2018	121469	John Flores	Director Fees - April 2017	-500.00
Check	05/07/2018	AF05072018	Jacknob.com	Restroom Partition Hardware	-316.98
Check	05/08/2018	DB05082018	Frijoles	Bus Meal - Valdivia, Nathan & Burk, Duane - Avid	-23.40
Check	05/10/2018	121470	Beaumont Chamber of Commerce	Chamber Good Morning Breakfast (3) Minjare, Amy, Hughes, Dan & Ward, Denise	-60.00
Check	05/10/2018	121471	Duane Burk	Perdium - CARPD Annual Conference - May 29th - June 2nd	-320.00
Bill Pmt -Check	05/10/2018	121472	Acorn Technology Services	Monthly IT Services / Printer Maintenance	-2,504.34
Bill Pmt -Check	05/10/2018	121473	American Air Service	Woman's Club Repair A/C - Install Hard Start Delay	-208.53
Bill Pmt -Check	05/10/2018	121474	BDL Alarms, Inc.	Monthly Alarm Service	-224.00
Bill Pmt -Check	05/10/2018	121475	Beaumont Chamber of Commerce	Yearly Membership	-220.00
Bill Pmt -Check	05/10/2018	121476	BCVWD 8-000	Utilities - Water - Woman's Club	-183.10
Bill Pmt -Check	05/10/2018	121477	BCVWD 8-001	Utilities - Water - Park	-1,706.48
Bill Pmt -Check	05/10/2018	121478	BCVWD 8-002	Utilities - Water - Park	-1,594.79
Bill Pmt -Check	05/10/2018	121479	BCVWD 8-003	Utilities - Water - NCCC	-478.90
Bill Pmt -Check	05/10/2018	121480	Best Best & Krieger	Legal Services - DIF, CDBG Project, Resolution	-2,871.94
Bill Pmt -Check	05/10/2018	121481	CR&R 01467	Utilities - Trash - Grange	-136.46
Bill Pmt -Check	05/10/2018	121482	David Taussig & Associates	Nexus Study thru 3/31/2018	-3,337.74
Bill Pmt -Check	05/10/2018	121483	El Chicano Newspaper	Legal Advertisement - Notice to Bid - 4/19/18 & 4/26/18	-536.00
Bill Pmt -Check	05/10/2018	121484	Elite Security Solutions, Inc	Monthly Security Service	-2,133.50
Bill Pmt -Check	05/10/2018	121485	Ferrellgas	Propane - Snack Bar	-499.69
Bill Pmt -Check	05/10/2018	121486	Frontier Communications	Maintenance & NCCC Internet	-393.10
Bill Pmt -Check	05/10/2018	121487	Jani-King of California, Inc	Monthly Janitorial Service	-1,285.19
Bill Pmt -Check	05/10/2018	121488	JayTown Industries, Inc.	Laminated Logos for Generators, Carts and Tractors	-529.03
Bill Pmt -Check	05/10/2018	121489	PC Concrete	Concrete Pathway to Front Door/City Sidewalk Replacement Woman's Club	-3,940.00
Bill Pmt -Check	05/10/2018	121490	Pro-Pipe & Supply	Couplings for leaks in park	-647.01
Bill Pmt -Check	05/10/2018	121491	The Press Enterprise	Legal Advertisement - Notice to Bid - 4/18/18 & 4/25/18	-1,641.60

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
May 2018**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	05/10/2018	121492	The San Bernardino American Newspaper	Legal Advertisement - Notice to Bid - 4/19/18 & 4/26/18	-1,506.54
Bill Pmt -Check	05/10/2018	121493	TLC Landscape Services, Inc.	Additional Landscaping Improvements at Woman's Club	-601.00
Bill Pmt -Check	05/10/2018	121494	Total Compensation Systems, Inc.	GASB45 Valuation Services	-1,530.00
Bill Pmt -Check	05/10/2018	121495	UniFirst Corp	Monthly Uniform Service and Janitorial Supplies	-86.59
Bill Pmt -Check	05/10/2018	121496	United Rentals	Towable Lift - installation on LED Grounds Lights	-1,287.04
Bill Pmt -Check	05/10/2018	05042018	Nextiva	Monthly Phone Service	-218.62
Bill Pmt -Check	05/10/2018	05042018	Rosalind Otero	Ros Otero - Former Employee - Health	-177.98
Check	05/10/2018	AM05102018	Beaumont Unique Flowers	Flowers Decoration - Meet & Greet 5/11/2018	-27.00
Bill Pmt -Check	05/11/2018	3600-3602	CalPers	Employee Retirement	-3,455.12
Bill Pmt -Check	05/11/2018	1001073604	CalPERS-OPEB	Rate Plan 1357 Accrued Liability Actuarial 6/2015	-3,282.08
Bill Pmt -Check	05/11/2018	05112018	Nationwide Retirement Solutions	Employee pay Retirement	-250.00
Bill Pmt -Check	05/11/2018	1022	Office Depot	Office Supplies	-781.10
Bill Pmt -Check	05/11/2018	131009	The Gas Company	Utilities - Gas - Woman's Club, Grange and NCCC	-203.10
Bill Pmt -Check	05/11/2018	737405900	Verizon Wireless	Monthly Wireless Phone Service	-548.96
Bill Pmt -Check	05/11/2018	69838450449	Waste Management of the IE	Low boys - Concrete Removal	-117.57
General Journal	05/11/2018	EFT		Transfer to Quimby for Quimby Fees	-4,463.71
Check	05/11/2018	121497	Chris Diercks.	Director Fees - May 2018	-400.00
Check	05/11/2018	121498	Pamela Johnston	Refundable Security Deposit - 4/28/2018	-250.00
Check	05/11/2018	121499	Bernice Alexander	Security Deposit - Reception - 4/28/2018	-300.00
Check	05/11/2018	121501	Hedrick Fire Protection	Repair Fire Protection at Grange Community Center	-250.00
Check	05/11/2018	121502	Primo Cuisine	Catering - Meet and Greet 5/11/2018	-210.00
Check	05/11/2018	NL05112018	Calpelra	Registration - Law, Nancy	-350.00
Check	05/11/2018	NL05112018	Calpelra	Registration - Covington, Janet	-350.00
Check	05/12/2018	DB05162018	Domenico's Italian Kitchen	Bus. Meal - Burk, Duane, Hughes, Dan & Darrel Thomas - Foundation Meeting	-40.07
Check	05/15/2018	DB05152018	El Charro	Bus. Meal - Burk, Duane, Casey, Pat - Concrete Replacement & ADA Parking	-22.34
Bill Pmt -Check	05/18/2018	121503	Attic Control, Inc.	Blown-in Fiberglass insulation R-38 - Grange	-3,960.00
General Journal	05/21/2018	1025		Transferred from Riverside County Fund for Future Bills & Payroll	150,000.00
General Journal	05/21/2018	1026		Transfer to Project for Monthly Transfers	-29,632.30
General Journal	05/21/2018	1027		Transfer to Reserve for Monthly Transfer	-5,000.00
General Journal	05/21/2018	1028		Transfer to Reserve for Monthly Transfer	-5,000.00
General Journal	05/21/2018	1029		Transfer to Money Market for Verizon Cell Tower	-2,227.89
General Journal	05/21/2018	1030		Transfer to Money Market for Parking	-1,953.93
General Journal	05/21/2018	1030		Transfer to Money Market for Verizon Cell Tower	-2,227.89

Beaumont Cherry Valley Recreation & Park District Check Warrant

Bank of Hemet - Operating

Type	Date	Num	Name	Memo	Amount
Check	05/23/2018	NL05232018	Calpela	Conference Registration - Covington, Janet & Law, Nancy	-50.00
Check	05/26/2018	DC05262018	Oak Valley Chevron	Dsl Cans	-95.56
Check	05/26/2018	DC05262019	Oak Valley Chevron	Reg Gas Cans	-15.00
Check	05/26/2018	DC05262020	Oak Valley Chevron	Reg Gas Cans	-125.00
Bill Pmt -Check	05/29/2018	121504	American Air Service	Replaced bracket on Blower motor A/C Business Room NCCC and Repair of Damaged Duck Work in Grange Attic	-1,573.55
Bill Pmt -Check	05/29/2018	121505	Awards & Specialties	BYB Closing Ceremonies MVP Trophy's	-244.69
Bill Pmt -Check	05/29/2018	121506	BDL Alarms, Inc.	Monthly Alarm Service	-224.00
Bill Pmt -Check	05/29/2018	121507	BCVWD 8-005	Utilities - Water - Grange	-323.27
Bill Pmt -Check	05/29/2018	121508	BCVWD 8-006	Utilities - Water - Grange (Fire)	-51.82
Bill Pmt -Check	05/29/2018	121509	Beaumont Glass	Repair Window at Grange	-1,133.50
Bill Pmt -Check	05/29/2018	121510	Blue Shield	Employee Dental Insurance	-354.20
Bill Pmt -Check	05/29/2018	121511	C4 EffectsCorp	Marketing Items (Flashlights, Note Pads, Cups and Pens)	-1,866.32
Bill Pmt -Check	05/29/2018	121512	Diamond Environmental Services	Field #7 Porta Pottie & Roman Avila Horseshoe Tournament	-348.26
Bill Pmt -Check	05/29/2018	121513	Feirelgas	Propane - Snack Bar	-838.23
Bill Pmt -Check	05/29/2018	121514	First Bankcard 8849	Postage	-110.04
Bill Pmt -Check	05/29/2018	121515	Hedrick Fire Protection	Additional repair Fire Protection at Grange Community Center	-113.32
Bill Pmt -Check	05/29/2018	121516	Image Source	Monthly Copier Services	-239.42
Bill Pmt -Check	05/29/2018	121517	Inland Lighting Supplies, Inc.	Grange LED Lighting	-3,307.63
Bill Pmt -Check	05/29/2018	121518	iSolved HCM	Annual Time Force Service	-320.00
Bill Pmt -Check	05/29/2018	121519	JayTown Industries, Inc.	Grounds Equipment - Laminated logos	-425.61
Bill Pmt -Check	05/29/2018	121520	Luz Investment Corp.	Data wire woman's Club Wifi to Cameras	-396.20
Bill Pmt -Check	05/29/2018	121521	PC Concrete	Laura May Stewart ADA Concrete	-11,400.00
Bill Pmt -Check	05/29/2018	121522	Precision Technologies	Cameras at the Grange	-5,131.06
Bill Pmt -Check	05/29/2018	121523	Resource Building Materials	Chalk	-342.85
Bill Pmt -Check	05/29/2018	121524	Safety Compliance Company	Safety Meeting 4/25/18 - Topic #0065 Heat Illness	-250.00
Bill Pmt -Check	05/29/2018	121525	SingerLewak LLP	Auditing Monthly Billing thru 4/30/2018	-1,986.25
Bill Pmt -Check	05/29/2018	121526	TLC Landscape Services, Inc.	Monthly Landscaping Service	-820.00
Bill Pmt -Check	05/29/2018	121527	Tri-Lakes Team Sportswear	Board of Director Shirts	-379.41
Bill Pmt -Check	05/29/2018	121528	Turf Star, Inc.	Monthly PM Service Contract April 2018 - (16) Machines - (120) Hours	-517.00
Bill Pmt -Check	05/29/2018	121529	Xerox Financial Services	Monthly Lease Payment - C60 S/N: E2B648350	-559.07
Bill Pmt -Check	05/29/2018	121530	UNUM	Employee Disability Insurance June 2018	-329.75
Bill Pmt -Check	05/29/2018	1001063885	CalPERS	Employee Health Insurance	-4,240.74
Bill Pmt -Check	05/29/2018	83881-883	CalPERS	Employee Retirement	-3,407.60

Beaumont Cherry Valley Recreation & Park District Check Warrant Bank of Hemet - Operating May 2018

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	05/29/2018	MYDLTSQCCS	Chevron	Reg/DSL Cans - F550 (64802) - Chevy (9051)	-792.02
Bill Pmt -Check	05/29/2018	EJESR7EVL	City of Beaumont	Sewer and Refuse - Woman's Club	-1,733.42
Bill Pmt -Check	05/29/2018	6585791760	Colonial Life	Employee Life Insurance	-674.50
Bill Pmt -Check	05/29/2018	6245149731	SCE (6245)	Utilities - Electric (Tennis Courts, Horse Arena, Fields #5)	-400.78
Bill Pmt -Check	05/29/2018	65811709003	SCE (0135)	Utilities - Electric (Woman's Club, Grange, Snack Bar, Park, NCCC & Maintenance)	-2,302.80
Bill Pmt -Check	05/29/2018	0195149631	SCE (0195)	Utilities - Electric (Field #1 - #4)	-338.78
Bill Pmt -Check	05/29/2018	0435149331	SCE (0435)	Utilities - Electric (Fire Camp Lighting/Panel)	-105.18
Bill Pmt -Check	05/29/2018	1947149331	SCE (1947)	Utilities - Electric (Hughes Trailer)	-121.80
Bill Pmt -Check	05/29/2018	2062149831	SCE (2062)	Utilities - Electricity (RV Park)	-650.48
Bill Pmt -Check	05/29/2018	6179149931	SCE (6179)	Utilities - Electric (General Electric & Thunder Alley)	-1,393.28
Bill Pmt -Check	05/29/2018	6585791760	The Home Depot	Repair and Maintenance & Small Tools	-1,059.04
Check	05/29/2018	121531	Denise Ward	Director Fees - March, April & May 2018	-500.00
Check	05/29/2018	121532	Luis Azarcoya	Refundable Security Deposit - 5/19/18 - Quinceanera	-150.00
Check	05/29/2018	121533	Lucila Larkins	Refundable Security Deposit - 5/26/2018 - Birthday Party	-500.00
Check	05/29/2018	121534	Michelle Rosas	Refundable Security Deposit - 5/26/2018 - Retirement Party	-500.00
Check	05/29/2018	121535	Ryann Flores	Refundable Security Deposit - 5/17/18 - Memorial	-250.00
Check	05/29/2018	68163	California Special Districts Assoc	Board Sec/Clerk Conference Oct. 22 - Oct. 24,2018	-1,600.00
Check	05/29/2018	RF05262021	Amazon.com	Office Supplies	-15.79
Check	05/29/2018	RF05262022	Staples	Office Supplies	-40.10
Check	05/29/2018	AM05262023	Jon's Flags & Poles	Flag Poles Stands	-96.53
Check	05/29/2018	AM05262024	Amazon.com	Giant Jenga (Staff BBQ)	-107.70
Check	05/30/2018	AM05302026	Guitar Center	Microphone Stands	-139.88
Check	05/30/2018	DB5302027	United Air	Luggage Fee	-25.00
Check	05/31/2018	121536	John Flores	Director Fees - May 2018	-500.00
Check	05/31/2018	121537	Dan Hughes	Director Fees - May 2018	-600.00
Check	05/31/2018	AM05312025	Big 5 Sporting Goods	Corn Hole/Horseshoes (Staff BBQ)	-130.32
TOTAL					-8,975.33

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Project
May 2018**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10015 - Bank of Hemet - Project Account					
Check	05/03/2018	4095	Pete Gerlach	Umpires	-150.0
Check	05/03/2018	4096	Chris Neal	Umpire	-270.0
Check	05/10/2018	4097	Pete Gerlach	Umpires	-120.0
Check	05/10/2018	4098	Chris Neal	Umpires	-300.0
Bill Pmt -Check	05/10/2018	4099	Awards & Specialties	Fishing Derby, Memorial Wall & Parking Tickets	-2,523.2
Bill Pmt -Check	05/10/2018	4100	Elite Security Solutions, Inc	Fishing Derby Security and Parking Security	-1,601.7
General Journal	05/11/2018	1031		Transfer to Payroll for PR 05/18/2018	-20,000.0
Check	05/17/2018	4101	Pete Gerlach	Umpires	-120.0
Check	05/17/2018	4102	Chris Neal	Umpires	-210.0
Check	05/18/2018	4103	Cash	Starting Cash - Parking Fee Day 5/19/2018	-1,000.0
General Journal	05/21/2018	1026		Transferred from Operating for Monthly Transfers	29,632.3
Check	05/23/2018	4104	Pete Gerlach	Umpire	-120.0
Check	05/23/2018	4105	Chris Neal	Umpire	-270.0
Check	05/23/2018	4106	James W. Halbrook	Umpire	-90.0
Bill Pmt -Check	05/29/2018	4107	1st Awards	Adult Softball Shirts	-465.4
Bill Pmt -Check	05/29/2018	4108	Beaumont Lawnmower	Repair Hand Pruner and Trimmer	-94.6
Check	05/29/2018	4109	Jacob DeLongchamp	Umpire	-60.0
General Journal	05/31/2018	1035		Transfer to Payroll for PR 06012018	-30,000.0
Check	05/31/2018	4110	Pete Gerlach	Umpire	-120.0
Check	05/31/2018	4111	Chris Neal	Umpire	-180.0
				TOTAL	-28,062.9

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Money Market
May 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
10000 - Bank of Hemet - MM				
General Journal	05/21/2018	1029	Transferred from Operating for Verizon Cell Tower	2,227.89
General Journal	05/21/2018	1030	Transferred from Operating for Verizon Cell Tower & Parking	<u>4,181.82</u>
TOTAL				6,409.71

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank Of Hemet - Reserve
May 2018**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Paid Amount</u>
10025 - Bank of Hemet - Reserve Fund				
General Journal	05/21/2018	1027	Transferred from Operating for Monthly Transfer	5,000.00
General Journal	05/21/2018	1028	Transferred from Operating for Monthly Transfer	5,000.00
TOTAL				10,000.00

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Quimby/DIF
May 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
10020 - Bank of Hemet - Quimby/DIF				
General Journal	05/11/2018	EFT	Transferred from Operating for Quimby Fees	4,463.71
			TOTAL	4,463.71



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. **3.1**

To: Board of Directors:

From: Nancy Law, Financial Services Technician/Office Manager

Via: Duane Burk, General Manager

Date: June 14, 2018

Subject: FY 18/19 FY 19/20 Budget

Background and Analysis:

Each year starting in March staff along with the finance committee meets to review current year spending and budget projections for the upcoming years. All departments were asked to provide input to determine their requests for the upcoming fiscal years.

