



**FEATHER RIVER RECREATION & PARK DISTRICT**  
Regular Board Meeting  
June 23, 2020

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

**AGENDA** **Closed Session 5:00 PM/Open Session 5:30 PM**

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

**CALL MEETING TO ORDER** \_\_\_\_\_

- ROLL CALL**
- Chairperson Scott "Kent" Fowler \_\_\_\_\_
  - Vice Chairperson Steven Rocchi \_\_\_\_\_
  - Director Devin Thomas \_\_\_\_\_
  - Director Shannon DeLong \_\_\_\_\_
  - Director Clarence "Sonny" Brandt \_\_\_\_\_

**CLOSED SESSION**  
Union Negotiations -Pursuant to Government Code section 54957

**ANNOUNCEMENT(S) FROM CLOSED SESSION**

**PUBLIC COMMENT**  
At this time, the Board will extend the courtesy of the Hearing Session to interested parties who wish to speak on items not on the agenda. State law prohibits the Board from acting on any item presented if it is not listed on the agenda, except under special circumstances as defined in the Government Code. You are limited to three (3) minutes. The Board reserves the right to limit public comment to 15 minutes and can reopen public comment at a later time. The Chairperson will invite anyone 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. 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. Approve May 26, 2020 Regular Board Meeting Minutes (Appendix A)**
- 2. Approve June 5, 2020 Special Board Meeting Minutes (Appendix B)**
- 3. Approve May 2020 Financials (Appendix C)**
- 4. Resolution 1941-20: A resolution of the Board of Directors of the Feather River Recreation and Park District approving the transfer of funds in the amount of \$200,000 from the merchant payment received by credit card account: Bank of the West to the General Fund Account 2600 (Appendix D)**

**CONSENT AGENDA VOTE**

Director Fowler \_\_\_\_\_  
Director Rocchi \_\_\_\_\_  
Director Thomas \_\_\_\_\_  
Director DeLong \_\_\_\_\_  
Director Brandt \_\_\_\_\_

**PUBLIC HEARINGS** (*Appendix E*)

**A. PUBLIC HEARING: 2020-21 FISCAL YEAR BUDGET (no action)**  
*Final 2020-21 Fiscal Year Budget adoption scheduled for July 28, 2020*

**B. PUBLIC HEARING: 2020-21 ENGINEERS REPORT (no action)**

**ACTION ITEMS** (Require Vote)

**1. Revised Organization Chart** (*Appendix F*)

*Requested Action: Approve revisions*

**VOTE**

Director Fowler \_\_\_\_\_  
Director Rocchi \_\_\_\_\_  
Director Thomas \_\_\_\_\_  
Director DeLong \_\_\_\_\_  
Director Brandt \_\_\_\_\_

**2. Resolution 1942-19: A resolution approving engineer's report, confirming diagram and assessment and ordering the continuation of assessment for fiscal year 2020-21 for the Park Maintenance and Recreation Improvement District of the Feather River Recreation and Park District** (*Appendix G*)

*Requested Action: Adopt Resolution*

**VOTE**

Director Fowler \_\_\_\_\_  
Director Rocchi \_\_\_\_\_  
Director Thomas \_\_\_\_\_  
Director DeLong \_\_\_\_\_  
Director Brandt \_\_\_\_\_

**3. Resolution 1943-19: A resolution of the Feather River Recreation and Park District Board of Directors adopting the 2020-2021 fiscal year appropriations limitations** (*Appendix H*)

*Requested Action: Adopt Resolution*

**VOTE**

Director Fowler \_\_\_\_\_  
Director Rocchi \_\_\_\_\_  
Director Thomas \_\_\_\_\_  
Director DeLong \_\_\_\_\_  
Director Brandt \_\_\_\_\_

**4. Staffing agreement with Express Employment Professionals Agency (Appendix I)**

*Requested Action: Approve Agreement*

**VOTE**

Director Fowler \_\_\_\_\_  
Director Rocchi \_\_\_\_\_  
Director Thomas \_\_\_\_\_  
Director DeLong \_\_\_\_\_  
Director Brandt \_\_\_\_\_

**5. Request for Proposal (RFP) for Audit Services (Appendix J)**

*Requested Action: Authorize RFP Process*

**VOTE**

Director Fowler \_\_\_\_\_  
Director Rocchi \_\_\_\_\_  
Director Thomas \_\_\_\_\_  
Director DeLong \_\_\_\_\_  
Director Brandt \_\_\_\_\_

**6. Resolution 1944-20: A resolution of the Board of Directors of the Feather River Recreation and Park District approving the transfer of funds in the amount of \$267,558 from county accounts: Benefit Assessment Fund 2610 to the general fund account 2600 (Appendix K)**

*Requested Action: Adopt Resolution*

**VOTE**

Director Fowler \_\_\_\_\_  
Director Rocchi \_\_\_\_\_  
Director Thomas \_\_\_\_\_  
Director DeLong \_\_\_\_\_  
Director Brandt \_\_\_\_\_

**7. Emergency Use Agreement with Butte County for Nelson Sports Complex (Appendix L)**

*Requested Action: Approve Agreement*

**VOTE**

Director Fowler \_\_\_\_\_  
Director Rocchi \_\_\_\_\_  
Director Thomas \_\_\_\_\_  
Director DeLong \_\_\_\_\_  
Director Brandt \_\_\_\_\_

**8. Pool Vacuum Purchase (Appendix M)**

*Requested Action: Approve Purchase*

**VOTE**

Director Fowler \_\_\_\_\_  
Director Rocchi \_\_\_\_\_  
Director Thomas \_\_\_\_\_  
Director DeLong \_\_\_\_\_  
Director Brandt \_\_\_\_\_

**DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS (Appendix N)**

**UNFINISHED BUSINESS**

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

Master Plan Workshops

**DATE TBD:** Final presentation to the board

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

2020-21 Budget

July 28<sup>th</sup>: Adoption of final budget at regular meeting

**ADJOURNMENT** \_\_\_\_\_



**FEATHER RIVER RECREATION & PARK DISTRICT**

Regular Board Meeting Minutes  
May 26, 2020

**ACTIVITY CENTER**

1875 Feather River Blvd.  
Oroville, CA 95965

**Draft Minutes Closed Session 5:00 Pm/Open Session 5:30 PM (Live Audio Available)**

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

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

*Written comments must be sent to [victoriaa@frrpd.com](mailto:victoriaa@frrpd.com) 1-hour prior to the meeting to be presented to the Board. If you need a special accommodation to participate in this meeting, please contact (530)533-2011.*

**CHAIRPERSON FOWLER CALLED THE MEETING TO ORDER AT 5:02 PM.**

**ROLL CALL**

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

**CLOSED SESSION**

Pursuant to Government Code section 54956.8, Property Negotiations

**ANNOUNCEMENT(S) FROM CLOSED SESSION AT 5:30 PM**

Direction was given to Staff.

**PUBLIC COMMENT**

At this time, the Board will extend the courtesy of the Hearing Session to interested parties who wish to speak on items not on the agenda. State law prohibits the Board from acting on any item presented if it is not listed on the agenda, except under special circumstances as defined in the Government Code. You are limited to three (3) minutes. The Board reserves the right to limit public comment to 15 minutes and can reopen public comment at a later time. The Chairperson will invite anyone 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. 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**

- 1. Approve April 28, 2020 Regular Board Meeting Minutes**
- 2. Approve May 12, 2020 Special Board Meeting Minutes**
- 3. Approve April 2020 Financials**

Director Rocchi made the motion to approve the Consent Agenda.

Director Brandt seconded the motion.

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

## **ACTION ITEMS**

### **1. Nelson Pool Contract Amendments**

Director Rocchi made the motion to approve amendments to the Nelson Pool contract as presented.  
Director Thomas seconded the motion.

\*The motion to approve amendments to the Nelson Pool contract passed with a unanimous vote.

### **2. Resolution 1936-20: A resolution of the Board of Directors of the Feather River Recreation and Park District approving the preliminary budget for fiscal year 2020-2021**

Director Rocchi made the motion to adopt Resolution 1936-20.

Director Brandt seconded the motion.

\*The motion to adopt Resolution 1936-20 passed with a unanimous vote.

### **3. Resolution 1937-20: A resolution of intention to continue assessments for fiscal year 2020-2021, 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**

Director Brandt made the motion to adopt Resolution 1937-20.

Director DeLong seconded the motion.

\*The motion to adopt Resolution 1937-20 passed with a unanimous vote.

### **4. 1938-20: A resolution of the Board of Directors of the Feather River Recreation and Park District authorizing agreement with Bank of the West to apply and open five corporate credit cards**

Director Brandt made the motion to adopt Resolution 1938-20.

Director Rocchi seconded the motion.

\*The motion to adopt Resolution 1938-20 passed with a unanimous vote.

### **5. Resolution 1939-20: A resolution of the Board of Directors of the Feather River Recreation and Park District acknowledging the completion of fence project at Bedrock Skate and Bike Park Fixed Asset number 192009**

Director Rocchi made the motion to adopt Resolution 1939-20.

Director Brandt seconded the motion.

\*The motion to adopt Resolution 1939-20 passed with a unanimous vote.

### **6. Resolution 1940-20: A resolution of the Board of Directors of the Feather River Recreation and Park District approving the transfer of Benefit Assessment District funds (BAD) to the General Fund in the amount of \$19k for approved Fence Project at Bedrock Skate and Bike Park**

Director DeLong made the motion to adopt Resolution 1940-20.

Director Brandt seconded the motion.

\*The motion to adopt Resolution 1940-20 passed with a unanimous vote.

### **7. RecDesk Software**

Director DeLong made the motion to approve software purchase and agreement with RecDesk.

Director Brandt seconded the motion.

\*The motion to approve software purchase and agreement with RecDesk passed with a unanimous vote.

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

Reports were reviewed.

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

Master Plan Workshops

**DATE TBD:** Final presentation to the board

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

2020-21 Budget

June 23<sup>rd</sup>: Public Hearing date and Adoption of Appropriation Limitations at regular meeting

July 28<sup>th</sup>: Adoption of final budget at regular meeting

**CHAIRPERSON FOWLER ADJOURNED THE MEETING AT 6:13 PM.**

DRAFT



**FEATHER RIVER RECREATION & PARK DISTRICT**  
Regular Board Meeting Minutes  
June 5, 2020

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

**Draft Minutes**

**Open Session 9:30 AM (Live Audio Available)**

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

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

*Written comments must be sent to [victoriaa@frrpd.com](mailto:victoriaa@frrpd.com) 1-hour prior to the meeting to be presented to the Board. If you need a special accommodation to participate in this meeting, please contact (530)533-2011.*

**CHAIRPERSON FOWLER CALLED THE MEETING TO ORDER AT 3:02 PM.**

**ROLL CALL**

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

**THE PLEDGE OF ALLEGIANCE WAS PERFORMED.**

**PUBLIC COMMENT**

At this time, the Board will extend the courtesy of the Hearing Session to interested parties who wish to speak on items not on the agenda. State law prohibits the Board from acting on any item presented if it is not listed on the agenda, except under special circumstances as defined in the Government Code. You are limited to three (3) minutes. The Board reserves the right to limit public comment to 15 minutes and can reopen public comment at a later time. The Chairperson will invite anyone 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. 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.

**ACTION ITEM**

**1. Riverbend Park Restoration Project Change Order Request**

Director Rocchi made the motion to approve the Riverbend Park Restoration Project change order request as presented.

Director Thomas seconded the motion.

\*The motion to approve the Riverbend Park Restoration Project change order request passed with a 3-1-1 vote (Director Brandt abstained).

**CHAIRPERSON FOWLER ADJOURNED THE MEETING AT 10:06 PM.**



Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses				24 out of 26				MONTHLY ACTUAL VS. MONTHLY BUDGET				STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS
Year to Date Income Statement and Staff Report				PAYROLL USE		Payroll %		Annual Budget divided by "X" amount of months				
May-20				YTD	YTD	YTD	YTD BUDGET	May-20	May-20	MONTHLY	YTD	
Apr-20	May-20	TOTAL	Annual	Over	92%	% used	Staff Comments	ACTUAL YTD	BUDGET	Over	100%	
						(Under)		TOTAL	11.0	(Under)	% used	
Ordinary Income/Expense								MONTHS				
Income												
4100 · Tax Revenue	683,809	36,564	1,706,331	1,700,000	6,331	100%		1,706,331	1,558,333	147,998	109%	Tax Payments are received December and April
4150 · Tax Revenue (BAD)	110,298		260,497	288,750	(28,253)	90%		260,497	264,688	(4,191)	98%	Tax Payments are received December and April
· Program Income												
4350 · Discounts & Credits	(561)	(60)	(17,815)	(7,440)	(10,375)	239%		(17,815)	(6,820)	(10,995)	261%	
4351 Covid Program Revenue Adjustment	(75,599)	(58,479)	(160,460)		(160,460)			(160,460)	0	(160,460)		
4300 · Program Income	76,591	87,486	971,881	1,126,595	(154,714)	86%		971,881	1,032,712	(60,831)	94%	
Total · Program Income	431	28,947	793,606	1,119,155	(325,549)	71%		793,606	1,025,892	(232,286)	77%	
4400 · Donation & Fundraising Income			1,216	20,000	(18,784)	6%		1,216	18,333	(17,117)	7%	
4500 · Grant/Reimbursed Expense Income			78,539	30,000	48,539	262%		78,539	27,500	51,039	286%	
4600 · Other Income	321		351	200	151	176%		351	183	168	191%	
4900 · Interest Income	5,391		19,116	9,000	10,116	212%		19,116	8,250	10,866	232%	
4905 · Interest Income - BAD	815		2,304	1,000	1,304	230%		2,304	917	1,387	251%	
Total Income	801,065	65,511	2,861,960	3,168,105	(306,145)	90%		2,861,960	2,904,096	(42,136)	99%	
Gross Profit	801,065	65,511	2,861,960	3,168,105	(306,145)	90%		2,861,960	2,904,096	(42,136)	99%	
Expense												
· Payroll Expenses												
5010 · Wages & Salaries	63,320	56,204	1,163,931	1,497,693	(333,762)	78%		1,163,931	1,372,885	(208,954)	84%	Minium wage and district increases apply Jan20
5020 · Employer Taxes	5,081	4,201	113,946	144,764	(30,818)	79%		113,946	132,700	(18,754)	85%	
5030 · Employee Benefits	13,837	10,256	150,460	188,151	(37,691)	80%		150,460	172,472	(22,012)	87%	
5040 · Workers Comp	3,487	3,148	53,989	66,942	(12,953)	81%		53,989	61,364	(7,375)	87%	
Total · Payroll Expenses	85,725	73,809	1,482,326	1,897,550	(415,224)	78%		1,482,326	1,739,421	(257,095)	85%	
5031 GASB 68 Benefit Expense			48,771	54,000	(5,229)	90%		48,771	49,500	(729)	99%	Paid annual CalPERS unfunded liability in full
5100 · Advertising & Promotion	960	257	6,819	10,000	(3,181)	68%		6,819	9,167	(2,348)	74%	
5120 · Bank Fees	1,945	568	12,192	14,000	(1,808)	87%		12,192	12,833	(641)	95%	
5130 · Charitable Contributions			1,250	2,500	(1,250)	50%		1,250	2,292	(1,042)	55%	
5140 · Copying & Printing	694	767	8,760	11,000	(2,240)	80%		8,760	10,083	(1,323)	87%	
5155 · Employment New Hire Screen			1,196	2,464	(1,268)	49%		1,196	2,259	(1,063)	53%	
5160 · Dues, Mbrshps, Publications, Subscriptions			10,051	9,000	1,051	112%		10,051	8,250	1,801	122%	Under budgeted. Will adjustment 2020-21 accordingly
5170 · Education & Development	(350)	(1,250)	2,172	6,250	(4,078)	35%		2,172	5,729	(3,557)	38%	
5175 · Equipment Rental	295	255	9,348	4,000	5,348	234%		9,348	3,667	5,681	255%	
· Equipment, Tools & Furn (<\$5k)												
5182 · Operating ET&F	1,374		3,053	2,900	153			3,053	2,658	395	115%	
5184 · Program ET&F			15,196	11,100	4,096	137%		15,196	10,175	5,021	149%	
5186 · Site/Shop ET&F	504		4,956	20,000	(15,044)	25%		4,956	18,333	(13,377)	27%	
5187 · IT Computers/Hardware ET&F	6		6,254	20,000	(13,746)	31%		6,254	18,333	(12,079)	34%	
5188 · Computers/Software ET&F	658	1,215	14,657	13,000	1,657	113%		14,657	11,917	2,740	123%	
Total · Equipment, Tools & Furn (<\$5k)	2,542	1,215	44,116	67,000	(22,884)	66%		44,116	61,417	(17,301)	72%	
5200 · Insurance	397		79,562	60,000	19,562	133%		79,562	55,000	24,562	145%	Paid in full annual Property/Liability Insurane premiums. Premiums higher than budgeted. Staff will monitori budget and make adjustment to other line items throughout the year.
5210 · Interest Expense - Operating	270	307	1,725	3,300	(1,575)			1,725	3,025	(1,300)	57%	
5225 · Postage & Delivery		104	1,037	1,200	(163)	86%		1,037	1,100	(63)	94%	
· Professional & Outside Svcs												
5232 · Accounting	7,000		25,000	26,000	(1,000)	96%		25,000	23,833	1,167	105%	
5233 · Bands/Recreation			1,100	2,150	(1,050)	51%		1,100	1,971	(871)	56%	
5234 · Board Stipends	400	800	7,800	12,000	(4,200)	65%		7,800	11,000	(3,200)	71%	
5235 · Recreation Instructors	301		41,298	52,150	(10,852)	79%		41,298	47,804	(6,506)	86%	Class \$14.5k, Gymnastics \$26.5k
5236 · Legal		7,570	17,519	18,000	(481)	97%		17,519	16,500	1,019	106%	
5237 · Contract Janitorial	2,184	5,109	52,615	76,625	(24,010)	69%		52,615	70,240	(17,625)	75%	
5239 · Outside Service Admin/Consult	1,771	4,428	51,765	57,000	(5,235)	91%		51,765	52,250	(485)	99%	Master Plan \$10k, BAD engineers report \$15.7k, IT support 13k
Total · Professional & Outside Svcs	11,656	17,907	197,097	243,925	(46,828)	81%		197,097	223,598	(26,501)	88%	
5250 · Rent			0	0	0			0	0	0		
· Repairs & Maintenance												
5261 · Building R&M	3,678	1,059	26,100	40,000	(13,900)	65%		26,100	36,667	(10,567)	71%	
5262 · Equipment R&M	1,203	1,495	13,880	17,500	(3,620)	79%		13,880	16,042	(2,162)	87%	
5263 · General R&M	107	51	10,774	20,000	(9,226)	54%		10,774	18,333	(7,559)	59%	
5264 · Grounds R&M	2,712	1,801	50,088	40,000	10,088	125%		50,088	36,667	13,421	137%	Irrigation expense higher in summer months. Unbudgeted \$12k playground woodchips
5265 · Janitorial Supplies	3,715	327	25,271	29,500	(4,229)	86%		25,271	27,042	(1,771)	93%	
5266 · Vandalism Repair	58	410	4,468	8,000	(3,532)	56%		4,468	7,333	(2,865)	61%	
5267 · Vehicle R&M	984	825	10,967	4,000	6,967	274%		10,967	3,667	7,300	299%	
5268 · Aquatics Pool R&M		1,319	26,435	40,000	(13,565)	66%		26,435	36,667	(10,232)	72%	

Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses										24 out of 26		MONTHLY ACTUAL VS. MONTHLY BUDGET										
Year to Date Income Statement and Staff Report										PAYROLL USE		Payroll %		92%		Annual Budget divided by "X" amount of months						
May-20										YTD	YTD	YTD	YTD BUDGET	May-20	May-20	MONTHLY	YTD					
										Annual	Over	92%		ACTUAL YTD	BUDGET	Over	100%					
										TOTAL	Budget	(Under)	% used	Staff	TOTAL	11.0	(Under)	% used	STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS			
										Comments												
										5269 - Outside Contractor/Services R&M	1,186	75	16,132	15,000	1,132	108%		16,132	13,750	2,382	117%	
										Total - Repairs & Maintenance	13,643	7,362	184,115	214,000	(29,885)	86%		184,115	196,167	(12,052)	94%	
										5270 - Security		110	30,300	25,000	5,300	121%		30,300	22,917	7,383	132%	Not budgeted: Board approved \$5k/mo additional security patrol at Riverbend.\$25k unbudeted

Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses				24 out of 26		MONTHLY ACTUAL VS. MONTHLY BUDGET							
Year to Date Income Statement and Staff Report				PAYROLL USE	Payroll %	Annual Budget divided by "X" amount of months							
May-20				YTD	YTD	YTD	YTD BUDGET	May-20	May-20	MONTHLY	YTD		
				TOTAL	Annual	Over	92%	ACTUAL YTD	BUDGET	Over	100%		
				TOTAL	Budget	(Under)	% used	TOTAL	11.0	(Under)	% used	STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS	
- Supplies - Consumable													
	5281	Misc Staff & Uniform Supplies	521	76	5,545	9,000	(3,455)	62%	5,545	8,250	(2,705)	67%	
	5282	Office Supplies	(167)	38	6,908	6,000	908	115%	6,908	5,500	1,408	126%	
	5284	Program Food	73	227	10,822	13,625	(2,803)	79%	10,822	12,490	(1,668)	87%	
	5286	Program Supplies	(1,281)	(21)	46,656	79,800	(33,144)	58%	46,656	73,150	(26,494)	64%	Events \$2.7k, Preschool \$2k, Adult Sports \$1.5k, Youth Sports \$1k, Gymnastics \$33.2k
	5287	Safety Supplies		772	2,714	5,075	(2,361)	53%	2,714	4,652	(1,938)	58%	
	5289	Site Supplies			539	1,000	(461)	54%	539	917	(378)	59%	
		Total - Supplies - Consumable	(854)	1,092	73,184	114,500	(41,316)	64%	73,184	104,958	(31,774)	70%	
	5290	Taxes, Lic., Notices & Permits	174		5,383	5,125	258	105%	5,383	4,698	685	115%	
	5300	Telephone/Internet	1,007	1,001	11,746	14,000	(2,254)	84%	11,746	12,833	(1,087)	92%	
- Transportation, Meals & Travel													
	5312	Air, Lodging, Other Travel			5,047	7,000	(1,953)	72%	5,047	6,417	(1,370)	79%	Admin Conference \$1.k, gymnastics \$4.1k
	5314	Fuel	1,447	1,614	26,255	29,000	(2,745)	91%	26,255	26,583	(328)	99%	
	5316	Meals			517	500	17	103%	517	458	59	113%	Admin \$60, Gymnastics \$450
	5318	Mileage			2,996	2,000	996	150%	2,996	1,833	1,163	163%	Admin \$260, Camp \$240, Other \$300, Gymnastics \$2.1k
		Total - Transportation, Meals & Travel	1,447	1,614	34,815	38,500	(3,685)	90%	34,815	35,292	(477)	99%	
- Utilities													
	5322	Electric	5,456	6,817	112,325	115,000	(2,675)	98%	112,325	105,417	6,908	107%	
	5324	Garbage	2,225	1,827	21,626	25,000	(3,374)	87%	21,626	22,917	(1,291)	94%	
	5326	Gas/Propane	666	292	8,838	7,000	1,838	126%	8,838	6,417	2,421	138%	
	5328	Sewer	156	156	3,975	5,500	(1,525)	72%	3,975	5,042	(1,067)	79%	
	5329	Water	7,816	8,151	102,849	108,000	(5,151)	95%	102,849	99,000	3,849	104%	
		Total - Utilities	16,319	17,243	249,613	260,500	(10,887)	96%	249,613	238,792	10,821	105%	
		Total Expense	135,870	122,361	2,495,578	3,057,814	(562,236)	82%	2,495,578	2,802,996	(307,418)	89%	
		Total Profit (Loss)	665,195	(56,850)	366,382	110,291	256,091		366,382	101,100	265,282		
Other Income/Expense													
Other Income													
	4200	Impact Fee Income		3,408	84,660				84,660	0			
	4910	Interest Income - Impact Fees	2,133	0	7,250				7,250	0			
	4910	Insurance Proceeds	-	181,770	191,434				191,434	0			
	9900	Gain (Loss) on Asset Disposal	3,295		3,295				3,295	0			
		Total Other Income	5,428	185,178	286,639				286,639	0			
Other Expense													
	5102	Insurance Claim Expense (not capital)	10,063	9,723	93,707				93,707				
	7210	Debt Interest Expense	8,254	8,254	93,764	102,018			93,764	93,517			
		Total Other Expense	18,317	17,977	187,471	102,018			187,471	93,517			
		Net Other Income	(12,889)	167,201	99,168				99,168	0			
		Net Income	652,306	110,351	465,550	8,273			465,550	7,584			

Feather River Recreation & Park District  
Balance Sheet  
As of May 31, 2020

	May 31, 20	May 31, 19	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 - Treasury Cash				
1010.1 - Treasury Cash - General	594,226.65	593,756.18	470.47	0.08%
1010.2 - Treasury Cash - Reserve	332,494.00	373,594.00	-41,100.00	-11.0%
1010.3 - Treasury Admin Ins Proceeds	220,575.19	0.00	220,575.19	100.0%
1010.4 - Treasury Ins Proceeds Playtown	-12,595.86	0.00	-12,595.86	-100.0%
<b>Total 1010 - Treasury Cash</b>	<b>1,134,699.98</b>	<b>967,350.18</b>	<b>167,349.80</b>	<b>17.3%</b>
1020 - Imprest Cash	955.45	673.22	282.23	41.92%
1030 - BofW - Merchant Acct.	231,458.37	328,254.88	-96,796.51	-29.49%
1031 - BofW Project INS PROCEEDS	1,327,656.04	1,821,680.28	-494,024.24	-27.12%
1040 - Fund 2610 - BAD	283,521.89	300,953.53	-17,431.64	-5.79%
1050 - Impact Fees				
1051 - Impact - Parklands	434,090.38	312,903.25	121,187.13	38.73%
1052 - Impact - Public Use	27,384.93	21,116.14	6,268.79	29.69%
1053 - Impact - Aquatics	61,270.91	45,828.22	15,442.69	33.7%
<b>Total 1050 - Impact Fees</b>	<b>522,746.22</b>	<b>379,847.61</b>	<b>142,898.61</b>	<b>37.62%</b>
<b>Total Checking/Savings</b>	<b>3,501,037.95</b>	<b>3,798,759.70</b>	<b>-297,721.75</b>	<b>-7.84%</b>
<b>Accounts Receivable</b>				
1210 - Accounts Receivable	-2,226.89	-4,216.15	1,989.26	47.18%
<b>Total Accounts Receivable</b>	<b>-2,226.89</b>	<b>-4,216.15</b>	<b>1,989.26</b>	<b>47.18%</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	401.82	502.65	-100.83	-20.06%
1316 - Prepaid Expenses/Debt Interest	8,253.67	8,911.10	-657.43	-7.38%
1320 - Umpqua Bank Project Fund	188,856.12	188,856.12	0.00	0.0%
<b>Total Other Current Assets</b>	<b>200,350.61</b>	<b>201,108.87</b>	<b>-758.26</b>	<b>-0.38%</b>
<b>Total Current Assets</b>	<b>3,699,161.67</b>	<b>3,995,652.42</b>	<b>-296,490.75</b>	<b>-7.42%</b>
<b>Fixed Assets</b>				
1410 - Land	627,494.00	627,494.00	0.00	0.0%
1420 - Buildings & Improvements	15,029,019.80	10,314,889.08	4,714,130.72	45.7%
1430 - Equipment & Vehicles	1,150,139.40	834,044.09	316,095.31	37.9%
1440 - Construction in Progress				
1443 - CIP Riverbend Restoration RB99	245,881.47	4,688,667.65	-4,442,786.18	-94.76%
1447 - CIP Berry Creek Bathroom BC99	0.00	30,419.35	-30,419.35	-100.0%
1448 - CIP Nelson SBF NE99	104,678.38	0.00	104,678.38	100.0%
1449 - CIP Palermo Park	0.00	17,351.31	-17,351.31	-100.0%
1450 - CIP Feather River Trail FRT99	2,392.50	0.00	2,392.50	100.0%
1451 - CIP Playtown Bathroom Fire	171,716.07	0.00	171,716.07	100.0%
<b>Total 1440 - Construction in Progress</b>	<b>524,668.42</b>	<b>4,736,438.31</b>	<b>-4,211,769.89</b>	<b>-88.92%</b>
1499 - Accumulated Depreciation	-4,762,614.16	-4,283,320.47	-479,293.69	-11.19%
<b>Total Fixed Assets</b>	<b>12,568,707.46</b>	<b>12,229,545.01</b>	<b>339,162.45</b>	<b>2.77%</b>
<b>Other Assets</b>				
1550 - GASB 68 CalPERS Valuation				
1551 - GASB68 Deferred Outflow Pension	204,906.00	232,623.00	-27,717.00	-11.92%
<b>Total 1550 - GASB 68 CalPERS Valuation</b>	<b>204,906.00</b>	<b>232,623.00</b>	<b>-27,717.00</b>	<b>-11.92%</b>
<b>Total Other Assets</b>	<b>204,906.00</b>	<b>232,623.00</b>	<b>-27,717.00</b>	<b>-11.92%</b>
<b>TOTAL ASSETS</b>	<b>16,472,775.13</b>	<b>16,457,820.43</b>	<b>14,954.70</b>	<b>0.09%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 - Accounts Payable	188,873.19	291,531.89	-102,658.70	-35.21%

Feather River Recreation & Park District  
Balance Sheet  
As of May 31, 2020

	May 31, 20	May 31, 19	\$ Change	% Change
<b>Total Accounts Payable</b>	188,873.19	291,531.89	-102,658.70	-35.21%
<b>Credit Cards</b>				
<b>2300 - Credit Cards Payable</b>				
2335 - BofW CC 9693 GM	-1,221.17	80.55	-1,301.72	-1,616.04%
2337 - BoW CC 4607 Preschool	504.79	848.21	-343.42	-40.49%
2338 - BoW CC 7524 Maintenance	37.88	0.00	37.88	100.0%
2339 - BoW CC 9628 General	183.00	255.68	-72.68	-28.43%
<b>Total 2300 - Credit Cards Payable</b>	-495.50	1,184.44	-1,679.94	-141.83%
<b>2350 - Supplier Accounts</b>				
2353 - Walmart	0.00	210.44	-210.44	-100.0%
2354 - Home Depot	330.78	89.37	241.41	270.12%
2357 - Tractor Supply	497.85	0.00	497.85	100.0%
<b>Total 2350 - Supplier Accounts</b>	828.63	299.81	528.82	176.39%
<b>Total Credit Cards</b>	333.13	1,484.25	-1,151.12	-77.56%
<b>Other Current Liabilities</b>				
<b>2100 - Payroll Liabilities</b>				
2120 - Payroll Taxes payable	0.00	2.72	-2.72	-100.0%
2160 - Workers Comp Payable	-22,739.16	-12,686.60	-10,052.56	-79.24%
2170 - Retirement Payable	4.92	0.00	4.92	100.0%
2180 - Health Insurance Payable	9,076.41	11,213.98	-2,137.57	-19.06%
2185 - Dental Insurance Payable	1,073.26	919.93	153.33	16.67%
2186 - Life Insurance Payable	155.00	64.40	90.60	140.68%
2187 - Aflac Payable	2,854.88	2,017.16	837.72	41.53%
2199 - Accrued Leave Payable	22,334.25	24,201.12	-1,866.87	-7.71%
<b>Total 2100 - Payroll Liabilities</b>	12,759.56	25,732.71	-12,973.15	-50.42%
<b>2400 - Deposits/Refunds to Customers</b>	1,793.00	105.00	1,688.00	1,607.62%
<b>Total Other Current Liabilities</b>	14,552.56	25,837.71	-11,285.15	-43.68%
<b>Total Current Liabilities</b>	203,758.88	318,853.85	-115,094.97	-36.1%
<b>Long Term Liabilities</b>				
2954 - Ford Motor Vehicle Loan	47,302.15	21,718.93	25,583.22	117.79%
2955 - Umpqua Bank Tax Exempt Bond A	2,832,815.00	3,043,775.00	-210,960.00	-6.93%
2960 - Umpqua Bank Taxable Bond B	113,999.97	139,999.97	-26,000.00	-18.57%
2975 - GASB 68 CalPERS Liab Valuation				
2976 - GASB 68 Deferred Inflow Pension	124,940.00	149,733.00	-24,793.00	-16.56%
2977 - GASB 68 Net Pension Liability	842,871.00	844,607.00	-1,736.00	-0.21%
<b>Total 2975 - GASB 68 CalPERS Liab Valuation</b>	967,811.00	994,340.00	-26,529.00	-2.67%
<b>Total Long Term Liabilities</b>	3,961,928.12	4,199,833.90	-237,905.78	-5.67%
<b>Total Liabilities</b>	4,165,687.00	4,518,687.75	-353,000.75	-7.81%
<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	6,439,516.82	6,439,516.82	0.00	0.0%
3040 - General Fund Balance	-1,653,176.59	-1,461,551.34	-191,625.25	-13.11%
3050 - Benefit Assessment District	39,721.49	42,695.91	-2,974.42	-6.97%
3060 - Impact Fees (general)	440,963.61	246,363.94	194,599.67	78.99%
3099 - Undistributed Retained Earnings	6,553,500.51	3,124,867.59	3,428,632.92	109.72%
Net Income	465,562.29	3,526,239.76	-3,060,677.47	-86.8%
<b>Total Equity</b>	12,307,088.13	11,939,132.68	367,955.45	3.08%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,472,775.13</b>	<b>16,457,820.43</b>	<b>14,954.70</b>	<b>0.09%</b>

Feather River Recreation & Park District  
Detail Fixed Asset & Bonds  
As of May 31, 2020

	Date	Source Name	Memo	Amount	Balance
<b>1010 - Treasury Cash</b>					<b>207,979.33</b>
<b>1010.3 - Treasury Admin Ins Proceeds</b>					<b>220,575.19</b>
Total 1010.3 - Treasury Admin Ins Proceeds					220,575.19
<b>1010.4 - Treasury Ins Proceeds Playtown</b>					<b>-12,595.86</b>
Total 1010.4 - Treasury Ins Proceeds Playtown					-12,595.86
Total 1010 - Treasury Cash					<u>207,979.33</u>
<b>1031 - BofW Project INS PROCEEDS</b>					<b>1,146,333.62</b>
	05/21/2020	DEPOSIT	RIVERBEND INS PROCEEDS	6,991.14	1,153,324.76
	05/21/2020	DEPOSIT	RIVERBEND INS PROCEEDS	6,991.14	1,160,315.90
	05/21/2020	DEPOSIT	RIVERBEND INS PROCEEDS	167,787.39	1,328,103.29
	05/26/2020	Dept of Fish and Wildlife	PERMIT RIVERBEND LSA 1600	-447.25	1,327,656.04
Total 1031 - BofW Project INS PROCEEDS				<u>181,322.42</u>	<u>1,327,656.04</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>
Total 1420 - Buildings & Improvements					15,029,019.80
<b>1430 - Equipment &amp; Vehicles</b>					<b>1,131,139.40</b>
	05/13/2020	NATCO PREGRA, INC	REPLACE FENCE SKATEPARK FIXED ASSET 192009	19,000.00	1,150,139.40
Total 1430 - Equipment & Vehicles				<u>19,000.00</u>	<u>1,150,139.40</u>
<b>1440 - Construction in Progress</b>					<b>398,360.59</b>
<b>1443 - CIP Riverbend Restoration RB99</b>					<b>126,061.12</b>
	05/01/2020	MELTON DESIGN GROUP	DESIGN RIVERBEND PHASE 2	6,002.92	132,064.04
	05/01/2020	MELTON DESIGN GROUP	RIVERBEND PHASE 2 DESIGN	4,120.18	136,184.22
	05/26/2020	Dept of Fish and Wildlife	PERMIT FISH/WILDFIFE RIVERBEND LSA 1600- 2015-0284-R2	447.25	136,631.47
	05/28/2020	Rock Creek Construction, Inc.	AMPHITHEATRE RIVERBEND	109,250.00	245,881.47
Total 1443 - CIP Riverbend Restoration RB99				<u>119,820.35</u>	<u>245,881.47</u>
<b>1448 - CIP Nelson SBF NE99</b>					<b>96,869.27</b>
	05/01/2020	MELTON DESIGN GROUP	NELSON POOL SBF GRANT DESIGN	1,470.60	98,339.87
	05/02/2020	MELTON DESIGN GROUP	NELSON POOL DESIGN SBF GRANT	6,338.51	104,678.38
Total 1448 - CIP Nelson SBF NE99				<u>7,809.11</u>	<u>104,678.38</u>
<b>1450 - CIP Feather River Trail FRT99</b>					<b>3,714.13</b>
Total 1450 - CIP Feather River Trail FRT99					3,714.13
<b>1451 - CIP Playtown Bathroom Fire</b>					<b>171,716.07</b>
Total 1451 - CIP Playtown Bathroom Fire					171,716.07
Total 1440 - Construction in Progress				<u>127,629.46</u>	<u>525,990.05</u>
<b>2955 - Umpqua Bank Tax Exempt Bond A</b>					<b>-2,885,555.00</b>
	05/01/2020	BANK OF NEW YORK MELLON	2015A PRINCIPAL PAYMENT	52,740.00	-2,832,815.00
Total 2955 - Umpqua Bank Tax Exempt Bond A				<u>52,740.00</u>	<u>-2,832,815.00</u>
<b>2960 - Umpqua Bank Taxable Bond B</b>					<b>-120,999.97</b>
	05/01/2020	BANK OF NEW YORK MELLON	2015B PRINCIPAL PAYMENT	7,000.00	-113,999.97
Total 2960 - Umpqua Bank Taxable Bond B				<u>7,000.00</u>	<u>-113,999.97</u>



**Feather River Recreation & Park District**  
**Check Register**  
**May 2020**

	Date	Num	Name	Memo	Credit
May 20	05/07/2020	87833	BRANDT, CLARENCE SONNY	BOD STIPEND	100.00
	05/07/2020	87834	FOWLER, SCOTT KENT	BOD STIPEND	100.00
	05/07/2020	87835	ROCCHI, STEVE	BOD STIPEND	100.00
	05/07/2020	87836	THOMAS, DEVIN	BOD STIPEND	100.00
	05/07/2020	87837	BANKCARD CENTER	STATEMENT 4607	133.08
	05/07/2020	87838	BANKCARD CENTER	STATEMENT 9693	126.95
	05/07/2020	87839	BANKCARD CENTER	STATEMENT 7524	89.02
	05/07/2020	87840	A TOUCH OF GLASS AND SCREENS	REPLACE TRUCK WINDSHIELDS	642.25
	05/07/2020	87841	All Metals Supply, Inc.	BANDSAW BLADES	54.08
	05/07/2020	87842	ALL THINGS CLEANING	PARKS RESTROOMS JANITORIAL	2,184.00
	05/07/2020	87843	EVERY'S	OIL CHANGE DODGE RAM	74.46
	05/07/2020	87844	BANK OF NEW YORK MELLON	OCT19-DEC19 UMPQUA LOANS	84,501.01
	05/07/2020	87845	CALF. WATER SERVICE	Acct 520857777 3/12/20-4/13/20	6,782.81
	05/07/2020	87846	Carpets Galore	SHOP OFFICE CARPET	886.00
	05/07/2020	87847	COMCAST	Acct#8155600190189780 PHONE/INTERENT	432.54
	05/07/2020	87848	D's Great American Pump Company	NELSON POOL PROJECT SBF	2,165.36
	05/07/2020	87849	Fairhill Backflow	PARKS BACKFLOW TESTING	536.55
	05/07/2020	87850	HOBBS PEST SOLUTIONS, INC.	PEST CONTROL	125.00
	05/07/2020	87851	VOID	VOID CHECK 87851	0.00
	05/07/2020	87852	INSIDE OUT DESIGNS	TRUCK FRRPD DECALS	120.36
	05/07/2020	87853	KCOE Isom	2018-19 AUDIT	7,000.00
	05/07/2020	87854	LAKEVIEW CHARTER SCHOOL	REFUND COVID RENTAL	80.00
	05/07/2020	87855	LEDDY, SHAWN	REFUND RENTAL 5/9/20	115.00
	05/07/2020	87856	MESA VISTA SCHOOL	REFUND POOL RENTAL COVID	645.00
	05/07/2020	87857	OROVILLE POWER EQUIPMENT	MISC TOOLS/SUPPLIES/REPAIRS	404.91
	05/07/2020	87858	P.G. & E.	PGE12/23/19-1/22/20	6,122.40
	05/07/2020	87859	PALERMO SCHOOL	REFUND POOL RENTAL COVID	465.00
	05/07/2020	87860	POPLAR AVENUE SCHOOL	REFUND POOL RENTAL COVID	960.00
	05/07/2020	87861	RIEBES AUTO PARTS	TRUCK PARTS	704.77
	05/07/2020	87862	SDRMA	ADD NEW F250 TRUCK	396.57
	05/07/2020	87863	SHARP'S LOCKSMITHING	DEADBOLTS	524.63
	05/07/2020	87864	SIERRA AVENUE SCHOOL	REFUND POOL RENTAL COVID	1,800.00
	05/07/2020	87865	SOUTH FEATHER WATER & POWER	007771-000	35.00
	05/07/2020	87866	Sunrise Environmental Scientific	SOAP/DISPENSERS/SANITIZER	912.26
	05/07/2020	87867	SURPLUS CITY	CONEX PLAYTOWN	255.00
	05/07/2020	87868	Tractor Supply Co.	TRACTOR SUPPLY STATEMENT	592.42
	05/07/2020	87869	VERIZON WIRELESS	WIRELESS PHONES 842045253-00001	25.00
	05/07/2020	87870	COMCAST	Acct# 8155 60 019 0233893	134.22
	05/07/2020	87871	PREMIER ACCESS	1000548827 MAY20 PREMIUMS	1,024.36
	05/07/2020	87872	HUMANA INSURANCE CO.	657103-001 MAY20 PREMIUMS	75.00
	05/07/2020	87873	BLUE SHIELD OF CALIFORNIA	4004625 MAY20 PREMIUMS	9,118.59
	05/07/2020	87874-87893	PAYROLL	PAYROLL ITEMS	20,771.43
	05/21/2020	87894	BANK OF NEW YORK MELLON	LOAN ANNUAL BANK FEES	2,000.00
	05/21/2020	87895	BETTER DEAL EXCHANGE	Acct#701960	16.39
	05/21/2020	87896	DAWSON OIL COMPANY	62765 FUEL	1,447.32
	05/21/2020	87897	DEL-MAR RENTAL & LANDSCAPE SUPPLY	BOBCAT AUGER RENTAL	295.16
	05/21/2020	87898	FORD MOTOR CREDIT COMPANY LLC	TRUCK PAYMENTS	1,649.46
	05/21/2020	87899	Golden Bear Alarms	QTRLY ALARM FBT	109.50
	05/21/2020	87900	HOME DEPOT	HOME DEPOT STATEMENT	4,469.45
	05/21/2020	87901	Industrial Power Products	MISC TOOLS/SUPPLIES/REPAIRS	337.13
	05/21/2020	87902	Knorr Systems, Inc	SBF GRANT NELSON HEATER CLEANING	1,720.00
	05/21/2020	87903	Lincoln Aquatics	POOL CHEMICALS	1,263.80
	05/21/2020	87904	MAZES CONSULTING	IT SUPPORT/SUBSCRIPTIONS	2,305.40
	05/21/2020	87905	RECOLOGY BUTTE COLUSA COUNTIES	TRASH ALL SITES	2,224.72
	05/21/2020	87906	RIEBES AUTO PARTS	REPAIR HUSQ	38.76
	05/21/2020	87907	Staples	STAPLES STATEMENT 3721	1,277.05
	05/21/2020	87908	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE/USAGE	694.27
	05/21/2020	87909	VOID	void check 87909	0.00
	05/21/2020	87910	CARDWELL-ELDERKIN, HEATHER	REFUND RENTAL 4/18/20	205.00
	05/21/2020	87911	REDDING, BRITTNEY	REFUND WILDFLOWER	125.00
	05/21/2020	87912	ROMERO, JENNIFER	REFUND RENTAL 6/27/20	115.00

Date	Num	Name	Memo	Credit
05/21/2020	87913	AT&T - CALNET	PHONE LINES	83.45
05/21/2020	87914	NATCO PREGRA, INC	FENCE SKATEPARK #192009 FIXED ASSET	19,000.00
05/21/2020	87915	Anton, Victoria	MONTHLY CELL REIMBR	30.00
05/21/2020	87916	DANNER, ERIC	MONTHLY CELL REIMBR	30.00
05/21/2020	87917	GRAY, JASON.	MONTHLY CELL REIMBR	30.00
05/21/2020	87918	HUFFMAN, MICHELLE.	MONTHLY CELL PHONE REIMBR	30.00
05/21/2020	87919	PELTZER, DEBORAH.	MONTHLY CELL REIMBR	30.00
05/21/2020	87920	THOMPSON, SCOTT.	MONTHLY CELL REIMBR	30.00
05/21/2020	87921	VALENCIA, ESTELA.	MONTHLY CELL/EXPENSE REIMBR	93.81
05/21/2020	87922	VALENCIA, JUSTIN.	MONTHLY CELL REIMBR	30.00
05/21/2020	87923	VANG, HUE.	MONTHLY CELL REIMBR	30.00
05/21/2020	87924	Wilson, Bill	MONTHLY CELL PHONE REIMBR	30.00
05/21/2020	87925	WILSON, ROBERT BRIAN	MONTHLY CELL PHONE REIMBR	30.00
05/21/2020	87926-87944	PAYROLL	PAYROLL ITEMS	19,988.98
				<b><u>211,174.68</u></b>

May 20





**RESOLUTION NO. 1941-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$200,000 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 \$200,00 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 \$200,000 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 \$200,000 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 23<sup>rd</sup> day of June 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Scott "Kent" Fowler, Chairperson

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



**DATE: JUNE 23, 2020**

**TO: FEATHER RIVER RECREATION & PARK DISTRICT BOARD OF DIRECTORS**

**FROM: DEBORAH PELTZER BUSINESS MANAGER**

**RE: FRRPD PUBLIC HEARING BUDGET FISCAL YEAR 2020-2021**

**SUMMARY**

June 23, 2020 Public Hearing Benefit Assessment Tax and 2020-21 Budget

**BUDGET OVERVIEW & BUDGET BY DEPARTMENTS**

**COVID-19**

Due to the recent Covid19 pandemic, staff revised the budget to reflect the changing times. Most of the changes are related to programming: revenue and payroll. Staff will be monitoring the budget and will most likely have to edit the budget during this unprecedented time. As of June 2020, programming and rentals is very restrictive.

**HEALTH INSURANCE RATES (Board of Director Consensus)**

The District's current rate is \$700 per month per eligible employee. Recommendation is to increase the health insurance rate reimbursement for eligible employees to \$750/month.

**Financial impact to the 2020-21 District budget for employee benefits**

Current annual cost to the District \$127,400  
 With recommended increase \$135,800  
 \*Added financial impact to the District \$8,400

**(5B-6B, 7C) IMPLEMENTATION OF FAIR WAGES PER MANDATE, CHANGING STEP ONE OF MOST JOB POSTIONS (Board of Director consensus 3% step scale for full time employees and a 0.25 increase step scale for part time employees)**

The 3% salary schedule has been included with projections of July-December 2020 and January-June 2021.

**(8D) BENEFIT ASSESSMENT DISTRICT (BAD) BUDGET (Board of Director consensus max increase as recommended by Staff)**

2020-21 options for increase

Options	Zone A	Zone B	Addition to tax per household	Projected 2017-18	Addition of Funds
MAX	15.34	7.44	.46/.20	\$297,536	\$8,786



### (9E) CIP BUDGET

Suggested projects for budget purposes. All projects will be presented in detail for Board approval during the monthly Board meetings

Budgeted Amount	2020-21 Fixed Asset Budget: Excluding Playtown Fire Insurance, Riverbend Insurance, SBF Grant Projects
\$200k	Impact Fees Water Play area Playtown Park
\$10k	Maint Dept equipment needs: ATV and misc
\$10k	Preschool replace Play structure research Grant
\$30k	Misc projects Fixed Assets TBD
\$100k	Impact Fees possible projects: Pickle ball, Play structure
\$10k	Recreation Online Software (board approved May 2020)
<b>\$360k</b>	<b>Total Fixed Asset Budget</b>

### ORGANIZATIONAL STRUCTURE

Annually the District adopts an Organizational Structure chart that follows current job descriptions.

2020-21 Change to the Organization Chart includes restructure of the Recreation Department to include the Gymnastics Program. The Recreation Supervisor I position will supervise the daily operations of the Gymnastics program and Gymnastics Supervisor position has been eliminated from the Organizational Chart. The 2020-21 budget includes a full time Recreation Coordinator to assist the Recreation Supervisor I in the daily operations of the gymnastics department.

FRRPD PROPOSED BUDGET 2020-21	Audited 2018-2019	Budget 2019/20	Estimated Actual 2019/20	Budget 2020/21	
Ordinary Income/Expense	Audited	Budget	Projected	Budget	
Income		Approved Budget	Estimated Actual PRE COVID	COVID BUDGET	ORIGINAL BUDGET COVID NOT FACTORED IN
4100 · Tax Revenue	\$ 1,737,424	\$ 1,700,000	\$ 1,770,500	\$ 1,900,000	
4150 · Tax Revenue (BAD)	\$ 275,037	\$ 288,750	\$ 282,000	\$ 292,000	includes 3% BAD increase
4350 · Discounts & Credits	\$ (6,970)	\$ (7,440)	\$ (24,000)	\$ (1,000)	No rental waivers or family discount. Only employee Discount
4300 · Program Income	\$ 907,086	\$ 1,126,595	\$ 1,097,000	\$ 733,200	
<b>Total Tax/Program Income</b>	<b>\$ 2,912,577</b>	<b>\$ 3,107,905</b>	<b>\$ 3,125,500</b>	<b>\$ 2,924,200</b>	
4400 · Donation & Fundraising Income	\$ 15,497	\$ 20,000	\$ 2,000	\$ 3,500	
4500 Grant/Reimbursed Expense Income	\$ 9,120	\$ 30,000	\$ 90,000		
4600 · Other Income	\$ 886	\$ 200		\$ 200	
4900 · Interest Income	\$ 14,243	\$ 9,000	\$ 14,000	\$ 10,000	
4905 · Interest Income - BAD	\$ 2,243	\$ 1,000	\$ 1,700	\$ 2,000	
<b>Total Income</b>	<b>\$ 2,954,566</b>	<b>\$ 3,168,105</b>	<b>\$ 3,233,200</b>	<b>\$ 2,939,900</b>	
<b>Expense</b>					
<b>Payroll Expenses</b>					
5010 · Wages & Salaries	\$ 1,203,449	\$ 1,497,693	\$ 1,375,336	\$ 1,261,613	
5020 · Employer Taxes	\$ 119,607	\$ 144,764	\$ 148,000	\$ 117,420	
5030 · Employee Benefits	\$ 148,505	\$ 188,151	\$ 173,000	\$ 200,829	
5040 · Workers Comp	\$ 52,885	\$ 66,942	\$ 63,000	\$ 70,594	
5060 Labor/Benefits CIP Projects		\$ -	\$ -		
<b>Total 5000 · Payroll Expenses w/o Unfunded Liab</b>	<b>\$ 1,524,446</b>	<b>\$ 1,897,550</b>	<b>\$ 1,759,336</b>	<b>\$ 1,650,456</b>	
5031 GASB 68 Benefit Expense	\$ 35,330	\$ 54,000	\$ 49,000	\$ 59,610	
5033 GASB Annual Audit Adjustment (year-end adj)	\$ 1,188				
<b>Payroll w/ GASB Expense</b>	<b>\$ 1,560,964</b>	<b>\$ 1,951,550</b>	<b>\$ 1,808,336</b>	<b>\$ 1,710,066</b>	
5100 · Advertising & Promotion	\$ 8,677	\$ 10,000	\$ 7,500	\$ 7,775	
5110 · Bad Debt					
5120 · Bank Fees	\$ 13,177	\$ 14,000	\$ 13,000	\$ 10,000	
5130 · Charitable Contributions	\$ 9,692	\$ 2,500	\$ 2,500	\$ 2,500	
5140 · Copying & Printing	\$ 9,271	\$ 11,000	\$ 10,000	\$ 10,000	
5155 Employment Screening	\$ 1,391	\$ 2,464	\$ 1,600	\$ 2,300	
5160 · Dues, Mbrshps & Publications	\$ 13,078	\$ 9,000	\$ 11,000	\$ 7,300	
5170 · Education & Development	\$ 9,833	\$ 6,250	\$ 5,200	\$ 3,500	
5175 · Equipment Rental/Lease	\$ 44,833	\$ 4,000	\$ 11,000	\$ 4,350	
<b>Total 5100-5175</b>	<b>\$ 109,952</b>	<b>\$ 59,214</b>	<b>\$ 61,800</b>	<b>\$ 47,725</b>	
<b>Equipment, Tools &amp; Furn (&lt;\$5k)</b>					
5182 · Operating ET&F	\$ 1,928	\$ 2,900	\$ 2,700	\$ 3,400	
5184 · Program ET&F	\$ 5,095	\$ 11,100	\$ 13,800	\$ 13,425	
5186 · Site/Shop ET&F	\$ 14,803	\$ 20,000	\$ 13,000	\$ 25,000	
5187 IT Computers/Hardware ET&F	\$ 8,370	\$ 20,000	\$ 15,000	\$ 14,500	
5188 IT Computers/Software ET&F	\$ 7,098	\$ 13,000	\$ 13,000	\$ 13,000	
<b>Total 5180 · Equipment, Tools &amp; Furn (&lt;\$5k)</b>	<b>\$ 37,294</b>	<b>\$ 67,000</b>	<b>\$ 57,500</b>	<b>\$ 69,325</b>	
5200 · Insurance	\$ 56,641	\$ 60,000	\$ 80,000	\$ 85,000	
5210 · Interest Expense	\$ 1,416	\$ 3,300	\$ 1,500	\$ 3,000	
5225 · Postage & Delivery	\$ 1,042	\$ 1,200	\$ 1,200	\$ 1,200	
<b>Total 5200-5225</b>	<b>\$ 59,099</b>	<b>\$ 64,500</b>	<b>\$ 82,700</b>	<b>\$ 89,200</b>	
<b>Professional &amp; Outside Svcs</b>					
5232 · Accounting	\$ 25,800	\$ 26,000	\$ 28,000	\$ 28,000	
5233 · Bands/Recreation	\$ 1,925	\$ 2,150	\$ 2,000	\$ 3,000	
5234 · Board Stipends	\$ 9,800	\$ 12,000	\$ 10,200	\$ 12,000	
5235 · Recreation Instructors	\$ 25,785	\$ 52,150	\$ 67,000	\$ 18,000	no gym competition program
5236 · Legal	\$ 28,206	\$ 18,000	\$ 11,000	\$ 10,000	
5237 · Contract Janitorial	\$ 62,497	\$ 76,625	\$ 63,000	\$ 76,625	Playtown closed 2019-20
5239 Outside Admin & Consulting	\$ 95,279	\$ 57,000	\$ 57,000	\$ 81,000	election

FRRPD PROPOSED BUDGET 2020-21	Audited 2018-2019	Budget 2019/20	Estimated Actual 2019/20	Budget 2020/21
Ordinary Income/Expense	Audited	Budget	Projected	Budget
<b>Total 5230 - Professional &amp; Outside Svcs</b>	\$ 249,292	\$ 243,925	\$ 238,200	\$ 228,625
5250 - Rent	\$ 134	\$ -	\$ -	\$ -
<b>Total 5250</b>	\$ 134	\$ -	\$ -	\$ -
<b>Repairs &amp; Maintenance</b>				
5261 - Building R&M	\$ 32,645	\$ 40,000	\$ 25,000	\$ 25,000
5262 - Equipment R&M	\$ 14,813	\$ 17,500	\$ 18,000	\$ 16,000
5263 - General R&M	\$ 12,698	\$ 20,000	\$ 9,000	\$ 9,000
5264 - Grounds R&M	\$ 25,830	\$ 40,000	\$ 56,000	\$ 65,000
5265 - Janitorial supplies	\$ 24,385	\$ 29,500	\$ 29,500	\$ 29,000
5266 - Vandalism Repair	\$ 1,646	\$ 8,000	\$ 8,000	\$ 5,000
5267 - Vehicle R&M	\$ 14,738	\$ 4,000	\$ 7,000	\$ 6,000
5268 Aquatics Pool R&M	\$ 41,639	\$ 40,000	\$ 44,000	\$ 45,000
5269 Outside Contractor R&M	\$ 8,477	\$ 15,000	\$ 15,000	\$ 10,000
<b>Total 5260 - Repairs &amp; Maintenance</b>	\$ 176,871	\$ 214,000	\$ 211,500	\$ 210,000
5270 - Security	\$ 14,546	\$ 25,000	\$ 33,000	\$ 20,000
<b>Total 5270</b>	\$ 14,546	\$ 25,000	\$ 33,000	\$ 20,000
<b>Supplies - Consumable</b>				
5281 Misc Staff & Uniform Expenses	\$ 10,088	\$ 9,000	\$ 7,400	\$ 7,700
5282 - Office Supplies	\$ 4,320	\$ 6,000	\$ 7,500	\$ 7,000
5284 - Program Food	\$ 13,382	\$ 13,625	\$ 13,700	\$ 11,850
5286 - Program Supplies	\$ 17,555	\$ 79,800	\$ 81,000	\$ 21,850
5287 Safety Supplies	\$ 2,386	\$ 5,075	\$ 4,400	\$ 3,600
5289 - Site Supplies	\$ 432	\$ 1,000	\$ 1,000	\$ 1,000
<b>Total 5280 - Supplies - Consumable</b>	\$ 48,163	\$ 114,500	\$ 115,000	\$ 53,000
5290 - Taxes, Lic., Notices & Permits	\$ 5,425	\$ 5,125	\$ 5,000	\$ 5,000
5300 - Telephone/Internet	\$ 13,145	\$ 14,000	\$ 14,000	\$ 14,900
<b>Total 5290-5300</b>	\$ 18,570	\$ 19,125	\$ 19,000	\$ 19,900
<b>Transportation, Meals &amp; Travel</b>				
5312 - Air, Lodging, Other Travel	\$ 5,280	\$ 7,000	\$ 5,200	\$ 1,200
5314 - Fuel	\$ 30,367	\$ 29,000	\$ 31,000	\$ 33,000
5316 - Meals	\$ 528	\$ 500	\$ 1,200	\$ 500
5318 - Mileage	\$ 1,686	\$ 2,000	\$ 5,000	\$ 1,825
<b>Total 5310 - Transportation, Meals &amp; Travel</b>	\$ 37,861	\$ 38,500	\$ 42,400	\$ 36,525
<b>5320 - Utilities</b>				
5322 - Electric	\$ 113,231	\$ 115,000	\$ 129,000	\$ 130,000
5324 - Garbage	\$ 18,669	\$ 25,000	\$ 24,000	\$ 24,000
5326 - Gas/Propane	\$ 6,977	\$ 7,000	\$ 7,700	\$ 8,300
5328 - Sewer	\$ 3,840	\$ 5,500	\$ 4,200	\$ 4,200
5329 - Water	\$ 98,882	\$ 108,000	\$ 109,000	\$ 110,000
<b>Total 5320 - Utilities</b>	\$ 241,599	\$ 260,500	\$ 273,900	\$ 276,500
<b>Total Expense</b>	\$ 2,554,345	\$ 3,057,814	\$ 2,943,336	\$ 2,760,866
<b>Net Ordinary Income Less Expenses</b>	\$ 400,221	\$ 110,291	\$ 289,864	\$ 179,034
Debt Interest Expense	\$ 109,825	\$ 102,018	\$ 102,018	\$ 95,990
<b>Total expenses including Debt Interest</b>	\$ 2,664,170	\$ 3,159,832	\$ 3,045,354	\$ 2,856,856
<b>Net Profit/(Loss) Year End</b>	\$ 290,396	\$ 8,273	\$ 187,846	\$ 83,044
* Depreciation is not a cash expense, but is included in the annual operating budget	\$ 540,783	\$ 550,000	\$ 600,000	\$ 625,000
<b>Principal Loan Payment</b>	\$ 229,240	\$ 236,960	\$ 236,960	\$ 242,166

no gym competition program

FRRPD PROPOSED BUDGET 2020-21	Audited 2018-2019	Budget 2019/20	Estimated Actual 2019/20	Budget 2020/21	
Ordinary Income/Expense	Audited	Budget	Projected	Budget	
<b>ADDED: EXTRAORDINARY INCOME/EXPENSE including Impact Fees Collected, Riverbend Insurance Proceeds and Flood Expenses</b>					
<b>Extraordinary Income</b>					
Impact Fees Restricted Income: includes interest in Impact Account	\$ 202,342	\$ 55,000	\$ 80,000	\$ 50,000	
FEMA: Anticipated Flood Reimbursement from FEMA (Insurance Deductible FRRPD out of pocket)	\$ (250,000)				
Insurance Proceeds collected, Riverbend Flood claim	\$ 3,649,572				
SBF Grant \$750k Nelson Pool upgrade/\$267k Trail extension		\$ 1,017,000	\$ -	\$ 1,017,000	
<b>Extraordinary Expenses</b>					
Construction of Riverbend	\$ 3,500,000			\$ 1,000,000	
Riverbend Flood Expenses: District paid out of pocket toward deductible (see line 109, expenses applied to anticipates reimb from FEMA/Insurance)	\$ 172,894				
SBF Grant FRRPD matching funds 50%: Impact, Project fund, General Fund, Fundraisers and Reverses if needed		\$ 350,000		\$ 350,000	
Gain/Loss on Disposed Fixed Assets (16-17 reflects Riverbend Flood loss)					
<b>Following info used for reporting to County: Per Board Policy Capital Improvement Projects/Purchases requires Board Approval</b>					
<b>COUNTY RESERVES</b>		<b>Change to reserve 7/1/19</b>	<b>Total Reserve Balance</b>	<b>7/1/20 Budget Reserve balance</b>	<b>7/1/20 changes to reserves</b>
<b>Reserves Explain</b>		<b>2019-20 Reserve Provision</b>	<b>as of 7/1/19</b>		
Imprest (Petty Cash, reallocated to \$1k every year, carryover)			\$ 1,000	\$ 1,000	
General Assigned to Elections		\$ 10,000	\$ 40,000	\$ 10,000	<\$30k > 2020 3 seat election
General Unassigned		\$ 8,900	\$ 242,494	\$ 252,494	\$10k add portion of program income
Equipment Reserves. \$50k deduct purchase Excavator		\$ (60,000)	\$ 30,000	\$ 30,000	
General Reserve (Natural Disaster, annual carry over)			\$ 20,000	\$ 20,000	
<b>TOTAL RESERVES:</b>		<b>\$ (41,100)</b>	<b>\$ 333,494</b>	<b>\$ 313,494</b>	<b>\$ (40,000)</b>
<b>County Budget 2018-19 Fixed Asset (mid-year adjustment if needed as Projects/Grants become available)</b>	<b>Estimated Fixed Assets 2018/19 EXCLUDING RIVERBEND CONSTRUCTION</b>	<b>Budget Fixed Assets 2018/19 Excluding Riverbend Construction/SBF Grant Nelson</b>	<b>Budget Fixed Assets 2018/19 Excluding Riverbend Construction</b>	<b>Budget Fixed Assets 2018/19 Excluding Riverbend Construction/SBF Grant Nelson</b>	
Fixed Assets General Fund county g/l 560 Fund 2600	\$ 83,497	\$ 200,000	\$ 188,850	\$ 350,000	
Fixed Assets SBF Grant Nelson Pool		\$ 1,367,000		\$ 1,367,000	
<b>Current year Fixed Asset detailed 3/1/20</b>					
<b>EXCLUDING RIVERBEND</b>		\$ 200,000			<b>2020-21 Fixed Asset Budget: Excluding Playtown Fire Insurance, Riverbend Insurance, SBF Grant Projects</b>
Palermo Park: Drain repair, ADA upgrades, play structure install (total estimated cost)	\$ 42,176		\$ 39,971	\$ 200,000	Impact Fees Water Play area Playtown Park
Bobcat T4 T550 w/attachments	\$ 34,000		\$ 53,336	\$ 10,000	Maint Dept equipment needs: ATV and misc
Server room IT upgrad	\$ 7,321		\$ 11,856	\$ -	BAD rollover Skatepark Fence approved
Tiltbed 16' trailer			\$ 7,986	\$ 10,000	Preschool replace Playstructure research Grant
Small Gym remodel add sports floor			\$ 27,207	\$ 30,000	Misc projects Fixed Assets TBD
Act Center roof repair			\$ 112,916	\$ 100,000	Impact Fees possible projects: Pickleball, Playstructure
				\$ 10,000	Recreation Online Software
Total Fixed Assets by Fiscal Year (not including Riverbend)	\$ 83,497	\$ 200,000	\$ 253,272	\$ 360,000	
<b>F/Year Appropriation Limit</b>	<b>\$ 3,537,031</b>	<b>\$ 3,844,658</b>	<b>\$ 3,684,808</b>	<b>tdb</b>	

FRRPD: 2020-21 FRRPD BUDGET BY DEPT		GE1-Gen Op	GE3- Maint	Recreation AQUATICS	Recreation CLASSES	Recreation SPORTS YOUTH/ADULT	TOTAL RECREATION TOTAL CLASS, AQUATIC, SPORTS	EVENTS	RENTALS EXCLUDING GYM MEET RENTALS	TOTAL GYMNASSTICS Includes Fac Rental/Gym Meets	TOTAL SCHOOL/CAMP	TOTAL BUDGET
		ADMIN & IMPACT	MAINT & BAD	AQ-Aquatics	CL-Classes	SPORTS		Total EV-Events	Total RE-Rentals	TOTAL GYM	Total SC-School	
Ordinary Income/Expense												
Income												
	4100 - Tax Revenue	1,900,000		0	0	0	0	0	0	0	0	1,900,000
	4150 - Tax Revenue (BAD)		292,000	0	0	0	0	0	0	0	0	292,000
	4350 - Discounts & Credits			0	0	0	0	0	0	(250)	(750)	(1,000)
	4300 - Program Income - Other			22,000	23,000	35,000	80,000	7,200	25,000	255,000	366,000	733,200
	Total Tax and Program Income	1,900,000	292,000	22,000	23,000	35,000	80,000	7,200	25,000	254,750	365,250	2,924,200
	4400 - Donation & Fundraising Income	0		0	0	0	0	1,500	0	0	2,000	3,500
	4500 - Grant/Reimbursed Expenses Income		200	0	0	0	0	0	0	0	0	200
	4600 - Other Income			0	0	0	0	0	0	0	0	0
	4900 - Interest Income	10,000		0	0	0	0	0	0	0	0	10,000
	4905 - Interest Income - BAD		2,000	0	0	0	0	0	0	0	0	2,000
	Total Income	1,910,000	294,200	22,000	23,000	35,000	80,000	8,700	25,000	254,750	367,250	2,939,900
Gross Profit												
	1,910,000	294,200	22,000	23,000	35,000	80,000	8,700	25,000	254,750	367,250	2,939,900	
EXPENSES												
	5000 - Payroll Expenses			0	0	0	0	0	0	0	0	0
	5010 - Wages & Salaries	344,172	452,965	8,000	6,400	20,000	34,400	0	0	138,441	291,635	1,261,613
	5020 - Employer Taxes	29,801	40,728	900	800	2,647	4,347	0	0	12,761	29,783	117,420
	5030 - Employee Benefits	68,111	93,228	0	0	0	0	0	0	12,146	27,344	200,829
	5040 - Workers Comp	6,923	50,959	315	200	370	885	0	0	3,807	8,020	70,594
	5060 - Labor/Benefits CIP Projects	0	0	0	0	0	0	0	0	0	0	0
	Total 5000 - Payroll Expenses	449,007	637,880	9,215	7,400	23,017	39,632	0	0	167,155	356,782	1,650,456
	5031 - GASB 68 Benefit Expense	59,610	0	0	0	0	0	0	0	0	0	59,610
	5033 Annual GASB Auditor Adj	0	0	0	0	0	0	0	0	0	0	0
	TOTAL PAYROLL WITH GASB	508,617	637,880	9,215	7,400	23,017	39,632	0	0	167,155	356,782	1,710,066
	5100 - Advertising & Promotion	5,570	0	0	30	0	30	525	0	1,000	650	7,775
	5110 - Bad Debt	0	0	0	0	0	0	0	0	0	0	0
	5120 - Bank Fees	10,000	0	0	0	0	0	0	0	0	0	10,000
	5130 - Charitable Contributions	2,500	0	0	0	0	0	0	0	0	0	2,500
	5140 - Copying & Printing	10,000	0	0	0	0	0	0	0	0	0	10,000
	5155 Employment Screen	131	226	408	204	272	884	0	0	272	787	2,300
	5160 - Dues, Mbrshps & Publications	7,000	0	300	0	0	300	0	0	0	0	7,300
	5170 - Education & Development	1,000	1,000	0	0	0	0	0	0	1,000	500	3,500
	5175 - Equipment Rental/Lease	0	3,850	0	0	0	0	500	0	0	0	4,350
	5180 - Equipment, Tools & Furn (<\$5K)	0	0	0	0	0	0	0	0	0	0	0
	5182 - Operating ET&F	900	1,000	500	0	0	500	0	0	400	600	3,400
	5184 - Program ET&F	0	1,000	0	0	2,500	3,500	925	0	8,000	1,000	13,425
	5186 - Site/Shop ET&F	0	25,000	0	0	0	0	0	0	0	0	25,000
	5187 IT Computer/Hardware	11,700	1,000	0	0	300	1,300	0	0	1,000	500	14,500
	5188 IT Computer/Software Subscr	12,700	0	0	0	300	300	0	0	0	0	13,000
	Total 5180 - Equipment, Tools & Furn (<\$5K)	25,300	27,000	1,500	0	3,100	4,600	925	0	9,400	2,100	69,325
	5200 - Insurance	56,000	22,000	0	0	0	0	0	0	7,000	0	85,000
	5210 Interest Expense	0	3,000	0	0	0	0	0	0	0	0	3,000
	5225 - Postage & Delivery	1,200	0	0	0	0	0	0	0	0	0	1,200
	5230 - Professional & Outside Svcs	0	0	0	0	0	0	0	0	0	0	0
	5232 - Accounting	28,000	0	0	0	0	0	0	0	0	0	28,000
	5233 - Bands/Recreation	0	0	0	0	0	0	3,000	0	0	0	3,000
	5234 - Board Stipends	12,000	0	0	0	0	0	0	0	0	0	12,000
	5235 - Recreation Instructors	0	0	0	6,000	0	6,000	0	0	12,000	0	18,000
	5236 - Legal	10,000	0	0	0	0	0	0	0	0	0	10,000
	5237 - Contract Janitorial	0	76,625	0	0	0	0	0	0	0	0	76,625
	5238 - Other Outside Labor (inactive code)	0	0	0	0	0	0	0	0	0	0	0
	5239 - Outside Admin Consulting	65,000	16,000	0	0	0	0	0	0	0	0	81,000
	Total 5230 - Professional & Outside Svcs	115,000	92,625	0	6,000	0	6,000	3,000	0	12,000	0	228,625
	5250 - Rent	0	0	0	0	0	0	0	0	0	0	0
	5260 - Repairs & Maintenance	0	0	0	0	0	0	0	0	0	0	0
	5261 - Building R&M	0	25,000	0	0	0	0	0	0	0	0	25,000
	5262 - Equipment R&M	0	14,000	0	0	0	0	0	0	2,000	0	16,000
	5263 - General R&M	0	9,000	0	0	0	0	0	0	0	0	9,000
	5264 - Grounds R&M	0	65,000	0	0	0	0	0	0	0	0	65,000
	5265 - Janitorial Supplies	0	28,000	0	0	0	0	0	0	1,000	0	29,000
	5266 - Vandalism Repair	0	5,000	0	0	0	0	0	0	0	0	5,000
	5267 - Vehicle R&M	0	6,000	0	0	0	0	0	0	0	0	6,000
	5268 - Aquatics Pool R&M	0	45,000	0	0	0	0	0	0	0	0	45,000
	5269 - Outside Contractor R&M	0	10,000	0	0	0	0	0	0	0	0	10,000
	Total 5260 - Repairs & Maintenance	0	207,000	0	0	0	0	0	0	3,000	0	210,000
	5270 - Security	0	20,000	0	0	0	0	0	0	0	0	20,000

FRRPD: 2020-21 FRRPD BUDGET BY DEPT		GE1-Gen Op	GE3- Maint	Recreation AQUATICS	Recreation CLASSES	Recreation SPORTS YOUTH/ADULT	TOTAL RECREATION TOTAL CLASS, AQUATIC, SPORTS	EVENTS	RENTALS EXCLUDING GYM MEET RENTALS	TOTAL GYMNASICS Includes Fac Rental/Gym Meets	TOTAL SCHOOL/CAMP	TOTAL BUDGET
		ADMIN & IMPACT	MAINT & BAD	AQ-Aquatics	CL-Classes	SPORTS		Total EV-Events	Total RE-Rentals	TOTAL GYM	Total SC-School	
	5280 - Supplies - Consumable			0	0	0	0	0	0	0	0	0
	5281 - Staff & Uniform Supplies	2,175	3,500	925	0	700	1,625	0	0	100	300	7,700
	5282 - Office Supplies	7,000		0	0	0	0	0	0	0	0	7,000
	5284 - Program Food			0	0	0	0	550	0	0	11,300	11,850
	5286 - Program Supplies			400	100	2,000	2,500	2,350	0	11,000	6,000	21,850
	5287 - Safety Supplies	350	1,925	200	0	275	475	200	0	500	150	3,600
	5288 - Safety & Staff Supplies			0	0	0	0	0	0	0	0	0
	5289 - Site Supplies		1,000	0	0	0	0	0	0	0	0	1,000
	Total 5280 - Supplies - Consumable	9,525	6,425	1,525	100	3,075	4,700	3,100	0	11,600	17,750	53,100
	5290 - Taxes, Lic., Notices & Permits	2,200	1,925	0	0	0	0	125	0	0	750	5,000
	5300 - Telephone/Internet	7,760	5,400	0	0	0	0	300	0	360	1,080	14,900
	5310 - Transportation, Meals & Travel			0	0	0	0	0	0	0	0	0
	5312 - Air, Lodging, Other Travel	1,000	200	0	0	0	0	0	0	0	0	1,200
	5314 - Fuel		32,700	0	0	0	0	0	0	0	300	33,000
	5316 - Meals	500		0	0	0	0	0	0	0	0	500
	5318 - Mileage	500	500	0	0	250	250	225	0	200	150	1,825
	Total 5310 - Transportation, Meals & Tr	2,000	33,400	0	0	250	250	225	0	200	450	36,525
	5320 - Utilities			0	0	0	0	0	0	0	0	0
	5322 - Electric	12,500	80,000	0	8,500	0	8,500	0	0	12,500	16,500	130,000
	5324 - Garbage	1,250	18,000	0	850	0	850	0	0	2,250	1,650	24,000
	5326 - Gas/Propane	1,050	4,100	0	714	0	714	0	0	1,050	1,386	8,300
	5328 - Sewer		4,200	0	0	0	0	0	0	0	0	4,200
	5329 - Water	2,500	100,000	0	1,700	0	1,700	0	0	2,500	3,300	110,000
	Total 5320 - Utilities	17,300	206,300	0	11,764	0	11,764	0	0	18,300	22,836	276,500
	Total Expense	781,103	1,268,031	12,948	25,498	29,714	68,160	8,700	0	231,287	403,685	2,760,866
	Net Ordinary Income Loss/Gain	1,128,897	(973,831)	9,052	(2,498)	5,286	11,840	0	25,000	23,463	(36,435)	178,934
	Other Income/Expense			0	0	0	0	0	0	0	0	0
	Other Income			0	0	0	0	0	0	0	0	0
	4200 - Impact Fee Income	0		0	0	0	0	0	0	0	0	0
	4910 - Interest Income - Impact Fees	0		0	0	0	0	0	0	0	0	0
	9900 - Gain/(Loss) on Asset disposal			0	0	0	0	0	0	0	0	0
	Total Other Income	0	0	0	0	0	0	0	0	0	0	0
	Other Expense			0	0	0	0	0	0	0	0	0
	7210 - Debt Interest Expense	6,855		0	20,570	0	20,570	0	0	45,710	22,855	95,990
	Total Other Expense	6,855	0	0	20,570	0	20,570	0	0	45,710	22,855	95,990
	Net Other Income	(6,855)	0	0	(20,570)	0	(20,570)	0	0	(45,710)	(22,855)	(95,990)
	Net Profit/Loss	1,122,042	(973,831)	9,052	(23,068)	5,286	(8,730)	0	25,000	(22,247)	(59,292)	83,043



**FRRPD 2020-21 Full Time Pay Scale**

July 2020-DECEMBER 2020

3% Step Scale July 2019-Dec 2019

3%

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Merit 1	Merit 2	Merit 3	Merit 4	Merit 5
General Manager	contract									
Executive Administrator	\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.14	\$ 31.05	\$ 31.98	\$ 32.94	\$ 33.92
Business Manager	\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.14	\$ 31.05	\$ 31.98	\$ 32.94	\$ 33.92
Recreation Supervisor	\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.14	\$ 31.05	\$ 31.98	\$ 32.94	\$ 33.92
Gymnastics Recreation Supervisor	\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.14	\$ 31.05	\$ 31.98	\$ 32.94	\$ 33.92
Recreation Coordinator	\$ 16.50	\$ 17.00	\$ 17.50	\$ 18.03	\$ 18.57	\$ 19.13	\$ 19.70	\$ 20.29	\$ 20.90	\$ 21.53
Director of Children Services	\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.14	\$ 31.05	\$ 31.98	\$ 32.94	\$ 33.92
Assistant Director-Children Services	\$ 16.50	\$ 17.00	\$ 17.50	\$ 18.03	\$ 18.57	\$ 19.13	\$ 19.70	\$ 20.29	\$ 20.90	\$ 21.53
Park Supervisor	\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.14	\$ 31.05	\$ 31.98	\$ 32.94	\$ 33.92
Maintenance Worker III	\$ 21.00	\$ 21.63	\$ 22.28	\$ 22.95	\$ 23.64	\$ 24.34	\$ 25.08	\$ 25.83	\$ 26.60	\$ 27.40
Maintenance Worker II	\$ 18.00	\$ 18.54	\$ 19.10	\$ 19.67	\$ 20.26	\$ 20.87	\$ 21.49	\$ 22.14	\$ 22.80	\$ 23.49
Maintenance Worker I	\$ 15.00	\$ 15.45	\$ 15.91	\$ 16.39	\$ 16.88	\$ 17.39	\$ 17.91	\$ 18.45	\$ 19.00	\$ 19.57

**FRRPD 2020-21 Full Time Pay Scale**

3% Step Scale Jan 2021- June 2021

3%

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Merit 1	Merit 2	Merit 3	Merit 4	Merit 5
General Manager	contract									
Executive Administrator	\$ 28.00	\$ 28.84	\$ 29.71	\$ 30.60	\$ 31.51	\$ 32.46	\$ 33.43	\$ 34.44	\$ 35.47	\$ 36.53
Business Manager	\$ 28.00	\$ 28.84	\$ 29.71	\$ 30.60	\$ 31.51	\$ 32.46	\$ 33.43	\$ 34.44	\$ 35.47	\$ 36.53
Recreation Supervisor	\$ 28.00	\$ 28.84	\$ 29.71	\$ 30.60	\$ 31.51	\$ 32.46	\$ 33.43	\$ 34.44	\$ 35.47	\$ 36.53
Gymnastics Recreation Supervisor	\$ 28.00	\$ 28.84	\$ 29.71	\$ 30.60	\$ 31.51	\$ 32.46	\$ 33.43	\$ 34.44	\$ 35.47	\$ 36.53
Recreation Coordinator	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.13	\$ 19.71	\$ 20.30	\$ 20.91	\$ 21.54	\$ 22.18
Director of Children Services	\$ 28.00	\$ 28.84	\$ 29.71	\$ 30.60	\$ 31.51	\$ 32.46	\$ 33.43	\$ 34.44	\$ 35.47	\$ 36.53
Assistant Director-Children Services	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.13	\$ 19.71	\$ 20.30	\$ 20.91	\$ 21.54	\$ 22.18
Park Supervisor	\$ 28.00	\$ 28.84	\$ 29.71	\$ 30.60	\$ 31.51	\$ 32.46	\$ 33.43	\$ 34.44	\$ 35.47	\$ 36.53
Maintenance Worker III	\$ 21.00	\$ 21.63	\$ 22.28	\$ 22.95	\$ 23.64	\$ 24.34	\$ 25.08	\$ 25.83	\$ 26.60	\$ 27.40
Maintenance Worker II	\$ 18.00	\$ 18.54	\$ 19.10	\$ 19.67	\$ 20.26	\$ 20.87	\$ 21.49	\$ 22.14	\$ 22.80	\$ 23.49
Maintenance Worker I	\$ 15.00	\$ 15.45	\$ 15.91	\$ 16.39	\$ 16.88	\$ 17.39	\$ 17.91	\$ 18.45	\$ 19.00	\$ 19.57





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

**ENGINEER'S REPORT**

FISCAL YEAR 2020-21

JUNE 2020

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**

---

**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.



## TABLE OF CONTENTS

---

<b>INTRODUCTION.....</b>	<b>1</b>
OVERVIEW.....	1
ASSESSMENT PROCESS.....	2
LEGAL ANALYSIS.....	3
COMPLIANCE WITH CURRENT LAW.....	5
<b>PLANS &amp; SPECIFICATIONS.....</b>	<b>6</b>
<b>FISCAL YEAR 2020-21 ESTIMATE OF COST AND BUDGET.....</b>	<b>8</b>
INTRODUCTION.....	8
SUMMARY OF PARK DISTRICT'S IMPROVEMENT PLANS.....	8
BUDGET FOR FISCAL YEAR 2020-21.....	9
<b>METHOD OF APPORTIONMENT.....</b>	<b>12</b>
OVERVIEW OF APPORTIONMENT.....	12
DISCUSSION OF BENEFIT.....	12
BENEFIT FACTORS.....	13
BENEFIT FINDING.....	15
GENERAL VERSUS SPECIAL BENEFIT.....	15
CALCULATING GENERAL BENEFIT.....	16
ZONES OF BENEFIT.....	19
APPORTIONMENT.....	20
ASSESSMENT APPORTIONMENT.....	22
DURATION OF ASSESSMENT.....	25
APPEALS AND INTERPRETATION.....	25
<b>ASSESSMENT.....</b>	<b>27</b>
<b>APPENDICES.....</b>	<b>30</b>
APPENDIX A – ASSESSMENT DIAGRAM.....	31
APPENDIX B – ASSESSMENT ROLL, FY 2020-21.....	33

**LIST OF FIGURES**

---

FIGURE 1 – ESTIMATE OF COST, FISCAL YEAR 2020-21 ..... 10

FIGURE 2 – SUMMARY COST ESTIMATE..... 27

## LIST OF TABLES

---

TABLE 1 - RESIDENTIAL DENSITY AND ASSESSMENT BENEFIT FACTORS.....	22
TABLE 2 - POPULATION AND ASSESSMENT BENEFIT FACTORS.....	23
TABLE 3 - COMMERCIAL/INDUSTRIAL DENSITY AND ASSESSMENT FACTORS.....	24



## INTRODUCTION

---

### 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 2020-21 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 23, 2020. At this hearing, the Board will consider approval of a resolution confirming the continuation of the assessments for fiscal year 2020-21. If so confirmed and approved, the assessments will be submitted to the County Auditor for inclusion on the property tax rolls for fiscal year 2020-21.

## **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 XIIC and XIID 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 XIIC and XIID 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

---

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 2020-21 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 2020-21 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 2020-21**

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 2020-21, if the proposed assessments are continued by the Park District Board.

**FIGURE 1 – ESTIMATE OF COST, FISCAL YEAR 2020-21**

		<i>Total Budget</i>	
Beginning Fund Balance			
Park & Recreation Expenses (Installation, Maintenance & Servicing)			
Fuel		\$32,700	
Insurance		\$22,000	
Other Outside Labor		\$16,000	
Contract Janitorial		\$76,625	
Repairs and Maintenance parts and supplies		\$213,425	
Repairs and Maintenance Payroll		\$637,880	
Telephone		\$5,400	
Utilities (includes irrigation water)		<u>\$206,300</u>	
		\$1,210,330	
<b>Total Benefit of Improvements</b>		\$1,210,330	
		19,433.19	
<b>Benefit Received per Unit</b>		\$62.28	
Less:			
District Contribution		<u>(1,061,465)</u>	
Net Cost of Installation, Maintenance and Servicing		\$148,865	
Incidental Costs			
Collection and Administration		5,463	
Allowance for Contingencies <sup>3</sup>		<u>10,000</u>	
Less:			
Beginning Fund Balance and Fund Income			
Total Park Maintenance and Recreation Improvement District Budget <sup>4</sup>		<u>\$297,536</u>	
(Net Amount to be Assessed)			
Budget Allocation to Property			
<b>Zone of Benefit</b>	<b>Total Budget *</b>	<b>SFE Units</b>	<b>SFE Rate per Unit</b>
Zone A	\$296,967	19,359	\$15.34
Zone B	\$568	74	<u>\$7.66</u>
Totals	<u>\$297,536</u>	19,433.19	
* 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, 2020), 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 XIIIIC 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>
--------------------------	----------	----------------------------	----------	----------------------------

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
--------------------	---	-------------------------------------------------------------------	---	--------------------------------------------------------------------------------------------------	---	--------------------------------------

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%</b>	<b>(Outside the Assessment District)</b>
<b>+ 0.0%</b>	<b>(Inside the District – Indirect and Derivative)</b>
<b>+ 9.2%</b>	<b>(Public at Large)</b>
<b>= 9.4%</b>	<b>(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 \$1,268,031. Of this total budget amount, the Park District will contribute \$970,945 from sources other than the assessments for park maintenance and operation. This contribution by the Park District quates to approximately 79.1% of the

1 . 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.

2 . 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.

total 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 (j), 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>

---

<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.

---

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 XIIID 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

---

WHEREAS, on February 25, 2020 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 XIIID 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 2020-21 is generally as follows in Figure 2 below.

**FIGURE 2 – SUMMARY COST ESTIMATE**

	<i><b>F. Y. 2020-21 Budget</b></i>
Park Maintenance & Operation	\$1,210,330
Capital Improvements	\$0
Incidental Expenses	\$57,701
<b>TOTAL BUDGET</b>	<b>\$1,268,031</b>
Less:	
District Contribution	\$970,495
<b>NET AMOUNT TO ASSESSMENTS</b>	<b>\$297,536</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 2020-21 was \$15.34 per single family equivalent benefit unit for Zone of Benefit A and \$7.66 per single family equivalent benefit unit for Zone of Benefit B. The annual change in the CPI from December 2018 to December 2019 was 2.45%. Therefore, the maximum authorized assessment rate for Fiscal Year 2020-21 has been increased by the allowable maximum increase from \$14.88 to \$15.34 per single family equivalent benefit unit for Zone of Benefit A and from \$7.44 to \$7.66 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 2020-21 at the rate of \$15.34 per single family equivalent benefit unit for Zone of Benefit A, which is the maximum allowable rate and \$7.66 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 2020-21. 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 2020-21 for each parcel or lot of land within the Improvement District.

Dated: June 10, 2020



---

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

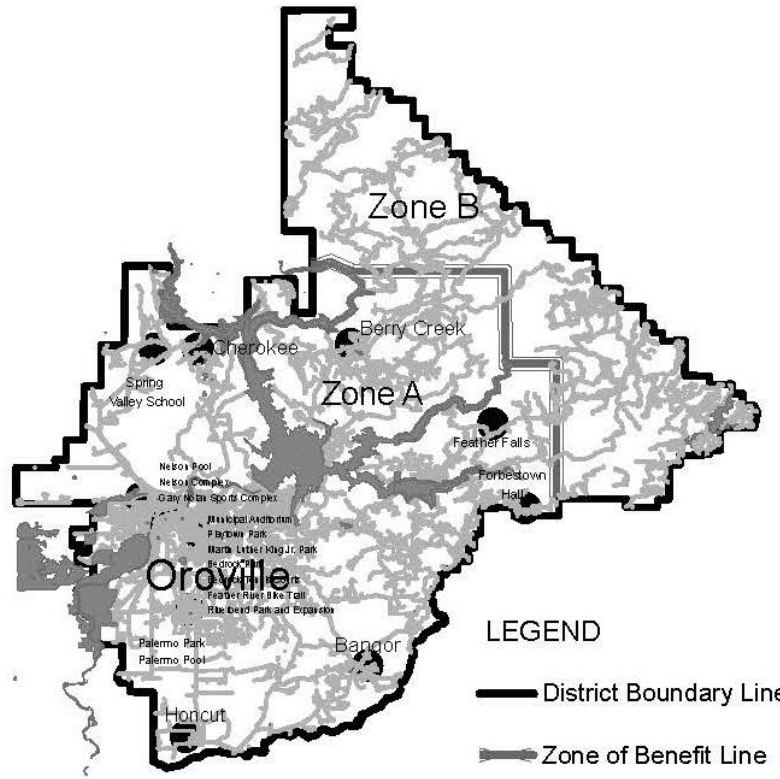
## APPENDICES

---

Appendix A – Assessment Diagram  
Appendix B – Assessment Roll, FY 2020-21

## **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 2020-21, 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 2020-21**

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.



## STAFF REPORT

**DATE: JUNE 23, 2020**

**TO: FRRPD BOARD OF DIRECTORS**

**FROM: SHAWN ROHRBACKER, GENERAL MANAGER**

**RE: CHANGE TO 2020-2021 FRRPD ORGANIZATION CHART**

### SUMMARY

As explained in previous Board meetings, the 2020-2021 Fiscal Year Budget was prepared with anticipation of less client attendance in recreation programs and the gymnastics program. This includes about half the normal number of part time staff, no marketing specialist, no recreation specialist and moving the Gymnastics Department under the Recreation Department. This changes the Gymnastics Supervisor position to Recreation Coordinator and will make program operations more efficient. Alternatives include terminating one of the supervisors or putting two of them on furlough the combination of these two department has also been an idea that the District has wanted to move forward with in the past. Low attendance During the pandemic makes it an ideal time to implement this plan, retain current talented staff members and make the gymnastics program more efficient.

### RECOMMENDATION

Approve organization chart changes as presented

### ATTACHMENTS

Revised Organization Chart





**RESOLUTION NO. 1942-20**

**A RESOLUTION APPROVING ENGINEER'S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT AND ORDERING THE CONTINUATION OF ASSESSMENT FOR FISCAL YEAR 2020-21 FOR THE PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT OF THE FEATHER RIVER RECREATION AND PARK DISTRICT**

**RESOLVED**, by the Board of Directors of the Feather River Recreation and Park District (the "Board"), State of California, that

**WHEREAS**, on July 24th, 2002 by its Resolution No. 820-02, this Board ordered formation of a landscaping and lighting district pursuant to the Landscaping and Lighting Act of 1972 (Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof) (the "District").

**WHEREAS**, the purpose of the District is for the installation, maintenance and servicing of the improvements described in the annual Engineer's Report; and

**WHEREAS**, by its Resolution No. 1899-19, A Resolution Directing Preparation of the Engineer's Report for the Continuation of the Park Maintenance and Recreation Improvement District of the District, this Board designated SCI Consulting Group as Engineer of Work and ordered said Engineer to make and file a report in writing in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Streets and Highways Code 22500, and Article XIID of the California Constitution; 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**, the report was duly made and filed with the Secretary of the Board and duly considered by this Board and found to be sufficient in every particular, whereupon it was determined that the report should stand as the Engineer's Report for all subsequent proceedings under and pursuant to the aforesaid resolution, and that June 23rd, 2020 at the hour of 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, were appointed as the time and place for a hearing by this Board on the question of the levy of the proposed assessment, notice of which hearing was given as required by law; and

**WHEREAS**, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of assessment were fully heard and considered by this Board, and all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board thereby acquired jurisdiction to order the continuation of assessment and the confirmation of the diagram and assessment prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof;

**WHEREAS**, the assessment is being levied without regard to property valuation of the properties involved; and

**NOW, THEREFORE, IT IS FOUND, DETERMINED AND ORDERED**, that:

1. The public interest, convenience and necessity require that the continuation be made.
2. The District benefited by the improvements and assessed to pay the costs and expenses thereof, and the exterior boundaries thereof, are as shown by a map thereof filed in the office of the Secretary of the Board, which map is made a part hereof by reference thereto.
3. The Engineer's Report as a whole and each part thereof, to wit:
  - (a) the Engineer's estimate of the itemized and total costs and expenses of maintaining the improvements and of the incidental expenses in connection therewith;
  - (b) the diagram showing the assessment district, plans and specifications for the improvements to be maintained and the boundaries and dimensions of the respective lots and parcels of land within the District; and
  - (c) the assessment of the total amount of the cost and expenses of the proposed maintenance of the improvements upon the several lots and parcels of land in the District in proportion to the estimated special benefits to be received by such lots and parcels, respectively, from the maintenance, and of the expenses incidental thereto; are finally approved and confirmed.
4. Final adoption and approval of the Engineer's Report as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagram and the assessment, as contained in the report as hereinabove determined and ordered, is intended to and shall refer and apply to the report, or any portion thereof as amended, modified, or revised or corrected by, or pursuant to and in accordance with, any resolution or order, if any, heretofore duly adopted or made by this Board.
5. The assessment to pay the costs and expenses of the maintenance of the improvements for fiscal year 2020-21 is hereby continued. For further particulars pursuant to the provisions of the Landscaping and



Lighting Act of 1972, reference is hereby made to the Resolution Directing Preparation of Engineer's Report.

6. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the hearing, this Board expressly finds and determines (a) that each of the several lots and parcels of land will be specially benefited by the maintenance of the improvements at least in the amount if not more than the amount, of the assessment apportioned against the lots and parcels of land, respectively, and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, the aforesaid finding and determination as to special benefits.

7. Upon the adoption of this resolution, but in no event later than the second Monday in August following such adoption, the Secretary of the Board shall file a certified copy of the diagram and assessment and a certified copy of this resolution with the Auditor of the County of Butte. Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment, in accordance to Streets and Highway Codes 22645 et seq. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all laws providing for the collection and enforcement of County taxes shall apply to the collection and enforcement of the assessments. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the Feather River Recreation and Park District.

8. Upon receipt of the moneys representing assessments collected by the County, the General Manager shall deposit the moneys in the District Treasury to the credit of the improvement fund previously established under the distinctive designation of the District.

**DULY AND REGULARLY ADOPTED** by the Governing Board of the Feather River Recreation and Park District this 23rd day of June, 2020 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Scott "Kent" Fowler, Chairperson

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



**RESOLUTION NO. 1943-20**

**A RESOLUTION OF THE FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS  
ADOPTING THE 2020-2021 FISCAL YEAR APPROPRIATIONS LIMITATIONS**

**WHEREAS**, California's State Appropriations Limit (SAL)--originally established by Proposition 4 in 1979--places an "upper bound" each year on the amount of monies that can be spent from state tax proceeds. The SAL itself grows annually by a population and cost-of-living factor and;

**WHEREAS**, Most state appropriations are subject to the SAL. However, the law does exempt certain types of appropriations from the SAL, including capital outlay, local government subventions, and debt service and;

**WHEREAS**, Tax proceeds in excess of the SAL over a two-year period must be equally split between rebates to taxpayers and expenditures on education and;

**WHEREAS**, The SAL has not been a constraint throughout the 1990s. In recent years, however, California's strong revenue performance has caused the "room" under the limit to shrink and;

**WHEREAS**, Article XIII B of the California Constitution specifies that appropriations made by government entities may increase annually by the change in population and the change in California capita income, or the change in the local assessment roll, and

**WHEREAS**, the CPI Factor of 3.73 and population change -8.78 for the City of Oroville total ratio of change factor 0.9462 (as shown on Exhibit A) and is used by Feather River Recreation and Park District to determine its appropriation limitation for 2020-2021.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Feather River Recreation and Park District, pursuant to Government Code Section 7910, adopt the 2020-2021 appropriation limitation of \$3,637,912. Said limitation was determined by the following formula:

<b>Previous Fiscal Year</b>		<b>2020-2021</b>
<b>Appropriation</b>	<b>Ratio of Change</b>	<b>Appropriation</b>
Limitation	Adjustment Factor	Limitation
\$ 3,844,658	.09462	\$3,637,912



**PASSED AND ADOPTED** at a Regular Board Meeting of the Board of Directors of the Feather River Recreation and Park District on the 23<sup>rd</sup> day of June 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain

Attest: \_\_\_\_\_  
Scott Kent Fowler, Chairperson

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





## EXHIBIT A

### Feather River Rec and Park District Appropriation Limit Fiscal Year: 2019-2020

#### EXHIBIT A

#### 2019-20 Appropriations Limit Calculation

Per Capita Cost of Living Change                      3.85

Population Change (Oroville Change                      16.67  
20.35 and Unincorporated -3.68)

Per Capita converted to                      100                                              1.0385  
ratio +100/100

Population converted to a                      100                                              1.0047  
ratio +100/100

**Adjustment Factor 2019-20                                              1.0434**

<b>2018-19 LIMIT</b>	<b>FACTOR</b>	<b>2019-20</b>
<b>\$3,684,808</b>	<b>1.0434</b>	<b>\$3,844,658</b>



## STAFF REPORT

**DATE: JUNE 23, 2020**

**TO: FRRPD BOARD OF DIRECTORS**

**FROM: DEBORAH PELTZER, BUSINESS MANAGER**

**RE: EXPRESS EMPLOYMENT PROFESSIONALS AGENCY STAFFING AGREEMENT**

### SUMMARY

The District will contract with employment agency to fill an open position

### BACKGROUND

The District currently has an open position: Accounting Clerk. At this time, staff is interested in utilizing an employment agency as a recruiting tool to fill this position immediately. The position has been and remains posted as an open job since May 2020, staff has not received resumes which meet the minimum requirements for the position. The position has been unfilled since January 2020. Since staff has returned to office after the COVID-19 closure, this position needs to be filled to complete bi-weekly payroll and process accounts payable invoices.

### BUDGETARY IMPACT

The cost for a temporary employee for this position is \$25.92 per hour to the agency. The employment agency is responsible for all expenses i.e.: taxes and workers compensation. This position works between 20 and 29 hours weekly. FRRPD will have the option to hire the candidate as a permanent employee, additional charges apply.

### RECOMMENDATION

Authorize the General Manager to sign all contracts/agreements related to a temporary employee staffing.

### ATTACHMENT(S)

Express Employment Staffing Agreement



# Staffing Agreement

Office Number and Location:

\_\_\_\_\_

At Express Services, Inc. (Express) dba Express Employment Professionals (referred to as "Express," "Us," "We," or "Our"), we make it easy for you to do business with Us. The first step to establishing a successful staffing relationship is to ensure a clear understanding of each party's responsibilities. We appreciate your business and look forward to the opportunity to support you with outstanding professional employment services in consideration of your agreement to the following terms and conditions:

1. We hire associates as Express employees, and provide all wages, taxes, withholding, workers' compensation, and unemployment insurance. We recruit and assign associates to you to perform only the job duties you specify. You agree not to change the specified duties or the assigned workplace of the associate.
2. Express complies with all federal, state, and local employment laws and regulations, as applicable. You agree to provide Our associates with a safe, suitable workplace and equipment, provide all legally-mandated meal and rest breaks, and to comply with all applicable federal, state, and local employment laws including appropriate workplace-specific safety and health training that adequately addresses potential hazards at your worksite.
3. You agree to safeguard and protect any private information regarding Express employees to which you gain access, including biometric information, and agree to abide by any applicable laws addressing the collection, use, storage, or protection of private and/or biometric information. You also agree to defend, indemnify, and hold Express harmless from any loss, cost, claim, or damage, including costs and attorney fees, (collectively "Loss" or "Losses") resulting from your failure to abide by the laws addressing the collection, use, storage, or protection of private and/or biometric information and/or unauthorized uses of said information and hold Express harmless from any Loss resulting from your non-compliance with all current and future applicable federal, state, and local laws and regulations including, but without limitation, sick leave, vacation, wage and hour, and meal and rest breaks. Express pays associates promptly, based on information approved by you. You agree to pay the charges and any applicable sales tax based on the timecard or other mutually acceptable recording method by the invoice due date.
4. The bill rates charged by Express are specific to office location and may vary from Express office to Express office and are subject to change based upon federal, state or local laws that provide benefits to our associates or upon prior notice. A service charge of 1.5% per month (18% per annum) may be assessed on charges remaining unpaid 30 days after the invoice date. We are entitled to reasonable collection fees, attorney fees, and other expenses incurred to collect all charges on your account(s).
5. We provide insurance policies to cover Express for Workers' Compensation, and Employers Liability Parts A & B claims by Express associates against Express in an amount not less than \$1,000,000 per occurrence and provide Commercial General Liability, Fidelity Bond, Errors and Omissions, and Hired/Non-Owned Automobile coverage in an amount not less than \$1,000,000 per occurrence.
6. You agree that you will not request or allow Our associates to offer professional opinions concerning any financial audits, certifications or financial statements, SEC filings, or provide management consulting or financial advice, nor will Our associates be permitted sign-off authority for architectural or engineering projects or construction or other cost estimates.
7. If Our associates have access to unattended premises or the care, custody, or control of cash, checks, credit card numbers, ATM bank cards, negotiables, confidential information, trade secrets, or other valuable property, then you agree to defend, indemnify, and hold Us harmless from any resulting Loss.
8. Express will only provide associates for positions operating a motor vehicle, forklift, or other motorized mobile equipment if notified in writing prior to an assignment. We must know in advance, so We can assign associates who are qualified to meet your specifications. During an assignment, if Our associate operates a motor vehicle, forklift, or any other motorized mobile equipment, you agree to maintain liability insurance for any such motorized equipment and to defend, indemnify, and hold Us harmless for bodily injury, property damage, fire, theft, collision, public liability claims, or other Loss, regardless of fault.
9. You will supervise, direct, and control the work performed by Express associates, and assume responsibility for all work product and operational results, including personal injury to a third party or your agents or employees, losses or damage to property or data in the care, custody, or control of an Express associate. You agree to defend, indemnify, and hold Us harmless from any Loss, including costs and attorney fees, (collectively "Loss" or "Losses") that may be caused by breach of this Agreement and/or by your negligence or misconduct, and agree on behalf of your insurer(s) to waive all rights of recovery (subrogation) against Us.
10. In addition to Our duties and responsibilities set forth herein, Express, as the common-law employer, has the right to physically inspect the worksite and work processes; to review and address, unilaterally or in coordination with you, the associates' work performance issues; and to enforce Our employment policies relating to associates' conduct at the worksite.
11. We offer an evaluation hire program designed to provide you with associates on a trial basis prior to converting them to your payroll. To take advantage of Our evaluation hire program, you agree to negotiate a pre-determined trial period or fee prior to an associate's assignment to you.
12. Express will, at your written request, conduct criminal history checks based on your targeted screening criteria, motor vehicle record checks, and drug screens as permitted by federal, state, and local laws and regulations. The costs vary depending upon the specific test or report ordered and the charges will be agreed upon prior to ordering the tests and/or reports.
13. If you have an Express associate on an assignment and determine you would like to hire the associate onto your payroll, you may do so by paying a transfer fee of up to 30% of the associate's expected annual salary, provided all invoices are current.
14. You agree, for a period of 180 days from the date of introduction or last date on assignment, whichever is later, not to hire directly or use Express associates through another staffing firm without paying a liquidation fee of 30% of the Express associate's expected annual compensation, unless otherwise agreed to by Us in writing.

Thank you for your business. We look forward to a mutually beneficial relationship.

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Agent's Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_



## **STAFF REPORT**

**DATE: JUNE 23, 2020**

**TO: FRRPD BOARD OF DIRECTORS**

**FROM: SHAWN ROHRBACKER, GENERAL MANAGER**

**RE: REQUEST FOR PROPOSAL (RFP) FOR AUDIT SERVICES**

### **SUMMARY**

Staff has developed an RFP for Professional Audit Services for the Fiscal years ending in 2020 through 2025.

### **BACKGROUND**

Government Code section 12410.6.(b) indicates that commencing with the 2013-14 fiscal year, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years.

Our previous consultant, KCOE has performed audit services for FRRPD for six consecutive fiscal years. FRRPD is now required to hire a different audit service provider for the next fiscal year. The last annual contract total with KCOE was \$25,000. In anticipating similar prices from other consultants, FRRPD is required to advertise for the services through an RFP or RFQ (Request for Qualifications) process. Attached is a draft of the RFP staff proposes to advertise. It was developed from a template offered on the California Special District Association website.

### **BUDGETARY IMPACT**

Developing the RFP, advertising, review of RFPs and submitting a recommendation of award to the FRRPD Board of Directors will take approximately 1 week of Executive Administrator, Business Manager and General Manager time.

### **RECOMMENDATION**

Authorize the General Manager to advertise for Professional Audit Services through an RFP process.

### **ATTACHMENT(S)**

Draft RFP for Professional Audit Services

**Feather River Recreation and Park District**  
**Request for Proposals-**  
**Professional Auditing Services**  
Proposals Due: \_\_\_\_\_

**I. INTRODUCTION**

Feather River Recreation and Park District (FRRPD) is a Special District, an independent government agency separate from the City of Feather River and other government agencies. FRRPD is governed under the Public Resources Code of the State of California and an elected Board of Directors who sets policy for district. FRRPD was established in 1952 by citizens who desired recreational opportunities and park facilities in their community. Today, FRRPD provides and manages extensive District-owned parks, facilities, open space, and recreation programs and events throughout the community.

FRRPD is requesting proposals from certified public accountant firms to audit its financial statements, in addition to performing other reviews as specified below, for five fiscal years beginning Jul 1, 2020 and ending Jun 30, 2025 with an option of two one year extensions. The proposal package shall present all-inclusive audit fees for each year of the contract term.

These audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the U.S. Office of Management and Budget (OMB) Circular A-133 Audits of State and Local Governments and Non-Profit Organizations.

**II. SCOPE OF THE WORK TO BE PERFORMED**

1. FRRPD desires a Comprehensive Annual Financial Report (CAFR) and its basic financial statements for the District to be prepared by the independent auditor and be fully compliant with all current GASB pronouncements.
2. The selected independent auditor will be required to provide the following services:
  - a. The audit firm will perform an audit of all funds of the District. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller of the United States; generally accepted auditing standards as set forth by the American Institute of Certified Public Accounts; and the provisions of U. S. Office of Management and Budget, the Uniform Guidance, and applicable OMB Compliance Supplements, as applicable.
  - b. The District's Comprehensive Annual Financial Report (CAFR) will be prepared by the audit firm. The CAFR will be in full compliance with all current GASB pronouncements. The audit firm will render their auditors' report on the basic financial statements which will include both Government-Wide Financial Statements and Fund Financial Statements. The audit firm will also apply limited audit procedures to Management's Discussion and Analysis (MD&A) and

- required supplementary information pertaining to the General Fund and each major fund of the District.
- c. FRRPD does not anticipate the need for a single audit on the expenditures of federal grants during the contract term. If a single audit becomes necessary, District will amend the contract with the selected auditor for the additional work.
  - d. The audit firm shall issue a separate “management letter” that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions. Management letters shall be addressed to the General Manager.
  - e. The audit firm shall provide, compile, and file the Annual Report of Financial Transactions to the State Controller of California, from data provided by District staff.
  - f. The District closes its books in September and will be ready for audit field work by October of each year. The auditor shall provide all drafts and recommendations for improvements to the General Manager within a reasonable time period after the last day of field work. The auditor should be available for any meetings that may be necessary to discuss the draft audit reports. Once all issues of discussion are resolved, the completed CAFR, Basic Financial Statements, and other reports shall be delivered to the Board. This process will be completed, and the final products be delivered by December 31st of each year.
  - g. All working papers and reports must be retained at the auditor's expense for a minimum of seven (7) years, unless the firm is notified in writing by District of the need to extend the retention period. The auditor will be required to make working papers available to the District. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties: District General Manager; District Counsel; and the Board.

### III. DESCRIPTION OF THE DISTRICT

- Feather River Recreation and Park District serves over 40,000 people. The District encompasses approximately 735 square miles. Located within its boundary is the incorporated City of Oroville and several unincorporated communities:
 

– Bangor	– Honcut
– Berry Creek	– Hurleton
– Cherokee	– Palermo
– Clipper Mills	– Thermalito
– Feather Falls	– Wyandotte
– Forbestown	– Unincorporated Oroville Area
- We touch approximately 100,000 or more persons who participate in programs, visit District facilities, or volunteer annually.
- We promote an active, healthy life-style for preschool, youth, teens, adults and seniors.

- We foster self-enrichment and personal development through offering over dozens of classes, programs and activities.
- We preserve and drive community economic value by providing diverse programs, well-maintained neighborhood and community parks, trails and open space to attract and retain residents, businesses and visitors.
- We strengthen community engagement by working closely with community partners and clubs, coordinating volunteer activities, co-sponsoring community events, and supporting local charities.
- We preserve and protect natural resources of California by conscientiously and proactively maintaining the District's 290 acres of parkland

The principal functions performed are general accounting, accounts payable, accounts receivable, payroll, cash management, purchasing, investments, budgeting, and financial reporting. The District's computerized systems are run on a Local Area Network (LAN). The accounting functions are computerized using QuickBooks software hosted on a server. The applications operating on this system are General Ledger, Accounts Payable and Payroll. The audit and CAFR for fiscal year end June 30, 2020 are not yet complete. The audit and CAFR for fiscal year end June 30, 2019 can be found on the FRRPD website at [www.frrpd.com](http://www.frrpd.com).

#### **IV. TIME REQUIREMENTS AND EVALUATION PROCESS**

The following is a list of key dates for the selection of an auditing firm:

- Request for proposal issued \_\_\_\_\_
- Due Date for proposals (due by 5:00 p.m.) \_\_\_\_\_
- Oral interviews (conducted at District's discretion).
- Notification of Recommended Auditing Firm \_\_\_\_\_
- Contract awarded by District Board \_\_\_\_\_

Proposals shall be evaluated based on the following criteria (listed in random order without regard to order of importance):

- Expertise and qualifications of assigned staff, including prior experience in performing similar work for public sector clients
- Audit methodology and approach
- Responsiveness to the requirements of the RFP
- Recent references from comparable clients

The District retains full discretion in determining the applicability and weight of the criteria listed above. Cost proposals will be considered only after proposals have been evaluated and ranked. During the evaluation process, the FRRPD reserves the right, where it may serve the FRRPD's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. Also, at the discretion of FRRPD, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

## V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR & REPORT PREPARATION

Finance Department staff will be available during the audit to assist the firm by providing information, documentation, and explanations. In addition, the District will provide the auditor with reasonable workspace, desks, chairs, access to internet connectivity, and photocopying machines. Report preparation, editing, printing, tabbing, and binding shall be the responsibility of the auditor. The auditor shall provide copies as follows:

- Comprehensive Annual Financial Report (12 copies and digital file in Adobe Acrobat format)
- Management Discussion and Analysis (7 copies and digital file in Adobe Acrobat format)

## VI. PROPOSAL REQUIREMENTS:

**A. General Requirements:** Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to: Deborah Peltzer, Business Manager, 1875 Feather River Blvd, Oroville CA 95965 (530) 533-2011, deb@frrpd.com.

- Three (3) copies of the Proposal shall be received by the District by 5:00 p.m. on \_\_\_\_\_ for a proposal to be considered.
- The Proposal should address the items listed in sections B and C below.
- The Proposal should be clearly identified as “Audit Services Proposal” and addressed as follows: Feather River Recreation and Park District Attn: Shawn Rohrbacker, General Manager 1875 Feather River Blvd, Oroville CA 95965
- Proposals can be mailed or hand delivered to the address above. The District will not accept fax or emailed proposals
- Proposals must be valid for a minimum of 90 days.

**B: Proposal Requirements:** The Proposal must be submitted in two parts (1) the Technical Proposal and (2) the Cost Proposal, as described below.

*The Technical Proposal:* The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake an independent audit of the District in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than the form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Technical Proposal must include:

- Title Page showing the request for proposals subject; the firm’s name; the name, address, and telephone number of the contact person; and the date of the proposal.
- Table of Contents identifying the materials submitted by section and page number.
- Signed Transmittal Letter briefly stating the firm’s understanding of the work to be done; the commitment to perform the work within the time period; and the name(s) of the person(s) authorized to represent the firm, title, address, and telephone number.
- Detailed Proposal as described below.
- The Technical Proposal should exclude any cost information, which should only be included in the sealed Cost Proposal.



- The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm’s capabilities to satisfy the requirements of this request for proposals. While additional data may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.
  1. License to Practice in California: An affirmative statement must be included verifying the firm and all assigned key professional staff are properly licensed to practice in California.
  2. Independence The firm must provide an affirmative statement that it is independent of the Feather River Recreation and Park District as defined by auditing standards generally accepted in the United States of America and the General Accounting Office's Government Auditing Standards. 7
  3. Firm Qualifications and Experience The firm must have extensive experience in audits of local governments as well as experience with preparation of Comprehensive Annual Financial Statements prepared in accordance with GAAP. The proposal should include the size of the firm, the size of the firm’s governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a fulltime basis and the number and nature of the staff to be so employed on a part-time basis. Staff consistency is an important consideration. The proposal must include a list of all current municipal clients. The firm is also required to submit a copy of a report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements (required by current Government Audit Standards). The proposal shall also include information on the results of any Federal or State desk reviews or field reviews of its audits during the past three (3) years. The proposal shall include information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with State regulatory bodies or professional organizations, if applicable.
  4. Partner, Supervisory and Staff Qualifications and Experience Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to this engagement. Include resumes, indicating whether each such person is registered or licensed to practice as a certified public account in California. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past (3) three years and membership in professional organizations relevant to the performance of this audit. Indicate how the consistent assignment of staff over the term of the agreement will be assured.
  5. Similar Engagements with Other Government Entities For the firm’s staff that will be assigned responsibility for the audit, list five completed engagements similar to the work described in this request for proposals. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Also, please indicate whether the audit was part of a Comprehensive Annual Financial Report prepared in conformance with GAAP requirements. Although the GVRD does not anticipate a Single Audit during the contract term, the selected firm will have experience performing Single Audits. The

District reserves the right to contact any or all of the listed references regarding the audit services performed by the audit firm.

6. **Specific Audit Approach** The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this request for proposals. In developing the work plan, reference should be made to such sources of information as District's budget and related materials, organizational charts, manuals, programs, and financial and other management information systems. The proposal should include the following information about the firm's audit approach:
- Proposed phases of the audit and staff hours assigned to each phase for the engagement;
  - Description of analytical procedures to be used in the engagement, including sampling;
  - Approach to be taken to understand, review and make recommendations regarding the District's internal control structure;
  - Description of any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from FRRPD.

*Cost Proposal:* The cost proposal should contain all detailed pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs, including all out of pocket expenses. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Such costs should not be included in the proposal. Progress payment will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than a calendar month. The Cost Proposal shall be sealed in a separate envelope and clearly marked as "Cost Proposal."

## **VII. PUBLIC NATURE OF PROPOSAL MATERIALS:**

All proposals submitted in response to this RFP shall become the property of the FRRPD and may be used by FRRPD for any purpose. Proposals received by FRRPD shall not be returned to the Proposer. If a Proposal contains information that the Proposer considers proprietary and confidential, it shall be the responsibility of the Proposer (and not the FRRPD) to specify which items of information are proprietary and clearly identify in writing which specific pieces of information are proprietary at the time the proposal is submitted. It shall be insufficient for the Proposer to merely identify the entire Proposal or an entire page or set of pages as proprietary. With respect to information deemed proprietary, the procedures set forth below shall be observed. Not-to-exceed sums, hourly rates, and other similar information, that may be set forth in a proposal shall not constitute proprietary information nor shall any information readily available to the general public or any other information not regarded as proprietary and confidential under federal or state law. To comply with the California Public Records Act (Govt. Code Section 6250, et. seq.), FRRPD reserves the right to make copies of a Proposer's proposal available for inspection and copying by members of the public (including proposals which may contain information the Proposer regards as proprietary in nature), unless the FRRPD's legal

counsel determines that the information which the Proposer regards as proprietary may be withheld pursuant to applicable provisions of the California Public Records Act or other applicable state or federal law. In the event FRRPD intends to disclose records containing information the Proposer has specifically identified as being proprietary and confidential, FRRPD shall notify the Proposer in writing of its intent to release such information. The Proposer shall then have five (5) working days after FRRPD's issuance of its notice to give FRRPD written notice of the Proposer's objection to FRRPD's release of proprietary information. FRRPD will not release the proprietary information after receipt of the objection notice from the Proposer unless: (i) the objection notice is not received by FRRPD until after the close of business on the 5th day following FRRPD's issuance of the notice of intent to disclose; (ii) ordered to release the information by a court of competent jurisdiction; or (iii) the Proposer's objection notice fails to include a fully executed indemnification agreement wherein the Proposer agrees to indemnify, defend and hold harmless FRRPD, and its elected and appointed officials, officers, directors, employees and agents from and against all liability, loss, cost or expense (including attorneys' fees) arising out of any legal action brought to compel the release of records containing the proprietary information which the Proposer wishes to withhold.



**STAFF REPORT**

**DATE: JUNE 23, 2020**

**TO: BOARD OF DIRECTORS**

**FROM: DEBORAH PELTZER, BUSINESS MANAGER**

**RE: RESOLUTION TRANSFER FUNDS: BENEFIT ASSESSMENT DISTRICT FUNDS**

**SUMMARY**

Annual transfer of Benefit Assessment District Funds to reimburse the General Fund for 2019-20 budgeted BAD operating expenses. Total transfer request: \$267,558. BAD Funds received lower than the \$288,750 projected from the Engineers Reports. Staff has adjusted the transfer and BAD expensed amount to reflect the tax dollars received 2019-20, \$21k lower than originally budgeted.

<u>Amount</u>	<u>From Fund</u>	<u>To Fund</u>	<u>County Codes</u>
\$116,883	BAD 2610	General 2600	510 Salaries BAD FUNDED Maintenace
\$150,675	BAD 2610	General 2600	520 Service/Supplies BAD Maintenace

**BACKGROUND**

Annual transfer

**RECOMMENDATION**

Approve transfer resolution

**ATTACHMENT(S)**

Resolution 1944-20



RESOLUTION NO. 1944-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$267,558 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 \$267,558 Benefit Assessment County Fund 2610 to the General Account County Fund 2600, recommends transferring the following:

Amount	From Fund	To Fund	County Codes
\$116,883	BAD 2610	General 2600	510 Salaries BAD Maintenace
\$150,675	BAD 2610	General 2600	520 Service/Supplies BAD Maintenace

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 \$267,558 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 \$267,558 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 23<sup>rd</sup> day of June, 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Scott "Kent" Fowler, Chairperson

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

**EMERGENCY USE AGREEMENT  
BETWEEN  
THE COUNTY OF BUTTE  
AND  
FEATHER RIVER RECREATION AND PARK DISTRICT  
(NELSON SOFTBALL COMPLEX)**

This Agreement, hereinafter ("Agreement"), is made and entered into this June 17, 2020 ("Effective Date"), by and between the County of Butte, a political subdivision of the State of California, through its General Services Department, as Licensee, hereinafter ("County"), and the Feather River Recreation and Park District, a special district in Butte County, as Licensor, hereinafter ("FRRPD"), individually ("Party") and collectively ("Parties").

RECITALS

- A. FRRPD is the owner of that certain real property together with its appurtenances, commonly known as the Nelson Softball Complex, situate in Butte County, State of California, with a physical address of 2280 6th Street, Oroville, California 95965, hereinafter ("Premises");
- B. This Agreement is an exclusive license to enter upon and use the Premises as an evacuation location to support displaced victims of any local fire related incident in Butte County, hereinafter ("Temporary Evacuation Point (TEP)")
- C. The Parties wish to enter into this Agreement whereby FRRPD will allow the County, its authorized agents, contractors, employees, officers, representatives, volunteers and all others deemed necessary by the County to enter upon and use the Premises, on a temporary basis, for the purpose stated above.

NOW, THEREFORE, the County and FRRPD hereby agree as follows:

AGREEMENT

1. Right of Entry and Occupancy.

1.1. The FRPPD hereby grants to County, its authorized agents, contractors, employees, officers, representatives, volunteers and all others deemed necessary the temporary right to enter onto and occupy the Premises/TEP.

1.2. The overflow and main lots, hereinafter ("Overflow" & "Main") as shown on Exhibit "A" – Premises, shall be occupied out of necessity and only for the purpose of supporting displaced victims of a fire incident and/or emergency.

2. Term. The term of this Agreement shall commence upon execution by the Parties and expire on December 31, 2020, unless otherwise agreed upon in writing via an amendment by the Parties.

3. Indemnification. County hereby agrees to indemnify, defend, assume all liability for and hold harmless FRRPD and its officers, employees, agents and representatives from all actions, claims, suits, penalties, obligations, liabilities, damages to property, environmental claims or injuries to persons, which may be caused by County activities or pursuant to this Agreement or arising out of or in connection with such activities, whether such activities or performance thereof is by the County or anyone directly or indirectly employed or under contract with the County, and whether such damage or claim shall accrue or be

discovered before or after the termination of this Agreement. The County, specifically, and not by way of limitation agrees that it shall be responsible for the repair, maintenance and cleanup of any County ordered activities on the Premises.

4. Compliance with Laws/Permits. County shall, in all activities undertaken pursuant to this Agreement, comply and cause its agents, contractors, employees, officers, representatives, volunteers and all others under the direction of the County to comply with all federal, state and local laws, statutes, orders, ordinances, rules, regulations, plans, policies and decrees. Without limiting the generality of the foregoing, County, at its sole cost and expense, shall obtain any and all permits which may be required by any law, regulation or ordinance for any activities County desires to conduct or have conducted pursuant to this Agreement.

5. Inspection. FRRPD and its officers, employees, agents, representatives or independent contractors may enter and inspect the Premises or any portion thereof or any improvements thereon at any time and from time to time at reasonable times to verify the County's compliance with the terms and conditions of this Agreement.

6. No Permanent Real Property Rights. It is expressly understood that this Agreement does not in any way whatsoever grant or convey any permanent title, right or interest of the Premises to the County. This Agreement is exclusive and is for the sole use as described herein.

7. Dispute, Mediation and Attorneys' Fees. In the event of a dispute between the Parties with respect to the terms or conditions of this Agreement or any resulting transaction shall be mediated in accordance with California State Law. No attorney fees shall be awarded or permitted from either of the Parties.

8. Revocable Licenses and Early Termination. Notwithstanding any improvements made by FRRPD to the Premises or any sums expended by County in furtherance of this Agreement, the license granted herein is revocable and may be terminated by the County without further penalty or cost in accordance with the terms of this Agreement. This Agreement may be terminated earlier than the expiration date by the County with no less than one (1) business day's prior written notice served upon the FRRPD.

9. Restoration of the Premises. Should the County fail to restore the Premises to its prior condition within ten (10) business days after the expiration of this Agreement, FRRPD shall notify the County in writing of the items that will need to be restored. Upon acceptance of items by County in writing, FRRPD may proceed with restoration work and invoice the County.

10. Continuing Liability. No termination of this Agreement shall release the County from any liability or obligation hereunder resulting from any acts, omissions or events happening prior to the termination of this Agreement and restoration of the Premises to its prior condition.

11. Insurance. County shall forward within fifteen (15) days of full execution of this Agreement, a Certificate of Insurance listing FRRPD as additionally insured for the entire term of this Agreement.

12. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

13. Attachment V, Regulatory Compliance Requirements. This Agreement is subject to Attachment V, Regulatory Compliance Requirements and is incorporated herein by this reference attached hereto.

IN WITNESS WHEREOF, the Parties below, with authority to enter into this Agreement, have executed the same with an Effective Date as first written above.

**COUNTY**

**FRRPD**

The County of Butte

Feather River Recreation and Park District

\_\_\_\_\_  
Grant Hunsicker  
Director, General Services


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

Exhibit "A" – Premises listed below are by this reference attached hereto and incorporated herein.





**ATTACHMENT V - EXPENSE CONTRACTS**  
**REGULATORY COMPLIANCE REQUIREMENTS**

All County Contracting shall comply with 2 CFR, Part 200 and legislation for the regulation of labor, safety and environmental protection, emergency preparedness and advisories, and any other codified criteria including but not limited to the following as relevant to this Contract:

**1. Remedies:**

Contractor Performance and the Breach Thereof

The County may terminate this Contract and is relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. The Contractor shall be notified in a timely manner of default and provided 30 days in which to remedy the default. If at the end of the 30 days, if remedy is not made or does not satisfy the default, the County shall notify the Contractor of the breach and thereby the termination of this Contract. In the event of such termination, the County may proceed with the work in any manner deemed proper by the County. The cost to the County shall be deducted from any sum due the Contractor under this agreement and the balance, if any, shall be retained by the County.

Termination for Cause and Convenience

In the event the Contractor fails to perform in accordance with the terms of this Contract within the time specified, if any, or a reasonable time after placement of this order, the County Purchasing Agent may by written notice, cancel this Contract and may hold the Contractor liable for any damage caused the County by reason of failure to perform in accordance with these conditions.

It is agreed by the parties to this Contract that in case all the work called for under the Contract in all parts and requirements is not finished or completed within the time period as set forth in this Contract, damage will be sustained by the County of Butte, and that it is and will be difficult or impossible to ascertain and determine that actual damage which the County will sustain in the event of and by reason of such delay; and it is therefore agreed that the Contractor shall pay to the County the sum of one hundred dollars (\$100) per calendar day for each and every working days' delay in finishing the work in excess of the time period prescribed; and the Contractor agrees to pay said liquidated damages as herein provided, and in case the same is not paid, agrees that the County may deduct the amount thereof from any money due or that may become due the Contractor under this Contract or any other Contract between the County and the Contractor.

**2. Equal Employment Opportunity. As provided under 41 CFR § 60-1.4(b)**

Key Definitions

Federally Assisted Construction Contract. The regulation at 41 C.F.R. § 60-1.3 defines a "federally assisted construction contract" as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving

such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

Construction Work. The regulation at 41 C.F.R. § 60-1.3 defines "construction work" as the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.

During the performance of this Contract, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action will include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and will post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule,

regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

### **3. Davis-Bacon Act**

The Contractor and the County will comply with the Davis-Bacon Act as amended (40 U.S.C. 3141–3148). In accordance with the statute, the Contractor shall pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, the Contractor shall pay wages not less than once a week.

### **4. Copeland “Anti-Kickback” Act**

The Copeland “Anti-Kickback” Act (18 U.S.C. 874) provides that the County and the Contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The County must report all suspected or reported violations to the Federal awarding agency.

- (1) Contractor. The Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this Contract.
- (2) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these Contract clauses.

### **5. Compliance with the Contract Work Hours and Safety Standards Act 40 U.S.C. 3701–3708**

- (1) Overtime requirements. No contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of

- forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. The County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- (4) Safety requirements. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (5) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (5) of this section.

## **6. Rights to Inventions Made Under a Contract or Agreement**

If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County or the Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the County or the Contractor must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government

Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

- (1) The regulation at 37 C.F.R. § 401.2(a) currently defines "funding agreement" as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

## **7. Clean Air Act and the Federal Water Pollution Control Act**

The Contractor and the County agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

### Clean Air Act

- (1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- (2) The Contractor agrees to report each violation to County and understands and agrees that County will, in turn, report each violation as required to assure notification to the Cal OES, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- (3) The Contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA.

### Federal Water Pollution Control Act

- (1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- (2) The Contractor agrees to report each violation to County and understands and agrees that County will, in turn, report each violation as required to assure notification to the Cal OES, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- (3) The Contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA.

## **8. Energy Efficiency**

- (1) Contractor will comply with all standards and policies relating to energy efficacy which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

## **9. Suspension and Debarment**

The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.

- (1) This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

## **10. Byrd Anti-Lobbying Amendment 31 U.S.C. § 1352 (as amended)**

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

### **APPENDIX A, 44 C.F.R. PART 18 - CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000) the Contractor will use the following certification:



The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

## 11. Procurement of Recovered Materials

In the performance of this Contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired-

- (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
- (ii) Meeting contract performance requirements; or
- (iii) At a reasonable price.



Information about this requirement is available at EPA' s Comprehensive Procurement Guidelines web site, [http://www .epa.gov/cpg/](http://www.epa.gov/cpg/). The list of EPA-designate items is available at <http://www.epa.gov/cpg/products .htm>."

## **12. Additional FEMA Requirements**

### Changes

Changes to this Contract may only be approved by written amendment to this Contract. No alteration or variation of any term or condition of this agreement shall be valid unless made in writing, signed by the parties hereto in accordance with COUNTY Policies and Procedures. No oral understanding or agreement not incorporated as a duly authorized written amendment shall be binding on any of the parties hereto.

### Access to Records

The following access to records requirements apply to this Contract:

- (1) The Contractor agrees to provide Cal OES, the County, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- (2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- (3) The Contractor agrees to provide the FEMA Administrator or his authorized representatives' access to construction or other work sites pertaining to the work being completed under the Contract.

## **13. Department of Homeland Security (DHS) Seal, Logo and Flags**

The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre- approval.

## **14. Compliance with Federal Law, Regulations, and Executive Orders**

This is an acknowledgement that FEMA financial assistance will be used to fund the Contract only. The Contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

## **15. No Obligation by Federal Government.**

The Federal Government is not a party to this Contract and is not subject to any obligations or liabilities to the non-Federal entity, Contractor, or any other party pertaining to any matter resulting from the Contract.

## **16. Program Fraud and False or Fraudulent Statements or Related Acts**

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this Contract.

By execution of this CONTRACT including this Attachment V the Contractor certifies that compliance with all the stated regulatory requirements as stipulated and where action is appropriate and required as a means of compliance, shall endeavor in good faith to conform to regulations and in no way are they connected to any federal, state or local debarment proceedings.



## STAFF REPORT

**DATE: JUNE 23, 2020**

**TO: BOARD OF DIRECTORS**

**FROM: SCOTT THOMPSON, PARK SUPERVISOR**

**RE: POOL VACUUM**

### SUMMARY

The maintenance department requires a new pool vacuum solution for the weekly cleaning of Nelson and Palermo pools.

### BACKGROUND

The previous pool vacuum was a Maxi-Sweep 5.5 HP gas powered manual pool vacuum. This vacuum had to be manually moved around the bottom of the pools by a separate maintenance staff member besides the Aquatics Specialist staff member. Depending on the condition of the pool, loading, transporting, cleaning one pool, then loading and transporting back to the shop could take between 5-7 hours per each pool. Pool cleanings currently were done once a week, over the course of two days. This tied up a staff member for nearly 16 hours a week, or two working days. The current pool vacuum has developed a hole in the impeller chamber, and this part is no longer available to replace from the manufacturer due to the age of the vacuum. The vacuum must be replaced in order for us to continue to operate the pools with correct water chemistry for public use.

I have found a new robotic pool vacuum called the Enduro Peps 200, which is electronic and fully autonomous. This means that our Aquatics Specialist can drop the vacuum in the pool and go about their water testing, repairs, etc. while the pool is cleaned for them. This will free up 16 labor hours a week for the maintenance department to focus on other parks and maintenance needs during the week.

### BUDGETARY IMPACT

I have gathered bids for two automatic electric vacuums, and 2 gas powered manual vacuums.

- |                      |                                |                             |
|----------------------|--------------------------------|-----------------------------|
| 1. Enduro Peps 200   | Automatic Electric Pool Vacuum | Cost: \$4,973.55 (Inc. tax) |
| 2. Wave 2x2 Gyro     | Automatic Electric Pool Vacuum | Cost: \$5,969.67 (Inc. tax) |
| 3. Maxi-Sweep 5.5 HP | Manual Gas-Powered Pool Vacuum | Cost: \$6,300.00 + tax      |
| 4. Wildcat 5.5 HP    | Manual Gas-Powered Pool Vacuum | Cost: \$8,377.96 (Inc. tax) |

The electric automatic vacuums will reduce staff hours spent at the pool, while the manual gas powered vacuums will continue to require 16 labor hours a week to operate, plus fuel costs and engine maintenance which has been an issue in the past.



### **RECOMMENDATION**

It is my recommendation based on all the information I have gathered, and my discussions with the salespeople for these vacuums, that the Board of Directors should approve the purchase an Enduro Peps 200 automatic electric pool vacuum. It is the most affordable choice, as well as being the most efficient choice of equipment to clean the pools with.

### **ALTERNATIVE ACTIONS**

There are no alternative actions to be taken, as the pools must be cleaned at least once a week, if not more, and in order to keep the pools open we must have a vacuum.

### **ATTACHMENTS**

Vacuum Quotes:

1. Enduro Peps 200
2. Wave 2x2 Gyro
3. Maxi-Sweep 5.5 HP
4. Wildcat 5.5 HP



# Knorr Systems, Inc.

2221 Standard Ave. Santa Ana, CA 92707  
 Phone: 800-676-SWIM Fax: 714-754-1405

## SALES QUOTE

SQ52609

SP: 24

06/09/20

**Sell To:** F3667  
 FEATHER RIVER REC & PARK DIST.  
 KEVIN BRAZDA  
 ATTN: ACCOUNTS PAYABLE  
 1875 FEATHER RIVER BLVD.  
 OROVILLE, CA 95966

**Ship To:**  
 FEATHER RIVER REC & PARK DIST.  
 SCOTT THOMPSON  
 2280 6TH ST.  
 OROVILLE, CA 95965

Item No.	Description	Unit	Quantity	Unit Price	Total Price
MS-359-00020	ENDURO PEPS 200 VACUUM	EA	1	4,401.00	4,401.00
	ESTIMATED FREIGHT CHARGES	EA	1	209.47	209.47

Visit us on the web at [www.knorrsystems.com](http://www.knorrsystems.com)!

### Terms & Conditions

Terms: PAYABLE UPON RECEIPT -- Subject to approval of credit.  
 Interest: 18% A.P.R. is charged on all past due invoices.  
 Shipping: f.o.b. Ship Point. (Unless otherwise specified.)  
 Expiration: Prices good for 30 days from the date of this quotation.  
 Custom Items: 50% deposit required on all custom orders.  
 Fees: Pricing excludes permits/fees.

Subtotal: 4,610.47  
 Sales Tax: 363.08

**Total: \$ 4,973.55**

Please review the quote for accuracy. If acceptable, please sign and provide a purchase order number, if applicable, and return via fax, 714-754-1405, or email, [janea@knorrsystems.com](mailto:janea@knorrsystems.com).  
 Thanks, Jane Allison

\_\_\_\_\_  
 PRINT NAME

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 APPROVED BY

\_\_\_\_\_  
 PO #



# Knorr Systems, Inc.

2221 Standard Ave. Santa Ana, CA 92707  
 Phone: 800-676-SWIM Fax: 714-754-1405

## SALES QUOTE

SQ52648

SP: 24

06/12/20

**Sell To:** F3667  
 FEATHER RIVER REC & PARK DIST.  
 KEVIN BRAZDA  
 ATTN: ACCOUNTS PAYABLE  
 1875 FEATHER RIVER BLVD.  
 OROVILLE, CA 95966

**Ship To:**  
 FEATHER RIVER REC & PARK DIST.  
 SCOTT THOMPSON  
 2280 6TH ST.  
 OROVILLE, CA 95965

Item No.	Description	Unit	Quantity	Unit Price	Total Price
MS-077-00075	WAVE 2X2 GYRO AUTOMATIC POOL VACUUM. INCLUDES 130' SWIVEL CABLE AND CART. LIMITED 3-YEAR WARRANTY	EA	1	5,099.00	5,099.00
	ESTIMATED FREIGHT CHARGES	EA	1	450.00	450.00

Visit us on the web at [www.knorrsystems.com](http://www.knorrsystems.com)!

### Terms & Conditions

Terms: PAYABLE UPON RECEIPT -- Subject to approval of credit.  
 Interest: 18% A.P.R. is charged on all past due invoices.  
 Shipping: f.o.b. Ship Point. (Unless otherwise specified.)  
 Expiration: Prices good for 30 days from the date of this quotation.  
 Custom Items: 50% deposit required on all custom orders.  
 Fees: Pricing excludes permits/fees.

Subtotal: 5,549.00  
 Sales Tax: 420.67

**Total: \$ 5,969.67**

Please review the quote for accuracy. If acceptable, please sign and provide a purchase order number, if applicable, and return via fax, 714-754-1405, or email, [janea@knorrsystems.com](mailto:janea@knorrsystems.com).  
 Thanks, Jane Allison

\_\_\_\_\_  
 PRINT NAME

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 APPROVED BY

\_\_\_\_\_  
 PO #



# Knorr Systems, Inc.

2221 Standard Ave. Santa Ana, CA 92707  
Phone: 800-676-SWIM Fax: 714-754-1405

## SALES QUOTE

SQ52649

SP: 24

06/12/20

**Sell To:** F3667  
FEATHER RIVER REC & PARK DIST.  
KEVIN BRAZDA  
ATTN: ACCOUNTS PAYABLE  
1875 FEATHER RIVER BLVD.  
OROVILLE, CA 95966

**Ship To:**  
FEATHER RIVER REC & PARK DIST.  
SCOTT THOMPSON  
2280 6TH ST.  
OROVILLE, CA 95965

Item No.	Description	Unit	Quantity	Unit Price	Total Price
	GAS 5.5 WILDCAT - VACUUM VENDOR PART# 10660	EA	1	7,323.75	7,323.75
	ESTIMATEDFREIGHT CHARGES	EA	1	450.00	450.00

Visit us on the web at [www.knorrsystems.com](http://www.knorrsystems.com)!

### Terms & Conditions

Terms: PAYABLE UPON RECEIPT -- Subject to approval of credit.  
Interest: 18% A.P.R. is charged on all past due invoices.  
Shipping: f.o.b. Ship Point. (Unless otherwise specified.)  
Expiration: Prices good for 30 days from the date of this quotation.  
Custom Items: 50% deposit required on all custom orders.  
Fees: Pricing excludes permits/fees.

Subtotal: 7,773.75  
Sales Tax: 604.21

**Total: \$ 8,377.96**

Please review the quote for accuracy. If acceptable, please sign and provide a purchase order number, if applicable, and return via fax, 714-754-1405, or email, [janea@knorrsystems.com](mailto:janea@knorrsystems.com).  
Thanks, Jane Allison

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVED BY

\_\_\_\_\_  
PO #



### Cart

1 Item Total: \$5,900.00

[View cart](#)  
[Checkout](#)

[Contact Maxi-Sweep](#)

[Customer Endorsements](#)

[Home](#)

[Maxi-Sweep Video](#)

[Save Now!!](#)

[Site Policy](#)

#### Navigation

[My account](#)

[Log out](#)

#### Catalog

[Maxi-Sweep Vacuum Systems \(5\)](#)

[Old Jacuzzi Pump Replacement Parts \(13\)](#)

[New 2 hp Electric Pump & Parts \(28\)](#)

[New 4 hp Honda Pump & Parts \(27\)](#)

[New 5.5 hp Honda Pumps & Parts \(27\)](#)

[Little Electric Pump & Parts \(29\)](#)

[Accessories \(12\)](#)

[Handcart Replacement Parts \(6\)](#)

[Electrical Replacement](#)

[Home](#)

## Checkout

Freight charges are estimated and will be adjusted at time of shipment. You will be contacted for your authorization if the actual charges are higher then earlier quoted. To place on order using a purchase order number please contact our Customer Service Department at 1-800-279-2071 for instructions.

### CART CONTENTS

Qty	Products	Price
1x	5.5 hp Honda • Specify Vacuum Head Size: 36"	\$5,900.00
<b>Subtotal:</b>		<b>\$5,900.00</b>

### CUSTOMER INFORMATION

### DELIVERY INFORMATION

### BILLING INFORMATION

### CALCULATE SHIPPING COST

Shipping charges are generated automatically when you enter your address and may be updated manually with the button below. These charges are estimated and will be adjusted at time of shipment. You will be contacted for authorization if the actual charge is higher then quoted.

[Click to calculate shipping](#)

#### Parts Schematics

[Filter](#)

[Pump, lint pot](#)

[Vacuum Head](#)

[Little Electric Pump & Motor Schematic](#)

#### Search this site:

#### Who's online

There are currently 1 user and 0 guests online.

#### Online users

scott1

### AddToAny

[+ Share / Save](#) [f](#) [t](#)



- Parts (11)
- Filter Replacement Parts (19)
- Hair & Lint Pot Replacement Parts (8)
- Hose Replacement Parts (8)
- Pole Replacement Parts (8)
- Vacuum Head Replacement Parts (11)
- Trailer Package (1)

Freight 12: \$500.00





### PAYMENT METHOD

Select a payment method from the following options.

Order total preview:

**Subtotal: \$5,900.00**  
**Order total: \$5,900.00**

Payment method: \*

- Credit card:   
-  PayPal - pay without sharing your financial information.

Includes:      

Check or money order

Your billing information must match the billing address for the credit card entered below or we will be unable to process your payment.

Card Number:

Expiration Date:

CVV:   What's the CVV?

### ORDER COMMENTS

[Cancel](#)

[Review order](#)

Like 30 people like this. Be the first of your friends.

## Book navigation

- Customer Endorsements



Payment Processing



### MAY 2020 DEPARTMENT UPDATES

#### Preschool

*By Estela Valencia – Director of Preschool*

**Enrollment:**

0

**Recently completed events/projects**

The layout of preschool was rearranged to accommodate smaller groups and new procedures. Covid- 19 staff training was held on May 28th. Staff and supervisors completed trainings for the Steps to Quality program. At the end of the year teachers who participate in the program need to complete 16 hours of professional training. Most of our current staff successfully completed all their hours. We enjoy being part of this program as it helps us teachers and supervisors grow in our child development profession. Also, we enjoy attending workshops together as it helps build trust and create teamwork in our workplace.

**Current events/projects:**

Assess and evaluate all needs of the programs for reopening.

**Upcoming events/projects:**

Preschool opens June 1 and summer camp opens June 8. Summer camp this year will be held at the Activity Center, with limited enrollment of 30 children per day. Summer camp staff training will be held on June 3.

#### Gymnastics

*By Michelle Huffman – Recreation Supervisor Gymnastics*

**Enrollment:**

Rec Under 7	0	Boys Team	12	Total	72
Rec 7 and up	0	Girls Team	22		
Camp	38				

**Updates:**

Team kids are excited to return to training. Camps are fluctuating from day to day. Climate control has been a deterrent for all afternoon programming in the big gym when the temperatures in the gym rises above 90 degrees.

**Upcoming Events:**

We are looking to begin a modified class schedule beginning July 6th.



**MAY 2020 DEPARTMENT UPDATES**

**Recreation**

*By Brian Wilson – Recreation Supervisor*

**Updates:**

**COVID-19**

Staff continues to with Butte County leaders to determine timelines for facility/program reopening, and how these programs will be offered to the public.

To move forward with reopening, the Recreation Department will be following guidelines as provided by the CDC, California Department of Public Health, and Butte County Public Health

Based on the recent announcement of Phase 3 sectors in Butte County, the FRRPD Rec Department is working at moving forward by offering Fitness/Dance classes at the Activity Center, as well as limited Aquatics programming at the Nelson Pool.

**Programs**

- Aquatics Programming
  - Oroville Orcas Swim Team Practice sessions at Nelson Pool started 6/15
  - Public Swim Working to put together lifeguard staff
  - Private Rentals Waiting on guidelines from State/County
  - Swim Lessons Suspended until further notice
  - Swim Training Tentative Start Date: July 6
  
- Fitness/Dance/Special Interest Classes
  - Relentless Dance Academy (New Program) Started 6/15/20
  - U-Jam Fitness Class Resuming 6/17
  - Zumba Dance/Fitness Class Resuming 6/23
  - Whole Body Fitness Class Scheduled to resume July 1
  - Karate Instructor retired
  - Judo Waiting on guidelines from State/County
  
- Youth and Adult Sports Waiting on guidelines from State/County

**Recent Projects**

- Program budget revisions for Fiscal Year 20/21
- AARP “Livable Communities” grant application submitted May 15.
- Rec Desk Online Registration Software Project
- Summer Youth Sport Camp proposals
- Assist w/Nelson Park Landscape Maintenance



## MAY 2020 DEPARTMENT UPDATES

### Maintenance

*Scott Thompson – Park Supervisor*

#### **Activity Center**

- Plexi-glass panels installed at front desk area in preparation for AC to reopen

#### **Preschool**

- Misc. items on work requests were done prior to the preschool reopening

#### **Riverbend**

- One FRRPD employee has been tasked with working full time at Riverbend Park and the Feather River Trail. His daily duties include:
  - Trash removal from cans and ground trash removal
  - Trimming and pruning trees, replacing broken stakes
  - Weed-eating DG and cobble areas
  - Spraying herbicide and pre-emergent in DG and cobble areas
  - Cleaning boat launch area and dock
  - Pressure washing pavilions, cleaning BBQs
  - General maintenance through the park
  - Being a District presence in the park to discourage behavior that is against District rules
- BCSO work crews completely cleared the river side of the park south from the boat launch and north to the new beach area
- Toro reels picked up from Turf Star in Sacramento after sharpening and service and reinstalled

#### **Nelson Pool**

- Facility was fully cleaned and made ready for use by the Ocras swim team starting 6/15/2020
- Barbed wire atop fencing was repaired
- Pool water was brought back to standard levels after still being in a semi-winterized mode
- Chemicals were delivered that will keep the water at proper levels moving forward
- Heater was turned on and water temps were brought to swim team acceptable levels
- Restroom cleaning services were started again

#### **Mitchell Shop**

- Broadband camera system installed in order to remotely monitor District property

#### **Current events/projects:**

##### **All Parks**

- Summer landscaping
  - All parks to be mowed per schedule, sports fields to get double cut each week

##### **MLK**

- Posts have been installed along the south parking lot, and cut to level
- Cable has been purchased to string between posts, and is being installed
- Construction on 12-14 steel bollards to block vehicle access to the field from the basketball court as well as the north parking lot entrance has started



## MAY 2020 DEPARTMENT UPDATES

- Two side gates have been evaluated and are being repaired on the north side of the parking lot

### Activity Center

- Building more bleachers for Gym catwalk areas
- New building lights ordered and received, to be installed
- Replace parking lot lights when building lights are replaced
- Need to replace one or both main sewage pumps in lift station

### Riverbend Park

- BCSO work crews are clearing from the entrance to Salmon Run Road and heading south into the park. FRRPD staff has tagged Elderberry in their path, and more specialized cutting will be done moving forward as opposed to the clear cutting that was done as a safety precaution at the entrance to the park
- Repairing large irrigation leaks that were discovered
- Working with contractor to repair VFD on well pump for irrigation
- Repairing/maintaining sewage pumps, replacing pumps and floats that have failed
- Working with Shawn and MDG, as well as awarded contractors on beach project
- Working with Shawn and MDG, as well as awarded contractors on amphitheater project

### Nelson Pool

- Working with Brian to get broadband service at pool in order to install a camera system that can be monitored remotely
- Working with Shawn and MDG on pool renovation project

### Palermo Pool

- Working with Brian to get broadband service at pool in order to install a camera system that can be monitored remotely

### Nolan Complex

- Playtown Restrooms
  - Shawn and I continue to work on this project with architects, engineers, and the contractor.
  - Building plans have been submitted to the City for plan review.

### Bedrock Tennis

- Replace 6 bulbs in lights
- Posts have been installed on the 4<sup>th</sup> St. side of the courts
- Cable has been purchased to string between to stop cars from parking on the grass

### Gymnastics

- Build and install new bleacher seating on catwalk areas

### Mitchell Shop

- Heavy equipment maintenance
- Small equipment maintenance
- Power tool maintenance
- Vehicle maintenance



## MAY 2020 DEPARTMENT UPDATES

### Upcoming events/projects:

#### All Playgrounds

- Replenish fall material (ASTM Certified wood chips)

#### Riverbend

- Remove all old rope anchors on rock play structure
- Install new style rope anchors on rock play structure
- Install all new ropes on rock play structure

#### Nelson Complex

- Zollner Field
  - Install one light pole/6 light fixtures

### **Administration, Events & Marketing**

*By Victoria Anton – Executive Administrator*

#### Completed Projects:

- Eagle Security Fire Inspection at the Activity Center
- RecDesk Software Demonstration
- Preparations for the reopening of the District Office in June
- Managed the installation of new paper, soap and hand sanitizer dispensers throughout the Activity Center
- Attend multiple trainings related to operations during the COVID-19 Pandemic

#### Current/Ongoing Projects:

- Coordinate FRRPD shipments, mail, and impact fee processing
- Organize band performances for late summer concerts at Riverbend Park
- Reservation cancellations and refund processing due to COVID-19
- Attend 4<sup>th</sup> of July Fireworks meetings to coordinate viewing areas for the community