

**ORANGEVALE RECREATION & PARK DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, FEBRUARY 8, 2018
CLOSED SESSION 6:15 PM
REGULAR MEETING 6:30 PM**

**LOCATION:
6826 Hazel Ave.
Orangevale, CA 95662**

NOTE: The Board of Directors may take up any Agenda item at any time, regardless of the order listed. Action may be taken on any item on the Agenda.

1. **CALL TO ORDER**
2. **ROLL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **CLOSED SESSION**
 - a. Closed Session - Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9(c): 1 Case
6. **RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION**
7. **PUBLIC DISCUSSION**

Any person may address the board upon any subject within the jurisdiction of the Orangevale Recreation & Park District with each speaker being limited to three minutes. However, the Chairperson can impose reasonable limitations to the maximum time per person and per agenda item to allow the Board to complete its business. Any matter that requires action will be referred to staff or committee for a report and action at a subsequent meeting.
8. **MINUTES**
 - a. Approval of minutes of December 14, 2017 meeting (pg 1-4)
 - a. Approval of minutes of January 11, 2018 meeting (pg 5-7)
9. **CORRESPONDENCE**
10. **CONSENT CALENDAR: Reading/Opportunity to Pull Items for Discussion/Board Action**

Consent items are considered routine and are intended to be acted upon in one motion, without discussion. During this portion of the meeting, the Consent Calendar will be read aloud. Prior to approval, the Chairperson will give the Board, staff, and public the opportunity to pull any item for discussion. The remaining Calendar will be acted upon. Any pulled items will then be heard and acted upon individually.
- 11.1 **CONSENT MATTERS GENERAL FUND**
 - a. Ratification of Claims for December 2017 (pg 8-9)
 - b. Budget Status Report for December 2017 (pg 10-12)
 - c. Revenue Report for December 2017 (pg 13)
- 11.2 **OLLAD CONSENT MATTERS**
 - a. Ratification of Claims for December 2017 (pg 14-15)
 - b. Budget Status Report for December 2017 (pg 16)
- 11.3 **KENNETH GROVE CONSENT MATTERS**
 - a. Ratification of Claims for December 2017 (pg 17)
 - b. Budget Status Report for December 2017 (pg 18)

12. STANDING COMMITTEE REPORTS

- a. Administration & Finance
- b. Maintenance & Operation
- c. Recreation Committee
- d. Personnel & Policy – Recap of January 19, 2018 meeting (pg 19)
- e. Government
- f. Planning Committee
- g. Trails Committee
- h. Ad Hoc Disc Golf Committee – Recap of February 2, 2018 meeting (handout)

13. ADMINISTRATOR’S REPORT

- a. Monthly Activity Report – January 2018 (pg 20-25)
- b. Update on the Land Swap with San Juan Unified School District (verbal)

14. UNFINISHED BUSINESS

15. NEW BUSINESS

- a. Approval of the Orangevale Recreation & Park District Fiscal Audit 2016/17 (pg 26-60)
- b. Resolution of the Board of Directors of the Orangevale Recreation & Park District Establishing a Schedule of Fees for Use of Park and Recreational Facilities, Programs and Services (pg 61-76)
- c. Acceptance of the County of Sacramento 2018 Investment Policy for the Pooled Investment Fund (pg 77-94)
- d. Approval of the Updated Harassment Policy (pg 95-105)
- e. Discussion and Update of Master Plan Strategies and Tactics (pg 106-129)
- f. Approval of the Purchase of the ArborPro Software for Urban Forest and Asset Management in the amount of \$8,450 (pg 130-131)
- g. Discussion and Approval of the Method for Filling the Park Superintendent Position (pg 132-133)
- h. Discussion and approval of the Orangevale Community Park master plan schedule (pg 134-135)
- i. “Cease and Desist Letter” dated January 2, 2018 from Terry Benedict alleging a Brown Act Violation for changing the subject matter of an agenda item (pg 136)
- j. Authorize District Administrator to send response to Cure and Correct Letter of Terry Benedict dated January 2, 2018 regarding alleged violation of Brown Act (pg 137-138)
- k. Approve a Date and Time for a Board Workshop to Discuss Board Governance, The Brown Act, and the Public Records Act (Conducted by Vicki Hartigan from McMurchie Law) (pg 139)
- l. Approval of Settlement agreement with TJR Resources Incorporated regarding Orangevale Community Park Oak and Filbert Pathway Project (pg 140-142)

16. DIRECTOR’S AND STAFF’S COMMENTS

17. ITEMS FOR NEXT AGENDA

18. CLOSED SESSION

- a. Closed Session pursuant to Government Code Section 54957
Public Employee Performance Evaluation: District Administrator

19. RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION

20. ADJOURNMENT

NOTICE:

As presiding officer, the Chair has the authority to preserve order at all Board of Directors meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Board, and to enforce the rules of the Board.

People with disabilities may request accommodations such as interpreters, alternative formats, or assistance with physical accessibility. Requests for accommodations must be made with 72 hours prior notice. If you require accommodations, please contact the Orangevale Recreation & Park District main office at (916) 988-4373.

Directors can be reached at: director@ovparks.com

Manie Meraz

Mike Stickney

Sharon Brunberg

Lisa Montes

Erica Swenson

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors December 14, 2017

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, December 14, 2017 at the District Office. Director Stickney called the meeting to order at 6:32 p.m.

Directors present: Meraz, Brunberg, Stickney, Swenson, Montes
(Brunberg arrived at 6:47 p.m.)
Staff present: Greg Foell, District Administrator
Scott Wade, Interim Park Superintendent
Jennifer Von Aesch, Finance/HR Manager
Melyssa Woodford, Administrative Services Coordinator

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.

4. **APPROVAL OF AGENDA** On a motion by Director Montes, seconded by Director Meraz, the agenda was approved 4-0-1 with Directors Meraz, Stickney, Swenson, and Montes voting Aye. Director Brunberg was absent. There were no Nays.
MOTION #1

5. **PUBLIC DISCUSSION** There was no public discussion.

6. **MINUTES** a) Approval of Minutes of November 9, 2017 Meeting (pg 1-7): On a motion by Director Montes, seconded by Director Stickney, the minutes were approved 4-0-1 with Directors Stickney, Meraz, Montes, and Swenson voting Aye. Director Brunberg was absent. There were no Nays.
MOTION #2

7. **CORRESPONDENCE** a) Letters from Terry Benedict dated November 27, 2017 (1), November 28, 2017 (1), November 29, 2017 (3), and November 30, 2017 (1) and Response from the District Administrator (pg 8-17): Admin. Foell addressed questions Mr. Benedict proposed from Board meetings in the past. He explained that often Mr. Benedict will choose one sentence from the meeting and take the meaning out of context and so it was sometimes difficult to address his concerns. Admin. Foell felt the District has always responded to Mr. Benedict per the Public Records Act, as they would do with any member of the public. The Board felt the response given by Admin. Foell and the attorney letter were appropriate.

**8. CONSENT
CALENDAR**

No consent matters were discussed.

MOTION #3

On a motion by Director Meraz, seconded by Director Swenson, the consent calendar was approved 5-0-0 with Directors Meraz, Brunberg, Stickney, and Swenson voting Aye. Director Montes Abstained. There were no Nays.

**8.1 CONSENT
MATTERS
GENERAL FUND**

- a) Ratification of Claims for October 2017 (pg 18-19)
- b) Budget Status Report for October 2017 (pg 20-22)
- c) Revenue Report for October 2017 (pg 23)
- d) Ratification of Claims for November 2017 (pg 24-25)
- e) Budget Status Report for November 2017 (pg 26-28)
- f) Revenue Report for November 2017 (pg 29)

**8.2. OLLAD CONSENT
MATTERS**

- a) Ratification of Claims for October 2017 (pg 30-31)
- b) Budget Status Report for October 2017 (pg 32-33)
- c) Ratification of Claims for November 2017 (pg 34-36)
- d) Budget Status Report for November 2017 (pg 37-38)

**8.3. KENNETH GROVE
CONSENT
MATTERS**

- a) Ratification of Claims for October 2017 (pg 39)
- b) Budget Status Report for October 2017 (pg 40)
- c) Ratification of Claims for November 2017 (pg 41)
- d) Budget Status Report for November 2017 (pg 42)

**9. STANDING
COMMITTEE
REPORTS**

- a) Administration and Finance: No report.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: No report.
- d) Personnel & Policy: No report.
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: No report.

**10. ADMINISTRATOR'S
REPORT**

- a) Monthly Activity Report – November 2017 (pg 43-46): Admin. Foell met with City of Citrus Heights staff and the three Escallonia residents. He felt they had a great conversation. They learned that one of the residents was ready to move forward with the sale for the Electric Greenway Grant Project. The other two residents still had questions but Admin. Foell felt the District could adequately address those concerns. He said the project was moving forward. Admin. Foell attended a meeting with Supervisor Frost and Assemblyman Kiley and he felt it was a nice open forum style meeting. He noted that the security reports only indicated minor incidents, mainly involving transient camping sites. Superintendent Wade reported that they will give them a notice and reminder that they should not be camping. Admin. Foell encouraged the Board

members to participate in the Polar Bear Plunge. Directors Stickney and Swenson questioned about the tree planting, and Superintendent Wade explained the plan for planting which involves the consideration of spring and autumn colors and blossoming schedule. He added that they have removed the tree watering bags due to the change in season. Disc golf customers have expressed their appreciation for the trees at the course. The Board members gave positive feedback regarding the Christmas Tree Lighting event and Admin. Foell felt Coordinator McAdam did an excellent job organizing the event.

- b) Consider Changing the January 11th Regularly Scheduled Board of Directors Meeting to January 18th (verbal): Admin. Foell suggested changing the date of the meeting because of the District offices being closed until January 3rd. The Board decided to keep the meeting on January 11th. Admin. Foell added that the August 2018 meeting will be the third Thursday of the month because staff prefers to have the County fiscal year end reports to complete the final budget.
- c) Update on the Land Swap with San Juan Unified School District (verbal): The District has ordered the title reports and Admin. Foell was hoping to have the entire package ready for the San Juan Unified School District Board meeting in January.

11. UNFINISHED BUSINESS

There was no unfinished business to discuss.

12. NEW BUSINESS
MOTION #4

- a) Election of Officers for 2018 (verbal): Director Brunberg motioned that the current officer assignments remain the same for 2018: Director Stickey as Board Chair, Director Montes as Vice Chair, and Director Swenson as Secretary. Director Montes seconded the motion and the officer assignments were approved 5-0-0 with Directors Meraz, Brunberg, Stickney, Swenson, and Montes voting Aye. There were no Nays. Director Stickney advised the Board members to start thinking about their preferred committee assignments for 2018.

MOTION #5

- b) Set Date for Policy Committee Meeting to Review the Revised Harassment Policy (verbal): The Board discussed a possible meeting date and they decided on January 19th at 8:30 a.m.
- c) Approval of the Agreement with the Women Veterans Alliance to Hold the Women Veterans Red, White & Blue Fun Run Event in Orangevale Community Park on May 19, 2018 (pg 47-61): Director Brunberg motioned to approve the agreement with the Women Veterans Alliance to hold the Women Veterans Red, White, and Blue Fun Run Event in Orangevale Community Park on May 19, 2018. This was seconded by Director Meraz and the event was approved 5-0-0 with Directors Meraz, Brunberg, and Stickney voting Aye. Directors Swenson and Montes Abstained.

There were no Nays.

13. DIRECTOR AND STAFF COMMENTS

Coordinator Woodford noted that there was a new designer chosen for the upcoming activity guide. The craft fair and tree lighting events were very successful. She also reminded the Board of the Polar Bear Plunge. She also spoke about the newly hired Recreation Specialists.

Superintendent Wade said he looked forward to seeing the Board members at the employee appreciation luncheon. He spoke about Lucas, a newly hired employee specializing in the maintenance of vehicles, mowers, and other equipment.

Ms. Von Aesch stated that the audit was completed.

Admin. Foell complemented the staff. He reminded the Board of the employee appreciation luncheon.

Director Stickney asked about the new website, and Admin. Foell said they were hoping it will be completed soon. They want to ensure that the PDF forms are working correctly before it goes live.

Admin. Foell noted that the District offices would be closed until January 3, 2018. He was also looking forward to the employee appreciation luncheon.

Director Swenson complemented the Christmas tree, and thanked the staff for all they do.

Director Stickney wished everyone a happy holidays and Merry Christmas.

Director Brunberg thanked the staff, and also complemented them on the Christmas tree. She hoped everyone enjoyed their holiday.

14. ITEMS FOR NEXT AGENDA

No items were discussed.

15. ADJOURNMENT

MOTION #6

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:27 p.m. On a motion by Director Brunberg, seconded by Director Montes, adjournment was approved 5-0-0 with Directors Meraz, Brunberg, Stickney, Swenson, and Montes voting Aye. There were no Abstentions or Nays.

Mike Stickney, Chairperson

ORANGEVALE RECREATION & PARK DISTRICT

Minutes of Meeting of Board of Directors January 11, 2018

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, January 11, 2018 at the District Office. Director Stickney called the meeting to order at 6:33 p.m.

Directors present: Meraz, Stickney, Swenson, Montes (Brunberg was absent)
Staff present: Greg Foell, District Administrator

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA** On a motion by Director Montes, seconded by Director Stickney, the agenda was approved 4-0-0 with Directors Meraz, Stickney, Swenson, and Montes voting Aye. Director Brunberg was absent. There were no Nays.
MOTION #1
5. **PUBLIC DISCUSSION** There was no public discussion.
6. **MINUTES** Not discussed.
7. **CORRESPONDENCE** a) **Confidential Envelope – Attorney Billing July-November 2017:** Motioned by Director Montes and seconded by Director Meraz, the attorney billing was approved 4-0-0 with Directors Meraz, Stickney, Swenson, and Montes voting Aye. Director Brunberg was absent. There were no Nays.
MOTION #2
8. **CONSENT CALENDAR** No consent matters were reported or discussed.
- 8.1 **CONSENT MATTERS GENERAL FUND** No report.
- 8.2. **OLLAD CONSENT MATTERS** No report.
- 8.3. **KENNETH GROVE CONSENT MATTERS** No report.
9. **STANDING COMMITTEE REPORTS** a) **Administration and Finance:** No report.
b) **Maintenance and Operation:** No report.

- c) Recreation Committee: No report.
- d) Personnel & Policy: No report.
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: No report.

10. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – December 2017 (pg 1-3): The Employee Recognition Luncheon was held on December 15th, and Admin. Foell felt it was a great event. Director Stickney was impressed by the work that had been done at Kidz Korner. Director Swenson thought it was a lot of fun. Director Meraz was the pickleball scorekeeper. Admin. Foell noted that the 750 in attendance for the tree lighting was the average number over the last few years but he felt that this number could grow in the future. Regarding the park hour infractions on the security report, John Mohammed from the FEC Police Department explained that the fines can be from \$75-\$225 for each citation.
- b) Update on the Land Swap with San Juan Unified School District (verbal): The land swap deal was passed by the San Juan USD Board. Admin. Foell was working to put together the final documents over the next couple of months.
- c) Personnel/Policy Committee Meeting – January 19th at 8:30 a.m.: This was simply a reminder for the meeting.

11. UNFINISHED BUSINESS

There was no unfinished business to discuss.

12. NEW BUSINESS

- a) Committee Assignments for 2018 (verbal): The assignments remained the same from 2017 but some of the chair assignments had changed.
- b) Set Date for Golf Ad Hoc Committee Meeting (verbal): The Board discussed a possible meeting date of February 2nd.
- c) Set Date for Board Member Training on Special District Governance, The Brown Act, and the Public Records Act (verbal): Admin. Foell explained this was a training “refresher” course for the Board and that he would coordinate a meeting date with the District’s attorney.

13. DIRECTOR AND STAFF COMMENTS

Admin. Foell said Supervisor Frost asked if she could hold her monthly community meeting on alternate months in the evening at the community center. The meetings will start in January. The morning meetings are held at Annie’s. He also discussed the Master Plan for

Orangevale Community Park that will be discussed in the spring. They will prioritize the projects based on Board and community input. Admin. Foell added that they had been pruning trees around the parks.

Director Stickney wished everyone a nice holiday. He added that the tree lighting event was great.

Director Montes stated the Best of Orangevale event was February 24th. She anticipated it being a very successful event. On May 5th, the Big Day of Service event was taking place and the community would be completing 25 projects. Admin. Foell encouraged everyone to participate.

**14. ITEMS FOR NEXT
AGENDA**

No items were discussed.

15. ADJOURNMENT

MOTION #3

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:05 p.m. On a motion by Director Brunberg, seconded by Director Montes, adjournment was approved 4-0-0 with Directors Meraz, Stickney, Swenson, and Montes voting Aye. Director Brunberg was absent. There were no Abstentions or Nays.

Mike Stickney, Chairperson

GENERAL FUND EXPENDITURES
FOR THE MONTH ENDING
DECEMBER 31, 2017

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
1905832854	20203900	SUSAN RISWOLD	Employee Transportation	3.64
1905832737	20203900	JENNIFER VON AESCH	Employee Transportation	36.06
1905832718	20203900	ASHLEY BELL	Employee Transportation	49.97
1905834846	20203900	JASON BAIN	Employee Transportation	10.70
1905834805	20203900	ASHLEY TAPIA	Employee Transportation	9.84
1905834803	20203900	REBEKAH BUTCHER	Employee Transportation	25.47
1905845221	20203900	CHELSEA MCADAM	Employee Transportation	3.75
1905845218	20203900	SUSAN RISWOLD	Employee Transportation	33.44
				172.87
1905842584	20208100	US POSTAL SERVICE	Postal Service	225.00
1300657061	20208102	Stamps	Stamps	-0.50
1905832716	20219700	AT&T	Telephone Service	102.57
1905832713	20219700	SPRINT P C S	Telephone Service	29.77
1905842580	20219700	COMCAST	Telephone Service	595.54
1905845200	20219700	AT&T	Telephone Service	18.69
				746.57
1905832751	20226200	JJR ENTERPRISES INC	Office Equipment Maintenance Suppli	167.97
1905842593	20232200	VERITIV OPERATING COMPANY	Custodial Supplies	304.63
1905840448	20256200	DESIREE BROWN	Transcribing Service	135.00
1905832778	20259101	ROBERT PORTER	Computer Consultant	500.00
1905845214	20281202	ATHLACTON HOLDINGS LLC	PC Software	600.00
1905828923	20285100	DAVID REEVES	Recreational Service	1,845.00
1905828922	20285100	CLARISSA VALDEZ	Recreational Service	400.00
1905828921	20285100	ISABELLA PUCILOWSKI	Recreational Service	400.00
1905832795	20285100	RESCUE TRAINING INSTITUTE	Recreational Service	38.50
1905832775	20285100	DANIEL WINE	Recreational Service	1,800.00
1905832769	20285100	ALISON LLOYD	Recreational Service	270.00
1905832768	20285100	HOLLY COVALT HOLT	Recreational Service	290.40
1905834828	20285100	UNITED RENTALS (NORTH AME	Recreational Service	684.08
1905834801	20285100	BRADLEY TATUM	Recreational Service	900.00
1905837814	20285100	CHRIS SHOEMAKER	Recreational Service	57.85
1905837741	20285100	CHRISTINA DUETTE	Recreational Service	104.40
1905837738	20285100	ADRIAAN JANSEN VAN VUUREN	Recreational Service	399.75
1905837729	20285100	STEVEN MIRANDA	Recreational Service	609.70
1905837726	20285100	GRANIT BAY MARTIAL ARTS C	Recreational Service	175.00
1905837721	20285100	KORI SCOTT	Recreational Service	162.00
1905845714	20285100	KORI SCOTT	Recreational Service	144.00
1905845712	20285100	ADRIAAN JANSEN VAN VUUREN	Recreational Service	787.50
1905845710	20285100	ALISON LLOYD	Recreational Service	270.00
1905845708	20285100	STEVEN MIRANDA	Recreational Service	1,140.75
1905845209	20285100	HOLLY COVALT HOLT	Recreational Service	198.00
1905845206	20285100	ALL-AROUND KIDS INC	Recreational Service	484.40
1905845203	20285100	CLINT LEMAY	Recreational Service	123.50
				11,284.83
1905837679	20285200	WAL-MART STORES INC	Recreational Supplies	149.12

GENERAL FUND EXPENDITURES
FOR THE MONTH ENDING
DECEMBER 31, 2017

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
1905837717	30322000	C I T TECHNOLOGY FIN SERV	Bond/Loan Redemption	429.93
1905835804	42420200	BURKETT'S OFFICE SUPPLY	Structures	849.50
1905837705	50557100	DEBRA A DAVIS	Fingerprint Service	30.00
1905840447	50557100	STATE OF CALIFORNIA	Fingerprint Service	64.00
				94.00

**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND
BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2017/2018
DECEMBER 2017**

Account Number	Expenditure Account	Budgeted 2017/2018	Current Expenditure	Expenditures to Date	Funds Available	% Left
1000	SALARIES & EMPLOYEE BENEFITS					
10111000	Salaries & Wages, Regular	785,000.00	53,867.00	313,311.50	471,688.50	60%
10112100	Salaries & Wages, Extra Help	375,000.00	11,491.27	153,602.11	221,397.89	59%
10112400	Salaries, Board members	12,000.00		2,500.00	9,500.00	79%
10121000	Retirement	170,000.00	12,506.98	72,757.99	97,242.01	57%
10122000	Social Security	85,000.00	4,844.30	34,916.22	50,083.78	59%
10123000	Group Insurance	215,000.00	16,653.20	110,188.37	104,811.63	49%
10124000	Worker's Comp. Ins	51,000.00		50,094.00	906.00	2%
10125000	Unemployment Insurance	25,000.00	248.81	6,428.63	18,571.37	74%
10128000	Health Care/Retirees	3,000.00		-	3,000.00	100%
	SUB-TOTAL	1,721,000.00	99,611.56	743,798.82	977,201.18	57%
2000	SERVICES & SUPPLIES					
20200500	Advertise/Legal Notices	1,500.00		336.81	1,163.19	78%
20202100	Books/Periodicals/Subscrip	750.00		-	750.00	100%
20202900	Business/Conference Expense	5,000.00		1,851.01	3,148.99	63%
20203500	Education/Training Serv.	5,500.00		1,325.00	4,175.00	76%
20203600	Education /Training Supplies	1,000.00		-	1,000.00	100%
20203700	Tuition Reimbursement	2,000.00		-	2,000.00	100%
20203800	Employee Recognition	2,000.00		56.33	1,943.67	97%
20203802	Recognition Items	500.00		-	500.00	100%
20203803	Recognition Events	500.00		-	500.00	100%
20203900	Employee Transportation	3,000.00	172.87	1,133.00	1,867.00	62%
20205100	Liability Insurance	40,000.00		21,269.00	18,731.00	47%
20205500	Rental Insurance	4,000.00		1,707.89	2,292.11	57%
20206100	Membership Dues	8,000.00		2,855.00	5,145.00	64%
20207600	Office Supplies	9,500.00		1,733.41	7,766.59	82%
20207602	Signs	500.00		1,719.56	(1,219.56)	-244%
20207603	Keys	350.00		-	350.00	100%
20208100	Postal Services	6,500.00	225.00	4,113.79	2,386.21	37%
20208102	Stamps	3,000.00	(0.50)	316.50	2,683.50	89%
20208500	Printing Services	28,000.00		6,051.00	21,949.00	78%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20210400	Agricultural/Horticultural Supply	1,000.00		-	1,000.00	100%
20211200	Building Maint. Supplies	1,000.00		(80.00)	1,080.00	108%
20212200	Chemicals	500.00		-	500.00	100%
20213100	Electrical Maint. Service	400.00		-	400.00	100%
20213200	Electrical Maint. Supplies	500.00		-	500.00	100%
20214100	Land Improv. Maint. Services	500.00		-	500.00	100%
20214200	Land Improv. Maint. Supplies	500.00		-	500.00	100%
20215100	Mechanical System Maint. Ser	500.00		-	500.00	100%
20215200	Mechanical System Maint. Sup	500.00		-	500.00	100%
20216200	Painting Supplies	500.00		-	500.00	100%
20216700	Plumbing Maint. Service	400.00		-	400.00	100%
20216800	Plumbing Maint. Supplies	1,000.00		-	1,000.00	100%

Account Number	Expenditure Account	Budgeted 2017/2018	Current Expenditure	Expenditures to Date	Funds Available	% Left
20218100	Irrigation Services	500.00		-	500.00	100%
20218200	Irrigation Supplies	500.00		-	500.00	100%
20218500	Permit Charges	3,000.00		-	3,000.00	100%
20219100	Electricity	500.00		-	500.00	100%
20219200	Natural Gas / LPG/ Fuel Oil	500.00		-	500.00	100%
20219300	Refuse Collection / Disposal Service	500.00		-	500.00	100%
20219500	Sewage Disposal Service	500.00		-	500.00	100%
20219700	Telephone Service	15,000.00	746.57	4,308.62	10,691.38	71%
20219800	Water	1,000.00		-	1,000.00	100%
20219900	Telephone System Maint.	500.00		-	500.00	100%
20220500	Automotive Maint. Service	500.00		-	500.00	100%
20220600	Automotive Maint. Supplies	500.00		-	500.00	100%
20221200	Construction Equip Maint Sup	500.00		-	500.00	100%
20222600	Expendable Tools	500.00		-	500.00	100%
20223600	Fuel & Lubricants	500.00		-	500.00	100%
20226100	Office Equip Maint Service	1,000.00		-	1,000.00	100%
20226200	Office Equip Maint Supplies	5,000.00	167.97	172.04	4,827.96	97%
20227500	Rents/Leases Equipment	500.00		-	500.00	100%
20228100	Shop Equip Maint Service	500.00		-	500.00	100%
20228200	Shop Equip Maint Supplies	500.00		-	500.00	100%
20229100	Other Equip Maint Service	500.00		-	500.00	100%
20229200	Other Equip Maint Supplies	500.00		-	500.00	100%
20231400	Clothing/Personal Supplies	6,000.00		86.20	5,913.80	99%
20232100	Custodial Services	1,000.00		-	1,000.00	100%
20232200	Custodial Supplies	1,000.00	304.63	304.63	695.37	70%
20250500	Accounting Services	8,000.00		-	8,000.00	100%
20250700	Assessment/Collection Service	18,000.00		0.48	17,999.52	100%
20252500	Engineering Services	6,000.00		-	6,000.00	100%
20253100	Legal Services	15,000.00		-	15,000.00	100%
20256200	Transcribing Services	1,000.00	135.00	535.00	465.00	47%
20257100	Security Services	5,000.00		2,038.53	2,961.47	59%
20259100	Other Professional Services	5,000.00		11.26	4,988.74	100%
20259101	Computer Consultants	6,000.00	500.00	2,500.00	3,500.00	58%
20281201	PC Hardware	10,000.00		-	10,000.00	100%
20281202	PC Software	6,000.00	600.00	634.35	5,365.65	89%
20281203	PC Supplies	1,000.00		-	1,000.00	100%
20281900	Elections	0.00		-	0.00	#DIV/0!
20285100	Recreational Services	180,000.00	11,284.83	68,606.62	111,393.38	62%
20285200	Recreational Supplies	40,000.00	149.12	9,557.19	30,442.81	76%
20289800	Other Operating Exp - Supplies	2,000.00		363.75	1,636.25	82%
20289900	Other Operating Exp - Services	2,000.00		228.99	1,771.01	89%
20291100	System Development Services	3,000.00		2,758.35	241.65	8%
20296200	GS Parking Charges	200.00		-	200.00	100%
	SUB-TOTAL	479,100.00	14,285.49	136,494.31	342,605.69	72%
3000	OTHER CHARGES					
30321000	Interest Expense	17,000.00		16,484.62	515.38	3%
30322000	Bond/Loan Redemption	66,000.00	429.93	62,926.42	3,073.58	5%
30345000	Taxes/Licenses/Assess Trans	2,500.00		-	2,500.00	100%
	SUB-TOTAL	85,500.00	429.93	79,411.04	6,088.96	7%

Account Number	Expenditure Account	Budgeted 2017/2018	Current Expenditure	Expenditures to Date	Funds Available	% Left
4000	FIXED ASSETS					
41410100	Land	0.00		-	0.00	
42420200	Struc. & Improvements	235,000.00	849.50	216,733.99	18,266.01	8%
43430300	Vehicles/Equipment	7,500.00		-	7,500.00	100%
	SUB-TOTAL	242,500.00	849.50	216,733.99	25,766.01	11%
5000	INTERFUND CHARGES					
50557100	Fingerprinting Service	4,000.00	94.00	630.00	3,370.00	84%
	SUB-TOTAL	4,000.00	94.00	630.00	3,370.00	84%
79790100	<i>Contingency Appropriations</i>	0.00		-	0.00	0%
	<i>Deposit into Reserves</i>	0.00		-	0.00	0%
	GRAND TOTAL	2,532,100.00	115,270.48	1,177,068.16	1,355,031.84	54%

