

**ORANGEVALE RECREATION & PARK DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, FEBRUARY 11, 2021**

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. 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.

6. MINUTES

Approval of minutes of the Regular Meeting January 14, 2021 (pg 1-9)

7. CORRESPONDENCE

- a. Email from the community expressing appreciation (pg 10)
- b. Letter to our United States Senators and Representative from California requesting support for H.R.535 and S.91, The Special Districts Provide Essential Services Act to help us recover funds lost due to Covid-19 (pg 11-12)
- c. California Special District Association (CSDA) Board of Directors Call for Nominations – Seat A (pg 13-17)
- d. Confidential envelope – Attorney billing for December 2020 – January 2021

8. 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.

8.1 CONSENT MATTERS GENERAL FUND

- a. Ratification of Claims for January 2021 (pg 18)
- b. Budget Status Report for January 2021 (pg 19-21)
- c. Revenue Report for January 2021 (pg 22)

8.2 OLLAD CONSENT MATTERS

- a. Ratification of Claims for January 2021 (pg 23)
- b. Budget Status Report for January 2021 (pg 24-25)

8.3 KENNETH GROVE CONSENT MATTERS

- a. Ratification of Claims for January 2021 (pg 26)
- b. Budget Status Report for January 2021 (pg 27)

9. NON-CONSENT MATTERS GENERAL FUND

- a. Ratification of Claims for January 2021 (pg 28)

10. STANDING COMMITTEE REPORTS

- a. Administration & Finance: Recap from meeting held on Jan. 29, 2021 (pg 29-30)
- b. Maintenance & Operation
- c. Recreation Committee
- d. Personnel & Policy
- e. Government
- f. Planning Committee
- g. Trails Committee
- h. Ad Hoc

11. ADMINISTRATOR'S REPORT

- a. Monthly Activity Report – January 2020 (pg 31-36)

12. UNFINISHED BUSINESS

- a. Board Committees for Calendar Year 2021 (pg 37)

13. NEW BUSINESS

- a. Approval of the Orangevale Recreation & Park District Fiscal Audit 2019/20 (pg 38-68)
- b. Approval of Proposal to continue to contract with SCI Consulting Group to Provide Levy Administration Services, Engineer of Work, and Professional Consulting for the Orangevale Landscape and Lighting and Kenneth Grove Assessment Districts for Fiscal Years 2021-22 through 2025-26 (pg 69-80)
- c. Approval of Resolution 21-02-659, Resolution Directing Preparation of the Engineer's Report for the Orangevale Landscaping and Lighting Assessment District (OLLAD) of the Orangevale Recreation and Park District (pg 81)
- d. Approval of Resolution 21-02-660, Resolution Directing Preparation of the Engineer's Report for the Kenneth Grove Landscaping and Lighting Assessment District of the Orangevale Recreation and Park District (pg 82)
- e. Acceptance of the County of Sacramento 2021 Investment Policy for the Pooled Investment Fund (pg 83-101)
- f. Approval of Resolution 21-02-661, Resolution Declaring that Government Body Members and Volunteers Shall be Provided Workers' Compensation Coverage, as Employees Do, While Providing Their Volunteer and Government Body Services for the District (pg 102-106).
- g. Policy to extend the Family First Coronavirus Response Act (FFCRA) through March 31, 2021 (pg 107-108)
- h. Schedule quarterly review for District Administrator (verbal)

14. DIRECTOR'S AND STAFF'S COMMENTS

15. ITEMS FOR NEXT AGENDA

- a. Approval of Projects and Budget Allocation for the Big Day of Service on May 1, 2021

16. ADJOURNMENT

*Due to Covid-19 guidance, public may attend the meeting via Zoom at this link and information:
<https://us02web.zoom.us/j/86543304535?pwd=YVRxOXBZbGxUVWx0ZEVNaWRlQ3lqZz09>

Meeting ID: 865 4330 4535

Passcode: OVparks

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 January 14, 2021

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on January 14, 2021 at the District Office. Director Stickney called the meeting to order at 6:35 p.m.

Directors present: Stickney, Swenson, Meraz, Brunberg, Montes,
Directors absent: None
Staff present: Barry Ross, District Administrator
Jennifer Von Aesch, Finance/HR Superintendent
Horacio Oropeza, Parks Superintendent
Jason Bain, Recreation Supervisor
Melyssa Woodford, Admin. Services Supervisor
Nadia Roberts, Recreation Coordinator

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

4. **APPROVAL OF AGENDA** On a motion by Director Montes, seconded by Director Swenson, the agenda was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.
MOTION #1

5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.

6. **MINUTES** a) Approval of Minutes of December 10, 2020 (pg 1-7): On a motion by Director Montes, seconded by Director Stickney, the minutes were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.
MOTION #2

7. **CORRESPONDENCE** a) Dec. 18 article in the Orangevale View about the Tree Lighting event (pg 8): Admin Ross summarized the excellent article in the Orangevale View with great photos. The event went as well as it could under the circumstances. He thanked the OVparks staff for their efforts and extended appreciation to the Orangevale View for the publicity of this event.
b) Emails from the community expressing appreciation (pg 9-10): Admin Ross advised of positive feedback received complimenting OVparks for adhering to wearing masks and social distancing during the Virtual Tree Lighting and visit from

Santa for the Kidz Korner preschoolers. Community members were pleased to see the guidelines taken seriously to provide a safe environment for the Orangevale community.

- c) Letter to Supervisor Frost and the County Board of Supervisors requesting CARES Act funds (pg 11-12): Admin Ross has sent a letter to Sacramento County Supervisor Sue Frost to petition consideration of OVparks for some of any remaining funding from the CARES Act. The letter outlined the impact COVID has had on OVparks and emphasized the important role of the Parks and Recreation districts to the community for physical and emotional health throughout the pandemic. Although funding is not provided for loss of revenue, Admin Ross included that information to advise of extent OVparks is impacted. Matt Duarte, Executive Director for CAPRI, recommended all District Administrators with Parks and Recreation Special Districts in California send a letter to request consideration of remaining CARES Act funding. Awaiting response from Supervisor Sue Frost.

MOTION #3

- d) Confidential Envelope – Attorney Billing September-December 2020: On a motion by Director Stickney, seconded by Director Meraz, the attorney billing September-December 2020 was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.

8. CONSENT CALENDAR

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

MOTION #4

8.1. CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for December 2020 (pg 13-14)
- b) Budget Status Report for December 2020 (pg 15-17)
- c) Revenue Report for December 2020 (pg 18)

8.2. OLLAD CONSENT MATTERS

- a) Ratification of Claims for December 2020 (pg 19-20)
- b) Budget Status Report for December 2020 (pg 21-22)

8.3. KENNETH GROVE CONSENT MATTERS

- a) Ratification of Claims for December 2020 (pg 23)
- b) Budget Status Report for December 2020 (pg 24)

9. NON-CONSENT MATTERS GENERAL FUND

- a) Ratification of Claims for December 2020 (pg 25):
On a motion by Director Swenson, seconded by Director Brunberg, the Ratification of Claims for December 2020 was approved by a vote of 4-0-1 with Directors Stickney, Swenson, Brunberg, and Meraz, voting Aye. There were no Nays. Director Montes Abstained.

MOTION #5

10. 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:

Recap from meeting held on Dec. 18, 2020 (pg 26-27): The Planning Committee was attended by Admin Ross, Director Stickney, Director Meraz, Supt. Von Aesch, and Supt. Oropeza. Attorney David McMurchie attended via zoom. Supt. Von Aesch has submitted the application for Prop 68 Round Four in December 2020, which is due by March 12, 2021. If successful, the District could receive up to \$1.3 million dollars to be utilized for Pecan Park Master Plan improvements. Awardees will be notified by late summer 2021. The Prop 68 Non-Competitive Per Capita Grant is available with approximately \$178,000 which OVparks would budget the required match of \$45,000 in the next fiscal year budget. Deadline for submission for the Per Capita Grant is in December 2021. If awarded, the funding could be used to address high priority projects such as: decomposed granite trail at the Community Center Park; adding a driveway from the north parking lot of the community center to the new property; adding a restroom building at Almond Park; lighting at the Arcade-Cripple Creek project; and utility needs at the new property. Admin Ross and Supt. Von Aesch will schedule to take the online training for the Per Capita Grant.

Attorney David McMurchie discussed potential leveraging of funds based on economy today and low interest rates. OVparks currently holds a loan at 3.25% interest rate. Unfortunately, we are unable to refinance until September 2027.

Supt. Von Aesch provided calendar year comparisons between 2019, which was prior to Covid, and 2020 to summarize the financial impact of Covid on the OVparks budget. Analysis was very informative in determining the effects of the pandemic on the budget. Although revenue was significantly reduced during 2020 due to Covid, costs and expenses were also reduced which offset some of the budget impact. Overall, the report reflected less impact than anticipated under the circumstances.

g) Trails Committee: Trails Committee: No report.

h) Ad Hoc: No report.

11. ADMINISTRATOR'S REPORT

a) Monthly Activity Report – December 2020 (pg 28-31):

Admin Ross attended Orangevale Community Council Meeting last month. Extended appreciation to Director Montes for inviting him and intends to regularly attend future meetings.

Admin Ross and Parks Supt. Oropeza recently met with Robin LeBelle with the Sacramento County to tour the property and discuss the Hazel Avenue Sidewalk Improvement Project. New sidewalk installation will encroach on the landscaping in front of the new property slightly. OVParks has granted a temporary construction easement to Sacramento County. The County project will include sidewalks, a crosswalk by the bus stop, and fence improvement by the Youth Center property. Utilities will remain above ground. Anticipated projected completion of the project is end of Spring 2021.

Admin Ross attended Sacramento County Administrator Zoom Meetings. Nick Mori with County Department of Public Health has been providing guidance regarding the stay-at-home order in place due to the pandemic. He had anticipated the stay-at-home order to remain in effect through January and possibly longer, however Governor Newsom has recently lifted the stay-at-home order.

Free Covid Testing was made available for interested OVParks staff and family members on Monday, January 4, 2021. Ten people participated. No charge to staff or the District is accrued for this service, and the testing company will provide additional free testing anytime requested. Admin Ross will advise the Board if an additional free Covid testing is scheduled.

Interest has been expressed by the County of Sacramento to potentially utilize area Recreation & Park Districts in the future for vaccination distribution sites. Admin Ross will keep the Board updated to any further developments regarding this issue.

Admin Ross, Recreation Supervisor Bain, Admin. Services Supervisor Woodford, Recreation Coordinator Nadia Roberts, and Administrative Clerk Christina Kelley attended the January 7th CAPRI meeting regarding risk mitigation. Beneficial information was provided to those in attendance who are responsible for rentals, waivers, and agreements.

Admin Ross met with Casey Kempenaar and Leslie Blomquist with the City of Citrus Heights Planning Department to review details of

Arcade-Cripple Creek Trail. A follow-up meeting will be held on Wednesday, January 27, 2021 to include the City of Citrus Heights Police Department and Dave Mitchell, District Administrator at Sunrise Recreation and Park District, to discuss plans for security, lighting, and financing of the trail. Director Stickney inquired of status of residence resistance to the removal of the oak trees. A mitigation plan is being worked on by the City of Citrus Heights to address the concerns of removing trees.

Supt. Von Aesch summarized the gross revenue report is better than expected.

Supervisor Woodford extended appreciation to the recreation staff for their hard work to implement the Virtual Community Tree Lighting and Snowflake Event which kept the community involved. Orangevale Live has had approximately 1200 views of the Virtual Community Tree Lighting. Director Montes suggested producing future virtual events as co-host to enable OVparks access to analytics of the broadcasts.

Park Supt. Oropeza thanked the parks staff for assisting with the Virtual Tree Lighting event and the visit from Santa for the Kidz Korner preschoolers. The slide has been repaired and installed at the Orangevale Community Park at Oak and Filbert. Many people are currently using the parks. Appreciation to the parks staff for their maintenance and continued clean-up efforts of leaves throughout the parks.

Recreation Supervisor Jason Bain advised of tree lighting donations, revamped the projections due to anticipated slow month of December. The refund due to the Cemetary Haunted House was processed against the December revenue.

Recreation Coordinator Roberts shared that the online Snowflake Contest was successful with good participation. Extended appreciation to the local businesses and participants for their support. She is looking to implement easier submission ability for future online contests. The OVparks Day Camp program has been revamped to the new Adventure Crew after school program.

Admin Ross shared the Fulton-El Camino report indicating low incidents and citations in our parks. Admin Ross advised of multiple reports from a concerned resident regarding dogs off leash at Almond Park. Admin Ross has visited the park during the time of day the resident indicated however, no off-leash dogs were present. Continued visits to the park will be made to pursue this resident's concerns and address any off-leash issues encountered. Director Brunberg mentioned an effort by a neighborhood group a few years ago that was interested in an off-leash park at Almond Park.

b) Schedule Finance Committee Meeting to review current fiscal year budget, the fiscal impacts of Covid-19, and begin projections for FY 2021-22 (verbal): Admin Ross is to schedule and conduct a Finance Committee Meeting prior to the next Board of Directors Meeting.

