



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, June 12, 2019
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 Flores _____ Chairman Hughes _____

Conference with Legal Counsel

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

Title: General Manager

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

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

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

Roll Call:

Director De La Cruz _____ Director Ward _____ Treasurer Diercks _____

Vice-Chair/Secretary Flores _____ Chairman Hughes _____

Presentations: Investment Policy

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 8, 2019
- 2.2 Bank Balances May 2019
- 2.3 Warrants for May 2019

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

- 3.1 Final Reading 19/20 & 20/21 Budget
- 3.2 Notice of Completion – Roof Project (Continue Item to July 10, 2019)
- 3.3 June 2019 Employee handbook Update
- 3.4 Update 10 Year CIP
- 3.5 Investment Policy, Oral Report plus Handouts
- 3.6 Approval of Repairs to Bogart Park 50,000 Gallon Water Tank

4. DEPARTMENT REPORTS:

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

5. CALENDAR OF EVENTS:

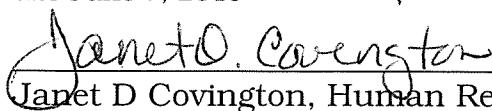
- 5.1 Committee Meetings
 - Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm NCCC
 - Finance – 1st Thursday of Every Month 5:00 pm NCCC
 - Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 6:30 pm
 - BCVRPD Board Meeting Schedule, NCCC
 - July 10, 2019
 - August 14, 2019
 - September 11, 2019
- 5.2. Upcoming Holidays
 - Thursday, July 4, 2019 Independence Day
 - Monday, September 2, 2019 Labor Day
- 5.3. Events
 - Movies under the Stars: Mondays, June 17-22, 2019
 - Oktoberfest, September 20-22, 2019

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 7, 2019



Janet D Covington, Human Resources Administrator/Clerk of the Board



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, May 8, 2019**

MINUTES

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

Closed session began at 5:11pm

Roll Call:

Director De La Cruz X Director Ward X Treasurer Diercks X

Vice-Chair/Secretary Flores X Chairman Hughes X

Conference with Legal Counsel

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

Title: General Manager

Joe Ortiz reported no action taken.

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

WORKSHOP SESSION: None

REGULAR SESSION: Regular Session to Begin at 5:30 pm

Regular session began at 5:30pm.

Roll Call:

Director De La Cruz X Director Ward X Treasurer Diercks X

Vice-Chair/Secretary Flores X Chairman Hughes X

Presentations: The Board dedicated the opening and closing of the meeting in memory of Bernie Flores.

Invocation: The invocation was given by Vice-Chair Secretary Flores

Pledge of Allegiance: The Pledge of Allegiance was led by Director Ward

Adjustments to Agenda: None.

1. PUBLIC COMMENT:

Terry Cox spoke. He has been a resident of Cherry Valley for 25 years and a volunteer for Bogart. He spoke briefly of Bogart Park and the change of management. He is an equestrian user and said the trails are overgrown and we could consider working with the court's program and volunteer program as the County had done. Leonard was in charge of the volunteer program. He also said there is an increase in vagrants and motorized vehicles. He would like the District to look into an on line park reservation program and also suggested the front gate be attended 8am to 5 pm. He would like to see full time employees at Bogart for a stronger presence and said the County had two full time employees, Zach and Leonard. He suggested a ban on camp fires if the District doesn't have employees working there.

John Flores spoke about his fathers passing. He said his father was a founding board member of the District and his father had challenged John on what he has done for the city and the children. His dad felt we were doing everything we are supposed to be doing as far as maintaining but his father would challenge the Directors and urge them to be more involved with the users. His father would ask us what did we do this week, and then tell us were doing great and at the same time urge us to do more. His father said we may have stumbled onto Bogart but didn't think we could make it flourish like in the 70s. John told his father that we could. John encouraged the staff to tell us what they need to be efficient.

2. CONSENT CALENDAR:

2.1 Minutes of April 10, 2019

2.2 Bank Balances April 2019

2.3 Warrants for April 2019

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

Initial Motion: Chairman Hughes

Second: Treasurer Diercks

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

The General Manager pointed out the changed format in item #2.2.

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

3.1 Approval of RV Sites fee schedule

Motion was made to accept item 3.1 approving the updated RV site fee schedule for Noble Creek Park as follows: \$35.00 for full hook up sites, \$25.00 for water/sewer sites and \$20.00 for dry camping. The new fees will become effective July 1, 2019.

Initial Motion: Director Ward

Second: Treasurer Diercks

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.2 Approval of First Reading FY's 19/20 & 20/21 Budget

Motion was made to accept item 3.2, approving the first reading of fiscal years 19/20 and 20/21 budgets. Vice Chair/Secretary Flores stated the finance committee has reviewed the item and feels it is thorough. Treasure Diercks agreed. Director Ward asked if items discussed in the personnel committee will be updated. Duane responded there will probably be a workshop in June and he will have a formal presentation at the June board meeting.

Initial Motion: Chairman Hughes

Second: Vice Chair/Secretary Flores

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye
Vice Chair/Secretary Flores: Aye
Chairman Hughes: Aye

3.3 Authorization for Purchase of Noble Creek Community Center Doors and ADA Door Upgrades

Motion was made to accept item 3.3 authorizing Vortex to install the doors and contracting with Grand American Builders for any general contracting modifications of existing door openings. The general manager will look into upgraded glass.

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.4 Request for Approval to adopt ROTH Provision to the CalPERS 457 Plan
Motion was made to accept item 3.4, adopting a ROTH provision of the CalPERS 457 plan subject to the authority of legal counsel to make non-substantive changes.

Initial Motion: Chairman Hughes

Second: Treasurer Diercks

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

Janet reported the District had two departed employees and currently has a total of 29 employees. She will be working with Total Compensation Systems, Inc. preparing for the Districts GASB 75 valuation for the other post employee benefits (OPEB). Janet reported there weren't any workers compensation cases and the Safety Compliance Company provided "Heat Illness Prevention" training in April. She said she has fulfilled requested information from the auditors and will be meeting with them on Friday, May 9th for any additional information they will need. Janet fulfilled two public document requests. Janet met with finance and the General Manager for a review of her departments 19/20 and 20/21 budgets. March's employee of the month was Aaron Morris and the staff celebrated with lunch and games. The April celebration will be on May 14 and invited all to attend. An arrangement was sent to Director Flores and another will be delivered to the services of his father, Bernie Flores on Friday. Bernie was a founding board member of the District serving from 1972 to 1992. She reported she has met with the General Manager, legal counsel and the personnel committee for a review and update of the employee handbook and expects it to be on the June agenda for approval.

Financial Services Technician/Office Manager: Nancy Law

Nancy reported the finance committee met and reviewed the April financial reports and she has not received any disbursements. She transferred \$5,000.00 into the reserve

account bringing the balance to \$339,937.20. Nancy has been working with the auditors on the 17/18 audit. Nancy attended the budget meetings with the general manager. She attended training on managing skills for administrative assistants. She is having a credit card machine installed at the gate at Bogart Park.

Activities Coordinator: Kyle Simpson

Kyle reported he has been busy with events and facility rentals. He said there are eleven parties scheduled for the weekends in June. He reported the Spring Fling was a success which he received positive feedback from vendors and there was approximately 1700 people attending. Kyle said they planted 18 trees at the Arbor Day event and he thanked Frank Flores, Beaumont Youth Baseball and Director Ward for their help and donation of trees. He said the next event coming up is Movies under the Stars on Mondays, June 17 to July 22. Kyle reported he attended the facilities ad hoc committee and the Beaumont Chamber breakfast.

Athletic Coordinator: Dodie Carlson

Dodie reported Adult ball has started with a low team count and they are two weeks behind due to weather. She said this Friday will be a senior softball game and they are interested in starting a senior program here during the day time. Dodie said the weekend calendar is full through August 1 except for Mother's day. She reported they are working on ongoing maintenance such as softball cages. Dodie attended two classes. She reported Beaumont Youth Baseball is wrapping up their season and asked if any Directors would be available to hand out the MVP awards on May 18 at closing ceremonies. Denise will be attending.

Maintenance Foreman: Frank Flores

Frank reported there were three large events, the Fishing Derby, Spring Fling and Arbor Day as well as a parking fee day. He likes the Districts advertising on the social media sites. Frank said they have completed a new design and installation of a handicapped accessible horseshoe pit. Frank reported they have installed drink holders at the pits and will be working on renovations in preparing for the Memorial Weekend tournament. He said the RV sites have been booked. He reported they have been working on the weed abatement around the park and they sprayed about 100 gallons of herbicides at Bogart Park. They are working on purchasing a new sprayer for more efficient weed spraying.

General Manager: Duane Burk

Duane said the new ADA horseshoe pit is pretty unique and they are also working on getting a special needs swing as well as some other things. He said the foundation is taking a lot of his time. He reported there has been a lot of community support with 140 registered golfers as well as 23 - 31 hole sponsors and other good sponsorships. He hopes all can attend the tournament and thank those who have been very supportive of the foundation and said it's nice to see the foundation flourish with people being supportive. He said Beaumont Youth Baseball is donating the snack bags for the golfers so their board should be there. He hopes the steam from the event carries over to Bogart. He reported there has been approximately \$40,000.00 spent on the well at Bogart and this past weekend there was a breach in the 50,000 gallon tank. He is getting bids on getting the tank fixed and working through some options on keeping the well going. Duane reported gates have been repaired for ease of operation and safety. They have cleaned out a lot of debris. He reported the lake is being drained to clean it so expect some complaints on that. They have fixed candlelight hill and are working with volunteers on the pathway to it. Duane said he will be gone May 16-18 for his daughter's

graduation and he will be at a conference in Tahoe May 23-25 with board members. Duane said he is setting up a meeting with the City of Beaumont to discuss some things. He has met with the Beaumont Cherry Valley Water District regarding a new tank they are building at Noble. (Bogart Park entrance). The District conducted a meeting for the 5th Districts Supervisor's meeting for the California Special Districts Association, Riverside County Chapter and stated we host those events now and we have built an office for Supervisor Jeff Hewitt and his staff. Chairman Hughes along with the board was sent a letter of thanks for hosting the meeting. The Riverside County Chapter is trying to educate people on what a Special District is. Duane hopes to see everyone on Saturday at the golf tournament.

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm NCCC
- 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 12, 2019

July 10, 2019

August 14, 2019

5.2. Upcoming Holidays

Monday, May 27, 2019 Memorial Day

Thursday, July 4, 2019 Independence Day

5.3. Events

Movies under the Stars: Mondays, June 17 – 22, 2019

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz:

Armando thanked the staff and board for their continuous hard work and dedication. He thanked Terry Cox for his concerns at Bogart Park and he said he feels Vice Chair/Secretary Flores's father is correct and he himself can become a more effective board member. He attended the Spring Fling with his family and waited ½ hour in line for the Easter bunny and never received his picture. Armando visited our playground with his children and noticed we don't have a toddler section. He recommended a toddler area with swings as well as basketball courts. He went to Bogart Park on Easter and was excited to see a lot of people there. Duane noted that the gate fees for special events at Bogart were \$20.00 and our board lowered the fee to \$10.00 this year.

Director Ward:

Denise thanked and recognized Bernie Flores for establishing the Park District and for his 20 years of service to the community. She asked to come up with suggestions for honoring him, with possibly street signs throughout the park. Denise attended the Collaborative meeting and they spoke about the Oak Valley Parkway revisions, a water tax and addressing issues with the bypass area. She attended the personnel committee meeting. She is excited for the first foundation event. She congratulated Aaron for the employee of the month award. She attended Spring Fling and feels it was awesome with the amount of vendors and she loves the videos on social media. She will be attending the Tahoe conference. She feels staff is doing a phenomenal job. Denise said she loves

the ADA horseshoe pit and she thanked all of the staff for all of their hard work and wished all of the mothers a Happy Mother's Day.

Treasurer Diercks:

Chris gave his condolences on the passing of Bernie Flores and agrees with Denise we should do something to honor him. He suggested field eight. He said the foundations golf tournament is a great thing to happen. Christ thanked the staff for all their hard work and said everyone is doing a great job and to keep it up.

Vice Chair/Secretary Flores:

John thanked Mr. Cox for coming to the meeting and encouraging others to come. He said he attended the Spring Fling and received positive comments from the vendors. He attended Arbor Day and watched how Aaron Morris interacted with the kids and taught them about planting the trees and agrees with Aaron being selected employee of the month. John said he is encouraged everyday by the comments he hears from patrons and congratulated Duane.

Chairman Hughes:

Dan said he was honored last month as past president of Laura May Stewart and his grandkids attended. He attended the CSDA meeting and thought it was nice that they mentioned the District. Dan offered his condolences to Vice Chair/Secretary Flores and said Bernie spent twenty years looking out for the best interest of the District. Dan said he started the foundation about eight or nine years ago and is happy to see the first golf tournament and it really says a lot about working as a team. He is looking forward to Saturday and seeing everyone at the tournament and having a great tournament. There will be celebrities coming out to the event. He said he is looking forward to collaborating with the City. Dan said he didn't get to attend the Collaborative agency meeting which was really tough for him because he was the founding member of that board. It was the first time in all the years that he hasn't went and said it was tough not going to something you been involved in all those years. Dan attended Spring Fling and said it was an awesome event.

6. ADJOURNMENT:

Motion was made to adjourn the meeting by Treasurer Diercks. Second by Vice Chair/Secretary Flores. The meeting was adjourned at 6:48pm in remembrance of Bernie Flores.

Beaumont Cherry Valley Recreation Park District

Bank Account Balances

As of 5/31/2019

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 Bank of Hemet - Operating	\$ 25,460.20	\$ 356,274.73	\$ 352,345.27	\$ 21,530.74	
2 Bank of Hemet - Payroll Account	\$ 6,742.71	\$ 89,867.12	\$ 90,000.00	\$ 6,875.59	PR Thru 4/19/2019
3 Bank of Hemet - Project Account	\$ 23,629.00	\$ 5,412.60	\$ 34,203.46	\$ 52,419.86	
4 Bank of Hemet - Bogart	\$ 3,887.89		\$ 8,158.00	\$ 12,045.89	
5 Bank of Hemet MM	\$ 7,578.35		\$ 1.00	\$ 7,579.35	
6 Bank of Hemet - Reserve Fund	\$ 339,937.20		\$ 5,026.40	\$ 344,963.60	
7 Bank of Hemet - Quimby/DIF	\$ 222,159.17		\$ 71,043.98	\$ 293,203.15	
8 Petty Cash	\$ 500.00			\$ 500.00	
9 Riverside County Fund	\$ 633,280.93			\$ 633,280.93	FY 18/19 Tax Distributions
10					
11	\$ 1,263,175.45	\$ 451,554.45	\$ 560,778.11	\$ 1,372,399.11	
12					
13 Bank of Hemet - Reserve Fund	Balance	Payables	Deposits	Ending Balance	Notes/Comments
14 Operating Reserve	\$ 270,237.99		\$ 5,000.00	\$ 275,237.99	NOT to be USED
15 Capital Reserve	\$ 177,518.50		\$ 26.40	\$ 69,725.61	Min Balance of \$50,000
16					
17 TOTAL RESERVE ACCOUNT	\$ 339,937.20	\$ -	\$ 5,026.40	\$ 344,963.60	\$ 19,725.61

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

Bank Account Balance

As of 5/31/2018

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
18 Bank of Hemet	\$ 224,238.74	\$ 25,785.25	\$ 38,189.11	\$ 236,642.60	

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
May 2019**

Type	Date	Num	Name	Memo	Amount
10005 - Bank of Hemet - Operating					
Check	05/01/2019	122190	Dan Hughes	Director Fees - April 2019	-600.00
Bill Pmt -Check	05/01/2019	122191	Artwork Paint Company	NCCC interior and Exterior painting	-1,060.94
Bill Pmt -Check	05/01/2019	122192	Grand American Builders, Inc.	Bridal Room/Field #5 Restroom Fire Damage Repair	-2,493.39
Bill Pmt -Check	05/01/2019	122193	Grand American Builders, Inc.	Bridal Room/Remove Cabinets in HR offices	-4,629.90
Check	05/01/2019	DB05012019	The Sand Trap Bar & Grill	Bus. Meal - Smith, Jim & Burk, Duane - Foundation	-30.75
Check	05/01/2019	NL05012019	PAPA	Pesticide Class - Flores, Frank & Morris, Aaron	-365.00
Bill Pmt -Check	05/01/2019	182593422	The Home Depot	Grounds Maintenance and Repair	-1,327.14
Bill Pmt -Check	05/01/2019	45121631	SCE (6245)	Utilities - Electric (Tennis Courts, Horse Arena, Fields #5)	-334.02
Bill Pmt -Check	05/01/2019	35121931	SCE (0135)	Utilities - Electric (Woman's Club, Grange, Snack Bar, NCCC, Maintenance, Parking lot & Back lot)	-1,625.69
Bill Pmt -Check	05/01/2019	95121631	SCE (0195)	Utilities - Electric (Field #1 - #4)	-304.15
Bill Pmt -Check	05/01/2019	35121231	SCE (0435)	Utilities - Electric (Fire Camp Lighting/Panel)	-74.54
Bill Pmt -Check	05/01/2019	7121231	SCE (1947)	Utilities - Electric (Hughes Trailer)	-99.73
Bill Pmt -Check	05/01/2019	62121631	SCE (2062)	Utilities - Electric (RV Park)	-386.19
Bill Pmt -Check	05/01/2019	9121931	SCE (6179)	Utilities - Electric (General Electric & Thunder Alley)	-946.62
Bill Pmt -Check	05/01/2019	3121831	SCE (9823)	Utilities - Electric (Bogart)	-609.75
Check	05/02/2019	122194	Michelle Granados	Refundable Security Deposit - Baby Shower - 4/13/2019	-500.00
Check	05/02/2019	AF05022019	Amazon.com	Golf Tournament - 1st & 2nd Prizes	-2,151.96
Check	05/02/2019	AF05022020	Amazon.com	Golf Tournament - 1st & 2nd Prizes	-150.80
Check	05/02/2019	Fee	Global Pay	Credit Card Machine - \$ Sales	-807.73
Check	05/03/2019	KS05032019	Smart Sign	Hazardous Chemicals/ Roof Access /Electrical Room Signs	-88.34
Check	05/03/2019	DC05032019	Seljan	Trash Can Lids	-3,233.44
General Journal	05/03/2019	Transf05031		Transfer to Reserve for Monthly Transfer	-5,000.00
General Journal	05/03/2019	Transf05032		Transfer to Payroll for PR05032019	-25,000.00
General Journal	05/03/2019	Transf05033		Transfer to Project for Monthly Transfer	-15,598.90
General Journal	05/03/2019	Transf05034		Transfer to Operating for Bills and Payroll	150,000.00
Check	05/06/2019	DB05062019	El Chairro	Bus Meal - Captian Purvis & Burk, Duane Bogart	-18.46
Check	05/07/2019	DB05072019	Casa Trejo	Bus Meal - Valdivia's & Burk's - Foundation Raffle Prizes Organization	-69.98
Check	05/07/2019	AO05072019	Amazon.com	Rubber Door Stoppers	-9.99
Check	05/08/2019	JC05082019	Marshalls	Employee of the Month & Staff BBQ Prizes	-234.19
Check	05/08/2019	DB05082019	The Sand Trap Bar & Grill	Bus Meal - Law, Nancy & Burk, Duane - Foundation	-29.67

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
May 2019**

Type	Date	Num	Name	Memo	Amount
Check	05/09/2019	122196	Beaumont Chamber of Commerce	Beaumont Breakfast - Burk, Duane, Ward, Denise & Simpson, Kyle	-60.00
Check	05/09/2019	122197	John Flores	Director Fees - April 2019	-500.00
Check	05/09/2019	122198	Chris Diercks.	Director Fees - May 2019	-200.00
Check	05/09/2019	RF05092019	Wal-Mart	Golf Tournament Raffle Boxes / Basket for Chamber Breakfast	-17.65
Check	05/09/2019	RF05092020	Party City	Golf Tournament Raffle Boxes	-14.09
Check	05/09/2019	RF05092021	Hobby Lobby	Golf Tournament - Raffle Items	-9.69
Check	05/09/2019	RF05092022	Dollar Tree Store	Foundation Tissue/Chamber Breakfast Basket	-15.09
Check	05/09/2019	DB05092019	Domenico's Italian Kitchen	Bus Meal - Foundation Members, Burk Duane - Foundation	-73.92
Check	05/10/2019	DB05102019	Holiday Inn Express Hotel & Suites	Hotel - Rudy Law - Golf Tournament	-192.49
Check	05/10/2019	DB05102020	Holiday Inn Express Hotel & Suites	Hotel - Bernard Howard - Golf Tournament	-170.49
Check	05/14/2019	JC05142019	Domenico's Italian Kitchen	Employee of the Month April 2019 - Lunch	-142.23
Check	05/14/2019	JC05142019	Walgreens	Employee of the Month - Gift Cards	-180.00
Check	05/16/2019	122199	PBM Supply & Mfg, Inc	Equipment Purchases - 200 Gallon Trailer	-9,665.86
Check	05/16/2019	DB05162019	Morongo Golf Course	Bus Meal - Jim Smith, Duane Burk - Foundation	-11.73
Check	05/16/2019	DB05162019	The Sand Trap Bar & Grill	Bus Meal - Duane Burk, Mickey Valdivia, Dan Hughes - Foundation	-56.91
Check	05/17/2019	122200	Artwork Paint Company	Painting - NCCC Exterior Top/ Interior HR office	-1,970.41
Check	05/17/2019	JC05172019	USPS	Postage - Express Calpers Check	-25.50
Check	05/17/2019	DB05172019	The Sand Trap Bar & Grill	Business Meal - Burk, Duane - Jim Smith Juan De La Fuentese - Foundation	-67.00
Check	05/20/2019	RIBSNZ	American Airlines	CARP Conference - Flight Seat Selections	-335.90
Bill Pmt -Check	05/21/2019	122201	Acorn Technology Services	Monthly IT Services/ Bogart Computer	-3,339.37
Bill Pmt -Check	05/21/2019	122202	Apex Urgent Care, Inc.	Medical Evaluation Aldrich, Michael & Cook, Amber & Tim	-170.00
Bill Pmt -Check	05/21/2019	122203	BDL Alarms, Inc.	Monthly Alarm Service	-224.00
Bill Pmt -Check	05/21/2019	122204	Beaumont Chamber of Commerce	Membership Renewal	-220.00
Bill Pmt -Check	05/21/2019	122205	Beaumont Do it Best	NCCC Men's Restroom Sink Repair, Paint for Bogart Gates, Gas Cans, Irrigation Repairs, ADA Horseshoe pit, Safety Equipment	-1,025.36
Bill Pmt -Check	05/21/2019	122206	Beaumont Safe & Lock	Repair Door Handel East Snack Bar	-19.40
Bill Pmt -Check	05/21/2019	122207	Best Best & Krieger	Monthly Legal Services (HR & Bond Rider)	-7,925.56
Bill Pmt -Check	05/21/2019	122208	Chris Taylor's Plumbing	Field #1 Restroom - Repair Clogged urinal	-203.00
Bill Pmt -Check	05/21/2019	122209	Department of Justice	Fingerprinting - Cook, Tim & Amber	-64.00
Bill Pmt -Check	05/21/2019	122210	Diamond Environmental Services	Field #7 Restroom	-243.17
Bill Pmt -Check	05/21/2019	122211	Elite Security	Monthly Security Service from 4/1/19 - 4/18/19	-1,267.20
Bill Pmt -Check	05/21/2019	122212	Ferrellgas	Utilities - Propane - Snack Bar	-665.37

