

**PLEASANT VALLEY RECREATION & PARK DISTRICT  
ADMINISTRATION OFFICE – CONFERENCE ROOM  
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**POLICY COMMITTEE  
AGENDA**

**FEBRUARY 18, 2025**

**3:00 P.M.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. GRANT APPLICATION POLICY**
- 5. SPONSORSHIP & NAMING POLICY**
- 6. RECORDS RETENTION AND DESTRUCTION POLICY**
- 7. SCHOLARSHIP POLICY**
- 8. ORAL DISCUSSION**
- 9. ADJOURNMENT**

**Note:** Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

**Announcement:** Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## GRANT APPLICATION POLICY Board Approved May 1, 2019

### PURPOSE

The purpose of this policy is to simplify the process by which Pleasant Valley Recreation and Park District [District] staff apply for grant funding below a designated amount. This policy seeks to expedite applications for grant funding that supports existing District programming and projects. The process laid out within this policy will provide District staff discretion to pursue grant funding in-line with the District's interests while not encumbering additional funds outside of those already designated as matched for grant purposes. This policy is intended to be manageable, consistent, and tailored to the specific needs of the District.

### POLICY GOALS

- Expedite the application process for Staff to apply for grant funding below the General Manager's purchasing limit.
- Inform the Board of Directors of non-traditional funding efforts being pursued by staff to support District programming.
- Promote active searching for funding opportunities previously unknown to the District.

### POLICY PRINCIPLES

The Board of Directors recognizes the need to pursue alternative forms of funding to support District programming and facilities. It is the policy of the District to proactively monitor and evaluate grant funding opportunities that align with existing District programming and facilities and by the specific direction of the Board of Directors.

This policy provides the District General Manager the flexibility to approve grant applications in a timely manner while allowing the Board of Directors to continue to review requests for larger requests for funding and to provide funding priority guidance. The Board of Directors through the budget process shall set programming and facility priorities and by extension staff is authorized to apply for grant funding under the General Manager's purchasing limit without Board approval.

Whenever an applicable grant funding opportunity exceeds the General Manager's purchasing limit or does not pertain to existing budgeted priorities, the matter shall be brought before the Board of Directors at a regularly scheduled Board meeting for formal direction from the Board of Directors.

Generally, District staff will not request grant funding for matters that are not pertinent to the District's local government services.

### GRANT APPLICATION POLICY PROCEDURES

It is the policy of the District to proactively monitor and evaluate grant funding opportunities that align with existing District programming and facilities and by the specific direction of the Board of Directors. This process involves interaction with private sector entities as well as local, state, and federal government entities regarding identifying non-traditional revenue sources. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## GRANT APPLICATION POLICY Board Approved May 1, 2019

Discovering grant funding opportunities is a function of the General Manager or designated staff. The Grant Application Policy Procedures are the process by which staff will obtain authorization and apply for grant funds in a timely and consistent manner. The General Manager, or other designee, will act on grant funding requests utilizing the following procedures:

1. A request may be brought to the General Manager if any of the following criteria are met:
  - a. The proposed funding is judged by staff to align with existing District programming or facility uses and improvements
  - b. The application for funding does not require a budget adjustment measure to provide matching funds
  - c. The funding request is below the General Manager's purchasing limit.
2. The General Manager shall review staff requests for grant funding when brought to their attention.
3. The General Manager will either approve or deny authorization to apply for funding after conducting a review of programming or facilities affected by the grant application and determining if the grant funding aligns with existing District priorities as set by existing programs and budgeted projects.
4. If the matter aligns with the approved priorities, and the request is under the approved amount as defined by this policy, District staff shall be authorized to complete a grant application for that individual request. The General Manager shall sign all applications to authorize their submittal.
5. All applications for grant funding approved through this policy shall be communicated to the Board of Directors at the next regularly scheduled Board meeting. When appropriate, the General Manager or other designee will submit a report (either written or verbal) summarizing activity on grant applications to the Board of Directors.



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### POLICY GOALS

- Expedite the application process for ~~Staff to apply~~ District Staff to submit applications for grant funding opportunities ~~grant funding below the General Manager's purchasing limit~~.
- Inform the Board of Directors of non-traditional funding efforts being pursued by ~~S~~ staff to support District programming.
- Promote active searching for funding opportunities previously unknown to the District.

### POLICY PRINCIPLES

The Board of Directors recognizes the need to pursue alternative forms of funding to support District programming and facilities. ~~It is the policy of the District to proactively monitor and evaluate grant funding opportunities that align with existing District programming and facilities and by the specific direction of the Board of Directors.~~ The District will actively identify, assess, and pursue grant opportunities that align with its existing programs and facilities, as well as with the specific directives set by the Board of Directors.