**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND
REVENUE STATEMENT
FISCAL YEAR 2017/2018
DECEMBER 2017**

Account Number	Revenue Account	2017/2018 Budgeted Revenue	Realized This Period	Collection YTD Balance	YTD Uncollected Balance	% Collected
91910100	Prop. Taxes - Current Secured	1,190,000		-0.05	1,190,000.05	0.00%
91910200	Prop. Taxes - Current Unsecured	40,000		0.00	40,000.00	0.00%
91910300	Supplemental Taxes Current	10,000		0.00	10,000.00	0.00%
91910400	Prop. Taxes Sec. Delinquent	10,000		8,682.44	1,317.56	86.82%
91910500	Prop. Taxes Supp. Delinq.	500		1,553.64	-1,053.64	310.73%
91910600	Unitary Current Secured	12,000		0.00	12,000.00	0.00%
91910800	Prior Year Supple-Delinq	-		0.00	0.00	
91910900	Education Rev. Augment. Fund	-		0.00	0.00	
91911000	Prop. Tax - Sec. Delinq. Roll	-		0.00	0.00	
91912000	Prop. Tax - Sec. Redemption	-		0.00	0.00	
91913000	Prop. Tax Prior - Unsecured	1,000		0.23	999.77	0.02%
91914000	Penalty Costs - Prop. Tax	200		2.24	197.76	1.12%
91919900	Taxes - Other	-		0.00	0.00	
	SUB-TOTAL TAXES 9100	1,263,700	0.00	10,238.50	1,253,461.50	0.81%
94941000	Interest Income	4,000		878.99	3,121.01	21.97%
94942900	Building Rental Other	90,000	2,866.47	49,644.05	40,355.95	55.16%
94943900	Cell Tower Leases	19,600	2,611.78	15,805.68	3,794.32	80.64%
94944800	Rec.Concessions Final 9	17,000	1,500.00	9,322.96	7,677.04	54.84%
94945900	Other Vending Devices	2,000		0.00	2,000.00	0.00%
94949000	Concessions - Other	-		0.00	0.00	
95952200	Homeowner Prop. Tax Relief	15,000		0.00	15,000.00	0.00%
95952900	In-Lieu Taxes	300,000		300,000.00	0.00	100.00%
95956900	State Aid - Other Misc. Programs	-		0.00	0.00	#DIV/0!
96963313	Miscellaneous Fees	1,000		3,359.94	-2,359.94	335.99%
96964600	Recreation Service Charges	470,000	5,128.85	166,549.34	303,450.66	35.44%
96969700	Security Services	2,500	539.52	3,021.51	-521.51	120.86%
96969903	Sponsorships/Scholarships	-		0.00	0.00	
97973000	Donations & Contributions	-	4,459.38	5,209.38	-5,209.38	
97973200	Recreation Contributions	-		0.00	0.00	
97973300	Orangevale Clubs	-		0.00	0.00	
97974000	Insurance Proceeds	2,500	248.06	2,761.35	-261.35	110.45%
97979000	Revenue - Other	500	1,107.77	1,477.55	-977.55	295.51%
	SUB-TOTAL OTHER MISC. INCOME	924,100	18,461.83	558,030.75	366,069.25	60.39%
	TOTAL BUDGET AMOUNT	2,187,800	18,461.83	568,269.25	1,619,530.75	25.97%

OLLAD EXPENDITURES
FOR THE MONTH ENDING
DECEMBER 31, 2017

	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
1905845231	20210300	INALLIANCE	Agriculture/Horticulture Service	487.50
1905834798	20210400	SITEONE LANDSCAPE SUPPLY	Agriculture/Horticulture Supplies	61.92
1905840433	20210400	AMERICAN RIVER ACE HARDWA	Agriculture/Horticulture Supplies	80.75
				142.67
1905840433	20211200	AMERICAN RIVER ACE HARDWA	Building Maintenance Supplies/Materials	297.72
1905845706	20211200	INDUSTRIAL PLUMBING SUPPL	Building Maintenance Supplies/Materials	164.03
				461.75
1905832784	20213200	LIGHTBULBSPLUS INC	Electric Maintence Supplies	110.42
1905840433	20214200	AMERICAN RIVER ACE HARDWA	Land Improvement Maintenance Supplies	47.37
1905842588	20214200	INDUSTRIAL CONTAINER SERV	Land Improvement Maintenance Supplies	602.00
				649.37
1905840433	20215200	AMERICAN RIVER ACE HARDWA	Mechanical System Maintenance Supplies	69.99
1905837683	20219200	PACIFIC GAS AND ELECTRIC	Natural Gas/LPG/Fuel Oil	695.04
1905834797	20219300	ALLIED WASTE SERVICES OF	Reff Coll/ Disposal Service	1,619.09
1905837696	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	827.12
1905845241	20219500	UNITED SITE SERVICES	Sewage Disposal Service	188.63
1905845238	20219500	UNITED SITE SERVICES	Sewage Disposal Service	188.63
				1,204.38
1905842578	20219800	SAN JUAN WATER DISTRICT	Water	218.53
1905842577	20219800	ORANGEVALE WATER CO	Water	2,576.16
				2,794.69
1905837704	20220600	CARQUEST	Auto Maintenance Supplies	117.29
1905840433	20221200	AMERICAN RIVER ACE HARDWA	Construction Equipment Maintenance Supp	8.93
1905840433	20222600	AMERICAN RIVER ACE HARDWA	Expendable Tools	8.93
1905842776	20223600	FLEETCOR TECHNOLOGIES	Fuel/Lubricants	891.10
1905840433	20228200	AMERICAN RIVER ACE HARDWA	Shop Equipment Maintenance Supplies	27.99
1905845227	20229200	GOLD COUNTRY TRACTOR INC	Other Equipment Maintenance Supplies	1,165.80
1905845227	20229200	GOLD COUNTRY TRACTOR INC	TAX ACCRUAL	5.43
				1,171.23
1905834799	20232200	NELSONS BUILDING MAINTENA	Custodial Supplies	744.90
1905842767	20232200	ARAMARK UNIFORM SERVICE	Custodial Supplies	551.73
1905845703	20232200	STATE INDUSTRIAL PRODUCTS	Custodial Supplies	719.99
				2,016.62
1905845224	20253100	DAVID MCMURCHIE	Legal Service	7,032.00
1905840449	20257100	TIN STAR SECURITY CO	Security Service	125.00
1905842590	20257100	FULTON-EL CAMINO REC & PA	Security Service	950.00
				1,075.00
1905837815	20259100	NEIGHBORLY PEST MANAGEMEN	Other Professional Services	169.00
1905840433	20259100	AMERICAN RIVER ACE HARDWA	Other Professional Services	7.71

OLLAD EXPENDITURES
FOR THE MONTH ENDING
DECEMBER 31, 2017

1905845701	20259100	NEIGHBORLY PEST MANAGEMEN	Other Professional Services	169.00
				345.71
1905842767	20289800	ARAMARK UNIFORM SERVICE	Other Operating Expence Supplies	305.51
1905840433	20207600	AMERICAN RIVER ACE HARDWA	Supplies	63.87
				369.38

**ORANGEVALE RECREATION AND PARK DISTRICT - OLLAD ASSESSMENT
BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2017/2018
DECEMBER 2017**

Account Number	Expenditure Account	Budgeted 2017/2018	Current Expenditure	Expenditures to Date	Funds Available	% Left	Expenditures to Date
2000	SERVICES & SUPPLIES						
20207603	Keys	2,000.00		298.87	1,701.13	85%	298.87
20210300	Agricultural/Horticultural Service	12,000.00	487.50	2,175.00	9,825.00	82%	1,687.50
20210400	Agricultural/Horticultural Supply	15,000.00	142.67	2,076.46	12,923.54	86%	1,933.79
20211200	Building Maint. Supplies	8,000.00	461.75	7,980.73	19.27	0%	7,518.98
20212200	Chemicals	30,000.00		9,821.00	20,179.00	67%	9,821.00
20213100	Electrical Maint. Service	6,000.00		-	6,000.00	100%	-
20213200	Electrical Maint. Supplies	2,000.00	110.42	537.92	1,462.08	73%	427.50
20214100	Land Improv. Maint. Service	22,000.00		4,290.00	17,710.00	81%	4,290.00
20214200	Land Improv. Maint. Supplies	48,000.00	649.37	19,188.49	28,811.51	60%	18,539.12
20215100	Mechanical System Maint. Ser	10,000.00		241.94	9,758.06	98%	241.94
20215200	Mechanical System Maint. Sup	3,000.00	69.99	198.19	2,801.81	93%	128.20
20216200	Painting Supplies	1,500.00		216.00	1,284.00	86%	216.00
20216700	Plumbing Maint. Service	1,000.00		-	1,000.00	100%	-
20216800	Plumbing Maint. Supplies	4,000.00		4,265.57	(265.57)	-7%	4,265.57
20218100	Irrigation Service	2,000.00		-	2,000.00	100%	-
20218200	Irrigation Supplies	12,000.00		14,082.00	(2,082.00)	-17%	14,082.00
20218500	Permit Charges	2,000.00		2,175.25	(175.25)	-9%	2,175.25
20219100	Electricity	83,000.00		36,741.69	46,258.31	56%	36,741.69
20219200	Natural Gas / LPG/ Fuel Oil	30,000.00	695.04	1,692.76	28,307.24	94%	997.72
20219300	Refuse Collection / Disposal Service	24,000.00	1,619.09	8,026.33	15,973.67	67%	6,407.24
20219500	Sewage Disposal Service	14,000.00	1,204.38	5,878.31	8,121.69	58%	4,673.93
20219800	Water	51,000.00	2,794.69	34,482.31	16,517.69	32%	31,687.62
20219900	Telephone System Maintenance	3,000.00		-	3,000.00	100%	-
20220500	Auto Maintenance Service	7,000.00		1,705.89	5,294.11	76%	1,705.89
20220600	Auto Maintenance Supplies	4,000.00	117.29	6,381.52	(2,381.52)	-60%	6,264.23
20221200	Construction Equip. Maint. Supp.	500.00	8.93	24.86	475.14	95%	15.93
20222600	Expendable Tools	4,000.00	8.93	2,549.98	1,450.02	36%	2,541.05
20223600	Fuel & Lubricants	21,000.00	891.10	5,271.87	15,728.13	75%	4,380.77
20227500	Rent/Lease Equipment	3,000.00		508.59	2,491.41	83%	508.59
20228100	Shop Equip. Maint. Service	2,000.00		40.84	1,959.16	98%	40.84
20228200	Shop Equip. Maint. Supplies	7,000.00	27.99	2,260.91	4,739.09	68%	2,232.92
20229100	Other Equip. Maint. Service	2,500.00		50.59	2,449.41	98%	50.59
20229200	Other Equip. Maint. Supplies	2,000.00	1,171.23	2,233.89	(233.89)	-12%	1,062.66
20232200	Custodial Supplies	20,000.00	2,016.62	9,316.83	10,683.17	53%	7,300.21
20250500	Accounting Services	3,000.00		-	3,000.00	100%	-
20252500	Engineering Services	15,000.00		6,018.57	8,981.43	60%	6,018.57
20253100	Legal Services	20,000.00	7,032.00	7,164.50	12,835.50	64%	132.50
20257100	Security Services	18,000.00	1,075.00	6,368.96	11,631.04	65%	5,293.96
20259100	Other Professional Services	25,000.00	345.71	8,092.58	16,907.42	68%	7,746.87
20289800	Other Operating Expense Sup.	3,500.00	369.38	2,484.15	1,015.85	29%	2,114.77
	SUB-TOTAL	543,000.00	21,299.08	214,843.35	328,156.65	60%	193,544.27
3000	OTHER CHARGES						
30321000	Interest Expense	0.00		-	0.00	0%	-
30322000	Bond/Loan Redemption	0.00		-	0.00	0%	-
30345000	Taxes/Licenses/Assess Trans	1,200.00		1,108.82	91.18	8%	1,108.82
	SUB-TOTAL	1,200.00	-	1,108.82	91.18	8%	1,108.82
4000	FIXED ASSETS						
42420200	Struc. & Improvements	115,000.00		2,466.34	112,533.66	98%	2,466.34
43430300	Equipment	70,000.00		17,856.19	52,143.81	74%	17,856.19
	SUB-TOTAL	185,000.00	-	20,322.53	164,677.47	89%	20,322.53
	GRAND TOTAL	729,200.00	21,299.08	236,274.70	492,925.30	68%	214,975.62

ORANGEVALE RECREATION AND PARK DISTRICT - KENENTH GROVE ASSESSMENT
BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2017/2018
DECEMBER 2017

Account Number	Expenditure Account	Budgeted 2017/2018	Current Expenditures	Expenditures to Date	Funds Available	% Left
2000	SERVICES & SUPPLIES					
20200500	Advertise/Legal Notices	500.00		-	500.00	100%
20207600	Office Supplies	100.00		5.42	94.58	95%
20207602	Signs	50.00		-	50.00	100%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20219800	Water	800.00	39.19	235.14	564.86	71%
20223600	Fuel & Lubricants	600.00	37.13	216.07	383.93	64%
20250500	Accounting Services	500.00		-	500.00	100%
20252500	Engineering Services	1,000.00		-	1,000.00	100%
20253100	Legal Services	100.00		-	100.00	100%
20256200	Transcribing Services	150.00		-	150.00	100%
20259100	Other Professional Services	500.00		-	500.00	100%
20289900	Other Operating Exp - Services	300.00		-	300.00	100%
20291500	COMPASS Costs	300.00		-	300.00	100%
20296200	GS Parking Charges	30.00		-	30.00	100%
	SUB-TOTAL	5,430.00	76.32	456.63	4,973.37	92%
4000	FIXED ASSETS					
42420200	Struc. & Improvements	0.00		-	0.00	0%
	SUB-TOTAL	0.00	-	-	0.00	0%
	GRAND TOTAL	5,430.00	76.32	456.63	4,973.37	92%

**ORANGEVALE RECREATION & PARK DISTRICT
PERSONNEL/POLICY COMMITTEE MEETING RECAP
FRIDAY, JANUARY 19, 2018
8:30 AM**

**MEETING LOCATION:
District Office – Activity Building
6826 Hazel Avenue
Orangevale, CA 95662**

1. **CALL TO ORDER** *The meeting was called to order at 8:36 a.m.
Roll call: Director Brunberg, Director Montes, Administrator Foell, Jennifer Von Aesch, Finance/HR Manager*

2. **PUBLIC DISCUSSION**
Any person may address the committee; however, any matter that requires action will be referred to staff and/or committee/Board of Directors for a report and action at a subsequent meeting.

3. **UNFINISHED BUSINESS**

4. **NEW BUSINESS**
 - A. Policy Manual Review
Administrator Foell explained that typically, the Personnel and Policy Manual is reviewed for updates every two years. This would fall in line with April 2018. No specific policies were requested to be reviewed by the committee.
 - B. Review of Updated Harassment Policy
An overview of the new and updated replacement of the Harassment section of the Personnel Policy Manual was outlined by Administrator Foell. Jennifer Von Aesch, Finance/HR Manager confirmed that the verbiage included a more thorough and specific list of protected classes, unacceptable types of conduct and FEHA regulation required language for the complaint process, the investigation and corrective action. Directors Brunberg and Montes requested confirmation that the current sections on employee convictions and cyber bullying were up to standards. The District will be addressing these requests with the District's attorney.
 - C. Discussion Regarding Filing the Park Superintendent Position
Administrator Foell stated that the date which was previously discussed to open the Park Superintendent recruitment was approaching. He stated that Scott Wade has been working as the Interim Superintendent and doing an excellent job. He added that the Board of Directors established standards for advancement and hiring within the Parks Division last February. These standards established that a competitive recruitment would be completed for the positions of Park Maintenance III, Park Foreman, and Park Superintendent. The committee recommended that staff follow the recently adopted guidelines and complete a competitive recruitment for the position.

5. **DIRECTOR'S AND STAFF'S COMMENTS**

6. **ITEMS FOR NEXT AGENDA**

7. **ADJOURNMENT** *The meeting was adjourned at 9:11 a.m.*

STAFF REPORT



DATE: 2-8-18

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: MONTHLY ACTIVITY REPORT – JANUARY 2018

ADMINISTRATION

- Administrator Foell attended a meeting discussing the “Big Day of Service” to be held May 5th.
- Administrator Foell met with Brad Squires regarding OVparks projects for the “Big Day of Service.”
- Administrator Foell and Coordinator McAdam had phone conferences with David Dickerson in preparation for the launch of the new District website.
- The District’s new website went live on January 20th. It is a major upgrade from our former site. Many thanks to Chelsea McAdam and Chantel Clark for their work troubleshooting issues and creating and installing content. A big thank you as well to consultant David Dickerson from Village Creative for his work building the site and for the entire staff who tested and created content.
- A Personnel/Policy Committee meeting was held on January 19th with Directors Brunberg and Montes, Administrator Foell and Finance/HR Manager Von Aesch in attendance.
- Administrator Foell and Director Stickney attended an Administrator’s Meeting on January 24th.

RECREATION

- Supervisor Bain attended a VFCAL meeting.
- Supervisor Bain attended a NCAMA meeting.

January Activities	Enrollment	Attendance	Gross Revenue
Classes			
Aerial Skills	2		\$ 267.00
Aiki Jujitsu Self Defense	7		\$ 759.00
Aikido Teen/Adult	6		\$ 740.00
Aikido Youth	8		\$ 629.00
Artist Studio	28		\$ 1,788.00
Babysitting CPR	1		\$ 37.00
Ballet - Baby	4		\$ 131.00
Ballet - Pre Ballet	10		\$ 329.00
Dance - Beginning Salsa	2		\$ 84.00
Dance - Foxtrot	6		\$ 245.00
Dance - Waltz	5		\$ 151.00
Finding Your Joy (preview)		5	
Futsal Factory	6		\$ 405.00
Gymnastics - Kinder Gym	2		\$ 256.00
Gymnastics - Parent Participation	5		\$ 605.00
Gymnastics - Tot	2		\$ 245.00
Internet Drivers Education	1		\$ 42.00
Jazzercise		182	

Karate - Preschool	2		\$ 280.00
Karate - SA Shotokan	7		\$ 956.00
Kids Ninja	1		\$ 102.00
Mini Ninja	1		\$ 82.00
Pediatric CPR & First Aid	1		\$ 77.00
Parkour & Free Running	1		\$ 132.00
Self Care Yoga	6		\$ 281.00
Simply Crafty Women		4	
TwirlSport Cheer	4		\$ 211.00
TwirlSport Tumbling	8		\$ 425.00
Ukulele	60		\$ 60.00
Weight Loss Challenge	2		\$ 134.00
Winter Youth Basketball	73		\$ 8,285.00
Classes Sub Total	261	191	\$ 17,738.00
Middle School			
Carnegie Girls Basketball	16		\$ 1,544.00
Gold River Girls Basketball	25		\$ 2,625.00
Orangevale Open Girls Basketball	22		\$ 2,279.00
Pasteur Girls Basketball	12		\$ 1,260.00
Summit Christian Girls Basketball	10		\$ 1,050.00
Middle school Sub Total	85		\$ 8,758.00
Preschool			
Kinder Kidz	20		\$ 5,345.00
Orange Blossoms	20		\$ 4,550.00
Events Sub Total	40	0	\$ 9,895.00
SENIORS			
Bridge	58		\$ 58.00
M.O.V.E. mid day movie		5	
Mens 50+ Basketball	8		\$ 256.00
Senior Lunches		92	
Seniors Sub Total	66	97	\$ 314.00
Trips			
Jackson Rancheria Casino	16		\$ 518.00
Trips Sub Total	16	0	\$ 518.00
GRAND TOTAL	468	288	\$ 37,223.00

January Gross Revenue Recap – January OTC (over-the-counter) revenue for combined recreation and facility rentals ended at \$43,162, \$1,838 under the projected amount. January recreation revenue came in at \$39,816, \$1,184 under the projected amount and facility revenue in came in at \$3,346, \$654 over the projected amount. *Please note the revenue referenced here includes prepayments for future programs while the revenue figures listed in the chart on the previous page represent revenue attributed to programs occurring in January.*

PROGRAM HIGHLIGHTS

- Middle School Girls Basketball started with 7 teams
- We have 5 new volunteers for Meals on Wheels
- New Class Kids Jam and Tumble started

- We have two new Administrative Office Assistants

UPCOMING EVENTS

- 2/17 Magical Mysteries magic show
- 3/9 Kids Night out

SECURITY

**Fulton-El Camino Park District Police Department
Monthly Status Report for: Orangevale Recreation and Park District
Reporting Period: 1/01/2018 to 1/31/2018**

No Report Submitted

PARKS

December Project List

- Weekly sanitation routine at dog park located at Pecan Park.
- Daily sanitation routine for all restrooms located at Pecan Park, Disc Golf, Horse Arena, as well as Oak & Filbert.
- Monthly playground inspections at all sites. (Orangevale Community Park, Norma Hamlin Park, Almond Park, Pecan Park, Orangevale Community Center Park). Training of employees not exposed to this area of responsibility occurred simultaneously.
- Empty all trash receptacles weekly, if not more frequently (due to receptacles noticed to be full, or prior to reservations).
- Maintain walkways, tennis courts, basketball courts, picnic areas, and other hardscapes clear of leaf litter at all developed sites, for safe travel of park patrons.
- Final mowing of 2017 at all sites to maintain well-kept appearances.
- Purchase, pick up, and deliver 20 new trash receptacles to be distributed at Pecan Park, Almond Park, Palisades Park (Golden Valley Charter School), Orangevale Community Center Park, and Orangevale Community Park.
- Mount antenna & communication module on Oak & Filbert, and horse arena irrigation controllers.
- Install Hunter ACC irrigation controller for new centrally controlled system at Youth Center Park.
- Utilize Almondale Academy volunteers to bag leaves at Almond Park on 12/7/2017, achieving 20 bags in 50 minutes! Way to go Almondale Academy.
- Intensive lawn mower maintenance training for Lucas L.
- Mitigate hazardous tree by the basket for hole 5 in the disc golf course, and more chipping up small limbs of the fallen tree on hole 18 in preparation for wood removal by McGuire Earthworks.
- Removed dumped trash on Oak Ave. (3 truck loads of garbage).
- Switched irrigation controller to model appropriate for centrally controlled irrigation system at the pool, additionally communication module and antenna installed as well.
- Replaced fan drive belts for exhaust fans in all Community Center restrooms.
- Removed dumped hazardous materials from the horse arena parking lot, and transport to North Area Recovery Station Household Hazardous Waste for proper disposal.
- Replaced irrigation controller, and pedestal at disc golf course with model compatible with centrally controlled irrigation system. Communication module and antenna installed simultaneously to ensure this site is ready to communicate.
- Installed new signage identifying District site/property at Pecan Park, Orangevale Community Park, Youth Center Park, and Kids Korner.

- Replaced all broken parking blocks at Oak & Filbert paved parking lot.
- Removed hazardous trees on hole 6 of Shady Oaks disc golf course. Chipped all branches small enough to fit through the wood chipper, and left by freshly planted trees for the Shady Oaks Disc Golf Club to spread around the trunks.
- Took accurate count of broken bollards and parking lot blocks to coordinate materials order/delivery, and labor to make necessary repairs.
- Repaired pool pump float system to maintain normal automatic filling operations.
- Reviewed Strategy Matrix, edit, and bring to current expectations.
- Picked up new floating play feature for use at the pool during summer recreation.
- Sweep and vacuum pool in preparation for Polar Bear Plunge.
- Thorough cleaning on pool restroom facilities in preparation for Polar Bear Plunge.
- Pruned epicormic shoots off purple leaf plum trees at Activities Building.
- Repaired moveable wall in meeting room at Orangevale Community Center.
- Watered all thirty trees planted in Shady Oaks Disc Golf Course to protect root balls from drying out, since December had so little rainfall.
- Watered newly planted trees at Youth Center Park to protect root balls from drying out, since December had so little rainfall.
- Nelson Kirk attended a Certified Pool Operator course and passed the examination gaining CPO certificate.
- Curtis Bryant attended PAPA seminar preparing for Qualified Applicator Certificate, exam slated for February 2018.

January Project List

- Weekly sanitation routine at dog park located at Pecan Park.
- Daily sanitation routine for all restrooms located at Pecan Park, Disc Golf, Horse Arena, as well as Oak & Filbert.
- Monthly playground inspections at all sites. (Orangevale Community Park, Norma Hamlin Park, Almond Park, Pecan Park, Orangevale Community Center Park)
- Empty all trash receptacles weekly, if not more frequently (due to receptacles noticed to be full, or prior to reservations).
- Repaired backstop for south ball field at Orangevale Community Center Park.
- Researched, and purchased truck mounted tool boxes for T5-2003 Dodge Dakota and T2 1998 Ford Ranger to aide in organizing job materials providing a more prepared and efficient maintenance staff.
- Researched and purchased trailer mounted tool box for recovery trailer; providing a storage place for many task essentials, as well as wench power supply.
- Identified and repaired broken electrical box causing tripping hazard at Shady Oaks Disc Golf overflow parking area next to tennis court.
- Scheduled and executed smog inspections on all of District's vehicles.
- Pruned epicormic shoots off purple leaf plum trees at Activities Building.
- Knocked down weeds in planter boxes around pool.
- Replaced 4 broken bollards at Pecan Park.
- Replaced 9 broken bollards at Oak & Filbert paved parking lot.
- Replaced 2 broken bollards at Coleman.
- Installed dog poop bag dispenser at entrance to Shackleton Woods.
- Replaced broken post at gravel parking lot of Oak & Filbert.
- Researched trailer mounted restrooms for use with Sheriff's Work Project.

- Removed decorations from Tree Lighting Ceremony.
- Established centrally controlled irrigation communication successfully at Activities Building, Community Center Soccer Field, Horse Arena, Coleman, Palisades, and Youth Center Ball Diamond controllers.
- Troubleshoot electric dryer at Kids Korner. Order appropriate parts for repair.
- Took District's trucks in for annual SMOG inspections.
- Scott Wade attended sexual harassment training online through Target Solutions.
- Ensured all storm drains are clear for proper drainage of storm water prior to, and during rain events. Specific efforts at Pecan, Almond, and Orangevale Community Park.
- Stood up port-a-potty at Almond Park, cleaned up spilled contents, prepared for public use.
- Preparation for removal of trees blocking parking lot lamps at Orangevale Community Center Park.
- Phone conference with ArborPro and District Administrator Greg Foell, to discuss options for tree inventory software as well as options for turf and asset manager software.
- Inspected trees in Shady Oaks Disc Golf Course holes 1-9. Noted work to be performed this winter, as well as checking on condition of newly planted trees.
- Utilizing lift rented to remove Christmas decorations, pruned Bradford Pear trees in north parking lot of Orangevale Community Center Park, which have been deemed "too close a proximity to parking lot lamps" for removal without damaging lamps.
- Researched trailer mounted portable restroom options to utilize sheriff's work project in undeveloped locations.
- Met with Rick Burns (representative for Shady Oaks Disc Golf Club) to discuss, prioritize, and plan future projects for the Shady Oaks Disc Golf Club to promote safety and sustainability.
- Met with Dan Kovar, a neighbor to Sundance Park, to inspect his concerns about the creek's erosion effects on his property.
- Removed dead trees from Oak & Filbert. Utilized wood chipper to generate as much mulch as possible for use at the Shady Oaks Disc Golf Course.
- Mitigated hazardous trees at Oak & Filbert, through pruning out limbs causing hazardous situations. Pruned off limbs passed through the wood chipper, and chips delivered to Shady Oaks to be used by the Shady Oaks Disc Golf Club to mitigate erosion/safety concerns, and/or spread around trees.
- Installation of tool box on TL1 trailer, in order to securely mount power connection for wench, and store some tools and materials.
- Installation of truck mounted tool boxes on T5 (2003 Dodge Dakota) to ensure more organized and accessible work truck.
- Coordinated receiving delivery of disc golf baskets. Coordinated assembly and dispersal of disc golf baskets utilizing the Shady Oaks Disc Golf Club. Coordinated return of and storage of old baskets to be sold.
- Created plan to drain water from the northeast corner of the paved parking lot at Oak & Filbert. Rented equipment, gathered materials, and executed plan to ensure user friendly access/egress from the parking lot.
- Installed truck mounted tool boxes on T3 (1997 Ford F250) to ensure more organized and accessible work truck.
- Installation of new shelves at shop to ensure more organized, less cluttered work space.
- Researched options for determining if the flooring in the Youth Center building contained asbestos.
- Took samples of flooring in youth center, researched most efficient lab to use, and delivered samples for asbestos testing. Results- Main room floors = no asbestos, Men's restroom asbestos.

- Replaced 5 broken bollards at Pecan Park.
- Installed drain at Pecan Park (big dog park) to eliminate standing water.
- Installed drain at Oak & Filbert paved parking lot (northeast corner) to eliminate standing water.
- Met with Sierra College Career Center about possible intern positions.
- Met with Chris Smith (Agriculture student at Sierra College), and instructor (Kurt Voigt) in regards to; scope of work and expectations of student internship. Meeting successful and internship to begin February 20th and last until May 19th for a total of 160 hours of work experience.
- Built up soil by picnic area at Shady Oaks Disc Golf Course.
- Patched asphalt hole by drain at Pecan Park (Oakmoore side of the park).
- Filled N.P.C. trailers with fire wood cut off fallen trees by hole 18 in Shady Oaks Disc Golf Course.
- Contracted out testing fuel injectors on Kubota F3680 mower, 3 out of 4 found to be faulty. All 4 rebuilt by contractor (Valley Fuel Injection).
- Over seeding and fertilizing completed on heavily worn turf areas at Pecan Dog Park.
- Researched appropriate signage and methods of communicating dog park closures.