12. UNFINISHED BUSINESS

None discussed.

13. NEW BUSINESS

MOTION #6

a) Committee Assignments for 2021 (pg 32):
Director Montes and Director Swenson swapped recreation and trails committees.

On a motion by Director Montes, seconded by Director Brunberg, the Committee Assignments for 2021, with Director Montes and Director Swenson swapping recreation and trails committees, was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

MOTION #7

b) Recreation Activity Guide production status (pg 33): Board of Directors discussed the Activity Guide production and distribution during the Covid-19 pandemic. The board acknowledged that the mass production and mailing of the Activity Guide is valued by the community and important to the success of our recreation programs. Due to costs associated with printing and mailing the Activity Guide, the board agreed that the Activity Guide will be produced and marketed, but will not be mass-printed or mailed until staff is confident that the programs being offered will not be cancelled or negatively impacted by Covid-19 restrictions. Supervisor Woodford advised the summer Activity Guide is in production and should be available at the end of April.

On a motion by Director Montes, seconded by Director Stickney, the Recreation Activity Guide production status was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

c) St. Patrick's Disc Golf Tournament (pg 34):
Board of Directors postponed vote on this topic. Admin Ross is to pursue guidance from the Sacramento County Public Health Department regarding the ability to hold this event. A special meeting may be held at our soonest opportunity to discuss and vote.

d) Steps Toward Closure for families who have lost loved ones to Covid-19 (pg 35-36):

Admin Ross presented an outline created with the input of Director Stickney, and Director Meraz for OVparks to provide ability for closure to Orangevale families and first responders affected due to the Covid pandemic. Admin Ross shared a recommendation for OVparks staff to proceed with an outlined proposal to facilitate livestream end-of-life farewells and memorials while adhering to current state and local guidelines in place. The Orangevale community would be advised of this available service through the Orangevale View and OVparks website. Completion of a facility rental application would be required. Director Meraz expressed appreciation to Admin Ross for his approachability regarding this issue to support the community.

- e) Warming centers during the winter (verbal):
Admin Ross summarized meeting with Sacramento County regarding the potential utilization of OVparks facilities as warming centers. Admin Ross will advise Board of Directors if Sacramento County requests use of facilities.
- f) Schedule quarterly review for District Administrator (verbal):
Board of Directors discussed scheduling a closed session virtual meeting in March 2021. Director Stickney will schedule with Admin Ross and advise Board of Directors.

14. DIRECTOR AND STAFF COMMENTS

Admin Ross appreciated the resilience of the OVparks office staff while coordinating the work schedule during the stay-at-home order. Recently the order was lifted, however, precautions are being taken to protect the health of those working in the office.

Appreciation to the parks crew for their great work as our essential workers to maintain the safety and cleanliness of the parks.

Acknowledgement to Supt. Oropeza for attending a webinar with the Department of Water Resources on very short notice to gain knowledge regarding potential water restrictions in the future.

Thank you to Lucas Lilly, Parks Maintenance employee, for his ability to repair an OVpark maintenance truck which postponed the surplus of the truck from the fleet. Lucas' strong mechanic skills are greatly appreciated.

Appreciation to all OVparks staff and board for their resilience and cooperation throughout this pandemic and for welcoming him as District Administrator at OVparks.

Supt. Oropeza advised of positive feedback from the community regarding the service provided throughout the parks. Extended appreciation to the staff and the community for their support. Thank you to Recreation Coordinator Roberts for her coordination with Easy Stumps to assist with tree decorating for the Virtual Community Tree Lighting.

Supervisor Bain extended appreciation to the Recreation Specialist Megan Brennan for her efforts to revamp and coordinate the transition from OVparks daycamp to the new OVparks Adventure Crew afterschool program.

Supervisor Woodford advised returning families with Tigersharks enrollment began January 11th. New Tigersharks can enroll beginning February 8th. New procedure for registrations are in place due to the current Covid guidelines. Scheduling of AARP appointments began on January 13th. Appointments will begin March 2nd with a drop-off and pick-up process in place. A maximum of four people are allowed in the room at once.

Kudos to the staff for adapting to the changes and good communication with the community to convey the new procedures in place. We have been able to offer many outdoor programs such as Top-Notch basketball, tennis, golf, track & field, horse camp, karate, and jazzercise. Recreation Specialist Brennan has done an excellent job prepping, implementing, and cleaning up for the OVparks Adventure Camp.

Finance/HR Supt. Von Aesch advised Larry Bain will present the Audit Report next week. Summary of the report will be presented at the next Board of Directors Meeting in February.

Welcome back to Nelson Kirk, Parks Maintenance, returning from his medical leave for knee surgery.

Kudos to the OVparks front office staff for a great job handling phone calls regarding returning Tigersharks re-enrollment and AARP Tax-Aide appointments. They have been coordinating well with staff working remote, in-house staff, and recreation staff. Enjoying District Administrator Ross and appreciate all he is doing for the District.

Recreation Coordinator Roberts extended appreciation to the community for their support of the outdoor activities OVparks has been able to offer during the pandemic. Also thanked Supervisor Woodford and Supervisor Bain for their support to implement the programming. She expressed that it is great to have Barry Ross on board as the new District Administrator.

Director Meraz mentioned feeling honored to be a part of this Board of Directors. Appreciates the resilience of the group and ability to work well together.

Director Stickney mentioned the parks are looking good and are being used regularly by the community. Good to see the increased activity throughout our parks.

Director Montes expressed appreciation for the ham and card given at the holidays. It was a very nice gesture and really enjoyed it. She hopes all employees and their families had an enjoyable holiday season.

Orangevale/Fair Oaks Foundation is not planning to hold the Big Day of Service this year. In lieu of this event, they would like to assist with Creek Week with OVparks while accommodating state and local guidelines. She will coordinate with Supt. Oropeza and Recreation Coordinator Roberts for volunteer project opportunities. Best of Orangevale results will be provided via a live broadcast. With only a few weeks left to vote, encouraged all to get their vote in.

Director Swenson requested trails insight and advice to gain knowledge for her new assignment to the trails committee. Director Meraz and Director Brunberg will assist with information and provide a copy of the Trails Master Plan.

Director Brunberg extended appreciation for the ham and goodies for the holidays. Thank you to the staff for their hard work.

15. ITEMS FOR NEXT AGENDA

- a) Orangevale Recreation & Park District Fiscal Audit 2019/20
- b) St. Patricks Disc Golf Tournament

16. ADJOURNMENT

MOTION #8

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:35 p.m. On a motion by Director Brunberg, seconded by Director Montes, the adjournment was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes, voting Aye. There were no Nays or Abstentions.

Mike Stickney, Chairperson

From: Ania Tryzna
Sent: Friday, January 08, 2021 6:20 PM
To: Nadia Khokhhar Roberts <nadia@ovparks.com>
Subject: Regarding The Snowflake Search Prize

Hello,

We are so excited to hear that my daughter Zofia won one of the prizes! We posted 5 pictures on my Instagram under [anna_____](#).

We wanted to let you know we had great fun looking for those snowflakes and you had a wonderful idea to organize this search for the kids.

Please let us know when and where we can pick up the prize. ❄️❄️❄️

Best regards,

Anna Maurer



1/30/21

The Honorable Dianne Feinstein
United States Senate
331 Hart Senate Office Building
Washington, D.C. 20510

The Honorable Alex Padilla
United States Senate
B03 Russell Senate Office Building
Washington, D.C. 20510

The Honorable Ami Bera
United States House of Representatives
172 Cannon House Office Building
Washington, D.C. 20515

RE: Support H.R. 535 and S. 91, the Special Districts Provide Essential Services Act

Dear Senator Feinstein, Senator Padilla, and Representative Bera

The Orangevale Recreation & Park District respectfully requests your support of H.R. 535 and S. 91, the Special Districts Provide Essential Services Act, and its inclusion in any potential pandemic relief package. These bills would ensure that your constituents receiving essential services, like fire protection, water, wastewater, parks, childcare, healthcare, resource and agricultural conservation, and more from a special district, rather than a city or county, are not excluded from future COVID-19 relief approved for state and local governments.

As a provider of parks and recreation services to approximately 34,000 residents in the Orangevale community, access to federal relief resources would help our district confront COVID-19 and overcome the pandemic's fiscal impacts. **Our employees are on the front lines, yet our local government agency has yet to receive the direct access to funding that other government agencies, as well as businesses and non-profits, have received.**

Our district has implemented a 5% furlough for all full-time staff while laying off most of our part time staff. Through December 2020, our district has experienced about \$56,000 in unexpected costs related to COVID-19. Those costs include PPE supplies, signage, equipment to allow for working from home, and unemployment costs.

As a park & recreation district, a primary focus is to bring people together through sports, camps, special events, classes, rentals, and through community projects. COVID-19 forced us to cancel, or drastically reduce the majority of our programs and services. This caused a loss of approximately 60% of our projected revenue in 2020, for a loss of \$338,000. We are concerned about the negative physical, social, and emotional impacts these service reductions have on our residents. In reducing our swim lessons, we have public safety concerns. We have also needed to cancel two community creek clean-ups and two large community service days, which have

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



had a negative impact environmentally and aesthetically. We are pleased that our parks have been allowed to remain open, and our priority has been to keep the parks safe and clean for the community to enjoy.

Our district is just one of 2,000 across the state that, altogether, anticipate a **\$1.26 billion impact** due to COVID-19 through the end of Fiscal Year 2021. Furthermore, 46 percent are unlikely to maintain current staffing of essential workers or are uncertain that they can, and 54 percent are unlikely to maintain or are uncertain about the level of essential services they can provide through this fiscal year.

These bills are identical to the bipartisan S. 4308 from the 116th Congress. H.R. 535 and S. 91 would allow the vital services that communities rely upon to continue unhindered, while also providing greater certainty for these governments to retain their essential workers. Specifically, the legislation would establish a federal definition of “special district”, allow special districts’ access to future Coronavirus Relief Fund allocations, and designate special districts as “eligible issuers” of the Federal Reserve Board’s Municipal Liquidity Facility.

Without ready access to pandemic relief available to other units of local government, the risk of special districts’ inability to continue providing uninterrupted, vital services to their communities will continue to grow. We look forward to working with you to ensure all essential workers and the vulnerable communities they serve receive equitable access to these important relief funds.

Thank you for your consideration of our request.

Sincerely,

Barry Ross
District Administrator
Orangevale Recreation & Park District

cc: Governor Gavin Newsom
Cole Karr, Federal Advocacy Coordinator, California Special Districts Association
Dane Wadle, Sr. Public Affairs Field Coord., California Special Districts Association

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



**California Special
Districts Association**
Districts Stronger Together

DATE: January 28, 2021
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2022 - 2024 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 29, 2021. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021. The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat A – Ralph Emerson, GM, Garberville Sanitary District*
Sierra Network Seat A – Noelle Mattock, Director, El Dorado Hills Community Services District*
Bay Area Network Seat A – Chad Davisson, GM, Ironhouse Sanitary District*
Central Network Seat A – Vacant
Coastal Network Seat A – Elaine Magner, Director, Pleasant Valley Recreation and Park District*
Southern Network Seat A – Jo MacKenzie, Director, Vista Irrigation District*

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csda.net by **March 29, 2021** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 28, 2021 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 16, 2021.

The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

(* = Incumbent is running for re-election)

If you have any questions, please contact Amber Phelen at amberp@csda.net.