This policy provides the District General ~~Manager~~ Manager with the flexibility to approve grant applications in a timely manner while allowing the Board of Directors to continue to review ~~requests for~~ larger requests for funding and to provide funding priority guidance. The Board of Directors, through the budget process, shall set programming and facility priorities. ~~District Staff are and by extension staff shall be~~ authorized to apply for grant with a total value within ~~under~~ the General Manager's purchasing limit without requiring Board approval.

If District staff identify a grant opportunity that would benefit the District but exceeds the General Manager's purchasing limit or falls outside existing budget priorities, the grant will be presented at a regularly scheduled Board meeting for approval before submission. However, if the grant aligns with a Board-approved priority and the application deadline falls before the next scheduled Board meeting, the General Manager is authorized to submit the application and will present a request to the Board at the next regularly scheduled meeting to either approve or deny the application. If the District is awarded the grant and the Board denied the application, staff will take the necessary steps to withdraw from the award.

Whenever an applicable grant funding opportunity that Staff determines would benefit the District, which also exceeds the General Manager's purchasing limit or does not pertain to existing budgeted priorities, the matter it shall the grant will be presented brought before the Board of Directors at a regularly scheduled Board meeting for formal direction from the Board of Directors. If a grant funding opportunity exceeds the General Manager's purchasing limit and has an application deadline that precedes the next scheduled Board Meeting, the General Manager shall have the authority to submit the application. The General Manager shall inform the Board of



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## GRANT APPLICATION POLICY Board Approved May 1, 2019

~~Directors of the application at the next scheduled Board Meeting. If the District is selected to receive a funding award as a result, Staff shall present the award to the Board of Directors to accept or decline.~~

Generally, District staff will ~~not request only pursue~~ grant funding for ~~matters initiatives~~ that are ~~not pertinent relevant~~ to the District's local government services and that enhance or expand the District's level of service.

### GRANT APPLICATION POLICY PROCEDURES

It is the policy of the District to proactively monitor and evaluate grant funding opportunities that align with existing District programming and facilities, in addition to and by the specific direction of the Board of Directors. This process involves interaction with private sector entities as well as local, state, and federal government entities regarding identifying non-traditional revenue sources. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

Discovering grant funding opportunities is a function of the General Manager and/or designated staff. The Grant Application Policy Procedures are the process by which staff will obtain authorization and apply for grant funds in a timely and consistent manner. The General Manager, ~~or other~~ designee, will act on grant funding requests utilizing the following procedures:

1. ~~A request may be brought made to the General Manager if when any of the following criteria are met Staff are permitted to complete a grant application for any grants that meet the criteria listed below, a-c. If a grant does not meet these criteria, the General Manager must initially review the grant before Staff may begin the application:~~
  - a. The proposed funding ~~restrictions and/or requirements are-is~~ judged by Staff to support align with existing District programs, ~~mming or facilities use,s and improvements~~ budget, and/or strategic plan goals.
  - b. The application for funding does not require a budget adjustment measure to provide matching funds in the current fiscal year.
  - c. The funding request is below the General Manager's purchasing limit.
2. The General Manager ~~shall will~~ review all s Staff applications requests for grant funding when brought to their attention.
3. The General Manager will ~~either~~ approve or deny authorization to apply submit the grant application for funding after conducting a review of programming or facilities affected ~~by the grant application~~ and determining if the grant funding aligns with existing District priorities, ~~as set by existing programs and budgeted projects.~~
4. ~~If the a grant opportunity matter aligns with the approved priorities, and the request is under the approved amount as defined by this policy, District staff shall be authorized to complete a grant application for that individual request.~~ The General Manager ~~shall must~~ sign all applications ~~to authorize prior to before they are their~~ formally -submittal-submitted to the relevant agency or organization.
5. All applications for grant funding approved-submitted through this policy ~~shall must~~ be communicated to the Board of Directors at the next regularly scheduled Board meeting, even if prior authorization to apply was given. ~~When appropriate, the~~ The General Manager or ~~other~~ designee will submit a report (either written or verbal) summarizing activity on grant applications to the Board of Directors.



**PLEASANT VALLEY  
RECREATION AND PARK DISTRICT**

**GRANT APPLICATION POLICY  
Board Approved May 1, 2019**

5-6. When a grant application is submitted under the provisions of the third paragraph of the Policy Principles on page one, Staff will present the submitted application to the Board of Directors at the next regularly scheduled meeting. The Directors will formally approve or reject any funding that may be awarded in connection with said application.



