



**FEATHER RIVER RECREATION & PARK DISTRICT**  
Regular Board Meeting  
May 23, 2023

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

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

*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 special accommodations to participate in this meeting, please contact (530)533-2011.*

**CALL MEETING TO ORDER**

**ROLL CALL**

Chairperson Shannon DeLong  
Vice-Chairperson Scott "Kent" Fowler  
Director Devin Thomas  
Director Clarence "Sonny" Brandt  
Director Greg Passmore

**PLEDGE OF ALLEGIANCE**

**CLOSED SESSION**

**1. Pursuant to Government Code Section 54956.8: Real Property Negotiations**

FRRPD Negotiator: Mike Donnelly of Coldwell Banker C & C Properties

Property Address: 1875 Feather River Blvd. Oroville, CA 95965

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

**CONSENT AGENDA**

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

**1. April 25, 2023 Regular Board Meeting Minutes (Appendix A)**

**2. April 2023 Financials (Appendix B)**

Consent Agenda Motion:

Vote:

**ACTION ITEMS**

**1. RESOLUTION 2013-23: A Resolution of the Board of Directors of the Feather River Recreation and Park District Approving the Preliminary Budget for Fiscal Year 2022-2023 (Appendix C)**

Motion:

Vote:

2. **RESOLUTION 2012-23: A Resolution of Intention to Continue Assessments for Fiscal Year 2023-24, 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 Agreement (Appendix D)**  
Motion:  
Vote:
3. **Review Draft Ordinance 2023-01 (Appendix E)**  
Motion:  
Vote:
4. **SCI Consulting Proposal for Special Tax Consulting and Levy Administration Services for the Feather River Recreation and Park District CFD No. 2022-01 (Park Maintenance) Special Tax (Appendix F)**  
Motion:  
Vote:
5. **Allocation for New Mower Purchase**  
Motion:  
Vote:
6. **Gymnastics Equipment Purchase Agreement and Release of Liability (Appendix G)**  
Motion:  
Vote:

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

**UNFINISHED BUSINESS**

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

1. June Regular Meeting: Budget Public Hearing, Adopt Appropriation Limits
2. July Regular Meeting: Adopt Budget

**ADJOURNMENT**



**FEATHER RIVER RECREATION & PARK DISTRICT**

Regular Board Meeting  
April 25, 2023

**ACTIVITY CENTER**

1875 Feather River Blvd.  
Oroville, CA 95965

**DRAFT Minutes**

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

**CHAIRPERSON DELONG CALLED THE MEETING TO ORDER AT 5:08 PM.**

**ROLL CALL**

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

**CLOSED SESSION ANNOUNCEMENTS**

**1. Pursuant to Government Code Section 54956.8: Property Asset Update**

FRRPD Negotiator: Mike Donnelly of Coldwell Banker C & C Properties

1st Property Address: 1875 Feather River Blvd. Oroville, CA 95965

2nd Property APN: 036-480-005

**No action was taken. Direction was given to Staff.**

**CONSENT AGENDA**

**1. March 28, 2023 Regular Board Meeting Minutes**

**2. March 2023 Financials**

**3. Resolution 2010-23: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Acknowledging The Completion Of The Nelson Pool Renovation Project Fixed Asset number 222303**

**4. Resolution 2010-23: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Acknowledging The Completion Of The Playtown Restroom Restoration Project Fixed Asset Number 222304**

Director Fowler made a 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. Lease Agreement with the Yuba Feather Historical Association**

Director Fowler made a motion to approve the lease agreement with the Yuba Feather Historical Association for a 5-year term.

Director Brandt seconded the motion.

**\*The motion to approve the lease agreement with the Yuba Feather Historical Association for a 5-year term passed with a unanimous vote.**

**2. Bedrock Tennis Court Led Light Project Request For Bids**

Director Fowler made a motion to request proposals for the Bedrock Tennis Court LED Light Project.

Director Brandt seconded the motion.

**\*The motion to request proposals for the Bedrock Tennis Court LED Light Project passed with a unanimous vote.**

**3. Surplus Grasshopper Mower**

Director Fowler made a motion to surplus the District's Grasshopper mower.

Director Passmore seconded the motion.

\*The motion to surplus the District's Grasshopper mower passed with a unanimous vote

**4. Allocation for New Mower Purchase**

No action was taken. The Board directed Staff to provide additional information at the next regular meeting regarding possible maintenance restrictions and extended warranty benefits of John Deer equipment.

**5. Riverbend Park Main Sewage Pump Failure**

No action was taken. Repair information will be provided when inspections are complete.

**6. Aquatic Fitness Instructor Job Description**

Director Fowler made a motion to approve the Aquatic Fitness Instructor job description.

Director Thomas seconded the motion.

\*The motion to approve the Aquatic Fitness Instructor job description passed with a unanimous vote.

**DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS WERE REVIEWED.****BOARD ITEMS FOR UPCOMING AGENDA(S)**

1. May 18<sup>th</sup> Special Meeting: Budget workshop
2. May Regular Meeting: Adopt Preliminary Budget, Adopt BAD Assessment Rate
3. June Regular Meeting: Budget Public Hearing, Adopt Appropriation Limits
4. July Regular Meeting: Adopt Final Budget

**CHAIRPERSON DELONG ADJOURNED THE MEETING AT 6:56 PM.**

Feather River Recreation & Park District  
 Profit & Loss Budget Performance  
 April 2023

	Apr 23	Budget	\$ Over Budget	Jul '22 - Apr 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
4100 - Tax Revenue	775,684	990,000	(214,316)	2,039,648	2,125,000	(85,352)	96%	2,200,000
4150 - Tax Revenue (BAD)	113,446	132,500	(19,054)	288,606	317,500	(28,894)	91%	317,500
4300 - Program Income	54,452	70,000	(15,548)	513,400	676,300	(162,900)	76%	816,300
4400 - Donation & Fundraising Income	150	2,000	(1,850)	4,614	4,000	614	115%	6,000
4600 - Other Income				1,185		1,185	100%	
4900 - Interest Income		5,000	(5,000)	13,740	10,000	3,740	137%	10,000
4905 - Interest Income - BAD				1,585		1,585	100%	
<b>Total Income</b>	<b>943,732</b>	<b>1,199,500</b>	<b>(255,768)</b>	<b>2,862,778</b>	<b>3,132,800</b>	<b>(270,022)</b>	<b>91%</b>	<b>3,349,800</b>
<b>Gross Profit</b>	<b>943,732</b>	<b>1,199,500</b>	<b>(255,768)</b>	<b>2,862,778</b>	<b>3,132,800</b>	<b>(270,022)</b>	<b>91%</b>	<b>3,349,800</b>
<b>Expense</b>								
5000 - Payroll Expenses	106,011	162,569	(56,558)	1,268,963	1,527,246	(258,283)	83%	1,924,500
5031 - GASB 68 Benefit Expense				77,848	81,800	(3,952)	95%	81,800
5100 - Advertising & Promotion	250	425	(175)	2,925	4,250	(1,325)	69%	5,000
5120 - Bank Fees	519	665	(146)	4,415	6,650	(2,235)	66%	8,000
5140 - Copying & Printing	187	750	(563)	2,137	7,500	(5,363)	28%	9,000
5155 - Employment New Hire Screen		200	(200)	1,196	2,000	(804)	60%	2,500
5160 - Dues, Mbrshps & Subscriptions				16,946	11,000	5,946	154%	11,000
5170 - Education & Development	359	1,000	(641)	4,794	5,000	(206)	96%	5,000
5175 - Equipment Rental	1,738	1,000	738	6,226	4,000	2,226	156%	4,000
5180 - Equipment, Tools & Furn (<\$5k)	715	6,115	(5,400)	43,397	47,800	(4,403)	91%	56,000
5200 - Insurance				105,413	116,000	(10,587)	91%	116,000
5210 - Interest Expense - Operating	440	350	90	3,614	2,800	814	129%	3,500
5225 - Postage & Delivery				772	750	22	103%	1,000
5230 - Professional & Outside Svcs	11,054	10,900	154	261,505	157,150	104,355	166%	180,000
5260 - Repairs & Maintenance								
5261 - Building R&M	154	2,100	(1,946)	16,836	21,000	(4,164)	80%	25,000
5262 - Equip Repairs & Small Tools	1,548	1,600	(52)	17,059	16,800	259	102%	20,000
5264 - Grounds R&M	3,685	6,000	(2,315)	41,965	45,000	(3,035)	93%	60,000
5265 - Janitorial Supplies	2,643	1,250	1,393	13,875	12,500	1,375	111%	15,000
5266 - Vandalism Repair	1,601	1,500	101	11,959	17,000	(5,041)	70%	20,000
5267 - Vehicle R&M	127	800	(673)	7,619	8,400	(781)	91%	10,000
5268 - Aquatics Pool R&M		2,000	(2,000)	21,018	25,000	(3,982)	84%	40,000
5269 - Outside Contractor/Services R&M	16,782	3,000	13,782	107,976	29,000	78,976	372%	35,000
<b>Total 5260 - Repairs &amp; Maintenance</b>	<b>26,540</b>	<b>18,250</b>	<b>8,290</b>	<b>238,307</b>	<b>174,700</b>	<b>63,607</b>	<b>136%</b>	<b>225,000</b>
5270 - Security	58	1,500	(1,442)	4,669	17,000	(12,331)	27%	20,000
5280 - Supplies - Consumable	1,233	6,000	(4,767)	33,131	41,000	(7,869)	81%	52,500
5290 - Taxes, Lic., Notices & Permits		450	(450)	2,850	6,050	(3,200)	47%	7,000
5300 - Telephone/Internet	1,305	1,500	(195)	12,945	15,000	(2,055)	86%	18,000
5310 - Fuel, Travel and Meals	3,103	3,165	(62)	31,067	32,650	(1,583)	95%	39,000
5320 - Utilities	22,106	30,275	(8,169)	248,809	310,825	(62,016)	80%	385,000
7000 - Debt Interest	6,138	6,200	(62)	64,670	64,600	70	100%	77,000
<b>Total Expense</b>	<b>181,756</b>	<b>251,314</b>	<b>(69,558)</b>	<b>2,436,599</b>	<b>2,635,771</b>	<b>(199,172)</b>	<b>92%</b>	<b>3,230,800</b>
<b>Net Ordinary Income</b>	<b>761,976</b>	<b>948,186</b>	<b>(186,210)</b>	<b>426,179</b>	<b>497,029</b>	<b>(70,850)</b>	<b>86%</b>	<b>119,000</b>
<b>Other Income/Expense</b>								
<b>Other Income</b>								
4200 - Impact Fee Income	3,408		3,408	45,796		45,796	100%	
4500 - Grant/Reimbursed Expense Income	5,394	1,675	3,719	228,148	16,750	211,398	1,362%	20,000
4650 - Insurance Proceeds				274,939		274,939	100%	
9900 - Gain/(Loss) on Asset disposal				10,575		10,575	100%	
<b>Total Other Income</b>	<b>8,802</b>	<b>1,675</b>	<b>7,127</b>	<b>559,458</b>	<b>16,750</b>	<b>542,708</b>	<b>3,340%</b>	<b>20,000</b>
<b>Net Other Income</b>	<b>8,802</b>	<b>1,675</b>	<b>7,127</b>	<b>559,458</b>	<b>16,750</b>	<b>542,708</b>	<b>3,340%</b>	<b>20,000</b>
<b>Net Income</b>	<b>770,778</b>	<b>949,861</b>	<b>(179,083)</b>	<b>985,637</b>	<b>513,779</b>	<b>471,858</b>	<b>192%</b>	<b>139,000</b>