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
May 2019

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	05/21/2019	122213	Grand American Builders, Inc.	NCCC Exterior - Color the upper exterior stucco & Fog-Coat" additional upper plant on detail	-5,601.43
Bill Pmt -Check	05/21/2019	122214	Image Source	Monthly Copy Services	-308.35
Bill Pmt -Check	05/21/2019	122215	Inland Lighting Supplies, Inc.	New Noble Creek Park Lighting	-3,373.66
Bill Pmt -Check	05/21/2019	122216	Jani-King of California, Inc	Monthly Janitorial Services	-1,314.75
Bill Pmt -Check	05/21/2019	122217	JayTown Industries, Inc.	Signage - Noble Creek Park Rules	-96.98
Bill Pmt -Check	05/21/2019	122218	Luz Investment Corp.	Bogart Wifi and Camera Services	-1,700.00
Bill Pmt -Check	05/21/2019	122219	Memories Created by Darcy Walls	Board Staff photos/ Spring Fling & Arbor Day	-923.25
Bill Pmt -Check	05/21/2019	122220	Merlin Johnson Construction, Inc.	Noble Creek Park CMB	-1,183.84
Bill Pmt -Check	05/21/2019	122221	Napa Auto Parts	Portable Grease Gun, Battery Toro 360, Hydraulic Fluid JD Tractor	-199.04
Bill Pmt -Check	05/21/2019	122222	Oak Valley Florist	Flowers - in Loving Memory Bernie Flores	-215.51
Bill Pmt -Check	05/21/2019	122223	Pass Air Conditioning & Heating	Mini Split Air Conditioner in Server/Copier Room	-2,580.16
Bill Pmt -Check	05/21/2019	122224	Polished Images	Bogart Gate Credit Card Machine Install	-2,016.55
Bill Pmt -Check	05/21/2019	122225	Registrar of Voters	Election services for November 6, 2018 - Off Ballot	-6,243.63
Bill Pmt -Check	05/21/2019	122226	Safety Compliance Company	Safety Meeting 4/17/2019 - Topic: #0065 Heat Illness	-250.00
Bill Pmt -Check	05/21/2019	122227	SiteOne Landscape Supply, LLC	Irrigation Boxes & Clock for Meadow	-721.08
Bill Pmt -Check	05/21/2019	122228	Star Pro Security Patrol Inc.	Monthly Security Services - Parking Security Closing Day	-3,381.00
Bill Pmt -Check	05/21/2019	122229	United Rentals	Boom Lift for Field Light install	-3,793.04
Bill Pmt -Check	05/21/2019	122230	UNUM	Employee Disability Insurance	-385.19
Bill Pmt -Check	05/21/2019	05032019	Nextiva	Monthly Phone Service	-276.96
Bill Pmt -Check	05/21/2019	05012019	Rosalind Otero	Medial Insurance	-147.03
Bill Pmt -Check	05/21/2019	1001323694	CalPers	Employee Health Insurance	-3,949.75
Bill Pmt -Check	05/21/2019	101323696	CalPERS-OPEB	Accrued Liability as of June 30, 2016 - Rate Plan: 1357	-3,686.80
Bill Pmt -Check	05/21/2019	1323699-701	CalPers	Employee Retirement	-4,070.39
Bill Pmt -Check	05/21/2019	1323706-708	CalPers	Employee Retirement	-4,009.21
Bill Pmt -Check	05/21/2019	0105212019	Chevron	Fuel, Gas Cans - F350 (142,961), Chevy (13,485) Malibu (47,485) F550 (65,177)	-2,366.06
Bill Pmt -Check	05/21/2019	W7KJPY337M	City of Beaumont	Utilities - Sewer/Refuge - NCCC/ Woman's Club	-3,081.02
Bill Pmt -Check	05/21/2019	96247877	Frontier Communications	Bogart Monthly Wifi	-314.49
Bill Pmt -Check	05/21/2019	96247907	Frontier Communications	NCCC Monthly Wifi	-125.98
Bill Pmt -Check	05/21/2019	122231	Frontier Communications	Maintenance Monthly Wifi, Bogart old Wifi	-441.51
Bill Pmt -Check	05/21/2019	390241075	Office Depot	Office Supplies	-571.67
Bill Pmt -Check	05/21/2019	1410109	SoCalGas	Utilities - Gas - NCCC, Woman's Club & Grange	-273.02

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
May 2019

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	05/21/2019	392050995	The Home Depot	Irrigation Repairs	-189.82
Bill Pmt -Check	05/21/2019	787205933	Verizon Wireless	Monthly Wireless Phones	-636.19
Bill Pmt -Check	05/21/2019	05212019	VSP-Vision Service Plan	Employee Vision Insurance	-122.40
Bill Pmt -Check	05/21/2019	122232	SiteOne Landscape Supply, LLC	Irrigation Supplies	-2,301.76
Check	05/21/2019	05212019	Stamps.com	Postage	-50.00
Bill Pmt -Check	05/21/2019	0222925213	Streamline	Monthly Website Service	-200.00
Check	05/22/2019	122233	Juan De La Fuente Jr.	Refundable Security Deposit - Birthday Party - 4/27/2019	-250.00
Check	05/22/2019	122234	Denise Ward	Refundable Security Deposit - Birthday Party - 3/30/2019	-175.00
Check	05/22/2019	122235	Jose G Carranza	Refundable Security Deposit - Birthday Party - 5/18/2019	-500.00
Check	05/22/2019	122236	Denise Ward	Director Fees - April 2019	-400.00
Check	05/22/2019	KS05222019	my Parking Sign	Signage - Private Property will Tow (NCCC, Grange & Woman's Club)	-99.40
Check	05/23/2019	KS05232019	Compliance Signs	Signage - Do not Fee Wildlife & Pets must be on leash (Bogart)	-55.50
Check	05/23/2019	NL05232019	Exact	Credit Card Machine - Bogart Gate	-99.00
Check	05/24/2019	RF05242019	Stamps.com	Stamps	-17.99
Check	05/24/2019	KS05242019	Seton	Signage - No Parking Fire Lane & Motorcycle Parking (NC Park)	-149.58
Check	05/28/2019	122237	Dean Wetter	Reimbursement - Dinner at CARPD Conference	-227.68
Check	05/28/2019	NL05282019	American Airlines	CARPD Conference - Baggage Return Flight	-150.00
Check	05/28/2019	NL05282020	Gate Entrance	Testing Gate Entrance	-10.00
Check	05/28/2019	NL05282021	Aero Tank	Grounds Equipment - Tank Sprayer	-1,621.60
Check	05/28/2019	DB05282019	Hertz Rent-a-car	Conference - Rental Car Gas	-66.54
Check	05/28/2019	DB05282020	Lake Tahoe Resort Hotel	Hotel - Conference - Burk, Duane	-752.86
Check	05/28/2019	DB05282021	Lake Tahoe Resort Hotel	Hotel - Conference - Ward, Denise	-760.36
Bill Pmt -Check	05/28/2019	05282019	CalPers	Employee - 457 Plan	-25.00
Check	05/30/2019	122238	Armando De La Cruz	Director Fees March 2019	-100.00
Check	05/30/2019	122239	Armando De La Cruz	Director Fees April 2019	-400.00
Check	05/30/2019	122240	Armando De La Cruz	Director Fees May 2019	-300.00
General Journal	05/30/2019	Tran53019		Transfer to Payroll for PR 05/31/2019	-35,000.00
Check	05/30/2019	122242	Artwork Paint Company	Noble Creek Community Center Building Exterior	-1,204.96
Check	05/31/2019	05312019	Wright Septic	Emergency Over Flow - Bogart Group A	-535.00
			TOTAL		-50,258.65

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Project
May 2019**

Type	Date	Num	Name	Memo	Amount
10015 - Bank of Hemet - Project Account					
Check	05/01/2019	4371	Mike Aldrich	Banner Sales April 2019	-540.00
Check	05/02/2019	4372	Chris Neal	Umpires	-90.00
Check	05/02/2019	4373	Michael J Flynn	Umpires	-90.00
General Journal	05/03/2019	Transf05033		Transfer to Project for Monthly Transfer	15,598.90
Check	05/09/2019	4374	Cameron A Mondello	Umpires	-60.00
Check	05/09/2019	4375	Michael J Flynn	Umpires	-90.00
Check	05/17/2019	4376	James W. Halbrook	Umpires	-60.00
Check	05/17/2019	4377	Michael Dyer	Umpires	-60.00
Check	05/17/2019	4378	Pete Gerlach	Umpires	-60.00
Check	05/17/2019	4379	Leslie V Magness	Umpires	-60.00
Bill Pmt -Check	05/21/2019	4380	Action True Value Hardware	Hose Clamps, Cable Ties & Caution Tape Backpack Blower, Trimmer, Backpack Sprayer	-127.78
Bill Pmt -Check	05/21/2019	4381	Al's Kubota Tractor		-937.69
Bill Pmt -Check	05/21/2019	4382	Beaumont Lawnmower	Trimmer line & Engine Performance Pack	-399.11
Bill Pmt -Check	05/21/2019	4383	Diamond Environmental Services	Porta Potties - Fishing Derby	-255.80
Bill Pmt -Check	05/21/2019	4384	Elite Security Solutions, Inc	Parking Security (opening Day)	-301.00
Bill Pmt -Check	05/21/2019	4385	Luther's Truck & Equipment, Inc.	F350 - Repair & Maintenance Steel Mat ToroCart, Repair and Maintenance	-1,611.89
Bill Pmt -Check	05/21/2019	4386	Turf Star, Inc.	Toro 360	-1,044.37
Check	05/22/2019	4387	Pete Gerlach	Umpires	-60.00
Check	05/22/2019	4388	James W. Halbrook	Umpires	-60.00
Check	05/22/2019	4389	Michael J Flynn	Umpires	-60.00
Check	05/22/2019	4390	Raul Castro	Umpires	-60.00
Check	05/30/2019	4391	Pete Gerlach	Umpires	-60.00
Check	05/30/2019	4392	Michael Dyer	Umpires	-60.00
TOTAL					9,451.26

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Reserve
May 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
10025 - Bank of Hemet - Reserve Fund					
General Journal	05/03/2019	Transf05031		Transfer to Reserve for Monthly Transfer	5,000.00
				TOTAL	5,000.00



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 12, 2019
Subject: FY 19/20 FY 20/21 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 June 12th, 2019 the Board and Staff conducted a Public Budget Workshop, at that meeting Board Members with Staff discussed a budget for FY 19/20 and 20/21. Attached is the FY Budget 19/20 and 20/21 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 19/20 and 20/21.

Respectfully Submitted,

Nancy Law
Financial Services Technician/Office Manager

**Beaumont-Cherry Valley Recreation & Park District
Project Budget FY 19/20 & 20/21**

	FY 18/19 Approved	FY 18/19 Actuals thru 6/6/2019	FY 19/20 Approved	FY 19/20 Projected	FY 20/21 Projected
1 Income					
2 Facility Use					
3 40101 · Registrations (BYB)	\$ 10,000.00	\$ 12,000.00	\$ 10,000.00	\$ 11,000.00	\$ 11,000.00
4 40103 · Caretaker Rent	\$ 2,400.00	\$ 2,000.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
5 40104 · Dog House	\$ 3,600.00	\$ 1,120.00	\$ 3,600.00	\$ 1,800.00	\$ 1,800.00
6 40105 · Dog Park	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 500.00
7 40106 · Equestrian Arena	\$ 2,100.00	\$ 577.52	\$ 2,100.00	\$ 1,500.00	\$ 1,500.00
8 40107 · Fields	\$ 5,000.00	\$ 7,286.91	\$ 5,000.00	\$ 6,500.00	\$ 6,500.00
9 40109 · Grange	\$ 30,000.00	\$ 25,743.50	\$ 30,000.00	\$ 25,000.00	\$ 25,000.00
10 40111 · NCCC/Franco Gardens	\$ 6,000.00	\$ 10,565.00	\$ 6,000.00	\$ 6,500.00	\$ 6,500.00
11 40112 · Park	\$ 1,500.00	\$ 1,125.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
12 40113 · RV Space	\$ 35,000.00	\$ 57,324.95	\$ 35,000.00	\$ 40,000.00	\$ 40,000.00
13 40114 · Snack Bar	\$ 8,000.00	\$ 15,471.34	\$ 8,000.00	\$ 12,000.00	\$ 12,000.00
14 40115 · Thunder Alley Racetrack	\$ 3,900.00	\$ 3,630.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00
15 40116 · Women's Club	\$ 15,000.00	\$ 13,663.37	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
16 40117 · Dump Station	\$ 1,000.00	\$ 1,700.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
17 40118 · Franco Gardens	\$ 5,000.00	\$ 2,750.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00
18 40119 · NCCC	\$ 10,000.00	\$ 8,592.50	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
19 <i>Total Facility Use</i>	\$ 139,500.00	\$ 164,050.09	\$ 139,500.00	\$ 142,100.00	\$ 142,100.00
20 Bogart Park					
21 40201 - Camping	\$ -	\$ 10,031.00	\$ -	\$ 12,000.00	\$ 12,000.00
22 40202 - Gate Entrance	\$ -	\$ 11,110.07	\$ -	\$ 5,000.00	\$ 5,000.00
23 40204 - Wood Sales	\$ -	\$ 66.00	\$ -	\$ 500.00	\$ 500.00
24 40205 - Annual Passes	\$ -	\$ 2,660.00	\$ -	\$ 2,000.00	\$ 2,000.00
25 <i>Total Bogart Park</i>	\$ -	\$ 23,867.07	\$ -	\$ 19,500.00	\$ 19,500.00
26 Special Events Income					
27 40503 · Spring Fling	\$ 5,000.00	\$ 3,794.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
28 40504 · Fishing Derby	\$ 6,000.00	\$ 3,921.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
29 40505 · Movies	\$ 3,500.00	\$ 587.56	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
30 40507 · Oktoberfest	\$ 33,000.00	\$ 33,002.92	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00
31 40509 · Tournaments	\$ 70,000.00	\$ 68,985.49	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
32 40510 · Winterfest	\$ 8,000.00	\$ 7,056.50	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
33 40512 · Pumpkin Carve	\$ 1,500.00	\$ 1,325.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
34 40513 - Cinco De Mayo	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
35 40514 · 1K/5K Run	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
36 <i>Total Special Events Income</i>	\$ 127,000.00	\$ 118,672.47	\$ 137,500.00	\$ 142,000.00	\$ 142,000.00
37 State of California Revenue					
38 40001 · Property Tax Current Secured	\$ 1,361,232.55	\$ 1,059,683.36	\$ 1,415,681.85	\$ 1,429,294.18	\$ 1,472,173.00
39 40002 · Property Tax Current Supplement	\$ 15,084.35	\$ 7,986.53	\$ 15,687.72	\$ 15,838.57	\$ 15,845.08
40 40003 · Property Tax Current Unsecured	\$ 64,530.65	\$ 69,320.21	\$ 67,111.88	\$ 67,757.18	\$ 69,789.90
41 40004 · Property Tax Prior Supplemental	\$ 8,295.35	\$ -	\$ 8,627.16	\$ 8,710.12	\$ 8,971.42
42 40005 · Property Tax Prior Unsecured	\$ 3,315.16	\$ -	\$ 3,447.77	\$ 3,480.92	\$ 3,585.35
43 40006 · CA Homeowners Tax Relief	\$ 24,369.45	\$ 8,844.13	\$ 25,344.23	\$ 25,587.92	\$ 26,355.56
44 40007 - Redevelopment (RDA)	\$ -	\$ 79,205.15	\$ -	\$ 81,581.35	\$ 83,212.98
45 40401 · Interest - Invested Funds	\$ 2,476.15	\$ 4,141.85	\$ 2,575.19	\$ 2,599.97	\$ 2,677.97
46 <i>Total State of California Revenue</i>	\$ 1,479,303.66	\$ 1,229,181.23	\$ 1,538,475.80	\$ 1,634,850.21	\$ 1,682,611.26
47 40600 · Adult Softball	\$ 25,000.00	\$ 40,484.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
48 40601 · Banner Sales	\$ 15,000.00	\$ 18,283.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
49 40602 · Contract Instructor	\$ 7,000.00	\$ 2,662.30	\$ 7,000.00	\$ 3,000.00	\$ 3,000.00
50 Total Income	\$ 1,792,803.66	\$ 1,597,200.16	\$ 1,862,475.80	\$ 1,981,450.21	\$ 2,029,211.26
51 Expense					
52 Bank Fees					
53 50256 · Bank Checks	\$ 350.00	\$ 644.37	\$ 350.00	\$ 800.00	\$ 800.00
54 50257 · Safe Deposit Box	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
55 <i>Total Bank Fees</i>	\$ 500.00	\$ 794.37	\$ 500.00	\$ 950.00	\$ 950.00
56 Board of Directors					
57 50225 · Director Fees	\$ 36,000.00	\$ 23,100.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
58 50226 · Training - Strategic Planning	\$ 15,000.00	\$ 667.98	\$ 25,000.00	\$ 25,000.00	\$ 12,000.00
59 50227 · Travel and Conference	\$ 10,000.00	\$ 11,613.41	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00
60 50228 - Election Expense	\$ -	\$ 6,243.63	\$ -	\$ -	\$ 60,000.00
61 <i>Total Board of Directors</i>	\$ 61,000.00	\$ 41,625.02	\$ 71,000.00	\$ 81,000.00	\$ 128,000.00
62 Contract Services					
63 50170 · Acorn Technology	\$ 21,000.00	\$ 18,937.42	\$ 21,000.00	\$ 21,600.00	\$ 21,600.00
64 50171 · BDL Alarms, Inc.	\$ 3,000.00	\$ 2,464.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
65 50172 · Jani King	\$ 16,000.00	\$ 14,604.01	\$ 16,000.00	\$ 16,500.00	\$ 16,500.00
66 50173 · Memories by Darci Walls	\$ 1,200.00	\$ 1,981.38	\$ 1,200.00	\$ 3,600.00	\$ 3,600.00
67 50175 · Slugg Bugg	\$ 2,100.00	\$ 1,750.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
68 50176 · TLC Landscaping	\$ 12,000.00	\$ 8,592.00	\$ 25,000.00	\$ 12,000.00	\$ 12,000.00
69 50177 · Turf Star	\$ 10,000.00	\$ 6,497.71	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
70 50178 · Cliff's Pest Control, Inc.	\$ -	\$ 4,000.00	\$ -	\$ 6,000.00	\$ 6,000.00