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## GRANT APPLICATION POLICY Clean Updated

### PURPOSE

The purpose of this policy is to simplify the process by which Pleasant Valley Recreation and Park District (District) staff apply for grant funding below a designated amount. This policy seeks to expedite applications for grant funding that supports existing District programming and projects. The process laid out within this policy will provide District staff discretion to pursue grant funding in-line with the District's interests while not encumbering additional funds outside of those already designated as matched for grant purposes. This policy is intended to be manageable, consistent, and tailored to the specific needs of the District.

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### POLICY PRINCIPLES

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This policy provides the District General Manager with the flexibility to approve grant applications in a timely manner while allowing the Board of Directors to continue to review larger requests for funding and to provide funding priority guidance. The Board of Directors, through the budget process, shall set programming and facility priorities. District Staff are authorized to apply for grant with a total value within the General Manager's purchasing limit without requiring Board approval.

If District staff identify a grant opportunity that would benefit the District but exceeds the General Manager's purchasing limit or falls outside existing budget priorities, the grant will be presented at a regularly scheduled Board meeting for approval before submission. However, if the grant aligns with a Board-approved priority and the application deadline falls before the next scheduled Board meeting, the General Manager is authorized to submit the application and will present a request to the Board at the next regularly scheduled meeting to either approve or deny the application. If the District is awarded the grant and the Board denied the application, staff will take the necessary steps to withdraw from the award.

Generally, District staff will only pursue grant funding for initiatives that are relevant to the District's local government services and that enhance or expand the District's level of service.

### GRANT APPLICATION POLICY PROCEDURES

It is the policy of the District to proactively monitor and evaluate grant funding opportunities that align with existing District programming and facilities, in addition to the specific direction of the Board of Directors. This process involves interaction with private sector entities as well as local, state, and federal government entities regarding identifying non-traditional revenue sources. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## GRANT APPLICATION POLICY Clean Updated

Discovering grant funding opportunities is a function of the General Manager and/or designated staff. The Grant Application Policy Procedures are the process by which staff will obtain authorization and apply for grant funds in a timely and consistent manner. The General Manager or designee will act on grant funding requests utilizing the following procedures:

1. Staff are permitted to complete a grant application for any grants that meet the criteria listed below, a-c. If a grant does not meet these criteria, the General Manager must initially review the grant before Staff may begin the application:
  - a. The proposed funding restrictions and/or requirements are judged by Staff to support District programs, facilities, budget, and strategic plan goals.
  - b. The application for funding does not require a budget adjustment measure to provide matching funds in the current fiscal year.
  - c. The funding request is below the General Manager's purchasing limit.
2. The General Manager will review all Staff applications for grant funding when brought to their attention.
3. The General Manager will approve or deny authorization to submit the grant application for funding after conducting a review of programming or facilities affected and determining if the grant funding aligns with existing District priorities.
4. The General Manager must sign all applications before they are formally submitted to the relevant agency or organization.
5. All applications for grant funding submitted through this policy must be communicated to the Board of Directors at the next regularly scheduled Board meeting, even if prior authorization to apply was given. The General Manager or designee will submit a report (either written or verbal) summarizing activity on grant applications to the Board of Directors.
6. When a grant application is submitted under the provisions of the third paragraph of the Policy Principles on page one, Staff will present the submitted application to the Board of Directors at the next regularly scheduled meeting. The Directors will formally approve or reject any funding that may be awarded in connection with said application.





## PLEASANT VALLEY RECREATION & PARK DISTRICT

### SPONSORSHIP & NAMING POLICY

#### Introduction

The Pleasant Valley Recreation & Park District hereinafter referred to as “District,” accepts and encourages gifts and donations from individuals, businesses, community organizations, and public entities that are given to support Parks and Recreation. This policy covers gifts that are related to sponsorship and naming opportunities.

#### Purpose

The purpose of this policy is to set guidelines and standards that are in the best interest of the community. To develop a formal process for requests to sponsor activities that occur on District property and/or the sponsorships of District property. As well as develop a formal process for the naming of District lands/property. This policy establishes the procedure and guide to:

1. Ensure prospective donors and sponsors are suitable and relevant to the purpose.
2. Ensure that parks, recreational areas, and facilities are easily identified and located.
3. Ensure that given names to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.
4. Encourage the dedication of lands, facilities, or donations by individuals and/or groups.

#### Definition of Terms

**District Property/lands** - All traditional designed parks, natural open spaces, historic sites, amenities, facilities, specialized parks, roads, and trails under the Districts’ jurisdiction or management.