Feather River Recreation & Park District  
 Detail Fixed Asset & Bonds  
 As of April 30, 2023

	Date	Source Name	Memo	Amount	Balance
<b>1010.4 · Treasury Ins Proceeds Playtown</b>					<b>342,596</b>
	04/06/2023	Belfore Property Restoration	PLAYTOWN BATHROOM INS PROCEEI	-237,780	104,816
	04/20/2023	Belfore Property Restoration		-294,494	-189,678
Total 1010.4 · Treasury Ins Proceeds Playtown				-532,274	-189,678
<b>1031 · BofW Project INS PROCEEDS</b>			<b>Ins Proceeds deposit posts May23</b>		<b>244,594</b>
Total 1031 · BofW Project INS PROCEEDS					244,594
<b>1320 · Umpqua Bank PREPAID LOAN</b>			<b>As discussed in March, this balance is prepaid loan payments and will transfer May, Sept and Dec23 as loan payment</b>		<b>188,856</b>
Total 1320 · Umpqua Bank PREPAID LOAN					188,856
<b>1410 · Land</b>					<b>627,494</b>
Total 1410 · Land					627,494
<b>1420 · Buildings &amp; Improvements</b>					<b>17,145,126</b>
Total 1420 · Buildings & Improvements					17,145,126
<b>1430 · Equipment &amp; Vehicles</b>					<b>3,496,987</b>
Total 1430 · Equipment & Vehicles					3,496,987
<b>1440 · Construction in Progress</b>					<b>23,460</b>
<b>1450 · CIP Feather River Trail FRT99</b>					<b>23,460</b>
Total 1450 · CIP Feather River Trail FRT99					23,460
Total 1440 · Construction in Progress					23,460
<b>2955 · Umpqua Bank Tax Exempt Bond A</b>					<b>-2,215,490</b>
Total 2955 · Umpqua Bank Tax Exempt Bond A					-2,215,490
<b>2960 · Umpqua Bank Taxable Bond B</b>					<b>-38,000</b>
Total 2960 · Umpqua Bank Taxable Bond B					-38,000
<b>4500 · Grant/Reimbursed Expense Income</b>					<b>-222,754</b>
	04/02/2023	BCOE	Pres Food Program BCOE	-1,757	-224,511
	04/18/2023	Alliance Workgroup	Grant/Scholarship Income wage reimbr work program Maintenance	-3,637	-228,148
Total 4500 · Grant/Reimbursed Expense Income				-5,394	-228,148

Feather River Recreation & Park District  
Balance Sheet Prev Year Comparison  
As of April 30, 2023

12:17 PM  
05/12/2023  
Accrual Basis

	Apr 30, 23	Apr 30, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · Treasury Cash	1,507,123	2,100,562	-593,439	-28%
1020 · Imprest Cash	206	352	-146	-41%
1030 · BofW - Merchant Acct.	189,151	186,790	2,361	1%
1031 · BofW Project INS PROCEEDS	244,594	304,477	-59,883	-20%
1040 · Fund 2610 - BAD	321,823	317,801	4,022	1%
1050 · Impact Fees	840,318	918,728	-78,410	-9%
1320 · Umpqua Bank PREPAID LOAN	188,856	188,856	0	0%
<b>Total Checking/Savings</b>	<b>3,292,071</b>	<b>4,017,566</b>	<b>-725,495</b>	<b>-18%</b>
<b>Accounts Receivable</b>	<b>14,064</b>	<b>-7,012</b>	<b>21,076</b>	<b>301%</b>
<b>Other Current Assets</b>				
1302 · FEMA Riverbend Claim A/R	2,839	2,839	0	0%
1310 · Miscellaneous Receivables	289	0	289	100%
1316 · Prepaid Expenses/Debt Interest	0	0	0	0%
<b>Total Other Current Assets</b>	<b>3,128</b>	<b>2,839</b>	<b>289</b>	<b>10%</b>
<b>Total Current Assets</b>	<b>3,309,263</b>	<b>4,013,393</b>	<b>-704,130</b>	<b>-18%</b>
<b>Fixed Assets</b>				
1410 · Land	627,494	627,494	0	0%
1420 · Buildings & Improvements	17,145,126	15,903,777	1,241,349	8%
1430 · Equipment & Vehicles	3,496,987	1,836,063	1,660,924	90%
1440 · Construction in Progress				
1448 · CIP Nelson SBF NE99	0	1,036,847	-1,036,847	-100%
1450 · CIP Feather River Trail FRT99	23,460	23,460	0	0%
1451 · CIP Playtown Bathroom Fire	0	525,622	-525,622	-100%
<b>Total 1440 · Construction in Progress</b>	<b>23,460</b>	<b>1,585,929</b>	<b>-1,562,469</b>	<b>-99%</b>
1499 · Accumulated Depreciation	-6,947,995	-6,158,511	-789,484	-13%
<b>Total Fixed Assets</b>	<b>14,345,072</b>	<b>13,794,752</b>	<b>550,320</b>	<b>4%</b>
<b>Other Assets</b>				
1500 · FMV Adjustments	94,302	15,666	78,636	502%
1550 · GASB 68 CalPERS Valuation	164,161	191,855	-27,694	-14%
<b>Total Other Assets</b>	<b>258,463</b>	<b>207,521</b>	<b>50,942</b>	<b>25%</b>
<b>TOTAL ASSETS</b>	<b>17,912,798</b>	<b>18,015,664</b>	<b>-102,866</b>	<b>-1%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>	<b>82,496</b>	<b>73,452</b>	<b>9,044</b>	<b>12%</b>
<b>Credit Cards</b>				
2300 · Credit Cards Payable	1,178	2,056	-878	-43%
2350 · Supplier Accounts	4,506	592	3,914	661%
<b>Total Credit Cards</b>	<b>5,684</b>	<b>2,648</b>	<b>3,036</b>	<b>115%</b>
<b>Other Current Liabilities</b>				
2100 · Payroll Liabilities	89,287	115,677	-26,390	-23%
2210 · Accrued Debt Interest	6,138	6,864	-726	-11%
2400 · Deposits/Refunds to Customers	-90	-400	310	78%
2405 · Deferred Revenue	13,400	18,600	-5,200	-28%
<b>Total Other Current Liabilities</b>	<b>108,735</b>	<b>140,741</b>	<b>-32,006</b>	<b>-23%</b>
<b>Total Current Liabilities</b>	<b>196,915</b>	<b>216,841</b>	<b>-19,926</b>	<b>-9%</b>
<b>Long Term Liabilities</b>				
2954 · Ford Motor Vehicle Loan	75,979	21,704	54,275	250%
2955 · Umpqua Bank Tax Exempt Bond A	2,215,490	2,446,113	-230,623	-9%
2960 · Umpqua Bank Taxable Bond B	38,000	66,000	-28,000	-42%
2975 · GASB 68 CalPERS Liab Valuation	1,337,022	1,144,957	192,065	17%
<b>Total Long Term Liabilities</b>	<b>3,666,491</b>	<b>3,678,774</b>	<b>-12,283</b>	<b>-0%</b>
<b>Total Liabilities</b>	<b>3,863,406</b>	<b>3,895,615</b>	<b>-32,209</b>	<b>-1%</b>
<b>Equity</b>	<b>14,049,391</b>	<b>14,120,049</b>	<b>-70,658</b>	<b>-1%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>17,912,797</b>	<b>18,015,664</b>	<b>-102,867</b>	<b>-1%</b>