STAFF REPORT



DATE: 2-8-18

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: **APPROVAL OF THE ORANGEVALE RECREATION & PARK DISTRICT FISCAL AUDIT 2016/17**

RECOMMENDATION

Approve the District Audit for fiscal 2016/17 as completed by auditor Larry Bain.

BACKGROUND

The District contracted with Larry Bain, CPA, to conduct the audit for fiscal 2016/17. The audit has been completed and Mr. Bain will present the audit and discuss the findings. The staff responses to the audit findings are included for your review.

RECOMMENDED MOTION

I move that we approve and file the Orangevale Recreation & Park District fiscal audit for 2016/17.

ORANGEVALE RECREATION AND PARK DISTRICT
FINANCIAL STATEMENTS
JUNE 30, 2017

ORANGEVALE RECREATION AND PARK DISTRICT

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LARRY BAIN, CPA

An Accounting Corporation

2148 Frascati Drive, El Dorado Hills, CA 95762 / 916.601-8894
lpbain@sbcglobal.net

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Orangevale Recreation and Park District
Orangevale, CA

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Orangevale Recreation and Park District as of and for the fiscal year ended June 30, 2017, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our Responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Orangevale Recreation and Park District as of June 30, 2017, and the changes in financial position, of those activities and funds for the fiscal year then ended in conformity with U.S. generally accepted accounting principles.

Other Matters

Required Supplementary Information

The Orangevale Recreation and Park District has not presented the Management Discussion and Analysis that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements.

The required supplementary information other than MD&A, as listed in the table of contents as the budgetary comparison for the General fund and landscape and lighting assessment district on pages 23 and 24 the Orangevale Recreation and Park District Employees' Retirement System Schedule of the District's Proportionate Share of the Net Position Liability and the Retirement System Schedule of the District's Contributions on pages 25 and 26; be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

We have also issued our report dated January 4, 2018 on our consideration of the District's internal control over financial reporting. That report should be read in conjunction with this report in considering our audit.

The required supplementary information other than MD&A, as listed in the table of contents, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.



Larry Bain, CPA,
An Accounting Corporation
January 4, 2018

ORANGEVALE RECREATION AND PARK DISTRICT

STATEMENT OF NET POSITION

JUNE 30, 2017

	<u>Governmental Activities</u>
Assets	
Cash and investments	\$ 2,041,421
Due from others	12,753
Restricted cash and investments	846,385
Capital assets:	
Land	6,212,723
Construction in progress	559,898
Land improvements	2,387,790
Buildings and improvements	4,430,057
Equipment	908,697
Less: accumulated depreciation	<u>(4,150,719)</u>
Capital assets-net	<u>10,348,446</u>
Total Assets	<u>13,249,005</u>
Deferred Outflows of Resources	
Deferred outflows-pensions	<u>842,551</u>
Liabilities	
Current liabilities:	
Claims payable	230,186
Accrued wage	39,570
Deposits	2,100
Accrued interest	10,303
Due within one year	86,732
Non-current liabilities:	
Due in more than one year	<u>1,612,970</u>
Total Liabilities	<u>1,981,861</u>
Deferred Inflows of Resources	
Deferred inflows-pensions	<u>311,955</u>
Total Deferred Inflows of Resources	<u>311,955</u>
Net Position	
Net investment in capital assets	10,015,423
Unrestricted	<u>1,800,553</u>
Total Net Position	<u><u>\$ 11,815,976</u></u>

ORANGEVALE RECREATION AND PARK DISTRICT

**STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

Functions/programs	Expenses	Program Revenues			Net (Expense)
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Revenue and Change in Net Position Governmental Activities
Governmental Activities					
Community services/recreation	\$ 2,398,983	\$ 592,071	\$ 5,398	\$ 756,332	\$ (1,045,182)
Interest on long-term debt	17,552	-	-	-	(17,552)
Total Governmental Activities	\$ 2,416,535	\$ 592,071	\$ 5,398	\$ 756,332	(1,062,734)
General Revenues:					
Taxes:					
					1,274,769
					28,156
					10,717
					<u>1,313,642</u>
					250,908
					<u>11,565,068</u>
					<u>\$ 11,815,976</u>

ORANGEVALE RECREATION AND PARK DISTRICT

**GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2017**

	Major Funds			Non-Major Funds		Total Governmental Funds
	General Fund	Orangevale Landscape & Lighting District	Park Development Fees	Developer In-Lieu Fees	Kenneth Grove Assessment District	
Assets						
Cash and investments	\$ 1,340,524	\$ 688,328	\$ -	\$ -	\$ 12,569	\$ 2,041,421
Due from others	5,112	2,716	3,654	1,223	48	12,753
Restricted cash and investments	18,236	-	749,674	96,711	-	864,621
Total Assets	\$ 1,363,872	\$ 691,044	\$ 753,328	\$ 97,934	\$ 12,617	\$ 2,918,795
Liabilities						
Claims payable	\$ 205,282	\$ 24,904	\$ -	\$ -	\$ -	\$ 230,186
Accrued payroll	39,570	-	-	-	-	39,570
Deposits	2,100	-	-	-	-	2,100
Total Liabilities	246,952	24,904	-	-	-	271,856
Fund Balances						
Restricted	-	-	753,328	97,934	-	851,262
Assigned	889,314	666,140	-	-	12,617	1,568,071
Unassigned	227,606	-	-	-	-	227,606
Total Fund Balances	1,116,920	666,140	753,328	97,934	12,617	2,646,939
Total Liabilities and Fund Balances	\$ 1,363,872	\$ 691,044	\$ 753,328	\$ 97,934	\$ 12,617	\$ 2,918,795

ORANGEVALE RECREATION AND PARK DISTRICT

**RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2017**

Fund Balances of Governmental Funds	\$ 2,646,939
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets, net of accumulated depreciation, are not current financial resources and are not included in the governmental funds.	10,348,446
Some liabilities, including long-term debt, accrued interest and compensated absences are not due and payable in the current period and therefore are not reported in the funds.	
Compensated absences	(58,739)
Accrued interest	(10,303)
Net pension liability, deferred inflows/outflows	(777,344)
Long-term debt	<u>(333,023)</u>
Net position of governmental activities	<u>\$ 11,815,976</u>

ORANGEVALE RECREATION AND PARK DISTRICT

**GOVERNMENTAL FUNDS
STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

	Major Funds			Non-Major Funds		Total Governmental Funds
	General Fund	Orangevale Landscape & Lighting District	Park Development Fees	Developer In-Lieu Fees	Kenneth Grove Assessment District	
Revenues						
Property taxes	\$ 1,260,975	\$ -	\$ -	\$ -	\$ -	\$ 1,260,975
Intergovernmental revenues	13,794	-	-	-	-	13,794
Charges for current services	458,995	-	-	-	-	458,995
Special assessments	-	567,734	183,836	4,762	5,398	761,730
Use of money and property	146,504	4,988	7,142	2,507	89	161,230
Other revenues and reimbursements	10,717	-	-	-	-	10,717
Total Revenues	1,890,985	572,722	190,978	7,269	5,487	2,667,441
Expenditures						
Salaries and benefits	1,398,461	-	-	-	-	1,398,461
Services and supplies	367,432	422,233	-	-	1,281	790,946
Capital outlay	541,250	26,699	-	-	-	567,949
Debt service						
Principal	57,484	-	-	-	-	57,484
Interest	19,330	-	-	-	-	19,330
Total Expenditures	2,383,957	448,932	-	-	1,281	2,834,170
Total revenues over (under) expenditures						
Before other financing sources (uses)	(492,972)	123,790	190,978	7,269	4,206	(166,729)
Other financing sources (uses)						
Operating transfers in	335,000	-	-	-	-	335,000
Operating transfers out	-	-	(160,000)	(175,000)	-	(335,000)
Total Other Financing Sources (Uses)	335,000	-	(160,000)	(175,000)	-	-
Net Change in Fund Balances	(157,972)	123,790	30,978	(167,731)	4,206	(166,729)
Fund Balances, July 1, 2016	1,274,892	542,350	722,350	265,665	8,411	2,813,668
Fund Balances, June 30, 2017	\$ 1,116,920	\$ 666,140	\$ 753,328	\$ 97,934	\$ 12,617	\$ 2,646,939

ORANGEVALE RECREATION AND PARK DISTRICT

**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUE,
EXPENDITURES, AND CHANGES IN FUND BALANCE
TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

Net Change in Fund Balances - Total Governmental Funds \$ (166,729)

Amounts reported for governmental activities in the Statement of Activities differs from the amounts reported in the Statement of Revenues, Expenditures and Changes in Fund Balances because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the costs of those assets are allocated over their estimated useful lives as depreciation expense or are allocated to the appropriate functional expense when the cost is below the capitalization threshold. This activity is reconciled as follows:

Cost of assets capitalized	567,949
Depreciation expense	(174,043)

Repayment of long-term debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.	57,484
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Accrued interest reported in the statement of activities does not require the use of current financial resources and, therefore, is not reported in governmental funds.	1,780
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Changes in proportions from the pension do not effect expenditures in the governmental funds, but the change is adjusted through expense in the government-wide statement.	(46,169)
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Compensated absences reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported in governmental funds.	<u>10,636</u>
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Change in net position of governmental activities	<u><u>\$ 250,908</u></u>
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ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2017

Note 1: Summary of Significant Accounting Policies

The District was organized by a vote of the public. It is operated under the direction of a five-member board duly elected and empowered by the electorate with sole authority over the District operations. Although the District is independent from the Sacramento County Board of Supervisors, its financial activities are processed through the County Auditor-Controller's Office.

In addition to providing recreational programs and services to the community, the District maintains park sites. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to governments. The following is a summary of the more significant accounting policies:

A. Reporting Entity

The District has defined its reporting entity in accordance with accounting principles generally accepted in the United States of America, which provide guidance for determining which governmental activities, organizations, and functions should be included in the reporting entity. In evaluating how to define the District for financial reporting purposes, management has considered all potential component units. The primary criterion for including a potential component unit within the reporting entity is the governing body's financial accountability. A primary governmental entity is financially accountable if it appoints a voting majority of a component unit's governing body and it is able to impose its will on the component unit, or if there is a potential for the component unit to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable if a component unit is fiscally dependent on the primary governmental entity regardless of whether the component unit has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board.

Based upon the aforementioned oversight criteria, the following are component units:

The Orangevale Landscape and Lighting District and the Kenneth Grove Assessment District are included in the special revenue funds of the District.

B. Basis of Accounting

Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned or, for property tax revenues, in the period for which levied. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Resources not available to finance expenditures and commitments of the current period are recognized as deferred revenue or as a reservation of fund balance. The District considers property taxes available if they are collected within sixty-days after year-end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt, as well as compensated absences and claims and judgments are recorded only when payment is due. General capital acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and capital leases are reported as other financial sources.

ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2017

Note 1: Summary of Significant Accounting Policies (Continued)

C. Non-Current Governmental Assets/Liabilities

GASB Statement 34 eliminates the presentation of account groups, but provides for these records to be maintained and incorporates the information into the Governmental Activities column in the government-wide statement of net position.

D. Basis of Presentation

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government. Governmental activities are supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the program expenses of a given function are offset by program revenues. Program expenses include direct expenses, which are clearly identifiable with a specific function. Program revenues include 1) charges paid by the recipient of goods or services offered by the programs and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented instead as general revenues.

Fund Financial Statements

The fund financial statements provide information about the District's funds. The emphasis of fund financial statements is on major governmental funds, each displayed in separate columns. All remaining governmental funds are separately aggregated and reported as non-major funds.

Governmental Fund Types

Governmental funds are used to account for the District's expendable financial resources and related liabilities (except those accounted for in proprietary funds). The measurement focus is based upon determination of changes in financial position. The following are the District's governmental funds:

General Fund - This fund accounts for all the financial resources not required to be accounted for in another fund. This fund consists primarily of general government type activities.

Special Revenue Fund - These funds account for the activity of the developer in lieu fees, impact fees as well as the two landscape and lighting maintenance districts that are legally restricted to expenditures for specific purposes.

Debt Service Fund - This fund accounts for the accumulation of resources for and the payment of interest and principal on the District's general long-term debt.

The District does not operate enterprise funds.

ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2017

Note 1: Summary of Significant Accounting Policies (Continued)

E. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

F. Restricted Assets

Restricted assets are financial resources generated for a specific purpose such as construction of improvements and financing of debt obligations. These amounts are restricted, as their use is limited by applicable bond covenants or other external requirements.

G. Compensated Absences

Compensated absences represent the vested portion of accumulated vacation. In accordance with GASB 16, the liability for accumulated leave includes all salary - related payments that are directly and incrementally connected with leave payments to employees, such as retirement pay. A current liability has been recorded in the governmental fund type to account for these vested leave accruals, which are expected to be used within the next fiscal year. At June 30, 2017, a long-term liability of \$58,739 for governmental activities has been recorded in the government-wide, statement of net position for unpaid vacation leave.

H. Property Taxes

The District receives property taxes from the County of Sacramento, which has been assigned the responsibility for assessment, collections, and apportionment of property taxes for all taxing jurisdictions within the County. Secured property taxes are levied on January 1 for the following fiscal year and on which date it becomes a lien on real property. Secured property taxes are due in two installments on November 1 and February 1 and are delinquent after December 10 and April 10, respectively, for the secured roll. Based on a policy by the County called the Teeter Plan, 100% of the allocated taxes are transmitted by the County to the District, eliminating the need for an allowance for uncollectible taxes. The County, in return, receives all penalties and interest. Property taxes on the unsecured roll are due on the January 1 lien date and become delinquent if unpaid by August 31. Property tax revenues are recognized in the fiscal year they are received.

ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2017

Note 1: Summary of Significant Accounting Policies (Continued)

I. Capital Assets

Capital assets, recorded at historical cost or estimated historical cost if actual historical cost is not available, are reported in the governmental activities and business-type activities columns of the government-wide financial statements. Capital assets include land, buildings and site improvements and equipment and machinery. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Depreciation is recorded in the government-wide financial statements on the straight-line basis over the useful life of the assets as follows:

<u>Assets</u>	<u>Useful Life</u>
Buildings	50 years
Building improvements	10-20 years
Site improvements	10-20 years
Equipment and machinery	5 to 20 years

J: Deferred Inflows of Resources

Deferred inflows of resources in governmental funds arise when potential revenue does not meet the “available” criteria for recognition in the current period. Deferred inflows of resources (deferred revenue in accrual based statements) also arises when resources are received by the District before it has a legal claim to them (i.e., when grant monies are received prior to the incurrence of qualifying expenditures).

K. Interfund Transactions

Operating transfers are transactions to allocate resources from one fund to another fund not contingent on the incurrence of specific expenditures in the receiving fund. Interfund transfers are generally recorded as operating transfers in and operating transfers out in the same accounting period. Transfers between governmental funds are netted as part of the reconciliation to the government-wide presentation.

L. Pensions

For purpose of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District’s Sacramento County Employees’ Retirement System (SCERS) plans (Plan) and additions to/deductions from the Plan’ fiduciary net position have been determined on the same basis as they are reported by SCERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Note 2: Cash and Investments

Cash and investments at June 30, 2017, consisted of the following:

Checking account	\$ 18,776
Imprest cash	200
Cash and investments with County Treasurer	<u>2,868,830</u>
Total cash and investments	<u>\$ 2,887,806</u>

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2017**

Note 2: Cash and Investments (Continued)

A. Investments Authorized by the California Government Code and the Entity's Investment Policy

The table below identifies the **investment types** that are authorized for the Orangevale Recreation and Park District by the California Government Code (or the District's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the District's investment policy, where more restrictive) that address **interest rate risk, credit risk and concentration of credit risk**. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District investment policy.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Percentage of Portfolio</u>	<u>Investment in One Issuer</u>
Investment pools authorized under CA			
Statutes governed by Government Code	N/A	None	\$40 million
U.S. Treasury Obligations	5 years	None	None
Bank Savings Accounts	N/A	25%	None
Federal Agencies	5 years	75%	None
Commercial Paper	180 days	20%	None
Negotiable Certificates of Deposit	180 days	20%	None
Re-Purchase Agreements	180 days	20%	None
Corporate Debt	5 years	25%	None

B. Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates that will adversely affect the fair value of and investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investment maturity:

<u>Investment Type</u>	<u>Totals</u>	<u>Remaining Maturity (in Months)</u>	
		<u>12 Months or Less</u>	<u>13-48 Months</u>
Sacramento County*	\$ 2,868,830	\$ 2,868,830	\$ -
Totals	\$ 2,868,830	\$ 2,868,830	\$ -

*Not subject to categorization

C. Concentrations of Credit Risk

The investment policy of the District contains limitations on the amount that can be invested in any one issuer. There are no investments to one issuer exceeding those limits.

D. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposit or will not be able to recover collateral securities that are in the possession of an outside party.

ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2017

Note 2: Cash and Investments (Continued)

D. Custodial Credit Risk (Continued)

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment of collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits; The California Government Code requires that a financial institution secured deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the District's deposits by pledging first deed mortgage notes having a value of 150% of the secured public deposits.

At June 30, 2017, the District's deposits balance was \$14,314 and the carrying amount was \$18,776. The difference between the bank balance and the carrying amount was due to normal outstanding checks and deposits in transit. Of the bank balance all was covered by the Federal Depository Insurance or by collateral held in the pledging bank's trust department in the District's name.

E. Investment in Government Pool

Investments are accounted for in accordance with the provisions of GASB Statement No. 31, which requires governmental entities to report certain investments at fair value in the balance sheet and recognize the corresponding change in fair value of investments in the year in which the change occurred. The District reports its investment in the Sacramento County investment pool at fair value based on quoted market information obtained from fiscal agents or other sources if the change is material to the financial statements.

Note 3: Property Plant and Equipment

Activity for general fixed assets capitalized by the District is summarized below:

	Balance July 1, 2016	Additions Adjustments	Retirements/ Adjustments	Balance June 30, 2017
Governmental Activities				
Capital assets, not being depreciated:				
Land	\$ 6,212,723	\$ -	\$ -	\$ 6,212,723
Construction in progress	17,522	542,376		559,898
Capital assets, being depreciated:				
Land improvements	2,387,790			2,387,790
Buildings and improvements	4,430,057			4,430,057
Equipment	898,215	25,574	(15,092)	908,697
Total capital assets, being depreciated	7,716,062	25,574	(15,092)	7,726,544
Less accumulated depreciation for:				
Land improvements	(1,639,953)	(55,921)		(1,695,874)
Buildings and improvements	(1,651,189)	(91,507)		(1,742,696)
Equipment	(700,626)	(26,615)	15,092	(712,149)
Total accumulated depreciation	(3,991,768)	(174,043)	15,092	(4,150,719)
Total capital assets, being depreciated, net	3,724,294	(148,469)	-	3,575,825
Governmental activities capital assets, net	\$ 9,954,539	\$ 393,907	\$ -	\$ 10,348,446

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2017**

Note 4: Long-Term Liabilities

The following is a summary of changes in the governmental activities long-term liabilities for the fiscal year ended June 30, 2017:

	Balance July 1, 2016	Additions	Retirements	Balance June 30, 2017	Due Within One Year
Compensated absences	\$ 69,375	\$ 42,170	\$ (52,806)	\$ 58,739	\$ 26,403
Net pension liability	760,573	547,367		1,307,940	-
Capital lease	390,507		(57,484)	333,023	60,329
Total	<u>\$ 989,271</u>	<u>\$ 589,537</u>	<u>\$ (110,290)</u>	<u>\$ 1,699,702</u>	<u>\$ 86,732</u>

Governmental activities long-term debt obligations consisted of the following:

Compensated Absences

The District recognizes the accumulated unpaid employee vacation benefits as a liability and the long-term portion is recorded as compensated absences in the government-wide statement of net position. The current portion, if any, is also recorded in the fund financial statement in the general fund.

Capital Lease

The District purchased property adjacent to an existing park for \$800,000. A capital lease was obtained to finance the purchase. Fifteen annual payments in the amount of \$76,814, for both principal and interest, will commence on November 15, 2007 and end November 15, 2021 with a prepayment option beginning November 15, 2013. The annual interest rate on this lease is 4.95%.

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2017, are as follows:

Fiscal Year Ended June 30,	
2018	\$ 76,814
2019	76,814
2020	76,814
2021	76,814
2022	76,814
Total minimum lease payments	<u>384,070</u>
Less: Amount representing interest	<u>(51,047)</u>
Present value of minimum lease payments	<u>\$ 333,023</u>

ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2017

Note 5: Park Dedication Fund

The County maintains two funds for the benefit of the Orangevale Recreation and Park District. The corpus of the funds consist of in lieu fees paid by developers of subdivisions within the boundaries of the District. The use of these funds by the District is restricted for the purpose of providing park and recreation facilities to serve the population. The funds are collected by the County of Sacramento building department as part of the developer building fees and then transferred to a District funds established for developer fees. The Board of Directors is required by resolution to authorize transfer of the funds into the general fund of the District, to be spent on restricted projects benefiting the community. The activity of these funds is recorded in special revenue funds of the District.

Note 6: Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District together with other districts in the State carry California Association For Park And Recreation Insurance (CAPRI), a public entity risk pool currently operating as a common risk management and insurance program for member districts. The District pays an annual premium to CAPRI for its general insurance coverage. Furthermore the District carries workers compensation coverage with other districts in the State through CAPRI. Membership in the California Association of Recreation and Park Districts is required when applying for CAPRI.

The Agreement for Formation provides that CAPRI will be self-sustaining through member premiums. CAPRI reinsures through commercial companies for general and automobile liability excess claims and all risk property insurance, including boiler and machinery coverage, is subject to a \$2,000 deductible occurrence payable by the District. Financial statements for CAPRI are available at the District's office for fiscal year ending June 30, 2017. Settlements have not exceeded insurance coverage in any of the last three years.

Note 7: Lease Income

The District derives a portion of its revenue from the rental of real property based on a fixed lease amount. All leases of the District are treated as operating leases for accounting purposes. Lease terms are for a period of five years and can be terminated by lessor at any time and without cause by giving the District thirty days written notice of termination. Because these are cancelable leases we do not present the operating revenue over the term of the lease.

Note 8: Defined Benefit Pension Cost-Sharing Employer Plan

A. General Information about the Pension Plans

Plan Descriptions –The Orangevale Recreation and Park District contributes to the Sacramento County Employees' Retirement System (SCERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by SCERS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefits are established by the County Employees' Retirement Act of 1937, section 31540, et seq. of the California Government Code. SCERS issues a separate actuarial report that includes financial statements and required supplementary information at www.scers.org.

Benefits Provided – SCERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Contributions to the plan are made pursuant to Section 31584 of the County Employees Retirement Law of 1937. Active plan members in the District's defined pension plan are required to contribute between 4.674% and 8.02% of their bi-monthly covered salary for the first \$161 and 6.96% of their semi-monthly covered salary over \$161 for classic members. The District is required to contribute the actuarially determined remaining amounts

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2017**

Note 8: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the SCERS' Board of Administration. Under the actuarial funding method used by the System, investments are valued at fair value and all unrealized gains and losses are recognized over the next five years, therefore, contribution rates reflect the impact of market fluctuations on investments during the five-year period after they occur.

The Plans' provisions and benefits in effect at June 30, 2017, are summarized as follows:

	Miscellaneous	
	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-55	52 - 67
Benefits, as a % of eligible compensation	1.5% to 2%	1.0% to 2%
Required employee contribution rates	4.64% to 6.96%	8.02%
Required employer contribution rates	25.62%	22.02%

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2017, the contributions recognized as part of pension expense for each Plan were as follows:

Contributions-employer	\$	149,211
Contributions-employee (paid by employer)	\$	-

***B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources
Related to Pensions***

As of June 30, 2017, the District reported net pension liabilities for its proportionate shares of the net pension liability of the Plan as follows:

	Proportionate share of Net pension liability
Miscellaneous Plan	\$ 1,307,940

The District's net pension liability for each Plan is measured as the proportionate share of the net pension liability. For the June 30, 2017 reporting period, the net pension liability of each of the Plans is measured as of June 30, 2016, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2015 rolled forward to June 30, 2016 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2017

Note 8: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

The District's proportionate share of the net pension liability as of June 30, 2015 and 2016 was as follows:

Proportion - June 30, 2015	0.125%
Proportion - June 30, 2016	0.129%
Change - Increase (Decrease)	0.004%

For the year ended June 30, 2017, the District recognized pension expense of \$195,380. At June 30, 2017, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (79,861)
Changes in assumptions		(21,100)
Net difference between projected and actual earnings on pension plan investments	671,065	(192,303)
Changes in proportion and differences between District contributions and proportionate share of contributions	22,275	(18,691)
District contributions subsequent to the measurement date	149,211	
Total	\$ 842,551	\$ (311,955)

\$149,211 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Measurement Period

Ended June 30:

2018	\$	36,900
2019	\$	53,317
2020	\$	179,493
2021	\$	111,675
2022	\$	-
Thereafter	\$	-

Actuarial Assumptions – The total pension liabilities in the June 30, 2015 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	Miscellaneous
Measurement Date	June 30, 2015
Actuarial Cost Method	June 30, 2016
Actuarial Assumptions:	Entry-Age Normal Cost
Discount Rate	7.50%
Inflation	3.25%
Projected Salary Increase	4.50% to 11.50%
Investment Rate of Return	7.50%

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2017**

Note 8: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

Discount Rate – The discount rates used to measure the Total Pension Liability (TPL) were 7.50% and 7.50% as of June 30, 2015 and June 30, 2014, respectively. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate¹ and that employer contributions will be made at rates equal to the actuarially determined contribution rates. For this purpose, only employer contributions that are intended to fund benefits for current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs for future plan members and their beneficiaries, as well as projected contributions from future plan members, are not included. Based on those assumptions, the pension Plan’s Fiduciary Net Position was projected to be available to make all projected future benefit payments for current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the TPL as of both June 30, 2015 and June 30, 2014.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage, adding expected inflation and subtracting expected investment expenses and a risk margin. The target allocation (approved by the Board) and projected arithmetic real rates of return for each major asset class, after deducting inflation, but before deducting investment expenses, used in the derivation of the long-term expected investment rate of return assumption are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
U.S. Equities	22.50%	5.98%
International Equities	22.50%	7.23%
Fixed Income	20.00%	1.25%
Hedge Funds	10.00%	3.20%
Private Equities	10.00%	12.82%
Real Assets	15.00%	5.64%

(1) An expected inflation of 3.25% used for this period

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the District’s proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Discount Rate -1% (6.5%)</u>	<u>Current Discount Rate (7.50%)</u>	<u>Discount Rate +1% (8.50%)</u>
Misc Tier 3	\$ 2,223,500	\$ 1,307,940	\$ 549,618

ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2017

Note 9: Post Employment Health Care Benefits

On August 20, 2015 the District Board of Directors approved participating in the retiree health care program with Sacramento County for the 2015/16 fiscal year. The County retiree medical and dental premiums, contribution levels and eligibility and participation rules are reviewed and approved annually and at other times as needed. The District and all its retirees shall be subject to the same eligibility requirements and all other rules governing the County Retiree Health Insurance Program.

Plan Description The plan is a single-employer plan and it does not issue a publicly available report. The District participates in the County of Sacramento plan, which provides medical and dental insurance and subsidy/offset payments as authorized by the Board of Supervisors on an annual basis. The Board of Supervisors must approve the benefit annually or it is terminated.

All annuitants are eligible to enroll in a retiree medical and/or dental insurance plan in a given calendar year if (1) they began receiving a continuing retirement allowance from SCERS during the calendar year, or (2) they were enrolled in the annual plan previously approved by the County, or (3) they previously waived coverage but elected to enroll during the County authorized enrollment period with a coverage date effective January of the calendar year.

The amount of any medical subsidy/offset payments made available to eligible annuitants shall be calculated based upon the annuitants SCERS service credits.

Neither SCERS nor the County guarantees that a subsidy/offset payment will be made available to annuitants for the purchase of County-sponsored medical and/or dental insurance. Subsidy/offset payments are not a vested benefit of District employees or SCERS membership.

The amount of the subsidy/offset payment, if any, payable on account of enrollment in a County sponsored retiree medical and/or dental insurance plan is established within the sole discretion of the County Board of Supervisors. The amount of the subsidy/offset payments, the funding policy, the annual OPEB Cost and Net OPEB Obligation as well as the funding status and actuarial methods and assumptions can be found in the Sacramento County Comprehensive Annual Financial Report.

Note 10: ERAF Property Tax Shift

During the 2016-2017 fiscal year the County of Sacramento Department of Finance Auditor Controller Division shifted \$197,577 (estimated) property tax revenue from the Orangevale Recreation and Park District to the educational revenue augmentation fund (ERAF). The ERAF I property tax shift started during the 1992-1993 fiscal year to help solve the State budget crisis. The ERAF I shifts property tax revenues, designated for special districts, to community colleges and schools K-12. The accumulated total property tax revenues shifted from Orangevale Recreation and Park District from the 1992-1993 fiscal year through the 2016-2017 fiscal year was \$3,588,798.

