

**ORANGEVALE RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
THURSDAY, JANUARY 19, 2017  
6:30 p.m.**

**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**

a. Approval of minutes of December 8, 2016 meeting (pg 1-5)

**7. CORRESPONDENCE**

a. Confidential envelope – Attorney billing November 2016

b. Letter from Sacramento Local Agency Formation Commission announcing nominations for the Special District Advisory Committee (pg 6-8)

**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 November 2016 (pg 9-10)
- b. Budget Status Report for November 2016 (pg 11-13)
- c. Revenue Report for November 2016 (pg 14)
- d. Ratification of Claims for December 2016 (pg 15-16)
- e. Budget Status Report for December 2016 (pg 17-19)
- f. Revenue Report for December 2016 (pg 20)

**8.2 OLLAD CONSENT MATTERS**

- a. Ratification of Claims for November 2016 (pg 21-22)
- b. Budget Status Report for November 2016 (pg 23)
- c. Ratification of Claims for December 2016 (pg 24-25)
- d. Budget Status Report for December 2016 (pg 26)

**8.3 KENNETH GROVE CONSENT MATTERS**

- a. Ratification of Claims for November 2016 (pg 27)
- b. Budget Status Report for November 2016 (pg 28)
- c. Ratification of Claims for December 2016 (pg 29)
- d. Budget Status Report for December 2016 (pg 30)

9. **STANDING COMMITTEE REPORTS**

- a. Administration & Finance – 12/21/16 Meeting Recap (pg 31-32)
- b. Maintenance & Operation
- c. Recreation Committee
- d. Personnel & Policy – 1/12/17 Meeting Recap (pg 33)
- e. Government
- f. Planning Committee
- g. Trails Committee

10. **ADMINISTRATOR’S REPORT**

- a. Monthly Activity Report – December 2016 (pg 34-35)

11. **UNFINISHED BUSINESS**

12. **NEW BUSINESS**

- a. Committee Assignments for 2017 (pg 36)
- b. Approve the Qualified Low Bid for the Pecan Dog Park and Trail Project from Exclusive Exteriors in the amount of \$219,001 and Approve the Agreement with Exclusive Exteriors to Construct the Pecan Dog Park and Trail (pg 37-54)
- c. Approve Resolution 17-01-564, Authorizing a 2016/17 Final Budget Amendment for Fund 332A to Fund Increased Costs for the Pecan Dog Park and Trail Project (pg 55-56)
- d. Approve Resolution 17-01-565, Authorizing a 2016/17 Final Budget Amendment for Fund 374A to Fund Increased Costs for the Community Center Office Remodel Project (pg 57-60)
- e. Approve the Quote from Burketts for Recovering Existing Sound Panels for the Community Center Auditorium in the amount of \$6,550 (pg 61)
- f. Approve the Quote from Burketts for Purchase and Installation of 30 Sound Panels for the Community Center Auditorium in the amount of \$11,749.90 (pg 62)
- g. Approve Criteria for Hiring/Advancement within the Parks Division, Hire a Park Maintenance I Position, and Create a Park Maintenance III Position (pg 63-65)
- h. Approve Upgrading the Administrative Services Coordinator Position to Administrative Services Supervisor with the Beginning Salary at Step Four of the Scale with a Start Date of February 1, 2017 (pg 66-69)
- i. Presentation and Approval of the Design Plans and Cost Estimate for the Almond Park Shade Structure Project (pg 70-77)
- j. Presentation and Approval of the Design Plans, and Cost Estimate for the Orangevale Community Park Oak and Filbert Pathway Project (pg 78-83)
- k. Presentation of Draft Design and Estimated Costs for the Orangevale Community Park Oak Avenue Parking Lot and Skate Park (pg 84-89)
- l. Acceptance of the County of Sacramento 2016 Investment Policy for the Pooled Investment Fund (pg 90-107)
- m. Approve a Date and Time for a Board Workshop to Discuss Board Governance, The Brown Act, and the Public Records Act (pg 108)

13. **DIRECTOR’S AND STAFF’S COMMENTS**

14. **ITEMS FOR NEXT AGENDA**

15. **ADJOURNMENT**



**NOTICE:**

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

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

Directors can be reached at: [director@ovparks.com](mailto:director@ovparks.com)

Manie Meraz

Mike Stickney

Tim Anderson

Sharon Brunberg

Lisa Montes

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors December 8, 2016

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, December 8, 2016 at the District Office. Director Stickney called the meeting to order at 6:35 p.m.

Directors present: Stickney, Meraz, Montes, Brunberg (Anderson was absent)  
Staff present: Greg Foell, District Administrator  
Scott Russell, Park Superintendent  
Jennifer Von Aesch, Finance/HR Manager  
Jason Bain, Recreation Supervisor  
Melyssa Woodford, Administrative Services Coordinator

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA**  
MOTION #1 On a motion by Director Montes, seconded by Director Brunberg, the agenda was approved 4-0-0 with Directors Meraz, Montes, Brunberg, and Stickney voting Aye. There were no Abstentions or Nays. Director Anderson was absent.
5. **PUBLIC DISCUSSION** There was no public discussion.
6. **MINUTES**  
MOTION #2 a) Approval of Minutes of November 10, 2016 Meeting (pg 1-7): On a motion by Director Montes, seconded by Director Meraz, the minutes were approved 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.
7. **CORRESPONDENCE**  
MOTION #3 a) Confidential Envelope – Attorney Billing October 2016: On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.
8. **CONSENT CALENDAR**  
MOTION #4 No consent matters were discussed. On a motion by Director Brunberg, seconded by Director Montes, the motion to approve the consent calendar passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.
- 8.1 **CONSENT MATTERS GENERAL FUND**
  - a) Ratification of Claims for October 2016 (pg 8-9)
  - b) Budget Status Report for October 2016 (pg 10-12)
  - c) Revenue Report for October 2016 (pg 13)

**8.2. OLLAD CONSENT MATTERS**

- a) Ratification of Claims for October 2016 (pg 14-15)
- b) Budget Status Report for October 2016 (pg 16-17)

**8.3. KENNETH GROVE CONSENT MATTERS**

- a) Ratification of Claims for October 2016 (pg 18)
- b) Budget Status Report for October 2016 (pg 19)

**9. STANDING COMMITTEE REPORTS**

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

**10. ADMINISTRATOR'S REPORT**

- a) Monthly Activity Report – November 2016 (pg 20-22): Admin. Foell reported that November was a busy month. The District was preparing for upcoming contracts and discussing various submittal details, such as the color scheme within the building. A consultant will visit and write a letter to address sprinklers, alarm system, and asbestos within the building. A full permit from the County was expected within a couple of weeks. Director Montes attempted to attend the tree lighting ceremony but there were no parking spaces available. Admin. Foell added that there were 80 additional parking spaces but the attendance was much higher than last year. He commended the staff for all the hard work put into making the tree lighting event successful. Supervisor Bain noted that they filmed parts of the event and posted the videos on Facebook. Admin. Foell discussed setting a finance committee meeting date to discuss how proposed additions to the building would affect the contract costs; PM 1, 2, and 3 job descriptions; and the reorganization status. Staff would like to survey other agencies to compare salaries and benefits before the next budget. Director Brunberg and Stickney were going to be on the finance committee. A meeting date was proposed for December 21<sup>st</sup>. He also proposed a personnel committee meeting for January 11 or 12. The election officials sent a letter thanking the District for allowing them to use a polling location, and added that 92% of the voters had a satisfactory experience.

**MOTION #5**

- b) Approval to move the January Board Meeting to the Third Thursday – January 19<sup>th</sup>: After a discussion, the meeting date was tentatively scheduled for either January 17<sup>th</sup> or 19<sup>th</sup>. The Board approved to give the District Administrator the flexibility to

determine the meeting date. On a motion by Director Montes, seconded by Director Brunberg, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

**11. UNFINISHED BUSINESS**

None discussed.

**12. NEW BUSINESS**

a) Oath of Office for Newly Elected Board Members: Director Montes received 7,128 votes, Director Stickney received 7,123, Director Anderson received 5,724, and Terry Benedict received 5,721. Director Montes and Director Stickney took the oath of office.

b) Election of Officers for 2017:

**MOTION #6**

1) Director Brunberg nominated Director Stickney as chair. On a motion by Director Brunberg, seconded by Director Meraz, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

**MOTION #7**

2) Director Brunberg nominated Director Montes for vice chair. On a motion by Director Meraz, seconded by Director Brunberg, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

**MOTION #8**

3) Director Brunberg nominated Director Anderson as secretary. On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

**MOTION #9**

c) Discussion and Possible Approval of an Increase to the District Paid Percentage for the Employee Medical Insurance Premium (pg 23-24): The District budgeted for an 8% increase in healthcare premiums, however Kaiser increased their rates by 9.35% and Sutter also increased their rates significantly. The District covers 100% of the individual-only. The costs of these increases for individuals totaled \$9,298.08. The District also covers 60% of the "two or more individuals" category which would result in an increase of \$4,216.18. The current approved amount for these increases was \$13,514.26. It had been discussed in the past to cover a larger portion of the "two or more individuals" coverage. It was noted that some other districts cover 100% for their full-time employees. The increase in cost for the employees on the two or more plan at the current 60% rate will pay \$38.22 more per month for Kaiser and \$24 for Sutter. If the District raised the coverage to 65%, those on Kaiser would receive \$17.89 more per month and those with Sutter would receive \$29.98 more per month. Staff felt that this difference was worth the Board

approving an increase to 65% District coverage. The Board approved an increase to the District paid portion of the "two or more individuals" category in the amount of 65%. On a motion by Director Montes, seconded by Director Brunberg, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

#### MOTION #10

- d) Approval of the Quote from Xtechs to Install Data Drops and a Server Rack in the Amount of \$3,979 (pg 25-29): The District was updating the data lines coming into the office. Camera hard-wiring was also planned for the future. This quote would install data drops during the building renovation while the walls are being opened up. The Board approved the quote from Xtechs to install data drops and a server rack in the amount of \$3,979. On a motion by Director Brunberg, seconded by Director Montes, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

#### MOTION #11

- e) Approval of the Quote from Burketts for Office Furniture for the Community Center Office Remodel Project (pg 30-32): One of the desk configurations was changed to help with the noise level of the copy machine. The three existing offices will maintain the same furniture. The other offices will receive new furniture. There will also be four storage areas for supplies. The Board approved the quote from Burketts for office furniture in the amount of \$15,212. On a motion by Director Brunberg, seconded by Director Montes, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

#### 13. DIRECTOR AND STAFF COMMENTS

Ms. Von Aesch said everything was going well.

Superintendent Russell and his team had been working on the District events as well as the acoustic panels. They had also been assisting in the move.

Admin. Foell commended Supervisor Bain for leading his team in assisting with the move. Doug had also been working hard. Recently they were working on the auditorium prepping and cleaning. Willie was off work due to a non work related shoulder surgery so the District will be hiring additional part time staff to cover his absence.

Supervisor Bain invited the Board members to attend the Polar Bear Plunge.

Coordinator Woodford thanked everyone for assisting with the move.

Director Brunberg wished the staff a great holiday season.

Director Stickney said that LAFCO may be making changes in their committee structure. He will keep the District informed.

**14. ITEMS FOR NEXT  
AGENDA**

None discussed.

**15. ADJOURNMENT  
MOTION #12**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 7:45 p.m. On a motion by Director Brunberg, seconded by Director Stickney, the motion passed 4-0-0 with Directors Brunberg, Stickney, Meraz, and Montes voting Aye. There were no Abstentions or Nays. Director Anderson was absent.

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Mike Stickney, Chairperson





SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939  
[www.saclafco.org](http://www.saclafco.org)

DATE: December 8, 2016  
TO: All Special District Boards  
SUBJECT: **Nominations for Membership on SDAC**

You are cordially invited to nominate a Member of your Board to join the Special District Advisory Committee (SDAC). The purpose of the Committee is to provide Sacramento LAFCo with input on issues related to Special Districts, as well as to receive information on issues before the Commission.

The SDAC membership of seventeen is composed of the two LAFCo Special District Commissioners, and the Alternate Special District Commissioner, and representatives from recreation and park, fire, water, flood control, cemetery and other types of special districts. SDAC members serve 2 year terms without compensation. Currently there are seven (7) vacant seats for Office "B" on the Committee. New members will be selected by the SDAC *Sub-committee on Membership* from the pool of nominees provided by the Special Districts.

SDAC meetings are held quarterly on the fifth Tuesday, or as needed. The SDAC meets at 6:15 PM @ County Administration Center (700 H Street) Sacramento, in Hearing Room #2.

A nomination form is attached. If you wish to nominate a member of your Board, please complete the form and return it to me no later than **Monday, January 30, 2017**.

Please feel free to contact me by email or phone if you have questions about this process.

Sincerely,  
**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

Donald J. Lockhart, AICP  
Assistant Executive Officer  
(916) 874-2937  
[Donald.Lockhart@SacLAFCo.org](mailto:Donald.Lockhart@SacLAFCo.org)

Enclosure: Nomination Form  
Current Roster

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**SPECIAL DISTRICT ADVISORY COMMITTEE  
Nomination Form**

*Recommendation to the **SDAC Selection Committee***

In accordance with the bylaws of the Special District Advisory Committee, the  
Governing Board of the \_\_\_\_\_ District  
nominates \_\_\_\_\_ (Board Member)  
for the following position on the SDAC:

Office "B" -two year term (ends 12/31/18)

Signature: \_\_\_\_\_  
Board Chairperson

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
District Manager or District Secretary

\_\_\_\_\_  
Please print e-mail address

**Please attach resume of Nominee.**

**Please send completed nominations to:**

Donald J. Lockhart, AICP, Assistant Executive Officer.  
Sacramento LAFCo  
1112 "I" Street; Suite 100  
Sacramento CA 95814  
[Donald.Lockhart@SacLAFCo.org](mailto:Donald.Lockhart@SacLAFCo.org)

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*Peter Brundage, Executive Officer; Donald J. Lockhart AICP, Assistant Executive Officer; Diane Thorpe, Commission Clerk*  
[www.saclafco.org](http://www.saclafco.org)

Sacramento LAFCo Special District Advisory Committee Membership Roster November, 2016

OFFICE "A" 1/16 – 12/17						
Initial	First	Last	District	Phone	Form 700	Email address
	Raymond	Riehle	Citrus Heights Water District			rriehle@chwd.org
	Frederick	Goethel	Galt-Arno Cemetery District			galarn@softcom.net
	Becky	McDaniel	Rio Linda/ Elverta R&P District			bmcDaniel@fecrecpark.com
	Thomas	Barandas	Reclamation District No. 1000			TBarandas@aol.com
	Brandon	Rose	Fair Oaks R&P District			brandonrose@hotmail.com
	Brian	Danzl	Cordova R&P District			Bdanzl@crpd.com
	Gerald	Pasek	Rancho Murieta CSD			jpasek@rmcsd.com
OFFICE "B" 1/15 – 12/16 SEVEN (7) VANCANCIES DUE TO TERMS ENDING						
	Ryan	Saunders	Del Paso Manor WD	696-0280 (M)		Ryan.saunders@sbcglobal.net
	Rod	Brewer	Cosumnes CSD	208-8841 (M)		Rodbrewer5@gmail.com
	Michael	Stickney	Orangevale R&PD	988-9784		michaelstickny@aol.com
	Stacey	Bastian	Rio Linda/ Elverta R&PD	217-1485		stbastian@yahoo.com
	Carolyn	Flood	Fair Oaks Cemetery Dist.	966-9294		carolynflood2@gmail.com
	Craig	Locke	Sac Suburban WD	919-3082		Craig.locke@hotmail.com
	William	Pavão	American River FCD	654-5913		w.pavao@comcast.net
OFFICE "C" COMMISSIONERS						
	Paul	Green, Jr. (Alt.)	Rio Linda/ Elverta Comm. Water District	991-6180		prgreenjr1@juno.com
	Gay	Jones (Chair)	Sacramento Metropolitan Fire District	cell: 916-208-0736 office: 916-859-4305		h2ogay@pacbell.net
	Ron	Greenwood	Carmichael Water District	712-4442		ron.greenwood@cbtnorcal.com

GENERAL FUND EXPENDITURES  
FOR THE MONTH ENDING  
NOVEMBER 30, 2016

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
				<b>866.97</b>
1905575777	20203500	US BANK CORPORATE PAYMENT	Education/Training Service	
				12.96
1905566690	20203900	SARAH FRIDRICH	Employee Transportation	75.44
1905571130	20203900	JENNIFER VON AESCH	Employee Transportation	<b>88.40</b>
				<b>226.16</b>
1905574021	20205500	HUB INTERNATIONAL INSURAN	Insurance Long Term	
				<b>905.36</b>
1905575777	20207600	US BANK CORPORATE PAYMENT	Office Supplies	
				38.09
1905573309	20219700	NEXTEL OF CALIFORNIA INC	Telephone	527.43
1905578870	20219700	COMCAST	Telephone	12.62
1905578879	20219700	AT&T	Telephone	98.93
1905578881	20219700	AT&T	Telephone	<b>677.07</b>
				<b>252.89</b>
1905573994	20226200	JJR ENTERPRISES INC	Office Equip Maint Supply	
				<b>297.30</b>
1905561868	20231400	ARAMARK UNIFORM SERVICE	Clothing/Personal Supply	
				109.90
1905575777	20232200	US BANK CORPORATE PAYMENT	Custodial Supply	222.12
1905578912	20232200	ARAMARK UNIFORM SERVICE	Custodial Supply	<b>332.02</b>
				<b>18.23</b>
5107303534	20244300	MEDTOX LABORATORIES	County Charge New Employee Testing	
				<b>4,320.00</b>
1905566691	20253100	DAVID MCMURCHIE	Legal Service	
				80.00
1905561865	20256200	DESIREE BROWN	Transcribing Service	59.00
1905574084	20256200	DESIREE BROWN	Transcribing Service	<b>139.00</b>
				<b>3,860.00</b>
1905578889	20259100	DAVID MCMURCHIE	Other Professional Services	
				<b>500.00</b>
1905573991	20259101	ROBERT E PORTER	Computer Consulting	
				199.50
1905561871	20285100	RESCUE TRAINING INSTITUTE	Recreation Service	1,251.25
1905561870	20285100	STEVEN MIRANDA	Recreation Service	168.00
1905561874	20285100	NICOLE REED	Recreation Service	52.00
1905561875	20285100	CLINT LEMAY	Recreation Service	32.50
1905561876	20285100	CLINT LEMAY	Recreation Service	200.60
1905561877	20285100	DANIEL CRANDALL	Recreation Service	162.00
1905561878	20285100	ALISON LLOYD	Recreation Service	1,058.20
1905566698	20285100	FOLSOM CORDOVA UNIFIED SC	Recreation Service	534.00
1905566699	20285100	ADRIAAN JANSEN VAN VUUREN	Recreation Service	36.00
1905561872	20285100	WILLIAM CORLEY	Recreation Service	120.00
1905561873	20285100	KORI SCOTT	Recreation Service	759.00
1905575777	20285100	US BANK CORPORATE PAYMENT	Recreation Service	1,120.00
1905573990	20285100	BRADLEY TATUM	Recreation Service	1,200.00
1905574022	20285100	ALIZABETH TUCH	Recreation Service	400.00
1905574023	20285100	HOSSEIN AZIMI	Recreation Service	607.75
1905574024	20285100	STEVEN MIRANDA	Recreation Service	78.00
1905574025	20285100	CLINT LEMAY	Recreation Service	2,750.00
1905574028	20285100	JUST 4 KICKS SACRAMENTO I	Recreation Service	34.00
1905574030	20285100	ALLGOOD DRIVING SCHOOL IN	Recreation Service	108.00
1905574032	20285100	ALISON LLOYD	Recreation Service	653.25
1905574043	20285100	ADRIAAN JANSEN VAN VUUREN	Recreation Service	168.00
1905574046	20285100	NICOLE REED	Recreation Service	168.00
1905574064	20285100	KORI SCOTT	Recreation Service	4,160.80
1905574073	20285100	BRENDAN CHASE	Recreation Service	63.00
1905574074	20285100	RESCUE TRAINING INSTITUTE	Recreation Service	387.10
1905574079	20285100	ALL-AROUND KIDS INC	Recreation Service	117.30
1905574080	20285100	DANIEL CRANDALL	Recreation Service	415.80
1905574081	20285100	FREE FLOW ACADEMY INC	Recreation Service	800.00
1905574082	20285100	JONATHAN NORRIS	Recreation Service	400.00
1905578890	20285100	DEVIN HAJEK	Recreation Service	

GENERAL FUND EXPENDITURES  
FOR THE MONTH ENDING  
NOVEMBER 30, 2016

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
			Recreation Service	400.00
1905578891	20285100	LAUREINA MYERS	Recreation Service	800.00
1905578892	20285100	KELLY KLOMP	Recreation Service	400.00
1905578894	20285100	RAQUEL VINA	Recreation Service	400.00
1905578896	20285100	TATYANA PROK	Recreation Service	400.00
1905578897	20285100	ROBERT RAFFAELLI	Recreation Service	400.00
1905578895	20285100	NICOLE SMITH	Recreation Service	<b>21,004.05</b>
				1,209.60
1905561861	20285200	LUCILLE COLQUHOUN	Recreation Supply	32.40
1905561862	20285200	LUCILLE COLQUHOUN	Recreation Supply	123.39
1905561863	20285200	LUCILLE COLQUHOUN	Recreation Supply	5.68
1905573301	20285200	WAL-MART STORES INC	Recreation Supply	664.25
1905575777	20285200	US BANK CORPORATE PAYMENT	Accrued Tax	36.66
1905575777	20285200	US BANK CORPORATE PAYMENT	Recreation Supply	406.16
1905583645	20285200	SAM'S CLUB DIRECT CML	Recreation Supply	<b>2,478.14</b>
				40.00
1905573988	20289900	ABSOLUTE SECURED SHREDDIN	Other Op Expense Service	170.00
1905578885	20289900	ABSOLUTE SECURED SHREDDIN	Other Op Expense Service	<b>210.00</b>
				367.00
1905566688	30322000	C I T TECHNOLOGY FIN SERV	Bond/Loan Redemption	367.00
1905573997	30322000	C I T TECHNOLOGY FIN SERV	Bond/Loan Redemption	<b>734.00</b>
				<b>1,858.67</b>
1905575777	42420200	US BANK CORPORATE PAYMENT	Structures	
				150.00
1905561864	50557100	DEBRA A DAVIS	Fingerprinting Service	320.00
1905566693	50557100	STATE OF CALIFORNIA	Fingerprinting Service	30.00
1905578887	50557100	DEBRA A DAVIS	Fingerprinting Service	<b>500.00</b>



**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND**  
**BUDGET EXPENDITURE DETAIL**  
**FISCAL YEAR 2016/2017**  
**NOVEMBER 2016**

Account Number	Expenditure Account	Budgeted 2016/2017	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>1000</b>	<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
					498,110.14	66%
10111000	Salaries & Wages, Regular	755,000.00	51,376.45	256,889.86		
10112100	Salaries & Wages, Extra Help	358,000.00	16,306.63	174,119.26	183,880.74	51%
10112400	Salaries, Board members	12,000.00	400.00	2,300.00	9,700.00	81%
10121000	Retirement	185,000.00	12,910.18	65,811.75	119,188.25	64%
10122000	Social Security	80,000.00	5,043.60	32,324.40	47,675.60	60%
10123000	Group Insurance	205,000.00	17,642.43	80,164.96	124,835.04	61%
10124000	Worker's Comp. Ins	45,000.00	12,824.00	25,647.00	19,353.00	43%
10125000	Unemployment Insurance	25,000.00	320.21	6,358.23	18,641.77	75%
10128000	Health Care/Retirees	3,000.00		-	3,000.00	100%
	<b>SUB-TOTAL</b>	<b>1,668,000.00</b>	<b>116,823.50</b>	<b>643,615.46</b>	<b>1,024,384.54</b>	<b>61%</b>
<b>2000</b>	<b>SERVICES &amp; SUPPLIES</b>					
				327.88	1,172.12	78%
20200500	Advertise/Legal Notices	1,500.00		-	750.00	100%
20202100	Books/Periodicals/Subscrip	750.00		-	5,000.00	100%
20202900	Business/Conference Expense	5,000.00		-	4,183.03	76%
20203500	Education/Training Serv.	5,500.00	866.97	1,316.97	1,000.00	100%
20203600	Education /Training Supplies	1,000.00		-	2,000.00	100%
20203700	Tuition Reimbursement	2,000.00		34.29	1,965.71	98%
20203800	Employee Recognition	2,000.00		-	500.00	100%
20203802	Recognition Items	500.00		-	500.00	100%
20203803	Recognition Events	500.00		-	500.00	100%
20203900	Employee Transportation	3,000.00	88.40	421.11	2,578.89	86%
20205100	Liability Insurance	38,000.00		19,328.50	18,671.50	49%
20205500	Rental Insurance	4,000.00	226.16	2,903.90	1,096.10	27%
20206100	Membership Dues	8,000.00		3,018.00	4,982.00	62%
20207600	Office Supplies	9,500.00	905.36	2,313.11	7,186.89	76%
20207602	Signs	500.00		-	500.00	100%
20207603	Keys	350.00		-	350.00	100%
20208100	Postal Services	6,500.00		2,022.90	4,477.10	69%
20208102	Stamps	3,000.00		-	3,000.00	100%
20208500	Printing Services	24,000.00		6,123.20	17,876.80	74%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20210400	Agricultural/Horticultural Supply	1,000.00		-	1,000.00	100%
20211200	Building Maint. Supplies	1,000.00		(700.06)	1,700.06	170%
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%



