

RIVERDALE MEMORIAL DISTRICT

MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE

Report to the
Fresno Local Agency Formation Commission

MSR-18-04 / SOI-189

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RIVERDALE MEMORIAL DISTRICT

Maintenance of district facilities, veterans' memorial hall, and land

Contact Information

Superintendent: Lance Reddington
General Manager: Carrol Reddington
District office: 3085 W. Mt. Whitney Avenue
Riverdale, CA 93656
Mailing address: P.O. Box 464
Riverdale, CA 93656
Phone: (559) 707-6986

Management Information

District formation: 1946
Principal act: Military and Veterans code section 1170 *et seq.*
Special district powers: Own and operate public facilities for the use of war veterans, public or private organizations, and profit or non-profit organizations.

LAFCo

Authorized services:¹ Vested under Military and Veterans code sections 1170-1259

Governing body: Five directors, elected or appointed by Fresno County Supervisors (nominated by District 4 Supervisor)

Board members:	Appointed	Expires
Richard Schultz, President	2013	12/03/2021
Frances Flores, Vice-President	2015	12/06/2019
Leonard Acquistapace, Secretary	2016	12/06/2019
Gerald Leoni	2013	12/03/2021
Alan Silvera	2013	12/03/2021

Board meetings: Held on the second Tuesday, of each month at 3:00 p.m. at the District office²

Staffing: Two full-time employees and one part time employee

Service Information

Population served: 10,220 estimate
Acres served: 214,095 acres
District SOI: 214,095 acres
Infrastructure: District Memorial Hall

Fiscal Information

Budget: The district does not maintain an annual budget
Sources of funding: Annual property taxes and rental fees
Rate structure: The district did not disclose its rate structure

Administrative Policies

Policies/Procedures: Implementation of individual rental agreements per event held at the hall
By-laws: None
SOI update: 2018
SOI formed: 1976
Other: California Special District Association
Special District Risk Management Authority

¹ Pursuant to Government Code sec. 56425(i).

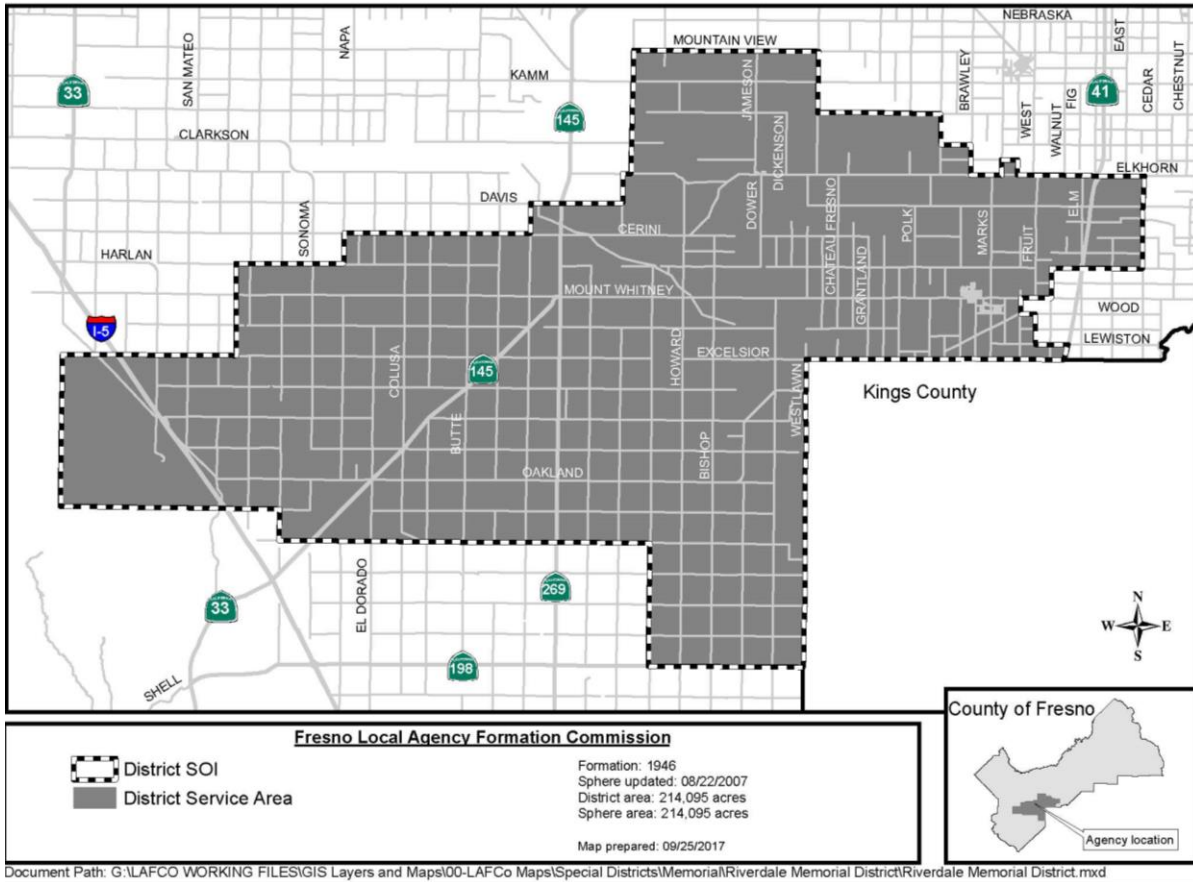
² MSR questionnaire information request.

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Riverdale Memorial District

Authorized services: provision and maintenance of public facilities



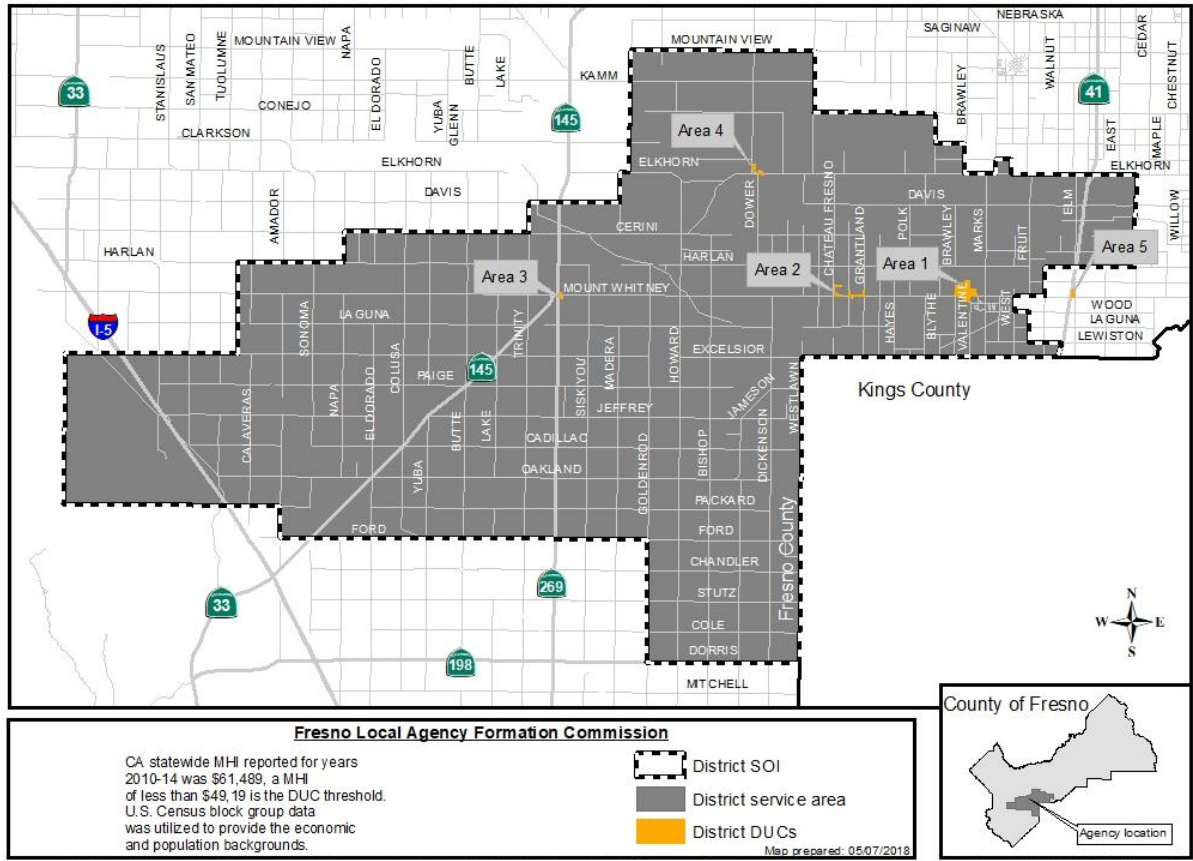
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Figure 1 – District Map

Figure 2 – DUC Map

Riverdale Memorial District

Disadvantaged Unincorporated Communities - U.S. ACS 5-year reports 2010-14



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1. MUNICIPAL SERVICE REVIEW

PRINCIPAL ACT

In 1935, the California Legislature authorized the creation of memorial districts through enactment of the California Military and Veterans Code (MVC). Memorial districts are authorized by their principal act to provide and maintain memorial halls, assembly halls, buildings, public facilities, meeting places, indoor and/or outdoor recreation facilities, park and recreation facilities for veteran soldiers, sailors, and marines who have honorably served the United States in any wars or campaigns as well as for the use of persons or organizations other than veterans.³

Riverdale Memorial District (“District”) was formed in 1946 under MVC section 1170 *et seq.*, (hereafter “Memorial District Law”) by approval of the Fresno County Board of Supervisors. The District is an independent special district governed by a five-member board of directors. As an independent special district, the District is not governed by another legislative body (either a city council or a county board of supervisors). Members of the board are elected at large and eligible candidates must be a registered voter and resident within the district boundaries. District board members are responsible for exercising powers granted by statute and their independent judgement on behalf of the interests of residents, veterans, property owners, and the community as a whole. The District’s daily activities are overseen by one full-time superintendent, a general manager, and one part-time bookkeeper.

DISTRICT SERVICE AREA

The District is solely within the County of Fresno situated slightly north of the Fresno-Kings County line. The District’s jurisdictional boundaries are generally West Mountain View Avenue to the north, Interstate 5 to the west, East Excelsior Avenue and East Dorris Avenue to the south, and East Avenue to the east (**Figure 1**). The District’s service area and sphere of influence (SOI) are coterminous and encompass approximately 214,095 acres.