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2017**

Note 11: Gann Limit

Total Subject Revenue 2016-17	\$ 2,022,705
Amount of limit for 2016-17	<u>3,143,866</u>
 Amount (under)/over limit	 <u>\$ (1,121,161)</u>

Under Article XIII B of the California Constitution (the Gann Spending Limitation Initiative), California governmental agencies are restricted as to the amount of annual appropriation from proceeds of taxes. Under Section 10.5 of Article XIII B the appropriations limit is required to be calculated based on the limit for the fiscal year 1986-87, adjusted for inflation and population factors as supplied by the State Department of Finance.

Note 12: Fund Balances – Governmental Funds

The District adopted a policy for GASB Statement No. 54, Fund Balance Reporting. GASB 54 establishes fund balance classifications that comprise a hierarchy based on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. While the classifications of fund balance in the District’s various governmental funds were revised, the implementation of this standard had no effect on total fund balance. Detailed information on governmental fund-type, fund balances are as follows:

	General Fund	Orangevale Landscape & Lighting District	Developer In-Lieu Fees	Park Development Fees	Kenneth Grove Assessment District
Restricted for:					
Developer Deposits	\$ -	\$ -	\$ 97,934	\$ 753,328	\$ -
Total restricted	<u>-</u>	<u>-</u>	<u>97,934</u>	<u>753,328</u>	<u>-</u>
Committed	-	-	-	-	-
Assigned for:					
Capital replacement - Swimming Pool	200,000	-	-	-	-
Capital Replacement - Community Center	150,000	-	-	-	-
Capital Replacement - Parking Lots & Pathways	50,000	-	-	-	-
Capital Replacement - Park Equipment	145,014	-	-	-	-
Maintenance	-	493,940	-	-	12,617
Next years budget	344,300	172,200	-	-	-
Total assigned	<u>889,314</u>	<u>666,140</u>	<u>-</u>	<u>-</u>	<u>12,617</u>
Unassigned	<u>227,606</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total fund balance	<u>\$ 1,116,920</u>	<u>\$ 666,140</u>	<u>\$ 97,934</u>	<u>\$ 753,328</u>	<u>\$ 12,617</u>

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2017**

Note 13: Commitments and Contingent Liabilities

Grants are subject to audit to determine compliance with their requirements. District officials believe that if any refunds are required, they would not have a significant effect on the financial condition or liquidity of the District.

In the normal course of business, the District is a defendant in various lawsuits. Defence of lawsuits are typically handled by the District's insurance carrier and losses, if any, are expected to be covered by insurance. The District is unaware of any pending litigation or other contingencies which would have a material effect on the financial condition or liquidity of the District.

As of June 30, 2017 the District had professional service agreements and had committed to a long-term copier operating lease.

ORANGEVALE RECREATION AND PARK DISTRICT

**REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues				
Property taxes	\$ 1,199,700	\$ 1,199,700	\$ 1,260,975	\$ 61,275
Intergovernmental revenues	15,000	15,000	13,794	(1,206)
Charges for current services	473,500	473,500	458,995	(14,505)
Use of money and property	132,600	132,600	146,504	13,904
Other revenues	3,000	3,000	10,717	7,717
Total Revenues	<u>1,823,800</u>	<u>1,823,800</u>	<u>1,890,985</u>	<u>67,185</u>
Expenditures				
Salaries and benefits	1,668,000	1,668,000	1,398,461	269,539
Services and supplies	500,600	500,600	367,432	133,168
Debt service	85,000	85,000	76,814	8,186
Capital outlay	560,000	720,000	541,250	178,750
Total Expenditures	<u>2,813,600</u>	<u>2,973,600</u>	<u>2,383,957</u>	<u>589,643</u>
Total revenues over (under) expenditures				
Before other financing sources (uses)	<u>(989,800)</u>	<u>(1,149,800)</u>	<u>(492,972)</u>	<u>(522,458)</u>
Other financing sources (uses)				
Operating transfers in	<u>560,000</u>	<u>720,000</u>	<u>335,000</u>	<u>(385,000)</u>
Total Other Financing Sources (Uses)	<u>560,000</u>	<u>720,000</u>	<u>335,000</u>	<u>(385,000)</u>
Net Change in Fund Balance *	<u>\$ (429,800)</u>	<u>\$ (429,800)</u>	<u>(157,972)</u>	<u>\$ 271,828</u>
Fund Balances, July 1, 2016			<u>1,274,892</u>	
Fund Balances, June 30, 2017			<u>\$ 1,116,920</u>	

* Budget was balanced using carryover fund balance.

ORANGEVALE RECREATION AND PARK DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
ORANGEVALE LANDSCAPE AND LIGHTING DISTRICT
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues				
Assessments	\$ 555,000	\$ 555,000	\$ 567,734	\$ 12,734
Use of money and property	2,000	2,000	4,988	2,988
Total Revenues	557,000	557,000	572,722	15,722
Expenditures				
Services and supplies	540,200	540,200	422,233	117,967
Capital outlay	138,000	188,000	26,699	161,301
Total Expenditures	678,200	728,200	448,932	279,268
Net Change in Fund Balance	\$ (121,200)	\$ (171,200)	123,790	\$ 294,990
Fund Balances, July 1, 2016			542,350	
Fund Balances, June 30, 2017			\$ 666,140	

ORANGEVALE RECREATION AND PARK DISTRICT

**REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF THE PLAN'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
JUNE 30, 2017**

<u>Reporting Date For Employer under GASB 68 as of June 30</u>	<u>District's proportion of the net pension liability (asset)</u>	<u>District's proportionate share of the net pension liability (asset)</u>	<u>District's covered-employee payroll</u>	<u>District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
6/30/2014	0.079%	\$1,117,117	\$575,000	194.28%	83.94%
6/30/2015	0.062%	\$476,789	\$611,000	78.03%	93.16%
6/30/2016	0.066%	\$760,573	\$592,000	128.48%	89.46%
6/30/2017	0.075%	\$1,307,940	\$593,000	220.56%	83.21%

* The amounts presented for each fiscal year were determined as of the fiscal year-end

The schedule is presented to illustrate the requirement to show information for 10 years. However, until 10-year trend is compiled, only information for those years for which is available.

ORANGEVALE RECREATION AND PARK DISTRICT

**REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF DISTRICT CONTRIBUTIONS
JUNE 30, 2017**

<u>Reporting Date For Employer under GASB 68 as of June 30</u>	<u>Contractually required contribution</u>	<u>Contributions in relation to the contractually required contribution</u>	<u>Contribution deficiency (excess)</u>	<u>District's covered employee payroll</u>	<u>Contribution as a percentage of covered employee payroll</u>
6/30/2014	\$162,000	(\$162,000)	\$0	\$575,000	28.17%
6/30/2015	\$172,000	(\$172,000)	\$0	\$611,000	28.15%
6/30/2016	\$180,000	(\$180,000)	\$0	\$592,000	30.41%
6/30/2017	\$180,000	(\$180,000)	\$0	\$593,000	30.35%

* The amounts presented for each fiscal year were determined as of the fiscal year-end

The schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, only information for those years for which information is available is presented.

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2017**

Note 1: Budgets and Budgetary Accounting:

As required by State law the District prepares and legally adopts a final operating budget. Public hearings were conducted on the proposed and final budget to review all appropriations and the sources of financing.

The budgets for the general fund and special revenue funds are adopted on the modified accrual basis of accounting.

At the object level, actual expenditures cannot exceed budgeted appropriations. Management can transfer budgeted amounts between expenditure accounts within an object without the approval of the Board of Directors. Significant amendments and appropriation transfers between objects or funds must be approved by the Board of Directors. Appropriations lapse at fiscal year-end.

The budgetary data presented in the accompanying financial statements includes all revisions approved by the Board of Directors.

LARRY BAIN, CPA

An Accounting Corporation

2148 Frascati Drive, El Dorado Hills, CA 95762 / 916.601-8894

lpbain@sbcglobal.net

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

Board of Directors
Orangevale Recreation and Park District
Orangevale, CA

We have audited the financial statements of the Orangevale Recreation and Park District as of and for the fiscal year ended June 30, 2017, and have issued our report thereon dated January 4, 2018. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Orangevale Recreation and Park District's (District) internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider findings 17-1 and 17-2 in the following schedule of findings to be significant deficiencies in the District's internal control.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal controls over financial reporting and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control. This report is an integral part of an audit performed in accordance with auditing standards generally accepted in the United States of America in considering the District's internal control over financial reporting and accordingly this report is not suitable for any other purpose.

This communication is intended solely for the information and use of the Board of Directors, management, the Sacramento County Auditor Controller's Office and the Controller's Office of the State of California and is not intended to be and should not be used by anyone other than these specified parties.



Larry Bain, CPA,
An Accounting Corporation
January 4, 2018

Significant Deficiencies not Deemed Material Weaknesses

Finding 17-1: We noted the District had a lack of segregation of duties, as one person is capable of handling all aspects of processing transactions from beginning to end. A lack of segregation of duties increases the risk of potential errors or irregularities; however, due to a limited number of personnel an adequate segregation of duties is not possible without incurring additional costs. We have also noted this comment in previous audits.

Recommendation: The District should attempt to segregate accounting functions to the greatest extent possible. The Board of Directors also plays a more vital oversight role in reviewing and authorizing accounting records such as cash disbursements, cash receipts, cash transfers, account write-offs, payroll and monthly bank reconciliations. The District could also consider hiring an outside consultant to review the current segregation of incompatible duties to determine the cost of correcting any weaknesses.

Finding 17-2: During our audit we noted unspent \$18,236 developer fees that were transferred from the developer fee fund to the general fund for the completed Pecan Park project. We noted the Board approved resolution 17-06-579 transferring \$175,000 from the developer in lieu fund, but the resolution did not specify what projects the funds were going to be used for.

Recommendation: We recommend the District review the activity for the Pecan Park funding and either reallocate those funds to another project or transfer back to the developer fee fund. We also recommend, when allocating funds from the developer fee and developer in lieu funds, specifying which project the funds are committed to.



February 8, 2018

Audit Response 2016/2017

Significant Deficiencies not Deemed Material Weaknesses

Finding 17-1: We noted the District had a lack of segregation of duties, as one person is capable of handling all aspects of processing transactions from beginning to end. A lack of segregation of duties increases the risk of potential errors or irregularities; however, due to a limited number of personnel an adequate segregation of duties is not possible without incurring additional costs. We have also noted this comment in previous audits.

Recommendation: The District should attempt to segregate accounting functions to the greatest extent possible. The Board of Directors also plays a more vital oversight role in reviewing and authorizing accounting records such as cash disbursements, cash receipts, cash transfers, account write-offs, payroll and monthly bank reconciliations. The District could also consider hiring an outside consultant to review the current segregation of incompatible duties to determine the cost of correcting any weaknesses.

Finding 17-1: Accounting functions are segregated as much as possible considering the number of staff members, and the size of the District. This finding will continue.

Finding 17-2 During our audit we noted unspent \$18,236 developer fees that were transferred from the developer fee fund to the general fund for the completed Pecan Park project. We also noted the Board approved Resolution 17.06.579 transferring \$175,000 from the developer in lieu fund, but the resolution did not specify what projects the funds were going to be used for.

Recommendation: We recommend the District review the activity for the Pecan Park funding and either reallocate those funds to another project or transfer back to the developer fee fund. We also recommend, when allocating funds from the developer fee and developer in lieu fee funds, specifying which project the funds are committed to.

6826 Hazel Avenue
Orangevale, CA 95662
916-988-4373
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Finding 17-2: The unspent balance remaining in the General Fund for the Pecan Dog Park was Board approved to carry over into the 2017/2018 Fiscal Year as the project was not yet completed. All of the \$18,236.47 will either be spent to complete the project, reallocated by the Board to another project, or returned to the In-Lieu and/or the Park Development Fee account.

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STAFF REPORT



DATE: 2-8-18

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: APPROVAL OF RESOLUTION 18-02-590 ESTABLISHING A SCHEDULE OF FEES FOR USE OF PARK AND RECREATIONAL FACILITIES, PROGRAMS, AND SERVICES

RECOMMENDATION

Approve Resolution 18-02-590 establishing a schedule of fees for the use of park and recreational facilities, programs, and services.

BACKGROUND

Staff is proposing modest fee increases effective upon approval as stated in the resolution and accompanying exhibit. Yearly increases in utility costs, chemicals and supplies, and the minimum wage increase are the primary factors.

RECOMMENDED MOTION

I move approval of Resolution 18-02-590 establishing a schedule of fees for the use of park and recreational facilities, programs, and services.



RESOLUTION # 18-02-590

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ORANGEVALE RECREATION AND PARK DISTRICT
ESTABLISHING A SCHEDULE OF FEES FOR USE OF PARK AND
RECREATIONAL FACILITIES, PROGRAMS AND SERVICES**

WHEREAS, Public Resources Code Section 5786.1 authorizes the Orangevale Recreation and Park District (the "District") to adopt rules and regulations for the use of the District's recreational facilities, programs and services; and

WHEREAS, the District has enacted Ordinance No. 11-09-002 adopting Chapter 9.36 of the Sacramento County Code entitled Park Regulations, the provisions of which are applicable to the facilities of the District as provided by Section 9.36.015; and

WHEREAS, Ordinance No. 11-09-002 adopting Chapter 9.36 of the Sacramento County Code, Section 9:36:042 provides that the District may adopt by resolution a schedule of fees for use of the District's recreational facilities, programs and services; and

WHEREAS, the District has determined that the user fees set forth in Exhibit A attached hereto and incorporated herein by this reference are reasonably to cover the costs of providing said recreational facilities, programs and services.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE ORANGEVALE RECREATION AND PARK DISTRICT AS FOLLOWS:

1. User fees for park and recreational facilities and services provided by the District shall be charged in the amounts set forth in Exhibit A attached hereto and incorporated herein by this reference;
2. Said user fees are reasonably necessary to recover the cost of providing the facilities and services. Examples of the types of facilities and services for which fees may be charged include, but are not limited to, the following: copies of public records; parking; reservation of buildings and other facilities for exclusive use; participation in organized athletic programs and other recreational programs.
3. Exhibit A shall be amended from time to time as determined by the Board of Directors if it is determined that the user fees set forth are not in an amount reasonably necessary to recover the cost of providing the facilities and services.
4. This Resolution shall take effect upon its adoption.

ON A MOTION by Director _____, seconded by Director _____, the foregoing Resolution was passed and adopted by the Board of Directors of the Orangevale Recreation and Park District this 8th day of February, 2018 by the following vote to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED: _____
Chair, Board of Directors

ATTEST: _____
Clerk of the Board

6826 Hazel Avenue
Orangevale, CA 95662
916-988-4373
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**Orangevale Recreation and Park District
2017-2018 Fee Schedule
Exhibit A**

BUILDING/ROOM RENTAL FEES

			Classification		
			Standard	Civic/Non Profit	Civic/Non Profit Youth Serving
Orangevale Community Center 6826 Hazel Ave			<i>per hour unless noted</i>		
Min Rental	Rental				
Auditorium (AUD) Mon-Thurs	4 hr	Rate	\$138	\$117	\$110
		Resident Rate	\$110	\$93	\$88
Kitchen Use with Auditorium	Concurrent	Rate (Flat)	\$132	\$132	\$132
Auditorium - Sporting Event M-Th (no set-up & no food)	2 hr	Rate	\$68	\$58	\$55
		Resident Rate	\$54	\$46	\$43
Auditorium (AUD) Friday-Sunday	4 hr	Rate	\$165	\$140	\$132
		Resident Rate	\$132	\$112	\$106
Kitchen Use with Auditorium	Concurrent	Rate (Flat)	\$132	\$132	\$132
Auditorium - Sporting Event Fri-Sun (no set-up & no food)	2 hr	Rate	\$83	\$70	\$66
		Resident Rate	\$66	\$56	\$53

Meeting Room (MR) Mon-Thur	2 hr	Rate	\$75	\$63	\$60
		Resident Rate	\$59	\$50	\$48
Meeting Room (MR) Fri-Sun	4 hr	Rate	\$97	\$82	\$77
		Resident Rate	\$81	\$69	\$65
Kitchen Use with Meet Rm	Concurrent	Rate (Flat)	\$132	\$132	\$132
Meeting Room w/Aud rental (if 4 hrs or less & no food service)	Concurrent w/Aud	Rate (Flat)	\$147	\$125	\$118
		Resident Rate	\$119	\$101	\$95
Meeting Room w/Aud rental (if over 4 hrs OR food service)	Concurrent w/Aud	Rate (Flat)	\$296	\$251	\$237
		Resident Rate	\$238	\$201	\$190

Classroom (CR)	2 hr	Rate (Hourly)	\$33	\$33	\$33
Classroom w/Aud or MR rental (no set-up & no food served)	Concurrent w/rental	Rate (Flat)	\$33	\$33	\$33
Classroom w/Aud or MR rental (with food served in room)	Concurrent w/rental	Rate (Flat)	\$66	\$66	\$66
Classroom Mon - Thur Only	1 hr	Rate	n/a	n/a	Free w/service project

**Orangevale Activity Building
6818 Hazel Ave**

Activity Building (AB) Mon-Thur	2 hr	Rate	\$75	\$63	\$60
		Resident Rate	\$59	\$50	\$48
Activity Building (AB) Fri-Sun	4 hr	Rate	\$97	\$82	\$77
		Resident Rate	\$81	\$69	\$65

**Youth Center
6745 Hazel Ave**

Youth Center (YC) Mon-Thur	2 hr	Rate	\$45	\$38	\$36
		Resident Rate	\$35	\$30	\$28
Youth Center (YC) Fri-Sun	4 hr	Rate	\$45	\$38	\$36
		Resident Rate	\$35	\$30	\$28
Kitchen Use	Concurrent	Rate	Included	Included	Included

**Orangevale Recreation Park District
2017-2018 Fee Schedule**

PICNIC/OUTDOOR FACILITY RENTAL FEES

		Classification			
		Standard	Civic/Non Profit Youth Serving	Public Education	
Orangevale Community Park 7301 Filbert		Rental Period	Rental	Daily Rate	
Family Picnic Shelter (FPS) (Covered pad, 4 tables, BBQ)	Day	Rate	\$79	n/a	M-F School Yr no charge
		Resident Rate	\$66	n/a	
Group Picnic Shelter (GPS) (Covered pad, 12 tables, BBQ)	Day	Rate	\$238	n/a	M-F School Yr no charge
		Resident Rate	\$198	n/a	

Pavilion (PAV) (Covered pad, Band Stand, Dance Area, BBQ - 6 tables)	Day	Rate	\$158	n/a	n/a
		Resident Rate	\$132	n/a	n/a

Horse Arena Use of Arena, Warm-up, Stands, Ann. Booth. No services/no prep.	Day	Rate	\$238	\$198	n/a
		Resident Rate	\$198	\$165	n/a

Stone Ampitheater Staging and seating. No electricity or water available.	Day	Rate	\$79	no charge	no charge
		Resident Rate	\$66	no charge	no charge

Almond Park - 5901 Almond		Rental Period	Rental	Daily Rate	
Family Picnic Shelter (FPS) (Covered pad, 4 tables, BBQ)	Day	Rate	\$79	n/a	M-F School Yr no charge
		Resident Rate	\$66	n/a	
Sand Volleyball Courts (2 Courts Available)	Day	Rate	No Charge	n/a	n/a
		Resident Rate	No Charge	n/a	
Tennis Courts (2 Courts Available)	2 Hours	Rate	\$13	n/a	n/a
		Resident Rate	\$11	n/a	

Pecan Park - 5945 Pecan		Rental Period	Rental	Daily Rate	
Pickleball Courts (2 Courts Available)	2 hours	Rate	\$13	n/a	n/a
		Resident Rate	\$11	n/a	
Tennis Court (1 Court Available)	2 hours	Rate	\$13	n/a	n/a
		Resident Rate	\$11	n/a	

Palisades Park - 9601 Lake Natoma		Rental Period	Rental	Daily Rate	
Tennis Courts (2 Courts Available)	2 hours	Rate	\$13	n/a	n/a
		Resident Rate	\$11	n/a	

**Orangevale Recreation Park District
2017-2018 Fee Schedule**

ATHLETIC FIELD RENTAL FEES

**Orangevale Community Center Park
6826 Hazel**

	Rental Period	Rental	Classification	
			Standard	Local Youth Sports Organization
Softball Field (SBFN or SBFS) No prep	Hourly	Rate	\$17	n/a
		Resident Rate	\$13	\$13
Softball Field (SBFN or SBFS) No prep	Day (8am-8pm)	Rate	\$132	n/a
		Resident Rate	\$99	\$99
Soccer Field (SF) No prep	Hourly	Rate	\$17	n/a
		Resident Rate	\$13	\$13
Soccer Field (SF) No prep	Day (8am-8pm)	Rate	\$132	n/a
		Resident Rate	\$99	\$99

**Orangevale Community Park
6826 Hazel**

Soccer Field (SF) No prep	Hourly	Rate	\$13	No rental fee Maint fee applies
Soccer Field (SF) No prep	Day (8am-8pm)	Rate	\$112	No rental fee Maint fee applies

**Orangevale Youth Center Park
6826 Hazel**

Baseball Field (SF) No prep	Hourly	Rate	\$13	No rental fee Maint fee applies
Baseball Field (SF) No prep	Monthly	Rate	n/a	No rental fee Maint fee applies

All Other District Parks

	Rental Period	Rental	Standard	Local Youth Sports Organizations
Athletic Fields No prep	Hourly	Rate	13	No rental fee Maint fee applies

San Juan Schools w/Joint Use Agreements

	Rental Period	Rental	Standard	Local Youth Sports Organizations
Athletic Fields No prep	Hourly	Rate	n/a	No rental fee Maint fee applies

**Orangevale Recreation Park District
2017-2018 Fee Schedule**

SWIMMING POOL RENTAL FEES

**Orangevale Community Pool
6826 Hazel Ave**

			Classification		
			Standard	Civic/Non Profit & C/NP Youth Serving	Public Education
Exclusive Use Pool Party	Rental Period	Rental	Use Rate		
Up to 100 guests <i>(includes lifeguards)</i>	2 hr	Rate	\$335	\$300	\$255
		Resident Rate	\$300	\$285	
Up to 100 guests <i>(includes lifeguards)</i>	3 hr	Rate	\$470	\$425	\$350
		Resident Rate	\$425	\$400	
101 to 300 guests <i>(includes lifeguards)</i>	2 hr	Rate	\$420	\$390	\$340
		Resident Rate	\$390	\$370	
101 to 300 guests <i>(includes lifeguards)</i>	3 hr	Rate	\$590	\$540	\$470
		Resident Rate	\$540	\$520	
Pool Party Place (during Public Swim)	Rental Period	Rental	Use Rate		
2 tables reserved w/ 8 per table & 10 youth admission & 1 adult	2 hr	Rate	\$75	\$75	\$75
Pool Rental - Special Use	Min Rental Period	Rental	Rate		
Pool	4 hr	Rate	\$80/hour		
Lifeguard			\$16/hour/lifeguard		
Utilities			actual cost for out of season use		

**Orangevale Recreation Park District
2017-2018 Fee Schedule**

SPECIAL EVENT FACILITY RENTAL FEES

		Classification			
		Standard	Civic/Non Profit Youth Serving	Public Education	
	Rental Period	Rental	Daily Rate		
Horse Arena Use of Arena, Warm-up, Stands, Ann. Booth. No services/no prep.	Day	Rate	\$238	\$198	n/a
		Resident Rate	\$198	\$165	n/a
Disc Golf Course Exclusive Course Rental	Day	Rate	\$198	n/a	n/a
		Resident Rate	\$198	n/a	n/a
Non-exclusive or fundraising tournaments for course improvements.	Day	Rate	\$0	n/a	n/a
Special Event Rental Guidelines The District Board of Directors has given the District Administrator or designee authorization to negotiate rates different from these guidelines based on the type of event, impact to the park, and requested services.	Day	0-50	\$165	\$138	\$138
		51-200	\$330	\$275	\$275
		201-500	\$605	\$495	\$495
		Over 500	\$990	\$825	\$825

**Orangevale Recreation Park District
2017-2018 Fee Schedule**

SERVICE FEES

Staffing Charges - District	Minimum Hours	Billable Hourly Rate
Facility Host	2	\$20
Lifeguard	2	\$16
Custodian/Maintenance Worker	2	\$35
Overtime	-	1.5 x the listed rate

Security - Contracted

Security Guard	4	\$35/hr per guard
Park Police	2	\$60/hr per officer

Field and Maintenance Services

Softball Field Water, Drag, & Line	-	\$60/per field
Field Striping	-	\$70/per field
Arena Rototill	-	\$60/per

Field Maintenance Offset Fee	Rental Period	Local Youth Sport Organizations
Athletic Fields	monthly	\$100/per field

Utility Services

Electricity - Indoor	Special Use/Event	\$15/outlet
Electricity - Outdoor	Special Use/Event	\$100/day
Electricity - Outdoor	OVCP Pavilion	\$50/day
Bin for Trash	Special Use/Event	direct cost
Water Access	Special Use/Event	negotiated

Additional Charges	Standard	Civic Non Profit Public Education Local Youth Sports Local Government
Copy Fee	\$0.25/page	\$0.25/page
Electronic Reader Board Message	\$40 per message	\$20 per Message
Outdoor Alcohol Permit	\$50	-
Room Set-up/Clean-up Fee	n/a	\$50
Insurance - Contracted	per yearly agreement w/company + \$20 processing fee	per yearly agreement w/company + \$20 processing fee

**Orangevale Recreation Park District
2017-2018 Fee Schedule**

RENTAL DEPOSIT FEES

Indoor Facilities

Facility	Type of Deposit	# of Guests	No Alcohol	w/Alcohol	Youth Orient w/Alcohol
Orangevale Community Ctr Entire Building	Cleaning/Damage	<i>room capacity</i>	\$600	\$700	\$900
Orangevale Community Ctr Auditorium	Cleaning/Damage	<i>room capacity</i>	\$300	\$400	\$500
Orangevale Community Ctr Meeting Room	Cleaning/Damage	<i>room capacity</i>	\$200	\$300	\$400
Orangevale Community Ctr Classroom	Cleaning/Damage	<i>room capacity</i>	\$100	n/a	n/a
Activity Building	Cleaning/Damage	<i>room capacity</i>	\$200	\$300	\$400
Orangevale Youth Ctr	Cleaning/Damage	<i>room capacity</i>	\$200	\$300	\$400

Outdoor Facilities

Facility	Type of Deposit	# of Guests	No Alcohol	w/Alcohol
Orangevale Community Park Amphitheater	Cleaning/Damage	<i>facility capacity</i>	\$100	\$200
All District Parks	Special Use/Event	<i>per contract</i>	\$500	\$500

District Equipment

Type of Equipment	Type of Deposit	Fee
Softball Bases	Damage/Security	\$50/set
AV Equipment	Damage/Security	\$100
Misc Equipment	Damage/Security	\$100
Flat Screen TV w/ DVD or Projector	Rental Fee	\$30
16 Foot Screen Rental	Rental Fee	\$30
Portable Speaker w/ Mic	Rental Fee	\$20
Coffee Pot	Rental Fee	\$10
Coffee Pot w/ Coffee	Rental Fee	\$20

**Orangevale Recreation and Park District
2017-2018 Fee Schedule
Exhibit A**

BUILDING/ROOM RENTAL FEES

Orangevale Community Center 6826 Hazel Ave	Min Rental	Rental	Classification		
			Standard	Civic/Non Profit	Civic/Non Profit Youth Serving
			<i>per hour unless noted</i>		
Auditorium (AUD) Mon-Thurs	4 hr	Rate	\$125 / \$138	\$106 / \$117	\$100 / \$110
		Resident Rate	\$100 / \$110	\$85 / \$93	\$80 / \$88
Kitchen Use with Auditorium	<i>Concurrent</i>	Rate (Flat)	\$120 / \$132	\$120 / \$132	\$120 / \$132
Auditorium - Sporting Event M-Th (no set-up & no food)	2 hr	Rate	\$62 / \$68	\$53 / \$58	\$50 / \$55
		Resident Rate	\$49 / \$54	\$42 / \$46	\$39 / \$43
Auditorium (AUD) Friday-Sunday	4 hr	Rate	\$150 / \$165	\$128 / \$140	\$120 / \$132
		Resident Rate	\$120 / \$132	\$102 / \$112	\$96 / \$106
Kitchen Use with Auditorium	<i>Concurrent</i>	Rate (Flat)	\$120 / \$132	\$120 / \$132	\$120 / \$132
Auditorium - Sporting Event Fri-Sun (no set-up & no food)	2 hr	Rate	\$75 / \$83	\$64 / \$70	\$60 / \$66
		Resident Rate	\$60 / \$66	\$51 / \$56	\$48 / \$53