**Donor** - An individual or entity who acts as a benefactor by contributing, granting, subscribing, or otherwise providing funds or labor for the purpose of maintenance, improvement, restoration, enhancement, reclamation, addition or enlargement of holdings, properties, resources or facilities of the District.

**Gift** - Any payment to the extent that consideration of equal or greater value is not received and includes a rebate or discount in the price of anything of value unless the rebate or discount

is made in the regular course of business to members of the public without regard to official status.

**Major Features** - Major, permanent components of park and recreational facilities (e.g., ball fields, swimming pools, tennis courts, playgrounds, fountains, artwork or physical features). Rooms within buildings are considered to be Major Features.

**Naming areas** - A facility within a park (e.g., playground, picnic shelter, fountain, bricks, tables, benches, etc.) can be named separately from the park or facility location.

**Plaque** - Generally a small, flat, regular-shaped memorial plate or slab that conveys information in bold relief or engraving.

**Sponsorship** – funds that are restricted to provide relatively short-term (usually two (2) years or less) support for District Activities, maintenance of existing equipment or the donation of tangible items.

## Sponsorships

It is the policy of the District to accept contributions (Sponsorships, Donations) for parks, recreation areas, and facilities when deemed appropriate on the following:

1. Encourage and facilitate public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the District.
2. To accept gifts that are consistent with the mission, policies, and goals of the District.
3. Donations, gifts, and memorials for the area must be relevant to the purpose of the park, facility, or District property.
4. The District recognizes that actual or perceived conflicts of interest might arise in relation to contributions for individuals, foundations, corporations. Therefore, the District will not accept contributions that:
  - a. Create significant actual or perceived damage to the Districts mission, public image or reputation.
  - b. Have a history of environmental abuse or regulatory noncompliance unless the corporations are engaged in a credible effort to change past practice.
  - c. Expect significant publicity for the contribution beyond the normal sponsorship and naming recognition described in this policy.
  - d. Expect award of any proposed work in connection with the District in exchange for the contribution.

5. If the District learns of the existence of any of the above-mentioned disqualifying conditions with respect to a particular donor at any time prior to receipt of a contribution by the donor, the District will reject the Donors request. If the District learns of the existence of any of the above-mentioned disqualifying conditions with respect to a particular donor after the donor's contribution has been received, the District will return the contribution if reasonable possible.
6. The District may provide public recognition of individuals or businesses that provide sponsorships in one or more ways, including through plaques or signs affixed to District property that identify the donor as a sponsor.
7. When sponsorship is in reference to raising or receiving monetary contributions, the following criteria must be met to be considered an approved sponsor:
  - a. Must be relative to the District's mission
  - b. Consider the community impact
  - c. Consider the impact of the donation or funding to the completion of a project, if applicable
  - d. Consider the cost of the implementation and signage and identify the funding to cover such costs.
  - e. The District may not accept funding that would create any conflict of interest, must not complete, impair or conflict with the policies, goals, or operations of the District.
8. The General Manager or their designee will make final decisions for sponsorship agreements, either monetary or donations with a cash value of less than \$25,000. Requests for all sponsorship agreements, either monetary or donations that exceed \$25,000, will be forwarded to the District Board of Directors for consideration and final decision(s).
9. If Sponsorship/Donations are for a currently planned District capital improvement project, the District will accept large sponsorships over \$5,000 from donors. The District will not hold multiple small funds (under \$5,000) sponsorships/donations from multiple parties for a specific project. The District has full jurisdiction on how any donor funds are used for the specific Capital Project.
10. The District reserves the right to refuse Sponsorships/Donations that are designated to specific projects if the funds will not fully cover the costs of the project to include any capital improvement projects that are not currently planned.
11. The District will enter into a Memorandum of Understanding (MOU) for every Sponsorship/Donation to include terms and agreements.

## 12. Renaming of District property

- a. It is the Policy of the District to not rename District Property unless the following criteria is met:
  - i. After investigation and review, the proposed name is found to be more appropriate than the existing name, based on the criteria listed in this policy.
    1. It is recommended that efforts to change a name be subject to the most critical examination so that it does not diminish the original justification for the name or discount the value of prior contributors.
  - ii. If Naming Contribution agreement is expired with no intention of renewal.
- b. Any action to change the name of an existing District property shall follow the process as outlined below.
- c. Parks named by deed restriction shall not be considered for renaming,
- d. District property shall not be renamed if the name was a condition of a gift and the noncompliance with that condition would invalidate that gift.