California Special
Districts Association
Districts Stronger Together

2021 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – March 29, 2021



**California Special
Districts Association**
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



California Special Districts Association
DISTRICT NETWORKS



ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND
BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2020/2021
JANUARY 2021

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
1000	SALARIES & EMPLOYEE BENEFITS					
10111000	Salaries & Wages, Regular	890,000.00	90,260.05	492,821.72	397,178.28	45%
10112100	Salaries & Wages, Extra Help	390,000.00	6,942.86	142,281.26	247,718.74	64%
10112400	Salaries, Board members	12,000.00	700.00	5,800.00	6,200.00	52%
10121000	Retirement	240,000.00	19,721.91	143,447.72	96,552.28	40%
10122000	Social Security	100,000.00	7,437.20	48,724.82	51,275.18	51%
10123000	Group Insurance	265,000.00	19,350.24	143,888.28	121,111.72	46%
10124000	Worker's Comp. Ins	45,000.00		32,817.00	12,183.00	27%
10125000	Unemployment Insurance	25,000.00	2,053.03	5,422.43	19,577.57	78%
10128000	Health Care/Retirees	0.00		-	0.00	#DIV/0!
	SUB-TOTAL	1,967,000.00	146,465.29	1,015,203.23	951,796.77	48%
2000	SERVICES & SUPPLIES					
20200500	Advertise/Legal Notices	1,500.00		2,063.52	(563.52)	-38%
20202100	Books/Periodicals/Subscrip	1,000.00	185.97	3,445.87	(2,445.87)	-245%
20202900	Business/Conference Expense	4,000.00		-	4,000.00	100%
20203500	Education/Training Serv.	5,000.00		-	5,000.00	100%
20203600	Education /Training Supplies	500.00		-	500.00	100%
20203700	Tuition Reimbursement	500.00		-	500.00	100%
20203800	Employee Recognition	2,000.00	857.25	1,464.45	535.55	27%
20203802	Recognition Items	500.00		-	500.00	100%
20203803	Recognition Events	500.00		-	500.00	100%
20203900	Employee Transportation	3,000.00	136.98	659.16	2,340.84	78%
20205100	Liability Insurance	86,000.00		85,240.00	760.00	1%
20205500	Rental Insurance	4,000.00		-	4,000.00	100%
20206100	Membership Dues	10,000.00	530.00	9,625.00	375.00	4%
20207600	Office Supplies	9,000.00	276.09	2,438.49	6,561.51	73%
20207602	Signs	500.00		-	500.00	100%
20207603	Keys	350.00		-	350.00	100%
20208100	Postal Services	7,500.00		254.80	7,245.20	97%
20208102	Stamps	3,000.00		330.00	2,670.00	89%
20208500	Printing Services	28,000.00		154.46	27,845.54	99%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20210400	Agricultural/Horticultural Supply	1,000.00		-	1,000.00	100%
20211200	Building Maint. Supplies	500.00		-	500.00	100%
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	500.00		-	500.00	100%

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	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	1,029.93	7,184.30	7,815.70	52%
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	62.92	903.45	4,096.55	82%
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	2,000.00		588.03	1,411.97	71%
20232100	Custodial Services	1,000.00		-	1,000.00	100%
20232200	Custodial Supplies	1,000.00		-	1,000.00	100%
20244300	Medical Services	200.00		231.31	(31.31)	-16%
20250500	Accounting Services	8,000.00		-	8,000.00	100%
20250700	Assessment/Collection Service	18,000.00	8,983.85	9,356.85	8,643.15	48%
20252500	Engineering Services	6,000.00		-	6,000.00	100%
20253100	Legal Services	20,000.00	636.00	(17,782.50)	37,782.50	189%
20256200	Transcribing Services	1,000.00		-	1,000.00	100%
20257100	Security Services	5,000.00		-	5,000.00	100%
20259100	Other Professional Services	22,000.00	250.00	2,737.50	19,262.50	88%
20259101	Computer Consultants	8,000.00		7,126.00	874.00	11%
20281201	PC Hardware	10,000.00		415.80	9,584.20	96%
20281202	PC Software	6,000.00		440.30	5,559.70	93%
20281203	PC Supplies	1,000.00		1,650.00	(650.00)	-65%
20281900	Elections	0.00		1,887.00	(1,887.00)	#DIV/0!
20285100	Recreational Services	170,000.00	88.90	44,200.35	125,799.65	74%
20285200	Recreational Supplies	35,000.00	719.70	5,261.48	29,738.52	85%
20289800	Other Operating Exp - Supplies	2,000.00		132.60	1,867.40	93%
20289900	Other Operating Exp - Services	2,000.00		400.00	1,600.00	80%
20291100	System Development Services	3,000.00	2,963.49	2,963.49	36.51	1%
20296200	GS Parking Charges	200.00	1.75	29.75	170.25	85%
	SUB-TOTAL	528,550.00	16,722.83	173,401.46	355,148.54	67%
3000	OTHER CHARGES					
30321000	Interest Expense	40,000.00		23,364.92	16,635.08	42%
30322000	Bond/Loan Redemption	115,000.00	429.93	90,318.16	24,681.84	21%
30345000	Taxes/Licenses/Assess Trans	2,500.00		1,539.21	960.79	38%
	SUB-TOTAL	157,500.00	429.93	115,222.29	42,277.71	27%

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
4000	FIXED ASSETS					
41410100	Land	0.00		-	0.00	
42420200	Struc. & Improvements	70,000.00		48,001.07	21,998.93	31%
43430300	Vehicles/Equipment	30,000.00		-	30,000.00	100%
	SUB-TOTAL	100,000.00	-	48,001.07	51,998.93	52%
5000	INTERFUND CHARGES					
50557100	Fingerprinting Service	4,000.00		516.00	3,484.00	87%
	SUB-TOTAL	4,000.00	-	516.00	3,484.00	87%
79790100	<i>Contingency Appropriations</i>	0.00		-	0.00	0%
	<i>Deposit into Reserves</i>	0.00		-	0.00	0%
	GRAND TOTAL	2,757,050.00	163,618.05	1,352,344.05	1,404,705.95	51%

**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND
REVENUE STATEMENT
FISCAL YEAR 2020/2021
JANUARY 2021**

Account Number	Revenue Account	2020/2021 Budgeted Revenue	Realized This Period	Collection YTD Balance	YTD Uncollected Balance	% Collected
91910100	Prop. Taxes - Current Secured	1,400,000	11,022.09	785,095.97	614,904.03	56.08%
91910200	Prop. Taxes - Current Unsecured	45,000	52,345.27	52,345.12	-7,345.12	116.32%
91910300	Supplemental Taxes Current	20,000	11,496.77	11,496.77	8,503.23	57.48%
91910400	Prop. Taxes Sec. Delinquent	10,000	12,179.32	12,179.32	-2,179.32	121.79%
91910500	Prop. Taxes Supp. Delinq.	500	1,878.82	1,878.82	-1,378.82	375.76%
91910600	Unitary Current Secured	12,000	208.46	7,111.42	4,888.58	59.26%
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	921.69	921.69	78.31	92.17%
91914000	Penalty Costs - Prop. Tax	200	219.57	219.57	-19.57	109.79%
91919900	Taxes - Other	-		0.00	0.00	
	SUB-TOTAL TAXES 9100	1,488,700	90,271.99	871,248.68	617,451.32	58.52%
94941000	Interest Income	14,000	1,887.00	2,211.00	11,789.00	15.79%
94942900	Building Rental Other	60,000		20,963.98	39,036.02	34.94%
94943900	Cell Tower Leases	29,600		33,169.60	-3,569.60	112.06%
94944800	Rec.Concessions Final 9	15,000		6,865.77	8,134.23	45.77%
94945900	Other Vending Devices	-		0.00	0.00	#DIV/0!
94949000	Concessions - Other	-		0.00	0.00	
95952200	Homeowner Prop. Tax Relief	15,000	6,422.26	6,422.26	8,577.74	42.82%
95952900	In-Lieu Taxes	100,000		0.00	100,000.00	0.00%
95956900	State Aid - Other Misc. Programs	-		0.00	0.00	
96963313	Miscellaneous Fees	1,000		1,751.10	-751.10	175.11%
96964600	Recreation Service Charges	400,000		118,435.36	281,564.64	29.61%
96969700	Security Services	2,000		0.00	2,000.00	0.00%
96969903	Sponsorships/Scholarships	-		0.00	0.00	
97973000	Donations & Contributions	-		1,700.00	-1,700.00	
97973200	Recreation Contributions	-		0.00	0.00	
97973300	Orangevale Clubs	-		0.00	0.00	
97974000	Insurance Proceeds	2,500		0.00	2,500.00	0.00%
97979000	Revenue - Other	500		186.44	313.56	37.29%
	SUB-TOTAL OTHER MISC. INCOME	639,600	8,309.26	191,705.51	447,894.49	29.97%
	TOTAL BUDGET AMOUNT	2,128,300	98,581.25	1,062,954.19	1,065,345.81	49.94%

ORANGEVALE RECREATION AND PARK DISTRICT - OLLAD ASSESSMENT
BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2020/2021
JANUARY 2021

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
2000	SERVICES & SUPPLIES					
20203500	Education/Training Service	3,000.00	60.00	446.16	2,553.84	85%
20206100	Membership Dues	1,000.00		-	1,000.00	100%
20207600	Office Supplies	500.00		216.11	283.89	57%
20207602	Signs	1,000.00		-	1,000.00	100%
20207603	Keys	1,500.00		1,029.55	470.45	31%
20210300	Agricultural/Horticultural Service	12,000.00	375.00	2,512.50	9,487.50	79%
20210400	Agricultural/Horticultural Supply	15,000.00		431.11	14,568.89	97%
20211200	Building Maint. Supplies	10,000.00	240.01	1,459.24	8,540.76	85%
20212200	Chemicals	35,000.00		18,794.27	16,205.73	46%
20213100	Electrical Maint. Service	6,000.00		262.50	5,737.50	96%
20213200	Electrical Maint. Supplies	2,000.00		134.56	1,865.44	93%
20214100	Land Improv. Maint. Service	48,000.00		13,056.72	34,943.28	73%
20214200	Land Improv. Maint. Supplies	35,000.00		2,883.48	32,116.52	92%
20215100	Mechanical System Maint. Ser	10,000.00		886.50	9,113.50	91%
20215200	Mechanical System Maint. Sup	3,000.00		653.19	2,346.81	78%
20216200	Painting Supplies	1,500.00		592.92	907.08	60%
20216700	Plumbing Maint. Service	1,000.00		250.00	750.00	75%
20216800	Plumbing Maint. Supplies	4,000.00		661.90	3,338.10	83%
20218100	Irrigation Service	2,000.00		-	2,000.00	100%
20218200	Irrigation Supplies	18,000.00		8,652.03	9,347.97	52%
20218500	Permit Charges	2,000.00		1,996.00	4.00	0%
20219100	Electricity	82,000.00		39,015.80	42,984.20	52%
20219200	Natural Gas / LPG/ Fuel Oil	30,000.00	1,831.27	4,947.80	25,052.20	84%
20219300	Refuse Collection / Disposal Service	24,000.00	4,112.16	11,078.40	12,921.60	54%
20219500	Sewage Disposal Service	14,000.00		3,423.80	10,576.20	76%
20219700	Telephone System	3,000.00		-	3,000.00	100%
20219800	Water	53,000.00	3,074.05	42,711.13	10,288.87	19%
20219900	Telephone System Maintenance	3,000.00		1,332.00	1,668.00	56%
20220500	Auto Maintenance Service	6,000.00	236.48	664.23	5,335.77	89%
20220600	Auto Maintenance Supplies	6,000.00	649.91	3,139.86	2,860.14	48%
20221200	Construction Equip. Maint. Sup.	500.00		-	500.00	100%
20222600	Expendable Tools	4,000.00		500.42	3,499.58	87%
20223600	Fuel & Lubricants	18,000.00	737.93	5,218.62	12,781.38	71%
20227500	Rent/Lease Equipment	5,000.00		40.70	4,959.30	99%
20228100	Shop Equip. Maint. Service	2,000.00		-	2,000.00	100%
20228200	Shop Equip. Maint. Supplies	7,000.00	163.79	2,633.63	4,366.37	62%
20229100	Other Equip. Maint. Service	2,500.00		-	2,500.00	100%
20229200	Other Equip. Maint. Supplies	4,000.00	801.27	801.27	3,198.73	80%
20231400	Clothing/Personal Supplies	4,000.00	245.56	1,259.07	2,740.93	69%
20232100	Custodial Service	0.00		-	0.00	#DIV/0!
20232200	Custodial Supplies	20,000.00	1,175.66	8,443.37	11,556.63	58%
20250500	Accounting Services	3,000.00		-	3,000.00	100%
20252500	Engineering Services	15,000.00	850.00	8,646.68	6,353.32	42%
20253100	Legal Services	10,000.00		-	10,000.00	100%
20257100	Security Services	20,000.00	2,210.00	13,885.00	6,115.00	31%
20259100	Other Professional Services	38,000.00	334.00	19,459.18	18,540.82	49%
20289800	Other Operating Expenses Sup.	3,500.00		21.54	3,478.46	99%

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
	SUB-TOTAL	589,000.00	17,097.09	222,141.24	366,858.76	62%
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	1,300.00		681.57	618.43	48%
	SUB-TOTAL	1,300.00	-	681.57	618.43	48%
4000	FIXED ASSETS					
42420200	Struc. & Improvements	140,000.00		50,925.47	89,074.53	64%
43430300	Equipment	75,000.00		-	75,000.00	100%
	SUB-TOTAL	215,000.00	-	50,925.47	164,074.53	76%
	GRAND TOTAL	805,300.00	17,097.09	273,748.28	531,551.72	66%

ORANGEVALE RECREATION AND PARK DISTRICT - KENENTH GROVE ASSESSMENT
BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2020/2021
JANUARY 2021

Account Number	Expenditure Account	Budgeted 2020/2021	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		-	100.00	100%
20207602	Signs	48.00		-	48.00	100%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20219800	Water	800.00	39.19	274.33	525.67	66%
20223600	Fuel & Lubricants	600.00	120.13	849.54	(249.54)	-42%
20250500	Accounting Services	500.00		-	500.00	100%
20252500	Engineering Services	1,000.00	650.00	2,891.00	(1,891.00)	-189%
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	5,428.00	809.32	4,014.87	1,413.13	26%
4000	FIXED ASSETS					
42420200	Struc. & Improvements	0.00		-	0.00	0%
	SUB-TOTAL	0.00	-	-	0.00	0%
	GRAND TOTAL	5,428.00	809.32	4,014.87	1,413.13	26%

**ORANGEVALE RECREATION & PARK DISTRICT
FINANCE COMMITTEE MEETING RECAP
FRIDAY, JANUARY 29, 2021
10:00 AM**

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

1. **CALL TO ORDER:** *The meeting was called to order at 10:02 a.m.*

Roll call: Director Brunberg, Director Swenson, Administrator Ross, Finance/HR Superintendent Von Aesch, Park Superintendent Oropeza, Recreation Supervisor Bain, Admin. Services Supervisor Woodford

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. Review the impact that Covid-19 has had on the District General Fund budget.