Account Number	Expenditure Account	Budgeted 2016/2017	Current Expenditures	Expenditures to Date	Funds Available	% Left
				-	1,000.00	100%
20216800	Plumbing Maint. Supplies	1,000.00		-	500.00	100%
20218100	Irrigation Services	500.00		-	500.00	100%
20218200	Irrigation Supplies	500.00		-	3,000.00	100%
20218500	Permit Charges	3,000.00		-	500.00	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	15,500.00	677.07	3,331.76	12,168.24	79%
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		-	1,000.00	100%
20226100	Office Equip Maint Service	1,000.00		-	1,557.18	62%
20226200	Office Equip Maint Supplies	2,500.00	252.89	942.82	500.00	100%
20227500	Rents/Leases Equipment	500.00		-	500.00	100%
20228100	Shop Equip Maint Service	500.00		-	500.00	100%
20228200	Shop Equip Maint Supplies	500.00		-	500.00	100%
20229100	Other Equip Maint Service	500.00		-	500.00	100%
20229200	Other Equip Maint Supplies	500.00		-	500.00	100%
20231400	Clothing/Personal Supplies	6,000.00	297.30	1,486.04	4,513.96	75%
20232100	Custodial Services	2,000.00		-	2,000.00	100%
20232200	Custodial Supplies	1,000.00	332.02	353.62	646.38	65%
20250500	Accounting Services	8,000.00		-	8,000.00	100%
20250700	Assessment/Collection Service	18,000.00		-	18,000.00	100%
20252500	Engineering Services	6,000.00		-	6,000.00	100%
20253100	Legal Services	15,000.00	4,320.00	19,002.50	(4,002.50)	-27%
20256200	Transcribing Services	1,000.00	139.00	301.00	699.00	70%
20257100	Security Services	5,000.00		-	5,000.00	100%
20259100	Other Professional Services	5,000.00	3,860.00	4,409.51	590.49	12%
20259101	Computer Consultants	6,000.00	500.00	1,000.00	5,000.00	83%
20281201	PC Hardware	10,000.00		540.00	9,460.00	95%
20281202	PC Software	10,000.00		125.00	9,875.00	99%
20281203	PC Supplies	1,000.00		-	1,000.00	100%
20281900	Elections	18,000.00		-	18,000.00	100%
20285100	Recreational Services	180,000.00	21,004.05	64,149.29	115,850.71	64%
20285200	Recreational Supplies	40,000.00	2,478.14	10,439.69	29,560.31	74%
20289800	Other Operating Exp - Supplies	2,000.00	210.00	212.50	1,787.50	89%
20289900	Other Operating Exp - Services	2,000.00	18.23	58.23	1,941.77	97%
20291100	System Development Services	3,000.00		2,758.35	241.65	8%
20296200	GS Parking Charges	200.00		-	200.00	100%
	<b>SUB-TOTAL</b>	<b>494,100.00</b>	<b>36,175.59</b>	<b>146,220.11</b>	<b>347,879.89</b>	<b>70%</b>
<b>3000</b>	<b>OTHER CHARGES</b>					
30321000	Interest Expense	23,000.00		24,624.63	(1,624.63)	-7%
30322000	Bond/Loan Redemption	62,000.00	734.00	54,023.94	7,976.06	13%
30345000	Taxes/Licenses/Assess Trans	2,500.00		99.70	2,400.30	96%
	<b>SUB-TOTAL</b>	<b>87,500.00</b>	<b>734.00</b>	<b>78,748.27</b>	<b>8,751.73</b>	<b>10%</b>

Account Number	Expenditure Account	Budgeted 2016/2017	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>4000</b>	<b>FIXED ASSETS</b>					
					0.00	
41410100	Land	0.00		-		
42420200	Struc. & Improvements	560,000.00	1,858.67	10,479.82	549,520.18	98%
43430303	Vehicles/Equipment	0.00		-	0.00	#DIV/0!
	<b>SUB-TOTAL</b>	<b>560,000.00</b>	<b>1,858.67</b>	<b>10,479.82</b>	<b>549,520.18</b>	<b>98%</b>
<b>5000</b>	<b>INTERFUND CHARGES</b>					
50557100	Fingerprinting Service	4,000.00	500.00	675.00	3,325.00	83%
	<b>SUB-TOTAL</b>	<b>4,000.00</b>	<b>500.00</b>	<b>675.00</b>	<b>3,325.00</b>	<b>83%</b>
79790100	<i>Contingency Appropriations</i>	0.00		-	0.00	0%
	<i>Deposit into Reserves</i>	0.00		-	0.00	0%
	<b>GRAND TOTAL</b>	<b>2,813,600.00</b>	<b>156,091.76</b>	<b>879,738.66</b>	<b>1,933,861.34</b>	<b>69%</b>

**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND  
REVENUE STATEMENT  
FISCAL YEAR 2016/2017  
NOVEMBER 2016**

Account	Revenue Account	2016/2017 Budgeted Revenue	Realized This Period	Collection YTD Balance	YTD Uncollected Balance	% Collected
91910100	Prop. Taxes - Current Secured	1,135,000		0.00	1,135,000.00	0.00%
91910200	Prop. Taxes - Current Unsecured	36,000		0.00	36,000.00	0.00%
91910300	Supplemental Taxes Current	5,000		4.84	4,995.16	0.10%
91910400	Prop. Taxes Sec. Delinquent	10,000	8,347.12	8,347.12	1,652.88	83.47%
91910500	Prop. Taxes Supp. Delinq.	500	1,331.51	1,331.51	-831.51	266.30%
91910600	Unitary Current Secured	12,000		0.00	12,000.00	0.00%
91910800	Prior Year Supple-Delinq	-		0.00	0.00	
91910900	Education Rev. Augment. Fund	-		0.00	0.00	
91911000	Prop. Tax - Sec. Delinq. Roll	-		0.00	0.00	
91912000	Prop. Tax - Sec. Redemption	-		0.00	0.00	
91913000	Prop. Tax Prior - Unsecured	1,000		351.74	648.26	35.17%
91914000	Penalty Costs - Prop. Tax	200		16.64	183.36	8.32%
91919900	Taxes - Other	-		0.00	0.00	
	<b>SUB-TOTAL TAXES 9100</b>	<b>1,199,700</b>	<b>9,678.63</b>	<b>10,051.85</b>	<b>1,189,648.15</b>	<b>0.84%</b>
94941000	Interest Income	4,000		1,418.00	2,582.00	35.45%
94942900	Building Rental Other	90,000	2,653.74	38,726.86	51,273.14	43.03%
94943900	Cell Tower Leases	19,600	5,223.56	14,542.14	5,057.86	74.19%
94944800	Rec.Concessions Final 9	17,000	500.00	4,003.95	12,996.05	23.55%
94945900	Other Vending Devices	2,000		0.00	2,000.00	0.00%
94949000	Concessions - Other	-		0.00	0.00	
95952200	Homeowner Prop. Tax Relief	15,000		0.00	15,000.00	0.00%
95952900	In-Lieu Taxes	560,000		0.00	560,000.00	0.00%
95956900	State Aid - Other Misc. Programs	-		0.00	0.00	
96963313	Miscellaneous Fees	1,000		0.00	1,000.00	0.00%
96964600	Recreation Service Charges	470,000	17,052.19	169,094.36	300,905.64	35.98%
96969700	Security Services	2,500	46.20	1,732.84	767.16	69.31%
96969903	Sponsorships/Scholarships	-		0.00	0.00	
97973000	Donations & Contributions	-		854.00	-854.00	
97973200	Recreation Contributions	-		0.00	0.00	
97973300	Orangevale Clubs	-		0.00	0.00	
97974000	Insurance Proceeds	2,500	310.71	2,313.65	186.35	92.55%
97979000	Revenue - Other	500	19.15	336.25	163.75	67.25%
	<b>SUB-TOTAL OTHER MISC. INCOME</b>	<b>1,184,100</b>	<b>25,805.55</b>	<b>233,022.05</b>	<b>951,077.95</b>	<b>19.68%</b>
	<b>TOTAL BUDGET AMOUNT</b>	<b>2,383,800</b>	<b>35,484.18</b>	<b>243,073.90</b>	<b>2,140,726.10</b>	<b>10.20%</b>



GENERAL FUND EXPENDITURES  
FOR THE MONTH ENDING  
DECEMBER 31, 2016

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
				<b>796.54</b>
1905599725	20200500	US BANK CORPORATE PAYMENT	Advertising	
				68.58
1905605304	20203900	JENNIFER VON AESCH	Employee Transportaion	33.16
1905605303	20203900	ASHLEY BELL	Employee Transportaion	<b>101.74</b>
				<b>939.00</b>
1905599725	20207600	US BANK CORPORATE PAYMENT	Office Supplies	
				<b>141.05</b>
1905601762	20207602	CAPITAL CITY SIGNS INC	Signs	
				1,912.50
1905583934	20208100	US POSTAL SERVICE	Postal Service	215.00
1905583653	20208100	US POSTAL SERVICE	Postal Service	6.47
1905599725	20208100	US BANK CORPORATE PAYMENT	Postal Service	<b>2,133.97</b>
				<b>188.00</b>
1905599725	20208102	US BANK CORPORATE PAYMENT	Stamps	
				1,428.00
1905595714	20208500	LEANN SCHUMMER	Brochure	3,873.20
1905605336	20208500	PRINT PROJECT MANAGERS IN	Printing	<b>5,301.20</b>
				36.07
1905595685	20219700	NEXTEL OF CALIFORNIA INC	Telephone	105.17
1905595687	20219700	AT&T	Telephone	21.71
1905601733	20219700	AT&T	Telephone	526.45
1905601735	20219700	COMCAST	Telephone	<b>689.40</b>
				<b>374.50</b>
1905601752	20226100	JJR ENTERPRISES INC	Office Equip Maint Service	
				268.83
1905581097	20226200	JJR ENTERPRISES INC	Office Equip Maint Supply	73.43
1905599725	20226200	US BANK CORPORATE PAYMENT	Office Equip Maint Supply	126.70
1905605291	20226200	JJR ENTERPRISES INC	Office Equip Maint Supply	<b>468.96</b>
				<b>420.51</b>
1905605268	20231400	ARAMARK UNIFORM SERVICE	Clothing/Personal Supply	
				<b>2,909.98</b>
1905581078	20259100	MTW GROUP LANDSCAPE ARCHI	Other Professional Services	
				288.09
1905599725	20281202	US BANK CORPORATE PAYMENT	Software	1.34
1905599725	20281202	US BANK CORPORATE PAYMENT	Accrue Tax	<b>289.43</b>
				117.14
1905599725	20281203	US BANK CORPORATE PAYMENT	PC Supplies	0.55
1905599725	20281203	US BANK CORPORATE PAYMENT	Sales Tax Due	<b>117.69</b>
				<b>19,536.96</b>
1905605310	20281900	COUNTY OF SACRAMENTO	Elections	
				945.00
1905585736	20285100	EVANGELINE MCMILLON	Recreation Service	400.00
1905585740	20285100	MARTHA SAULT	Recreation Service	1,395.00
1905585742	20285100	ERIN MIRANDA	Recreation Service	400.00
1905585745	20285100	ADAM WOODS	Recreation Service	1,638.00
1905599725	20285100	US BANK CORPORATE PAYMENT	Recreation Service	34.00
1905595747	20285100	ALLGOOD DRIVING SCHOOL IN	Recreation Service	65.00
1905595745	20285100	CLINT LEMAY	Recreation Service	119.00
1905595739	20285100	RESCUE TRAINING INSTITUTE	Recreation Service	541.45
1905595733	20285100	CORDOVA RECREATION & PARK	Recreation Service	96.00
1905595729	20285100	KORI SCOTT	Recreation Service	286.00
1905595725	20285100	STEVEN MIRANDA	Recreation Service	1,058.28
1905595722	20285100	ADRIAAN JANSEN VAN VUUREN	Recreation Service	90.00
1905595721	20285100	ALISON LLOYD	Recreation Service	110.60
1905595719	20285100	ALL-AROUND KIDS INC	Recreation Service	900.00
1905595716	20285100	BRADLEY TATUM	Recreation Service	1,413.18
1905601756	20285100	NEFF RENTAL LLC	Recreation Service	539.50
1905605458	20285100	CLINT LEMAY	Recreation Service	344.50
1905605460	20285100	CLINT LEMAY	Recreation Service	

GENERAL FUND EXPENDITURES  
FOR THE MONTH ENDING  
DECEMBER 31, 2016

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
1905605461	20285100	FREE FLOW ACADEMY INC	Recreation Service	382.20
1905605462	20285100	RESCUE TRAINING INSTITUTE	Recreation Service	105.00
1905605463	20285100	BRENDAN CHASE	Recreation Service	547.20
1905605464	20285100	ADRIAAN JANSEN VAN VUUREN	Recreation Service	273.00
1905605465	20285100	ALL-AROUND KIDS INC	Recreation Service	58.80
1905605466	20285100	NICOLE REED	Recreation Service	168.00
1905605301	20285100	NEFF RENTAL LLC	Recreation Service	828.30
1905605319	20285100	STEVEN MIRANDA	Recreation Service	981.50
				<b>13,719.51</b>
				14.94
1905597166	20285200	WAL-MART STORES INC	Recreation Supply	43.18
1905599725	20285200	US BANK CORPORATE PAYMENT	Recreation Supply	-2,249.44
1300619726	20285200	Reimbursement Tiger Sharks Awards	Recreation Supply	-2,191.32
				<b>40.00</b>
1905605306	20289900	ABSOLUTE SECURED SHREDDIN	Other Operating Exp Service	
				<b>367.00</b>
1905601749	30322000	C I T TECHNOLOGY FIN SERV	Bond/Loan Redemption	
				11,329.68
1905605312	42420200	MFDB ARCHITECTS, INC	Structures	1,600.00
1905605314	42420200	MTW GROUP LANDSCAPE ARCHI	Structures	200.00
1905605317	42420200	MTW GROUP LANDSCAPE ARCHI	Structures	<b>13,129.68</b>
				64.00
1905581082	50557100	STATE OF CALIFORNIA	Fingerprinting	15.00
1905595701	50557100	DEBRA A DAVIS	Fingerprinting	32.00
1905605308	50557100	STATE OF CALIFORNIA	Fingerprinting	

**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND**  
**BUDGET EXPENDITURE DETAIL**  
**FISCAL YEAR 2016/2017**  
**DECEMBER 2016**

Account Number	Expenditure Account	Budgeted 2016/2017	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>1000</b>	<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
10111000	Salaries & Wages, Regular	755,000.00	47,859.26	304,749.12	450,250.88	60%
10112100	Salaries & Wages, Extra Help	358,000.00	13,142.33	187,261.59	170,738.41	48%
10112400	Salaries, Board members	12,000.00	400.00	2,700.00	9,300.00	78%
10121000	Retirement	185,000.00	12,004.96	77,816.71	107,183.29	58%
10122000	Social Security	80,000.00	4,548.13	36,872.53	43,127.47	54%
10123000	Group Insurance	205,000.00	13,320.66	93,485.62	111,514.38	54%
10124000	Worker's Comp. Ins	45,000.00		25,647.00	19,353.00	43%
10125000	Unemployment Insurance	25,000.00	246.05	6,604.28	18,395.72	74%
10128000	Health Care/Retirees	3,000.00		-	3,000.00	100%
	<b>SUB-TOTAL</b>	<b>1,668,000.00</b>	<b>91,521.39</b>	<b>735,136.85</b>	<b>932,863.15</b>	<b>56%</b>
<b>2000</b>	<b>SERVICES &amp; SUPPLIES</b>					
20200500	Advertise/Legal Notices	1,500.00	796.54	1,124.42	375.58	25%
20202100	Books/Periodicals/Subscrip	750.00		-	750.00	100%
20202900	Business/Conference Expense	5,000.00		-	5,000.00	100%
20203500	Education/Training Serv.	5,500.00		1,316.97	4,183.03	76%
20203600	Education /Training Supplies	1,000.00		-	1,000.00	100%
20203600	Education /Training Supplies	1,000.00		-	2,000.00	100%
20203700	Tuition Reimbursement	2,000.00		34.29	1,965.71	98%
20203800	Employee Recognition	2,000.00		-	500.00	100%
20203802	Recognition Items	500.00		-	500.00	100%
20203803	Recognition Events	500.00		-	500.00	100%
20203900	Employee Transportation	3,000.00	101.74	522.85	2,477.15	83%
20205100	Liability Insurance	38,000.00		19,328.50	18,671.50	49%
20205500	Rental Insurance	4,000.00		2,903.90	1,096.10	27%
20206100	Membership Dues	8,000.00		3,018.00	4,982.00	62%
20207600	Office Supplies	9,500.00	939.00	3,252.11	6,247.89	66%
20207602	Signs	500.00	141.05	141.05	358.95	72%
20207603	Keys	350.00		-	350.00	100%
20208100	Postal Services	6,500.00	2,133.97	4,156.87	2,343.13	36%
20208102	Stamps	3,000.00	188.00	188.00	2,812.00	94%
20208500	Printing Services	24,000.00	5,301.20	11,424.40	12,575.60	52%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20210400	Agricultural/Horticultural Supply	1,000.00		-	1,000.00	100%
20211200	Building Maint. Supplies	1,000.00		(700.06)	1,700.06	170%
20212200	Chemicals	500.00		-	500.00	100%
20213100	Electrical Maint. Service	400.00		-	400.00	100%
20213200	Electrical Maint. Supplies	500.00		-	500.00	100%
20214100	Land Improv. Maint. Services	500.00		-	500.00	100%
20214200	Land Improv. Maint. Supplies	500.00		-	500.00	100%
20215100	Mechanical System Maint. Ser	500.00		-	500.00	100%
20215200	Mechanical System Maint. Sup	500.00		-	500.00	100%
20216200	Painting Supplies	500.00		-	500.00	100%
20216700	Plumbing Maint. Service	400.00		-	400.00	100%
20216800	Plumbing Maint. Supplies	1,000.00		-	1,000.00	100%
20218100	Irrigation Services	500.00		-	500.00	100%



Account Number	Expenditure Account	Budgeted 2016/2017	Current Expenditures	Expenditures to Date	Funds Available	% Left
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	15,500.00	689.40	4,021.16	11,478.84	74%
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	374.50	374.50	625.50	63%
20226200	Office Equip Maint Supplies	2,500.00	468.96	1,411.78	1,088.22	44%
20227500	Rents/Leases Equipment	500.00		-	500.00	100%
20228100	Shop Equip Maint Service	500.00		-	500.00	100%
20228200	Shop Equip Maint Supplies	500.00		-	500.00	100%
20229100	Other Equip Maint Service	500.00		-	500.00	100%
20229200	Other Equip Maint Supplies	500.00		-	500.00	100%
20231400	Clothing/Personal Supplies	6,000.00	420.51	1,906.55	4,093.45	68%
20232100	Custodial Services	2,000.00		-	2,000.00	100%
20232200	Custodial Supplies	1,000.00		353.62	646.38	65%
20250500	Accounting Services	8,000.00		-	8,000.00	100%
20250700	Assessment/Collection Service	18,000.00		-	18,000.00	100%
20252500	Engineering Services	6,000.00		-	6,000.00	100%
20253100	Legal Services	15,000.00		19,002.50	(4,002.50)	-27%
20256200	Transcribing Services	1,000.00		301.00	699.00	70%
20257100	Security Services	5,000.00		-	5,000.00	100%
20259100	Other Professional Services	5,000.00	2,909.98	7,319.49	(2,319.49)	-46%
20259101	Computer Consultants	6,000.00		1,000.00	5,000.00	83%
20281201	PC Hardware	10,000.00		540.00	9,460.00	95%
20281202	PC Software	10,000.00	289.43	414.43	9,585.57	96%
20281203	PC Supplies	1,000.00	117.69	117.69	882.31	88%
20281900	Elections	18,000.00	19,536.96	19,536.96	(1,536.96)	-9%
20285100	Recreational Services	180,000.00	13,719.51	77,868.80	102,131.20	57%
20285200	Recreational Supplies	40,000.00	(2,191.32)	8,248.37	31,751.63	79%
20289800	Other Operating Exp - Supplies	2,000.00		212.50	1,787.50	89%
20289900	Other Operating Exp - Services	2,000.00	40.00	98.23	1,901.77	95%
20291100	System Development Services	3,000.00		2,758.35	241.65	8%
20296200	GS Parking Charges	200.00		-	200.00	100%
	<b>SUB-TOTAL</b>	<b>494,100.00</b>	<b>45,977.12</b>	<b>192,197.23</b>	<b>301,902.77</b>	<b>61%</b>
<b>3000</b>	<b>OTHER CHARGES</b>					
30321000	Interest Expense	23,000.00		24,624.63	(1,624.63)	-7%
30322000	Bond/Loan Redemption	62,000.00	367.00	54,390.94	7,609.06	12%
30345000	Taxes/Licenses/Assess Trans	2,500.00		99.70	2,400.30	96%
	<b>SUB-TOTAL</b>	<b>87,500.00</b>	<b>367.00</b>	<b>79,115.27</b>	<b>8,384.73</b>	<b>10%</b>

Account Number	Expenditure Account	Budgeted 2016/2017	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>4000</b>	<b>FIXED ASSETS</b>					
					0.00	
41410100	Land	0.00		-	536,390.50	96%
42420200	Struc. & Improvements	560,000.00	13,129.68	23,609.50	0.00	#DIV/0!
43430303	Vehicles/Equipment	0.00		-	536,390.50	96%
	<b>SUB-TOTAL</b>	<b>560,000.00</b>	<b>13,129.68</b>	<b>23,609.50</b>		
<b>5000</b>	<b>INTERFUND CHARGES</b>					
					3,214.00	80%
50557100	Fingerprinting Service	4,000.00	111.00	786.00	3,214.00	80%
	<b>SUB-TOTAL</b>	<b>4,000.00</b>	<b>111.00</b>	<b>786.00</b>		
					0.00	0%
79790100	Contingency Appropriations	0.00		-	0.00	0%
	Deposit into Reserves	0.00		-	0.00	0%
	<b>GRAND TOTAL</b>	<b>2,813,600.00</b>	<b>151,106.19</b>	<b>1,030,844.85</b>	<b>1,782,755.15</b>	<b>63%</b>

**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND  
REVENUE STATEMENT  
FISCAL YEAR 2016/2017  
DECEMBER 2016**

Account Number	Revenue Account	2016/2017 Budgeted Revenue	Realized This Period	Collection YTD Balance	YTD Uncollected Balance	% Collected
				0.00	1,135,000.00	0.00%
91910100	Prop. Taxes - Current Secured	1,135,000		0.00	36,000.00	0.00%
91910200	Prop. Taxes - Current Unsecured	36,000		4.84	4,995.16	0.10%
91910300	Supplemental Taxes Current	5,000		8,347.12	1,652.88	83.47%
91910400	Prop. Taxes Sec. Delinquent	10,000		1,331.51	-831.51	266.30%
91910500	Prop. Taxes Supp. Delinq.	500		0.00	12,000.00	0.00%
91910600	Unitary Current Secured	12,000		0.00	0.00	
91910800	Prior Year Supple-Delinq	-		0.00	0.00	
91910900	Education Rev. Augment. Fund	-		0.00	0.00	
91911000	Prop. Tax - Sec. Delinq. Roll	-		0.00	0.00	
91912000	Prop. Tax - Sec. Redemption	-		0.00	0.00	
91913000	Prop. Tax Prior - Unsecured	1,000		351.74	648.26	35.17%
91914000	Penalty Costs - Prop. Tax	200		16.64	183.36	8.32%
91919900	Taxes - Other	-		0.00	0.00	
	<b>SUB-TOTAL TAXES 9100</b>	<b>1,199,700</b>	<b>0.00</b>	<b>10,051.85</b>	<b>1,189,648.15</b>	<b>0.84%</b>
94941000	Interest Income	4,000		1,418.00	2,582.00	35.45%
94942900	Building Rental Other	90,000	4,476.70	43,203.56	46,796.44	48.00%
94943900	Cell Tower Leases	19,600	2,611.78	17,153.92	2,446.08	87.52%
94944800	Rec.Concessions Final 9	17,000	1,000.00	5,003.95	11,996.05	29.44%
94945900	Other Vending Devices	2,000		0.00	2,000.00	0.00%
94949000	Concessions - Other	-		0.00	0.00	
95952200	Homeowner Prop. Tax Relief	15,000		0.00	15,000.00	0.00%
95952900	In-Lieu Taxes	560,000		0.00	560,000.00	0.00%
95956900	State Aid - Other Misc. Programs	-		0.00	0.00	#DIV/0!
96963313	Miscellaneous Fees	1,000		0.00	1,000.00	0.00%
96964600	Recreation Service Charges	470,000	11,816.76	180,911.12	289,088.88	38.49%
96969700	Security Services	2,500		1,732.84	767.16	69.31%
96969903	Sponsorships/Scholarships	-		0.00	0.00	
97973000	Donations & Contributions	-		854.00	-854.00	
97973200	Recreation Contributions	-		0.00	0.00	
97973300	Orangevale Clubs	-		0.00	0.00	
97974000	Insurance Proceeds	2,500	120.00	2,433.65	66.35	97.35%
97979000	Revenue - Other	500	20.00	356.25	143.75	71.25%
	<b>SUB-TOTAL OTHER MISC. INCOME</b>	<b>1,184,100</b>	<b>20,045.24</b>	<b>253,067.29</b>	<b>931,032.71</b>	<b>21.37%</b>
	<b>TOTAL BUDGET AMOUNT</b>	<b>2,383,800</b>	<b>20,045.24</b>	<b>263,119.14</b>	<b>2,120,680.86</b>	<b>11.04%</b>