Meeting Room (MR) Mon-Thur	2 hr	Rate	\$68 / \$75	\$58 / \$63	\$54 / \$60
		Resident Rate	\$54 / \$59	\$46 / \$50	\$43 / \$48
Meeting Room (MR) Fri-Sun	4 hr	Rate	\$88 / \$97	\$78 / \$82	\$74 / \$77
		Resident Rate	\$74 / \$81	\$66 / \$69	\$63 / \$65
Kitchen Use with Meet Rm	<i>Concurrent</i>	Rate	\$120 / \$132	\$120 / \$132	\$120 / \$132
Meeting Room w/Aud rental (if 4 hrs or less & no food service)	<i>Concurrent w/Aud</i>	Rate (Flat)	\$134 / \$147	\$114 / \$125	\$108 / \$118
		Resident Rate	\$108 / \$119	\$92 / \$101	\$86 / \$95
Meeting Room w/Aud rental (if over 4 hrs OR food service)	<i>Concurrent w/Aud</i>	Rate (Flat)	\$269 / \$296	\$228 / \$251	\$215 / \$237
		Resident Rate	\$216 / \$238	\$184 / \$201	\$173 / \$190

Classroom (CR)	2 hr	Rate (Hourly)	\$30 / \$33	\$30 / \$33	\$30 / \$33
Classroom w/Aud or MR rental (no set-up & no food served)	<i>Concurrent w/rental</i>	Rate (Flat)	\$30 / \$33	\$30 / \$33	\$30 / \$33
Classroom w/Aud or MR rental (with food served in room)	<i>Concurrent w/rental</i>	Rate (Flat)	\$60 / \$66	\$60 / \$66	\$60 / \$66
Classroom Mon - Thur Only	1 hr	Rate	n/a	n/a	Free w/service project

**Orangevale Activity Building
6818 Hazel Ave**

Activity Building (AB) Mon-Thur	2 hr	Rate	\$68 / \$75	\$58 / \$63	\$54 / \$60
		Resident Rate	\$54 / \$59	\$46 / \$50	\$43 / \$48
Activity Building (AB) Fri-Sun	4 hr	Rate	\$88 / \$97	\$78 / \$82	\$74 / \$77
		Resident Rate	\$74 / \$81	\$66 / \$69	\$63 / \$65

**Youth Center
6745 Hazel Ave**

Youth Center (YC) Mon-Thur	2 hr	Rate	\$41 / \$45	\$35 / \$38	\$33 / \$36
		Resident Rate	\$32 / \$35	\$27 / \$30	\$26 / \$28
Youth Center (YC) Fri-Sun	4 hr	Rate	\$41 / \$45	\$35 / \$38	\$33 / \$36
		Resident Rate	\$32 / \$35	\$27 / \$30	\$26 / \$28
Kitchen Use	<i>Concurrent</i>	Rate	Included	Included	Included

**Orangevale Recreation Park District
2017-2018 Fee Schedule**

PICNIC/OUTDOOR FACILITY RENTAL FEES

		Classification			
		Standard	Civic/Non Profit Youth Serving	Public Education	
Orangevale Community Park 7301 Filbert		Rental Period	Rental	Daily Rate	
Family Picnic Shelter (FPS) (Covered pad, 4 tables, BBQ)	Day	Rate	\$72 / \$79	n/a	M-F School Yr no charge
		Resident Rate	\$60 / \$66	n/a	
Group Picnic Shelter (GPS) (Covered pad, 12 tables, BBQ)	Day	Rate	\$216 / \$238	n/a	M-F School Yr no charge
		Resident Rate	\$180 / \$198	n/a	
Pavilion (PAV) (Covered pad, Band Stand, Dance Area, BBQ - 6 tables)	Day	Rate	\$144 / \$158	n/a	n/a
		Resident Rate	\$120 / \$132	n/a	n/a
Horse Arena Use of Arena, Warm-up, Stands, Ann. Booth. No services/no prep.	Day	Rate	\$216 / \$238	\$180 / \$198	n/a
		Resident Rate	\$180 / \$198	\$150 / \$165	n/a
Stone Ampitheater Staging and seating. No electricity or water available.	Day	Rate	\$72 / \$79	no charge	no charge
		Resident Rate	\$60 / \$66	no charge	no charge
Almond Park - 5901 Almond		Rental Period	Rental	Daily Rate	
Family Picnic Shelter (FPS) (Covered pad, 4 tables, BBQ)	Day	Rate	\$72 / \$79	n/a	M-F School Yr no charge
		Resident Rate	\$60 / \$66	n/a	
Sand Volleyball Courts (2 Courts Available)	Day	Rate	No Charge	n/a	n/a
		Resident Rate	No Charge	n/a	
Tennis Courts (2 Courts Available)	2 Hours	Rate	\$12 / \$13	n/a	n/a
		Resident Rate	\$10 / \$11	n/a	
Pecan Park - 5945 Pecan		Rental Period	Rental	Daily Rate	
Pickleball Courts (2 Courts Available)	2 hours	Rate	\$12 / \$13	n/a	n/a
		Resident Rate	\$10 / \$11	n/a	
Tennis Court (1 Court Available)	2 hours	Rate	\$12 / \$13	n/a	n/a
		Resident Rate	\$10 / \$11	n/a	
Palisades Park - 9601 Lake Natoma		Rental Period	Rental	Daily Rate	
Tennis Courts (2 Courts Available)	2 hours	Rate	\$12 / \$13	n/a	n/a
		Resident Rate	\$10 / \$11	n/a	

**Orangevale Recreation Park District
2017-2018 Fee Schedule**

ATHLETIC FIELD RENTAL FEES

**Orangevale Community Center Park
6826 Hazel**

	Rental Period	Rental	Classification	
			Standard	Local Youth Sports Organization
Softball Field (SBFN or SBFS) No prep	Hourly	Rate	\$15 / \$17	n/a
		Resident Rate	\$12 / \$13	\$12 / \$13
Softball Field (SBFN or SBFS) No prep	Day (8am-8pm)	Rate	\$120 / \$132	n/a
		Resident Rate	\$90 / \$99	\$90 / \$99
Soccer Field (SF) No prep	Hourly	Rate	\$15 / \$17	n/a
		Resident Rate	\$12 / \$13	\$12 / \$13
Soccer Field (SF) No prep	Day (8am-8pm)	Rate	\$120 / \$132	n/a
		Resident Rate	\$90 / \$99	\$90 / \$99

**Orangevale Community Park
6826 Hazel**

Soccer Field (SF) No prep	Hourly	Rate	\$12 / \$13	No rental fee Maint fee applies
Soccer Field (SF) No prep	Day (8am-8pm)	Rate	\$102 / \$112	No rental fee Maint fee applies

**Orangevale Youth Center Park
6826 Hazel**

Baseball Field (SF) No prep	Hourly	Rate	\$12 / \$13	No rental fee Maint fee applies
Baseball Field (SF) No prep	Monthly	Rate	n/a	No rental fee Maint fee applies

All Other District Parks

	Rental Period	Rental	Standard	Local Youth Sports Organizations
Athletic Fields No prep	Hourly	Rate	\$12 / \$13	No rental fee Maint fee applies

San Juan Schools w/Joint Use Agreements

	Rental Period	Rental	Standard	Local Youth Sports Organizations
Athletic Fields No prep	Hourly	Rate	n/a	No rental fee Maint fee applies

**Orangevale Recreation Park District
2017-2018 Fee Schedule**

SWIMMING POOL RENTAL FEES

**Orangevale Community Pool
6826 Hazel Ave**

			Classification		
			Standard	Civic/Non Profit & C/NP Youth Serving	Public Education
Exclusive Use Pool Party	Rental Period	Rental	Use Rate		
Up to 100 guests <i>(includes lifeguards)</i>	2 hr	Rate	\$325 / \$335	\$292 / \$300	\$242 / \$255
		Resident Rate	\$292 / \$300	\$275 / \$285	
Up to 100 guests <i>(includes lifeguards)</i>	3 hr	Rate	\$462 / \$470	\$413 / \$425	\$330 / \$350
		Resident Rate	\$413 / \$425	\$385 / \$400	
101 to 300 guests <i>(includes lifeguards)</i>	2 hr	Rate	\$413 / \$420	\$363 / \$390	\$308 / \$340
		Resident Rate	\$363 / \$390	\$347 / \$370	
101 to 300 guests <i>(includes lifeguards)</i>	3 hr	Rate	\$561 / \$590	\$506 / \$540	\$429 / \$470
		Resident Rate	\$506 / \$540	\$484 / \$520	
Pool Party Place (during Public Swim)	Rental Period	Rental	Use Rate		
2 tables reserved w/ 8 per table & 10 youth admission & 1 adult	2 hr	Rate	\$75	\$75	\$75
Pool Rental - Special Use	Min Rental Period	Rental	Rate		
Pool	4 hr	Rate	\$80/hour		
Lifeguard			\$15 / \$16/hour/lifeguard		
Utilities			actual cost for out of season use		

**Orangevale Recreation Park District
2017-2018 Fee Schedule**

SPECIAL EVENT FACILITY RENTAL FEES

		Classification			
		Standard	Civic/Non Profit Youth Serving	Public Education	
		Rental Period	Rental	Daily Rate	
Horse Arena Use of Arena, Warm-up, Stands, Ann. Booth. No services/no prep.	Day	Rate	\$ 216 / \$238	\$180 / \$198	n/a
		Resident Rate	\$180 / \$198	\$150 / \$165	n/a
Disc Golf Course Exclusive Course Rental	Day	Rate	\$180 / \$198	n/a	n/a
		Resident Rate	\$180 / \$198	n/a	n/a
Non-exclusive or fundraising tournaments for course improvements.	Day	Rate	\$0	n/a	n/a
Special Event Rental Guidelines The District Board of Directors has given the District Administrator or designee authorization to negotiate rates different from these guidelines based on the type of event, impact to the park, and requested services.	Day	0-50	\$150 / \$165	\$125 / \$138	\$125 / \$138
		51-200	\$300 / \$330	\$250 / \$275	\$250 / \$275
		201-500	\$550 / \$605	\$450 / \$495	\$450 / \$495
		Over 500	\$900 / \$990	\$750 / \$825	\$750 / \$825

**Orangevale Recreation Park District
2017-2018 Fee Schedule**

SERVICE FEES

Staffing Charges - District	Minimum Hours	Billable Hourly Rate
Facility Host	2	\$20
Lifeguard	2	\$16
Custodian/Maintenance Worker	2	\$35
Overtime	-	1.5 x the listed rate

Security - Contracted

Security Guard	4	\$35/hr per guard
Park Police	2	\$60/hr per officer

Field and Maintenance Services

Softball Field Water, Drag, & Line	-	\$60/per field
Field Striping	-	\$70/per field
Arena Rototill	-	\$60/per

Field Maintenance Offset Fee	Rental Period	Local Youth Sport Organizations
Athletic Fields	monthly	\$100/per field

Utility Services

Electricity - Indoor	Special Use/Event	\$15/outlet
Electricity - Outdoor	Special Use/Event	\$100/day
Electricity - Outdoor	OVCP Pavilion	\$50/day
Bin for Trash	Special Use/Event	direct cost
Water Access	Special Use/Event	negotiated

Additional Charges	Standard	Civic Non Profit Public Education Local Youth Sports Local Government
Copy Fee	\$0.25/page	\$0.25/page
Electronic Reader Board Message	\$40 per message	\$20 per Message
Outdoor Alcohol Permit	\$50	-
Room Set-up/Clean-up Fee	n/a	\$50
Insurance - Contracted	per yearly agreement w/company + \$20 processing fee	per yearly agreement w/company + \$20 processing fee

**Orangevale Recreation Park District
2017-2018 Fee Schedule**

RENTAL DEPOSIT FEES

Indoor Facilities

Facility	Type of Deposit	# of Guests	No Alcohol	w/Alcohol	Youth Orient w/Alcohol
Orangevale Community Ctr Entire Building	Cleaning/Damage	<i>room capacity</i>	\$600	\$700	\$900
Orangevale Community Ctr Auditorium	Cleaning/Damage	<i>room capacity</i>	\$300	\$400	\$500
Orangevale Community Ctr Meeting Room	Cleaning/Damage	<i>room capacity</i>	\$200	\$300	\$400
Orangevale Community Ctr Classroom	Cleaning/Damage	<i>room capacity</i>	\$100	n/a	n/a
Activity Building	Cleaning/Damage	<i>room capacity</i>	\$200	\$300	\$400
Orangevale Youth Ctr	Cleaning/Damage	<i>room capacity</i>	\$200	\$300	\$400

Outdoor Facilities

Facility	Type of Deposit	# of Guests	No Alcohol	w/Alcohol
Orangevale Community Park Amphitheater	Cleaning/Damage	<i>facility capacity</i>	\$100	\$200
All District Parks	Special Use/Event	<i>per contract</i>	\$500	\$500

District Equipment

Type of Equipment	Type of Deposit	Fee
Softball Bases	Damage/Security	\$50/set
AV Equipment	Damage/Security	\$100
Misc Equipment	Damage/Security	\$100
Flat Screen TV w/ DVD or Projector	Rental Fee	\$30
16 Foot Screen Rental	Rental Fee	\$30
Portable Speaker w/ Mic	Rental Fee	\$20
Coffee Pot	Rental Fee	\$10
Coffee Pot w/ Coffee	Rental Fee	\$20

STAFF REPORT



DATE: 2-8-18

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: **ACCEPTANCE OF THE COUNTY OF SACRAMENTO 2018
INVESTMENT POLICY FOR THE POOLED INVESTMENT FUND**

RECOMMENDATION

Accept and file the County of Sacramento 2018 Investment Policy for the Pooled Investment Fund.

BACKGROUND

Each year the County of Sacramento publishes their Investment Policy for the Pooled Investment Fund. These are the policies by which the pooled County assets are invested, which include the Orangevale Recreation & Park District funds.

Government Code section 53646(a)(1,2) states as follows: (1) In the case of county government, the treasurer may annually render to the board of supervisors and any oversight committee a statement of investment policy, which the board shall review and approve at a public meeting. Any change in the policy shall also be reviewed and approved by the board at a public meeting. (2) In the case of any other local agency, the treasurer or chief fiscal officer of the local agency may annually render to the legislative body of that local agency and any oversight committee of that local agency a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting. Any change in the policy shall also be considered by the legislative body of the local agency at a public meeting.

The District is hereby considering the County Investment Policy as the policy guiding the investment of District funds.

RECOMMENDED MOTION

I move that we accept and file the County of Sacramento 2018 Investment Policy for the Pooled Investment Fund.



SACRAMENTO COUNTY

Annual Investment Policy of the Pooled Investment Fund

CALENDAR YEAR 2018

December 5, 2017
Resolution No. 2017-0805

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SACRAMENTO COUNTY

**Annual Investment Policy
of the Pooled Investment Fund**

CALENDAR YEAR 2018

I. Authority

Under the Sacramento County Charter, the Board of Supervisors established the position of Director of Finance and by ordinance will annually review and renew the Director of Finance's authority to invest and reinvest all the funds in the County Treasury.

II. Policy Statement

This Investment Policy (Policy) establishes cash management and investment guidelines for the Director of Finance, who is responsible for the stewardship of the Sacramento County Pooled Investment Fund. Each transaction and the entire portfolio must comply with California Government Code and this Policy. All portfolio activities will be judged by the standards of the Policy and its investment objectives. Activities that violate its spirit and intent will be considered contrary to the Policy.

III. Standard of Care

The Director of Finance is the Trustee of the Pooled Investment Fund and therefore, a fiduciary subject to the prudent investor standard. The Director of Finance, employees involved in the investment process, and members of the Sacramento County Treasury Oversight Committee (Oversight Committee) shall refrain from all personal business activities that could conflict with the management of the investment program. All individuals involved will be required to report all gifts and income in accordance with California state law. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the Director of Finance shall act with care, skill, prudence, and diligence to meet the aims of the investment objectives listed in Section IV, Investment Objectives.

IV. Investment Objectives

The Pooled Investment Fund shall be prudently invested in order to earn a reasonable return, while awaiting application for governmental purposes. The specific objectives for the Pooled Investment Fund are ranked in order of importance.

A. Safety of Principal

The preservation of principal is the primary objective. Each transaction shall seek to ensure that capital losses are avoided, whether they be from securities default or erosion of market value.

B. Liquidity

As a second objective, the Pooled Investment Fund should remain sufficiently flexible to enable the Director of Finance to meet all operating requirements that may be reasonably anticipated in any depositor's fund.

C. Public Trust

In managing the Pooled Investment Fund, the Director of Finance and the authorized investment traders should avoid any transactions that might impair public confidence in Sacramento County and the participating local agencies. Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived.

D. Maximum Rate of Return

As the fourth objective, the Pooled Investment Fund should be designed to attain a market average rate of return through budgetary and economic cycles, consistent with the risk limitations, prudent investment principles and cash flow characteristics identified herein. For comparative purposes, the State of California Local Agency Investment Fund (LAIF) will be used as a performance benchmark. The Pooled Investment Fund quarterly performance benchmark target has been set at or above LAIF's yield. This benchmark was chosen because LAIF's portfolio structure is similar to the Pooled Investment Fund.

V. Pooled Investment Fund Investors

The Pooled Investment Fund investors are comprised of Sacramento County, school and community college districts, districts directed by the Board of Supervisors, and independent special districts whose treasurer is the Director of Finance. Any local agencies not included in this category are subject to California Government Code section 53684 and are referred to as outside investors.

VI. Implementation

In order to provide direction to those responsible for management of the Pooled Investment Fund, the Director of Finance has established this Policy and will provide it to the Oversight Committee and render it to legislative bodies of local agencies that participate in the Pooled Investment Fund. In accordance with California Government Code section 53646, et seq., the Board of Supervisors shall review and approve this Policy annually.

This Policy provides a detailed description of investment parameters used to implement the investment process and includes the following: investable funds; authorized instruments; prohibited investments; credit requirements; maximum maturities and concentrations; repurchase agreements; Community Reinvestment Act Program; criteria and qualifications of broker/dealers and direct issuers; investment guidelines, management style and strategy; Approved Lists; and calculation of yield and costs.

VII. Internal Controls

The Director of Finance shall establish internal controls to provide reasonable assurance that the investment objectives are met and to ensure that the assets are protected from loss, theft, or misuse. To assist in implementation and internal controls, the Director of Finance has established an Investment Group and a Review Group.

The Investment Group, which is comprised of the Director of Finance and his/her designees, is responsible for maintenance of the investment guidelines and Approved Lists. These guidelines and lists can be altered daily, if needed, to adjust to the ever-changing financial markets. The guidelines can be more conservative or match the policy language. In no case can the guidelines override the Policy.

The Review Group, which is comprised of the Director of Finance and his/her designees, is responsible for the monthly review and appraisal of all the investments purchased by the Director of Finance and staff. This review includes bond proceeds, which are invested separately from the Pooled Investment Fund and are not governed by this Policy.

The Director of Finance shall establish a process for daily, monthly, quarterly, and annual review and monitoring of the Pooled Investment Fund activity. The following articles, in order of supremacy, govern the Pooled Investment Fund:

1. California Government Code
2. Annual Investment Policy
3. Current Investment Guidelines
4. Approved Lists (see page 9, Section IX.K)

The Director of Finance shall review the daily investment activity and corresponding bank balances.

Monthly, the Review Group shall review all investment activity and its compliance to the corresponding governing articles and investment objectives.

Quarterly, the Director of Finance will provide the Oversight Committee with a copy of the Pooled Investment Fund activity and its compliance to the annual Policy and California Government Code.

Annually, the Oversight Committee shall cause an annual audit of the activities within the Pooled Investment Fund to be conducted to determine compliance to the Policy and California Government Code. This audit will include issues relating to the structure of the investment portfolio and risk.

All securities purchased, with the exception of time deposits, money market mutual funds, LAIF and Wells Fargo's overnight investment fund, shall be delivered to the independent third-party custodian selected by the Director of Finance. This includes all collateral for repurchase agreements. All trades, where applicable, will be executed by delivery versus payment by the designated third-party custodian.

VIII. Sacramento County Treasury Oversight Committee

In accordance with California Government Code section 27130 et seq., the Board of Supervisors, in consultation with the Director of Finance, has created the Sacramento County Treasury Oversight Committee (Oversight Committee). Annually, the Director of Finance shall prepare an Investment Policy that will be forwarded to and monitored by the Oversight Committee and rendered to Boards of all local agency participants. The Board of Supervisors shall review and approve the Policy during public session. Quarterly, the Director of Finance shall provide the Oversight Committee a report of all investment activities of the Pooled Investment Fund to ensure compliance to the Policy. Annually, the Oversight Committee shall cause an audit to be conducted on the Pooled Investment Fund. The meetings of the Oversight Committee shall be open to the public and subject to the Ralph M. Brown Act.

A member of the Oversight Committee may not be employed by an entity that has contributed to the campaign of a candidate for the office of local treasurer, or contributed to the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury, in the previous three years or during the period that the employee is a member of the Oversight Committee. A member may not directly or indirectly raise money for a candidate for local treasurer or a member of the Sacramento County Board of Supervisors or governing board of any local agency that has deposited funds in the county treasury while a member of the Oversight Committee. Finally, a member may not secure employment with, or be employed by bond underwriters, bond counsel, security brokerages or dealers, or financial services firms, with whom the treasurer is doing business during the period that the person is a member of the Oversight Committee or for one year after leaving the committee.

The Oversight Committee is not allowed to direct individual investment decisions, select individual investment advisors, brokers or dealers, or impinge on the day-to-day operations of the Department of Finance treasury and investment operations.

IX. Investment Parameters

A. Investable Funds

Total Investable Funds (TIF) for purposes of this Policy are all Pooled Investment Fund moneys that are available for investment at any one time, including the estimated bank account float. Included in TIF are funds of outside investors, if applicable, for which the Director of Finance provides investment services. Excluded from TIF are all funds held in separate portfolios.

The Cash Flow Horizon is the period in which the Pooled Investment Fund cash flow can be reasonably forecasted. This Policy establishes the Cash Flow Horizon to be one (1) year.

Once the Director of Finance has deemed that the cash flow forecast can be met, the Director of Finance may invest funds with maturities beyond one year. These securities will be referred to as the Core Portfolio.

B. Authorized Investments

Authorized investments shall match the general categories established by the California Government Code sections 53601 et seq. and 53635 et seq. Authorized investments shall include, in accordance with California Government Code section 16429.1, investments into LAIF. Authorization for specific instruments within these general categories, as well as narrower portfolio concentration and maturity limits, will be established and maintained by the Investment Group as part of the Investment Guidelines. As the California Government Code is amended, this Policy shall likewise become amended.

C. Prohibited Investments

No investments shall be authorized that have the possibility of returning a zero or negative yield if held to maturity. These shall include inverse floaters, range notes, and interest only strips derived from a pool of mortgages.

All legal investments issued by a tobacco-related company are prohibited. A tobacco-related company is defined as an entity that makes smoking products from tobacco used in cigarettes, cigars, or snuff or for smoking in pipes. The tobacco-related issuers restricted from any investment are any component companies in the Dow Jones U.S. Tobacco Index or the NYSE Arca Tobacco Index. Annually the Director of Finance and/or his designee will update the list of tobacco-related companies.

D. Credit Requirements

Except for municipal obligations and Community Reinvestment Act (CRA) bank deposits and certificates of deposit, the issuer's short-term credit ratings shall be at or above A-1 by Standard & Poor's, P-1 by Moody's, and, if available, F1 by Fitch, and the issuer's long-term credit ratings shall be at or above A by Standard & Poor's, A2 by Moody's, and, if available, A by Fitch. There are no credit requirements for Registered State Warrants. All other municipal obligations shall be at or above a short-term rating of SP-1 by Standard & Poor's, MIG1 by Moody's, and, if available, F1 by Fitch. In addition, domestic banks are limited to those with a Fitch Viability rating of a or better, without regard to modifiers. The Investment Group is granted the authority to specify approved California banks with Fitch Viability ratings of bbb+ but they must have a Support rating of 1 where appropriate. Foreign banks with domestic licensed offices must have a Sovereign rating of AAA from Standard and Poor's, Moody's, or Fitch and a Fitch Viability rating of a or better, without regard to modifiers; however, a foreign bank may have a rating of bbb+ but they must have a Support rating of 1. Domestic savings banks must be rated a or better, without regard to modifiers, or may have a rating of bbb+ but they must a Support rating of 1.

Community Reinvestment Act Program Credit Requirements

Maximum Amount	Minimum Requirements
Up to the FDIC- or NCUSIF-insured limit for the term of the deposit	Banks — FDIC Insurance Coverage
	Credit Unions — NCUSIF Insurance Coverage <i>Credit unions are limited to a maximum deposit of the NCUSIF-insured limit since they are not rated by nationally recognized rating agencies and are not required to provide collateral on public deposits.</i>
Over the FDIC- or NCUSIF-insured limit to \$10 million	<p>(Any 2 of 3 ratings)</p> <p>S&P: A-2</p> <p>Moody's: P-2</p> <p>Fitch: F-2</p> <p style="text-align: center;">OR</p> <p>Collateral is required</p> <p>Through a private sector entity that assists in the placement of deposits to achieve FDIC insurance coverage of the full deposit and accrued interest.</p>

Eligible banks must have Community Reinvestment Act performance ratings of “satisfactory” or “outstanding” from each financial institution’s regulatory authority. In addition, deposits greater than the federally-insured amount must be collateralized. Banks must place securities worth between 110% and 150% of the value of the deposit with the Federal Reserve Bank of San Francisco, the Home Loan Bank of San Francisco, or a trust bank.

Since credit unions do not have Community Reinvestment Act performance ratings, they must demonstrate their commitment to meeting the community reinvestment lending and charitable activities, which are also required of banks.

All commercial paper and medium-term note issues must be issued by corporations operating within the United States and having total assets in excess of one billion dollars (\$1,000,000,000).

The Investment Group may raise these credit standards as part of the Investment Guidelines and Approved Lists. Appendix A provides a Comparison and Interpretation of Credit Ratings by Standard & Poor’s, Moody’s, and Fitch.

E. Maximum Maturities

Due to the nature of the invested funds, no investment with limited market liquidity should be used. Appropriate amounts of highly-liquid investments, such as Treasury and Agency securities, should be maintained to accommodate unforeseen withdrawals.

The maximum maturity, determined as the term from the date of ownership to the date of maturity, for each investment shall be established as follows:

U.S. Treasury and Agency Obligations	5 years
Washington Supranational Obligations ¹	5 years
Municipal Notes	5 years
Registered State Warrants.....	5 years
Bankers Acceptances	180 days
Commercial Paper	270 days
Negotiable Certificates of Deposit	180 days
CRA Bank Deposit/Certificates of Deposit	1 year
Repurchase Agreements	1 year
Reverse Repurchase Agreements	92 days
Medium-Term Corporate Notes	180 days
Collateralized Mortgage Obligations	180 days

The Investment Group may reduce these maturity limits to a shorter term as part of the Investment Guidelines and the Approved Lists.

The ultimate maximum maturity of any investment shall be five (5) years. The dollar-weighted average maturity of all securities shall be equal to or less than three (3) years.

F. Maximum Concentrations

No more than 80% of the portfolio may be invested in issues other than United States Treasuries and Government Agencies. The maximum allowable percentage for each type of security is set forth as follows:

U.S. Treasury and Agency Obligations	100%
Municipal Notes	80%
Registered State Warrants.....	80%
Bankers Acceptances	40%
Commercial Paper	40%
Washington Supranational Obligations.....	30%
Negotiable Certificates of Deposit and CRA Bank Deposit/Certificates of Deposit	30%
Repurchase Agreements	30%
Reverse Repurchase Agreements	20%
Medium-Term Corporate Notes	30%
Money Market Mutual Funds.....	20%
Collateralized Mortgage Obligations	20%
Local Agency Investment Fund (LAIF).....	(per State limit) ²

The Investment Group may reduce these concentrations as part of the Investment Guidelines and the Approved Lists.

¹ The International Bank for Reconstruction and Development, International Finance Corporation, and Inter-American Development Bank.

² LAIF current maximum allowed is \$65 million.

No more than 10% of the portfolio, except Treasuries and Agencies, may be invested in securities of a single issuer including its related entities.

Where a percentage limitation is established above, for the purpose of determining investment compliance, that maximum percentage will be applied on the date of purchase.

G. Repurchase Agreements

Under California Government Code section 53601, paragraph (j) and section 53635, the Director of Finance may enter into Repurchase Agreements and Reverse Repurchase Agreements. The maximum maturity of a Repurchase Agreement shall be one year. The maximum maturity of a reverse repurchase agreement shall be 92 days, and the proceeds of a reverse repurchase agreement may not be invested beyond the expiration of the agreement. The reverse repurchase agreement must be "matched to maturity" and meet all other requirements in the code.

All repurchase agreements must have an executed Sacramento County Master Repurchase Agreement on file with both the Director of Finance and the Broker/Dealer. Repurchase Agreements executed with approved broker-dealers must be collateralized with either: (1) U.S. Treasuries or Agencies with a market value of 102% for collateral marked to market daily; or (2) money market instruments which are on the Approved Lists of the County and which meet the qualifications of the Policy, with a market value of 102%. Since the market value of the underlying securities is subject to daily market fluctuations, investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day. Use of mortgage-backed securities for collateral is not permitted. Strictly for purposes of investing the daily excess bank balance, the collateral provided by the Sacramento County's depository bank can be Treasuries or Agencies valued at 110%, or mortgage-backed securities valued at 150%.