Administrator Ross presented an updated spreadsheet summarizing the overall impact that COVID-19 had on the District in the 2020 calendar year. Considering all revenue and expense accounts affected by the recession, the calendar year ended with a \$107,000 reduction from last year comparison totals. Recreation staff continues working hard to maintain and develop programming to meet the needs of our community and earn revenue for the District. The vaccine roll-out brings encouragement to the District for a great upcoming season.

- B. Review the property tax revenue for the District for FY 2020-21.

Administrator Ross reported that the year-to-date property taxes collected thus far in FY 20/21 are 56% of the targeted budget. This reflects the first of our two large annual property tax revenue allotments from the County. This was applied to the District in late-December and we expect the next to be added to our budget in April. In December, the County conservatively projected a 1% increase in property taxes from last FY 19/20 to this current FY 20/21. They conservatively projected a 4.5% increase for the next FY 21/22.

- C. Schedule timelines for developing the Preliminary Budget for FY 2021-22.

The District staff is reviewing Capital Improvements and larger repair and replacement items. Directors and staff agreed to schedule the next Finance Committee Meeting the first week of May where considerations for specific budget items can be discussed.

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

6. **ITEMS FOR NEXT AGENDA**

Items for that meeting include a look at the multi-year spreadsheet with carry-over balances, the YTD budget and actual totals, and a basic full-time salary scale evaluation with like districts to include the amounts for several options of COLA's.

7. **ADJOURNMENT** *The meeting was adjourned at 10:38 a.m.*

CALENDAR YEAR COMPARISONS 2019 & 2020 - INCREASE OR DECREASE DUE TO COVID-19

REVENUE - Accounts Affected by COVID-19

OTHER INCOME (9400-9700)	(328,162.52)	
TOTAL Revenue Affected by COVID-19	<u>\$ (328,162.52)</u>	decrease in revenue from 2019 to 2020

EXPENSES - Accounts Affected by COVID-19

SALARIES & EMPLOYEE BENEFITS (1000)	(22,232.72)	decrease due to less PT staff
SERVICES & SUPPLIES (2000)	<u>(198,288.28)</u>	decrease due to less rec supplies & services
TOTAL Expenses Affected by COVID-19	<u>\$ (220,521.00)</u>	decrease in expenses from 2019 to 2020
TOTAL IMPACT OF COVID-19	<u>\$ (107,641.52)</u>	total revenue + total expenses in accounts affected

CALENDAR YEAR COMPARISONS 2019 & 2020 - INCREASE OR DECREASE NOT AFFECTED BY COVID-19

REVENUE - Accounts Not Affected by COVID-19

TAXES (9100)	73,551.82	increase in revenue in property taxes received
TOTAL Revenue Not Affected by COVID-19	<u>\$ 73,551.82</u>	increase in revenue from 2019 to 2020

EXPENSES - Accounts Not Affected by COVID-19

OTHER CHARGES (3000)	67,238.92	increase in expenses due to the new property
FIXED ASSETS (4000)	(140.53)	decrease in expenses
INTERFUND CHARGES (5000)	<u>(1,143.03)</u>	decrease in expenses
TOTAL Expenses Not Affected by COVID-19	<u>\$ 65,955.36</u>	increase in expenses from 2019 to 2020
TOTAL Accounts NOT Affected by COVID-19	<u>\$ 7,596.46</u>	total revenue + total expenses in accounts not affected

TOTAL Revenue Affected & Not Affected by COVID-19 \$ (254,610.70)

TOTAL Expense Affected & Not Affected by COVID-19 \$ (154,565.64)

TOTAL ACTUAL DIFFERENCE \$ (100,045.06) actual total revenue + total expenses

STAFF REPORT



DATE: 2-11-21

TO: Board of Directors

FROM: Barry Ross, District Administrator

SUBJECT: **MONTHLY ACTIVITY REPORT – JANUARY 2021**

ADMINISTRATION

- On January 21, Administrator Ross spoke with Peter Larimer, Landscape Architect with of MTW Group, to discuss identifying an ideal location for the County to run an irrigation sleeve from Hazel Ave. to our new property. Mr. Larimer marked the location on a map, which is being shared with the County with the intention of having them install that sleeve while they install the new sidewalk in front of our new property.
- Administrator Ross participated in a County Administrators Zoom meetings on Jan. 21 to primarily discuss Covid-19 impacts to the Recreation & Park industry. This is a valuable forum to share ideas, best practices, and to be better prepared.
- The large rain/windstorm on Tuesday, January 26 had an impact on the District. We experienced a power outage to our buildings on Wednesday, January 27 from about 2am – 5pm. Though we lost many tree branches and a few small trees, we were fortunate not to have any significant property damage.
- On January 28, Administrator Ross and Coordinator Khokhar-Roberts attended the CPRS District II General Membership Meeting on Zoom. This was primarily a networking opportunity along with information about changing board members and their upcoming focus on our region.
- On January 28, Administrator Ross attended a meeting with the Kiwanis Club of Orangevale-Fair Oaks. This was a Zoom meeting and served primarily as an orientation for new members. It was beneficial and a good way to meet some of the Kiwanis board.
- On January 29, Administrator Ross met on Zoom with Dane Wadle of the California Special Districts Association. The purpose of the meeting was to learn how CSDA is advocating for Covid-19 relief funding for special districts through the Federal government.
- On February 2, VHS Hearing Solutions provided their second free Covid-19 testing for District staff, board, and family members. We had 11 people take advantage of the testing, with options for antibody testing, standard Covid-19 testing, and the Antigen Rapid Covid-19 testing.
- On February 3, Administrator Ross met via Zoom with Casey Kempenaar and Leslie Blomquist with the City of Citrus Heights Planning Department; Dave Mitchell, District Administrator with the Sunrise Recreation & Park District; Regina Cave with the City of Citrus Heights General Services Department; and Alex Turcotte and Jason Russo of the Citrus Heights Police Department. The purpose of the meeting was to discuss the future security and maintenance of the Arcade-Cripple Creek Trail.

RECREATION

January	Enrollment	Attendance	Gross Revenue
Classes			
Basic Horsemanship	3		\$438.00
Beginning Golf Clinic	5		\$441.00
Beginning Tennis	9		\$789.00
Intermediate Tennis	11		\$960.00
Internet Drivers Education	3		\$93.00
Karate - Preschool	8		\$1,278.00
Karate - Sa Shotokan	18		\$3,167.00
On Demand All American Football Camp	1		\$50.00
Pee Wee Basketball	18		\$1,044.00
Top Notch Basketball training	20		\$2,073.00
Track & Field Clinic	10		\$885.00
Classes Sub Total	106	0	\$11,218.00
Day Camps			
OVparks Adventure Crew Session 1	7		\$690.00
OVparks Adventure Crew Session 2	6		\$590.00
OVparks Adventure Crew Session 3	7		\$685.00
Day Camps Sub Total	20	0	\$1,965.00
Preschool			
Kinder Kidz	11		\$3,210.00
Orange Blossoms	10		\$2,425.00
Preschool Sub Total	20		\$5,635.00
GRAND TOTAL	146	0	\$18,818.00

January Gross Revenue Recap – January OTC (over-the-counter) revenue for combined recreation and facility rentals totaled \$25,772 which is \$3,728 under the projected amount. January recreation revenue was \$25,623 (\$623 above the projected amount) while facility revenue was \$149 (\$4,351 below 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.*

January Highlights:

- TigerShark swim team registrations started in January, and we have 152 swimmers.
- AARP tax appointments began in January, and we filled all appointments in two weeks.
- Beginning Golf, Track and Tennis registrations filled up.

NOTES: In January, Supervisor Bain attended the VFCAL swim league meeting and the Northern California Aquatic Management Association (NCAMA) meeting.

PARKS

Park Infrastructure

All Parks

- Staff continues to do monthly playground inspections and takes care of repairs on site if necessary.
- Staff continues to do basic maintenance to all parks (restrooms, trash, mowing, etc.).
- Staff continues to take care of the pool maintenance.
- Staff repaired restroom flusher from Disk Golf men's restroom.
- Staff repaired a leaking toilet at Pecan men's restroom.
- Staff replaced 8 bollards from Disk Golf parking lot, Pecan and Streng Nature area.
- Staff replaced 2 post from Disk Golf overflow parking entrance.
- Staff replaced 85ft of fence from Almond Park near the playground and picnic area.

Mechanics

- Staff continue to take care of the mower maintenance and small engine maintenance repairs.
- Staff replaced the mower deck belt to Kubota ZD1211 trim mower.
- Staff replaced the Fuel filter to Kubota 331 trim mower.
- Staff replaced the hydraulic PTO safety switch and fuel line to Ford tractor.

Park Irrigation

- All irrigation systems are off during this season.

Park Grounds

All Parks

- Staff pruned several trees at Almond and Coleman Park.
- Staff continues blowing and mulching leaves in all parks as needed.
- Due to the storm, Staff removed several small broken branches from nearly all parks. We removed 2 small trees from Norma Hamlin. We also removed two large hanging branches from Pecan and Sundance.
- Staff removed 4 broken branches from the neighbor's tree located at the Southeast corner of Pecan Park.
- Staff replaced one gate post at Streng Ave. and added a new bollard due to vehicles driving in and using the area for off road driving.
- Staff repaired the Sundance bridge due to loose boards.
- Staff removed debris, leaves, and pruned all shrubs from Kenneth Grove street scape.

Other Reports

Staff removed the Christmas tree decorations using Easy Stumps tree truck. A big THANK YOU to Easy Stumps for their support during the tree lighting event.

Cutting and Clearing Snapped Tree Limbs at Pecan Park



**Fulton-El Camino Park District Police Department
Monthly activity report for: Orangevale Recreation and Park District
Reporting Period: 2021-01-01 to 2021-01-31**

Almond Park

Notice To Appear Issued

1) Date/Time: 2021-01-26 10:35

Violation 1: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

Parking Citations Issued

1) Date/Time: 2021-01-04 15:55

V1: 4000(a) CVC No current registration

Norma Hamlin Park

No issues to report.

Off Property**Notice To Appear Issued**

1) Date/Time: 2021-01-16 20:35

Violation 1: 22350 CVC Basic speed law, Severity: Inf

2) Date/Time: 2021-01-22 20:55

Violation 1: 14601.1(a) CVC Suspended License, Severity: Mis

Violation 2: 24603(e) CVC Rear Brake Lights, Severity: Inf

Violation 3: 602 WI Ward of the Court - Delinquent Minor, Severity: Inf

Onsite Arrests Made

1) Date/Time: 2021-01-10 17:05

V1: 10851 CVC Auto Theft Severity: Fel

V2: 496(d) PC Stolen Property Severity: Fel

V3: 2800.2 CVC Evading - Fel Severity: Fel

V4: 2800.1 CVC Evading - Misdo Severity: Mis

2) Date/Time: 2021-01-10 17:05

V1: 10851 CVC Auto Theft Severity: Fel

V2: 496(d) PC Stolen Property Severity: Fel

V3: 2800.2 CVC Evading - Fel Severity: Fel

V4: 2800.1 CVC Evading - Misdo Severity: Mis

3) Date/Time: 2021-01-10 17:05

V1: 11377(a) HS Possession of a controlled substance Severity: Mis

V2: 2800.4 CVC Evading - Wrong Way (Fel) Severity: Fel

OV Community Center**Parking Citations Issued**

1) Date/Time: 2021-01-04 16:20

V1: 4000(a) CVC No current registration

2) Date/Time: 2021-01-23 18:00

V1: 5200(a) CVC Display of two license plates required

Dispatched Calls For Service

1) Date/Time: 2021-01-26 11:20

Description: HMA following WFJ approx. 10 yrs old in park appeared to be chasing her

Disposition: GOA

OV Community Park**Notice To Appear Issued**

1) Date/Time: 2021-01-27 11:11

Violation 1: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

OV Community Park (Disc Golf)

No issues to report.

Palisades Park

No issues to report.

Pecan Park

No issues to report.

Sundance Nature Area

No issues to report.

Youth Center Park

No issues to report.

STAFF REPORT



DATE: 2-11-21

TO: Board of Directors

FROM: Barry Ross, District Administrator

SUBJECT: **BOARD COMMITTEES FOR CALENDAR YEAR 2021**

INFORMATIONAL ITEM

At the January 14, 2021 Board of Directors Meeting, the board agreed on the following committee assignments:

COMMITTEE	CHAIRPERSON	2ND MEMBER
Admin/Finance	Sharon Brunberg	Erica Swenson
Maintenance/Operations	Mike Stickney	Lisa Montes
Recreation	Lisa Montes	Manie Meraz
Personnel/Policy	Lisa Montes	Mannie Meraz
Planning	Mike Stickney	Lisa Montes
Government	Manie Meraz	Sharon Brunberg
Trail	Sharon Brunberg	Erica Swenson

DISCUSSION ITEM

Traditionally, four Directors are each assigned to three committees while one Director is assigned to two. This year there is an imbalance with the number of committees assigned to board members:

Director Montes: 4 committees
Director Brunberg: 3 committees
Director Meraz: 3 committees
Director Swenson: 2 committees
Director Stickney: 2 committees

This discussion item is here in case Director Montes would prefer to step down from one of the four committees assigned to her, and be replaced with one of the Directors with two committee assignments.