According to the California Special Districts Association, there are 27 veteran memorial districts throughout the State of California.⁴ Clovis Veterans Memorial District is the only other memorial district in Fresno County. There are no incorporated cities within the District; existing unincorporated communities within the District include Riverdale, Laton, Lanare, Burrel, Five Points, and Camden.

Classified street access through the District’s service area include West Mountain View Avenue, Kamm Avenue, East Excelsior Avenue and East Dorris Avenue. Likewise, north to south-classified streets within the District service area include State Route 41, South Walnut Avenue, South West Avenue, Jameson Avenue, South Howard and Lassen Avenue.

³ MVC sec. 1191(a).

⁴ California Special Districts Association, Laws Governing Special Districts, page 19.

AUTHORIZED DISTRICT SERVICES

Under Government Code (GC) section 56425(i), “when adopting, amending, or updating a sphere of influence for a special district, the commission shall establish the nature, location, and extent of any functions or classes of services provided by existing districts.”

The scope of District services are set forth in Memorial District Law. The District is authorized by its principal act to provide and maintain memorial halls, assembly halls, buildings, public facilities, and meeting places for the use of any person and or organizations other than war veterans, and all United States war veterans or campaigns recognized by the California Constitution.⁵

As of January 1, 2018, State law was amended to authorize veteran memorial districts, subject to an election, to provide funding to providers of supportive services that improve the quality of life for veterans and their families. If these services are approved by the voters within the District through an election, memorial districts may allocate funding to assist veterans and their families with behavioral health services, counseling, social services, case management, affordable housing, and employment training and placement.⁶

FRESNO LAFCO MSR POLICY

A Municipal Service Review (MSR) is required in order to prepare or update a local agency’s sphere of influence. It is LAFCO’s observation that many special districts within Fresno County typically do not request or experience modifications to their service area or request an update or revisions to the commission’s adopted SOI for the subject agency.

While the Commission is not required by law to make any changes to a SOI, the commission may, at its discretion, opt to reaffirm, expand, delete a SOI, or approve, deny, or approve with conditions any changes of organization or reorganization impacting the governmental agency as a result of the information gathered during the MSR update process.⁷

In accordance with GC sec. 56066, Fresno County is the principal county. Fresno LAFCo is responsible for updating the SOI for the District consistent with GC sec. 56425(g). In order to update the agency’s SOI, Fresno LAFCo has prepared this service review consistent with GC sec. 56430.

DISTRICT GROWTH AND POPULATION PROJECTIONS

This section of the MSR will examine demographic information gathered from the US Census - American Community Survey (ACS) five-year reports for the 2011-2014 period and the Fresno County General Plan to estimate existing population and identify potential growth opportunities within the District’s service area.

⁵ VMC code sec 1191(a).

⁶ Assembly Bill 671 (Chavez), MVC section 1191 (c) (1).

⁷ Fresno Local Agency Commission – Policy 107 – Municipal Service Review Policy.

Geographic Information System (GIS) files were derived from the U.S. Census Bureau to estimate a current population for territory inside the District. According to the ACS U.S. census tracts/block group units located within the District, there is an estimated total population of 10,220 people inside the District's boundaries.⁸ The population estimates does not exactly match the boundaries of the District, but it provide a basis for reviewing possible future demands for services in the areas served by the District.

County of Fresno is the land use authority for all territory inside the District's service area. The District's service area is sparsely populated, and there are no cities within the District. The following descriptions summarize the unincorporated communities within the District's service area:

- **Riverdale** - The community of Riverdale is recognized as a Census Designated Place by the U.S. Census Bureau. According to the U.S. Census, Riverdale has a population estimate of 4,081 people and a housing stock of 960 units.⁹ Fresno County maintains a Riverdale Community Plan.
- **Lanare** - The community of Lanare is recognized as a Census Designated Place by the U.S. Census Bureau. According to the U.S. Census, the community of Lanare has a population of 304 people, and a housing stock of 82 units.¹⁰ Fresno County maintains a Lanare Community Plan.
- **Five Points** - Five Points is an unincorporated agricultural-based commercial center located at the intersection of West Mount Whitney Avenue and Lassen Avenue (SR 269) and Fresno Coalinga Road (SR 145), approximately 25 miles northeast of the City of Coalinga. While Five Points did not participate in the past Census counts using the Fresno County Standards of population density (3.1 persons per dwelling unit) for residential uses, LAFCo staff estimates approximately 46 people and a housing stock of approximately 15 dwelling units. Fresno County does not maintain a land use plan for Five Points, however this community is depicted in the Fresno County General Plan countywide land use diagram.
- **Burrel** - Burrel is an unincorporated settlement located near the intersection of South Jameson Avenue and West Elkhorn Avenue in Fresno County, approximately 13 miles southeast of the City of San Joaquin. While Burrel did not participate in the past Census counts using the Fresno County Standards of population density (3.1 persons per dwelling unit) for residential uses, LAFCo staff estimates approximately 49 people and a housing stock of approximately 16 dwelling units exist in the Burrel area. Fresno County does not maintain a separate land use plan for Burrel.
- **Camden** - Camden is an unincorporated settlement located near the intersection of East Mount Whitney Avenue and State Route 41 in Fresno County, approximately 3 miles

⁸ Calculated population by LAFCo based on nine US census tracts, 4 block group units within the District. November 27, 2017.

⁹ U.S. Census, American Fact Finder – American Community Survey 5 year estimates, 2011-15, Riverdale CDP, California. Accessed, May 31, 2017.

¹⁰ U.S. Census, American Fact Finder – American Community Survey 5 year estimates, 2011-15, Lanare CDP, California. Accessed, May 30, 2017.

east of Riverdale. While Camden did not participate in the past Census counts using the Fresno County Standards of population density (3.1 persons per dwelling unit) for residential uses, LAFCo staff estimates approximately 93 people and a housing stock of approximately 30 dwelling units.¹¹ Fresno County does not maintain a separate land use plan for Camden.

The Fresno County General Plan designates the majority of the land within the District for agricultural uses with the exception of the unincorporated communities.¹² According to the Fresno County General Plan, the unincorporated communities and rural residential settlements described in this section of the MSR have historically experienced little growth since their establishment and substantial population growth is not anticipated.¹³

Services provided by the District do not facilitate, support, or induce population growth. The District does not plan to grow beyond its existing service area. LAFCo expects that District growth will occur through the expansion of its existing public facilities or the purchase/lease of real property within the District boundaries. The District's SOI is consistent with the Commission's 20 to 25-year planning horizon for SOIs.

DISADVANTAGED UNINCORPORATED COMMUNITIES

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) requires LAFCo to make determinations regarding "disadvantaged unincorporated communities" ("DUCs") when considering a change of organization, reorganization, SOI expansion, and when conducting municipal service reviews.

For any updates to a SOI of a local agency (city or special district) that provides public facilities or services related to sewer, municipal and industrial water, or structural fire protection, the commission shall consider and prepare written determinations regarding the present and planned capacity of public facilities and adequacy of public services, and infrastructure needs or deficiencies for any disadvantaged unincorporated community within or contiguous to the SOI of a city or special district.

GC sec. 56033.5 defines a DUC as: i) all or a portion of a "disadvantaged community" as defined by sec. 79505.5 of the Water Code (territory with an annual median household income (MHI) that is less than 80 percent of the statewide annual median household income and as defined in GC sec. 56046 and WC sec. 79505.5); and a status of ii) "inhabited territory" (12 or more registered voters), as defined by GC sec. 56046, or as determined by Commission policy. Fresno LAFCo policy further refines the definition of a DUC as having at least 15 dwelling units at a density not less than one unit per acre.

Geographic Information System (GIS) files were derived from the US Census Bureau's American Community Survey (ACS) compiled for the five-year period 2010-2014 to identify the demographic composition for the various census geographies. Although the ACS provides annual and three-year estimates, the five-year reports between years 2010-2014 provide more

¹¹ Fresno County General Plan Policy Document, Residential Uses. Page 2-1

¹² Fresno County General Plan Countywide Land Use Diagram, Figure LU-1a.

¹³ Fresno County General Plan Agriculture and Land Use Element, page 2-26.

precise data and mapping information for analyzing small populations. The five-year reports are the most reliable form of information generated by the US Census bureau.¹⁴ The statewide MHI reported for years 2010 through 2014 was \$61,489. Hence, the calculated threshold for a DUC is any geographic unit with a reported MHI that is less than \$49,191. The census block group data was utilized to provide the economic and population backgrounds for this section of the MSR.

The District encompasses census geographic units that meet the Water Code definition of Disadvantaged Communities based on their reported MHI levels alone. LAFCo notes that District services include the ownership and maintenance of its public facility for the use of war veterans, any person/s, and or any organization other than war veterans. For the purpose of this MSR, residents within the District are eligible to benefit from District services. Services provided by the District are not related to sewer, municipal and industrial water, or structural fire protection.

Within the District, five unincorporated communities and settlements meet at least three DUC indicators, as defined by commission policy. The five communities are shown on **Figure 2 – DUC Map**, and have been previously described in the District Growth and Population Projection section of this service review. Additional demographic information is presented as follows:

- Area 1 - The unincorporated community of Riverdale is located within U.S. census tract 77.00-block group 1 and 3. According to the US census data, census tract 77.00-block group 1 had a MHI of \$44,219 and block group 3 had an MHI of \$41,321 between years 2010-2014. This area of concern meets two DUC indicators identified by Commission Policy 106: MHI threshold and at least 15 dwelling units. The Riverdale Public Utility District provides street lighting, water, sewer, and fire protection within Riverdale.
- Area 2 - The unincorporated community of Lanare is located within U.S. census tract 77.00-block group 4. According to the US census data, census tract 77.00-block group 4 had a MHI of \$40,625 between years 2010-2014. This area of concern meets two DUC indicators identified by Commission Policy 106: MHI threshold and at least 15 dwelling units. The Lanare Community Service District provides water and a community center. The public water system is currently managed by a court-appointed receiver.
- Area 3 - The unincorporated settlement of Five Points is located within U.S. census tract 78.02-block group 1. According to the US census data, census tract 78.02-block group 1 had a MHI of \$33,214 between years 2010-2014. This area of concern meets one DUC indicators identified by Commission Policy 106: MHI threshold. LAFCo estimates that there are 12 to 14 residential dwellings units within the Five Points area.
- Area 4 - The unincorporated settlement of Burrel is located within U.S. census tract 76.00-block group 2. According to the US census data, census tract 76.00-block group 2 had a MHI of \$32,466 between years 2010-2014. This area of concern meets two DUC indicators identified by Commission Policy 106: MHI threshold and at least 15 dwelling units. LAFCo estimates that there are 15 residential dwellings units within the Burrel area.

