

**FEATHER RIVER RECREATION AND PARK DISTRICT
1875 FEATHER RIVER BLVD., OROVILLE, CA 95965**

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

DISTRICT BOARD MEETING
Regular Board Meeting
May 28, 2019

Location: FRRPD Conference Room

AGENDA Closed session 5:00PM/ Open Session 5:30PM or immediately following

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530)533-2011 at least 48 hours in advance of the meeting.

1. CALL MEETING TO ORDER Time: _____

2. ROLL CALL
Director Sonny Brandt _____
Director Marcia Carter _____
Director Steven Rocchi _____
Chairperson Kent Fowler _____

3. PLEDGE OF ALLEGIANCE

4. ADJOURNMENT TO CLOSED SESSION
A. Pursuant to Government Code section 54956.9: Conference with Legal Counsel Existing Litigation (2 cases) – Vasquez v FRRPD (DFEH #201810-03787104); Vang v FRRPD (WCAB # ADJ11807625)
B. Pursuant to Government Code section 49457, Evaluation of General Manager
C. Pursuant to Government Code section 49457, Appointment of Interim General Manager

5. ANNOUNCEMENTS FROM CLOSED SESSION

6. PUBLIC COMMENT
At this time, the Board will extend the courtesy of the Hearing Session to interested parties who wish to speak on items not on the agenda. State law prohibits the Board from taking action on any item presented if it is not listed on the agenda, except under special circumstances as defined in the Government Code. You are limited to three (3) minutes. The Board reserves the right to limit public comment to 15 minutes, and can reopen public comment at a later time. The Chairperson will invite anyone the audience wishing to address the Board on a matter not listed on the agenda to state your name for the record and make your presentation. The Board will not and cannot take any action except for brief response by the Board or staff to a statement or question relating to a non-agenda item.

7. ACKNOWLEDGEMENTS

A. Thank you to Raleys, Foodmaxx, Round Table Pizza, Lighthouse Candy for their donations to our Mother & Son Superhero Dance.

8. 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 from the Consent Agenda shall be considered immediately following the adoption of the Consent Agenda.

- A. Approve April 18, 2019 Special Board Meeting Minutes**
- B. Approve April 23, 2019 Regular Board Meeting Minutes**
- C. Approve April 25, 2019 Special Board Meeting Minutes**
- D. Approve May 9, 2019 Special Board Meeting Minutes**
- E. RESOLUTION NO. 1907-19: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$280,254 FROM COUNTY ACCOUNTS: BENEFIT ASSESSMENT FUND 2610 TO THE GENERAL FUND ACCOUNT 2600**
- F. Approve April Financials**

9. ITEMS PULLED FROM THE CONSENT AGENDA

10. NON-ACTION ITEMS

- A. Presentation from SCI re: Local Funding Opportunities**
- B. Nolan Field Bathroom Replacement Update**

11. ACTION ITEMS (Require vote)

A. Select a new Board member.

Requested Action: Interview candidates and select a new Board member

VOTE

- Director Sonny Brandt _____
- Director Marcia Carter _____
- Director Steven Rocchi _____
- Chairperson Kent Fowler _____

B. Review and approve Sheriff Trunk or Treat fee waiver.

Requested Action: Approve request

VOTE

- Director Sonny Brandt _____
- Director Marcia Carter _____
- Director Steven Rocchi _____
- Chairperson Kent Fowler _____

C. RESOLUTION NO. 1908-19: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE PRELIMINARY BUDGET FOR FISCAL YEAR 2019-20

Requested Action: Review and approve

VOTE

Director Sonny Brandt _____
Director Marcia Carter _____
Director Steven Rocchi _____
Chairperson Kent Fowler _____

D. Rescind Resolution 1906-19.

Requested Action: Rescind the Resolution

VOTE

Director Sonny Brandt _____
Director Marcia Carter _____
Director Steven Rocchi _____
Chairperson Kent Fowler _____

E. Prioritize CIP projects.

Requested Action: Give Direction to staff

VOTE

Director Sonny Brandt _____
Director Marcia Carter _____
Director Steven Rocchi _____
Chairperson Kent Fowler _____

F. RESOLUTION NO. 1909-19: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT AUTHORIZING THE TRANSFER OF \$350,000 FROM RIVERBEND RESTORATION MONIES AND TO PRIORITIZE THE EXPENDITURE OF THOSE MONIES FOR SPECIFIC DISTRICT NEEDS

Requested Action: Give direction to staff

VOTE

Director Sonny Brandt _____
Director Marcia Carter _____
Director Steven Rocchi _____
Chairperson Kent Fowler _____

G. Discuss and approve exploration of funding options for District deferred maintenance and operational needs.

Requested Action: Give Direction to staff

VOTE

Director Sonny Brandt _____
Director Marcia Carter _____
Director Steven Rocchi _____
Chairperson Kent Fowler _____

H. Authorize GM to execute District 2030 Master Plan contract with MDG.

Requested Action: Review and approve

VOTE

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Chairperson Kent Fowler	_____

I. Authorize GM to execute Nelson Pool Restoration contract with MDG

Requested Action: Review and approve

VOTE

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Chairperson Kent Fowler	_____

J. Authorize GM to execute Brad Freeman Trail contract with MDG.

Requested Action: Review and approve

VOTE

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Chairperson Kent Fowler	_____

K. Authorize GM to execute Riverfront Regional Park contract with MDG.

Requested Action: Review and approve

VOTE

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Chairperson Kent Fowler	_____

L. Authorize GM to execute revised Riverbend Phase 2 design contract with MDG.

Requested Action: Review and approve

VOTE

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Chairperson Kent Fowler	_____

M. Request for direction regarding protection of eastern property boundary of AC.

Requested Action: Give Direction to staff

VOTE

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Chairperson Kent Fowler	_____

N. Review and approve Riverbend update and change order requests.

Requested Action: Review and approve

VOTE

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Chairperson Kent Fowler	_____

O. Provide direction to SBF Committee representatives re: District position on use of SBF funds.

Requested Action: Give direction

VOTE

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Chairperson Kent Fowler	_____

P. RESOLUTION NO. 1910-19: A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS FOR FISCAL YEAR 2019-20, 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.

Requested Action: Approve the Resolution

VOTE

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Chairperson Kent Fowler	_____

12. DIRECTOR, & COMMITTEE REPORTS, MANAGER & STAFF REPORTS

The following committees met: Finance, BAD

13. CORRESPONDENCE

- A. Letter from David Pittman re: Resignation from the BAD Committee
- B. Email from Patrick O'Rourke re: Candidacy for SDRMA Board
- C. Southside Community Center Fee Waiver

14. UNFINISHED BUSINESS

None

15. BOARD ITEMS FOR UPCOMING AGENDAS

- June 25: Public Hearing date. Adoption of appropriation limitations. Regular Board meeting
- July 23: Adoption of final budget: Regular Board meeting
- TBA Select Chairperson and Vice Chairperson
- TBA Committee Appointments

16. ADJOURNMENT

Time: _____

*Can you spare one minute per month to make your local Park District better?
Please register at www.flashvote.com/frrpd to let your voice be heard.*

*Apply to be on our Benefit Assessment District (BAD) Committee
<http://frrpd.com/about-frrpd/bad/>*

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DISTRICT BOARD MEETING

Special Board Meeting

April 18, 2019

Location: FRRPD Conference Room

Draft Minutes

Open Session 2:00PM

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530)533-2011 at least 48 hours in advance of the meeting.

1. Chairperson Fowler called the meeting to order at 2:08 PM.

2. ROLL CALL

Director Sonny Brandt	<u>Present</u>
Director Marcia Carter	<u>Present</u>
Director Steven Rocchi	<u>Present</u>
Vice Chairperson Kent Fowler	<u>Present</u>

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

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5. ACTION ITEMS

1. Discuss the Board vacancy created by the passing of Director Emberland.

Director Brandt made a motion to declare a Board vacancy.

Director Rocchi seconded the motion.

*The motion to declare a Board vacancy passed with a unanimous vote.

2. Discuss the proposed Fiscal 19/20 gymnastics budget.

Director Carter made the motion to continue with the Fiscal 2019/20 Gymnastics budget as proposed.

Director Rocchi seconded the motion.

* The motion to continue with the Fiscal 2019/20 Gymnastics budget as proposed passed with a unanimous vote.

6. **Chairperson Fowler adjourned the meeting at 2:40 PM.**

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DISTRICT BOARD MEETING

Regular Board Meeting

April 23, 2019

Location: FRRPD Conference Room

Draft Minutes _____ **Closed session 5:00PM/ Open Session 5:30PM or immediately following**

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530)533-2011 at least 48 hours in advance of the meeting.

1. **Chairperson Fowler called the meeting to order at 5 PM.**

2. **ROLL CALL**

Director Sonny Brandt	<u>Present</u>
Director Marcia Carter	<u>Present</u>
Director Steven Rocchi	<u>Present</u>
Chairperson Kent Fowler	<u>Present</u>

3. **PLEDGE OF ALLEGIANCE**

4. **ADJOURNMENT TO CLOSED SESSION**
 - A. Pursuant to Government Code section 54956.9: Conference with Legal Counsel
 1. Existing Litigation – Vasquez v FRRPD (DFEH #201810-03787104);
 2. Anticipated Litigation – Facts and circumstances that might result in litigation against FRRPD but which FRRPD believes are not yet known to a potential plaintiff (two cases).
 - B. Pursuant to Government Code section 54957: Performance Evaluation – General Manager.

5. **ANNOUNCEMENTS FROM CLOSED SESSION**
Direction given to staff.

6. **PUBLIC COMMENT**
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will not and cannot take any action except for brief response by the Board or staff to a statement or question relating to a non-agenda item.

7. ACKNOWLEDGEMENTS

A. Thank you to DWR, Recology, Sierra Nevada, Explore Butte County, SBF, Starbucks and everyone who helped make the 2019 Wildflower & Nature Festival happen.

8. 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 from the Consent Agenda shall be considered immediately following the adoption of the Consent Agenda.

A. Approve March 26, 2019 Regular Board Meeting Minutes

B. Approve April 4, 2019 Special Board Meeting #1 Minutes

C. Approve April 4, 2019 Special Board Meeting #2 Minutes

Director Rocchi made a motion to pass the Consent Agenda

Director Carter seconded the motion.