OLLAD EXPENDITURES  
FOR THE MONTH ENDING  
NOVEMBER 30, 2016

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
				412.50
1905561856	20210300	INALLIANCE	Agriculture/Hort Service	450.00
1905578913	20210300	INALLIANCE	Agriculture/Hort Service	<b>862.50</b>
				40.15
1905566681	20210400	NIMBUS LANDSCAPING MATERI	Agriculture/Hort Supply	80.29
1905566684	20210400	NIMBUS LANDSCAPING MATERI	Agriculture/Hort Supply	3,952.80
1905571132	20210400	TEXTRON INC	Agriculture/Hort Supply	<b>4,073.24</b>
				<b>4,026.06</b>
1905573314	20212200	AQUA SOURCE INC	Chemicals	149.66
1905573984	20213200	LIGHTBULBSPLUS INC	Electrical Maint Supply	216.73
1905573987	20213200	LIGHTBULBSPLUS INC	Electrical Maint Supply	<b>366.39</b>
				40.15
1905573310	20214200	NIMBUS LANDSCAPING MATERI	Land Improvement Maint Supply	989.52
1905575777	20214200	US BANK CORPORATE PAYMENT	Land Improvement Maint Supply	30.72
1905575777	20214200	US BANK CORPORATE PAYMENT	Accrued Tax	95.72
1905578906	20214200	AMERICAN RIVER ACE HARDWA	Land Improvement Maint Supply	<b>1,156.11</b>
				696.55
1905573325	20218200	SITEONE LANDSCAPE SUPPLY	Construction Contract	2,947.30
1905573327	20218200	SITEONE LANDSCAPE SUPPLY	Construction Contract	388.05
1905573328	20218200	SITEONE LANDSCAPE SUPPLY	Construction Contract	658.12
1905573329	20218200	SITEONE LANDSCAPE SUPPLY	Construction Contract	<b>4,690.02</b>
				<b>97.50</b>
1905561859	20218500	STATE OF CALIFORNIA	Permit Charges	5,911.96
1905583622	20219100	SMUD	Electricity	<b>3,680.97</b>
1905571126	20219200	PACIFIC GAS AND ELECTRIC	Natural Gas/LPG/Fuel Oil	188.73
1905573318	20219500	UNITED SITE SERVICES	Sewage Disposal Service	188.73
1905573319	20219500	UNITED SITE SERVICES	Sewage Disposal Service	495.84
1905581062	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	<b>873.30</b>
				38.54
1905575777	20219800	US BANK CORPORATE PAYMENT	Water	3,266.50
1905578875	20219800	ORANGEVALE WATER CO	Water	<b>3,305.04</b>
				83.25
1905573965	20220500	RAMOS ENVIRONMENTAL SERVI	Auto Maint Service	1,157.14
1905578910	20220500	SCOTTY'S AUTOMOTIVE	Auto Maint Supply	<b>1,240.39</b>
				407.18
1905573322	20220600	DALE G PHILLIPS ENT #47	Auto Maint Supply	441.74
1905573324	20220600	DALE G PHILLIPS ENT #47	Auto Maint Supply	16.17
1905578906	20220600	AMERICAN RIVER ACE HARDWA	Auto Maint Supply	<b>865.09</b>
				<b>79.90</b>
1905578906	20221200	AMERICAN RIVER ACE HARDWA	Const Equip Maint Supply	170.50
1905578906	20222600	AMERICAN RIVER ACE HARDWA	Expendable Tools	<b>749.38</b>
1905571128	20223600	FLEETCOR TECHNOLOGIES	Fuel/Lubricants	113.71
1905561853	20228200	GOLD COUNTRY TRACTOR INC	Shop Equip Maint Supply	0.53
1905561853	20228200	GOLD COUNTRY TRACTOR INC	Accrue Tax	279.44
1905561854	20228200	GOLD COUNTRY TRACTOR INC	Shop Equip Maint Supply	

OLLAD EXPENDITURES  
FOR THE MONTH ENDING  
NOVEMBER 30, 2016

1905561854	20228200	GOLD COUNTRY TRACTOR INC	Accrue Tax	1.29
1905573316	20228200	GOLD COUNTRY TRACTOR INC	Shop Equip Maint Supply	1,431.78
1905573316	20228200	GOLD COUNTRY TRACTOR INC	SALES TAX ACCRUAL	6.66
1905573968	20228200	GORDON COOK	Shop Equip Maint Supply	34.78
1905578906	20228200	AMERICAN RIVER ACE HARDWA	Shop Equip Maint Supply	87.36
1905578911	20228200	CARQUEST	Shop Equip Maint Supply	325.35
				<b>2,280.90</b>
1905575777	20229200	US BANK CORPORATE PAYMENT	Other Equip Maint Supply	1,095.45
1905578903	20229200	LESLIES POOLMART INC	Other Equip Maint Supply	143.93
				<b>1,239.38</b>
				533.07
1905561858	20232200	STATE INDUSTRIAL PRODUCTS	Custodial Supply	460.94
1905561868	20232200	ARAMARK UNIFORM SERVICE	Custodial Supply	264.48
1905573317	20232200	NELSONS BUILDING MAINTENA	Custodial Supply	255.94
1905575777	20232200	US BANK CORPORATE PAYMENT	Custodial Supply	19.17
1905575777	20232200	US BANK CORPORATE PAYMENT	Accrued Tax	<b>1,533.60</b>
				1,125.00
1905566697	20257100	FULTON-EL CAMINO REC & PA	Security Service	490.00
1905573311	20257100	TIN STAR SECURITY CO		240.00
1905573312	20257100	TIN STAR SECURITY CO	Security Service	440.00
1905573313	20257100	TIN STAR SECURITY CO	Security Service	121.98
1905578901	20257100	SACRAMENTO VALLEY ALARM S	Security Service	<b>2,416.98</b>
				1,050.00
1905566680	20259100	MTW GROUP LANDSCAPE ARCHI	Other Professional Services	1,125.00
1905578908	20259100	WARREN CONSULTING ENGINEE	Other Professional Services	<b>2,175.00</b>



**ORANGEVALE RECREATION AND PARK DISTRICT - OLLAD ASSESSMENT**  
**BUDGET EXPENDITURE DETAIL**  
**FISCAL YEAR 2016/2017**  
**NOVEMBER 2016**

Account Number	Expenditure Account	Budgeted 2016/2017	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>2000</b>	<b>SERVICES &amp; SUPPLIES</b>					
20207603	Keys	2,000.00		13.50	1,986.50	99%
20210300	Agricultural/Horticultural Service	12,000.00	862.50	3,287.50	8,712.50	73%
20210400	Agricultural/Horticultural Supply	15,000.00	4,073.24	4,073.24	10,926.76	73%
20211200	Building Maint. Supplies	8,000.00		1,029.74	6,970.26	87%
20212200	Chemicals	30,000.00	4,026.06	11,920.49	18,079.51	60%
20213100	Electrical Maint. Service	6,000.00		-	6,000.00	100%
20213200	Electrical Maint. Supplies	2,000.00	366.39	389.05	1,610.95	81%
20214100	Land Improv. Maint. Service	22,000.00		5,000.00	17,000.00	77%
20214200	Land Improv. Maint. Supplies	48,000.00	1,156.11	2,812.48	45,187.52	94%
20215100	Mechanical System Maint. Ser	10,000.00		4,532.88	5,467.12	55%
20215200	Mechanical System Maint. Sup	2,000.00		1,823.01	176.99	9%
20216200	Painting Supplies	1,500.00		387.67	1,112.33	74%
20216700	Plumbing Maint. Service	1,000.00		73.14	926.86	93%
20216800	Plumbing Maint. Supplies	4,000.00		734.52	3,265.48	82%
20218100	Irrigation Service	2,000.00		208.00	1,792.00	90%
20218200	Irrigation Supplies	12,000.00	4,690.02	10,838.87	1,161.13	10%
20218500	Permit Charges	2,000.00	97.50	1,522.50	477.50	24%
20219100	Electricity	83,000.00	5,911.96	35,607.96	47,392.04	57%
20219200	Natural Gas / LPG/ Fuel Oil	18,000.00	3,680.97	5,610.14	12,389.86	69%
20219300	Refuse Collection / Disposal Service	24,000.00		5,059.38	18,940.62	79%
20219500	Sewage Disposal Service	12,000.00	873.30	4,953.14	7,046.86	59%
20219800	Water	51,000.00	3,305.04	29,035.00	21,965.00	43%
20219900	Telephone System Maintenance	3,000.00		-	3,000.00	100%
20220500	Auto Maintenance Service	7,000.00	1,240.39	1,560.72	5,439.28	78%
20220600	Auto Maintenance Supplies	3,000.00	865.09	3,106.01	(106.01)	-4%
20221200	Construction Equip. Maint. Supp.	500.00	79.90	79.90	420.10	84%
20222600	Expendable Tools	4,000.00	170.50	1,323.74	2,676.26	67%
20223600	Fuel & Lubricants	21,000.00	749.38	4,408.96	16,591.04	79%
20227500	Rent/Lease Equipment	3,000.00		-	3,000.00	100%
20228100	Shop Equip. Maint. Service	2,000.00		130.20	1,869.80	93%
20228200	Shop Equip. Maint. Supplies	5,000.00	2,280.90	5,187.39	(187.39)	-4%
20229100	Other Equip. Maint. Service	2,500.00		-	2,500.00	100%
20229200	Other Equip. Maint. Supplies	2,000.00	1,239.38	1,812.86	187.14	9%
20232200	Custodial Supplies	20,000.00	1,533.60	5,034.46	14,965.54	75%
20250500	Accounting Services	3,000.00		-	3,000.00	100%
20252500	Engineering Services	20,000.00		3,095.73	16,904.27	85%
20253100	Legal Services	20,000.00		821.50	19,178.50	96%
20257100	Security Services	21,000.00	2,416.98	4,336.46	16,663.54	79%
20259100	Other Professional Services	31,000.00	2,175.00	7,105.00	23,895.00	77%
20289800	Other Operating Expense Sup.	3,500.00		112.93	3,387.07	97%
	<b>SUB-TOTAL</b>	<b>539,000.00</b>	<b>41,794.21</b>	<b>167,028.07</b>	<b>371,971.93</b>	<b>69%</b>
<b>3000</b>	<b>OTHER CHARGES</b>					
30321000	Interest Expense	0.00		-	0.00	0%
30322000	Bond/Loan Redemption	0.00		-	0.00	0%
30345000	Taxes/Licenses/Assess Trans	1,200.00		1,042.38	157.62	13%
	<b>SUB-TOTAL</b>	<b>1,200.00</b>	<b>-</b>	<b>1,042.38</b>	<b>157.62</b>	<b>13%</b>
<b>4000</b>	<b>FIXED ASSETS</b>					
42420200	Struc. & Improvements	70,000.00		-	70,000.00	0%
43430300	Equipment	68,000.00		-	68,000.00	0%
	<b>SUB-TOTAL</b>	<b>138,000.00</b>	<b>-</b>	<b>-</b>	<b>138,000.00</b>	<b>0%</b>
	<b>GRAND TOTAL</b>	<b>678,000.00</b>	<b>41,794.21</b>	<b>168,070.45</b>	<b>510,129.55</b>	<b>75%</b>



OLLAD EXPENDITURES  
FOR THE MONTH ENDING  
DECEMBER 31, 2016

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
1905581104	20210300	ONE STOP CALL SHOP	Agri/Hort Service	1,800.00
1905605259	20210300	INALLIANCE	Agri/Hort Service	487.50
				<b>2,287.50</b>
1905599725	20211200	US BANK CORPORATE PAYMENT	Building Maint Supply/Mat	188.22
1905597187	20211200	AMERICAN RIVER ACE HARDWA	Building Maint Supply/Mat	137.01
				<b>325.23</b>
1905597187	20213200	AMERICAN RIVER ACE HARDWA	Electrical Maint Supply	15.10
1905601743	20213200	LIGHTBULBSPLUS INC	Electrical Maint Supply	481.67
				<b>496.77</b>
1905599725	20214200	US BANK CORPORATE PAYMENT	Land Improve Maint Supply	934.89
1905599725	20214200	US BANK CORPORATE PAYMENT	SALES TAX ACCRUAL	1.28
				<b>936.17</b>
1905605273	20215100	GOLDEN AIRE INC	Mech Systems Maint Service	<b>85.00</b>
1905597187	20215200	AMERICAN RIVER ACE HARDWA	Mechanical Systems Maint Supply	<b>34.44</b>
1905597187	20216200	AMERICAN RIVER ACE HARDWA	Painting Suppy	<b>12.39</b>
1905599725	20216800	US BANK CORPORATE PAYMENT	Plumbing Main Supply	4.42
1905597187	20216800	AMERICAN RIVER ACE HARDWA	Plumbing Main Supply	84.17
				<b>88.59</b>
1905595689	20219200	PACIFIC GAS AND ELECTRIC	Nat Gas/LPG/Fuel Oil	<b>1,716.87</b>
1905595697	20219300	ALLIED WASTE SERVICES OF	Refuse Coll/ Disposal Service	1,550.38
1905599725	20219300	US BANK CORPORATE PAYMENT	Refuse Coll/ Disposal Service	1,701.47
				<b>3,251.85</b>
1905583641	20219500	UNITED SITE SERVICES	Sewage Disposal Service	188.73
1905583642	20219500	UNITED SITE SERVICES	Sewage Disposal Service	188.73
1905595691	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	812.31
1905605102	20219500	UNITED SITE SERVICES	Sewage Disposal Service	188.73
1905605108	20219500	UNITED SITE SERVICES	Sewage Disposal Service	188.73
				<b>1,567.23</b>
1905601737	20219800	ORANGEVALE WATER CO	Water	1,238.98
1905601740	20219800	SAN JUAN WATER DISTRICT	Water	213.43
1905599725	20219800	US BANK CORPORATE PAYMENT	Water	31.22
				<b>1,483.63</b>
1905605282	20219900	NORTHERN DATACOM INC	Telephone	<b>864.18</b>
1905597177	20220600	CARQUEST	Auto Maint Supply	<b>109.13</b>
1905599725	20222600	US BANK CORPORATE PAYMENT	Expendable Tools	262.31
1905597187	20222600	AMERICAN RIVER ACE HARDWA	Expendable Tools	37.78
				<b>300.09</b>
1905597171	20223600	FLEETCOR TECHNOLOGIES	Fuel/Lubricants	<b>468.19</b>
1905599725	20228200	US BANK CORPORATE PAYMENT	Shop Equip Maint Supply	<b>75.58</b>
1905597187	20229200	AMERICAN RIVER ACE HARDWA	Other Equip Maint Suuply	<b>17.17</b>
1905583639	20232200	STATE INDUSTRIAL PRODUCTS	Custodial Supplies	<b>396.36</b>

OLLAD EXPENDITURES  
FOR THE MONTH ENDING  
DECEMBER 31, 2016

1905583639	20232200	STATE INDUSTRIAL PRODUCTS	Accrue Tax	1.64
1905605268	20232200	ARAMARK UNIFORM SERVICE	Custodial Supply	212.24
1905605286	20232200	STATE INDUSTRIAL PRODUCTS	Custodial Supply	517.95
1905605286	20232200	STATE INDUSTRIAL PRODUCTS	SALES TAX ACCRUAL	5.23
				<b>1,133.42</b>
				<b>2,292.50</b>
1905605287	20253100	DAVID MCMURCHIE	Legal Services	750.00
				200.00
1905581093	20257100	FULTON-EL CAMINO REC & PA	Security Service	200.00
1905605277	20257100	FULTON-EL CAMINO REC & PA	Security Service	<b>950.00</b>
				<b>250.99</b>
1905599725	20259100	US BANK CORPORATE PAYMENT	Other Professional Service	<b>1,125.00</b>
1905601741	42420200	WARREN CONSULTING ENGINEE	Structures	<b>10,126.63</b>
1905581102	43430300	TURF STAR INC	Equip-SD-Non-Recon	<b>10,126.63</b>

**ORANGEVALE RECREATION AND PARK DISTRICT - OLLAD ASSESSMENT**  
**BUDGET EXPENDITURE DETAIL**  
**FISCAL YEAR 2016/2017**  
**DECEMBER 2016**

Account Number	Expenditure Account	Budgeted 2016/2017	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>2000</b>	<b>SERVICES &amp; SUPPLIES</b>					
20207603	Keys	2,000.00		13.50	1,986.50	99%
20210300	Agricultural/Horticultural Service	12,000.00	2,287.50	5,575.00	6,425.00	54%
20210400	Agricultural/Horticultural Supply	15,000.00		4,073.24	10,926.76	73%
20211200	Building Maint. Supplies	8,000.00	325.23	1,354.97	6,645.03	83%
20212200	Chemicals	30,000.00		11,920.49	18,079.51	60%
20213100	Electrical Maint. Service	6,000.00		-	6,000.00	100%
20213200	Electrical Maint. Supplies	2,000.00	496.77	885.82	1,114.18	56%
20214100	Land Improv. Maint. Service	22,000.00		5,000.00	17,000.00	77%
20214200	Land Improv. Maint. Supplies	48,000.00	936.17	3,748.65	44,251.35	92%
20215100	Mechanical System Maint. Ser	10,000.00	85.00	4,617.88	5,382.12	54%
20215200	Mechanical System Maint. Sup	2,000.00	34.44	1,857.45	142.55	7%
20216200	Painting Supplies	1,500.00	12.39	400.06	1,099.94	73%
20216700	Plumbing Maint. Service	1,000.00		73.14	926.86	93%
20216800	Plumbing Maint. Supplies	4,000.00	88.59	823.11	3,176.89	79%
20218100	Irrigation Service	2,000.00		208.00	1,792.00	90%
20218200	Irrigation Supplies	12,000.00		10,838.87	1,161.13	10%
20218500	Permit Charges	2,000.00		1,522.50	477.50	24%
20219100	Electricity	83,000.00		35,607.96	47,392.04	57%
20219200	Natural Gas / LPG/ Fuel Oil	18,000.00	1,716.87	7,327.01	10,672.99	59%
20219300	Refuse Collection / Disposal Service	24,000.00	3,251.85	8,311.23	15,688.77	65%
20219500	Sewage Disposal Service	12,000.00	1,567.23	6,520.37	5,479.63	46%
20219800	Water	51,000.00	1,483.63	30,518.63	20,481.37	40%
20219900	Telephone System Maintenance	3,000.00	864.18	864.18	2,135.82	71%
20220500	Auto Maintenance Service	7,000.00		1,560.72	5,439.28	78%
20220600	Auto Maintenance Supplies	3,000.00	109.13	3,215.14	(215.14)	-7%
20221200	Construction Equip. Maint. Supp.	500.00		79.90	420.10	84%
20222600	Expendable Tools	4,000.00	300.09	1,623.83	2,376.17	59%
20223600	Fuel & Lubricants	21,000.00	468.19	4,877.15	16,122.85	77%
20227500	Rent/Lease Equipment	3,000.00		-	3,000.00	100%
20228100	Shop Equip. Maint. Service	2,000.00		130.20	1,869.80	93%
20228200	Shop Equip. Maint. Supplies	5,000.00	75.58	5,262.97	(262.97)	-5%
20229100	Other Equip. Maint. Service	2,500.00		-	2,500.00	100%
20229200	Other Equip. Maint. Supplies	2,000.00	17.17	1,830.03	169.97	8%
20232200	Custodial Supplies	20,000.00	1,133.42	6,167.88	13,832.12	69%
20250500	Accounting Services	3,000.00		-	3,000.00	100%
20252500	Engineering Services	20,000.00		3,095.73	16,904.27	85%
20253100	Legal Services	20,000.00	2,292.50	3,114.00	16,886.00	84%
20257100	Security Services	21,000.00	950.00	5,286.46	15,713.54	75%
20259100	Other Professional Services	31,000.00	250.99	7,355.99	23,644.01	76%
20289800	Other Operating Expense Sup.	3,500.00		112.93	3,387.07	97%
	<b>SUB-TOTAL</b>	<b>539,000.00</b>	<b>18,746.92</b>	<b>185,774.99</b>	<b>353,225.01</b>	<b>66%</b>
<b>3000</b>	<b>OTHER CHARGES</b>					
30321000	Interest Expense	0.00		-	0.00	0%
30322000	Bond/Loan Redemption	0.00		-	0.00	0%
30345000	Taxes/Licenses/Assess Trans	1,200.00		1,042.38	157.62	13%
	<b>SUB-TOTAL</b>	<b>1,200.00</b>	<b>-</b>	<b>1,042.38</b>	<b>157.62</b>	<b>13%</b>
<b>4000</b>	<b>FIXED ASSETS</b>					
42420200	Struc. & Improvements	70,000.00	1,125.00	1,125.00	68,875.00	98%
43430300	Equipment	68,000.00	10,126.63	10,126.63	57,873.37	85%
	<b>SUB-TOTAL</b>	<b>138,000.00</b>	<b>11,251.63</b>	<b>11,251.63</b>	<b>126,748.37</b>	<b>92%</b>
	<b>GRAND TOTAL</b>	<b>678,200.00</b>	<b>29,998.55</b>	<b>198,069.00</b>	<b>480,131.00</b>	<b>71%</b>



**ORANGEVALE RECREATION AND PARK DISTRICT - KENENTH GROVE ASSESSMENT**  
**BUDGET EXPENDITURE DETAIL**  
**FISCAL YEAR 2016/2017**  
**NOVEMBER 2016**

Account Number	Expenditure Account	Budgeted 2016/2017	Current Expenditures	Expeditures to Date	Funds Available	% Left
<b>2000</b>	<b>SERVICES &amp; SUPPLIES</b>					
20200500	Advertise/Legal Notices	500.00		-	500.00	100%
20207600	Office Supplies	100.00		-	100.00	100%
20207602	Signs	50.00		-	50.00	100%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20219800	Water	800.00	29.19	145.95	654.05	82%
20223600	Fuel & Lubricants	600.00	31.22	182.05	417.95	70%
20250500	Accounting Services	500.00		-	500.00	100%
20252500	Engineering Services	1,000.00		-	1,000.00	100%
20253100	Legal Services	100.00		-	100.00	100%
20256200	Transcribing Services	150.00		-	150.00	100%
20259100	Other Professional Services	500.00		-	500.00	100%
20289900	Other Operating Exp - Services	300.00		-	300.00	100%
20291500	COMPASS Costs	300.00		-	300.00	100%
20296200	GS Parking Charges	30.00		-	30.00	100%
	<b>SUB-TOTAL</b>	<b>5,430.00</b>	<b>60.41</b>	<b>328.00</b>	<b>5,102.00</b>	<b>94%</b>
<b>4000</b>	<b>FIXED ASSETS</b>					
42420200	Struc. & Improvements	0.00		-	0.00	0%
	<b>SUB-TOTAL</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0%</b>
	<b>GRAND TOTAL</b>	<b>5,430.00</b>	<b>60.41</b>	<b>328.00</b>	<b>5,102.00</b>	<b>94%</b>





**ORANGEVALE RECREATION AND PARK DISTRICT - KENENTH GROVE ASSESSMENT**  
**BUDGET EXPENDITURE DETAIL**  
**FISCAL YEAR 2016/2017**  
**DECEMBER 2016**

Account Number	Expenditure Account	Budgeted 2016/2017	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>2000</b>	<b>SERVICES &amp; SUPPLIES</b>					
				-	500.00	100%
20200500	Advertise/Legal Notices	500.00		-	100.00	100%
20207600	Office Supplies	100.00		-	50.00	100%
20207602	Signs	50.00		-	500.00	100%
20210300	Agricultural/Horticultural Service	500.00		-	624.86	78%
20219800	Water	800.00	29.19	175.14	398.44	66%
20223600	Fuel & Lubricants	600.00	19.51	201.56	500.00	100%
20250500	Accounting Services	500.00		-	1,000.00	100%
20252500	Engineering Services	1,000.00		-	100.00	100%
20253100	Legal Services	100.00		-	150.00	100%
20256200	Transcribing Services	150.00		-	500.00	100%
20259100	Other Professional Services	500.00		-	300.00	100%
20289900	Other Operating Exp - Services	300.00		-	300.00	100%
20291500	COMPASS Costs	300.00		-	30.00	100%
20296200	GS Parking Charges	30.00		-		
	<b>SUB-TOTAL</b>	<b>5,430.00</b>	<b>48.70</b>	<b>376.70</b>	<b>5,053.30</b>	<b>93%</b>
<b>4000</b>	<b>FIXED ASSETS</b>					
				-	0.00	0%
42420200	Struc. & Improvements	0.00		-	0.00	0%
	<b>SUB-TOTAL</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0%</b>
	<b>GRAND TOTAL</b>	<b>5,430.00</b>	<b>48.70</b>	<b>376.70</b>	<b>5,053.30</b>	<b>93%</b>

**ORANGEVALE RECREATION & PARK DISTRICT  
FINANCE COMMITTEE MEETING RECAP  
WEDNESDAY, DECEMBER 21, 2016  
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 10:30 a.m.  
Roll call: Director Brunberg, Director Stickney, Administrator Foell, Superintendent Russell, Recreation Supervisor Bain, Admin. Services Coordinator 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. Discussion of Community Center Office Remodel Project Finances and Associated Projects  
*Administrator Foell summarized the project finances and the differences between the engineers estimate and the bid amount. He noted several items that remain unfunded due to the current amount budgeted for the project. These items included sound panels, security system renovation, and auditorium lighting panel. The committee concluded that in order to keep the building attractive to rent, complete the necessary upgrades, and to maintain a safe campus, that all the items discussed were necessary to fund. The committee determined to recommend to the Board increasing the project budget by \$50,000 to be funded by the OLLAD Fund Balance.*
  - B. Discussion of Pecan Dog Park Project Bids and Financing  
*Four bids were received for this project with the low bid coming from Exclusive Exteriors in the amount of \$219,001. The total project is approximately \$72,000 over the engineers estimate and the amount budgeted in the 2016/17 Fiscal Budget. After review, the committee determined to recommend approving the project and recommend a budget amendment in the amount of \$75,000 to be funded from the Park Development Fund (332I).*
  - C. Discussion of 2016/17 Fiscal Budget Amendment  
*The Directors considered the best fund to draw from for the Community Center Remodel and Pecan Dog Park overage. The committee recommends moving 50,000 from the OLLAD Fund Balance to the OLLAD Capital Improvements (4202) budget account to fund the Community Center Office remodel project, and to move 75,000 from the Park Development Fund (332I) to the General Fund (332A – 4202) to fund the Pecan Dog Park and Trail project.*
  - D. Discussion of Park Maintenance Positions, Job Descriptions, Advancement Criteria, and Position Changes  
*Administrator Foell explained the details of the education, experience, certifications, and skill requirements for each of the positions within the Parks Division. After a thorough discussion, the Directors agreed to move all three items to the Personnel Committee for approval: various new hiring/promoting criteria, filling the vacant PM I position and creating a PM III position for the Parks Division.*
  - E. Discussion of Administration/Recreation Positions, Job Descriptions, Duties, and Position Changes  
*An overview of the staff reorganization two (plus) years ago and how positions are presently working was presented by Administrator Foell. He stated that a more natural and effective supervision of the front office would be from the Administrative Services Coordinator due to past experience, superior knowledge of front office operations, and consistent availability. Administrator Foell stated that the Administrative Services Supervisor position was proposed with a start date of February 1, 2017. This*

would be at a cost of \$2,000 for the remainder of the fiscal year at Step 4 of the Salary Scale for the Supervisor classification. The amount at the top step represents a salary commitment of approximately \$8,076 per year. The Committee approved to recommend the position change to the Board.

