

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

1000.1 It is the intent of the Board of Directors of the Rio Linda Elverta Recreation and Park District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over Rio Linda Elverta RPD, said rules, regulations or legislation shall prevail.

1000.3 Various statements in this manual with reference to sections of the Public Resources codes County Ordinances, local laws, and local County Administrative practices have been adopted for use by the Recreation and Park District.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

1010.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager submitting a written draft of the proposed new or amended policy to each Director and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

1010.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 3/5 affirmative vote of the entire Board of Directors.

1010.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy are to be considered.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code 81000, et. Seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regulations 18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. 18730 and any amendments to its duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth and constitute the conflict of interest code of the Rio Linda Elverta Recreation and Park District.

1020.2 Designated employees shall file statements of economic interest with the Clerks of the County of Sacramento County.

PART 1- DESIGNATED EMPLOYEES

<u>Positions</u>	<u>Disclosure</u>	<u>Applicable</u>
Board Members	5	700
General Manager	1	700
Attorneys	1	700
Consultants	2	700
Administrative Services Supervisor	1	700
Recreation Supervisor	1	700
Park Supervisor	1	700

PART II – DISCLOSURE CATEGORIES

1020.3 Investments and business positions in any business entity and sources of income listed in Appendix B are disclosable if:

1020.3.1 The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted with the District, or,

1020.3.2 The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted to furnish supplies or services as subcontractors in any contract with the District.

1020.4 With respect to designated positions, investments or business position in any business entity of source of income which are (1) private (service(s) similar to those provide by district) companies or (2) entitles or persons engaged in real estate development or owners or real estate, and interest in real property are disclosable if held, regardless of any contractual relationship with the District at any time (sub sentence (2) assumes the district provides an enterprise service that is essential to real estate development).

1020.5 Consultants shall disclose all sources of income, interests in real property and investments and business positions in business entities.

1020.5.1 The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform, a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

PART III – APPLICABLE FPPC FORM

1020.5 In accordance with Government Code 87200, certain District officers are required to disclose upon assuming and leaving office, and annually while in office – their investments, income, and interests in real property by way of FPPC Form 700. Those positions in Part I, above, designed to file Form 700 are those “directing the investment of public monies, formulating or approving investment policies, approving or establishing guidelines for asset allocations, or approving investment transactions.”

1020.6 All interest in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- 1020.6.1** Pipes, valves, fittings, etc.
- 1020.6.2** Pumps, motors, etc.
- 1020.6.3** Meters and other water measurement equipment
- 1020.6.4** Construction and building materials
- 1020.6.5** Engineering services, including hydrology services
- 1020.6.6** Construction contractors
- 1020.6.7** Safety equipment facilities
- 1020.6.8** Hardware tools and supplies
- 1020.6.9** Freight and hauling
- 1020.6.10** Motor vehicles, heavy equipment, special vehicles and parts and service thereto
- 1020.6.11** Petroleum products
- 1020.6.12** Photographic services, supplies and equipment
- 1020.6.13** Janitorial services
- 1020.6.14** Water quality testing
- 1020.6.15** Pesticides and herbicides
- 1020.6.16** Communications equipment and services
- 1020.6.17** Well drilling supplies and contractors
- 1020.6.18** Electrical equipment, including pumping equipment
- 1020.6.19** Computer hardware and software
- 1020.6.20** Architectural services
- 1020.6.21** Water treatment equipment, supplies and services
- 1020.6.22** Custom farming services such as weed abatement, etc.
- 1020.6.23** Telemetry equipment
- 1020.6.24** Appraisal services
- 1029.6.25** Printing, reproduction, record keeping, etc.
- 1020.6.26** Office equipment
- 1020.6.27** Accounting services
- 1020.6.28** Real estate agents/brokers and investment firms
- 1020.6.29** Title companies
- 1020.6.30** Public utilities
- 1020.6.31** Canal and pipeline maintenance services
- 1020.6.32** Insurance companies

STATEMENT OF ECONOMIC INTERESTS

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- State Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County _____ County of _____
- City of _____ Other _____

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2015, through December 31, 2015. Leaving Office: Date Left ____/____/____ (Check one)
- or- The period covered is ____/____/____, through December 31, 2015. The period covered is January 1, 2015, through the date of leaving office.
- Assuming Office: Date assumed ____/____/____ -or- The period covered is ____/____/____, through the date of leaving office.
- Candidate: Election year _____ and office sought, if different than Part 1: _____

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- Schedule A-1 - Investments - schedule attached Schedule C - Income, Loans, & Business Positions - schedule attached
- Schedule A-2 - Investments - schedule attached Schedule D - Income - Gifts - schedule attached
- Schedule B - Real Property - schedule attached Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-

None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____
(month, day, year)

Signature _____
(File the originally signed statement with your filing official.)