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

9. ITEMS PULLED FROM THE CONSENT AGENDA

None

10. NON-ACTION ITEMS

A. Presentation from Oroville High School Students re: Eggs in the Classroom

B. Nolan Field Bathroom Replacement Update

C. Financials

11. ACTION ITEMS (Require vote)

A. Authorize General Manager to approve Palermo Playground Contractor.

Director Rocchi made the motion to authorize the GM to approve the Palermo Playground Contractor.

Director Brandt seconded the motion.

*The motion to authorize the GM to approve the Palermo Playground Contractor passed with a unanimous vote.

B. Discuss District interest in the Municipal Auditorium Use and Management of all City-Owned Recreation Assets.

The Board gave consensus to communicate with the city regarding a plan for city-owned Recreation assets and engage the Parks Committee.

C. Ratify fee waiver for the Easter Egg Hunt at MLK.

Director Brandt made the motion to ratify the Easter Egg Hunt fee waiver.

Director Carter seconded the motion

* The motion to ratify the Easter Egg Hunt fee waiver passed with a unanimous vote.

D. Discuss policy re: 100% fee waiver by the General Manager for in-kind work.

Director Brandt made the motion to allow a 100% fee waiver by the GM for in-kind work if it is reported to the Board.

Director Rocchi seconded the motion.

* The motion to allow a 100% fee waiver by the GM for in-kind work if it is reported to the Board passed with a unanimous vote.

E. Authorize General Manager to Execute the Lease Agreement for Nelson Park.

Director Rocchi made the motion to authorize the GM to execute the Lease Agreement for Nelson Park.

Director Brandt seconded the motion.

* The motion to authorize the GM to execute the Lease Agreement for Nelson Park passed with a unanimous vote.

F. Discuss continuing security services at Riverbend Park.

Director Brandt made the motion to keep security at Riverbend Park until Phase 2.

Director Rocchi seconded the motion.

* The motion to keep security at Riverbend Park until Phase 2 passed with a unanimous vote.

G. Review and approve Riverbend update and change order requests.

12. DIRECTOR, & COMMITTEE REPORTS, MANAGER & STAFF REPORTS

The following committees met: Finance and Parks

13. CORRESPONDENCE

A. ACA 1 Letter of Support

B. LAFCO Election Results

14. UNFINISHED BUSINESS

None

15. BOARD ITEMS FOR UPCOMING AGENDAS

April: Special Meeting- CIP and Equipment Needs (April 25th)

April: BAD oversight committee- Committee Meeting, date/time TBA

May: Appoint New Board Member (May 28th)

May: Board approval of preliminary budget- Regular Board meeting agenda item

June: Public Hearing date. Adoption of appropriation limitations. Regular Board meeting agenda item

July: Adoptions of final budget: Regular Board meeting agenda item

16. Chairperson Fowler adjourned the meeting at 6:56 PM.

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DISTRICT BOARD MEETING

Special Board Meeting

April 25, 2019

Location: FRRPD Conference Room

Draft Minutes

Open Session 2:00PM

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530)533-2011 at least 48 hours in advance of the meeting.

1. Chairperson Fowler called the meeting to order at 2:06 PM.

2. ROLL CALL

Director Sonny Brandt	<u>Present</u>
Director Marcia Carter	<u>Present</u>
Director Steven Rocchi	<u>Present</u>
Chairperson Kent Fowler	<u>Present</u>

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

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5. ACTION ITEMS

1. Discuss and set CIP goals and priorities.

Director Rocchi made the motion to approve Resolution 1906-19 and prioritize projects as listed.

Director Brandt seconded the motion.

*The motion to approve Resolution 1906-19 and prioritize projects as listed passed with a unanimous vote.

6. Chairperson Fowler adjourned the meeting at 3:26 PM.

**FEATHER RIVER RECREATION AND PARK DISTRICT
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DISTRICT BOARD MEETING

Special Board Meeting

May 9, 2019

Location: FRRPD Conference Room

Draft Minutes

Open Session 2:00PM

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530)533-2011 at least 48 hours in advance of the meeting.

1. Chairperson Fowler called the meeting to order at 2:02 PM.

2. ROLL CALL

Director Sonny Brandt	<u>Present</u>
Director Marcia Carter	<u>Present</u>
Director Steven Rocchi	<u>Present</u>
Chairperson Kent Fowler	<u>Present</u>

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

At this time, the Board will extend the courtesy of the Hearing Session to interested parties who wish to speak on items not on the agenda. State law prohibits the Board from taking action on any item presented if it is not listed on the agenda, except under special circumstances as defined in the Government Code. You are limited to three (3) minutes. The Board reserves the right to limit public comment to 15 minutes, and can reopen public comment at a later time. The Chairperson will invite anyone the audience wishing to address the Board on a matter not listed on the agenda to state your name for the record and make your presentation. The Board will not and cannot take any action except for brief response by the Board or staff to a statement or question relating to a non-agenda item.

5. ADJOURNMENT TO CLOSED SESSION

A. Pursuant to Government Code Section 54957, Public Employee Employment- Title General Manager.

6. ANNOUNCEMENTS FROM CLOSED SESSION

Direction given to staff

7. Chairperson Fowler adjourned the meeting at 2:45 PM.



STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: DEBORAH PELTZER, BUSINESS MANAGER

RE: RESOLUTION TRANSFER FUNDS: BENEFIT ASSESSMENT DISTRICT FUNDS

SUMMARY

Annual transfer of Benefit Assessment District Funds to reimburse the General Fund for 2018-19 budgeted BAD operating expenses. Total transfer request: \$280,254

<u>Amount</u>	<u>From Fund</u>	<u>To Fund</u>	<u>County Codes</u>
\$126,075	BAD 2610	General 2600	510 Salaries 2018-19 BAD Maintenace
\$154,179	BAD 2610	General 2600	520 Service/Supplies 2018-19 BAD Maintenace

BACKGROUND: N/A

BUDGETARY IMPACT : N/A

RECOMMENDATION: Approve transfer resolution

ALTERNATIVE ACTIONS: N/A

ATTACHMENTS: Resolution



RESOLUTION NO. 1907-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$280,254 FROM COUNTY ACCOUNTS: BENEFIT ASSESSMENT FUND 2610 TO THE GENERAL FUND ACCOUNT 2600

WHEREAS, the General Manager has reviewed the finances of the District and recommends transferring \$280,254 Benefit Assessment County Fund 2610 to the General Account County Fund 2600, recommends transferring the following:

<u>Amount</u>	<u>From Fund</u>	<u>To Fund</u>	<u>County Codes</u>
\$126,075	BAD 2610	General 2600	510 Salaries 2018-19 BAD Maintenece
\$154,179	BAD 2610	General 2600	520 Service/Supplies 2018-19 BAD Maintenance

WHEREAS, the Board of Directors, after receiving the recommendation from the General Manager, agrees that it is in the best interest of the District to transfer the above Benefit Assessment District funds in the amount of \$280,254 to the General Fund Account 2600; and

NOW THEREFORE, IT BE RESOLVED, that the Board of Directors of the Feather River Recreation and Park District approves the transferring of \$280,254 from the Benefit Assessment Fund 2610 to the General Fund Account 2600.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 28th day of May 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Kent Fowler, Vice-Chairperson