MOTION

If a change is requested and discussed, a specific motion can be made and voted upon.

STAFF REPORT



DATE: 2-11-21

TO: Board of Directors

FROM: Barry Ross, District Administrator

SUBJECT: **APPROVAL OF THE ORANGEVALE RECREATION & PARK DISTRICT FISCAL AUDIT 2019/20**

RECOMMENDATION

Approve the District Audit for fiscal year 2019/20 as completed by auditor Larry Bain.

BACKGROUND

The District contracted with Larry Bain, CPA, to conduct the audit for fiscal year 2019/20. The audit has been completed and Mr. Bain will present the audit and discuss the findings.

RECOMMENDED MOTION

I move that we approve and file the Orangevale Recreation & Park District fiscal audit for 2019/20.

**ORANGEVALE RECREATION AND PARK DISTRICT
FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

ORANGEVALE RECREATION AND PARK DISTRICT

Table of Contents

Independent Auditor's Report.....	1
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Position.....	3
Statement of Activities.....	4
Fund Financial Statements	
Governmental Funds:	
Balance Sheet.....	5
Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position – Governmental Activities.....	6
Statement of Revenues, Expenditures and Changes in Fund Balances.....	7
Reconciliation of the Statement of Revenues, Expenditures and Changes In Fund Balances of Governmental Funds to the Government-Wide Statement of Activities – Governmental Activities.....	8
Notes to the Financial Statements.....	9
Required Supplementary Information:	
Budgetary Comparison Schedules:	
General Fund.....	24
Landscape and Lighting.....	25
Schedule of the District's Proportionate Share of the Net Pension Liability.....	26
Schedule of the District Pension Contributions.....	27
Note to the Required Supplementary Information.....	28

LARRY BAIN, CPA

An Accounting Corporation

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

lbain@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, 2020, and the related notes to the financial statements, which collectively make up the basic financial statements, 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, 2020, 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 24 and 25 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 26 and 27; 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.



Larry Bain, CPA,
An Accounting Corporation
November 23, 2020

ORANGEVALE RECREATION AND PARK DISTRICT

**STATEMENT OF NET POSITION
JUNE 30, 2020**

	<u>Governmental Activities</u>
Assets	
Cash and investments	\$ 2,284,415
Due from other government	22,899
Restricted cash and investments	550,627
Capital assets:	
Land	6,752,433
Construction in progress	307,892
Land improvements	2,832,827
Buildings and improvements	5,122,852
Equipment	1,035,670
Less: accumulated depreciation	<u>(4,746,853)</u>
Capital assets-net	<u>11,304,821</u>
Total assets	<u>14,162,762</u>
Deferred Outflows of Resources	
Deferred outflows-pensions	<u>496,238</u>
Liabilities	
Current liabilities:	
Claims payable	22,536
Accrued wage	45,525
Deposits	2,100
Accrued interest	14,996
Due within one year	<u>102,293</u>
Total current liabilities	<u>187,450</u>
Non-current liabilities:	
Due in more than one year	<u>2,534,878</u>
Total liabilities	<u>2,722,328</u>
Deferred Inflows of Resources	
Deferred inflows-pensions	<u>211,056</u>
Total deferred inflows of resources	<u>211,056</u>
Net Position	
Net investment in capital assets	10,185,891
Restricted debt proceeds	30,608
Unrestricted	<u>1,509,117</u>
Total net position	<u>\$ 11,725,616</u>

The notes to the financial statements are an integral part of this statement

ORANGEVALE RECREATION AND PARK DISTRICT

**STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

Functions/programs	Expenses	Program Revenues			Net (Expense) Revenue and Change in Net Position Governmental Activities
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities					
Community services/recreation	\$ 2,969,419	\$ 391,994	\$ 565,796	\$ 78,168	\$ (1,933,461)
Interest on long-term debt	34,032				(34,032)
Total governmental activities	<u>\$ 3,003,451</u>	<u>\$ 391,994</u>	<u>\$ 565,796</u>	<u>\$ 78,168</u>	<u>(1,967,493)</u>

General Revenues:

Taxes:

Property tax, levied for general purposes

1,489,116

Investment income

51,150

Other

10,582

Total general revenues

1,550,848

Change in net position

(416,645)

Net position - beginning

12,142,261

Net position - ending

\$ 11,725,616

The notes to the financial statements are an integral part of this statement

ORANGEVALE RECREATION AND PARK DISTRICT

**GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2020**

	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	\$ 1,489,723	\$ 771,257	\$ -	\$ -	\$ 23,435	\$ 2,284,415
Due from other government	11,402	6,253	3,949	1,111	184	22,899
Restricted cash and investments	30,608		377,424	142,595		550,627
Total assets	<u>\$ 1,531,733</u>	<u>\$ 777,510</u>	<u>\$ 381,373</u>	<u>\$ 143,706</u>	<u>\$ 23,619</u>	<u>\$ 2,857,941</u>
Liabilities						
Claims payable	\$ 15,363	\$ 7,172	\$ -	\$ -	\$ -	\$ 22,535
Accrued payroll	45,525					45,525
Deposits	2,100					2,100
Total liabilities	<u>62,988</u>	<u>7,172</u>				<u>70,160</u>
Fund Balances						
Restricted	33,608		381,373	143,706		558,687
Assigned	1,173,764	770,338			23,619	1,967,721
Unassigned	261,373					261,373
Total fund balances	<u>1,468,745</u>	<u>770,338</u>	<u>381,373</u>	<u>143,706</u>	<u>23,619</u>	<u>2,787,781</u>
Total liabilities and fund balances	<u>\$ 1,531,733</u>	<u>\$ 777,510</u>	<u>\$ 381,373</u>	<u>\$ 143,706</u>	<u>\$ 23,619</u>	<u>\$ 2,857,941</u>

The notes to the financial statements are an integral part of this statement

ORANGEVALE RECREATION AND PARK DISTRICT
RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2020

Fund balances of governmental funds	\$	2,787,781
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>		
Capital assets, net of accumulated depreciation, are not current financial resources and are not included in the governmental funds.		11,304,821
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		(83,748)
Accrued interest		(14,996)
Net pension liability, deferred inflows/outflows		(1,149,312)
Long-term debt		<u>(1,118,930)</u>
Net position of governmental activities	\$	<u>11,725,616</u>

The notes to the financial statements are an integral part of this statement

ORANGEVALE RECREATION AND PARK DISTRICT

**GOVERNMENTAL FUNDS
STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

	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	\$ 1,476,146	\$ -	\$ -	\$ -	\$ -	\$ 1,476,146
Intergovernmental revenues	12,970					12,970
Charges for current services	287,534					287,534
Special assessments	-	560,416	64,954	13,214	5,380	643,964
Use of money and property	131,361	12,915	8,555	2,392	386	155,609
Other revenues and reimbursements	10,582	-	-	-	-	10,582
Total revenues	1,918,593	573,331	73,509	15,606	5,766	2,586,805
Expenditures						
Salaries and benefits	1,565,522	-			-	1,565,522
Services and supplies	400,222	434,388			2,099	836,709
Capital outlay	1,076,115	169,769				1,245,884
Debt service						
Principal	83,449	-				83,449
Interest	25,514	-				25,514
Debt issuance costs	43,000					43,000
Total expenditures	3,193,822	604,157			2,099	3,800,078
Total revenues over (under) expenditures						
Before other financing sources (uses)	(1,275,229)	(30,826)	73,509	15,606	3,667	(1,213,273)
Other Financing Sources (Uses)						
Proceeds of debt	993,000					993,000
Operating transfers in	136,806		-			136,806
Operating transfers out			(136,806)			(136,806)
Total other financing sources (uses)	1,129,806		(136,806)			993,000
Net change in fund balances	(145,423)	(30,826)	(63,297)	15,606	3,667	(220,273)
Fund balances, beginning of fiscal year	1,614,168	801,164	444,670	128,100	19,952	3,008,054
Fund balances, end of fiscal year	\$ 1,468,745	\$ 770,338	\$ 381,373	\$ 143,706	\$ 23,619	\$ 2,787,781

The notes to the financial statements are an integral part of this statement

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, 2020

Net change in fund balances - total governmental funds	\$ (220,273)
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	1,245,884
Depreciation expense	(209,949)
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.	83,449
New debt is recorded as other financing sources in the funds, but the debt is recognized as a liability in the statement of net position	(993,000)
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.	(8,517)
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.	(299,993)
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>(14,246)</u>
Change in net position of governmental activities	<u>\$ (416,645)</u>

The notes to the financial statements are an integral part of this statement

ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

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, 2020

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 Funds - 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.

The District does not operate enterprise funds.

ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020

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, 2020, a long-term liability of \$83,748 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, 2020

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, 2020, consisted of the following:

Checking account	\$ 17,701
Imprest cash	200
Cash and investments with County Treasurer	<u>2,817,141</u>
Total cash and investments	<u>\$ 2,835,042</u>

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020**

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*	\$ 2,817,141	\$ 2,817,141	\$ -
Totals	\$ 2,817,141	\$ 2,817,141	\$ -

*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, 2020

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, 2020, the District's deposits balance was \$17,148 and the carrying amount was \$17,701. 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

The District maintains certain cash and investments with the Sacramento County Treasurer in an investment pool. The District's funds are managed in accordance with the investment policy of the County Treasury. On a quarterly basis the Treasurer allocates interest to participants based upon their average daily balances. Required disclosure information regarding the categorization of investments and investment risk can be found in the County's financial statements. The Sacramento County's financial statements may be obtained online at the following link: finance.saccounty.net/AuditorController/Pages/.

Required disclosures for the District's investment in the Sacramento County Investment Pool at June 30, 2020 are as follows:

Credit risk	Not rated
Custodial risk	Not applicable
Concentration of credit risk	Not applicable
Interest rate risk	Not available

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 3: Property Plant and Equipment

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

	Balance July 1, 2019	Additions Adjustments	Retirements/ Adjustments	Balance June 30, 2020
Governmental Activities				
Capital assets, not being depreciated:				
Land	\$ 6,212,723	\$ 539,710	\$ -	\$ 6,752,433
Construction in progress	290,834	69,558	(52,500)	307,892
Capital assets, being depreciated:				
Land improvements	2,742,872	89,955		2,832,827
Buildings and improvements	4,630,980	491,872		5,122,852
Equipment	928,381	107,289		1,035,670
Total capital assets, being depreciated	8,302,233	689,116		8,991,349
Less accumulated depreciation for:				
Land improvements	(1,829,201)	(78,129)		(1,907,330)
Buildings and improvements	(1,945,802)	(111,599)		(2,057,401)
Equipment	(761,901)	(20,221)		(782,122)
Total accumulated depreciation	(4,536,904)	(209,949)		(4,746,853)
Total capital assets, being depreciated, net	3,765,329	479,167		4,244,496
Governmental activities capital assets, net	\$ 10,268,886	\$ 1,088,435	\$ (52,500)	\$ 11,304,821

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, 2020:

	Balance July 1, 2019	Additions	Retirements	Balance June 30, 2020	Due Within One Year
Compensated absences	\$ 69,502	\$ 43,354	\$ (29,108)	\$ 83,748	\$ 14,554
Net pension liability	1,359,091	75,402		1,434,493	-
Capital lease A	209,379		(66,449)	142,930	69,739
Capital lease B		993,000	(17,000)	976,000	18,000
Total	\$ 1,637,972	\$ 1,111,756	\$ (112,557)	\$ 2,637,171	\$ 102,293

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.

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 4: Long-Term Liabilities (Continued)

Capital Leases

A. 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, 2020, are as follows:

Fiscal Year Ended June 30,	Principal	Interest	Total
2021	\$ 69,739	\$ 7,075	\$ 76,814
2022	73,191	3,623	76,814
Totals	<u>142,930</u>	<u>10,698</u>	<u>153,628</u>

B. On September 12, 2019 the District closed escrow, purchasing three buildings on approximately 3.76 acres of land in two parcels for a purchase price of \$917,500. To finance the purchase the District entered into a capital lease agreement on September 1, 2019 with CSDA Finance Corporation which was then assigned to Capital One Public Funding, LLC. The debt incurred under the capital lease was \$993,000 of which \$894,392 was used to pay off the remaining purchase price plus closing fees on the land purchase, \$43,000 was used to pay the cost of issuance for the capital lease and \$55,608 was sent to the District to be used for tenant improvements and reimbursement of the \$25,000 down payment on the property. The semi-annual debt payments start on March 1, 2020 through September 1, 2039 with semi-annual principal and interest payments ranging from \$32,150.15 to \$34,530.