Which Schedule Do I Use?

Common Reportable Interests

Schedule A-1	Stocks, including those held in an IRA or a 401K
Schedule A-2	Business entities (including certain independent contracting), sole proprietorships, partnerships, LLCs, corporations, and trusts
Schedule B	Rental property in the jurisdiction
Schedule C	Non-governmental salaries of public official and spouse/registered domestic partner
Schedule D	Gifts from businesses (such as tickets to sporting or entertainment events)
Schedule E	Travel payments from third parties (not your employer)

Common Non-Reportable Interests

Schedule A-1	Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
Schedule A-2	Savings and checking accounts and annuities
Schedule B	A residence used exclusively as a personal residence (such as a home or vacation cabin)
Schedule C	Governmental salary (such as a school district)
Schedule D	Gifts from family members
Schedule E	Travel paid by your government agency

Remember:

- ✓ Mark the "No reportable interests" box on Part 4 of the Schedule Summary on the Cover Page if you determine you have nothing to disclose and file the Cover Page only. **Make sure you carefully read all instructions to ensure proper reporting.**
- ✓ The Form 700 is a public document.
- ✓ **Most individuals must consult their agency's conflict of interest code for reportable interests.**
- ✓ Most individuals file the Form 700 with their agencies.

Questions and Answers

General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.
- On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.
- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as "acting," "interim," or "alternate" must file as if they hold the position because they are or may be performing the duties of the position.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse's income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse's economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse's income may not have to be reported. Contact the FPPC for more information.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of "doing business in the jurisdiction" is not limited to whether the business has an office or physical location in your jurisdiction. See Reference Pamphlet, page 13.
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Questions and Answers Continued

Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?

A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.

Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?

A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.

Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?

A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?

A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?

A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.

Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?

A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. See Reference Pamphlet, page 14.

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Questions and Answers Continued

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Reference Pamphlet, page 8, for the definition of "business entity."

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. See Reference Pamphlet, page 14, for additional information.

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. My daughter is buying her first home and I am the co-signer on the loan. I won't occupy the home, but my daughter will. The home is located in my agency's jurisdiction. Must I report this property?

A. No. Property occupied by a family member is not reportable as long as you are not receiving rental income or using the property for business purposes.

Gift Disclosure

Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.

Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?

A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2015 the gift limit was \$460, so the Bensons may have given the supervisor artwork valued at no more than \$920. The supervisor must identify Joe and Mary Benson as the sources of the gift.

Questions and Answers Continued

Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?

A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.

Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.

A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.

Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?

A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. See Reference Pamphlet, page 13.

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. See Reference Pamphlet, page 15, for more information on disclosing trusts.
- Business trusts

You are not required to disclose:

- Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

Use **Schedule A-1** to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. See second example below.

Use **Schedule A-2** to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively.
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

John Smith holds a state agency position. His conflict of interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Do not attach brokerage or financial statements.

Name _____

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499

Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/15 ____/_____/15

ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499

Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/15 ____/_____/15

ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499

Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/15 ____/_____/15

ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499

Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/15 ____/_____/15

ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499

Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/15 ____/_____/15

ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499

Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/15 ____/_____/15

ACQUIRED DISPOSED

Comments: _____

Instructions – Schedule A-2 Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13. A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating your **pro rata** share of the **gross** income received by the business entity or trust. This amount includes your pro rata share of the **gross** income from the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan to the business entity or trust identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. See Reference Pamphlet, page 11, for examples. Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. See Reference Pamphlet, page 8, for an explanation of commission income.

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Using phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. See Reference Pamphlet, page 14, for details about requesting an exemption from disclosing privileged information.