On May 10, 2018 the Board and Staff conducted a Public Budget Workshop, at that meeting Board Members with Staff discussed a budget for FY 18/19 and 19/20. Attached is the FY Budget 18/19 and 19/20 respectfully submitted.

Fiscal Impact:

There will be no fiscal impact for the District.

Recommendations:

Staff and Finance Committee (Chairman, John Flores and Secretary/Treasurer, Chris Diercks) recommend that the Board review, comment and adopt the Budget for FY 18/19 and 19/20.

Respectfully Submitted,


Nancy Law
Financial Services Technician/Office Manager

**Beaumont-Cherry Valley Recreation Park District
Budget FY 18/19 19/20**

		Approved FY 17-18	Actual FY 17-18 thru 6/7/18	Proposed FY 18-19	Proposed FY 19-20
1	Income				
2	Adult Softball	\$ 20,000.00	\$ 29,139.00	\$ 25,000.00	\$ 25,000.00
3	Banner Sales	\$ 18,000.00	\$ 12,435.00	\$ 15,000.00	\$ 15,000.00
4	Contract Instructor	\$ 7,000.00	\$ 4,630.90	\$ 7,000.00	\$ 7,000.00
5	Facility Use				
6	Caretaker Rent	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
7	Dog House	\$ 3,600.00	\$ 1,500.00	\$ 3,600.00	\$ 3,600.00
8	Dog Park	\$ -	\$ 817.01	\$ 1,000.00	\$ 1,000.00
9	Dump Station	\$ 1,500.00	\$ 1,175.00	\$ 1,000.00	\$ 1,000.00
10	Equestrian Arena	\$ 2,100.00	\$ 1,708.14	\$ 2,100.00	\$ 2,100.00
11	Fields	\$ 17,000.00	\$ 5,252.05	\$ 5,000.00	\$ 5,000.00
12	Franco Gardens	\$ 5,000.00	\$ 850.00	\$ 5,000.00	\$ 5,000.00
13	Grange	\$ 35,000.00	\$ 27,927.00	\$ 30,000.00	\$ 30,000.00
14	NCCC	\$ 10,000.00	\$ 6,552.50	\$ 10,000.00	\$ 10,000.00
15	NCCC/Franco Gardens	\$ 6,000.00	\$ 7,540.00	\$ 6,000.00	\$ 6,000.00
16	Park	\$ 1,500.00	\$ 1,024.22	\$ 1,500.00	\$ 1,500.00
17	Registrations (BYB)	\$ -	\$ 14,270.00	\$ 10,000.00	\$ 10,000.00
18	RV Space	\$ 35,000.00	\$ 44,030.00	\$ 35,000.00	\$ 35,000.00
19	Snack Bar	\$ 85,000.00	\$ 17,686.50	\$ 8,000.00	\$ 8,000.00
20	Thunder Alley Racetrack	\$ 2,835.00	\$ 2,973.75	\$ 3,900.00	\$ 3,900.00
21	Women's Club	\$ 15,000.00	\$ 16,851.45	\$ 15,000.00	\$ 15,000.00
22	Total Facility Use	\$ 221,935.00	\$ 152,557.62	\$ 139,500.00	\$ 139,500.00
23	Special Events Income				
24	Fishing Derby	\$ 8,000.00	\$ 6,051.00	\$ 6,000.00	\$ 6,000.00
25	Music Festival	\$ 10,000.00	\$ 9,279.62		
26	Movies	\$ 3,500.00	\$ 1,870.52	\$ 3,500.00	\$ 3,500.00
27	Oktoberfest	\$ 33,000.00	\$ 37,281.25	\$ 33,000.00	\$ 33,000.00
28	Parking	\$ 30,000.00	\$ 33,809.32	\$ 30,000.00	\$ 30,000.00
29	Pumpkin Carve	\$ 1,000.00	\$ 1,323.01	\$ 1,500.00	\$ 1,500.00
30	Spring Fling	\$ 3,200.00	\$ 5,750.36	\$ 5,000.00	\$ 5,000.00
31	Tournaments	\$ 70,000.00	\$ 86,277.08	\$ 70,000.00	\$ 80,000.00
32	Winter Wish	\$ 500.00	\$ 681.00	\$ 500.00	\$ 500.00
33	Winterfest	\$ 10,000.00	\$ 8,459.01	\$ 8,000.00	\$ 8,500.00
34	Total Special Events Income	\$ 169,200.00	\$ 190,782.17	\$ 157,500.00	\$ 168,000.00
35	State of California Revenue				
36	Property Tax Current Secured	\$ 1,308,500.00	\$ 1,015,150.20	\$ 1,361,232.55	\$ 1,415,681.85
37	Property Tax Current Unsecured	\$ 62,030.80	\$ 65,965.37	\$ 64,530.65	\$ 67,111.88
38	Property Tax Prior Unsecured	\$ 3,124.86	\$ 3,716.53	\$ 3,315.16	\$ 3,447.77
39	Property Tax Current Supplemental	\$ 14,500.00	\$ 19,382.99	\$ 15,084.35	\$ 15,687.72
40	Property Tax Prior Supplemental	\$ 7,974.00	\$ 10,213.67	\$ 8,295.35	\$ 8,627.16
41	Low Moderate Income Housing	\$ -	\$ 8,747.08	\$ -	
42	Interest - Invested Funds	\$ 2,380.23	\$ 5,637.50	\$ 2,476.15	\$ 2,575.19
43	CA Homeowners Tax Relief	\$ 23,425.40	\$ 14,454.45	\$ 24,369.45	\$ 25,344.23
44	Redevelopment (RDA)	\$ -	\$ 74,036.41	\$ -	
45	Total State of California Revenue	\$ 1,421,935.29	\$ 1,217,304.20	\$ 1,479,303.66	\$ 1,538,475.80
46	Verizon Cell Tower	\$ 25,956.00	\$ 23,922.78	\$ 26,734.68	\$ 27,536.72
47	Total Income	\$ 1,884,026.29	\$ 1,630,771.67	\$ 1,850,038.34	\$ 1,920,512.52
48	Expense				
49	Adult Softball Expense	\$ 25,000.00	\$ 16,116.62	\$ 20,000.00	\$ 20,000.00
50	Advertising & Publicity	\$ -	\$ 1,550.80	\$ 1,000.00	\$ 1,000.00
51	Awards & Recognition	\$ 1,000.00	\$ 255.57	\$ 500.00	\$ 500.00
52	Bank Fees				
53	Bank Checks		\$ 343.05	\$ 350.00	\$ 350.00
54	Safe Deposit Box	\$ -	\$ 150.00	\$ 150.00	\$ 150.00
55	Total Bank Fees	\$ -	\$ 493.05	\$ 500.00	\$ 500.00
56	Banner Sales Expense	\$ 7,000.00	\$ 4,422.25	\$ 5,300.00	\$ 5,300.00

**Beaumont-Cherry Valley Recreation Park District
Budget FY 18/19 19/20**

	Approved FY 17-18	Actual FY 17-18 thru 6/7/18	Proposed FY 18-19	Proposed FY 19-20	
57	Board of Directors				
58	Director Fees	\$ 36,000.00	\$ 18,600.00	\$ 36,000.00	\$ 36,000.00
59	Training - Strategic Planning	\$ 10,000.00	\$ -	\$ 25,000.00	\$ 25,000.00
60	Travel and Conference	\$ 25,000.00	\$ -	\$ 10,000.00	\$ 10,000.00
61	Total Board of Directors	\$ 71,000.00	\$ 18,600.00	\$ 71,000.00	\$ 71,000.00
62	Business Meals	\$ 3,000.00	\$ 1,675.33	\$ 3,000.00	\$ 3,000.00
63	Car Allowance	\$ 6,000.00	\$ 5,538.48	\$ 6,000.00	\$ 6,000.00
64	Computer Equip & Maintenance	\$ 12,500.00	\$ 11,570.68	\$ 22,000.00	\$ 25,000.00
65	Contract Services				
66	Acorn Technology	\$ 19,000.00	\$ 17,780.00	\$ 21,000.00	\$ 21,000.00
67	BDL Alarms, Inc.	\$ 3,000.00	\$ 2,688.00	\$ 3,000.00	\$ 3,000.00
68	Elite Security	\$ 23,000.00	\$ 22,869.50	\$ 25,000.00	\$ 25,000.00
69	Jani King	\$ 16,000.00	\$ 14,026.41	\$ 16,000.00	\$ 16,000.00
70	Memories by Darci Walls	\$ 1,200.00	\$ 1,025.31	\$ 1,200.00	\$ 1,200.00
71	Paychecks Flex	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
72	Slugg Bugg	\$ 1,875.00	\$ 1,910.00	\$ 2,100.00	\$ 2,100.00
73	TLC Landscaping	\$ 10,000.00	\$ 9,020.00	\$ 25,000.00	\$ 25,000.00
74	Turf Star	\$ 8,400.00	\$ 6,348.94	\$ 10,000.00	\$ 10,000.00
75	Total Contract Services	\$ 82,475.00	\$ 75,668.16	\$ 105,300.00	\$ 105,300.00
76	Credit Card % Fees	\$ 3,000.00	\$ 4,242.36	\$ 4,000.00	\$ 4,000.00
77	Delivery Fees	\$ 700.00	\$ 36.58	\$ 700.00	\$ 700.00
78	Dues/Subscriptions/Memberships				
79	Arbor Day Foundation	\$ -	\$ 15.00	\$ 15.00	\$ 15.00
80	Cal Chamber of Commerce	\$ 100.00	\$ 98.41	\$ 100.00	\$ 100.00
81	CalPELRA	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
82	CARPD	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
83	Chamber Memberships	\$ 385.00	\$ 541.67	\$ 385.00	\$ 385.00
84	CPRS	\$ 475.00	\$ 475.00	\$ 475.00	\$ 475.00
85	CSDA	\$ 1,875.00	\$ 1,820.55	\$ 1,875.00	\$ 1,875.00
86	NRPA	\$ 165.00	\$ 170.00	\$ 170.00	\$ 170.00
87	The HR Specialist	\$ -	\$ 97.00	\$ 97.00	\$ 97.00
88	The Record Gazette	\$ 40.00	\$ 39.95	\$ 40.00	\$ 40.00
89	Total Dues/Subscriptions/Memberships	\$ 5,240.00	\$ 5,457.58	\$ 5,857.00	\$ 5,857.00
90	Election Expense	\$ -	\$ -	\$ 60,000.00	\$ -
91	Equipment - Buildings				
92	Grange	\$ 800.00	\$ -	\$ 800.00	\$ 800.00
93	NCCC	\$ 800.00	\$ -	\$ 800.00	\$ 800.00
94	Snack Bar				
95	East	\$ 800.00	\$ -	\$ 800.00	\$ 800.00
96	West	\$ 800.00	\$ -	\$ 800.00	\$ 800.00
97	Total Snack Bar	\$ 1,600.00	\$ -	\$ 1,600.00	\$ 1,600.00
98	Woman's Club	\$ 800.00	\$ -	\$ 800.00	\$ 800.00
99	Total Equipment - Buildings	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00
100	Equipment Purchases	\$ 25,000.00	\$ 66,847.95	\$ 76,300.00	\$ 39,000.00
101	Grounds Equipment	\$ 6,500.00	\$ 4,838.44	\$ 6,500.00	\$ 6,500.00
102	Human Resources/Risk Management				
103	CalPERS - Retirement	\$ 64,000.00	\$ 42,502.12	\$ 67,000.00	\$ 67,000.00
104	CalPERS - Unfunded Health	\$ 29,557.00	\$ 3,239.15	\$ 40,000.00	\$ 50,000.00
105	CalPERS - Unfunded Retiree	\$ 38,300.00	\$ 36,102.88	\$ 45,000.00	\$ 50,000.00
106	Employee Fingerprinting	\$ 600.00	\$ 235.00	\$ 600.00	\$ 600.00
107	Employee Training & Seminars				
108	Conferences	\$ 8,000.00	\$ 12,516.77	\$ 15,000.00	\$ 18,000.00
109	Fred Pryor Training	\$ 1,200.00	\$ 1,735.75	\$ 1,600.00	\$ 1,600.00
110	License Renewal	\$ 815.00	\$ 788.00	\$ 1,800.00	\$ 1,800.00
111	School Tuitions/Books	\$ 7,000.00	\$ -	\$ 4,000.00	\$ 4,000.00
112	Workshops/Webinars	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
113	Total Employee Training & Seminars	\$ 18,515.00	\$ 15,040.52	\$ 23,900.00	\$ 26,900.00
114	Insurance - Employee's				
115	Admin Fee	\$ 150.00	\$ 154.85	\$ 150.00	\$ 150.00
116	Dental Insurance	\$ 4,336.20	\$ 3,747.50	\$ 5,500.00	\$ 6,000.00