F. Mid-year Budget Review

Director Brunberg stated the budget stands at sixty percent remaining which is exactly where we should be five months into the year. Administrator Foell pointed out that our rental revenue will be down due to closing the Community Center for the remodel.

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

6. **ITEMS FOR NEXT AGENDA**

7. **ADJOURNMENT** *The meeting was adjourned at 12:15 p.m.*

**ORANGEVALE RECREATION & PARK DISTRICT  
PERSONNEL COMMITTEE MEETING RECAP  
THURSDAY, JANUARY 12, 2017  
4:15 PM**

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

1. **CALL TO ORDER** *The meeting was called to order at 4:40 p.m.  
Roll call: Director Brunberg, Director Montes, Administrator Foell, Superintendent Russell, Recreation Supervisor Bain, Admin. Services Coordinator 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. Discussion of Park Maintenance Positions, Job Descriptions, Advancement Criteria, and Position Changes  
*Administrator Foell explained the details of the education, experience, certifications, and skill requirements for each of the positions within the Parks Division. After a thorough discussion and minor changes to the table presented, the Directors agreed to move all three items to the Board of Directors for approval: various new hiring/promoting criteria, filling the vacant PM I position and creating a PM III position for the Parks Division.*
  - B. Discussion of Administration/Recreation Positions, Job Descriptions, Duties, and Position Changes  
*An overview of the staff reorganization two (plus) years ago and how positions are presently working was presented by Administrator Foell. He stated that a more natural and effective supervision of the front office would be from the Administrative Services Coordinator due to past experience, superior knowledge of front office operations, and consistent availability. The committee discussed a draft organization chart and reviewed the proposed job description. Administrator Foell stated that the Administrative Services Supervisor position was proposed with a start date of February 1, 2017. The Committee approved to recommend the position change to the Board. The committee discussed several options for encouraging professional growth for employees in the Parks, Recreation, and Administration Divisions. Director Montes indicated that she would like to continue efforts to identify specific opportunities for continuing education of staff and to consider differential pay opportunities if they could be conceived in a way that would be fair to employees in each Division. Administrator Foell stated that this could be considered further with the salary survey results as part of the 2017/18 Budget preparations.*
  - C. Discussion of Draft Salary/Benefit Survey Results  
*Administrator Foell stated that four agency survey results had been received and once all the results have been compiled, the information would be presented as part of the 2017/18 Fiscal Budget preparations.*
5. **DIRECTOR'S AND STAFF'S COMMENTS**
6. **ITEMS FOR NEXT AGENDA**
7. **ADJOURNMENT** *The meeting was adjourned at 5:30 p.m.*



# STAFF REPORT



DATE: 1-19-17  
 TO: Board of Directors  
 FROM: Greg Foell, District Administrator  
 SUBJECT: MONTHLY ACTIVITY REPORT – DECEMBER 2016

## ADMINISTRATION

Administrator Foell and Finance Manager Von Aesch, took part in a CAPRI Webinar on “Membership Services and Programs Offered by CAPRI.”

The Fire Department and County Building Department Permits for the Community Center Office Remodel were secured.

Peterson Developments began work on the Community Center Office Remodel.

The District held its Annual Employee Recognition Luncheon on Friday, December 16<sup>th</sup>. Thanks go to Administrative Clerk Susan Riswold for a great job organizing the luncheon and activities.

## RECREATION

Recreation Specialist Fridrich did an outstanding job organizing the Annual Tree Lighting event.

Many thanks to the entire staff that helped make the Tree Lighting event a success.

The Regency Baptist Church collaborated with the District on parking which allowed an additional 80 cars to be parked for the event.

December Activities	Enrollment	Attendance	Gross Revenue
<b>Events</b>			
Tree Lighting		1247	
<b>Events Sub Total</b>	<b>0</b>	<b>1247</b>	<b>0</b>
<b>Classes</b>			
Aikido Teen/Adult	3		\$ 456.00
Aikido Youth	3		\$ 261.00
Basic Horsemanship Teen/Adult	1		\$ 120.00
Basic Horsemanship Youth	1		\$ 120.00
Gymnastics - KinderGym	1		\$ 45.00
Gymnastics - Parent Participation	1		\$ 42.00
Jazzercise		184	
Karate SA Shotokan	4		\$ 603.00
Pediatric CPR & First Aid	2		\$ 150.00
Ukulele	17		\$ 17.00
<b>Classes Sub Total</b>	<b>33</b>	<b>184</b>	<b>\$ 1,814.00</b>
<b>SENIORS</b>			
Bridge		50	\$ 50.00
Senior Lunches		107	
<b>Seniors Sub Total</b>	<b>0</b>	<b>157</b>	<b>\$ 50.00</b>
<b>GRAND TOTAL</b>	<b>33</b>	<b>1588</b>	<b>\$ 1,864.00</b>

**December Gross Revenue Recap** – December OTC (over-the-counter) revenue for combined recreation and facility rentals ended at \$16,933, \$6,933 over the projected amount. December recreation revenue came in at \$12,037, \$6,037 over the projected amount and facility revenue in came in at \$4,897, \$897 over the projected amount. *Please note the revenue referenced here includes prepayments for future programs while the revenue figures listed in the chart on the previous page represent revenue attributed to programs occurring in December.*

#### **December PROGRAM Highlights**

- The Annual Tree Lighting Event was well received with over 1,200 people attending.
- The Polar Bear Plunge was successful again. We had 75 people attend in the cold windy weather. The pool temperature was 42 degrees.

#### **UPCOMING EVENTS**

- Best Friends Bash - February 17th
- Magic Show - March 4<sup>th</sup>
- Shamrock Shenanigans - March 17th

#### **SECURITY**

##### **NOVEMBER & DECEMBER 2016**

##### **Summary:**

Parking Citations: 0

Notice to Appear: 0

Felony Charges<sup>1</sup>: 0

Misdemeanor Charges<sup>2</sup>: 0

14601 Notification: 0

Notes: Winter continues to be a slower time for policing the parks. We continued in December to address complaints related to homeless camps and transients. December also brought storm and flooding concerns. During the winter we shift some focus of our patrols to also watch for safety hazards related to wind and water damage and report those to district staff should they be seen.

In January the Park Police will be creating a Problem Oriented Policing (POP) position that will focus on recurring or ongoing issues and working with districts to develop and coordinate a response to those issues. Officer Taylor Magaziner has been selected as our first POP officer and he will be connecting with each of the contract districts shortly.

Last, I want to announce that Sergeant Adam Bragg has retired from the Fulton- El Camino Recreation and Park District. Adam will focus more time on teaching at the academy. We thank him for his years of service to Fulton-El Camino and in law enforcement before joining us.

#### **PARKS**

Routine park maintenance completed at all parks, facilities, and the swimming pool. Staff made preparations for the Tree Lighting and several staff worked the event.

## Orangevale Recreation and Park District Committee Assignments

(First Director listed is designated as the Committee Chair)

<u>Committees</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Admin./Finance (Budget)	Leonard Hawkins, Steve Caldwell	Sharon Brunberg, Mike Stickney	Sharon Brunberg, Mike Stickney	Steve Caldwell, Sharon Brunberg	Sharon Brunberg, Mike Stickney	Sharon Brunberg, Mike Stickney
Maint./Operations	Manie Meraz, Leonard Hawkins	Mike Stickney, Lisa Montes	Mike Stickney, Lisa Montes	Lisa Montes, Steve Caldwell	Manie Meraz, Tim Anderson	Tim Anderson, Mike Stickney
Recreation	Manie Meraz, Mike Stickney	Manie Meraz, Lisa Montes	Manie Meraz, Lisa Montes	Manie Meraz, Lisa Montes	Lisa Montes, Tim Anderson	Manie Meraz, Tim Anderson
Personnel/Policy	Steve Caldwell, Sharon Brunberg	Steve Caldwell, Sharon Brunberg	Steve Caldwell, Sharon Brunberg	Steve Caldwell, Sharon Brunberg	Sharon Brunberg, Lisa Montes	Lisa Montes, Sharon Brunberg
Planning	Mike Stickney, Leonard Hawkins	Mike Stickney, Manie Meraz	Mike Stickney, Manie Meraz	Mike Stickney, Leonard Hawkins	Mike Stickney, Manie Meraz	Mike Stickney, Lisa Montes
Government	Manie Meraz, Steve Caldwell	Manie Meraz, Steve Caldwell	Manie Meraz, Steve Caldwell	Manie Meraz, Steve Caldwell	Manie Meraz, Mike Stickney	Lisa Montes, Manie Meraz
Trails	Sharon Brunberg, Mike Stickney	Sharon Brunberg, Steve Caldwell	Sharon Brunberg, Steve Caldwell	Sharon Brunberg, Mike Stickney	Mike Stickney, Sharon Brunberg	Sharon Brunberg, Manie Meraz
<u>Committees</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>			
Admin./Finance (Budget)	Steve Caldwell, Sharon Brunberg	Sharon Brunberg, Mike Stickney	Sharon Brunberg, Mike Stickney	Steve Caldwell, Sharon Brunberg	Sharon Brunberg, Mike Stickney	Sharon Brunberg, Mike Stickney
Maint./Operations	Lisa Montes, Steve Caldwell	Manie Meraz, Tim Anderson	Manie Meraz, Tim Anderson	Lisa Montes, Steve Caldwell	Manie Meraz, Tim Anderson	Tim Anderson, Mike Stickney
Recreation	Manie Meraz, Lisa Montes	Lisa Montes, Tim Anderson	Lisa Montes, Tim Anderson	Manie Meraz, Lisa Montes	Manie Meraz, Tim Anderson	Manie Meraz, Tim Anderson
Personnel/Policy	Steve Caldwell, Sharon Brunberg	Sharon Brunberg, Lisa Montes	Sharon Brunberg, Lisa Montes	Steve Caldwell, Sharon Brunberg	Sharon Brunberg, Lisa Montes	Lisa Montes, Sharon Brunberg
Planning	Mike Stickney, Manie Meraz	Mike Stickney, Manie Meraz	Mike Stickney, Manie Meraz	Mike Stickney, Manie Meraz	Mike Stickney, Manie Meraz	Mike Stickney, Lisa Montes
Government	Manie Meraz, Mike Stickney	Manie Meraz, Mike Stickney	Manie Meraz, Mike Stickney	Manie Meraz, Mike Stickney	Manie Meraz, Mike Stickney	Lisa Montes, Manie Meraz
Trails	Sharon Brunberg, Mike Stickney	Mike Stickney, Sharon Brunberg	Sharon Brunberg, Steve Caldwell	Sharon Brunberg, Mike Stickney	Mike Stickney, Sharon Brunberg	Sharon Brunberg, Manie Meraz

# STAFF REPORT



DATE: 1-19-17

TO: Board of Directors

FROM: Greg Foell, District Administrator

**SUBJECT: APPROVE THE QUALIFIED LOW BID FOR THE PECAN PARK DOG PARK AND TRAIL PROJECT FROM EXCLUSIVE EXTERIORS IN THE AMOUNT OF \$219,001 AND APPROVE THE AGREEMENT WITH EXCLUSIVE EXTERIORS TO CONSTRUCT THE PECAN DOG PARK AND TRAIL.**

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## RECOMMENDATION

Approve the qualified low bid for the Pecan Park Dog Park and Trail Project from Exclusive Exteriors in the amount of \$219,001 and approve the Agreement with Exclusive Exteriors to construct the Pecan Dog Park and Trail.

## BACKGROUND

The Pecan Dog Park and Trail were approved as part of the Pecan Park Master Plan and were adopted as capital projects within the 2016/17 Fiscal Budget in the amount of \$175,000. Due to the engineer's estimated cost, the project was split into two phases. Phase I includes the dog park, fencing, shade structure, benches, dog fountain, drinking fountain, irrigation and domestic water, and pathway connections. Phase II will include the bridge, looped pathway, and shade structure. The initial bid opening produced three bids which were rejected due to being over the informal bid amount. The project was rebid and due to a bid irregularity in the apparent low bid and the significant bid difference between the apparent low bid and qualified low bid, the Board decided to reject all bids and to rebid the project at the November 10, 2016 meeting.

Bids were solicited and the following four bids were received on December 15, 2016.

Exclusive Exteriors	\$219,001
Swierstok Enterprise Inc. (Pro Builders)	\$248,000
Sierra Valley Construction	\$270,369
Abide Builders, Inc.	\$327,096

If the Board chooses to accept the low bid and construct the project, the District 2016/17 Budget for capital expenditures would need to be revised by resolution (See item 12c). The current budget amount of \$175,000 would need to be increased to \$250,000. This \$75,000 project increase would be funded through the 332I Park Development Fees fund center. The Finance Committee recommends that the Board increase the General Fund (332A - 4202) capital projects portion of the budget by \$75,000 by approving Resolution 17-01-564 (Agenda Item 12c), approve the qualified low bid from Exclusive Exteriors and approve the Agreement with Exclusive Exteriors to construct the project.

**RECOMMENDED MOTION**

I move we approve the qualified low bid for the Pecan Dog Park and Trail Project from Exclusive Exteriors in the amount of \$219,001 and approve the Agreement with Exclusive Exteriors to construct the Pecan Dog Park and Trail.



**Orangevale Recreation & Park District  
Capital Improvement  
General Fund (332A) Budget Amendment Consideration - 1/19/17**

Pecan Dog Park & Trail	246,626
Total Budgeted Amount (Park Dev. Fees)	175,000
Amount Over Budget Projection	71,626
<u>Recommended Budget Amendment for Fund 332A</u>	722,350
Total Amount in Park Development Fee Account (332I)	385,000
Amount Budgeted in 2016/17 Budget	337,350
Total Remaining in 332I after Budgeted Project Costs	75,000
Less Addl. Amount Needed to Construct Dog Park	262,350
Amount Remaining in 332I after Budget Amendment	75,000
<b>2016/17 Fiscal Budget Amendment Amount</b>	<b>75,000</b>

## **AGREEMENT**

This Agreement is made and entered into this 19<sup>th</sup> day of January, 2017, between Owner, ORANGEVALE RECREATION AND PARK DISTRICT, a political subdivision of the State of California, hereinafter referred to as the "District" and Exclusive Exteriors, hereinafter referred to as "Contractor". Contractor will construct, on behalf of the District, a project consisting of the Pecan Dog Park and Trail (the "Project"). The Project is located at 5945 Pecan Avenue, Orangevale, California.

### **RECITALS**

WHEREAS, the District issued a Notice to Contractors Inviting Formal Bids for the project; and

WHEREAS, Contractor, in response to such a notice, has submitted to the Board of Directors of the District a sealed bid for the performance of the work specified in said plans and specifications within the time stated in said notice and in the manner provided for in the bidding instructions; and

WHEREAS, Contractor was the lowest responsible bidder for the performance of said work, and the Board of Directors of the District, as a result of the canvas of all bids, has determined and declared Contractor to be the lowest responsible bidder for said work and have awarded to Contractor a contract therefore.

NOW THEREFORE, in consideration of the promises contained herein, it is mutually agreed between the parties hereto as follows:

### **CONTRACT DOCUMENTS**

1. The following documents are by this reference incorporated into, made a part of this Agreement, and collectively referred to herein as the "Contract Documents": The project drawings, specifications for the project; the Notice to Contractors Inviting Formal Bids, if any; the Instructions to Bidders, if any; the bid and proposal of Contractor, all other required bidding documents, all required bonds, and all supplemental agreements covering alterations, amendments or extensions to this Agreement and the documents which describe the work to be performed.

It is understood and agreed that all said Contract Documents are intended to cooperate so that any work called for in one document and not mentioned in the other, or vice-versa, is to be executed the same as if mentioned in all Contract Documents, so that the true meaning of all documents when taken together shall control the work pursuant to this Agreement. In the event of ambiguity or conflict in the provisions of the Contract Documents, the terms of this Agreement shall take precedence over all other Contract Documents.

If Contractor should perceive an error, omission, or conflict in the Contract Documents, it will promptly notify the District representative in writing. The District representative will promptly resolve conflicts, errors and omissions by written instructions, which Contractor will promptly follow. If Contractor proceeds with work based on error, omission or conflict in the Contract Documents, without instructions from the Architect, it will be at the risk and expense of Contractor.

### **SCOPE OF WORK**

2. Contractor hereby agrees to furnish all labor, materials, equipment, appliances, mechanical workmanship, transportation, communication, scaffolding, hoisting, supervision, coordination, building permits, other required permits, sales taxes, shop drawings and samples to complete in a workman-like manner, the following work: Construct a Dog Park and Trail located at Pecan Park, 5945 Pecan Avenue, Orangevale, California.

### **INVESTIGATION BY CONTRACTOR**

3. Contractor has thoroughly investigated the job site, the Contract Documents, as well as the building codes, laws and regulations including those of any other public entities that are applicable to the work. The contract price includes all work, as shown in the Contract Documents, the plans and specifications, the contract drawings, and any other documents as specified, needed to provide a finished, complete and operating facility in compliance with all applicable building codes, laws and regulations.

### **COMPLETION**

4. Contractor shall be required to begin work on April 17, 2017 after receiving written notification to that effect by the District, and to complete work in accordance with the Contract Documents to the satisfaction of the District within 56 calendar days from said written notice.

Should Contractor fail to complete the work described in this Agreement and the other Contract Documents incorporated herein within the time fixed for completion, Contractor shall be liable to the District in the sum of One Thousand Dollars (\$1,000) per calendar day each day said work remains incomplete beyond the time set for completion in the Contract Documents as and for agreed and liquidated damages. It is expressly agreed and stipulated by and between the parties hereto that said liquidated damages do not constitute a penalty since it would be impractical and extremely difficult to fix the actual amount of damages to the District as the result of any failure to complete said work within the period of time specified in the Contract Documents.

### **PAYMENT**

5. The District agrees, in consideration of the work to be performed herein and subject to the terms and conditions hereof, to pay Contractor all sums of money which may

become due to Contractor in accordance with the terms of Contractor's bid and proposal and this Agreement, to wit: Two Hundred Nineteen Thousand and One Dollar (\$219,001). No payment made under this Agreement shall be construed to be an acceptance of defective work or improper materials.

Progress payments, less five percent (5%) shall be made to Contractor as follows:

a. After completing the payment request and gaining approval of the construction manager, payments will be processed on two week intervals for the eight week project duration.

The five percent (5%) not paid shall be withheld by District until final completion and acceptance of the work. However, in lieu of any withholding of money, and in accordance with the provisions of California Public Contract Code Section 22300, Contractor may substitute securities to insure performance under this Agreement.

No payment will be made until defective work and materials have been removed, replaced and made good in accordance with the Contract Documents. In any event, payment made shall not be construed to be an acceptance of defective work or improper materials, and Contractor shall be required to remove, replace and/or repair any defective work and materials at its own expense.

Contractor shall provide to the District an Unconditional Waiver and Release for every subcontractor and/or entity providing materials and supplies on the job prior to release of final payment. The Unconditional Waiver and Release shall be in the form attached as Exhibit A to this Agreement. Thirty-five (35) calendar days from and after the issuance of the Notice of Completion, the balance of the contract price remaining unpaid will be paid to Contractor under certificate issued by the District, provided there are no mechanic's liens of record or stop notices in effect at that time, or defective work to be repaired.

If at any time during the progress of the work or before the final payment is made, any stop notice or other lien or claim of lien is filed, or notification to withhold money for labor or material furnished by Contractor under this Agreement is served on the District, the District shall have the right to withhold from any monies due Contractor, an amount sufficient to discharge any or all such liens or claims. Releases or receipted vouchers in settlement of these liens or claims satisfactory to the District must be furnished to the District by Contractor before the withheld money will be paid to Contractor. If Contractor has not settled the stop notice, liens or claims within a reasonable time, not to exceed thirty (30) days from and after such stop notice, lien or claim is made, the District shall have the right to make a claim on Contractor's bond for payment of such stop notices, liens or claims. The District shall also have the right, but shall not be obliged, to discharge any or all such stop notices, liens or claims out of money withheld from Contractor. The District reserves the right to make payments to Contractor in the form of checks payable jointly to Contractor and to any of its subcontractors or suppliers that have asserted a stop notice or claim of mechanic's lien against the District. Any monies held in retention or otherwise by the District shall not be considered monies due and owing to Contractor until final

payment is made pursuant to this Section 5, and all amounts have been deducted for any and all damages assessed pursuant to the provisions of this Agreement and/or monies expended by the District to complete the work as set forth in and contemplated by the Contract Documents.

### **PREVAILING WAGES**

6. Pursuant to the provisions of Section 1774, et seq. of the Labor Code of the State of California, it shall be mandatory for Contractor, and any subcontractor working under Contractor, to pay all workers, laborers and mechanics employed in the execution of this work not less than the general prevailing rate of per diem wages, and not less than the general prevailing rate of per diem wages for holidays and overtime work, for each craft, classification or type of worker needed to execute the work or any part of the work contemplated by this Agreement. The appropriate determination of the Director of the California Department of Industrial Relations is filed with, and available for inspection at the office of the District.

Pursuant to Labor Code Section 1775, Contractor shall forfeit, as penalty to the District, an amount of not more than Two Hundred Dollars (\$200.00) for each calendar day, or portion thereof, for each worker paid less than the stipulated prevailing rates for any work done pursuant to this Agreement by Contractor or any subcontractor working under Contractor. The amount of the penalty shall be determined by the Labor Commissioner and shall be based on consideration of the Contractor's mistake, inadvertence, or neglect in failing to pay the correct rate of prevailing wages, the previous record of the Contractor in meeting his or her prevailing wage obligations, or Contractor's willful failure to pay the correct rates of prevailing wages. A mistake, inadvertence, or neglect in failing to pay the correct rate of prevailing wages is not excusable if the Contractor had knowledge of his or her obligations under the Labor Code. In addition to said penalty, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the Contractor.

Contractor shall post, at each job site, a copy of such prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Attention is directed to Section 1777.5 of the Labor Code of the State of California concerning the employment of apprentices, and Contractor is required to comply with the provisions of that section.

Contractor and all subcontractors must be registered with the California Department of Industrial Relations pursuant to Labor Code Section 1725.5.

This Project is subject to monitoring and enforcement by the Department of Industrial Relations. The Contractor and all subcontractors shall furnish certified payroll records as required pursuant to Labor Code Section 1776 directly to the Labor Commissioner in accordance with Labor Code Section 1771.4 on at least a monthly basis (or more frequently if required by the District) and in a format prescribed by the Labor Commissioner. The District reserves the right to withhold contract payments if the District is notified or determined as the result of its own investigation, that Contractor or its subcontractors are in violation of any of the requirements set forth in Labor Code Section 1720 et seq. at no penalty or cost to the District.



Contractor is further required to post any and all job site notices as required by regulation pursuant to Labor Code Section 1771.4(a)(2).

### **EIGHT HOUR DAY LIMITATION**

7. Contractor agrees that eight (8) hours labor shall constitute a day's work, and no worker, in the employ of the Contractor, or any subcontractor, doing or contracting to do any part of the work under this Agreement, shall be required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week; provided that subject to California Labor Code Section 1815, a worker may perform work in excess of eight (8) hours per day or forty (40) hours per week at not less than one and one-half times the basic rate of pay.

Except as provided above for overtime, Contractor shall forfeit as a penalty to District the sum of Twenty-Five Dollars (\$25.00) for each worker employed in the execution of this Agreement by Contractor or by any subcontractor under it for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one day and forty (40) hours in any one calendar week in violation of California Labor Code Sections 1810 through 1815.

### **INSURANCE**

8. Contractor shall carry and maintain during the life of this Agreement, such public liability, property damage and contractual liability insurance and workers' compensation insurance as specified below:

A. Public Liability, Property Damage and Contractual Liability Insurance. Contractor shall furnish public liability and property damage insurance which includes, but is not limited to, personal injury, property damage, losses relating to independent contractors, products and equipment, explosion, collapse and underground hazards in a minimum amount of not less than a combined single limit of One Million Dollars (\$1,000,000.00) for one or more persons injured and property damaged in each occurrence.