H. Community Reinvestment Act Program

The Director of Finance has allocated within the Pooled Investment Fund, a maximum of \$90 million for the Community Reinvestment Act Program to encourage community investment by financial institutions, which includes community banks and credit unions, and to acknowledge and reward local financial institutions which support the community's financial needs. The Director of Finance may increase this amount, as appropriate, while staying within the investment policy objectives and maximum maturity and concentration limits. The eligible banks and savings banks must have Community Reinvestment Act performance ratings of "satisfactory" or "outstanding" from each financial institution's regulatory authority. The minimum credit requirements are located on page 5 of Section IX.D.

I. Criteria and Qualifications of Brokers/Dealers and Direct Issuers

All transactions initiated on behalf of the Pooled Investment Fund and Sacramento County shall be executed through either government security dealers reporting as primary dealers to the Market Reports Division of the Federal Reserve Bank of New York or direct issuers that directly issue their own securities which have been placed on the Approved List of

brokers/dealers and direct issuers. Further, these firms must have an investment grade rating from at least two national rating services, if available.

Brokers/Dealers and direct issuers which have exceeded the political contribution limits, as contained in Rule G-37 of the Municipal Securities Rulemaking Board, within the preceding four-year period to the Director of Finance, any member of the Board of Supervisors, or any candidate for the Board of Supervisors, are prohibited from the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer will be sent a copy of this Policy and a list of those persons authorized to execute investment transactions. Each firm must acknowledge receipt of such materials to qualify for the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer authorized to do business with Sacramento County shall, at least annually, supply the Director of Finance with audited financial statements.

J. Investment Guidelines, Management Style and Strategy

The Investment Group, named by the Director of Finance, shall issue and maintain Investment Guidelines specifying authorized investments, credit requirements, permitted transactions, and issue maturity and concentration limits which are consistent with this Policy.

The Investment Group shall also issue a statement describing the investment management style and current strategy for the entire investment program. The management style and strategy can be changed to accommodate shifts in the financial markets, but at all times they must be consistent with this Policy and its objectives.

K. Approved Lists

The Investment Group, named by the Director of Finance, shall issue and maintain various Approved Lists. These lists are:

1. Approved Domestic Banks for all legal investments.
2. Approved Foreign Banks for all legal investments.
3. Approved Commercial Paper and Medium Term Note Issuers.
4. Approved Money Market Mutual Funds.
5. Approved Firms for Purchase or Sale of Securities (Brokers/Dealers and Direct Issuers).
6. Approved Banks / Credit Unions for the Community Reinvestment Act Program.

L. Calculation of Yield and Costs

The costs of managing the investment portfolio, including but not limited to: investment management; accounting for the investment activity; custody of the assets; managing and accounting for the banking; receiving and remitting deposits; oversight controls; and indirect and overhead expenses are charged to the investment earnings based upon actual labor hours worked in respective areas. Costs of these respective areas are accumulated by specific cost

accounting projects and charged to the Pooled Investment Fund on a quarterly basis throughout the fiscal year.

The Department of Finance will allocate the net interest earnings of the Pooled Investment Fund quarterly. The net interest earnings are allocated based upon the average daily cash balance of each Pooled Investment Fund participant.

X. Reviewing, Monitoring and Reporting of the Portfolio

The Review Group will prepare and present to the Director of Finance at least monthly a comprehensive review and evaluation of the transactions, positions, performance of the Pooled Investment Fund and compliance to the California Government Code, Policy, and Investment Guidelines.

Quarterly, the Director of Finance will provide to the Oversight Committee and to any local agency participant that requests a copy, a detailed report on the Pooled Investment Fund. Pursuant to California Government Code section 53646, the report will list the type of investments, name of issuer, maturity date, par and dollar amount of the investment. For the total Pooled Investment Fund, the report will list average maturity, the market value, and the pricing source. Additionally, the report will show any funds under the management of contracting parties, a statement of compliance to the Policy and a statement of the Pooled Investment Fund's ability to meet the expected expenditure requirements for the next six months.

Each quarter, the Director of Finance shall provide to the Board of Supervisors and interested parties a comprehensive report on the Pooled Investment Fund.

Annually, the Director of Finance shall provide to the Oversight Committee the Investment Policy. Additionally, the Director of Finance will render a copy of the Investment Policy to the legislative body of the local agencies that participate in the Pooled Investment Fund.

XI. Withdrawal Requests for Pooled Fund Investors

The Director of Finance will honor all requests to withdraw funds for normal cash flow purposes that are approved by the Director of Finance at a one dollar net asset value. Any requests to withdraw funds for purposes other than immediate cash flow needs, such as for external investing, are subject to the consent of the Director of Finance. In accordance with California Government Code Sections 27133(h) and 27136, such requests for withdrawals must first be made in writing to the Director of Finance. When evaluating a request to withdraw funds, the Director of Finance will take into account the effect of a withdrawal on the stability and predictability of the Pooled Investment Fund and the interests of other depositors. Any withdrawal for such purposes will be at the market value of the Pooled Investment Fund on the date of the withdrawal.

XII. Limits on Honoraria, Gifts, and Gratuities

In accordance with California Government Code Section 27133(d), this Policy establishes limits for the Director of Finance; individuals responsible for management of the portfolios; and members of the Investment Group and Review Group who direct individual investment decisions, select individual investment advisors and broker/dealers, and conduct day-to-day investment

trading activity. The limits also apply to members of the Oversight Committee. Any individual who receives an aggregate total of gifts, honoraria and gratuities in excess of \$50 in a calendar year from a broker/dealer, bank or service provider to the Pooled Investment Fund must report the gifts, dates and firms to the designated filing official and complete the appropriate State forms.

No individual may receive aggregate gifts, honoraria, and gratuities from any single source in a calendar year in excess of the amount specified in Section 18940.2(a) of Title 2, Division 6 of the California Code of Regulations. This limitation is \$470 for the period January 1, 2017, to December 31, 2018, and is adjusted for inflation every odd-numbered year. Any violation must be reported to the State Fair Political Practices Commission.

XIII. Terms and Conditions for Outside Investors

Outside investors may invest in the Pooled Investment Fund through California Government Code Section 53684. Their deposits are subject to the consent of the Director of Finance. The legislative body of the local agency must approve the Sacramento County Pooled Investment Fund as an authorized investment and execute a Memorandum of Understanding. Any withdrawal of these deposits must be made in writing 30 days in advance and will be paid based upon the market value of the Pooled Investment Fund. If the Director of Finance considers it appropriate, the deposits may be returned at any time to the local agency.

Appendix A

Comparison and Interpretation of Credit Ratings

Long Term Debt & Individual Bank Ratings				
Rating Interpretation	Moody's	S&P	Fitch	Fitch Viability Rating
<i>Best-quality grade</i>	Aaa	AAA	AAA	aaa
<i>High-quality grade</i>	Aa1	AA+	AA+	aa+
	Aa2	AA	AA	aa
	Aa3	AA-	AA-	aa-
<i>Upper Medium Grade</i>	A1	A+	A+	a+
	A2	A	A	a
	A3	A-	A-	a-
<i>Medium Grade</i>	Baa1	BBB+	BBB+	bbb+
	Baa2	BBB	BBB	bbb
	Baa3	BBB-	BBB-	bbb-
<i>Speculative Grade</i>	Ba1	BB+	BB+	bb+
	Ba2	BB	BB	bb
	Ba3	BB-	BB-	bb-
<i>Low Grade</i>	B1	B+	B+	b+
	B2	B	B	b
	B3	B-	B-	b-
<i>Poor Grade to Default</i>	Caa	CCC+	CCC	ccc
<i>In Poor Standing</i>	-	CCC	-	
	-	CCC-	-	
<i>Highly Speculative Default</i>	Ca	CC	CC	cc
	C	-	-	c
<i>Default</i>	-	-	DDD	f
	-	-	DD	f
	-	D	D	f

Short Term / Municipal Note Investment Grade Ratings			
Rating Interpretation	Moody's	S&P	Fitch
<i>Superior Capacity</i>	MIG-1	SP-1+/SP-1	F1+/F1
<i>Strong Capacity</i>	MIG-2	SP-2	F2
<i>Acceptable Capacity</i>	MIG-3	SP-3	F3

Appendix A

Short Term / Commercial Paper Investment Grade Ratings			
Rating Interpretation	Moody's	S&P	Fitch
<i>Superior Capacity</i>	P-1	A-1+/A-1	F1+/F1
<i>Strong Capacity</i>	P-2	A-2	F2
<i>Acceptable Capacity</i>	P-3	A-3	F3

Fitch Support Ratings	
<i>Rating</i>	<i>Interpretation</i>
1	A bank for which there is an extremely high probability of external support. The potential provider of support is very highly rated in its own right and has a very high propensity to support the bank in question. This probability of support indicates a minimum Long-Term Rating floor of 'A-'.
2	A bank for which there is a high probability of external support. The potential provider of support is highly rated in its own right and has a high propensity to provide support to the bank in question. This probability of support indicates a minimum Long-Term Rating floor of 'BBB-'.
3	A bank for which there is a moderate probability of support because of uncertainties about the ability or propensity of the potential provider of support to do so. This probability of support indicates a minimum Long-Term Rating floor of 'BB-'.
4	A bank for which there is a limited probability of support because of significant uncertainties about the ability or propensity of any possible provider of support to do so. This probability of support indicates a minimum Long-Term Rating floor of 'B'.
5	A bank for which external support, although possible, cannot be relied upon. This may be due to a lack of propensity to provide support or to very weak financial ability to do so. This probability of support indicates a Long-Term Rating floor no higher than 'B-' and in many cases no floor at all.

Appendix A

Fitch Sovereign Risk Ratings

<i>Rating</i>	<i>Interpretation</i>
AAA	Highest credit quality. 'AAA' ratings denote the lowest expectation of default risk. They are assigned only in cases of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.
AA	Very high credit quality. 'AA' ratings denote expectations of very low default risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.
A	High credit quality. 'A' ratings denote expectations of low default risk. The capacity for payment of financial commitments is considered strong. This capacity may, nevertheless, be more vulnerable to adverse business or economic conditions than is the case for higher ratings.
BBB	Good credit quality. 'BBB' ratings indicate that expectations of default risk are currently low. The capacity for timely payment of financial commitments is considered adequate but adverse business or economic conditions are more likely to impair this capacity.
BB	Speculative. 'BB' ratings indicate an elevated vulnerability to default risk, particularly in the event of adverse changes in business or economic conditions over time.
B	Highly speculative. 'B' ratings indicate that material default risk is present, but a limited margin of safety remains. Financial commitments are currently being met; however, capacity for continued payment is vulnerable to deterioration in the business and economic environment.
CCC	High default risk. Default is a real possibility.
CC	Very high levels of credit risk. Default of some kind appears probable.
C	Exceptionally high levels of credit risk. Default appears imminent or inevitable.
D	<p>Default. Indicates a default. Default generally is defined as one of the following:</p> <ul style="list-style-type: none"> • Failure to make payment of principal and/or interest under the contractual terms of the rated obligation; • The bankruptcy filings, administration, receivership, liquidation or other winding-up or cessation of the business of an issuer/obligor; or • The coercive exchange of an obligation, where creditors were offered securities with diminished structural or economic terms compared with the existing obligation.

STAFF REPORT



DATE: 2-8-18

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: APPROVAL OF THE UPDATED HARASSMENT POLICY AND PRE-EMPLOYMENT BACKGROUND SCREENING SECTIONS OF THE PERSONNEL MANUAL

RECOMMENDATION

Approve the updated harassment and background screening sections of the Personnel Manual.

BACKGROUND

District policies are revised periodically to reflect changes in the law or to update or clarify existing District policies. The Personnel/Policy Committee met on January 19th to consider an update to the harassment policy. They reviewed the revised policy and were in support of adopting the updated policies. Directors Brunberg and Montes requested staff insure that the policies included recent legislative changes regarding employee convictions and the addition of language regarding cyber bullying. Finance/HR Manager Von Aesch contacted the California Association of Park and Recreation Indemnity's (CAPRI) human resources attorney with this request. A number of small changes were recommended by the attorney which have been incorporated into the new policy updates. The revised policies are attached. Staff recommends approving the revised policies.

RECOMMENDED MOTION

I move that we approve the updated harassment and background screening sections of the Personnel Manual.

D. Pre-Employment Background Screening. The District will require pre-employment background screening for all positions the District Administrator deems necessary after a conditional offer of employment has been made to a job applicant and prior to commencement of the employment duties of such applicant. The District will condition the offer of employment on the results of such background investigation. A pre-employment background check is a sound business practice that benefits everyone. It is not a reflection on a particular job applicant. Any applicant who refuses to sign a release form authorizing such screening will not be eligible for employment.

All new employees and independent contractors who have supervisory authority and/or who provide instructional or recreational services for children or adults will be fingerprinted by live scan and processed through the Department of Justice (DOJ) and/or the Federal Bureau of Investigation (FBI) for criminal background screening.

Certain volunteer positions may also require live scan fingerprinting and processing through the Department of Justice (DOJ) and/or the Federal Bureau of Investigation (FBI) for criminal background screening. All fingerprinting record requests are conducted according to the regulations administered by the Department of Justice.

The District may also conduct pre-employment background screenings and reference checks on its own or through a third party. All screenings are conducted in strict conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, the California Fair Employment & Housing Act (as amended effective 1-1-18 with respect to the use of prior criminal convictions in employment decisions) and state and federal anti-discrimination and privacy laws. Under the Fair Credit Reporting Act (FCRA), all background screenings are done only after a person has received a disclosure and has signed an authorization for release of relevant background information. Refusal to sign a release authorizing a pre-employment background screening and reference check may be grounds for refusing to extend and/or withdrawal of a conditional offer of employment with the District.

A job applicant has certain legal rights to discover and to dispute or explain any information prepared by the third-party background-screening agency. These rights contain specific notice requirements and timelines. If the District intends to deny employment wholly or partly because of information obtained in a pre-employment check conducted by the District's consumer reporting agency, the applicant will first be provided with a copy of the background report, a statement of rights, the name, address and phone number of the consumer reporting agency to contact about the results of the check or to dispute its accuracy.

The District also reserves the right to conduct a background screening any time after employment to determine eligibility for promotion, reassignment or retention in the same manner as described above. Should adverse information be received in a post-employment background investigation, the employee will be provided an opportunity to submit explanatory information. Should the information be disqualifying for the

promotion, reassignment or retention of a current employee, disciplinary action may occur, up to and including termination.

Background checks may include verification of information provided on the completed application for employment, the applicant's resume or on other forms used in the hiring process. Information to be verified includes, but is not limited to, social security number and previous addresses. The District may also conduct a reference check and verification of the applicant's education and employment background as stated on the employment application or other documents listed above. The background check may also include a criminal record check. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made. A criminal conviction does not necessarily bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related and consistent with applicable federal and state laws.

All screening reports are kept strictly confidential, and are only viewed by individuals in the District who have direct responsibility in the hiring process. All screening reports are kept and maintained separately from an employee's personnel file.

Orangevale Recreation & Park District

Policy Against Harassment and Discrimination

It is the policy of the District to treat all individuals with respect and dignity. Each person has the right to work in a professional environment which promotes equal opportunity and is free from discriminatory practices and harassment. The District will not tolerate any form of harassment or other prohibited discrimination based on race, color, ethnicity, religion, creed, ancestry, national origin, Citizenship, age, physical or mental disability, medical condition, genetic characteristics, sex/gender, marital or registered domestic partner status, sexual orientation, gender identity or expression, or military or veteran status, or any other characteristic or classification protected by local, state or federal law. Any person who engages in harassment, prohibited discrimination or any related inappropriate conduct may be subject to discipline, including but not limited to termination of employment.

All phases of the employment relationship including recruitment, testing, hiring, upgrading, reasonable accommodation or return to work processes, promotion/demotion, layoffs, discipline, rates of pay, benefits and selection for training are covered by this policy.

Because the District is committed to a workplace free of discrimination and harassment of any kind, the District policy sets a higher standard for behavior than is set by the law. Under both Federal and state law, illegal harassment occurs when it is objectively based on a person's protected characteristic as listed above, and the harassment reaches a level that is sufficiently severe or pervasive to alter a person's working conditions. However, the District's policy against discrimination and harassment covers all harassing, discriminatory or bullying behavior, whether or not it would be found to be illegal. This policy reflects the District's desire to maintain work environments that are harmonious and productive. Therefore, District employees at every level are expected to adhere to a standard of conduct during the course and scope of employment that under no circumstances engage in behavior that constitutes any type of harassment based on an individual's protected characteristics or membership in a protected class. Those found to have violated this policy will be subject to discipline that is commensurate with the severity of the offense and that is designed to stop the harassing, bullying or abusive behavior and to prevent future harassing or retaliatory conduct.

1. Forms of Harassment.

Harassment includes behavior or content that creates an offensive, intimidating, hostile or abusive work environment and includes, but is not limited to:

- a. Verbal Harassment.** Examples could include epithets, derogatory comments, jokes, or slurs on the basis of a protected class (race, color, religion, national origin, ancestry, disability, medical condition, genetic characteristics, marital status, sex, sexual orientation, gender identity or expression, military or veteran status or age). This may include well-intentioned comments on a person's appearance, religious dress or grooming practices, or race-related stories. This may also include referring to an adult as "girl" or "boy" or using

terms such as “hunk,” “babe,” “stud,” or “honey.” Verbal harassment may also include sexual innuendo, graphic or explicit jokes, suggestive sounds, or stories of a sexual nature.

- b. **Physical Harassment.** Examples could include assault, touching, impeding or blocking movement, grabbing, patting, leering, making express or implied job-related threats in return for submission to intimate or physical acts, taunting, or any physical interference with normal work or movement. Put simply, physical harassment may include any kind of unwanted physical contact directed toward an individual because of his or her protected characteristics or membership in a protected class. Conduct of a sexual nature does not have to be motivated by sexual desire to constitute harassment.
- c. **Visual Harassment.** Examples could include posters, cartoons, photographs, drawings, video clips, gestures, or written materials which discuss or depict people based on their race, color, religion, religious dress or grooming practices, national origin, ancestry, disability, medical condition, genetic characteristics, marital status, sex (including pregnancy or childbirth), sexual orientation, gender identity and/or gender expression or age. Visual harassment may also include Internet sites, social networking sites, or other electronic media depicting material of a sexual or offensive nature, or content that is insensitive or inflammatory based on other protected characteristics.
- d. **Abusive Conduct.** Abusive conduct directed toward any individual on account of their protected characteristics or membership in a protected class (race, color, religion, national origin, ancestry, disability, medical condition, genetic characteristics, marital status, sex, sexual orientation, gender identity or expression, military or veteran status or age). “Abusive conduct” is defined under California Government Code section 12950.1(g)(2) as the “conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests.” Abusive conduct “may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance
- e. **Bullying.** Bullying is repeated, health-harming mistreatment of another employee. Examples of prohibited bullying include, but aren't limited to: screaming; swearing; name calling; stealing; giving dangerous work assignments; using threatening, intimidating, or cruel behaviors; deliberately humiliating a person; denying advancement; and stealing work credit. Generally, bullying involves: (1) written, verbal, graphic or physical acts (including electronically transmitted content, such as using the Internet, a cell phone, a personal digital assistant (PDA), or a wireless handheld device); (2) behavior that substantially interferes with work, opportunities, and benefits of one or more employees, sometimes through actual sabotaging of work; (3) behavior that adversely affects an employee's ability to function at work by placing the employee in reasonable fear of physical harm or by causing emotional distress.

Because bystander support can encourage bullying, The District also prohibits both active and passive support for acts of bullying. Employees should either walk away from these

acts when they see them or attempt to stop them. In either case, employees should report incidents to a manager or the HR Department. **Reprisal or retaliation against any person who reports an act of bullying is strictly prohibited.** Those who engage in bullying or retaliation for complaints about bullying or abusive conduct will be subject to appropriate discipline, up to and including termination.

- f. **Individuals Covered Under this Policy.** This policy covers employees, (including permanent, temporary, probationary, part-time and full time), volunteers, interns, Board members, independent contractors, visitors, and vendors. The District requires reporting of all incidents of harassment and/or discrimination, regardless of the offender's identity or employment status with the District.

2. Policy Against Sexual Harassment.

Harassment in employment, including sexual, racial and ethnic harassment, is forbidden by law and is strictly prohibited by the District. Employees who violate this policy are subject to discipline, including possible termination.

- Physical gestures, body language, touching, or other unwelcome contact of a sexual nature
- Visual conduct, including displaying of derogatory objects or pictures, cartoons or posters;
- Verbal conduct, including making or using derogatory comments, epithets, slurs and jokes.

Sexual harassment is defined by the regulations of the Fair Employment and Housing Commission as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth or related medical conditions, and also includes sexual harassment of an employee of the same gender as the harasser. This includes, but is not limited to, the following types of offensive behavior:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct, including using derogatory comments, epithets, slurs and jokes;
- Verbal innuendo or sexually suggestive comments, regardless of whether they are motivated by sexual interest; propositions;

- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- Physical conduct, including touching, assault, impeding or blocking movements.
- Displaying, passing around, discussing or posting on walls or online cartoons, Internet Memes, posters, text material, commentary, pictures, or other graphic material that contains sexual content, offensive or vulgar language or pictures, whether or not directed toward any individual

Examples of sexual harassment include: (a) an employee being fired or denied a job or an employment benefit because the employee refused to grant sexual favors or because he or she complained about the harassment; (b) an employee reasonably quitting his or her job to escape harassment; or (c) an employee being exposed to a hostile work environment. The District will take all reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when the District knows that unlawful harassment has occurred.

3. Policy Against All Forms of Workplace Harassment.

General Harassment in employment based on sex, sexual orientation, gender identity or expression, race, ethnicity, religion, age, mental or physical disability or medical condition, pregnancy or childbirth or genetic characteristics, or other protected characteristics is forbidden by law and is strictly prohibited by the District. Employees who violate this policy are subject to discipline, including possible termination. Such harassment includes, but is not limited to:

- Visual conduct, including displaying of derogatory objects or pictures, cartoons or posters, mocking or mimicking accents, religious garb or physical/mental disabilities;
- Verbal conduct, including making or using derogatory comments, epithets, slurs and jokes.
- Physically making fun of or making derogatory remarks about someone's age, race, disability, or gender-related stereotypes.
- Slang names or labels related to religion, race ancestry, sexual orientation, and gender identity and/or gender expression.
- Displaying or transmitting in the workplace intolerant or insensitive, cartoons, calendars, drawings, photographs, video or other electronic material or multimedia that demeans any individual or group of individuals based on race, gender, sexual orientation, gender identity, pregnancy, religious practices or values, age or disability..
- Mocking or mimicking individuals with disabilities, medical conditions, or other characteristics, whether or not directed toward any individual.

- Vulgar expressions, slurs or other intolerant language in any The District workplace, regardless of the context, including without limitation political commentary, jokes or name-calling.

4. Policy Against Bullying or Abusive Conduct.

In addition to harassment based on a protected characteristic, The District prohibits acts of bullying or abusive conduct, whether by words, gestures, written or electronic communications. A safe and civil environment is necessary for employees to achieve the high standards we expect. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment and bullying are expected of all employees.

Under California law effective January 1, 2015, abusive conduct is defined as *“conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests.”*

Bullying is repeated, health-harming mistreatment of another employee. Examples of prohibited bullying include, but aren't limited to: screaming; swearing; name calling; stealing; giving dangerous work assignments; using threatening, intimidating, or cruel behaviors; deliberately humiliating a person; denying advancement; and stealing work credit. Generally, bullying involves: (1) written, verbal, graphic or physical acts that are demeaning, threatening, or belligerent; (2) cyberbullying, which includes but is not limited to electronically transmitted content (text, photos, videos, drawings, cartoons, etc.), transmitted via e-mail, text, social media, Internet sites, a smartphone or cell phone, a personal digital assistant (PDA), or a wireless handheld device); (3) behavior that substantially interferes with work, opportunities, and benefits of one or more employees, sometimes through actual sabotaging of work; (4) behavior that adversely affects an employee's ability to function at work by placing the employee in reasonable fear of physical harm or by causing emotional distress.

Because bystander support can encourage bullying, The District also prohibits both active and passive support for acts of bullying. Employees should either walk away from these acts when they see them or attempt to stop them. In either case, employees should report incidents to a manager or the HR Department. **Reprisal or retaliation against any person who reports an act of bullying is strictly prohibited.** Those who engage in bullying or retaliation for complaints about bullying or abusive conduct will be subject to appropriate discipline, up to and including termination.

5. Policy Against Retaliation.

The District values an atmosphere of open communication for all District employees; employees who report harassment and/or discrimination will not be retaliated against by The District’s management, any fellow employee, or any third party such as a vendor, supplier, or tenant. Making a report of harassment or discrimination will never, under any

circumstances, be considered in any decision regarding hiring, firing, promotion, or any other term or condition of employment. Any employee who takes adverse action or otherwise retaliates against a subordinate or co-worker because that person lodged a harassment or discrimination complaint will be subject to appropriate discipline, up to and including termination.

The District expressly prohibits any form of retaliatory action or conduct against any employee for making a bona fide, good faith complaint under this policy or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination, the District determines that the complaint is not bona fide or brought in good faith, or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

6. Complaint and Investigation Process and Corrective Action.

It is the District's intent to prevent harassment and to encourage appropriate and respectful conduct between people. The District strongly encourages those who feel they are being harassed to use the complaint procedure set forth below. Although The District will investigate any complaint of harassment regardless of when the harassment may have occurred, those who feel they are being harassed are strongly encouraged to use the complaint procedure as soon as the harassing conduct begins. It is the District's desire to eliminate harassment at the earliest stages. Be assured that the District will take seriously any report or complaint that is raised, and will engage in an appropriate factual inquiry. If harassment is found to have occurred, the District will take immediate and appropriate corrective action to stop the harassment and prevent it from occurring in the future. Corrective action may include disciplinary action for the offending individual(s) The District will protect from retaliation the reporting or complaining party and others who participate in the District's investigation.

It is the responsibility of **every The District manager and supervisor** to create an atmosphere free of discrimination and harassment, sexual or otherwise. In addition, it is the responsibility of each employee to respect the rights of supervisors, co-workers, customers and visitors to our facilities. Managers and supervisors are expressly required to notify the Human Resources/Risk Management Director about any complaints, reports, or observed incidents of harassment or discrimination in any the District work environment. Failure by any manager or supervisor to report known or suspected incidents of harassment may be subject to disciplinary action.

- a. Direct Communication.** In some situations, a person may be unaware that his/her conduct is offensive. In these cases, direct communication between the individuals may be helpful to stop the behavior. If the offended person is uncomfortable talking directly to the offending party or to his/her supervisor, or if the harassing behavior is of such a serious nature that the person feels the informal step would be ineffective, he or she may

proceed directly to the formal complaint step.

- b. Formal or Informal Complaint.** Any manager or supervisor who receives a complaint of harassment is required to follow this policy. Managers or supervisors who do not comply with this policy and/or do not report complaints or reported incidents of harassment will be subject to disciplinary action.

If an employee experiences any form of harassment, or has a related complaint that the work environment is hostile, offensive, intimidating or abusive, should promptly report the matter to any supervisor or manager or to the Human Resources/Risk Management Director or to the District Administrative Officer. The complaint or report may be made orally or in writing. Employees may, but are not required to report the incident to their immediate supervisor.

All investigations will be confidential to the greatest extent possible. However, no individual maybe promised anonymity or absolute confidentiality. All individuals who participate in the investigation, whether as the person reporting an incident, making a complaint, t, the person(s) whose behavior is being investigated, or individual witnesses will be treated with respect and will be afforded due process.

Retaliation against any individual who participates in the investigation process in good faith is prohibited. Violations of this policy and procedure will be subject to discipline, up to and including termination for willful or repetitive violations.

- c. Factual Inquiry/Investigation.** Upon receipt of a complaint, the District will conduct a timely investigation to determine the facts and any appropriate corrective action. The investigation is a neutral fact-finding inquiry by a qualified investigator. Should the District determine that the individual circumstances require an independent investigator to ensure impartiality, the District will take appropriate steps to engage a qualified investigator. All individuals who participate in the investigation, whether as the person making the complaint, the person(s) whose behavior is being investigated, or individual witnesses will be treated with respect and will be afforded due process.

The District will ensure that statements of the complainant, alleged offender and all witnesses are documented thoroughly and that the investigation is conducted in a thorough, objective and neutral manner, and is considerate of the rights and emotions of all the parties involved. After all evidence and information is collected and evaluated, the District will reach prompt and reasonable conclusions.

- d. Discipline for Purposes of Corrective Action.** If harassment is found to have occurred, the District will take appropriate disciplinary action pursuant to the District's disciplinary policy, which is commensurate with the severity of the offense.

