



FEATHER RIVER RECREATION & PARK DISTRICT  
Regular Board Meeting  
May 25, 2021

ACTIVITY CENTER  
1875 Feather River Blvd.  
Oroville, CA 95965

**AGENDA** **Closed Session 5:00 PM/Open Session Immediately Following**

**This meeting will be available in-person at the Activity Center, with a call-in option.**

**Dial: (530) 212-8376; Conference Code: 603692**

*If you need a special accommodation to participate in this meeting, please contact (530)533-2011.*

**CALL MEETING TO ORDER**

**ROLL CALL**

Chairperson Steven Rocchi  
Vice-Chairperson Shannon DeLong  
Director Scott "Kent" Fowler  
Director Devin Thomas  
Director Clarence "Sonny" Brandt

**PLEDGE OF ALLEGIANCE**

**CLOSED SESSION**

*Pursuant to Government Code 54956.8, Conference with Real Property Negotiators – Meeting with broker to discuss possible real property transactions and engagement of broker.*

**ANNOUNCEMENT(S) FROM CLOSED SESSION**

**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 brief response by the Board or staff to a statement or question relating to a non-agenda item.*

**CONSENT AGENDA**

*Items listed on the Consent Agenda are considered routine and will be enacted, approved, or adopted by one motion unless a request for removal or explanation is received from a Board member, staff, or member of the public. Items removed shall be considered immediately following the adoption of the Consent Agenda.*

- 1. April 26, 2021 Special Board Meeting Minutes** (Appendix A)
- 2. April 27, 2021 Regular Board Meeting Minutes** (Appendix B)
- 3. May 6, 2021 Special Board Meeting Minutes** (Appendix C)
- 4. April 2021 Financials** (Appendix D)
- 5. RESOLUTION NO. 1957-21:** A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF BOAT DOCK AT RIVERBEND PARK Fixed Asset number 192006 AND 202103 (Appendix E)
- 6. RESOLUTION NO. 1958-21:** A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF AMPHITHEATRE AT RIVERBEND PARK Fixed Asset number 202102 (Appendix F)

7. **RESOLUTION NO. 1959-21:** A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF BEACH PROJECT AT RIVERBEND PARK Fixed Asset number 202101 (Appendix G)
8. **RESOLUTION NO. 1960-21:** A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$297,536 FROM COUNTY ACCOUNTS: BENEFIT ASSESSMENT FUND 2610 TO THE GENERAL FUND ACCOUNT 2600 (Appendix H)
9. **RESOLUTION NO. 1961-21:** A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$120,000 FROM THE MERCHANT PAYMENT RECEIVED BY CREDIT CARD ACCOUNT: BANK OF THE WEST TO THE GENERAL FUND ACCOUNT 2600 (Appendix I)

**Consent Agenda Motion:**

**Vote:**

#### **ACTION ITEM(S)**

1. **RESOLUTION NO. 1962-21: A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS FOR FISCAL YEAR 2021-22, PRELIMINARILY APPROVING ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING FOR THE PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT OF THE FEATHER RIVER RECREATION AND PARK DISTRICT** (Appendix J)

Staff Report provided by Shawn Rohrbacker. Engineer's Report provided by SCI Consulting Group.

**Motion:**

**Vote:**

2. **RESOLUTION NO. 1963-21 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF PARKLAND IMPACT FEE FUNDS TO THE GENERAL FUND IN THE AMOUNT OF \$20,577 TO COMPLETE FUNDING FOR BEAR ROCK PLAYGROUND AT RIVERBEND PARK** (Appendix K)

Staff Report Provided by Shawn Rohrbacker.

**Motion:**

**Vote:**

3. **RESOLUTION NO. 1964-21: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF BEAR ROCK PLAYGROUND AT RIVERBEND PARK** Fixed Asset number 202104 (Appendix L)

**Motion:**

**Vote:**

4. **Add one Full Time Teacher Position to the Child Development Center** (Appendix M)

Job Description and Staff report provided by Shawn Rohrbacker.

**Motion:**

**Vote:**

#### **DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS**

##### **BOARD ITEMS FOR UPCOMING AGENDA(S)**

1. **2020-21 Budget Schedule: Remaining Meetings**

A. June - Public Hearing & Adoption of Appropriation Limitations

C. July - Adoption of Final Budget

D. July 31<sup>st</sup> - Submit Final Budget to Butte County

#### **ADJOURNMENT**





**FEATHER RIVER RECREATION & PARK DISTRICT**

Regular Board Meeting  
April 27, 2021

**ACTIVITY CENTER**

1875 Feather River Blvd.  
Oroville, CA 95965

**Draft Minutes**

**Open Session 5:30 PM**

**To provide access to meetings and maximize transparency, a live and interactive audio stream is available for all public board meetings with the following credentials:**

**Dial into the meeting: (530) 212-8376 Conference Code: 603692**

**CHAIRPERSON ROCCHI CALLED THE MEETING TO ORDER AT 5:33 PM.**

**ROLL CALL**

Chairperson Steven Rocchi	<u>Present</u>
Vice-Chairperson Shannon DeLong	<u>Present</u>
Director Scott "Kent" Fowler	<u>Present</u>
Director Devin Thomas	<u>Arrived at 6:12pm</u>
Director Clarence "Sonny" Brandt	<u>Present</u>

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

No public comments were made.

**CONSENT AGENDA**

**1. March 23, 2021 Regular Board Meeting Minutes**

**2. March 2021 Financials**

**Consent Motion & Vote:**

Director Brandt made the motion to approve the Consent Agenda.

Director Fowler seconded the motion.

**\*The motion to approve the Consent Agenda passed with a unanimous vote.**

**ACTION ITEMS**

**1. Ishi Hills Middle School Fee Waiver Request for Graduation Ceremony Event at Riverbend Park**

Director Fowler made the motion to reduce rental fees to \$300 for the Ishi Hills Middle School Graduation event at Riverbend Park.

Director Brandt seconded the motion.

**\*The motion to reduce rental fees to \$300 for the Ishi Hills Middle School Graduation event at Riverbend Park passed with a unanimous vote.**

**2. Greater Oroville Partnership of Pastors Fee Waiver Request for One Day Event at Riverbend Park**

Director DeLong made the motion to reduce rental fees to \$750 for the "One Day" event at Riverbend Park.

Director Brandt seconded the motion.

**\*The motion to reduce rental fees to \$750 for the "One Day" event at Riverbend Park passed with a unanimous vote.**

**3. State Route 162 Pedestrian/Bicycle Disabled Mobility and Safety Improvements Project: Request for Concurrence with Riverbend Park**

Director Brandt made the motion to approve the use of Riverbend Park for the multi-use trails according to the draft letter Request for Concurrence.

Director Fowler seconded the motion.

**\*The motion to approve the use of Riverbend Park for the multi-use trails according to the draft letter Request for Concurrence passed with a unanimous vote.**

**4. Martin Luther King Jr. Park Light Pole Repair/Replacement**

Director Fowler made the motion to approve the quote provided by Williams Electric to install 3 poles and new LED lighting panels at Martin Luther King Jr. Park.

Director Brandt seconded the motion.

**\*The motion to approve the bid provided by Williams Electric to install 3 poles and new LED lighting panels at Martin Luther King Jr. Park passed with a unanimous vote.**

**5. Palermo Park Main Water Service Line Replacement**

Director Fowler made the motion to approve the estimate provided by Dawson Landscaping, not to exceed \$21,215, to replace the main water service line at Palermo Park.

Director Brandt seconded the motion.

**\*The motion to approve the estimate provided by Dawson Landscaping, not to exceed \$21,215, to replace the main water service line at Palermo Park passed with a unanimous vote.**

**NON-ACTION ITEM(S)**

**1. Schedule special board meeting to review and approve final audit 2019-20**

Thursday, May 6<sup>th</sup> at 3pm

**2. Needle Distribution in District Parks**

The Board directed staff to explore options to submit letters of support to stop needle distribution programs from occurring in FRRPD parks.

**DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS**

Committee and Staff reports were reviewed.

**BOARD ITEMS FOR UPCOMING AGENDA(S)**

1. Final 2019-20 Audit
2. Feather River Trail Project
3. Master Plan Finalization

**CHAIRPERSON ROCCHI ADJOURNED THE MEETING AT 6:48 PM.**



**FEATHER RIVER RECREATION & PARK DISTRICT**  
Special Board Meeting  
May 6, 2021

**ACTIVITY CENTER**  
1875 Feather River Blvd.  
Oroville, CA 95965

**Draft Minutes** **Closed Session 3:00 PM/Open Session Immediately Following**

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Dial into the meeting: (530) 212-8376 Conference Code: 603692**

**CHAIRPERSON ROCCHI CALLED THE MEETING TO ORDER AT 5:01 PM**

**ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

**ADJOURNMENT TO CLOSED SESSION**

Pursuant to Government Code section 54957, Public Employee Employment Title: Park Supervisor

**ANNOUNCEMENT(S) FROM CLOSED SESSION AT 5:43 PM**

Rodney Page accepted the Park Supervisor position. Start date: 06/01/2021

**PUBLIC COMMENT**

No public comments were made.

**PRESENTATION**

**Final Audit: Fiscal Year 2019-2020**

Staff report provided by Business Manager Deb Peltzer. Presentation by Holly B. Pladson, CPA.

**ACTION ITEMS**

- 1. Resolution 1956-21: Resolution of the Board of Directors of the Feather River Recreation and Park District Approving the 2019-2020 District Audit by Holly B. Pladson CPA**  
Director Fowler made the motion to adopt Resolution 1956-21.  
Director Brandt seconded the motion.  
**The motion to adopt Resolution 1956-21 passed with a unanimous vote.**
  
- 2. Butte LAFCO Election of a Special District Regular "Non-Enterprise" Member and a Special District Alternate "Enterprise/Non-Enterprise" Member**  
The board did not act on this agenda item.

**CHAIRPERSON ROCCHI ADJOURNED THE MEETING AT 3:37 PM.**

Feather River Recreation & Park District  
Balance Sheet Prev Year Comparison  
As of April 30, 2021

3:50 PM  
05/13/2021  
Accrual Basis

	Apr 30, 21	Apr 30, 20	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · Treasury Cash				
1010.1 · Treasury Cash - General	832,100.88	762,103.70	69,997.18	9.19%
1010.2 · Treasury Cash - Reserve	302,494.00	332,494.00	-30,000.00	-9.02%
1010.3 · Treasury Admin Ins Proceeds	216,525.19	216,525.19	0.00	0.0%
1010.4 · Treasury Ins Proceeds Playt	49,191.76	-12,595.86	61,787.62	490.54%
<b>Total 1010 · Treasury Cash</b>	<b>1,400,311.83</b>	<b>1,298,527.03</b>	<b>101,784.80</b>	<b>7.84%</b>
1020 · Imprest Cash	516.97	955.45	-438.48	-45.89%
1030 · BofW - Merchant Acct.	106,944.84	196,701.29	-89,756.45	-45.63%
1031 · BofW Project INS PROCEEDS	79.17	1,146,333.62	-1,146,254.45	-99.99%
1040 · Fund 2610 - BAD	313,245.72	302,521.89	10,723.83	3.55%
1050 · Impact Fees				
1051 · Impact - Parklands	486,950.90	431,398.06	55,552.84	12.88%
1052 · Impact - Public Use	49,095.74	27,010.05	22,085.69	81.77%
1053 · Impact - Aquatics	81,458.60	60,930.11	20,528.49	33.69%
<b>Total 1050 · Impact Fees</b>	<b>617,505.24</b>	<b>519,338.22</b>	<b>98,167.02</b>	<b>18.9%</b>
<b>Total Checking/Savings</b>	<b>2,438,603.77</b>	<b>3,464,377.50</b>	<b>-1,025,773.73</b>	<b>-29.61%</b>
<b>Accounts Receivable</b>				
1210 · Accounts Receivable Procure	-16,768.55	10,291.89	-27,060.44	-262.93%
1212 · Accounts Receivable Rec Desk	3,266.25	0.00	3,266.25	100.0%
<b>Total Accounts Receivable</b>	<b>-13,502.30</b>	<b>10,291.89</b>	<b>-23,794.19</b>	<b>-231.19%</b>
<b>Other Current Assets</b>				
1302 · FEMA Riverbend Claim A/R	2,839.00	2,839.00	0.00	0.0%
1310 · Miscellaneous Receivables	-0.02	401.82	-401.84	-100.01%
1320 · Umpqua Bank Project Fund	188,856.12	188,856.12	0.00	0.0%
<b>Total Other Current Assets</b>	<b>191,695.10</b>	<b>192,096.94</b>	<b>-401.84</b>	<b>-0.21%</b>
<b>Total Current Assets</b>	<b>2,616,796.57</b>	<b>3,666,766.33</b>	<b>-1,049,969.76</b>	<b>-28.64%</b>
<b>Fixed Assets</b>				
1410 · Land	627,494.00	627,494.00	0.00	0.0%
1420 · Buildings & Improvements	15,895,716.78	15,029,019.80	866,696.98	5.77%
1430 · Equipment & Vehicles	1,865,641.33	1,131,139.40	734,501.93	64.94%
1440 · Construction in Progress				
1443 · CIP Riverbend Restoration RB99	0.00	126,061.12	-126,061.12	-100.0%
1448 · CIP Nelson SBF NE99	452,646.14	94,869.27	357,776.87	377.13%
1450 · CIP Feather River Trail FRT99	9,635.10	2,392.50	7,242.60	302.72%
1451 · CIP Playtown Bathroom Fire	521,424.02	171,716.07	349,707.95	203.66%
<b>Total 1440 · Construction in Progress</b>	<b>983,705.26</b>	<b>395,038.96</b>	<b>588,666.30</b>	<b>149.02%</b>
1499 · Accumulated Depreciation	-5,433,828.23	-4,762,614.16	-671,214.07	-14.09%
<b>Total Fixed Assets</b>	<b>13,938,729.14</b>	<b>12,420,078.00</b>	<b>1,518,651.14</b>	<b>12.23%</b>
<b>Other Assets</b>				
1500 · FMV Adjustments	35,864.95	0.00	35,864.95	100.0%
1550 · GASB 68 CalPERS Valuation	203,139.00	204,906.00	-1,767.00	-0.86%
<b>Total Other Assets</b>	<b>239,003.95</b>	<b>204,906.00</b>	<b>34,097.95</b>	<b>16.64%</b>
<b>TOTAL ASSETS</b>	<b>16,794,529.66</b>	<b>16,291,750.33</b>	<b>502,779.33</b>	<b>3.09%</b>

Feather River Recreation & Park District  
Balance Sheet Prev Year Comparison  
As of April 30, 2021