## Naming

It is the policy of the District to adopt naming of District property to include facilities, lands, and any amenities, based on one or more of the following criteria when deemed appropriate:

1. Geographic Location
2. Natural or Geological features proximate to District property
3. Cultural or historical significance to the District or surrounding areas
4. The name of an individual:
  - a. Only allowed posthumously (at least 5 years since date of passing)
  - b. The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, District, City of Camarillo, or State of California.
  - c. The person must have contributed significantly to the acquisition or development of the park or facility or to the parks overall. The suggested name must be accompanied by a biographical sketch which shall provide evidence of contributions to the District or Parks and Recreation overall.
  - d. There is an outstanding community leader who had made significant civic contributions to the District and had given highly productive support to the District

and community.

5. The name of a corporation who has made a significant contribution to the community, country, state, or the field of Parks and Recreation.
6. With any naming, the proposed name will not:
  - a. Create significant actual or perceived damage to the District mission, public image, or reputation.
  - b. Result in undue commercialization of the property or violation of any District Ordinance or City Codes.
  - c. Be used to collect additional sponsorship or other sources of funding outside of the District's approval.
  - d. Be represented as the "owner".
7. A naming contribution is considered if the donor would be recognized by having a significant gift that will provide long-term or permanent support or pay for a major capital improvement.
  - a. The donor's action will be beyond merely receiving a tax deduction for their benefit.
  - b. Their decision to give is justified by the merits of the projects, and nothing is expected in return other than the reasonable hope that the District uses these gifts as promised and uses them to their full advantage.
8. Naming Terms:
  - a. A naming agreement will be entered into with the District based on the amount of donation per the MOU.
  - b. A naming agreement can be extended for an additional period of time (i.e. five (5) years), with a renewal of the MOU to include operational and/or maintenance cost of the District property.
  - c. If an extension agreement is not met or denied, the District has the right to remove and/or rename.
9. Requirements for contributions that involve naming all or any portion of District property. When naming is contemplated for all or any portion of District property, the following applies:
  - a. Approval by General Manager
    - i. Before soliciting any potential donor for a contribution in connection with such a naming opportunity will be offered, the General Manager will be notified of such proposal. The General Manager will either:
      1. Approve or disapprove administratively of the proposed solicitation and naming based on the standards set forth in this Policy;
      2. Establish special procedures for evaluation and approval or disapproval of the proposed solicitation and naming; or



Recognition and signage shall not detract from the visitor's experience or expectation, impair the visual qualities of the park environment, be perceived as advertising or commercializing the character of the park setting, or create a feeling of proprietary interest.

1. Advertising promotions or corporate slogans shall not be permitted on or off District property.

2. Off-Site Recognition

- a. Thank-you Letters – Every donor should promptly receive a letter of appreciation. In many cases, that might be all that is required. It should acknowledge the gift, the donor, date of acceptance and, if monetary, the dollar amount. The thank-you letter will also serve as evidence of the gift for the purposes of the donor's tax records. As such, it should completely describe the gift. It should not, however, attempt to value the gift.
- b. Publicity – In all cases the donor's request for anonymity shall be respected. When appropriate, the District can publicly recognize donors through press releases to media outlets.
- c. Events – Higher profile recognition can occur through some of the following: ribbon cuttings, Board of Directors Meetings, or special recognition events.
- d. Commemorative Items Given to the Donor – Some items that might be presented to donors as an expression of gratitude include but are not limited to certificates of appreciation, prints, photographs, and plaques.

3. On-Site Recognition

- a. Temporary Signs – Temporary signs (such as those used to acknowledge donors during construction activities, restoration of a structure or site, or which include recognition of a sponsor's financial support for a contract period) should be informational, of appropriate design and scale.
  - i. They should inform visitors and might contain a brief interpretive message about the nature of the project and the support provided by the donor.
  - ii. The signs should be sturdy, of good quality materials, consistent with the design of other park signs, professionally done and in keeping with park design standards.
  - iii. Donor's name and corporate logo may be used if they are of non-contrasting color and subordinate to the sign's message.
  - iv. Where it is appropriate to put up more than one sign, they should be placed at infrequent intervals so that multiple signs are not visible from a single viewing point.
  - v. Under no circumstances should signs be affixed to cultural or natural resources or placed in areas of cultural sensitivity (such as archeological sites) where they would intrude on the historic character of the area.