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2020, are as follows:

Fiscal Year Ended June 30,	Principal	Interest	Total
2021	\$ 36,000	\$ 31,428	\$ 67,428
2022	38,000	30,241	68,241
2023	39,000	29,007	68,007
2024	40,000	27,723	67,723
2025	42,000	26,407	68,407
2026-2030	230,000	110,631	340,631
2031-2035	270,000	70,446	340,446
2036-2040	281,000	23,319	304,319
Totals	<u>\$ 976,000</u>	<u>\$ 349,202</u>	<u>\$ 1,325,202</u>

ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2020

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, 2020. 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. On June 1, 2020 the District amended the Cell Tower lease agreement with Crown Castle.

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 10.86% of their bi-monthly covered salary over \$161 for classic members and 9.37% of all salary for PEPRA members. The District is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members.

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020**

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

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, 2020, are summarized as follows:

	Miscellaneous	
	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	2.00% @ 55	2.00% @ 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	1.50% to 2.00%	1.00% to 2.00%
Required employee contribution rates	10.81%	9.45%
Required employer contribution rates	28.67%	27.22%

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, 2020, the contributions recognized as part of pension expense for each Plan were as follows:

Contributions-employer	\$	206,891
------------------------	----	---------

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

As of June 30, 2020, the District reported net pension liabilities for its proportionate shares of the net pension liability of the Plan as follows:

	<u>Proportionate share of Net pension liability</u>
Miscellaneous plan	\$ 1,434,493

The District's net pension liability for each Plan is measured as the proportionate share of the net pension liability. For the June 30, 2020 reporting period, the net pension liability of each of the Plans is measured as of June 30, 2018, 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, 2017 rolled forward to June 30, 2018 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, 2020**

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

The District's proportionate share of the net pension liability as of June 30, 2019 and 2020 was as follows:

Proportion - June 30, 2019	0.069%
Proportion - June 30, 2020	0.069%
Change - increase (decrease)	0.000%

For the year ended June 30, 2020, the District recognized pension expense of \$506,804. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred outflows of resources</u>	<u>Deferred inflows of resources</u>
Differences between expected and actual experience	\$ 45,147	\$ -
Changes in assumptions	218,363	
Net difference between projected and actual earnings on pension plan investments		(211,056)
Changes in proportion		
Difference in proportionate share of contributions	25,837	
District contributions subsequent to the measurement date	206,891	
Total	<u>\$ 496,238</u>	<u>\$ (211,056)</u>

\$206,891 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, 2021.

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:**

2021	\$	119,894
2022	\$	(22,921)
2023	\$	(26,471)
2024	\$	7,789
2025	\$	-
Thereafter	\$	-

Actuarial Assumptions – The total pension liabilities in the June 30, 2018 actuarial valuations were determined using the following actuarial assumptions:

	<u>Miscellaneous</u>
Valuation date	June 30, 2018
Measurement date	June 30, 2019
Actuarial cost method	Entry-Age Normal Cost Meth
Actuarial assumptions:	
Discount rate	7.00%
Inflation	3.00%
Projected salary increase	4.50% to 10.75%
Investment rate of return	7.00%

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020**

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

Discount Rate – The discount rates used to measure the Total Pension Liability (TPL) were 7.00% as of valuation dates June 30, 2018 and June 30, 2017, respectively. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate 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, 2018 and June 30, 2017 valuation dates.

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. Large Cap Equity	17.00%	5.61%
U.S. Small Cap Equity	4.00%	6.37%
International Developed Equity	16.00%	6.96%
Emerging Market Equity	4.00%	9.28%
High Yield Bonds	1.00%	3.65%
Bank Loans	1.00%	2.96%
Growth Oriented Abs. Return	3.00%	4.97%
Private Equity	9.00%	8.70%
Private Credit/Debt	4.00%	5.10%
Core/Core Plus Bonds	10.00%	1.06%
Global Bonds	3.00%	0.07%
U.S. Treasury	5.00%	0.16%
Diversifying Abs. Return	7.00%	3.04%
Private Real Estate	7.00%	4.37%
Private Assets	7.00%	7.74%
Commodities	2.00%	3.76%

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 (NPL) for each Plan, calculated using the discount rate for each Plan, as well as what the District’s proportionate share of the NPL would be if it were calculated using a discount rate 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Discount rate -1%</u>	<u>Current discount</u>	<u>Discount rate +1%</u>
	<u>(6.00%)</u>	<u>rate (7.00%)</u>	<u>(8.00%)</u>
Miscellaneous	\$ 2,568,674	\$ 1,434,493	\$ 507,874

ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

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. 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 2019-20 fiscal year the County of Sacramento Department of Finance Auditor Controller Division shifted \$229,756 (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 2019-2020 fiscal year was \$4,246,008.

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 11: Gann Limit

Total Subject Revenue 2019-20	\$ 2,120,110
Amount of limit for 2019-20	<u>3,608,950</u>
 Amount (under)/over limit	 <u>\$ (1,488,840)</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:

	<u>General Fund</u>	<u>Orangevale Landscape & Lighting District</u>	<u>Developer In-Lieu Fees</u>	<u>Park Development Fees</u>	<u>Kenneth Grove Assessment District</u>
Restricted for:					
Developer Deposits	\$ -	\$ -	\$ 143,706	\$ 381,373	\$ -
Debt proceeds	33,608				
Total restricted	<u>33,608</u>		<u>143,706</u>	<u>381,373</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		522,038			23,619
Next years budget	628,750	248,300			
Total assigned	<u>1,173,764</u>	<u>770,338</u>			<u>23,619</u>
Unassigned	<u>261,373</u>				
Total fund balance	<u>\$ 1,468,745</u>	<u>\$ 770,338</u>	<u>\$ 143,706</u>	<u>\$ 381,373</u>	<u>\$ 23,619</u>

ORANGEVALE RECREATION AND PARK DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

Note 13: Commitments and Contingent Liabilities

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the District expects such amounts, if any, to be immaterial.

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, 2020 the District had professional service agreements and had committed to a long-term copier operating lease.

COVID 19

In December 2019, a novel strain of coronavirus has spread around the world resulting in business and social disruption. The coronavirus was declared a Public Health Emergency of International Concern by the World Health Organization on January 30, 2020. The operations and business results of Orangevale Recreation and Park District could potentially be adversely affected by this global pandemic. The extent to which the coronavirus may impact business activity or investment results will depend on future developments, which are highly uncertain and cannot be predicted, including new information which may emerge concerning the severity of the coronavirus and the actions required to contain the coronavirus. The District has not included any contingencies in the financial statements specific to this issue.

Note 14: Subsequent Events

Subsequent to fiscal year end the District purchased a Groundmaster Mower for \$69,543, and entered into a contract to have the Community Center repainted in the amount of \$49,856.

ORANGEVALE RECREATION AND PARK DISTRICT

**REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues				
Property taxes	\$ 1,398,700	\$ 1,423,700	\$ 1,476,146	\$ 52,446
Intergovernmental revenues	15,000	15,000	12,970	(2,030)
Charges for current services	493,500	508,500	287,534	(220,966)
Use of money and property	152,600	170,600	131,361	(39,239)
Other revenues	3,000	3,000	10,582	7,582
Total revenues	2,062,800	2,120,800	1,918,593	(202,207)
Expenditures				
Salaries and benefits	1,887,000	1,938,000	1,565,522	372,478
Services and supplies	502,300	527,550	400,222	127,328
Debt service	86,500	129,500	151,963	(22,463)
Capital outlay	110,000	1,386,892	1,076,115	310,777
Total expenditures	2,585,800	3,981,942	3,193,822	788,120
Total revenues over (under) expenditures				
Before other financing sources (uses)	(523,000)	(1,861,142)	(1,275,229)	585,913
Other Financing Sources (Uses)				
Proceeds of debt		993,000	993,000	-
Operating transfers in	110,000	260,000	136,806	(123,194)
Total other financing sources (uses)	110,000	1,253,000	1,129,806	(123,194)
Net change in fund balance *	\$ (413,000)	\$ (608,142)	(145,423)	\$ 462,719
Fund balances, beginning of fiscal year			1,614,168	
Fund balances, end of fiscal year			\$ 1,468,745	

* Budget was balanced using carryover fund balance.

The note to the required supplementary information is an integral part of this statement

ORANGEVALE RECREATION AND PARK DISTRICT

**REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
ORANGEVALE LANDSCAPE AND LIGHTING DISTRICT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues				
Assessments	\$ 555,000	\$ 555,000	\$ 560,416	\$ 5,416
Use of money and property	2,000	2,000	12,915	10,915
Total revenues	<u>557,000</u>	<u>557,000</u>	<u>573,331</u>	<u>16,331</u>
Expenditures				
Services and supplies	615,300	615,300	434,388	180,912
Capital outlay	282,000	282,000	169,769	112,231
Total expenditures	<u>897,300</u>	<u>897,300</u>	<u>604,157</u>	<u>293,143</u>
Net change in fund balance	<u>\$ (340,300)</u>	<u>\$ (340,300)</u>	(30,826)	<u>\$ 309,474</u>
Fund balances, beginning of fiscal year			<u>801,164</u>	
Fund balances, end of fiscal year			<u>\$ 770,338</u>	

* Budget was balanced using carryover fund balance.

The note to the required supplementary information is an integral part of this statement

ORANGEVALE RECREATION AND PARK DISTRICT

**REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF THE PLAN'S PROPORTIONATE SHARE OF THE NET PENSION
LIABILITY
JUNE 30, 2020**

<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%
6/30/2018	0.070%	\$1,455,733	\$590,000	246.73%	82.52%
6/30/2019	0.069%	\$1,359,091	\$639,000	212.69%	84.67%
6/30/2020	0.069%	\$1,434,493	\$642,000	223.44%	85.10%

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.

The note to the required supplementary information is an integral part of this statement

ORANGEVALE RECREATION AND PARK DISTRICT

**REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF DISTRICT CONTRIBUTIONS
JUNE 30, 2020**

<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	\$165,000	(\$165,000)	\$0	\$593,000	27.82%
6/30/2018	\$149,000	(\$149,000)	\$0	\$590,000	25.25%
6/30/2019	\$148,000	(\$148,000)	\$0	\$639,000	23.16%
6/30/2020	\$184,000	(\$184,000)	\$0	\$642,000	28.66%

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

The note to the required supplementary information is an integral part of this statement

ORANGEVALE RECREATION AND PARK DISTRICT

**NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2020**

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.

STAFF REPORT



DATE: 2-11-21

TO: Board of Directors

FROM: Barry Ross, District Administrator

SUBJECT: AGREEMENT WITH SCI CONSULTING GROUP TO PROVIDE LEVY ADMINISTRATION SERVICES, ENGINEER OF WORK, AND PROFESSIONAL CONSULTING FOR THE ORANGEVALE LANDSCAPE AND LIGHTING AND KENNETH GROVE ASSESSMENT DISTRICTS FOR FISCAL YEARS 2021-22 THROUGH 2025-26.

RECOMMENDATION

The Orangevale Recreation & Park District continue to contract with SCI Consulting Group for the levy administration services, engineer of work, and professional consulting for the two Assessment Districts (OLLAD and Kenneth Grove) by entering into a new five-year agreement that will begin with fiscal year 2021-22 and extend through fiscal year 2025-26.

BACKGROUND

SCI Consulting Group has been administering the District's two assessments since they helped the District to form them in 1991 (OLLAD) and 1994 (Kenneth Grove). SCI Consulting Group has been providing reliable, timely, and high-quality services for the District. With a new agreement they would continue to provide the District with these valuable and required services:

- Engineer's Report and other required documents
- Follow all Proposition 218 developments
- Publication of the notice for the continuation of the assessment
- Levy verification and submittal
- Levy confirmation with the County, and report figures to the District
- Responding to public inquiries and appeals
- Professional consultation

FISCAL IMPACT

SCI Consulting Group is proposing an average fee increase of 2.38% per year for the five-year span of their services. This is a total of \$1,780 for the five years, at an average of \$356 increase per year. Fees for the scope of work outlined in the proposal for FY 2021-22 are \$14,625, with a not-to-exceed amount of \$1,800 for incidental expenses.

MOTION TO CONSIDER

I move that Orangevale Recreation & Park District continue to contract with SCI Consulting Group for the levy administration services, engineer of work, and professional consulting for the two Assessment Districts (OLLAD and Kenneth Grove) by entering into a new five-year agreement that will begin with fiscal year 2021-22 and extend through fiscal year 2025-26.



January 8, 2020

Submitted via e-mail
barry@ovparks.com

Barry Ross
Orangevale Recreation and Park District
6826 Hazel Avenue
Orangevale, CA 95662

Re: Agreement for Providing Levy Administration Services for the Orangevale Landscape and Lighting and Kenneth Grove Assessment Districts

Dear Mr. Ross:

SCI Consulting Group ("SCI") is pleased to submit, for your review, the enclosed Agreement to serve as the Engineer of Work and provide professional consulting and levy administration services for the Orangevale Recreation and Park District, Landscape and Lighting and Kenneth Grove Assessment Districts.