3:50 PM  
05/13/2021  
Accrual Basis

	Apr 30, 21	Apr 30, 20	\$ Change	% Change
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>	78,942.51	52,949.13	25,993.38	49.09%
<b>Credit Cards</b>				
2300 · Credit Cards Payable	523.84	1,579.13	-1,055.29	-66.83%
2350 · Supplier Accounts	546.31	732.27	-185.96	-25.4%
<b>Total Credit Cards</b>	1,070.15	2,311.40	-1,241.25	-53.7%
<b>Other Current Liabilities</b>				
2100 · Payroll Liabilities	66,378.22	7,995.90	58,382.32	730.15%
2210 · Accrued Debt Interest	7,918.36	8,253.67	-335.31	-4.06%
2400 · Deposits/Refunds to Customer	3,607.37	2,083.00	1,524.37	73.18%
2405 · Deferred Revenue	7,436.00	0.00	7,436.00	100.0%
<b>Total Other Current Liabilities</b>	85,339.95	18,332.57	67,007.38	365.51%
<b>Total Current Liabilities</b>	165,352.61	73,593.10	91,759.51	124.69%
<b>Long Term Liabilities</b>				
2954 · Ford Motor Vehicle Loan	32,103.05	48,641.44	-16,538.39	-34.0%
2955 · Umpqua Bank Tax Exempt Bond	2,669,389.00	2,885,555.00	-216,166.00	-7.49%
2960 · Umpqua Bank Taxable Bond B	94,999.97	120,999.97	-26,000.00	-21.49%
2975 · GASB 68 CalPERS Liab Valuation	1,074,605.00	967,811.00	106,794.00	11.04%
<b>Total Long Term Liabilities</b>	3,871,097.02	4,023,007.41	-151,910.39	-3.78%
<b>Total Liabilities</b>	4,036,449.63	4,096,600.51	-60,150.88	-1.47%
<b>Equity</b>				
3010 · Imprest Cash Reserve	1,000.00	1,000.00	0.00	0.0%
3020 · General Reserve	20,000.00	20,000.00	0.00	0.0%
3030 · Investment in Assets	12,354,764.72	6,439,516.82	5,915,247.90	91.86%
3040 · General Fund Balance	-1,754,519.00	-1,653,176.59	-101,342.41	-6.13%
3050 · Benefit Assessment District	38,475.19	39,721.49	-1,246.30	-3.14%
3060 · Impact Fees (general)	541,792.22	440,963.61	100,828.61	22.87%
3099 · Undistributed Retained Earnings	278,381.07	6,553,500.51	-6,275,119.44	-95.75%
Net Income	1,278,185.83	353,623.98	924,561.85	261.45%
<b>Total Equity</b>	12,758,080.03	12,195,149.82	562,930.21	4.62%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,794,529.66</b>	<b>16,291,750.33</b>	<b>502,779.33</b>	<b>3.09%</b>



Feather River Recreation & Park District  
 Check Register  
 April 2021

10:47 AM  
 05/12/2021  
 Accrual Basis

Date	Num	Name	Memo	Credit
04/08/2021	89198	Belfore Property Restoration	PLAYTOWN FIRE BATHROOM CONSTRUCTION	200,000.00
04/08/2021	89199	FEATHER RIVER RECREATION & PARK DIS	RES 1955-21 IMPACT FEE XFER BEAR ROCK	106,000.00
04/08/2021	89200	ALPINE PORTABLE TOILET SERVICE	PORTABLE TOILET RENTAL	255.00
04/08/2021	89201	BLUE SHIELD OF CALIFORNIA	4004625 APR21 PREMIUMS	7,494.40
04/08/2021	89202	AFLAC	JRF86 MAR21 PREMIUMS	1,303.62
04/08/2021	89203	HUMANA INSURANCE CO.	657103-001 APR21 PREMIUMS	60.00
04/08/2021	89204	PREMIER ACCESS	1000548827 APR21	766.80
04/08/2021	89205	COMCAST	Acct# 8155 60 019 0233893	217.53
04/08/2021	89206	ALL THINGS CLEANING	PARKS RESTROOMS JANITORIAL	5,109.00
04/08/2021	89207	BANKCARD CENTER	STATEMENT 4607	762.93
04/08/2021	89208	COMCAST	Acct#8155600190189780 PHONE/INTERENT	554.92
04/08/2021	89209	OROVILLE POWER EQUIPMENT	MOWER PARTS	875.46
04/08/2021	89210	SOUTH FEATHER WATER & POWER	007771-000	47.18
04/08/2021	89211	SURPLUS CITY	OONEX RENTAL	255.00
04/08/2021	89212	SYLVIR CONSULTING, INC.	GRANT WRITING CONSULT	357.50
04/08/2021	89213	Tractor Supply Co.	TRACTOR SUPPLY STATEMENT	528.60
04/08/2021	89214	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	789.58
04/08/2021	89215	BRANDT, CLARENCE SONNY	BOD STIPEND	200.00
04/08/2021	89216	DELONG, SHANNON	BOD STIPEND	100.00
04/08/2021	89217	FOWLER, SCOTT KENT	BOD STIPEND	200.00
04/08/2021	89218	ROCCHI, STEVE	BOD STIPEND	200.00
04/08/2021	89219	BANKCARD CENTER	STATEMENT 9693	1,792.62
04/08/2021	89220	FLICKER, MONICA	REFUND	232.00
04/08/2021	89221	LAKE OROVILLE AREA PUBLIC UTILITY DIS	2921 B Street Sewer Service- MLK Park	123.18
04/08/2021	89222-247	PAYROLL	PAYROLL ITEMS	23,729.91
04/22/2021	89248	ACCULARM SECURITY SYSTEMS	Security Monitoring - 4/1/21-6/30-21	843.00
04/22/2021	89249	AT&T - CALNET	PHONE LINES	94.04
04/22/2021	89250	Butte County Sheriff's Office	SHERIFF WORK CREW	1,280.00
04/22/2021	89251	City of Oroville	BALANCE NELSON POOL CITY PERMIT	8,765.14
04/22/2021	89252	COMP	PRE EMPLOYMENT SCREEN	46.50
04/22/2021	89253	CRESO EQUIPMENT RENTALS	ROTOTILL RENTAL	74.80
04/22/2021	89254	DAWSON OIL COMPANY	62765 FUEL	1,704.50
04/22/2021	89255	EAGLE SECURITY SYSTEMS INC.	Security Monitoring - 4/1/21-6/30-21	488.68
04/22/2021	89256	FORD MOTOR CREDIT COMPANY LLC	TRUCK PAYMENTS	1,645.94
04/22/2021	89257	HOBBS PEST SOLUTIONS, INC.	PEST CONTROL	75.00
04/22/2021	89258	HOLIDAY POOL CONSTRUCTION	NELSON POOL PROGRESS PAYMENT	236,550.00
04/22/2021	89259	HOME DEPOT	HOME DEPOT STATEMENT	1,966.74
04/22/2021	89260	Industrial Power Products	EDGER BLADES, WEEB SPRAY	51.73
04/22/2021	89261	MAZES CONSULTING	IT SUPPORT AND SOFTWARE SUBSCRIPTION	4,086.00
04/22/2021	89262	MELTON DESIGN GROUP	PARTIAL PYMNT RIVERBEND BEAR ROCK	647.30
04/22/2021	89263	MJB Welding Supply	WELDING GLOVE	42.85
04/22/2021	89264	NORTH STATE ELECTRIC & PUMP	REPAIR NOLAN WELL PUMP	4,958.24
04/22/2021	89265	Northstar Engineering	TRAIL SBF ENVIROMENTAL PERMITS	3,817.50
04/22/2021	89266	OROVILLE POWER EQUIPMENT	MAINT TOOLS, REPAIRS, SUPPLIES	1,069.51
04/22/2021	89267	P.G. & E.	PGE 5/22/20-6/22/20	7,961.21
04/22/2021	89268	PELTZER, DEBORAH.	MILEAGE	26.88
04/22/2021	89269	RECOLOGY BUTTE COLUSA COUNTIES	TRASH ALL SITS	1,790.09
04/22/2021	89270	RIEBES AUTO PARTS	TRUCK PARTS	491.44
04/22/2021	89271	Staples	STAPLES STATEMENT 3721	82.40
04/22/2021	89272	Sunrise Environmental Scientific	JANITORIAL SUPPLIES	863.11
04/22/2021	89273	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE/USAGE	764.75
04/22/2021	89274	VOID	void ck 89274	0.00
04/22/2021	89275	WILSON, ROBERT BRIAN	EXPENSE REIMBR	155.00
04/22/2021	89276	WAL-MART COMMUNITY	STATEMENT 1712	96.74
04/22/2021	89277	Lincoln Aquatics	POOL CHEMCIALS	794.14
04/22/2021	89278	CRAMER, MEISHA	REFUND RE5 PP5	115.00
04/22/2021	89279	ALPINE PORTABLE TOILET SERVICE	PORTABLE TOILET RENTAL	425.00
04/22/2021	89280	NORTH YUBA WATER DISTRICT	2695 FBT WATER	25.00
04/22/2021	89281-316	PAYROLL	PAYROLL ITEMS	25,473.87
<b>TOTAL</b>				<b>659,227.33</b>

Feather River Recreation & Park District  
 Profit & Loss Budget Performance  
 April 2021

	Apr 21	Budget	\$ Over Budget	Staff Comments	Jul '20 - Apr 21	YTD Budget	\$ Over Budget	April 2021 budget notes	Annual Budget
STAFF COMMENTS									
Ordinary Income/Expense									
Income									
4100 - Tax Revenue	717,959.99	850,000.00	(132,040.01)		1,790,012.78	1,800,000.00	(9,987.22)		1,800,000.00
4150 - Tax Revenue (BAD)	116,482.20	100,000.00	16,482.20		272,926.14	297,536.00	(24,609.86)	May/June could bring in additional tax dollars	297,536.00
4300 - Program Income									
4350 - Discounts & Credits	(10.00)	(46.00)	36.00		(808.10)	(458.00)	(350.10)		(550.00)
4351 - Loss of Program Revenue COVID					(2,173.75)				
4300 - Program Income - Other	54,159.25	37,917.00	16,242.25	Apr21: Fitness Classes \$2k, Preschool \$22k, Camp \$2k, Gym \$15k, Adult Sports \$5k, Aquatics training \$1.5k, Wildflower Event \$2.5k, Rentals \$5k	356,304.57	379,166.00	(22,861.43)	Programming is slowly starting up again. With the closure of Nelson pool and limited staffing, closing the year unbudgeted revenue is highly likely	455,000.00
<b>Total 4300 - Program Income</b>	<b>54,149.25</b>	<b>37,871.00</b>	<b>16,278.25</b>		<b>353,322.72</b>	<b>378,708.00</b>	<b>(25,385.28)</b>		<b>454,450.00</b>
4400 - Donation & Fundraising Income		167.00	(167.00)		3,237.60	1,666.00	1,571.60		2,000.00
4600 - Other Income		17.00	(17.00)		512.18	166.00	346.18		200.00
4900 - Interest Income	3,619.38	833.00	2,786.38		17,524.98	8,334.00	9,190.98		10,000.00
4905 - Interest Income - BAD	569.04	167.00	402.04		1,844.39	1,666.00	178.39		2,000.00
<b>Total Income</b>	<b>892,779.86</b>	<b>989,055.00</b>	<b>(96,275.14)</b>		<b>2,439,380.79</b>	<b>2,488,076.00</b>	<b>(48,695.21)</b>		<b>2,566,186.00</b>
Gross Profit	892,779.86	989,055.00	(96,275.14)		2,439,380.79	2,488,076.00	(48,695.21)		2,566,186.00
Expense									
5000 - Payroll Expenses									
5010 - Wages & Salaries	65,402.00	79,235.00	(13,833.00)		749,508.80	838,355.00	(88,846.20)	Full time staffing positions added to Org chart, FT furloughs ended.	996,825.00
5020 - Employer Taxes	5,725.21	7,566.00	(1,840.79)		65,600.75	80,055.00	(14,454.25)		95,187.00
5030 - Employee Benefits	12,441.82	16,147.00	(3,705.18)		133,280.86	170,857.00	(37,576.14)		203,151.00
5040 - Workers Comp	3,791.03	4,514.00	(722.97)		46,305.13	47,770.00	(1,464.87)		56,798.00
<b>Total 5000 - Payroll Expenses</b>	<b>87,360.06</b>	<b>107,462.00</b>	<b>(20,101.94)</b>		<b>994,695.54</b>	<b>1,137,037.00</b>	<b>(142,341.46)</b>	Through Apr21 the District is slightly below payroll budget, payroll expenses continues to be out of portion with annual revenue. Including GASB (line below) payroll is 43% of total income. In May and June: Adding 2 new FT positions, filling open FT position and ending FT furloughs, it is estimated at year-end payroll will be 50% revenue. 2021/22 budget is 57%. 30% is the general business model. Public agency this size, 40% is an acceptable goal.	<b>1,351,961.00</b>
5031 - GASB 68 Benefit Expense					56,394.00	59,610.00	(3,216.00)	Payroll related, see above	59,610.00
5100 - Advertising & Promotion	142.93	346.00	(203.07)		445.00	3,458.00	(3,013.00)		4,150.00
5120 - Bank Fees	2,553.78	500.00	2,053.78	\$2k annual loan bank fee	6,470.26	5,000.00	1,470.26		6,000.00
5130 - Charitable Contributions						2,500.00	(2,500.00)		2,500.00
5140 - Copying & Printing	705.90	750.00	(44.10)		7,170.99	7,500.00	(329.01)		9,000.00
5155 - Employment New Hire Screen	46.50	148.00	(101.50)		204.50	1,476.00	(1,271.50)		1,772.00
5160 - Dues, Mbrshps & Subscriptions		130.00	(130.00)		7,616.34	8,040.00	(423.66)		8,300.00
5170 - Education & Development	120.00	279.00	(159.00)		900.00	2,792.00	(1,892.00)		3,350.00
5175 - Equipment Rental	293.90	321.00	(27.10)		3,221.46	3,208.00	13.46		3,850.00
5180 - Equipment, Tools & Furn (<\$5k)									
5182 - Operating ET&F	140.23	242.00	(101.77)		280.94	2,416.00	(2,135.06)		2,900.00

Feather River Recreation & Park District  
 Profit & Loss Budget Performance  
 April 2021