- vi. If a plaque is vandalized the District will replace it once at no cost. Recurrences are at the donor's expense.
  - vii. The General Manager or designee has final approval of all signs, their placements, and duration.
  - viii. Signs must meet District and City requirements.
- b. Permanent Plaques – With the exception of preexisting donor programs, permanent plaques are to be actively discouraged and generally are not to be used to recognize monetary contributions to District.
- i. Other exceptions will be permitted only with the approval of the General Manager or designee and should be proposed only for major contributions of long-term benefit to District.
  - ii. Permanent recognition plaques should be placed only in developed areas and preferably inside an existing public structure, such as a building.
  - iii. Except for preexisting established programs or under unusual circumstances requiring the approval of the General Manager or designee, such plaques should not be affixed to cultural or natural resources of the site where they would intrude on the historic or natural character of the area.
  - iv. The General Manager or designee has final approval of all plaques, their placements, and duration.
  - v. The commitment for plaque maintenance shall be made for no more than five years. If after five years, the plaque is not fit for public view it shall be removed or replaced at donor's expense.
  - vi. If a plaque is vandalized the District will replace it once at no cost. Recurrences are at the donor's expense.
- c. Semi-Permanent Signs – Single purpose recognition signs should be avoided. Directional, interpretive, and informational signs should be considered as locations for donor recognition.
- i. Recognition should be secondary to the information the sign is designed to convey.
  - ii. The recognition shall not dominate the sign either by scale or color and shall not be superior in any way to the park message.
  - iii. Standard earthen colors, lettering sizes and, for sponsorship programs, consistent size, design, and use of logo.
  - iv. Under no circumstances should they be affixed to cultural or natural resources, or placed in areas of natural or cultural sensitivity where they would intrude on the historic or natural character of the area.
  - v. No commitment for sign maintenance should be made for more than 5-years.



- vi. The General Manager or their designee has final approval of all signs, their placements, and duration.
- vii. Signs must meet District (City where applicable) requirements.

4. Examples of Determination of Recognition based on Projects & MOU

| Gift Level | Commemorative Item (if any)   | Purpose             | Other Recognition   |
|------------|-------------------------------|---------------------|---|
| \$750      | Certificate to donor          | General Sponsorship | E-mail blast/Social media acknowledgement                                   |
| \$1,000    | Certificate to donor          | General Sponsorship | E-mail blast/Social media acknowledgement                                   |
| \$5,000    | Certificate to donor          | Capital Project     | Digital newsletter acknowledgment/E-mail blast/Social media acknowledgement |
| \$10,000   | Certificate to donor + plaque | Capital Project     | +Dedication event/newspaper release acknowledgement                         |
| \$20,000+  | + plaque to donor             | Capital Project     | +Dedication event/newspaper release acknowledgement                         |

### Naming Application & Approval Process

Any person, group, or organization may submit an application to name or re-name District lands/property. The application should be submitted to the General Manager of the District. Applications should contain the following minimum information:

1. Name of applicant.
2. Proposed name for District property.
3. Background/support for proposed name.
4. Description/map showing location.
5. If proposing to name a recreation facility within a park, include a description/map showing the location of the facility within the park.
6. If proposing to name a Park asset after an outstanding person, documentation of that person’s contribution to the District, City, State.
7. If proposing to re-name a facility, the application should also include background information on the current name and the rationale for requesting a new name.
8. Any person, group or organization may submit a written proposal or request to commemoratively name or rename a public park or recreation facility to the District

General Manager or designee.

9. A written proposal or request shall include sufficient explanation to enable the District General Manager or their designee to make a determination that commemorative naming or renaming is justified and complies with this policy.

10. The District may also initiate and facilitate a commemorative naming process associated with new park acquisitions and construction whereby neighborhoods and general public shall be invited to participate in the naming process consistent with these policies.

#### 11. Approval Process

- a. The District General Manager's or designee's consideration regarding the naming or renaming of the parks, recreation facilities or features within such areas, shall be guided by the considerations listed in this policy.
- b. The District General Manager or designee shall review the proposal for adherence to the stated policy criteria and authentication of statements, as well as existing features already named within a particular park or recreation facility, before advancing the proposal to the Policy Committee.
- c. The Policy Committee shall consider the commemorative naming proposal upon it being advanced by the General Manager or designee and shall offer the opportunity for public input.
- d. If the proposal meets the qualification process, the Policy Committee will forward the information to the Board of Directors at which time a recommendation can be made by a Board Member to add the item to an agenda.
- e. Special features within a park, trail, open space, or building can be named with the approval by the General Manager or designee and the Policy Committee.

Record of the approved name will be recorded in the Pleasant Valley Recreation and Park District park inventory database and all applicable records, signage and documentation shall be updated, as applicable, with the new name.