Established in 1985, SCI Consulting Group is a recognized public finance consulting firm with leading expertise in assisting California public agencies with local funding of public services and improvements. We also possess industry leading expertise with the important legal and procedural requirements for the formation of Community Facilities Districts, Benefit Assessment Districts and other local financing mechanisms. SCI has formed and annually administers over 850 special taxes, assessments and fees for over 140 public agencies throughout the State. This expertise and experience will ensure that your goals and objectives are met successfully, collaboratively, on schedule and on budget.

The Scope of Work within this Agreement includes the tasks required for the year-round administration of the Assessment District. Below is a summary of the Scope of Work.

Engineer's Report and Other Documents Each year SCI will carefully evaluate all Proposition 218 developments that may have a bearing on the District's assessment. SCI will make recommendations for upgrades to the Engineer's Report, Resolutions and other related documents as needed. SCI will also assist with the publication of the notice for the continuation of the assessment.

Levy Verification and Submittal After the close of each fiscal year, SCI will determine the final levies based on final lien roll data as of July 1. We take great pride in our levy determination process and our stringent quality control and oversight to ensure the accuracy of the levies. Each year for every special levy, we conduct over 50 checks and validation queries on each parcel so any parcels that may require additional research can be identified, researched and determined. After the levies have been determined, another consultant with SCI will perform a thorough peer review and audit. These multiple stage reviews and quality assurance steps are a key element in SCI's proven ability to ensure the highest level of accuracy and to maximize special levy revenues for our clients.

District Information and Levy Confirmation After submittal of the levy roll to the County Auditor, SCI will confirm with the Auditor the number of parcels to be charged and the total revenue for the coming year, and we will report these figures to the District.

Responding to Public Inquiries and Appeals SCI will coordinate with the County for our taxpayer inquiry line to be placed on the County tax bill so taxpayers can directly contact SCI throughout the fiscal year with questions regarding the levy. We have representatives who are fluent in English and Spanish. SCI will research and, if necessary, revise any levies which are based upon incorrect assessor information used in the determination of the levy. If any taxpayer appeals a special levy for their property, SCI will investigate the claim and adjust the levy as needed. Our goal is to represent the District professionally and to minimize any inconvenience to the inquiring taxpayer or the District.

Enclosed is a copy of the Agreement for fiscal year 2021-22 levy administration services. If the Agreement meets with your approval, please sign and return a copy to us and retain one copy for your records.

If you have any questions or require additional information, please do not hesitate to contact me. I can be reached at (707) 430-4300 or via email at susan.barnes@sci-cg.com. We look forward to this opportunity to assist the District with this important project and stand ready to proceed.

Sincerely,



Susan Barnes
Senior Consultant

LEVY ADMINISTRATION SERVICES AGREEMENT

THIS AGREEMENT is made on _____, 2021, between the **Orangevale Recreation and Park District**, ("District") and **SCI Consulting Group** ("Consultant" or "SCI"), a California Corporation, who agree as follows:

1. Scope of Work ("Work"). Consultant shall perform the work and render the services described in the Scope of Work shown below (the "Work"). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.

2. Payment.

a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown below. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant's fee shall include all of the Consultant's costs and expenses related to the Work.

b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.

3. Term. This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.

4. Insurance.

a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	\$2,000,000 per occurrence \$4,000,000 aggregate
Automobile Liability	\$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	\$2,000,000 per claim
Excess Liability (over General Liability & Auto Liability)	\$1,000,000 per occurrence & \$1,000,000 aggregate

b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.

c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

5. **Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.
6. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
7. **Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.
8. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.
9. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
10. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
12. **Default.** In the event that the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by the Consultant through the date of the termination.
13. **Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.
14. **Attorney's Fees.** In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

15. Notice. Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

Public Agency:
Orangevale Recreation and Park District
6826 Hazel Avenue
Orangevale, CA 95662

Consultant:
SCI Consulting Group
4745 Mangels Boulevard
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

_____	_____
_____	_____
_____	_____
_____	_____

SCOPE OF WORK

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and Assessment Levy Administrator for Orangevale Recreation and Park District.

DEFINITIONS

District:	Orangevale Recreation and Park District, staff and Directors.
Assessments:	Orangevale Recreation and Park District Landscape and Lighting and Kenneth Grove Assessment Districts
SCI or Consultant:	SCI Consulting Group, and any and all employees and subcontractors.
Administration:	Services related to the determination, levy and collection of assessment revenues.

ENGINEER'S REPORT AND OTHER DOCUMENTS

1. Obtain upcoming fiscal year estimated cost information from the District to use as a basis for the budget in the Engineer's Report.
2. Calculate and prepare the preliminary assessment roll for inclusion in the Engineer's Report.
3. Prepare the Engineer's Report, including any necessary upgrades due to any recent court rulings or other requirements.
4. File the final Engineer's Report with the District.
5. Prepare any needed resolutions and staff reports for the Assessment.
6. Prepare and assist with the publication of any notices for the continuation of the Assessment.
7. Attend the District Board meeting at which the public hearing is held, and the Engineer's Report is approved.

CONFIRMATION OF DISTRICT PARCELS, LEVY CALCULATION, VERIFICATION AND SUBMITTAL

1. Create a database including every parcel in the boundaries of the Assessment District, including the parcel attributes necessary for calculating the Assessments, and update it with new information for the upcoming year.
2. Identify new or changed parcels that may require an updated or new assessment calculation and recalculate the final assessment on a parcel-by-parcel basis.
3. Prepare the final Assessment Roll for the Assessment District and submit it to the County for inclusion on the upcoming fiscal year tax bills.

DISTRICT INFORMATION AND LEVY CONFIRMATION

1. Verify and validate Auditor's levy data prior to the printing of tax bills.

RESPONDING TO PUBLIC INQUIRIES AND APPEALS

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any Assessments which we find to be based upon incorrect information being used to apply the method of assessment. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if any.)

DEFENSE AND SUPPORT OF THE ASSESSMENTS

1. Provide a full response, support of the assessments and basis for the assessments to any person who questions the assessments or the legal basis for the assessments.
2. In the event of any legal challenge or petition against the assessments, provide professional, assessment engineering and technical support in support of the assessments. If such services are required, they would be provided in close collaboration with the District and District legal counsel.

FEE SCHEDULE

SCI shall be compensated for the performance of the Scope of Work as follows:

1. For Fiscal Year 2021-22, the total compensation for the Scope of Work shall be \$14,625 payable as follows:
 - a. Upon filing of the Engineer's Report for the District's Board consideration, the sum of \$3,500 shall be due.
 - b. A progress fee of \$3,000 shall be due on July 15 of the fiscal year.
 - c. Upon submittal of the special assessment levies to the County Auditor, the sum of \$3,500 shall be due.
 - d. On January 31 of the fiscal year, the remainder shall be due.
2. For Fiscal Year 2022-23, the total compensation for the Scope of Work shall be \$15,065 payable as follows:
 - a. Upon filing of the Engineer's Report for the District's Board consideration, the sum of \$3,500 shall be due.
 - b. A progress fee of \$3,000 shall be due on July 15 of the fiscal year.
 - c. Upon submittal of the special assessment levies to the County Auditor, the sum of \$3,500 shall be due.
 - d. On January 31 of the fiscal year, the remainder shall be due.
3. For Fiscal Year 2023-24, the total compensation for the Scope of Work shall be \$15,515 payable as follows:
 - a. Upon filing of the Engineer's Report for the District's Board consideration, the sum of \$3,500 shall be due.
 - b. A progress fee of \$3,000 shall be due on July 15 of the fiscal year.
 - c. Upon submittal of the special assessment levies to the County Auditor, the sum of \$3,500 shall be due.
 - d. On January 31 of the fiscal year, the remainder shall be due.
4. For Fiscal Year 2024-25, the total compensation for the Scope of Work shall be \$15,980 payable as follows:
 - a. Upon filing of the Engineer's Report for the District's Board consideration, the sum of \$3,500 shall be due.
 - b. A progress fee of \$3,000 shall be due on July 15 of the fiscal year.
 - c. Upon submittal of the special assessment levies to the County Auditor, the sum of \$3,500 shall be due.
 - d. On January 31 of the fiscal year, the remainder shall be due.
5. For Fiscal Year 2025-26, the total compensation for the Scope of Work shall be \$15,980 payable as follows:

- a. Upon filing of the Engineer's Report for the District's Board consideration, the sum of \$3,500 shall be due.
 - b. A progress fee of \$3,000 shall be due on July 15 of the fiscal year.
 - c. Upon submittal of the special assessment levies to the County Auditor, the sum of \$3,500 shall be due.
 - d. On January 31 of the fiscal year, the remainder shall be due.
6. The Scope of Work includes one meeting with the District. Any additional meetings shall be billed at the rate of \$550 per person per meeting.
 7. In the event that the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks and execute an Addendum to the agreement for these additional services.
 8. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the District with total cost not to exceed \$1,800 per year, without prior authorization from the District. Publication of the legal notice of public hearing will be billed separately as incurred.

Note: All costs associated with this proposal can be financed or refunded by assessment proceeds.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.

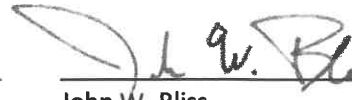
SIGNATURE PAGE

By signing below, we agree to the terms of this Levy Administration Services Agreement.

Accepted:

Accepted:

Barry Ross
District Administrator
Orangevale Recreation and Park District



John W. Bliss
President
SCI Consulting Group

Date

Date

**ORANGEVALE RECREATION AND PARK DISTRICT
ORANGEVALE AND KENNETH GROVE LANDSCAPE AND LIGHTING ASSESSMENT
DISTRICT**

**FISCAL YEAR 2021-22 LEVY
TIMELINE**

<u>Date</u>	<u>Task to be Completed</u>
February 11, 2021	Passage of resolution directing the preparation of the Engineer's Report.
March 19	SCI gives District preliminary benefit assessment total for budget preparation.
March 26	District gives SCI budget for Engineer's Report.
April 27	Complete and file Engineer's Report with District.
May 13	Passage of resolution of intention to levy annual assessment, preliminarily accepting Engineer's Report and scheduling the Public Hearing.
May 27	Publish notice of public hearing (must occur at least 10 days before Public Hearing).
June 10	Public Hearing and approval of resolution approving Engineer's Report and levying annual assessments
August	Submission of assessments to County
September/October	Confirmation of final levies with County

The Board meets the 2nd Thursday of the month at 6:30 pm.



RESOLUTION NO: 21-02-659

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ORANGEVALE RECREATION AND PARK DISTRICT DIRECTING PREPARATION OF THE ENGINEER'S REPORT FOR THE ORANGEVALE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT (OLLAD) OF THE ORANGEVALE RECREATION AND PARK DISTRICT

RESOLVED, by the Governing Board (the "Board") of the Orangevale Landscaping and Lighting Assessment District (the "District"), County of Sacramento, State of California, that

1. On July 17, 1991, by its Resolution No. 816, this Board ordered the formation of and levied the first assessment within the Orangevale Recreation and Park District Maintenance Assessment District 1991 (the "Assessment District") pursuant to the provisions of the Landscaping and Lighting Act of 1972.

2. The purpose of the Assessment District is for the installation, maintenance, and servicing of improvements to the Orangevale Recreation and Park District, as described in Section 3 below.

3. Within the Assessment District, the existing and proposed improvements, and any substantial changes proposed to be made to the existing improvements, are generally described as installation, maintenance and servicing of public recreational facilities and improvements, including, but not limited to, turf and play areas, landscaping, ground cover, shrubs and trees, irrigation systems, drainage systems, lighting, fencing, entry monuments, basketball courts, tennis courts, gymnasium, running tracks, swimming pools, other recreational facilities, security guards, graffiti removal and repainting, and labor, materials, supplies, utilities and equipment, as applicable, at each of the locations owned, operated or maintained by the Orangevale Recreation and Park District.

4. SCI Consulting Group is hereby designated as Engineer of Work for purposes of these proceedings and is hereby ordered to prepare an Engineer's Report in accordance with Article 4 of Chapter 1 of the Act and Article XIID of the California Constitution. Upon completion, the Engineer shall file the Engineer's Report with the Clerk of the Governing Board for submission to the Board.

PASSED AND ADOPTED this 11th day of February, 2021 by the following vote, to wit:

AYES :
NOES:
ABSENT:
ABSTAIN:

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

CLERK OF THE BOARD



RESOLUTION NO: 21-02-660

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ORANGEVALE RECREATION AND PARK DISTRICT
DIRECTING PREPARATION OF THE ENGINEER'S REPORT FOR
THE KENNETH GROVE LANDSCAPING AND LIGHTING
ASSESSMENT DISTRICT OF THE ORANGEVALE RECREATION
AND PARK DISTRICT**

RESOLVED, by the Board of Directors (the "Board") of the Kenneth Grove Landscaping and Lighting Assessment District, County of Sacramento, State of California, that

1. The formation of the Kenneth Grove Recreation and Park District Maintenance Assessment District (the "Assessment District"), pursuant to the provisions of the Landscaping and Lighting Act of 1972 has previously been ordered through Resolution 94-05-86A.

2. The purpose of financing certain park and recreation improvements and refurbishments, as specified in the District's updated Master Plan and for the purpose of funding maintenance operations of the District, as described in Section 3 below.