STAFF COMMENTS

	Apr 21	Budget	\$ Over Budget	Staff Comments	Jul '20 - Apr 21	YTD Budget	\$ Over Budget	April 2021 budget notes	Annual Budget
5184 · Program ET&F	444.06	392.00	52.06	\$445 replace 2 tennis nets	732.96	3,916.00	(3,183.04)		4,700.00
5186 · Site/Shop ET&F		833.00	(833.00)		1,296.68	8,334.00	(7,037.32)		10,000.00
5187 · IT Computer/HardwareTechnology	1,899.00	733.00	1,166.00	\$1.9k GM laptop replacement	2,407.09	7,334.00	(4,926.91)		8,800.00
5188 · IT Computer/Software Technology	164.67	1,775.00	(1,610.33)		17,060.51	17,750.00	(689.49)		21,300.00
<b>Total 5180 · Equipment, Tools &amp; Furn (&lt;\$5k)</b>	<b>2,647.96</b>	<b>3,975.00</b>	<b>(1,327.04)</b>		<b>21,778.18</b>	<b>39,750.00</b>	<b>(17,971.82)</b>		<b>47,700.00</b>
5200 · Insurance					118,557.49	129,000.00	(10,442.51)	May/June expense will post for completed Riverbend projects: Playground, Beach, Amphth, Boat Dock will be added to policy	129,000.00
5210 · Interest Expense - Operating	226.64	250.00	(23.36)		2,149.71	2,500.00	(350.29)		3,000.00
5225 · Postage & Delivery		100.00	(100.00)		950.69	1,000.00	(49.31)		1,200.00
5230 · Professional & Outside Svcs									
5232 · Accounting	24,700.00		24,700.00	\$24.7k annual audit	24,700.00	28,000.00	(3,300.00)		28,000.00
5233 · Bands/Recreation		200.00	(200.00)		300.00	200.00	100.00		800.00
5234 · Board Stipends	600.00	1,000.00	(400.00)		6,100.00	10,000.00	(3,900.00)		12,000.00
5235 · Recreation Instructors					29.25				
5236 · Legal		1,250.00	(1,250.00)		9,232.00	12,500.00	(3,268.00)		15,000.00
5237 · Contract Janitorial	5,109.00	6,385.00	(1,276.00)		51,090.00	63,855.00	(12,765.00)	Playtown bathroom closed	76,625.00
5239 · Outside Service Admin/Consult		5,600.00	(5,600.00)		32,027.80	74,800.00	(42,772.20)	\$30k budgeted for election not used.	86,000.00
<b>Total 5230 · Professional &amp; Outside Svcs</b>	<b>30,409.00</b>	<b>14,435.00</b>	<b>15,974.00</b>		<b>123,479.05</b>	<b>189,355.00</b>	<b>(65,875.95)</b>		<b>218,425.00</b>
5260 · Repairs & Maintenance									
5261 · Building R&M	155.87	2,083.00	(1,927.13)		5,089.01	20,834.00	(15,744.99)		25,000.00
5262 · Equip Repairs & Small Tools	1,777.84	1,208.00	569.84	\$1.5k mowers repaired	15,337.00	12,084.00	3,253.00		14,500.00
5263 · General R&M	37.97	750.00	(712.03)		1,701.28	7,500.00	(5,798.72)		9,000.00
5264 · Grounds R&M	1,646.22	5,417.00	(3,770.78)	\$1.2k Sheriffs crew Riverbend	50,017.31	54,166.00	(4,148.69)		65,000.00
5265 · Janitorial Supplies	614.70	2,333.00	(1,718.30)		12,876.68	23,334.00	(10,457.32)	Closure of AC resulted in less janitorial supplies	28,000.00
5266 · Vandalism Repair	2,054.41	417.00	1,637.41	\$2k Bear Rock playground replaced stolen music butterflies	3,984.54	4,166.00	(181.46)		5,000.00
5267 · Vehicle R&M	201.21	500.00	(298.79)		6,259.16	5,000.00	1,259.16		6,000.00
5268 · Aquatics Pool R&M	3,036.29	2,500.00	536.29		20,690.81	25,000.00	(4,309.19)		30,000.00
5269 · Outside Contractor/Services R&M	6,458.12	833.00	5,625.12	\$4.9k Nolan Well pump repair, \$500 AC septic tank pump, \$300 snake Riverbend toilets,\$500 repair roof leak AC	21,658.24	8,334.00	13,324.24	Not budgeted: Sptic tank pump failed at Riverbend, July-Apr \$7k service calls to empty	10,000.00
<b>Total 5260 · Repairs &amp; Maintenance</b>	<b>15,982.63</b>	<b>16,041.00</b>	<b>(58.37)</b>		<b>137,614.03</b>	<b>160,418.00</b>	<b>(22,803.97)</b>		<b>192,500.00</b>
5270 · Security	488.68	1,667.00	(1,178.32)		5,962.02	16,666.00	(10,703.98)		20,000.00
5280 · Supplies - Consumable									
5281 · Misc Staff & Uniforms Supplies	664.04	500.00	164.04		1,593.43	5,000.00	(3,406.57)		6,000.00
5282 · Office Supplies	112.86	417.00	(304.14)		1,365.30	4,166.00	(2,800.70)		5,000.00
5284 · Program Food	920.66	692.00	228.66		7,489.34	6,916.00	573.34		8,300.00
5286 · Program Supplies	735.40	575.00	160.40	\$450 replace bases Nelson softball field, \$125 lifeguard training supplies	4,372.81	5,750.00	(1,377.19)		6,900.00
5287 · Safety Supplies		310.00	(310.00)		2,956.37	3,105.00	(148.63)		3,725.00
5289 · Site Supplies		83.00	(83.00)			834.00	(834.00)		1,000.00
<b>Total 5280 · Supplies - Consumable</b>	<b>2,432.96</b>	<b>2,577.00</b>	<b>(144.04)</b>		<b>17,777.25</b>	<b>25,771.00</b>	<b>(7,993.75)</b>		<b>30,925.00</b>

Feather River Recreation & Park District  
 Profit & Loss Budget Performance  
 April 2021

STAFF COMMENTS

	Apr 21	Budget	\$ Over Budget	Staff Comments	Jul '20 - Apr 21	YTD Budget	\$ Over Budget	April 2021 budget notes	Annual Budget
5290 · Taxes, Lic., Notices & Permits	10.00	406.00	(396.00)		5,351.30	4,063.00	1,288.30		4,875.00
5300 · Telephone/Internet	1,348.21	1,153.00	195.21		11,439.97	11,534.00	(94.03)		13,840.00
5310 · Transportation, Meals & Travel									
5312 · Air, Lodging, Other Travel		58.00	(58.00)			584.00	(584.00)		700.00
5314 · Fuel	2,136.42	2,508.00	(371.58)		15,616.56	25,084.00	(9,467.44)		30,100.00
5316 · Meals		8.00	(8.00)			84.00	(84.00)		100.00
5318 · Mileage		96.00	(96.00)		567.21	958.00	(390.79)		1,150.00
<b>Total 5310 · Transportation, Meals &amp; Travel</b>	<b>2,136.42</b>	<b>2,670.00</b>	<b>(533.58)</b>		<b>16,183.77</b>	<b>26,710.00</b>	<b>(10,526.23)</b>		<b>32,050.00</b>
5320 · Utilities									
5322 · Electric	6,483.88	10,125.00	(3,641.12)		93,004.73	101,250.00	(8,245.27)		121,500.00
5324 · Garbage	3,046.73	1,929.00	1,117.73	\$1.3k dumpster Riverbend camp cleanup	20,683.57	19,292.00	1,391.57		23,150.00
5326 · Gas/Propane	237.62	609.00	(371.38)		3,845.12	6,092.00	(2,246.88)		7,310.00
5328 · Sewer		350.00	(350.00)		3,742.24	3,500.00	242.24		4,200.00
5329 · Water	111.41	11,058.00	(10,946.59)		121,548.37	112,629.00	8,919.37		134,745.00
<b>Total 5320 · Utilities</b>	<b>9,879.64</b>	<b>24,071.00</b>	<b>(14,191.36)</b>		<b>242,824.03</b>	<b>242,763.00</b>	<b>61.03</b>		<b>290,905.00</b>
<b>Total Expense</b>	<b>156,785.21</b>	<b>177,281.00</b>	<b>(20,495.79)</b>		<b>1,781,185.58</b>	<b>2,080,151.00</b>	<b>(298,965.42)</b>		<b>2,434,913.00</b>
<b>Net Ordinary Income</b>	<b>735,994.65</b>	<b>811,774.00</b>	<b>(75,779.35)</b>		<b>658,195.21</b>	<b>407,925.00</b>	<b>250,270.21</b>		<b>131,273.00</b>
<b>Other Income/Expense</b>									
<b>Other Income</b>									
4200 · Impact Fee Income	91,723.00				169,217.00				
4500 · Grant/Reimbursed Expense Income				This income items has been moved to the bottom of report to avoid confusion regarding actual profit/loss. This income reimbursement is cash out on balance sheet, fixed assets Nelson Pool and SBF Trail projects.	105,284.70				
4650 · Insurance Proceeds					463,850.21				
4910 · Interest Income - Impact Fees	1,789.83				6,860.55				
<b>Total Other Income</b>	<b>93,512.83</b>				<b>745,212.46</b>				
<b>Other Expense</b>									
5102 · Insurance Claim Expense	255.00				46,079.70				
7210 · Debt Interest Expense	7,918.36	7,574.00	344.36		79,142.14	78,797.00	345.14		93,945.00
<b>Total Other Expense</b>	<b>8,173.36</b>	<b>7,574.00</b>	<b>599.36</b>		<b>125,221.84</b>	<b>78,797.00</b>	<b>46,424.84</b>		<b>93,945.00</b>
<b>Net Other Income</b>	<b>85,339.47</b>	<b>(7,574.00)</b>	<b>92,913.47</b>		<b>619,990.62</b>	<b>(78,797.00)</b>	<b>698,787.62</b>		<b>(93,945.00)</b>
<b>Net Income</b>	<b>821,334.12</b>	<b>804,200.00</b>	<b>17,134.12</b>		<b>1,278,185.83</b>	<b>329,128.00</b>	<b>949,057.83</b>		<b>37,328.00</b>

Feather River Recreation & Park District  
 Detail Fixed Asset & Bonds  
 As of April 30, 2021

	Date	Source Name	Memo	Amount	Balance
<b>1010 - Treasury Cash</b>					<b>216,396.95</b>
1010.3 - Treasury Admin Ins Proceeds					216,525.19
Total 1010.3 - Treasury Admin Ins Proceeds					216,525.19
<b>1010.4 - Treasury Ins Proceeds Playtown</b>					<b>-128.24</b>
	04/08/2021	FEATHER RIVER RECREATION & PARK DISTRICT	INSURANCE PROCEEDS XFER FROM SDRMA PLAYTOWN	250,000.00	249,871.76
	04/08/2021	Belfore Property Restoration	PLAYTOWN FIRE BATHROOM CONSTRUCTION	-200,000.00	49,871.76
	04/08/2021	ALPINE PORTABLE TOILET SERVICE	PORTABLE TOILET RENTAL	-255.00	49,616.76
	04/22/2021	ALPINE PORTABLE TOILET SERVICE	PORTABLE TOILET RENTAL	-425.00	49,191.76
Total 1010.4 - Treasury Ins Proceeds Playtown				<u>49,320.00</u>	<u>49,191.76</u>
<b>1031 - BofW Project INS PROCEEDS</b>					<b>255,239.17</b>
	04/08/2021	FEATHER RIVER RECREATION & PARK DISTRICT	PLAYTOWN INS PROCEEDS XFER TO GEN FUND	-250,000.00	5,239.17
	04/22/2021	MELTON DESIGN GROUP	PARTIAL 5883 RIVERBEND BEAR ROCK	-5,150.00	89.17
	04/30/2021	Bank of West- Fees	BANK FEES	-10.00	79.17
Total 1031 - BofW Project INS PROCEEDS				<u>-255,160.00</u>	<u>79.17</u>
<b>1302 - FEMA Riverbend Claim A/R</b>					<b>2,839.00</b>
Total 1302 - FEMA Riverbend Claim A/R					2,839.00
<b>1320 - Umpqua Bank Project Fund</b>					<b>188,856.12</b>
Total 1320 - Umpqua Bank Project Fund					188,856.12
<b>1410 - Land</b>					<b>627,494.00</b>
Total 1410 - Land					627,494.00
<b>1420 - Buildings &amp; Improvements</b>					<b>15,029,019.80</b>
	04/30/2021	COMPLETED AMPHTHEATRE	RIVERBEND AMPHTHEATRE COMPLETE 2/23/21 FIXED ASSET 202102	866,696.98	15,895,716.78
Total 1420 - Buildings & Improvements				<u>866,696.98</u>	<u>15,895,716.78</u>
<b>1430 - Equipment &amp; Vehicles</b>					<b>1,175,085.01</b>
	04/30/2021	ADJ COMPLETED BOAT DOCK COST	RIVERBEND BOAT DOCK FIXED ASSET ADJ 7/1/20	23,815.32	1,198,900.33
	04/30/2021	COMPLETED BEACH	RIVERBEND BEACH COMPLETE 9/1/20 FIXED ASSET 202101	304,406.71	1,503,307.04
	04/30/2021	COMPLETED BEAR ROCK PLAYGROUND	RIVERBEND BEAR ROCK PLAYGROUND COMPLETED 4/1/21 FIXED ASSET 202104	362,334.29	1,865,641.33
Total 1430 - Equipment & Vehicles				<u>690,556.32</u>	<u>1,865,641.33</u>
<b>1440 - Construction in Progress</b>					<b>2,266,046.02</b>
1443 - CIP Riverbend Restoration RB99					1,531,525.90
	04/06/2021	MELTON DESIGN GROUP	PARTIAL PYMNT RIVERBEACH BEAR ROCK PLAYGROUND CONSTRUCT DOCS	5,150.00	1,536,675.90
	04/06/2021	MELTON DESIGN GROUP	PARTIAL PAYMENT GEN FUND BEAR ROCK CONSTRUCTION DOCS	647.30	1,537,323.20
	04/20/2021	FRANKLIN CONSTRUCTION, INC	FINAL BEAR ROCK PLAYGROUND GENERAL FUND RETENTION	19,930.10	1,557,253.30
	04/30/2021	MOVED TO FIXED ASSET	RIVERBEND BOAT DOCK FIXED ASSET ADJ 7/1/20	-23,815.32	1,533,437.98
	04/30/2021	MOVED TO FIXED ASSET	RIVERBEND BEACH COMPLETE 9/1/20 FIXED ASSET 202101	-304,406.71	1,229,031.27
	04/30/2021	MOVED TO FIXED ASSET	RIVERBEND BEAR ROCK PLAYGROUND COMPLETE 4/1/21 FIXED ASSET 202104	-362,334.29	866,696.98
	04/30/2021	MOVED TO FIXED ASSET	RIVERBEND AMPHTHEATRE COMPLETE 2/23/21 FIXED ASSET 202102	-866,696.98	0.00
Total 1443 - CIP Riverbend Restoration RB99				<u>-1,531,525.90</u>	<u>0.00</u>
<b>1448 - CIP Nelson SBF NE99</b>					<b>207,331.00</b>
	04/16/2021	HOLIDAY POOL CONSTRUCTION	NELSON POOL #2 LESS RETENTION PAYMENT	236,550.00	443,881.00
	04/16/2021	City of Oroville	CITY PERMIT JOB VALUE INCREASE NELSON POOL SBF GRANT	8,765.14	452,646.14
Total 1448 - CIP Nelson SBF NE99				<u>245,315.14</u>	<u>452,646.14</u>
<b>1450 - CIP Feather River Trail FRT99</b>					<b>5,765.10</b>
	04/08/2021	Northstar Engineering	SBF TRAIL PROJECT ENVIROMENTAL PERMITS	3,817.50	9,582.60