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## RECORDS RETENTION AND DESTRUCTION POLICY Board Approved September 2, 2020

### PURPOSE

The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of Pleasant Valley Recreation and Park District (“District”) records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

### POLICY

- I. Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.
- II. The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below, after consultation with the General Counsel.
- III. Pursuant to the provisions of Government Code §§60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.
  - a. Duplicate records, papers and documents may be destroyed at any time without Board authorization, advice of the General Counsel, or copying to photographic or electronic media.
  - b. Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media except for permanent records, as included in Government Code §60201(d), of the District as defined in this policy.
  - c. In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc. Further, in no instances are records, papers or documents to be destroyed where they are the subject of any pending request made pursuant to the California Public Records Act (Government Code Chapter 3.5 (commencing with §6250) of Division 7 of Title 1), whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied.
  - d. Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:
    - i. The record, paper or document is photographed, micro-photographed, re-produced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copied to an approved electronic media;



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- ii. The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,
- iii. The photographs, micro-photographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

- e. Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
  - i. There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;
  - ii. There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
  - iii. Said audit report or reports were prepared pursuant to procedures outlined in Government Code §26909 and other State or Federal audit requirements, and that;
  - iv. Said audit or audits contain the expression of an unqualified opinion.
- f. Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time without Board authorization or consultation with the General Counsel:
  - i. Duplicated (original-subject to aforementioned requirements).
  - ii. Rough drafts, notes or working papers (except audit).
  - iii. Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.



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- g. All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years' retention, provided said records have been copied and qualify for destruction pursuant to section III. d., above. Payroll and personnel records include the following:
    - i. Accident reports, injury claims and settlements.
    - ii. Medical histories.
    - iii. Injury frequency charts.
    - iv. Applications, changes and terminations of employees.
    - v. Insurance records of employees.
    - vi. Time cards.
    - vii. Classification specifications (job descriptions).
    - viii. Performance evaluation forms.
    - ix. Earning records and summaries.
    - x. Retirements.
  - h. Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if copied as provided for in section III. d., above. Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than 10 years if copied as provided for in section III. d., above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for 10 years.
- IV. Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon the General Manager's authorization, be destroyed if they are copied as provided for in section III. d., above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.
- a. Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.



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- b. A contract should be retained for its life, plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.
- c. Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

#### DEFINITIONS

- CUSTODIAN OF RECORDS – An employee of the District with the duty as designated by the General Manager to manage the record retention and destruction process. Generally, this is the Administrative Services Manager or Administrative Analyst position serving as Board Clerk.
- AUTHORIZATION – Approval from the General Manager, as authorized by the District's Board of Directors.
- ACCOUNTING RECORDS – Include but are not limited to the following:
  - a. SOURCE DOCUMENTS
    - i. Invoices
    - ii. Warrants
    - iii. Requisitions/Purchase Orders (attached to invoices)
    - iv. Cash Receipts
    - v. Claims (attached to warrants in place of invoices)
    - vi. Bank Statements
    - vii. Bank Deposits
    - viii. Checks
    - ix. Bills
    - x. Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
    - i. Cash Receipts
    - ii. Accounts Receivable or Payable Register
    - iii. Check or Warrant (payables)
    - iv. General Journal
    - v. Payroll Journal
  - c. LEDGERS
    - i. Expenditure
    - ii. Revenue
    - iii. Accounts Payable or Receivable Ledger
    - iv. Construction
    - v. General Ledger
    - vi. Assets/Depreciation



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### RECORDS RETENTION AND DESTRUCTION POLICY Board Approved September 2, 2020

- d. TRIAL BALANCE
  - e. STATEMENTS (Interim or Certified - Individual or All Fund)
    - i. Balance Sheet
    - ii. Analysis of Changes in Available Fund Balance
    - iii. Cash Receipts and Disbursements
    - iv. Inventory of Fixed Assets (Purchasing)
  - f. JOURNAL ENTRIES
  - g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:
    - i. Accident reports, injury claims and settlements
    - ii. Applications, changes or terminations of employees
    - iii. Earnings records and summaries
    - iv. Garnishments
    - v. Fidelity Bonds
    - vi. Insurance records of employees
    - vii. Job Descriptions
    - viii. Medical Histories
    - ix. Retirements
    - x. Time Cards
  - h. OTHER
    - i. Inventory Records (Purchasing)
    - ii. Capital Asset Records (Purchasing)
    - iii. Depreciation Schedule
    - iv. Cost Accounting Records
- LIFE. The inclusive or operational or valid dates of a document.
  - RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations, and as consistent with a “writing,” as defined by subdivision Government Code §6252.
  - RECORD COPY. The District copy of a document or file.
  - RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
  - RECORDS CENTER. The site selected for storage of inactive records.