¹⁴ US Census Bureau, http://www.census.gov/acs/www/guidance_for_data_users/estimates/.

- Area 5 - The unincorporated settlement of Camden is located within U.S. census tract 77.00-block group 1. According to the US census data, census tract 77.00-block group 1 had a MHI of \$44,219 between years 2010-2014. This area of concern meets two DUC indicators identified by Commission Policy 106: MHI threshold and at least 15 dwelling units.

For the purpose of this MSR, in the absence of a complete application filed with Fresno LAFCo, it is presumed that the identified unincorporated community within District's service area are inhabited.

DISTRICT INFRASTRUCTURE

The District owns and operates the Riverdale Memorial Hall located on 3085 West Mt. Whitney Avenue in Riverdale. The memorial hall has been built in 1956 and through the years it has held various events, including but not limited to business meetings, district board meetings, private and public social gatherings, community events, wedding receptions, and other various types of community-oriented events. The memorial hall encompasses 12,000 square feet of leasable space, and it includes the east and west ballrooms each equipped with their own kitchen area. The facility also includes a conference room and a patio area available to rent for any occasion.

The District owns and leases tables and chairs that are included with all room rentals. Any prospective renter must contact the District's general manager or superintendent to verify that the proposed function is compatible with the District hall's use criteria. If the proposed event adheres to the District's use criteria, then its facilities may be leased following execution of a contract with the District. The District's lease contract provides rental terms and conditions and outlines the renter's responsibilities on the day of the event.

During the preparation of this MSR, the District informed LAFCo that it regularly undertakes building improvement projects. By practice, the superintendent or general manager identifies necessary repairs and request the board's approval to allocate funding toward those projects. Funding approval allows staff to contract with local general contractor(s) to fulfill the project. For example, in 2016 the District upgraded the memorial hall's light fixtures and installed energy efficient lighting, ceiling fans, and new windows to reduce the District utility bills. The District informed LAFCo that its building is in adequate condition, and, as noted, is regularly maintained. Other than the District's on-going maintenance projects, the District does not have a formal building improvement program in place to identify and plan for long-term improvement projects.

The District owns three parcels within the community of Riverdale: APNs 053-260-08T, -09ST and -07T. The District's memorial hall, office headquarters, facility parking, and storage buildings are located on APNs -08T and -09T, which combined amount to approximately 2.7 acres located on 3085 West Mt. Whitney Avenue, Riverdale. APN 053-260-07T is a nine-acre parcel located west of Feland Avenue, south of Mt. Whitney Avenue, north of the Burrel Canal, and east of Haslam Avenue. The District leases this parcel to the Riverdale Rodeo Association to hold local events and festivals such as the annual Riverdale rodeo, festivities, and parades. The nine-acre parcel consists of a rodeo arena area, event rooms and seating areas, horse barn structures, open recreation space, and an enclosed unpaved parking area for events. The Riverdale Rodeo Association maintains the facilities, and primarily operates independent from

the District. Similar to the memorial hall, the District's rodeo facilities are available to the public to rent, and any prospective renter should contact the rodeo association and the District to enquire about rules and regulations for this facility.

Fresno County Public Works and Planning Division designates rodeo use of the nine-acre parcel as legal-non conforming.¹⁵ In 2008, Fresno County determined that the rodeo and its associated events and activities could continue to be operated in conjunction with the Riverdale Rodeo, which are held annually during the month of May. However, standalone uses such as outdoor concerts are not authorized without first securing the necessary entertainment permits from the District and Fresno County.

DISTRICT FINANCES

This section of the MSR considers financial information provided by District management. The District provided financial data for LAFCo's evaluation of District revenue and financial control systems related to the services it provides. The following analysis is based on annual financial audits and supportive documents made available by the District and County of Fresno Auditor-Controller/Treasurer-Tax Collector (AC/TTC) Department.

This section will evaluate the District's finances by examining its compliance with three statutes: Memorial District Law sec. 1185(a), which describes the manner in which the District shall account for its finances, and two sections of the Government Code, secs. 53891(a) and 53901, that pertain to required annual submittal of financial information. These statutes are provided in *Appendix - A*.

On January 7, 2016, LAFCo requested copies of the District's adopted budgets, and/or policy documents that summarize its operation to evaluate whether the District adheres to its principal act. The District provided audited financial statements for the fiscal years ending on June 30, 2014 and June 30, 2015. The documents presented the District financial performance over the previous fiscal year via balance sheets, cash flow statements and income statements.

Staff noted that the documents do not contain information about the District's financial *plans* or its *annual budgeting practices*. In response to staff's inquiry about the District's plans or annual budget, the District informed LAFCo that it does not adopt a budget for its activities. Instead, the District's budget practice consists only of regular financial reports presented at each District board meeting, a practice consistent with LAFCo's 2007 MSR that notes that the District does not adopt an annual budget.

GC sec. 53901 requires every local agency, within the County to file a copy of its annual budget with the county auditor of the County in which it conducts its principal operations.¹⁶ If the local

¹⁵ Fresno County, Department of Public Works and Planning letter to Riverdale Rodeo Association, Date June 17, 2008, http://riverdalerodeo.webs.com/Docs/Fresno_Co_Legal_Non-Conforming_Use.pdf.

¹⁶ GC sec. 53901. "Unless exempted by the county auditor 60 days after the beginning of its fiscal year, every local agency, ... shall file with the county auditor of the county in which it conducts its principal operations, a copy of its annual budget. ...If a local agency or special purpose assessing or taxing district does not have a formal budget, it shall file a listing of its anticipated revenues, together with its expenditures and expenses for the fiscal year in progress."

agency does not have a formal budget, this section permits it to file a listing of its anticipated revenues, together with its expenditures and expenses for the fiscal year in progress. The adoption of an annual budget is neither a requirement of the District's principal act, nor of Government Code. Further, Fresno LAFCo has no specific policy that encourages local agencies to adopt an annual budget. Nonetheless, LAFCo staff calls attention to the lack of an annual budget under the heading, "Issue of Note," later in this review.

The AC/TTC Special District Accounting Department annually requests via mailed notice that all special districts that have funds on deposit with Fresno County to complete a Special District Organization Data Form in lieu of submitting an annual budget.¹⁷ To date, the District has not provided Fresno County with a complete Special District Organization Data Form as required by GC 53891(a). This will be discussed further under "Issue of Note."

On March 27, 2018, LAFCo staff met with the District's general manager and bookkeeper to enquire about the District's financial management practices. The District staff expressed that because District revenue is modest, the District has not established annual budgets. The District informed LAFCo that the superintendent and general manager have over 25 years of work experience with the District, are well-known residents, and both implement frugal techniques in managing the District's finances. For example, the District's bookkeeper informed LAFCo that the District pays its monthly expenses on time, and it does not spend any money that is not available in its bank account.¹⁸ By practice, the District board only authorizes facility maintenance expenditures that can be fully funded by the District. The District informed LAFCo that it annually receives sufficient revenues (property taxes and rental sales) to fund the District's operational costs.

Additionally, the District maintains its administration and rental costs low by allowing staff to manage the facility remotely, and improvement projects are contracted with local contractors on an as-needed basis. The District informed LAFCo that the superintendent and general manager work around the clock and are normally in and out of the memorial hall. Access to the District's facilities are available to the public primarily by appointment only, or on event days.

Memorial District law requires the District to prepare an annual financial report that shall contain "information and related data in such detail as may be necessary to accurately disclose its financial condition and operations during the preceding fiscal year:

- (1) Assets and liabilities at the beginning and end of the fiscal year.
- (2) Receipts of any kind and the sources thereof.
- (3) Disbursements of any kind and the purposes thereof.
- (4) A list of all contracts, transactions, agreements of other obligations entered into."¹⁹

During the spring of each year, the District prepares biennial financial statements reporting its financial activities that occurred between July 1st and June 30th of the previous two years. During that time, an independent certified public accountant inventories the District's compliance with generally accepted accounting principles, state laws and local regulations. The

¹⁷ Fresno County AC/TTC, Consolidated Year End Information Request, <http://www.co.fresno.ca.us/Home/ShowDocument?id=1569>.

¹⁸ District communication with LAFCo, March 27, 2018 meeting.

¹⁹ MVC sec. 1198.5.

District is then required to file its financial statements with the Fresno County AC/TTC Financial Reporting and Audits Department. According to AC/TTC staff, the District's next audited financial statement submittal is due by end of 2019, which will need to audit fiscal years ending June 30, 2017 and June 30, 2018.²⁰

Since the District does not prepare an annual District budget, LAFCo evaluated information presented in the District's audited financial statements for fiscal years ending on June 30, 2014, June 30, 2015, and June 30, 2016, to determine the District's financial conditions and ability to continue providing its service.

The District's primary source of revenue is the annual property tax charged to all parcels within the District's boundaries. The District receives its share the 1% property tax based on its pre-Proposition 13 level of taxation through the Fresno County AC/TTC. In 2017, the District received \$89,285 in property taxes charged to all parcels within the District.²¹ Furthermore, the District generates revenues from facility rental fees and services, intergovernmental agreements, operation grant via community contributions, and capital grants.²² The District informed LAFCo that rental revenues fluctuate and are difficult to project on an annual basis; however, room rental reservations provide a better estimate on a monthly basis.²³

According to the District's audited financial statements, the District reports its financial activities in one operating general fund structure. The District's general fund accounts for all financial revenues and transactions, unless an item requires a specific account to be created to monitor financial activity. Amounts reported as program revenue include facility rental charges, property taxes, and rates charged to customers for goods and services.

As shown on Table 1 - RMD - Revenue, Expenditures, and changes in Fund Balance, the District reported these line items in its fund balances for the years ended June 30, 2016 and June 30, 2015. The District uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.²⁴

According to the District's Audit, at the end of June 30, 2016, the District's assets exceed its liabilities by \$481,223. Of this amount, unrestricted net position of \$170,860 may be used to meet the District's ongoing obligations to customers and creditors. As of June 30, 2015, assets exceeded liabilities by \$469,532 with unrestricted net position equaling \$182,134.²⁵ Total net position increased by \$11,691 for the year ended June 30, 2016. For the year ended June 30, 2015, total net position decreased by \$20,341.

During that same time period, the District's fixed assets increased by a net of \$22,965. The increase was attributed to the purchase of building improvements and equipment less depreciation. Depreciation expense, the ratable amortization of the cost of fixed assets,

²⁰ Telephone conversation with AC/TTC staff May 22, 2018.

²¹ Fresno County Auditor-Controller/Treasurer-Tax Collector, Schedule of Levies Fiscal Year 2016-2017, January 10, 2017.