	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Total 1450 · CIP Feather River Trail FRT99	04/16/2021	BUTTE COUNTY ENVIROMENTAL DEPT	TRAIL SBF PROJECT CEQA PERMIT	52.50	9,635.10
				3,870.00	9,635.10
<b>1451 · CIP Playtown Bathroom Fire</b>					<b>521,424.02</b>
Total 1451 · CIP Playtown Bathroom Fire					<u>521,424.02</u>
Total 1440 · Construction in Progress				-1,282,340.76	983,705.26
<b>2955 · Umpqua Bank Tax Exempt Bond A</b>					<b>-2,669,389.00</b>
Total 2955 · Umpqua Bank Tax Exempt Bond A					<u>-2,669,389.00</u>
<b>2960 · Umpqua Bank Taxable Bond B</b>					<b>-94,999.97</b>
Total 2960 · Umpqua Bank Taxable Bond B					<u><u>-94,999.97</u></u>



**RESOLUTION NO. 1957-21**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF BOAT DOCK AT RIVERBEND PARK  
Fixed Asset number 192006 AND 202103**

**WHEREAS**, the Feather River Recreation and Park District Board of Directors approved the Boat Dock Project at Riverbend Park; and,

**WHEREAS**, the Feather River Recreation and Park District Board approved the utilization of Flood Insurance Proceeds for said project; and,

**WHEREAS**, the Feather River Recreation & Park District Board of Directors is committed to continuing the mission of the District to provide and maintain quality parks, recreation experiences and related facilities and programs for all residents of the District; and,

**RESOLVED**, that the Feather River Recreation & Park District Board of Directors hereby acknowledges the completion of Boat Dock project at Riverbend Park in the amount of \$96,468, Fixed Asset number 192006 in service February 21, 2020 \$72,653 (resolution 1932-20) and 202103 in service July 1, 2020 \$23,815, total project \$96,468,

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 25<sup>th</sup> day of May 2021 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Steven Rocchi, Chairperson

\_\_\_\_\_  
Shawn Rohrbacker, General Manager



**RESOLUTION NO. 1958-21**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF AMPHITHEATRE AT RIVERBEND PARK  
Fixed Asset number 202102**

**WHEREAS**, the Feather River Recreation and Park District Board of Directors approved the Amphitheatre Project at Riverbend Park; and,

**WHEREAS**, the Feather River Recreation and Park District Board approved the utilization of Flood Insurance Proceeds for said project; and,

**WHEREAS**, the Feather River Recreation & Park District Board of Directors is committed to continuing the mission of the District to provide and maintain quality parks, recreation experiences and related facilities and programs for all residents of the District; and,

**RESOLVED**, that the Feather River Recreation & Park District Board of Directors hereby acknowledges the completion of Amphitheatre project at Riverbend Park in the amount of \$866,697, Fixed Asset number 202102 in service February 23, 2021.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 25<sup>th</sup> day of May 2021 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Steven Rocchi, Chairperson

\_\_\_\_\_  
Shawn Rohrbacker, General Manager





**RESOLUTION NO. 1959-21**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF BEACH PROJECT AT RIVERBEND PARK  
Fixed Asset number 202101**

**WHEREAS**, the Feather River Recreation and Park District Board of Directors approved the Beach Project at Riverbend Park; and,

**WHEREAS**, the Feather River Recreation and Park District Board approved the utilization of Flood Insurance Proceeds for said project; and,

**WHEREAS**, the Feather River Recreation & Park District Board of Directors is committed to continuing the mission of the District to provide and maintain quality parks, recreation experiences and related facilities and programs for all residents of the District; and,

**RESOLVED**, that the Feather River Recreation & Park District Board of Directors hereby acknowledges the completion of Beach and Picnic area project at Riverbend Park in the amount of \$304,407, Fixed Asset number 202101 in service September 1, 2020.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 25<sup>th</sup> day of May 2021 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Steven Rocchi, Chairperson

\_\_\_\_\_  
Shawn Rohrbacker, General Manager



RESOLUTION NO. 1960-21

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$297,536 FROM COUNTY ACCOUNTS: BENEFIT ASSESSMENT FUND 2610 TO THE GENERAL FUND ACCOUNT 2600

WHEREAS, the General Manager has reviewed the finances of the District and recommends transferring \$297,536 Benefit Assessment County Fund 2610 to the General Account County Fund 2600, recommends transferring the following:

Amount	From Fund	To Fund	County Codes
\$140,020	BAD 2610	General 2600	510 Salaries BAD Maintenance
\$157,516	BAD 2610	General 2600	520 Service/Supplies BAD Maintenance

WHEREAS, the Board of Directors, after receiving the recommendation from the General Manager, agrees that it is in the best interest of the District to transfer the above Benefit Assessment District funds in the amount of \$297,536 to the General Fund Account 2600; and

NOW THEREFORE, IT BE RESOLVED, that the Board of Directors of the Feather River Recreation and Park District approves the transferring of \$297,536 from the Benefit Assessment Fund 2610 to the General Fund Account 2600.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 25<sup>th</sup> day of May 2021 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Steven Rocchi, Chairperson

\_\_\_\_\_  
Shawn Rohrbacker, General Manager



**RESOLUTION NO. 1961-21**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$120,000 FROM THE MERCHANT PAYMENT RECEIVED BY CREDIT CARD ACCOUNT: BANK OF THE WEST TO THE GENERAL FUND ACCOUNT 2600**

**WHEREAS**, the General Manager has reviewed the finances of the District and recommends transferring \$125,000 from the Merchant Account at Bank of the West to the General Fund Account 2600; and

**WHEREAS**, the Board of Directors, after receiving the recommendation from the General Manager, agrees that it is in the best interest of the District to transfer non-Impact fee funds in the amount of \$120,000 from the Bank of the West Merchant Account to the General Fund Account 2600; and

**NOW THEREFORE, IT BE RESOLVED**, that the Board of Directors of the Feather River Recreation and Park District approves the transferring of \$120,000 from the Bank of the West Merchant Account to the General Fund Account 2600.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 25<sup>th</sup> day of May 2021 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Steven Rocchi, Chairperson

\_\_\_\_\_  
Shawn Rohrbacker, General Manager



## STAFF REPORT

**DATE: MAY 25, 2021**

**TO: FRRPD BOARD OF DIRECTORS**

**FROM: SHAWN ROHRBACKER, GENERAL MANAGER**

**RE: REQUEST TO RECOMMEND A 3% INCREASE TO THE BENEFIT ASSESSMENT DISTRICT ASSESSMENT FOR FY 2021-22**

### **SUMMARY**

Staff request for the Committee to recommend an increase of the BAD assessment by maximum allowable amount of 3%.

### **BACKGROUND**

As further described in the attached Draft Resolution, the residents of the Feather River Recreation and Park District approved the formation of a Benefit Assessment District (BAD) in 2002. The approval included language that allowed the District to increase the annual assessment by CPI without the need of an additional ballot proceeding.

### **BUDGETARY IMPACT**

The proposed increase to this Assessment would raise the single-family equivalent in Zone A \$0.46 (from \$15.34 to \$15.80) and \$0.14 in Zone B (from \$7.66 to \$7.80). The total impact would increase the BAD revenue budget by \$10,773 to total \$308,309. Please note that the Preliminary 2021/22 District Budget that was approved by Board consensus at its Budget Workshop held on April 26<sup>th</sup> assumed a 3% increase to the BAD assessment.

### **RECOMMENDATION**

Staff respectfully reminds the Board that the purpose of the CPI increase is to keep up with inflation and maintain the purchasing power of the original assessment. While some previous Boards have supported the increase, others have decided against it. Consequently, the District has lost some of this purchasing power. With the unfunded backlog of maintenance and related improvements to District properties and other assets, staff believes it prudent to increase the BAD assessment each year and for the foreseeable future. Additionally, when considered with the combined impact of the various disasters around the globe over the last three years, construction costs have increased over 30%, providing more reason to approve this modest increase.

The BAD Committee is meeting on May 25<sup>th</sup> at 10am to review the Engineer's Report. The General Manager will share the Committee's recommendation during the regular board meeting.

### **ALTERNATIVE ACTIONS**

None

### **ATTACHMENTS**

1. Preliminary Engineer's Report for Fiscal Year 2021-22
2. Resolution 1962-21



**FEATHER RIVER RECREATION AND PARK DISTRICT**  
**PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT**

**ENGINEER'S REPORT**

FISCAL YEAR 2021-22

MAY 2021

PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972  
AND ARTICLE XIID OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:  
**SCIConsultingGroup**  
4745 MANGELS BLVD.  
FAIRFIELD, CALIFORNIA 94534  
PHONE 707.430.4300  
FAX 707.430.4319  
[WWW.SCI-CG.COM](http://WWW.SCI-CG.COM)



## FEATHER RIVER RECREATION AND PARK DISTRICT

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### **BOARD OF DIRECTORS**

Scott Kent Fowler, Chair

Steven Rocchi, Vice-Chair

Devin Thomas, Director

Shannon DeLong, Director

Clarence Sonny Brandt, Director

### **GENERAL MANAGER**

Shawn Rohrbacker

### **BUSINESS MANAGER**

Deborah Peltzer

### **DISTRICT LEGAL COUNSEL**

Jeff Carter

### **ENGINEER OF WORK**

SCI Consulting Group

Lead Assessment Engineer, John Bliss, M.Eng., P.E.





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## INTRODUCTION

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### OVERVIEW

The Feather River Recreation and Park District (the "Park District") was formed in 1952 to provide recreation and park services to the residents of the City of Oroville and surrounding communities for its service area of 31,461 parcels. (For locations of the Park District's facilities, see the Diagram following in this Report.)

The Park District's parks are summarized as follows:

- Bedrock Skate and Bike Park
- Berry Creek Park (leased from Pioneer Union)
- MLK Park
- Palermo Park
- Playtown Park
- Riverbend Park
- Forbestown Park

The Park District's facilities are summarized as follows:

- Activity Center (Including leased property behind the Center)
- Bedrock Tennis Courts
- Feather River Bike Trail (west of nature center)
- Forbestown Hall
- Gary Nolan Baseball Complex
- Nelson Pool
- Nelson Complex
- Palermo Pool
- Palermo Community Center
- Yuba Feather Museum (leased to Yuba Historical Society)

Since 1992 funding for local parks and recreation decreased significantly due to the shift of local property taxes to the State, causing a cumulative Park District loss of more than \$1.3 million by 2002.

Due to the drastic cut in funding, and limited revenues from other sources, a serious gap developed between the Park District's available revenue and the actual cost of park maintenance and improvement. Therefore, in absence of a new local revenue source, the baseline level of park and recreation facilities in the Park District (the "Baseline Service") prior to 2002 was a deteriorating level of maintenance and upkeep of the park and recreation facilities and properties listed above. To address this issue, the Park District's Board of Directors ("Board") directed the initiation of proceedings for an Assessment District formation ("the Parks Maintenance and Recreation Improvement District" or the "Improvement District"), and proposed special assessments in 2002 to allow property owners to decide

whether they would support an assessment to generate local funds for maintaining and improving local parks, recreation facilities and recreation areas.

## ASSESSMENT PROCESS

In May of 2002, the Park District conducted an assessment ballot proceeding pursuant to the requirements of Article XIID of the California Constitution ("The Taxpayer's Right to Vote on Taxes Act"), and the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "Act"). During this ballot proceeding, property owners in the Park District were provided with a notice and ballot for the proposed special assessment. A 45-day period was provided for balloting and a public hearing was conducted on July 17, 2002. At the public hearing, all ballots returned within the 45-day balloting period were tabulated.

It was determined at the public hearing that 50.4% of the weighted ballots returned were in support of the assessment. Since the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (with each ballot weighted by the proportional financial obligation of the property for which ballot was submitted), the Park District gained the authority to approve the levy of the assessments for fiscal year 2002-03 and to continue to levy them in future years.

In each subsequent year for which the assessments will be continued, the Board must direct the preparation of an Engineer's Report ("Report"), budgets and proposed assessments for the upcoming fiscal year. The proposed assessments are based on the estimated cost to operate, maintain and service the improvements that provide a direct and special benefit to properties within the Improvement District. After the Report is completed, the Board may preliminarily approve the Report and proposed assessments and establish the date for a noticed public hearing on the continuation of the assessments. This Report was prepared pursuant to the direction of the Board.

This Engineer's Report ("Report") was prepared to establish the budget for the continued improvements, installation, maintenance and servicing costs that would be funded by the proposed 2021-22 assessments, determine the benefits received by property from such improvements and services within the Park District and apportion the assessments to lots and parcels within the Park District. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "Act") and Article XIID of the California Constitution (the "Article").

If the Board approves this Engineer's Report and the continuation of the assessments by resolution, a notice of public hearing must be published in a local paper at least 10 days prior to the date of the public hearing. The resolution preliminarily approving the Engineer's Report and establishing the date for a public hearing is used for this notice.

Following the minimum 10-day time period after publishing the notice, a public hearing must be held for the purpose of allowing public testimony about the proposed continuation of the assessments. This hearing is currently scheduled for June 22, 2021. At this hearing, the Board will consider approval of a resolution confirming the continuation of the assessments for fiscal year 2021-22. If so confirmed and approved, the assessments will be submitted to the County Auditor for inclusion on the property tax rolls for fiscal year 2021-22.

## LEGAL ANALYSIS

### PROPOSITION 218

This assessment is formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now codified as Articles XIII C and XIII D of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including property-owner balloting, for the imposition, increase and extension of assessments, and these requirements are satisfied by the process used to establish this assessment.

### SILICON VALLEY TAXPAYERS ASSOCIATION, INC. v SANTA CLARA COUNTY OPEN SPACE AUTHORITY

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority ("SVTA vs. SCCOSA"). This ruling is the most significant legal document in further legally clarifying Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general, benefit
  - The services and/or improvements funded by assessments must be clearly defined
  - Special benefits are directly received by and provide a direct advantage to property in the assessment district
1. The Improvement District is divided into separate zones of benefit, and the assessment revenue derived from real property in each zone is extended only on specifically identified park and recreational improvements and/or maintenance and servicing of those improvements in that zone and other improvements in the Improvement District that confer special benefits to property in that zone.
  2. The use of zones of benefit ensures that the park and recreational improvements constructed and maintained with assessment proceeds are located in close proximity to the real property subject to the assessment, and that such improvements provide a direct advantage to the property in the zone.
  3. Due to their proximity to the assessed parcels, the improvements and maintenance thereof financed with assessment revenues in each zone benefit the properties in that zone in a manner different in kind from the benefit that other parcels of real

property in the Improvement District derive from such improvements, and the benefits conferred on such property in each zone are more extensive and direct than a general increase in property values.