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### RECORDS RETENTION AND DESTRUCTION POLICY

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- **RECORDS DISPOSAL.** The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
- **RECORDS RETENTION SCHEDULE.** The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
- **RETENTION CODE.** Abbreviation of retention action which appears on the retention schedule.
- **VITAL RECORDS.** Records which, because of the information they contain, are essential to one or all of the following:
  - a. The resumption and/or continuation of operations;
  - b. The recreation of legal and financial status of the District, in case of a disaster;
  - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records are denoted as such on the Retention Schedule along with their lifespan. Vital records include but are not limited to the following:

- |   |   |
|---|---|
| - Agreements  | - Facility improvement plans                                |
| - Annexations and detachments   | - Fidelity Bonds  |
| - As-built drawings   | - Improvement districts                                     |
| - Assessment District Engineers Report  | - Individual claims/settlements                             |
| - Audits  | - Inventory   |
| - Contract drawings   | - Journal Entries (Daily Close, Cash Reconciliation Report) |
| - Customer statements (Permits, Class/Program Registrations)                                | - Ledgers   |
| - Deeds   | - Licenses & permits (to operate)                           |
| - Depreciation schedule   | - Loans & grants  |
| - Disposal of scrap materials   | - Maps  |
| - Disposal of surplus & excess property   | - Minutes of Board meetings                                 |
| - District insurance records  | - Payroll register  |
| - District Style Guide  | - Policies, Rules & Regulations                             |
| - District water rights   | - Purchase orders & requisitions                            |
| - Employee File (Employee accident reports, injury claims & settlements, insurance records) | - Restricted materials permits                              |
| - Encroachment permits (by District)  | - Rights of ways & easements                                |
| - Encroachment permits (by others)  | - Statements of Economic Interest                           |
|   | - Vendor Lists (Master)                                     |



| Group No. | Title or Description  | Original | Duplicate | Retention Periods |                |                   |
|-----------|---|----------|-----------|-------------------|----------------|-------------------|
|           |   |          |           | Office            | Records Center | Retain or Destroy |
| 1         | Records affecting title to real property or liens thereof.  | X        |           | 2 yrs.            | OP             | ES                |
| 2         | Records required to be kept permanently by statute.   | X        |           | 2 yrs.            | OP             | ES                |
| 3         | Minutes, ordinances & resolutions of the Board.   | X        |           | 2 yrs.            | OP             | ES                |
| 4         | Documents with lasting historical, administrative, legal, fiscal, or research value.  | X        |           | 2 yrs.            | OP             | ES                |
| 5         | Correspondence, operational reports, and information upon which District policy has been established.   | X        |           | 2 yrs.            | 10 yrs.        | 12 yrs.           |
| 6         | Duplicates of 5, above, when retention is necessary for reference from District policy.   | X        | X         | 2 yrs.            |                | 2 yrs.            |
| 7         | Records requiring retention for more than five years but no more than fifteen years by statute or administrative value.   | X        |           | 2 yrs.            | 13 yrs.        | 15 yrs.           |
| 8         | Duplicates needed for administrative purposes for five to fifteen years.  |          | X         | 2 yrs.            | 13 yrs.        | 15 yrs.           |
| 9         | All other District records, or instruments, books, or papers that are considered public documents not included in Groups 1 through 8.   | X        |           | 2 yrs.            | 1 yr.          | 3 yrs.            |
| 10        | Duplicates and other documents not public records required to be maintained for administrative purposes.  | X        | X         | 2 yrs.            | 3 yrs.         | 5 yrs.            |
| 11        | Duplicate records requiring retention for administrative purposes such as reference material for budgets, planning, and programming.  |          | X         | 3 yrs.            | 3 yrs.         | 6 yrs.            |
| 12        | Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work). |          | X         | 1 yr.             |                | 1 yr.             |

|    |   |   |   |   |        |        |
|----|---|---|---|---|--------|--------|
| 13 | Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, letters, reports, and other duplicate copies no longer needed. | X | X | 3 mos.  |        | 3 mos. |
| 14 | Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, fulfillment of a permit, etc.) or upon obsolescence, supersession, revocation.                                   | X |   | 1 yr.   | 2 yrs. | 3 yrs. |
| 15 | Policy files and reference sets of publications.  |   | X | I   |        | I      |
| 16 | Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action   |   | X | I   |        | I      |
| 17 | Records deemed "Vital" within the approved District Retention Policy  | X | X | These records are enumerated within the Policy and shall be retained only as statutorily required. If no statute exists, the record shall be classified within one of the above Groups. |        |        |

OP = Original or photographic copy

ES = May be destroyed if stored in electronic media and originals are not statutorily required.

I = Indefinite

\*This schedule is not meant to specifically determine the length of retention for any particular record, rather establish categories for which individual records can be stored by. In example, financial records required to be retained for seven years would fall into category 7, but would not be required to be retained for 15 years and can be destroyed after seven years.\*