The public liability and property damage insurance furnished by Contractor shall also name the District as an additional insured and shall directly protect, as well as provide the defense for the District, its officers, agents and employees, as well as Contractor, all subcontractors and suppliers, if any, from all suits, actions, damages, losses or claims of every type and description to which they may be subjected by reason of, or resulting from Contractor's operations in the performance of the work pursuant to this Agreement, and all insurance policies shall so state. Said insurance shall also specifically cover the contractual liability of Contractor. Said insurance shall also specify that it acts as primary insurance.

If Contractor fails to maintain such insurance, the District may take out

insurance to cover damages of the above-mentioned classes for which the District might be held liable on account of Contractor failing to pay such damages, and deduct and retain the amount of the premiums for such insurance from any sums due Contractor under this Agreement. Failure of the District to obtain such insurance shall in no way relieve Contractor from any of its responsibilities to acquire insurance under this Agreement.

B. Workers' Compensation Insurance. Contractor shall be permissibly self-insured or shall carry full workers' compensation insurance coverage for all persons employed, either directly or through subcontractors, in carrying out the work contemplated by this Agreement, in accordance with the Workers' Compensation Act contained in the Labor Code of the State of California.

If Contractor fails to maintain such insurance, the District may take out insurance to cover any compensation which the District might be liable to pay under the provisions of the Workers' Compensation Act by reason of an employee of Contractor being injured or killed while engaged in the course and scope of his employment. The District may deduct and retain the amount of the premiums for such insurance from any sums due Contractor under this Agreement. Failure of the District to obtain such insurance shall in no way relieve Contractor from any of his responsibilities to obtain such insurance pursuant to this Agreement.

By execution of this Agreement, Contractor certifies as follows:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, I will comply with such provisions before commencing the performance of the work of this contract.

As part of the execution of this Agreement, Contractor agrees to furnish to the District a certified copy of the insurance policies it has taken out for public liability, property damage and workers' compensation insurance set forth above for the period covered by this Agreement. Such insurance shall be placed with an insurance carrier acceptable to the District under terms satisfactory to the District. Said certified policies of insurance shall be furnished to the District prior to commencing the work contemplated by this Agreement. Each such certified policy shall bear an endorsement precluding the cancellation or reduction in coverage of any such policy before the expiration of thirty (30) days after the District shall have received written notification of such cancellation or reduction.

Should Contractor fail to obtain and keep in force the insurance coverage hereinabove required, the District shall have the right to cancel and terminate this Agreement forthwith and without regard to any other provisions of this Agreement.

## **PERFORMANCE AND PAYMENT BONDS**

9. Contractor shall, at the time of execution of this Agreement, file two (2) separate bonds with the District, each made payable to the District. These bonds shall be issued by a surety company admitted to do business in the State of California as an insurer and shall be maintained during the entire life of this Agreement at the expense of Contractor. One bond shall be in the amount of One Hundred Percent (100%) of the contract price set forth in this Agreement and shall guarantee the faithful performance of all aspects of this Agreement. The second bond shall be the payment bond required by Division Three, Part 6, Title 3, Chapter 5 of the Civil Code of the State of California, and shall be in the amount of One Hundred Percent (100%) of the contract price set forth in this Agreement to guarantee the payment of wages and materials, supplies or equipment used in the performance of this Agreement. Any alterations made in the specifications which are a part of this Agreement or in any provisions of this Agreement shall not operate to release any surety from liability on any bond required hereunder, and the consent to make such alterations is hereby given, and any surety on said bonds hereby waives the provisions of Section 2819 of the Civil Code. Prior to commencing work under this Agreement, Contractor shall provide a Certificate of Fact issued by the County of Sacramento, Department of Finance, County Clerk-Recorder or Certificate of Authority issued by the State of California, Department of Insurance for any and all sureties issuing the bonds required under this Agreement. By execution of this Agreement, Contractor further certifies and represents that any and all sureties issuing the bonds required under this Agreement are authorized to do business in the State of California and that the bonds fully comply with Civil Code Sections 9550 and 9554, and the Bond and Undertaking Law, Code of Civil Procedure Section 995.010, et seq.

## **INDEMNIFICATION**

10. Contractor shall assume the defense of, and indemnify and save harmless, the District, its officers, employees and agents, and each and every one of them from and against all actions, liability, damages, claims, losses or expenses of every type and description to which it may be subjected or put to by reason of or resulting from: (1) the performance of, or failure to perform, the work or any other obligations of this Agreement by Contractor, any subcontractor or Contractor's agents or employees; (2) any alleged negligent act or omission of Contractor, any subcontractor, Contractor's agents or employees, in connection with any acts performed or required to be performed pursuant to this Agreement; (3) any dangerous or defective condition arising or resulting from any of the actions or omissions of Contractor, Contractor's agents or employees in carrying out the provisions of this Agreement. This indemnification is effective and shall apply whether or not any such action is alleged to have been caused in part by the District as a party indemnified hereunder. This indemnification shall not include any claim arising from the sole negligence or willful misconduct of the District or its employees.

## **CHANGE ORDERS**

11. The District may, without invalidating this Agreement, order changes in the scope of the work to be performed by Contractor consisting of additions, deletions or modifications in the nature and extent of the work to be performed pursuant to the Contract Documents. If these

additions, deletions or changes cause an increase or reduction in the cost of the work to be performed, then such increase or reduction in cost shall be mutually agreed upon by both parties and the contract sum, as well as the contract time shall be adjusted accordingly. Any such adjustment in the contract sum shall be calculated by using the same basis Contractor used for calculating its base bid. Contractor shall furnish a detailed itemization of the proposed contract price adjustment and any such change in the work and adjustment of the contract price and/or contract time shall be authorized only by written change order signed by Contractor, Architect, and the District after approval by the District's Board of Directors. The contract sum as well as the contract time shall be changed only by such a written change order. In the event Contractor encounters work that exceeds the estimated quantities upon which its bid is based, Contractor shall notify the District and/or Architect of the discrepancy. Contractor shall apply for a Change Order reflecting any such additional quantities within ten (10) days of encountering same. A failure by Contractor to do so shall result in a waiver by Contractor to any right to compensation for such additional quantities.

### **WARRANTY**

12. Contractor agrees that the work shall be performed in accordance with the Contract Documents and industry standards. Contractor unconditionally guarantees all materials and workmanship furnished under this Agreement, and agrees to replace at its sole cost and expense, and to the satisfaction of District, any and all materials which may be defective through faulty, improper or inferior workmanship or materials. Contractor shall repair or replace to the satisfaction of District any or all such work that may prove defective in workmanship or materials, ordinary wear and tear excepted, together with any other work which may be damaged or displaced in so doing. This guarantee shall remain in effect for one (1) year from the date of District's acceptance of the work. This guarantee does not excuse Contractor for any other liability related to defective work discovered after the guarantee period. Contractor shall transfer to District all manufacturer and supplier warranties relating to the work, if any, upon completion of the work and prior to the final payment.

In the event of failure to comply with the above stated conditions within a reasonable time, District may have the defective work repaired and made good at the expense of Contractor who will pay the costs and charges therefore immediately upon demand, including any reasonable management and administrative costs, and engineering, legal and other consultant fees incurred by District in enforcing this guarantee.

### **CORRECTION OF WORK AND BACK CHARGES**

13. Contractor will immediately, upon written orders of the District and/or Architect, correct any defect or deficiency in the work, equipment or materials. The District may withhold from Contractor, any amounts it reasonably estimates to be necessary for the correction of defective work if Contractor fails to repair and/or replace such defective work after request by the District and/or Architect.



## **CLEANUP**

14. Contractor will continuously clean the job site, and keep it in a safe, orderly and neat condition. At the completion of the work, the entire job site will be left in a broom-clean condition.

## **CONCEALED CONDITIONS**

15. Contractor has examined the job site, the Contract Documents and the applicable building codes, laws and regulations as well as any applicable laws and regulations of any and all utilities, that govern the conduct of the work, and has made such investigation as it deems appropriate. The contract price includes full compensation for all efforts to be expended by Contractor obtaining any and all approvals of the governing water, electricity, gas and other utility companies, and in dealing with any concealed, underground, known and/or unknown conditions.

## **CONTRACTOR AS INDEPENDENT CONTRACTOR**

16. The parties hereto agree that at all times during the term of this Agreement, Contractor and Contractor's employees hired to perform services pursuant to this Agreement are independent contractors and are not agents or employees of the District. Contractor shall be solely responsible for and have control over means, methods, techniques, sequences, and procedures for performing the services required by this Agreement and for coordinating all portions of the work required by this Agreement. The District shall have the right to control Contractor only insofar as the results of Contractor's services rendered pursuant to this Agreement. If, in the performance of this Agreement, any third persons are employed by Contractor, such persons shall be entirely and exclusively under the direction, supervision and control of Contractor and Contractor shall be responsible for the actions of any such third persons. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other terms of employment shall be determined by Contractor, and the District shall have no right or authority over such persons or the terms of their employment.

Neither Contractor nor any third persons employed by Contractor to perform services pursuant to this Agreement shall be entitled to workers' compensation benefits from the District should Contractor or any of its employees sustain an injury in the course of performing services specified in this Agreement. Furthermore, neither Contractor nor any third persons employed by Contractor shall be entitled to any other benefits payable to employees of the District. The District is not required to make any deductions from the compensation payable to Contractor under the provisions of Contractor's bid. Contractor hereby agrees to defend and hold the District harmless from any and all claims that may be made against the District based on any contention by any third party that an employer/employee relationship exists between the District and that third party by reason of this Agreement. Contractor further agrees to defend and hold the District harmless from any and all claims that may be made against the District by any third party based on any failure of the Contractor to fulfill its obligations contractual or otherwise, to any such third party.



Contractor represents that it, and its subcontractors, are properly licensed and will remain so during the progress of the work.

### **DEFAULT BY CONTRACTOR**

17. If Contractor fails to expeditiously advance the project, or installs work that does not comply with the requirements of the Contract Documents, fails to comply with any provision of law regarding the payment of employees, subcontractors and/or any third parties providing materials, equipment or supplies provided to the project, or fails to otherwise promptly pay for work or materials supplied to the project, or is guilty of any other material breach of the terms of this Agreement, the District may: (1) suspend payment until such time as the default is remedied by Contractor; or (2) by written notice to Contractor, terminate Contractor's right to perform all or any portion of the work. Contractor hereby agrees to pay the District all damages sustained as a result of default by Contractor. If the District terminates Contractor's right to perform the work, the District may have the work performed by others, or may complete the work itself, and charge the cost to Contractor. The cost of completion by the District shall include reasonable reimbursement for additional executive and administrative expense along with all damages for delay, including liquidated damages, and other damages sustained by the District as a result of Contractor's default. The District may deduct from any and all monies owing to the Contractor, either by virtue of this Agreement or any other agreements between the District and the Contractor, any and all damages and/or costs of completion assessed by the District against the Contractor pursuant to the provision of this Agreement.

### **SAFETY**

18. Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work contemplated by this Agreement. Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to: (1) employees; (2) the project itself and materials and equipment to be incorporated therein; and (3) other property at the site or adjacent thereto. Contractor shall give notices and comply with applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons and property and their protection from damage, injury or loss. Contractor will indemnify the District and hold it harmless against all claims, liability, loss and expense, including attorney's fees and costs caused by or contributed to unsafe conduct tolerated by Contractor or any of its subcontractors.

### **PERMITS AND INSPECTIONS**

19. Contractor agrees and understands that it is the responsibility of Contractor to obtain and pay for all necessary permits required for the performance of the work described in this Agreement as well as calling for and obtaining all required inspections during the course of the work on the project which is the subject matter of this Agreement. Contractor is not relieved of its obligations pursuant to this paragraph by virtue of the District's assistance in procuring the necessary permits.

## MISCELLANEOUS PROVISIONS

20. Contractor shall not assign this Agreement or any interest in it, or any money due or to become due under it voluntarily, involuntarily or by operation of law without the District's prior written consent. In the event of any such purported assignment without the District's prior written consent, the District shall have the right, in addition to all other rights provided by law, to terminate this Agreement by giving written notice to Contractor. If this Agreement is so terminated, the District may contract for the completion of the work or complete the work itself. If the cost and expense of completing the work, when added to the sum of amounts previously paid Contractor under this Agreement and any amounts due but unpaid to Contractor at the time of such termination, exceed the contract price, the District may deduct the amount of the excess from any such amounts then due Contractor. If the amount of such excess is larger than the amounts then due Contractor, Contractor shall immediately pay such excess or the balance thereof to the District, failing which recourse may be made immediately to Contractor's bond. If the Agreement is so terminated, Contractor agrees to waive and hereby does waive all other claims against the District for profits, loss, or damage because of such termination.

21. In the event of litigation between the parties, or if a party becomes involved in litigation because of wrongful acts of the other party, the prevailing or innocent party shall be entitled to an award of reasonable attorney's fees from the other party. The prevailing party will be entitled to an award of attorney's fees in an amount sufficient to compensate the prevailing party for all attorney's fees incurred in good faith.

For these purposes, "prevailing party" shall mean the party who is most successful in the proceedings as determined by the trial judge or arbitrator, as the case may be. To be the "most successful party" would require that the party claiming money damages recovers a judgment or award of not less than seventy percent (70%) of the amount of its claim (not including interest, costs or attorney's fees). If that party does not recover at least that amount, the opposing party will be the "prevailing party" and would therefore be entitled to recover its reasonable attorney's fees and costs incurred in the proceedings.

22. It is expressly hereby agreed that time is of the essence of this Agreement including all Contract Documents incorporated herein.

23. This Agreement shall be governed and construed according to the laws of the State of California.

24. This Agreement, together with all Contract Documents expressly incorporated herein by reference, supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the rendering of services by Contractor to the District, and contains all of the covenants and agreements between the parties with respect to such services. Each party to this Agreement acknowledges that no representations or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this Agreement or in the other Contract Documents shall be valid or binding.

25. The failure or omission by District to terminate this Agreement for any violation of its terms, conditions or Agreements shall in no way bar, stop or prevent the District from terminating this Agreement thereafter, either for such or for any subsequent violation of any such term, condition or covenant. The filing of a notice of completion or acceptance of the project shall not be, or shall not be construed to be a waiver of any breach of any term, covenant or condition of this Agreement

26. This Agreement shall inure to the benefit and bind the successors and assigns of the respective parties hereto.

27. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

28. The terms of this Agreement may be modified only in writing by mutual agreement on signature of the District and Contractor. Said amendment shall be attached to this Agreement.

29. Any notices to be given pursuant to this Agreement by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid, with return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement, but each party may change the address by written notice to the other. Notices delivered personally shall be deemed communicated as of the date of actual receipt. Mailed notice shall be deemed communicated as of the date of deposit in the mail.

IN WITNESS WHEREOF, the ORANGEVALE RECREATION AND PARK DISTRICT has, by order of its Board of Directors, caused this Agreement to be signed by the Chairperson and Secretary of said Board of Directors and Contractor has executed this Agreement on the date and year first above written.

ORANGEVALE RECREATION AND PARK DISTRICT,  
a political subdivision of the State of California

By \_\_\_\_\_  
Chairperson

By \_\_\_\_\_  
Secretary

EXCLUSIVE EXTERIORS

By \_\_\_\_\_  
Rory Merrill

Title: Owner

CONTRACTOR  
Contractor's License Number: 667484

**EXHIBIT A**

**UNCONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT**

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

**Identifying Information**

Name of Claimant: \_\_\_\_\_  
Name of Customer: \_\_\_\_\_  
Job Location: \_\_\_\_\_  
Owner: \_\_\_\_\_

**Unconditional Waiver and Release**

This document waives and releases lien, stop payment notice and payment bond rights the claimant has for all labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as Exception below. The claimant has been paid in full.

**Exceptions**

This document does not affect the following:  
Disputed claims for extras in the amount of: \$ \_\_\_\_\_

**Signature**

Claimant's Signature: \_\_\_\_\_  
Claimant's Title: \_\_\_\_\_  
Date of Signature: \_\_\_\_\_



**EXHIBIT B**

**UNCONDITIONAL WAIVER AND RELEASE UPON PROGRESS PAYMENT**

PAYMENT NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

**Identifying Information**

Name of Claimant: \_\_\_\_\_  
Name of Customer: \_\_\_\_\_  
Job Location: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Through Date: \_\_\_\_\_

**Unconditional Waiver and Release**

This document waives and releases lien, stop payment notice and payment bond rights the claimant has for all labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as Exception below. The claimant has received the following progress payment:

\$ \_\_\_\_\_

**Exceptions**

This document does not affect the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

**Signature**

Claimant's Signature: \_\_\_\_\_  
Claimant's Title: \_\_\_\_\_  
Date of Signature: \_\_\_\_\_

# STAFF REPORT



DATE: 1-19-17

TO: Board of Directors

FROM: Greg Foell, District Administrator

**SUBJECT: APPROVE RESOLUTION 17-01-564 AUTHORIZING A 2016/17 FINAL BUDGET AMENDMENT FOR FUND 332A TO FUND INCREASED COSTS FOR THE PECAN DOG PARK AND TRAIL PROJECT**

---

## RECOMMENDATION

Approve Resolution 17-01-564 authorizing a 2016/17 Final Budget Amendment for Fund 332A to fund increased costs for the Pecan Dog Park and Trail Project.

## BACKGROUND

See staff report for item 12b.

## RECOMMENDED MOTION

I move we approve Resolution 17-01-564 authorizing a 2016/17 Final Budget Amendment for Fund 332A to fund increased costs for the Pecan Dog Park and Trail Project.



RESOLUTION # 17-01-564

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ORANGEVALE RECREATION & PARK DISTRICT  
AUTHORIZING A 2016/17 FINAL BUDGET AMENDMENT  
FOR FUND 332A

WHEREAS, the Orangevale Recreation & Park District has established a Park Development Fee Trust Account (332I) to construct park improvement projects; and

WHEREAS, increased costs for the Pecan Dog Park and Trail Project require a budget amendment to Fund 332A, Fund Center 9339332 in the amount of \$75,000; and

NOW THEREFORE, BE IT RESOLVED AND ORDERED, by the Orangevale Recreation & Park District Board of Directors that \$75,000 be increased for the following accounts:

Increase Account 42420200 by \$75,000  
Increase Account 95952900 by \$75,000

ON A MOTION BY DIRECTOR \_\_\_\_\_, seconded by Director \_\_\_\_\_, the foregoing resolution was passed and adopted by the Board of Directors of the Orangevale Recreation & Park District this 19<sup>th</sup> day of January, 2017 by the following vote to wit:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

BY: \_\_\_\_\_  
Chair, Board of Directors

ATTEST: \_\_\_\_\_  
Clerk of the Board

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

# STAFF REPORT



DATE: 1-19-17

TO: Board of Directors

FROM: Greg Foell, District Administrator

**SUBJECT: APPROVE RESOLUTION 17-01-565 AUTHORIZING A 2016/17 FINAL BUDGET AMENDMENT FOR FUND 374A TO FUND INCREASED COSTS FOR THE COMMUNITY CENTER OFFICE REMODEL PROJECT**

---

## **RECOMMENDATION**

Approve Resolution 17-01-565 authorizing a 2016/17 Final Budget Amendment for Fund 374A to fund increased costs for the Community Center Office Remodel Project.

## **BACKGROUND**

At the December 2016 Board of Directors meeting the Community Center Office Remodel project finances were referred to the Finance Committee. The Finance Committee was to evaluate the project finances and determine whether to fund aspects of the project such as recovering existing sound panels, adding additional sound panels, security system renovation, and the replacement of a damaged light control panel which costs when added to the bid amount were above the engineers estimate and budgeted amount. After review of these items, the estimated costs, and the project budget, the Finance Committee determined to recommend to the Board funding the remaining items by increasing the budget by \$50,000 to be funded from the OLLAD Fund Balance. Please see attached a project summary of estimated costs and a summary of the proposed funding source.

## **RECOMMENDED MOTION**

I move we approve Resolution 17-01-565 authorizing a 2016/17 Final Budget Amendment for Fund 374A to fund increased costs for the Community Center Office Remodel Project.

**Orangevale Recreation & Park District  
Community Center Office Remodel  
Estimated Costs - 1/19/17**

**Office Remodel**

Design, Specification, Construction Management	8,500
Engineering (Peters - \$1,350) (Peters - Mech & Elect: \$2,505), (Peters - Structural: \$1,650), (Siegfried - \$495)	6,000
Permits	1,859
Construction Costs (Low Bid)	114,000
(Contingency)	8,000
Office Furniture (Pool Office)	1,771
Office Furniture (District Office)	15,212
Server Relocation and Cabinet	3,979
Existing Sound Panel Recovering	6,700
Sound Panels for the Auditorium (Addl. 30)	12,000
Security Camera Wiring, DVR, Cameras	10,000
Auditorium Lighting Panel (Lithonia)	4,700
<b>Total Estimate of Project Costs</b>	<b>\$ 192,721</b>
Total Budgeted Amount (Park Dev. Fees)	150,000
Amount Over Estimated Project Costs	42,721

**Parking Lot Improvements - ADA**

Comm. Center Park - Parking Lot ADA Improvements (Now required as part of the CC Office Remodel) (Budget Amount Included Seal Coat at Coleman, Shackelton & OCCP North & South)	60,000
---	--------



**Orangevale Recreation & Park District  
Capital Improvement  
OLLAD (374A) Budget Amendment Consideration - 1/19/17**

Community Center Office Remodel	192,721
Total Budgeted Amount (Park Dev. Fees)	150,000
Amount Over Budget Projection	42,721
OLLAD (374A) General Reserve	311,713
<u>Recommended Budget Amendment for Fund 374A</u>	
Total Fund Balance Available as of 7/1/16 (374A)	228,641
Amount of Fund Balance Budgeted in 2016/17 Budget	<u>121,200</u>
Total Fund Balance Available	107,441
Less Addl. Amount Needed to Construct Office Remodel	50,000
Amount Remaining in 374A Fund Balance after Budget Amendment	57,441
<b>OLLAD (374A) 2016/17 Fiscal Budget Amendment Amount</b>	<b>50,000</b>



RESOLUTION # 17-01-565

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ORANGEVALE RECREATION & PARK DISTRICT  
AUTHORIZING A 2016/17 FINAL BUDGET AMENDMENT  
FOR FUND 374A

WHEREAS, the Orangevale Recreation & Park District has established the Orangevale Landscaping and Lighting Assessment District to construct and maintain park improvement projects; and

WHEREAS, increased costs for the Community Center Office Remodel require a budget amendment to Fund 374A, Fund Center 9339374 in the amount of \$50,000; and

NOW THEREFORE, BE IT RESOLVED AND ORDERED, by the Orangevale Recreation & Park District Board of Directors that \$50,000 be increased/decreased for the following accounts:

Increase Account 42420200 by \$50,000  
Decrease Account 7400000 by \$50,000

ON A MOTION BY DIRECTOR \_\_\_\_\_, seconded by Director \_\_\_\_\_, the foregoing resolution was passed and adopted by the Board of Directors of the Orangevale Recreation & Park District this 19<sup>th</sup> day of January, 2017 by the following vote to wit:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

BY: \_\_\_\_\_  
Chair, Board of Directors

ATTEST: \_\_\_\_\_  
Clerk of the Board

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





# DRAFT STAFF REPORT



DATE: 1-19-17

TO: Board of Directors

FROM: Greg Foell, District Administrator

**SUBJECT: APPROVE CRITERIA FOR HIRING/ADVANCEMENT WITHIN THE PARKS DIVISION, HIRE A PARK MAINTENANCE I POSITION, AND CREATE A PARK MAINTENANCE III POSITION**

---

## RECOMMENDATION

- 1) Approve criteria for hiring/advancement within the parks division.
- 2) Hire the currently vacant Park Maintenance I/II position in the Parks Division.
- 3) Create a Park Maintenance III position to be paid at Category 6 on the Salary Scale (2,930-3,739) and open applications for the position to current qualified employees.

## BACKGROUND

In the 2016/17 Fiscal Budget, staff budgeted for changes to be made in the Parks Division staffing to improve efficiency and effectiveness in providing park maintenance services. The Board of Directors directed staff that they were interested in discussing potential changes at a committee meeting and then recommending a course of action to the full Board. The Board further directed staff to look at establishing more formal advancement criteria particularly for employees' advancement from a Maintenance Worker I to a Maintenance Worker II and to the proposed position of Park Maintenance III. Staff has outlined the proposed hiring/advancement criteria in the attached exhibit. The second item for consideration is to hire the currently vacant Park Maintenance I/II position. The position has been vacant for a three year period and has been supplemented during this time by part-time staff. Staff is now recommending this position be hired full-time effective March 1, 2017 to improve stability within the department, to better utilize volunteers, to direct part-time staff, and to accomplish additional renovation projects. The position adds approximately \$12,000 in expenses, primarily in benefit costs, for the remainder of the fiscal year. The additional cost of the position over the current amount paid for part-time salaries is approximately \$28,000 per year most of which are benefit costs. The position had been a regular full-time position before 2014 when an employee went out on a disability leave. The third item for consideration is to create one Maintenance Worker III position. This position is common throughout most Districts in the Sacramento region although duties and responsibilities vary slightly from District to District. Generally, the PM III positions include a combination of responsibilities such as pool chemistry and pool mechanical room service, vehicle and equipment maintenance, central irrigation control, supervision of crews and projects, etc. The staff supports adding one PM III position for a qualified staff member that assumes a number of these responsibilities. This represents an additional salary commitment of approximately \$4,300 per year and staff recommends the position be created for a March 1, 2017 start date. The staff met with the Finance Committee on December 21, 2016 to discuss these proposed changes and they referred the items to the Personnel Committee which met on January 12, 2017. The staff and Personnel Committee recommend approval of the three recommendations.