4. The assessments paid in each zone of benefit are proportional to the special benefit that each parcel within that zone receives from such improvements and the maintenance thereof because:
  - a. The specific park and recreational improvements and maintenance and utility costs thereof in each zone and the costs thereof are specified in this Engineer's Report; and
  - b. Such improvement and maintenance costs in each zone are allocated among different types of property located within each zone of benefit, and equally among those properties which have similar characteristics and receive similar special benefits.

There have been a number of clarifications made to the analysis, findings and supporting text in this Report to ensure that this consistency is well communicated.

#### **DAHMS V. DOWNTOWN POMONA PROPERTY**

On June 8, 2009, the 4<sup>th</sup> Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms the Court upheld an assessment that was 100% special benefit (i.e. 0% general benefit) on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district. The Court also upheld discounts and exemptions from the assessment for certain properties.

#### **BONANDER V. TOWN OF TIBURON**

On December 31, 2009, the 1<sup>st</sup> District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

#### **BEUTZ V. COUNTY OF RIVERSIDE**

On May 26, 2010 the 4<sup>th</sup> District Court of Appeal issued a decision on the Steven Beutz v. County of Riverside ("Beutz") appeal. This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified and separated from the special benefits.

#### **GOLDEN HILL NEIGHBORHOOD ASSOCIATION V. CITY OF SAN DIEGO**

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an

assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in *Beutz*, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

#### COMPLIANCE WITH CURRENT LAW

This Engineer's Report is consistent with the requirements of Article XIII C and XIII D of the California Constitution and with the *SVTA* decision because the improvements to be funded are clearly defined; the benefiting property in the Assessment District enjoys close and unique proximity, access and views to the Improvements; the Improvements serve as an extension of usable land area for benefiting properties in the Assessment District; and such special benefits provide a direct advantage to property in the Assessment District that is not enjoyed by the public at large or other property. In addition, the improvements are directly available to and will directly benefit property in the Assessment District; and the improvements provide a direct advantage to property in the Assessment District that would not be received in absence of the Assessments.

This Engineer's Report is consistent with *Beutz*, *Dahms* and *Greater Golden Hill* because the Services will directly benefit property in the Assessment District and the general benefits have been explicitly calculated and quantified and excluded from the assessments. Moreover, while *Dahms* could be used as the basis for a finding of 0% general benefits, this Engineer's Report establishes a more conservative measure of general benefits.

The Engineer's Report is consistent with *Bonander* because the Assessments have been apportioned based on the overall cost of the improvements and proportional special benefit to each property.



## PLANS & SPECIFICATIONS

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The Feather River Recreation and Park District maintains park facilities in locations throughout its boundaries.

The work and improvements (the "Improvements") are proposed to be undertaken by the Feather River Recreation and Park District's Park Maintenance and Recreation Improvement District (the "Improvement District") and the cost thereof, including any debt service on bonds or other indebtedness issued for the work and improvements, paid from the levy of the annual assessment provide special benefit to Assessor Parcels within the Improvement District as defined in the Method of Assessment herein. In addition to the definitions provided by the Landscaping and Lighting Act of 1972, (the "Act") the work and improvements are generally described as follows:

Installation, maintenance and servicing of public recreational facilities and improvements, including, but not limited to, turf and play areas, park grounds and facilities, playground equipment, hard court surfaces, tennis courts, gymnasiums, recreation centers, running tracks, walking paths, sports fields, basketball courts, swimming pools, landscape corridors, recreation, trails, other recreational facilities, ground cover, shrubs and trees, irrigation and sprinkler systems, landscaping, drainage systems, lighting, fencing, entry monuments, security patrols to protect the Improvements, graffiti removal and repainting, and labor, materials, supplies, utilities and equipment, as applicable, at each of the locations owned, operated or maintained by the Feather River Recreation and Park District. Plans and specifications for these improvements have been filed with the General Manger of the Feather River Recreation and Park District and are incorporated herein by reference.

As applied herein, "Installation" means the construction of recreational improvements, including, but not limited to, land preparation (such as grading, leveling, cutting and filling), sod, landscaping, irrigation systems, sidewalks and drainage, lights, and/or the construction of playground equipment, play courts, recreational facilities and public restrooms.

"Maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of said improvements, including repair, removal, or replacement of all or any part of any improvement; providing for the life, growth, health and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; and cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti.

"Servicing" means the furnishing of electric current or energy for the operation or lighting of any improvements, and water for irrigation of any landscaping or the maintenance of any other improvements.

Incidental expenses include all of the following: (a) The costs of preparation of the report, including plans, specifications, estimates, diagram, and assessment; (b) the costs of

printing, advertising, and the giving of published, posted, and mailed notices; (c) compensation payable to the County for collection of assessments; (d) compensation of any engineer or attorney employed to render services in proceedings pursuant to this part; (e) any other expenses incidental to the construction, installation, or maintenance and servicing of the Improvements; (f) any expenses incidental to the issuance of bonds or notes pursuant to Streets & Highways Code Section 22662.5; and (g) costs associated with any elections held for the approval of a new or increased assessment. (Streets & Highways Code §22526).

The assessment proceeds will be exclusively used for Improvements within the Improvement District plus Incidental expenses. Reference is made to the Summary of District's Improvement Plans section in the following section of this Report which specifically identifies the parks, recreation areas and other sites to be funded by the assessment proceeds and to the plans and specifications, including specific expenditure and improvement plans by park/recreation site and zone of benefit, which are on file with the Feather River Recreation and Park District.

FISCAL YEAR 2021-22 ESTIMATE OF COST AND BUDGET

INTRODUCTION

Following are the proposed Improvements, and resulting level of improved parks and recreation facilities, for the Improvement District. As previously noted, the baseline level of service included a declining level of parks and recreation facilities due to shortages of funds for the Park District. Improvements funded by the assessments are over and above the previously declining baseline level of service. The formula below describes the relationship between the final level of improvements, the prior (pre-2002) baseline level of service, and the enhanced level of improvements to be funded by the proposed assessment.

<b>Final Level of Improvements</b>	<b>=</b>	<b>Baseline Level of Improvements</b>	<b>+</b>	<b>Enhanced Level of Improvements</b>
------------------------------------	----------	---------------------------------------	----------	---------------------------------------

SUMMARY OF PARK DISTRICT'S IMPROVEMENT PLANS

The budget to be financed by the assessments is partially based on the results of an independent survey conducted for the Park District, which indicated property owners' priorities for various improvement projects and park maintenance services, and staff determination of other needed park and recreation improvements. Projects have been selected based on how closely they meet the needs expressed by the survey results. Projects have been chosen throughout the Park District in order to ensure that all properties in the narrowly drawn Assessment District boundaries will receive improved access to better maintained and improved parks in their area. The Estimate of Cost provided in this Report is for fiscal year 2021-22 and is derived from a multi-year improvement plan that will add new parks to the Park District's infrastructure; improve park and recreation area security by enhancing security lighting; replace outdated playground equipment; keep pace with the rising costs of park maintenance to help ensure the continued beauty, usability, and accessibility of the Park District's parks, playfields, and recreation areas; develop playfields and youth oriented activity areas. The District Master Plan has been developed and is available for review at the Park District offices. In addition, supplemental plans may be developed and filed with the General Manager of the Park District.

MULTI-YEAR IMPROVEMENT PLAN HIGHLIGHTS

- Improved park and recreation facility maintenance
- Additional walkways and security lighting at neighborhood parks and sports fields to protect and maintain the Improvements
- Upgraded recreation areas, playgrounds and restrooms to improve access for the disabled
- Recreational improvements at neighborhood parks

- Sport court repairs and lighting upgrades
- Gary Nolan/Playground Park repairs and lighting upgrades
- Riverbend Park (multi-use fields)

#### **BUDGET FOR FISCAL YEAR 2021-22**

The budget presented on the next page lists the improvement projects and park maintenance and security services that would, in part, be funded by the Improvement District in Fiscal Year 2021-22, if the proposed assessments are continued by the Park District Board.

FIGURE 1 – ESTIMATE OF COST, FISCAL YEAR 2021-22

		<b>Total Budget</b>	
Beginning Fund Balance			
Park & Recreation Expenses (Installation, Maintenance & Servicing)			
Fuel		\$30,000	
Insurance		\$23,000	
Other Outside Labor		\$15,000	
Contract Janitorial		\$75,000	
Repairs and Maintenance parts and supplies		\$212,000	
Repairs and Maintenance Payroll		\$500,477	
Telephone		\$5,000	
Utilities (includes irrigation water)		<u>\$241,350</u>	
		<b>\$1,101,827</b>	
<b>Total Benefit of Improvements</b>		<b>\$1,101,827</b>	
		19,452.17	
<b>Benefit Received per Unit</b>		<b>\$56.64</b>	
Less:			
District Contribution		(1,061,465)	
Net Cost of Installation, Maintenance and Servicing		<u>\$40,362</u>	
Incidental Costs			
Collection and Administration		5,463	
Allowance for Contingencies <sup>3</sup>		<u>10,000</u>	
Less:			
Beginning Fund Balance and Fund Income			
<b>Total Park Maintenance and Recreation Improvement District Budget<sup>4</sup></b>		<b>\$308,309</b>	
(Net Amount to be Assessed)			
<b>Budget Allocation to Property</b>			
<b>Zone of Benefit</b>	<b>Total Budget *</b>	<b>SFE Units</b>	<b>SFE Rate per Unit</b>
Zone A	\$307,723	19,378	\$15.88
Zone B	\$586	74	\$7.90
<b>Totals</b>	<u>\$308,309</u>	<u>19,452.17</u>	
* All assessments are rounded to low er even penny. Therefore, the budget amount may slightly differ from the assessment rate.			

Notes to Estimate of Cost:

1. The item, Maintenance & Operation would provide funding for enhanced maintenance of all parks and recreation facilities on a daily basis, seven days per week. Improvements would include mowing turf, trimming and caring for landscaping, fertilization and aeration of grounds and playfields, routine maintenance and safety inspections, painting, replacing/repairing broken or damaged equipment, trash removal and cleanup, irrigation and irrigation system maintenance, and other services as needed. The itemized budgets for these amounts are shown.
2. As discussed in the following section, at least 9.4% of the cost of Improvements must be funded from sources other than the assessments to cover any general benefits from the Improvements. Therefore, Figure 1 shows over 9.4% of the cost of Improvements without the projects hoped to be completed, as well as over 9.4% of the cost with the projects hoped to be completed. As is reflected in Figure 1, the Park District will contribute 77.8%, much more than either of these amounts, which more than covers any general benefits from the Improvements.
3. The item, Allowance for Contingencies is to account for any uncollectible assessments.
4. The Act requires that proceeds from the assessments must be deposited into a special fund that has been set up for the revenues and expenditures of the Improvement District. Moreover, funds raised by the assessment shall be used only for the purposes stated within this Report. Any balance remaining at the end of the fiscal year (June 30, 2022), must be carried over to the next fiscal year. The Park District may also establish a reserve fund for contingencies and special projects as well as a capital improvement fund for accumulating funds for larger capital improvement projects or capital renovation needs. Any remaining unexpended balance would either be placed in the reserve fund, the capital improvement fund, or would be used to reduce future years' assessments.

## METHOD OF APPORTIONMENT

---

### OVERVIEW OF APPORTIONMENT

This section of the Engineer's Report explains the special and general benefits to be derived from the Improvements to park facilities and Park District-maintained property throughout the Park District, and the methodology used to apportion the total assessment to properties within the Improvement District.

The Improvement District consists of all Assessor Parcels within the boundaries of the Feather River Recreation and Park District. The method used for apportioning the assessment is based upon the proportional special benefits conferred to the properties over and above general benefits conferred to real property in the Improvement District or to the public at large. Special benefit is calculated for each parcel in the Improvement District using the following process:

1. Identification of all benefit factors derived from the Improvements
2. Calculation of the proportion of these benefits that are general
3. Determination of the relative special benefit within different areas within the Improvement District
4. Determination of the relative special benefit per property type
5. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type, property characteristics, improvements on property and other supporting attributes

### DISCUSSION OF BENEFIT

In summary, the assessments can only be levied based on the special benefit to property. Any and all general benefit must be funded from another source. This special benefit is received by property over and above any general benefits from the Improvements. With reference to the requirements for assessments, Section 22573 of the Landscaping and Lighting Act of 1972 states:

*"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."*

*"The determination of whether or not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000)) [of the Streets and Highways Code, State of California]."*

Proposition 218, as codified in Article XIID of the California Constitution, has confirmed that assessments must be based on the special benefit to property and that the value of the special benefits must reasonably exceed the cost of the assessment:

*"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."*

Since assessments are levied on the basis of special benefit, they are not a tax and are not governed by Article XIII A of the California Constitution.

The SVTA v. SCCOSA decision also clarifies that a special benefit is a service or improvement that provides a direct advantage to a parcel and that indirect or derivative advantages resulting from the overall public benefits from a service or improvement are general benefits. The SVTA v. SCCOSA decision also provides specific guidance that park improvements are a direct advantage and special benefit to property that is proximate to a park that is improved by an assessment:

*The characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g. proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g. general enhancement of the district's property values).*

Finally, Proposition 218 twice uses the phrase "over and above" general benefits in describing special benefit. (Art. XIID, sections 2(i) & 4(f).)

## **BENEFIT FACTORS**

The special benefits from the Improvements are listed below:

### **PROXIMITY TO IMPROVED PARKS AND RECREATIONAL FACILITIES**

Only the specific properties within close proximity to the Improvements are included in the Improvement District. Therefore, property in the Improvement District enjoys unique and valuable proximity and access to the Improvements that the public at large and property outside the Improvement District do not share.

In absence of the assessments, the Improvements would not be provided and the parks and recreation areas in the Improvement District would be degraded due to insufficient funding for maintenance, upkeep and repair. Therefore, the assessments provide Improvements that are over and above what otherwise would be provided. Improvements that are over and above what otherwise would be provided do not by themselves translate into special benefits but when combined with the unique proximity and access enjoyed by parcels in the Improvement District, they provide a direct advantage and special benefit to property in the Improvement District.



**ACCESS TO IMPROVED PARKS AND RECREATIONAL AREAS**

Since the parcels in the Improvement District are nearly the only parcels that enjoy close access to the Improvements, they directly benefit from the unique close access to improved parks and recreation areas that are provided by the Assessments. This is a direct advantage and special benefit to property in the Improvement District.