Part 4. Report any investments or interests in real property held or leased by the entity or trust identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

SCHEDULE A-2
Investments, Income, and Assets
of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$0 - \$1,999 / / 15 / / 15
 \$2,000 - \$10,000 ACQUIRED DISPOSED
 \$10,001 - \$100,000
 \$100,001 - \$1,000,000
 Over \$1,000,000

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$0 - \$1,999 / / 15 / / 15
 \$2,000 - \$10,000 ACQUIRED DISPOSED
 \$10,001 - \$100,000
 \$100,001 - \$1,000,000
 Over \$1,000,000

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499 \$10,001 - \$100,000
 \$500 - \$1,000 OVER \$100,000
 \$1,001 - \$10,000

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499 \$10,001 - \$100,000
 \$500 - \$1,000 OVER \$100,000
 \$1,001 - \$10,000

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary)

None or Names listed below

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary)

None or Names listed below

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000 / / 15 / / 15
 \$10,001 - \$100,000 ACQUIRED DISPOSED
 \$100,001 - \$1,000,000
 Over \$1,000,000

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000 / / 15 / / 15
 \$10,001 - \$100,000 ACQUIRED DISPOSED
 \$100,001 - \$1,000,000
 Over \$1,000,000

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

Comments: _____

Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. See Reference Pamphlet, page 13.

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)

Please note: A non-reportable residence can still be grounds for a conflict of interest and may be disqualifying.

- Interests in real property held through a blind trust (See Reference Pamphlet, page 16, for exceptions.)

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.
- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single

tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."

- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction. If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid \$10,000 or more. A married couple would be considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS	
4500 24th Street	
City Sacramento	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$0-\$2,000	<input type="checkbox"/> / / 15
<input type="checkbox"/> \$2,000-\$5,000	<input type="checkbox"/> / / 15
<input checked="" type="checkbox"/> \$5,000-\$10,000	ACQUIRED DISPOSED
<input type="checkbox"/> Over \$10,000	
NATURE OF INTEREST	
<input checked="" type="checkbox"/> Ownership/Deed of Trust	<input type="checkbox"/> Easement
<input type="checkbox"/> Leasehold	<input type="checkbox"/> Other
IF RENTAL PROPERTY, GROSS INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$299	<input type="checkbox"/> \$300 - \$1,000
<input type="checkbox"/> \$1,001 - \$10,000	<input checked="" type="checkbox"/> OVER \$10,000
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the names of each tenant that is a single source of income of \$10,000 or more.	
None	
Henry Wells	
NAME OF LENDER	
Sophie Petroffo	
ADDRESS (Business Address Acceptable)	
2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER	
Restaurant Owner	
INTEREST RATE	TERM (Months/Years)
<input type="checkbox"/> % <input type="checkbox"/> None	<input type="checkbox"/> 15 Years
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$5,000
<input checked="" type="checkbox"/> \$5,001 - \$10,000	<input type="checkbox"/> OVER \$10,000
<input type="checkbox"/> Other, if applicable	

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Relationship to County Government
POLICY NUMBER: 1025

1025.1 The District is an independent special district under the supervising authority of its own elected Board of Directors as authorized in Public Resources Code Division 5 – Parks and Monuments. Listed below are various County departments that the District works with in the conduct of District affairs.

<u>Department Description</u>	<u>Subject Matter Coordinated</u>
Administration/Finance Auditor-Controller	District Formation/Regulations Accounting, Payroll, Claims, County Reports, Property Tax, Assessments
Sheriff Parks and Recreation Personnel Elections	Law Enforcement Facilities & Infrastructure Employee benefits, Payroll District Board of Directors

1025.2 ELECTION OF BOARD OF DIRECTORS

Vacancies on the Board of Directors shall be filled during the General Election on even numbered years and in compliance with the pertinent provision of:

- 1025.2.1** The Public Resources Code Sec. 5783.3, 5783.6
- 1025.2.2** The Government Code Sec. 58000 and following section
- 1025.2.3** The Uniform District Election Law

1025.3 Policy Determination is the responsibility of the Board of Directors.

1025.4 Policy Execution and Administration are the responsibility of the General Manager and the supervisory authority under the General Manager's direction.