**RECOMMENDED MOTION**

Motion 1: I move we approve the new criteria for hiring/advancement within the Parks Division.

Motion 2: I move we approve hiring a Park Maintenance I position.

Motion 3: I move we approve creating a Park Maintenance III position to be paid at Category 6 on the Salary Scale and open applications for the position to current qualified employees.

Orangevale Recreation & Park District

Parks Division: Education, Experience, Certifications, & Skill Requirements for Job Classifications and Advancement

Education/Experience/Certifications & Skills (D = Desirable, R = Required)	PM I	PM II	PM III	Fore-man	Park Supt.
Education & Experience Equivalent to High School Education	R	R	R	R	R
Associates Degree w/ Classes in Park Admin., Horticulture, or Related Field		D	D	D	D
Bachelors Degree w/ Classes in Park Admin., Horticulture, or Related Field Desirable					
<b>Education/Training (In-House, Workshops, Schools, etc.)</b>					
In-House Training - Working Knowledge of Training Material Required		R	R	R	R
College Level Classes - Horticulture, Plant ID, Soils, Construction (Electrical, Concrete, Plumbing, Heating/AC, Roofing, etc.), Arboriculture, Mechanics, etc. (15 Units with Passing Grades Required)			R	R	R
Workshops/Conferences/Schools - Maint. Management School, Irrigation Seminars, etc. (1 or More Required for Advancement)		R	R	R	R
<b>Experience</b>					
One Year Work Experience in Park Maint. or Related Field	R	R	R	R	R
Two Years Work Experience in Park Maint. Or Related Field Including One Year Supervisory Experience or Equivalent Combination of Education & Experience		R	R	R	R
Three Years Work Experience in Park Maint. Or Related Field Including One Year Supervisory Experience or Equivalent Combination of Education & Experience			R	R	R
<b>Certification/Skills: Agricultural Pest Control License (QAC or QAL), Certified Arborist, Irrigation Auditor Certificate, Certified Pool Operator (CPO or AFO) Certificate, Playground Safety Inspector Certificate, Demonstrate Vehicle, Mower &amp; Equipment Maintenance &amp; Repair Skills</b>					
Have or Obtain Two Certifications within First Six Months of Employment to Pass Introductory Period		R			
Have or Obtain Three Certifications within First Six Months of Employment to Pass Introductory Period			R	R	R
Current Employee Must Have Two Certifications to be Eligible for Advancement to the Next Classification (Additional Certifications/Licenses Desirable)	R				
Current Employees Must Have Three Certifications to be Eligible for Advancement to the Next Classification (Add'l Certifications/Licenses Desirable) (CPO or AFO Required)		R	R	R	R
<b>Performance Evaluation</b>					
Meets or Exceeds Standards on the Three Most Recent Performance Evaluations to be Considered for Advancement	R	R	R	R	R

- Notes:**
- 1) Advancement from a PM I to PM II is based on budget approval and fulfilling the above criteria for advancement. PM I will be considered for advancement to PM II after two years of service.
  - 2) Advancement above a PM II is also subject to a vacancy in a higher classification. The District has currently established the need for one employee in the PM III, Park Foreman, and Park Superintendent Classifications.
  - 3) Fulfilling the above criteria is not a guarantee for advancement.
  - 4) All advancement is subject to budget approval.
  - 5) The positions of PM III, Park Foreman, and Park Superintendent will be subject to a competitive hiring process.

# DRAFT STAFF REPORT



DATE: 1-19-17

TO: Board of Directors

FROM: Greg Foell, District Administrator

**SUBJECT: APPROVE UPGRADING THE ADMINISTRATIVE SERVICES COORDINATOR POSITION TO AN ADMINISTRATIVE SERVICES SUPERVISOR**

---

## RECOMMENDATION

Approve upgrading the Administrative Services Coordinator position to Administrative Services Supervisor.

## BACKGROUND

In January 2014, the District reorganized the front office and Recreation Division and redistributed duties and responsibilities. The Recreation Supervisor was promoted to the position of Recreation Supervisor II and took over some of the administrative responsibilities of the former Superintendent including the supervision of the front office staff. The Recreation Coordinator was promoted to a Recreation Supervisor with additional administrative responsibility and the Administrative Clerk was promoted to be the Administrative Services Coordinator responsible for the Activity Guide and Contract Classes among other responsibilities. This reorganization maintained three full-time Recreation/Administration staff while eliminating one full-time Administrative Clerk. A part-time Administrative Clerk was hired at 25 hour per week as support for the Administrative Clerk with registration and facility rentals and additional hours for Recreation Specialists were added to the budget as support for the Recreation staff.

Over the past year the staff has considered the effectiveness of the reorganization and if there were things that should be considered to make the District Office and Recreation program staff more efficient. As a first step, the District Administrator is recommending that the Administrative Services Coordinator be promoted to Administrative Services Supervisor and take over responsibility of the full-time and part-time front office staff including registration and indoor facility reservations. Staff is considering which program responsibilities will need to be reassigned to other full or part-time staff to rebalance the workload. It is believed that this will be an excellent fit for the Administrative Services Coordinator as many of these responsibilities are familiar to her from when she worked as the Administrative Clerk. With some redistribution of duties to part-time staff it is believed that additional capacity will be created in the Recreation Division.

This represents an additional salary commitment of approximately \$8,076 per year when the employee reaches the top step of the scale and approximately \$2,000 for the remainder of the fiscal year. Staff recommends the position be created for a February 1, 2017 start date. The staff met with the Finance Committee on December 21, 2016 to discuss the proposed changes and the committee referred the item to the Personnel Committee. The Personnel Committee

met on January 12, 2017. The staff and Personnel Committee recommend approval of the recommendation with a start date of February 1, 2017.

**RECOMMENDED MOTION**

I move we upgrade the Administrative Services Coordinator position to Administrative Services Supervisor with the beginning Salary at Step Four of the scale with a start date of February 1, 2017.

# ORANGEVALE RECREATION AND PARK DISTRICT

## JOB DESCRIPTION

**POSITION: ADMINISTRATIVE SERVICES SUPERVISOR**

**DESIGNATION:** Full-Time Benefited

**HOURS:** 40 Hours Per Week

**DESCRIPTION:** Under the direction of the District Administrator, the Administrative Services Supervisor: supervises front office full-time and part-time staff, plans and formulates an assigned major function or phase of the recreation programs; is responsible for the hiring, training, evaluation and supervision of part-time and seasonal front office and recreation division staff members; and conducts staff meetings.

**ESSENTIAL FUNCTIONS STATEMENT:** Essential functions and duties may include, but are not limited to the following:

- Supervises, trains, and evaluates full-time and part-time Administrative Clerks
- Plans, organizes, implements, prepares contracts, billing, and evaluation of District-wide contract class programs
- Promotes, plans, supervises, and evaluates programs at District sites, schools, and private recreation facilities
- Recruits, hires, trains, instructs and evaluates performance of part-time Recreation Division and Front Office personnel
- Approves semi-monthly time cards for part-time staff
- Recommends, requests and inventories supplies and equipment for assigned program areas
- Maintains an awareness of community needs for special programs and activities
- Prepares program related reports as requested by the District Administrator
- Maintains all records, and completes other written work as related to this job
- Inspects program operation at each site or center
- Assists in promoting and marketing of all recreation programs
- Directs the preparation, production, and distribution of the District's Activity Guide
- Assists with the preparation of recreation division budget
- Attends and conducts meetings, training, and conferences applicable to recreation
- Supervises facility scheduling for District recreation programs, community organizations, and individuals using District facilities

**Knowledge of:**

- Principles of supervision, training, and performance evaluation
- How to communicate clearly, concisely, and effectively, both orally and in writing
- Management practices, customer service, planning, policy, and program administration
- Use of office equipment, including personal computers



**QUALIFICATIONS:**

- Knowledge of basic psychology, techniques, and methodology of organizing groups in a recreational setting; skills in training procedures; thorough knowledge of various special recreational programs; ability to work harmoniously and cooperatively with fellow employees and the public; and the ability to train and certify personnel
- Ability to make effective presentations to the public, District staff, Board, board committees, etc.

**EDUCATION AND EXPERIENCE:**

- Graduation from a college or university with a four-year degree in recreation, sports or business administration or other related field desired
- Possession of Standard First Aid and Cardiopulmonary Resuscitation certificates required within six months of employment
- Two years of paid experience in organized recreation work, which includes one-year equivalent supervisory experience
- Computer experience is necessary

**SPECIAL REQUIREMENTS:**

- Possession of a valid California Driver's License and good safe driving record and proof of insurability is required
- Successful candidates for employment will be required to undergo a medical examination and drug screening administered by a County of Sacramento Health Services Department doctor, who will make a recommendation to the District regarding the candidate's fitness and ability to perform the essential functions of the position
- Passing the physical examination and drug screening is a pre-requisite for employment

**PHYSICAL REQUIREMENTS:**

- Essential functions may require maintaining physical condition necessary for moderate lifting, bending, stooping, and sitting for long periods of time at a workstation
- May at times require physical exertion in connection with athletic activities or carrying/lifting equipment or supplies weighing up to 50 pounds

**Equal Opportunity Employer**

Orangevale Recreation and Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Orangevale Recreation and Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

Revised 1/17

# STAFF REPORT



DATE: 1-19-17

TO: Board of Directors

FROM: Greg Foell, District Administrator

**SUBJECT: PRESENTATION AND APPROVAL OF THE DESIGN PLANS AND COST ESTIMATE FOR THE ALMOND PARK SHADE STRUCTURE PROJECT**

---

## **RECOMMENDATION**

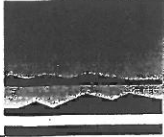
Approve the Design Plans and Cost Estimate for the Almond Park Shade Structure Project.

## **BACKGROUND**

The Almond Park Master Plan was approved at the November 2016 Board Meeting. The Master Plan recommended the addition of one large and two small shade structures. The Board approved the planning and construction of the large shade structure at Almond Park as part of the 2016/17 Fiscal Budget in the amount of \$60,000. MTW has completed the design work, construction drawings, and cost estimate for the project and will prepare the bid documents and provide construction management when the project is approved. Staff recommends approving the design plans and cost estimate for the Almond Park Shade Structures and direct the District Administrator to prepare the bid documents.

## **RECOMMENDED MOTION**

I move we approve the design plans and cost estimate for the Almond Park Shade Structures and direct the District Administrator to prepare the bid documents.



## PROBABLE COST OF CONSTRUCTION

Date: 1/13/2017

MTW No: 2016-062

### ***Almond Park Shade Structures***

*The following opinion is based upon Final Shade Structures Plan dated December 5, 2016:*

#### **BASE BID**

##### **SHADE STRUCTURE 'A'**

- 1. Large Shade Structure (26'x34')
- 2. Freight
- 3. Installation

1 Each @ \$ 20,640.00	\$ 20,640
1 L.S. @ \$ 4,200.00	\$ 4,200
1 Each @ \$ 17,000.00	\$ 17,000
<b>Subtotal</b>	<b>\$ 41,840</b>
<b>25% Markup</b>	<b>\$ 10,460</b>
<b>TOTAL</b>	<b>\$ 52,300</b>

#### **ADD ALTERNATE ONE**

##### **SHADE STRUCTURE 'B'**

- 1. Medium Shade Structure (16'x22')
- 2. Freight
- 3. Installation

1 L.S. @ \$ 8,643.00	\$ 8,643
1 L.S. @ \$ 2,425.00	\$ 2,425
1 L.S. @ \$ 11,000.00	\$ 11,000
<b>Subtotal</b>	<b>\$ 22,068</b>
<b>25% Markup</b>	<b>\$ 5,517</b>
<b>TOTAL</b>	<b>\$ 27,585</b>

#### **ADD ALTERNATE TWO**

##### **SHADE STRUCTURE 'C'**

- 1. Small Shade Structure (12'x15')
- 2. Freight
- 3. Installation

1 L.S. @ \$ 5,805.00	\$ 5,805
1 L.S. @ \$ 2,025.00	\$ 2,025
1 L.S. @ \$ 11,000.00	\$ 11,000
<b>Subtotal</b>	<b>\$ 18,830</b>
<b>25% Markup</b>	<b>\$ 4,708</b>
<b>TOTAL</b>	<b>\$ 23,538</b>

Note: 25% Markup should include fees or permits, contingencies, general contractor's mark-up, or any item(s) not listed above.

**GRAND TOTAL w/Alt #1 and #2** **\$ 103,423**









**MTW Group**  
 Memuyac  
 Tskheera  
 Weronicki

LANDSCAPE ARCHITECTURE  
 AND PLANNING  
 10411 Old Placenterville Road  
 Suite 405  
 Orange, CA 92667  
 916.353.3190



Professional Engineer Seal  
 State of California  
 License No. 22474  
 Expires 12/31/2018

REVISIONS

NO.	DESCRIPTION	DATE	REVISOR

INITIAL BOX

NO.	DATE BY	DATE	REVISIONS

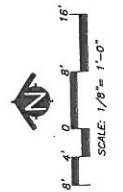
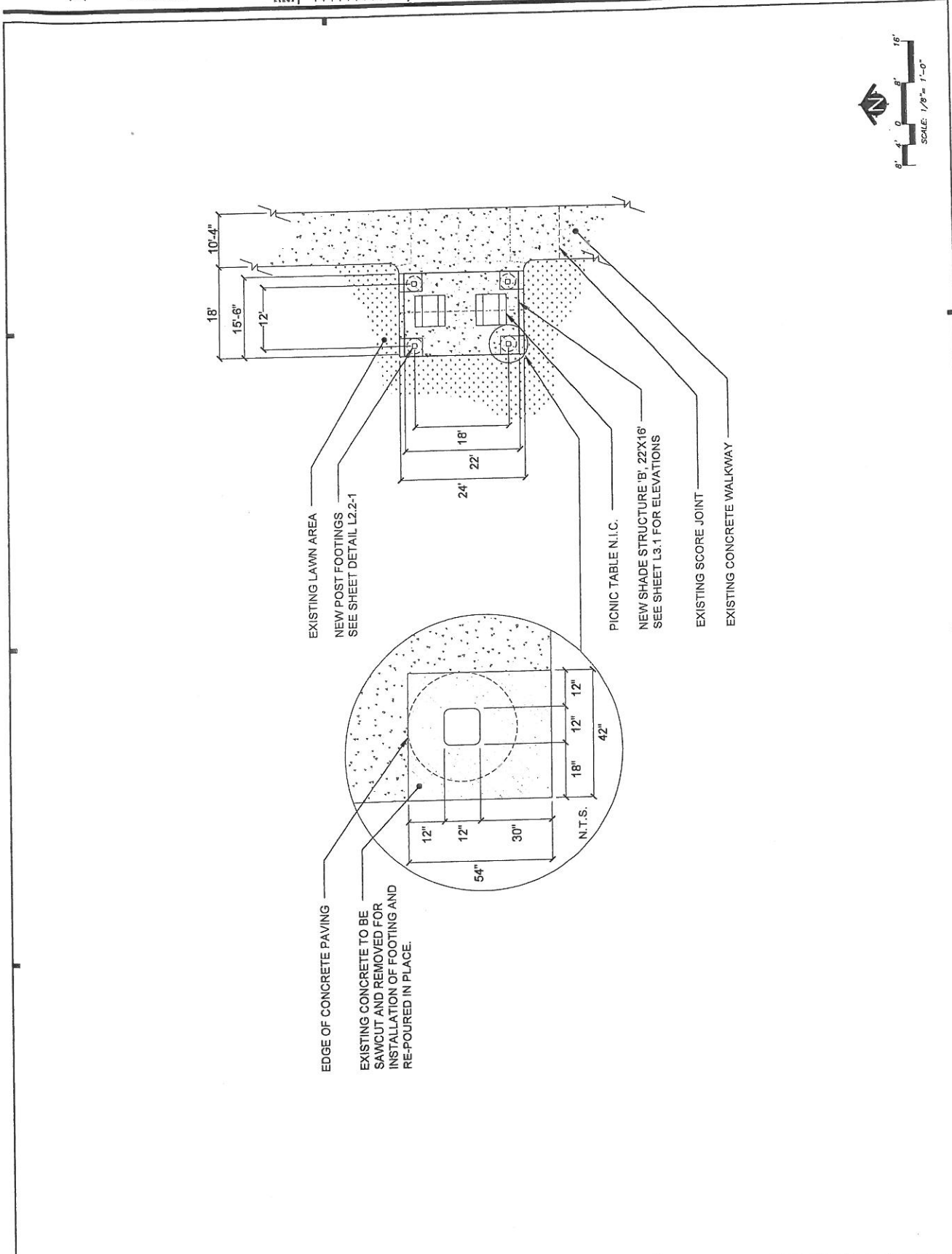
**ALMOND PARK  
 SHADE STRUCTURES**

ORANGEVALE RECREATION AND PARK DISTRICT  
 6828 HAZEL AVENUE  
 ORANGEVALE, CA 95662

DATE: 12/5/16  
 JOB NO.: 16-52  
 SHEET TITLE:

SHADE STRUCTURE  
 'B'  
 LAYOUT  
 ENLARGEMENT

SHEET NO.  
**L2.1**  
 SHEET **3** OF **6**





**MTW Group**  
 Mamuyec  
 Tokshera  
 Woronicki  
 LANDSCAPE ARCHITECTURE  
 AND PLANNING  
 10411 Old Placerville Road  
 Suite 205  
 Orangevale, CA 95662  
 916 368-3990



The Landscape Architect or Architect shall certify that the work shown on this plan was prepared by the professional seal holder and is a true and correct copy of the work as shown on the original plan.

NO.	DESCRIPTION	DATE	REVISED

NO.	DATE	BY	DATE	REVIEWED

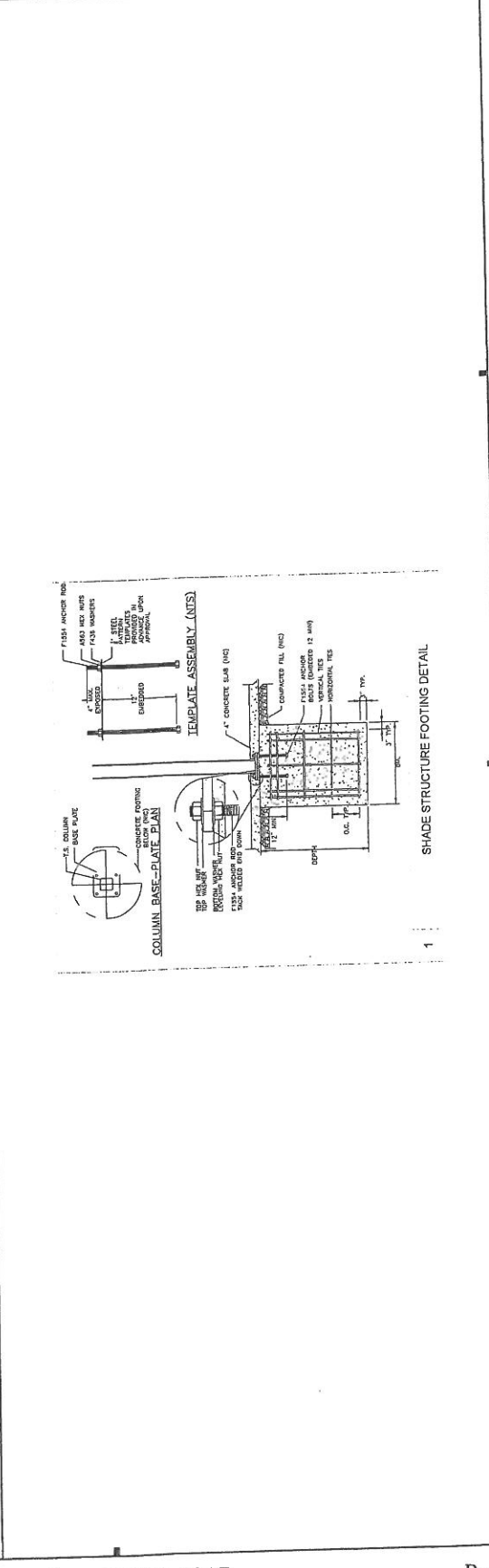
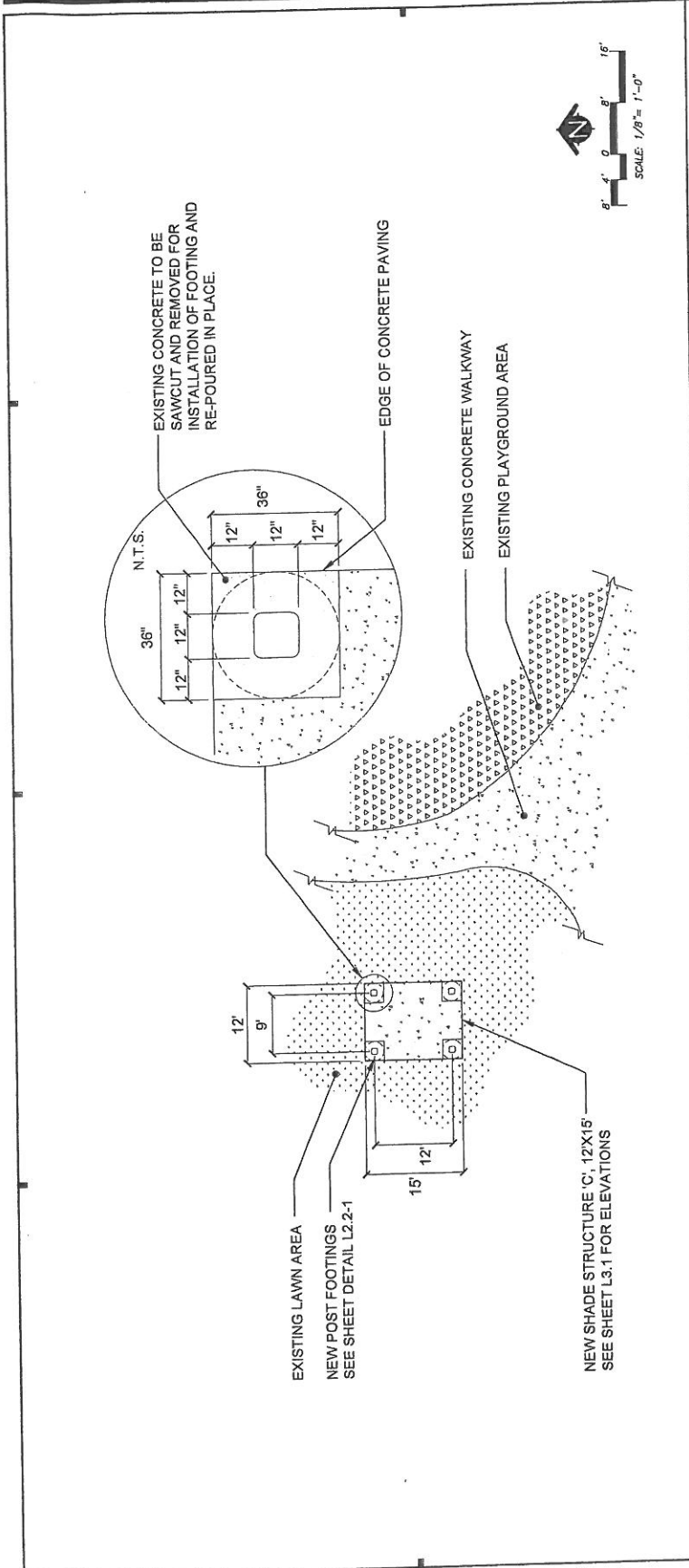
**ALMOND PARK  
 SHADE STRUCTURES**

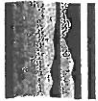
ORANGEVALE RECREATION AND PARK DISTRICT  
 8626 HAZEL AVENUE  
 ORANGEVALE, CA 95662

DATE 12/5/18  
 JOB NO. 16-52  
 SHEET TITLE

**SHADE STRUCTURE  
 'C' LAYOUT  
 ENLARGEMTN  
 AND FOOTING DETAIL**

SHEET NO.  
**L2.2**  
 SHEET 4 OF 5





**MTW Group**  
 Mamuyac  
 Takehara  
 Weroniecki

LANDSCAPE ARCHITECTURE  
 AND PLANNING  
 10411 Old Placenterville Road  
 Suite 205  
 Sacramento, CA 95827  
 916.905.8298



This seal may only be used when the seal holder is duly licensed by the State of California. It shall not be used for any other purpose. The seal holder shall be responsible for the accuracy of the information provided on this seal.

