



FEATHER RIVER RECREATION & PARK DISTRICT
Special Board Meeting
April 17, 2024

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

OUR MISSION: We will provide and maintain quality parks, recreation experiences, and related facilities and programs for all residents of the District in a fiscally sustainable manner that compliments the natural resources and cultural heritage of our community.

APPROVED MINUTES **Closed Session at 10:00 AM, Open Session Immediately Following**

Written comments must be sent to KendyleL@frrpd.com 1-hour prior to the meeting to be presented to the Board. If you need special accommodations to participate in this meeting, please contact (530)533-2011.

MEETING CALLED TO ORDER AT 10:11 AM

ROLL CALL

Chairperson Scott "Kent" Fowler	<u>Present</u>
Vice-Chairperson Greg Passmore	<u>Present</u>
Director Devin Thomas	<u>Present</u>
Director Clarence "Sonny" Brandt	<u>Present</u>
Director Shannon DeLong	<u>Absent</u>

CLOSED SESSION

- 1. Pursuant to Government Code Section 54957: Personnel Exemption- General Manager Vacancy**

ANNOUNCEMENT(S) FROM CLOSED SESSION

- 1. No action was taken. Direction was given to staff.**

PUBLIC COMMENT

The Board will invite anyone in the audience wishing to address the Board, on a matter not listed on the agenda, to state your name for the record and make your presentation. You are limited to three (3) minutes. *The Board cannot take any action except for a brief response by the Board or staff to a statement or question relating to a non-agenda item.*

2024-2025 BUDGET WORKSHOP

A. Budget Overview

Staff report was provided to the Board and public. Please see attached.

B. Budget by Department

C. Organization Chart

D. Pay Scales

MEETING ADJOURNED AT 11:29 AM



STAFF REPORT

DATE: APRIL 17, 2024

TO: FEATHER RIVER RECREATION & PARK DISTRICT BOARD OF DIRECTORS

FROM: AYLA SINGLETERRY, BUSINESS MANAGER

RE: FRRPD BUDGET WORKSHOP

STAFF PRESENTATION BUDGET FISCAL YEAR 2024-25

SUMMARY

Annually the Feather River Recreation and Park District hosts a budget workshop for the upcoming fiscal year. This workshop is an opportunity for District Board of Directors and community members to get a first look at staff recommendations for the annual operations budget. Recommendations from the Board of Directors and community members may be made during this workshop.

Comparing proposed budget 2024-25 to the actual operating income statement 2023-24 presents challenges due to the scheduled sale of the Activity Center and uncertainty of where the district will relocate. In addition, as part of the plan to vacate, the cancellation of the preschool and gymnastics programs has and will have significant budgetary impacts moving into the FY 2024-25.

Since October 2024 the District has not had more than 30 employees on payroll with limited Activity Center/District Office site use.

- 6 Full Time Parks (5/1)
- 3 Full Time Admin
- 2 FT Recreation Supervisor
- 20 PT/Seasonal

The budget presented for the 2024-25 is completed by maximizing outdoor site use and limited indoor site use for both youth and adult recreation and activities. Once the move is complete the district will be able to refocus on maximizing indoor site use for recreation and activities of all ages.

CHANGES TO THE 2024-25 BUDGET:

Board direction to staff will assist with the presentation of accurate and transparent reports at the preliminary budget meeting in May:

1. Effective January 1, 2025, anticipated minimum wage increase from \$16.00 hr. to \$17.00 hr. impacting all part-time/seasonal employees as well as salaried positions that are not already making twice the minimum wage.
2. New UPEC Union agreement for the full-time Park Maintenance Department; including a 7% pay increase.
3. Tax Revenue BAD 3% increase, budget includes additional \$8k



BUDGET OVERVIEW & BUDGET BY DEPARTMENTS

CHANGES TO REVENUE

- **4000000 Tax Revenue:** General Tax revenue is based on property values in the district's boundaries. Staff is anticipating a positive impact on the annual tax revenue for the 2024-25 Fiscal Year due to the increase in property values.

Trend	3% increase	FY20/21 to FY21/22
	12% increase	FY21/22 to FY22/23

Current projection of 6% for FY24/25 is being used as a placeholder until we see the April disbursement

- **4000001 BAD Tax Revenue:** Staff are requesting both the Board of Directors and BAD committee to accept the annual max increase. The estimated 3% increase is approximately an \$8k annual increase spent only in the parks on maintenance. The district heavily relies on this assessment- spending the tax revenue appropriately- and it is imperative this assessment not only stays in place, but the increase is approved

Current BAD rate per household:

- Zone A \$16.76
- Zone B \$ 8.38
- *Total Annual Assessment \$328,600*

2024-25 CPI max increase 3%:

- Zone A \$17.24
- Zone B \$ 8.62
- *Total Annual Assessment \$336,615*

- **4002000 Program Revenue:** Program revenue for FY 2023-24 has seen a significant decrease resulting from the cancellation of the Pre-School and Gymnastics programs. Staff will continue to work to rejuvenate outdoor program offerings in the coming year, and will refocus on maximizing indoor site use for recreation with the occupancy of new programmable space(s).
- **Building Sale:** Potential "Other Income" not listed on workshop budget of approx. \$1.5m



CHANGES TO PAYROLL

See Pay Scale Part-time and Full-time for rate changes and added job descriptions noted below.

- Minimum wage increases to \$17 hr. staff/\$34 hr. salary staff effective January 1st, 2025.
- Park Maintenance Department MOU agreement:
 - Pay scale reflects 7% pay increase for full-time Park Maintenance staff.
- CalPERS employer rates for 2024-25:
 - Classic 11.88% increase .19%
 - PEPRA 7.87% increase .04%
- CalPERS unfunded liability annual payment \$88k, increase \$17k

CIP/FIXED ASSET BUDGET

The General Manager will present list of capital improvement projects and deferred maintenance items requiring immediate attention.

The Board, Park Supervisor, Business Manager and General Manager will prioritize the projects and provide funding options.

RESERVES

Ideally the District would build a General Reserve large enough to cover three months of projected operating costs. However, the district is unable to add to the General Reserves during this time of restructuring and moving buildings. Current reserve total is \$295k at the county treasury.

Staff recommendation:

- Add \$30k to Elections by transferring from General Reserve Fund to General Fund to for election costs; if current Board of Directors is unchallenged then the election funds \$30k will be transferred back to the General Reserves Fund from the General Fund.



ORGANIZATIONAL STRUCTURE

Annually the District adopts an Organizational Structure chart that follows current job descriptions. The district adopted an Organizational Structure at the September 26, 2023, regular Board of Directors monthly meeting.

PARK AND FACILITY GOALS/ANNUAL STRATEGIC PLAN

The General Manager will discuss with the Board and schedule the Annual Goals Workshop to create goals and a strategic plan.