**Beaumont-Cherry Valley Recreation & Park District
Project Budget FY 19/20 & 20/21**

71	50180 · Paychecks Flex	\$ 2,000.00	\$ 897.20	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
72	50181 · Streamline	\$ -	\$ 1,400.00	\$ -	\$ 2,400.00	\$ 2,400.00
73	50182 - Star Pro Security	\$ -	\$ 4,214.00	\$ -	\$ 40,000.00	\$ 40,000.00
74	<i>Total Contract Services</i>	\$ 67,300.00	\$ 65,337.72	\$ 80,300.00	\$ 119,200.00	\$ 119,200.00
75	<i>Dues/Subscriptions/Memberships</i>					
76	50205 · CARPD	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
77	50206 · CSDA	\$ 1,875.00	\$ 3,587.00	\$ 1,875.00	\$ 4,000.00	\$ 4,000.00
78	50207 · The Press Enterprise	\$ -	\$ 328.10	\$ -	\$ 350.00	\$ 350.00
79	50208 - Amazon Prime	\$ -	\$ 128.22	\$ -	\$ 130.00	\$ 130.00
80	50210 · Cal Chamber of Commerce	\$ 100.00	\$ 161.41	\$ 100.00	\$ 200.00	\$ 200.00
81	50211 · CalPELRA	\$ 700.00	\$ -	\$ 700.00	\$ -	\$ 700.00
82	50212 · Chamber Memberships	\$ 385.00	\$ 365.00	\$ 385.00	\$ 400.00	\$ 400.00
83	50213 · CPRS	\$ 475.00	\$ 765.00	\$ 475.00	\$ 800.00	\$ 800.00
84	50214 · NRPA	\$ 170.00	\$ 175.00	\$ 170.00	\$ 175.00	\$ 175.00
85	50215 · Productive Parks	\$ -	\$ 1,806.00	\$ -	\$ 2,500.00	\$ 2,500.00
86	50216 · The HR Specialist/SHRM	\$ 97.00	\$ 493.00	\$ 97.00	\$ -	\$ 500.00
87	50217 · The Record Gazette	\$ 40.00	\$ 39.95	\$ 40.00	\$ 40.00	\$ 40.00
88	<i>Total Dues/Subscriptions/Memberships</i>	\$ 5,842.00	\$ 9,348.68	\$ 5,842.00	\$ 10,595.00	\$ 11,795.00
89	<i>Equipment Purchases - Buildings</i>					
90	50245 · Grange	\$ 800.00	\$ -	\$ 800.00	\$ 800.00	\$ 800.00
91	50246 - Maintenance	\$ -	\$ -	\$ 800.00	\$ 800.00	\$ 800.00
92	50247 · NCCC	\$ 800.00	\$ -	\$ 800.00	\$ 800.00	\$ 800.00
93	50250 · Woman's Club	\$ 800.00	\$ -	\$ 800.00	\$ 800.00	\$ 800.00
94	<i>Snack Bar</i>					
95	50248 · East	\$ 800.00	\$ -	\$ 800.00	\$ 800.00	\$ 800.00
96	50249 · West	\$ 800.00	\$ -	\$ 800.00	\$ 800.00	\$ 800.00
97	<i>Total Snack Bar</i>	\$ 1,600.00	\$ -	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
98	<i>Total Equipment Purchases - Buildings</i>	\$ 4,000.00	\$ -	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
99	<i>Human Resources/Risk Management</i>					
100	<i>Employee Training & Seminars</i>					
101	50125 · Conferences	\$ 15,000.00	\$ 18,215.89	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00
102	50126 · License Renewal	\$ 1,800.00	\$ 1,750.00	\$ 1,800.00	\$ 800.00	\$ 1,800.00
103	50127 · Fred Pryor Training	\$ 1,600.00	\$ 2,825.13	\$ 1,600.00	\$ -	\$ 1,600.00
104	50128 · School Tuitions/Books	\$ 4,000.00	\$ 3,805.28	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
105	50129 · Workshops/Webinars	\$ 1,500.00	\$ 1,456.20	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
106	<i>Total Employee Training & Seminars</i>	\$ 23,900.00	\$ 28,052.50	\$ 26,900.00	\$ 26,300.00	\$ 28,900.00
107	<i>Insurance - Employee's</i>					
108	50105 - 457 Employee Pension Plan	\$ -	\$ 5,220.03	\$ -	\$ 8,000.00	\$ 8,000.00
109	50107 · Admin Fee	\$ 150.00	\$ 132.16	\$ 150.00	\$ 160.00	\$ 160.00
110	50107 · Dental Insurance	\$ 5,500.00	\$ 4,412.32	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
111	50109 · Flex Benefit Plan	\$ 15,500.00	\$ 8,919.81	\$ 16,000.00	\$ 7,000.00	\$ 7,000.00
112	50110 · Health Insurance	\$ 74,300.00	\$ 52,506.72	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
113	50111 · Accident Insurance	\$ 2,900.00	\$ 1,181.09	\$ 3,100.00	\$ 2,500.00	\$ 2,500.00
114	50112 · Vision Insurance	\$ 835.00	\$ 726.75	\$ 900.00	\$ 900.00	\$ 900.00
115	<i>Total Insurance - Employee's</i>	\$ 99,185.00	\$ 73,098.88	\$ 106,150.00	\$ 104,560.00	\$ 104,560.00
116	50102 · CalPERS - Retirement	\$ 67,000.00	\$ 51,919.28	\$ 67,000.00	\$ 61,000.00	\$ 65,900.00
117	50103 · CalPERS - Unfunded Health	\$ 40,000.00	\$ 3,148.03	\$ 50,000.00	\$ 80,000.00	\$ 80,000.00
118	50104 · CalPERS - Unfunded Retiree	\$ 45,000.00	\$ 40,554.80	\$ 50,000.00	\$ 83,982.00	\$ 86,397.00
119	50114 · Insurance - Liability (Capri)	\$ 30,000.00	\$ 29,492.00	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00
120	50115 · Insurance - Workers Comp	\$ 35,000.00	\$ 15,759.00	\$ 35,500.00	\$ 27,000.00	\$ 30,000.00
121	50116 · Payroll Tax Expense	\$ 31,000.00	\$ 28,640.25	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00
122	50117 · Salaries	\$ 840,000.00	\$ 706,105.82	\$ 890,000.00	\$ 870,000.00	\$ 890,000.00
123	50120 · Medical Exam Expense	\$ 1,300.00	\$ 695.00	\$ 1,300.00	\$ 1,000.00	\$ 1,000.00
124	50121 · Employee Fingerprinting	\$ 600.00	\$ 477.00	\$ 600.00	\$ 600.00	\$ 600.00
125	50122 · Employee (Shoe) Reimbursement	\$ -	\$ 400.00	\$ -	\$ 800.00	\$ 800.00
126	<i>Total Human Resources/Risk Management</i>	\$ 1,212,985.00	\$ 978,342.56	\$ 1,290,450.00	\$ 1,318,242.00	\$ 1,351,157.00
127	<i>Janitorial Supplies</i>					
128	50262 - Grange				\$ 4,000.00	\$ 4,000.00
129	50263 - NCCC				\$ 6,000.00	\$ 4,000.00
130	50264 · Park/Grounds	\$ 5,000.00	\$ 1,130.78	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00
131	50265 · Supplies	\$ 15,000.00	\$ 9,624.50	\$ 20,000.00	\$ -	\$ -
132	50266 - Woman's Club				\$ 4,000.00	\$ 4,000.00
133	50267 - Uniform Expense	\$ 3,000.00	\$ 2,510.58	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
134	<i>Total Janitorial Supplies</i>	\$ 23,000.00	\$ 13,265.86	\$ 28,000.00	\$ 21,000.00	\$ 19,000.00
135	<i>Licenses and Permits</i>					
136	50235 · County Health Department	\$ 800.00	\$ 1,468.00	\$ 800.00	\$ 1,600.00	\$ 1,700.00
137	50236 · LAFCO Fees	\$ 500.00	\$ 395.37	\$ 500.00	\$ 500.00	\$ 500.00
138	50239 · Music Permit	\$ 350.00	\$ 358.00	\$ 350.00	\$ 400.00	\$ 400.00
139	<i>Total Licenses and Permits</i>	\$ 1,650.00	\$ 2,221.37	\$ 1,650.00	\$ 2,500.00	\$ 2,600.00
140	<i>Miscellaneous Expenses</i>					
141	50408 · Staff Picnic/BBQ	\$ 1,000.00	\$ 260.38	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00
142	50409 · Staff Holiday Party	\$ 4,000.00	\$ 4,960.35	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
143	50410 - Employee of the Month	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00

**Beaumont-Cherry Valley Recreation & Park District
Project Budget FY 19/20 & 20/21**

144	Total Miscellaneous expenses	\$ 5,000.00	\$ 5,220.73	\$ 5,000.00	\$ 10,500.00	\$ 10,500.00
145	Office Expenses					
146	50270 · Copier Lease	\$ 12,000.00	\$ 8,412.18	\$ 12,000.00	\$ 10,000.00	\$ 10,000.00
147	50272 · Office Furniture	\$ 12,000.00	\$ 4,156.20	\$ 12,000.00	\$ 15,000.00	\$ 5,000.00
148	50273 · Office Supplies	\$ 5,500.00	\$ 6,412.48	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00
149	50274 · Postage/PO Box	\$ 1,000.00	\$ 1,062.72	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00
150	50275 · Recycling/Shredding	\$ 300.00	\$ 125.00	\$ 300.00	\$ 300.00	\$ 300.00
151	Total Office Expenses	\$ 30,800.00	\$ 20,168.58	\$ 30,300.00	\$ 33,500.00	\$ 23,500.00
152	Professional Fee's					
153	50190 · Auditing	\$ 15,000.00	\$ 27,000.00	\$ 17,000.00	\$ 20,000.00	\$ 20,000.00
155	50192 · Legal Fee's	\$ 72,137.71	\$ 65,279.30	\$ 30,000.00	\$ 50,000.00	\$ 50,000.00
156	Other Consultants					
158	50195 · CPA Services	\$ -	\$ 4,013.60	\$ -	\$ 3,000.00	\$ 3,000.00
159	50196 · GASB 68	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
160	50197 · GASB 74/75	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
161	50198 · State Controller's Report	\$ 1,050.00	\$ -	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
162	Total Other Consultants	\$ 5,100.00	\$ 23,995.98	\$ 5,100.00	\$ 8,100.00	\$ 8,100.00
163	50200 · Payroll Processing	\$ 6,700.00	\$ 6,177.53	\$ 6,900.00	\$ 6,500.00	\$ 6,500.00
164	Total Professional Fee's	\$ 98,937.71	\$ 153,010.81	\$ 59,000.00	\$ 84,600.00	\$ 84,600.00
165	Public Relations					
166	50280 · Business Cards	\$ 700.00	\$ 97.44	\$ 700.00	\$ 700.00	\$ 700.00
167	50281 · Chamber Breakfast/Installation	\$ 2,600.00	\$ 1,377.57	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00
168	50282 · Flowers	\$ 1,500.00	\$ 954.03	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
169	50283 · Flag Program	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
170	50284 · Holiday Cards	\$ 500.00	\$ 315.93	\$ 500.00	\$ 400.00	\$ 400.00
171	50285 · Marketing	\$ -	\$ 401.58	\$ -	\$ 1,000.00	\$ 1,000.00
172	Total Public Relations	\$ 5,375.00	\$ 3,221.55	\$ 5,375.00	\$ 6,275.00	\$ 6,275.00
173	Repairs and Maintenance					
174	50290 · Erosion Control	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
175	50291 · Franco Gardens	\$ 15,000.00	\$ 1,143.63	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
176	50292 · Hazardous Material Disposal	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
177	50293 · Keys/Locks	\$ 1,000.00	\$ 915.92	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
178	50294 · Lights & Electrical	\$ 25,000.00	\$ 35,686.96	\$ 22,000.00	\$ 20,000.00	\$ 20,000.00
179	50295 · RV Park	\$ 15,000.00	\$ 19,709.52	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
180	50296 · Sewer	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
181	50306 · Dog Park	\$ 3,000.00	\$ 1,882.94	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00
182	50320 · Horseshoe Pits	\$ -	\$ 476.79	\$ -	\$ 2,500.00	\$ 2,500.00
183	50330 · Tennis/Hockey Courts	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00
184	50331 · Bleachers	\$ 500.00	\$ 376.02	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00
185	Buildings					
186	50298 · Equestrian Bldg	\$ 5,500.00	\$ 10,325.31	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
187	50299 · Grange	\$ 4,500.00	\$ 1,437.14	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
188	50300 · NCCC	\$ 3,000.00	\$ 10,187.06	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
189	50301 · Woman's Club	\$ 4,000.00	\$ 3,165.63	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
190	50305 · Maintenance	\$ 16,000.00	\$ 36,705.33	\$ -	\$ 20,000.00	\$ 20,000.00
191	Snack Bar					
192	50303 - East	\$ 1,000.00	\$ 259.40	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
193	50304 - West	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
194	Total Snack Bar	\$ 2,000.00	\$ 259.40	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
195	Total Buildings	\$ 35,000.00	\$ 62,079.87	\$ 41,000.00	\$ 61,000.00	\$ 61,000.00
196	Field Equipment					
197	50308 · Equipment - Fields	\$ 8,000.00	\$ 13,949.65	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
198	50309 · Fuel	\$ 7,500.00	\$ 7,945.89	\$ 7,500.00	\$ 8,500.00	\$ 8,500.00
199	50310 · Baseball Equipment	\$ 6,000.00	\$ -	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00
200	Total Field Equipment	\$ 21,500.00	\$ 21,895.54	\$ 20,500.00	\$ 19,000.00	\$ 19,000.00
201	Grounds					
202	50312 · Fertilizer	\$ 3,000.00	\$ 779.06	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
203	50313 · Irrigation	\$ 12,000.00	\$ 12,448.35	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
204	50314 · Pest Control	\$ 1,000.00	\$ 161.60	\$ 1,000.00	\$ 500.00	\$ 500.00
205	50315 · Playground/Grounds	\$ 3,000.00	\$ 135.24	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00
206	50326 - Ready Mix Concrete	\$ -	\$ 81.54	\$ -	\$ 200.00	\$ 200.00
207	50316 · Round-Up/Dye	\$ 1,800.00	\$ 1,312.52	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00
208	50317 · Sand	\$ 1,500.00	\$ 958.98	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
209	50318 · Seed	\$ 5,500.00	\$ 905.10	\$ 6,000.00	\$ 6,000.00	\$ 3,000.00
210	50319 · Soil	\$ 1,000.00	\$ 743.52	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
211	50327 · DG	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 4,000.00	\$ 4,000.00
212	50328 · Grounds - Repair	\$ 8,000.00	\$ 72,306.94	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
213	50329 · Mulch Ground Cover	\$ 400.00	\$ -	\$ 400.00	\$ 400.00	\$ 400.00
214	Fields					
215	50321 - Chalk	\$ 2,000.00	\$ 982.93	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
216	50322 - Clay	\$ 6,000.00	\$ 2,858.46	\$ 6,000.00	\$ 9,000.00	\$ 9,000.00
217	50323 - Field Topper	\$ 1,500.00	\$ 2,139.44	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00
218	50324 · Quick Dry	\$ 1,000.00	\$ 390.60	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00

**Beaumont-Cherry Valley Recreation & Park District
Project Budget FY 19/20 & 20/21**

219	50325 - Restroom	\$ 1,400.00	\$ 1,955.46	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
220	Total Fields	\$ 11,900.00	\$ 8,326.89	\$ 12,500.00	\$ 17,500.00	\$ 17,500.00
221	Total Grounds	\$ 51,100.00	\$ 98,078.20	\$ 50,800.00	\$ 56,300.00	\$ 53,300.00
222	Total Repairs and Maintenance	\$ 173,100.00	\$ 242,245.39	\$ 179,500.00	\$ 202,000.00	\$ 197,000.00
223	Special Events Expense					
224	50350 · 4th of July Celebration	\$ 8,500.00	\$ 7,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
225	50351 · Fishing Derby	\$ 7,500.00	\$ 7,583.51	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
226	50352 · Joint Event Expenses	\$ 4,000.00	\$ 4,812.47	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
227	50353 · Memorial Wall	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 6,000.00	\$ 1,000.00
228	50354 · Movies Under the Stars	\$ 3,000.00	\$ 818.98	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
229	50356 · Oktoberfest	\$ 35,000.00	\$ 46,060.79	\$ 35,000.00	\$ 45,000.00	\$ 45,000.00
230	50358 · Pumpkin Carve	\$ 2,600.00	\$ 1,492.51	\$ 2,600.00	\$ 2,000.00	\$ 2,000.00
231	50359 · Spring Fling	\$ 2,500.00	\$ 3,982.64	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
232	50360 · Tournaments	\$ 3,500.00	\$ 6,707.39	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
233	50361 · Welcome Home Vietnam Veterans	\$ 2,000.00	\$ 576.13	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00
234	50363 · Winterfest	\$ 17,000.00	\$ 18,503.22	\$ 19,000.00	\$ 20,000.00	\$ 20,000.00
235	50364 · Arbor Day	\$ 700.00	\$ 1,566.20	\$ 700.00	\$ 1,000.00	\$ 1,000.00
236	50366 · Meet & Greet	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
237	50369 - Cinco De Mayo	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
238	50370 - 1K/5K Run	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
239	50371 - Leon's Garden	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
240	Total Special Events Expense	\$ 88,300.00	\$ 99,603.84	\$ 90,300.00	\$ 114,000.00	\$ 107,000.00
241	Telephone & Internet					
242	50400 · Telephone/Internet	\$ 8,000.00	\$ 6,063.40	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
243	50401 · Wireless Phones	\$ 6,000.00	\$ 6,198.65	\$ 6,000.00	\$ 7,000.00	\$ 7,000.00
244	Total Telephone & Internet	\$ 14,000.00	\$ 12,262.05	\$ 14,000.00	\$ 15,000.00	\$ 15,000.00
245	Utilities					
246	50390 · Electricity	\$ 76,611.77	\$ 57,545.94	\$ 79,676.24	\$ 80,000.00	\$ 85,000.00
247	50391 · Gas	\$ 5,588.84	\$ 5,437.41	\$ 5,812.39	\$ 6,000.00	\$ 6,000.00
248	50392 · Sewer	\$ 11,031.30	\$ 10,479.50	\$ 11,582.87	\$ 15,000.00	\$ 15,000.00
249	50393 · Trash	\$ 20,066.46	\$ 25,409.53	\$ 21,069.78	\$ 20,000.00	\$ 25,000.00
250	50394 · Water	\$ 36,092.70	\$ 42,264.06	\$ 37,897.34	\$ 45,000.00	\$ 40,000.00
251	50395 · Propane	\$ 5,000.00	\$ 4,581.81	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
252	Total Utilities	\$ 154,391.07	\$ 145,718.25	\$ 161,038.62	\$ 171,000.00	\$ 176,000.00
253	Vehicle Expenses					
254	50375 · Chevy	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
255	50376 · Fuel	\$ 4,000.00	\$ 3,265.24	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
256	50378 - Chevy Malibu	\$ -	\$ 145.47	\$ -	\$ 1,000.00	\$ 1,000.00
257	50379 · Ford · F350	\$ 3,000.00	\$ 2,867.87	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
258	50380 · Ford · F550	\$ 1,000.00	\$ 45.22	\$ 1,000.00	\$ 20,000.00	\$ -
259	50381 · Stage	\$ 15,000.00	\$ -	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00
260	50382 · Trailer	\$ -	\$ 259.82	\$ -	\$ 1,000.00	\$ 1,000.00
261	50383 - Water Trailer	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
262	Total Vehicle Expenses	\$ 25,000.00	\$ 6,583.62	\$ 15,000.00	\$ 33,000.00	\$ 13,000.00
263	50100 · Car Allowance	\$ 6,000.00	\$ 5,538.48	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
264	50411 · Equipment Purchases	\$ 76,300.00	\$ 96,498.17	\$ 39,000.00	\$ 86,000.00	\$ 45,000.00
265	50412 · Grounds Equipment	\$ 13,500.00	\$ 24,065.42	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
266	50413 · Adult Softball Expense	\$ 20,000.00	\$ 17,371.69	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00
267	50414 · Advertising & Publicity	\$ 1,000.00	\$ 200.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
268	50415 · Awards & Recognition	\$ 500.00	\$ 901.88	\$ 500.00	\$ 500.00	\$ 500.00
269	50416 · Banner Sales Expense	\$ 5,300.00	\$ 6,549.20	\$ 5,300.00	\$ 7,000.00	\$ 7,000.00
270	50417 · Business Meals	\$ 3,000.00	\$ 3,602.05	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
271	50418 · Computer Equip & Maintenance	\$ 22,000.00	\$ 19,096.26	\$ 25,000.00	\$ 25,000.00	\$ 10,000.00
272	50420 · Meeting Expenses	\$ 1,300.00	\$ 5,665.23	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
273	50421 · Safety	\$ 4,400.00	\$ 8,415.67	\$ 4,400.00	\$ 5,000.00	\$ 5,000.00
274	50423 · Signage	\$ 2,500.00	\$ 1,491.90	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
275	Total Expense	\$ 2,126,980.78	\$ 1,988,366.35	\$ 2,159,255.62	\$ 2,400,162.00	\$ 2,386,377.00
276	Other income					
277	40400 · Interest income	\$ 400.00	\$ 542.98	\$ 400.00	\$ 500.00	\$ 500.00
278	Total Other income	\$ 400.00	\$ 542.98	\$ 400.00	\$ 500.00	\$ 500.00
279	Capital Expenditures					
280	50010 · #01.1 - Maintenance Restroom	\$ 40,000.00	\$ 40,352.01	\$ -		
281	50011 · #02 - Looping Domestic Water	\$ 129,500.00	\$ 138,535.92	\$ -		
282	50014 · Field #1 Fencing (L & R)	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	
283	50016 · #08 - Bathroom Repair	\$ 20,000.00	\$ 1,471.12	\$ 15,000.00	\$ 15,000.00	
284	50020 · Field #1 Improvements	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	
285	50021 · Field #1 Netting	\$ -	\$ -	\$ 60,000.00	\$ 60,000.00	
286	50022 · Field #2 & 3 Netting	\$ -	\$ -	\$ 120,000.00	\$ 120,000.00	
287	50026 · Grange Flag Pole	\$ 8,000.00	\$ 9,061.84	\$ -	\$ -	
288	50028 · NCCC Additional Improvements	\$ 142,000.00	\$ 177,589.31	\$ -	\$ -	
289	50032 · Transition Plan ADA	\$ 5,000.00	\$ 46,913.38	\$ 5,000.00	\$ 5,000.00	
290	50033 · Woman's Club/Grange Solar	\$ -	\$ -	\$ 90,000.00	\$ 90,000.00	
291	Playground Equip/Swing Set	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	

**Beaumont-Cherry Valley Recreation & Park District
Project Budget FY 19/20 & 20/21**

292	NCCC Solar	\$ -	\$ -	\$ 700,000.00	\$ -	
293	Field #2 Improvements	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	
294	Field #3 Improvements	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	
295	Woman's Club Floor	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	
296	Grange Wall Installation	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	
297	50032 Transition Plan ADA	\$ 5,000.00	\$ 56,081.36	\$ 5,000.00	\$ 5,000.00	
298	Total Capital Expenditures	\$ 374,500.00	\$ 470,004.94	\$ 1,142,000.00	\$ 462,000.00	\$ -
299	Total Net Income	\$ (708,277.12)	\$ (860,628.15)	\$ (1,438,379.82)	\$ (880,211.79)	\$ (356,665.74)



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. 3.3

To: Chairman and Board of Directors

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

Date: June 12, 2019

Subject: Employee Handbook Revision

Background and Analysis:

As an ongoing commitment, a review of the District's current employee handbook has been completed. The changes were discussed between the Personnel Committee, Human Resources, General Manager and Legal Counsel.

There was significant reformatting and reorganizing of material so that the information is clearer and easier to access.

Minor revisions consisted mostly of clarification and updates of current policies such as corrected title change, on call pay and the footwear policy.

Legal updates were made to the random, post-accident and reasonable suspicion drug testing policy. The equal employment opportunity policy is now more comprehensive and the harassment policy was updated and cleaned up. The family leave was updated for consistency with the Family and Medical Leave Act (FMLA)

We changed the wording on sick leave accruals to read that sick leave accrues at 4.0 hours per pay period and deleted the exempt sick leave entirely.

We changed "floating holiday" to "employee birthday" as a recommendation of legal counsel.

A major change was made to the probationary period of new hires. It changed from six months to twelve months. During the probationary period, employees will not accrue vacation or be entitled to vacation time off.

Benefits section 2, vacation CAP will be reviewed further and presented for approval at a later date.

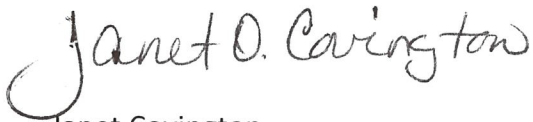
The red-line version is attached for a complete review of all the changes made.

Fiscal Impact: None.

Recommendations:

Staff recommends that the Board review, comment, approve or change the employee handbook revision with the exception of the *Benefits section 2, vacation CAP which will be reviewed at a later date* subject to the authority of the Beaumont-Cherry Valley Recreation & Park Districts Legal Counsel to make non-substantive changes.

Respectfully Submitted,

A handwritten signature in black ink that reads "Janet O. Covington". The signature is written in a cursive style with a large initial "J".

Janet Covington

Human Resources Administrator/Clerk of the Board



Employee Handbook

This copy of the Employee Handbook has been updated as of
~~December 2015~~ June 2019 and supersedes all previous
Handbooks

“Creating Opportunities for a Healthy Community”

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INTRODUCTORY POLICIES

SECTION 1. MISSION STATEMENT

The mission of the Beaumont-Cherry Valley Recreation and Park District is to enrich and fulfill the lives of community members by providing parks, park facilities and recreational programs of outstanding quality. The District endeavors to meet the needs of its growing community by acquiring, constructing, improving, maintaining and operating recreation centers throughout the community.