REVISIONS		DATE	REVISED
NO.	DESCRIPTION		

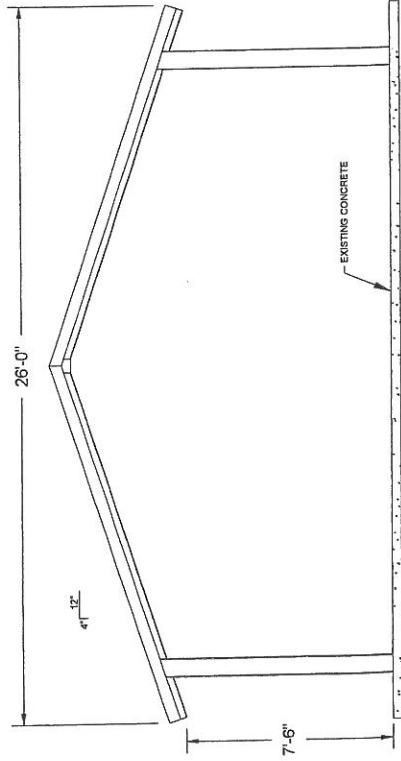
INITIAL BOX		DATE	REVIEWED
NO.	DATE BY		

**ALMOND PARK  
 SHADE STRUCTURES**  
 ORANGEVALE RECREATION AND PARK DISTRICT  
 8828 HAZEL AVENUE  
 ORANGEVALE, CA 95862

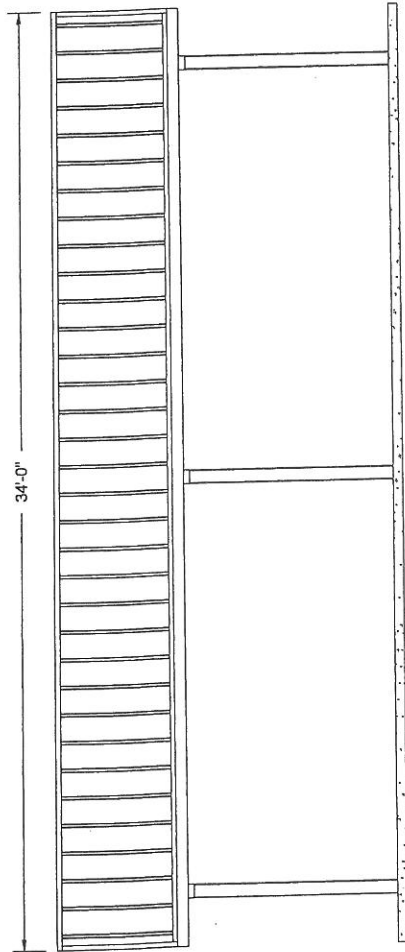
DATE: 12/5/16  
 JOB NO.: 16-02  
 SHEET TITLE:

**SHADE STRUCTURE  
 'A'  
 ELEVATIONS**

SHEET NO.: **L3.0**  
 SHEET 5 OF 5



STRUCTURE 'A' SOUTH ELEVATION, N.T.S.



STRUCTURE 'A' EAST ELEVATION, N.T.S.



**MTW Group**  
 Mamyec  
 Tokelara  
 Weronicki  
 LANDSCAPE ARCHITECTURE  
 AND PLANNING  
 10411 Old Placentville Road  
 Suite 202, Orange, CA 92667  
 916 369-3590



The Licensed Architect or Architectural Designer shall be responsible for the design and construction of any structure shown on these plans. The Licensed Professional Engineer shall be responsible for the design and construction of any structure shown on these plans. The Licensed Professional Engineer shall be responsible for the design and construction of any structure shown on these plans.

REVISIONS	
NO.	DESCRIPTION

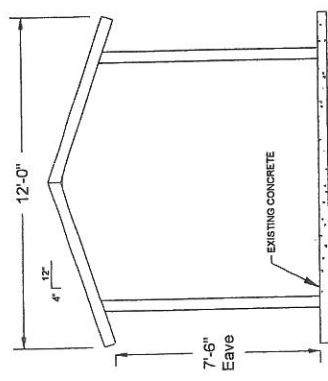
INITIAL BOX	
NO.	DATE

**ALMOND PARK  
 SHADE STRUCTURES**  
 ORANGEVALE RECREATION AND PARK DISTRICT  
 8826 HAZEL AVENUE,  
 ORANGEVALE, CA 95662

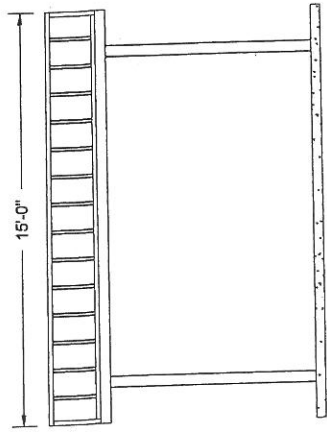
DATE: 12/5/16  
 JOB NO.: 16-62  
 SHEET TITLE:

**SHADE STRUCTURE  
 'B' AND 'C'  
 ELEVATIONS**

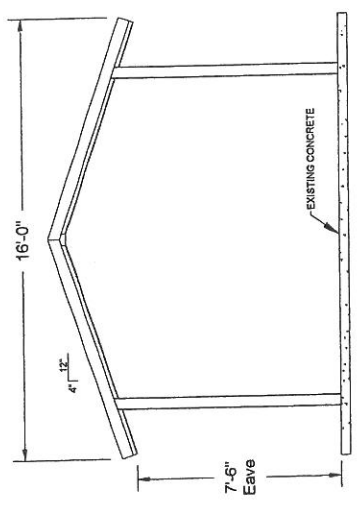
SHEET NO. **L3.1**  
 SHEET **6** OF **6**



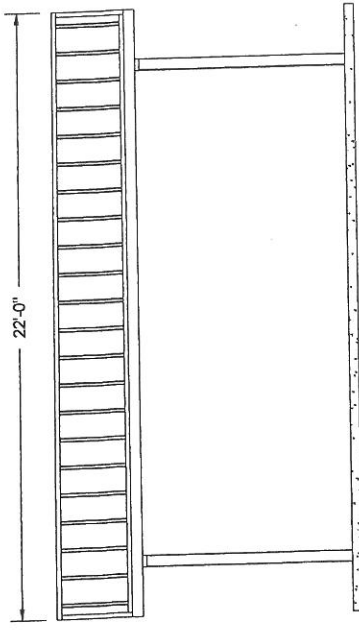
STRUCTURE 'C' SOUTH ELEVATION, N.T.S.



STRUCTURE 'C' EAST ELEVATION, N.T.S.



STRUCTURE 'B' SOUTH ELEVATION, N.T.S.



STRUCTURE 'B' EAST ELEVATION, N.T.S.

# STAFF REPORT



DATE: 1-19-17

TO: Board of Directors

FROM: Greg Foell, District Administrator

**SUBJECT: PRESENTATION AND APPROVAL OF THE DESIGN PLANS AND COST ESTIMATE FOR THE ORANGEVALE COMMUNITY PARK OAK AND FILBERT PATHWAY PROJECT**

---

## **RECOMMENDATION**

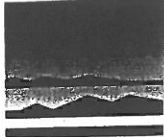
Approve the Design Plans and Cost Estimate for the Orangevale Community Park Oak and Filbert Pathway Project.

## **BACKGROUND**

The asphalt pathway at the Oak and Filbert area of Orangevale Community Park has been in poor condition for a number of years. The District seal coated the pathway approximately three years ago to provide some additional longevity. The project was rated as a priority project by the Board at the May 2016 Capital Project Workshop and the Board approved a portion of the project as part of the 2016/17 Fiscal Budget in the amount of \$150,000. MTW has completed the design work, construction drawings, and cost estimate for the project and will prepare the bid documents and provide construction management when the project is approved. Staff recommends approving the design plans and cost estimate for the Orangevale Community Park Oak and Filbert Pathway Project and to direct the District Administrator to prepare the bid documents.

## **RECOMMENDED MOTION**

I move we approve the design plans and cost estimate for the Orangevale Community Park Oak and Filbert Pathway Project and direct the District Administrator to prepare the bid documents.



## PROBABLE COST OF CONSTRUCTION

Date: 1/13/2017

MTW No: 2016-063

### **Orangevale Community Park Pathway Replacement**

The following probable cost estimate is based upon 100% construction documents dated January 13, 2017:

#### **SITE WORK - ASPHALT OPTION**

1. Pavement Demolition in place	20,700 S.F. @ \$	1.00	\$	20,700
2. 2.5" Asphalt Paving over existing AB	20,700 S.F. @ \$	5.00	\$	103,500
			<b>Subtotal</b>	<b>\$ 124,200</b>
			<b>25% Markup</b>	<b>\$ 31,050</b>
			<b>TOTAL</b>	<b>\$ 155,250</b>

#### **SITE WORK - CONCRETE OPTION (Base Bid)**

1. Pavement Demolition in place	8,900 S.F. @ \$	1.00	\$	8,900
2. 4" Asphalt Paving over existing AB	8,900 S.F. @ \$	12.00	\$	106,800
			<b>Subtotal</b>	<b>\$ 115,700</b>
			<b>25% Markup</b>	<b>\$ 28,925</b>
			<b>TOTAL</b>	<b>\$ 144,625</b>

#### **SITE WORK - CONCRETE OPTION (Add Alt #1)**

1. Pavement Demolition in place	3,550 S.F. @ \$	1.00	\$	3,550
2. 4" Asphalt Paving over existing AB	3,550 S.F. @ \$	12.00	\$	42,600
			<b>Subtotal</b>	<b>\$ 46,150</b>
			<b>25% Markup</b>	<b>\$ 11,538</b>
			<b>TOTAL</b>	<b>\$ 57,688</b>

#### **SITE WORK - CONCRETE OPTION (Add Alt #2)**

1. Pavement Demolition in place	8,250 S.F. @ \$	1.00	\$	8,250
2. 4" Asphalt Paving over existing AB	8,250 S.F. @ \$	12.00	\$	99,000
			<b>Subtotal</b>	<b>\$ 107,250</b>
			<b>25% Markup</b>	<b>\$ 26,813</b>
			<b>TOTAL</b>	<b>\$ 134,063</b>

Note: 25% Markup should include fees or permits, contingencies, general contractor's mark-up, or any item(s) not listed above.



# ORANGEVALE COMMUNITY PARK PATHWAY REPLACEMENT

ORANGEVALE, CALIFORNIA

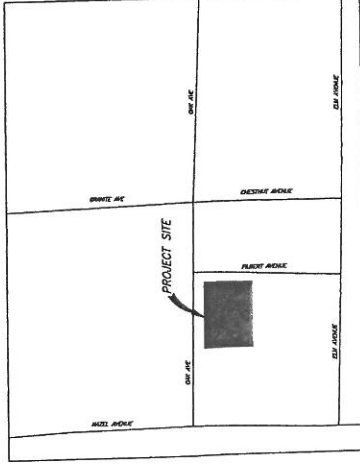
## OWNER:

ORANGEVALE RECREATION AND PARK DISTRICT

6826 Hazel Avenue  
Orangevale, CA 95662  
ph: 916-988-4373  
Contact: Greg Foell

## PROJECT NOTES

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR BURNISHING, INSTALLING, AND MAINTAINING TEMPORARY SIGNS, BARRICADES, FLAGMEN, AND OTHER TRAFFIC CONTROL DEVICES TO MAINTAIN THE FLOW OF TRAFFIC THROUGH THE PROJECT AREA. THE CONTRACTOR SHALL COMPLY WITH THE WORK AREA AND TRAFFIC CONTROL HANDBOOK DATED 2008.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
4. PRIOR TO PLACING PAVEMENT, THE CONTRACTOR SHALL ENSURE THAT ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN ARE PROTECTED AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.



## INDEX OF DRAWINGS

- CVR \_\_\_\_\_ COVER SHEET
- L1.1 \_\_\_\_\_ DEMOLITION PLAN
- L2.1 \_\_\_\_\_ PAVING PLAN
- L3.1 \_\_\_\_\_ CONSTRUCTION DETAILS

**MTW Group**  
LANDSCAPE ARCHITECTURE  
AND PLANNING  
1001 Placerville Road  
Suite 205  
Sacramento, CA 95827  
916 369-3990



REVISIONS

NO.	DESCRIPTION	DATE	REVISED

INITIAL BOX

NO.	DWG BY	DATE	REVIEWED

ORANGEVALE COMMUNITY PARK  
PATHWAY REPLACEMENT  
7301 FILBERT AVENUE  
ORANGEVALE, CA 95662

DATE 1/13/17  
JOB NO. 18-63  
SHEET TITLE

DEMOLITION  
PLAN

SHEET NO. **CVR**  
SHEET 1 OF 4



**MTW Group**  
 LANDSCAPE ARCHITECTURE  
 AND PLANNING  
 10411 Old Pleasanton Road  
 Pleasanton, CA 94568  
 916-388-3590



Project: G. Lumber  
 02/2017

The Licensed Architect or Landscape Architect who has prepared this plan or specification is not responsible for any errors or omissions in this plan or specification or for any consequences arising therefrom, whether or not such errors or omissions are caused by negligence on the part of the Licensed Architect or Landscape Architect.

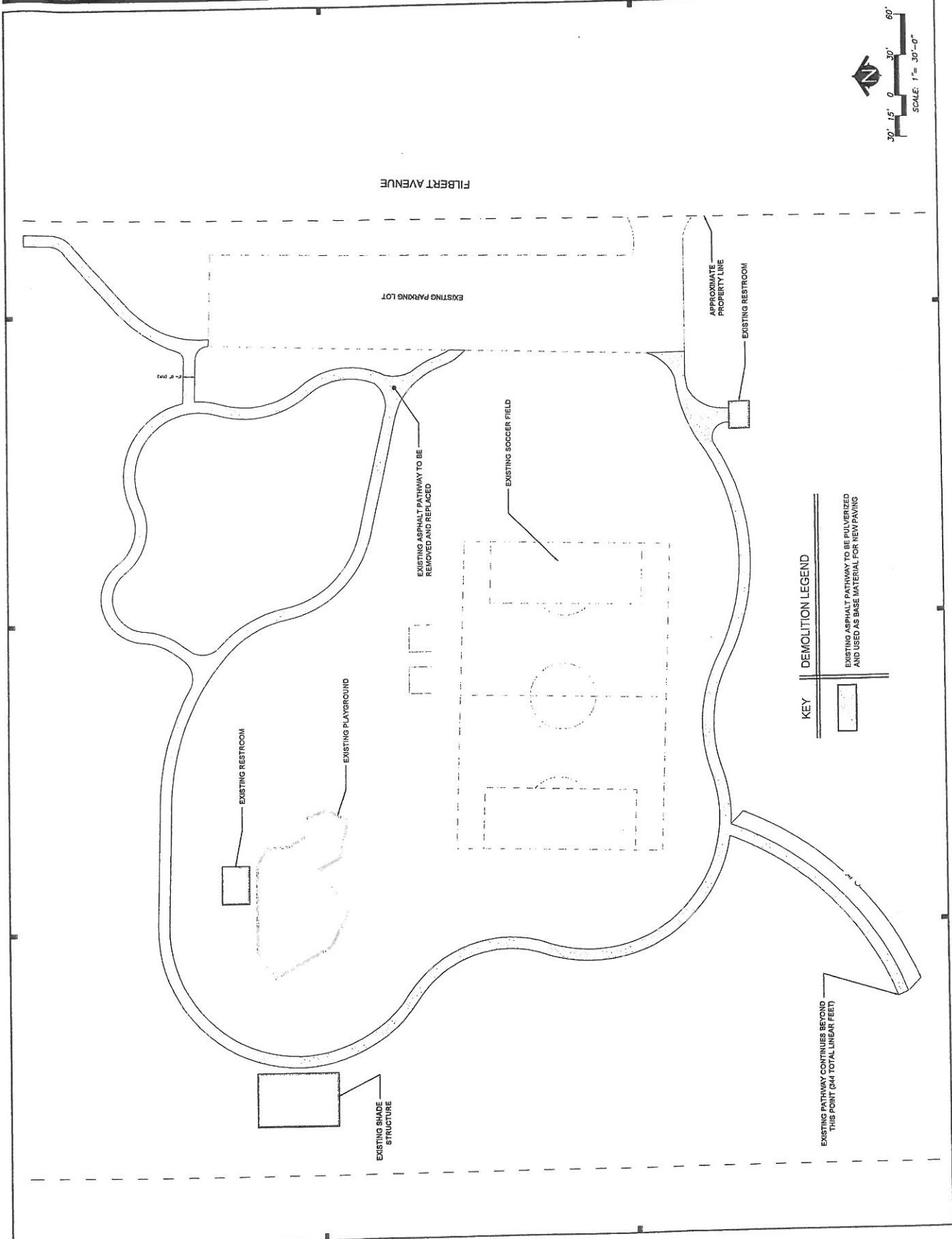
REVISIONS	
NO.	DESCRIPTION

INITIAL BOX		
NO.	DATE	REVIEWED

**ORANGEVALE COMMUNITY PARK  
 PATHWAY REPLACEMENT  
 7301 FILBERT AVENUE,  
 ORANGEVALE, CA 95662**

DATE: 1/13/17  
 JOB NO.: 16-83  
 SHEET TITLE: DEMOLITION PLAN

SHEET NO. **L1.1**  
 SHEET **2** OF **4**





**MTW Group**  
 LANDSCAPE ARCHITECTURE  
 AND PLANNING  
 1015 Folsomville Road  
 Suite 205  
 Sacramento, CA 95827  
 916.369.3990



PETER R. LEBERT  
 LICENSE NO. C 32292

This Seal and Certificate are valid only when used in conjunction with the professional services for which they were issued. They do not constitute a recommendation of the quality of the work or the qualifications of the licensee. The licensee is responsible for the accuracy and completeness of the work.

REVISIONS	
NO.	DESCRIPTION

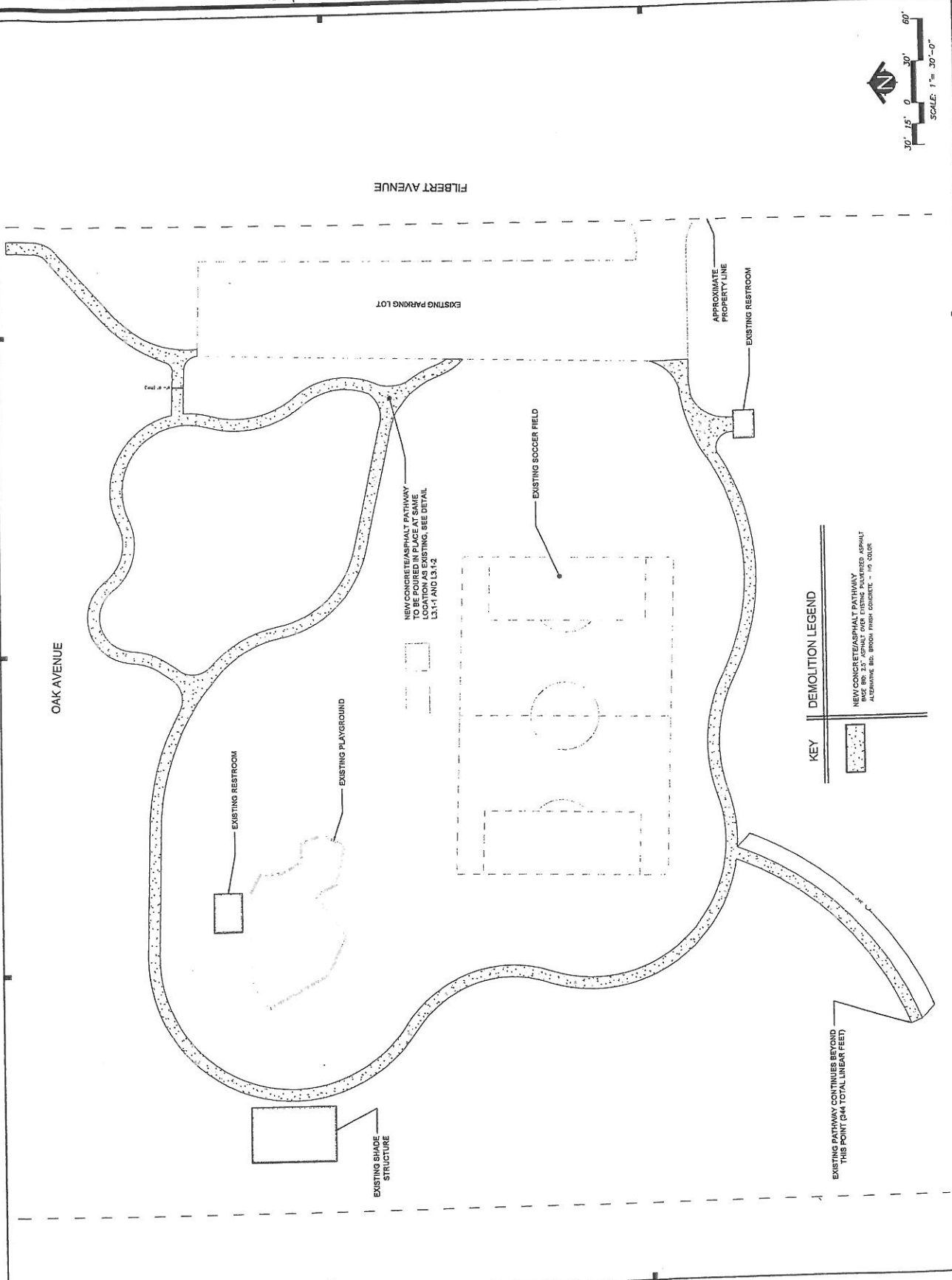
INITIAL BOX		
NO.	DATE	REVIEWED

**ORANGEVALE COMMUNITY PARK**  
 PATHWAY REPLACEMENT  
 7301 FILBERT AVENUE  
 ORANGEVALE, CA 95662

DATE 1/19/17  
 JOB NO. 16-63  
 SHEET TITLE

**PAVING PLAN**

SHEET NO. **L2.1**  
 SHEET 3 OF 4





**MTW Group**  
 LANDSCAPE ARCHITECTURE  
 AND PLANNING  
 10411 Old Placenterville Road  
 Suite 200  
 Santa Ana, CA 92727  
 916 365-3540



Peter S. Lofgren  
 C.S.F. 03787

The Licensed Architect or Engineer shall be responsible for the design and construction of the project shown on these drawings. The Engineer shall not be responsible for the design or construction of any other project shown on these drawings.

**REVISIONS**

NO.	DESCRIPTION	DATE	REV'D BY

**INITIAL BOX**

NO.	DATE	DATE	DATE	DATE

ORANGEVALE COMMUNITY PARK  
 PATHWAY REPLACEMENT  
 7301 FILBERT AVENUE  
 ORANGEVALE, CA 95662

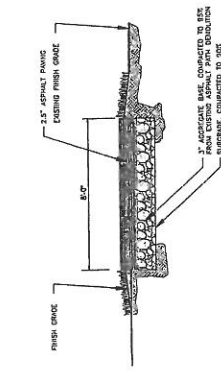
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 JOB NO. 16-63  
 SHEET TITLE

PAVING  
 DETAILS

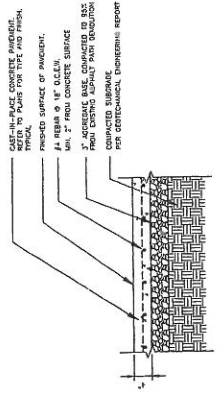
SHEET NO.  
**L3.1**  
 SHEET 4 OF 4

**NOTES**

1. 8 FOOT WIDE ASPHALT SHALL BE COMPACTED SO THERE IS A MINIMUM OF 1% CROSS SLOPE.
2. THE LONGITUDINAL SLOPE SHALL NOT EXCEED 3%.
3. ALL EXCESS SOIL SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR AT HIS OWN RISK.
4. ALL EXCESS SOIL SHALL BE PLACED ALONG BOTH SIDES OF THE 4' WIDE ASPHALT.
5. THE FINISH GRADE ALONG THE EDGE OF THE ASPHALT SHALL BE 1/2" BELOW FROM FINISH GRADE.



1 8 FOOT WIDE ASPHALT WALK DETAIL



2 CAST-IN-PLACE CONCRETE PAVING

# STAFF REPORT



DATE: 1-19-17

TO: Board of Directors

FROM: Greg Foell, District Administrator

**SUBJECT: PRESENTATION OF THE DRAFT DESIGN AND ESTIMATED COSTS  
FOR THE ORANGEVALE COMMUNITY PARK OAK AVENUE  
PARKING LOT AND SKATE PARK**

---

## **RECOMMENDATION**

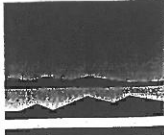
Discuss the draft design and estimated costs for the Orangevale Community Park Oak Avenue Parking Lot and Skate Park and provide direction to staff.

## **BACKGROUND**

The gravel parking lot off of Oak Avenue at Orangevale Community Park has been discussed as an improvement project and a possible location of a community skate park. At the May 2016 Capital Project Workshop, the Board requested that the staff evaluate the feasibility of providing parking lot improvements at the gravel parking lot site and determine if the east end of the lot would be of a feasible size as a site for a street style skate facility. MTW has provided schematic design options for the area with cost estimates for parking improvements and the hardscape for a potential skate facility. Staff recommends the Board provide direction to the staff regarding the draft design of the parking lot and skate facility.

## **RECOMMENDED MOTION**

None.



