



FEATHER RIVER RECREATION & PARK DISTRICT
Regular Board Meeting
January 25, 2022

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

AGENDA **Closed Session 5:30 PM/Open Session Immediately Following**

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

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

Written comments must be sent to 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.

CALL MEETING TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

CLOSED SESSION

1. Property Negotiations, Pursuant to Government Code Section 54956.8

CLOSED SESSION ANNOUNCEMENTS

PUBLIC COMMENT

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

ACKNOWLEDGMENTS

Thank you, Oroville Disc Golf Group, for completing a large cleanup project along the Riverbend Park Disc Golf Course on December 11th. Volunteers collected garbage, removed debris, and cleared vegetation.

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. December 14, 2021 Regular Board Meeting Minutes (Appendix A)

2. December 2021 Financials (Appendix B)

Consent Agenda Motion:

Vote:

ACTION ITEMS

- 1. **Facility Use Agreement: Community Action Agency of Butte County** (Appendix C)

Motion:

Vote:

- 2. **Resolution 1980-22: A Resolution of The Feather River Recreation and Park District Board of Directors Adopting an Amendment to Employee Handbook Section 7.1 Holidays to Include Juneteenth as a District Holiday** (Appendix D)

Staff report provided by Deborah Peltzer.

Motion:

Vote:

- 3. **Nelson Pool Change Order #4** (Appendix E)

Staff report provided by Shawn Rohrbacker.

Motion:

Vote:

- 4. **RESOLUTION 1981-22: A Resolution of The Feather River Recreation and Park District Board of Directors Approving the Application for Land and Water Conservation Funds for Riverbend Park South Trail Project** (Appendix F)

Motion:

Vote:

- 5. **Job Description Revision: Marketing Specialist** (Appendix G)

Motion:

Vote:

- 6. **Nominate Chairperson and Vice-Chairperson for 2022**

Nominate a Chairperson and Vice-Chairperson. Once a nomination is first and seconded, call to vote.

VOTE

Director Fowler _____
Director Rocchi _____
Director Thomas _____
Director DeLong _____
Director Brandt _____

- 7. **Chairperson shall appoint members to the following committees:**

Finance

Two Directors meet monthly

Personnel Policies & Procedures

Two Directors meet as needed

Parks & Facilities

Two Directors meet as needed

Supplemental Benefit Fund

Two Directors plus alternate

_____ (Alternate)

Recreation

Two Directors meet as needed

RDA Oversight (One Director plus alternate)

_____ (Alternate)

NON-ACTION ITEMS

1. Audit Meeting Schedule (Appendix H)

Staff report provided by Deborah Peltzer.

2. Notification of Change in Union Representation (Appendix I)

The current Union representative association for FRRPD maintenance staff is the Butte County Employees Association (BCEA). BCEA has notified staff that they will soon begin a dissolution process and have recommended alternative representation. Maintenance staff has decided to change their representation to the United Public Employees of California (UPEC). Attached is a letter of transfer signed by the required representative for each of the involved parties. UPEC has agreed that the existing Union MOU between FRRPD and maintenance staff will remain in place as is. The term of the MOU is through June 30, 2022. FRRPD staff will meet with union representatives this spring to confirm another two-year term and any potential changes. No action is required at this time from the FRRPD Board of Directors.

3. 2022-2023 Budget Schedule (Appendix J)

Staff report provided by Deborah Peltzer.

DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS (Appendix K)

UNFINISHED BUSINESS

BOARD ITEMS FOR UPCOMING AGENDA(S)

1. Review/Approve FY 2020-21 Audit
2. Feather River Trail Project
3. February: Special Meeting Capital Project Priority/Strategic Planning
4. March: Regular Board meeting Adopt continuation of BAD tax
5. April: Special Meeting Budget workshop
6. April: BAD Committee Meeting
7. May: Regular Board meeting Adopt preliminary budget, Adopt BAD assessment rate
8. June: Regular Board meeting Budget Public Hearing, Adopt Appropriation Limits
9. July: Regular Board meeting: Adopt final budget

ADJOURNMENT



FEATHER RIVER RECREATION & PARK DISTRICT

Regular Board Meeting
December 14, 2021

ACTIVITY CENTER

1875 Feather River Blvd.
Oroville, CA 95965

Draft Minutes

Open Session 5:30 PM

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

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

ROLL CALL

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

PUBLIC COMMENT

Two members of the public shared their concerns with the Board's decision to sell the Activity Center property and one provided a written statement to Directors.

ACKNOWLEDGMENTS

Thank you, Park Volunteers, for planting 54 trees at Martin Luther King Jr. Park on December 4th.

CONSENT AGENDA

- 1. November 16, 2021 Regular Board Meeting Minutes**
- 2. November 18, 2021 Special Board Meeting Minutes**
- 3. November 2021 Financials October 26, 2021 Regular Board Meeting Minutes**

Director Fowler made the motion to approve the consent agenda.

Director DeLong seconded the motion.

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

ACTION ITEMS

1. Facility Use Agreement: Oroville Youth Soccer Club

Director DeLong made the motion to approve the facility use agreement with Oroville Youth Soccer Club as presented.

Director Brandt seconded the motion.

***The motion to approve the facility use agreement with Oroville Youth Soccer Club passed with a unanimous vote.**

2. Insurance Coverage Provider Review

No action was taken. Direction was given to staff.

3. PG&E Energy Efficiency Financing for Retrofit Projects: Riverbend Park & Palermo Park

Director Fowler made the motion to approve PG&E Financing agreements for retrofit projects at Riverbend and Palermo Parks.

Director DeLong seconded the motion.

***The motion to approve PG&E Financing agreements for retrofit projects at Riverbend and Palermo Parks passed with a unanimous vote.**

4. Changes to Ordinance 3 – Bedrock Skate and Bike Park Rules

Director Fowler made the motion to adopt changes to Ordinance 3.

Director Brandt seconded the motion.

***The motion to adopt changes to Ordinance 3 - Bedrock Skate and Bike Park Rules passed with a unanimous vote.**

DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS WERE REVIEWED.

BOARD ITEMS FOR UPCOMING AGENDA(S)

1. Review/Approve FY 2020-21 Audit
2. Feather River Trail Project

CHAIRPERSON ROCCHI ADJOURNED THE MEETING AT 6:21 PM.

DRAFT

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

	Dec 21	Budget	\$ Over Budget	Staff Comments	Jul - Dec 21	YTD Budget	\$ Over Budget	% of Budget	Staff Comments	Annual Budget
Ordinary Income/Expense										
Income										
4100 - Tax Revenue	988,873	1,000,000	(11,127)		1,072,827	1,000,000	72,827	107%		1,900,000
4150 - Tax Revenue (BAD)	172,499	200,000	(27,501)		172,499	200,000	(27,501)	86%		308,000
4300 - Program Income	41,686	71,465	(29,779)	Classes \$3k, Preschool \$15k, Gymnastics \$17k, Youth Sports \$5k, Rentals \$1k	301,464	454,788	(153,324)	66%	Programming requires a detailed plan from GM for next fiscal year. Direction to staff is needed by March 1st to be included in the 2022-23 f/year budget workshop in April	893,575
4400 - Donation & Fundraising Income	650			Preschool BCOE donation	11,058	2,500	8,558	442%		2,500
4600 - Other Income	1,186		1,186		1,621	500	1,121	324%		1,000
4900 - Interest Income	1,677	10,000	(8,323)		5,548	10,000	(4,452)	55%		19,000
4905 - Interest Income - BAD	98	1,250	(1,152)		200	1,250	(1,050)	16%		2,500
Total Income	1,206,669	1,282,715	(76,046)		1,565,217	1,669,038	(103,821)	94%		3,126,575
Gross Profit	1,206,669	1,282,715	(76,046)		1,565,217	1,669,038	(103,821)	94%		3,126,575
Expense										
5000 - Payroll Expenses	150,686	171,733	(21,047)		718,295	854,773	(136,478)	84%	Payroll expense is high compared to program income at nearly 40% under budget. January 2022 payroll expenses will increase due to mandatory and annual pay increases. 2022/23 budget will require a structured plan and clear direction to address payroll and staffing levels	1,690,123
5031 - GASB 68 Benefit Expense					67,639	70,450	(2,811)	96%		70,450
5100 - Advertising & Promotion	20	917	(897)		1,205	5,498	(4,293)	22%		11,000
5120 - Bank Fees	347	584	(237)		1,411	3,496	(2,085)	40%		7,000
5130 - Charitable Contributions		1,250	(1,250)			1,250	(1,250)			2,500
5140 - Copying & Printing		844	(844)		3,831	5,061	(1,230)	76%		10,125
5155 - Employment New Hire Screen		150	(150)		233	1,100	(867)	21%		2,000
5160 - Dues, Mbrshps & Subscriptions	564		564	CPRS annual membership \$555	9,068	6,000	3,068	151%		10,500
5170 - Education & Development	91	500	(409)		611	4,000	(3,389)	15%		8,500
5175 - Equipment Rental	451	875	(424)		451	5,250	(4,799)	9%		10,500
5180 - Equipment, Tools & Furn (<\$5k)	972	3,633	(2,661)	Printer \$235, Software \$735	25,710	31,902	(6,192)	81%		54,977
5200 - Insurance					161,340	185,000	(23,660)	87%		185,000
5210 - Interest Expense - Operating	142	125	17		909	750	159	121%		1,500
5225 - Postage & Delivery		500	(500)		208	700	(492)	30%		1,500
5230 - Professional & Outside Svcs	11,977	14,750	(2,773)	Park Janitorial \$6440, Property Appraisal \$3850	89,744	131,300	(41,556)	68%		230,000
5260 - Repairs & Maintenance										
5261 - Building R&M	888	2,000	(1,112)		10,989	13,000	(2,011)	85%		25,000
5262 - Equip Repairs & Small Tools	1,402	1,500	(98)	Back pack blower \$500, repairs hustler mower \$500	7,927	9,000	(1,073)	88%		18,000
5263 - General R&M		1,250	(1,250)			7,500	(7,500)			15,000
5264 - Grounds R&M	1,999	3,300	(1,301)	Replace tennis net \$550, MLK barrier fence \$500	15,243	31,100	(15,857)	49%		60,000
5265 - Janitorial Supplies	845	2,075	(1,230)		11,093	12,950	(1,857)	86%		26,000
5266 - Vandalism Repair	192	400	(208)	MLK Bathroom	18,586	2,600	15,986	715%		5,000
5267 - Vehicle R&M	209	825	(616)		4,161	5,050	(889)	82%		10,000
5268 - Aquatics Pool R&M		1,000	(1,000)		12,749	18,000	(5,251)	71%		40,000
5269 - Outside Contractor/Services R&M	575	1,250	(675)	Squirrel abatement \$450	13,085	7,500	5,585	174%		15,000
Total 5260 - Repairs & Maintenance	6,110	13,600	(7,490)		93,833	106,700	(12,867)	88%		214,000
5270 - Security	4,595	1,650	2,945	Maint shop install security system \$4.6k	6,118	10,100	(3,982)	61%		20,000
5280 - Supplies - Consumable	3,051	6,100	(3,049)	Maint clothing allowance \$600, Gymnastics t-shirts \$1.2k	14,347	39,923	(25,576)	36%		82,523
5290 - Taxes, Lic., Notices & Permits	23	430	(407)		6,074	2,583	3,491	235%		5,163
5300 - Telephone/Internet	1,401	1,175	226		7,501	7,060	441	106%		14,110
5310 - Fuel, Travel & Meals	2,820	2,675	145		15,441	16,450	(1,009)	94%		32,900
5320 - Utilities	14,792	20,555	(5,763)		173,344	153,360	19,984	113%		309,350

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

	Dec 21	Budget	\$ Over Budget	Staff Comments	Jul - Dec 21	YTD Budget	\$ Over Budget	% of Budget	Staff Comments	Annual Budget
7000 - Debt Interest	7,220	7,220	0		43,851	43,851	0	100%		85,570
Total Expense	205,262	249,266	(44,004)		1,441,164	1,686,557	(245,393)	85%		3,059,291
Net Ordinary Income	1,001,407	1,033,449	(32,042)		124,053	(17,519)	141,572	(708%)		67,284
Other Income/Expense										
Other Income										
4200 - Impact Fee Income	2,212				132,212					
4500 - Grant/Reimbursed Expense Income	292,909			\$278k Special District Covid relief, Preschool Valley Oaks Covid relief grant, Preschool BCOE food program \$2.1k	436,235					
4650 - Insurance Proceeds	4,602			White Van cat converter \$4.6k	365,675					
4910 - Interest Income - Impact Fees	1,531				3,948					
9900 - Gain/(Loss) on Asset disposal					5,600					
Total Other Income	301,254				943,670					
Other Expense										
5102 - Insurance Claim Expense					12,737					
Total Other Expense					12,737					
Net Other Income	301,254				930,933					
Net Income	1,302,661	1,033,449	269,212		1,054,986	(17,519)	1,072,505	(6.022%)		67,284

Feather River Recreation & Park District
Balance Sheet Prev Year Comparison
As of December 31, 2021

7:33 PM
01/14/2022
Accrual Basis

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Treasury Cash				
1010.1 · Treasury Cash - General	1,421,471	784,024	637,447	81%
1010.2 · Treasury Cash - Reserve	347,494	302,494	45,000	15%
1010.3 · Treasury Admin Ins Proceeds	16,525	216,525	-200,000	-92%
1010.4 · Treasury Ins Proceeds Playtown	0	148,305	-148,305	-100%
1010.5 · Treasury Nelson Pool Funds	454,686	0	454,686	100%
Total 1010 · Treasury Cash	2,240,176	1,451,348	788,828	54%
1020 · Imprest Cash	1,000	519	481	93%
1030 · BofW - Merchant Acct.	59,029	34,357	24,672	72%
1031 · BofW Project INS PROCEEDS	304,152	248,694	55,458	22%
1040 · Fund 2610 - BAD	205,361	196,070	9,291	5%
1050 · Impact Fees	651,557	606,757	44,800	7%
Total Checking/Savings	3,461,275	2,537,745	923,530	36%
Accounts Receivable	-8,621	29,789	-38,410	-129%
Other Current Assets				
1302 · FEMA Riverbend Claim A/R	2,839	2,839	0	0%
1320 · Umpqua Bank Project Fund	188,856	188,856	0	0%
Total Other Current Assets	191,695	191,695	0	0%
Total Current Assets	3,644,349	2,759,229	885,120	32%
Fixed Assets				
1410 · Land	627,494	627,494	0	0%
1420 · Buildings & Improvements	16,429,398	15,029,020	1,400,378	9%
1430 · Equipment & Vehicles	1,828,859	1,150,139	678,720	59%
1440 · Construction in Progress				
1443 · CIP Riverbend Restoration RB99	0	1,344,321	-1,344,321	-100%
1448 · CIP Nelson SBF NE99	801,326	114,733	686,593	598%
1450 · CIP Feather River Trail FRT99	23,235	5,565	17,670	318%
1451 · CIP Playtown Bathroom Fire	0	321,424	-321,424	-100%
Total 1440 · Construction in Progress	824,561	1,786,043	-961,482	-54%
1499 · Accumulated Depreciation	-6,165,308	-5,433,828	-731,480	-13%
Total Fixed Assets	13,545,004	13,158,868	386,136	3%
Other Assets				
1500 · FMV Adjustments	15,666	35,865	-20,199	-56%
1550 · GASB 68 CalPERS Valuation	191,855	203,139	-11,284	-6%
Total Other Assets	207,521	239,004	-31,483	-13%
TOTAL ASSETS	17,396,874	16,157,101	1,239,773	8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	59,230	336,046	-276,816	-82%
Credit Cards	-1,780	360	-2,140	-594%
Other Current Liabilities				
2100 · Payroll Liabilities				
2110 · Wages Payable	54,682	42,957	11,725	27%

Feather River Recreation & Park District
Balance Sheet Prev Year Comparison
As of December 31, 2021

7:33 PM
01/14/2022
Accrual Basis

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
2160 - Workers Comp Payable	-20,141	-49,101	28,960	59%
2170 - Retirement Payable	0	4	-4	-100%
2180 - Health Insurance Payable	3,991	8,076	-4,085	-51%
2185 - Dental Insurance Payable	1,046	767	279	36%
2186 - Life Insurance Payable	10	70	-60	-86%
2187 - Aflac Payable	1,951	1,303	648	50%
2199 - Accrued Leave Payable	47,566	46,905	661	1%
Total 2100 - Payroll Liabilities	89,105	50,981	38,124	75%
2400 - Deposits/Refunds to Customers	0	3,836	-3,836	-100%
2405 - Deferred Revenue	5,960	0	5,960	100%
Total Other Current Liabilities	95,065	54,817	40,248	73%
Total Current Liabilities	152,515	391,223	-238,708	-61%
Long Term Liabilities	3,744,990	3,937,395	-192,405	-5%
Total Liabilities	3,897,505	4,328,618	-431,113	-10%
Equity	13,499,369	11,828,482	1,670,887	14%
TOTAL LIABILITIES & EQUITY	17,396,874	16,157,100	1,239,774	8%

Feather River Recreation & Park District
 Detail Fixed Asset & Bonds
 As of December 31, 2021

	Date	Source Name	Memo	Amount	Balance
1010 - Treasury Cash					471,212
1010.3 - Treasury Admin Ins Proceeds					16,525
Total 1010.3 - Treasury Admin Ins Proceeds					16,525
1010.5 - Treasury Nelson Pool Funds					454,686
Total 1010.5 - Treasury Nelson Pool Funds					454,686
Total 1010 - Treasury Cash					<u>471,211</u>
1031 - BofW Project INS PROCEEDS					310,187
	12/01/2021	ACH DEPOSIT IN BOW	XFER SURPLUS SALE FUNDS TO GENERAL FUND	-6,035	304,152
Total 1031 - BofW Project INS PROCEEDS				<u>-6,035</u>	<u>304,152</u>
1320 - Umpqua Bank Project Fund					188,856
Total 1320 - Umpqua Bank Project Fund					188,856
1410 - Land					627,494
Total 1410 - Land					627,494
1420 - Buildings & Improvements					16,429,398
Total 1420 - Buildings & Improvements					16,429,398
1430 - Equipment & Vehicles					1,828,859
Total 1430 - Equipment & Vehicles					1,828,859
1440 - Construction in Progress					824,561
1448 - CIP Nelson SBF NE99					801,326
Total 1448 - CIP Nelson SBF NE99					801,326
1450 - CIP Feather River Trail FRT99					23,235
Total 1450 - CIP Feather River Trail FRT99					23,235
Total 1440 - Construction in Progress					<u>824,561</u>
2955 - Umpqua Bank Tax Exempt Bond A					-2,502,380
Total 2955 - Umpqua Bank Tax Exempt Bond A					-2,502,380
2960 - Umpqua Bank Taxable Bond B					-73,000
Total 2960 - Umpqua Bank Taxable Bond B					-73,000
4500 - Grant/Reimbursed Expense Income					-143,326
	12/01/2021	BCOE	Pres Food Program BCOE	-1,820	-145,146
	12/03/2021	BCOE	Pres Food Program BCOE	-1,400	-146,546
	12/15/2021	CDSS	Preschool DISASTER RELIEF GRANT CDSS	-11,437	-157,983
	12/20/2021	CSDA	COVIED RELIEF SPEICAL DISTRICTS	-278,252	-436,235
Total 4500 - Grant/Reimbursed Expense Income				<u>-292,909</u>	<u>-436,235</u>
4650 - Insurance Proceeds					-361,073
	12/15/2021	SDRMA	WHITE VAN CAT CONVERT INS PROCEEDS	-4,602	-365,675
Total 4650 - Insurance Proceeds				<u>-4,602</u>	<u>-365,675</u>

Feather River Recreation & Park District
 Check Register
 December 2021

7:59 AM
 01/15/2022
 Accrual Basis

Date	Num	Name	Memo	Credit
12/02/2021	90392	AFLAC	JRF86 OCT21 PREMIUMS	1,790.42
12/02/2021	90393	AFLAC	JRF86 SEP21 PREMIUMS	1,581.82
12/02/2021	90394	HUMANA INSURANCE CO.	657103-001 DEC21 PREMIUMS PLUS	100.80
12/02/2021	90395	PREMIER ACCESS	DENTAL 1000548827 DEC21 PREMI	1,043.81
12/02/2021	90396	BLUE SHIELD OF CALIFORNIA	4004625 DEC21 PREMIUMS	10,049.18
12/02/2021	90397	BRANDT, CLARENCE SONNY	BOD STIPEND	200.00
12/02/2021	90398	DELONG, SHANNON	BOD STIPEND	200.00
12/02/2021	90399	ROCCHI, STEVE	BOD STIPEND	200.00
12/02/2021	90400	THOMAS, DEVIN	BOD STIPEND	200.00
12/02/2021	90401	VELASQUEZ, JOE	EXPENSE REIMBR	84.39
12/02/2021	90402	AT&T - CALNET	PHONE LINES	90.33
12/02/2021	90403	CALF. WATER SERVICE	Acct 520857777 10/9/21-11/8/21	7,877.70
12/02/2021	90404	CARTER LAW OFFICE	LEGAL	883.60
12/02/2021	90405	COMCAST	Acct#8155600190189780 PHONE/INT	539.52
12/02/2021	90406	Dan's Electrical Supply	ELECTRICAL	162.04
12/02/2021	90407	EWING	IRRIGATION CONTROLLER REPAIR	305.62
12/02/2021	90408	FEATHER RIVER AIRE	WINTER HVAC SERVICE	2,699.00
12/02/2021	90409	HOBBS PEST SOLUTIONS, INC.	PEST CONTROL	75.00
12/02/2021	90410	JC NELSON SUPPLY	GLOVES	246.27
12/02/2021	90411	Oroville Cable & Equipment	BACKHOE REPAIR	115.84
12/02/2021	90412	OROVILLE POWER EQUIPMENT	GASKEY SET	17.58
12/02/2021	90413	P. G. & E.	7241369682-3 10/23/21-11/22/21	7,944.26
12/02/2021	90414	RIEBES AUTO PARTS	TRUCK/EQUIPMENT PARTS	161.11
12/02/2021	90415	ROTO-ROOTER	TENNIS COURT BATHROOMS	135.00
12/02/2021	90416	SOUTH FEATHER WATER & POWER	007771-000	48.44
12/02/2021	90417	SURPLUS CITY	CONEX RENTA	255.00
12/02/2021	90418	COMCAST	Acct# 8155 60 019 0233893	174.24
12/02/2021	90419	ALL THINGS CLEANING	PARKS RESTROOMS JANITORIAL	6,440.00
12/02/2021	90420-457	PAYROLL	PAYROLL ITEMS	27,947.89
12/16/2021	90458	AFLAC	JRF86 NOV21 PREMIUMS	1,989.20
12/16/2021	90459	BCEA UNION	NOV21 DUES	143.83
12/16/2021	90460	ACCURATE PLUMBING	REPAIR HOT WATER HEATER	822.54
12/16/2021	90461	AVERY'S	OIL CHANGE	130.31
12/16/2021	90462	BANKCARD CENTER	STATEMENT	1,989.03
12/16/2021	90463	BOBCAT OF CHICO	BOBCAT SERVICE	679.69
12/16/2021	90464	BURLESON, HARRY	FITNESS INSTRUCTOR	312.00
12/16/2021	90465	Chalmers, R. Scott	PROPERTY CONSULTANT	4,125.00
12/16/2021	90466	DEWEY PEST CONTROL	MONTHLY SQUIRELL ABATEMENT	450.00
12/16/2021	90467	FORD MOTOR CREDIT COMPANY LLC	LEASE 9423800 F250 2019	758.39
12/16/2021	90468	HOBBS PEST SOLUTIONS, INC.	PEST CONTROL	125.00
12/16/2021	90469	Industrial Power Products	MISC SUPPLIES	61.18
12/16/2021	90470	INSIDE OUT DESIGNS	REC GYM WINTER SHOWCASE	839.14
12/16/2021	90471	Lincoln Aquatics	POOL CHEMCIALS	1,565.09
12/16/2021	90472	MAZES CONSULTING	IT SUPPORT/SUBSCRIPTIONS	1,170.67
12/16/2021	90473	NORTH YUBA WATER DISTRICT	2695 FBT WATER	91.00
12/16/2021	90474	OROVILLE POWER EQUIPMENT	MISC SUPPLIES	195.11
12/16/2021	90475	RECOLOGY BUTTE COLUSA COUNTIES	TRASH	1,327.65
12/16/2021	90476	RENTAL GUYS, INC.	TREE PLANTING MLK	184.40
12/16/2021	90477	RIEBES AUTO PARTS	TRUCK/EQUIPMENT PARTS	430.79
12/16/2021	90478	SHARP'S LOCKSMITHING	LOCKS	168.87
12/16/2021	90479	STERLING ADMINISTRATION COBRA	COBRA RENEWAL	550.00
12/16/2021	90480	Sunrise Environmental Scientific	JANITORIAL SUPPLIES	294.86
12/16/2021	90481	SURPLUS CITY	CONEX TRAILER	255.00
12/16/2021	90482	TWSD	4-112.01 WATER NELSON	463.68
12/16/2021	90483	U. S. BANK EQUIPMENT FINANCE	COPIER LEASE/USAGE	853.27
12/16/2021	90484	VALLEY IRON, INC	PAINT	14.25
12/16/2021	90485	Valley Truck & Tractor, Inc.	GATOR REPAIR	15.66
12/16/2021	90486	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	458.84
12/16/2021	90487	Zee Medical Services	FIRST AID KITS	158.82
12/16/2021	90488-530	PAYROLL	PAYROLL ITEMS	31,504.43
12/30/2021	90531	HUMANA INSURANCE CO.	657103-001 JAN22 PREMIUMS	89.60
12/30/2021	90532	AT&T - CALNET	PHONE LINES	92.17
12/30/2021	90533	BETTER DEAL EXCHANGE	Acct#701960	380.83
12/30/2021	90534	CALF. WATER SERVICE	Acct 520857777 5/7/21-6/7/21	5,689.98
12/30/2021	90535	CITI CARDS	COSTCO STATEMENT 9398	5,484.50
12/30/2021	90536	COMCAST	Acct#8155600190189780 PHONE/INT	539.52
12/30/2021	90537	DAWSON OIL COMPANY	62765 FUEL	2,183.50
12/30/2021	90538	HOME DEPOT	HOME DEPOT STATEMENT	687.65
12/30/2021	90539	Huntington's Sportsman's Store	CLOTHING ALLOWANCE	290.23
12/30/2021	90540	J WHITE APPRAISALS & CONSULTING	BUILDING APPRAISALS	3,850.00
12/30/2021	90541	RECOLOGY BUTTE COLUSA COUNTIES	Acct# 021156579 ACT CENTER	416.73
12/30/2021	90542	WAL-MART CAPITAL ONE	STATEMENT 638691	226.19
12/30/2021	90543	BLUE SHIELD OF CALIFORNIA	4004625 JAN21 PREMIUMS	10,049.18
12/30/2021	90544	CPRS	ANNUAL AGENCY MEMBERSHIP	555.00
12/30/2021	90545	OROVILLE POWER EQUIPMENT	MOWER PARTS	97.40
12/30/2021	90546	PELTZER, DEBORAH.	MILEAGE REIMBR	41.66
12/30/2021	90547	VELASQUEZ, JOE	EXPENSE REIMBR	91.17
12/30/2021	90548-586	PAYROLL	PAYROLL ITEMS	29,681.48
TOTAL				184,143.35



FACILITY USE AGREEMENT

This Facility Use Agreement (the "Agreement") is executed on the date last set forth below opposite the parties' signatures by and between the Feather River Recreation & Park District ("District") and Community Action Agency of Butte County, Inc., a California non-profit corporation ("Agency") who desire to enter into this Agreement for the reservations, improvement, operation, and use by Agency of Nelson Sports Complex ("Complex"), owned by the District and therefore agree as follows:

Use of Complex. Among all users of the site, Agency shall have the priority to reserve and use the Complex for one day each month for community distribution events. Each quarter, Agency shall submit to District a full and complete schedule of its intended uses (including times and dates of distributions) for its acceptance. Once approved by the District, this schedule shall entitle Agency to use of the Facility for the dates and time indicated therein. Any and all changes, deletions and additions to a previously approved schedule shall be submitted to District as soon as possible but in no event later than three weeks prior to any desired change for District's approval, and once so approved, a new schedule shall be adopted by the parties.

Payment. In consideration of Agency non-profit status, the community service provided by Agency in use of the Complex and the historic clean condition of Complex left by Agency after each use, the District agrees to waive regular rental fees as set by the Board of Directors (the "Fee"). In lieu of this fee waiver, Agency shall organize an annual clean up event or donations made by the Agency on the Complex. Projects must be approved in advance by the District. Receipts and volunteer tracking sheets must be submitted to the District to determine the value of in-kind work and/or donations.

Surrender. Within three hours following the end of each distribution event, Agency shall peaceably vacate the Complex and remove from the premises all debris, signs or equipment used for the event.

Agreement. In the event the Indemnitor or Indemnitee is named as a defendant in any action or claim, either party may be entitled to request that the other party indemnify and defend it at its sole cost and expenses. If either party elects to represent itself, such party shall be permitted to defend or prosecute any and all claims of indemnity, contribution or reimbursement under California law.

Insurance. Agency shall obtain and maintain during the term of the Agreement at its sole cost a commercial general liability policy with liability and property damage coverage of not less than \$1,000,000.00 single occurrence and \$2,000,000.00 combined occurrences with an insurance company approved by District. Such policy shall name District as an additional insured and shall provide the written notice to District shall be given by the insurer before any change or termination of coverage occurs. A certified copy of such liability policy shall be given to District immediately upon execution hereof and thereafter upon annual renewal of the policy.

Additionally, if Agency hires any employee, to perform any or all of its obligations under the Agreement. It will provide the District with a certified copy of Worker's Compensation Insurance policy prior to the hiring of any such employee.

Compliance. Agency agrees to comply with all federal, state, or local laws or ordinances during its use, operation, maintenance and/or improvement of Complex.

Conditions of Default. Every requirement to be kept and performed by Agency shall be an express condition to the continued existence of Agency rights herein. In the event Agency refuses or otherwise fails to remedy, correct or otherwise comply with such

conditions mentioned in any notice of default within seven days after receipt thereof, the District shall, at its sole option, have the right to declare this Agreement terminated by giving written notice thereof to Agency. In such event Agency shall be permitted to reserve and use the Complexs based on the District's reservation policy then in effect and pursuant to any such fee schedule as the District may adopt. In the event that a violation of any condition herein is waived by consent, expressed or implied, of the District, such waiver of the violation does not constitute waiver of that condition in the future, nor any other condition herein described.

Executed. Agreement signed in Oroville, California on the dates set forth below.

DISTRICT:

Feather River Recreation and Park District

_____ Date _____
Shawn Rohrbacker, General Manager

_____ Date _____
Steven Rocchi, Board Chair

AGENCY:

Community Action Agency of Butte County, Inc.

_____ Date _____
Thomas Dearmore, Community Services Manager

EXHIBIT "A"
Nelson Complex





STAFF REPORT

DATE: JANUARY 25, 2022

TO: FRRPD BOARD OF DIRECTIONS

FROM: DEBORAH PELTZER, BUSINESS MANAGER

RE: ADD JUNETEENTH AS A DISTRICT HOLIDAY

SUMMARY

In June 2021, the Federal Government added June 19th as a federal holiday in observance of Juneteenth.

Current paid holidays for full-time employees per Employee Handbook

New Year's Day
Martin Luther King Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Friday after Thanksgiving Day
From Christmas Eve Day to New Year's Day

BUDGETARY IMPACT

Full-time staff holiday payroll expense estimated \$3.5k per day, using current pay rates and staffing levels. Currently there are approximately 15 paid holidays at a District expense \$52.5k. Adding Juneteenth would bring the District expense to approximately \$56k annually, based on currently staffing and pay rate.

RECOMMENDATION

Approve changes to Employee Handbook adding Juneteenth as a District holiday.

ALTERNATIVE ACTIONS

Do not add Juneteenth as a District Holiday, leave holiday schedule as is.

ATTACHMENT(S)

Resolution 1980-22



RESOLUTION 1980-22

A RESOLUTION OF THE FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS ADOPTING AN AMENDMENT TO EMPLOYEE HANDBOOK SECTION 7.1 HOLIDAYS TO INCLUDE JUNETEENTH AS A DISTRICT HOLIDAY

WHEREAS, pursuant to Section 1 of the Employee Handbook, the District reserves the right to revise, supplement, or rescind any of the provisions, as well as any of its other personnel policies or benefits, from time to time as it deems appropriate by a majority vote of the Board of Directors; and,

WHEREAS, after reviewing information from staff, the Board of Directors approve revisions of Section 7.1 of the Employee Handbook to adding Juneteenth as a District holiday,

WHEREAS, Juneteenth is a federal holiday celebrated on June 19th in the United States commemorating the emancipation of African American slaves.

NOW THEREFORE BE IT RESOLVED, the Board of Directors approves the amendment of Section 7.1 Holidays listed as follows:

New Year's Day
 Martin Luther King Jr.'s Birthday
 President's Day
 Memorial Day
 Juneteenth Observed June 19th
 Independence Day
 Labor Day
 Veterans' Day
 Thanksgiving Day
 Friday after Thanksgiving Day
 Christmas Eve Day to New Year's Day

BE IT FURTHER RESOLVED, that the Board of Directors of the Feather River Recreation and Park District do hereby approve the revisions of Section 7.1 Holidays of the Employee Handbook,

PASSED and adopted at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 25th day of January 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
 Steven Rocchi, Chairperson

 Shawn Rohrbacker, General Manager



STAFF REPORT

DATE: JANUARY 25, 2022

TO: FRRPD BOARD OF DIRECTIONS

FROM: SHAWN ROHRBACKER, GENERAL MANAGER

RE: NELSON POOL CHANGE ORDER #4

SUMMARY

All expected change orders for concrete rust damages are complete. This report will address the remainder of the budget and potential items to add to the project. As a reminder, the FRRPD Board of Directors approved allocating Prop 68 Per Capita funds to this purpose at the November Board Meeting. The funding \$177,592 in funding from the Per Capita grant has already been approved for FRRPD projects. The specific project use for Nelson Pool was due and submitted to the grant agency on December 31, 2021. I spoke with the grant agency today and the scope of the project is approved pending some minor paperwork clarifications. FRRPD will be required to pay for Prop 68 improvements and be reimbursed between March and October of this year.

See the budget tables below for a summary of potential change order additions to the project. Estimated costs are shown here. Final change order costs for the shade structure will be provided at this board meeting. Remainder change order costs for slide, tables and trees are conservative here. Final costs will also be provided to the board prior to installation. Costs are expected to be lower than these estimates.

CURRENT BUDGET			
\$ 1,506,500.00	SBF AND FRRPD BUDGET		
\$ (1,459,611.01)	CURRENT EXPENSE TOTAL		
\$ 46,888.99	REMAINDER OF EXISTING BUDGET		
\$ (35,000.00)	ESTIMATED SHADE STRUCTURE CHANGE ORDER		
\$ 11,888.99	REMAINING BUDGET (W/OUT PROP68)		
RECOMMENDED CHANGE ORDERS FOR PROP 68 BUDGET			
\$ 3,000.00	Tables Under Shade Structure		
\$ 63,026.00	Slide (bigger double slide)		
\$ 6,000.00	Tables and Trees in turf area		
\$ 72,026.00	CHANGE ORDERS TOTAL		
PROPOSED PROP 68 BUDGET			
\$ 11,888.99	REMAINDER OF EXISTING BUDGET AFTER SHADE STRUCTURE		
\$ 177,952.00	PROP68 PER CAPITA GRANT (EXPECTED APPROVAL SOON)		
\$ 189,840.99	BUDGET INCLUDING PROP 68		
\$ (72,026.00)	PROPOSED PROP68 CHANGE ORDERS		
\$ 117,814.99	REMAINDER TO RETURN TO GEN FUND AND IMPACT FEES		



Recommendation: Give General Manager approval to move forward with Shade Structure and Prop 68 change orders.

Attachments: Photos of proposed Shade Structure and Slide



Note: Structure colors will change to match existing Nelson Pool and new Splash Pad colors.



RESOLUTION 1981-22

A RESOLUTION OF THE FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS APPROVING THE APPLICATION FOR LAND AND WATER CONSERVATION FUNDS FOR RIVERBEND PARK SOUTH TRAIL PROJECT

WHEREAS, the Congress under Public Law 88-578 has authorized the establishment of a federal Land and Water Conservation Fund Grant-In-Aid program, providing Matching funds to the State of California and its political subdivisions for acquiring lands and developing Facilities for public outdoor recreation purposes; and

WHEREAS, the California Department of Parks and Recreation is responsible for administration of the program in the State, setting up necessary rules and procedures governing Applications by local agencies under the program; and

WHEREAS, the Applicant certifies by resolution the approval of the Application and the availability of eligible Matching funds prior to submission of the Application to the State; and

NOW, THEREFORE, BE IT RESOLVED that the Feather River Recreation & Park District hearby:

1. Approves the filing of an Application for Land and Water Conservation Fund assistance for the Riverbend Park South Trail Project
2. Agrees to abide by Section 6(f)(3) of Public Law 88-578 which states “No property acquired or developed with assistance under this section shall, without the approval of the National Secretary of the Interior, be converted to other than public outdoor recreation uses. The Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location.”
3. Certifies that said agency has Matching funds from eligible source(s) and can finance 100 percent of the Project, which up to half may be reimbursed; and
4. Appoints the General Manager as agent of the Applicant to conduct all negotiations and execute and submit all documents, including, but not limited to, Applications, Contracts, amendments, payment requests, and compliance with all applicable current state and federal laws which may be necessary for the completion of the aforementioned Project.

PASSED and adopted at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 25th day of January 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Steven Rocchi, Chairperson



Job Description

Title: Marketing Specialist

Dept: Administration

Status: Part-time

Starting Wage: \$15.00/hour

JOB SUMMARY:

Under general supervision by the Executive Administrator, perform responsible, professional recreation/clerical work, the nature that often requires performance independent of supervision. Provide support to the management staff in planning and conducting District Special Events and marketing and attends community special event meetings as a District representative. Ensures the District remains involved in the community in all aspects. Assist all departments in marketing of programs, class activities and /or after-school programs /or citywide special events. Manages and recruits for District volunteer programs. This position also assists the management staff in grant writing processes. This is a part time up to 29 hours a week position without District benefits.

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

- Assists in planning, coordinating, organizing and promoting special events in the community
- Assist in gathering, analyzing, and reporting of information pertinent for the development and scheduling of programs and District events.
- Responsible for promoting the District in a positive light by marketing programs and Special Events through social media, email fliers, posters distribution and public appearances.
- Manages the District social media sources including but not limited to Facebook, Instagram, Twitter, Google, Constant Contact, press releases, etc.
- Responsible for production of the District monthly newsletter
- Responsible for District customer surveys and requests to better customer service of the District
- ~~Serves as District media spokesperson for television, radio, events, and social media~~
- Responsible for photo releases of participants and photos of events, classes, programs, etc. to utilize for marketing
- Attends staff meetings and other meetings as necessary to obtain marketing information from all departments
- Plans and forms Special Event committees and meetings as well as agendas and minutes of meetings
- Provides closing reports of all Special Events to Supervisor for review
- Responsible for production of the District Activity Guide
- Responsible for seeking donations and sponsors for events and marketing materials, ~~including managing advertisers and acquiring new advertisers for the District Activity Guide~~
- ~~Submits recommendations for marketing/advertising budget and monitors expenditures~~
- Recruit and assist management with District Volunteer Programs

Revision Draft January 2022

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

1875 Feather River Blvd. Oroville, CA 95965 (530) 533-2011



REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of developmentally appropriate methods, practices, equipment and materials used in recreation programs and Special Events
- ~~Perform physical work and/or athletic activity related to recreation programs and Special Events~~
- Communication and public relation skills, including excellent customer service
- ~~Maintains a clear driving record with DMV~~
- ~~Drives district vehicle or personal vehicle as needed to conduct District business~~
- ~~Knowledge of pertinent District policies and procedures, employee handbook~~
- Skill in clerical duties including typing keeping statistics, and graphic arts
- Knowledgeable in Adobe, Excel, ~~Publisher, Power Pointe, InDesign,~~ Outlook, Microsoft ~~Word and Adobe Illustrator~~
- Skills in planning, organizing and directing programs/and or special events
- Skill in following and effectively communicating verbal and written instructions
- Skill in operating independently and as a team member
- Skill in establishing and maintaining effective working relations with co-workers, other District employees and the public
- ~~Completes necessary reports~~
- Travel to various sites in the District to complete work activities
- Work irregular hours, shifts or weekends
- ~~Conduct meetings and telephone conversations with staff, and community members.~~
- Ability to think creatively and plan 6-12 months in advance
- ~~Ability to compose press releases and distribute to local media~~
- ~~Ability to pay attention to details and plan 6-12 months in advance~~

EDUCATION, CERTIFICATIONS AND LICENSES:

- One year of responsible experience in a variety of recreational and event activities.
- ~~One year of experience working with Microsoft Word, Publisher, Power Point, Outlook~~
- Knowledge of principles of marketing, customer service, design and basic graphic design
- A valid State of California class 'C' driver's license and a satisfactory driving record required with proof of insurance.
- High school diploma or GED required
- DOJ background ~~check~~ clearance and drug testing required prior to employment

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in an indoor and outdoor environment. Working conditions in the field exposed to variations in temperatures, dry, dusty, and humidity, high winds and rain
- May be required to lift and carry items more than 50 pounds (including children)
- Walk, stand, sit, kneel, crawl, bend and climb receptively or over a long period of time

ADDITIONAL INFORMATION:

Reports To: Executive Administrator

Direct Reports: N/A

Revision Draft January 2022

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

1875 Feather River Blvd. Oroville, CA 95965 (530) 533-2011



STAFF REPORT

DATE: JANUARY 25, 2022

TO: FRRPD BOARD OF DIRECTIONS

FROM: DEBORAH PELTZER, BUSINESS MANAGER

RE: SCHEDULE SPECIAL MEETING DATE FOR 2020-2021 ANNUAL AUDITOR REVIEW

SUMMARY

Board of Directors to schedule a date for a Special Meeting to review and approve the final 2020-21 Audit. Presented by: Auditor Holly Patterson CPA. Board of Directors to choose meeting date from the following dates.

Suggested Meeting time: 5:30pm

1. Tuesday February 8, 2022
2. Wednesday February 9, 2022
3. Thursday, February 10 2022

BACKGROUND

Normally, the audit is reviewed during a regular scheduled board meeting. Due to time constraints and unprecedented circumstances surrounding the Covid-19 pandemic, the audit will be presented during a Special Meeting. The announcement of the date of the special meeting is done during a regular scheduled board meeting to remain transparent and accountable to the community FRRPD serves.

RECOMMENDATION

Directors choose a date for Special Meeting review Annual Audit.

Butte County Employee Association (BCEA)
Tracy Snyder, President
PO BOX 783
Oroville, CA 952965

United Public Employees of California (UPEC)
Steve Allen, Business Manager
1800 Park Marina Drive
Redding, CA 96001

January 19, 2022

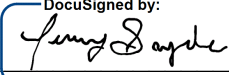
Shawn Rohrbacker
Feather River Recreation and Parks District Board of Directors
1875 Feather River Blvd.
Oroville, CA, 95965

RE: Represented Group Organizational Transfer

Dear Mr. Rohrbacker and Board Members:

This letter is intended to express formal agreement by the officers of Butte County Employees Association (BCEA) and United Public Employees of California (UPEC) to transfer the represented employee group employed by Feather River Recreation and Park District (FRRPD) from BCEA to UPEC. All members of the Unit have signed membership forms to join UPEC. By signing below, all parties agree to fully execute this represented employee group transfer from BCEA to UPEC effective the first full pay period following approval of the new representation by Mr. Rohrbacker and/or the Board of Directors.

Respectfully,

DocuSigned by:
 1/18/2022

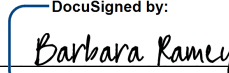
Tracy Snyder, President – BCEA Date

DocuSigned by:
 1/18/2022

Aubrey Prius, Vice President – BCEA Date

DocuSigned by:
 1/18/2022

Justin Valencia, Shop Steward – FRRPD Date

DocuSigned by:
 1/18/2022

Barbara Ramey, Labor Relations Rep – UPEC Date



STAFF REPORT

DATE: JANUARY 20, 2022

TO: FRRPD BOARD OF DIRECTORS

FROM: DEBORAH PELTZER, BUSINESS MANAGER

RE: 2022-2023 BUDGET SCHEDULE

SUMMARY:

The following are deadline and meeting schedules for the 2022-23 budget process per Board Policies and Procedures (as well as internal operating procedures).

January: General Manager reviews budget with department supervisors. GM will schedule one on one meetings with department supervisors, establishing programming and events schedule listed by month and staffing needs.

February: GM host board meeting, Annual District Strategic and Goals Meeting: Board and GM developed a Capital Improvement Plan, detailing projects and funding sources to be included in 2022/23 budget, also reviewing grant opportunities planned to be released during 2022-23 f/year, creating a list of projects per grant opportunity and due dates for grant submission.

March: Complete 1st Budget Draft

- Full-time salaries and benefits
- Projected revenue from taxes
- Estimated utilities costs
- Recreation program being offered by month, revenue, payroll and large expenses related to programming.
- Park/maintenance, budget including Capital improvement projects, out of ordinary expenses/needs.

March: Business Manager review program budget with staff

April: Special Board Meeting - Budget Workshop

April: Committee Meeting - Benefit Assessment Oversight

May: Regular Board Meeting - Board Approval of Preliminary Budget

June: Regular Board Meeting - Public Hearing Budget Review and Adoption of Appropriation Limitations

July: Regular Board Meeting: Adoption of Final Budget



DECEMBER 2021 DEPARTMENT UPDATES

Parks & Maintenance

Joe Velasquez – Park Supervisor

Ongoing & Completed Projects:

The normal weekly maintenance schedule for the winter consists of:

- Opening Parks
- Opening and cleaning restrooms (if needed)
- Cleaning trash through parks
- Tree trimming
- Blowing and picking up leaves.
- Mowing at least twice a month
- Graffiti removal
- Weed eating & spraying
- Cleaning up after homeless
- Maintenance on equipment

The list below is additional work completed on top of their normal weekly maintenance schedule.

Riverbend Park:

- Trimming trees throughout developed/undeveloped areas
- Irrigation repairs at little bear pavilion
- Dog park fence repairs
- Dog park brush clearing
- Preparations for tree planting event
 - Up to 102 Trees planned to go into park
- Updating & replacing signage through park
- Preparations for County funded exercise equipment stations installation
- Burning debris in south end of park

Tennis Courts:

- Graffiti Removal
- Rules sign replaced

Skate Park:

- Graffiti Removal

MLK:

- Mirrors scheduled to be installed in restrooms
- Cable installed between post
- Bollards installed on basketball court to prevent vehicles from driving on field
- Bollards installed on Wyandotte entrance
- New gates installed on Wyandotte entrance
- Temporary gate installed around amphitheater to prevent homeless from camping under structure
- BBQ removed due to homeless burning in them to keep warm

Palermo

- Winter pool maintenance
- New restroom signs installed

Nelson:

- Tree trimming finished throughout park
- Burn piles created and scheduled to be burned this month



DECEMBER 2021 DEPARTMENT UPDATES

Nolan:

- Graffiti removal throughout park
- Preparations for little league
- Little leagues clean up event on Saturday January 8th.
 - Successful turn out, nearly 50 volunteers
 - Field preparations
 - Backstop repair
 - Bleacher repair
 - Graffiti removal
- All trees trough out park trimmed and cleaned up
- Hedges on Mitchel and 5th Ave cleaned up.

Activity Center:

- Preparations for preschool bark
- Fixed dead spots on Gymnastics floor

Additional Information:

Leaves are down. The crew is working on picking up residual leaves and taking them to burn piles. We have been burning at Nelson and Riverbend at least once a week to reduce the amount of brush we have built up. Our John Deere backhoe is down. It is being sent in for diagnostics and repair. If we do not have it back by the week of Jan 24th-Jan 29th, we may have to rent one to dig our holes for the tree planting event. We may be able to dig with our bobcat, but the feasibility of the attachment may be more strenuous than renting a backhoe for one day.

Upcoming Projects:

- Riverbend tree planting event
- Vorhees And Baldry Field Maintenance
- Homeless clean up Riverbend Park (Early March)
- Sign replacement project
 - Replacing & adding restroom signs to all restrooms
 - Updating and replacing Ordinance & Rules signs throughout parks
 - Removing and replacing old/damaged main park signs throughout parks



DECEMBER 2021 DEPARTMENT UPDATES

Recreation

Justin Douthit – Recreation Supervisor

Recreation Program Update

- **Gymnastics**
 - Team Training Camp December: 30 Registered Team Members
 - Rec Classes December: 10 classes / 107 Registered par.
 - Kinder, Pre-Kinder & Parent Tot December: 10 classes / 102 Registered par.
 - Rec Classes, Kinder/Pre-Kinder, & Parent Tot are run on a per-session basis. Session: 10/18/21-12/15/21
 - Showcase December: 6 classes / 74 participants
- **Fitness/Dance and Martial Arts Classes**
 - U-Jam Fitness w/Lori November: 6 memberships
 - Karate w/Sensei Jackson November: 37 registered participants
 - Karate w/ Bryce Keeney November: 25 registered participants
 - Judo w/Harry Burleson November: 3 registered participants
 - Jujitsu w/ Harry Burleson November: 3 registered participants
- Line dancing to return in February 2022
- Zumba, yoga, and personal training with Karen Lease in January 2022
- Zumbalini in March 2022
- **Adult Sports**
 - Softball (Fall League) 2 Divisions 12 Teams (6 men’s/6 coed)
 - Fall League finished the week of November 22.
 - Spring League scheduled to begin March, 14 2022
 - Registration open in January 2022
 - Developing Spring Kickball League
 - 6-week Season at \$250/team
 - Spring League scheduled to begin March, 16 2022
 - Registration open in January 2022
- **Aquatics**
 - Nelson Pool closed due to construction.
 - Scheduled to be completed in March 2022
 - Palermo Pool
 - Maintenance Scheduled
- **Youth Sports**
 - Basketball (season 1)
 - November 8 - January 20 | 5/6th Girls & 7/8th Boys
 - 5th/6th Girls – 8 Teams
 - 7th/8th Boys – 9 Teams
 - Games played at Manzanita Elementary School & Palermo Middle School
 - Basketball (season 2)
 - RSVPs delivered
 - RSVPs due January 14, 2022
 - Tentative Schedule January 31-April 7, 2022
- **Recruitment**
 - Youth Sports Official
 - Lifeguards
 - Recreation Gymnastics Coaches
 - Facility Attendant

**DECEMBER 2021 DEPARTMENT UPDATES****Administration, Events & Marketing***Victoria Anton – Executive Administrator***Ongoing & Completed Projects:**

- Event Planning & Assistance:
 - Prop 68 Grant Workshop: Regional Park Program January 4th
 - Spring Concerts in the Park
 - Friday Nights, April 8th – May 27th
 - Local Vendors: 3:30pm – 7:30pm
 - Band Performances: 5:30pm – 7:30pm
 - 2022 Wildflower & Nature Festival
 - Saturday, April 2, 2022 10am – 4pm
- Department Support:
 - Park Sign Designs & Order Assistance
- Agreement & Contract Administration:
 - In-Kind Work Projects/Scheduling
 - Facility use agreement with the Community Action Agency of Butte County
 - Invoicing for fall sport use

Upcoming Projects:

- Event Planning/Assistance:
 - Easter Event at Nelson Complex
 - Saturday, April 16th 10am – 3pm
 - BIG Egg Hunt, Food Trucks, Vendors
 - Oakdale Heights Salmon Fry Release at Riverbend Park
 - FRRPD Seasonal Camp Promotions
 - Riverbend Park Tree Planting January 29th
 - Mercury Register Interview/Event Promotion
 - Supply Purchases/Planning
 - Volunteer Recruitment
- Agreement & Contract Administration:
 - Legacy Sports Fastpitch Tournament December 4th & 5th
 - Disc Golf Tournament January 8th
 - Volunteer Cleanup Day December 11th
- Employee Recruitment
 - Revisions to Marketing Specialist Job Description