SECTION 2. PURPOSE

This Employment Handbook is meant to serve as a general guide to the personnel policies and practices of the BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT (hereafter "District"). It is intended to familiarize employees with important information about the District as well as information regarding their own privileges and responsibilities. This handbook replaces all earlier handbooks and supersedes all prior inconsistent policies, practices, and procedures.

Employees are given copies of this Handbook and are required to read this Handbook promptly, as each employee will be expected to know and abide by its contents, except where an employee is bound expressly by the superseding terms of an employment contract approved by the board. It is important that all employees read, understand, and follow the provisions of the policy. A signed Acknowledgment of Understanding form will be placed in each employee's personnel file as evidence of the employee having read the policy and agreeing to abide by its rules and regulations. This policy is not intended to be an employment contract or legal document. Employees should not interpret anything in this handbook as creating a contract or guarantee of continued employment. In addition, this handbook is not intended to cover all possible situations that may arise in your employment relationship with the District.

Circumstances will undoubtedly require that guidelines, practices, and benefits described in this policy change. Accordingly, the District reserves the right to modify, supplement, rescind or revise any provision of this policy from time to time as it deems necessary. Employees will, of course, be advised in writing of such changes as they occur. The District also reserves the right to interpret the provisions of this Handbook.

In early October 1858 the first westbound stage sent out by John Butterfield, president of the Overland Mail Company, whirled, clattered, rolled and jolted through what is now Riverside County. From Tucson to San Francisco, with constant relays, the stage averaged five miles an hour. Butterfield stages had a short life - 1858 to 1861 - but helped popularize the Temecula approach to Los Angeles during a period when the San Geronio Pass was beginning to be traveled and settled.

In later years, the railroads established routes through Beaumont and south of the city a large roundhouse was built for storage and transfer of railcars. Beaumont incorporated in 1912.

SECTION 4. SPECIAL DISTRICT GOVERNMENT

The BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT is an independent special district which was formed in 1971 through its passage on the June ballot. As of 2007, the District was annexed into the City of Beaumont. The District encompasses 75 square miles; its boundaries are the City of Beaumont, Community of Cherry Valley and the surrounding unincorporated area. (Generally identical with the Beaumont Unified School District, with exception of area east of Highland Springs Road and some properties North included in Calimesa). Citizens elect five board members to staggered four-year terms. Board members elect a chairman from its membership. Chairman presides over meetings, having a vote as any other member of the Board.

The Board of Directors establishes policy and determines the type and level of park and recreational service the district will provide.

The General Manager is appointed by the Board and is responsible for the day-to-day administration of all District business, and supervision of all District department heads.

SECTION 5. EQUAL EMPLOYMENT OPPORTUNITY

It is the District's policy to provide equal employment opportunity for all applicants and employees. The District does not unlawfully discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex

Comment [A1]: This is a new policy. The "Hiring of Employees" section previously had a paragraph regarding EEO, but it did not include all of the relevant protected classes and was not as comprehensive as the added policy.

qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources Department and request an accommodation. The individual with the disability should specify what accommodation they need to perform the job. The District will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform their job. The District will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the necessary accommodation.

~~SECTION 5.~~SECTION 7. **DEFINITIONS**

For the purpose of the District's policies, the following definitions shall apply:

A. District

This shall mean the BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT.

B. Board of Directors

This shall mean the Board of Directors of the District.

C. General Manager

This shall mean the General Manager of the District, duly appointed by and serving at the will and pleasure of the Board of Directors. The General Manager shall be the executive officer of the District.

D. Human Resources Administrator~~Director~~

This shall mean the Human Resources Administrator~~Director~~ of the District, appointed by the General Manager of the District and serving the General Manager.

E. Full-Time Employee

This shall mean all employees assigned for employment on a regular basis of thirty five (35) hours per week or more.

EMPLOYMENT

SECTION 1. THE EMPLOYEE'S ROLE

Every District employee, regardless of his or her position, is equally invaluable in achieving community goals and providing maximum service to the citizens of the district at a minimum cost.

It is of utmost importance that as a district employee you adhere to the highest standards of personal and business conduct. The District exists to serve the community, and you as an employee, are a representative of each resident of the District.

The public, your supervisors and co-workers will judge you on the basic qualities of courtesy, integrity, reliability and effectiveness.

SECTION 2. STANDARDS OF CONDUCT

As they represent the District, employees are to conduct themselves in a friendly and courteous manner with everyone they see or meet during their workday.

All staff members shall represent the District before the media or the public only upon specific authorization to do so by the General Manager. All staff members also have a responsibility to maintain professional conduct at all District events whether working or not.

The public does not differentiate between on or off duty for District employees, therefore whether working or not you are expected to uphold the highest standard of conduct.

The General Manager or Assistant General Manager, if any, will oversee these policies and take proper action if abused.

SECTION 3. HIRING OF EMPLOYEES

~~It is the expressed policy of the District to fill all job openings by, where practical, promoting qualified individuals from within. However, when it becomes necessary to recruit candidates from outside the organization, the following procedures reflect the District's recruitment philosophy.~~

Comment [A3]: This was deleted as unnecessary. It is fine to promote from within, but this language in the Handbook could create an unreasonable expectation for current employees

~~an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform their job. The District will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the necessary accommodation.~~

Comment [A6]: This section was moved to section 6 of the introductory policies.

~~If an employee believes they have been subjected to any form of unlawful discrimination, they must provide a written complaint to their supervisor or to the Human Resources Director. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The District will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation. If it is determined that unlawful discrimination occurred, the District will take the appropriate disciplinary action relative to the severity of the offense. Furthermore, the District will take additional steps, if required, to prevent any future discrimination. The District will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by management employees or co-workers.~~

Comment [A7]: This section was removed and replaced with a comprehensive policy against harassment/discrimination/retaliation.

1. All District employees shall be appointed to their positions by the General Manager. The General Manager is appointed by and serves at the will and pleasure of the Board.
2. The General Manager shall hire new employees for those positions as provided by the Board of Directors, pursuant to the approved policies.
3. Without approval from the General Manager, no direct relations or domestic partner of any District personnel shall be employed on a full-time, part-time, casual or temporary basis.
4. The District will comply to the extent applicable with the provisions of the Fair Labor Standards Act, and with any other applicable statutes and regulations regarding wages, hours, and benefits.
5. It shall be required that all employees certify, by signature, that they have received, read and fully understand the currently adopted Employee Handbook.
6. All employees entering District employment, pursuant to Chapter 8 (commencing with Section 3100), Division 4, Title 1 of the Government Code are required to take an Oath of Allegiance to support and defend the Constitution of the United States and the Constitution of the State of California.

For the purpose of the policy, “close relative” is defined as husband, wife, mother, father, son, daughter, sister, and brother.

When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

SECTION 6. PHYSICAL EXAMINATION

All offers of employment ~~may be~~ conditioned upon satisfactory results from a pre-employment physical examination and drug screening, where in a safety-sensitive position, performed by a physician selected by the District. The District may withdraw an offer of employment based on the results of a physical examination only if the applicant is unable to perform the essential duties of the job with or without reasonable accommodation. Further all employees may be required to undergo a job-related fitness for duty examination whenever deemed necessary by the District. The expense involved in such examination shall be borne by the District.

Comment [A8]: This was changed because all entering employees in the same job classification must be subject to the same examination. The District cannot choose to test some applicants for a classification and not others. (Gov Code § 12940(e).)

Comment [A9]: This was added to clearly state when the District may rely on a physical examination to deny employment.

SECTION 7. OUTSIDE EMPLOYMENT

All employees are expected to work for the best interests of the District at all times. Every employee has an obligation to avoid any activity, agreement, business investment or interest, or other situation which could be construed as a conflict with the District’s best interests or as an interference with the employee’s duty to serve the District to the best of the employee’s ability.

~~Employees are not specifically prohibited from holding outside employment while being employed with the District, although such dual employment is discouraged.~~ Employees should be guided by the following principles in this matter: such employment must not be with an organization that could constitute a potential conflict of interest. Any outside employment responsibilities should be disclosed to and discussed in advance with the General Manager.

Comment [A10]: This was deleted as unnecessary. The District cannot dictate what employees do in their personal time.

SECTION 8. SCREENING/ BACKGROUND CHECK POLICY

After receiving a conditional offer of employment, All prospective District employees shall complete a Background Questionnaire under penalty of perjury stating they have not been convicted of any criminal activity involving child molestation.

thereafter be eligible for merit review consideration. Upon the approval of the General Manager, a new employee may be hired at a higher rate than entry level based on their prior work history and experience. Successful completion of the probationary period does not entitle an employee to continued employment for any particular length of time.

Employees serving a probationary period are not entitled to due process in discipline or termination, but may be terminated at-will.

SECTION 12. PERIODIC EMPLOYEE EVALUATION

All employees with supervisory roles shall periodically evaluate the performance of employees under their supervision. This evaluation will be reviewed after the completion of the probationary period and then at least annually thereafter. It is the District's preference that the annual performance evaluations are given in July of each year, though individual circumstances may necessitate an evaluation being given at a different time.

The Employee Performance Evaluation form will be reviewed by the employee together with his or her supervisor and signed by both.

The evaluation of job performance normally highlights significant accomplishments and areas where improvement is needed. The performance evaluation should be viewed as a constructive device. These evaluations are intended to be a measurement of an employee's job progress.

Those employees with an overall rating signifying that the employee exceeds performance standards may receive a pay increase at the discretion of the General Manager. Some key factors considered in an employee performance evaluation might be:

- The quantity and quality of work;
- Cooperation and commitment in meeting District goals;
- Employee dependability;
- Employee attendance and punctuality;
- Employee flexibility, ability and willingness to learn and adapt to different work requirements and work environments; or
- Relevant training both on and off the job.

The employee's supervisor will discuss the employee's written performance evaluation with him or her, and the employee will be required to sign his or her evaluation form indicating that the employee received a copy of it, not necessarily

On termination of employment, whether voluntary or involuntary, all tangible and intangible District property must be returned to the District immediately. This includes documents, materials, data files, and records of any kind, including any that contain Confidential Information, and any copies thereof. Also, the terminating employee must immediately notify the District if the employee has Confidential Information stored in the employee's personal computer, or in a mobile, cloud, or other storage medium, and work with the District to identify all such Information and its location, and help ensure it is retrieved and/or permanently deleted by the District.

SECTION 16. POLICY AGAINST HARASSMENT AND DISCRIMINATION

~~The District strictly prohibits harassment or discrimination of an individual because of that individual's sex, race, religious creed, color, age (over forty), national origin, ancestry, marital status, medical condition, sexual orientation, gender identity, gender expression, physical or mental handicap or disability, or membership in any other protected classification under applicable law. Such harassment by employees and non employees is not only unlawful, but it may result in high turnover, absenteeism, low morale and productivity, and an uncomfortable work environment. Therefore, the District will not tolerate any such harassment of its employees and will take affirmative steps to stop it.~~

Comment [A11]: This was deleted and replaced with an up-to-date and more comprehensive policy.

The District is committed to providing a workplace free of unlawful harassment, discrimination, and retaliation in accordance with applicable laws. This includes sexual harassment (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), as well as harassment, discrimination, and retaliation based on such factors as race, color, religion, religious creed (including religious dress and religious grooming practices), sex, national origin, ancestry, citizenship, age (40 years and older), mental disability and physical disability (including HIV and AIDS), legally-protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act.

Harassment Defined~~Harassment may consist of offensive verbal, physical or visual conduct when such conduct is based on, or related to, an individual's sex or membership in one of the above described protected classifications, and:~~

~~B. — Submission to the offensive conduct is an explicit or implicit term or condition of employment;~~

~~C. — Submission to, or rejection of, the offensive conduct forms the basis for an employment decision affecting the employee; or~~

~~D. — The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment;~~

~~E. — Examples of what may constitute prohibited harassment include, but are not limited to, the following:~~

~~F. — Kidding or joking about sex or membership in one of the protected classifications;~~

~~G. — Hugs, pats and similar physical contact;~~

~~H. — Assault, impeding or blocking movement, or any physical interference with normal work movement;~~

~~I. — Cartoons, posters and other materials referring to sex, or membership in one of the protected classifications;~~

~~J. — Threats intended to induce sexual favors;~~

~~K. — Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;~~

~~L. — Degrading words or offensive terms of a sexual nature or based on the individual's membership in one of the protected classifications;~~

~~M. — Prolonged staring or leering at a person;~~

~~N. — Similar conduct directed at an individual on the basis of race, color, ancestry, religious creed, handicap or disability, medical condition, age (over 40), marital status, sexual orientation, gender identity, gender expression, or any other protected classification under applicable law; or~~

P.C. Reporting Procedure

1. Internal Reporting Procedure

Any employee who believes that he or she is the victim of harassment by co-workers, supervisors, visitors, vendors or others should immediately report the incident and complete the "Employee Grievance Form" to his or her supervisor, the Human Resources ~~Administrator~~Director or in the alternative, the General Manager, depending on which individual the employee feels most comfortable contacting. In the event that the complaint is against the General Manager, the employee should report the incident to the Human Resources ~~Administrator~~Director.

In addition to reporting the incident to District management, employees are encouraged to recognize the importance of informing the harasser that his or her behavior is unwelcome, offensive, in poor taste and inappropriate.

2. External Reporting Procedure

Any employee who believes that he or she has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors or others may file a complaint with the California Department of Fair Employment and Housing (DFEH). The phone number for DFEH is in the government pages of the phone book.

Q.D. Investigation

1. Internal Investigation

Upon the filing of a complaint with the District, the employee will be provided with a copy of this policy. The General Manager is the person designated by the District to investigate complaints of harassment. The General Manager may, however, delegate the investigation at his or her discretion. In the event the harassment complaint is against the General Manager, an investigator shall be appointed by the Board of Directors.

When an allegation of harassment or discrimination is made by an employee, the General Manager or other party to whom the complaint is made shall immediately prepare a report of the complaint.

The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person

Corrective action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the Commission's operations.

2. External Remedies

In the event a complaint is filed with the DFEH, and the DFEH finds that the complaint has merit, the DFEH will attempt to negotiate a settlement between the parties.

If not settled, DFEH may prosecute the charging party's case before the Fair Employment and Housing Commission ("FEHC"). Legal remedies available through DFEH and FEHC for a successful claim by an applicant, employee or former employee include possible reinstatement to a former job, award of a job applied for, back pay, front pay, attorneys' fees, and, under appropriate circumstances, actual damages or administrative fines.

In the alternative, where the DFEH determines that a complaint lacks merit, or within 150 days after filing a complaint with the DFEH, the DFEH shall inform the alleged victim of his or her right to request a right-to-sue notice. Upon request by the alleged victim, the DFEH may grant permission to withdraw the case and pursue a court action.

S.F. Retaliation

No employee will be disciplined or otherwise retaliated against for complaining about such harassment or discrimination, for opposing prohibited conduct, or for participating in any investigation, proceeding, or hearing conducted by the District, DFEH, FEHC, Equal Employment Opportunity Commission, or any other state or federal agency.

F.G. Employee Obligation

Employees are not only encouraged to report instances of harassment or discrimination, they are obligated to report instances of harassment or discrimination.

Employees are obligated to cooperate in every investigation of harassment or discrimination, including, but not limited to:

1. Coming forward with evidence, both favorable and unfavorable, to a person accused of harassment or discrimination; and

the grievance and shall deliver his or her answer, in writing, to the employees within five (5) working days after such meeting. At this and all subsequent steps in the grievance procedure, employees have the right to present their grievance with or without a representative at their option.

3. Step Three: General Manager: If the grievance is not resolved in the second step, the aggrieved employees may submit it in writing to the General Manger, within five (5) working days after the Human Resources ~~Administrator~~Director's answer is received. The General Manager shall meet with the employees within five (5) working days after receiving the grievance and shall deliver his answer to them in writing within five (5) working days after such meeting. The decision of the General Manager shall represent the final decision of the District with respect to the grievance. At the discretion of the General Manager, in unusual or extenuating circumstances, it may be requested that the General Manager refer the matter to the Board of Directors.
4. Step Four: If the General Manager determines to offer referral to the Board of Directors, the grievant may, within five (5) working days from the date of the General Manager's written response at Step Three, file a written request with the General Manager for a hearing before the Board. The Board may, at its sole discretion, decide to:
 - Limit its review of the grievance to the documentation developed at prior levels of this grievance procedure;
 - Hold a hearing at which both the grievant and the General Manger shall be afforded the opportunity to present evidence, testimony and oral argument regarding their respective positions as to the grievance;
 - Direct that the matter be heard by a subcommittee or designee of the Board, other than the General Manager.
5. If the matter is heard by a subcommittee or designee of the Board, written findings of fact and an advisory decision shall, within a reasonable period of time, be presented for consideration by the Board at a regularly scheduled or special Board meeting. The decision of the Board shall be final and binding on all parties.

**BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT
EMPLOYEE GRIEVANCE FORM**

Statement of grievance, including specific reference to any law, policy, rule, regulation or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specify remedy sought:

Employee Name: _____

Date: _____

Employee Signature: _____

- d. Reprimand, which may be oral, or in writing, or both.
 - e. Counseling statements.
 - f. Written or oral warnings.
4. Causes for Disciplinary Action. It is intended that discipline be imposed primarily for corrective purposes and to address deficiencies in work performance. The following is a non-exclusive list of the more common reasons for disciplinary action:
- (1) Actions contrary to the rules and policies of the District.
 - (2) Inefficiency, incompetence, inattention to or dereliction of duty, failure to perform assigned duties in a satisfactory manner.
 - (3) Insubordination or failure to comply with District rules and policies.
 - (4) Accepting gratuities or tips.
 - (5) Dishonesty.
 - (6) Theft or unauthorized use of District property.
 - (7) Fighting while on duty or on District premises.
 - (8) Frequent or habitual tardiness, unexcused absences or unsatisfactory attendance.
 - (9) Conducting non-District business activities during working hours.
 - (10) Harassment or discrimination in any form.
 - (11) Consumption of alcoholic beverages while on duty or on District premises.
 - (12) Being under the influence of alcohol while on duty.
 - (13) Use of, possession of, or transfer or sale of, non-prescribed drugs or narcotics (including marijuana, whether prescribed or not) while on duty or on District premises.

5. Recordation of Disciplinary Action in Employee's Personnel File. The disciplinary action taken, along with the reasons for such action, will be recorded in an employee's personnel file.

B. Disciplinary Procedures for Regular Employees

1. Purpose.

This section sets forth the procedure to ensure that all regular employees are fairly treated when subjected to disciplinary actions. These procedures do not apply to the General Manager or any employee who may be discharged, suspended or otherwise disciplined without any reason or cause (including but not limited to probationary employees).

2. Notice of Proposed Action.

Prior to taking disciplinary action subject to notice and hearing procedures, the Human Resources ~~Administrator~~ ~~Director~~ (or General Manager) shall deliver to the employee a written notice of its intention to dismiss or otherwise discipline the employee. Such notice shall be personally served on the employee, or if the employee is not available, it shall be sent by registered or certified mail to the employee's place of residence, as shown on the records of the District. The notice shall be served or mailed not less than seven (7) calendar days prior to the proposed disciplinary action and shall contain the following:

- a. The proposed disciplinary action and the date said action becomes effective.

- b. The specific charges upon which such action has been proposed and the reasons why such action is being taken. Such charges shall contain any information essential to give the employee a fair opportunity to answer the charges made. Such information shall include, but is not limited to, names, times, dates, places or numbers that may be pertinent to the charges made.

- c. If such charges are based upon documents or materials, the notice shall inform the employee of this fact, and shall inform the employee as to the location of such documents and materials. If available and subject to duplication, copies of such documents and materials shall be furnished to the employee with the notice.

- d. A time and date by which the employee may file a written response and for presentment of any oral response, which date shall not be less

personally served on the employee or shall be sent by registered or certified mail to the employee's place of residence as shown in the records of the District.

6. Appeal of Decision of Human Resources Administrator~~Director~~.

An employee or former employee dissatisfied with the determination made by the Human Resources Administrator~~Director~~ may appeal the determination to the General Manager, provided that a written notice of appeal is filed with the District no later than fifteen (15) calendar days after the date of personal service or mailing of the notice of the Human Resources Administrator~~Director~~'s determination, whichever is sooner.

If a timely appeal is filed with the District, the General Manager shall schedule a hearing within thirty (30) calendar days of the date of filing of the notice of appeal, and the District shall notify the employee or former employee of the time and date fixed for the hearing. At the hearing, the employee shall have the right to be represented by counsel or other representative, or both. The General Manager or such management personnel as he or she may designate, may extend the time to schedule the hearing upon a determination of good cause.

The employee shall have the right to present evidence and to examine adverse witnesses. The employee shall, at least five (5) working days before the scheduled hearing, file a written request with the District requesting the presence of such persons at the hearing. If such persons can be made available without unduly interfering with the operations of the District, the District shall cause such persons to be present at the time of the hearing. The General Manager or such management personnel as he or she may designate, may continue the hearing for a reasonable period until such persons can be present. The hearing shall be recorded.

7. Determination of Appeal.

Upon conclusion of the hearing, the General Manager shall review the matter including any evidence presented at the hearing and shall make a final determination whether to confirm the determination of the Human Resources Administrator~~Director~~.

8. Status of Employee.

During the period prior to the determination of the matter by the Human Resources Administrator~~Director~~, the employee may be suspended from performance of his or her duties with pay or may be reassigned to other duties. If the final determination of the Human Resources Administrator~~Director~~ is to discharge an

The District will not bear the cost of such coverage. Details concerning this provision may be obtained from a Human Resources representative.

SECTION 2. MERIT ADVANCEMENT

Any employees who have a performance rating which meets expected standards may be recommended for merit advancement. Normally, merit reviews will take place on an annual basis on or near July 1st of each year. Upon satisfactory completion of the probationary period, an employee may be recommended for an increase effective on their anniversary date, ~~if their evaluation is less than 12 months at July 1.~~

The merit recommendation is to be made by the employee's supervisor and must be approved by the General Manager.