Feather River Recreation & Park District  
Check Register  
April 2023

Date	Num	Name	Memo	Credit
04/06/2023	92992	PREMIER ACCESS	1000548827 APR23 PREMIUMS	990.16
04/06/2023	92993	BLUE SHIELD OF CALIFORNIA	4004625	9,317.89
04/06/2023	92994	HUMANA INSURANCE CO.	657103-001	81.20
04/06/2023	92995	AFLAC	JRF86	1,765.38
04/06/2023	92996	BRANDT, CLARENCE SONNY	BOD STIPEND	200.00
04/06/2023	92997	DELONG, SHANNON	BOD STIPEND	200.00
04/06/2023	92998	FOWLER, SCOTT KENT	BOD STIPEND	200.00
04/06/2023	92999	PASSMORE, GREG	STIPEND	200.00
04/06/2023	93000	THOMAS, DEVIN	BOD STIPEND	100.00
04/06/2023	93001	ADVANCED DOCUMENTS	POSTAGE MACHINE SERVICE	27.57
04/06/2023	93002	AT&T - CALNET	PHONE LINES	98.02
04/06/2023	93003	Belfore Property Restoration	PLAYTOWN BATHROOM INS PROCEEDS	237,779.96
04/06/2023	93004	BOUCHER LAW, PC	LEGAL	35,400.00
04/06/2023	93005	Butte County Air Quality Mgmt. District	BURN PERMIT	38.25
04/06/2023	93006	CARTER LAW OFFICE	LEGAL SERVICE	45.00
04/06/2023	93007	CINTAS	FIRST AID SUPPLIES	84.61
04/06/2023	93008	COMCAST	Acct#8155600190189780 PHONE/INTERENT	521.68
04/06/2023	93009	Dugger, Daneen	CRP/FIRST AID	194.82
04/06/2023	93010	FEATHER RIVER GYMNASSTICS BOOSTER CLUB	REFUND DEPOSIT GYM MEET	500.00
04/06/2023	93011	HOBBS PEST SOLUTIONS, INC.	PEST CONTROL	280.00
04/06/2023	93012	MAINTAIN X	MAINTENANCE WORK ORDER SOFTWARE	210.49
04/06/2023	93013	SEDILLO, SAMANTHA	REFUND GYM	40.00
04/06/2023	93014	SHARP'S LOCKSMITHING	DOOR HANDLES, LOCKS	759.86
04/06/2023	93015	SOUTH FEATHER WATER & POWER	007771-000	52.22
04/06/2023	93016	TELCOM DATA, LLC	PHONE LINE REPAIR	125.00
04/06/2023	93017	VALENCIA, JUSTIN.	EXPENSE REIMBR	48.66
04/06/2023	93018	COMCAST	Acct# 8155 60 019 0233893	240.85
04/06/2023	93019	BANKCARD CENTER	STATEMENT 6804	1,537.53
04/06/2023	93020	CITI CARDS	COSTCO STATEMENT 9398	3,135.26
04/06/2023	93021	HOME DEPOT	HOME DEPOT STATEMENT	3,201.90
04/06/2023	93022	WAL-MART CAPITAL ONE	STATEMENT 638691	22.70
04/06/2023	93023	BANKCARD CENTER	STATEMENT 4607	41.78
04/06/2023	93024-059	payroll	payroll items	29,295.14
04/20/2023	93060	ACCULARM SECURITY SYSTEMS	Security Monitoring - 4/1/21-6/30-21	957.00
04/20/2023	93061	ALL THINGS CLEANING	PARKS RESTROOMS JANITORIAL	6,440.00
04/20/2023	93062	AT&T - CALNET	PHONE LINES	98.05
04/20/2023	93063	Belfore Property Restoration	PLAYTOWN BATHROOM	294,494.00
04/20/2023	93064	BIDWELL WATER	DRINKING WATER	25.92
04/20/2023	93065	BOBCAT OF CHICO	BOBCAT MAINTENANCE	1,224.23
04/20/2023	93066	CALTRONICS	COPY USAGE	10.31
04/20/2023	93067	Comer's Print Shop	FLYERS EVENT	89.31
04/20/2023	93068	DAMON, DIRK	EXPENSE REIMBR	46.55
04/20/2023	93069	Dan's Electrical Supply	LIGHT BULBS	112.99
04/20/2023	93070	DAWSON OIL COMPANY	62765 FUEL	2,774.33
04/20/2023	93071	DEL-MAR RENTAL & LANDSCAPE SUPPLY	road base	137.17
04/20/2023	93072	FASTENAL	MISC SUPPLIES	173.25
04/20/2023	93073	FORD MOTOR CREDIT COMPANY LLC	TRUCK PAYMENTS	3,233.46
04/20/2023	93074	HOBBS PEST SOLUTIONS, INC.	PEST CONTROL	375.00
04/20/2023	93075	Industrial Power Products	REPAIR CHAINSAW	48.25
04/20/2023	93076	INSIDE OUT DESIGNS	DECALS TRUCK	43.30
04/20/2023	93077	JACKSON'S GLASS	VAN WINDSHIELD	335.00
04/20/2023	93078	KZFR Community Radio 90.1 FM	EVENT AD	250.00
04/20/2023	93079	LES SCHWAB TIRES	TIRES 2013 1500 RAM	783.35
04/20/2023	93080	LOAPUD	SEWER MLK	141.18
04/20/2023	93081	MAZES CONSULTING	IT SERVICE/SOFTWARE	4,777.25
04/20/2023	93082	NORTH YUBA WATER DISTRICT	WATER FBT	25.75
04/20/2023	93083	OIL CHANGERS	f250 2019 oil change	116.50
04/20/2023	93084	Oroville Cable & Equipment	MISC SUPPLIES	272.55
04/20/2023	93085	OROVILLE POWER EQUIPMENT	OIL FILTER	25.07
04/20/2023	93086	P. G. & E.	7241369682-3 6/22/22-7/22/22	10,404.57
04/20/2023	93087	PAPE MACHINERY	REPAIR BACKHOE	764.50
04/20/2023	93088	RECOLOGY BUTTE COLUSA COUNTIES	Acct# 8100122153	2,092.44
04/20/2023	93089	RENTAL GUYS, INC.	MOWER REPORT/EQUIP RENT	847.42
04/20/2023	93090	RIEBES AUTO PARTS	TRUCK PARTS	737.47
04/20/2023	93091	RP PORTABLE RENTALS	PORTABLE TOILETS	185.00



Date	Num	Name	Memo	Credit
04/20/2023	93092	SAL RODRIGUEZ LANDSCAPE LLC	C-602 LANDSCAPE CONTRACT	7,200.00
04/20/2023	93093	SHARP'S LOCKSMITHING	FRONT DOOR REPAIR	85.00
04/20/2023	93094	TEEMS, KATTIE	EXPENSE REIMBR	13.63
04/20/2023	93095	TOM'S SEPTIC SYSTEMS	PUMP RIVERBEND	2,500.00
04/20/2023	93096	TWSD	4-112.01 WATER NELSON	353.06
04/20/2023	93097	Bello, Beth	INSTRUCTOR FITNESS	60.00
04/20/2023	93098	BURLESON, HARRY	INSTRUCTOR FITNESS	903.50
04/20/2023	93099	VOID	void ck 93099	0.00
04/20/2023	93100	CALF. WATER SERVICE	Acct 520857777 5/7/21-6/7/21	2,635.86
04/20/2023	93101	HUFFMAN, MICHELLE.	EXPENSE REIMBR	158.62
04/20/2023	93102	Uline	SIGN POSTS	807.02
04/20/2023	93103	VALENCIA, ESTELA.	EXPENSE REIMBR	50.38
04/20/2023	93104	WAXIE SANITARY SUPPLY	JANITORIAL SUPLIES	960.64
04/20/2023	93105	WELLS FARGO VENDOR FINANCIAL, LLC	CUST #1055709916	187.23
04/20/2023	93106-148	payroll	payroll items	32,822.69
<b>TOTAL</b>				<b><u>707,514.73</u></b>

Feather River Recreation & Park District  
 BUDGET  
 OVERALL BUDGET COMPARED TO PREV YEARS

	ACTUAL 2020-21	PROJECTION 2022-23	BUDGET 2023-24
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4100 · Tax Revenue	2,006,000	2,140,000	2,300,000
4150 · Tax Revenue (BAD)	303,050	308,000	328,600
4300 · Program Income	639,000	550,000	250,250
4400 · Donation & Fundraising Income	10,000	4,600	15,000
4600 · Other Income	32,500	2,000	0
4900 · Interest Income	13,000	13,700	14,000
4905 · Interest Income - BAD	1,100	1,500	2,000
<b>Total Income</b>	<b>3,004,650</b>	<b>3,019,800</b>	<b>2,909,850</b>
<b>Gross Profit</b>	3,004,650	3,019,800	2,909,850
<b>Expense</b>			
5000 · Payroll Expenses	1,443,500	1,500,000	1,413,000
5031 · GASB 68 Benefit Expense	68,000	78,000	80,000
5033 · GASB Annual Audit Adj	220,000	0	0
5100 · Advertising & Promotion	2,900	3,000	3,000
5120 · Bank Fees	6,000	5,000	3,500
5130 · Charitable Contributions	0	0	0
5140 · Copying & Printing	8,000	2,500	2,500
5155 · Employment New Hire Screen	1,100	1,500	1,600
5160 · Dues, Mbrshps & Subscriptions	9,300	17,000	10,000
5170 · Education & Development	1,300	6,000	9,000
5175 · Equipment Rental	8,000	6,300	10,000
5180 · Equipment, Tools & Furn (<\$5k)	62,000	53,000	65,000
5200 · Insurance	160,000	105,000	100,000
5210 · Interest Expense - Operating	1,050	4,400	3,000
5225 · Postage & Delivery	550	700	400
5230 · Professional & Outside Svcs	174,000	320,000	212,000
5260 · Repairs & Maintenance	219,000	293,000	345,000
5270 · Security	15,325	6,000	8,000
5280 · Supplies - Consumable	36,000	38,000	31,000
5290 · Taxes, Lic., Notices & Permits	7,300	2,800	2,500
5300 · Telephone/Internet	14,800	16,000	12,000
5310 · Fuel, Travel and Meals	33,300	38,000	37,700
5320 · Utilities	307,500	300,000	290,000
7000 · Debt Interest	85,600	77,000	68,000
<b>Total Expense</b>	<b>2,884,525</b>	<b>2,873,200</b>	<b>2,707,200</b>
<b>Net Profit/Loss</b>	<b>120,125</b>	<b>146,600</b>	<b>202,650</b>
Non Cash Expense			
5150 · Depreciation	752,000	775,000	800,000
<b>Loan Payment</b>			270,125
<b>Fixed Assets/Capital Improvement/Equipment</b>			350,000
<b>Projects/Purchase Equipment to be approved by board at time of project</b>			
Funds to be utilized: General Fund, Riverbend Insurance Proceeds, Impact Fees			

Feather River Recreation & Park District  
 BUDGET  
 OVERALL BUDGET COMPARED TO PREV YEARS ACTION

	total downsized	ADMIN	MAINTENANCE	AQUATICS	EVENTS	RENTALS	PRESCHOOL	ADULT SPORTS	YOUTH SPORTS
	BUDGET 2022-2023	BUDGET 2022-2023	BUDGET 2022-2023	BUDGET 2022-2023	BUDGET 2022-2023	BUDGET 2022-2023	BUDGET 2022-2023	BUDGET 2022-2023	BUDGET 2022-2023
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
4100 · Tax Revenue	2,300,000	2,300,000	0						
4150 · Tax Revenue (BAD)	328,600		328,600						
4300 · Program Income	250,250			50,000	30,000	70,000	20,000	35,250	45,000
4400 · Donation & Fundraising Income	15,000	10,000			5,000			0	
4600 · Other Income	0								
4900 · Interest Income	14,000	14,000	0						
4905 · Interest Income - BAD	2,000		2,000						
<b>Total Income</b>	<b>2,909,850</b>	<b>2,324,000</b>	<b>330,600</b>	<b>50,000</b>	<b>35,000</b>	<b>70,000</b>	<b>20,000</b>	<b>35,250</b>	<b>45,000</b>
<b>Gross Profit</b>	<b>2,909,850</b>	<b>2,324,000</b>	<b>330,600</b>	<b>50,000</b>	<b>35,000</b>	<b>70,000</b>	<b>20,000</b>	<b>35,250</b>	<b>45,000</b>
<b>Expense</b>									
5000 · Payroll Expenses	1,413,000	645,000	605,000	60,000			35,000	30,000	38,000
5031 · GASB 68 Benefit Expense	80,000	80,000							
5033 · GASB Annual Audit Adj	0								
5100 · Advertising & Promotion	3,000	1,000			2,000				
5120 · Bank Fees	3,500	3,500							
5130 · Charitable Contributions	0								
5140 · Copying & Printing	2,500	2,500							
5155 · Employment New Hire Screen	1,600	700	700	200					
5160 · Dues, Mbrshps & Subscriptions	10,000	10,000							
5170 · Education & Development	9,000	5,000	2,000	2,000					
5175 · Equipment Rental	10,000		8,000		2,000				
5180 · Equipment, Tools & Furn (<\$5k)	65,000	33,000	27,500	1,000	1,000		1,000	1,500	
5200 · Insurance	100,000	75,000	25,000						
5210 · Interest Expense - Operating	3,000		3,000						
5225 · Postage & Delivery	400	400							
5230 · Professional & Outside Svcs	212,000	114,000	92,000	1,000	5,000				
5260 · Repairs & Maintenance	345,000		345,000						
5270 · Security	8,000		8,000						
5280 · Supplies - Consumable	31,000	4,000	14,000	4,500	2,500		2,500	3,500	
5290 · Taxes, Lic., Notices & Permits	2,500	500	2,000						
5300 · Telephone/Internet	12,000	9,000	3,000						
5310 · Fuel, Travel and Meals	37,700	1,000	36,500	100	100				
5320 · Utilities	290,000	39,000	251,000						
7000 · Debt Interest	68,000	68,000							
<b>Total Expense</b>	<b>2,707,200</b>	<b>1,091,600</b>	<b>1,422,700</b>	<b>68,800</b>	<b>12,600</b>	<b>0</b>	<b>35,000</b>	<b>33,500</b>	<b>43,000</b>
<b>Net Profit/Loss</b>	<b>202,650</b>	<b>1,232,400</b>	<b>(1,092,100)</b>	<b>(18,800)</b>	<b>22,400</b>	<b>70,000</b>	<b>(15,000)</b>	<b>1,750</b>	<b>2,000</b>