The outcome of the investigation and a timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. If an investigation has concluded that harassment occurred, the District will take immediate and appropriate

remedial corrective action, up to and including termination

- e. **Closure.** Once the factual inquiry is complete and a determination has been made as to the merits of the complaint, the individual who brought the complaint will be notified of the outcome and given an opportunity to address a District representative. After the matter has been closed, the District will periodically follow up with the individual who made the complaint to ensure that the harassment has been eliminated and the individual has not experienced any retaliation.
- f. **Prohibited Retaliation in the Investigation Process.** The District expressly prohibits any form of retaliatory action or conduct against any employee for making a bona fide, good faith complaint under this policy or for assisting in a complaint investigation. Retaliation or threats of retaliation will not be tolerated and will be subject to disciplinary action, up to and including termination of employment.
- g. **Other Remedies.** In addition, if an employee believes that harassment has occurred, she or he may, within one year of the harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing. The address of the nearest office of the Department of Fair Employment and Housing can be found on the poster located in the District offices and every District facility or worksite. The Department will serve as a neutral fact finder and will attempt to help the parties voluntarily resolve the dispute. No action will be taken against any employee in any manner for opposing harassment or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by the Department of Fair Employment and Housing with respect to harassment.

7. Protection Against Retaliation.

The District recognizes the seriousness of harassment and/or discrimination. It will not permit retaliation by any member of the District who makes a report of harassment, discrimination or who participates in any harassment/discrimination-related investigation or hearing. Retaliation or threat of retaliation is itself a serious violation of this policy and should be reported immediately. Retaliation or threatened retaliation is subject to the same disciplinary actions as harassment and/or discrimination, up to including termination of employment.

I hereby acknowledge that I have received and read the District's Policy Against Harassment and Discrimination and understand the procedure for reporting any incidents which I feel constitute harassment and/or discrimination.

Date

Employee Signature

STAFF REPORT



DATE: 2-8-18

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: **MASTER PLAN STRATEGIES AND TACTICS UPDATE**

RECOMMENDATION

Staff will discuss the progress on the strategies and tactics outlined in the District Master Plan.

BACKGROUND

Attached is the original Strategies and Tactics document with progress updates for each section.

RECOMMENDED MOTION

None.



Strategy Matrix

Created: January 10, 2011

Update: February 8, 2018

Tag Line



Vision

The following Vision presents how the Orangevale Recreation & Park District desires to be viewed in the future:
 Creating Community Through People, Parks and Programs

Mission

To provide recreational experiences to individuals, families and communities by:

- fostering human development
- providing safe, secure and well maintained parks and facilities
- connecting communities through trails
- promoting health and wellness
- increasing cultural unity
- facilitating community problem solving
- protecting natural resources
- strengthening community image and sense of place
- supporting economic development

Key

Completed/Ongoing
Priority 1 – High Priority
Priority 2 – Medium Priority
Priority 3 – Low Priority/No Completion Date

Community Vision for Land and Facilities:

Goal: Acquire property, develop and maintain existing parks and recreation facilities to their highest level of productivity and use that enhances property values, provides a benefit to the residents and users and positions the District as a valuable community service.

Strategy	Tactic	Staff Group Responsible	Start Date/Status	Performance Measure/Completion Status
1.1 Develop design principles for each park in the system to maximize the value and use to make the park as efficient and productive as possible	a. Design for safety and security in the park and add appropriate levels of safety and security lighting	Admin/Pks/Consultant	Ongoing Completed: Feb. 2012 CS: In Progress	PM: Park projects incorporate safety & security design strategies. Parks current safety and security evaluated for future improvements. CS: Internal Park Lighting & Security Audit completed. Currently working to upgrade security cameras at OCG, Pool, and Activity Building. PM: Standards developed. CS: Efficient maintenance design considered on all projects. Eliminating privets, berry bushes, and using water friendly design techniques. Kenneth Grove landscape redesign and installation completed. Tree inventory completed with CalFire Grant. Next step: Apply for tree master plan grant. Purchasing Tree and Resource Management software for ongoing management of the urban forest.
	b. Design for efficient maintenance costs and develop maintenance standards for each park in the system	Admin/Consultant	Ongoing Feb. 2018	PM: Park projects planned & designed to support cost recovery. Reservable picnic shelters/table groupings added in locations based on park master plans. CS: Most recent one added at Orangevale Community Park. Received SMUD grant and completed upgrade to LED lighting fixtures at the Community Center parking lot, Activity Building, Youth Center, & Maintenance Shop. Installed new rentable shade structure at Almond Park.
	c. Design and update the parks to support operational costs and revenue capability	Admin/Consultant	Ongoing	Completed: August 2017

		d. Update existing parks master plans where needed and determine the outcomes desired for each park in the system and update amenities to achieve these outcomes including Pecan Park and developing a plan for the park area at Oak and Filbert	Admin	One park MP completed per year	<p>PM: Park Master Plans Completed for: 1) OCP 2) Almond 3) Pecan</p> <p>CS: OCCP (2009), Pecan Park (2014), Almond Park (2016) - Completed</p> <p>Pecan Park: Completed 11/16: Projects completed include boulders along Pecan fence line, tennis courts resurfaced, dog park & trail plan completed. Dog Park installed & part of trail completed 7/17.</p> <p>Almond: New Shade Structure</p> <p>OCP: Spring 2018</p>	
		e. Implement a capital improvement program for each park and improve three parks a year	Admin	Completed: March 2012 Ongoing: Park Improvements	<p>PM: A prioritized capital improvement plan in place.</p> <p>Ongoing – Park Improvements based on yearly budget.</p> <p>CS: Capital Improvement, Capital Replacement, and ADA Transition Plans completed. Project list revised for the 16/17 Fiscal Budget. Projects to improve/replace monument signs (6 completed), regulation signs, (completed), picnic tables, benches (completed), & drinking fountains in process. Norma Hamlin Park renovated. New concrete pathway at OCP Oak & Filbert. Purchased silt seeder for field renovations and have begun the process of field renovation.</p>	
		f. Develop new signage standards for all parks in the system to increase awareness and use of the parks and recreation facilities in the system	Admin	Completed: June 2012	<p>PM: Sign standards completed.</p> <p>CS: District logo & sign design completed.</p> <p>Park Regulation Signs: Completed 11/14</p> <p>Monument Signs: Six completed fall of 2015</p> <p>Small park/facility signs installed at Youth Center, Kidz Korner, and Elm entrance to OCP.</p>	
		g. Design parks to support physical activity for youth and adults	Admin/Consultants	Ongoing - Emphasis on park trails, activity stations, etc.	<p>PM: Park projects incorporate physical activity elements.</p> <p>CS: Activity elements being designed with trail projects and as park enhancements.</p>	

Strategy	Tactics	Staff Group Responsible	Start Date/ Status	Performance Measure/Completion Status
1.2 Develop new and improved existing sports fields in the system	a. Develop a capital improvement strategy to enhance existing game fields in the system to increase use and value to users b. Develop a sports fields improvement plan to enhance at least one game field a year including adding lighting to increase use	Maint	Strategy Completed: Oct. 2013 Ongoing	PM: Top Dresser on Capital Imp. Priority List. Herbicide schedule established. Purchased silt seeder/dethatcher, and incorporated into routine maintenance schedule. CS: Herbicide and fertilization applications ongoing. Soccer fields seeded with silt seeder yearly.
1.3 Enhance existing trails and add new trails for walking, running, mountain biking, and equestrian users	a. Develop a feasibility study to develop a sports complex for soccer, baseball, softball for youth b. Develop a trail acquisition plan and a trail enhancement plan to build / enhance trails in the community	Admin	No current timeline. June 2011 Est. Completion: Jan. 2017, 2019	PM: Trail Master Plan update completed with trail standards. PM: Trail acquisition and trail enhancement plans completed as an addendum to the Trail Master Plan. CS: Plans completed. Shackelton Woods trail completed. Shackelton & Almond Park trail signs completed.
	c. Work with a trails committee to determine priorities, support funding and increase the visibility and use d. Develop timeline for updating signage for trails, installing signage to identify native species, historical significance, and trail length	Admin	June 2010 Completed: Jan. 2013	PM: Trails priorities established as an addendum to the Trail Master Plan. CS: Trail priority list completed. Working with the City of Citrus Heights on the Electric Greenway Trail grant project.
	e. Monitor trails to remove and keep invasive species out of natural areas	Parks	June 2018 Ongoing	PM: Timeline completed and implementation plan approved. PM: Show continual progress through reporting on issues identified and mitigated.

Strategy	Tactics	Staff Group Responsible	Start Date/ Status	Performance Measure/Completion Status
<p>1.4</p> <p>Create a mix of synergistic elements within the system to maximize complementary use at individual sites and throughout the District</p>	<p>a. Add new amenities such as BMX track, skate park, dog park, basketball courts, community gardens, concessions and restrooms at the Disc Golf Course</p> <p>b. Add more site amenities such as shade, a spray ground and improved concessions at the pool</p> <p>c. Improve restrooms and parking at key high use parks in the system</p> <p>d. Add elements as determined by the Orangevale Community Center Master Plan</p>	<p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>PM: Elements added according to established capital project priorities and budget appropriation.</p> <p>CS: Shackleton Woods trail completed. Pecan Pickleball Courts completed. Pecan dog park and a portion of the trail in completed. Shade structure completed at Almond.</p> <p>PM: Elements added according to established capital project priorities and budget appropriation.</p> <p>PM: Elements added according to established capital project priorities and budget appropriation.</p> <p>CS: Disc Golf restroom improved. Oak & Filbert, Youth Center, & Pecan parking improved & ADA improvements completed in parking lots.</p> <p>PM: Elements added according to established capital project priorities and budget appropriation.</p> <p>CS: Shackleton Woods project completed.</p>
<p>1.5</p> <p>Improve the equestrian area to promote higher use</p>	<p>a. Develop a capital campaign for the equestrian area</p> <p>b. Develop an improved master plan for the equestrian area and park to enhance the value and use to the park to include multipurpose fields and family friendly amenities</p> <p>c. Develop a feasibility study for a nature center near the Equestrian Area</p> <p>d. Develop a partnership with the Equestrian community on managing the Equestrian Area for the District</p>	<p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p>	<p>No current timeline.</p> <p>Summer 2018</p> <p>No current timeline</p> <p>Sept. 2011</p>	<p>PM: Establish a list of possible partners. Survey to determine needs for additional improvements.</p> <p>CS: New round pen, fencing added.</p>

Strategy	Tactics	Staff Group Responsible	Start Date/Status	Performance Measure/Completion Status
<p>1.6 Develop a Business Plan for the Orangevale Community Center to establish it as the signature community gathering space and a good revenue driver for the District</p>	<p>a. Enhance the property around the building and tie in with the pool and the sports fields with an updated master plan</p>	Admin	No current timeline	<p>PM: Business Plan/Finance plan needed for funding. MP improvements. CS: MP competed and projects prioritized on capital improvements plan. Architectural plans completed for front and rear of Community Center.</p>
	<p>b. Add cardio-fitness space in the building to maximize on the ever growing fitness / wellness market demand</p>	Admin	No current timeline	
	<p>c. Improve the décor of the Orangevale Community Center to make in more inviting for people to rent and develop a marketing plan for the site to increase use and value</p>	Admin	<p>Sept. 2013 Completion: April 2014</p>	<p>PM: Marketing plan implemented. Aesthetic improvements prioritized. CS: Round tables purchased for rentals. MFDB Architects completed assessment for improvements and front office remodel 9/14. Auditorium painting, sound panels, and sound equipment upgrades completed to enhance rental ability. Pictures for entry and hallway walls in progress. New seating and décor added to the lobby.</p>

Community Vision for Recreation Programs:

Goal: The goal is to serve the Orangevale community residents with self-sustaining, multi-cultural and multi-generational recreation opportunities that are both active and passive in nature

Strategy	Tactics	Staff Group Responsible	Start Date/Status	Performance Measure/Completion Status
<p>2.1</p> <p>Increase awareness and participation rates of program offerings among OVparks residents and beyond</p> <p>2.1.a-e</p>	<p>a. Identify primary and secondary target markets and conduct focus groups to identify specific program needs; and reasons for lack of participation in some core program areas</p> <p>b. Conduct lost customer surveys from past participants to identify reasons for dropping-out and solutions to address the reasons</p>	<p>Rec</p> <p>Rec</p>	<p>Jan. 2012 Completed/ Ongoing</p> <p>Sept. 2011 Completed/ Ongoing</p>	<p>PM: Written statement of primary and secondary target markets. Conduct at least 1 focus group meeting for each of the identified core program areas.</p> <p>CS: Staff has identified core program areas and has conducted various focus groups within those core areas. Examples of these groups would include contract classes, senior programming, sports, aquatics, and trips. Staff has utilized surveys, group discussion, and one on one feedback. The District is also using a "How are we doing?" evaluation for our facilities and programs which has been helpful in gaining feedback. This tactic is a task that is ongoing which allows OVparks to stay ahead of the trends and stay focused on customer needs.</p> <p>PM: Data obtained from at least 10% of the surveys distributed for each core program area.</p> <p>CS: Lost customer surveys are being utilized and typically we meet the desired return. This is also an ongoing task in which we utilize paper and electronic surveys to receive feedback.</p>

Strategy	Tactics	Staff Group Responsible	Start Date/ Status	Performance Measure/Completion Status
	c. Evaluate Activity Guide and other distribution channels to ensure maximum outreach.	Rec	Sept. 2011 Completed/Ongoing	<p>PM: Create a listing of ways to distribute program information for each program area.</p> <p>CS: Staff continues to make the maximum outreach by targeting public schools and businesses. Staff has also made sure that the guide is readily available online, on our social media outlets, and emailed out to past participants. Some examples of our distribution locations include the seven elementary schools in Orangevale, the Orangevale Library, local businesses, the Orangevale Chamber of Commerce, Facebook, Constant Contact email list with over 2,000 subscribers, etc. Staff has partnered with non-traditional school voucher programs to guide students/parents to the District's online Activity Guide/registration.</p>
	d. As a part of the registration process, enquire about the source of information that drove the participation behavior and thus track marketing return on investment	Rec	Sept. 2011 Completed/Ongoing	<p>PM: Collect data weekly on survey results and enter into tracking spread sheet. Analysis of ongoing survey data collected to determine return on marketing investment.</p> <p>CS: Participant surveys are being utilized as well as door prize drawing slips. These two forms help inform the District on the most efficient marketing concepts. This tactic is also an ongoing task as staff is always looking for more efficient means of marketing. Analysis of data to determine return on marketing investment needs additional work.</p>
	e. Partner with the School District, neighboring agencies to cross promote ORPD offerings	Rec	Sept. 2011 Completed/Ongoing	<p>PM: Create a listing of cross promotional opportunities for each core program area. Implementation of at least one opportunity from the listing for each program area.</p> <p>CS: OVparks collaborates with other local agencies to cross promote classes, programs, trips, and events. Examples include: Working with the Fair Oaks Recreation & Park District to cross promote classes; Working with the Orangevale Woman's Club co-sponsoring events and classes such as the Simply Crafty Women; Working with the Orangevale Chamber of Commerce in advertising and participating in Pow Wow Days; and Partnering with the local schools to participate in their fun fairs thus providing outreach and advertising for our programs while participating with the schools.</p>

Strategy	Tactics	Staff Group Responsible	Start Date/Status	Performance Measure/Completion Status
<p>2.2</p> <p>Create greater consistency in program delivery, look and feel through system-wide standards to help build a strong brand</p> <p>2.2-a-c</p>	<p>a. Establish consistent program standards for all core programs and train staff in managing services to meet these standards and the outcomes desired</p> <p>b. Ensure consistent signage, use of logos, color schemes and verbiage in all ORPD communications. Ensure website information is consistent with those in the Activity Guide</p> <p>c. Create instructor tool kits to provide all instructors (staff and contract) all a consistent format in which to conduct their classes.</p>	<p>Rec</p> <p>Rec</p>	<p>Sept. 2011</p> <p>Completed</p> <p>Sept. 2012</p> <p>Completed</p> <p>April 2012/ Ongoing</p>	<p>PM: Written standards produced for each core program. Staff training conducted on expected outcomes.</p> <p>CS: The Instructor Handbook includes program standards for both instructors and the programs they run</p> <p>PM: All written & electronic communication/ marketing pieces have consistent logos and verbiage. Web site consistent with Activity Guide</p> <p>CS: Within the last year the District has taken a proactive step to ensure that all material, attire, advertising, etc. has been updated with current logo and a consistent uniform look. There are a few things left to do, such as updating signs as money becomes available. Examples of items that have been completed include: email signatures, uniforms, district manual, website, forms, monument signs, park regulation signs, trucks, activity guide, program signs, rental signs, etc. Monument signs were added to the parks. Additional smaller monument signs have been installed at the Youth Center, Kidz Korner, and at the OCP Elm entrance.</p> <p>PM: All instructors have copy of instructor toolkit and have been briefed on the contents by the program supervisor.</p> <p>CS: Staff have created and utilized an instructor handbook which is consistently used and updated. This resource has become very important for all potential instructors. In addition to the handbook we have implemented class audits, class surveys, first aid stations in our class buildings, and frequent requests for updated class photos.</p>

Strategy	Tactics	Staff Group Responsible	Start Date/Status	Performance Measure/Completion Status
<p>2.3</p> <p>Use data to make educated decisions about program trends and future program offerings</p> <p>2.3.a-c</p>	<p>a. Use data from the upcoming U.S. Census as well as purchase data from sources such as American Sports Data, Outdoor Recreation Report, Sporting Good Manufacturer's Association and American Demographics and Lifestyle Reports</p> <p>b. Identify 5-10 areas to begin tracking for trends relevant to the ORPD target market</p> <p>c. Update the trends annually and communicate information to Board and the staff as they decide upcoming program offerings</p>	<p>Rec</p> <p>Rec</p>	<p>Jan. 2012</p> <p>Completion:</p> <p>Jan. 2013/ Ongoing</p> <p>Jan. 2012</p> <p>Completion</p> <p>Jan. 2013/ Ongoing</p> <p>Jan. 2012</p> <p>Completion:</p> <p>Jan. 2013/ Ongoing</p>	<p>PM: Report on US Census data as it relates to ORPD residents demographics, 2000 vs 2010. Quarterly report on recreation trends.</p> <p>CS: Currently staff is utilizing our focus groups and the information from the census and accredited associations like CPRS and NRPA to track trends to prepare for upcoming changes. For example staff has added additional senior programming and will add a Pickleball program once resurfacing is finished to existing tennis courts at Pecan Park. Several special interest camps were added in the summer of 2014.</p> <p>PM: Report on trends identified and tracked.</p> <p>CS: Staff are consistently tracking and reviewing relevant trends as they relate to our core programs for the district. Currently we utilize our data, other agencies data, outside sources like NRPA and CPRS for updated information which then help make better programming and marketing decisions.</p> <p>PM: Annual Report to board on trends.</p> <p>CS: The District provides a yearly recreation division report on programs that includes ideas for future programming. In addition to the monthly recreation reports, this provides an open line of communication and keeps the Board up to date with programming.</p>

Strategy	Tactics	Staff Group Responsible	Start Date/ Status	Performance Measure/Completion Status
<p>2.4 Build Volunteerism as a valuable program</p> <p>2.4.a-f – Priority #2</p>	<p>a. Create a branded volunteer program with reward systems similar to an airline or a hotel rewards program – volunteers can accumulate points for hours volunteered which can be redeemed for ORPD offerings</p> <p>b. Combine all existing volunteer information to create a combined volunteer database</p> <p>c. Develop a list of current and potential sources where volunteers can be obtained</p> <p>d. Create volunteer training and orientation programs, performance measures and annual hourly goals</p> <p>e. Build a volunteer section on the website to promote volunteerism</p> <p>f. Develop volunteer policy and training manual outlining information for volunteer recruitment, retention and appreciation</p>	<p>Rec</p> <p>Rec</p> <p>Rec</p> <p>Rec</p> <p>Rec</p> <p>Rec</p>	<p>Sept. 2014 Est.</p> <p>Completion: April 2015 June 2018</p> <p>Sept. 2014 Est.</p> <p>Completion: April 2015</p> <p>Completed Sept. 2014</p> <p>Sept. 2014 Est.</p> <p>Completion: May 2015 June 2018</p> <p>Sept. 2014 Est.</p> <p>Completed: January 2018</p> <p>Sept. 2014 Est.</p> <p>Completion: May 2015 June 2018</p>	<p>PM: A written document shall exist describing the volunteer program.</p> <p>CS: Staff is currently reviewing other programs. Staff created a draft volunteer manual that is being reviewed.</p> <p>PM: Completion of database document and methods for maintaining the database.</p> <p>CS: On hold. Will be completed after initial program is developed.</p> <p>PM: A written listing shall exist describing the potential sources of volunteers.</p> <p>CS: Staff has completed a list of schools and organizations that can be contacted for volunteers. This will be in our volunteer program document. Staff currently recruits volunteers from local high schools, community organizations, and media advertisements for events, meals on wheels, etc.</p> <p>PM: A written document shall exist describing the orientation and training of volunteers. A written document shall exist describing performance measures of the program and annual hourly goals.</p> <p>CS: This project will be completed once 2.4.a-2.4.c has been completed.</p> <p>PM: A volunteer section shall exist on the web site.</p> <p>CS: The District does have our volunteer materials on our website however the handbook has not been completed, and is not online. Staff is currently working on our new website in which there will be a volunteer program page. The new website has an improved volunteer page that can be used to better advertise volunteer opportunities.</p> <p>PM: A training policy and training manual shall exist for the volunteer program.</p> <p>CS: This project will be completed once 2.4.a-2.4.c has been completed. A draft volunteer policy and training manual was completed in 2017.</p>

Strategy	Tactics	Staff Group Responsible	Start Date/Status	Performance Measure/Completion Status
<p>2.5</p> <p>Confirm and restructure existing core recreation programs to meet the needs of the community and establish future core recreation programs based on unmet needs in the community</p> <p>2.5-a-c – Priority 1</p>	<p>a. Develop mini-business plans for each core service area to operate in the most efficient manner while serving the greatest number of people possible</p> <p>b. Establish a process to manage non-core programs over the next three years</p> <p>c. Conduct an annual program innovation audit to continue updating the program lifecycle and eliminate underperforming programs</p>	<p>Rec</p> <p>Rec</p>	<p>Sept. 2012 Est. Completion: December 2018</p> <p>Sept. 2012 Est. Completion: December 2018</p> <p>Sept. 2012 Est. Completion: December 2018</p>	<p>PM: A written business plan document shall exist for each core service area.</p> <p>CS: Staff has developed a format for these business plans but has not completed this project.</p> <p>PM: A written document shall exist outlining the process for managing non-core programs.</p> <p>CS: Once 2.5.a has been completed staff will be able to apply these business plans to non-core programs.</p> <p>PM: In December of each year, an annual innovation audit shall be conducted utilizing developed standards/goals for determining innovation.</p> <p>CS: This project shall be completed once 2.5.a-2.5.b is completed. Staff currently performs program audits three times a year with the publication of the Activity Guides; however, staff has yet to compile an actual yearly summary of the programs and conduct a formal audit.</p>

Community Vision for Operations and Maintenance

Goal: Develop an operations and maintenance plan for the park system for all parks, recreation facilities and trails to establish the maintenance cost requirements based on agreed to maintenance standards

Strategy	Tactics	Staff Group Responsible	Start Date/ Status	Performance Measure/Completion Status
3.1 Develop maintenance standards for all parks, recreation facilities and trails based on the right frequency of maintenance tasks, using the right skill set of employees at the right pay for the right benefit desired	a. Develop a maintenance management plan for each park and recreation facility based on operational and funding available	Admin/Parks	Sept. 2012 Completed/ Ongoing April 2013	PM: Maintenance Standards completed & in use for parks and facilities. CS: Maintenance Standards completed. Training and monitoring for possible revisions/updates ongoing.
	b. Establish partnership agreements with users to support operational and maintenance costs desired	Admin	Sept. 2011 Completed April 2012	PM: Agreements with sports groups established (Soccer) CS: Collaboration with facility use groups and fees increased for field use. Use policy and incident weather policy created.
	c. Develop a Capital Improvement Plan for the District with a dedicated funding source to keep the parks and facilities in good condition that creates pride and value to users of the park and residents of the District	Admin	Nov. 2011 Completed March 2012/ Ongoing	PM: Initial Capital Improvement Plan Completed CS: Capital Improvement and Capital Replacement Plan implemented. Limited annual funding for capital improvement and replacement. Long-term finance plan is a future priority. (2016 2019)
	d. Implement the new work order system and determine the cost / acre to maintain the system and the capital asset lifecycle requirements of the park system	Admin/Parks	June 2011 Est. Completion: New 2015 Dec. 2018	PM: Cost per acre to maintain each site determined. CS: MMS program established for equipment maintenance, and tracking of salaries by job assignment. Create MMS for all aspects of maintenance for each site to generate cost per acre.
	e. Develop maintenance standards for the pool and Orangevale community center and determine cost / sq. ft. to maintain	Admin	Dec. 2017 Est. Completion: Dec. 2018	PM: Maintenance Stds for Pool & CC completed CS: Community Center Standards in use. Cost / sq. ft. needs to be completed. Ongoing monitoring necessary for more training or need to update.

Strategy	Tactics	Staff Group Responsible	Start Date/Status	Performance Measure/Completion Status
<p>3.2 Develop a school district partnership plan for use of school property for parks and recreation needs of the District</p>	<p>a. Meet with school officials on a partnership plan for school outdoor and indoor facilities to maximize public facilities in the District for parks and recreation use.</p> <p>b. Avoid duplication of efforts between the school district and the park district</p> <p>c. Consider school sites as neighborhood park sites</p> <p>d. Develop an improvement plan for school/park sites to enhance the value of these school sites</p> <p>e. Develop with the school district a sports council to work with the School District and Park District on enhancing sports fields on school sites</p>	<p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p>	<p>Jan. 2012 Ongoing</p> <p>No perceived need at current time</p> <p>No current timeline</p> <p>No current timeline</p> <p>Oct. 2012 Ongoing</p>	<p>PM: Joint-use agreements strengthened to insure long term community use.</p> <p>CS: Staff collaborates with District schools on facilities and also meets quarterly with SJUSD on School/District interests. Land swap for more efficient use of property at OCP close to completion. Joint-use agreements in the process of being updated with a completion date estimated for August of 2018.</p>
<p>3.3 Consider the value of contract maintenance of certain tasks to maximize efficiency</p>	<p>a. Evaluate the cost to provide all elements of maintenance and what is the most cost effective method to use to achieve the highest level of quality and efficiency</p> <p>b. Communicate to user groups, end users, and decision makers the actual cost to maintain parks and recreation facilities</p>	<p>Admin</p> <p>Admin</p>	<p>July 2014 Dec. 2017</p> <p>Est. Completion Nov. 2015 Dec. 2018</p> <p>Est. Completion Nov. 2015 Dec. 2018</p>	<p>PM: Track cost of service. Determine cost efficiencies.</p> <p>CS: Manpower costs per maintenance task calculated. Further evaluation of most cost effective methods needs to be completed.</p> <p>PM: Hold workshop with user groups to discuss cost of service</p>

<p>3.4</p> <p>Make decisions, and plan actions to be ecologically responsible stewards for the land we are charged with caring for</p>	<p>a. Utilize most sustainable practices</p>	<p>Parks</p>	<p>July 2017</p>	<p>PM: Utilize natural resources to the best of our ability. Only hire arborist for large tree removals, and those that participate in urban wood rescue programs. Minimize pesticide and petroleum use as much as possible. CS: Ongoing</p>
	<p>b. Utilize Integrated Pest Management practices</p>	<p>Parks</p>	<p>July 2017</p>	<p>PM: Train staff, to identify common weed/insect pests in various stages of life cycle, and effectiveness of all pesticide applications, and eliminating wasteful or ineffective applications. CS: Ongoing PM: Maintain desired plant species in optimum health to best possible condition, giving our desired species the best chance to out compete/resist invasive weed/insect pests. CS: Ongoing PM: Research and utilize least toxic options for all pests requiring control. CS: Ongoing</p>
	<p>c. Plant and irrigate District properties to maximize aesthetic value with the lowest maintenance required</p>	<p>Parks</p>	<p>July 2017</p>	<p>PM: Evaluate plant, water needs and ensure adequate irrigation supplied without excessive use/waste of water. Plan all future plantings and modify existing plantings to allow for plants to reach full size without interfering with, paths of travel, parking spaces, or other plants, creating less of a need for staff to spend time and resource maintaining aesthetic value. CS: Ongoing</p>
<p>3.5</p> <p>Maximize effectiveness of staff in performing planned and unplanned maintenance operations</p>	<p>a. Train staff to be experts in fields they are expected to routinely operate</p>	<p>Parks</p>	<p>July 2017</p>	<p>PM: Utilize published Best Management Practices from organization of experts in trades in question. CS: Ongoing</p>
	<p>b. Equip staff to be prepared for unexpected maintenance activities</p>	<p>Parks</p>	<p>July 2017</p>	<p>PM: Utilizing current technologies available, equip all of the District's trucks with space, tools, and organizational necessities to respond to unexpected maintenance activities. CA: Ongoing</p>

<p>3.6</p> <p>Utilize internship programs to gain aid with repetitive, time consuming tasks, while empowering students with experience in tasks that will be required for their desired career</p>	<p>c. Utilize work order system to effectively communicate and track maintenance activities</p> <p>a. Develop relationships with local community colleges that have plant science curriculum (Agriculture, Horticulture, Botany, Forestry, etc.) to draw internships from</p>	<p>Parks</p> <p>Parks</p>	<p>July 2017</p> <p>Aug. 2016</p>	<p>PM: Utilizing currently available technologies, establish effective and clear communication amongst staff members through set up, trainings, and implementation of work order system. CS: Ongoing</p> <p>PM: Create task lists of repetitive tasks for interns to aid with. CS: Ongoing</p> <p>PM: Utilizing resources available through organizations of experts in trades, the District will only train to the highest standard in the industry.</p>
<p>b. Develop relationships with organizations of experts in trades ensuring that we are attractive to students interested in internships</p>	<p>Parks</p>	<p>July 2017</p>	<p>PM: Utilizing resources available through organizations of experts in trades, the District will only train to the highest standard in the industry.</p>	

Community Vision for Finance

Goal: Develop a sustainable park and recreation system by maximizing all available revenue sources and creating a lean and efficient system.