Randy Murphy, General Manager

Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses			22				MONTHLY ACTUAL VS. MONTHLY BUDGET						
Year to Date Income Statement and Staff Report			PAYROLL USE		Payroll %		Annual Budget divided by "X" amount of months						
Apr-19			YTD	YTD	YTD	YTD BUDGET	85%						
NOT FINAL: WAITING ON COUNTY, BANK AND MONTHLY RECONCILIATION			YTD	Annual	Over	83%	ACTUAL YTD	Apr-19 BUDGET	MONTHLY Over	YTD 100%			
STAFF REPORT. COMPARE 2 MONTHS REVENUE/EXPENSES. YTD totals and budget comparison			TOTAL	Budget	(Under)	% used	TOTAL	10	(Under)	% used	STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS		
Ordinary Income/Expense			MONTHS										
Income													
	4100 - Tax Revenue	469	631,943	1,524,167	1,600,000	(75,833)	95%	1,524,167	1,333,333	190,834	114%		
	4150 - Tax Revenue (BAD)			146,054	280,329	(134,275)	52%	146,054	233,608	(87,554)	63%	Waiting on final report from county for BAD revenue	
- Program Income													
	4350 - Discounts & Credits	(698)	(783)	(5,616)	(12,550)	6,934	45%	(5,616)	(10,458)	4,843	54%		
	4300 - Program Income	82,430	79,341	714,448	1,015,000	(300,552)	70%	714,448	845,833	(131,385)	84%	Aquatics \$1k, Classes \$5.2k, Wildflower \$2.1k, Rentals \$7k, Camp \$3.6k, Preschool \$36k, Adult/Youth Sports \$5.3k, Gymnastics \$19.5k	
Total - Program Income			81,732	78,558	708,832	1,002,450	(293,618)	71%	708,832	835,375	(126,543)	85%	
	4400 - Donation & Fundraising Income	10,020	360	13,997	9,000	4,997	156%	13,997	7,500	6,497	187%		
	4500 - Grant/Reimbursed Expense Income			9,120	43,500	(34,380)	21%	9,120	36,250	(27,130)	25%		
	4600 - Other Income			79	500	(421)	16%	79	417	(338)	19%		
	4900 - Interest Income	2,683		10,308	8,000	2,308	129%	10,308	6,667	3,641	155%		
	4905 - Interest Income - BAD			1,139	875	264	130%	1,139	729	410	156%		
Total Income			94,904	710,861	2,413,696	2,944,654	(530,958)	82%	2,413,696	2,453,878	(40,182)	98%	
Gross Profit			94,904	710,861	2,413,696	2,944,654	(530,958)	82%	2,413,696	2,453,878	(40,182)	98%	
Expense													
- Payroll Expenses													
	5010 - Wages & Salaries	89,149	88,123	1,009,306	1,409,284	(399,978)	72%	1,009,306	1,174,403	(165,097)	85%	\$68.8k per payroll budgeted	
	5020 - Employer Taxes	9,298	8,882	101,595	152,320	(50,725)	67%	101,595	126,933	(25,339)	79%	\$58.3k per payroll expensed	
	5030 - Employee Benefits	12,788	12,788	127,011	165,979	(38,968)	77%	127,011	138,316	(11,305)	90%		
	5040 - Workers Comp	3,994	3,987	45,285	61,909	(16,624)	73%	45,285	51,591	(6,306)	86%		
	5060 Labor/Benefits CIP Projects			0	0	0		0	0	0		Summer positions will be hired	
	5060 Labor OT Riverbend FEMA			0	0	0		0	0	0		Payroll expense will increase through Jun 2019	
Total - Payroll Expenses			115,229	113,780	1,283,197	1,789,492	(506,295)	72%	1,283,197	1,491,243	(208,047)	85%	
	5031 GASB 68 Benefit Expense			35,330	36,762	(1,432)	96%	35,330	30,635	4,695	115%		
	5100 - Advertising & Promotion	2,447	1,542	8,018	10,000	(1,982)	80%	8,018	8,333	(315)	96%		
	5120 - Bank Fees	864	2,949	10,039	13,000	(2,961)	77%	10,039	10,833	(794)	93%		
	5130 - Charitable Contributions			9,692	2,500	7,192	388%	9,692	2,083	7,609	465%		
	5140 - Copying & Printing	726	885	7,828	12,000	(4,172)	65%	7,828	10,000	(2,172)	78%		
	5155 - Employment New Hire Screen	120	187	1,300	3,100	(1,801)	42%	1,300	2,583	(1,284)	50%		
	5160 - Dues, Mbrshps, Publications, Subscript	520	64	13,078	14,000	(922)	93%	13,078	11,667	1,411	112%		
	5170 - Education & Development	1,210	165	8,983	15,000	(6,017)	60%	8,983	12,500	(3,517)	72%	Apr19: Pesticide training	
	5175 - Equipment Rental	2,905	9,175	20,390	5,600	14,790	364%	20,390	4,667	15,723	437%	Playtown Fire: Portable toilets and conex storage Feb/Mar19	
- Equipment, Tools & Furn (<\$5k)													
	5182 - Operating ET&F			1,693	2,500	(807)	68%	1,693	2,083	(390)	81%		
	5184 - Program ET&F			4,684	15,450	(10,766)	30%	4,684	12,875	(8,191)	36%		
	5186 - Site/Shop ET&F		598	5,253	13,500	(8,247)	39%	5,253	11,250	(5,997)	47%		
	5187 - Computers & Technology ET&F	529	1,093	11,933	20,000	(8,067)	60%	11,933	16,667	(4,734)	72%	Apr19: Annual Softball scheduler software \$600,	
Total - Equipment, Tools & Furn (<\$5k)			529	1,691	23,563	51,450	(27,887)	46%	23,563	42,875	(19,312)	55%	
	5200 - Insurance	1,000	53	54,141	52,500	1,641	103%	54,141	43,750	10,391	124%		
	5210 - Interest Expense - Operating	113	109	1,249	3,600	(2,351)		1,249	3,000	(1,751)	42%		
	5225 - Postage & Delivery		207	939	3,200	(2,261)	29%	939	2,667	(1,728)	35%		
- Professional & Outside Svcs													
	5232 - Accounting			25,800	32,000	(6,200)	81%	25,800	26,667	(867)	97%		
	5233 - Bands/Recreation	450	100	1,625	1,900	(275)	86%	1,625	1,583	42	103%		
	5234 - Board Stipends	600	800	8,000	12,000	(4,000)	67%	8,000	10,000	(2,000)	80%		
	5235 - Recreation Instructors	2,638	2,508	21,454	30,400	(8,946)	71%	21,454	25,333	(3,880)	85%		
	5236 - Legal	1,219	5,182	23,722	18,000	5,722	132%	23,722	15,000	8,722	158%		
	5237 - Contract Janitorial	5,109	5,109	52,279	69,000	(16,721)	76%	52,279	57,500	(5,221)	91%		
	5239 - Outside Service Admin/Consult	2,786	2,434	86,369	57,000	29,369	152%	86,369	47,500	38,869	182%	unbudgeted \$10k Melton Design SBF grant and Act Center proposed property purchase plans. \$20k temp employee.	
Total - Professional & Outside Svcs			12,802	16,133	219,249	220,300	(1,051)	100%	219,249	183,583	35,665	119%	
	5250 - Rent			0	0	0		0	0	0			
- Repairs & Maintenance													
	5261 - Building R&M	723	375	28,324	40,000	(11,676)	71%	28,324	33,333	(5,009)	85%		
	5262 - Equipment R&M	154	2,369	10,600	18,000	(7,400)	59%	10,600	15,000	(4,400)	71%		
	5263 - General R&M	692	1,111	9,496	25,000	(15,504)	38%	9,496	20,833	(11,337)	46%		
	5264 - Grounds R&M	1,798	5,010	17,263	40,000	(22,737)	43%	17,263	33,333	(16,070)	52%		
	5265 - Janitorial Supplies	2,121	2,648	19,488	29,500	(10,012)	66%	19,488	24,583	(5,095)	79%		
	5266 - Vandalism Repair		37	1,595	10,000	(8,405)	16%	1,595	8,333	(6,738)	19%		
	5267 - Vehicle R&M	322	726	13,623	6,000	7,623	227%	13,623	5,000	8,623	272%		
	5268 - Aquatics Pool R&M		3,870	23,895	45,000	(21,105)	53%	23,895	37,500	(13,605)	64%		
	5269 - Outside Contractor/Services R&M	107	4,061	7,249	20,000	(12,751)	36%	7,249	16,667	(9,418)	43%	Apr19: \$2.3k electrician Nelson field lights	
Total - Repairs & Maintenance			5,917	20,207	131,533	233,500	(101,967)	56%	131,533	194,583	(63,051)	68%	
	5270 - Security	8,717	1,100	13,091	15,000	(1,909)	87%	13,091	12,500	591	105%		

Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses				22				MONTHLY ACTUAL VS. MONTHLY BUDGET							
Year to Date Income Statement and Staff Report				PAYROLL USE	Payroll %	85%		Annual Budget divided by "X" amount of months							
Apr-19				YTD	YTD	YTD	YTD BUDGET	Apr-19	Apr-19	MONTHLY	YTD				
NOT FINAL: WAITING ON COUNTY, BANK AND MONTHLY RECONCILIATION					Annual	Over	83%	ACTUAL YTD	BUDGET	Over	100%				
STAFF REPORT. COMPARE 2 MONTHS REVENUE/EXPENSES. YTD totals and budget comparison				Mar-19	Apr-19	TOTAL	Budget	(Under)	% used	Staff Comments	TOTAL	10	(Under)	% used	STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS
• Supplies - Consumable															
	5281 - Misc Staff & Uniform Supplies		390	9,894	9,000	894	110%		9,894	7,500	2,394	132%			
	5282 - Office Supplies	(41)	62	3,829	6,250	(2,421)	61%		3,829	5,208	(1,379)	74%			
	5284 - Program Food	1,297	1,023	11,223	12,400	(1,177)	91%		11,223	10,333	889	109%			
	5286 - Program Supplies	1,093	1,147	12,351	29,500	(17,149)	42%		12,351	24,583	(12,232)	50%			
	5287 - Safety Supplies	47	550	2,124	3,500	(1,376)	61%		2,124	2,917	(793)	73%			
	5289 - Site Supplies	195	42	330	2,200	(1,870)	15%		330	1,833	(1,503)	18%			
	Total - Supplies - Consumable	2,591	3,214	39,751	62,850	(23,099)	63%		39,751	52,375	(12,624)	76%			
	5290 - Taxes, Lic., Notices & Permits		1,114	4,598	5,000	(402)	92%		4,598	4,167	431	110%			
	5300 - Telephone/Internet	1,013	1,065	10,753	14,000	(3,247)	77%		10,753	11,667	(914)	92%			
• Transportation, Meals & Travel															
	5312 - Air, Lodging, Other Travel	89		5,220	5,000	220	104%		5,220	4,167	1,053	125%			
	5314 - Fuel	1,552	2,659	25,075	21,750	3,325	115%		25,075	18,125	6,950	138%			
	5316 - Meals	56		484	1,000	(516)	48%		484	833	(349)	58%			
	5318 - Mileage	504	30	1,640	2,500	(860)	66%		1,640	2,083	(443)	79%			
	Total - Transportation, Meals & Travel	2,201	2,689	32,419	30,250	2,169	107%		32,419	25,208	7,211	129%			
• Utilities															
	5322 - Electric	5,662	6,987	85,353	110,000	(24,647)	78%		85,353	91,667	(6,313)	93%			
	5324 - Garbage	1,416	1,757	14,776	23,300	(8,524)	63%		14,776	19,417	(4,641)	76%			
	5326 - Gas/Propane	887	432	6,675	5,900	775	113%		6,675	4,917	1,759	136%			
	5328 - Sewer	246	141	3,445	4,000	(555)	86%		3,445	3,333	112	103%			
	5329 - Water	2,800	3,127	79,241	95,000	(15,759)	83%		79,241	79,167	74	100%			
	Total - Utilities	11,011	12,444	189,490	238,200	(48,710)	80%		189,490	198,500	(9,010)	95%			
	Total Expense	169,915	188,773	2,118,630	2,831,304	(712,674)	75%		2,118,630	2,359,420	(240,790)	90%			
	Total Profit (Loss)	(75,011)	522,088	295,067	113,350	181,717			295,067	94,458	200,608				
Other Income/Expense															
Other Income															
	4200 - Impact Fee Income	13,452	30,556	126,584					126,584	0					
	4910 - Interest Income - Impact Fees			2,133					2,133	0					
	4910 Insurance Proceeds NOT RIVERBEND			205					205	0					
	Total Other Income	13,452	30,556	128,922					128,922	0					
Other Expense															
	7000 Year End Adj Fair Value Adjustment			0					0						
	7210 - Debt Interest Expense	9,071	8,911	92,002	109,825				92,002	91,521					
	Total Other Expense	9,071	8,911	92,002	109,825				92,002	91,521					
	Net Other Income	4,381	21,645	36,920					36,920	0					
	Net Income	(70,630)	543,733	331,987	3,525				331,987	2,938					