Department	Job Title	FULL/PART	number of positions
Admin	OPEN GM	F	1
Admin	Exec Admin	F	1
Admin	Business Manager	F	1
Admin	Rec Supervisor	F	2
Admin	Rec Coordinator	F	0
Admin	Front Desk		1
Admin	market spec		1
Admin	ACCT cleark		1
Admin	Rec Spec		1
Preschool	Preschool Sep23		
AQUATIC	AQUATIC		10
Maintenance	park sup	F	1
Maintenance	FT 1	F	2
Maintenance	FT 2	F	3
Maintenance	FT 3	F	1
Maintenance	PT Utility I		6
Sports Adult	Official per game	1500 hours	multiple
sports youth/kids	added youth program	1600 hours	multiple

**FRRPD Full Time Pay Scale  
2023-2024 f/year**

3% Step Scale

Job Title	3%	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	\$ 31.00	\$ 31.93	\$ 32.89	\$ 33.87	\$ 34.89	\$ 35.94	\$ 37.02	\$ 38.13	\$ 39.27	\$ 40.45	
Business Manager	\$ 31.00	\$ 31.93	\$ 32.89	\$ 33.87	\$ 34.89	\$ 35.94	\$ 37.02	\$ 38.13	\$ 39.27	\$ 40.45	
Customer Service FT	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.13	\$ 19.71	\$ 20.30	\$ 20.91	\$ 21.54	\$ 22.18	
Recreation Supervisor	\$ 31.00	\$ 31.93	\$ 32.89	\$ 33.87	\$ 34.89	\$ 35.94	\$ 37.02	\$ 38.13	\$ 39.27	\$ 40.45	
Recreation Coordinator	\$ 18.00	\$ 18.54	\$ 19.10	\$ 19.67	\$ 20.26	\$ 20.87	\$ 21.49	\$ 22.14	\$ 22.80	\$ 23.49	
Park Supervisor	\$ 31.00	\$ 31.93	\$ 32.89	\$ 33.87	\$ 34.89	\$ 35.94	\$ 37.02	\$ 38.13	\$ 39.27	\$ 40.45	
Maintenance Worker III	\$ 22.00	\$ 22.66	\$ 23.34	\$ 24.04	\$ 24.76	\$ 25.50	\$ 26.27	\$ 27.06	\$ 27.87	\$ 28.71	
Maintenance Worker II	\$ 19.00	\$ 19.57	\$ 20.16	\$ 20.76	\$ 21.38	\$ 22.03	\$ 22.69	\$ 23.37	\$ 24.07	\$ 24.79	
Maintenance Worker I	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.13	\$ 19.71	\$ 20.30	\$ 20.91	\$ 21.54	\$ 22.18	

FRRPD Part Time Pay Scale Fiscal Year: 2023-24

July - June  
Part-time Pay Scale

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21
Customer Relations Specialist	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00
Accounting Clerk	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00	\$ 21.25	\$ 21.50	\$ 21.75	\$ 22.00	\$ 22.25	\$ 22.50	\$ 22.75	\$ 23.00	\$ 23.25	\$ 23.50	\$ 23.75	\$ 24.00	\$ 24.25	\$ 24.50	\$ 24.75	\$ 25.00
Marketing Specialist	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00	\$ 21.25	\$ 21.50	\$ 21.75	\$ 22.00	\$ 22.25	\$ 22.50	\$ 22.75	\$ 23.00	\$ 23.25	\$ 23.50	\$ 23.75	\$ 24.00	\$ 24.25	\$ 24.50	\$ 24.75	\$ 25.00
Recreation Program Specialist	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00
Recreation Leader III	\$ 15.75	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75
Recreation Leader II	\$ 15.50	\$ 15.75	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50
Youth Sports Official	\$ 15.50	\$ 15.75	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50
Adult Basketball Referee- per game	\$ 25.00	\$ 25.25	\$ 25.50	\$ 25.75	\$ 26.00	\$ 26.25	\$ 26.50	\$ 26.75	\$ 27.00	\$ 27.25	\$ 27.50	\$ 27.75	\$ 28.00	\$ 28.25	\$ 28.50	\$ 28.75	\$ 29.00	\$ 29.25	\$ 29.50	\$ 29.75	\$ 30.00
Adult Softball Official- per game	\$ 25.00	\$ 25.25	\$ 25.50	\$ 25.75	\$ 26.00	\$ 26.25	\$ 26.50	\$ 26.75	\$ 27.00	\$ 27.25	\$ 27.50	\$ 27.75	\$ 28.00	\$ 28.25	\$ 28.50	\$ 28.75	\$ 29.00	\$ 29.25	\$ 29.50	\$ 29.75	\$ 30.00
Adult Soccer Assistant Official- per game	\$ 24.00	\$ 24.25	\$ 24.50	\$ 24.75	\$ 25.00	\$ 25.25	\$ 25.50	\$ 25.75	\$ 26.00	\$ 26.25	\$ 26.50	\$ 26.75	\$ 27.00	\$ 27.25	\$ 27.50	\$ 27.75	\$ 28.00	\$ 28.25	\$ 28.50	\$ 28.75	\$ 29.00
Adult Soccer Center Official- per game	\$ 25.00	\$ 25.25	\$ 25.50	\$ 25.75	\$ 26.00	\$ 26.25	\$ 26.50	\$ 26.75	\$ 27.00	\$ 27.25	\$ 27.50	\$ 27.75	\$ 28.00	\$ 28.25	\$ 28.50	\$ 28.75	\$ 29.00	\$ 29.25	\$ 29.50	\$ 29.75	\$ 30.00
Facility Attendant	\$ 15.50	\$ 15.75	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50
Pool Manager	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00	\$ 21.25	\$ 21.50	\$ 21.75	\$ 22.00	\$ 22.25	\$ 22.50	\$ 22.75	\$ 23.00
Head LifeGuard	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00	\$ 21.25	\$ 21.50	\$ 21.75	\$ 22.00
Lifeguard	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00
Aquatics Class Instructor	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00
Custodian	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00
Utility Worker I	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00
Seasonal Parttime Utility Worker I	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00



**RESOLUTION NO. 2013-23**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE PRELIMINARY BUDGET FOR FISCAL YEAR 2023-2024**

**WHEREAS,** The Feather River Recreation and Park District is a legally constituted public agency formed pursuant to the Public Resources Code of the State of California, and

**WHEREAS,** pursuant to Section 5788.1 of the Public Resources Code of the State of California, the Board of Directors of the Feather River Recreation and Park District presents its Preliminary Budget for adoption, and

**WHEREAS,** the Board of Directors notes that the income and expense information for the 2022-23 fiscal year will be adjusted and reflect actual figures at the end of the fiscal year, June 30<sup>th</sup> 2023 and be incorporated into the final budget, and

**NOW THEREFORE, IT BE RESOLVED,** that the Board of Directors of the Feather River Recreation and Park District, pursuant to Section 5788.1 of the Public Resources Code, hereby adopts the Preliminary Budget for 2023-24 as presented.

**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 May 2023 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Shannon DeLong, Chairperson

\_\_\_\_\_  
Victoria Teague, Interim General Manager



# FEATHER RIVER RECREATION AND PARK DISTRICT

## PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT

### ENGINEER'S REPORT

FISCAL YEAR 2023-24

MAY 2023

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

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



## **FEATHER RIVER RECREATION AND PARK DISTRICT**

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### **BOARD OF DIRECTORS**

Scott Kent Fowler, Director

Greg Passmore, Director

Sonny Brandt, Director

Shannon DeLong, Director

Devin Thomas, Director

### **GENERAL MANAGER**

Victoria Anton, Interim

### **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**

---

**INTRODUCTION ..... 1**

    OVERVIEW ..... 1

    ASSESSMENT PROCESS ..... 2

    LEGAL ANALYSIS ..... 3

    COMPLIANCE WITH CURRENT LAW ..... 5

**PLANS & SPECIFICATIONS ..... 6**

**FISCAL YEAR 2023-24 ESTIMATE OF COST AND BUDGET ..... 8**

    INTRODUCTION ..... 8

    SUMMARY OF PARK DISTRICT'S IMPROVEMENT PLANS ..... 8

    BUDGET FOR FISCAL YEAR 2023-24 ..... 9

**METHOD OF APPORTIONMENT ..... 12**

    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

**ASSESSMENT ..... 27**

**APPENDICES ..... 30**

    APPENDIX A – ASSESSMENT DIAGRAM ..... 31

    APPENDIX B – ASSESSMENT ROLL, FY 2023-24 ..... 33

## LIST OF FIGURES

---

FIGURE 1 – ESTIMATE OF COST, FISCAL YEAR 2023-24 .....	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

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### OVERVIEW

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

The Park District's parks are summarized as follows:

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

The Park District's facilities are summarized as follows:

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

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

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

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

## ASSESSMENT PROCESS

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

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

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

This Engineer's Report ("Report") was prepared to establish the budget for the continued improvements, installation, maintenance and servicing costs that would be funded by the proposed 2023-24 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 27, 2023. At this hearing, the Board will consider approval of a resolution confirming the continuation of the assessments for fiscal year 2023-24. If so confirmed and approved, the assessments will be submitted to the County Auditor for inclusion on the property tax rolls for fiscal year 2023-24.

## LEGAL ANALYSIS

### PROPOSITION 218

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

#### COMPLIANCE WITH CURRENT LAW

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

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

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

## PLANS & SPECIFICATIONS

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

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

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

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

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

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

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

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

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

## FISCAL YEAR 2023-24 ESTIMATE OF COST AND BUDGET

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### 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>
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### 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 2023-24 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 2023-24**

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 2023-24 if the proposed assessments are continued by the Park District Board.