3. Within the Assessment District, the existing and proposed improvements, and any substantial changes proposed to be made to the existing improvements, are generally described as installation, maintenance and servicing of public recreational facilities and improvements at each of the locations owned, operated, or maintained by the Orangevale Recreation and Park District's Kenneth Grove Assessment District.

4. SCI Consulting Group is hereby designated as Engineer of Work for purposes of these proceedings and is hereby ordered to prepare an Engineer's Report in accordance with Article 4 of Chapter 1 of the Act and Article XIII D of the California Constitution. Upon completion, the Engineer shall file the Engineer's Report with the Clerk of the Governing Board for submission to the Board.

PASSED AND ADOPTED this 11th day of February, 2021 by the following vote, to wit:

AYES :

NOES:

ABSENT:

ABSTAIN:

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

CLERK OF THE BOARD

STAFF REPORT



DATE: 2-11-21

TO: Board of Directors

FROM: Barry Ross, District Administrator

**SUBJECT: ACCEPTANCE OF THE COUNTY OF SACRAMENTO 2021
INVESTMENT POLICY FOR THE POOLED INVESTMENT FUND**

RECOMMENDATION

Accept and file the County of Sacramento 2021 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)(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 2021 Investment Policy for the Pooled Investment Fund.

Department of Finance

Ben Lamera
Director



County of Sacramento

Divisions

Administration
Auditor-Controller
Consolidated Utilities Billing & Service
Investments
Revenue Recovery
Tax Collection & Business Licensing
Treasury

January 15, 2021

To: Pooled Investment Fund Participant Agency Board Chairs

Subject: **CALENDAR YEAR 2021 INVESTMENT POLICY FOR THE POOLED INVESTMENT FUND**

Since 1987, the Director of Finance has submitted a statement of investment policy to the Sacramento County Board of Supervisors for consideration and adoption. The Board of Supervisors approved the enclosed calendar year 2021 investment policy on December 8, 2020.

The 2021 investment policy allows for the purchase of government securities issued by, or backed by, the United States government that have the possibility of returning a zero or negative yield if held to maturity.

I recommend that the legislative body of your agency receive and file the enclosed Sacramento County Annual Investment Policy of the Pooled Investment Fund — Calendar Year 2021 at its next regular meeting. Your action to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a)(2). The investment policy is also available on the Department of Finance – Investment Division webpage at www.finance.saccounty.net/investments.

The following investment-related reports are also available on the Investment Division webpage:

- Pooled Investment Fund Monthly Review
- Quarterly Pooled Investment Fund Report
- Non-Pooled Investment Funds Portfolio Report

If you have any questions about the investment policy or management of the Pooled Investment Fund portfolio, please call me at (916) 874-6744 or Chief Investment Officer Bernard Santo Domingo at (916) 874-7320.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Lamera".

Ben Lamera
Director of Finance

Enclosure



SACRAMENTO COUNTY

Annual Investment Policy of the Pooled Investment Fund

CALENDAR YEAR 2021

*Approved by the
Sacramento County Board of Supervisors*

*December 8, 2020
Resolution No. 2020-0783*

Table of Contents

I.	Authority.....	1
II.	Policy Statement	1
III.	Standard of Care.....	1
IV.	Investment Objectives.....	1
	A. Safety of Principal	1
	B. Liquidity	2
	C. Public Trust	2
	D. Maximum Rate of Return	2
V.	Pooled Investment Fund Investors	2
VI.	Implementation	2
VII.	Internal Controls.....	3
VIII.	Sacramento County Treasury Oversight Committee.....	4
IX.	Investment Parameters.....	4
	A. Investable Funds	4
	B. Authorized Investments.....	5
	C. Prohibited Investments.....	5
	D. Credit Requirements	5
	E. Maximum Maturities	7
	F. Maximum Concentrations	8
	G. Repurchase Agreements.....	8
	H. Community Reinvestment Act Program	9
	I. Criteria and Qualifications of Brokers/Dealers and Direct Issuers.....	9
	J. Investment Guidelines, Management Style and Strategy	10
	K. Approved Lists	10
	L. Calculation of Yield and Costs.....	10
X.	Reviewing, Monitoring and Reporting of the Portfolio	10
XI.	Withdrawal Requests for Pooled Fund Investors	10
XII.	Limits on Honoraria, Gifts and Gratuities	10
XIII.	Terms and Conditions for Outside Investors	11
	Appendix A – Comparison and Interpretation of Credit Ratings.....	12

SACRAMENTO COUNTY

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

CALENDAR YEAR 2021

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 bank deposits, money market mutual funds, and LAIF, 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 except for securities issued by, or backed by, the United States government during a period of negative market interest rates. Prohibited investments 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	<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.

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

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 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)

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

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 on the

Approved Lists of the County that 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 that 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 that 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 that 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 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 was \$500 for the period January 1, 2019, to December 31, 2020, and the State Fair Political Practices Commission will update this limit for inflation by January 2021. 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

Rating	Interpretation
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: 2-11-21

TO: Board of Directors

FROM: Barry Ross, District Administrator

SUBJECT: APPROVAL OF RESOLUTION 21-02-661 DECLARING THAT GOVERNMENT BODY MEMBERS AND VOLUNTEERS SHALL BE PROVIDED WORKERS' COMPENSATION COVERAGE, AS EMPLOYEES DO, WHILE PROVIDING THEIR VOLUNTEER AND GOVERNMENT BODY SERVICES FOR THE DISTRICT

RECOMMENDATION

Approve Resolution 21-02-661 declaring that governing body members and volunteers shall be deemed to be employees of the District for the purpose of providing Workers' Compensation coverage for said certain individuals while providing their services for the District.

BACKGROUND

Volunteers play a large role in the delivery of recreation and park services. The California Association for Park & Recreation Indemnity (CAPRI) Board of Directors has recently resolved to make District volunteers (which can include our District's Board Members) eligible to be covered under our CAPRI Workers' Compensation insurance at no additional cost or premium to the District. From a risk management standpoint, it is much preferred to extend Workers' Compensation coverage to volunteers. For example, if a volunteer is not covered, their only remedy for an injury may be to file a claim against the District and pursue damages through the civil court system. If the volunteer is covered by Workers' Compensation, then they would receive timely and necessary treatment at a controlled cost.

FISCAL IMPACT

The potential costs to the District are expected to be minimal, though we would have some costs associated with new approved Workers' Compensation claims. The potential savings to the District are expected to be minimal, though it could be significant if it avoids civil claims against the District.

RECOMMENDED MOTION

I move approval of Resolution 21-02-661 declaring that governing body members and volunteers shall be deemed to be employees of the District for the purpose of providing Workers' Compensation coverage for said certain individuals while providing their services for the District.

January 4, 2021

To: CAPRI Workers' Compensation Program Members

From: Matthew Duarte, Executive Director

RE: Workers' Compensation Coverage for Volunteers | Resolution Due by *March 5, 2021*

We know that volunteers play a large role in the delivery of recreation and park services provided by CAPRI's members. And we expect our districts will continue to rely upon the generous contributions of community volunteers for years to come. To facilitate continued volunteer service for our members, the CAPRI Board of Directors recently resolved to make District volunteers (which can include your District's Board Members) eligible to be covered under your CAPRI Workers' Compensation insurance at no additional cost. While your District may have already been extending this benefit to its volunteers, each District should **pass a new resolution and return it to CAPRI by March 5, 2021 in order to continue (or start) covering volunteers and/or its Governing Body members for the upcoming fiscal year.**

WHY Your District Should Extend Workers' Comp Coverage to Volunteers:

From a risk management standpoint, it is much preferred to extend Workers' Compensation coverage to volunteers. For example, when a volunteer (which, again, can include your District's Board of Directors) is not covered by Workers' Comp, his or her only remedy for an injury is to file a claim against your District and pursue damages through the civil court system. This can result in costly and time-consuming litigation and a significant claim has the potential to adversely impact your District's loss history and, thus, future premiums. Importantly, it can also result in unnecessary delays in obtaining competent treatment from qualified professionals.

Conversely, if a volunteer is covered under Workers' Comp, his or her exclusive remedy is through the Workers' Compensation system, which means that they would receive necessary treatment – but at a controlled cost.

HOW Your District Can Extend Workers' Comp Coverage to Volunteers:

The Labor Code allows your District to provide workers' compensation insurance for volunteers, ***but only if your Board has adopted a resolution specifically electing such coverage.*** Section 3363.5 of the California Labor Code provides:

“...a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes.”

Stated another way, these volunteers may be treated as an employee and covered for workers' compensation purposes *only if* a Resolution to that effect is adopted by your District pursuant to Labor Code § 3363.5.

It is likely that your District adopted a volunteer resolution dating back to the 1980s. Whether or not a Resolution is currently in place, please use the enclosed sample Resolution to create or update the document for your Board's approval. When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow.

To ensure accurate and timely implementation of your Resolution, please forward your Board approved Resolution to CAPRI's Administrative Analyst, Monica Breck, at mbreck@capri-jpa.org by March 5, 2021.

As noted above, as a benefit to Program members, **volunteers are covered at no additional premium**, provided that a volunteer resolution has been adopted by the District's Board. To that end, if your Board has adopted the above-resolution then **volunteers should be excluded from your District's estimated and final payroll totals** submitted each year as part of the annual insurance renewal process. More information on the annual payroll estimates will be coming soon.

CAPRI Volunteer Toolkit

Lastly, we would like to emphasize that volunteers are an asset! It is important to work with volunteers in a responsible way that minimizes the District's exposure to liability. To assist in that effort, the **CAPRI Volunteer Toolkit is now available online**. The Toolkit includes several important templates such as updated Volunteer Applications and Volunteer Waivers & Releases, among other resources and tools. If you would like more in-depth information regarding volunteer policies and procedures, please reach out to the CAPRI team.

Sincerely,



Matthew Duarte
Executive Director

enclosure



RESOLUTION NO: 21-02-661

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ORANGEVALE RECREATION AND PARK DISTRICT, DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the Orangevale Recreation & Park District utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the Orangevale Recreation & Park District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
-

_____ [designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Orangevale Recreation & Park District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Orangevale Recreation & Park District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Orangevale Recreation & Park District.

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



PASSED, APPROVED AND ADOPTED this FEBRUARY 11, 2021 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Mike Stickney, Board Chairperson
Orangevale Recreation & Park District

APPROVED AS TO FORM:

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

STAFF REPORT



DATE: 2-11-21

TO: Board of Directors

FROM: Barry Ross, District Administrator

**SUBJECT: APPROVAL OF POLICY TO EXTEND THE FAMILY FIRST
CORONAVIRUS RESPONSE ACT FOR DISTRICT EMPLOYEES
THROUGH MARCH 31, 2021**

RECOMMENDATION

Approve a policy to extend the Family First Coronavirus Response Act (FFCRA) for District employees through March 31, 2021.

BACKGROUND

The Federal Government enacted the FFCRA in the early stages of the pandemic. The act allows up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work due to specified Covid-19 reasons. A primary purpose for the Act was to reduce the spread of the virus by employees who were symptomatic, tested positive, or were a "close contact", therefore employees would be more likely to follow recommended Covid-19 guidelines if they were not forced to use their accrued sick leave.

The FFCRA expired on December 31, 2020 but can be expanded by employers through March 31, 2021 provided a policy is set. Staff contacted our CAPRI Legal Counsel, Patti Eyres, about this. The original FFCRA had a second component that allowed employees to use up to 80 hours at two-thirds pay to care for others, usually for childcare because schools were closed. Patti Eyres recommends that our new policy specifies the FFCRA is for employee cases only, and not for expanded family care.

FISCAL IMPACT

The potential cost to the District is difficult to predict. It would cost the District an approximate average of \$2,300 for each employee that uses the full 80 hours. There is also the burden of the employee's workload that would either be undone or redistributed. This policy could also help the District avoid an office outbreak which could prove to be much more costly and disruptive. There have been no positive tests reported from staff to date. There have been two cases where staff had symptoms and followed District guidance for workplace safety.

RECOMMENDED POLICY

The District extends the FFCRA through March 31, 2021 to help prevent the spread of Covid-19 in the workplace. The policy grants staff up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for the following Covid-19 related reasons:

- Sent home by employer because of symptoms consistent with Covid-19, and per guidance, cannot return to work until one of the following occurs:
 1. Employee visits their healthcare provider and is given clearance to safely to return

- to work. Evidence of physician clearance is required;
2. Employee is tested for Covid-19 and receives a negative result, which is to be shown to Employer. Note: The District cannot require the employee to be tested.
 3. Employee quarantines for 10 days (beginning with the first day they felt symptoms), and can return to work if symptom-free and feeling well without the aid of fever-reducing medicine.
- Known exposure outside the workplace to someone who is positive for Covid-19
 - Employee tests positive for Covid-19 and is recovering until cleared to return to work by healthcare provider
 - By order of healthcare provider

This policy is for the actual or perceived Covid-19 infection to the employees directly and is not available for expanded family care. If illness(s) extends beyond 80 hours for an employee, any excess hours are to be used from that employee's accrued leave balance.

RECOMMENDED MOTION

I approve the policy to extend the Family First Coronavirus Response Act (FFCRA), as specified, for District employees through March 31, 2021.