Strategy	Tactics	Staff Group Responsible	Start Date/Status	Performance Measure/Completion Status
4.1 Develop specific policies for pricing, partnership, volunteer, and earned income	a. Work with the Park District Board on developing these four policies over the next year b. Develop a cost of service model for parks, recreation facilities and programs to determine cost recovery levels currently and pricing strategies to meet future cost recovery goals c. Communicate effectively the true cost of services to users of the system and any changes in pricing to achieve cost recovery levels desired d. Develop consistency across users on pricing of services and facilities	Admin Admin Admin	Jan. 2015 Est. Completion: April 2015 Jan. 2019 Ongoing	PM: Board approved policies for pricing, partnership, volunteer, and earned income completed. CS: Volunteer policy April of 2015. Pricing, Partnership, and Earned Income January 2019. PM: Cost of service model completed with current cost recovery levels & future goals PM: Plan implemented to communicate cost of service & cost recovery goals PM: Part of developing cost of service model

Strategy	Tactics	Staff Group Responsible	Start Date/Status	Performance Measure/Completion Status
4.2 Implement sustainability practices within the District	a. Develop green practices in all parks and facilities including water management practices b. Track and communicate the financial impact of utilizing the sustainable practices	Admin/Parks Admin	Est. Completion: 2015/ Ongoing Jan. 2013 Est. Completion: Ongoing	PM: Priority list with implementation dates Central Control Irrigation controllers installed with ET technology CS: Herbicide application, aeration, fertilization, over-seeding for sports fields on schedule. Irrigation, pump for OCCP installed. District-wide centrally controlled irrigation system to be fully operational by spring of 2018. More water/petroleum conservation methods to continue. PM: Tracking system for measuring financial impact of sustainable practices implemented
4.3 Update all policy manuals to achieve the maximum efficiency within the District	a. Develop flow charts for policy and procedure processes to maximize efficiency in delivery of the service b. Develop a strategic financial plan for the District for the next five – ten years	Admin Admin	No current timeline Est. Completion: April 2016 2019 Ongoing	PM: Finance plan adopted CS: District Finance Plan to be completed in 2019. PM: Performance measures established. CS: Performance measures have been established for customer service. Standards have been developed but need further review and then staff trained. PM: List established of policies that need to updated with estimated completion dates. CS: Policy Manual updated in 2010, 2012, and 2016. Manual will again be reviewed and updated in the spring of 2018.
		Admin	Ongoing	

Completed/Ongoing

High Priority

Medium Priority

Low Priority/No Completion Date

Strategy Matrix – 2/8/18

Strategy	Tactics	Staff Group Responsible	Start Date/Status	Performance Measure/Completion Status
4.4 Engage the program staff into the District's overall budget process	a. Teach and train program staff on cost of service, budget and revenue development requirements	Admin	June 2011 Ongoing	<p>PM: Program staff feedback received yearly during performance appraisals. After completing 4.1.b train staff</p> <p>CS: Staff is doing further training on detailed budget and revenue development for the 2015/16 fiscal budget. Cost of service is tied to the cost recovery model which is currently being developed.</p>
4.5 Develop competencies and leadership skills	<p>a. Cross train staff on leadership requirements expected</p> <p>b. Teach strategic planning, business planning, pricing of services, cost of service accounting to all key leadership staff</p> <p>c. Tie the District's vision and mission statements to the employee appraisal process.</p>	Admin/Rec/Parks Admin	Ongoing Ongoing	<p>PM: Noted on yearly performance appraisals</p> <p>CS: Training through workshops/conferences in combination with yearly performance appraisals.</p> <p>PM: After completing 4.1.b train staff</p> <p>CS: In process. Staff included as policies developed.</p> <p>PM: Noted on yearly performance appraisals</p>
4.6 Develop sponsorship program to help support programs and events	a. Develop support materials and a plan to maximize donations	Admin/Rec	Ongoing	<p>PM: Donation letter templates created and in use.</p> <p>CS: Letter templates in use. Staff designated to seek out donations. Numerous donations garnered from local businesses for District special events and facility grand openings.</p>

Community Vision for Marketing and Communications

Goal: To increase awareness by 5% annually and to enhance household program participation from 34% to 40% in 5 years.

Strategy	Tactics	Staff Group Responsible	Start Date/Status	Performance Measure/Completion Status
<p>5.1</p> <p>Develop a marketing plan, brand and communication strategy for the District</p> <p>5.1.a-f</p>	<p>a. Continue to expand online registration system for people to access services</p> <p>b. Develop a promotional plan to maximize the use of the electronic sign board outside the Orangevale Community Center</p> <p>c. Update the website and utilize free mediums such as social networks to promote ORPD offerings</p>	<p>Rec</p> <p>Admin/Rec</p>	<p>Completed January 2014/Ongoing</p> <p>Completed April 2012</p> <p>Social Networks Ongoing Website Upgrade Completed Jan. 2018</p>	<p>PM: Public will be able to register online for District programs</p> <p>CS: Staff has worked diligently to get our software system, Max Enterprise, up and running with on-line registration. The online registration program called Max Galaxy has been fully implemented with program registration and facility registration modules.</p> <p>PM: Policy and promotional plan established.</p> <p>CS: Policy completed in April 2012. Fees and promotional plan established. Using sign effectively to market District and community programs. Outside use limited based on County permit.</p> <p>PM: Website updated and Social Networks utilized.</p> <p>CS: District is currently using Facebook, Instagram and Constant Contact. District staff has attended training classes and will continue to improve the effectiveness of using these social networking strategies.</p> <p>The website has been upgraded and is up and running. It is more user friendly and should improve public access to our offerings. Staff has been working on insuring that we get the most out of our social media. Two Facebook posts are made daily. Constant Contact continues to have a monthly distribution. We are working to more actively contact business partners for sponsorships and are looking for business partners that will allow us to post upcoming events and programming in their businesses. The District has also started an OV TV YouTube channel that highlights District programs and activities. Staff is working on posting more event and class pictures on Instagram. Facebook utilized to advertise programs and events.</p>

		d. Develop an in-house marketing, sales, customer service and diversity training program	Admin	Sept. 2013 Ongoing	PM: Written training program completed. CS: The customer service training material is completed and in use. Written material for marketing, sales, and diversity training is yet to be completed.	
		e. Cross promote with other service providers each other's services to avoid duplication of efforts	Admin	Sept. 2011 Ongoing	PM: Meet with providers & coordinate effort. CS: Staff works to cross promote activities with other service providers. See 2.1e Activities are cross promoted with other Districts, numerous community organizations, and businesses.	
		f. Focus on tracking and communicating marketing return on investment to ensure maximum impact for marketing spending	Admin	Completed/ Ongoing	PM: Tracking method established and reported. CS: Program evaluations and surveys track how participants become aware of programs. Decisions on expenditure of marketing dollars correspond to most successful methods. Less effective methods are reduced or eliminated. The primary sources of marketing are the Activity Guide, electronic sign, school flyers, OV View, website, constant contact, and social media. Analysis of data to determine a dollar for dollar return on marketing investment needs additional work.	

Strategy	Tactics	Staff Group Responsible	Start Date/ Status	Performance Measure/Completion Status
<p>5.2</p> <p>Focus on developing a strong brand and positive brand equity for ORPD</p>	<p>a. As a part of the marketing plan development, conduct a branding workshop to identify what the department wants to stand for and what values it wishes its brand to communicate</p>	<p>Admin/Rec/ Parks</p>	<p>Jan. 2013 Logo Completed 2013 Branding/ Ongoing</p>	<p>PM: Logo Updated Branding workshop conducted. Brand values established. CS: Logo has been updated and is being used on all publications, website, and signage. Values and identity discussed as part of the website update.</p>
	<p>b. Create a 'brand book' as a part of a continuing education process of existing employees and an orientation program for new staff – full-time, part-time, seasonal and volunteers</p>	<p>Admin/Rec</p>	<p>Jan. 2013 Est. Completion: April 2015</p>	<p>PM: Brand Book completed and used for training staff and volunteers. CS: Most branding items completed. The "Brand Book" needs to be compiled and used for improved training and reference.</p>
	<p>c. As mentioned earlier, ensure consistency in service delivery and in visual appeal from a design and signage standpoint for all parks, facilities and trails</p>	<p>Admin/Parks</p>	<p>Completion of Design Standards: April 2012 Ongoing</p>	<p>PM: Design standards established for signs and park amenities. Projects will incorporate the design standards. CS: Design standard established and signs throughout the District are in process of being updated including building, regulation, and monument signs.</p>
	<p>d. Incorporate Department brand information within the instructor support kits as well as volunteer manuals</p>	<p>Rec</p>	<p>Est. Completion: January 2015</p>	<p>PM: See 5.2.b CS: Not completed.</p>
	<p>e. Conduct annual brand association and equity surveys in the community to gauge the affinity the community has towards and the awareness of the ORPD brand name</p>	<p>Admin</p>	<p>Oct. 2015</p>	<p>PM: Brand & equity survey completed each year. CS: Not completed.</p>

STAFF REPORT



DATE: 2-8-18

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: APPROVAL OF THE PURCHASE OF THE ARBORPRO SOFTWARE FOR URBAN FOREST AND ASSET MANAGEMENT IN THE AMOUNT OF \$8,450

RECOMMENDATION

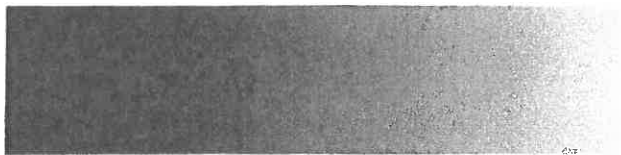
Approve the purchase of ArborPro urban forest and asset management software in the amount of \$8,450.

BACKGROUND

The District applied for and received a grant from CalFire to create an inventory of the trees in the District for the purpose of conducting sustainable practices in caring for our urban forest. The inventory was completed in 2015. The software product that was provided by the arborist that completed the survey work was very limited. The five recreation and park districts that applied for the grant together have collaborated in researching for a better urban forest and asset inventory software solution. The District's chose ArborPro as the preferred software vendor and received a discounted price based on a cooperative purchase agreement. The software will allow the District to maintain records of tree pruning completed, tree that were removed, trees planted, tree conditions, recommended maintenance, work orders, etc. The turf and asset management module allows the District to similarly inventory and track all district assets including fountains, irrigation heads and valves, backflow prevention devices, etc. Both modules are cloud-based solutions that can be updated from mobile devices as well as a computer. The quote also includes all data conversion. After the initial investment, a yearly fee of \$1,575 is charged for annual support, upgrades, and cloud-based storage/access. The expense will be charged to OLLAD under the other professional services budget line.

RECOMMENDED MOTION

I move that we approve the purchase of ArborPro tree and asset management software in the amount of \$8,450.



December 28, 2017

Orangevale Recreation and Park District
Scott Wade
Interim Parks Superintendent
6826 Hazel Ave.
Orangevale, CA 95662

Re: ArborPro Software Proposal

Below is a proposal to provide Orangevale Recreation and Park District with the ArborPro Tree Inventory Software Program. This is a discounted price based on the cooperative purchase agreement.

Description	U/M	Quantity	Price	Total
ArborPro Database (3 user license)	Lump Sum	1	\$5,950.00	\$5,950.00
Annual Support & Upgrades	Lump Sum	1 Year	Free	\$0.00
Data Conversion	Lump Sum	1	Free	\$0.00
			Total	\$5,950.00
Optional Services				
Description	U/M	Quantity	Price	Total
Turf and Asset Module	Lump Sum	1	\$2,500.00	\$2,500.00
Annual Support & Enterprise Hosting	Lump Sum	1 Year	\$1,575.00	\$1,575.00

The licenses may be used for tablets, laptops, desktops, etc. The estimate above includes data conversion, training, customer support and software upgrades for a period of one year.

ArborPro, Inc. has a cloud based solution known as the Enterprise Edition which provides the user the ability to access the program through any web enabled device; smart phone, I-Pad or other. We will include this solution with the software purchase for the first year at no additional cost. After the first year, the Parks will have the option to continue with the Enterprise Hosting at discounted rate of \$1575.00 annually.

Sincerely,

Beau Thiffault
ArborPro, Inc.

ArborPro Inc. 22605 E La Palma Ave, Suite 509 California 92887 877-844-DATA
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STAFF REPORT



DATE: 2-8-18

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: **DISCUSSION AND APPROVAL OF THE METHOD FOR FILLING THE PARK SUPERINTENDENT POSITION**

RECOMMENDATION

Discuss and approve the method for filling the Park Superintendent position.

BACKGROUND

In June of 2017, the District's Park Superintendent resigned. The District Administrator and Park Maintenance III employee Scott Wade jointly expressed a desire to have him work in the position of Interim Park Superintendent for a set period of approximately seven months. The term, salary, and responsibilities of the interim position were discussed and formalized by agreement. After this period, Mr. Wade could compete for the Park Superintendent position in the event the District elected to fill the position.

The Personnel/Policy committee met on January 19, 2018 and discussed filling the Park Superintendent position. The committee agreed to fill the position and to follow the Park Division Standards for Advancement and Hiring adopted in February of 2017. These standards established that an open competitive recruitment be completed for the positions of Park Maintenance III, Park Foreman, and Park Superintendent.

In preparation for making the committee's recommendation to the Board at the February Board meeting, the District Administrator determined that consideration should be given to an option to hire a qualified employee from within and save valuable fiscal resources. While an open competitive recruitment for the position of Park Superintendent would under most conditions be the recommended action, in this instance, the District has a qualified candidate in-house and the opportunity to reduce full-time staffing at an annual savings of approximately \$60,000 per year. If Mr. Wade was hired through a competitive hiring process the District could consider a similar reduction in staff. However, if Mr. Wade is not hired, he would resume his position as a Park Maintenance III employee. Since OVparks has this strong in-house candidate, the prospect of a significant fiscal savings must be considered.

In regard to our current fiscal atmosphere, the District has seen dramatic increases in part-time wages due to the yearly rise in the minimum wage which is scheduled to increase for the next several years. This will continue to stretch district resources requiring the District to increase fees for services and look for additional ways to be more efficient in the delivery of programs and services. Another consideration is that Mr. Wade has been able to hire and train a part-time employee to work maintaining small equipment, mowers, and vehicles during his interim assignment. This has been successful to the point that the District could maintain service levels without filling the currently vacated PM III position at this time.

Given that the District has a qualified candidate on staff that will be competitive in the recruitment process and that there could be a significant fiscal savings associated with hiring the position in-house, the following recommendation is presented to the Board for consideration. The District promote Scott Wade as the Park Superintendent. The Park Maintenance III position vacated by Mr. Wade during his interim appointment would not be filled. This would mean maintaining the same number of Park Maintenance employees (five) that the District has had working for the past several years. Formerly, the District employed six full-time maintenance employees but has had five working for the past several years due to health-related vacancies.

The following is a summary of Scott Wade's evaluation, education, experience, and certifications which demonstrate that he is qualified for the position. A performance evaluation was conducted, and Mr. Wade received a positive evaluation for the work he has done over the past seven months. He has improved the District operations in several technology-based areas as well as his working with staff on additional training and meeting park maintenance standards. Scott has worked for the District for 10 years. During this time, he has become familiar with all aspects of the District operation and infrastructure. He has been diligent in advancing his education with two Associate of Science degrees in Sustainable Agriculture and Behavioral Science and has attended two years of Maintenance Management School. He has certificates as a Certified Pool Operator, Certified Playground Inspector, Certified Green Gardener, Landscape Irrigation Auditor, and has a Qualified Pest Control Applicator License. In addition, he has been instrumental in the implementation of the District's central control irrigation system and is becoming competent using Facility Dude (the Maintenance Management Software). He is also a strong proponent for implementing environmental sustainability and best practices in park maintenance. Scott has also demonstrated the ability and desire to provide ongoing training for the staff and to be a hands-on working Superintendent. While there is still more for him to learn and qualities he can strengthen, he has demonstrated that he could easily grow into the position.

Staff recommends authorizing the District Administrator to forgo the competitive hiring process and provide a conditional offer of employment to Interim Park Superintendent Scott Wade and to not fill the vacant park maintenance position which would allow the District to realize a savings of approximately \$60,000 per year.

RECOMMENDED MOTION

Possible Motion A: I move that we authorize the District Administrator to forgo the competitive hiring process and provide a conditional offer of employment to Interim Park Superintendent Scott Wade and not fill the vacant park maintenance position.

Possible Motion B: I move that we follow the Park Division Advancement Requirements in hiring the Park Superintendent position.

STAFF REPORT



DATE: 2-8-18

TO: Board of Directors

FROM: Greg Foell, District Administrator

**SUBJECT: DISCUSSION AND APPROVAL OF THE ORANGEVALE
COMMUNITY PARK MASTER PLAN SCHEDULE**

RECOMMENDATION

Approve the Orangevale Community Park master plan schedule.

BACKGROUND

The District completed the Pecan Park master plan in November of 2014, the Almond Park master plan in November of 2016 and is now scheduled to complete the Orangevale Community Park master plan. The District has completed the aerial survey of the park and is close to completing the park irrigation plan. In November of 2017 the District approved an agreement with MTW Landscape Architects to complete the park master plan. Attached is the tentative schedule for completion of the plan. Staff is proposing two public workshops. The first would be held on Tuesday, April 3rd from 6:30 – 8 p.m. and the second on Thursday, June 7th from 6:30-8 p.m. The preliminary master plan would be presented at a public hearing at the July 12th Board of Directors meeting and the final master plan would be presented for approval at the September 13th meeting.

RECOMMENDED MOTION

I move approval of the Orangevale Community Park master plan schedule.



MTW *g r o u p*

LANDSCAPE ARCHITECTURE AND PLANNING

Schedule

January 29, 2018

ORPD ORANGEVALE COMMUNITY PARK – MASTER PLAN

MTW Project No.: 17-071

Master Plan:	30 wks.	February 15 – Sept 13
Project Start-up	6 wks	February 15 – March 29
Prepare plan to encompass the project goals		February 15 – 28
Refine project goals		March 2 - 12
Submit Final version of project goals		March 20
District Review Period		March 21 - 29
Schematic Design Phase	6 wks.	March 29 – May 10
Prepare graphics for Public Workshop		March 30 – April 11
Public Workshop #1	Thurs	April 19 (6:30-8pm)
Submit Final Schematic Design		May 1
District Review Period		May 2 - May 10
Preliminary Master Plan Design Phase	10 wks	May 10 – July 19
Prepare graphics for Public Workshop		May 11 – May 30
Public Workshop #2	Thurs	June 7 (6:30-8pm)
Refine Preliminary Master Plan		June 13 – June 27
Submit Preliminary Master Plan Design for Board Packet	Thurs	June 28
Presentation #1 – Preliminary Master Plan to Board	Thurs	July 12 (6:30pm)
District Review Period		July 13 – July 19
Final Master Plan Phase	8 wks	July 19 – Sept 13
Refine Master Plan		July 20 – August 29
Submit Final Master Plan Design for Board Packet	Thurs	August 30
Presentation #2 – Final Master Plan to Board	Thurs	Sept 13 (6:30pm)

Terry Benedict
9365 Central Avenue
Orangevale CA 95662

To: Orangevale Recreation and Park District Board of Director's; Montes, Meraz, Stickney,
Brunberg & Swenson
CC: District Administrator
From: Terry Benedict
Date: January 2, 2018
Re: Cure & Correct Demand Letter

Attention: District Administrator & Board of Directors

This Cure & Correct Demand Letter is being sent because of a substantial change in the subject matter of agenda item 12.(e) New Business for the November 9, 2017 regular board of directors meeting.

During the boards discussion of agenda item 12.(a) the "subject matter" of shady oaks disc golf club selling 20 existing basket and purchasing 20 new baskets for the disc golf course was substantial changed. The subject matter changed from shady oaks disc golf club purchasing 20 new baskets to the District purchasing 20 new baskets. Without public notice, the board of director's or district administrator cannot change the subject matter of aa agenda item from one subject to other subject. Like the public agency/District making the purchase instead of a private disc golf club!

It's very clear the public agency does not understand the purpose of the Ralph M. Brown Act!

Please note: The public had no public notice that the District would be purchasing, at a substantial cost (\$10,000), newer style disc golf baskets for the District's disc golf course at Orangevale Community Park.

Please note: California courts have stated the purpose of the Ralph M. Brown Act is to facilitate public participation in local government decision making and to curb misuse of the democratic process by secret legislation by public bodies.

Please Note: This is NOT the first time I've brought a Cure & Correct Demand Letter to the attention of the public agency!

Please Note: The Board of Directors has 30 days to Cure and Correct. Should the Board of Directors fail to Cure and Correct, I will assume that the Board of Directors intends to continue to act in violation of their Oath of Office, the rule of law and the Ralph M. Brown Act!

Sincerely;


Terry Benedict

a 48 year Orangevale resident and a (3) three time candidate (2012,14 & 16) for director

PS; A copy of this letter and the Board's response may need to be sent to the Sacramento county grand Jury for their input

ORANGEVALE RECREATION AND PARK DISTRICT-6826 HAZEL AVENUE-ORANGEVALE CA 95662



2/8/18

Terry Benedict
9365 Central Avenue
Orangevale, CA 95662

Dear Mr. Benedict,

The Orangevale Recreation and Park District has received your cease and desist letter dated January 2, 2018 alleging that the following described past action of the legislative body violates the Ralph M. Brown Act, namely that at the November 9, 2017 regular meeting:

During the boards [sic] discussion of agenda item 12.(a) the "subject matter" of shady oaks disc golf club selling 20 existing basket [sic] and purchasing 20 new baskets for the disc golf course was substantial [sic] changed. The subject matter changed from shady oaks disc golf club purchasing 20 new baskets to the District purchasing 20 new baskets. Without public notice, the board of director's [sic] or district administrator cannot change the subject matter of aa [sic] agenda item from one subject to other subject. Like the public agency/District making the purchase instead of a private disc golf club!

Government Code Section 54954.2(a)(1) states that an agenda must contain "a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words." The California Attorney General has stated that the purpose of this requirement is to inform the public "about the subject matter under consideration so that they can determine whether to monitor or participate in the meeting of the body." [See The Brown Act - Open Meetings for Local Legislative Bodies (2003), California Attorney General's Office.]

The agenda item at issue was stated as follows:

e. Approval of Request from the Shady Oaks Disc Golf Club to Sell 20 Existing Baskets and Purchase 20 New Baskets for the Disc Golf Course (pg 116)

This description is sufficient to notify the public what the subject under consideration is, i.e. the sale of 20 existing baskets and the

6826 Hazel Avenue
Orangevale, CA 95662
916-988-4373
OVparks.com



purchase of 20 new baskets for the disc golf course. The description does not state who will be purchasing and/or selling the baskets. The District felt that it would be more fiscally responsible to its constituents to handle the purchase and sale itself with Shady Oaks Disc Golf Club ensuring reimbursement to the District for any difference between the monies received from the sale of the existing baskets and the purchase of the new baskets. The description provided and action taken by the District with respect to this issue is in substantial compliance with the Ralph M. Brown Act.

In light of the above, no additional action will be taken. If you have any questions regarding the above, please advise in writing.

Very truly yours,

Michael Stickney, Board Chair
Orangevale Recreation & Park District

6826 Hazel Avenue
Orangevale, CA 95662
916-988-4373
OVparks.com

STAFF REPORT



DATE: 2-8-18

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: APPROVE A DATE AND TIME FOR A BOARD WORKSHOP TO DISCUSS BOARD GOVERNANCE, THE BROWN ACT, AND THE PUBLIC RECORDS ACT

RECOMMENDATION

Approve a date and time for a Board Workshop to discuss Board Governance, The Brown Act, and the Public Records Act.

BACKGROUND

Approximately every two years the Board holds a workshop to discuss Board Governance, The Brown Act, and the Public Records Act. The workshop will be conducted by the McMurchie Law Firm. The last workshop covering these topics was in February of 2017. Staff recommends holding the workshop on Thursday, March 8, 2018 at 5:00 p.m.

RECOMMENDED MOTION

I move we hold the workshop to discuss Board Governance, The Brown Act, and the Public Records Act on Thursday, March 8, 2018 at 5:00 p.m.

STAFF REPORT



DATE: 2-8-18

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: APPROVAL OF THE SETTLEMENT AGREEMENT WITH TJR RESOURCES INCORPORATED REGARDING ORANGEVALE COMMUNITY PARK OAK AND FILBERT AVENUE PATHWAY PROJECT

RECOMMENDATION

Approve the settlement agreement with TJR Resources Incorporated regarding Orangevale Community Park Oak and Filbert Avenue Pathway Project.

BACKGROUND

TJR constructed the Orangevale Community Park Oak and Filbert Pathway Project. The installation has hairline cracks in 39 of the six-foot panels across the park. The cracks are virtually all following the rebar lines in the concrete and haven't enlarged over the past six months. To avoid potential legal action and to provide greater protection for the District, staff has reached a tentative agreement with TJR. TJR will extend the warranty for an additional year, forfeit the retention, and provide repairs if any of the cracks widen to 1/16th of an inch over the two-year period. The District's attorney has reviewed the terms of agreement and is crafting a settlement agreement. Staff recommends approval of the settlement agreement based on the terms outlined in the letter from TJR.

RECOMMENDED MOTION

I move that we approve the settlement agreement with TJR Resources Incorporated regarding Orangevale Community Park Oak and Filbert Avenue Pathway Project.



**PO Box 637
Rancho Cordova, CA 95741
Office/Fax: 888.423.7789
CA DVBE #1759799**

FROM: TJR Resources, Inc.

19 Jan 2017

TO: Orangevale Recreation and Park District
ATTN: Greg Foell, Peter Larimer
6826 Hazel Ave
Orangevale, CA 95662

SUBJ: Orangevale Community Park Oak & Filbert Pathway Project – REVISED Form of Guarantee

Greg/Peter,

1. TJR RESOURCES INC. (CONTRACTOR) hereby unconditionally guarantees that the work performed pursuant to the ORANGEVALE COMMUNITY PARK FILBERT AND OAK PATHWAY PROJECT (Project Description) has been done in accordance with the requirements of the contract therefore and further guarantees the work of the contract to be and remain free of defects in workmanship and materials for a period of one (2) years from the date of acceptance – 26 July 17. The Contractor hereby agrees to repair or replace all work, together with any adjacent work which may have been damaged or displaced in so doing, that may prove to be not in accordance with the requirements of the contract or that may be defective in its workmanship or material within the guarantee period specified, without any expense whatsoever to the Orangevale Recreation and Park District, ordinary wear and tear and unusual abuse and neglect excepted.
2. In addition, Contractor agrees to repair identified drying shrinkage cracks that don't warrant slab replacement once the crack has opened up greater than 1/16". Furthermore, for areas that may fail due to identified inadequate subgrade design or designated areas that presently have drainage issues not addressed in our construction contract, we offer to repair at a 50% discount provided we are provided with a proper engineering solution. The extension of the warranty period by one (1) year and the provisions granted in this paragraph are in addition to the Contractor crediting the Orangevale Recreation and Park District the amount of \$12,220 from the balance of the contract.
3. The Contractor further agrees that within ten (10) calendar days after being notified in writing by the Orangevale Recreation and Park District of any work not in accordance with the requirements of the contract or any defects in the work, they will commence and prosecute with due diligence all work necessary to fulfill the terms of this guarantee, and to complete the work within a reasonable period. In the event they fail to so comply, they hereby authorize the Orangevale Recreation & Park District to proceed to have such work done at the Contractor's expense and they will pay the cost thereof upon demand. The District shall be entitled to all costs, including reasonable attorneys' fees, necessarily incurred upon the Contractor's refusal to pay the above costs.

"palma non sine pulvere"



**PO Box 637
Rancho Cordova, CA 95741
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4. Notwithstanding the foregoing paragraph, in the event of an emergency constituting an immediate hazard to the health or safety of the employees of the Orangevale Recreation & Park District, or its property or licensees, the District may undertake at the Contractors expense without prior notice, all work necessary to correct such hazardous condition when it was caused by the work of the Contractor not being in accordance with the requirements of this contract, or being defective, and to charge the same to the Contractor as specified in the preceding paragraph.

5. The guarantee set forth herein is not intended by the parties, nor shall it be construed, as in any way limiting or reducing the Orangevale Recreation & Park District's rights to enforce all terms of the contract referenced hereinabove on the time for enforcement of. This guarantee is provided in addition to, and not in lieu of, the Orangevale Recreation & Park District's rights on such contract.

Respectfully Submitted,

THOMAS MURPHY USAF, RET
President/CEO
TJR Resources, Inc

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