1025.5 Office and records of the Board of Directors are to be located in the Rio Linda Community Center, 810 Oak Lane, Rio Linda, California, 95673.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Public Complaints
POLICY NUMBER: 1030

1030.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of District policy, state or federal statute by which the individual has been adversely affected. This process may also be used to voice concern regarding a District policy.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 To contact the Park District, please telephone 916-991-5929; email to info@rleparks.com; or visit the general office at 810 Oak Lane, Rio Linda, CA 95673.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Administrative Services Supervisor or the Supervisory Authority, it shall be forwarded to the General Manager. At the option of the appropriate management position, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The Supervising Authority involved shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.

1030.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at its next regular meeting or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy.

1030.3.4 This policy is not intended to prohibit or deter a member of the community or staff from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Legal Matters

POLICY NUMBER: 1035

1035.1 As an Independent Special District, the Rio Linda Elverta Recreation and Park District utilizes legal counsel selected by the Board of Directors.

1035.2 Authority to contact legal counsel is granted to the following:

1035.2.1 The General Manager or his designee;

1035.2.2 A member of the Board of Directors when authorized by a vote of the Board.

1035.3 Legal Counsel will only respond to inquiries as authorized in Section

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Claims Against the District
POLICY NUMBER: 1040

1040.1 The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1040.2 Property (Land and Improvements) Damage Claims

1040.2.1 In the course of the District's operations – trimming or falling trees, removal of shrubs, general park maintenance, damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

1040.2.2 When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

1040.2.3 As soon as possible after information about the damage has been received, it shall be given to the appropriate division manager. The division manager, or his/her designee, shall investigate the property owner's allegations.

1040.2.4 If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. The Board of Directors should not independently investigate claims, but may go with staff to observe.

1040.2.5 Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the General Manager. If the investigating staff person is convinced that the damage was caused by District

personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

1040.2.5.1 Property owner agrees that the proposed repairs are appropriate and adequate;

1040.2.5.2 Property owner agrees to allow District personnel access to their property to perform the repair work;

1040.2.5.3 District personnel have the necessary tools, equipment and expertise to perform the necessary work;

1040.2.5.4 Repair work can be accomplished within a reasonable amount of time;

1040.2.5.5 Cost of material for the repairs will not exceed \$500.

1040.2.5.5.1 If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner will be asked to submit their claim in writing on a District claim form (attached hereto as Appendix A).

1040.2.5.5.2 The General Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$1,500. A report shall be submitted to the Admin and Finance Committee (standing board committee assigned to review claims of this nature) describing the damage claim, including a description of the manner in which it was resolved.

1040.2.5.5.3 If the cost of material for repairs is stated by claimant or estimated to exceed \$1,500, the claim will be submitted to the Admin. and Finance Committee. The Claims Committee shall review the claim and receive input from staff in closed session (qualifies as "anticipated litigation" under the Brown Act). After reviewing the damage claim, the Committee may authorize the work if the cost of material for the repairs will not exceed \$3,000, or may make a recommendation to the Board of Directors. A report shall be submitted to the Board describing the damage claim, including a description of the manner in which it was resolved, or a recommendation for Board action. The claimant shall be notified of any action by the Committee regarding their claim.

1040.2.5.5.4 If the cost of material for repairs is stated by claimant or estimated to exceed \$3,000, the claim will be submitted to the Board of Directors for its consideration. The Board will consider the

claim during a closed session (“anticipated litigation”) of a regular or special meeting. Action to accept or reject the claim shall be taken in open session. The claimant shall be notified of the Board’s action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

1040.2.6 The Board will not consider a claim of an amount in excess of the insurance deductible (currently \$10,000), including the cost of investigation, without prior written approval of the District’s insurance company.

1040.2.7 Claims in excess of the District’s insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

1040.2.8 Claims for personal injury/wrongful death shall not be investigated by District staff or General Manager but shall be immediately forwarded to the District’s insurance company.

1040.3 Property (Vehicles and Unsecured Property) Damage Claims

1040.3.1 All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District’s responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the Claims Committee describing the damage claim, including a description of the manner in which it was resolved.