²² Riverdale Memorial District, Report on Audit of Financial Statement for Year Ended June 30, 2015.

²³ District communication with LAFCo, March 27, 2018 meeting.

²⁴ Riverdale Memorial District, Report on Audit of Financial Statement for Year Ended June 30, 2016.

²⁵ Riverdale Memorial District, Report on Audit of Financial Statement for Year Ended June 30, 2016.

amounted to \$25,444 for the current year. Prior year depreciation was \$24,528. During the prior year, there was no capital outlay.

Table 1 – RMD - Revenue, Expenditures, and changes in Fund Balance

	2016	2015
Revenue		
Property Taxes	\$83,668	\$83,031
Rent	\$21,819	\$23,602
Other	\$2,215	\$872
Interest	\$2,206	\$1,726
Intergovernmental	\$889	\$928
Total Revenue	\$110,797	\$110,159
Expenditures		
Salaries and wages	\$37,620	\$37,620
Repairs and maintenance	\$12,299	\$3,468
Utilities	\$10,218	\$9,233
Insurance	\$4,877	\$5,228
Employee benefits	\$2,878	\$2,878
Professional and specialized	\$1,839	\$1,694
Services and supplies	\$1,533	\$2,864
Other	\$803	\$522
Communications	\$751	\$669
Election	\$375	
Dues and subscriptions	\$226	\$211
Office supplies and postage	\$182	\$238
Bank charges	\$61	\$365
Security		\$300
Capital Outlay	\$48,409	
Total Expenditures	\$122,071	\$65,290
Net change in fund balance	(\$11,274)	\$44,869
Fund Balance, Beginning of year	\$182,134	\$137,265
Fund Balance, end of year	\$170,860	\$182,134

The auditor’s report indicates that at the time the financial audit was performed, the District’s financial practices conformed with generally accepted accounting principles (GAAP) applicable to state and local governments.

As of June 30, 2016, the District showed \$1,775 as cash on hand, \$36,083 cash in bank, and \$133,704 in the County of Fresno Treasury. The District has an estimated total of \$171,562 in cash within its three cash accounts.

Issue of Note – lack of an annual financial budget/long-range plan

This issue of note highlights an opportunity for the District to consider the benefits of adopting an annual budget and preparing a long-range service plan.

The preparation of financial statements in conformity with generally accepted accounting principles requires local agencies management to make estimates and assumptions regarding its finances. As noted earlier in this review, Military and Veterans code 1198.5.(a) requires the secretary of the District to annually prepare a financial report signed by the board of directors containing the following information and related data in such detail as may be necessary to accurately disclose its financial condition and operations during the preceding fiscal year.

However, in contrast to an annual financial report, *an annual budget is public participation process* that balances District’s current and future financial capacity with the community’s vision for District facilities and services. The main difference is the public process as well as the scope of data considered. If a financial statement is a “snapshot” of the District’s financial conditions, an annual budget and service plan is a “forecast” of community needs over a longer-range timeframe and how the District will manage its resources to achieve this goal. The budget is the financial part of a long-range plan for the District. The planning process provides the community with greater transparency into the operation and management of the District, which, theoretically, builds community support for the District’s activities and direction. A budget outlines a district’s spending plan for the funds it collects from its constituency, and it is an integral part of demonstrating financial accountability and transparency to its taxpayers. A budget insures that an agency has enough resources and controls to continue funding its operation. The benefits of an annual budget process have been noted by the Special District Leadership Foundation; one of the fundamental actions of a high performing special district, according to the SDLF, is when a “board approves and annual balanced budget in an open and public meeting and periodically reviews revenue and expenses for compliance with the budget.”²⁶

The District’s ability to maintain its public facility open for service relies on its ability to fund a series of capital projects based on cash-on-hand, rather than from a long-range financial and service plan that would be reassessed annually through the budget process. This process would include forecasts of anticipated revenues and expenditures for the upcoming year, and facilitate establishment of an emergency reserve.

During the preparation of this MSR, District staff informed LAFCo that they are willing to draft a preliminary budget; however, this item will first need to be presented to the board, and ultimately the board will provide staff direction.²⁷

Although the District prepares annual audited financial statements, LAFCo notes that the balance sheets included in the audit do not contain enough information to allow LAFCo to evaluate whether the District has reasonable financial policies or financial controls in place to budget beyond the day-to-day operation of the District.

²⁶ https://docs.wixstatic.com/ugd/e1128e_fcdd3b0e5f6a474d9f1bad253859ec3a.pdf.

²⁷ March 27, 2018, meeting of LAFCo staff with the District’s general manager.

PUBLIC FACILITIES, OPPORTUNITIES FOR SHARED FACILITIES

This section of the MSR considers the use of shared facilities, and their potential to offset costs or promote greater efficiency in provision of services within the region. The District has two assets, the memorial hall and land that is leased to the Riverdale Rodeo Association. The District shares its facilities for a rental fee. At the time this MSR was prepared, there were no opportunities identified for additional shared facilities that would present a benefit to the Riverdale Memorial District.

The District's service area overlaps with the following types of special districts:

- Kings River Conservation District
- Lanare Community Service District
- Kingsburg Hospital District
- Consolidated Irrigation District
- Riverdale Irrigation District
- Riverdale Public Utilities District
- Oak Grove Cemetery District
- Consolidate Mosquito Abatement District
- Riverdale Public Utility District
- Liberty Water District
- West Fresno County Red Scale District

GOVERNMENT ACCOUNTABILITY

This section of the MSR considers various topics, such as compliance with state disclosure laws, the Brown Act, public participation, i.e. open meetings, accessible staff, election processes, and the agency's governing structure. Additionally, this section of the MSR considers the agency's level of participation with the Commission MSR program.

Memorial District Law requires each memorial district to have a board comprised of at least five members to govern the District's operation. At least three of the five available seats on the District board must be designated for veterans as required by VMC section 1197.

The District is an independent special district governed by a five-member board of directors, and functions independently from the County of Fresno. The District is not governed by another legislative body (either a city council or a county board of supervisors). Members of the board are elected at large and eligible candidates must be a registered voter, resident within the district boundaries, and a minimum of three board seats must be designated for veterans.

Board members are responsible for exercising powers granted by statute and their independent judgement on behalf of the interests of residents, property owners, veterans, and the community as a whole. As elected officials, board members are accountable to the voters in the District. The current District board of directors' terms are staggered and two board seats are set to expire in 2019 and three in 2021. LAFCo could not determine the District's last contested election date; and, based on available information all board members have been appointed by the Fresno County Board of Supervisors, Supervisorial District 4 in lieu of elections.

Each director is required to take the oath of office prior to being appointed to the District's Board and file a Form 700s – Statements of Economic Interests—upon taking office, annually, and upon leaving office. Form 700s are disclosures of personal economic interest, help to ensure financial conflict of interest are avoided. Every two years, board members are required to participate in training that cover general ethics principles and specific laws concerning conflict of interest, prerequisites for of office and government transparency.

District board members serve as volunteers and do not receive a compensation for attending district board meetings; however, board members are entitled to be compensated for expenses incurred while performing their duties, such as travel time for training seminars, workshops, conferences.²⁸ Fresno County is not responsible for providing any income or support to the District.

The District informed LAFCo that it has an adopted "Conflict of Interest" policy, and the District implements individual rental lease contracts for each event held at the memorial hall. The District provided a copy of the District's Lease Agreement contract on March 27, 2018. During the preparation of the MSR, the District informed LAFCo that it does not have adopted bylaws or written rules and regulations.²⁹ LAFCo found that District information is not readily available to the public. This MSR establishes a baseline with regard to the function, procedures, and services that the District provides.

By historical practice, the District board annually elects one of its members to serve as president, vice-president and secretary. The District president presides at all meetings of the board, and announces its decision on all subjects, and decides all questions of orders, subjects, and signs all board ordinances and resolutions and contracts approved by the District board. The president also perform any other duties imposed by the board, after first receiving approval by at least three members of the board. In the absence of the president, the vice-president assumes all duties of the president. The secretary countersigns all contracts on behalf of the district and perform any other duties prescribed by the majority of the board.

The secretary keeps the record of all the board meetings, and acts as secretary at all board meetings and records the minutes, votes, and prepares board agendas. The secretary is the custodian of the District record, and maintains a record of all official proceedings. The District is subject to the Ralph M. Brown Act and California Public Records Act. The secretary is also tasked with the responsibility to prepare the District's annual financial report that discloses the District's financial condition and operations during the preceding year.³⁰

The District board has appointed a superintendent responsible to carry out the District's day-to-day operation, implement District policies, and oversee supporting staff and the District's public facilities. The superintendent is assisted by one general manager that manages the operation of the District's facility, including but not limited to arranging facility maintenance services, drafting rental contracts, and coordinating events to be held at the memorial hall.

²⁸ MVC sec. 1197.

²⁹ MVC sec. 1191(8).

³⁰ MVC section 1198.5 (a).

Additionally, the superintendent is assisted by one part-time bookkeeper that oversee the District's financial books. The bookkeeper reports directly to the superintendent, and he/she manages the District's revenues and expenditures, bank accounts, billing rates, and payroll. The bookkeeper and superintendent meet on a monthly basis to update the District's finances.

The District informed LAFCo that District staff and board members are well-known members of the community. District staff members are usually available on site; however, often times are in and out of the memorial hall facility. The District's contact information is posted at the memorial hall's main entrance, and at the announcement monument. Prospective renters or visitors are encouraged to call the District's phone line prior to visiting the memorial hall. The District informed LAFCo that District staff lives in close proximity to the memorial hall and are readily available to meet interested visitors in short notice. The District's facilities are staffed on dates that the hall is rented, including Saturday or Sunday events.

Regular board meetings are held at 3:00 p.m. on the second Tuesday of each month at the Riverdale Memorial District office located at 3085 W. Mt Whitney, Riverdale, CA 93656. The board has the discretion to shift the date, time and place of its regular board meetings provided that there is adequate notice provided to the public. All board meetings are noticed consisted with the Ralph M. Brown Act. Prior to any board meeting, an agenda listing all items to be transacted by the board is prepared, and posted 72 hours in advance for public review at the District office main entrance. Agendas for special meetings are posted at least 24 hours before the meeting, and interested parties are contacted by District personnel. District board meetings are open to the public. Each agenda includes an opportunity for the public to address the board on items not on the agenda, and within the jurisdiction of the District.³¹

The District is a member of the California Special District Authority (CSDA) and Special District Risk Management Authority (SDRMA). The CSDA is the association that provides a strong voice for all independent special districts in the State by promoting legislative representation, educational resources, and support. The SDRMA provides the District general liability insurance and workers compensation insurance.