**Beaumont-Cherry Valley Recreation Park District
Budget FY 18/19 19/20**

		Approved FY 17-18	Actual FY 17-18 thru 6/7/18	Proposed FY 18-19	Proposed FY 19-20
117	Flex Benefit Plan	\$ 34,000.00	\$ 16,376.43	\$ 15,500.00	\$ 16,000.00
118	Health Insurance	\$ 52,000.00	\$ 42,502.12	\$ 74,300.00	\$ 80,000.00
119	Accident Insurance	\$ 1,900.00	\$ 1,230.33	\$ 2,900.00	\$ 3,100.00
120	Vision Insurance	\$ 600.00	\$ 516.61	\$ 835.00	\$ 900.00
121	Total Insurance - Employee's	\$ 92,986.20	\$ 64,527.84	\$ 99,185.00	\$ 106,150.00
122	Insurance - Liability (Capri)	\$ 23,539.73	\$ 26,571.02	\$ 30,000.00	\$ 32,000.00
123	Insurance - Workers comp	\$ 31,386.30	\$ 26,064.00	\$ 35,000.00	\$ 35,500.00
124	Medical Exam Expense	\$ 1,300.00	\$ 965.00	\$ 1,300.00	\$ 1,300.00
125	Payroll Tax Expense	\$ 32,500.00	\$ 24,618.11	\$ 31,000.00	\$ 31,000.00
126	Salaries	\$ 797,658.00	\$ 611,009.16	\$ 840,000.00	\$ 890,000.00
127	Total Human Resources/Risk Management	\$ 1,130,342.23	\$ 850,874.80	\$ 1,212,985.00	\$ 1,290,450.00
128	Janitorial Supplies				
129	Park/Grounds	\$ -	\$ 1,787.87	\$ 5,000.00	\$ 5,000.00
130	Supplies Facilities	\$ 20,000.00	\$ 12,426.03	\$ 15,000.00	\$ 15,000.00
131	Total Janitorial Supplies	\$ 20,000.00	\$ 14,213.90	\$ 20,000.00	\$ 20,000.00
132	Licenses and Permits				
133	County Health Department	\$ 1,600.00	\$ 720.00	\$ 800.00	\$ 800.00
134	LAFCO Fees	\$ 400.00	\$ 384.07	\$ 500.00	\$ 500.00
135	Music Permit	\$ -	\$ 349.00	\$ 350.00	\$ 350.00
136	Total Licenses and Permits	\$ 2,000.00	\$ 1,453.07	\$ 1,650.00	\$ 1,650.00
137	Meeting Meals Expenses	\$ 700.00	\$ 1,183.17	\$ 1,300.00	\$ 1,500.00
138	Office Expenses				
139	Copier/Copy Lease	\$ 10,500.00	\$ 9,266.97	\$ 12,000.00	\$ 12,000.00
140	Office Furniture	\$ 6,000.00	\$ 9,609.89	\$ 12,000.00	\$ 12,000.00
141	Office Supplies	\$ 5,500.00	\$ 5,555.14	\$ 5,000.00	\$ 5,000.00
142	Postage/PO Box	\$ 1,000.00	\$ 1,167.78	\$ 1,000.00	\$ 1,000.00
143	Recycling/Shredding	\$ -	\$ 275.00	\$ 300.00	\$ 300.00
144	Total Office Expenses	\$ 23,000.00	\$ 25,874.78	\$ 30,300.00	\$ 30,300.00
145	Professional Fee's				
146	Auditing	\$ 10,626.00	\$ 18,016.25	\$ 15,000.00	\$ 17,000.00
147	Legal Fee's	\$ 25,000.00	\$ 38,969.52	\$ 25,000.00	\$ 30,000.00
148	Other Consultants				
149	GASB 68	\$ -	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
150	GASB 74/75	\$ 3,060.00	\$ 3,060.00	\$ 3,000.00	\$ 3,000.00
151	State Controller's Report	\$ -	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
152	Total Other Consultants	\$ 3,060.00	\$ 5,160.00	\$ 5,100.00	\$ 5,100.00
153	Payroll Processing	\$ 6,000.00	\$ 5,229.90	\$ 6,700.00	\$ 6,900.00
154	Total Professional Fee's	\$ 44,686.00	\$ 67,375.67	\$ 51,800.00	\$ 59,000.00
155	Public Relations				
156	Business Cards/Etc.	\$ 700.00	\$ 920.77	\$ 700.00	\$ 700.00
157	Chamber Breakfast/Installation	\$ 2,600.00	\$ 1,467.77	\$ 2,600.00	\$ 2,600.00
158	Flag Program	\$ -	\$ 75.00	\$ 75.00	\$ 75.00
159	Flowers	\$ 700.00	\$ 1,477.08	\$ 1,500.00	\$ 1,500.00
160	Holiday Cards	\$ -	\$ 292.84	\$ 500.00	\$ 500.00
161	Total Public Relations	\$ 4,000.00	\$ 4,233.46	\$ 5,375.00	\$ 5,375.00
162	Repairs and Maintenance				
163	Bleachers	\$ -	\$ 352.47	\$ 500.00	\$ 500.00
164	Buildings				
165	Equestrian Bldg.	\$ 1,000.00	\$ 926.30	\$ 5,500.00	\$ 1,500.00
166	Grange	\$ 3,000.00	\$ 5,314.54	\$ 4,500.00	\$ 2,500.00
167	Maintenance	\$ -	\$ 9,048.97	\$ 10,000.00	\$ 5,000.00
168	NCCC	\$ 6,000.00	\$ 3,271.24	\$ 10,000.00	\$ 10,000.00
169	Snack Bar				
170	East	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
171	West	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
172	Total Snack Bar	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00

**Beaumont-Cherry Valley Recreation Park District
Budget FY 18/19 19/20**

	Approved FY 17-18	Actual FY 17-18 thru 6/7/18	Proposed FY 18-19	Proposed FY 19-20	
173	Woman's Club	\$ 6,000.00	\$ 6,745.50	\$ 14,000.00	\$ 25,000.00
174	Total Buildings	\$ 18,000.00	\$ 25,306.55	\$ 46,000.00	\$ 46,000.00
175	Dog Park Expense	\$ 2,000.00	\$ 2,885.17	\$ 3,000.00	\$ 3,200.00
176	Erosion Control	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
177	Field Equipment				
178	Baseball Equipment		\$ 4,930.00	\$ 6,000.00	\$ 5,000.00
179	Equipment - Fields	\$ 8,000.00	\$ 6,474.00	\$ 8,000.00	\$ 8,000.00
180	Fuel	\$ 6,500.00	\$ 5,695.39	\$ 7,500.00	\$ 7,500.00
181	Total Field Equipment	\$ 14,500.00	\$ 12,169.39	\$ 15,500.00	\$ 15,500.00
182	Franco Gardens	\$ 15,000.00	\$ 560.65	\$ 15,000.00	\$ 15,000.00
183	Grounds				
184	DG	\$ 2,000.00	\$ 1,249.21	\$ 2,000.00	\$ 2,000.00
185	Fertilizer	\$ 5,500.00	\$ 1,346.62	\$ 3,000.00	\$ 3,500.00
186	Fields				
187	Chalk	\$ 1,500.00	\$ 1,776.50	\$ 2,000.00	\$ 2,500.00
188	Clay	\$ 4,000.00	\$ 3,827.37	\$ 6,000.00	\$ 6,000.00
189	Field Topper	\$ 500.00	\$ 1,356.20	\$ 1,500.00	\$ 1,500.00
190	Quick Dry	\$ 1,000.00	\$ 558.00	\$ 1,000.00	\$ 1,000.00
191	Restroom	\$ -	\$ 2,125.00	\$ 1,400.00	\$ 1,500.00
192	Total Fields	\$ 7,000.00	\$ 9,643.07	\$ 11,900.00	\$ 12,500.00
193	Grounds - Repair	\$ 10,000.00	\$ 10,374.11	\$ 8,000.00	\$ 8,000.00
194	Irrigation	\$ 10,000.00	\$ 8,493.37	\$ 10,000.00	\$ 10,000.00
195	Mulch Ground Cover	\$ 400.00	\$ -	\$ 400.00	\$ 400.00
196	Pest Control	\$ -	\$ 964.50	\$ 1,000.00	\$ 1,000.00
197	Playground/Grounds	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00
198	Round-Up/Dye	\$ -	\$ 1,540.05	\$ 1,800.00	\$ 1,900.00
199	Sand	\$ 1,500.00	\$ 1,124.57	\$ 1,500.00	\$ 1,500.00
200	Seed	\$ 5,500.00	\$ 4,152.50	\$ 5,500.00	\$ 6,000.00
201	Soil	\$ 1,500.00	\$ 534.60	\$ 1,000.00	\$ 1,000.00
202	Total Grounds	\$ 46,400.00	\$ 39,422.60	\$ 49,100.00	\$ 50,800.00
203	Hazardous Material Disposal	\$ 1,000.00	\$ 3,379.67	\$ 1,000.00	\$ 1,000.00
204	Keys/Locks	\$ 1,000.00	\$ 958.76	\$ 1,000.00	\$ 1,000.00
205	Lights & Electrical	\$ 12,000.00	\$ 17,596.04	\$ 25,000.00	\$ 22,000.00
206	RV Park	\$ 15,000.00	\$ 2,758.48	\$ 15,000.00	\$ 15,000.00
207	Sewer	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
208	Tennis/Hockey Courts	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
209	Total Repairs and Maintenance	\$ 129,900.00	\$ 105,389.78	\$ 176,100.00	\$ 175,000.00
210	Safety	\$ 4,900.00	\$ 3,648.41	\$ 4,400.00	\$ 4,400.00
211	Signage	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00
212	Special Events Expense				
213	4th of July Celebration	\$ 8,500.00	\$ 7,500.00	\$ 8,500.00	\$ 8,500.00
214	Arbor Day	\$ 700.00	\$ 207.35	\$ 700.00	\$ 700.00
215	Meet & Greet	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
216	Fishing Derby	\$ 7,500.00	\$ 9,356.50	\$ 7,500.00	\$ 7,500.00
217	Joint Event Expenses	\$ -	\$ 4,739.50	\$ 4,000.00	\$ 4,000.00
218	Memorial Wall	\$ 2,400.00	\$ 765.39	\$ 1,000.00	\$ 1,000.00
219	Movies Under the Stars	\$ 4,000.00	\$ 710.07	\$ 3,000.00	\$ 3,000.00
220	Music Festival	\$ 12,000.00	\$ 14,586.25	\$ 12,000.00	\$ 12,000.00
221	Oktoberfest	\$ 27,000.00	\$ 37,860.12	\$ 35,000.00	\$ 35,000.00
222	Parking Expense	\$ -	\$ 7,195.44	\$ 5,500.00	\$ 5,500.00
223	Pumpkin Carve	\$ 2,600.00	\$ 1,762.29	\$ 2,600.00	\$ 2,600.00
224	Spring Fling	\$ 2,500.00	\$ 4,732.88	\$ 2,500.00	\$ 2,500.00
225	Tournaments	\$ 2,000.00	\$ 3,712.75	\$ 3,500.00	\$ 3,500.00
226	Welcome Home Vietnam Veterans	\$ 2,200.00	\$ 1,496.61	\$ 2,000.00	\$ 2,000.00
227	Winter Wish	\$ 500.00	\$ 681.00	\$ 500.00	\$ 500.00
228	Winterfest	\$ 20,000.00	\$ 13,169.29	\$ 17,000.00	\$ 19,000.00
229	Total Special Events Expense	\$ 91,900.00	\$ 108,475.44	\$ 106,300.00	\$ 108,300.00
230	Staff Holiday Party	\$ 4,000.00	\$ 4,188.71	\$ 4,000.00	\$ 4,000.00
231	Staff Picnic/BBQ	\$ 1,000.00	\$ 800.07	\$ 1,000.00	\$ 1,000.00
232	Telephone & Internet				

**Beaumont-Cherry Valley Recreation Park District
Budget FY 18/19 19/20**

		Approved FY 17-18	Actual FY 17-18 thru 6/7/18	Proposed FY 18-19	Proposed FY 19-20
233	Telephone/Internet	\$ 10,000.00	\$ 17,004.09	\$ 8,000.00	\$ 8,000.00
234	Wireless Phones	\$ 6,000.00	\$ 5,563.35	\$ 6,000.00	\$ 6,000.00
235	Total Telephone & Internet	\$ 16,000.00	\$ 22,567.44	\$ 14,000.00	\$ 14,000.00
236	Uniform Expense	\$ 7,000.00	\$ 2,681.48	\$ 3,000.00	\$ 3,000.00
237	Utilities				
238	Electricity	\$ 73,643.92	\$ 69,808.34	\$ 76,611.77	\$ 79,676.24
239	Gas	\$ 5,270.00	\$ 3,125.30	\$ 5,588.84	\$ 5,812.39
240	Propane	\$ 2,300.00	\$ 9,182.23	\$ 5,000.00	\$ 5,000.00
241	Sewer	\$ 10,500.00	\$ 10,354.34	\$ 11,031.30	\$ 11,582.87
242	Trash	\$ 19,100.00	\$ 26,226.85	\$ 20,066.46	\$ 21,069.78
243	Water	\$ 33,700.00	\$ 55,306.40	\$ 36,092.70	\$ 37,897.34
244	Total Utilities	\$ 144,513.92	\$ 174,003.46	\$ 154,391.07	\$ 161,038.62
245	Vehicle Expenses				
246	Chevy	\$ -	\$ 647.30	\$ 2,000.00	\$ 2,000.00
247	Ford - F350	\$ -	\$ 1,938.85	\$ 3,000.00	\$ 3,000.00
248	Ford - F550	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
249	Fuel	\$ 3,700.00	\$ 1,785.11	\$ 4,000.00	\$ 4,000.00
250	Mileage Reimbursement	\$ 2,000.00	\$ 637.82	\$ 1,000.00	\$ 1,000.00
251	Stage	\$ -	\$ 6,496.20	\$ 15,000.00	\$ 5,000.00
252	Total Vehicle Expenses	\$ 5,700.00	\$ 11,505.28	\$ 26,000.00	\$ 16,000.00
253	Capital Expenditures				
254	#01 - NCCC Additional Improvements			\$ 125,000.00	
255	#02 - Maintenance Restroom			\$ 40,000.00	\$ -
256	#03 - Field #1 Safety Netting	\$ -	\$ -	\$ 60,000.00	
257	#04 - Looping Domestic Water	\$ 5,000.00	\$ -	\$ 45,000.00	
258	#05 - Grange Flag Pole			\$ 10,000.00	
259	#06 - Womans Club/Grange Solar			\$ 90,000.00	
260	#07 - Field #1 Improvements			\$ 25,000.00	
261	#08 - Field #1 Fencing (L & R)			\$ 15,000.00	
262	#1920 01 - Playground Equip/Swing Set				\$ 12,000.00
263	#1920 02 - NCCC Solar				\$ 700,000.00
264	#1920 03 - Field #2 Safety Netting	\$ -	\$ -		\$ 60,000.00
265	#1920 04 - Filed #2 Improvements				\$ 25,000.00
266	#1920 06 - Filed #3 Safety Netting				\$ 60,000.00
267	#1920 07 - Field #3 Improvements				\$ 25,000.00
268	#1920 08 - Woman's Club Floor				\$ 30,000.00
269	#1920 09 - Grange Wall Insallation				\$ 40,000.00
270	Bathroom Repair	\$ 5,000.00	\$ 22,651.60	\$ 20,000.00	\$ 15,000.00
271	Transition Plan ADA	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00
272	Field #1 Fencing	\$ 18,000.00	\$ 11,406.00		
273	NCCC Improvements	\$ 20,000.00	\$ 36,035.00		
274	Woman's Club Improvements	\$ 15,000.00	\$ 21,928.03		
275	Total Capital Expenditures.	\$ 68,000.00	\$ 92,020.63	\$ 435,000.00	\$ 967,000.00
276	Total Expense	\$ 1,955,057.15	\$ 1,707,803.40	\$ 2,644,558.07	\$ 3,164,670.62
277	Other Income				
278	Interest income	\$ 400.00	\$ 252.51	\$ 400.00	\$ 400.00
279	Total Other income	\$ 400.00	\$ 252.51	\$ 400.00	\$ 400.00
280	Total Net Income	\$ (70,630.86)	\$ (76,779.22)	\$ (794,119.73)	\$ (1,243,758.10)

Priority List Capital Expenditures

Priority 18/19	Priority 19/20	Project	Estimated Cost	Description
1		NCCC Improvements	\$ 125,000.00	Install New Roof and Siding, Kitchen Remod Extend AC Windows, Extend GM Windows
2		Maintenance Restroom	\$ 40,000.00	Build Maintenance/RV/Horseshoe Restroom
3		Field #1 Safety Netting	\$ 60,000.00	Replacement of Field #1 Safety Netting
4		Looping Domestic Water	\$ 45,000.00	Install new water lines with shut off valves to isolate areas (West/North end of Park)
5		Grange Flag Pole	\$ 10,000.00	Install Flag Pole
6		Woman's Club/Grange Solar	\$ 90,000.00	Install Solar Panels with the Caveat of Power Placement Agreement (POPA)
7		Field #1 Improvements	\$ 25,000.00	Improve Field #1 Conditions filling Holes, leveling, Seeding
8		Field #1 Fencing (L & R)	\$ 15,000.00	ea. Fencing Replacement of Field #1L & #1R
	1	Playground Equipment/Swing Set	\$ 12,000.00	Purchase ADA Swing Set for Park
	2	NCCC Solar	\$ 700,000.00	Install Solar Parking Stalls with the Caveat of Power Placement Agreement (POPA)
	3	Field #2 Safety Netting	\$ 60,000.00	Replacement of Field #2 Safety Netting
	4	Field #2 Improvements	\$ 2,500.00	Improve Field #2 Conditions filling Holes, leveling, Seeding
	5	Field #3 Safety Netting	\$ 60,000.00	Replacement of Field # 3 Safety Netting
	6	Field #3 Improvements	\$ 25,000.00	Improve Field #3 Conditions filling Holes, leveling, Seeding
	7	Woman's Club Floor (Wood)	\$ 30,000.00	Sand, Polish and Seal Wood Flooring
	8	Grange Exterior Wall Insulation	\$ 40,000.00	