	Apr 30, 19	Apr 30, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 - Treasury Cash				
1010.1 - Treasury Cash - General	785,939.85	957,709.35	-171,769.50	-17.94%
1010.2 - Treasury Cash - Reserve	373,594.00	383,594.00	-10,000.00	-2.61%
Total 1010 - Treasury Cash	1,159,533.85	1,341,303.35	-181,769.50	-13.55%
1020 - Imprest Cash	829.97	335.69	494.28	147.24%
1030 - BofW - Merchant Acct.	270,235.35	153,835.29	116,400.06	75.67%
1031 - BofW Project RIVERBEND	1,787,761.75	2,572,473.07	-784,711.32	-30.5%
1040 - Fund 2610 - BAD	300,129.49	272,125.05	28,004.44	10.29%
1050 - Impact Fees				
1051 - Impact - Parklands	303,714.11	199,456.84	104,257.27	52.27%
1052 - Impact - Public Use	20,029.99	5,709.07	14,320.92	250.85%
1053 - Impact - Aquatics	44,611.34	31,319.92	13,291.42	42.44%
Total 1050 - Impact Fees	368,355.44	236,485.83	131,869.61	55.76%
Total Checking/Savings	3,886,845.85	4,576,558.28	-689,712.43	-15.07%
Accounts Receivable				
1210 - Accounts Receivable	-4,198.26	30,157.86	-34,356.12	-113.92%
Total Accounts Receivable	-4,198.26	30,157.86	-34,356.12	-113.92%
Other Current Assets				
1302 - FEMA Riverbend Claim A/R	2,839.00	250,000.00	-247,161.00	-98.86%
1310 - Miscellaneous Receivables	0.00	428.42	-428.42	-100.0%
1320 - Umpqua Bank Project Fund	188,856.12	188,856.12	0.00	0.0%
Total Other Current Assets	191,695.12	439,284.54	-247,589.42	-56.36%
Total Current Assets	4,074,342.71	5,046,000.68	-971,657.97	-19.26%
Fixed Assets				
1410 - Land	627,494.00	627,494.00	0.00	0.0%
1420 - Buildings & Improvements	10,314,889.08	10,314,889.08	0.00	0.0%
1430 - Equipment & Vehicles	834,044.09	802,004.23	32,039.86	4.0%
1440 - Construction in Progress				
1443 - CIP Riverbend Restoration RB99	4,482,336.65	319,051.14	4,163,285.51	1,304.9%
1447 - CIP Berry Creek Bathroom BC99	30,419.35	25,330.75	5,088.60	20.09%
1449 - CIP Palermo Park	17,351.31	0.00	17,351.31	100.0%
Total 1440 - Construction in Progress	4,530,107.31	344,381.89	4,185,725.42	1,215.43%
1499 - Accumulated Depreciation	-4,283,320.47	-3,872,382.85	-410,937.62	-10.61%
Total Fixed Assets	12,023,214.01	8,216,386.35	3,806,827.66	46.33%
Other Assets				
1550 - GASB 68 CalPERS Valuation				
1551 - GASB68 Deferred Outflow Pension	232,623.00	124,015.00	108,608.00	87.58%
Total 1550 - GASB 68 CalPERS Valuation	232,623.00	124,015.00	108,608.00	87.58%
Total Other Assets	232,623.00	124,015.00	108,608.00	87.58%
TOTAL ASSETS	16,330,179.72	13,386,402.03	2,943,777.69	21.99%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 - Accounts Payable	142,812.39	43,762.58	99,049.81	226.33%
Total Accounts Payable	142,812.39	43,762.58	99,049.81	226.33%
Credit Cards				
2300 - Credit Cards Payable				
2335 - BofW CC 9693 GM	251.02	822.44	-571.42	-69.48%
2337 - BoW CC 4607 Preschool	1,055.54	562.23	493.31	87.74%
2338 - BoW CC 6280 Maintenance	203.25	947.01	-743.76	-78.54%
2339 - BoW CC 9561 General	0.00	368.87	-368.87	-100.0%
Total 2300 - Credit Cards Payable	1,509.81	2,700.55	-1,190.74	-44.09%
2350 - Supplier Accounts				
2352 - Staples	0.00	23.08	-23.08	-100.0%
2353 - Walmart	258.79	99.11	159.68	161.11%
2354 - Home Depot	60.10	4.27	55.83	1,307.49%
2357 - Tractor Supply	0.00	28.95	-28.95	-100.0%

	Apr 30, 19	Apr 30, 18	\$ Change	% Change
Total 2350 - Supplier Accounts	318.89	155.41	163.48	105.19%
Total Credit Cards	1,828.70	2,855.96	-1,027.26	-35.97%
Other Current Liabilities				
2100 - Payroll Liabilities				
2120 - Payroll Taxes payable	18.90	0.00	18.90	100.0%
2160 - Workers Comp Payable	-16,811.26	-4,790.16	-12,021.10	-250.95%
2170 - Retirement Payable	3,516.17	-0.02	3,516.19	17,580,950.0%
2180 - Health Insurance Payable	10,757.55	0.00	10,757.55	100.0%
2185 - Dental Insurance Payable	919.91	0.00	919.91	100.0%
2186 - Life Insurance Payable	64.40	-8.10	72.50	895.06%
2187 - Aflac Payable	989.72	870.29	119.43	13.72%
2199 - Accrued Leave Payable	24,201.12	20,664.82	3,536.30	17.11%
Total 2100 - Payroll Liabilities	23,656.51	16,736.83	6,919.68	41.34%
2210 - Accrued Debt Interest	8,911.10	9,557.72	-646.62	-6.77%
2400 - Deposits/Refunds to Customers	-40.00	-105.00	65.00	61.91%
Total Other Current Liabilities	32,527.61	26,189.55	6,338.06	24.2%
Total Current Liabilities	177,168.70	72,808.09	104,360.61	143.34%
Long Term Liabilities				
2954 - Ford Motor Vehicle Loan	22,538.90	31,655.98	-9,117.08	-28.8%
2955 - Umpqua Bank Tax Exempt Bond A	3,094,835.00	3,297,450.00	-202,615.00	-6.15%
2960 - Umpqua Bank Taxable Bond B	145,999.98	173,000.00	-27,000.02	-15.61%
2975 - GASB 68 CalPERS Liab Valuation				
2976 - GASB 68 Deferred Inflow Pension	149,733.00	85,013.00	64,720.00	76.13%
2977 - GASB 68 Net Pension Liability	844,607.00	709,041.00	135,566.00	19.12%
Total 2975 - GASB 68 CalPERS Liab Valuation	994,340.00	794,054.00	200,286.00	25.22%
Total Long Term Liabilities	4,257,713.88	4,296,159.98	-38,446.10	-0.9%
Total Liabilities	4,434,882.58	4,368,968.07	65,914.51	1.51%
Equity				
3010 - Imprest Cash Reserve	1,000.00	1,000.00	0.00	0.0%
3020 - General Reserve	20,000.00	20,000.00	0.00	0.0%
3030 - Investment in Assets	6,439,516.82	5,022,758.82	1,416,758.00	28.21%
3040 - General Fund Balance	-1,461,551.34	-23,687.34	-1,437,864.00	-6,070.18%
3050 - Benefit Assessment District	42,695.91	24,168.02	18,527.89	76.66%
3060 - Impact Fees (general)	246,363.94	243,785.83	2,578.11	1.06%
3099 - Undistributed Retained Earnings	3,124,867.59	0.00	3,124,867.59	100.0%
Net Income	3,482,404.22	3,729,408.63	-247,004.41	-6.62%
Total Equity	11,895,297.14	9,017,433.96	2,877,863.18	31.91%
TOTAL LIABILITIES & EQUITY	16,330,179.72	13,386,402.03	2,943,777.69	21.99%

Feather River Recreation & Park District
 Detail Fixed Asset & Bonds
 As of April 30, 2019

11:37 AM

05/21/2019

Accrual Basis

	Date	Source Name	Memo	Amount	Balance
1031 - BofW Project RIVERBEND					1,856,711.13
	04/11/2019	FRANKLIN CONSTRUCTION, INC	RIVERBEND CONSTRUCTION PHASE I	-24,796.90	1,831,914.23
	04/11/2019	HYLTON SECURITY, INC.	RIVERBEND SECURITY	-10,280.00	1,821,634.23
	04/25/2019	MELTON DESIGN GROUP		-33,872.48	1,787,761.75
Total 1031 - BofW Project RIVERBEND				-68,949.38	1,787,761.75
1302 - FEMA Riverbend Claim A/R					2,839.00
Total 1302 - FEMA Riverbend Claim A/R					2,839.00
1320 - Umpqua Bank Project Fund					188,856.12
Total 1320 - Umpqua Bank Project Fund					188,856.12
1410 - Land					627,494.00
Total 1410 - Land					627,494.00
1420 - Buildings & Improvements					10,314,889.08
Total 1420 - Buildings & Improvements					10,314,889.08
1430 - Equipment & Vehicles					834,044.09
Total 1430 - Equipment & Vehicles					834,044.09
1440 - Construction in Progress					4,425,088.29
1443 - CIP Riverbend Restoration RB99					4,377,317.63
			PHAE 2 CONSTRUCTION DOCS AND ADMIN, PARK LOT SOC FIELDS, SOC FIELD		
	04/22/2019	MELTON DESIGN GROUP	4	33,272.48	4,410,590.11
	04/30/2019	FRANKLIN CONSTRUCTION, INC	RIVERBEND PHASE I	71,746.54	4,482,336.65
Total 1443 - CIP Riverbend Restoration RB99				105,019.02	4,482,336.65
1447 - CIP Berry Creek Bathroom BC99					30,419.35
Total 1447 - CIP Berry Creek Bathroom BC99					30,419.35
1449 - CIP Palermo Park					17,351.31
Total 1449 - CIP Palermo Park					17,351.31
Total 1440 - Construction in Progress				105,019.02	4,530,107.31
2955 - Umpqua Bank Tax Exempt Bond A					-3,094,835.00
Total 2955 - Umpqua Bank Tax Exempt Bond A					-3,094,835.00
2960 - Umpqua Bank Taxable Bond B					-145,999.98
Total 2960 - Umpqua Bank Taxable Bond B					-145,999.98
TOTAL				36,069.64	15,045,156.37

Accrual Basis

Feather River Recreation & Park District
 Income by month FLOOD ONLY
 July 2018 through April 2019

11:41 AM
 05/21/2019
 Accrual Basis

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	TOTAL
Other Income/Expense											
Other Income											
4650 - Insurance Proceeds	0	0	1,225,533	584,274	0	0	1,800	25,005	1,360,373	0	3,196,985
Total Other Income	0	0	1,225,533	584,274	0	0	1,800	25,005	1,360,373	0	3,196,985
Other Expense											
5101 - Riverbend Flood Expenses	12,249	16,203	28,185	24,112	10,848	22,605	12,410	8,880	10,280	9,680	155,452
Total Other Expense	12,249	16,203	28,185	24,112	10,848	22,605	12,410	8,880	10,280	9,680	155,452
Net Other Income	-12,249	-16,203	1,197,348	560,162	-10,848	-22,605	-10,610	16,125	1,350,093	-9,680	3,041,533
Net Income	-12,249	-16,203	1,197,348	560,162	-10,848	-22,605	-10,610	16,125	1,350,093	-9,680	3,041,533

Feather River Recreation & Park District
Check Register
 April 2019

11:04 AM
 05/21/2019
 Accrual Basis

Date	Num	Name	Memo	Credit
1010 - Treasury Cash				
1010.1 - Treasury Cash - General				
04/11/2019	84801	BRANDT, CLARENCE 'SONNY'	BOD STIPEND	100.00
04/11/2019	84802	CARTER, MARCIA	MONTHLY BOD STIPEND	100.00
04/11/2019	84803	HOWLER, SCOTT KENT	MONTHLY BOD STIPEND	200.00
04/11/2019	84804	ROCCHI, STEVE	MONTHLY BOD STIPEND	200.00
04/11/2019	84805	ACCULARM SECURITY SYSTEMS	WIRE/CAMERA RIVERBEND SECURITY	9,119.86
04/11/2019	84806	ALL THINGS CLEANING	PARKS RESTROOMS JANITORIAL	5,109.00
04/11/2019	84807	ALLEN, BARBARA	REFUND SP65 OUT7	40.00
04/11/2019	84808	AVERY'S	OIL CHANGE	65.45
04/11/2019	84809	BETTER DEAL EXCHANGE	Acct#701960 MAR19	189.88
04/11/2019	84810	BOST, JOHN	REFUND ADULT SOFTBALL	260.00
04/11/2019	84811	CALF. WATER SERVICE	Acct 520857777 2/19/19-3/11/19	2,505.89
04/11/2019	84812	Carlson, Allison	REFUND EV3 RB4 WILDFLOWER	125.00
04/11/2019	84813	CARTER LAW OFFICE	LEGAL SERVICES	1,218.60
04/11/2019	84814	DAWSON OIL COMPANY	62765 FUEL	1,552.33
04/11/2019	84815	EAGLE SECURITY SYSTEMS INC.	ALARM MONITORING	697.02
04/11/2019	84816	FASTENAL	PARTS/SUPPLIES MAINTENANCE	118.62
04/11/2019	84817	J.W. Wood	TOILET REPAIR	47.75
04/11/2019	84818	LAKE OROVILLE AREA PUBLIC UTILITY DIST.	2921 B Street Sewer Service- MLK Park	99.90
04/11/2019	84819	MARSHAL, HEATHER	REFUND SPORY ALL STARS	40.00
04/11/2019	84820	MATHEWS READYMIX	CONCRETE	874.09
04/11/2019	84821	MAZES CONSULTING	IT SUPPORT/SOFTWARE	2,189.19
04/11/2019	84822	MJB Welding Supply	MAINTENANCE SUPPLIES	32.45
04/11/2019	84823	NORTH STATE PARENT	MAG ADVERTISING	47.00
04/11/2019	84824	P.G. & E.	PGE ALL LOCALATIONS 1/23/19-2/21/19	6,548.98
04/11/2019	84825	R & B Company	IRRIGATION	644.50
04/11/2019	84826	RECOLOGY BUTTE COLUSA COUNTIES		1,416.19
04/11/2019	84827	SOUTH FEATHER WATER & POWER	007771-000	69.64
04/11/2019	84828	SURPLUS CITY	CONEX RENTAL	415.00
04/11/2019	84829	Tractor Supply Co.	MAR19 STATEMENT	26.80
04/11/2019	84830	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE/USAGE	725.68
04/11/2019	84831	Western Web	ACTIVITY GUIDE FEB19	2,268.34
04/11/2019	84832	BLUE SHIELD OF CALIFORNIA	4004625 APR19 PREMIUMS	9,472.96
04/11/2019	84833	HUMANA INSURANCE CO.	657103-001 LIFE PREMIUMS	64.40
04/11/2019	84834	PREMIER ACCESS	APR19 DENTAL PREMIUMS 1000548827	919.64
04/11/2019	84835	AFLAC	JRF86 MAR19 PREMIUMS	1,027.44
04/11/2019	84836	AARP	INSTRUCTOR AARP	360.00
04/11/2019	84837	HARRY BURLESON	INSTRUCTOR FITNESS	113.75
04/11/2019	84838	Park Watch Report, LLC	ANNUAL MEMBERSHIP	480.00
04/11/2019	84839	BANKCARD CENTER	STATEMENT 9693	1,916.63
04/11/2019	84840	BANKCARD CENTER	STATEMENT 6280 MAR19	325.26
04/11/2019	84841	BANKCARD CENTER	STATEMENT 4607	1,188.24
04/11/2019	84842	BANKCARD CENTER	STATEMENT 9561	1,070.62
04/11/2019	84843	HOME DEPOT	HOME DEPOT STATEMENT MAR19	1,275.84
04/11/2019	84844	Staples	STAPLES STATEMENT MAR19	87.91
04/11/2019	84845-896	PAYROLL	PAYROLL ITEMS	34,901.95
04/25/2019	84897-948	PAYROLL	PAYROLL ITEMS	34,927.44
04/25/2019	84949	KELLY VINCENT	INSTRUCTOR DANCE	258.05
04/25/2019	84950	LYNNDÉE CAPUT	INSTRUCTOR FITNESS	204.75
04/25/2019	84951	RONNIE SMITH ENTERPRISES	INSTRUCTOR FITNESS	1,571.38
04/25/2019	84952	ALPINE PORTABLE TOILET SERVICE	PLAYTOWN PORTABLE TOILETS	8,569.94
04/25/2019	84953	AT&T - CALNET	PHONE LINES	83.31
04/25/2019	84954	Colby, Cash	SOUNDBOARD FOR WILDFLOWER BANDS	100.00
04/25/2019	84955	COMCAST	Acct#8155600190189780 PHONE/INTERENT	420.82
04/25/2019	84956	HOBBS PEST SOLUTIONS, INC.	PEST CONTROL ACT CENTER	75.00
04/25/2019	84957	LIME TEES	SOFTBALL/YOUTH SPORT SHIRTS	603.95
04/25/2019	84958	Rosse, Katie	REFUND SPORY ALL STARS CXD	40.00
04/25/2019	84959	SOUTH FEATHER WATER & POWER	007771-000	58.72
04/25/2019	84960	TWSD	4-112.01 WATER NELSON	357.46
04/25/2019	84961	FORD MOTOR CREDIT COMPANY LLC	LEASE 9423800 F250	887.55
04/25/2019	84962	DEBORAH PELTZER ,	CELL PHONE REIMBR	30.00
04/25/2019	84963	ERIC DANNER ,	CELL PHONE REIMBR	30.00
04/25/2019	84964	HUE VANG ,	CELL PHONE REIMBR	30.00
04/25/2019	84965	JASON GRAY ,	MONTHLY CELL REIMBR	30.00
04/25/2019	84966	JUSTIN VALENCIA ,	CELL PHONE REIMBR	30.00
04/25/2019	84967	MICHELLE HUFFMAN	MONTHLY CELL PHONE REIMBR	30.00
04/25/2019	84968	ROBERT BRIAN WILSON ,	CELL/EXPENSE REIMBR	82.00
04/25/2019	84969	SCOTT THOMPSON ,	MONTHLY CELL REIMBR	50.00
04/25/2019	84970	STEPHANIE PEOPLES ,	MONTHLY CELL REIMBR	25.00
04/25/2019	84971	THOMAS GORMAN ,	CELL PHONE REIMBR	30.00
04/25/2019	84972	TORRES, MONICA.	MONTHLY CELL PHONE REIMBR	30.00
04/25/2019	84973	VALENCIA, ESTELA.	EXPENSE REIMBR	149.73
04/25/2019	84974	ZERIMAR RAMIREZ ,	MONTHLY CELL REIMBR	30.00
04/25/2019	84975	Kirk, Amber	PRESCHOOL DOJ REIMBR	110.00
04/25/2019	84976	RANDY MURPHY	EXPENSE REIMBR	490.27
04/25/2019	84977	COMCAST	Acct# 8155 60 019 0233893	123.42
Total 1010.1 - Treasury Cash - General				<u>139,710.59</u>
Total 1010 - Treasury Cash				<u>139,710.59</u>
TOTAL				<u>139,710.59</u>



STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: LOCAL FUNDING OPPORTUNITIES – PRESENTATION BY SCI CONSULTING GROUP

SUMMARY

Staff has identified a need for additional funding. Sonia Ortega, Consultant and John Bliss, President of SCI Consulting Group will be providing an overview on what options the district has in order to increase local funding.

BACKGROUND

In 2002, the district experienced a drastic cut in funding and limited revenues from other sources, creating a serious gap between the Park District's available revenue and the actual cost of park maintenance and improvement. To address this issue, the Park District's Board of Directors directed SCI Consulting Group to conduct a public opinion survey within the Feather River Recreation and Parks District. Following the review of survey results, the district moved forward with a benefit assessment ballot proceeding.

After gaining property owner ballot support, the current benefit assessment for the district was first established to provide funding for the installation, maintenance and servicing of landscaping, park and recreation facilities in the Feather River Recreation and Park District's Park Maintenance and Recreation Improvement District. Below are some of the key highlights of this ballot:

- Balloting Conducted: May-July 2002
- Ballot Results: 50.4 % of the weighted returned ballots were in support of the proposed assessment
- Board Approval of 1st Year Assessment Levies: July 17, 2002
- Fiscal Year 2002-03 Approved Rate: \$10.00 per single family equivalent benefit unit (SFE) for Zone of Benefit A, and \$5.00 per single family equivalent benefit unit (SFE) for Zone of Benefit B
- Annual CPI: In each subsequent year, the maximum assessment rate can be increased by the annual change in the Consumer Price Index, not to exceed 3% per year.

Despite the current benefit assessment in place, revenues have not kept pace with growing costs of operations and maintenance of the District.

In order to determine the level of support for a local funding measure, it is recommended the district first begin with conducting a public opinion survey. A survey can help identify the type of



funding measure that may be better supported in our district, and how to move forward with a successful community outreach campaign.

There are a number of funding mechanisms that are available to a park district. Two of the most common approaches, and also what the public opinion survey will test for, are either a special tax or a benefit assessment. It is important to note a special tax will require a 2/3 (67%) level of support and is voted on by the registered voters in your district; meanwhile, a benefit assessment requires a majority of 50%+1 level of support and is voted by the property owners. Our consultant believes it is important not to commit to proceeding with either revenue measure without solid and accurate survey findings first.

BUDGETARY IMPACT

A feasibility analysis conducted by our current consultant, SCI, would cost an estimated \$25K.

RECOMMENDATION

Listen to presentation and provide direction after the subsequent action item.


ALTERNATIVE ACTIONS

None



ATTACHMENTS

PowerPoint presentation

Feather River Recreation and Park District
Local Funding Opportunities



Presented by:
John Bliss
Sonia Ortega



SCI Consulting Group
Allen Margolis, Brent J. Pfeiffer, William M. Hill

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About SCI Consulting Group

- SCI Consulting Group is a public finance consulting firm with the mission of assisting public agencies with revenue enhancement and administration
- Active members of CPRS, CAPRD, and CSDA
- General Services:
 - Revenue Measures
 - Revenue Measure Feasibility Analysis
 - Special Levy Administration Services
 - Planning Services

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About SCI Consulting Group

- SCI Consulting Group has formed and/or administered many park and recreation assessment districts throughout the state, including ones for:
 - Arden Park
 - Cosumnes CSD
 - Fair Oaks
 - Fulton-El Camino
 - Mission Oaks
 - Orangevale
 - Southgate
 - Sunrise-Antelope
 - Chico Area RPD

3

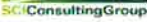
Primary Local Funding Options

- District-Wide or Community Wide Options
 - **Benefit Assessment Measure**
 - Special Tax Measure
 - Mello-Roos Community Facilities District Measure
 - Quimby Ordinance & Development Impact Fee Program
- In 2002, SCI Consulting Group assisted Feather River RPD with a benefit assessment ballot proceeding.
 - 50.4% of the ballots returned were in support of assessment
 - Levy of the assessment began in fiscal year 2003-03, and are continued into the future. SCI is current levy administrator.

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Local Funding Option Comparison

	Special Tax	Benefit Assessment
 Voter Pool 	Registered Voters	Property Owners
 Approval Threshold 	67%	50%+1 (weighted)
 Voter Weight 	1 Vote per Person	1 Vote per \$1 Assessment
 Election Type 	Polling Booth or Mail	Mailed Ballot (1 per property)
 Election Venue 	Polling Place/Mail	Mailed
 Election Period 	1 day/29 days	45 days
 Competing Measures 	Potential Competing Issues	Single Issue
 Legal Uncertainty 	Minimal	Greater uncertainty
 Election Date 	Regular Election Dates	Flexible Election Date



5

Steps to a Successful Revenue Measure


- Step 1: Initial polling / feasibility analysis / outreach
 - Don't commit to proceed with a revenue measure without solid and accurate survey findings
- Step 2: Develop plans that best align with the District's objectives with community desires
 - Survey findings will assist with plan development
- Step 3: Stakeholder and Community Outreach
- Step 4: Ballot proceeding / election
- Step 5: Live up to your commitments and continue to build trust for the next local funding measure

6

Public Opinion Survey

What's your political "credit rating"?

- A survey and feasibility analysis is a vital first step
- Find out:
 - What projects and services are most desired
 - What projects and services are not supported
 - The maximum annual rate your community will support for desired projects/services
 - How support varies by demographic



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Community Engagement

- Ongoing public relations: Making it S.O.P!
- Keep it clear, consistent, and informative
- Utilize all local media
- Meet with any and all clubs and local organizations
- Continue to demonstrate fiscal responsibility
- Rigorously demonstrate the financial need



SCI Consulting Group

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Things to keep in mind

- Identify Facility and Service Priorities
- Timing:
 - Communication with the community
 - Competing Measures
- Partners:
 - District Staff
 - Board Members
 - Financial Analysts
 - Campaign Consultants
 - County Counsel
 - Stakeholders
 - Volunteers
- Costs:
 - Financial
 - Political



SCI Consulting Group

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Questions?

SCI Consulting Group
4745 Mangleis Boulevard
Fairfield, CA 94534
Phone 707.430.4300
Fax 707.430.4319
John.Bliss@sci-cg.com
Sonia.Ortega@sci-cg.com





STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: SELECTION OF A NEW BOARD MEMBER

SUMMARY

Pursuant to California Government Code Section 1780, and following the Board's direction given on April 18th, the District notified the County Elections official and posted notice of the Board vacancy created by Gary Emberland's death in numerous locations. The General Manager has received three letters of interest to fill the open post. The Board may interview and then select a new Director from this group.

BACKGROUND

Chairperson Emberland passed away on April 6th. California Government Code Section 1780 (GC 1780) identifies a specific timeline and the steps that the District must take in order to fill the position. The appointment would be for the remainder of his original term (through December 2020).

Staff confirmed with County Elections that all applicants are registered voters who live within the District boundaries.

BUDGETARY IMPACT

None

RECOMMENDATION

Interview the applicants and select a new Director from among them.

ALTERNATIVE ACTIONS

The Board may wish to continue the effort to recruit a Director. GC 1780 allows up to 60 days to fill the vacancy before the responsibility goes to the County Board of Supervisors.

ATTACHMENTS

Proof of Publication

Letter of interest from Zane Libert

Letter of Interest from Steve Terry

Letter of Interest from Devin Thomas

NOTICE OF VACANCY IN OFFICE OF DIRECTOR OF FEATHER RIVER RECREATION AND PARK DISTRICT

Notice is hereby given pursuant to Government Code section 1780(d)(1) that a vacancy in the office of director of Feather River Recreation and Park District exists. The remaining members of the board of directors of the District intend to fill the vacancy by appointment at the regular meeting of the board of directors to be held on Tuesday, May 28, 2019 at 5:30 p.m. at the District offices located at 1875 Feather River Blvd., Oroville, California, 95965.

Accordingly, if you are a registered voter and resident of the District and are interested in serving as a member of the Board of Directors of the District, please write Randy Murphy, General Manager, Feather River Recreation and Park District, 1875 Feather River Blvd., Oroville, California 95965 stating your qualifications to serve and your interest in serving as a director of the District. Should you have a personal resume stating educational and work experience, please include that with your letter.

All letters of interest shall be presented to the Board of Directors at its regular meeting on Tuesday, May 28, 2019 at 5:30 p.m. at the District offices at 1875 Feather River Blvd., Oroville, California. If you submit a letter seeking appointment to the position of Director of the District, you should plan on attending this meeting, since the remaining members of the board of directors intend to interview persons interested in such appointment at that time before making any appointment.

Should you have any questions or comments concerning the duties of a director of the District or the process by which the vacancy on the board of directors shall be filled by appointment as discussed above, please call Randy Murphy, General Manager, Feather River Recreation and Park District, at (530) 533-2011. The deadline for the District receiving such letters seeking appointment shall be 5:00 p.m. on Wednesday, May 22, 2019. Letters seeking such appointment postmarked before such date but received after it shall not be accepted.

May 8, 2019

Zane J. Libert

Palermo, Ca 95968

Feather River Recreation and Park District
1875 Feather River Blvd.
Oroville, Ca. 95965

Re: Letter of Intent

To whom it may concern;

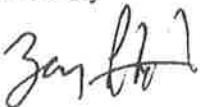
I am very interested in serving on the Board for the Feather River Recreation and Park District. I feel I would be a good candidate due to my interest in the Parks within the District. I always felt that a person should be proactive while living in the community. It is important to search for ways to be involved helping to make the community where you live a better place.

For the past twenty years I have lived in Palermo across the street from Palermo Park. I joined the Neighborhood Watch group, formally known as the Palermo Improvement Association and worked for several years helping improve the community of Palermo. I served as the Vice President and then President of the association. We organized major clean up efforts in the community, clearing out tons of trash and debris along Railroad Avenue properties. During this time, I was heavily involved in Park Watch caring for the security of the Palermo Park. Our organization worked closely with the Butte County Sheriffs department and Butte County Supervisor Bill Connelly in our coordinating efforts to improve the town of Palermo. I also organized a few "National Night Out" events in Palermo Park, brought together several community groups in the Park for a night of safety and awareness of crime in the neighborhood.

Several years ago, the Palermo Improvement Association merged with the Palermo Community Council. I became a member and served as the Vice President, and I now serve as President of the Council. We organize the annual Palermo Festival/ Field Days and work to maintain the Sheriffs substation in our community. We reach out to other organizations with donations and support. I find the time I spend with these various entities is well worth my efforts in improving the community.

I feel I would be a good addition to serve on the Board and wish your consideration.

Sincerely



Zane J. Libert

Randy Murphy

From: Steve Terry <steve@orovillerescuemission.org>
Sent: Wednesday, May 15, 2019 2:52 PM
To: Randy Murphy
Subject: Feather River Parks & Recreation Board Position

Please allow me to introduce myself,

My Name is Stephen E. Terry. I am interested in filling the vacancy on the Board of Directors for the Feather River Parks & Recreation.

I have been employed by the Oroville Rescue Mission since June 1998 & have been the Executive Director/CEO since April 2007.

As such, I have a working knowledge of...

- **Budgets**
- **Business Principles**
- **Board Dynamics**
- **Parliamentary Procedures**

I have been a resident of Oroville for the last 37 years & have raised 3 daughters in this community.

I am interested in serving my Community & have done so for the last 20+ years. I have served as a Law Enforcement Chaplain, volunteer firefighter/water tender operator & fire chaplain. Additionally, I have been in Oroville Sunrise Rotary for the last 19 years & have served as a Rotary President as well. I am also a member of the Oroville Exchange Club. Most recently, I have been appointed to the Citizen's Oversight Committee for the 1% sales tax.

I am well known & respected in our community, and would enjoy the opportunity to meet & determine whether I would be a good fit for this position.

I welcome your response

**Reverend Stephen E. Terry
Executive Director/CEO
Oroville Rescue Mission, Inc.**



<https://www.facebook.com/Oroville-Rescue-Mission-Inc-116880895056815/>

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Devin B. Thomas


Dear Mr. Randy Murphy,

I am writing this letter to express my interest in serving as a member on the Board of Directors in the District. I have a successful track record in the areas of athletic and academic leadership. I am eager to work with and support members of this Board in creating positive recreational programs that support social interactions through athletics for youth and adults in our community. It is my desire to help the Board enhance City parks with programs and/or amenities to improve the quality of life in our community.

Over the course of my career in athletics and education, I have garnered experience as an athletic director, coach, principal, professor and Dean of Students. I have a strong track record in planning events, overseeing budgets, public speaking and building highly productive teams. I am particularly proud of initiating several high school sports programs that remain successful to this day. Currently, I serve on the African American Family and Cultural Center Board and am involved with various local sports teams.

I look forward to having the opportunity to meet and discuss how I can be of service to our amazing community. I would also like to thank you for allowing me to submit my name to potentially serve on this Board.

Sincerely,



Devin B. Thomas

DEVIN B. THOMAS

CAREER OBJECTIVE

Motivated, accomplished, educator with extensive management experience. Vast problem-solving and communication skills. The ability to lead a collaborative team while meeting deadlines in a timely professional manner.

EDUCATION

Walden University Masters in Educational Leadership, 2006
Regents University, *B.S. Liberal Arts* 1995

PROFESSIONAL EXPERIENCE

STREAM Charter School

2016-Present

Dean of Students
Athletic Director

Demonstrate exceptional project management skills in planning, coordinating, and overseeing compliance with applicable governmental regulations, internal policies and procedures.

Maintain a safe learning environment for all students.

Manage and supervise the daily operations of staff members while demonstrating ethical and professional standards and improve student achievement.

Ensure appropriate educational opportunities for all students.

Engage in positive relationships with staff, students, parents and community.

Develop collaborative efforts between the school and community.

Oversee athletic programs and hire coaches.

DC High School Lancaster, California

1996-2015

Principal
Athletic Director
Dean of Students
PE Teacher

Create and promote a structured and efficient collaborative team environment.

Set goals, establish priorities, manage resources, and develop concepts and educational approaches.

Advise individual students and student groups and collaborate with staff to initiate, plan, implement and evaluate programs, activities and services.

Maintain records, compile information and develop a variety of unit, department, division, and institutional reports.

Participate with staff in the development of curriculum

Develop and administer surveys and compile & analyze results in conjunction with other staff.

Administer teacher training and classroom supervision.
Oversee the hiring of staff; address teacher concerns; and handle and maintain student discipline.
Conduct student admissions interviews.
Manage all budgets and accounts related to educational goals and activities.
Prepare and update long term plans for equipment renovation and replacement.
Direct promotion and publicity of educational offerings and services.
Execute promotion/publicity campaigns.
Oversee International student program

Point Loma University

2007-2011

Adjunct Professor (Master's Program)

Identify major social, political, occupational, and economic forces, which bear on and affect the school-community relationships.

Demonstrate familiarity with school organizations (Citizen's Advisory Committees, business/industry advisory groups, Boards of Education) and community agency organizations, which lead to influence and concern about the nature of the educational career programs.

Design plans for community and parent participation to enhance the educational prosperity of diverse student populations.

Develop an understanding of ethnic groups and the multi-cultural nature of our society through library study, direct contact, and field visitation with parents, students, and teachers.

ACTIVITIES

Who's Who Among America's Teachers (1998-2006); National Honor Roll American Teachers (2006); Antelope Valley Coach of the Year (2006, 2007); Youth Counselor (1990-1995)

REFERENCES

Dr. Don Phillips (530-403-3432) - Executive Director
Dr. Dan Roland (661-609-1482) - College Professor
Mr. Robert Curiel (661-609-3384) - Recreation Supervisor



STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: FEE WAIVER FOR BUTTE COUNTY SHERIFF'S OFFICE EVENT AT NELSON COMPLEX

SUMMARY

Butte County Sheriff Kory Honea has requested a fee waiver for the annual Public Safety-themed Trunk or Treat event to be held at the Nelson Complex on October 31, 2019.

BACKGROUND

The Butte County Sheriff's Office (BCSO) has held a Trunk-or-Treat event since 2017. The event provides a safe place for parents to bring their children to trick or treat, as well as have positive interactions with public safety personnel. Previous events have been a great success. BCSO staff members who assisted with the event included personnel from Patrol, Dispatch, Investigations, Corrections, SWAT, Search & Rescue, the Marine Unit and the Air Unit. Other participants include members of the District Attorney's Office, the Oroville Police Department, Butte EMS, CalFire and Butte County Probation. Law enforcement and other public safety vehicles were decorated for Halloween and thousands of pieces of candy have handed out to the many children who attended. Safety information was also provided to the children and their parents. It is estimated that there were between 1200-1500 in attendance, counting all adults and children. Due to the overwhelming success of the previous events and the positive responses from the community members who attended, BCSO has decided to sponsor the event again and wishes to partner with the Feather River Recreation and Park District and hold this year's event at the Nelson Complex.

BUDGETARY IMPACT

The potential fees that would otherwise be collected are estimated to be about \$600.

RECOMMENDATION

Approve the fee waiver.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

None



DATE: MAY 28TH, 2019

TO: FEATHER RIVER RECREATION & PARK DISTRICT BOARD OF DIRECTORS

FROM: DEBORAH PELTZER, BUSINESS MANAGER

RE: FRRPD PRELIMINARY BUDGET 2019-20

SUMMARY

Annually the Feather River Recreation and Park District hosts a budget workshop for the upcoming fiscal year. The workshop was held in April 2019, and the Board gave consensus to budget changes staff recommended, as noted in this staff report.

PURCHASES/CHANGES TO THE 2019-20 BUDGET: STAFF RECEIVED BOARD CONSENSUS TO CHANGE THE FOLLOWING BUDGET ITEMS:

To continue with the budget process both accurately and efficiently, staff will received Board consensus to change budget items listed below at the April 2019 budget workshop.

1. Add a full-time Maintenance I position
2. Board agreement of pay-scales presented
3. Increase health benefit employer contribution to \$750/month per employee
4. Remove Executive Assistant position and add Executive Administrator Jun19
5. Utilize \$60k of Equipment Reverses to be used to purchase Bobcat
6. Fixed Asset purchase: Bobcat w/attachments and an additional Utility Truck
7. Support Tax Revenue BAD max increase, budget includes addtl \$8.5k



BUDGET OVERVIEW & BUDGET BY DEPARTMENTS

SUMMARY: CHANGES TO REVENUE 2019-20

- **4100 Tax Revenue:** Tax revenue is subject to change, received increased tax revenue April 2019 tax revenue. Increase home sales results in increase property value.
- **4150 BAD Tax Revenue:** Request Board and BAD committee to accept annual increase. Estimated near 3% increase is approximately \$8.5k annual money spent only in the parks on maintenance. The District heavily relies on this assessment- spending the tax revenue appropriately- and it is imperative this assessment not only stays in place but the increase is approved.
- **4300 Program Revenue:** 2018-19 did not see the growth originally planned, due to multiple reasons. 2019-20 there are both increased rates and programming scheduled. The increased programming budget is obtainable and reasonable growth in Recreation, Rentals, Aquatics, Preschool, and Camp.
- **4300 Program Revenue:** Gymnastics Program Increased budget revenue more than \$200k from actual revenue received 2018-19. Budget total \$425k for the 2019-20 year, Supervisor plans to dramatically change structure of the program and added programs. With increased budgeted revenue, there is an extraordinary increase to the expense budget compared to previous years: Gym operating expense budget total \$380k before debt expense.
- **4400 Donation/Fundraiser:** Active fundraising/donation seeking is imperative to the Districts prosperity.

***** Board consensus received: support BAD maximum increase in budget estimated at an additional \$8.5k**

PAYROLL

Changes to Payroll: Pay scale Part-time and Full-time for rate changes and added job descriptions noted below

- Minimum wage increase to \$13 hourly staff/\$26 hour salary staff effective January 1st 2020. See attached pay-scales
- Add Full-time position: Maintenance I. Financial impact: \$47.4k total cost to District



- Job title/description change: remove Executive Assistant (hourly). Replace with Executive Administrator (salary). Effective June 2019.
- Increase health benefit Employer Contribution from \$700 to \$750, see detailed comments below: Maximum financial impact \$9k total
- Workers Compensation rate increase: modifier increased to 157%. Overall financial impact additional \$20k
- CalPERS employer rates for 2019-20: Classic 9.680% increase .78% and PEPRA 6.985% increase .14%
- Per Board of Directors increase GM salary range \$90-110k

Open/Add FULL-TIME MAINT I POSITION

Additional FT Maintenance I, providing coverage in parks later in the day. Coverage on afternoon rentals, evening game sports field prep. Another FT staff will allow 1 person designated to both sports field maintenance and Riverbend demands, while ensuring all other parks and fields are well remain maintained by entire crew. This will be a total of six full-time maintenance crew, plus the Park Supervisor.

HEALTH INSURANCE RATES

Based on 15 Full-time staff (adding an additional FT Maint I position 2019-20). Employee rate increase up to 12% expected in the 2019-20 fiscal year. Current annual cost to the District, if max allowance is used by all staff: \$126k Increase monthly contribution, if max allowance is used by all staff: \$135k

Maximum increased financial impact to the District in 2019-20 \$9k

**** Board consensus received: Pay-scales accepted**

**** Board consensus received: Executive Assistant to Executive Administrator effective June 2019**

**** Board consensus received: Increase employer contribution benefit \$750/mo.**

**** Board consensus received: FT Maintenance I position remain in budget**

CIP/FIXED ASSET BUDGET

LEASING MAINTENANCE VEHICLES AND EQUIPMENT PURCHASE

Budget includes:

\$55k Utility Truck (finance)

\$60k Bobcat and attachments purchase (utilizing reserves)

\$25k Small gym floor replace (board approved, staff postponed until summer 2019)



- **PURCHASE/LEASE UTILITY TRUCK**

Existing vehicles are consistently breaking down and in need of costly repairs that outweigh the value of the vehicles. FRRPD has spent over \$27k in the past 2.5 fiscal years on vehicle repairs, granted some of the cost are routine maintenance.

2019-20 budget includes the lease to own financing of one (1) additional F-250 Ford trucks. 2017-18 the District purchased one (1) of three (3) F-250 Ford trucks approved in the budget. 2019-20 staff is requesting to purchase an additional one (1) F-250 utility truck and finance the same as the previous truck, which proved to be a great deal and excellent truck for the maintenance department. At this time, staff is requesting to move forward with the lease to own one (1) additional utility truck king cab spending up to \$55k.

Financing price includes full maintenance program to 100k miles, monthly lease charge and tax. Quote is based on annual mileage of 20K.

Budgeted to spend up to \$55k, however staff is always conscious of price and researching best deals. Staff is currently recommending a King Cab Utility Truck.