Issue of Note – lack of district policy/bylaws

Memorial District Law sec. 1198 enumerates that the District board “may establish rules for proceedings of the board.” As noted earlier in this review, the District has conditions of use for its facilities. The District's government structure, though compliant with Memorial District Law, can be seen as a floor, not a ceiling, for special district transparency and accountability. Compliance is a minimum standard but is not the same as bylaws that establish standard operating procedures or adopt policies and procedures that discloses the District's governmental structure, defines specific roles, duties, and responsibilities for each board member, identify all District public facilities, disclose its day-to-day operation and staff officers/titles.

Written policies support government accountability and transparency, specifically associated with District procedures and financial budgeting.

³¹ MSR Questionnaire, District written response to LAFCo's information request.

LAFCo observes that MVC section 1198 enables memorial districts to establish rules for proceeding of its board meetings, and to this end the District staff informed LAFCo that existing board members are well-experienced in local governance; at least two board members serve on other governing boards and are familiar with running public meetings.

It has been LAFCo's MSR experience that many special districts would benefit from having written and accessible procedural rules that disclose the District's structure and how it conducts business. Notwithstanding the District's statements about the experience of its board and staff, those benefits could be lost if those individuals are no longer able to serve in these capacities.

The potential benefit from improvements to the District financial planning (budgeting) and reporting (annual submittals of financial data to the AC/TTC) have been described in this review, and, if implemented, would increase the *institutional* public accountability and transparency of the District and potentially be a bulwark against the loss of the *personal* talents and experiences of board and staff.

Historically, the District's government structure has functioned without written policies or a budget. On April 6, 2018, LAFCo provided District staff members with two bylaw template documents to consider as a starting point, with the goal that the District will consider adopting its own unique governing document. LAFCo informed District staff members the importance of establishing and maintaining up to date public policies that memorialize the District's practices and informs the community, employees, future employees, and board members about the District's responsibility. On April 24, 2018, District staff informed LAFCo that the board would consider its options, and provide staff guidance with regard to establishing district policies.

ANY OTHER MATTERS RELATED TO EFFECTIVE OR EFFICIENT SERVICE DELIVERY

None.

2. MSR DETERMINATIONS

This portion of the report addresses the factors specified in the governing statute for Municipal Service Reviews and provides analysis in conformance with GC section 56425 and Fresno LAFCo policy. Pursuant to GC section 56430, the commission has prepared the following written determinations.

1. GROWTH AND POPULATION PROJECTIONS FOR THE AFFECTED AREA

- The Fresno County General Plan designates the majority of the land within the District for agricultural uses with the exception of the unincorporated communities of Riverdale, Lanare, Five Points, Burrel, and Camden.
- According to the ACS U.S. census tracts/block group units located within the District, there is an estimated total population of 10,220 people inside the District's boundaries.
- District's services do not directly facilitate or affect the rate, location of population development, support or induce population growth. LAFCo expects that District growth will occur through the expansion of its existing facilities or the purchase/lease of real property within the District boundaries.
- Using the Commission's 20 to 25-year planning horizon for SOIs, LAFCo does not expect any population growth or need to expand services outside the District's existing boundaries. The District does not plan to grow beyond its existing service area.

2. THE LOCATION OF AND CHARACTERISTICS OF ANY DISADVANTAGED UNINCORPORATED COMMUNITY WITHIN OR CONTIGUOUS TO THE SPHERE OF INFLUENCE

- The District encompasses census tracts that meet the Water Code definition of Disadvantaged Communities based on their reported MHI levels alone. Communities within the District are eligible to receive District services.
- Five unincorporated communities and settlements meet at least three DUC indicators, as defined by the commission's policy. The recognized communities are Riverdale, Lanare, Five-Points, Burrel, and Camden.

3. PRESENT AND PLANNED CAPACITY OF PUBLIC FACILITIES AND INFRASTRUCTURE NEEDS OR DEFICIENCIES

- The District owns and operates the Riverdale Memorial Hall located on 3085 West Mt. Whitney Avenue in Riverdale. The facility is also the District's headquarters and serves as the District main rentable facility.
- The District owns three parcels within the community of Riverdale, Assessor Parcel Numbers: 053-260-08T, 09ST and 07T. The District leases APN 053-260-07T, a nine-acre parcel to the Riverdale Rodeo Association. This parcel regularly holds local events and festivals; for example the annual Riverdale rodeo, festivities, and parades.

- The District’s facilities may be leased consistent with the District’s use criteria, at a rental rate, by entering a use contract with the District.
- The superintendent identifies necessary repairs, informs the District board, and requests board approval to allocate funding toward eminent improvement projects. The District’s building facility is in adequate condition, and regularly maintained.
- The District does not have a formal building improvement program for identifying long-term improvement projects.

4. FINANCIAL ABILITY OF AGENCY TO PROVIDE SERVICES

- The District’s primary source of revenue is the annual property tax charged to all parcels within the District’s boundaries. The District receives its share the 1% property tax based on its pre-Proposition 13 level of taxation through the Fresno County Auditor-Controller/Treasurer–Tax Collector.
- The District annual income is modest, and historically the District has not seen a need to establish an annual budget. LAFCo’s 2007 MSR of the District noted that the District did not have a budget; rather, the District’s practice entails regular financial reports presented at each District board meeting.
- The District pays its monthly expenses on time, and it does not spend any money that is not available in its bank account.
- The District’s superintendent and general manager have over 25 years of work experience with the District, are well known residents, and state that they implement fiscally frugal techniques in managing the District’s finances.
- The District maintains its administration and rental costs low by allowing staff to manage the facility remotely. The superintendent and general manager work around the clock and are normally in and out of the memorial hall.
- The District prepares annual audited financial statement through contract with an independent certified public accountant. The District’s financial accounts are audited in compliance with generally accepted accounting principles, state laws and local regulations.
- The District prepares biennial financial statements reporting its financial activities that occurred between July 1st and June 30th of the previous two years. The District’s next audited financial statement submittal is due by end of 2019, which will need to audit fiscal years ending June 30, 2017 and June 30, 2018.
- At the end of June 30, 2016, the District’s assets exceed its liabilities by \$481,223. Of this amount, unrestricted net position of \$170,860 may be used to meet the District’s ongoing obligations to customers and creditors. As of June 30, 2015, assets exceeded liabilities by \$469,532 with unrestricted net position equaling \$182,134. Total net

position increased by \$11,691 for the year ended June 30, 2016. For the year ended June 30, 2015, total net position decreased by \$20,341.

- The District is encouraged to prepare an annual budget that discloses how the agency manages public funds and how it intends to fund long-range capital improvement projects.

5. STATUS OF, AND OPPORTUNITIES FOR, SHARED FACILITIES

- The District benefits from various forms of shared public facility agreements. At the time this MSR was prepared, there were no opportunities identified for additional shared facilities that would present a benefit to the Riverdale Memorial District.

6. ACCOUNTABILITY FOR COMMUNITY SERVICE NEEDS, INCLUDING GOVERNMENT STRUCTURE AND OPERATIONAL EFFICIENCIES

- The District is governed by a five-member board of directors, elected at large, and functions independently from the County of Fresno.
- Each board member is responsible for exercising powers granted by statute and their independent judgement on behalf of the interests of residents, property owners, veterans, and the community as a whole.
- The District does not have adopted written by-laws, mission statement, or other written operating guidance documents.
- During the preparation of this MSR, the District informed LAFCo that it has an adopted "Conflict of Interest" policy, and the District implements individual rental lease contracts for each event held at the memorial hall.
- District board members serve as volunteers and do not receive a compensation for attending district board meetings. District practice provides for board members to be compensated for expenses incurred while performing their duties, such as travel time for training seminars, workshops, or conferences.
- The District board has one appointed superintendent responsible to carry out the District's day-to-day operation, implement District policies, and oversee supporting staff and the District's public facilities. The superintendent is assisted by one full-time general manager and one part time part-time bookkeeper.
- Regular board meetings are held at 3:00 p.m. on the second Tuesday of each month at the Riverdale Memorial District office located at 3085 W. Mt Whitney, Riverdale, CA 93656.

7. ANY OTHER MATTER RELATED TO EFFECTIVE OR EFFICIENT SERVICE DELIVERY, AS REQUIRED BY COMMISSION POLICY

- None

3. SPHERE OF INFLUENCE UPDATE

When Fresno LAFCo updates, amends, or revises a sphere of influence for a local governmental agency within its purview, it must adopt specific determinations with respect to the following factors:

1. PRESENT AND PLANNED LAND USES, INCLUDING AGRICULTURAL AND OPEN-SPACE LANDS

- The County of Fresno is the land use authority for land located within the District.
- The Fresno County General Plan designates the majority of the unincorporated land within the District’s service area for agricultural uses and incidental rural residential.
- Limited population growth within the District is focused within the existing communities of Riverdale, Lanare, Five-Points, Burrel, and Camden.

2. PRESENT AND PROBABLE NEED FOR PUBLIC FACILITIES AND SERVICES IN THE AREA

- The District informed LAFCo that its memorial hall building is in adequate condition, and regularly maintained. The District existing facilities have sufficient capacity to meet the District’s service demand.
- The District regularly undertakes building improvement projects. By practice, the superintendent or general manager identifies necessary repairs and request the District board’s approval to allocate funding toward those projects from funds on deposit.

3. PRESENT CAPACITY OF PUBLIC FACILITIES AND ADEQUACY OF PUBLIC SERVICES THAT THE AGENCY PROVIDES OR IS AUTHORIZED TO PROVIDE

- The District’s facilities are adequate to continue supporting the District’s mission as mandated by its principal act.

4. EXISTENCE OF ANY SOCIAL OR ECONOMIC COMMUNITIES OF INTEREST IN THE AREA IF THE COMMISSION DETERMINES THAT THEY ARE RELEVANT TO THE AGENCY

- There are no social or economic communities of interest exist near the District relevant to the agency’s service provision.

5. THE PRESENT AND PROBABLE NEED FOR THOSE PUBLIC FACILITIES AND SERVICES OF ANY DISADVANTAGED UNINCORPORATED COMMUNITIES WITHIN THE EXISTING SPHERE OF INFLUENCE

- For the purposes of this section, services provided by the District do not support growth or induce population growth. Fresno LAFCo observes that services provided by the District would not present a direct benefit to a DUC as detailed in the MSR.

4. RECOMMENDATIONS

In consideration of information gathered and evaluated during the Municipal Service Review, it is recommended the Commission:

1. Receive this report and any public testimony regarding the proposed Municipal Service Review and proposed sphere of influence update.
2. Find that the Municipal Service Review is exempt from the California Environmental Quality Act pursuant to section 15306 (Information Collection).
3. Approve the recommended Municipal Service Review determinations, together with any changes deemed appropriate.
4. Approve the recommended sphere of influence determinations, together with any changes deemed appropriate.
5. Affirm the existing Riverdale Memorial District sphere of influence.
6. That the District put in practice an annual budget, and for that budget to be annually filed with the County of Fresno's Auditor-Controller/Treasure-Tax Collector, as prescribed in Government Code sec. 53901.
7. That the District establish written rules and regulations or bylaws consistent with Military Veterans Code sections 1198 and 1191(8).
8. Direct the District to report its actions in writing to the Fresno LAFCo no later than December 12, 2018. (added at the June 13, 2018 hearing)

5. ACKNOWLEDGEMENTS

This Municipal Service Review update was prepared by Fresno LAFCO. Supporting documentation was made available through the effective partnership between District staff and LAFCo. LAFCo extends its appreciation to the District for their assistance in the development of this Municipal Service Review.

Available Documentation – documents used for the preparation of this report consist of public records and are available at the Fresno Local Agency Formation Commission Office located at:

Fresno Local Agency Formation Commission
2607 Fresno Street, Suite B
Fresno, California 93721

The Municipal Service Review is available on Fresno LAFCo's website, <http://www.fresnolaftco.org/default.asp>

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APPENDIX A

MVC section 1198.5(a).

The secretary of every memorial district shall annually prepare a financial report signed by the board of directors containing the following information and related data in such detail as may be necessary to accurately disclose its financial condition and operations during the preceding fiscal year:

- (1) Assets and liabilities at the beginning and end of the fiscal year.
- (2) Receipts of any kind and the sources thereof.
- (3) Disbursements of any kind and the purposes thereof.
- (4) A list of all contracts, transactions, agreements of other obligations entered into.

(b) The board of every memorial district shall provide for the safekeeping of all records, at such places as the board may order and shall transfer such records to such boards as are subsequently elected under the provisions of this chapter.

Government Code section 53891 (a).


The officer of each local agency who has charge of the financial records shall furnish to the Controller a report of all the financial transactions of the local agency during the preceding fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available. The report shall be furnished within seven months after the close of each fiscal year and shall be in the form required by the Controller. A local agency shall submit to the Controller information on annual compensation, as described in subdivision (1) of Section 53892, for the previous calendar year no later than April 30th.

Government Code section 53901.

Unless exempted by the county auditor 60 days after the beginning of its fiscal year, every local agency, including every special purpose assessing or taxing district with the county shall file with the county auditor of the county in which it conducts its principal operations, a copy of its annual budget. The county auditor shall hold on file the annual budget of such special purpose assessing or taxing district or local agency for public inspection at all reasonable hours. If a local agency or special purpose assessing or taxing district does not have a formal budget, it shall file a listing of its anticipated revenues, together with its expenditures and expenses for the fiscal year in progress. The county auditor shall hold on file such statement for public inspection at all reasonable hours.

**FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)
EXECUTIVE OFFICER'S REPORT**

AGENDA ITEM No. 8

DATE: December 12, 2018
TO: Fresno Local Agency Formation Commission
FROM: David E. Fey, Executive Officer 
BY: George Uc, Senior LAFCo Analyst
SUBJECT: Update on Riverdale Memorial District

RECOMMENDATION: Receive and File

Executive Summary

The Commission will recall that on June 13, 2018, it conditionally approved the Municipal Service Review (MSR) and sphere of influence update for the Riverdale Memorial District. Two MSR recommendations required that the District take corrective action in its operation and a third recommendation directed the District to provide LAFCo written response no later than December 12, 2018. The MSR recommendations read as follows:

- MSR-18-04/SOI-189 #6: That the District put in practice an annual budget, and for that budget to be annually filed with the County of Fresno's Auditor-Controller/Treasure-Tax Collector, as described in Government Code sec. 53901.
- MSR-18-04/SOI-189 #7: That the District establish written rules and regulations or bylaws consistent with Military Veterans Code sections 1198 and 1191(8).
- MSR-18-04/SOI-189 #8: Direct the District to report its actions in writing to the Fresno LAFCo no later than December 12, 2018. (Added at the June 13, 2018 hearing.)

Six-Month Progress Report

During a series of conversations with the District Secretary, Lorna Roush, she informed LAFCo that on September 11, 2018, the District adopted its official bylaws, and on November 13, 2018, the District adopted its official operating budget for Fiscal Year 2018-19.

On November 29, 2018, the District Secretary, informed LAFCo of the District's fulfillment of all three MSR recommendations.

- Attachment A - RMD correspondence
- Attachment B - RMD adopted FY 2018-19 budget
- Attachment C - RMD adopted bylaws

Staff Analysis

During the six-month period, the District staff informed LAFCo that it sought ways to boost communication with its residents, potential clients, and the public at-large by launching a new social media account on Facebook. The District's Facebook account would allow staff to share District information, District events, and/or community events that amplify the District's services.

Additionally, the District is in the process of developing an official District website that will provide the public access to District information, i.e. District services, contact information, District calendar, board meeting agendas, board meeting minutes, and district bylaws.

In light of the District's progress and supportive information provided to the Commission, LAFCo staff recommends that the Commission receive and file this information and note that the District has satisfied the MSR recommendations.

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From: Riverdale Memorial District <riverdalememorialdistrict@gmail.com>
Sent: Thursday, November 29, 2018 1:36 PM
To: Uc, George
Subject: Riverdale Memorial District
Attachments: Bylaws RMD Official.doc; Budget 18-19.xlsx

County of Fresno

Internal Services Department (ISD) - IT Services

Service Desk 600-5900 (Help Desk)

CAUTION!!!

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Please check the senders email address carefully.

If you were not expecting to receive an email with attachments, please DO NOT open the file.

Forward the email to SPAM "SPAM@co.fresno.ca.us" and delete it.

Hi George,

Please find attached the recommended matters that were completed and approved:

Website started, Facebook page, Bylaws and a Budget.

<http://www.riverdaleveteransmemorialauditorium.com/>

<https://www.facebook.com/pages/category/Performance---Event-Venue/Riverdale-Veterans-Memorial-Auditorium-437069246820966/>

I feel like there was something else you needed me to address before your meeting. Can you please remind me of what that was?

Thank you,

Lorna

--

Thank you,

Lorna Roush

Riverdale Memorial District

(559)974-8260

ATTACHMENT B

RIVERDALE MEMORIAL DISTRICT Profit & Loss July 2017 through June 2018

	Jul '17 - Jun '18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
Ordinary Income/Expense							
Income							
2600 - RENTAL DEPOSITS	1,950.00	0.00	0.00	0.00	0.00	0.00	0.00
3008 - Supp-Prior Secured	52.73	33.70	0.00	0.00	0.00	0.00	0.00
3009 - SUPPL - CURRENT UNSEC	16.22	0.00	0.00	0.00	0.00	0.00	0.00
3010 - PROP TAXES - CURRENT SEC	89,122.50	0.00	0.00	0.00	0.00	0.00	0.00
3011 - SUPPL-CURRENT SECURED	1,754.71	0.00	444.77	0.00	145.57	108.24	45,140.61
3013 - SUPP-CURR UNSEC PR	7.30	0.00	0.00	0.00	7.30	0.00	0.00
3015 - PROP TAXES - CURRENT UNSEC UNCS	3,997.13	0.00	0.00	0.00	0.00	0.00	0.00
3017 - PROP TAXES - CURR UNSEC	107.07	0.00	0.00	107.07	0.00	0.00	0.00
3025 - PROP TAXES - PRIOR UNSEC	194.18	30.21	64.31	0.00	42.90	0.00	0.00
3030 - PENALTIES & COSTS-DELINQ TAXES	15.99	7.43	0.00	0.00	0.00	0.00	0.00
3380 - INTEREST	2,903.94	100.46	71.96	485.55	68.63	0.00	499.72
3475 - STATE IN-LIEU TAXES FISH & GAME	1.86	0.00	0.00	0.00	0.00	1.86	0.00
3565 - STATE IN-LIEU HOMEOWNERS PROP	826.80	0.00	0.00	0.00	0.00	0.00	0.00
4389 - FEDERAL IN LIEU - HOUSING	23.05	0.00	0.00	0.00	0.00	0.00	0.00
4500 - RENTAL INCOME							
4502 - Lion's Club Rental	1,200.00	200.00	200.00	200.00	200.00	200.00	200.00
4500 - RENTAL INCOME - Other	17,151.00	815.00	815.00	900.00	415.00	615.00	975.00
Total 4500 - RENTAL INCOME	18,351.00	1,015.00	1,015.00	1,100.00	615.00	815.00	1,175.00
4940 - OTHER INCOME	0.00	500.00	0.00	0.00	0.00	0.00	0.00
Total Income	119,324.48	1,886.80	1,596.04	1,692.62	879.40	925.10	46,815.33
Expense							
5010 - Payroll Expenses	37,620.00	1,650.00	440.00	1,854.88	3,563.31	3,563.31	3,563.31
5020 - PAYROLL TAXES	2,877.93	317.79	69.96	302.93	587.59	587.59	587.59
5025 - Accounting	1,750.00	0.00	0.00	0.00	1,750.00	0.00	0.00
5030 - BANK SERVICE CHARGES	55.00	0.00	0.00	0.00	0.00	0.00	55.00
5060 - TELEPHONE EXPENSE	1,385.69	127.25	122.58	126.90	273.86	0.00	198.21
5100 - Insurance Expense	5,153.49	0.00	0.00	81.51	0.00	0.00	0.00
5130 - REPAIRS AND MAINTENANCE	22,194.63	15.01	161.99	1,467.81	22.08	6,860.19	6,847.90
5160 - MISC EXPENSE	1,378.96	0.00	0.00	0.00	0.00	0.00	0.00
5170 - OFFICE SUPPLIES	448.45	0.00	0.00	304.45	0.00	0.00	0.00
5210 - SUPPLIES	2,445.26	0.00	0.00	594.01	0.00	0.00	0.00
5260 - UTILITIES	13,310.08	813.98	1,568.12	1,139.94	1,70.70	1,022.53	118.71
5970 - VOTING CHARGES	363.43	0.00	0.00	0.00	0.00	0.00	363.43
5999 - Reconciliation Discrepancies	-40,000.00	0.00	0.00	0.00	0.00	0.00	0.00
6250 - Dues and Subscriptions	254.00	0.00	0.00	0.00	0.00	0.00	254.00
6600 - DEPRECIATION	28,641.00	0.00	0.00	0.00	0.00	0.00	0.00
7000 - Purchase of Fixed Asset	29,285.17	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	107,160.49	2,924.03	2,382.65	5,872.43	8,257.83	12,033.82	12,969.68
Net Ordinary Income	12,163.99	-1,237.23	-766.61	-4,179.81	-7,378.43	-11,108.52	33,845.65
Other Income/Expense							
Other Expense							
5998 - Ask My Accountant	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	-10,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	2,163.99	-1,237.23	-766.61	-4,179.81	-7,378.43	-11,108.52	33,845.65

RIVERDALE MEMORIAL DISTRICT
Profit & Loss
July 2017 through June 2018

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Ordinary Income/Expense							
Income							
2500 · RENTAL DEPOSITS	0.00	0.00	0.00	0.00	0.00	1,950.00	1,950.00
3008 · Supp-Prior Secured	0.00	0.00	13.33	39.40	0.00	-33.70	52.73
3009 · SUPPL - CURRENT UNSEC	0.00	0.00	0.00	16.22	0.00	0.00	16.22
3010 · PROP TAXES - CURRENT SEC	0.00	0.00	0.00	39,518.40	0.00	4,463.49	89,122.50
3011 · SUPPL-CURRENT SECURED	326.22	98.42	179.66	0.00	304.02	147.81	1,754.71
3013 · SUPP-CURR UNSEC PR	0.00	0.00	0.00	0.00	0.00	0.00	7.30
3015 · PROP TAXES - CURRENT UNSEC UN	0.00	0.00	0.00	3,997.13	0.00	0.00	3,997.13
3017 · PROP TAXES - CURR UNSEC	0.00	0.00	0.00	0.00	0.00	0.00	107.07
3025 · PROP TAXES - PRIOR UNSEC	0.00	86.97	0.00	0.00	0.00	-30.21	194.18
3030 · PENALTIES & COSTS-DELINQ TAXES	0.00	0.00	5.78	10.21	0.00	-7.43	15.99
3380 · INTEREST	62.65	44.39	484.59	54.82	0.00	1,031.17	2,903.94
3475 · STATE IN-LIEU TAXES FISH & GAME	0.00	0.00	0.00	0.00	0.00	0.00	1.86
3565 · STATE ILL HOMEOWNERS PROP	413.40	0.00	0.00	0.00	0.00	413.40	826.80
4369 · FEDERAL IN LIEU - HOUSING	0.00	0.00	0.00	0.00	23.05	0.00	23.05
4500 · RENTAL INCOME							
4502 · Lion's Club Rental	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
4600 · RENTAL INCOME - Other	1,600.00	1,515.00	2,565.00	1,050.00	1,216.00	4,670.00	17,151.00
Total 4500 · RENTAL INCOME	1,800.00	1,715.00	2,765.00	1,250.00	1,416.00	4,870.00	19,551.00
4940 · OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Total Income	2,602.27	1,944.78	3,448.36	44,886.18	1,743.07	12,804.53	121,024.48
Expense							
5010 · Payroll Expenses	3,563.31	3,563.31	3,563.31	3,563.31	3,563.31	3,563.31	36,014.67
5020 · PAYROLL TAXES	587.59	587.59	587.59	587.59	587.59	587.59	5,978.99
5025 · Accounting	0.00	0.00	0.00	0.00	0.00	0.00	1,750.00
5030 · BANK SERVICE CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	55.00
5060 · TELEPHONE EXPENSE	0.00	98.40	328.04	0.00	110.45	0.00	1,385.69
5100 · Insurance Expense	0.00	0.00	0.00	0.00	6,030.63	-958.65	5,153.49
5130 · REPAIRS AND MAINTENANCE	90.00	200.00	582.00	815.65	1,799.25	3,332.75	22,194.63
5160 · MISC EXPENSE	0.00	0.00	0.00	0.00	16.22	1,360.14	1,376.36
5170 · OFFICE SUPPLIES	0.00	144.00	0.00	0.00	0.00	0.00	448.45
5210 · SUPPLIES	0.00	0.00	516.99	606.16	0.00	438.69	2,445.26
5260 · UTILITIES	806.01	1,211.73	1,099.27	1,804.57	972.11	0.00	13,310.08
5970 · VOTING CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	363.43
5999 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	-22,936.61	17,063.39	-5,873.22
6250 · Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	254.00
6600 · DEPRECIATION	0.00	0.00	0.00	0.00	0.00	28,641.00	28,641.00
7000 · Purchase of Fixed Asset	0.00	0.00	0.00	0.00	0.00	29,285.17	29,285.17
Total Expense	5,046.91	5,805.03	6,677.20	7,377.28	-9,857.05	83,313.39	142,783.00
Net Ordinary Income	-2,444.64	-3,860.25	-3,228.84	37,508.90	11,600.12	-70,508.86	-21,758.52
Other Income/Expense							
Other Expense							
5998 · Ask My Accountant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-2,444.64	-3,860.25	-3,228.84	37,508.90	11,600.12	-70,508.86	-21,758.52

RIVERDALE MEMORIAL DISTRICT

BYLAWS

GENERAL PROVISIONS AND GOVERNMENT

A. GENERAL

1. Formation. The RIVERDALE MEMORIAL DISTRICT is a public Memorial district formed on September 17, 1943 by resolution of the Fresno County Board of Supervisors and existing under the provisions of the laws of the State of California.

2. Purpose. The provisions of these Bylaws ("Bylaws") and Policies and Procedures ("Policies") and Rules and Regulations ("Rules") enacted by the Board of Trustees of the Riverdale Memorial District ("District") are to assist the Board of Trustees of the District as it sets policy and conducts the business and affairs of the District. It is the intent and purpose of these Policies to help clarify and define the responsibilities of the officials of the District. The purpose of these Bylaws is to supplement state law and to provide more specific guidelines for the actions of the Board of Trustees of the District by means which are fair, fiscally responsible, and protective of the interests of the people of the District. These Bylaws express the consensus of the Board as to policy matters covered but are not intended to be exhaustive nor are they intended to restrict the otherwise lawful authority of the Board. Notwithstanding any other term, provision or condition of these Bylaws, no otherwise lawful act of the Board or the officers of the District shall be invalidated by reason of any term, provision or condition of these Bylaws.

3. Roster of Public Agencies. Pursuant to Government Code § 53051, each time a change is made in the name of the District, the address of the District, or a change in the members of the governing board, a statement of facts will be filed with the Secretary of State and the Fresno County Clerk within thirty (30) days of the change.

4. Applicable Law. That which is contained in the applicable provisions of the California Health and Safety Code and applicable provisions of the California Government Code govern the actions of the District and its Board of Trustees.

B. ORGANIZATION

1. Board of Trustees. The District is governed by a Board of Trustees consisting of five (5) members elected by the Fresno County Voters. The Trustees shall hold office for four (4) years and until their reappointment or appointment of their successors. All Trustees' terms shall commence on the Board's first meeting in January following appointment and end on December 31. To the extent possible, Trustees' terms shall be staggered so that no more than two (2) Trustees' terms expire in the same calendar year. The Board shall consist of at least 3 veteran seats and may have 2 civilian seats.

BYLAWS OF THE RIVERDALE MEMORIAL DISTRICT

2. Oath. Each Trustee shall accomplish a notarized "Oath or Affirmation of Allegiance and Affidavit of Citizenship." Two copies of the form will be mailed to the Trustees by the Fresno County Board of Supervisors upon his or her appointment. One copy of the executed Oath will be forwarded to the County Clerk and one copy kept on file in the District Office.

3. Officers. The officers of the Board of Trustees shall be President and Vice President. The Board may also appoint a Secretary and, in the event any of the District's funds are withdrawn from the County and managed by the District, the Board shall also appoint a Treasurer, which person shall be bonded.

4. Election of Officers. At the first meeting in January of each year the Board shall elect a President and a Vice President to serve terms of one year. Upon the occurrence of a vacancy in one or more of the officer positions, the Board shall fill such vacancy in accordance with the law. An interim election for Board Officers may be held upon the written request of the majority of the trustees on the Board at the time.

The office of a member of the Board of Trustees shall become vacant upon:

- a. The death of the incumbent;
- b. The resignation of the incumbent;
- c. The Trustee's ceasing to discharge the duties of his or her office for the period of three (3) consecutive months, except when prevented by sickness;
- d. The physical or mental incapacitation of the incumbent due to disease, illness, or accident for a period of six (6) months or more where the remaining Board members have reasonable cause to believe that the incumbent will not be able to perform the duties of his or her office for the remainder of his or her term;
- e. His or her conviction of a felony or of any offense involving a violation of his or her official duties; or
- f. His or her refusal or neglect to file his or her required oath or required Statement of Financial Interests within the time prescribed.

5. Duties of Trustees - General. The Trustees' duties shall be legislative in nature. They shall formulate and adopt policy, rules and regulations for the operation and management of the District.

- a. Open Meetings. The Trustees shall conduct their business for the public benefit, abiding by the California "Open Meeting Law" (Govt. Code §§ 54950 *et seq.*) as interpreted by court decisions and Attorney General opinions, concerning the requirements for open meetings of governmental agencies in California.
- b. Sound Judgment. They shall exercise sound and prudent judgment in

BYLAWS OF THE RIVERDALE MEMORIAL DISTRICT

conducting the business of the District and shall deal always in an ethical, honest, straight-forward, open and above-board manner with the community, the District Manager and the staff.

c. Finances and Budgets. They shall in all ways prudently manage, preserve and account for the District's financial resources. They shall review and approve a budget annually. They shall provide, within applicable budget limitations, adequate personnel, equipment and materials for the operation and maintenance of the Riverdale Memorial District.

d. Personnel. The Board shall establish Personnel Policies which shall provide for the recruitment, selection, retention, evaluation, discipline and termination of District employees.

e. District Manager. They shall employ a qualified, competent person as District Manager who will manage, administer and supervise the District under the direction of the Board. The Manager shall serve at the will and pleasure of the Board. The Board shall conduct at least annual formal job appraisal reviews of the District Manager pursuant to a formal review process which will be developed and documented.

f. Board Studies. They shall study ways of improving the District and the services the District provides.

g. Collective Action. They shall act collectively and they will not individually involve themselves in the day-to-day operation of the District. They shall function as a Board rather than as individuals to adopt public policies and Board procedures for guidance of the Board and Staff.

h. Community Relations. They shall keep the District Manager informed of community reaction to the District's services and assist in building positive community relations.

i. Official Functions. They shall represent the District at official functions that pertain to the District as required.

j. Litigation. They shall initiate legal action when appropriate, and vigorously defend the District against unwarranted claims or demands.

k. Workshop Meetings. It is the duty of the President to call a workshop meeting upon the appointment of any new Board Member. This is to benefit the newly appointed Trustees and acquaint them with the law governing public memorial districts, District Bylaws, Policies and Procedures, Rules and Regulations, the Brown Act (Open Meeting Laws), the District's annual budget, and current issues under study by the Board of Trustees.

BYLAWS OF THE RIVERDALE MEMORIAL DISTRICT

6. Acting Secretary. The Acting Secretary shall be the District's Acting Secretary or other person selected by the Board and shall attend each regular meeting of the Board and maintain a record of all proceedings thereof as required by law. If the Acting Secretary cannot attend a meeting, the President or the District Manager shall make arrangements to have someone in attendance to properly record the Board's proceedings. It shall be the duty of the Acting Secretary to attest to all District Resolutions. The Acting Secretary shall attend all closed sessions of the Board as provided for in Government Code § 54957.2(a). The Acting Secretary shall also keep a record of Board Agendas and Board Action Synopses. The Acting Secretary is responsible for signing all legal documents and affixing the District Seal as required. The Acting Secretary is responsible for the publication of legal notices, appropriate action and certification and filing of documents, *e.g.*, budgets, election reports, audits, resolutions, other legal documents. The Acting Secretary is responsible for receiving and answering all official Board correspondence, after appropriate consideration is given to the correspondence by the Board acting collectively.

C. MEETINGS

1. Regular Meetings. The regular meetings of the Board of Trustees shall normally be held on the second Tuesday of each month, and shall normally commence at the hour of 4:00pm at the District Offices. Notwithstanding the foregoing, the starting time of the meeting may be adjusted by order of the President to accommodate expected business.

2. Special Meetings. Special Meetings may be called at any time by the Board's President, or by a majority of the Trustees, by delivering personally or by mail, written notice of such meeting to each Trustee and by posting notice and agenda of the meeting at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered.

3. Emergency Meetings. Emergency Meetings may be called without compliance with the 24-hour notice requirement in the case of any emergency situation involving matters upon which prompt action is necessary as set forth in Government Code § 54956.5.

4. Closed Sessions. Closed sessions may be called during a regular or special meeting. The general reason for a closed session must be made public either before or after the closed session of a regular meeting, and in the advance notice of a special meeting. Closed sessions not expressly authorized by the Brown Act are prohibited.

5. Quorums. A quorum is established as a majority of the total membership of the District Board. The District Board, which has a total membership of five (5) members, requires three (3) members to conduct a meeting and requires three (3) votes in agreement to pass a motion, resolution or ordinance.

BYLAWS OF THE RIVERDALE MEMORIAL DISTRICT

6. Meeting Procedures. The President, when present, shall preside at all meetings of the Board, shall take the chair at the hour appointed for every board meeting and immediately call the members to order and proceed with the business of the Board. The proceedings of the Board shall be conducted in accordance with the provisions of law applicable thereto and generally accepted rules of order and parliamentary procedure, except as otherwise expressly established from time to time by a majority of the total membership of the Board.

7. Meeting Attendance. Each member shall be in his or her respective seat at the hour set for each regular meeting and at the time set for any adjourned or special meeting. Any member not present when the board is called to order shall be designated in the minutes as absent. If a member arrives after a meeting commences, the recording secretary shall note his or her arrival in the minutes.

8. Agenda Organization. The business of each regular meeting of the Board shall be in the order as printed on the agenda or as directed by the President of the Board. Generally, this shall be as follows:

- a. Call to Order
- b. Pledge to Flag
- c. Consent Agenda
- d. Action and Information Items
 - (1) Old Business
 - (2) New Business
- e. Committee Reports
- f. Public Opportunity to Discuss Matters Not on The Agenda but Within District Jurisdiction
- g. Adjournment.

9. Materials for Non-Agenda Items. Any member intending to introduce a special item not contained in the agenda shall deliver copies of such items, if possible, to each Board member and to the public before the opening of the meeting.

10. Board Discussions. When any Board member wishes to speak, the Board member shall address the President. The President shall name the member who is first to speak and speakers shall confine their remarks to the questions under debate and avoid disparaging personal attacks or comments. The President may elect not to recognize a Board member to speak again until all other members have had an opportunity to be heard.

11. Motions and Seconds. Each motion made by any member of the Board shall require a Second. Motions and Seconds may be made by any member of the Board, including the President.

BYLAWS OF THE RIVERDALE MEMORIAL DISTRICT

12. Roll Call Procedure. Roll call will be called in voting upon all resolutions and ordinances which govern the District, while a voice vote may be had on routine motions not affecting the Policies & Procedure, Rules & Regulations or finances of the District.
13. Required Staff Attendance. The District Manager or a representative designated by such the District Manager, shall attend all regular and special meetings of the Board unless otherwise specified by the Board. Only those staff members specifically instructed to attend by the District Manager shall be deemed to be "required to attend" within the meaning of this section.
14. Agenda Preparation. The President of the Board shall direct the preparation of the agenda by the Acting Secretary for the regular monthly meetings for delivery and posting no later than three (3) days prior to the date of the meeting (Government Code § 54954.2) or as required by the Board.
15. Agenda Contents. The agenda shall include those matters designated by the President or any Trustee, complete with all appropriate papers and reports relating to each matter, addressed to the Board for action. The agenda shall list the items for the Board's consideration by number with a brief statement of the subject matter sufficiently defined to apprise the public of the matter to be considered for each of the items. The agenda may include suggested actions or recommendations. All persons having agenda items shall use their best efforts to have all necessary materials to the Acting Secretary on or before 12:00 noon on the fourth (4th) business day before the day of the regular meeting.
16. Agenda Distribution. Any written material given to a majority of the Board must be made available to the general public so long as those writings are public records. If these writings are distributed to members of the Board before the meeting, such writings must be made available to the public before the meeting. By the same token, any writings distributed to the Board during the course of the meeting must also be made available to the public at that time and will comply with section 54957.5 of the Government Code. The major exceptions to the obligation to provide the public with access to any writings distributed to members of the Board are those that deal with matters properly discussed in closed sessions or protected under Government Code section 6250 *et. seq.* which are to remain confidential. The Board has adopted a Public Records Policy and has established a reasonable fee schedule for copies of public records pursuant to Government Code section 6257.
17. Audience Comment and Seating. Any member of the public wishing to address the Board shall first identify himself or herself. Unless addressing the Board or entering or leaving the board room, all persons in the audience shall remain seated in the seats provided. It is the Board's intent to accommodate all persons who wish to attend open public meetings.
18. Demonstrations Prohibited. All demonstrations during meetings, including cheering, yelling, whistling, hand clapping, and foot stomping, are prohibited.

BYLAWS OF THE RIVERDALE MEMORIAL DISTRICT

19. Meeting Disruptions. The exception to the right of the public to attend all meetings of the Board applies to those who attempt to disrupt the conduct of the meeting. In the event that any meeting is willfully disrupted, by a group or groups of persons, so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of the individuals who are willingly interrupting the meeting, the Board may order the meeting room cleared and continue in session. However, only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press and other news media, except those participating in the disturbance shall be allowed to attend any session held pursuant to this exception. (Government Code § 54957.9.)

D. POWERS, DUTIES AND COMPENSATION

1. President. The President shall possess the powers and perform the duties prescribed as follows:

- a. General Direction. Have general direction over the Board room and assign seats for the use of the Board members and members of the staff, if required.
- b. Management and Supervision. The President shall supervise the day-to-day activities of the District's management employee(s). No other Trustee shall supervise or direct any employee of the District without delegation by the President or the Board. The President shall be responsible for responding to, and taking or directing others to take appropriate action necessary as a result of, events or occurrences which do not require action by the Board, but which are beyond the authority of the staff, or for which the staff seeks or requires assistance.
- c. Order and Decorum. Preserve order and decorum; prevent demonstrations; and, in accord with law, order removal from the Board room any person whose conduct is deemed objectionable; and order the Board room cleared whenever deemed necessary. (Government Code § 54957.9.)
- d. Length of Time for Public Discussion. Allocate the length of time for public discussion of any matter in advance of such discussion with the concurrence of the Board. (Government Code section 54954.3.)
- e. Other Powers. Other powers as may be prescribed by the Board.
- f. Official Spokesperson. Shall be the official spokesperson for the Board, and the principal contact with other governmental agencies, legal counsel and the press, unless the Board delegates this authority to another.

BYLAWS OF THE RIVERDALE MEMORIAL DISTRICT

2. Vice-President. In the absence or unavailability of the President to act, the Vice-President shall act as President.

3. Trustees. Each Trustee shall be entitled to request information, assistance, and financial or legal advice regarding matters involving the affairs of the District.

4. Board Committees. It shall be the responsibility of each member of a committee appointed by the Board, to be fully informed concerning the business assigned to it by the Board. Each committee shall promptly perform tasks assigned to it and report to the Board such information and recommendations as shall be necessary or proper. It shall be the responsibility of each committee to meet as needed and keep minutes of each meeting, and these minutes be available to all Board members upon their request. Each committee chairperson or designee shall report on the committee's activities at least once monthly at a Regular Board meeting with a brief oral summary. Each committee will define and submit in writing to the full Board, for approval, the scope and definition of the committee's responsibilities and a statement of priorities for each committee.

5. Board Compensation. There is no Board Compensation.

6. Notification of Impending Absence. If any member of the Board is unable to attend a meeting, the Board member shall, if possible, notify the Board President, the District Manager, or Acting Secretary or designated representative prior to the meeting.

E. PUBLIC HEARING PROCEDURE

Procedures at public hearings shall be as follows:

1. Staff presentation/recommendations;
2. Questions of the staff;
3. Individuals speaking in support;
4. Questions of individuals speaking in support;
5. Individuals speaking in opposition;
6. Questions of individuals speaking in opposition;
7. Rebuttal (if any);
8. Public input (if any);
9. Board questions, discussion and disposition (Vote).

F. DISTRICT EXPENDITURE POLICY

Expenditures of the District shall be made only in accordance with the District's Expenditure Policy as adopted by the Board. Such Expenditure Policy shall include, at a minimum, a contracting, purchasing and disposition of property policy.

BYLAWS OF THE RIVERDALE MEMORIAL DISTRICT

G. POLICY AMENDMENTS

Except as otherwise provided by law, any policy guideline contained herein may be suspended or amended at any time, without notice, by action of the Board.