SECTION 3. OVERTIME PAY

1. All employees who are classified as "non-exempt employees," as defined under applicable laws or regulations, will be eligible for overtime pay.
2. Overtime is defined as hours worked by non-exempt employees in excess of forty (40) hours in a work week.
3. District policy is that all overtime should be pre-approved whenever possible. The District will pay any overtime worked, regardless if pre-approved. However, the working of overtime that has not been approved may be grounds for discipline, up to and including termination of employment. In order to be eligible for overtime pay, an employee must have management approval before working overtime.
4. Overtime pay shall be paid at the rate of one and one-half times the employee's rate of pay. Compensatory time in lieu of overtime can be granted at the request of the employee and approval of Human Resources or the General Manager. Compensatory time should be used within the same pay period, but no later than the following pay period of being earned.
5. For the purpose of computing overtime pay, the formula shall be as follows: monthly salary multiplied by twelve (12) months; divided by fifty-two (52) weeks; divided by forty (40) hours; equals hourly rate; multiplied by 1.5 for time. The calculation of monthly salary shall include all rates and pay as required by Section 7(e) of the Fair Labor Standards Act.

Comment [A12]: Overtime must be paid regardless of if it was approved. This section has been updated so that the policy is legal.

BENEFITS

SECTION 1. BENEFITS ACCRUAL

Unless explicitly stated in writing otherwise, no benefits or seniority accrues except during periods of actual hours worked. Thus, employees will not accrue benefits or seniority entitlements during time away from work for voluntary or involuntary leaves of absences. Seniority still accrues, however, during time away from the job for vacation or jury duty.

SECTION 2. ANNUAL VACATION

~~Full time and Part time employees accrue vacation according to the following schedule. The first Paid vacation time for eligible any employees shall accrue due only after the completion of their probationary period. No employee is entitled to paid vacation time until after they have completed one year of service with the District. Casual, Temporary and Seasonal employees do not ever accrue paid vacation time. Full-time and Part-time employees are eligible to accrue paid vacation time after completing their first year of service. Vacation time is granted to all eligible employees as a lump sum once per year on July 1, except in the case of eligible employees completing their first year of service. At the time an eligible employee completes their first year of service they shall be granted a prorated amount of paid vacation according to the amount of time left in the fiscal year as of the date the employee completes their first year of service. The District's fiscal year runs from July 1 to June 30.~~

Full-time and Part-time employees accrue vacation according to the following schedule:

Full Time Employees

- 1 through 5 years of service – 10 days (80 hours)
- 6 through 10 years of service – 15 days (120 hours)
- 11 through 15 years of service – 20 days (160 hours)
- 16 years of service or more – 25 days (200 hours)

Part-Time Employees

- Part time employees accrue one day (8 hours) of paid vacation for each year of service.
- Part time employees may request an additional 5 days vacation annually without pay after their first year of service.

New Years Day
Presidents Day
Memorial Day
Independence Day
Labor Day
~~Columbus Day~~ Employee's Birthday
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Years Eve

Full-time employees who are required to work on a day regularly considered a paid Holiday because of District needs shall either receive eight hours of pay at their regular rate in addition to their hours worked on that Holiday or be provided an alternate paid time-off day in lieu of that Holiday, at the discretion of the General Manager.

Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

SECTION 4. EDUCATIONAL ASSISTANCE

1. In order to encourage employees to improve their job-related skills and opportunity for advancement through continuing education, the District has established a plan of tuition assistance for employee education.
2. The District will refund tuition fees and educational material costs spent by employees who receive prior approval of the General Manager. The General Manager's approval of the class must be obtained on a request form prior to class registration. The approved request form will remain on file with the Human Resources ~~Administrator~~ Director until the employee has completed the class.

miscellaneous expenses. Miscellaneous expenses may include cab fares, parking fees, tips, telephone calls, and so forth.

SECTION 6. UNIFORMS AND PROTECTIVE CLOTHING

The District may require use of uniforms or protective clothing, to be determined by board policy or local, state, or federal safety requirements. The cost of the uniforms or protective clothing, etc., that employees are required to wear shall be borne by the District. The District has the option of authorizing reimbursements for required clothing or equipment to qualifying employees upon proof of purchase: or, arranging with retailers to supply all qualifying employees with a specific product, and bill the District for the total cost of all products purchased.

SECTION 7. INSURANCE

1. Group insurance plan booklets will be provided to all full-time employees. Other employees may obtain a plan booklet upon request.
2. It is mandatory that each employee notify a Human Resources representative whenever any additions or deletions occur in his or her dependent status where that dependent is covered by optional insurance coverage.
3. Health Insurance: Full-time employees are covered by a group health insurance plan, and full-time employees have the option of paying premiums in order to cover eligible dependents. Part-time employees are eligible for group health insurance care if they opt to pay their portion of the required premiums. Eligibility for participation begins the first of the month following thirty (30) days of regular employment with the District.
4. Vision Insurance: Full-time employees are covered by a group vision insurance plan. Eligibility for participation begins the first of the month following thirty (30) days of regular employment with the District.
5. Dental Insurance: Full-time employees are covered by a group dental insurance plan. Eligibility for participation begins the first of the month following thirty (30) days of regular employment with the District.

LEAVES OF ABSENCE

SECTION 1. SICK LEAVE

District Policy Statement: *Sick leave shall be allowed and used in case of necessity and actual personal sickness or disability, medical or dental treatment or in case of an emergency illness of the immediate family. The District intends to comply with all requirements of the California and Federal Family and Medical Leave Laws. Sick leave may be used for any reason allowed under AB 1522.*

Employees may use their sick leave accrual for the purpose permitted under AB 1522. Leave for this purpose may not be taken until it has actually been accrued. Full time employees may use up to three (3) days per year from their existing sick leave accrual as "paid time off" on an as-needed basis, to cover absences caused by non-medical emergency reasons. Leave for this purpose may only be used in full day increments. It is intended to be used when an employee's absence is unavoidable but where customary sick leave is not available due to the nature of the absence.

All employees are expected to contact their supervisors as soon as possible but not less than one hour before they are due to report to the District to begin work.

Employees have the right to use their sick leave when they are incapacitated for the performance of their duties by such reasons as sickness, injury, or pregnancy. Employees can also use sick leave for medical, dental or optical appointments or examinations. In general, supervisors should approve an employee's sick leave request when they have accrued sick leave and follow proper leave approval procedures to use sick leave. Employees may not be retaliated against for the proper use of sick leave.

Employees may also use sick leave in conjunction with an approved Family & Medical Leave to care for ill family members. Employees may also use sick leave in conjunction with approved Servicemember FMLA leave for the care of a covered family member's injuries or exigencies stemming from service in the Armed Forces. The District defines a "child," "parent," and "spouse" in accordance with the FMLA and the California Family Rights Act for purposes of sick leave use under the District's policy.

All conditions and restrictions placed on an employee's use of sick leave apply also to sick leave used for care of a child, parent, spouse or domestic partner.

to accrue any sick leave until his or her accrual drops again below 120 days (960 hours).

Once the employee reaches an accrual of 120 days (960 hours) of sick leave, he or she is eligible to trade 10 days (80 hours) of sick leave for vacation on a two-for-one basis for vacation time. In other words, once the employee accrues 120 days (960 hours) of sick leave, the employee may "sell" 10 days (80 hours) of sick leave (dropping his or her accrual to 110 days or 880 hours) in order to receive 5 days (40 hours) of additional vacation.

Part-time, casual, temporary or seasonal employees are provided paid leave sufficient to cover 24 hours of absence on an annual basis for the reasons set forth in this policy. The annual grant will be given on July 1 of each year. This annual grant does not roll over to the next fiscal year and is not paid out upon termination of employment.

How Sick Leave is Deducted: District employees shall be charged sick leave for each full day absent. Absences less than a full day will be charged as follows:

Non-exempt employees:

- A minimum of two (2) hours will generally be charged for any partial day absence.
- Additional partial day sick time will be charged at the rate of one (1) full hour for each hour or partial hour used in excess of the initial two (2) hour minimum. For example, if an employee calls in sick for one (1) and one-half hours, he or she will be charged for two (2) hours of sick leave. Or, if an employee is absent for five (5) and one-quarter hours, he or she will be charged for six (6) hours.
- Human Resources may, in its discretion, allow an employee to use smaller increments of sick leave upon a showing of good cause why such use is in the best interest of the District.

Exempt employees:

- ~~• A minimum of four (4) hours will be charged for any partial day absence.~~

B. Permissible Uses

“Family care and medical leave” may be requested for (1) the birth or adoption of an employee’s child; (2) the placement of a foster child with the employee; or (3) the serious health condition of an employee’s child, registered domestic partner, spouse, or parent; or (4) an employee’s own serious health condition.

- A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either (1) the individual being admitted to a medical care facility with the expectation that he or she will remain at least overnight, or (2) continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.
- Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

“Military exigency leave” may be requested when there is a qualifying military exigency arising out of the fact that an employee’s spouse, child, or parent is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces outside of the United States. Qualifying military exigencies include the following:

- Short-notice deployment where the employee may take leave to attend any issue that arises from the fact that a military member (whether in the Regular Armed Forces, National Guard, or Reserves) is notified of an impending call or order to active duty seven or less calendar days prior to the date of deployment. Leave taken for this purpose can be used for a period of seven calendar days beginning on the date the covered service member receives the notification.
- Military events and related activities where the employee may take leave to attend to any official ceremonies, programs or events related to the call to active duty and to attend to family support, assistance programs, or informational briefings related to the call to active duty.

“Military caregiver leave” may be requested to care for a covered servicemember if the employee is the covered servicemember’s spouse, child, parent, or next of kin. For purposes of this leave, a covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness.

C. Substitution of Paid Leave

Employees are required to substitute accrued vacation time and other paid personal leave (except sick leave) for all family care, medical leaves, and military leaves. Employees are required to substitute sick leave only for the employee’s own medical leaves. Employees may elect to substitute sick leave to attend to an illness of a child, parent, spouse or domestic partner of the employee or for other types of family care leave.

D. Amount of Leave

1. Family Care, Medical, and Military Caregiver Leave

Provided all the conditions of this policy are met, an employee may take a maximum of 12 weeks of family care, medical, and military exigency leave in a rolling 12-month period measured backwards from the date the employee’s leave commences. Employees who are unable to work due to pregnancy disability will be granted the greater of 12 weeks leave or the amount of leave to which the employee may be entitled under California state law for a pregnancy-related disability or in connection with childbirth. Family care leaves for the birth, adoption, or foster care placement of a child must be concluded within one year of the birth, adoption, or placement.

2. Military Caregiver Leave

Provided all the conditions of this policy are met, an employee may take a maximum of 26 weeks of military caregiver leave in a single 12-month period, inclusive of the time the employee takes for a family care, medical, or military exigency leave during that period. This 12-month period will be measured forward from the first day leave is taken.

Spouses who are both employed by the District may take a maximum combined total of 26 weeks in the 12-month period for the care of the servicemember and the

plans, to the same extent and under the same terms and conditions as would apply had the employee not taken leave.

Thus, the employee must continue to pay his or her share of the health plan premiums during the leave. If paid leave is substituted for the unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with the District for the payment of such premiums.

If the employee fails to pay his or her share of the premiums during leave, or if the employee fails to return from the leave at the expiration of 12 weeks (or 26 weeks in the case of a military caregiver leave) for a reason other than the recurrence, continuation, or onset of a serious health condition for which leave under this policy is allowed or other circumstances beyond the employee's control, the District can recover any health plan premiums paid by the District on the employee's behalf during any periods of the leave.

With regard to other employee benefit plans, the District will continue to pay for the employee's participation in such plans to the same extent and under the same conditions as apply to other leaves that are not family care, medical and military family leaves. Specifically with regard to unpaid leaves under this policy: An unpaid leave taken for an employee's own serious health condition will be treated like other unpaid disability leaves; unpaid leaves taken for other qualifying family care or medical purposes will be treated like other unpaid personal leaves offered by the District. Under any circumstances, however, leave taken for family care or medical leave or military family leave will not be treated as a break in service and will not result in the loss of seniority—even if other paid or unpaid leaves count as a break in service or result in a loss of seniority, or for layoffs, recalls, promotions, job assignments, or seniority-related benefits. Nor will the use of family care, medical or military family leave result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

G. Procedure for Requesting Family Care, Medical and Military Family Leave

1. Notice Requirements

Employees must notify the District of their request for family care, medical, military exigency, or military caregiver leave as soon as they are aware of the need for such leave. For foreseeable family care, medical, and military caregiver leave, the employee must provide 30 calendar days' advance notice to the District of the need for leave. For events that are unforeseeable 30 days in advance, the employee

serious health condition or for a serious injury, or for military caregiver leave must be supported by medical certification from a health care provider. For military caregiver leave, the employee must provide confirmation of a family relationship to the seriously ill or injured servicemember. Employees generally must provide the required certification within 15 calendar days after the District's request for certification. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within 15 calendar days after the District's request for certification, unless it is not practicable under the circumstances to do so, despite the employee's good faith efforts.

The medical certification for a child, spouse, domestic partner or parent with a serious health condition or for the serious injury or illness of a qualifying service member must include (a) the date on which the serious health condition or serious injury or illness commenced; (b) the probable duration of the condition or injury or illness; (c) the health care provider's estimate of the amount of time needed for family care; (d) the health care provider's assurance that the health care condition or injury or illness warrants the participation of the employee to provide family care; and (e) in the case of intermittent or reduced schedule leave where medically necessary, the probable duration of such a schedule.

The medical certification for leave for the employee's own serious health condition must include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) a statement that, due to the serious health condition, the employee is unable to perform the essential functions of his or her position; and (d) in the case of intermittent leave or reduced schedule leave where medically necessary, the probable duration of such a schedule. In addition, the certification may, at the employee's option, identify the nature of the serious health condition involved.

Failure to timely provide the required certification may result in the denial of foreseeable leave until such certification is provided. In the case of unforeseeable leaves, failure to timely provide the required certification may result in a denial of the employee's continued leave. Where the employee's need for leave due to the employee's own serious health condition, or the serious health condition of the employee's covered family member, lasts beyond a single leave year, the District may require the employee to provide a new medical certification in each subsequent leave year. Any request for an extension of the leave also must be supported by an updated medical certification.

J. Return to Work Certification

Where the leave is for the employee's own serious health condition, the District requires employees to provide medical certification that he or she is released to return to work and able to do so. The District may delay restoring the employee to employment or terminate the employee without such certificate.

K. Leave's Effect on Reinstatement

Employees timely returning from a leave covered under this policy are entitled to reinstatement to the same or equivalent position consistent with applicable law. The District may deny reinstatement to employees who are among the highest paid ten percent of all employees employed by the District within 75 miles of the employees' worksite and whose reinstatement would cause substantial and grievous economic injury to the District's operations. An employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. The District will comply with all applicable laws pertaining to reinstatement of employees, including where required, the reasonable accommodation of employees who have been on an approved leave.

The District complies with applicable family care, medical leave, and military family leave laws. Under the FMLA it is unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. If an employer has done so, an employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. If you have questions, or would like further clarification about your rights under the FMLA or other types of leave, please contact the Human Resources Department. Separately, employees may file complaints of claimed violations of CFRA with the California Department of Fair Employment and Housing (DFEH), which is authorized to investigate such complaints. For more information, visit the DFEH's website at <http://www.dfeh.ca.gov>.

fails to return from leave after the period of leave has expired and the employee's failure to return is for a reason other than: (i) the employee is taking (i.e., has transitioned over to) leave under the California Family Rights Act, unless the employee chooses not to return after the CFRA leave, in which case the District can recover such premiums; (ii) the continuation, recurrence, or onset of a health condition that entitles the employee to Pregnancy-Related Disability Leave, unless the employee chooses not to return after the Pregnancy-Related Disability Leave, in which case the District can recover such premiums; (iii) non-pregnancy related medical conditions requiring further leave, unless the employee chooses not to return to work following the leave, in which case the District can recover such premiums, or (iv) other circumstances beyond the employee's control.

It is the District's policy that, similar to other unpaid leaves, during any unpaid portion of a Pregnancy-Disability Leave, employees will accrue employment benefits, such as sick leave, vacation leave, and seniority, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Employee benefits may be continued during the unpaid portion of the Pregnancy-Disability Leave according to the provisions of the District's various employee benefit plans.

D. Return to Work Certification

Consistent with the District's practice for other employees returning from a disability leave for reasons other than pregnancy, the District requires that an employee returning from Pregnancy-Related Disability Leave provide a release to return to work from her healthcare provider stating she is able to resume her original job or duties.

E. Leave's Effect on Reinstatement

Employees returning from Pregnancy-Related Disability Leave generally are entitled to be reinstated in the same position, subject to certain conditions, and consistent with applicable law.

F. Other Terms and Conditions of Leave

The provisions of the District's Family Care, Medical and Military Family Leave policy regarding the leave's effect on pay, notice requirements, and medical certification requirements also apply to all Pregnancy-Related Disability Leaves, as well as requests for pregnancy-related reasonable accommodations and transfers.

failure to make such payments, as well as accrual of benefits, are as set forth in the Family Care, Medical, and Military Family Leave policy above.)

The District may recover the premiums that it paid for maintaining coverage for the employee under any group health plans, if (1) the employee fails to return from leave after the expiration of the period of leave to which he/she is entitled, and (2) such failure to return is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

C. Guaranteed Reinstatement

Eligible employees who take New Parent Leave should note that they are guaranteed employment in the same or a comparable position upon termination of such leave, subject to any exceptions provided by law.

D. Both Parents as Employees

If the District employs both parents who are entitled to New Parent Leave, the District is not required to grant leave in an amount beyond that available to one eligible parent.

E. No Discrimination or Interference with Rights

The District will not discriminate in any way against, an individual because he or she exercised New Parent Leave rights or gave information or testimony as to the employee's or another person's New Parent Leave, and it will not interfere or limit in any way the exercise or attempted exercise of any such rights.~~CFRA & Pregnancy Disability Leave~~

~~Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12 months period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave (CFRA leave). This leave may be up to 12 work weeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse. Pursuant to section 12945.1 of the California Government Code, such leave will run concurrent with leave taken pursuant to leave under the Federal Family Medical Leave Act (FMLA), if applicable.~~

~~Even if you are not eligible for CFRA leave, if disabled by pregnancy, childbirth or related medical conditions, you are entitled to take a pregnancy disability leave of up to four (4) months, depending on your period(s) of actual disability. If you are CFRA eligible, you have certain~~

Comment [A13]: This policy was too thin and did not mention FMLA. It has been replaced with separate Family Medical Leave, Pregnancy Disability Leave, and New Parent Leave policies

General Manager. Unless authorized by the General Manager pursuant to this policy, any jury duty beyond fifteen (15) days will have to be served under the voluntary leave of absence criteria set forth in this policy.

~~SECTION 6.~~**SECTION 9. VICTIMS OF CRIME**

1. All employees who are victims of a “violent felony” (as defined by section 667.5 of the California Penal Code), a “serious felony” (as defined by section 1192.7 of the California Penal Code) or a crime of theft or embezzlement, shall be allowed time off to attend judicial proceedings related to that crime. The employee may use his or her accrued paid vacation time, sick leave time, compensatory time off that is otherwise available to the employee, unpaid leave time or a leave of absence as set forth in this Policy.
2. All employees who have an “immediate family member,” a domestic partner, or child of a domestic partner who has been the victim of a violent felony, a serious felony or a crime of theft or embezzlement shall be allowed time off to attend judicial proceedings related to that crime. The employee may use his or her accrued paid vacation time, sick leave time, compensatory time off that is otherwise available to the employee, unpaid leave time or a leave of absence as set forth in this Policy.
3. “Immediate family member” means spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.
4. Before the employee may be absent from work pursuant to this provision, the employee shall provide written documentation in advance to the District from the court or government agency setting the judicial proceedings, the district attorney or prosecuting attorney’s office or the victim or witness office that is advocating on behalf of the victim, unless advance notice is not feasible. If advance notice is not feasible, the employee shall provide written documentation of the judicial proceedings to the District within a reasonable time.

~~SECTION 7.~~**SECTION 10. VOTING**

Employees are expected to vote either before or after working hours. However, employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees

WORK RULES AND POLICIES

SECTION 1. TARDINESS AND ABSENTEEISM

Every employee of the District is expected to be punctual and regular in attendance. Any tardiness or absence causes problems for an employee's coworkers and their supervisor. When an employee is absent, their workload must be performed by others, just as an employee will assume the workload of others who are absent.

Employees are expected to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized District business. Late arrival, early departure or other absences from scheduled hours are disruptive and should be avoided.

If an employee is unable to report for work on any particular day, they must contact their supervisor within thirty minutes after the start of their scheduled workday. If an employee fails to call within thirty minutes after the start of their scheduled work day they may face disciplinary action.

In all cases of absence or tardiness, an employee must provide their supervisor with an honest reason or explanation. An employee must also inform their supervisor of the expected duration of any absence. Unless there are extenuating circumstances, an employee must call in on any day they are scheduled to work but will be unable to report to work.

Excessive absenteeism or tardiness (whether excused or not) will not be tolerated. The District defines excessive absenteeism as more than 3 days absence in a 2 month period.

If an employee does not report to work for a period of three (3) days and fails to contact their supervisor regarding their absence, it will be determined that they have voluntarily terminated their employment.

SECTION 2. MEAL AND REST BREAKS

Each employee working six (6) or more hours per day is permitted up to a one (1) hour unpaid meal break. Employees are also entitled to a fifteen (15) minute paid rest break for every four (4) hours of work. Meal breaks will be scheduled by the

located at the Main Office, the maintenance building and District vehicles.

2. The employee's personal appearance, including attire and hair, shall not present a safety hazard or prevent full and proper utilization of safety equipment.
3. The District shall maintain an Injury and Illness Prevention Program. These policies shall be updated as necessary, to comply with all federal and state regulations.
4. The District requires that safety meetings be held on a regularly scheduled monthly basis and requires all District field personnel to attend. Administrative (non-field) personnel will attend those regularly scheduled meetings as directed by the General Manager.
5. It shall be required that all employees certify, by signature, that they have received, read and fully understand the currently adopted Injury and Illness Prevention Program.
6. All employees shall be expected to comply with all safety rules and relevant California safety regulations. Failure to do so shall be considered as grounds for discipline up to and including termination.

SECTION 6. DRESS AND GROOMING STANDARDS

It is important that all District personnel strive to maintain a professional appearance while taking into account the nature of their jobs. The District's public image is an important aspect of our relationship with our customers.

1. Apparel – Employees shall report to work in neat and clean attire, including those employees provided with District uniforms. For those employees provided a uniform, the uniform shirt shall be buttoned and tucked in during working hours, with the exception of District's "staff shirts" which may be worn untucked.
2. Hair – Hair shall be kept clean, combed, and neatly trimmed or arranged. This also pertains to male facial hair. Immoderate hairstyle, unnatural color, or unkempt hair is unacceptable for District business.
3. Personal Hygiene – Good personal hygiene habits must be maintained.