1040.3.2 The claim will be processed as described above if the material cost for repairs is estimated to exceed \$1,500.

1040.4 Property Damage Claims on District Form

1040.4.1 Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

1040.4.2 If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Code. Section 910 specifies that a claim need to show all of the following:

1040.4.2.1 The name and post office address of the claimant.

1040.4.2.2 The post office address to which the person presenting the claim desires notices to be sent.

1040.4.2.3 The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.

1040.4.2.4 A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.

1040.4.2.5 The name or names of the public employee or employees causing the injury, damage, or loss, if known.

1040.4.2.6 The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

1040.5 Section 910.2 of the California Government Code specifies the following:

1040.5.1 The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, material, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

1040.6 If the filed letter/claim does not meet the requirements of the California Government Code 910 and 910.2, then a letter shall be sent to the claimant informing them of this fact.

1040.7 District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

INCIDENT REPORT

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

Appendix A

Please complete this form. Turn in to your Manager as soon as possible. Every incident should be reported, as there is always the potential of a claim being made.

Name of person reporting the incident: _____
Phone (Best): _____ District employee: yes no (circle one)

DESCRIPTION OF THE OCCURRENCE

Date of Incident: _____ Time: _____ A.M. ___ P.M. ___
Kind of Incident: Vandalism: _____ Injury: _____ Program Complaint: _____
Theft of Property: _____ Graffiti: _____ Other: _____

If other, please describe: _____

Description of Incident: _____

Describe how incident occurred. Include persons, equipment or objects involved: _____

Location of Incident: _____

Was there Property Damage: yes no (circle one) Describe any damages: _____

Who was Notified: _____

Comments (to provide additional detail if helpful): _____

WITNESSES

Name: _____ Phone (Best): _____

Address: _____

Comments: _____

Name: _____ Phone (Best): _____

Address: _____

Comments: _____

Name: _____ Phone (Best): _____

Address: _____

Comments: _____

Name: _____ Phone (Best): _____

Address: _____

Comments: _____

Was Police or fire report filed: yes no (circle one)

Was a citation issued: yes no (circle one)

If yes, by whom: _____

Completed by: _____

Print Name

Title: _____

Signature: _____ Date: _____

Reviewed by:

Print Name: _____ Title: _____

Signature: _____ Date: _____

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

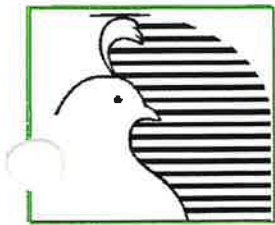
POLICY & PROCEDURE MANUAL

POLICY TITLE: Copying Public Documents

POLICY NUMBER: 1050

1050.1 Individuals requesting copies of public documents shall be charged at the maximum current rate allowed by law to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged at the maximum current rate allowed by law is ten cent per copy. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.



**RIO LINDA ELVERTA
RECREATION AND
PARK DISTRICT**

810 Oak Lane
Rio Linda, CA 95673
Phone: (916) 991-5929
Fax: (916) 991-2892
www.RLEParks.com

PUBLIC RECORDS REQUEST

Date: _____

Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Record(s) be: _____ Visual or Audio review in the District Office.

_____ Copied for removal from the District Office.

Please be specific: (Please, only one item per request.)

Signature: _____

*No request should be expected to be fulfilled in less than 10 days.
As per Gov't Code 6253(c)*

DIRECTORS:
Lisa L. Morris
Becky L. McDaniel
Stacey Bastian
Wayne Del Nero
Charles Gordon

District Administrator
David L. Wigginton

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Policy Complaints

POLICY NUMBER: 1060

1060.1 A public complaint is an allegation by a member of the public of a violation or misinterpretation of District policy, state or federal statute by which the individual has been adversely affected.

1060.2 The Board of Directors of the Rio Linda Elverta Recreation and Park District desires that public complaints be resolved logically and systematically.

1060.3 The process for resolving complaints shall be as follows:

1060.3.1 To contact the Park District, please telephone 916-991-5929; email to info@rleparks.com; or visit the general office at 810 Oak Lane, Rio Linda, CA 95673.

1060.3.2 If the citizen registering the complaint is not satisfied with the disposition of the complaint by the Division Supervisor; it shall be forwarded to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager's decision shall be memorialized in writing with a copy being provided to the plaintiff.

1060.3.3 If the citizen filing the complaint is not satisfied with the disposition of the matter by the General Manager, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's decision. The citizen must also complete the "Agenda Item Request Form" when asking to be placed on the agenda. The Board may consider the matter at the next available Board meeting, or call a special meeting. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the plaintiff being provided a copy.