**IMPROVED VIEWS**

The Park District, by maintaining the landscaping at its park and recreation facilities provides improved views to properties with direct line-of-sight as well as other local properties which benefit from improved views when property is accessed. The recreation areas maintained and improved by the Assessments are uniquely located on the hillsides surrounding the Improvement District and the benefiting property in the Improvement District. Therefore, nearly every benefiting property in the Improvement District has direct views of natural lands or parks that are improved by the Assessments. Therefore, the improved and protected views provided by the Assessments are another direct and tangible advantage that is uniquely conferred upon property in the Improvement District.

**EXTENSION OF A PROPERTY’S OUTDOOR AREAS AND GREEN SPACES FOR PROPERTIES WITHIN CLOSE PROXIMITY TO THE IMPROVEMENTS**

In large part because it is cost prohibitive to provide large open land areas on property in the Improvement District, the residential, commercial and other benefiting properties in the Improvement District do not have large outdoor areas and green spaces. The parks in the Improvement District provide these larger outdoor areas that serve as an effective extension of the land area for proximate properties because the Improvements are uniquely proximate and accessible to property in close proximity to the Improvements. The Improvements, therefore, provide an important, valuable and desirable extension of usable land area for the direct advantage and special benefit of properties with good and close proximity to the Improvements.

According to the industry-standard guidelines established by the National Park and Recreation Association (the “NPRA”), neighborhood parks in urban areas have a service area radius of generally one-half mile and community parks have a service area radius of approximately two miles. The service radii for neighborhood parks and neighborhood green spaces were specifically established to give all properties within this service radii close proximity and easy walking access to such public land areas. Since proximate and accessible parks serve as an extension of the usable land area for property in the service radii and since the service radii was specifically designed to provide close proximity and access, the parcels within this service area clearly receive a direct advantage and special benefit from the Improvements - and this advantage is not received by other properties or the public at large.

An analysis of the service radii for the Improvements finds that all properties in the Improvement District enjoy the distinct and direct advantage of being close and proximate to parks within the Improvement District. The benefiting properties in the Improvement District therefore uniquely and specially benefit from the Improvements.

## BENEFIT FINDING

In summary, real property located within the boundaries of the Improvement District distinctly and directly benefits from closer proximity, access and views of improved parks, recreation facilities, landscaped corridors, greenbelts, recreation areas, trail systems and other public resources funded by the Assessments. The Improvements are specifically designed to serve local properties in the Improvement District, not other properties or the public at large. The public at large and other properties outside the Improvement District receive only limited benefits from the Improvements because they do not have proximity, good access or views of the Improvements. These are special benefits to property in the Improvement District in much the same way that sewer and water facilities, sidewalks and paved streets enhance the utility and desirability of property and make them more functional to use, safer and easier to access.

## GENERAL VERSUS SPECIAL BENEFIT

Article XIIC of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

<b>Total Benefit</b>	<b>=</b>	<b>General Benefit</b>	<b>+</b>	<b>Special Benefit</b>
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There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements.

In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

The starting point for evaluating general and special benefits is the current, baseline level of service. The assessment will fund Improvements “over and above” this general, baseline level and the general benefits estimated in this section are over and above the baseline.

A formula to estimate the general benefit is listed below:

General Benefit	=	Benefit to Real Property Outside the Assessment District	+	Benefit to Real Property Inside the Assessment District that is Indirect and Derivative	+	Benefit to the Public at Large
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Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” The *SVTA v. SCCOSA* decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, as noted, properties in the Improvement District have close and unique proximity, views and access to the Improvements and uniquely improved desirability from the Improvements and other properties and the public at large do not receive significant benefits because they do not have proximity, access or views of the Improvements. Therefore, the overwhelming proportion of the benefits conferred to property is special, and is only minimally received by property outside the Improvement District or the public at large.

In the 2009 Dahms case, the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided within the assessment district. It is also important to note that the improvements and services funded by the assessments in Pomona are similar to the improvements and services funded by the Assessments described in this Engineer’s Report and the Court found these improvements and services to be 100% special benefit. Also similar to the assessments in Pomona, the Assessments described in this Engineer’s Report fund improvements and services directly provided within the Assessment District and every benefiting property in the Assessment District enjoys proximity and access to the Improvements. Therefore, Dahms establishes a basis for minimal or zero general benefits from the Assessments. However, in this Report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

### **CALCULATING GENERAL BENEFIT**

In this section, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

#### **BENEFIT TO PROPERTY OUTSIDE THE IMPROVEMENT DISTRICT**

Properties within the Improvement District receive almost all of the special benefits from the Improvements because properties in the Improvement District enjoy unique close proximity and access to the Improvements that is not enjoyed by other properties or the public at large. However, certain properties within the proximity/access radius of the Improvements, but outside of the boundaries of the Improvement District, may receive some benefit from the Improvements. Since this benefit is conferred to properties outside the Improvement District boundaries, it contributes to the overall general benefit calculation and will not be funded by the Assessments.

The properties outside the Improvement District and within the proximity radii for neighborhood parks in the Improvement District receive benefits from the Improvements. Since these properties are not assessed for their benefits because they are outside of the area that can be assessed by the District, this is form of general benefit to the public at large and other property. A 50% reduction factor is applied to these properties because they are all geographically on only one side of the Improvements and are over twice the average distance from the Improvements compared to properties in the Assessment District. The general benefit to property outside of the Improvement District is calculated as follows with the parcel and data analysis performed by SCI Consulting Group.

**Assumptions:**

FEWER THAN 100 PARCELS OUTSIDE THE DISTRICT BUT WITHIN 2.0 MILES OF  
THE PARKS WITHIN THE IMPROVEMENT DISTRICT  
30,951 PARCELS IN THE IMPROVEMENT DISTRICT  
50% RELATIVE BENEFIT COMPARED TO PROPERTY WITHIN THE IMPROVEMENT  
DISTRICT

**Calculation**

general benefit to property outside the improvement district =  
 $100/(30,951+100)*.5 = 0.2\%$

Although it can reasonably be argued that Improvements inside, but near the Park District boundaries are offset by similar park and recreational improvements provided outside, but near the Park District's boundaries, we use the more conservative approach of finding that 0.2% of the Improvements may be of general benefit to property outside the Improvement District.

**BENEFIT TO PROPERTY *INSIDE* THE DISTRICT THAT IS *INDIRECT AND DERIVATIVE***

The "indirect and derivative" benefit to property within the Improvement District is particularly difficult to calculate. A solid argument can be presented that all benefit within the Improvement District is special, because the Improvements are clearly "over and above" and "particular and distinct" when compared with the baseline level of service and the unique proximity, access and views of the Improvements enjoyed by benefiting properties in the Improvement District. Therefore, the general benefit contribution that is indirect and derivative is negligible, and calculated to be zero for this analysis.

**BENEFIT TO THE PUBLIC AT LARGE**

The SVTA vs. SCCOSA decision indicates there may be general benefit "conferred on real property located in the district" A measure of the general benefits to property within the Assessment area is the percentage of land area within the Improvement District that is publicly owned and used for regional purposes such as lakes, major roads, rail lines and other regional facilities because such properties used for regional purposes could provide general benefits to the public at large. Approximately 1.2% of the land area in the

Improvement District is used for such regional purposes, so this is a measure of the general benefits to property within the Improvement District.

The general benefit to the public at large can be estimated by the proportionate amount of time that the Park District's parks and recreational facilities are used and enjoyed by individuals who are not residents, employees, customers or property owners in the Park District<sup>1</sup>. A survey of park and recreation facility usage conducted by SCI Consulting Group found that less than 8% of the Park District's facility usage is by those who do not live or work within District boundaries.<sup>2</sup>

**TOTAL GENERAL BENEFITS**

Using a sum of these three measures of general benefit, we find that approximately 9.4% of the benefits conferred by the Improvements may be general in nature and should be funded by sources other than the assessment.

<b>General Benefit Calculation</b>	
	<b>0.2% (Outside the Assessment District)</b>
<b>+</b>	<b>0.0% (Inside the District – Indirect and Derivative)</b>
<b>+</b>	<b>9.2% (Public at Large)</b>
<b>=</b>	<b>9.4% (Total General Benefit)</b>

Therefore, this analysis finds that 9.4% of the assessment may provide general benefits, and the Assessment Engineer establishes a requirement for a minimum contribution from sources other than the assessments of 9.4%. This minimum contribution above the measure of general benefits will serve to provide additional coverage for any other general benefits.

The Park District's total budget for maintenance and improvement of its parks and recreational facilities is \$1,156,404. Of this total budget amount, the Park District will contribute \$308,309 from sources other than the assessments for park maintenance and operation. This contribution by the Park District equates to approximately 79.1% of the total

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<sup>1</sup> . When District facilities are used by those individuals, the facilities are not providing benefit to property within the Park District. Use under these circumstances is a measure of general benefit. For example, a non-resident who is drawn to utilize the Park District facilities and shops at local businesses while in the area would provide special benefit to business properties as a result of his or her use of the Improvements. Conversely, one who uses Park District facilities but does not reside, work, shop or own property within the Park District boundaries does not provide special benefits to any property and is considered to be a measure of the general benefits.

<sup>2</sup> . A total of 118 park users were surveyed on different days and times during the months of February 2002 and April 2002. Nine respondents (7.6%) indicated that they did not reside or work within the Park District.

budget for maintenance and improvements and constitutes far more than the amount attributable to the general benefits from the Improvements.

## ZONES OF BENEFIT

Due to their greater distance and reduced proximity from the improvements, parks and recreational facilities, properties in one area of the District are determined to receive lesser benefit from the proposed improvements than other properties in the District. This area of reduced benefit lies along the north east boundaries of the District and includes all Assessor Parcel Numbers within the District in Book 058; Book 059 Pages 11 and 12; Book 061 Pages 01, 06, 07, 09-19, 22-28, 36-40; Book 73 Pages 01-08, 20, 21 and 33. This area is hereinafter referred to as Zone of Benefit B or Zone B and is depicted on the Assessment Diagram included with this Report. All other properties within the Improvement District are classified into Zone of Benefit A or Zone A.

The Improvement District's improvements, parks and recreational facilities are easily accessible to all properties within Zone A. Therefore, benefits from the proposed improvements do not further vary based on proximity of the parcels to the improvements within the Zone because the increased benefits of greater proximity to the improvements are generally offset by a parallel increase in negative factors such as higher levels of traffic, noise, etc. that comes with increased proximity.

Since these properties are generally twice the distance from the proposed improvements, it is estimated that the relative level of benefit to properties in Zone B is 50% the benefit received by properties in Zone A. The proposed assessments for properties in Zone B will therefore be 50% of similar properties in Zone A.

All assessed properties within the Improvement District are within the industry-accepted proximity/service area for parks and recreation facilities. As noted, these proximity radii were specifically established to only encompass properties with good proximity and access to local parks and in effect make local parks within the proximity radii an extension of usable land area for the properties in the area. The benefits from the Improvements within each Zone of Benefit do not vary further based on proximity of the parcels to the Improvements because the increased benefits of greater proximity to the Improvements are generally offset by a parallel increase in negative factors such as higher levels of traffic, noise, etc. that comes with increased proximity. Consequently, since all parcels in the Improvement District have good access and proximity to the Improvements and the benefits to relatively closer proximity are offset by other factors, additional proximity is not considered to be a factor in determining benefit within each Zone of Benefit. In other words, the boundaries of the Improvement District and the Zones of Benefit have been narrowly drawn to include only properties that have good proximity and access and will specially benefit from the Improvements.

The SVTA vs. SCCOSA decision indicates:

*In a well-drawn district — limited to only parcels receiving special benefits from the improvement — every parcel within that district receives a shared special benefit. Under section 2, subdivision (i), these benefits can be construed as being general benefits since they are not “particular and distinct” and are not “over and above” the benefits received by other properties “located in the district.”*

*We do not believe that the voters intended to invalidate an assessment district that is narrowly drawn to include only properties directly benefiting from an improvement. Indeed, the ballot materials reflect otherwise. Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district’s property values).*

In the Improvement District, the advantage that each parcel receives from the Improvements is direct, and the boundaries are narrowly drawn to include only parcels that benefit from the assessment. Therefore, the even spread of assessment throughout each narrowly drawn Zone of Benefit is indeed consistent with the SVTA vs. SCCOSA decision and satisfies the “direct relationship to the ‘locality of the improvement’” standard.

**APPORTIONMENT**

As previously discussed, the assessments provide specific Improvements that confer direct and tangible special benefits to properties in the Improvement District. These benefits can partially be measured by the occupants on property in the Improvement District because such parcel population density is a measure of the relative benefit a parcel receives from the Improvements. Therefore, the apportionment of benefit is partially based the population density of parcels.

It should be noted that many other types of “traditional” assessments also use parcel population densities to apportion the assessments. For example, the assessments for sewer systems, roads and water systems are typically allocated based on the population density of the parcels assessed. Moreover, assessments have a long history of use in California and are in large part based on the principle that benefits from a service or improvement funded by assessments that is enjoyed by tenants and other non-property owners ultimately is conferred directly to the underlying property.<sup>3</sup>

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<sup>3</sup> For example, in *Federal Construction Co. v. Ensign* (1922) 59 Cal.App. 200 at 211, the appellate court determined that a sewer system specially benefited property even though the direct benefit was to the

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Single Family Equivalents (SFE). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer's Report, all properties are designated a SFE value, which is each property's relative benefit in relation to a single family home on one parcel. In this case, the "benchmark" property is the single family detached dwelling which is one Single Family Equivalent or one SFE.

In the process of determining the appropriate method of assessment, the Engineer considered various alternatives. For example, an assessment only for all residential improved property was considered but was determined to be inappropriate because commercial, industrial and other properties also receive direct benefits from the Improvements.

Moreover, a fixed or flat assessment for all properties of similar type was deemed to be inappropriate because larger properties receive a higher degree of benefit than other similarly used properties that are significantly smaller. (For two properties used for commercial purposes, there is clearly a higher benefit provided to the larger property in comparison to a smaller commercial property because the larger property generally supports a larger building and has higher numbers of employees, customers and guests that would benefit from proximity and improved access to well maintained and improved parks and recreational facilities. So the potential population of employees or residents is a measure of the special benefits received by the property.) Larger parcels, therefore, receive an increased benefit from the assessments.

Finally, the special benefits derived from the assessments are conferred on property and are not based on a specific property owner's use of the improvements, or a specific property owner's occupancy of property or the property owner's demographic status such as age or number of dependents. However, it is ultimately people who value the special benefits described above and use and enjoy the Park District's park and recreational facilities. In other words, the benefits derived to property are related to the average number of people who could potentially live on, work at, or otherwise could use a property, not how the property is currently used by the present owner. Therefore, the number of people who could or potentially live on, work at or otherwise use a property is one indicator of the relative level of benefit received by a property.