3. Employees should not attempt to gain access to another employee's personal file of E-mail messages without the latter's express permission.
4. District management reserves the right to enter an employee's personal E-mail files, but will not do so unless there is a legitimate business need. The District retains a copy of all passwords; passwords unknown to the District may not be used. System security features, including passwords and message delete functions, do not neutralize the District's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.
5. Employees should not install any computer software programs or transfer any personal files onto District computers without the permission of their supervisor or a managing shareholder.
6. Employees should not make unauthorized copies of any District computer software programs or files and should not distribute any District software programs without the permission of their supervisor.
7. Employees are expected to comply with all copyright and other intellectual property laws in their use of District computer hardware and software.

Abuse or misuse of the District's computers or e-mail is ground for discipline, up to and including termination.

SECTION 9. INTERNET

Access to the Internet has been provided to employees for the benefit of the District. It allows employees to connect to information resources around the world. Employees accessing the Internet are representing the District. Employees are responsible for seeing that the Internet is used in an effective, ethical, productive, and lawful manner. To ensure that all employees are responsible, productive Internet users and are protecting the District's public image, the following guidelines have been established.

1. Unacceptable Use of the Internet - The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-District business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the

4. Security - All messages created, sent, or retrieved over the Internet are the property of the District and should be considered public information. Any confidential information should be conducted from home. The District intends to access and monitor all messages and files on the computer system, including e-mail originated outside of the District, as deemed necessary and appropriate. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
5. Violations - Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary the District will advise appropriate legal officials of any illegal violations.

SECTION 10. DISTRICT VEHICLES

District vehicles are for business use only. Employees are required to obey all applicable federal, state and local laws regarding their usage and to display good driving manners, since District vehicles are, in effect, traveling representatives of the District. Employees who drive District vehicles regularly are subject to the DMV Pull Notice Program.

District vehicles shall not be operated by persons other than the employee to whom they are assigned, excepting other employees of the District using the vehicle for District business with the consent of the employee to which the vehicle was assigned. District vehicles should also not be used to transport persons other than the employee to which they are assigned, excepting other employees of the District using the vehicle for District business with the consent of the employee to which the vehicle was assigned. District vehicles may not be used to transport District patrons or other members of the public, unless specifically authorized by the General Manager. District vehicles may not be used for personal business unless specifically authorized by the General Manager.

All traffic accidents and violations must be reported to the employee's supervisor immediately. Failure to maintain a driving record acceptable to the District will result in termination.

Mileage reimbursement will be paid as appropriate to employees who are authorized to use their personal vehicles for District business. Prior to such use, the employee must submit proof that he or she holds a valid driver's license and

Non-office Job Sites: It is important for everyone's safety that job sites are kept clear from any potential hazards. All jobs must be picked up daily as much as is practical. Tools and equipment should be cleaned and returned to their proper location in the shop at the end of each day. At job completion, one hundred percent (100%) cleanup is necessary. Clean working surroundings not only create a safe environment, but further improve our quality of work and customer satisfaction.

SECTION 14. SOLICITATION AND DISTRIBUTION OF MATERIAL

Persons who are not employees of the District are not permitted to solicit or distribute anything for any purpose in District buildings or on District property. Employees are not permitted to solicit or distribute anything for any purpose during working time or on nonworking time in working areas, except as authorized by the District or by law. No employee shall deface or alter any District building or property or employee or customer property by affixing any poster, sign, sticker, or other type of advertisement or propaganda matter or device.

SECTION 15. GIFTS

Employees are not allowed to give or receive gifts from District suppliers, customers or others known through the course of employment without District approval and compliance with State regulations regarding conflicts of interest.

SECTION 16. BULLETIN BOARDS

Bulletin boards are provided to help keep employees informed of District events, changes in policies and other matters of interest to District employees. Employees may not post personal or other items on the bulletin board(s) without prior authorization from the General Manager.

SECTION 17. PERSONNEL FILES

A personnel file will be maintained for each employee. The file may contain, but is not limited to, information regarding pay changes, job descriptions, performance evaluations and notes regarding employee conduct.

Should an employee wish to review his or her personnel file, he or she should contact the Human Resources ~~Administrator~~Director who shall arrange for a District representative to be present during the employee's review of his or her personnel file.

prohibited from the off-premises use of alcohol and possession, use, or sale of illegal drugs or marijuana, whether prescribed or not, when such activities adversely affect job performance, job safety, or the District's reputation in the community. An employee who violates this policy is subject to corrective action, up to and including termination of employment.

All information relating to drug or alcohol screens will be kept strictly confidential and will be maintained in each employee's medical file which is maintained separately from an employee's personnel file. Results of a drug or alcohol screen will only be discussed with those that have a work-related need to know.

While the District does not condone the abuse of alcohol, prescription drugs, or the use of illegal drugs, it does recognize that addiction to drugs or alcohol can be treated. If an employee recognizes a personal addiction or abuse problem and seeks assistance from supervisory management and Human Resources in advance of detection, the District will assist the employee in seeking treatment. An employee who decides to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship for the District to provide the time off. The employee may use any accrued sick leave or vacation while on the approved leave. However, additional benefits will not be earned during the leave of absence. The same rules and provisions as apply to medical leaves will apply to a leave to attend a rehabilitation program.

Employees using prescription or over the counter drugs in the manner prescribed, where such use may compromise their ability to work safely, are expected to report such use to their supervisor. The employee will not be required to state the name of the drug or the reason for taking the drug. A determination will be made by competent medical authority whether the employee can continue to work safely. If it is determined that the employee cannot continue to work safely, an attempt will be made to find alternate employment that can be performed safely or other reasonable accommodation. If no such alternate employment or accommodation can be found, the employee will be placed on leave of absence until he or she is determined to be able to work safely or is terminated.

It is the District's policy to prohibit its employees from using illegal drugs or alcohol or marijuana, whether prescribed or not, in connection with their employment, as it constitutes a threat to the safe and efficient performance of our service. It is likewise the District's policy to take reasonable and appropriate measures designed to minimize the risk to public and employee health and safety due to alcohol or drug related impairment.

Employees who report to work under the influence of drugs, including alcohol or marijuana (whether prescribed or not), will not be permitted to work. If an employee is discovered under the influence while on the job, he or she will be required to leave work immediately. The Human Resources ~~Director~~Administrator should be notified to arrange safe transit.

Employees who are experiencing problems resulting from drug or alcohol abuse or dependency are encouraged to seek counseling from their immediate supervisor who will contact and work with Human Resources to identify other sources of assistance. Such discussions will be kept confidential, will not be considered a violation of this policy and will have no influence on performance appraisals. Should an employee voluntarily request a leave of absence for treatment of drug or alcohol addiction, the District will reasonably accommodate such a request. Job performance alone, not the fact that an employee seeks counseling, will be the basis of all performance reviews.

2. Hiring Guidelines

The District will not hire or consider for rehire, unless state or local law provides otherwise, alcoholics or drug abusers whose current use of such substances prevents them from performing their jobs or who would constitute a direct threat to the property or safety of others. All applicants for employment or rehire in safety sensitive positions may be required to submit to an alcohol and controlled substance test before they may begin work as part of the District's hiring process and are advised in advance of this requirement as part of the District's pre-employment procedure.

3. Disciplinary Action for Policy Violations

Any employee who violates any aspect of this policy, including refusing to submit to searches, inspections, or tests when requested by the District, will be subject to disciplinary action, up to and including termination of employment.

The District will take appropriate disciplinary action against those who are in possession of or under the influence of alcohol or illegal drugs (including marijuana, whether or not the employee maintains a prescription for the same) while on the District's premises or project sites. When a supervisor or manager has reason to believe that an employee is violating this policy, the employee may be suspended immediately, pending testing or investigation. Other actions, such as notification of the law enforcement agencies, may be taken at the District's discretion, as it deems appropriate. An employee who refuses to take a drug and

Reasonable Suspicion Testing: Drug and alcohol testing of employees will be implemented by District management when there is a reasonable suspicion that an employee possesses or is under the influence of drugs or alcohol. If an employee is on a medically-prescribed medication, it is their responsibility to advise their supervisor of this fact before reporting to work.

Testing may also be required if an employee is found to be in possession of physical evidence, i.e., drugs, alcohol or paraphernalia, possibly connected with the use of an illicit drug or if illicit drugs or alcohol are found in the employee's immediate work area.

Return to Duty Testing: Employees who refuse to submit to a drug and alcohol test or do not pass a test, if allowed to return, may not return to duty until they pass a drug or alcohol test and the General Manager or the Human Resources ~~Administrator~~Director has determined that the individual may return to duty. Appropriate disciplinary action will be taken against those who either refuse to take or fail a drug or alcohol test. Moreover, all employees returning from a leave of absence to attend a drug or alcohol rehabilitation treatment must also present documentation reflecting the successful completion of such treatment.

Post-Accident Testing: Post-accident drug and alcohol testing will be implemented if an employee is involved in an accident and a supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. Such testing will be conducted within two hours after the accident or as soon thereafter as reasonably possible. If an employee is injured, unconscious, or otherwise unable to give consent of the drug and alcohol test, the individual understands that by signing this policy he or she consents to such a test in such circumstances.

Employees Subject to Department of Transportation Regulations: In addition to the above, District employees who operate any of the following commercial motor vehicles are subject to testing in accordance with regulations issued by the Federal Department of Transportation (hereinafter "DOT Regulations"):

- A vehicle with a gross combination weight of at least 26,001 pounds inclusive of a towed unit with a gross vehicle weight of at least 10,000 pounds;
- A vehicle with a gross vehicle weight of at least 26,001 pounds;

ACKNOWLEDGMENT OF RECEIPT OF
PROHIBITION OF DRUG OR ALCOHOL USE POLICY

I, _____, hereby acknowledge receipt of the
Beaumont-Cherry Valley Recreation & Park District Prohibition of Drug or
Alcohol Use policy. I understand the compliance with this policy is a condition of
employment and that violation of this policy may result in discipline up to and
including termination.

Date

Employee Signature

Employee Name (Please Print)

SECTION 20. TOBACCO USE, VAPING AND E-CIGARETTES

The Board of Directors recognizes the health hazards associated with the use of tobacco products, vaping and e-cigarettes and desires to provide a healthy environment for staff and participants.

Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Furthermore, research supports significant risk to public health associated with the expulsion of saliva associated with “smokeless” tobacco. Therefore, in the best interest of the health and safety of employees and the general public, and in accordance with state and federal law, the use of tobacco products shall be banned completely within District buildings or confined spaces including District vehicles. Use of tobacco products, vaping and e-cigarettes is prohibited at District facilities except where explicitly designated.

The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of tobacco-users and non-users alike. All individuals on District premises share in the responsibility of adhering to this policy. All District employees will be responsible for advising members of the public who are observed using tobacco products on District property of the District’s policy on the matter. Said individuals shall be asked by staff to refrain from tobacco use.

Members of the public who refuse to comply with this policy may be directed by the general manager or a designee, or Board of Director to leave District property.

A copy of the employee acknowledgement of receipt of the District’s Tobacco Use, Vaping and E-cigarettes policy is attached.

SECTION 21. PUBLIC COMPLAINTS

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

The method of resolving complaints shall be as follows:

- The individual with a complaint shall first discuss the matter with the supervisor responsible for the program or activity with the objective of resolving the matter informally. The supervisor shall respond to complaint within ten (10) days.
- If the individual registering the complaint is not satisfied with the disposition of the complaint by the supervisor, the complaint may be filed with the General Manager. Within ten (10) days, the General Manager shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager, he or she may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the General Manager may be requested by the individual filing the complaint.
- If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. A written decision from the Board may be requested by the individual filing the complaint. Board decisions are final.
- This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

6. The District will reimburse the employee up to \$100.00 for footwear once per fiscal year. However, the General Manager will have latitude in this decision based on the type of work performed by the employee.

7. The District will reasonably accommodate disabilities that relate to work boots or their usage.

8. Failure to wear required safety footwear will result in disciplinary action.

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***SECTION 22. SECTION 23. ADOPTION OF FURTHER
POLICIES/AMENDMENT OF POLICIES***

From time to time, these policies may be amended by the Board of Directors or additional policies may be enacted.

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendments is initiated by submitting a written draft of the proposed adoption or amendment to the General Manager and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/5 affirmative vote of the entire Board of Directors.

Before considering adopting or amending any policy, Directors shall have the opportunity to review the proposed adoption or amendment prior to the regular Board meeting at which consideration for adoption or amendment is to be given, unless business urgency otherwise requires an expedited process. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three days prior to any meeting at which the policy(ies) are to be considered.

The requirement to review of a proposed new or amended policy prior to the meeting at which adoption is to be considered may be waived by a 4/5 affirmative vote of the entire Board, with the agenda specifying consideration of such action.



Staff Report

Agenda Item No. **3.4**

To: Board of Directors:

From: Nancy Law, Financial Services Technician/Office Manager

Via: Duane Burk, General Manager

Date: June 12th, 2019

Subject: Capital Improvement Program Needs List

Background and Analysis:

On March 28, 2018 the Board of Directors approved a Developer Impact Fee for future capital improvements within the Noble Creek Park also referred to as the Districts Master Plan.

Currently, staff has identified a 10-year Capital Improvement program for the Board to consider, these items were identified as the needs list in David Taussig & Associates Nexus Study.

This Capital Improvement List will be reviewed annually during our fiscal year budget review. Also, the list can be modified by the Board if the majority wishes to modify the items.

Recommendations:

Staff recommends Board approve the current 10-year Capital Improvement Program.

Fiscal Impact:

At this time there is no fiscal impact, however as fees are collected they will be added to a line item in the District's Budget and will be audited annually. Also, only a percentage of the fee collected will be allocated to each item. Staff will utilize other funding in the budget to construct the improvement with Board approval.

Respectfully Submitted:

Nancy Law,
Financial Services Technician/Office Manager



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											
Collegiate Activity Area						\$ 345,790					\$ 4,489,815
Collegiate Playground Area	\$ 60,000		\$ 207,300								
Collegiate Exercise Area				\$ 58,531							
Basketball Court		\$ 80,325									
Collegiate Warm Up Areas/Open Space								\$ 492,756			
Southern California Edison Improvements									\$ 1,222,991		
Parking Improvements										\$ 1,929,244	
Equestrian Camp Spots	\$ 100,000						\$ 364,305				
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	\$ 220,000	\$ 345,425	\$ 207,300	\$ 355,166	\$ 524,580	\$ 345,790	\$ 2,876,696	\$ 492,756	\$ 1,862,991	\$ 1,929,244	\$ 4,489,815

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



Investment Policy Handouts

3.5

Duane Burk

From: Chadrick Halliday <challiday@singerlewak.com>
Sent: Thursday, September 27, 2018 9:53 AM
To: Duane Burk; Nancy Law
Cc: Laurie K. Marscher, CPA
Subject: RE: BCV Parks Investment Policy

Hi Duane,

Yes, you should have an investment policy. The board should approve the policy and it should be reapproved by the board on an annual basis. For the time period we are looking at, there were really only investments in the Riverside County Treasurer's Pooled Investment Fund (RCTPIF). If you only plan to invest in the Riverside County Fund in the future, then your investment policy could potentially be as simple as stating that only investments in that fund are authorized. This would be some what limiting, but it can be changed with board approval.

If you would like to adopt a policy that keeps your options more open, then you can go for something more along the lines of what was disclosed in the 6/30/2016 financial statements. I am sure Laurie could help you put a policy like this together that would be good.

Thanks,
Chad



Chadrick Halliday
Senior Manager | Assurance & Advisory
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[Upload Files Securely](#)



Please consider the environment before printing this email.

From: Duane Burk <duane@bcvparks.com>
Sent: Wednesday, September 26, 2018 4:55 PM
To: Nancy Law <nancy@bcvparks.com>
Cc: Laurie K. Marscher, CPA <laurie@lkmcpa.com>; Chadrick Halliday <challiday@singerlewak.com>
Subject: Re: BCV Parks Investment Policy

Do we need an investment policy

Sent from my iPhone

Duane Burk

From: Chadrick Halliday <challiday@singerlewak.com>
Sent: Monday, September 24, 2018 12:57 PM
To: Duane Burk; Nancy Law; Laurie K. Marscher, CPA
Subject: RE: BCV Parks Investment Policy

Hello all,

I just wanted to check on the email below, as I do not believe I saw a response. If you are working on it, no rush. I just wanted to make sure you got it.

Thanks,
Chad



Chadrick Halliday
Senior Manager | Assurance & Advisory
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Please consider the environment before printing this email.

From: Chadrick Halliday
Sent: Friday, September 21, 2018 10:47 AM
To: Duane Burk <duane@bcvparks.com>; Nancy Law <nancy@bcvparks.com>; 'Laurie K. Marscher, CPA' <laurie@lkmcpa.com>
Subject: BCV Parks Investment Policy

Hello all,

Can one of you confirm that the information below from the prior year financial statements regarding the District's investment policy is accurate? Also, I believe the portion of the wording regarding investment of debt proceeds can be removed as it is not currently applicable, agree?

Thanks,
Chad

Investments Authorized by the California Government Code and the District's Investment Policy
 The table below identifies the **investment types** that are authorized for the District by the California Government Code. The table also identifies certain provisions of the California Government Code that apply to **interest rate risk, credit risk, and concentration credit risk**. This table does not address investment of debt securities held by the District as a bond trustee that are governed by the provisions of debt agreements of the District, rather than the provisions of the California Government Code or the District investment policy.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of * Portfolio</u>	<u>Maximum Investment in One</u>
Local Agency Bonds	5 years	None	No
U.S. Treasury Obligations	5 years	None	No
U.S. Agency Securities	5 years	None	No
Banker's Acceptances	180 days	40%	30
Commercial Paper	270 days	25%	10
Negotiable Certificates of Deposit	5 years	30%	No
Repurchase Agreements	1 year	None	No
Reverse Repurchase Agreements	92 days	20% of base value	No
Medium-Term Notes	5 years	30%	No
Mutual Funds	N/A	20%	10
Money Market Mutual Funds	N/A	20%	10
Mortgage Pass-Through Securities	5 years	20%	No
County Pooled Investment Funds	N/A	None	No
Local Agency Investment Fund (LAIF)	N/A	None	No
JPA Pools (other investment pools)	N/A	None	No

* Excluding amounts held by bond trustee that are not subject to California Government Code



Accountants & Consultants

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951.686.7780 | Fax

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Duane Burk

From: Henry Castillo <Henry.Castillo@bbklaw.com>
Sent: Wednesday, December 26, 2018 11:31 AM
To: Duane Burk
Cc: Albert Maldonado
Subject: Public Agency Investment Inquiry
Attachments: Local Agency Investment Guidelines-c1.pdf

Hi Duane,

I am assisting ATTY Maldonado with some assignments. He asked me to research an inquiry you had regarding whether the District could invest in a Certificate of Deposit (CD).

The Government code provides authority for public agencies to annually render an investment policy. The investment policy must be considered at a public meeting. (Gov. Code, § 53646.) Although one is not required, it is recommended. The attached document provides more information on what should be included in an investment policy.

Does the District currently have an investment policy?

Local agencies may invest only in those instruments specified in State Law. The below chart provides a synopsis of the permitted investment instruments and limitations on each, in which all local agencies may invest. Please note that investment in a CD is permitted, either in a negotiable or non-negotiable CDs.

INVESTMENT TYPE	MAXIMUM MATURITY ^c	MAXIMUM SPECIFIED % OF PORTFOLIO ^d	MINIMUM QUALITY REQUIREMENTS
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
State Obligations—CA And Others	5 years	None	None
CA Local Agency Obligations	5 years	None	None
U.S Agency Obligations	5 years	None	None
Bankers' Acceptances	180 days	40% ^e	None
Commercial Paper—Pooled Funds ^f	270 days	40% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h
Commercial Paper—Non-Pooled Funds ^f	270 days	25% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h
Negotiable Certificates of Deposit	5 years	30% ⁱ	None
Non-negotiable Certificates of Deposit	5 years	None	None
Placement Service Deposits	5 years	30% ^k	None
Placement Service Certificates of Deposit	5 years	30% ^k	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^l	20% of the base value of the portfolio	None ^u
Medium-Term Notes ⁿ	5 years	30%	"A" rating category or its equivalent or better
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple ^o
Collateralized Bank Deposits	5 years	None	None
Mortgage Pass-Through Securities	5 years	20%	"AA" rating category or its equivalent or better ^h
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	Multiple ^o
Local Agency Investment Fund (LAIF)	N/A	None	None
Voluntary Investment Program Fund ^f	N/A	None	None
Supranational Obligations ^u	5 years	30%	"AA" rating category or its equivalent or better

Before proceeding with any investment we would recommend the District, if one is not in place yet, adopt an investment policy before proceeding with any investments.

Please feel free to contact me with any additional questions.

Thank you.



Henry Castillo
Associate
Henry.Castillo@bbklaw.com
T: (909) 466-4911
www.BBKlaw.com



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The Bank of Hemet Deposit Rate Sheet

Current Rates & Yields

Annual Percentage Yields (APYs) effective: 05/14/19 – 05/20/19

CERTIFICATE OF DEPOSITS										
A penalty may be imposed for early withdrawal										
Minimum Daily Balance to Open and Obtain Disclosed APY	3 to 5 months		6 to 11 months		12 to 23 months		24 to 35 months		36 + months	
	Interest Rate	APY	Interest Rate	APY	Interest Rate	APY	Interest Rate	APY	Interest Rate	APY
\$2,500 - \$9,999	0.05%	0.05%	0.15%	0.15%	0.20%	0.20%	0.40%	0.40%	0.75%	0.75%
\$10,000 - \$95,000	0.05%	0.05%	0.15%	0.15%	0.20%	0.20%	0.40%	0.40%	0.75%	0.75%
\$95,001 +	0.05%	0.05%	0.15%	0.15%	0.20%	0.20%	0.40%	0.40%	0.75%	0.75%

PERSONAL SAVINGS ACCOUNTS		
Personal / Minor Trust Savings (Minimum opening balance \$100)		
Minimum (i) Balance to Obtain Disclosed APY	Interest Rate	Annual Percentage Yield
\$0 - \$2,499	0.05%	0.05%
\$2,500 +	0.05%	0.05%
Club Savings (Minimum opening balance \$0)		
Minimum (i) Balance to Obtain Disclosed APY	Interest Rate	Annual Percentage Yield
\$0 - \$2,499	0.05%	0.05%
\$2,500 - \$9,999	0.05%	0.05%
\$10,000 +	0.05%	0.05%
Investor Savings – Personal (Minimum opening balance \$10,000)		
Minimum (i) Balance to Obtain Disclosed APY	Interest Rate	Annual Percentage Yield
\$2,500 - \$9,999	0.10%	0.10%
\$10,000 - \$99,999	0.10%	0.10%
\$100,000-\$499,999	0.10%	0.10%
\$500,000-\$999,999	0.10%	0.10%
\$1,000,000 +	0.10%	0.10%

INDIVIDUAL RETIREMENT ACCOUNTS		
12 Month Certificate of Deposit (Minimum opening balance \$500)		
Minimum Daily Balance to Obtain Disclosed APY	Interest Rate	Annual Percentage Yield
\$500 - \$2,499	0.15%	0.15%
\$2,500 - \$9,999	0.15%	0.15%
\$10,000 - \$95,000	0.15%	0.15%
\$95,001 +	0.15%	0.15%
A penalty may be imposed for early withdrawal		
IRA Variable Passbook Savings (Minimum opening balance \$100)		
Minimum (i) Balance to Obtain Disclosed APY	Interest Rate	Annual Percentage Yield
N/A	0.10%	0.10%

PERSONAL CHECKING ACCOUNT		
Interest-Plus Checking (Minimum opening balance \$100)		
Minimum (i) Balance to Obtain Disclosed APY	Interest Rate	Annual Percentage Yield
\$1,000 - \$2,499	0.01%	0.01%
\$2,500 +	0.01%	0.01%

MONEY MARKET ACCOUNT		
Money Market Savings (Minimum opening balance \$2,500)		
Minimum (i) Balance to Obtain Disclosed APY	Interest Rate	Annual Percentage Yield
\$0 - \$2,499	0.05%	0.05%
\$2,500 - \$9,999	0.05%	0.05%
\$10,000 +	0.10%	0.10%

SPECIAL RATES		
Select Money Market – Personal (Minimum opening balance \$10,000) “Available for new money to the Bank of Hemet”		
Minimum (i) Balance to Obtain Disclosed APY	Interest Rate	Annual Percentage Yield
\$2,500 - \$99,999	0.10%	0.10%
\$100,000 +	0.15%	0.15%

FOR FULL DEPOSIT ACCOUNT INFORMATION, PLEASE REFER TO ACCOMPANYING MATERIALS.