1060.4 This policy in no way prohibits or is intended to deter a member of the community or staff from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.



**RIO LINDA ELVERTA
RECREATION AND
PARK DISTRICT**

AGENDA ITEM REQUEST FORM

Date: _____

Name: _____

Policy 1060 Guidelines

If the citizen filing the complaint is not satisfied with the disposition of the matter by the General Manager, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the District Administrator's decision. The citizen must also complete the "Agenda Item Request Form" when asking to be placed on the agenda. The Board may consider the matter at the next available Board meeting, or call a special meeting. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the plaintiff being provided a copy.

Agenda Item Request:

Board Approval

Date of Approval

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Public Contributions and Donation of Park Amenities
POLICY NUMBER: 1070

1070.1 Donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities will be accepted. The District will provide a receipt for said donation and include the District's tax identification number thereon.

1070.2 Donations must be clearly marked as such.

1070.3 By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.

1070.4 The District shall be open to allowing memorial amenities to be placed within the Parks for community members. These may be purchased by the immediate family or community organizations servicing the Rio Linda Elverta Community. If a particular amenity shall cost more than \$10,000.00 then it will be brought before the District Board of Directors for approval. All amenities and site work shall be paid for by the immediate family or community organization requesting the amenity.

1070.4.1 Amenities shall be limited to park benches, picnic tables, or trees. The immediate family or community organization may pick the park where they want the amenity placed. The actual placement location will be finalized by the Park Planning Committee.

1070.4.2 The General Manager will have the final say as to whether a memorial amenity may be placed in a District park.

1070.4.3 Families/Community Groups will be given the option of the type of amenity to be placed (park bench, picnic table, tree). The mode and type will be determined by District Staff so that the amenity remains consistent with what is already within the park.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Retail Vendor Policy
POLICY NUMBER: 1080

1080.1 The Board of Directors of the Rio Linda Elverta Recreation and Park District authorizes retail vending in its parks under the specific guidelines herein described. The goal of this policy is to provide a positive experience for the park visitors and approval is subject to specific restrictions inherent to each park.

1080.1.1 The program is restricted to vendors who provide retail food, beverages, and other services to visitors at district parks.

1080.1.2 Vending Services must be self-contained as utilities will not be provided.

1080.1.3 The sale of alcoholic beverages, tobacco products, jewelry, chewing gum and other products not approved by the terms of this policy unless they are specifically approved by the Board of Directors.

1080.1.4 There is no guarantee that all vendors who apply will be approved.

1080.1.5 Rio Linda Elverta Recreation and Park District complies with all federal, state, and local laws. Therefore, vendors must demonstrate compliance with such requirements – generally imposed at the state and local level- for any and all required permits, licenses, and approvals.

1080.1.5.1 California Sellers Permit: Vendors are required to register with the California Board of Equalization (BOE). When a vendor registers, BOE will issue a seller's permit.

1080.1.5.2 Food Safety Certification: Applies to vendors serving non-wrapped foods. Being "Food Safety Certified" ("ServSafe") means the vendor possesses a valid certificate in food safety that confirms the individual was trained about the causes of food-borne illness, its prevention and passed an approved examination.

1080.1.5.3 The District requires that all food vendors possess a Department of Environmental Health Management permit and all State and County Permits to sell food.

1080.1.5.4 Business License: All businesses operating in the County of Sacramento must possess a Fictitious Business Name Statement from the County Department of Finance.

1080.1.5.5 Worker's Compensation: is required for all vendors who have employees, and a certificate of insurance showing evidence of current coverage if necessary. If a vendor has no employees and only uses owner(s), independent contractors, partners, or immediate family to staff the vendor's business operation, an affidavit must be executed with the District where vendor certifies that they are exempt for securing Workers Compensation Insurance.

1080.1.6 Relationship between vendor and District: If an applicant is approved, the following is required before a vendor may start operations:

1080.1.6.1 An agreement must be executed by the district and the vendor.

1080.1.6.2 A vendor permit must be issued by the district, and it must be displayed whenever the vendor is in operation.

1080.1.6.3 The vendor must agree that any permit issued by Rio Linda Elverta is non-transferable, temporary, does not result in the vendor vesting any right to operate on district property except as permitted in the permit agreement, and that a permit shall not be interpreted as creating any partnership, joint venture, or agency relationship between the district and the vendor.

1080.1.6.4 If applicant is approved, the vendor must agree not to violate any local, state, or Federal laws or regulations prohibiting discrimination in employment practices or business operations.

1080.1.6.6 A vendor has an understanding with the district that prohibits the vendor from soliciting the sale of product during a **District Sponsored Event** without written advanced approval. The vendor may be permitted to sell product in a designated area of the park, if prior written approval is received.

1080.1.6.7 Any vending License issued will not convey exclusive rights to the permittee for products, merchandise, services or location unless expressly stated on the issued permit.

1080.1.6.8 Violators of this policy will be cited according to Sacramento County Code (SCC #9.36.053), which prohibits the sale of items to the public within the boundaries of the park.

1080.2 APPLICATION FORM

This application is neither an offer of space, nor a guarantee of space. Further, Rio Linda Elverta Recreation and Park District (RLERPD) reserves the right to refuse to process any application that is determined to be incomplete. Submission of an application does not obligate RLERPD to issue a vending license, and RLERPD will not pay any type of commission, nor will it compensate applicants for any costs incurred to prepare an application.

Name of Applicant: _____

Business Name ("DBA") _____

My business is: Sole Proprietorship Partnership Home-based business
 Non-profit corporation For Profit Corporation or LLC (Corp name): _____
 Foreign Corporation that can legally operate in California
(Incorporated in _____).

Authorized representative name and contact information

Name _____ Email Address _____

Address _____ Daytime phone #: _____

CA Seller's Permit #: _____ Federal Tax ID #: _____

Health Permit #: _____ Worker's Comp Carrier _____

Insurance Carrier _____ Policy #: _____

1080.3 SUMMARIZE PROPOSED ACTIVITIES

Identify and describe the type of retail activity in which you propose to engage. Be as specific as possible.

Food/Beverages:

Include or attach a proposed menu and drink size. Please identify all prices!

Note: Vendors must present evidence of current Sacramento County health department permit(s) that authorizes the proposed equipment and the sale of all proposed items.

Note: Vendor licenses will prohibit the sale of alcoholic beverages, tobacco products or chewing gum.

Note: District parks where electrical outlets are available vendors understand that a fee of \$10.00 an hour will be assessed.

Note: Vending allowed by permit only.

1080.4 Applicant Signature and Consent

The signature(s) below attest to applicant(s) having thoroughly reviewed and understood this application information; having researched all requirements; having provided complete and accurate background checks as authorized by law, you confirm your understanding that the Rio Linda Elverta Recreation and Park District will perform background checks as authorized by law, after all necessary fees are received in advance. Please sign and date below before submitting to RLERPD with the non-refundable application fee of \$100 – Checks payable to RLERPD.

Thank you,

Printed Name

Printed Name

Signature

Signature

Date

Date

1080.5 Personal Disclosure Statement for Background Check

If more than one background check will be required because of a number of employees, make photocopies and attach. Use additional sheets of paper to fully respond to questions asked. Note: Each additional background check is \$50 payable to RLERPD.

Respond to the following questions:

1. If requested, would you be able to provide documentation demonstrating that you are legally entitled to work in the United States?

Yes _____ No _____

2. Has your driver's license (issued by CA or elsewhere) ever been revoked or suspended?

Yes _____ No _____

If yes, please explain: _____

3. Has any permit or license previously granted to you ever been revoked or denied?

Yes _____ No _____

If yes, please explain. Use additional paper to describe type of permit/license, issuing jurisdiction and circumstances that resulted in revocation or denial.

Rio Linda Elverta Recreation and Park District

Vendor Permit

Signature

Good From: _____ to: _____

Rio Linda Elverta Recreation and Park District

Vendor Permit

Signature

Good From: _____ to: _____

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Public Relations

POLICY NUMBER: 1090

1090.1 Public Relations is the function of communicating the District's policies and procedures to the public in order to gain the citizen's support and involvement with public recreation and parks as presented by the Rio Linda Elverta Recreation and Park District.

1090.2 Goals of Public Relations

1090.2.1 To maximize citizen understanding and awareness of the philosophy of recreation, both organized and unorganized, and its importance in people's lives, with special emphasis on the philosophy and goals of Rio Linda Elverta Recreation and Park District.