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people who used the sewers: "Practically every inhabitant of a city either is the owner of the land on which he resides or on which he pursues his vocation, or he is the tenant of the owner, or is the agent or servant of such owner or of such tenant. And since it is the inhabitants who make by far the greater use of a city's sewer system, it is to them, as lot owners or as tenants, or as the servants or agents of such lot owners or tenants, that the advantages of actual use will redound. But this advantage of use means that, in the final analysis, it is the lot owners themselves who will be especially benefited in a financial sense."



In conclusion, the Assessment Engineer determined that the appropriate method of assessment apportionment should be based on the type and use of property, the relative size of the property, its relative population and usage potential and its proximity to parks and recreational facilities. This method is further described below.

**ASSESSMENT APPORTIONMENT**

**RESIDENTIAL PROPERTIES**

Certain improved residential parcels in the Improvement District that contain a single residential dwelling unit are assigned one Single Family Equivalent or 1.0 SFE. Traditional houses, zero-lot line houses and townhomes are included in this category of single family residential property.

Properties with more than one residential unit are designated as multi-family residential parcels. These parcels benefit from the improvements in proportion to the number of dwelling units that occupy each property, the average number of people who reside in multi-family residential units versus the average number of people who reside in a single family home and the average size of multi-family residential units versus the average size of single family homes. The population density factors for the Feather River Recreation and Park District, as depicted below, provide a partial basis for determining the SFE factors for residential parcels. Using the total population in a certain property type in the Park District from the 1990 Census (the most recent data available when the Improvement District was established) and dividing it by the total number of such households, finds that approximately 2.70 persons occupy each single family residence, whereas an average of 2.13 persons occupy each multi-family residence. Using the ratio of one Population Factor for each single-family residence, which equates to one Population Factor for every 2.70 persons, a Population Factor would equate to one multi-family unit or a 0.79 Population Factor for every 2.13 residents. Likewise, each condominium unit receives a 0.99 Population Factor and each mobile home receives a 0.78 Population Factor.

**TABLE 1 - RESIDENTIAL DENSITY AND ASSESSMENT BENEFIT FACTORS**

	<i>Total Population</i>	<i>Occupied Households</i>	<i>Persons per Household</i>	<i>Population Factor</i>
Single Family Residential	113,152	41,943	2.70	1.00
Condominium	5,185	1,949	2.66	0.99
Multi-Family Residential	31,437	14,728	2.13	0.79
Mobile Home on Separate Lot	26,368	12,494	2.11	0.78

Source: 1990 Census, Butte County.

Once established, Population Factors are adjusted to reflect the average structure size of different residential parcels. This adjustment is needed because the special benefits are deemed to be relative to the potential population density and building area per dwelling unit.

The average structure size of a single family residence in the Feather River Recreation and Park District is 1477 square feet, whereas the average multi-family residence is 807 square feet per unit, or 55% of the size of a single family residence. Likewise, each condominium unit is 88% of the size of a single family residence and each mobile home is 50% of the size of a single family residence. These building area percentages are applied to the Population Factors to determine the SFE benefit factors for residential parcels. Therefore, a multi-family residence with a 0.79 Population Factor and a 55% building area percentage will receive 0.43 SFE.<sup>4</sup> Likewise, each condominium unit receives 0.87 SFE and each mobile home receives 0.39 SFE.

**TABLE 2 - POPULATION AND ASSESSMENT BENEFIT FACTORS**

	<i>Average Square Feet</i>	<i>% of SFR</i>	<i>Population Factor</i>	<i>SFE Factor</i>
Single Family Residential	1477	100%	1.00	1.00
Condominium	1297	88%	0.99	0.87
Multi-Family Residential	807	55%	0.79	0.43
Mobile Home on Separate Lot	732.25	50%	0.78	0.39

The single family equivalency factor of 0.43 per dwelling unit for multifamily residential parcels applies to such parcels with 20 or fewer units. Properties in excess of 20 units typically offer on-site recreational amenities and other facilities that tend to offset some of the benefits provided by the improvements. Therefore the benefit for parcels in excess of 20 units is determined to be 0.43 SFE per unit for the first 20 units and 0.10 SFE per each additional unit in excess of 20 dwelling units.

**COMMERCIAL/INDUSTRIAL PROPERTIES**

SFE values for commercial and industrial land uses are based on the equivalence of special benefit on a land area basis between single family residential property and the average commercial/industrial property. The SFE values for various commercial and industrial land uses are further defined by using average employee densities because the special benefit factors described previously can be measured by the average number of people who work at commercial/industrial parcels.

In order to determine employee density factors, the findings from the San Diego Association of Governments Traffic Generators Study (the "SANDAG Study") are used because these findings were approved by the State Legislature as being a good representation of the average number of employees per acre of land area for commercial and industrial parcels. As determined by the SANDAG Study, the average number of employees per acre for commercial and industrial property is 24.

<sup>4</sup> (0.79 \* 55% = 0.43)

In comparison, the average number of people residing in a single family home in the area is 2.70. Since the average lot size for a single family home in the District is approximately 0.50 acres, the average number of residents per acre of residential property is 5.40.

The employee density per acre is generally 4.45 times the population density of single family residential property per acre (24 employees per acre / 5.40 residents per acre). Therefore, the average employee density can be used as the basis for allocating benefit to commercial or industrial property since a commercial/industrial property with 4.45 employees receives generally similar special benefit to a residential property with 1 resident. This factor of equivalence of benefit between 1 resident to 4.45 employees is the basis for allocating commercial/industrial benefit. Table 3 shows the average employees per acre of land area or portion thereof for commercial and industrial parcels and lists the relative SFE factors per half of an acre for parcels in each land use category.

Commercial and industrial parcels in excess of 5 acres generally involve uses that are more land intensive relative to building areas and number of employees (lower coverage ratios). As a result, the benefit factors for commercial and industrial property land area in excess of 5 acres is determined to be the SFE rate per half of an acre for the first 5 acres and the relevant SFE rate per each additional acre over 5 acres.

Institutional parcels that are used for residential, commercial or industrial purposes are also assessed at the appropriate residential, commercial or industrial rate.

**TABLE 3 - COMMERCIAL/INDUSTRIAL DENSITY AND ASSESSMENT FACTORS**

<i>Type of Commercial/Industrial Land Use</i>	<i>Average Employees Per Acre <sup>1</sup></i>	<i>SFE Units per 1/2 Acre <sup>2</sup></i>
Commercial	24	1.00
Office	68	2.84
Shopping Center	24	1.00
Industrial	24	1.00
Self Storage or Parking Lot	1	0.05

1. Source: San Diego Association of Governments Traffic Generators Study.
2. The SFE factors for commercial and industrial parcels are applied by the half of an acre of land area or portion thereof. (Therefore, the minimum assessment for any assessable parcel in these categories is the SFE Units listed herein.)

#### **OTHER PROPERTIES**

Article XIID stipulates that publicly owned parcels must be assessed unless there is clear and convincing evidence that those parcels receive no special benefit from the assessment.

Other publicly owned property that is used for purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property.

Benefits received by vacant land from park maintenance and improvement are generally offset by those benefits such recreation area and watershed parcels confer to parcels in the District by way of providing increased community recreation areas and nature lands. Such parcels are, therefore, not specially benefited and are not assessed.

Church parcels and property used for educational purposes typically generate employees on a less consistent basis than other non-residential parcels. Many of these parcels also provide some degree of on-site amenities that serve to offset some of the benefits from the Improvement District. In addition, the District maintains reciprocal use arrangements with many educational parcels that allow for the public, recreational use of these parcels. Such public use tends to reduce the use and wear of District facilities. Therefore, these parcels receive minimal benefit and are assessed an SFE factor of 1.

Miscellaneous, small and other parcels such as roads, right-of-way parcels, and common areas typically do not generate significant numbers of employees, residents, customers or guests and have limited economic value. These miscellaneous parcels receive minimal benefit from the Improvements and are assessed an SFE benefit factor of 0.

#### **DURATION OF ASSESSMENT**

It is proposed that the Assessment be levied for fiscal year 2002-03 and every year thereafter, so long as the parks and recreational areas need to be improved and maintained and the Feather River Recreation and Park District requires funding from the Assessments for its Improvements in the Improvement District. As noted previously, the Assessment can be levied annually after the Feather River Recreation and Park District Board of Directors approves an annually updated Engineer's Report, budget for the Assessment, Improvements to be provided, and other specifics of the Assessment. In addition, the District Board of Directors must hold an annual public hearing to continue the Assessment.

#### **APPEALS AND INTERPRETATION**

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with the Park District General Manager or her or his designee. Any such appeal is limited to correction of an assessment during the then current or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the Park District General Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the Park District General Manager or her or his designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the Park District General Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the Park District General Manager or her or his designee shall

be referred to the Feather River Recreation and Park District Board and the decision of the Board shall be final.

**ASSESSMENT**

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WHEREAS, on February 23, 2021 the Feather River Recreation and Park District Board adopted its Resolution initiating proceedings for the continuation of a Park Maintenance and Recreation Improvement District under the Landscaping and Lighting Act of 1972, pursuant to the provisions of the Landscaping and Lighting Act of 1972 and Article XIII D of the California Constitution (collectively “the Act”), to proceed with the proposed continuation of assessments;

WHEREAS, the Resolution directed the undersigned Engineer of Work to prepare and file a report presenting an estimate of costs, a diagram for the Improvement District and an assessment of the estimated costs of the improvements upon all assessable parcels within the Improvement District, to which Resolution and the description of the proposed improvements therein contained, reference is hereby made for further particulars;

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the Board of the Feather River Recreation and Park District, hereby make the following assessment to cover the portion of the estimated cost of the improvements, and the costs and expenses incidental thereto to be paid by the Improvement District.

The amount to be paid for the improvements and the expense incidental thereto, to be paid by the Improvement District for the fiscal year 2021-22 is generally as follows in Figure 2 below.

**FIGURE 2 – SUMMARY COST ESTIMATE**

	<i>F. Y. 2021-22 Budget</i>
Park Maintenance & Operation	\$1,101,827
Capital Improvements	\$1,361,205
Incidental Expenses	\$57,701
<b>TOTAL BUDGET</b>	<b>\$2,520,733</b>
Less:	
District Contribution	\$2,212,424
<b>NET AMOUNT TO ASSESSMENTS</b>	<b>\$308,309</b>

As required by the Act, an Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of said Improvement District. The distinctive number of each parcel or lot of land in the said Improvement District is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion said net amount of the cost and expenses of said improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within said Improvement District, in accordance with the special benefits to be received by each parcel or lot, from the improvements, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 3%. Any change in the CPI in excess of 3% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 3%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 3% or 2) the change in the CPI plus any Unused CPI as described above.

Property owners in the Assessment District, in an assessment ballot proceeding in 2002, approved the initial fiscal year benefit assessment for special benefits to their property including the CPI adjustment schedule. As a result, the assessment may continue to be levied annually and may be adjusted by up to the maximum annual CPI adjustment without any additional assessment ballot proceeding. In the event that in future years the assessments are levied at a rate less than the maximum authorized assessment rate, the assessment rate in a subsequent year may be increased up to the maximum authorized assessment rate without any additional assessment ballot proceeding.

Based on the preceding annual adjustments, the maximum assessment rate for Fiscal Year 2021-22 was \$15.80 per single family equivalent benefit unit for Zone of Benefit A and \$7.90 per single family equivalent benefit unit for Zone of Benefit B. The annual change in the CPI from December 2019 to December 2020 was 2.30%. Therefore, the maximum authorized assessment rate for Fiscal Year 2021-22 has been increased by the allowable maximum increase from \$15.34 to \$15.80 per single family equivalent benefit unit for Zone of Benefit A and from \$7.66 to \$7.80 per single family equivalent benefit unit for Zone of Benefit B. The estimate of cost and budget in the Engineer's Report proposes assessments for fiscal year 2021-22 at the rate of \$15.80 per single family equivalent benefit unit for Zone of Benefit A, which is the maximum allowable rate and \$7.80 per single family equivalent benefit unit for Zone of Benefit B, which is also the maximum allowable rate.

The assessment is made upon the parcels or lots of land within the Improvement District in proportion to the special benefits to be received by the parcels or lots of land, from the improvements.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Butte for the fiscal year 2021-22. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of the County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2021-22 for each parcel or lot of land within the Improvement District.

Dated: May 18, 2021



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Engineer of Work  
By: John W. Bliss, License No. C52091



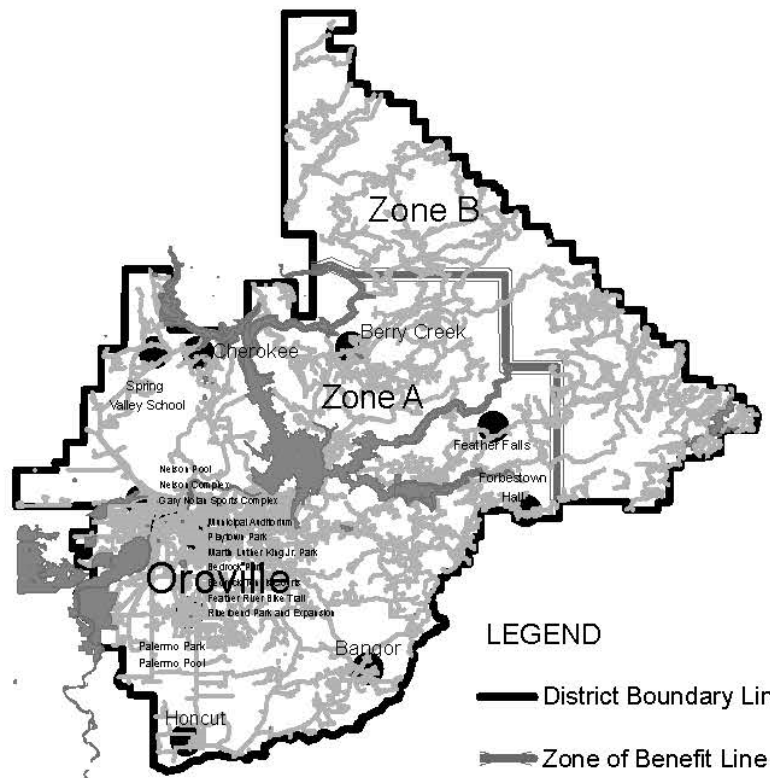
## APPENDICES

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Appendix A – Assessment Diagram  
Appendix B – Assessment Roll, FY 2021-22

## APPENDIX A – ASSESSMENT DIAGRAM

The Improvement District includes all parcels within the boundaries of the Feather River Recreation and Park District. The boundaries of the Improvement District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Improvement District are those lines and dimensions as shown on the maps of the Assessor of the County of Butte, for fiscal year 2021-22, and are incorporated herein by reference, and made a part of this Diagram and this Report.