Priority List Equipment Purchases

18/19	19/20	Equipment Requested	Estimated Cost	Description
X		(2) Maintenance Carts	\$ 19,000.00	<u>Used for Maintenance Staff in replacement of broken carts</u>
X		Burrow Blocker	\$ 9,000.00	<u>Used to quickly and efficiently fill gopher/squirrel holes on fields and in the park</u>
X		(1) Office Cart	\$ 8,000.00	<u>Used for Office Staff to complete tasks down in park</u>
	X	Ticket Booth	\$ 22,000.00	<u>Use at Events to sell items/admission and count money safely</u>
X		Sandpro - Infield Drag	\$ 20,000.00	<u>Used on Fields</u>
X		Equipment Trailer	\$ 4,300.00	<u>Used for Winterfest hay ride, easy load and unload for carts, field equipment and materials</u>
	X	Fuel Trailer	\$ 7,000.00	<u>(500) Gallon Fuel Capacity - Use to fill field equipment and remove gas cans in maintenance shed</u>
	X	Light Tower	\$ 10,000.00	<u>Used for Oktoberfest Parking, Winterfest (Currently spend \$1,200 yearly on renting)</u>
X		Car	\$ 16,000.00	Used for Office Staff for Conferences/Errands replace of Mileage

18/19 Totals \$ 76,300.00

19/20 Totals \$ 39,000.00

See Equipment Purchases Line Item#100



Beaumont-Cherry Valley Recreation and Park District
10 Year Capital Improvement Needs List

Facility	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
A. Park Facilities											
Collegiate Field											\$ 4,489,815
Collegiate Activity Area						\$ 345,790					
Collegiate Playground Area			\$ 267,300								
Collegiate Exercise Area	\$ 58,531										
Basketball Court		\$ 80,325									
Collegiate Warm Up Areas/Open Space					\$ 492,756				\$ 1,222,991		
Southern California Edison Improvements										\$ 1,929,244	
Parking Improvements											
Equestrian Camp Spots							\$ 464,305				
Existing Park Expansions		\$ 265,100									
Ball Field #7 Lighting				\$ 336,000							
Restroom Field #7	\$ 60,000										
Open Space Improvements			\$ 296,635								
Dog Park	\$ 15,360										
B. Community Centers											
Community Center Expansion							\$ 1,498,500				
Activity Center Building							\$ 952,000				
Community Center Exercise Area							\$ 46,531				
C. Trails											
Horse Trail					\$ 188,580				\$ 640,000		
Park Trail											
Totals	\$ 133,891	\$ 345,425	\$ 267,300	\$ 296,635	\$ 524,580	\$ 345,790	\$ 2,961,336	\$ 492,756	\$ 1,862,991	\$ 1,929,244	\$ 4,489,815



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. **3.2**

To: Board of Directors:

From: Nancy Law, Financial Services Technician/Office Manager

Via: Duane Burk, General Manager

Date: June 14, 2018

Subject: Noble Creek Community Center ADA Accessibility Project 5.92-17

Background and Analysis:

On October 28, 2016 Staff submitted an application for 2017-2018 Community Development Block Grant Program in the amount of \$125,000.00.

On July 13, 2017 EDA approved the application and the funding for \$125,000.00.

On the weeks of April 16th and April 23rd 2018 advertisement for notice to bid went out to the Press Enterprise, The San Bernardino American and El Chicano.

On May 1, 2018 the General Manger and Financial Technician conducted a mandatory job walk reviewing the requirements and drawings of the project and had (2) contractors attend.

On May 22, 2018 the General Manager and Financial Technician held the bid opening with (2) bids that were mandated to be date, timed and sealed first bid was in the amount of \$317,398.00 second bid was in the amount of \$167,999.00. Upon finishing the bid opening and questions we announced that BWB & Company was the lowest bidder.

On May 31, 2018 Financial Technician and Representative from BWB & Company met for bid review and questions. At that time BWB & Company had no changes to the bid amount presented.

Recommendations:

Staff recommends that the Board award Noble Creek Community Center ADA Accessibility Project #5.92-17 to the lowest responsive bidder BWB & Company. And approve the fund balance of the project from capital reserve in the amount of \$42,999.00.

Fiscal Impact:

Base Bid \$167,999.00

Riverside County EDA Funds: \$125,000.00

Fund Balance: \$42,999.00

Respectfully Submitted,

Nancy Law

Financial Services Technician/Office Manager



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors

From: Janet Covington, Human Resources Administrator/Clerk of the Board

Date: June 14, 2018

Employees:

New Hires: 1 Casual Recreation Assistant

Departed Employees: 1 Casual Recreation Assistant

Total Employees: 31

Reports:

The June 30, 2017 Actuarial Study of Retiree Health Liabilities was completed on May 11, 2018 by Total Compensation Systems and I submitted it to the California Employers' Retiree Trust (CERBT) fund along with the Summary of Actuarial Information, the certification of actuarial information and the certificate of funding policy and GASB reporting compliance. The study was forwarded to our auditors.

Workers Compensation Cases: None

Training:

Safety Compliance Company provided "GHS Hazard Communication" and "SDS Sheets" training on 5/23/2018 in the maintenance department.

The District has subscribed to Best, Best and Krieger's Public Policy & Ethics Group Program. As part of being a member of their program I have included their 2017 updated Brown Act publication for your review.

Other:

1 pending accident claim – Flores, Date of Injury 8/5/2016 – No update

The implementation of the new time card system is moving forward and is still expected to be in place the end of July 2018.

We received a letter of thanks (attached) from Anita Chatigny for honoring her late husband, Logan on the memorial wall.

Fiscal Impact/Recommendations:

This report is for informational purposes only.

Respectfully Submitted,

Janet Covington, Human Resources Administrator/Clerk of the Board

MAY 16 2018 PM 1:41

Mr. Duane Burk, Manager
Beaumont-Cherry Valley Recreation and Park District
390 West Oak Valley Parkway
Beaumont, CA 92223

May 14, 2018

Dear Mr. Burk, Staff Members, and Board of Directors,

I wanted to write to convey my sincere thanks for honoring Logan last Saturday at the Memorial Wall Dedication. I was moved by the ceremony and was clearly aware that this took significant time/energy to coordinate. I want to convey special thanks to the Board Members in attendance and to Amy Minjares (for her kindness and advance calls to coordinate the day's program).

After a time of intense grieving, this was the first time I was able to reflect on Logan's legacy. I will continue to remember Saturday's event with great honor. The work of your department helps make this possible for me. The Memorial Wall Dedication is also a constant reminder of the broader, collective spirit that lives within this great community.

Thank you again for everything.

Sincerely,


Anita Chatigny



BEST BEST & KRIEGER
ATTORNEYS AT LAW

MEMORANDUM

To: PUBLIC AGENCY CLIENTS
From: BEST BEST & KRIEGER LLP
Date: MAY 10, 2018
Re: PROCESSES AND REMEDIES FOR PUBLIC INTEGRITY LAW
VIOLATIONS: PART I. THE POLITICAL REFORM ACT

INTRODUCTION

Public entities, their officials, officers and staff all must conform to and carry out the requirements of California's public integrity laws---The Political Reform Act (Gov. Code § 82000 et seq.), Government Code section 1090, the Brown Act, Open Meetings Law (Gov. Code § 54950 et seq.), and the Public Records Act (Gov. Code § 6250 et seq.). These officials, officers and employees are, from time to time, subject to accusations or allegations that they have breached these laws or their obligations under them. It is also the case that public entities and their officials view violations of these public integrity laws from the standpoint of being the aggrieved or complaining party, such as when closed session discussions or confidential records are leaked. It is therefore incumbent for public officials, officers and staff to have a working knowledge of the processes and remedies available to address accusations or allegations of such violations.

This memo details the processes available for the investigation and determination of allegations of violations of the Political Reform Act, Government Code section 81000 et seq., and the remedies available therefor. In many instances there may be more than one process available, and multiple "remedies" might apply in the case of a single violation. The aim is to inform the reader where complaints can be lodged, how they are handled and what remedies might result.



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THE POLITICAL REFORM ACT

The Political Reform Act ("the Act") is the most sweeping of California's public integrity statutes. Aside from its regulation of electoral campaigns and their financing and lobbyists, not addressed here, the Act bears directly on public officials, officers, staff, and some consultants by requiring all public agencies to adopt and promulgate a conflict of interest code, the filing and reporting of financial interests (Statement of Economic Interests; Form 700 (SEI)), limits on and reporting of gifts, loans and travel payments, bans on accepting honoraria, reporting behested payments, limits on mass mailings, the prohibition on acting in an official capacity when a disqualifying financial interest exists (Gov. Code § 87100, 84308), and the prohibition on "revolving door" interests (Gov. Code §87407).

For the most part, the Act imposes *individual* criminal, civil and administrative liability for violations of the Act. An act of an agency affected by a violation of the Act, such as a member voting with a disqualifying conflict of interest, will be voided only where a court determines that "that the official action might not otherwise have been taken or approved." (Gov. Code § 91003(b).) Thus, if a member who has a conflict provided the deciding vote on a matter, the action can be voided by a court. (The agency can also move to re-vote on the matter after the improper vote comes to light.) But, if the vote was unanimous, the action should be unaffected.

Primary responsibility for the administration and implementation of the Act lies with the Fair Political Practices Commission ("FPPC"). (Gov. Code § 83111.) That function is executed through the adoption of rules and regulations, the issuance of opinions and advice letters, and the issuance of forms for reports in order to carry out the Act. (Gov. Code §§ 83112, 83113, 83114.)



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FPPC ENFORCEMENT

Administrative Action

The FPPC is also charged with enforcing the Act. By law, the FPPC “shall investigate possible violations of [the Act] relating to any agency, official, ...or legislative or administrative action.” (Gov. Code § 83115; see also Gov. Code § 90003.) The FPPC is authorized to hold hearings into alleged violations, make reports and findings thereon and impose sanctions provided for in the Act. (Gov. Code §§ 83116, 83116.3, 83116.5.) This is generally pursued as “administrative enforcement,” and as relevant to this discussion, would cover participating in governmental decisions where a disqualifying financial interest (conflict) exists, receipt of over-the-limit gifts, mass mailing violations, false, inadequate, or inaccurate reporting on statements of economic interest, and non-filing and late filing of such statements.

Administrative enforcement actions usually begin with the filing of a complaint with the FPPC, although the FPPC can open an investigation on its own initiative. Any person, or a person on behalf of a public or private entity, may file a complaint. The FPPC is authorized to investigate and prosecute a suspected violation of the Act (see, Gov. Code § 11180 (administrative investigatory and prosecution authority, generally)), and requires only a mere “suspicion that the law is being violated,” in order to do so. (*Brovelli v. Superior Court* (1961) 56 Cal.2d 524, 529). The statute of limitations for a violation to be administratively pursued is 5 years from the date the violation is alleged to have occurred. (Gov. Code § 91000.5.) The FPPC may issue administrative subpoenas for the production of books and records and to secure witness testimony. (Gov. Code § 11181.)

A complaint may be closed for lack of insufficient evidence to support a violation, although in such cases the FPPC may also issue an advisory letter to the



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target. If the seriousness of the violation is low, the FPPC may issue a warning letter to the target. If the matter merits being pursued after investigation, the FPPC can seek resolution by way of settlement or stipulation or default without a hearing, or proceed to an accusation and administrative hearing, either of which could result in a fine of up to \$5,000 per violation. The FPPC may also order that the person cease and desist from violation of the Act, and be required to file reports or statements as required by the Act. (Gov. Code § 83116.)

Civil Prosecution

The FPPC is also authorized to pursue civil penalties under the Act in a judicial proceeding. The FPPC is the “civil prosecutor” with respect to the state and state agencies, and can civilly prosecute a local agency official, officer or employee/consultant with permission of the district attorney of the jurisdiction wherein the violation is alleged to have occurred. (Gov. Code § 91001(b).)

While administrative fines are fixed at \$5,000 per violation, civil penalties include:

- The amount or value not properly reported
- \$1,000 or three times the amount of any illegal gift, whichever is greater
- Three times the economic benefit realized as a result of participating in a governmental decision in which the person has a disqualifying financial interest
- Otherwise, up to \$5,000 per violation

(Gov. Code §§ 91004, 91005, 91005.5.)



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Civil Injunctive Relief

The FPPC is authorized to seek civil injunctive relief in a judicial proceeding to restrain and enjoin violations of or to compel compliance with the Act. In such actions, the court may restrain any official action of an agency that is alleged to have been taken or threatened in violation of the Act and to void such an action if a violation is established. In such litigation, if the FPPC prevails, it may recover its costs and attorney fees. (Gov. Code § 91003(b).)

**ATTORNEY GENERAL, DISTRICT ATTORNEY,
ELECTED CITY ATTORNEY IN CHARTER CITIES ENFORCEMENT**

Criminal Prosecution

A knowing or willful violation of the Act is punishable as a misdemeanor. In addition to other penalties provided by law (see, Penal Code § 19.2 (six months in jail and a \$1,000 fine)), upon conviction a court may impose a fine up to the greater of \$10,000 or three times the amount the defendant failed to properly report or received as an illegal gift. Additionally, many reporting forms required to be completed and filed by the FPPC are required to be filed under penalty of perjury. Perjury is a felony. (Penal Code § 118.) While an appellate court has held that filings under the Act containing false information may not be prosecuted under the felony false document statute (Penal Code § 115) (see, *Hudson v. Superior Court* (2017) 7 Cal.App.5th 999), the possibility of prosecution for perjury remains. (See, *People v. Flores* (1995) 37 Cal.App.4th 1566 (conviction for perjury for signing DMV form under penalty of perjury with false information); *People v. Story* (1985) 168 Cal.App.3d 849 (same).)

The Attorney General is responsible for criminal enforcement of the Act with respect to state agencies, lobbyists and state elections. The district attorney has concurrent power in the county in which a violation occurs, meaning to prosecute local



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officials, officers and employees/consultants for violations of the Act. (Gov. Code § 91001(a).) Additionally, in a charter city, the elected city attorney may prosecute violations of the Act occurring in the city. (Gov. Code § 91001.5.)

Civil Prosecution

With respect to “Civil Prosecution,” as described above, the Act provides for four “civil prosecutors” who may judicially pursue civil judicial penalties under the Act. As mentioned, the FPPC is the civil prosecutor with respect to the state and state agencies. The Attorney General is responsible for enforcing the Act with respect to the commission. The district attorney is the civil prosecutor for all other agencies, i.e., local agencies within the district attorney’s jurisdiction. Additionally, the district attorney may authorize the FPPC to act as the civil prosecutor in any action the district attorney could bring. Finally, the elected city attorney of a charter city may act as the civil prosecutor with respect to violations occurring within the city. No civil action alleging a violation of any provisions of the Act shall be filed more than four years after the date the violation occurred, other than as otherwise specified. (Gov. Code §§ 91001(b), 91001.5, 91011.)

The Act provides that, unless the court specifically determines otherwise, no person convicted of a misdemeanor shall be a candidate for any elective office or act as a lobbyist for a period of four years following the date of the conviction. A person who becomes a candidate, retains candidate status until terminated under Section 84214. (Gov. Code §§ 91002; 82007.)

Removal from Office

Although not specified in the Act, violations of the Act would certainly be a basis for removal from office under the provisions of Government Code section 3060, et. seq. That law provides that the grand jury, customarily led by the district attorney or Attorney General, may hand up an Accusation against an officer of a district, county,



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city, or school board for willful or corrupt misconduct. The statute of limitations for an Accusation is 6 years. (Penal Code § 3074.) Such misconduct includes malfeasance, misfeasance and nonfeasance in office, and would certainly comprehend violations of the Act. (See, Stark v. Superior Court (2011) 52 Cal.4th 368; People v. Tice (1956) 144 Cal.App.2d 750.) After an Accusation is handed up, the matter then proceeds in the same manner as a criminal prosecution. If the official is convicted at trial or upon a plea, the sole penalty is removal from office. (Penal Code § 3072.)

Agency Enforcement

The Act specifically provides that a local agency may discipline a member of the agency for any violation of the provisions of the Act regarding disclosure by officials who manage public investments (Gov. Code § 87200 et. seq.) or disclosure by "code filers" (Gov. Code § 87300 et. seq.). (Gov. Code § 91003.5.) Such discipline can include dismissal consistent with applicable civil service and personnel laws, regulations and procedures. Pursuant to this authority, local agency boards and councils may publically reprimand or censure a member or officer, or strip a member of special assignments, recognitions or honors.

PRIVATE CITIZEN ENFORCEMENT

Administrative Action (Judicial Review)

Government Code section 83120 provides that an "interested person may seek judicial review of any action of the Commission." Although there is no published jurisprudence on the topic, this broad grant of authority would certainly appear to permit an interested party to challenge any action of the FPPC in an administrative enforcement matter, as discussed above, ranging from closing a complaint without action to adjudicating and imposing a fine. This would be in the form of administrative mandamus for an act without or in excess of jurisdiction or an alleged unconstitutional



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act. (CCP § 1094.5.) Such review would be very narrow and circumscribed by the broad discretion enjoyed by the FPPC and the limited scope of such a challenge.

Civil Prosecution

Any person may file a complaint seeking civil penalties, in essence, act as the "civil prosecutor," as discussed above. However, the person must first make a written request of the competent civil prosecutor to file the action. If the civil prosecutor files suit, the citizen is precluded from proceeding. However, if after 120 days of the request, the civil prosecutor has not filed an action, the party may file an action for civil penalties pursuant to sections 91004 and 91005 of the Act. In either instance, no civil action may be filed for a violation of the Act where the FPPC has already issued an administrative order against the same party for the violation at issue. (Gov. Code § 91008.5). It is likely that successful plaintiff could recoup costs and attorney fees under the Private Attorney General statute. (CCP § 1021.5.)

Civil Injunctive Relief

Any person residing in the jurisdiction may sue for an injunction to enjoin violations of the Act or to compel compliance with the provisions of the Act. A prevailing plaintiff may obtain attorney fees and costs. (Gov. Code § 91003(a); 91012.) In such an action the court may restrain any official action of an agency that is alleged to have been taken or threatened in violation of the Act and to void such an action if a violation is established. (Gov. Code § 91003(b).)

If you have any questions regarding the information contained in this memo, please contact your Best Best & Krieger counsel or one of the authors.

ISAAC ROSEN
GARY SCHONS



2017 - THE BROWN ACT

As amended by Chapter 175 Statutes of 2016 (SB 1436), Chapter 265 Statutes of 2016 (AB 2257) and Chapter 507 Statutes of 2016 (AB 1787)
(New language underlined; repealed language ~~lined-out~~)

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THE RALPH M. BROWN ACT
(Government Code Sections 54950 - 54963)

§54950. **Declaration, Intent; Sovereignty**

In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

§ 54950.5. **Title of Act**

This chapter shall be known as the Ralph M. Brown Act.

§ 54951. **Local Agency, Definition**

As used in this chapter, "local agency" means a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission or agency thereof, or other local public agency.

§ 54952. **Legislative Body, Definition**

As used in this chapter, "legislative body" means:

- (a) The governing body of a local agency or any other local body created by state or federal statute.
- (b) A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than



a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.

(c) (1) A board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that either:

(A) Is created by the elected legislative body in order to exercise authority that may lawfully be delegated by the elected governing body to a private corporation, limited liability company, or other entity.

(B) Receives funds from a local agency and the membership of whose governing body includes a member of the legislative body of the local agency appointed to that governing body as a full voting member by the legislative body of the local agency.

(2) Notwithstanding subparagraph (B) of paragraph (1), no board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that receives funds from a local agency and, as of February 9, 1996, has a member of the legislative body of the local agency as a full voting member of the governing body of that private corporation, limited liability company, or other entity shall be relieved from the public meeting requirements of this chapter by virtue of a change in status of the full voting member to a nonvoting member.

(d) The lessee of any hospital the whole or part of which is first leased pursuant to subdivision (p) of Section 32121 of the Health and Safety Code after January 1, 1994, where the lessee exercises any material authority of a legislative body of a local agency delegated to it by that legislative body whether the lessee is organized and operated by the local agency or by a delegated authority.



§ 54952.1. **Newly Elected Members**

Any person elected to serve as a member of a legislative body who has not yet assumed the duties of office shall conform his or her conduct to the requirements of this chapter and shall be treated for purposes of enforcement of this chapter as if he or she has already assumed office.

§ 54952.2. **Meeting, Definition**

(a) As used in this chapter, “meeting” means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

(b) (1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

(c) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of a legislative body and any other person that do not violate subdivision (b).

(2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented



by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.



§ 54952.3. Meetings; Simultaneous

(a) A legislative body that has convened a meeting and whose membership constitutes a quorum of any other legislative body may convene a meeting of that other legislative body, simultaneously or in serial order, only if a clerk or a member of the convened legislative body verbally announces, prior to convening any simultaneous or serial order meeting of that subsequent legislative body, the amount of compensation or stipend, if any, that each member will be entitled to receive as a result of convening the simultaneous or serial meeting of the subsequent legislative body and identifies that the compensation or stipend shall be provided as a result of convening a meeting for which each member is entitled to collect compensation or a stipend. However, the clerk or member of the legislative body shall not be required to announce the amount of compensation if the amount of compensation is prescribed in statute and no additional compensation has been authorized by a local agency.

(b) For purposes of this section, compensation and stipend shall not include amounts reimbursed for actual and necessary expenses incurred by a member in the performance of the member's official duties, including, but not limited to, reimbursement of expenses relating to travel, meals, and lodging.

§ 54952.6. Action Taken, Definition

As used in this chapter, "action taken" means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance.

§ 54952.7. Copies of Chapter to Members of Legislative Body of Local Agencies

A legislative body of a local agency may require that a copy of this chapter be given to each member of the legislative body and any person elected to serve as a member of the legislative body who has not assumed the duties of office. An elected



legislative body of a local agency may require that a copy of this chapter be given to each member of each legislative body all or a majority of whose members are appointed by or under the authority of the elected legislative body.

§ 54953. Meetings to be Open and Public; Attendance

(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.



(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), when a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and that number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within



or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(4) This subdivision shall remain in effect only until January 1, 2018.

§ 54953.1. Testimony of Members Before Grand Jury

The provisions of this chapter shall not be construed to prohibit the members of the legislative body of a local agency from giving testimony in private before a grand jury, either as individuals or as a body.

§ 54953.2. Protections and Prohibitions Under the Americans with Disabilities Act of 1990

All meetings of a legislative body of a local agency that are open and public shall meet the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

§ 54953.3. Conditions to Attendance

A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to



provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

§ 54953.5. Right to Record Proceedings; Retention of Recordings

(a) Any person attending an open and public meeting of a legislative body of a local agency shall have the right to record the proceedings with an audio or video recorder or a still or motion picture camera in the absence of a reasonable finding by the legislative body of the local agency that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

(b) Any audio or video recording of an open and public meeting made for whatever purpose by or at the direction of the local agency shall be subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), but, notwithstanding Section 34090, may be erased or destroyed 30 days after the recording. Any inspection of an audio or video recording shall be provided without charge on equipment made available by the local agency.

§ 54953.6. Right to Broadcast Proceedings

No legislative body of a local agency shall prohibit or otherwise restrict the broadcast of its open and public meetings in the absence of a reasonable finding that the broadcast cannot be accomplished without noise, illumination, or obstruction of view that would constitute a persistent disruption of the proceedings.



§ 54953.7. Access to Meetings Beyond Minimal Standards

Notwithstanding any other provision of law, legislative bodies of local agencies may impose requirements upon themselves which allow greater access to their meetings than prescribed by the minimal standards set forth in this chapter. In addition thereto, an elected legislative body of a local agency may impose such requirements on those appointed legislative bodies of the local agency of which all or a majority of the members are appointed by or under the authority of the elected legislative body.

§ 54954. Rules for Conduct of Business; Time and Place for Holding Regular Meetings

(a) Each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. Meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting pursuant to subdivision (a) of Section 54954.2, shall be considered for purposes of this chapter as regular meetings of the legislative body.

(b) Regular and special meetings of the legislative body shall be held within the boundaries of the territory over which the local agency exercises jurisdiction, except to do any of the following:

(1) Comply with state or federal law or court order, or attend a judicial or administrative proceeding to which the local agency is a party.

(2) Inspect real or personal property which cannot be conveniently brought within the boundaries of the territory over which the local agency exercises jurisdiction provided that the topic of the meeting is limited to items directly related to the real or personal property.

(3) Participate in meetings or discussions of multiagency significance that are outside the boundaries of a local agency's jurisdiction. However, any meeting or discussion held pursuant to this subdivision shall take place within the



jurisdiction of one of the participating local agencies and be noticed by all participating agencies as provided for in this chapter.

(4) Meet in the closest meeting facility if the local agency has no meeting facility within the boundaries of the territory over which the local agency exercises jurisdiction, or at the principal office of the local agency if that office is located outside the territory over which the agency exercises jurisdiction.

(5) Meet outside their immediate jurisdiction with elected or appointed officials of the United States or the State of California when a local meeting would be impractical, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction.

(6) Meet outside their immediate jurisdiction if the meeting takes place in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.

(7) Visit the office of the local agency's legal counsel for a closed session on pending litigation held pursuant to Section 54956.9, when to do so would reduce legal fees or costs.

(c) Meetings of the governing board of a school district shall be held within the district, except under the circumstances enumerated in subdivision (b), or to do any of the following:

(1) Attend a conference on non-adversarial collective bargaining techniques.

(2) Interview members of the public residing in another district with reference to the trustees' potential employment of an applicant for the position of the superintendent of the district.

(3) Interview a potential employee from another district.

(d) Meetings of a joint powers authority shall occur within the territory of at least one of its member agencies, or as provided in subdivision (b). However, a joint powers authority which has members throughout the state may meet at any facility in the state which complies with the requirements of Section 54961.



(e) If, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings shall be held for the duration of the emergency at the place designated by the presiding officer of the legislative body or his or her designee in a notice to the local media that have requested notice pursuant to Section 54956, by the most rapid means of communication available at the time.

§ 54954.1. Mailed Notice of Meetings, On Request Therefor: Charge

Any person may request that a copy of the agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person. If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Upon receipt of the written request, the legislative body or its designee shall cause the requested materials to be mailed at the time the agenda is posted pursuant to Section 54954.2 and 54956 or upon distribution to all, or a majority of all, of the members of a legislative body, whichever occurs first. Any request for mailed copies of agendas or agenda packets shall be valid for the calendar year in which it is filed, and must be renewed following January 1 of each year. The legislative body may establish a fee for mailing the agenda or agenda packet, which fee shall not exceed the cost of providing the service. Failure of the requesting person to receive the agenda or agenda packet pursuant to this section shall not constitute grounds for invalidation of the actions of the legislative body taken at the meeting for which the agenda or agenda packet was not received.

§ 54954.2. Agenda; Posting; Action or Discussion on Other Matters

(a) (1) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description



of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency's Internet Web site, if the local agency has one. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

(2) For a meeting occurring on and after January 1, 2019, of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site, the following provisions shall apply:

(A) An online posting of an agenda shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state that is accessible through a prominent, direct link to the current agenda. The direct link to the agenda shall not be in a contextual menu; however, a link in addition to the direct link to the agenda may be accessible through a contextual menu.

(B) An online posting of an agenda including, but not limited to, an agenda posted in an integrated agenda management platform, shall be posted in an open format that meets all of the following requirements:

(i) Retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications.

(ii) Platform independent and machine readable.

(iii) Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.



(C) A legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site and an integrated agenda management platform shall not be required to comply with subparagraph (A) if all of the following are met:

(i) A direct link to the integrated agenda management platform shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state. The direct link to the integrated agenda management platform shall not be in a contextual menu. When a person clicks on the direct link to the integrated agenda management platform, the direct link shall take the person directly to an Internet Web site with the agendas of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state.

(ii) The integrated agenda management platform may contain the prior agendas of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state for all meetings occurring on or after January 1, 2019.

(iii) The current agenda of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state shall be the first agenda available at the top of the integrated agenda management platform.

(iv) All agendas posted in the integrated agenda management platform shall comply with the requirements in clauses (i), (ii), and (iii) of subparagraph (B).

(D) For the purposes of this paragraph, both of the following definitions shall apply:

(i) "Integrated agenda management platform" means an Internet Web site of a city, county, city and county, special district, school



district, or political subdivision established by the state dedicated to providing the entirety of the agenda information for the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state to the public.

(ii) "Legislative body" has the same meaning as that term is used in subdivision (a) of Section 54952.

(E) The provisions of this paragraph shall not apply to a political subdivision of a local agency that was established by the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state.

~~(2)~~(3) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take



immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(c) This section is necessary to implement and reasonably within the scope of paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

(d) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

§ 54954.3. Opportunity for Public to Address Legislative Body; Regulations

(a) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. However, the agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of



members of the legislative body, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item, as determined by the legislative body. Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.

(b) (1) The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.

(2) Notwithstanding paragraph (1), when the legislative body of a local agency limits time for public comment, the legislative body of a local agency shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.

(3) Paragraph (2) shall not apply if the legislative body of a local agency utilizes simultaneous translation equipment in a manner that allows the legislative body of a local agency to hear the translated public testimony simultaneously.

(c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

§ 54954.4. Reimbursement for Costs

(a) The Legislature hereby finds and declares that Section 12 of Chapter 641 of the Statutes of 1986, authorizing reimbursement to local agencies and school districts for costs mandated by the state pursuant to that act, shall be interpreted strictly. The intent of the Legislature is to provide reimbursement for only those costs



which are clearly and unequivocally incurred as the direct and necessary result of compliance with Chapter 641 of the Statutes of 1986.

(b) In this regard, the Legislature directs all state employees and officials involved in reviewing or authorizing claims for reimbursement, or otherwise participating in the reimbursement process, to rigorously review each claim and authorize only those claims, or parts thereof, which represent costs which are clearly and unequivocally incurred as the direct and necessary result of compliance with Chapter 641 of the Statutes of 1986 and for which complete documentation exists. For purposes of Section 54954.2, costs eligible for reimbursement shall only include the actual cost to post a single agenda for any one meeting.

(c) The Legislature hereby finds and declares that complete, faithful, and uninterrupted compliance with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code) is a matter of overriding public importance. Unless specifically stated, no future Budget Act, or related budget enactments, shall, in any manner, be interpreted to suspend, eliminate, or otherwise modify the legal obligation and duty of local agencies to fully comply with Chapter 641 of the Statutes of 1986 in a complete, faithful, and uninterrupted manner.

§ 54954.5. Closed Session Item Descriptions

For purposes of describing closed session items pursuant to Section 54954.2, the agenda may describe closed sessions as provided below. No legislative body or elected official shall be in violation of Section 54954.2 or 54956 if the closed session items were described in substantial compliance with this section. Substantial compliance is satisfied by including the information provided below, irrespective of its format.

(a) With respect to a closed session held pursuant to Section 54956.7:

LICENSE/PERMIT DETERMINATION

Applicant(s): (Specify number of applicants)



(b) With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: (Specify street address, or if no street address, the parcel number or other unique reference, of the real property under negotiation)

Agency negotiator: (Specify names of negotiators attending the closed session) (If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Negotiating parties: (Specify name of party (not agent))

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)

(c) With respect to every item of business to be discussed in closed session pursuant to Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: (Specify by reference to claimant's name, names of parties, case or claim numbers) or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

(In addition to the information noticed above, the agency may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to paragraphs (2) to (5), inclusive, of subdivision (e) of Section 54956.9.)

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Specify number of potential cases)



(d) With respect to every item of business to be discussed in closed session pursuant to Section 54956.95:

LIABILITY CLAIMS

Claimant: (Specify name unless unspecified pursuant to Section 54961)

Agency claimed against: (Specify name)

(e) With respect to every item of business to be discussed in closed session pursuant to Section 54957:

THREAT TO PUBLIC SERVICES OR FACILITIES

Consultation with: (Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title)

PUBLIC EMPLOYEE APPOINTMENT

Title: (Specify description of position to be filled)

PUBLIC EMPLOYMENT

Title: (Specify description of position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: (Specify position title of employee being reviewed)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(No additional information is required in connection with a closed session to consider discipline, dismissal, or release of a public employee. Discipline includes potential reduction of compensation.)

(f) With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: (Specify names of designated representatives attending the closed session) (If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: (Specify name of organization representing employee or employees in question)



OR

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of the negotiations)

(g) With respect to closed sessions called pursuant to Section 54957.8:

CASE REVIEW/PLANNING

(No additional information is required in connection with a closed session to consider case review or planning.)

(h) With respect to every item of business to be discussed in closed session pursuant to Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code:

REPORT INVOLVING TRADE SECRET

Discussion will concern: (Specify whether discussion will concern proposed new service, program, or facility)

Estimated date of public disclosure: (Specify month and year)

HEARINGS

Subject matter: (Specify whether testimony/deliberation will concern staff privileges, report of medical audit committee, or report of quality assurance committee)

(i) With respect to every item of business to be discussed in closed session pursuant to Section 54956.86:

CHARGE OR COMPLAINT INVOLVING INFORMATION PROTECTED BY FEDERAL LAW

(No additional information is required in connection with a closed session to discuss a charge or complaint pursuant to Section 54956.86.)

(j) With respect to every item of business to be discussed in closed session pursuant to Section 54956.96:

CONFERENCE INVOLVING A JOINT POWERS AGENCY (Specify by name)

Discussion will concern: (Specify closed session description used by the joint powers agency)

Name of local agency representative on joint powers agency board:
(Specify name)



(Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives.)

(k) With respect to every item of business to be discussed in closed session pursuant to Section 54956.75:

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

§ 54954.6. Public Hearing Required Prior to Adoption of New Or Increased Taxes Or Assessments

(a) (1) Before adopting any new or increased general tax or any new or increased assessment, the legislative body of a local agency shall conduct at least one public meeting at which local officials shall allow public testimony regarding the proposed new or increased general tax or new or increased assessment in addition to the noticed public hearing at which the legislative body proposes to enact or increase the general tax or assessment.

For purposes of this section, the term “new or increased assessment” does not include any of the following:

(A) A fee that does not exceed the reasonable cost of providing the services, facilities, or regulatory activity for which the fee is charged.

(B) A service charge, rate, or charge, unless a special district's principal act requires the service charge, rate, or charge to conform to the requirements of this section.

(C) An ongoing annual assessment if it is imposed at the same or lower amount as any previous year.

(D) An assessment that does not exceed an assessment formula or range of assessments previously specified in the notice given to the public pursuant to subparagraph (G) of paragraph (2) of subdivision (c) and that was previously adopted by the agency or approved by the voters in the area where the assessment is imposed.

(E) Standby or immediate availability charges.



(2) The legislative body shall provide at least 45 days' public notice of the public hearing at which the legislative body proposes to enact or increase the general tax or assessment. The legislative body shall provide notice for the public meeting at the same time and in the same document as the notice for the public hearing, but the meeting shall occur prior to the hearing.

(b) (1) The joint notice of both the public meeting and the public hearing required by subdivision (a) with respect to a proposal for a new or increased general tax shall be accomplished by placing a display advertisement of at least one-eighth page in a newspaper of general circulation for three weeks pursuant to Section 6063 and by a first-class mailing to those interested parties who have filed a written request with the local agency for mailed notice of public meetings or hearings on new or increased general taxes. The public meeting pursuant to subdivision (a) shall take place no earlier than 10 days after the first publication of the joint notice pursuant to this subdivision. The public hearing shall take place no earlier than seven days after the public meeting pursuant to this subdivision. Notwithstanding paragraph (2) of subdivision (a), the joint notice need not include notice of the public meeting after the meeting has taken place. The public hearing pursuant to subdivision (a) shall take place no earlier than 45 days after the first publication of the joint notice pursuant to this subdivision. Any written request for mailed notices shall be effective for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The legislative body may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service.

(2) The notice required by paragraph (1) of this subdivision shall include, but not be limited to, the following:

(A) The amount or rate of the tax. If the tax is proposed to be increased from any previous year, the joint notice shall separately state both the existing tax rate and the proposed tax rate increase.

(B) The activity to be taxed.



(C) The estimated amount of revenue to be raised by the tax annually.

(D) The method and frequency for collecting the tax.

(E) The dates, times, and locations of the public meeting and hearing described in subdivision (a).

(F) The telephone number and address of an individual, office, or organization that interested persons may contact to receive additional information about the tax.

(c) (1) The joint notice of both the public meeting and the public hearing required by subdivision (a) with respect to a proposal for a new or increased assessment on real property or businesses shall be accomplished through a mailing, postage prepaid, in the United States mail and shall be deemed given when so deposited. The public meeting pursuant to subdivision (a) shall take place no earlier than 10 days after the joint mailing pursuant to this subdivision. The public hearing shall take place no earlier than seven days after the public meeting pursuant to this subdivision. The envelope or the cover of the mailing shall include the name of the local agency and the return address of the sender. This mailed notice shall be in at least 10-point type and shall be given to all property owners or business owners proposed to be subject to the new or increased assessment by a mailing by name to those persons whose names and addresses appear on the last equalized county assessment roll, the State Board of Equalization assessment roll, or the local agency's records pertaining to business ownership, as the case may be.

(2) The joint notice required by paragraph (1) of this subdivision shall include, but not be limited to, the following:

(A) In the case of an assessment proposed to be levied on property, the estimated amount of the assessment per parcel. In the case of an assessment proposed to be levied on businesses, the proposed method and basis of levying the assessment in sufficient detail to allow each business owner to calculate the amount of assessment to be levied against each business. If the assessment is



proposed to be increased from any previous year, the joint notice shall separately state both the amount of the existing assessment and the proposed assessment increase.

(B) A general description of the purpose or improvements that the assessment will fund.

(C) The address to which property owners may mail a protest against the assessment.

(D) The telephone number and address of an individual, office, or organization that interested persons may contact to receive additional information about the assessment.

(E) A statement that a majority protest will cause the assessment to be abandoned if the assessment act used to levy the assessment so provides. Notice shall also state the percentage of protests required to trigger an election, if applicable.

(F) The dates, times, and locations of the public meeting and hearing described in subdivision (a).

(G) A proposed assessment formula or range as described in subparagraph (D) of paragraph (1) of subdivision (a) if applicable and that is noticed pursuant to this section.

(3) Notwithstanding paragraph (1), in the case of an assessment that is proposed exclusively for operation and maintenance expenses imposed throughout the entire local agency, or exclusively for operation and maintenance assessments proposed to be levied on 50,000 parcels or more, notice may be provided pursuant to this subdivision or pursuant to paragraph (1) of subdivision (b) and shall include the estimated amount of the assessment of various types, amounts, or uses of property and the information required by subparagraphs (B) to (G), inclusive, of paragraph (2) of subdivision (c).

(4) Notwithstanding paragraph (1), in the case of an assessment proposed to be levied pursuant to Part 2 (commencing with Section 22500) of Division 2 of the Streets and Highways Code by a regional park district, regional park and open-space district, or regional open-space district formed pursuant to Article 3 (commencing



with Section 5500) of Chapter 3 of Division 5 of, or pursuant to Division 26 (commencing with Section 35100) of, the Public Resources Code, notice may be provided pursuant to paragraph (1) of subdivision (b).

(d) The notice requirements imposed by this section shall be construed as additional to, and not to supersede, existing provisions of law, and shall be applied concurrently with the existing provisions so as to not delay or prolong the governmental decision-making process.

(e) This section shall not apply to any new or increased general tax or any new or increased assessment that requires an election of either of the following:

- (1) The property owners subject to the assessment.
- (2) The voters within the local agency imposing the tax or

assessment.

(f) Nothing in this section shall prohibit a local agency from holding a consolidated meeting or hearing at which the legislative body discusses multiple tax or assessment proposals.

(g) The local agency may recover the reasonable costs of public meetings, public hearings, and notice required by this section from the proceeds of the tax or assessment. The costs recovered for these purposes, whether recovered pursuant to this subdivision or any other provision of law, shall not exceed the reasonable costs of the public meetings, public hearings, and notice.

(h) Any new or increased assessment that is subject to the notice and hearing provisions of Article XIII C or XIII D of the California Constitution is not subject to the notice and hearing requirements of this section.

§ 54955. Adjournment of Meetings

The legislative body of a local agency may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the legislative body may declare the meeting adjourned to a stated time and place and he



shall cause a written notice of the adjournment to be given in the same manner as provided in Section 54956 for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, bylaw, or other rule.

§ 54955.1. **Continuance of Meeting to Subsequent Meeting**

Any hearing being held, or noticed or ordered to be held, by a legislative body of a local agency at any meeting may by order or notice of continuance be continued or re-continued to any subsequent meeting of the legislative body in the same manner and to the same extent set forth in Section 54955 for the adjournment of meetings; provided, that if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

§ 54956. **Special Meetings; Call; Notice**

(a) A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the local agency's Internet Web site, if the local agency has one. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and



the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

(b) Notwithstanding any other law, a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive, as defined in subdivision (d) of Section 3511.1. However, this subdivision does not apply to a local agency calling a special meeting to discuss the local agency's budget.

(c) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

§ 54956.5. Emergency Meetings in Emergency Situations

(a) For purposes of this section, "emergency situation" means both of the following:

(1) An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.



(2) A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.

(b) (1) Subject to paragraph (2), in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 54956 or both of the notice and posting requirements.

(2) Each local newspaper of general circulation and radio or television station that has requested notice of special meetings pursuant to Section 54956 shall be notified by the presiding officer of the legislative body, or designee thereof, one hour prior to the emergency meeting, or, in the case of a dire emergency, at or near the time that the presiding officer or designee notifies the members of the legislative body of the emergency meeting. This notice shall be given by telephone and all telephone numbers provided in the most recent request of a newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

(c) During a meeting held pursuant to this section, the legislative body may meet in closed session pursuant to Section 54957 if agreed to by a two-thirds vote of the members of the legislative body present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present.



(d) All special meeting requirements, as prescribed in Section 54956 shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

(e) The minutes of a meeting called pursuant to this section, a list of persons who the presiding officer of the legislative body, or designee of the legislative body, notified or attempted to notify, a copy of the rollcall vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

§ 54956.6. Fees

No fees may be charged by the legislative body of a local agency for carrying out any provision of this chapter, except as specifically authorized by this chapter.

§ 54956.7. Closed Sessions, License Applications; Rehabilitated Criminals

Whenever a legislative body of a local agency determines that it is necessary to discuss and determine whether an applicant for a license or license renewal, who has a criminal record, is sufficiently rehabilitated to obtain the license, the legislative body may hold a closed session with the applicant and the applicant's attorney, if any, for the purpose of holding the discussion and making the determination. If the legislative body determines, as a result of the closed session, that the issuance or renewal of the license should be denied, the applicant shall be offered the opportunity to withdraw the application. If the applicant withdraws the application, no record shall be kept of the discussions or decisions made at the closed session and all matters relating to the closed session shall be confidential. If the applicant does not withdraw the application, the legislative body shall take action at the public meeting during which the closed session is held or at its next public meeting denying the application for the license but all matters relating to the closed session are confidential and shall not be



disclosed without the consent of the applicant, except in an action by an applicant who has been denied a license challenging the denial of the license.

§ 54956.75. **Audit by the State Auditor’s Office; Closed Meeting to Discuss Response**

(a) Nothing contained in this chapter shall be construed to prevent the legislative body of a local agency that has received a confidential final draft audit report from the Bureau of State Audits from holding closed sessions to discuss its response to that report.

(b) After the public release of an audit report by the Bureau of State Audits, if a legislative body of a local agency meets to discuss the audit report, it shall do so in an open session unless exempted from that requirement by some other provision of law.

§ 54956.8. **Real Property Transactions; Closed Meeting With Negotiator**

Notwithstanding any other provision of this chapter, a legislative body of a local agency may hold a closed session with its negotiator prior to the purchase, sale, exchange, or lease of real property by or for the local agency to grant authority to its negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its negotiators, the real property or real properties which the negotiations may concern, and the person or persons with whom its negotiators may negotiate.

For purposes of this section, negotiators may be members of the legislative body of the local agency.

For purposes of this section, “lease” includes renewal or renegotiation of a lease.



Nothing in this section shall preclude a local agency from holding a closed session for discussions regarding eminent domain proceedings pursuant to Section 54956.9.

§ 54956.81. **Closed Sessions; Specific Pension Fund Investments**

Notwithstanding any other provision of this chapter, a legislative body of a local agency that invests pension funds may hold a closed session to consider the purchase or sale of particular, specific pension fund investments. All investment transaction decisions made during the closed session shall be made by rollcall vote entered into the minutes of the closed session as provided in subdivision (a) of Section 54957.2.

§ 54956.86. **Closed Sessions, Legislative Body of Private Corporations;
Federally Protected Information**

Notwithstanding any other provision of this chapter, a legislative body of a local agency which provides services pursuant to Section 14087.3 of the Welfare and Institutions Code may hold a closed session to hear a charge or complaint from a member enrolled in its health plan if the member does not wish to have his or her name, medical status, or other information that is protected by federal law publicly disclosed. Prior to holding a closed session pursuant to this section, the legislative body shall inform the member, in writing, of his or her right to have the charge or complaint heard in an open session rather than a closed session.

§ 54956.87. **Records of Certain Health Plans; Meetings on Health Plan
Trade Secrets**

(a) Notwithstanding any other provision of this chapter, the records of a health plan that is licensed pursuant to the Knox-Keene Health Care Service Plan Act of 1975 (Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code) and that is governed by a county board of supervisors, whether paper records, records maintained in the management information system, or records in any



other form, that relate to provider rate or payment determinations, allocation or distribution methodologies for provider payments, formulas or calculations for these payments, and contract negotiations with providers of health care for alternative rates are exempt from disclosure for a period of three years after the contract is fully executed. The transmission of the records, or the information contained therein in an alternative form, to the board of supervisors shall not constitute a waiver of exemption from disclosure, and the records and information once transmitted to the board of supervisors shall be subject to this same exemption.

(b) Notwithstanding any other provision of law, the governing board of a health plan that is licensed pursuant to the Knox-Keene Health Care Service Plan Act of 1975 (Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code) and that is governed by a county board of supervisors may order that a meeting held solely for the purpose of discussion or taking action on health plan trade secrets, as defined in subdivision (f), shall be held in closed session. The requirements of making a public report of action taken in closed session, and the vote or abstention of every member present, may be limited to a brief general description without the information constituting the trade secret.

(c) Notwithstanding any other provision of law, the governing board of a health plan may meet in closed session to consider and take action on matters pertaining to contracts and contract negotiations by the health plan with providers of health care services concerning all matters related to rates of payment. The governing board may delete the portion or portions containing trade secrets from any documents that were finally approved in the closed session held pursuant to subdivision (b) that are provided to persons who have made the timely or standing request.

(d) Nothing in this section shall be construed as preventing the governing board from meeting in closed session as otherwise provided by law.

(e) The provisions of this section shall not prevent access to any records by the Joint Legislative Audit Committee in the exercise of its powers pursuant to Article 1 (commencing with Section 10500) of Chapter 4 of Part 2 of Division 2 of Title 2. The provisions of this section also shall not prevent access to any records by the



Department of Managed Health Care in the exercise of its powers pursuant to Article 1 (commencing with Section 1340) of Chapter 2.2 of Division 2 of the Health and Safety Code.

(f) For purposes of this section, “health plan trade secret” means a trade secret, as defined in subdivision (d) of Section 3426.1 of the Civil Code, that also meets both of the following criteria:

(1) The secrecy of the information is necessary for the health plan to initiate a new service, program, marketing strategy, business plan, or technology, or to add a benefit or product.

(2) Premature disclosure of the trade secret would create a substantial probability of depriving the health plan of a substantial economic benefit or opportunity.

§ 54956.9. Pending Litigation; Closed Session; Abrogation of Privilege

(a) Nothing in this chapter shall be construed to prevent a legislative body of a local agency, based on advice of its legal counsel, from holding a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation.

(b) For purposes of this chapter, all expressions of the lawyer-client privilege other than those provided in this section are hereby abrogated. This section is the exclusive expression of the lawyer-client privilege for purposes of conducting closed-session meetings pursuant to this chapter.

(c) For purposes of this section, “litigation” includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.

(d) For purposes of this section, litigation shall be considered pending when any of the following circumstances exist:

(1) Litigation, to which the local agency is a party, has been initiated formally.



(2) A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.

(3) Based on existing facts and circumstances, the legislative body of the local agency is meeting only to decide whether a closed session is authorized pursuant to paragraph (2).

(4) Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation.

(e) For purposes of paragraphs (2) and (3) of subdivision (d), “existing facts and circumstances” shall consist only of one of the following:

(1) Facts and circumstances that might result in litigation against the local agency but which the local agency believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed.

(2) Facts and circumstances, including, but not limited to, an accident, disaster, incident, or transactional occurrence that might result in litigation against the agency and that are known to a potential plaintiff or plaintiffs, which facts or circumstances shall be publicly stated on the agenda or announced.

(3) The receipt of a claim pursuant to the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or some other written communication from a potential plaintiff threatening litigation, which claim or communication shall be available for public inspection pursuant to Section 54957.5.

(4) A statement made by a person in an open and public meeting threatening litigation on a specific matter within the responsibility of the legislative body.

(5) A statement threatening litigation made by a person outside an open and public meeting on a specific matter within the responsibility of the legislative body so long as the official or employee of the local agency receiving



knowledge of the threat makes a contemporaneous or other record of the statement prior to the meeting, which record shall be available for public inspection pursuant to Section 54957.5. The records so created need not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on their behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed.

(f) Nothing in this section shall require disclosure of written communications that are privileged and not subject to disclosure pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1).

(g) Prior to holding a closed session pursuant to this section, the legislative body of the local agency shall state on the agenda or publicly announce the paragraph of subdivision (d) that authorizes the closed session. If the session is closed pursuant to paragraph (1) of subdivision (d), the body shall state the title of or otherwise specifically identify the litigation to be discussed, unless the body states that to do so would jeopardize the agency's ability to effectuate service of process upon one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(h) A local agency shall be considered to be a "party" or to have a "significant exposure to litigation" if an officer or employee of the local agency is a party or has significant exposure to litigation concerning prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation in which it is an issue whether an activity is outside the course and scope of the office or employment.

§ 54956.95. Closed Sessions; Joint Powers Insurance Authorities

(a) Nothing in this chapter shall be construed to prevent a joint powers agency formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1, for purposes of insurance pooling, or a local agency member of the



joint powers agency, from holding a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the joint powers agency or a local agency member of the joint powers agency.

(b) Nothing in this chapter shall be construed to prevent the Local Agency Self-Insurance Authority formed pursuant to Chapter 5.5 (commencing with Section 6599.01) of Division 7 of Title 1, or a local agency member of the authority, from holding a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the authority or a local agency member of the authority.

(c) Nothing in this section shall be construed to affect Section 54956.9 with respect to any other local agency.

§ 54956.96. Closed Session; Joint Powers Agencies

(a) Nothing in this chapter shall be construed to prevent the legislative body of a joint powers agency formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1, from adopting a policy or a bylaw or including in its joint powers agreement provisions that authorize either or both of the following:

(1) All information received by the legislative body of the local agency member in a closed session related to the information presented to the joint powers agency in closed session shall be confidential. However, a member of the legislative body of a member local agency may disclose information obtained in a closed session that has direct financial or liability implications for that local agency to the following individuals:

(A) Legal counsel of that member local agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that member local agency.

(B) Other members of the legislative body of the local agency present in a closed session of that member local agency.

(2) Any designated alternate member of the legislative body of the joint powers agency who is also a member of the legislative body of a local agency



member and who is attending a properly noticed meeting of the joint powers agency in lieu of a local agency member's regularly appointed member to attend closed sessions of the joint powers agency.

(b) If the legislative body of a joint powers agency adopts a policy or a bylaw or includes provisions in its joint powers agreement pursuant to subdivision (a), then the legislative body of the local agency member, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the joint powers agency pursuant to paragraph (1) of subdivision (a).

§ 54957. Closed Sessions; Discussion of Employee/Independent Contractor; Exclusion of Witnesses

(a) This chapter shall not be construed to prevent the legislative body of a local agency from holding closed sessions with the Governor, Attorney General, district attorney, agency counsel, sheriff, or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, a threat to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or a threat to the public's right of access to public services or public facilities.

(b) (1) Subject to paragraph (2), this chapter shall not be construed to prevent the legislative body of a local agency from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

(2) As a condition to holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time for



holding the session. If notice is not given, any disciplinary or other action taken by the legislative body against the employee based on the specific complaints or charges in the closed session shall be null and void.

(3) The legislative body also may exclude from the public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

(4) For the purposes of this subdivision, the term “employee” shall include an officer or an independent contractor who functions as an officer or an employee but shall not include any elected official, member of a legislative body or other independent contractors. This subdivision shall not limit local officials' ability to hold closed session meetings pursuant to Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code. Closed sessions held pursuant to this subdivision shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

§ 54957.1. Closed Sessions; Public Report of Decisions

(a) The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present, as follows:

(1) Approval of an agreement concluding real estate negotiations pursuant to Section 54956.8 shall be reported after the agreement is final, as follows:

(A) If its own approval renders the agreement final, the body shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with the other party to the negotiations, the local agency shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the local agency of its approval.



(2) Approval given to its legal counsel to defend, or seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in any form of litigation as the result of a consultation under Section 54956.9 shall be reported in open session at the public meeting during which the closed session is held. The report shall identify, if known, the adverse party or parties and the substance of the litigation. In the case of approval given to initiate or intervene in an action, the announcement need not identify the action, the defendants, or other particulars, but shall specify that the direction to initiate or intervene in an action has been given and that the action, the defendants, and the other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the agency's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(3) Approval given to its legal counsel of a settlement of pending litigation, as defined in Section 54956.9, at any stage prior to or during a judicial or quasi-judicial proceeding shall be reported after the settlement is final, as follows:

(A) If the legislative body accepts a settlement offer signed by the opposing party, the body shall report its acceptance and identify the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with some other party to the litigation or with the court, then as soon as the settlement becomes final, and upon inquiry by any person, the local agency shall disclose the fact of that approval, and identify the substance of the agreement.

(4) Disposition reached as to claims discussed in closed session pursuant to Section 54956.95 shall be reported as soon as reached in a manner that identifies the name of the claimant, the name of the local agency claimed against, the substance of the claim, and any monetary amount approved for payment and agreed upon by the claimant.



(5) Action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee in closed session pursuant to Section 54957 shall be reported at the public meeting during which the closed session is held. Any report required by this paragraph shall identify the title of the position. The general requirement of this paragraph notwithstanding, the report of a dismissal or of the nonrenewal of an employment contract shall be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

(6) Approval of an agreement concluding labor negotiations with represented employees pursuant to Section 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. The report shall identify the item approved and the other party or parties to the negotiation.

(7) Pension fund investment transaction decisions made pursuant to Section 54956.81 shall be disclosed at the first open meeting of the legislative body held after the earlier of the close of the investment transaction or the transfer of pension fund assets for the investment transaction.

(b) Reports that are required to be made pursuant to this section may be made orally or in writing. The legislative body shall provide to any person who has submitted a written request to the legislative body within 24 hours of the posting of the agenda, or to any person who has made a standing request for all documentation as part of a request for notice of meetings pursuant to Section 54954.1 or 54956, if the requester is present at the time the closed session ends, copies of any contracts, settlement agreements, or other documents that were finally approved or adopted in the closed session. If the action taken results in one or more substantive amendments to the related documents requiring retyping, the documents need not be released until the retyping is completed during normal business hours, provided that the presiding officer of the legislative body or his or her designee orally summarizes the substance of the amendments for the benefit of the document requester or any other person present and requesting the information.

(c) The documentation referred to in subdivision (b) shall be available to any person on the next business day following the meeting in which the action



referred to is taken or, in the case of substantial amendments, when any necessary retyping is complete.

(d) Nothing in this section shall be construed to require that the legislative body approve actions not otherwise subject to legislative body approval.

(e) No action for injury to a reputational, liberty, or other personal interest may be commenced by or on behalf of any employee or former employee with respect to whom a disclosure is made by a legislative body in an effort to comply with this section.

(f) This section is necessary to implement, and reasonably within the scope of, paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

§ 54957.2. Minute Book Record of Closed Sessions; Inspection

(a) The legislative body of a local agency may, by ordinance or resolution, designate a clerk or other officer or employee of the local agency who shall then attend each closed session of the legislative body and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book made pursuant to this section is not a public record subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), and shall be kept confidential. The minute book shall be available only to members of the legislative body or, if a violation of this chapter is alleged to have occurred at a closed session, to a court of general jurisdiction wherein the local agency lies. Such minute book may, but need not, consist of a recording of the closed session.

(b) An elected legislative body of a local agency may require that each legislative body all or a majority of whose members are appointed by or under the authority of the elected legislative body keep a minute book as prescribed under subdivision (a).



§ 54957.5. Agendas and Other Writings Distributed for Discussion or Consideration at Public Meetings; Public Records; Inspection; Closed Sessions

(a) Notwithstanding Section 6255 or any other law, agendas of public meetings and any other writings, when distributed to all, or a majority of all, of the members of a legislative body of a local agency by any person in connection with a matter subject to discussion or consideration at an open meeting of the body, are disclosable public records under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), and shall be made available upon request without delay. However, this section shall not include any writing exempt from public disclosure under Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, 6254.22, or 6254.26.

(b) (1) If a writing that is a public record under subdivision (a), and that relates to an agenda item for an open session of a regular meeting of the legislative body of a local agency, is distributed less than 72 hours prior to that meeting, the writing shall be made available for public inspection pursuant to paragraph (2) at the time the writing is distributed to all, or a majority of all, of the members of the body.

(2) A local agency shall make any writing described in paragraph (1) available for public inspection at a public office or location that the agency shall designate for this purpose. Each local agency shall list the address of this office or location on the agendas for all meetings of the legislative body of that agency. The local agency also may post the writing on the local agency's Internet Web site in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting.

(3) This subdivision shall become operative on July 1, 2008.

(c) Writings that are public records under subdivision (a) and that are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the local agency or a member of its legislative body, or after the meeting if prepared by some other person. These writings shall be made available in appropriate alternative formats upon request by a person with a disability, as required



by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(d) This chapter shall not be construed to prevent the legislative body of a local agency from charging a fee or deposit for a copy of a public record pursuant to Section 6253, except that a surcharge shall not be imposed on persons with disabilities in violation of Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(e) This section shall not be construed to limit or delay the public's right to inspect or obtain a copy of any record required to be disclosed under the requirements of the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1). This chapter shall not be construed to require a legislative body of a local agency to place any paid advertisement or any other paid notice in any publication.

§ 54957.6. Closed Sessions; Salaries, Legislative Body of Local Agencies; Salaries, Salary Schedules or Fringe Benefits; Mandatory Subjects

(a) Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its designated representatives.

Closed sessions of a legislative body of a local agency, as permitted in this section, shall be for the purpose of reviewing its position and instructing the local agency's designated representatives.



Closed sessions, as permitted in this section, may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.

Closed sessions with the local agency's designated representative regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussion of an agency's available funds and funding priorities, but only insofar as these discussions relate to providing instructions to the local agency's designated representative.

Closed sessions held pursuant to this section shall not include final action on the proposed compensation of one or more unrepresented employees.

For the purposes enumerated in this section, a legislative body of a local agency may also meet with a state conciliator who has intervened in the proceedings.

(b) For the purposes of this section, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee, but shall not include any elected official, member of a legislative body, or other independent contractors.

§ 54957.7. Closed Sessions; Statement of Reasons and Legal Authority; Scope of Coverage; Notice

(a) Prior to holding any closed session, the legislative body of the local agency shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the legislative body may consider only those matters covered in its statement. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.

(b) After any closed session, the legislative body shall reconvene into open session prior to adjournment and shall make any disclosures required by Section 54957.1 of action taken in the closed session.

(c) The announcements required to be made in open session pursuant to this section may be made at the location announced in the agenda for the closed



session, as long as the public is allowed to be present at that location for the purpose of hearing the announcements.

§ 54957.8. Closed Sessions; Legislative Body Of Multijurisdictional Law Enforcement Agency

(a) For purposes of this section, “multijurisdictional law enforcement agency” means a joint powers entity formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 that provides law enforcement services for the parties to the joint powers agreement for the purpose of investigating criminal activity involving drugs; gangs; sex crimes; firearms trafficking or felony possession of a firearm; high technology, computer, or identity theft; human trafficking; or vehicle theft.

(b) Nothing contained in this chapter shall be construed to prevent the legislative body of a multijurisdictional law enforcement agency, or an advisory body of a multijurisdictional law enforcement agency, from holding closed sessions to discuss the case records of any ongoing criminal investigation of the multijurisdictional law enforcement agency or of any party to the joint powers agreement, to hear testimony from persons involved in the investigation, and to discuss courses of action in particular cases.

§ 54957.9. Authorization to Clear Room Where Meeting Willfully Interrupted, Etc.

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative



body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

§ 54957.10. **Closed Sessions; Employee Application for Early Withdrawal of Funds in Deferred Compensation Plan; Financial Hardship**

Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions to discuss a local agency employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan.

54958. **Application of Chapter**

The provisions of this chapter shall apply to the legislative body of every local agency notwithstanding the conflicting provisions of any other state law.

§ 54959. **Criminal Penalty**

Each member of a legislative body who attends a meeting of that legislative body where action is taken in violation of any provision of this chapter, and where the member intends to deprive the public of information to which the member knows or has reason to know the public is entitled under this chapter, is guilty of a misdemeanor.

§ 54960. **Actions to Stop or Prevent Violations or Determine Applicability of Chapter**

(a) The district attorney or any interested person may commence an action by mandamus, injunction, or declaratory relief for the purpose of stopping or preventing violations or threatened violations of this chapter by members of the legislative body of a local agency or to determine the applicability of this chapter to ongoing actions or threatened future actions of the legislative body, or to determine the applicability of this chapter to past actions of the legislative body, subject to Section



54960.2, or to determine whether any rule or action by the legislative body to penalize or otherwise discourage the expression of one or more of its members is valid or invalid under the laws of this state or of the United States, or to compel the legislative body to audio record its closed sessions as hereinafter provided.

(b) The court in its discretion may, upon a judgment of a violation of Section 54956.7, 54956.8, 54956.9, 54956.95, 54957, or 54957.6, order the legislative body to audio record its closed sessions and preserve the audio recordings for the period and under the terms of security and confidentiality the court deems appropriate.

(c) (1) Each recording so kept shall be immediately labeled with the date of the closed session recorded and the title of the clerk or other officer who shall be custodian of the recording.

(2) The audio recordings shall be subject to the following discovery procedures:

(A) In any case in which discovery or disclosure of the audio recording is sought by either the district attorney or the plaintiff in a civil action pursuant to Section 54959, 54960, or 54960.1 alleging that a violation of this chapter has occurred in a closed session that has been recorded pursuant to this section, the party seeking discovery or disclosure shall file a written notice of motion with the appropriate court with notice to the governmental agency that has custody and control of the audio recording. The notice shall be given pursuant to subdivision (b) of Section 1005 of the Code of Civil Procedure.

(B) The notice shall include, in addition to the items required by Section 1010 of the Code of Civil Procedure, all of the following:

(i) Identification of the proceeding in which discovery or disclosure is sought, the party seeking discovery or disclosure, the date and time of the meeting recorded, and the governmental agency that has custody and control of the recording.

(ii) An affidavit that contains specific facts indicating that a violation of the act occurred in the closed session.



(3) If the court, following a review of the motion, finds that there is good cause to believe that a violation has occurred, the court may review, in camera, the recording of that portion of the closed session alleged to have violated the act.

(4) If, following the in camera review, the court concludes that disclosure of a portion of the recording would be likely to materially assist in the resolution of the litigation alleging violation of this chapter, the court shall, in its discretion, make a certified transcript of the portion of the recording a public exhibit in the proceeding.

(5) This section shall not permit discovery of communications that are protected by the attorney-client privilege.

§ 54960.1. Unlawful Action by Legislative Body; Action for Mandamus or Injunction; Prerequisites

(a) The district attorney or any interested person may commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that an action taken by a legislative body of a local agency in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 is null and void under this section. Nothing in this chapter shall be construed to prevent a legislative body from curing or correcting an action challenged pursuant to this section.