## PROBABLE COST OF CONSTRUCTION

Date: 1/13/2017

MTW No: 2016-064

### Orangevale Community Park Parking Lot and Skate Park

The following probable cost estimate is based upon schematic plan dated October 21st, 2016:

#### PARKING LOT

1. Site Demolition	30,000 S.F. @ \$	1.00	\$ 30,000
2. Grading	30,000 S.F. @ \$	1.00	\$ 30,000
3. Concrete Paving	2,441 S.F. @ \$	12.00	\$ 29,292
4. Asphalt Paving	13,507 S.F. @ \$	5.00	\$ 67,535
5. Concrete Curb	760 L.F. @ \$	20.00	\$ 15,200
6. Landscape & Irrigation	5,100 S.F. @ \$	7.00	\$ 35,700
7. 24" Box Trees	19 Each @ \$	300.00	\$ 5,700
8. 18" Tall Concrete Seatwall	25 L.F. @ \$	75.00	\$ 1,875
	<b>Subtotal</b>		<b>\$ 215,302</b>
	<b>25% Markup</b>		<b>\$ 53,826</b>
	<b>TOTAL</b>		<b>\$ 269,128</b>









#### SKATEPARK

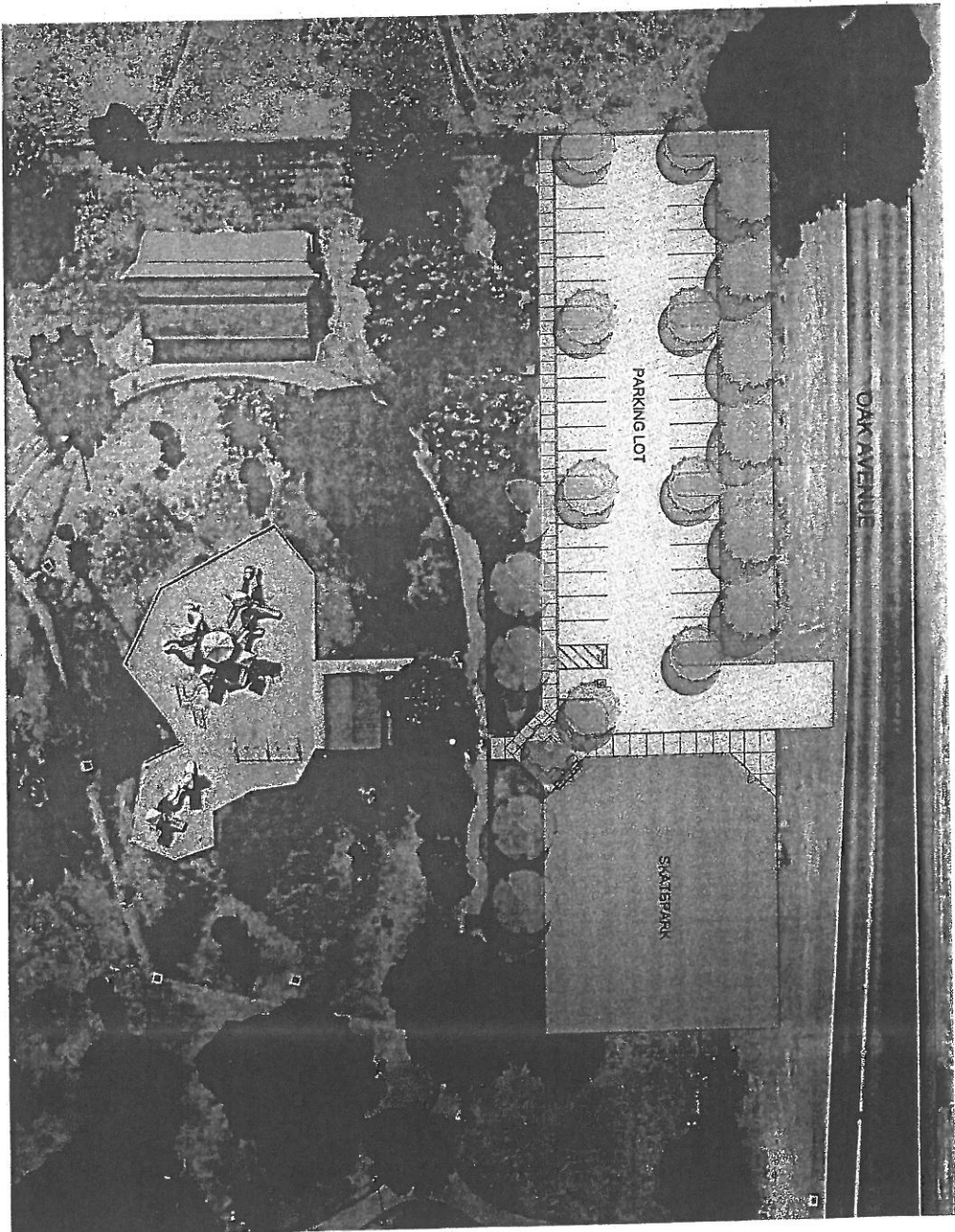
1. Site Demolition	10,000 S.F. @ \$	1.00	\$ 10,000
2. Grading	10,000 S.F. @ \$	1.00	\$ 10,000
3. Concrete Paving	8,545 S.F. @ \$	12.00	\$ 102,540
4. Pre-Cast Concrete Obstacles w/install	100,000 Allowance		\$ 100,000
5. 4' Tall Black Vinyl Fencing	360 L.F. @ \$	40.00	\$ 14,400
6. 4' Entrance Gates	2 Each @ \$	665.00	\$ 1,330
7. Skatepark Entrance Structure (TBD)	1 Each @ \$	15,000.00	\$ 15,000
	<b>Subtotal</b>		<b>\$ 253,270</b>
	<b>25% Markup</b>		<b>\$ 63,318</b>
	<b>TOTAL</b>		<b>\$ 316,588</b>

Note: 25% Markup should include fees or permits, contingencies, general contractor's mark-up, or any item(s) not listed above.



KEY | LANDSCAPE LEGEND

-  TREES - NOT ALL SYMBOLS SHOWN
-  SHRUBS/GROUND COVER
-  NON-COLORED CONCRETE
-  ASPHALT
-  SKATEPARK
-  4' TALL VINYL FENCE WITH GATE
-  SEAT WALL
-  SKATEPARK ENTRANCE STRUCTURE



# PARKING LOT AND SKATEPARK LAYOUT

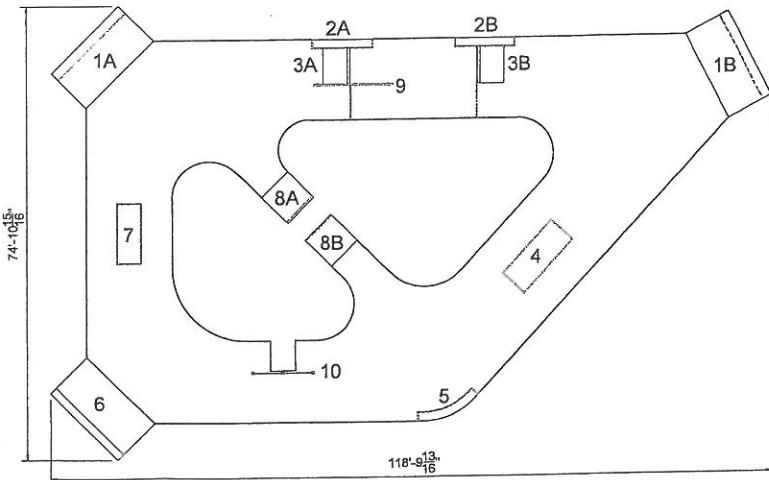
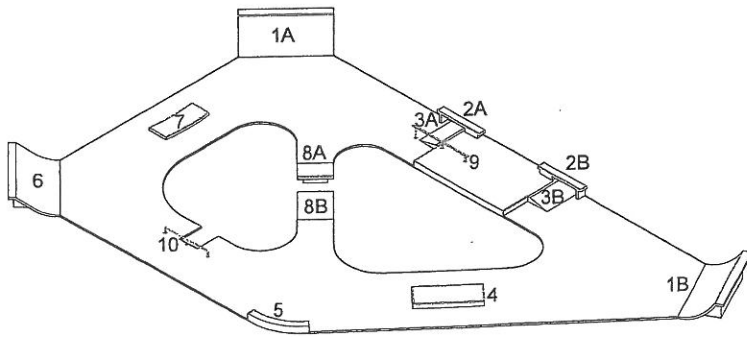
SCHEMATIC DESIGN  
ORANGEVALE COMMUNITY PARK  
ORANGEVALE, CA

MTW Group  
LANDSCAPE ARCHITECTURE AND PLANNING

PROJECT: ORANGEVALE COMMUNITY PARK  
DATE: 01/19/16  
SCALE: 1"=20'

1"=20'  
10/18/16  
L1

Orangevale, CA  
4256 SQ. FT.  
December 1, 2016  
IG



COMPONENT LIST

REF#	DESCRIPTION	QTY
1	7'R RAMP 8'-0 <sup>3</sup> / <sub>16</sub> "L x 15'-8"W x 3'-11 <sup>1</sup> / <sub>4</sub> "H	2
2	GRIND LEDGE 10'L x 1'-6"W x 2'-1 <sup>3</sup> / <sub>16</sub> "H	2
3	14° BANK 4'-5 <sup>3</sup> / <sub>8</sub> "L x 7'-6"W x 11 <sup>13</sup> / <sub>16</sub> "H	2
4	MANUAL PAD 12'L x 5'W x 1'H	1
5	CURVED GRIND LEDGE 11'L x 1'-6"W x 1'-2"H	1
6	35° BANK 8'-6"L x 15'-8"W x 3'-5 <sup>5</sup> / <sub>16</sub> "H	1
7	SUSHI MANI 10'L x 4'W x 1'-2 <sup>1</sup> / <sub>2</sub> "H	1
8	14° FLOATING BANK 6'-0 <sup>1</sup> / <sub>2</sub> "L x 6'W - 1'-5 <sup>1</sup> / <sub>16</sub> "H	2
9	2" x 3" S.S. GRIND RAIL 13'L x 2'-3"H	1
10	Ø2 <sup>3</sup> / <sub>8</sub> " S.S. ROUND GRIND RAIL 10'L x 1'-2"H	1
	INTEGRAL 2" x 2" S.S. EDGE PROTECTION	86ft.
	INTEGRAL 2" x 2" S.S. TUBING	28ft.
	EXTRA 2" x 2" S.S. EDGE PROTECTION	12ft.
	INTEGRAL Ø2 <sup>3</sup> / <sub>8</sub> " S.S. COPING	32ft.

SPohnRANCH  
SKATE PARKS  
DESIGN, BUILD, COME TOGETHER.  
1115 S. CORNING AVE. LOS ANGELES, CA 90007  
TEL: 213.443.1111 WWW.SPohnRANCH.COM

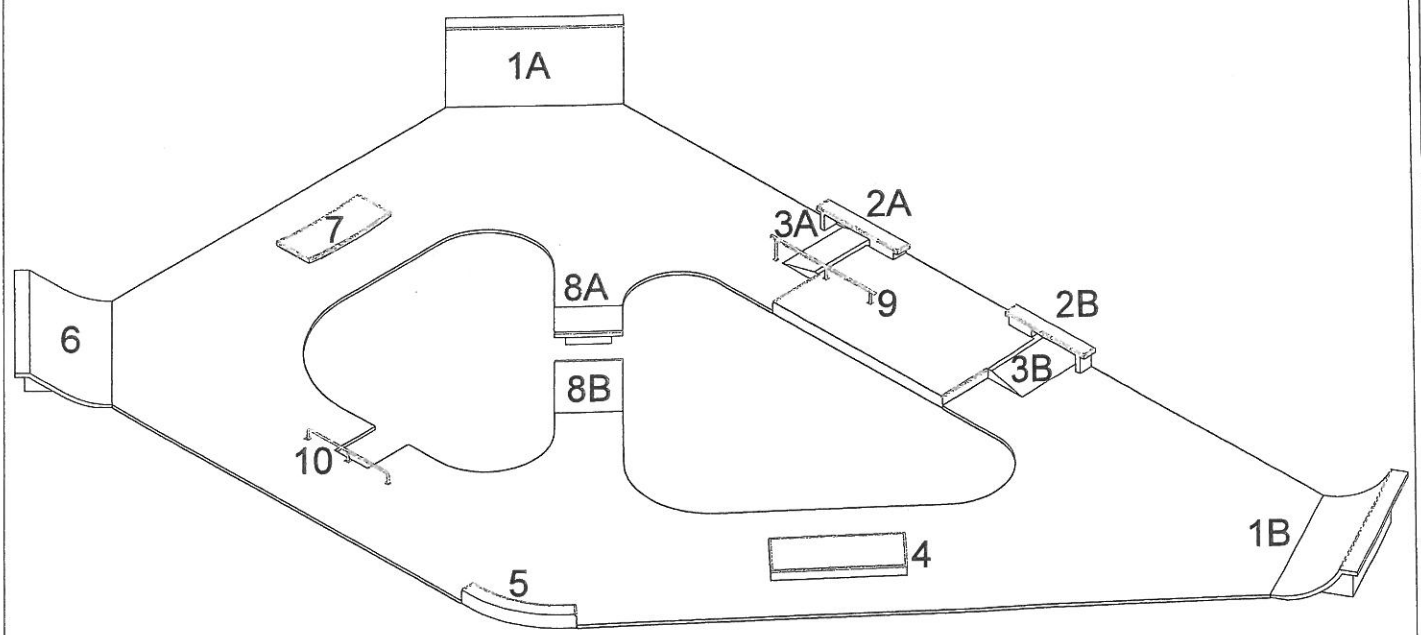


PROJECT TITLE  
Orangevale, CA  
SHEET TITLE  
Pre-Cast Layout - Option #2

DRAWING NO.  
1

Orangevale, CA  
4256 SQ. FT.  
December 1, 2016  
IG

**SPOHN RANCH  
SKATE PARKS**  
DESIGN. BUILD. COME TOGETHER.  
www.spochnranch.com

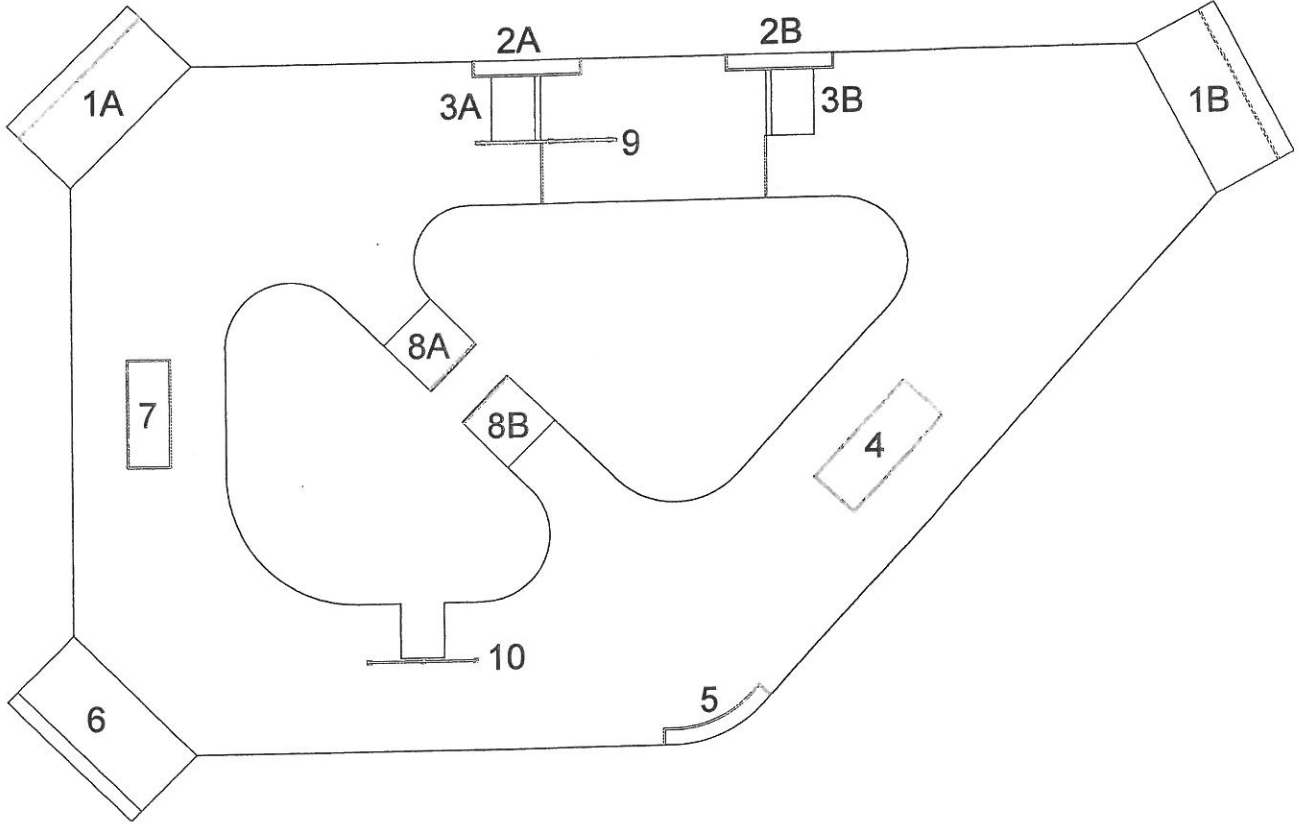


PROJECT NO. 16-001  
DATE: 12/01/16  
DRAWN BY: J. B. BROWN  
CHECKED BY: J. B. BROWN  
SCALE: AS SHOWN  
SHEET NO. 2 OF 2

PROJECT TITLE  
Orangevale, CA  
SHEET TITLE  
Pre-Cast Layout - Option #1

SHEET NO.  
**2**  
OF 2

Orangevale, CA  
4256 SQ. FT.  
December 1, 2016  
IG



**SPOHN RANCH SKATE PARKS**  
PERSON, BUILD, COME TOGETHER.  
1115 S. ALVARADO AVENUE, SUITE 100, ORANGEVALE, CA 95666  
TEL: 916.771.1111  
WWW.SPOHN.COM

PROJECT TITLE  
Orangevale, CA  
SHEET TITLE  
Pre-Cast Layout - Option #1

SHEET NO.  
3  
OF 3

# STAFF REPORT



DATE: 1-19-17  
TO: Board of Directors  
FROM: Greg Foell, District Administrator  
SUBJECT: **ACCEPTANCE OF THE COUNTY OF SACRAMENTO 2017  
INVESTMENT POLICY FOR THE POOLED INVESTMENT FUND**

---

## **RECOMMENDATION**

Accept and file the County of Sacramento 2017 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 and Park District funds.

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

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

## **RECOMMENDED MOTION**

I move that we accept and file the County of Sacramento 2017 Investment Policy for the Pooled Investment Fund.



Internal Services

Navdeep S. Gill,  
County Executive

Department of Finance

Ben Lamera,  
Director

David Villanueva,  
Chief Deputy County Executive

## County of Sacramento

January 6, 2017

To: Pooled Investment Fund Participant Agency Board Chairs

Subject: **CALENDAR YEAR 2017 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 2017 investment policy on December 6, 2016.

The investment policy has been amended to reflect the current Fair Political Practices Commission dollar amount limit on gifts, honoraria, and gratuities that the Director of Finance, investment staff, and Treasury Oversight Committee members may receive in a calendar year. The policy has also been amended to clarify that funds held in separate portfolios are not included in Total Investable Fund, adding language to allow the purchase of negotiable certificated of deposit from foreign banks in countries with sovereign rating of AAA from Standard & Poor's or Moody's, and update the maximum LAIF investment to \$65 million from \$50.

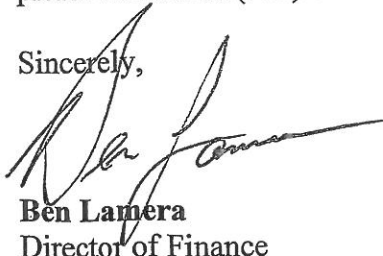
I recommend that the legislative body of your agency receive and file the enclosed Sacramento County Annual Investment Policy of the Pooled Investment Fund — Calendar Year 2017 at its next regular meeting. Your action to receive and file the policy constitutes consideration at a public meeting as recommended 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](http://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; and
- Non-Pooled Investment Funds Portfolio Reports.

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,



**Ben Lamera**  
Director of Finance

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**SACRAMENTO COUNTY**

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

**CALENDAR YEAR 2017**

*Approved by the  
Sacramento County Board of Supervisors*

**December 6, 2016  
Resolution No. 2016-0938**

# 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.....	6
	F. Maximum Concentrations.....	7
	G. Repurchase Agreements .....	8
	H. Community Reinvestment Act Program .....	8
	I. Criteria and Qualifications of Brokers/Dealers and Direct Issuers .....	8
	J. Investment Guidelines, Management Style and Strategy .....	9
	K. Approved Lists .....	9
	L. Calculation of Yield and Costs.....	9
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 2017

**I. Authority**

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

**II. Policy Statement**

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

**III. Standard of Care**

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

**IV. Investment Objectives**

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

**A. Safety of Principal**

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



**B. Liquidity**

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

**C. Public Trust**

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

**D. Maximum Rate of Return**

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

**V. Pooled Investment Fund Investors**

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

**VI. Implementation**

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

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

## VII. Internal Controls

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

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

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

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

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

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

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

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

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

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

## VIII. Sacramento County Treasury Oversight Committee

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

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

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

## IX. Investment Parameters

### A. Investable Funds

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

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

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



**B. Authorized Investments**

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

**C. Prohibited Investments**

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

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

**D. Credit Requirements**

Except for municipal obligations and Community Reinvestment Act (CRA) bank deposits and certificates of deposit, the issuer's short-term credit ratings shall be at or above A-1 by Standard & Poor's, P-1 by Moody's, and, if available, F1 by Fitch, and the issuer's long-term credit ratings shall be at or above A by Standard & Poor's, A2 by Moody's, and, if available, A by Fitch. There are no credit requirements for Registered State Warrants. All other municipal obligations shall be at or above a short-term rating of SP-1 by Standard & Poor's, MIG1 by Moody's, and, if available, F1 by Fitch. In addition, domestic banks are limited to those with a Fitch Viability rating of a or better, without regard to modifiers. The Investment Group is granted the authority to specify approved California banks with Fitch Viability ratings of bbb+ but they must have a Support rating of 1 where appropriate. Foreign banks with domestic licensed offices must have a Sovereign rating of AAA from Standard and Poor's, Moody's, or Fitch and a Fitch Viability rating of a or better, without regard to modifiers; however, a foreign bank may have a rating of bbb+ but they must have a Support rating of 1. Domestic savings banks must be rated a or better, without regard to modifiers, or may have a rating of bbb+ but they must have 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	<b>Banks</b> — FDIC Insurance Coverage
	<b>Credit Unions</b> — NCUSIF Insurance Coverage <i>Credit unions are limited to a maximum deposit of the NCUSIF-insured limit since they are not rated by nationally recognized rating agencies and are not required to provide collateral on public deposits.</i>
Over the FDIC- or NCUSIF-insured limit to \$10 million  Collateral is required	<i>(Any 2 of 3 ratings)</i> S&P:           A-2 Moody's:       P-2 Fitch:           F-2

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 <sup>1</sup> .....	5 years
Municipal Notes .....	5 years
Registered State Warrants.....	5 years
Bankers Acceptances .....	180 days
Commercial Paper .....	270 days
Negotiable Certificates of Deposit.....	180 days
CRA Bank Deposit/Certificates of Deposit .....	1 year
Repurchase Agreements .....	1 year
Reverse Repurchase Agreements .....	92 days
Medium-Term Corporate Notes .....	180 days
Collateralized Mortgage Obligations .....	180 days

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

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

**F. Maximum Concentrations**

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

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

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

<sup>1</sup> The International Bank for Reconstruction and Development, International Finance Corporation, and Inter-American Development Bank.

<sup>2</sup> LAIF current maximum allowed is \$65 million.

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

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

### **G. Repurchase Agreements**

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

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

### **H. Community Reinvestment Act Program**

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

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

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

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

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

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

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

#### **J. Investment Guidelines, Management Style and Strategy**

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

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

#### **K. Approved Lists**

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

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

#### **L. Calculation of Yield and Costs**

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



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

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

#### **X. Reviewing, Monitoring and Reporting of the Portfolio**

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

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

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

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

#### **XI. Withdrawal Requests for Pooled Fund Investors**

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

#### **XII. Limits on Honoraria, Gifts, and Gratuities**

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



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

No individual may receive aggregate gifts, honoraria, and gratuities from any single source in a calendar year in excess of the amount specified in Section 18940.2(a) of Title 2, Division 6 of the California Code of Regulations. This limitation was \$460 for the period January 1, 2015, to December 31, 2016, and is adjusted for inflation every odd-numbered year. Any violation must be reported to the State Fair Political Practices Commission.

### **XIII. Terms and Conditions for Outside Investors**

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

# Appendix A

## Comparison and Interpretation of Credit Ratings

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

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

## Appendix A

<b>Short Term / Commercial Paper Investment Grade Ratings</b>			
<b>Rating Interpretation</b>	<b>Moody's</b>	<b>S&amp;P</b>	<b>Fitch</b>
<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

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

# Appendix A

## Fitch Sovereign Risk Ratings

<i>Rating</i>	<i>Interpretation</i>
AAA	<b>Highest credit quality.</b> '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	<b>Very high credit quality.</b> '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	<b>High credit quality.</b> '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	<b>Good credit quality.</b> '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	<b>Speculative.</b> 'BB' ratings indicate an elevated vulnerability to default risk, particularly in the event of adverse changes in business or economic conditions over time.
B	<b>Highly speculative.</b> '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	<b>High default risk.</b> Default is a real possibility.
CC	<b>Very high levels of credit risk.</b> Default of some kind appears probable.
C	<b>Exceptionally high levels of credit risk.</b> Default appears imminent or inevitable.
D	<p><b>Default.</b> Indicates a default. Default generally is defined as one of the following:</p> <ul style="list-style-type: none"> <li>• Failure to make payment of principal and/or interest under the contractual terms of the rated obligation;</li> <li>• The bankruptcy filings, administration, receivership, liquidation or other winding-up or cessation of the business of an issuer/obligor; or</li> <li>• The coercive exchange of an obligation, where creditors were offered securities with diminished structural or economic terms compared with the existing obligation.</li> </ul>

# STAFF REPORT



DATE: 1-19-17

TO: Board of Directors

FROM: Greg Foell, District Administrator

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

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## **RECOMMENDATION**

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

## **BACKGROUND**

Approximately every two years the Board holds a workshop to discuss Board Governance, The Brown Act, and the Public Records Act. The workshop will be conducted by the McMurchie Law Firm. Staff recommends establishing a date for the workshop.

## **RECOMMENDED MOTION**

None.