FIGURE 1 – ESTIMATE OF COST, FISCAL YEAR 2023-24

Park & Recreation Expenses (Installation, Maintenance & Servicing)		<b>Total Budget</b>	
Fuel		\$29,000	
Insurance		\$25,000	
Professional & Outside Svcs		\$80,000	
Education and Development		\$1,500	
Repairs and Maintenance Payroll		\$675,000	
Other Maintenance Expenses		\$250,000	
Utilities (includes irrigation water)		\$295,000	
Interest Expense - Operating		\$3,500	
Supplies, Rentals, & Security		\$39,000	
Taxes, Licensing, Notices & Permits		\$7,000	
		<u>\$1,405,000</u>	
Total Costs			<b>\$1,405,000</b>
<b>Total Benefit of Improvements</b>			\$1,405,000
<b>SFE Units</b>			19,643.36
<b>Benefit Received per Unit</b>			\$71.53
Less:			
District Contribution		<u>(1,091,938)</u>	
Net Cost of Installation, Maintenance and Servicing		\$313,062	
Incidental Costs			
Collection and Administration		\$5,538	
Allowence for Contingencies <sup>3</sup>		\$10,000	
Total Park Maintenance and Recreation Improvement District Budget <sup>4</sup>			<u><u>\$328,600</u></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	\$327,977	19,569	\$16.76
Zone B	\$623	74.34	\$8.38
Totals	<u>\$328,600</u>	19,643.36	
* All assessments are rounded to lower 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 over 75%, 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, 2024), 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

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

In other words:

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

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

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

A formula to estimate the general benefit is listed below:

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

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

### **CALCULATING GENERAL BENEFIT**

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

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

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

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

**Assumptions:**

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

**Calculation**

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

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

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

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

**BENEFIT TO THE PUBLIC AT LARGE**

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

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

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

#### TOTAL GENERAL BENEFITS

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

##### General Benefit Calculation

	<b>0.2%</b>	<b>(Outside the Assessment District)</b>
<b>+</b>	<b>0.0%</b>	<b>(Inside the District – Indirect and Derivative)</b>
<b>+</b>	<b>9.2%</b>	<b>(Public at Large)</b>
<b>=</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 \$1,405,000. Of this total budget amount, the Park District will contribute \$1,091,938 from sources other than the assessments for park maintenance and operation. This contribution by the Park District equates greater than 75% of the total budget

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

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

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

## ZONES OF BENEFIT

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

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

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

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



The SVTA vs. SCCOSA decision indicates:

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

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

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

## APPORTIONMENT

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

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

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



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

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

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

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

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

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

**ASSESSMENT APPORTIONMENT**

**RESIDENTIAL PROPERTIES**

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

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

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

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

Source: 1990 Census, Butte County.

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

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

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

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

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

#### **COMMERCIAL/INDUSTRIAL PROPERTIES**

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

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

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

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

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

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

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

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

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

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

**OTHER PROPERTIES**

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

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

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

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

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

#### **DURATION OF ASSESSMENT**

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

#### **APPEALS AND INTERPRETATION**

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

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

## ASSESSMENT

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WHEREAS, on March 28, 2023 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 XIIIID 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 2023-24 is generally as follows in Figure 2 below.

**FIGURE 2 – SUMMARY COST ESTIMATE**

<i>Feather RPD Maintenance District Fiscal Year 2023-24 Budget</i>	
Park Maintenance & Operation	\$1,405,000
Incidentals	\$15,538
<b>TOTAL BUDGET</b>	<b>\$1,420,538</b>
Less:	
District Contribution	(\$1,091,938)
<b>NET AMOUNT TO ASSESSMENTS</b>	<b>\$328,600</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 2022-23 was \$16.26 per single family equivalent benefit unit for Zone of Benefit A and \$8.13 per single family equivalent benefit unit for Zone of Benefit B. The annual change in the CPI from December 2021 to December 2022 was 4.88%. Therefore, the maximum authorized assessment rate for Fiscal Year 2023-24 has been increased by the allowable maximum increase from \$16.26 to \$16.76 per single family equivalent benefit unit for Zone of Benefit A and from \$8.13 to \$8.38 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 2023-24 at the rate of \$16.76 per single family equivalent benefit unit for Zone of Benefit A, which is the maximum allowable rate and \$8.38 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 2023-24. 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 2023-24 for each parcel or lot of land within the Improvement District.

Dated: May 23, 2023



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

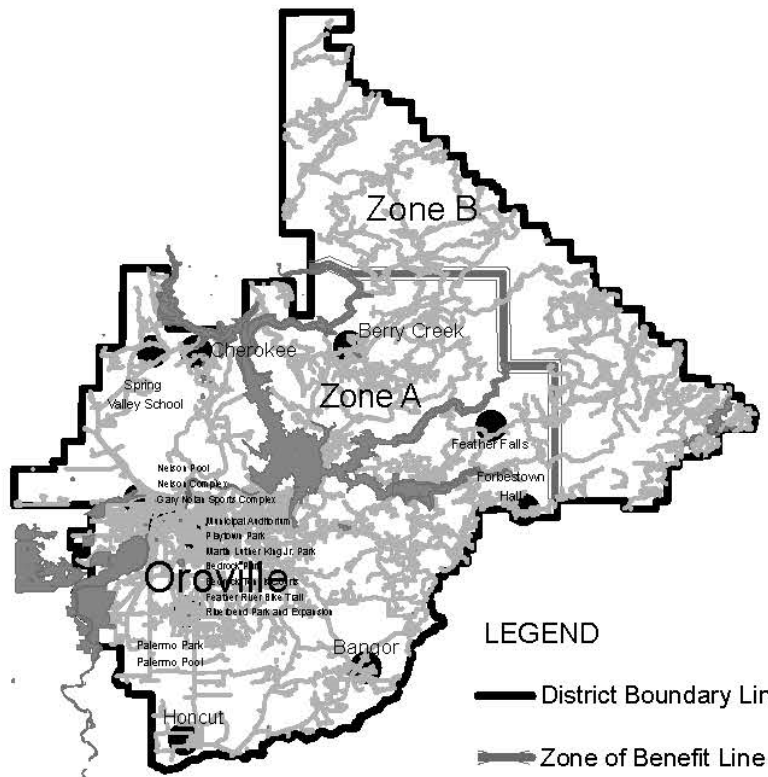
## APPENDICES

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Appendix A – Assessment Diagram  
Appendix B – Assessment Roll, FY 2023-24

## 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 2023-24, and are incorporated herein by reference, and made a part of this Diagram and this Report.



**LEGEND**  
 — District Boundary Line  
 — Zone of Benefit Line

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 2023-24**

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

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



**RESOLUTION NO. 2012-23**

**A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS FOR FISCAL YEAR 2023-24, PRELIMINARILY APPROVING ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING FOR THE PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT OF THE FEATHER RIVER RECREATION AND PARK DISTRICT**

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

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

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

**WHEREAS**, by Resolution No. 2012-23, the Board ordered the preparation of an Engineer's Report for the Continuation of the Park Maintenance and Recreation Improvement District ("Assessment District") of the Feather River Recreation and Park District for fiscal year 2023-24; and

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of the Feather River Recreation and Park District, (the "Board"), State of California, that it is the intention of this Board to continue and to collect assessments within the District for fiscal year 2023-24.



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

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

**BE IT FURTHER RESOLVED** that Based on the preceding annual adjustments, the maximum assessment rate for Fiscal Year 2023-24 was \$16.76 per single family equivalent benefit unit for Zone of Benefit A and \$8.38 per single family equivalent benefit unit for Zone of Benefit B. The annual change in the CPI from December 2021 to December 2022 was 4.88%. Therefore, the maximum authorized assessment rate for Fiscal Year 2023-24 has been increased by the allowable maximum increase from \$16.26 to \$16.76 per single family equivalent benefit unit for Zone of Benefit A and from \$8.13 to \$8.38 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 2023-24 at the rate of \$16.76 per single family equivalent benefit unit for Zone of Benefit A, which is the maximum allowable rate and \$8.38 per single family equivalent benefit unit for Zone of Benefit B, which is also the maximum allowable rate.

**BE IT FURTHER RESOLVED,** by the Governing Board of the Feather River Recreation and Park District that a Public Hearing shall be held to consider the ordering of the improvements and the continuation of the assessments for fiscal year 2023-24 on June 27th, 2023 at 5:30 p.m. or as soon after as practical, at the Feather River Recreation and Park District Office, 1875 Feather River Blvd., Oroville, California 95965.

**DULY AND REGULARLY ADOPTED** by the Governing Board of the Feather River Recreation and Park District this 23<sup>rd</sup> day of May 2023 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_

Shannon DeLong, Chairperson

\_\_\_\_\_  
Victoria Teague, Interim General Manager

**ORDINANCE NO. 2023-\_\_\_**  
**of the Board of Directors**  
**of the Feather River Recreation and Park District**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
FEATHER RIVER RECREATION AND PARK DISTRICT LEVYING  
SPECIAL TAXES WITHIN COMMUNITY FACILITIES DISTRICT NO.  
2022-01 (PARK MAINTENANCE)**

**WHEREAS**, on September 27, 2022, this Board of Directors adopted Resolution 1996-22 entitled “A Resolution of the Board of Directors of the Feather River Recreation and Park District of Intention to Establish a Community Facilities District (the “Resolution of Intention”), has conducted proceedings (the “Proceedings”) to establish Community Facilities District No. 2022-01 (Park Maintenance) (the “CFD”), of the District pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing with Section 53311, of the California Government Code (the “Act”) to finance the services described in the Special Tax Lien, Exhibit A (the “Services”) as provided in the Act;

**WHEREAS**, pursuant to notice as specified in the Act, and as part of the Proceedings, the Board has held public hearings under the Act relative to the determination to proceed with the formation of the CFD, the rate and method of apportionment of the special taxes to be levied within the CFD to finance a portion of the costs of the Services and at such hearings, all persons desiring to be heard on all matters pertaining to the formation of the CFD and the levy of such special taxes were heard, substantial evidence was presented and considered by this Board and full and fair hearings were held;

**WHEREAS**, upon the conclusion of the hearings, this Board of Directors adopted Resolution No. 2002-22 of the Board of Directors of the Feather River Recreation and Park District of Formation of Community Facilities District No. 2022-01 (the “Resolution of Formation) pursuant to which it completed the Proceedings for the establishment of the CFD, the authorization of the levy of a special taxes with the CFD, and the calling of an election within the CFD on the propositions of levying such special taxes, and establishing an appropriations limit within the CFD, respectively; and

**WHEREAS**, on November 15, 2022, a special election was held among the landowner voters within the CFD at which such voters approved such propositions by the two-thirds vote required by the Act, which approval has been confirmed by Resolution 2004-22 of this Board.



**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT** as follows:

**Section 1.** By the passage of this Ordinance, the Board hereby authorizes and levies special taxes within the CFD pursuant to the Act and in accordance with the Rate and Method of Apportionment of Special Tax set forth in the Resolution of Formation which Rate and Method of Apportionment is by this reference incorporated herein. The special taxes are hereby levied commencing in fiscal year 2023-24 and in each fiscal year thereafter until the last fiscal year in which such special taxes are authorized to be levied pursuant to the Rate and Method of Apportionment.

**Section 2.** The District Administrator of the Feather River Recreation and Park District or designee or employee thereof of the District is hereby authorized and directed each fiscal year to determine the specific special tax rates and amounts to be levied for the next ensuing fiscal year for each parcel of real property within the CFD, in the manner and as provided in the Resolution of Formation.

**Section 3.** Exemptions from the levy of the special taxes shall be as provided in the Resolution of Formation and the applicable provisions of the Act. In no event shall the special taxes be levied on any parcel within the CFD in excess of the maximums specified in the Resolution of Formation.

**Section 4.** All of the collections of the special taxes shall be used as provided in the Act and in the Resolution of Formation, to pay, in whole or in part, the cost of providing the Services and incidental expenses pursuant to the Act., the payment of the costs of the District in formatting and annually administering the CFD.

**Section 5.** The special taxes shall be collected in the same manner as ordinary ad valorem taxes are collected and shall have the same lien priority, and be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes; provided, however, that the Board may provide for other appropriate methods of collection by resolution(s) of the Board. In addition, the provisions of Section 53356.1 of the Act shall apply to delinquent special tax payments. The District Administrator of the Feather River Recreation and Park District is hereby authorized and directed to provide all necessary information to the auditor/tax collector of the County of Butte in order to effect proper billing and collection of the special tax, so that the special tax shall be included on the secured property tax roll of the County of Butte for fiscal year 2023-24 and for each fiscal year thereafter as authorized.

**Section 6.** If for any reason any portion of this Ordinance is found to be invalid, or if the special tax is found inapplicable to any particular parcel within the CFD, by a Court of competent jurisdiction, the balance of this Ordinance and the application of the special tax to the remaining parcels within the CFD shall not be affected.

**Section 7.** The District General Manager is directed to publish immediately after its passage at least once in a newspaper of general circulation circulated in the District.

**Section 8.** This Ordinance shall take effect upon its adoption.

**INTRODUCED** by the Board of Directors of the Feather River Recreation and Park District on the 23<sup>th</sup> day of May, 2023.

**PASSED AND ADOPTED** by the Board of Directors of the Feather River Recreation and Park District, at a regularly scheduled meeting, held on the 27<sup>th</sup> day of June, 2023, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_, Chairperson  
Board of Directors

\_\_\_\_\_, Secretary  
Board of Directors

Monday, April 24, 2023

**Submitted via e-mail**

victoria@frprd.com

Victoria Teague, Interim General Manager  
Feather River Recreation and Park District  
1875 Feather River Blvd.  
Oroville, CA 95965

**Re: Proposal for Special Tax Consulting and Levy Administration Services for the Feather River Recreation and Park District CFD No. 2022-01 (Park Maintenance) Special Tax**

Dear Victoria:

**SCI Consulting Group** (“SCI”) is pleased to submit for your review, this brief proposal to provide professional special tax consulting and levy administration services to the Feather River Recreation and Park District (“District”). The scope of services within this proposal includes the tasks required for year-round administration of the District’s Community Facilities District No. 2022-01 (Park Maintenance) (“CFD”) for FY 2023-24 through FY 2025-26.

We clearly understand that these special levies provide vital funding to the District and that the District is seeking to retain the services of a professional levy administration firm to ensure accurate, legally compliant, and successful collection of these important revenues. The annual continuance of these special tax levies is not automatic. It involves important technical, procedural elements and legal requirements each fiscal year – including determination of the annual special tax requirement and special tax rates, and the preparation of the Annual Report. Our commitment is to provide these comprehensive services and in a way that minimizes the time and resources of the District.

Established in 1985, **SCI Consulting Group** is a recognized public finance consulting firm with leading expertise in assisting California public agencies with local funding of public services and improvements. We also possess industry-leading expertise with the important legal and procedural requirements for the formation of Community Facilities Districts, Benefit Assessment Districts, and other local financing mechanisms. SCI has formed and annually administers over 950 special taxes, assessments, fees, and charges for over 150 public agencies throughout the State. This expertise and experience will ensure that your goals and objectives are met successfully, collaboratively, on schedule, and on budget.

**SCOPE OF WORK**

Based on our understanding of the District’s requested services, we propose the following scope of work:

**Data Collection.** SCI will gather and review data pertinent to the administration of the CFD. Data will be obtained from various sources such as the assessor’s parcel maps, building permits, and County Assessor lien roll information as determined to be necessary based on the requirements of the Rate and Method

of Apportionment of the Special Tax (“RMA”). SCI will maintain and periodically update a database of all parcels within the CFD and relevant parcel information.

**Determination of the Special Tax Requirement and Maximum and Annual Special Tax Rates.** SCI will work closely with District staff to establish an annual expenditure budget for the services funded by the CFD. All incidental costs associated with the administration of the CFD will be recovered. SCI will then determine the maximum special tax rate and annual special tax rates for the upcoming fiscal year. Additionally, SCI shall assist the District with the preparation of the ordinance, annual resolution, and associated agenda report establishing and ordering the levy of the special taxes for the upcoming fiscal year.

**Determination of Preliminary Special Tax Levies.** Twice a year, SCI shall recalculate and confirm the special tax levies on a parcel-by-parcel basis for all subject properties. This additional step, while more time consuming than simply relying on County Assessor property characteristics and previous levy amounts, has consistently proven to result in more accurate levies and higher overall special levy revenues.

Beginning each March, SCI will determine the taxable and nontaxable parcels in the CFD, and on a parcel-by-parcel basis, calculate and verify the proposed specific tax amount for each parcel and prepare the preliminary tax roll to be used by the District as a basis for the determination of the annual special tax rates.

SCI will determine preliminary levies based on the most current Assessor lien roll data. We will research changes in property data, property usage, property valuations, and levy changes from the previous year for all parcels within the CFD and flag all parcels that require property research to determine the appropriate special tax levy. This process allows us to discover any issues with the Assessor’s data early. It also allows us to provide the District with a timely and accurate projection of special tax revenues for the upcoming fiscal year.

**Determination of Final Special Levies.** After the close of each fiscal year, SCI will determine the final special tax levies based on final lien roll data as of July 1. All new or changed parcels will be identified, and the final levies determined on a parcel-by-parcel basis.

**Quality Assurance and Quality Control.** We take immense pride in our levy administration process and our stringent quality control and oversight to ensure accurate special tax levies. Each fiscal year for every special tax levy, we run over 50 checks and validation queries on each parcel, so any parcels that may require additional research can be identified, researched, and determined. After the preliminary levies have been determined by the levy administrator, another levy administrator with SCI will perform a complete independent peer review and audit, including a parcel-by-parcel confirmation of the special levies. Any questions or issues uncovered are fully reviewed and resolved. Finally, before the levies are finalized, a manager will perform another full round of quality assurance and review. These multiple-stage reviews and quality assurance steps are a key element in SCI’s proven ability to ensure the highest level of accuracy and to maximize special levy revenues for our clients.

**Levy Submittal and Confirmation.** Once the special tax levies have been internally approved, SCI will prepare the final levy roll for submittal to the County Tax Collector. SCI will also meet the County Tax Collector’s direct charge submission requirements and provide them all necessary documentation for the inclusion of the special tax levies on the County’s consolidated property tax bill. We have never missed a County Tax Collector submittal deadline. Additionally, electronic levy rolls sorted by Assessor Parcel Number and Property Owner's Name will be prepared and submitted to the County. Once the special levies are received and approved, SCI will receive written confirmation of the approval of the special tax levies and notify the County.

Additionally, for the first fiscal year, SCI will coordinate with the County Tax Collector to establish a new direct charge account for the CFD special tax and facilitate all necessary documentation and information.

**Annual Report.** SCI will provide a comprehensive Annual Report for the CFD as required by the Mello-Roos Community Facilities District Act and file it with the County within 120 days after the close of the County’s fiscal year. The Annual Report will include a parcel listing with levy amounts and other parcel information, the details of the determination of the special tax requirement, current delinquency information, fund analysis, administrative expenses to be required, status of the project, and current issues affecting the CFD. SCI will also assist the District in satisfying all other reporting requirements of law.

**Inquiries and Information Requests.** SCI will coordinate with the County Tax Collector for our inquiry line (800) 273-5167 to be placed aside the special levy amount on the County tax bill so property owners, title companies, realtors and other interested parties can directly contact SCI throughout the fiscal year with questions regarding the special levy. Our representatives are fluent in English and Spanish, and calls are returned within 24 hours. Additionally, SCI will prepare and provide a Notice of Special Tax Disclosure at the request of property owners, title companies, realtors, and other interested parties by the Act. Our goal is to represent the District professionally and minimize any inconvenience to the inquiring taxpayer and the District.

**Tentative Timeline.** SCI will work with District staff to complete the CFD special tax levy by the County Tax Collector’s levy submission deadline of August 10 each year.

**FEE SCHEDULE / MANNER OF PAYMENT**

In consideration of the annual services provided, as outlined in this proposal, SCI shall be compensated as detailed below.

FY 2023-24 Special Tax Consulting and Levy Administration Services	\$4,500
FY 2024-25 Special Tax Consulting and Levy Administration Services	\$4,650
FY 2025-26 Special Tax Consulting and Levy Administration Services	\$4,800

Each fiscal year, 50% of the annual fees shall be due upon the filing of the CFD special tax levies with the County Tax Collector, with the remaining 50% due on January 15. Customary incidental expenses, including property data, travel and other out-of-pocket costs, shall be billed as incurred, with a total amount not to exceed \$250 per fiscal year without prior authorization from the District. CFD annexations shall be \$5,750 and shall be directly invoiced and paid by applicant.

**PROJECT TEAM**

If selected, Brandon Vanleuven, Consultant, would serve as the District's Annual CFD Levy Administrator and principal contact. As the project manager on the formation of the CFD, I will assist Brandon in the annual administration of the CFD as necessary.

If you have any questions or require additional information, please do not hesitate to contact me. I can be reached at 707-816-9101 or via email at [blair.aas@sci-cg.com](mailto:blair.aas@sci-cg.com). We look forward to assisting the District again with this important project and stand ready to proceed.

Sincerely,



Blair E. Aas  
Director of Planning Services



**PURCHASE AGREEMENT AND RELEASE OF LIABILITY:  
FEATHER RIVER GYMNASTICS BOOSTER CLUB**

This Purchase Agreement and Release of Liability (“Agreement”) by and between Feather River Gymnastics Booster Club, a California non-profit corporation, hereinafter referred to as "Club" and the Feather River Recreation and Park District, a political subdivision of the State of California, hereinafter referred to as "District."

WHEREAS, District is the owner of certain gymnastics equipment, as described in Exhibit A, attached hereto, and desires to sell such equipment to Club; and

WHEREAS, Club desires to purchase the equipment from District and assume all risks and liabilities associated with the use of said equipment.

Now, therefore, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Purchase of Equipment. District agrees to sell and transfer to Club the equipment described in Exhibit A attached hereto (the “Equipment”) for the purchase price of one dollar (\$1.00). Club agrees to pay the purchase price in full upon execution of this Agreement.

2. Delivery of Equipment. Club shall pick up the Equipment from District at 1875 Feather River Blvd. Oroville, Ca 95965 on or before June 15, 2023. Club shall be responsible for all costs associated with the exit and transportation of the Equipment.

3. Release of Liability. Club assumes all risks and liabilities associated with the use of the Equipment. Club hereby releases and discharges Seller, its officers, directors, employees, agents, and representatives from any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys’ fees) arising out of or in connection with the use of the Equipment.

4. Representations and Warranties. District represents and warrants that it is the lawful owner of the Equipment, free and clear of all liens, claims, and encumbrances. Club accepts the equipment in as is condition with no guarantees or warranties.

5. Entire Agreement. This Agreement contains the entire understanding of the parties and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to the subject matter hereof.

6. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of California.

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

IN WITNESS THEREOF, the parties hereto executed by the respective officers duly authorized hereto this 23rd day of May 2023.







## APRIL 2023 DEPARTMENT UPDATES

### Parks & Maintenance Department Update

*Joe Velasquez – Park Supervisor*

#### **Completed Tasks/Projects**

See Attached: Report from MaintainX app.

#### **Additional Information:**

Brandt field lights project has been completed.

Excel Plumbing has done an inspection. See attached estimate for repairs needed. We can use the secondary pump to pump down sewage until repairs are made.

We are still working with the playground vendor to come up with a solution for the faulty quad pod at Riverbend Park.

The Sheriff crew has been with us 2-3 times weekly. Our focus is on weed management and brush clearing. We started at the North end of Riverbend and worked around soccer fields. We will continue south and focus on clearing trails and walkways.

I have done more research on the John Deere commercial mower. After reading the service manual, most standard maintenance can be completed by our team. There is an annual service to inspect and adjust valves. This is the only item that cannot be done by our team. The mower will be ready for delivery in early June. I would like to move forward with the PO with your approval. Attached are the service intervals from the manufacturer.

#### **Upcoming/Ongoing Projects:**

- Brush clearing throughout Riverbend Park
- Nelson Field repairs
- Clear high weeds/brush in disc golf course

### Childcare Services

*Estela Valencia – Director of Children's Services*

#### **Preschool Enrollment**

22 Preschool

#### **Current events/project**

We had our Preschool Spring Egg Hunt on April 6, 2023. We appreciate the donations we received from our parents. Our staff has concluded all mandatory trainings for the Steps to Quality Program and are in the process of receiving their Teacher Permits.

#### **Upcoming events/projects:**

- Preschool End of the Year Party June 23, 1pm-4pm
- Skate Camp is scheduled for the following weeks: June 5-9 and June 12-16



## APRIL 2023 DEPARTMENT UPDATES

### Administration, Events & Marketing

*Victoria Teague – Executive Administrator/Interim General Manager*

#### **Current/Ongoing Projects:**

##### Project Management:

- Impact Fee Increase: SCI and Staff are actively working to schedule presentations to the Board of Supervisors and Oroville City Council in the coming months.
- Palermo Pool: Joe and I have struggled to secure pool contractors that will inspect the site. We do not have any funds currently allocated for these repairs which will be discussed during the budget workshop in May.
- Brad Freeman Trail Extension: Applications for additional funding are pending.
- Nelson Pool Heater: We continue to wait for PGE to complete their engineer documents to move forward with the modification. Lifeguards completed training and aquatics programming will begin in May.
- Gymnastics Program Update: Due to daily staffing challenges all gymnastics programming at the Activity Center will conclude May 12th. Refunds for classes missed will be provided to all families. I'm drafting a purchase agreement and release of liability for the transfer of equipment to the Feather River Gymnastics Booster Club.

##### Events & Marketing:

- Spring Concerts in the Park: Friday evenings May 5<sup>th</sup> through June 2<sup>nd</sup> band schedules are now available.
- I've met with local non-profit organizations to discuss collaboration opportunities to host additional events at Riverbend Park. For example, the Feather River Show and Shine.

##### Daily Operations:

- Employee Recruitment: General Manager, Recreation Supervisor



# Work Orders List for 04/18/2023 - 05/16/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#1822	Monday night prep two fields - RD & Shawnie	Nelson Sports Complex	High Field Prep	T Maintenance Team joseph velasquez	04/17/2023		✓ Done Completed by joseph velasquez on 04/18/2023
#1824	Prep for Tuesday night	Nelson Sports Complex	High Field Prep	T Maintenance Team Marco Aispuro	04/18/2023		✓ Done Completed by Marco Aispuro on 04/18/2023
#1826	Weed eat parking lot and perimeter of Activity center	Activity Center	Medium Maintenance	T Maintenance Team Justin Valencia Chris Narayan			✓ Done Completed by Justin Valencia on 04/20/2023
#1926	Building 4 cleaning supply cleaned out and organized	Maintenance Shop	Maintenance	Brandi DeGennaro			✓ Done Completed by Brandi DeGennaro on 04/21/2023
#1927	Sprinkler head broken	Activity Center	High Repair	joseph velasquez			✓ Done Completed by joseph velasquez on 04/21/2023
#1861	Prep for Friday night	Nelson Sports Complex	High Field Prep	T Maintenance Team joseph velasquez	04/21/2023		✓ Done Completed by joseph velasquez on 04/21/2023
#1915	Replace stand and damage tiles in AC		Medium Damage Maintenance	Chris Narayan			✓ Done Completed by Chris Narayan on 04/24/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#1955	Truck service	Maintenance Shop 2022 Ford F 250 Diésel	High Mechanical	joseph velasquez			✓ Done Completed by joseph velasquez on 04/24/2023
#1951	Irrigation repair Riverbend	Riverbend Park	Repair	Eric Danner			✓ Done Completed by Eric Danner on 04/25/2023
#1918	Removing the tree in between the fence and the tennis practice wall	Bedrock Tennis Court	Preventive Maintenance	Jesus Aispuro			✓ Done Completed by Jesus Aispuro on 04/26/2023
#1969	Weedeat dog park		Medium Maintenance	Chris Narayan Marco Aispuro			✓ Done Completed by Chris Narayan on 04/27/2023
#1959	Install security light at fuel tank.	Maintenance Shop	High Project Safety	T Maintenance Team joseph velasquez Chris Narayan			✓ Done Completed by Chris Narayan on 04/27/2023
#1929	Repair center Bullard	Riverbend Park	High Repair	Chris Narayan Jesus Aispuro Julian Guzman			✓ Done Completed by Chris Narayan on 04/27/2023
#1899	Prep for Tuesday night	Nelson Sports Complex	High Field Prep	T Maintenance Team joseph velasquez	04/25/2023		✓ Done Completed by joseph velasquez on 04/27/2023
#1898	Monday night prep two fields - RD & Shawnie	Nelson Sports Complex	High Field Prep	T Maintenance Team joseph velasquez	04/24/2023		✓ Done Completed by joseph velasquez on 04/27/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#1696	Mow Schedule		<div style="background-color: #f96; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 3px; margin-top: 2px;">Mow Schedule</div>	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 3px; display: inline-block;">T</div> Maintenance Team joseph velasquez	04/15/2023		<div style="color: green;">✓</div> Done Completed by joseph velasquez on 04/27/2023
#1981	Clean out rocks and debris at skate park	Bedrock Skate Park	<div style="border: 1px solid #007bff; padding: 2px; border-radius: 3px;">Maintenance</div>	Chris Narayan			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 04/27/2023
#1956	Male urinal needs to be unclogged	Bedrock Tennis Court	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 3px;">Low</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 3px; margin-top: 2px;">Repair</div>	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 3px; display: inline-block;">T</div> Maintenance Team Chris Narayan Brandi DeGennaro			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 04/27/2023
#1181	Paint over swastika at Nelson	Nolan Sports Complex	<div style="border: 1px solid #007bff; padding: 2px; border-radius: 3px;">Vandalism Repair</div>	Chris Narayan			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 04/27/2023
#1858	Dog park bathroom on top of the hill needs to be welded shit again		<div style="background-color: #f96; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 3px; margin-top: 2px;">Preventive</div>	Chris Narayan			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 04/27/2023
#1928	Prep for Friday night	Nelson Sports Complex	<div style="background-color: #dc3545; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 3px; margin-top: 2px;">Field Prep</div>	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 3px; display: inline-block;">T</div> Maintenance Team joseph velasquez	04/28/2023		<div style="color: green;">✓</div> Done Completed by joseph velasquez on 04/28/2023
#1997	Base replaced	Nelson Sports Complex	<div style="background-color: #f96; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 3px; margin-top: 2px;">Repair</div>	joseph velasquez			<div style="color: green;">✓</div> Done Completed by joseph velasquez on 04/28/2023
#1909	Brand field sprinkler need to be fix	Nolan Sports Complex	<div style="border: 1px solid #007bff; padding: 2px; border-radius: 3px;">Repair</div>	joseph velasquez Hue Vang			<div style="color: green;">✓</div> Done Completed by joseph velasquez on 04/28/2023
#1985	Mow Schedule		<div style="background-color: #f96; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 3px; margin-top: 2px;">Mow Schedule</div>	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 3px; display: inline-block;">T</div> Maintenance Team joseph velasquez	04/28/2023		<div style="color: green;">✓</div> Done Completed by joseph velasquez on 04/28/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#1995	<b>Remove Boat Dock</b>	Riverbend Park	High Project	Hue Vang Victoria Anton			✓ Done Completed by Hue Vang on 04/28/2023
#2002	<b>Change front brakes and rotor on work truck</b>	Maintenance Shop 2012 Ram 1500 (assigned to marco)	Medium Mechanical Maintenance	joseph velasquez Marco Aispuro			✓ Done Completed by joseph velasquez on 04/28/2023
#1988	<b>Prune, paint, and retie new trees at Riverbend park</b>	Riverbend Park	Medium Preventive Maintenance	T Maintenance Team joseph velasquez			✓ Done Completed by joseph velasquez on 04/28/2023
#1941	<b>Weed eat the grass on the dog park premises</b>	Dog Park	Maintenance Weed Control	Jesus Aispuro Marco Aispuro Julian Guzman			✓ Done Completed by Marco Aispuro on 04/29/2023
#2017	<b>Weed eat parking lot perimeters</b>	Riverbend Park	Maintenance	T Maintenance Team Jesus Aispuro Marco Aispuro Julian Guzman			✓ Done Completed by Jesus Aispuro on 04/30/2023
#1984	<b>Monday night prep two fields - RD &amp; Shawnie</b>	Nelson Sports Complex	High Field Prep	T Maintenance Team Chris Narayan	05/01/2023		✓ Done Completed by Chris Narayan on 05/01/2023
#1839	<b>Palermo Park Safety Inspection</b>	Palermo Park	High Inspection Safety	T Maintenance Team Brandi DeGennaro	05/01/2023		✓ Done Completed by Brandi DeGennaro on 05/01/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#2028	Cut back rose bush	Palermo Park	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 3px; display: inline-block;">Low</div> <div style="border: 1px solid #17a2b8; border-radius: 3px; padding: 2px; display: inline-block;">Maintenance</div>	Brandi DeGennaro			<div style="color: green;">✓</div> Done Completed by Brandi DeGennaro on 05/01/2023
#1958	Trail and excersize station Weed management	Feather River Trail	<div style="background-color: #ffc107; color: white; padding: 2px; border-radius: 3px; display: inline-block;">Medium</div> <div style="border: 1px solid #17a2b8; border-radius: 3px; padding: 2px; display: inline-block;">Weed Control</div>	<div style="color: green; font-weight: bold;">T</div> Maintenance Team joseph velasquez Brandi DeGennaro			<div style="color: green;">✓</div> Done Completed by joseph velasquez on 05/02/2023
#2034	Shop gutter, clean out		<div style="background-color: #ffc107; color: white; padding: 2px; border-radius: 3px; display: inline-block;">Medium</div> <div style="border: 1px solid #17a2b8; border-radius: 3px; padding: 2px; display: inline-block;">Maintenance</div>	Chris Narayan Marco Aispuro			<div style="color: green;">✓</div> Done Completed by Marco Aispuro on 05/02/2023
#1983	Prep for Tuesday night	Nelson Sports Complex	<div style="background-color: #dc3545; color: white; padding: 2px; border-radius: 3px; display: inline-block;">High</div> <div style="border: 1px solid #17a2b8; border-radius: 3px; padding: 2px; display: inline-block;">Field Prep</div>	<div style="color: green; font-weight: bold;">T</div> Maintenance Team joseph velasquez	05/02/2023		<div style="color: green;">✓</div> Done Completed by joseph velasquez on 05/02/2023
#204	Put up new fence around playground at Forbestown Park	Forbestown Park	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 3px; display: inline-block;">Low</div> <div style="border: 1px solid #17a2b8; border-radius: 3px; padding: 2px; display: inline-block;">Project</div> <div style="border: 1px solid #17a2b8; border-radius: 3px; padding: 2px; display: inline-block;">Repair</div>	<div style="color: green; font-weight: bold;">T</div> Maintenance Team joseph velasquez			<div style="color: green;">✓</div> Done Completed by joseph velasquez on 05/03/2023
#1908	Weeds need to be sprayed	Bedrock Tennis Court	<div style="background-color: #ffc107; color: white; padding: 2px; border-radius: 3px; display: inline-block;">Medium</div> <div style="border: 1px solid #17a2b8; border-radius: 3px; padding: 2px; display: inline-block;">Maintenance</div> <div style="border: 1px solid #17a2b8; border-radius: 3px; padding: 2px; display: inline-block;">Weed Control</div>	<div style="color: green; font-weight: bold;">T</div> Maintenance Team joseph velasquez			<div style="color: green;">✓</div> Done Completed by joseph velasquez on 05/04/2023
#2037	Paint new wood on benches		<div style="background-color: #dc3545; color: white; padding: 2px; border-radius: 3px; display: inline-block;">High</div> <div style="border: 1px solid #17a2b8; border-radius: 3px; padding: 2px; display: inline-block;">Maintenance</div>	Chris Narayan			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 05/04/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#2063	Clean up all gazebos at Riverbend		High Maintenance	T Maintenance Team Chris Narayan			✓ Done Completed by Chris Narayan on 05/05/2023
#2068	Repair panel above female bathroom at Riverbend south		Medium Maintenance	Chris Narayan Jesus Aispuro			✓ Done Completed by Chris Narayan on 05/05/2023
#2071	Repair benches near tot lot MLK		High Maintenance	Chris Narayan Jesus Aispuro			✓ Done Completed by Chris Narayan on 05/05/2023
#2001	Mow Schedule		Medium Mow Schedule	T Maintenance Team Hue Vang	05/02/2023		✓ Done Completed by Hue Vang on 05/06/2023
#2080	Mow Schedule		Medium Mow Schedule	T Maintenance Team Hue Vang	05/09/2023		✓ Done Completed by Hue Vang on 05/06/2023
#2082	entry gate repair fence	Feather River Recreation and Park District	Damage Repair	Marco Aispuro			✓ Done Completed by Marco Aispuro on 05/06/2023
#1996	Prep for Friday night	Nelson Sports Complex	High Field Prep	T Maintenance Team Marco Aispuro	05/05/2023		✓ Done Completed by Marco Aispuro on 05/06/2023
#2091	Planting trees, MLK park	Martin Luther King Jr Park	Repair	Marco Aispuro			✓ Done Completed by Marco Aispuro on 05/07/2023



ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#2105	Replace lock on light panel at tennis court		High Maintenance	Chris Narayan			✓ Done Completed by Chris Narayan on 05/08/2023
#2026	Monday night prep two fields - RD & Shawnie	Nelson Sports Complex	High Field Prep	T Maintenance Team Marco Aispuro	05/08/2023		✓ Done Completed by Marco Aispuro on 05/08/2023
#2040	Prep for Tuesday night	Nelson Sports Complex	High Field Prep	T Maintenance Team Justin Valencia Chris Narayan	05/09/2023		✓ Done Completed by Justin Valencia on 05/09/2023
#1838	De-weed rock area behind pump house at Nelson pool. Sprayed	Nelson Sports Complex	Medium Maintenance Weed Control	Justin Valencia			✓ Done Completed by Justin Valencia on 05/09/2023
#1954	Bathroom signs installation	All Parks	Low Project	T Maintenance Team joseph velasquez			✓ Done Completed by joseph velasquez on 05/10/2023
#2136	Spray herbicide's at mlk	Martin Luther King Jr Park	Medium Maintenance Weed Control	Justin Valencia Jesus Aispuro			✓ Done Completed by Justin Valencia on 05/11/2023
#2058	Blow under bleachers at play town	Nolan Sports Complex	Medium Maintenance	Justin Valencia			✓ Done Completed by Justin Valencia on 05/11/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#2128	<b>Deliver and spread base rock at Forbestown park and museum parking lots.</b>	Forbestown Park	Project	T Maintenance Team joseph velasquez			✓ Done Completed by joseph velasquez on 05/11/2023
#2137	<b>Spray herbicide's Palermo park</b>	Palermo Park	Maintenance Weed Control	Justin Valencia Jesus Aispuro			✓ Done Completed by Justin Valencia on 05/12/2023
#2149	<b>Riverbend soccer field speed zone</b>	Riverbend Park	High Maintenance Weed Control	Justin Valencia			✓ Done Completed by Justin Valencia on 05/12/2023
#2083	<b>Prep for Friday night</b>	Nelson Sports Complex	High Field Prep	T Maintenance Team Jesus Aispuro	05/12/2023		✓ Done Completed by Jesus Aispuro on 05/12/2023
#2081	<b>Mow Schedule</b>		Medium Mow Schedule	T Maintenance Team Hue Vang	05/10/2023		✓ Done Completed by Hue Vang on 05/12/2023
#2152	<b>Mow Schedule</b>		Medium Mow Schedule	T Maintenance Team joseph velasquez	05/12/2023		✓ Done Completed by joseph velasquez on 05/12/2023
#2153	<b>Mow Schedule</b>		Medium Mow Schedule	T Maintenance Team joseph velasquez	05/16/2023		✓ Done Completed by joseph velasquez on 05/12/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#2055	<b>Block Parking Lot Spaces</b>	Riverbend Park	High Project	joseph velasquez Justin Valencia Jesus Aispuro Victoria Anton	05/05/2023		✓ Done Completed by joseph velasquez on 05/12/2023
#2106	<b>Move Boxes</b>	Activity Center	High Project	joseph velasquez Victoria Anton	05/12/2023		✓ Done Completed by joseph velasquez on 05/12/2023
#2156	<b>Spray weeds at tennis courts</b>	Bedrock Tennis Court	Medium Maintenance Weed Control	Justin Valencia			✓ Done Completed by Justin Valencia on 05/12/2023
#2155	<b>Block Parking Lot Spaces</b>	Riverbend Park	High Project	joseph velasquez Justin Valencia Jesus Aispuro Victoria Anton	05/12/2023		✓ Done Completed by joseph velasquez on 05/13/2023
#2141	<b>Open/Close for AC Rental</b>	Activity Center	High Rental	Jesus Aispuro Marco Aispuro Victoria Anton Julian Guzman	05/13/2023		✓ Done Completed by Jesus Aispuro on 05/13/2023
#1836	<b>Nolan Sports Complex Safety Inspection</b>	Nolan Sports Complex	High Inspection Safety	T Maintenance Team Marco Aispuro	05/01/2023		✓ Done Completed by Marco Aispuro on 05/15/2023
#2193	<b>Nelson pool room, clean, organize, add shelving.</b>	Nelson Pool Parent: Nelson Sports Complex	Medium Project	joseph velasquez Justin Valencia			✓ Done Completed by Justin Valencia on 05/16/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#2119	<b>Prep for Tuesday night</b>	Nelson Sports Complex	<div style="background-color: red; color: white; padding: 2px; border-radius: 4px; display: inline-block;">High</div> <div style="border: 1px solid blue; padding: 2px; display: inline-block;">Field Prep</div>	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 4px; display: inline-block;">T</div> Maintenance Team Justin Valencia	05/16/2023		<div style="color: green;">✓</div> Done Completed by Justin Valencia on 05/16/2023
#2111	<b>Monday night prep two fields - RD &amp; Shawnie</b>	Nelson Sports Complex	<div style="background-color: red; color: white; padding: 2px; border-radius: 4px; display: inline-block;">High</div> <div style="border: 1px solid blue; padding: 2px; display: inline-block;">Field Prep</div>	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 4px; display: inline-block;">T</div> Maintenance Team joseph velasquez	05/15/2023		<div style="color: green;">✓</div> Done Completed by joseph velasquez on 05/16/2023



## Service Intervals

### Before Each Use

- Check engine oil.
- Check hydraulic oil.
- Check for leaks.
- Inspect tires and check air pressure.
- Check safety interlock system.
- Check brake system.
- Check air filtration system.
- Check for loose, missing, or damaged parts.
- Check all safety guards and shields.
- Check belts.
- Check pedals and/or steering control.
- Check seat belt.
- Check engine coolant.

### After Each Use

- Check / fill fuel.
- Clean debris from machine.
- Clean debris from cooling system.
- Clean debris from the traction drive system.
- Clean debris from mower and/or attachment drive systems.
- Clean debris from viper rear discharge debris enclosure.
- Clean debris from the underside of the mower deck.
- Check mower deck drive belts

### Break In (After First 8 Hours)

- Check and tighten wheel hardware.

### Every 50 Hours

- Lubricate deck spindles.

### Every 100 Hours

- Check drive belt tension.
- Inspect mower deck drive belt.
- Check and clean cooling fins and engine oil cooler (if equipped).
- Clean and check battery.

### Every 250 Hours

- Change engine oil and filter.

### Break-In (After First 300 Hours)

- Change transmission oil and filters.
- Change gearbox oil.

### Every 300 Hours

- Replace primary air cleaner element.

### Every 500 Hours

- Change transmission oil and filters. (Every 500 h after 300 h initial break-in).
- Check torque on ROPS hardware.
- Replace fuel filter.
- Replace secondary air cleaner element.
- Lubricate front caster wheel pivots.

### Every 300 Hours

- Replace primary air cleaner element.

### Every 500 Hours

- Change transmission oil and filters. (Every 500 h after 300 h initial break-in).
- Check torque on ROPS hardware.
- Replace fuel filter.
- Replace secondary air cleaner element.
- Lubricate front caster wheel pivots.
- Change gearbox oil. (Every 500 h after 300 h initial break-in).

### Every 1000 Hours or Yearly

- Check engine coolant freeze point.
- Check and adjust valve clearance.

### Every 1500 Hours

- Check fuel injectors.

### Every 2000 Hours or 24 Months

- Change engine coolant and thermostat.