- (1) Daily Balance (the amount of principal in the account each day). Rates may change after the account is opened and fees could reduce the earnings on the account.
- (2) The Analyzed Business Checking Earnings Credit is used in the calculation to offset analysis activity charges. Any additional earnings above the analysis activity charge offset will not be carried forward or credited to an account. See Business Analysis Account terms and Schedule of Fees for details.
- (3) Local Agency Money Market account must be approved/authorized by Tammy Stolpp

Deposit Rate Survey - California
Retail Certificates of Deposit

05/07/2019

Bank of Hemet

3 - 5 Month CD - \$1-2,499			3 - 5 Month CD - \$2,500-\$9,999			3 - 5 Month CD - \$10K-\$49,999			3 - 5 Month CD - \$50K-\$99,999			3 - 5 Month CD - \$100K-\$1M			
Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg
BBVA Compass	0.05	0.05		Bank of Hemet	0.05	0.05		Citizens Business Ban	0.30	0.30		Citizens Business Ban	0.35	0.35	
Citibank	0.05	0.05		BBVA Compass	0.05	0.05		Provident Bank	0.15	0.15		Provident Bank	0.15	0.15	
First Citizens Bank	0.05	0.05		Citibank	0.05	0.05		Bank of Hemet	0.05	0.05		Rabobank	0.08	0.08	
Provident Bank	0.05	0.05		First Citizens Bank	0.05	0.05		BBVA Compass	0.05	0.05		Bank of Hemet	0.05	0.05	
U.S. Bank	0.05	0.05		Provident Bank	0.05	0.05		Citibank	0.05	0.05		BBVA Compass	0.05	0.05	
Union Bank	0.05	0.05		Rabobank	0.05	0.05		First Citizens Bank	0.05	0.05		Citibank	0.05	0.05	
Bank of America	0.03	0.03		U.S. Bank	0.05	0.05		U.S. Bank	0.05	0.05		First Citizens Bank	0.05	0.05	
Chase	0.01	0.01		Union Bank	0.05	0.05		Union Bank	0.05	0.05		U.S. Bank	0.05	0.05	
Bank of Hemet	N/A	N/A		Wells Fargo Bank	0.05	0.05		Wells Fargo Bank	0.05	0.05		Union Bank	0.05	0.05	
Citizens Business Ban	N/A	N/A		Bank of America	0.03	0.03		Bank of America	0.05	0.05		Wells Fargo Bank	0.05	0.05	
Rabobank	N/A	N/A		Chase	0.01	0.01		Bank of America	0.03	0.03		Wells Fargo Bank	0.05	0.05	
Wells Fargo Bank	N/A	N/A		Citizens Business Ban	N/A	N/A		Chase	0.01	0.01		Bank of America	0.03	0.03	
Competitor Average	0.04	0.04		Competitor Average	0.04	0.04		Competitor Average	0.07	0.07		Competitor Average	0.08	0.08	
You vs. Avg.	N/A	N/A		You vs. Avg.	0.01	0.01		You vs. Avg.	-0.02	-0.02		You vs. Avg.	-0.03	-0.03	
State Average	0.40	0.40		State Average	0.37	0.37		State Average	0.40	0.40		State Average	0.41	0.42	
3 Month T-Bill	2.43	2.43		6 Month T-Bill	2.45	2.45		6 Month T-Bill	0.40	0.40		6 Month T-Bill	0.41	0.42	

6 Month CD - \$1-2,499			6 Month CD - \$2,500-\$9,999			6 Month CD - \$10K-\$49,999			6 Month CD - \$50K-\$99,999			6 Month CD - \$100K-\$1M			
Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg
Citibank	1.00	1.01		Wells Fargo Bank	1.14	1.15		Wells Fargo Bank	1.14	1.15		Wells Fargo Bank	1.14	1.15	
BBVA Compass	0.10	0.10		Citibank	1.00	1.01		Citibank	1.00	1.01		Citibank	1.00	1.01	
First Citizens Bank	0.10	0.10		Citizens Business Ban	0.25	0.25		Citizens Business Ban	0.35	0.35		Citizens Business Ban	0.40	0.40	
Provident Bank	0.05	0.05		Bank of Hemet	0.15	0.15		Bank of Hemet	0.15	0.15		Bank of Hemet	0.15	0.15	
U.S. Bank	0.05	0.05		BBVA Compass	0.10	0.10		Provident Bank	0.15	0.15		Provident Bank	0.15	0.15	
Union Bank	0.05	0.05		First Citizens Bank	0.10	0.10		BBVA Compass	0.10	0.10		Rabobank	0.15	0.15	
Bank of America	0.03	0.03		Rabobank	0.08	0.08		First Citizens Bank	0.10	0.10		BBVA Compass	0.10	0.10	
Chase	0.01	0.01		Provident Bank	0.05	0.05		Rabobank	0.10	0.10		First Citizens Bank	0.10	0.10	
Bank of Hemet	N/A	N/A		U.S. Bank	0.05	0.05		U.S. Bank	0.05	0.05		U.S. Bank	0.05	0.05	
Citizens Business Ban	N/A	N/A		Union Bank	0.05	0.05		Union Bank	0.05	0.05		Union Bank	0.05	0.05	
Rabobank	N/A	N/A		Bank of America	0.03	0.03		Bank of America	0.03	0.03		Bank of America	0.03	0.03	
Wells Fargo Bank	N/A	N/A		Chase	0.01	0.01		Chase	0.01	0.01		Chase	0.01	0.01	
Competitor Average	0.17	0.18		Competitor Average	0.26	0.26		Competitor Average	0.28	0.28		Competitor Average	0.28	0.29	
You vs. Avg.	N/A	N/A		You vs. Avg.	-0.11	-0.11		You vs. Avg.	-0.13	-0.13		You vs. Avg.	-0.13	-0.14	
State Average	0.66	0.67		State Average	0.66	0.66		State Average	0.68	0.69		State Average	0.70	0.70	

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Change in APY since 04/30/2019

7 - 11 Month CD - \$1-2,499			7 - 11 Month CD - \$2,500-\$9,999			7 - 11 Month CD - \$10K-\$49,999			7 - 11 Month CD - \$50K-\$99,999			7 - 11 Month CD - \$100K-\$1M			
Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg
BBVA Compass	0.10	0.10		Wells Fargo Bank	1.14	1.15		Citibank	1.98	2.00		Citibank	1.98	2.00	

Bank of Hemet

Deposit Rate Survey - California
Retail Certificates of Deposit

05/07/2019

Bank of Hemet

7 - 11 Month CD - \$1-2,499			7 - 11 Month CD - \$2,500-\$9,999			7 - 11 Month CD - \$10K-\$49,999			7 - 11 Month CD - \$50K-\$99,999			7 - 11 Month CD - \$100K-\$1M			
Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg
BBVA Compass	0.10	0.10		Wells Fargo Bank	1.14	1.15		Citibank	1.98	2.00		Citibank	1.98	2.00	

Bank of Hemet

	0.10	0.10	0.25	0.25	1.14	1.15	1.14	1.15	1.14	1.15	1.14	1.15
Citibank	0.10	0.10	0.25	0.25	1.14	1.15	1.14	1.15	1.14	1.15	1.14	1.15
First Citizens Bank	0.10	0.10	0.15	0.15	Citizens Business Ban	Citizens Business Ban	Citizens Business Ban	Citizens Business Ban	Citizens Business Ban	Citizens Business Ban	Citizens Business Ban	Citizens Business Ban
U.S. Bank	0.05	0.05	0.10	0.10	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15
Union Bank	0.05	0.05	0.10	0.10	BBVA Compass	BBVA Compass	BBVA Compass	BBVA Compass	BBVA Compass	BBVA Compass	BBVA Compass	BBVA Compass
Bank of America	0.03	0.03	0.10	0.10	First Citizens Bank	First Citizens Bank	First Citizens Bank	First Citizens Bank	First Citizens Bank	First Citizens Bank	First Citizens Bank	First Citizens Bank
Chase	0.01	0.01	0.08	0.08	Rabobank	Rabobank	Rabobank	Rabobank	Rabobank	Rabobank	Rabobank	Rabobank
Bank of Hemet	N/A	N/A	0.05	0.05	U.S. Bank	U.S. Bank	U.S. Bank	U.S. Bank	U.S. Bank	U.S. Bank	U.S. Bank	U.S. Bank
Citizens Business Ban	N/A	N/A	0.05	0.05	Union Bank	Union Bank	Union Bank	Union Bank	Union Bank	Union Bank	Union Bank	Union Bank
Provident Bank	N/A	N/A	0.03	0.03	Bank of America	Bank of America	Bank of America	Bank of America	Bank of America	Bank of America	Bank of America	Bank of America
Rabobank	N/A	N/A	0.01	0.01	Chase	Chase	Chase	Chase	Chase	Chase	Chase	Chase
Wells Fargo Bank	N/A	N/A	N/A	N/A	Provident Bank	Provident Bank	Provident Bank	Provident Bank	Provident Bank	Provident Bank	Provident Bank	Provident Bank
Competitor Average	0.06	0.06	0.19	0.19	Competitor Average	0.39	0.39	0.40	0.40	0.40	0.41	0.41
You vs. Avg.	N/A	N/A	-0.04	-0.04	You vs. Avg.	-0.24	-0.24	-0.25	-0.25	-0.25	-0.26	-0.26
State Average	0.58	0.58	0.57	0.57	State Average	0.63	0.64	0.65	0.66	0.66	0.70	0.71

	12 Month CD - \$1-2,499	12 Month CD - \$2,500-\$9,999	12 Month CD - \$10K-\$49,999	12 Month CD - \$50K-\$99,999	12 Month CD - \$100K-\$1M
Citibank	0.25	1.24	2.47	2.47	2.47
First Citizens Bank	0.15	0.40	1.24	1.24	1.24
Union Bank	0.15	0.25	0.50	0.50	0.50
BBVA Compass	0.10	0.25	0.25	0.30	0.30
Provident Bank	0.10	0.20	0.20	0.20	0.20
U.S. Bank	0.10	0.15	0.20	0.20	0.20
Bank of America	0.05	0.15	0.15	0.15	0.15
Chase	0.01	0.01	0.15	0.15	0.15
Bank of Hemet	N/A	N/A	0.10	0.10	0.10
Citizens Business Ban	N/A	0.10	0.10	0.10	0.10
Rabobank	N/A	0.10	0.10	0.10	0.10
Wells Fargo Bank	N/A	0.05	0.05	0.05	0.05
Chase	N/A	0.01	0.01	0.01	0.01
Competitor Average	0.11	0.26	0.47	0.48	0.48
You vs. Avg.	N/A	-0.05	-0.27	-0.28	-0.28
State Average	1.07	1.03	1.07	1.08	1.09

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Deposit Rate Survey - California

Retail Certificates of Deposit 05/07/2019

	13 - 23 Month CD - \$1-2,499	13 - 23 Month CD - \$2,500-\$9,999	13 - 23 Month CD - \$10K-\$49,999	13 - 23 Month CD - \$50K-\$99,999	13 - 23 Month CD - \$100K-\$1M
Citibank	1.98	1.98	1.98	1.98	1.98
Chase	0.30	1.24	1.24	1.24	1.24
BBVA Compass	0.25	0.40	0.50	0.50	0.50
First Citizens Bank	0.15	0.30	0.30	0.30	0.30
U.S. Bank	0.15	0.25	0.25	0.30	0.30
Union Bank	0.15	0.25	0.25	0.25	0.25
Bank of America	0.07	0.07	0.20	0.20	0.20
Bank of Hemet	N/A	N/A	0.20	0.20	0.20
Citizens Business Ban	N/A	0.15	0.15	0.15	0.15
U.S. Bank	N/A	0.15	0.15	0.15	0.15

Change in APY since 04/30/2019



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	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15
Provident Bank	N/A	N/A	Union Bank	0.15	0.15	Union Bank	0.15	0.15	Union Bank	0.15	0.15
Rabobank	N/A	N/A	Bank of America	0.07	0.07	Bank of America	0.07	0.07	Bank of America	0.07	0.07
Wells Fargo Bank	N/A	N/A	Provident Bank	N/A	N/A	Provident Bank	N/A	N/A	Provident Bank	N/A	N/A
Competitor Average	0.44	0.44	Competitor Average	0.50	0.51	Competitor Average	0.51	0.51	Competitor Average	0.52	0.53
You vs. Avg.	N/A	N/A	You vs. Avg.	-0.30	-0.31	You vs. Avg.	-0.31	-0.31	You vs. Avg.	-0.32	-0.33
State Average	1.15	1.16	State Average	1.17	1.18	State Average	1.20	1.21	State Average	1.25	1.26

	24 - 35 Month CD - \$1-2,499	24 - 35 Month CD - \$2,500-\$9,999	24 - 35 Month CD - \$10K-\$49,999	24 - 35 Month CD - \$50K-\$99,999	24 - 35 Month CD - \$100K-\$1M
Name	Rate APY Chg	Name Rate APY Chg	Name Rate APY Chg	Name Rate APY Chg	Name Rate APY Chg
Citibank	0.70 0.70	Wells Fargo Bank	0.95 0.95	Wells Fargo Bank	0.95 0.95
Provident Bank	0.35 0.35	Citibank	0.70 0.70	Citibank	0.70 0.70
BBVA Compass	0.30 0.30	Citizens Business Ban	0.45 0.45	Citizens Business Ban	0.55 0.55
Chase	0.30 0.30	Bank of Hemet	0.40 0.40	Provident Bank	0.45 0.45
First Citizens Bank	0.25 0.25	Provident Bank	0.35 0.35	Bank of Hemet	0.40 0.40
U.S. Bank	0.20 0.20	BBVA Compass	0.30 0.30	BBVA Compass	0.30 0.30
Union Bank	0.20 0.20	Chase	0.30 0.30	Chase	0.30 0.30
Bank of America	0.10 0.10	First Citizens Bank	0.25 0.25	First Citizens Bank	0.30 0.30
Bank of Hemet	N/A N/A	Rabobank	0.25 0.25	Rabobank	0.30 0.30
Citizens Business Ban	N/A N/A	U.S. Bank	0.20 0.20	U.S. Bank	0.20 0.20
Rabobank	N/A N/A	Union Bank	0.20 0.20	Union Bank	0.20 0.20
Wells Fargo Bank	N/A N/A	Bank of America	0.10 0.10	Bank of America	0.10 0.10
Competitor Average	0.30 0.30	Competitor Average	0.37 0.37	Competitor Average	0.39 0.39
You vs. Avg.	N/A N/A	You vs. Avg.	0.03 0.03	You vs. Avg.	0.01 0.01
State Average	1.36 1.37	State Average	1.29 1.30	State Average	1.36 1.37
Competitor Average	0.40 0.40	Competitor Average	0.39 0.39	Competitor Average	0.40 0.40
You vs. Avg.	N/A N/A	You vs. Avg.	0.01 0.01	You vs. Avg.	0.00 0.00
State Average	1.42 1.43	State Average	1.42 1.43	State Average	1.42 1.43

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Deposit Rate Survey - California Retail Certificates of Deposit

05/07/2019

	36 - 47 Month CD - \$1-2,499	36 - 47 Month CD - \$2,500-\$9,999	36 - 47 Month CD - \$10K-\$49,999	36 - 47 Month CD - \$50K-\$99,999	36 - 47 Month CD - \$100K-\$1M
Name	Rate APY Chg	Name Rate APY Chg	Name Rate APY Chg	Name Rate APY Chg	Name Rate APY Chg
Citibank	1.00 1.00	Wells Fargo Bank	1.09 1.10	Wells Fargo Bank	1.09 1.10
Provident Bank	0.65 0.65	Citibank	1.00 1.00	Citibank	1.00 1.00
Bank of America	0.55 0.55	Bank of Hemet	0.75 0.75	Bank of Hemet	0.85 0.85
BBVA Compass	0.40 0.40	Provident Bank	0.65 0.65	Citizens Business Ban	0.75 0.75
U.S. Bank	0.35 0.35	Bank of America	0.55 0.55	Bank of America	0.55 0.55
Union Bank	0.35 0.35	Citizens Business Ban	0.55 0.55	Rabobank	0.45 0.45
Chase	0.30 0.30	BBVA Compass	0.40 0.40	BBVA Compass	0.40 0.40
First Citizens Bank	0.30 0.30	Rabobank	0.35 0.35	U.S. Bank	0.35 0.35
Bank of Hemet	N/A N/A	U.S. Bank	0.35 0.35	U.S. Bank	0.35 0.35
Citizens Business Ban	N/A N/A	Union Bank	0.35 0.35	Union Bank	0.34 0.35
Rabobank	N/A N/A	Chase	0.30 0.30	Chase	0.30 0.30
Wells Fargo Bank	N/A N/A	First Citizens Bank	0.30 0.30	First Citizens Bank	0.30 0.30

Change in APY since 04/30/2019

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	Competitor Average	0.49	0.49	0.54	0.54	0.55	0.57	0.57	0.58	0.58
You vs. Avg.	N/A	N/A	0.21	0.21	0.20	0.20	0.18	0.18	0.17	0.17
State Average	1.48	1.50	1.43	1.44	1.47	1.48	1.50	1.51	1.55	1.57

48 - 59 Month CD - \$1-2,499			48 - 59 Month CD - \$2,500-\$9,999			48 - 59 Month CD - \$10K-\$49,999			48 - 59 Month CD - \$50K-\$99,999			48 - 59 Month CD - \$100K-\$1M			
Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg
Citibank	1.14	1.15		Wells Fargo Bank	1.24	1.25		Wells Fargo Bank	1.24	1.25		Wells Fargo Bank	1.24	1.25	
Provident Bank	0.95	0.95		Citibank	1.14	1.15		Citibank	1.14	1.15		Citibank	1.14	1.15	
Bank of America	0.65	0.65		Provident Bank	0.95	0.95		Provident Bank	1.04	1.05		Provident Bank	1.04	1.05	
BBVA Compass	0.50	0.50		Bank of Hemet	0.75	0.75		Bank of Hemet	0.75	0.75		Citizens Business Bank	0.85	0.85	
U.S. Bank	0.50	0.50		Bank of America	0.65	0.65		Citizens Business Bank	0.75	0.75		Bank of Hemet	0.75	0.75	
First Citizens Bank	0.45	0.45		Citizens Business Bank	0.55	0.55		Bank of America	0.65	0.65		Bank of America	0.65	0.65	
Union Bank	0.40	0.40		BBVA Compass	0.50	0.50		Rabobank	0.55	0.55		Rabobank	0.55	0.55	
Chase	0.35	0.35		U.S. Bank	0.50	0.50		BBVA Compass	0.50	0.50		BBVA Compass	0.50	0.50	
Bank of Hemet	N/A	N/A		First Citizens Bank	0.45	0.45		U.S. Bank	0.50	0.50		U.S. Bank	0.50	0.50	
Citizens Business Bank	N/A	N/A		Rabobank	0.45	0.45		First Citizens Bank	0.45	0.45		First Citizens Bank	0.45	0.45	
Rabobank	N/A	N/A		Union Bank	0.40	0.40		Rabobank	0.40	0.40		Union Bank	0.39	0.40	
Wells Fargo Bank	N/A	N/A		Chase	0.35	0.35		Chase	0.35	0.35		Chase	0.35	0.35	
Competitor Average	0.62	0.62		Competitor Average	0.65	0.65		Competitor Average	0.67	0.67		Competitor Average	0.70	0.70	
You vs. Avg.	N/A	N/A		You vs. Avg.	0.10	0.10		You vs. Avg.	0.08	0.08		You vs. Avg.	0.05	0.05	
State Average	1.59	1.60		State Average	1.53	1.54		State Average	1.57	1.58		State Average	1.65	1.66	