FILED IN THE OFFICE OF THE DISTRICT MANAGER OF THE FEATHER RIVER RECREATION AND PARK DISTRICT, COUNTY OF BUTTE, CALIFORNIA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SECRETARY OF THE BOARD

ASSESSMENT WAS CONFIRMED AND LEVIED BY THE BOARD OF THE FEATHER RIVER RECREATION AND PARK DISTRICT, COUNTY OF BUTTE, ON THE LOTS, PIECES AND PARCELS OF LAND ON THIS ASSESSMENT DIAGRAM ON THE \_\_ TH DAY OF \_\_\_\_\_, 20\_\_\_\_.

FOR THE FISCAL YEAR 20\_\_\_\_-\_\_\_\_ AND SAID ASSESSMENT

ASSESSMENT ROLL FOR SAID FISCAL YEAR WAS FILED IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY OF BUTTE ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_. REFERENCE IS HEREBY MADE TO SAID RECORDED ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND.

\_\_\_\_\_  
SECRETARY OF THE BOARD

Note:  
REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF BUTTE FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCEL SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S PARCEL NUMBER.

SCI Consulting Group  
4745 Mangels Blvd  
Fairfield, CA 94534  
707-430-4300

## Feather River Recreation and Park District Assessment Diagram

## APPENDIX B – ASSESSMENT ROLL, FY 2021-22

An Assessment Roll (a listing of all parcels assessed within the Improvement District and the amount of the assessment) will be filed with the Park District General Manager and is, by reference, made part of this report and is available for public inspection during normal office hours.

Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference made part of this report. These records shall govern for all details concerning the description of the lots or parcels.



**RESOLUTION NO. 1962-21**

**A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS  
FOR FISCAL YEAR 2021-22, PRELIMINARILY APPROVING  
ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING  
FOR THE PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT  
OF THE FEATHER RIVER RECREATION AND PARK DISTRICT**

**WHEREAS**, on July 24th, 2002, after receiving a weighted majority of 50.4% of ballots in support of the proposed assessment, this Board ordered the formation of and levied the first assessment within the Feather River Recreation and Park District (the "District") pursuant to the provisions of Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof); and

**WHEREAS**, the first Engineer's Report for Fiscal Year 2002-03 described how the assessment district would be established, determined the uses of the assessment funds, established the methodology by which the assessments would be applied to properties in the District, established that the assessment is subject to an annual adjustment tied to the annual change in the Consumer Price Index for the San Francisco Bay Area, and stated that the assessment would continue year-to-year until terminated by the District Board of Directors; and

**WHEREAS**, although the methodology by which the assessments are applied to properties in the District does not change from year to year, a new Engineer's Report is prepared each year in order to establish the CPI adjustment for that year; the new maximum authorized assessment rate for that year; the budget for that year; and the amount to be charged to each parcel in the District that year, subject to that year's assessment rate and any changes in the attributes of the properties in the District, including but not limited to use changes, parcel subdivisions, and/or parcel consolidations; and

**WHEREAS**, by Resolution No. 1954-21, the Board ordered the preparation of an Engineer's Report for the Continuation of the Park Maintenance and Recreation Improvement District ("Assessment District") of the Feather River Recreation and Park District for fiscal year 2021-22; and

**WHEREAS**, pursuant to said Resolution, the Engineer's Report was prepared by SCI Consulting Group, Engineer of Work, in accordance with 22565, et seq., of the Streets and Highways Code (the "Report") and Article XIID of the California Constitution; The Report has been made, filed with the Secretary to the Board and duly considered by the Board and is hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of the Feather River Recreation and Park District, (the "Board"), State of California, that it is the intention of this Board to continue and to collect assessments within the District for fiscal year 2021-22.



**BE IT FURTHER RESOLVED**, that the assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the “CPI”), with a maximum annual adjustment not to exceed 3%. Any change in the CPI in excess of 3% shall be cumulatively reserved as the “Unused CPI” and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 3%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 3% or 2) the change in the CPI plus any Unused CPI as described above.

**BE IT FURTHER RESOLVED**, that property owners in the Assessment District, in an assessment ballot proceeding in 2002, approved the initial fiscal year benefit assessment for special benefits to their property including the CPI adjustment schedule. As a result, the assessment may be continued annually and may be adjusted by up to the maximum annual CPI adjustment without any additional assessment ballot proceeding. In the event that in future years the assessments are levied at a rate less than the maximum authorized assessment rate, the assessment rate in a subsequent year may be increased up to the maximum authorized assessment rate without any additional assessment ballot proceeding.

**BE IT FURTHER RESOLVED**, that Based on the preceding annual adjustments, the maximum assessment rate for Fiscal Year 2021-22 was \$15.80 per single family equivalent benefit unit for Zone of Benefit A and \$7.90 per single family equivalent benefit unit for Zone of Benefit B. The annual change in the CPI from December 2019 to December 2020 was 2.30%. Therefore, the maximum authorized assessment rate for Fiscal Year 2021-22 has been increased by the allowable maximum increase from \$15.34 to \$15.80 per single family equivalent benefit unit for Zone of Benefit A and from \$7.66 to \$7.90 per single family equivalent benefit unit for Zone of Benefit B. The estimate of cost and budget in the Engineer’s Report proposes assessments for fiscal year 2021-22 at the rate of \$15.80 per single family equivalent benefit unit for Zone of Benefit A, which is the maximum allowable rate and \$7.90 per single family equivalent benefit unit for Zone of Benefit B, which is also the maximum allowable rate.

**BE IT FURTHER RESOLVED**, by the Governing Board of the Feather River Recreation and Park District that a Public Hearing shall be held to consider the ordering of the improvements and the continuation of the assessments for fiscal year 2021-22 on June 22nd, 2021 at 5:30 p.m. or as soon after as practical, at the Feather River Recreation and Park District Office, 1875 Feather River Blvd., Oroville, California 95965.

**DULY AND REGULARLY ADOPTED** by the Governing Board of the Feather River Recreation and Park District this 25th day of May 2021 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Steven Rocchi, Chairperson

\_\_\_\_\_  
Shawn Rohrbacker, General Manager



## STAFF REPORT

**DATE: MAY 25, 2021**

**TO: FRRPD BOARD OF DIRECTORS**

**FROM: SHAWN ROHRBACKER, GENERAL MANAGER**

**RE: IMPACT FEE TRANSFER FOR NEW IMPROVEMENTS AT RIVERBEND PARK**

### SUMMARY

This report is a follow up to the completion of the Bear Rock Playground presented at the March 23, 2021 Board Meeting. At that meeting, it was reported that the \$4,908,063.96 insurance fund covered all the repairs and improvements at Riverbend Park except \$106,000 in final costs for the Bear Rock Playground. The Board approved transferring funds from the Parkland Impact Fee to cover the difference. One last transfer is being requested here to close out the project. The final construction retention payment of \$19,930 for Franklin Construction and \$647 in final Melton Design Group services were recently paid out of the General Fund.

As noted at the March 23<sup>rd</sup> Board meeting, in considering the great number of new improvements that were covered by insurance and final \$585,416 that may still be available from insurance and FEMA, I request to allocate this final \$20,577 from the Parklands Impact Fee account to close out the Bear Rock Playground project.

There is currently \$486,950 in the Parklands Impact Fee account, of which \$250,000 is allocated for the Nelson Pool project. This will leave \$307,727 in the account. No other projects are currently allocated for this account. Ongoing considerations include ADA parking at Palermo Park and an addition to the insurance/FEMA fund for a new water play area.

### RECOMMENDATION

Approve Resolution 1963-21 to transfer \$20,577 from the Parkland Impact Fee to the General Fund to cover the difference in cost for new construction at Riverbend Park that was previously allocated to the Insurance Fund.



**RESOLUTION NO. 1963-21**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF PARKLAND IMPACT FEE FUNDS TO THE GENERAL FUND IN THE AMOUNT OF \$20,577 TO COMPLETE FUNDING FOR BEAR ROCK PLAYGROUND AT RIVERBEND PARK**

**WHEREAS**, at a regular board meeting the Feather River Recreation and Park District Board of Directors approved utilization of Parkland Impact Fee Funds for the Bear Rock Playground Riverbend Park installation.

**WHEREAS**, the Feather River Recreation and Park District Board approved additional \$20,577 of the Parkland Impact Fee Funds allocated for said project; and

**WHEREAS**, the Feather River Recreation and Park District Board of Directors, after receiving the recommendation from the General Manager, agrees that it is in the best interest of the District to transfer Parkland Impact Fee Funds in the amount of \$20,577 to complete funding for Bear Rock Playground at Riverbend Park; and

**NOW THEREFORE, IT BE RESOLVED**, that the Board of Directors of the Feather River Recreation and Park District authorizes the transfer of \$20,577 from the Parkland Use Impact Fees account to the General Fund for the Bear Rock Playground Riverbend Park.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 25<sup>th</sup> day of May 2021 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Steven Rocchi, Chairperson

\_\_\_\_\_  
Shawn Rohrbacker, General Manager





**RESOLUTION NO. 1964-21**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF BEAR ROCK PLAYGROUND AT RIVERBEND PARK  
Fixed Asset number 202104**

**WHEREAS**, the Feather River Recreation and Park District Board of Directors approved the Amphitheatre Project at Riverbend Park; and,

**WHEREAS**, the Feather River Recreation and Park District Board approved the utilization of Flood Insurance Proceeds, for said project; and,

**WHEREAS**, the Feather River Recreation & Park District Board of Directors is committed to continuing the mission of the District to provide and maintain quality parks, recreation experiences and related facilities and programs for all residents of the District; and,

**RESOLVED**, that the Feather River Recreation & Park District Board of Directors hereby acknowledges the completion of Bear Rock Playground project at Riverbend Park in the amount of \$362,335, Fixed Asset number 202104 in service April 1, 2021.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 25<sup>th</sup> day of May 2021 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Steven Rocchi, Chairperson

\_\_\_\_\_  
Shawn Rohrbacker, General Manager



## STAFF REPORT

**DATE: MAY 25, 2021**

**TO: FRRPD BOARD OF DIRECTORS**

**FROM: SHAWN ROHRBACKER, GENERAL MANAGER**

**RE: ADD ONE FULL TIME TEACHER POSITION TO THE CHILD DEVELOPMENT CENTER**

### SUMMARY

Staff requests adding a Full Time Teacher position to the Child Development Center (CDC). The Board recently approved this addition at our 2021/2022 Fiscal Year Budget Workshop on April 26<sup>th</sup>. That approval was based on adding the position at the beginning of that fiscal year in July 2021. Staff requests the position be added now instead of July because another part-time teacher has given their notice.

As explained at the Budget Workshop, the CDC has had an extremely difficult time hiring and retaining employees due to the part time hours, low pay and lack of benefits. They are already understaffed, causing overtime for current part-time staff and double job duties for Director, Estela Valencia. This recent loss of another teacher by the end of this month will require letting about 12 families know that we do not have enough staff for their child to attend the CDC.

The full-time position will start at \$15.00/hr with full-time benefits. The cost will be balanced by removing two part-time positions from the org chart. The trade will only provide 40 hours of staff time compared to 60 but the ability to hire and retain another teacher greatly outweighs the difference in hours.

### RECOMMENDATION

Approve the addition of a Full Time Teacher position to the Child Development Center.

### ATTACHMENT(S)

Full Time Teacher Job Description



## Job Description

**Title:** Head Teacher Full Time

**Department:** Children's Services

**Starting Wage:** \$15.00/hour

### JOB SUMMARY:

The Head Teacher assists the Director of the Child Development. This is a full-time 40 hours per week position and is both hands on teaching position and administrative duties. The Head Teacher supports other teachers to reach and teach every child, collaborate with parents and families, and work with the community to maintain both a developmentally appropriate and rigorous educational program. This is a full time hourly position and includes a District benefit package, including retirement (Cal PERS) which includes a paid percentage by both employer and employee.

**ESSENTIAL JOB FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assure compliance with applicable state and county codes and regulations.
- Comply with State Licensing Child Care regulations including completing appropriate paperwork.
- Work closely with parents and families.
- Perform a variety of miscellaneous duties, including but not limited to, answering the telephone, running errands, ordering and picking up supplies, conducting activities, set-up for events and promote the program by community outreach.
- Maintain an environment that is tolerant and respectful of child and family cultures, values and differences.
- Collaborate with teachers to plan instructional activities and lessons that promote developmentally appropriate student learning.
- Oversee and formally evaluate the curriculum and the instruction of the staff.
- Teach, educate and monitor children as needed to meet safety and licensing regulations.
- Procure and organize instructional equipment and supplies.
- Monitor the safety of students, staff and facilities.
- Regularly inspect equipment and play areas to ensure safety and cleanliness.
- Promote the positive image of the Children's Services programs and the FRRPD.
- Build a professional work environment that is typified by hard work, respect and collaboration and includes a system of constant feedback, reflection and action.
- Remain current on issues and trends in early childhood education.
- Assist the Director with a vision for program development and change.
- Supervise and implement program curriculum.
- Maintain a visible presence to staff, students and pre-school families.

Head Teacher *Full time Board Review May 2021*

*This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives*



#### **REQUIRED KNOWLEDGE AND SKILLS:**

- Proven ability to plan, organize and direct educational programs and activities.
- Ability to organize workload independently and set priorities; to adapt quickly to those changing priorities; and perform multiple interrelated tasks under deadline pressures.
- Knowledge of pertinent District policies and procedures and employee handbook.
- Excellent communication skills and organizational skills.
- Ability to understand and manage the complexities of a large pre-school program.
- Ability to establish and maintain good inter-personal relationships with parents, children, staff and the community.
- Detail-oriented and proficient in maintaining accurate records.
- Skill in reading, understanding, interpreting, and applying relevant laws, codes and regulations.

#### **EDUCATION, CERTIFICATIONS AND LICENSES:**

##### MINIMUM QUALIFICATIONS

- 24 Core Semester units early Childhood Education/Development
- 3 Semester units in Administration or Staff Relations OR must complete within one year of employment.
- 2 Years teaching experience in a supervised group Child Care Center.
- A valid State of California class 'C' driver's license and a satisfactory driving record required.
- CPR and First Aid certificates
- Proof of Immunizations: MMR, Pertussis and Flu.

**ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:** *The physical demands Described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- May be required to lift and carry items up to 50 pounds.
- Ability to sit at a desk and in meetings for extended periods of time.
- Must be able to stand, walk, see hear and communicate with the sufficient acuity to successfully perform all aspects of the job.
- Perform simple grasping and fine manipulation, dexterity and frequent handling of papers.
- There will be some bending, kneeling and overhead reaching.
- Ability to use telephone and write or use keyboard to communicate through written means.

#### **ADDITIONAL INFORMATION:**

**Reports To:** Director of Children's Services

Head Teacher Full time Board Review May 2021

*This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives*