SDLF **SPECIAL DISTRICT LEADERSHIP FOUNDATION**

SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Valid
3 Years from date of award

Application Cost
FREE

Electronic Filing is preferable
info@sdlf.org

District Receives
- Certificate for display (covering 3 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media and the CSDA eNews
- Window cling

Basic Requirements

Current Ethics Training for All Board Members *(Government Code Section 53235)*
☒ Provide names of board members and copies of training certificates along with date completed

Current Harassment Prevention Training for Supervisory and Non-Supervisory Employees
(Government Code section 12950.1; 53237.1)
☒ Provide training log or certificates confirming completion along with dates completed

Compliance with the Ralph M. Brown Act *(Government Code Section 54950 et. al)*
☒ Provide copy of current policy related to Brown Act compliance
☒ Provide copy of a current meeting agenda (including opportunity for public comment)

Adoption of Policy Related to Handling Public Records Act Requests
☒ Provide copy of current policy

Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses
(Government Code Section 53232.2 (b))
☒ Provide copy of current policy

Annual disclosure of board member or employee reimbursements for individual charges over $100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation. *(Government Code Section 53065.5)*
☒ Provide copy of the most recent document and how it is accessible

Timely Annual Filing of State Controller's Special Districts Financial Transactions Report and Compensation Report
(Government Code Section 53891, 53892)
☒ Provide copy of most recent filings
SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

Conduct Audits As Required By Law *(Government Code Section 26909 and 12410.6)*
☒ Provide copy of most recent audit, management letter, and a description of how/where documents were made available to the public

Other Policies – Have Current Policies Addressing the Following Areas
Provide copies of each:
☒ Conflict of Interest
☒ Provide copies of Form 700 cover sheet for board members and general manager
☒ Code of Ethics/Values/Norms or Board Conduct
☒ Financial Reserves Policy
☒ Records Retention Policy

Website Requirements

Maintain a district website with the following items Required. *(provide direct website links for each item) - Required items available to the public:*

- [X] Names of board members and their full terms of office to include start and end date
- [X] Name of general manager and key staff along with contact information
- [X] Election/appointment procedure and deadlines
- [X] Board meeting schedule
  (Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a))*
- [X] District's mission statement
- [X] Description of district's services/functions and service area
- [X] Authorizing statute/Enabling Act (Principle Act or Special Act)
- [X] Current district budget
- [X] Most recent financial audit
- [X] Archive of Board meeting minutes for at least the last 6 months
- [X] Link to State Controller's webpages for district's reported board member and staff compensation *(Government Code Section 53908)*
- [X] Link to State Controller's webpages for district's reported Financial Transaction Report *(Government Code Section 53891 (a))*
- [X] Reimbursement and Compensation Policy
- [X] Home page link to agendas/board packets *(Government Code Section 54957.5)*
- [X] SB 272 compliance-enterprise catalogs *(Government Code Section 6270.5)*

Additional items – *website also must include at least 4 of the following items:*

- [X] Post board member ethics training certificates
- [X] Picture, biography and e-mail address of board members
- [X] Last (3) years of audits
- [X] Financial Reserves Policy
- [X] Online/downloadable public records act request form
- [X] Audio or video recordings of board meetings
- [X] Map of district boundaries/service area
- [X] Link to California Special Districts Association mapping program
- [ ] Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)
- [X] Link to www.districtsmakethedifference.org site or a general description of what a special district is
- [ ] Link to most recently filed FPPC forms

Outreach/Best Practices Requirements - *(Must complete at least 2 of the following items)*

Regular district newsletter or communication (printed and/or electronic) that keeps the public, constituents and elected officials up-to-date on district activities *(at least twice annually)*

- [X] Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom

Community notification through press release to local media outlet announcing upcoming filing deadline for election or Appointment and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline For consideration of new appointments for those districts with board members appointed to fixed-terms)

- [X] Provide copy of the press release (and the printed article, if available)

Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (at least every 5 years)

- [ ] Provide brief description of the survey and process used as well as the general results

Special Community Engagement Project

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- [ ] Submit an overview of the community engagement project reviewing the process undertaken and results achieved

Hold annual informational public budget hearings that engage the public (outreach, workshops, etc.) prior to adopting the budget

- [X] Provide copy of most recent public budget hearing notice and agenda

Community Transparency Review

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- [ ] Chair of the County Civil Grand Jury
- [ ] Editor of a reputable local print newspaper (only one may count toward requirement)
- [X] LAFCO Executive Officer
- [ ] County Auditor-Controller
- [ ] Local Legislator (only one may count toward requirement)
- [ ] Executive Director or President of local Chamber of Commerce
- [X] General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)
  - [X] *Provide proof of completion signed by individuals completing Community Transparency Review*
- [ ] President of local Special Districts Chapter or the Chapter designee

DISTRICT TRANSPARENCY CERTIFICATE OF EXCELLENCE APPLICATION

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District Transparency Certificate of Excellence

Submit Application
Submit this application along with all required documentation to:

Special District Leadership Foundation
1112 I Street, Suite 200
Sacramento, CA 95814
Phone: 916-231-2909 • Fax: 916-442-7889

Electronic filing is preferable.
info@sdlf.org

District:	Rio Linda Elverta Recreation and Park District		
Mailing Address:	810 Oak Lane		
City:	Rio Linda	State: California	Zip: 95673
Contact Name:	Mike Heller		
Contact Title:	General Manager		
Phone:	916-991-5929	Fax: 916-991-2892	
Email:	mheller@rleparks.com	Website: www.rleparks.com	
Assembly Member(s)*:	Kevin McCarty - District 6		
Senator*:	Angelique Ashby - District 8		
Local Newspaper(s):	The News (Serving Rio Linda, Elverta, and Sacramento County); The Sacramento Bee		
I certify that the information submitted is accurate and complete to the best of my knowledge.		Signature:	

*include all state legislators representing the district's area of operation