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Deposit Rate Survey - California
Retail Certificates of Deposit
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60 Month CD - \$1-2,499			60 Month CD - \$2,500-\$9,999			60 Month CD - \$10K-\$49,999			60 Month CD - \$50K-\$99,999			60 Month CD - \$100K-\$1M			
Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg
Citibank	1.49	1.50		Citibank	1.49	1.50		Citibank	1.49	1.50		Citibank	1.49	1.50	
Provident Bank	1.04	1.05		Wells Fargo Bank	1.24	1.25		Provident Bank	1.24	1.25		Provident Bank	1.24	1.25	
Bank of America	0.75	0.75		Provident Bank	1.04	1.05		Wells Fargo Bank	1.24	1.25		Wells Fargo Bank	1.24	1.25	
U.S. Bank	0.75	0.75		Bank of America	0.75	0.75		Rabobank	0.80	0.80		Citizens Business Bank	0.85	0.85	
BBVA Compass	0.50	0.50		Bank of Hemet	0.75	0.75		Bank of Hemet	0.75	0.75		Rabobank	0.80	0.80	
First Citizens Bank	0.50	0.50		U.S. Bank	0.75	0.75		Bank of America	0.75	0.75		Bank of America	0.75	0.75	
Union Bank	0.50	0.50		Rabobank	0.70	0.70		Citizens Business Bank	0.75	0.75		Bank of Hemet	0.75	0.75	
Chase	0.35	0.35		Citizens Business Bank	0.55	0.55		U.S. Bank	0.75	0.75		U.S. Bank	0.75	0.75	
Bank of Hemet	N/A	N/A		BBVA Compass	0.50	0.50		BBVA Compass	0.50	0.50		BBVA Compass	0.50	0.50	
Citizens Business Bank	N/A	N/A		First Citizens Bank	0.50	0.50		First Citizens Bank	0.50	0.50		First Citizens Bank	0.50	0.50	
Rabobank	N/A	N/A		Union Bank	0.50	0.50		Union Bank	0.50	0.50		Union Bank	0.49	0.50	
Wells Fargo Bank	N/A	N/A		Chase	0.35	0.35		Chase	0.35	0.35		Chase	0.35	0.35	
Competitor Average	0.74	0.74		Competitor Average	0.76	0.76		Competitor Average	0.79	0.79		Competitor Average	0.81	0.82	
You vs. Avg.	N/A	N/A		You vs. Avg.	-0.01	-0.01		You vs. Avg.	-0.04	-0.04		You vs. Avg.	-0.06	-0.07	
State Average	1.82	1.84		State Average	1.75	1.77		State Average	1.79	1.81		State Average	1.88	1.90	

Change in APY since 04/30/2019

Features: AO-Add On, AT-Auto Trans, BP-Bump Rt, BPR-Bill Pay, BR-Bonus Recvd, CAL-Callable, CR-Coupon Req, DCR-Debit Card, DD-Direct Deposit, ESR-E State, GF-Gifts, IN-Intro/Teaser, IO-Internet Only, IR-Indexed Rt, NMR-New Money Req., NP-No Penalty, RS-Relationship, ST-Stepped Rt, VR-Variable

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Change in APY since 04/30/2019

Deposit Rate Survey - California
Money Market
05/07/2019

Bank of Hemet		Money Market - \$1,249			Money Market - \$2,500-\$9,999			Money Market - \$10,000 +			HY Money Market - \$2,500-\$9,999			HY Money Market - \$10,000 +					
Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg
Citizens Business Ban	0.10	0.05	0.10	Citizens Business Ban	0.10	0.10	0.25	Citizens Business Ban	0.25	0.25	0.23	Rabobank	0.23	0.23	0.23	U.S. Bank	0.35	0.35	-0.10
Bank of Hemet	0.05	0.05	0.10	Bank of Hemet	0.05	0.05	0.10	First Citizens Bank	0.20	0.20	0.10	Bank of Hemet	0.10	0.10	0.10	Rabobank	0.27	0.27	
BBVA Compass	0.05	0.05	0.05	BBVA Compass	0.05	0.05	0.15	BBVA Compass	0.15	0.15	0.10	Wells Fargo Bank	0.10	0.10	0.10	Provident Bank	0.20	0.20	
First Citizens Bank	0.05	0.05	0.05	First Citizens Bank	0.05	0.05	0.05	Bank of Hemet	0.10	0.10	0.06	Bank of America	0.06	0.06	0.06	Bank of Hemet	0.15	0.15	
Wells Fargo Bank	0.05	0.05	0.05	Union Bank	0.05	0.05	0.05	Provident Bank	0.10	0.10	0.05	U.S. Bank	0.05	0.05	0.05	Citibank	0.15	0.15	
Bank of America	0.04	0.04	0.04	Wells Fargo Bank	0.05	0.05	0.08	Union Bank	0.08	0.08	0.05	Union Bank	0.05	0.05	0.05	Union Bank	0.10	0.10	
Citibank	0.04	0.04	0.04	Bank of America	0.04	0.04	0.07	Rabobank	0.07	0.07	0.04	Chase	0.04	0.04	0.04	Wells Fargo Bank	0.10	0.10	
U.S. Bank	0.04	0.04	0.04	Citibank	0.04	0.04	0.06	Citibank	0.06	0.06	0.06	Citibank	0.04	0.04	0.04	Chase	0.09	0.09	
Rabobank	0.03	0.03	0.03	U.S. Bank	0.04	0.04	0.05	U.S. Bank	0.05	0.05	0.03	Provident Bank	0.03	0.03	0.03	Bank of America	0.06	0.06	
Chase	0.01	0.01	0.01	Rabobank	0.03	0.03	0.03	Wells Fargo Bank	0.05	0.05	0.05	BBVA Compass	N/A	N/A	N/A	BBVA Compass	N/A	N/A	
Union Bank	0.01	0.01	0.01	Chase	0.01	0.01	0.04	Bank of America	0.04	0.04	0.04	Citizens Business Ban	N/A	N/A	N/A	Citizens Business Ban	N/A	N/A	
Provident Bank	N/A	N/A	N/A	Provident Bank	N/A	N/A	0.01	Chase	0.01	0.01	0.01	First Citizens Bank	N/A	N/A	N/A	First Citizens Bank	N/A	N/A	
Competitor Average	0.04	0.04		Competitor Average	0.05	0.05		Competitor Average	0.10	0.10		Competitor Average	0.08	0.08		Competitor Average	0.17	0.17	
You vs. Avg.	0.01	0.01		You vs. Avg.	0.00	0.00		You vs. Avg.	0.00	0.00		You vs. Avg.	0.03	0.03		You vs. Avg.	-0.02	-0.02	
State Average	0.19	0.19		State Average	0.23	0.23		State Average	0.46	0.47		State Average	0.21	0.21		State Average	0.58	0.58	

Investor Savings - \$2,500-\$9,999		Investor Savings - \$10K-\$99,999			Investor Savings - \$100K-\$499,999			Investor Savings - \$500K-\$999,999			Investor Savings - \$1M +				
Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg	Name	Rate	APY	Chg
Bank of Hemet	0.10	0.10	-0.10	U.S. Bank	0.30	0.30	-0.10	U.S. Bank	0.35	0.35	-0.10	U.S. Bank	0.35	0.35	-0.10
Citizens Business Ban	0.10	0.10	0.10	Provident Bank	0.15	0.15	0.15	Citibank	0.15	0.15	0.15	Citibank	0.15	0.15	0.15
Bank of America	0.06	0.06	0.06	Bank of Hemet	0.10	0.10	0.10	Provident Bank	0.15	0.15	0.15	Provident Bank	0.15	0.15	0.15
BBVA Compass	0.05	0.05	0.05	Citibank	0.10	0.10	0.10	Bank of Hemet	0.10	0.10	0.10	Bank of Hemet	0.10	0.10	0.10
U.S. Bank	0.05	0.05	0.05	Citizens Business Ban	0.10	0.10	0.10	Citizens Business Ban	0.10	0.10	0.10	Citizens Business Ban	0.10	0.10	0.10
Union Bank	0.05	0.05	0.05	Union Bank	0.10	0.10	0.10	Union Bank	0.10	0.10	0.10	Union Bank	0.10	0.10	0.10
Chase	0.04	0.04	0.04	Chase	0.07	0.07	0.07	Chase	0.09	0.09	0.09	Chase	0.09	0.09	0.09
Citibank	0.04	0.04	0.04	Bank of America	0.06	0.06	0.06	Bank of America	0.06	0.06	0.06	Bank of America	0.06	0.06	0.06
First Citizens Bank	0.03	0.03	0.03	BBVA Compass	0.05	0.05	0.05	BBVA Compass	0.05	0.05	0.05	BBVA Compass	0.05	0.05	0.05
Rabobank	0.03	0.03	0.03	First Citizens Bank	0.03	0.03	0.03	First Citizens Bank	0.03	0.03	0.03	First Citizens Bank	0.03	0.03	0.03
Wells Fargo Bank	0.01	0.01	0.01	Rabobank	0.03	0.03	0.03	Rabobank	0.03	0.03	0.03	Rabobank	0.03	0.03	0.03
Provident Bank	N/A	N/A	N/A	Wells Fargo Bank	0.01	0.01	0.01	Wells Fargo Bank	0.01	0.01	0.01	Wells Fargo Bank	0.01	0.01	0.01
Competitor Average	0.05	0.05		Competitor Average	0.09	0.09		Competitor Average	0.10	0.10		Competitor Average	0.10	0.10	
You vs. Avg.	0.05	0.05		You vs. Avg.	0.01	0.01		You vs. Avg.	0.01	0.01		You vs. Avg.	0.00	0.00	
State Average	0.21	0.21		State Average	0.26	0.26		State Average	0.27	0.27		State Average	0.27	0.27	

**Deposit Rate Survey - California
Retail Liquid Accounts**
05/07/2019

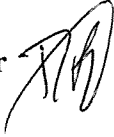


Bank of Hemet

Interest Checking - \$1-2,499			Interest Checking - \$2,500 +			Regular Savings - \$1-2,499			Regular Savings - \$2,500 +			IRA Savings - Base Tier			
Name	Rate	APY	Name	Rate	APY	Name	Rate	APY	Name	Rate	APY	Name	Rate	APY	Chg
BBVA Compass	0.03	0.03	Citizens Business Ban	0.05	0.05	Citizens Business Ban	0.10	0.10	Citizens Business Ban	0.10	0.10	BBVA Compass	0.65	0.65	
Bank of America	0.01	0.01	Union Bank	0.05	0.05	Bank of Hemet	0.05	0.05	Citibank	0.06	0.06	Citibank	0.20	0.20	
Bank of Hemet	0.01	0.01	BBVA Compass	0.03	0.03	BBVA Compass	0.05	0.05	Bank of Hemet	0.05	0.05	Bank of Hemet	0.10	0.10	
Chase	0.01	0.01	Provident Bank	0.03	0.03	Provident Bank	0.04	0.04	BBVA Compass	0.05	0.05	First Citizens Bank	0.10	0.10	
Citibank	0.01	0.01	Bank of America	0.02	0.02	Citibank	0.03	0.03	Bank of America	0.03	0.03	U.S. Bank	0.05	0.05	
First Citizens Bank	0.01	0.01	Rabobank	0.02	0.02	Bank of America	0.03	0.03	Bank of America	0.03	0.03	Bank of America	0.03	0.03	
Rabobank	0.01	0.01	Bank of Hemet	0.01	0.01	First Citizens Bank	0.03	0.03	First Citizens Bank	0.03	0.03	Rabobank	0.03	0.03	
U.S. Bank	0.01	0.01	Chase	0.01	0.01	Rabobank	0.03	0.03	Rabobank	0.03	0.03	Wells Fargo Bank	0.03	0.03	
Union Bank	0.01	0.01	Citibank	0.01	0.01	Chase	0.01	0.01	Chase	0.01	0.01	Union Bank	0.01	0.01	
Wells Fargo Bank	0.01	0.01	First Citizens Bank	0.01	0.01	U.S. Bank	0.01	0.01	U.S. Bank	0.01	0.01	Chase	N/A	N/A	
Citizens Business Ban	N/A	N/A	U.S. Bank	0.01	0.01	Union Bank	0.01	0.01	Union Bank	0.01	0.01	Citizens Business Ban	N/A	N/A	
Provident Bank	N/A	N/A	Wells Fargo Bank	0.01	0.01	Wells Fargo Bank	0.01	0.01	Wells Fargo Bank	0.01	0.01	Provident Bank	N/A	N/A	
Competitor Average	0.01	0.01	Competitor Average	0.02	0.02	Competitor Average	0.03	0.03	Competitor Average	0.04	0.04	Competitor Average	0.14	0.14	
You vs. Avg.	0.00	0.00	You vs. Avg.	-0.01	-0.01	You vs. Avg.	0.02	0.02	You vs. Avg.	0.01	0.01	You vs. Avg.	-0.04	-0.04	
State Average	0.16	0.16	State Average	0.17	0.17	State Average	0.14	0.14	State Average	0.17	0.17	State Average	0.26	0.26	

Staff Report

Agenda Item No. 3.6

To: Chairman and Board Members
From: Duane Burk, General Manager 
Date: June 12, 2019
Subject: 50,000 gallon bolted water tank (Bogart Park)

Background and Analysis:

In January of 2019 the District entered into an operating agreement with the Riverside County Parks and Trails District for Bogart Park 9600 International Drive Cherry Valley. Part of the infrastructure for Bogart Park is 50,000 gallon steel bolted tank this tank services irrigation and a small pond locating on the 80 acres of Bogart Park and is part of our operating agreement with the County of Riverside.

On May 6, 2019 the 50,000 gallon water tank breached and the bottom causing loss of water and erosion of the service road consequently, the tank now is in need of repairs.

District General Manager met with two tank companies to determine the damage and repairs. Superior Tank Solutions of Rancho Cucamonga has presented a proposal of \$44,839.00 for the repairs.

Additionally, staff is unaware of the interior condition of the tank and is not expecting additional repairs however this information will be available after the repairs are complete and staff will keep the Board aware of the progress.

Recommendations:

Staff recommends authorization of repairs to Superior Tank Solutions

Fiscal Impact:

\$44,839.00 Bogart expense account



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 12, 2019

Employees: No changes, we have 29 employees.

Reports: We are preparing for our GASB 75 valuation for our Other Post Employee Benefits (OPEB) and we have presented to the finance committee a recommendation to proactively manage our unfunded health and pension liabilities.

Workers Compensation Cases/Incidents/Accidents – None to Report.

Training: The Safety Compliance Company provided “Snake and Snake Kit” training and “Bio Fluid and Bio Hazard kit” training on May 15, 2019.

Other:

- Ryann Flores was selected the “Employee of the Month” for April and we celebrated with lunch and games. Michael Aldrich was selected for May and staff celebrated on June 10th with lunch and playing BINGO.
- We fulfilled one public document request.
- Employee Newsletter is attached.
- I will be on vacation June 24 – July 9, 2019.

**Save the date for our annual staff BBQ August 3, 2019 11:00am to 3:00pm at Bogart Park. If you would like to donate a prize for our BINGO games, please see me.*

If you have any suggestions for this year’s Holiday Party, please see me as soon as possible.

Fiscal Impact/Recommendations: This report is for informational purposes only.

Respectfully Submitted,

Janet Covington, Human Resources Administrator/Clerk of the Board

CHECK IT OUT!!!

What's Happening???



Zen Garden Smoothie Bowl



This smoothie is a rich source of protein. Use this as your post-workout meal to reap its goodness. Here's how to make it.

Ingredients

- 4 bananas
- 2 cups almond milk
- 1 tbsp. honey
- 2 tbsp. fresh peppermint
- 2 tbsp. vanilla protein powder

How To Prepare

Add bananas, almond milk, honey, fresh peppermint, and vanilla protein powder to a blender. Blend to a smooth, thick smoothie. Add granola, coconut shavings, almonds, and a kiwi on top. Enjoy!

Healthy Corner



Taco Lime Shrimp

Total Time: 35 minutes - Prep Time: 15 minutes - 4 Servings

INGREDIENTS:

- 1 lb. medium shrimp, peeled and deveined
- Juice of 2-3 limes, plus more wedges for serving
- 1/4 c. red enchilada sauce
- 2 tbsp. taco seasoning mix
- 2 tbsp. vegetable oil
- 1 tsp. garlic powder
- Freshly ground black pepper
- Freshly chopped cilantro, for garnish

DIRECTIONS:

1. In a large bowl, whisk together lime juice, enchilada sauce, taco seasoning, vegetable oil, and garlic powder and season with pepper. Add shrimp and toss until completely coated.
2. Marinate 20 minutes.
3. Heat grill to medium-high. Skewer shrimp and grill until pink and charred, 3 minutes per side.
4. Garnish with cilantro and squeeze with more lime before serving.



Safety - No Loitering

As he arrived at the construction site, the foreman noticed a man lying on the ground with his eyes closed.

"Hey you. Wake up and get out of here, We don't allow loitering," he barked as he went inside.

The man moaned, but didn't move.

At lunchtime, the foreman noticed that man still lying on the ground, barely moving.

"I told you to leave," he snapped. "This is a construction site. Now move!"

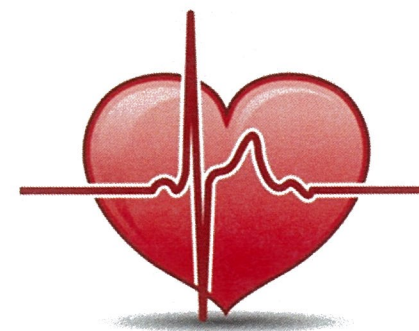
The man just moaned some more.

At the end of the day, as the foreman came out to go home, the man was sitting up, but still hadn't moved from the spot.

"All right, enough is enough" the foreman said. "I'm calling the police. Where are you from?"

The man pointed up, "The roof," he said.

Days since last employee accident....
423 days!!



Your Trash - My Treasure

Apple Peeler/Corer (FREE)

Snow Cone Maker (FREE)

Contact Nancy for more info.



Please give any suggestions you may have to me for the next issue of your "Employee Newsletter" -Janet

Human Resources Corner
 We would like to invite all employees to attend our Board Meetings every 2nd Wednesday of each month at 5:00pm. The involvement of our staff at our meetings is very much appreciated.
 Janet@bcvparks.com

EMPLOYEE NEWSLETTER



May 31, 2019

Calendar of Events

- Movies Under the Stars
 June 17—July 22, 2019
 - Staff BBQ
 August 3, 2019 11am-3pm
- 30th Annual Oktoberfest
 September 20—22, 2019
 - Pumpkin Carve
 October 26, 2019
- 27th Annual Winterfest
 December 6 & 7, 2019

"The struggle you're in today is developing the strength you need for tomorrow."
Don't give up. "
 -Robert Tew

Employee of the Month

Congratulations to the following employees who were chosen for the Employee of the Month recognition from their peers.
 January - Jeremiah Bennett
 February - Kyle Simpson
 March - Aaron Morris
 April - Ryann Flores



To submit your nomination for employee of the month please email Janet@bcvparks.com



Thank you to all the employees that put in work for the 1st Annual Foundation Golf Tournament! The event was very successful and could not have been done without the work of our employees!

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Movies Under the Stars Series

2019 SCHEDULE	
June 17	<i>Ralph Breaks the Internet</i>
June 24	<i>The LEGO Movie 2</i>
July 1	<i>Smallfoot</i>
July 8	<i>How to Train Your Dragon: The Hidden World</i>
July 15	<i>The Incredibles 2</i>
July 22	<i>The Grinch (2018)</i>



- | | |
|-----------------|------------------|
| May: | June: |
| Jesse Camacho | Jeremiah Bennett |
| Frank Flores | Kyle Simpson |
| Sylvia Pimentel | James Hughes |
| Blake Shults | |
| Noah Valdivia | |

Join us for our Annual Staff BBQ

August 3rd

11am-3pm

Families are welcome!

-Please bring your own chair-

Location: Bogart Regional Park

Please RSVP

Janet@bcvparks.com





BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

To: Board of Directors
From: Nancy Law, Financial Services Technician/Office Manager
Date: June 12, 2019

The Finance Committee meet Thursday, June 6th, 2019 to review May 2019 Financial Reports for Fiscal Year 2018-2019.

The Monthly Financial Report consisted of a 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 not received deposits into the Riverside County Fund for May 2019 as of June 6th, 2019.

The Finance Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for May 2019 bringing our balance to \$344,963.60.

Additional items:

- ❖ Been worked with staff and General Manager for the 18/19 & 19/20 Budget.
- ❖ Been working on the Gate at Bogart and getting it to except Cards and give change.
- ❖ I've been working on Employee Evaluations.
- ❖ Been working w/CIS on the Roof Project.
- ❖ I've been working w/NFC on the outside gym grant.

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: Kyle Simpson, Activities Coordinator
Date: June 12, 2019

Facility Users-

We are busy with facility rentals and showing properties to potential users. Noble Creek Community Center, The Grange, and the Women's Club have been busy with events and the facilities are very full through June.

I have ordered signage for Noble Creek Park, Bogart Park, and our facilities. The signs include rules and other regulations of the Parks. Maintenance has been hard at work installing those.

Upcoming District Events

- Movies Under the Stars
 - Mondays from June 17 through July 22
- Oktoberfest
 - 2 bands have been booked
 - I am in the process of hiring a third band, Zeitgeist
 - Anheuser Busch will be sponsoring again this year
 - The Flyer needs a final revision and will be ready to send out with vendor applications

Community Events/Meetings/Networking

Facilities Ad hoc May 28th and June 11th

I attended a Fred Pryor Project Management Course June 4th I would like to thank the board for continuous support of employee education opportunities.

Recommendations: This report is for Information purposes only.

Thank you,
Kyle Simpson
Activities Coordinator

BEAUMONT-CHERRY VALLEY RECREATION & PARK DISTRICT

Department Report

To: Chairman and Board Members
From: Dodie Carlson – Athletic Coordinator
Date: June 6, 2019

Reports:

The Spring Slow Pitch season is finally going; we are running a lot behind for the year due to all the rain. We have 22 teams this season, which is down 6 from last year for the same season.

I will be meeting with some people on June 7, 2019 (rained delayed 3 times) who have rented a field for a Senior Softball game. We are going to be looking at the possibility of starting a Senior Slow Pitch league that will be played during the day time hours.

The calendar is full until August 1st I have started filling the fall schedule.

Soft toss cages- materials have arrived and we will be cleaning those up in the next couple of weeks.

I would like to thank the Board of Directors and General Manage for all the improvements to the park. The BYB 18th Annual Warm up Tournament was held May 31-June 2nd. And teams that having been coming for years were so excited with the new RV spots and all the updated lighting. They were very generous with the thanks and compliments.

Other: BYB regular season is over and they will be starting All-Star games this week. BYB would like to thank the board members who attended the closing ceremonies and presented the MVP awards. John Flores, Denise Ward, and Armondo DelaCruz.

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 2019*
Subject: *Maintenance Report*

Background and Analysis:

The Beaumont-Cherry Valley Recreation & Park District has been full of activities and events for the month of May.

Noble Creek Park:

- *Repaired restroom plumbing.*
- *Installed new infield clay on fields 1 & 3.*
- *Sprayed for weeds and weed abatement.*
- *Annual horseshoe pit renovation.*
- *Avila horseshoe tourney.*
- *BYB closing day.*
- *Installed AED device in shop A.*
- *Bio spill kit training.*
- *Installed light pole and new speaker at equestrian arena.*
- *LED lighting installed in front entrance.*

Bogart Park:

- *Repaired wooden storage box.*
- *CDF Crews did some trail maintenance.*
- *Sprayed for weeds and weed abatement.*
- *Spray painted metal gates to improve visibility.*
- *Snake bite kit training.*

Recommendations:

The Maintenance Department has no recommendations at this time.

Thank you,

Frank Flores