1090.2.2 To encourage citizen participation and support of the activities and programs sponsored by the District.

1090.2.3 To keep the public informed of the events, activities, and programs sponsored by the District.

1090.2.4 To keep the District Board and Staff informed of public desires and/or needs pertinent to park and recreation program users.

1090.2.5 To convey, interpret and advocate District policies and procedures to the public.

1090.2.6 To inform and instruct the public concerning park philosophy in general, with special emphasis on Rio Linda Elverta Recreation and Park District.

1090.3 Public Relations Responsibilities

1090.3.1 Each and every individual connected either directly or indirectly with the professional functioning of the District is responsible for carrying out Public Relations with residents and non-residents alike. All actions and services performed by District employees are part of public relations. All volunteers, part-time and full-time employees are responsible for representing the District in a manner that is polite, courteous and competent at all times.

1090.4 Community Groups/Organizations

1090.4.1 It shall be the policy of the District to encourage participation by all employees in Community Service organizations. (Examples would be Rotary Club, Kiwanis Club, Lions or other organization).

1090.4.2 The Board of Directors will have the authority to provide reimbursement of the membership fees if deemed appropriate.

1090.4.3 Fee paid will be limited to membership fees and not meals or other related items.

1090.4.4 Those staff members that have membership fees reimbursed shall provide monthly reports to the Administrator identifying programs, projects or other issues that have mutual benefits for both the District and service club.

1090.5 Media Relations: News releases other than routine program announcements deemed worthy of public information may be written by a District employee and must be approved by the General Manager or Supervisory Authority and processed as such for public dissemination.

1090.6 Contacts by the Media: Contracts by the press, radio or television station should be handled as follows:

1090.6.1 If a specific incident has occurred for which information is sought, answer with facts only. Do not engage in conjecture or offer personal opinion. Immediately following any media contact, notify the General Manager.

1090.6.2 Any inquiries concerning policies or procedures must be directed to the District Administrator.

1090.6.3 Inquiries about incidents that by their nature (e.g. accidents) imply potential liability or lawsuits must be referred to the General Manager.

1090.7 General Manager's Responsibilities

1090.7.1 The implementation of this section as adopted by the Board

1090.7.2 The formation and development of a comprehensive District Public Relations Program. This responsibility may be delegated to an appropriate employee. This program will include;

1090.7.2.1 An in-service training session for full-time and part-time employees on the importance of Public Relations

1090.7.2.2 The proper procedures for handling complaints.

1090.7.2.3 The importance of courtesy when dealing with the public.

1090.7.2.4 Other procedures and topics concerning the operation of the District deemed beneficial to Public Relations.

1090.8 Public Relations is Delegated to the Division Heads

1090.8.1 Recreation Division Responsibilities: Effective Public Relations should be built on a solid base of quality programs. Quality programs should be responsive to the desires of District residents. All recreation programs involving children less than twelve (12) years of age will have a published beginning and ending time which will be adhered to Program brochures, flyers, web site and social media representations of the District and programs will be professional, accurate and positive.

1090.8.2 Park Division Responsibilities: Clean and well-kept parks, landscapes and facilities and factors that influence effective facilities; therefore, our area and facilities should be properly maintained in a clean, safe and sanitary condition at all times.

1090.8.3 Administrative Division Responsibilities: Establishment of office procedures, e.g., how to answer the phone properly to enhance and to promote favorable rapport with the public. Facilitate the distribution of information to the public ensuring that all forms are user friendly and the information is up to date. Prompt courteous service at the registration counter.

1090.9 Written Communication

1090.9.1 All correspondence addressed to individuals or organizations outside the District will be typed with an original on the District's printed stationery with a minimum of one copy, which will be placed in the central file. Other copies may be made for other interested staff upon request.

1090.9.2 Official correspondence (District Letterhead) directed to outside the District which requests or commits manpower or resources, is negative or critical, or recommends an action must be approved by the General Manager.

1090.9.3 Personal correspondence directed outside the District may not include official District job titles.

1090.9.4 No one Board member or employee can communicate for the entire Board of Directors without Board approval.

1090.9.5 Internal (inter-office) written communication shall take whatever form as may be appropriate.

1090.10 Oral Communications

1090.10.1 District employees will handle all telephone, e-mail, and person to person communications in a positive and courteous manner.