

Summary of Proposed Changes to Board Operating Guidelines

Board Meeting updates as of 11.6.24 (Executive Committee) for Board Meeting 12.17.2024

| <u>Section</u> | <u>Proposed Changes/ Actions</u> | <u>Purpose</u> |
|---|--|---|
| Throughout Document | Update language throughout document to allow for consistency in referencing terms. | Consistency in referencing terms |
| 2.2.2. Duties of Officers 2.2.3 Duties of Board Employees 3.1.5 Board Role in Establishing Policies and Procedures Covering Wages, Benefits, Hours, and Terms and Conditions of District Employment and For Hiring Employees of the Board | Update text to align with Public Resources Code section 5538, which requires that the Board to appoint a General Manager and a Controller. These positions (GM and Controller) serve “at the pleasure of the Board.” Remove language that states the AGM of Finance/ CFO and Clerk of the Board are employees of the Board. Both positions report to the General Manager. | Conform to current practices and procedures |
| 3.4 Guidelines for Individual Board Members’ Staff Contacts | Update language to reflect current process for Board correspondence with staff. | Conform to current practices and procedures |

| | | |
|---|---|--|
| 4.1 Board Meetings | Add language to clarify the process of adopting and implementing the annual Board Calendar. | Conform to current practices and procedures |
| 4.2.1 Agendas | Remove expenditure threshold for items to not be placed on the Consent Calendar. | Clarification of Consent Calendar items |
| 4.2.1 Agendas | Update language regard Board Meeting agenda structure. | Conform to current practice and procedures |
| 4.2.4 Minutes | Update language to clarify content included in Board Meeting action minutes, pursuant to Government Code 54953(c)(2). | Conform to current law and best practices for public agencies that video record their meetings |
| 6.2 Benefits | Remove text and refer to District's Travel Guidelines policy. | Conform to current practice and procedures |
| 6.3 Travel, and Incidental Expenses While Performing Official District Business | Update text with recommended car allowance for Directors. | Implementation of Car Allowance for Board of Directors |
| 3.2 Role of Board as a Whole | Update text to clarify that General Counsel has authority to settle claims up to \$50,000. | Conform to current practices and procedures |
| 3.2 Role of Board as a Whole | Remove antiquated language in section (c.) regarding the requirement of the Board's approval of ILUDPs, LUDPs, and CEQA compliance documents after they are presented to Board Executive Committee. | Conform to current practices and procedures |
| 3.1.5 Board Role in Establishing Policies and Procedures Covering Wages, Benefits, Hours, and Terms and Conditions of District Employment and For Hiring Employees of the Board | <p>Update language to clarify the Board's role in reviewing policies covering wages and benefits.</p> <p>Remove language regarding Board review of diversity, equity, and inclusion data.</p> | Conform to current practices and procedures |

| | | |
|---|--|---|
| 5. Financial Controls | Update language to reflect current role and procedures of the Board regarding the Park District's financial reporting documents and procedures. | Conform to current practices and procedures |
| 9. Legislative Services | Update text regarding legislative program operations. | Conform to current practices and procedures |
| 3.1.6 Board Role in Recommending Positions to Support, Amend or Oppose Legislation Section 3.1.7. Board Role in Maintaining Government Relations | In Section 3.1.6, update language to add the Board's role in recommending positions for policy initiatives and ballot measures. Section 3.1.7. update language to reflect consistent language listed in the approved annual legislative program for interacting with partner agencies and elected officials at local, county, state, and federal governments. | Conform to current practices and procedures |
| Appendix A, Special Public Meeting Process for Mitigation | Remove antiquated language in Appendix A that does not reflect current practices for negotiating mitigation agreements with developers. Remove references to Appendix A, Section 4.1.4 Notice of Board Meetings. (Page 34). | Conform to current practice and procedures |
| Appendix B, Board Committees, Liaison Committees | Update language to list current standing Board Committees and Local Government Program as of October 2024. | List current Board Committees and Local Government Program partners |
| Appendix C: Park Advisory Committee | Update language regarding the committee's purpose, member term limits, reporting structure to Board of Directors, and to state the PAC's public meetings are governed by the Brown Act. | Update PAC role and procedures |

ATTACHMENT A

| | | |
|---|---|---|
| Appendix E, Policy for Purchasing, Contracting and Agreements | Update to conform to Public Resource Code and set policy regarding language the General Manager's contract authority. | Conform to current law and procedures |
| 3.2 Role of Board as A Whole | Update language to remove text that refers to Master Plan, add Park District Plan | Consistency in referencing terms |
| 4.4.5 Public Comment 4.4.6 Standards of Decorum | Update language to remove the title of Presiding Chair and replace it with Board President or Chair. | Consistency in referencing terms |
| 6.5 District Facilities Access for During the Term of Service 6.6 Board Equipment and Services | Remove sections, does not need to be in Board Operating Guidelines and contains antiquated language. | Conform to current practices and procedures |

*Highlighted sections are those clarified and/ or added by Directors at the November 6th Board Executive Committee.