(b) Prior to any action being commenced pursuant to subdivision (a), the district attorney or interested person shall make a demand of the legislative body to cure or correct the action alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5. The demand shall be in writing and clearly describe the challenged action of the legislative body and nature of the alleged violation.

(c) (1) The written demand shall be made within 90 days from the date the action was taken unless the action was taken in an open session but in violation of Section 54954.2, in which case the written demand shall be made within 30 days from the date the action was taken.



(2) Within 30 days of receipt of the demand, the legislative body shall cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct or inform the demanding party in writing of its decision not to cure or correct the challenged action.

(3) If the legislative body takes no action within the 30-day period, the inaction shall be deemed a decision not to cure or correct the challenged action, and the 15-day period to commence the action described in subdivision (a) shall commence to run the day after the 30-day period to cure or correct expires.

(4) Within 15 days of receipt of the written notice of the legislative body's decision to cure or correct, or not to cure or correct, or within 15 days of the expiration of the 30-day period to cure or correct, whichever is earlier, the demanding party shall be required to commence the action pursuant to subdivision (a) or thereafter be barred from commencing the action.

(d) An action taken that is alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 shall not be determined to be null and void if any of the following conditions exist:

(1) The action taken was in substantial compliance with Sections 54953, 54954.2, 54954.5, 54954.6, 54956, and 54956.5.

(2) The action taken was in connection with the sale or issuance of notes, bonds, or other evidences of indebtedness or any contract, instrument, or agreement thereto.

(3) The action taken gave rise to a contractual obligation, including a contract let by competitive bid other than compensation for services in the form of salary or fees for professional services, upon which a party has, in good faith and without notice of a challenge to the validity of the action, detrimentally relied.

(4) The action taken was in connection with the collection of any tax.

(5) Any person, city, city and county, county, district, or any agency or subdivision of the state alleging noncompliance with subdivision (a) of Section 54954.2, Section 54956, or Section 54956.5, because of any defect, error,



irregularity, or omission in the notice given pursuant to those provisions, had actual notice of the item of business at least 72 hours prior to the meeting at which the action was taken, if the meeting was noticed pursuant to Section 54954.2, or 24 hours prior to the meeting at which the action was taken if the meeting was noticed pursuant to Section 54956, or prior to the meeting at which the action was taken if the meeting is held pursuant to Section 54956.5.

(e) During any action seeking a judicial determination pursuant to subdivision (a) if the court determines, pursuant to a showing by the legislative body that an action alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 has been cured or corrected by a subsequent action of the legislative body, the action filed pursuant to subdivision (a) shall be dismissed with prejudice.

(f) The fact that a legislative body takes a subsequent action to cure or correct an action taken pursuant to this section shall not be construed or admissible as evidence of a violation of this chapter.

§ 54960.2. Requirements for Filing of Actions; Cease and Desist

(a) The district attorney or any interested person may file an action to determine the applicability of this chapter to past actions of the legislative body pursuant to subdivision (a) of Section 54960 only if all of the following conditions are met:

(1) The district attorney or interested person alleging a violation of this chapter first submits a cease and desist letter by postal mail or facsimile transmission to the clerk or secretary of the legislative body being accused of the violation, as designated in the statement pertaining to that public agency on file pursuant to Section 53051, or if the agency does not have a statement on file designating a clerk or a secretary, to the chief executive officer of that agency, clearly describing the past action of the legislative body and nature of the alleged violation.

(2) The cease and desist letter required under paragraph (1) is submitted to the legislative body within nine months of the alleged violation.



(3) The time during which the legislative body may respond to the cease and desist letter pursuant to subdivision (b) has expired and the legislative body has not provided an unconditional commitment pursuant to subdivision (c).

(4) Within 60 days of receipt of the legislative body's response to the cease and desist letter, other than an unconditional commitment pursuant to subdivision (c), or within 60 days of the expiration of the time during which the legislative body may respond to the cease and desist letter pursuant to subdivision (b), whichever is earlier, the party submitting the cease and desist letter shall commence the action pursuant to subdivision (a) of Section 54960 or thereafter be barred from commencing the action.

(b) The legislative body may respond to a cease and desist letter submitted pursuant to subdivision (a) within 30 days of receiving the letter. This subdivision shall not be construed to prevent the legislative body from providing an unconditional commitment pursuant to subdivision (c) at any time after the 30-day period has expired, except that in that event the court shall award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to this section, in accordance with Section 54960.5.

(c) (1) If the legislative body elects to respond to the cease and desist letter with an unconditional commitment to cease, desist from, and not repeat the past action that is alleged to violate this chapter, that response shall be in substantially the following form:

To:

The [name of legislative body] has received your cease and desist letter dated [date] alleging that the following described past action of the legislative body violates the Ralph M. Brown Act:

[Describe alleged past action, as set forth in the cease and desist letter submitted pursuant to subdivision (a)]

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the [name of legislative body] hereby unconditionally commits that it



will cease, desist from, and not repeat the challenged past action as described above.

The [name of legislative body] may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address or addresses you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, you will have the right to commence legal action pursuant to subdivision (a) of Section 54960 of the Government Code. That notice will be delivered to you by the same means as this commitment, or may be mailed to an address that you have designated in writing.

Very truly yours,

[Chairperson or acting chairperson of the legislative body]

(2) An unconditional commitment pursuant to this subdivision shall be approved by the legislative body in open session at a regular or special meeting as a separate item of business, and not on its consent agenda.

(3) An action shall not be commenced to determine the applicability of this chapter to any past action of the legislative body for which the legislative body has provided an unconditional commitment pursuant to this subdivision. During any action seeking a judicial determination regarding the applicability of this chapter to any past action of the legislative body pursuant to subdivision (a), if the court determines that the legislative body has provided an unconditional commitment pursuant to this subdivision, the action shall be dismissed with prejudice. Nothing in this subdivision shall be construed to modify or limit the existing ability of the district attorney or any interested person to commence an action to determine the applicability of this chapter to ongoing actions or threatened future actions of the legislative body.

(4) Except as provided in subdivision (d), the fact that a legislative body provides an unconditional commitment shall not be construed or admissible as evidence of a violation of this chapter.

(d) If the legislative body provides an unconditional commitment as set forth in subdivision (c), the legislative body shall not thereafter take or engage in the challenged action described in the cease and desist letter, except as provided in subdivision (e). Violation of this subdivision shall constitute an independent violation of this chapter, without regard to whether the challenged action would otherwise violate this chapter. An action alleging past violation or threatened future violation of this subdivision may be brought pursuant to subdivision (a) of Section 54960, without regard to the procedural requirements of this section.

(e) The legislative body may resolve to rescind an unconditional commitment made pursuant to subdivision (c) by a majority vote of its membership taken in open session at a regular meeting as a separate item of business not on its consent agenda, and noticed on its posted agenda as "Rescission of Brown Act Commitment," provided that not less than 30 days prior to such regular meeting, the legislative body provides written notice of its intent to consider the rescission to each person to whom the unconditional commitment was made, and to the district attorney. Upon rescission, the district attorney or any interested person may commence an action pursuant to subdivision (a) of Section 54960. An action under this subdivision may be brought pursuant to subdivision (a) of Section 54960, without regard to the procedural requirements of this section.

§ 54960.5. Costs and Attorney Fees

A court may award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to Section 54960, 54960.1, or 54960.2 where it is found that a legislative body of the local agency has violated this chapter. Additionally, when an action brought pursuant to Section 54960.2 is dismissed with prejudice because a legislative body has provided an unconditional commitment pursuant to paragraph (1) of subdivision (c) of that section at any time after the 30-day period for making such a



commitment has expired, the court shall award court costs and reasonable attorney fees to the plaintiff if the filing of that action caused the legislative body to issue the unconditional commitment. The costs and fees shall be paid by the local agency and shall not become a personal liability of any public officer or employee of the local agency.

A court may award court costs and reasonable attorney fees to a defendant in any action brought pursuant to Section 54960 or 54960.1 where the defendant has prevailed in a final determination of such action and the court finds that the action was clearly frivolous and totally lacking in merit.

§ 54961. **Meetings Places; Discriminatory Admission Policies; Accessibility**

(a) No legislative body of a local agency shall conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of ancestry or any characteristic listed or defined in Section 11135, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase. This section shall apply to every local agency as defined in Section 54951.

(b) No notice, agenda, announcement, or report required under this chapter need identify any victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.

§ 54962. **Closed Session by Legislative Body Prohibited**

Except as expressly authorized by this chapter, or by Sections 1461, 1462, 32106, and 32155 of the Health and Safety Code, or by Sections 37606, 37606.1, and 37624.3 of the Government Code as they apply to hospitals, or by any provision of the Education Code pertaining to school districts and community college districts, no closed session may be held by any legislative body of any local agency.



§ 54963.

Closed Sessions: Confidential Information

(a) A person may not disclose confidential information that has been acquired by being present in a closed session authorized by Section 54956.7, 54956.8, 54956.86, 54956.87, 54956.9, 54957, 54957.6, 54957.8, or 54957.10 to a person not entitled to receive it, unless the legislative body authorizes disclosure of that confidential information.

(b) For purposes of this section, “confidential information” means a communication made in a closed session that is specifically related to the basis for the legislative body of a local agency to meet lawfully in closed session under this chapter.

(c) Violation of this section may be addressed by the use of such remedies as are currently available by law, including, but not limited to:

(1) Injunctive relief to prevent the disclosure of confidential information prohibited by this section.

(2) Disciplinary action against an employee who has willfully disclosed confidential information in violation of this section.

(3) Referral of a member of a legislative body who has willfully disclosed confidential information in violation of this section to the grand jury.

(d) Disciplinary action pursuant to paragraph (2) of subdivision (c) shall require that the employee in question has either received training as to the requirements of this section or otherwise has been given notice of the requirements of this section.

(e) A local agency may not take any action authorized by subdivision (c) against a person, nor shall it be deemed a violation of this section, for doing any of the following:

(1) Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the illegality of an action taken by a legislative body of a local agency or the potential illegality of an action that has been the subject of deliberation at a closed session if that action were to be taken by a legislative body of a local agency.



(2) Expressing an opinion concerning the propriety or legality of actions taken by a legislative body of a local agency in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action.

(3) Disclosing information acquired by being present in a closed session under this chapter that is not confidential information.

(f) Nothing in this section shall be construed to prohibit disclosures under the whistleblower statutes contained in Section 1102.5 of the Labor Code or Article 4.5 (commencing with Section 53296) of Chapter 2 of this code.



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

To: Board of Directors
From: Nancy Law, Financial Services Technician/Office Manager
Date: June 14, 2018

The Finance Committee meet Thursday, June 7, 2018 to review May 2018 Financial Reports for Fiscal Year 2017-2018.

The Monthly Financial Report consisted of the Profit & Loss, Profit & Loss Previous Year Comparison, Profit & Loss Budget vs. Actual, as well as the Bank Account Balance Spreadsheet and Warrant Registers which are also included in the Board Packet.

Property Tax Disbursement – The Financial Services Technician has received deposits into the Riverside county Fund for April 2018 totaling \$154,354.33, these funds came from Current Supplemental for \$147,795.98, Interest 3rd Qrt Cash for \$606.52 and Homeowners Tax Relief for \$5,951.83.

The Finance Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution which brings our balance to \$391,310.94.

Additional items:

- ❖ Finance had a Parking fee day on 5/19/2018 with a total of \$3,897.05.
- ❖ Finance and General Manager held the Bid Opening on 5/22/2018.
- ❖ Finance attended the Meet & Greet.
- ❖ Finance met with Laurie, CPA to fix some things in Quickbooks.
- ❖ Finance has inputted accounting account number into Quickbooks.
- ❖ Finance and General Manager Met to wrap up Budget numbers.
- ❖ Finance had Wifi installed at the Woman's Club for the Camera's
- ❖ Finance ordered Wifi to be installed at the Grange for the Camera's.
- ❖ Staff received our forms and embosser for collecting Developer Impact Fees.
- ❖ Staff Received (326) phone calls highest volume for RV's, & Activities Coordinator with (48) Hang ups.
- ❖ Staff Received (37) Walk-in's highest volume for Employment Applications and General Manager.

Recommendations: This report is for informational purposes only.

Respectfully Submitted,


Nancy Law
Financial Services Technician/Office Manager



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

To: Board of Directors
From: Amy Minjares, Activities Coordinator
Date: June 5, 2018

Facilities – We are busy with facility rentals and showing the property to potential facility users.

Recently Held District Events –

- May 11th – **Spring Meet & Greet** – There were about 30 people in attendance at the Spring Meet & Greet. Board members, Staff, Facility Users & Contract Instructors socialized and enjoyed appetizers from Primoz Cuisine Catering. Self-introductions were made around the room.
- May 12th – **Memorial Wall Dedication** – Chairman Flores was the MC for this event. Logan Chatigny was the newest name added to the Memorial Wall in a very beautiful ceremony. Albert Chatigny, Logan's brother, and Anita Chatigny, Logan's widow, spoke on behalf of the family. There were about 60 people in attendance.

Upcoming District Events –

- June 11th – July 23rd (Monday evenings)- **Movies Under the Stars** – All advertising is in place on our outdoor board at the Grange, signs at the park entrances, through the Chambers of Commerce, peach jar at the school district, and an ad in the Record Gazette prior to the first movie playing. I have met with Pastor Paul from Church for Family and they are ready to participate.
- September 21st – 23rd - **Oktoberfest** – The flyer has been created. I am working on updating the vendor applications. The timeline for each day's activities and entertainment is in process. I am currently working on the contract, sponsorship and alcohol order with Anheuser-Busch.

Community Networking/Meetings/Events –

May 4th – Staff Meeting
May 8th – Facilities Ad Hoc Meeting
May 10th – BCVRPD Board Meeting
May 11th – Good Morning Beaumont Business Breakfast
May 11th – Spring Meet & Greet
May 12th – Memorial Wall Dedication
May 18th – Staff Meeting
May 29th – Site Safety Visits
June 7th – Good Morning Yucaipa Business Breakfast
June 8th – Good Morning Beaumont Business Breakfast
June 12th – Facilities Ad Hoc Meeting

The Facilities Ad Hoc will meet June 26, 2018 and July 10, 2018

Recommendations: This report is for informational purposes only.

Respectfully Submitted,

A handwritten signature in black ink that reads "Amy Minjares". The signature is written in a cursive style with a large initial "A" and a long, sweeping underline.

Amy Minjares
Activities Coordinator

BEAUMONT-CHERRY VALLEY RECREATION & PARK DISTRICT

Department Report

To: Chairman and Board Members

From: Dodie Carlson – Athletic Coordinator

Date: June 5, 2018

Reports:

The Spring Slow Pitch season is will be finishing up in the next couple of weeks with playoff's and Championship.

We will be starting the Summer season after the July 4th Holiday.

I have been working on the upcoming calendar for weekend tournaments. We are 95% booked thru December 2018.

I have been training the new casual workers on the fields. They have been filling holes and leveling the outfields.

I would like to thank the Chairman, Board and General Manager for the purchase of the new Bleachers for Field 1.

Other:

BYB would like to thank Chairman John Flores for coming to closing ceremonies and handing out the MVP awards provided by the District. Thank you very much for allowing BYB to play in a great park in our community.

Recommendations:

This report is for Informational purposes only.

Respectfully Submitted,

Dodie Carlson

Dodie Carlson
Athletic Coordinator

Beaumont-Cherry Valley Recreation & Park District
Department Report

Maintenance

To: Chairman and Board Members
From: Frank Flores, Maintenance Foreman
Date: May 2018
Subject: Monthly Overview

Background and Analysis:

The park district was very active this month, all departments worked together to complete all of the following bullet points below.

- ❖ *CDF Weed Abatement: Equestrian Center, Field 1 & Oak Valley Slope*
- ❖ *Electrical Complete At The Grange Hall*
- ❖ *Repaired Main Irrigation Line Located By Field 5*
- ❖ *District Logos Installed On Golf Carts And Generators*
- ❖ *Renovated Horseshoe Pits*
- ❖ *Memorial Wall Dedication*
- ❖ *Avila Horseshoe Tournament*
- ❖ *BYB Closing Day*
- ❖ *Reorganized Two Maintenance Storage Buildings*
- ❖ *Donated Recreational Equipment To Chatigny Center*
- ❖ *ADA Concrete Complete NCCC*
- ❖ *Relocation Of Leon's Garden Pants To Franco Gardens*

Thank you,

Frank Flores