**** Board consensus received: Budget Fixed Asset Utility Truck up to \$55k**

PURCHASE OF BOBCAT AND ATTACHMENTS

In 2017 the Board of Directors adopted and passed Resolution 1357-17 approving the purchase of a Compact Track Loader (Bobcat) with attachments up to \$55k. Due to multiple reasons, staff did not move forward with this equipment purchase. Now staff is ready to purchase and included in Fixed Asset budget presented today up to \$60k, using equipment reserves.

- Bobcats are one of the most commonly used pieces of equipment used by Park Districts. This piece of equipment can move large amounts of dirt during irrigation and trench projects, tree planting, fence post drilling, loading and unloading material. It is a versatile machine that can be adapted to numerous tasks.
- In the past the District has rented this equipment due to the lack of funds for purchasing a Bobcat. Owning this piece of equipment would allow crew to respond to repair requests immediately without having to arrange for a rental including ordering the equipment and waiting for delivery. This is particularly useful for emergency work as well as scheduled work.

**** Board consensus received: Keep in budget Fixed Asset Bobcat \$60k**



RESERVES

Ideally the District would build a General Reserve large enough to cover three months of projected operating costs. District policy recommends committing 1% of Program Revenue annually to reserves. Current reserve total is \$374,594 at the county treasury. Staff recommendation:

- Add \$10k to Elections Reserves
- Add \$8.9k to General Reserves (per board policy, 1% Program revenue)
- Deduct \$60k Equipment Reserve to purchase Bobcat

Total Reserve Balance as of 7/1/18	Change to reserve 7/1/19 2019-20 Reserve Provision	Total Reserve Balance 7/1/19 f/year: 2019-2020
Imprest/Petty Cash 1,000		1,000
Elections 30,000	10,000	40,000
General 233,594	8,900	242,494
Equipment 90,000	(60,000)	30,000
General restricted 20,000		20,000
374,594	(41,100)	333,494

**** Board consensus received: Utilize \$60k equip reserves for Bobcat purchase**

ORGANIZATIONAL STRUCTURE

Annually the District adopts an Organizational Structure chart that is in compliance with current job descriptions. 2019-20 has had several changes to the Org Chart (job descriptions added during 2018-19, and changes/adding was presented at budget workshop). Staff will present the Org Chart at the public hearing meeting in June 2019.

PARK AND FACILITY GOALS/ANNUAL STRATEGIC PLAN:

Last updated: January 2017 the Board of Directors adopted the Park and Facility Goals and Annual Strategic Plan. Staff continues to work from the 2017 list. During the 2019-20 fiscal year, the Annual Goals Workshop will be scheduled to update goals and strategic plan.

End of staff report

Thank you for your time,

Deborah Peltzer, Business Manager

FRRPD PROPOSED BUDGET 2019-20	Audited 2017/18	Projected 2018/19	Budget 2018/19	Budget 2019/20	Business Manager comments
Ordinary Income/Expense	Actual	Estimated 2018/19	Budget	Budget	
Income		Estimated	Approved Budget	Proposed Budget	
4100 - Tax Revenue	\$ 1,644,859	\$ 1,665,000	\$ 1,600,000	\$ 1,700,000	Estimated: Subject to change, still researching
4150 - Tax Revenue (BAD)	\$ 264,639	\$ 270,100	\$ 280,329	\$ 288,873	Includes max BAD increase .44 cents per home annual increase total \$8.5k annual
4350 - Discounts & Credits	\$ (6,580)	\$ (6,000)	\$ (12,550)	\$ (7,440)	
4300 - Program Income	\$ 959,826	\$ 882,000	\$ 1,015,000	\$ 1,126,595	Gymnastics added \$225k revenue vs 2018-19 actual revenue
Total Tax/Program Income	\$ 2,862,744	\$ 2,811,100	\$ 2,882,779	\$ 3,108,028	
4400 - Donation & Fundraising Income	\$ 11,993	\$ 15,000	\$ 9,000	\$ 20,000	Active fundraiser/donation seeking a must for the District's prosperity
4500 Grant/Reimbursed Expense Income	\$ 45,618	\$ 9,120	\$ 43,500	\$ 30,000	
4600 - Other Income	\$ 180	\$ 80	\$ 500	\$ 200	
4900 - Interest Income	\$ 11,140	\$ 9,625	\$ 8,000	\$ 9,000	
4905 - Interest Income - BAD	\$ 1,357	\$ 1,300	\$ 875	\$ 1,000	
Total Income	\$ 2,933,032	\$ 2,846,225	\$ 2,944,654	\$ 3,168,228	
Expense					
Payroll Expenses					Payroll changes:
5010 - Wages & Salaries	\$ 1,167,580	\$ 1,210,000	\$ 1,409,284	\$ 1,504,681	1 Full time position added: Maintenance I/ increase GM salary range
5020 - Employer Taxes	\$ 120,555	\$ 128,000	\$ 152,320	\$ 145,299	Changed Exec Asst Hourly to Exec Adminstror Salary
5030 - Employee Benefits	\$ 129,820	\$ 154,000	\$ 165,979	\$ 188,637	Employer Contribution Health benefits \$750/mo.
5040 - Workers Comp	\$ 38,585	\$ 55,000	\$ 61,909	\$ 74,216	2019-20 Workers Comp rate increase \$20k
5060 Labor/Benefits CIP Projects	\$ -	\$ -	\$ -	\$ -	increase GM salary range per Board of Directors
Total 5000 - Payroll Expenses w/o Unfunded Liab	\$ 1,456,540	\$ 1,547,000	\$ 1,789,492	\$ 1,912,833	
5031 GASB 68 Benefit Expense	\$ 24,691	\$ 35,330	\$ 36,762	\$ 54,000	
5033 GASB Annual Audit Adjustment (year-end adj)	\$ 91,678				
Payroll w/ GASB Expense	\$ 1,572,909	\$ 1,582,330	\$ 1,826,254	\$ 1,966,833	
5100 - Advertising & Promotion	\$ 6,427	\$ 8,250	\$ 10,000	\$ 10,000	
5110 - Bad Debt					
5120 - Bank Fees	\$ 11,605	\$ 10,500	\$ 13,000	\$ 14,000	
5130 - Charitable Contributions	\$ 2,500	\$ 9,700	\$ 2,500	\$ 2,500	
5140 - Copying & Printing	\$ 10,618	\$ 10,000	\$ 12,000	\$ 11,000	
5155 Employment Screening	\$ 2,238	\$ 2,000	\$ 3,100	\$ 2,464	
5160 - Dues, Mbrshps & Publications	\$ 14,512	\$ 12,000	\$ 14,000	\$ 9,000	Adjust cost of software subscriptions to g/ 5188
5170 - Education & Development	\$ 5,479	\$ 9,000	\$ 15,000	\$ 5,000	Gymnastics added \$2k
5175 - Equipment Rental/Lease	\$ 3,761	\$ 12,000	\$ 5,600	\$ 4,000	
Total 5100-5175	\$ 57,140	\$ 73,450	\$ 75,200	\$ 57,964	
Equipment, Tools & Furn (<\$5k)					
5182 - Operating ET&F	\$ 2,192	\$ 4,500	\$ 2,500	\$ 2,900	
5184 - Program ET&F	\$ 11,572	\$ 6,500	\$ 15,450	\$ 11,100	Gymnastics added \$4k
5186 - Site/Shop ET&F	\$ 7,443	\$ 13,500	\$ 13,500	\$ 20,000	Maint add \$10k, replace ATV and Backho attachments
5187 IT Computers/Hardware ET&F	\$ 11,482	\$ 17,000	\$ 20,000	\$ 20,000	Hardware: Servers, PCs, IPad, Printers, etc.
5188 IT Computers/Software ET&F	\$ -	\$ -	\$ -	\$ 13,000	New account. Software Subscriptions and Updates (previously used 5160)
Total 5180 - Equipment, Tools & Furn (<\$5k)	\$ 32,689	\$ 41,500	\$ 51,450	\$ 67,000	
5200 - Insurance	\$ 46,084	\$ 53,100	\$ 52,500	\$ 60,000	Property/Liability increase 47% appro \$12k. Plus auto and tramp insurance
5210 - Interest Expense	\$ 1,554	\$ 1,475	\$ 3,600	\$ 3,300	
5225 - Postage & Delivery	\$ 1,512	\$ 1,000	\$ 3,200	\$ 1,200	
Total 5200-5225	\$ 49,150	\$ 55,575	\$ 59,300	\$ 64,500	
Professional & Outside Svcs					
5232 - Accounting	\$ 26,113	\$ 25,000	\$ 32,000	\$ 25,000	
5233 - Bands/Recreation	\$ 1,000	\$ 1,000	\$ 1,900	\$ 2,150	
5234 - Board Stipends	\$ 10,800	\$ 10,600	\$ 12,000	\$ 12,000	
5235 - Recreation Instructors	\$ 26,005	\$ 24,240	\$ 30,400	\$ 52,150	Gymnastics added \$15k
5236 - Legal	\$ 62,947	\$ 21,450	\$ 18,000	\$ 18,000	
5237 - Contract Janitorial	\$ 60,600	\$ 67,275	\$ 69,000	\$ 76,625	
5239 Outside Admin & Consulting	\$ 98,579	\$ 87,750	\$ 57,000	\$ 57,000	Master Plan update added \$20k

FRRPD PROPOSED BUDGET 2019-20	Audited 2017/18	Projected 2018/19	Budget 2018/19	Budget 2019/20	Business Manager comments
Ordinary Income/Expense	Actual	Estimated 2018/19	Budget	Budget	
Total 5230 - Professional & Outside Svcs	\$ 286,044	\$ 238,215	\$ 220,300	\$ 242,925	
5250 - Rent	\$ 230	\$ -	\$ -	\$ -	
Total 5250	\$ 230	\$ -	\$ -	\$ -	
Repairs & Maintenance					
5261 - Building R&M	\$ 28,242	\$ 37,000	\$ 40,000	\$ 40,000	
5262 - Equipment R&M	\$ 10,806	\$ 17,000	\$ 18,000	\$ 17,500	
5263 - General R&M	\$ 4,950	\$ 20,000	\$ 25,000	\$ 20,000	
5264 - Grounds R&M	\$ 24,938	\$ 30,000	\$ 40,000	\$ 40,000	Maint added tree arborist maintenance. Riverbend open
5265 - Janitorial supplies	\$ 25,972	\$ 22,000	\$ 29,500	\$ 29,500	
5266 - Vandalism Repair	\$ 13,115	\$ 5,000	\$ 10,000	\$ 8,000	
5267 - Vehicle R&M	\$ 5,223	\$ 14,000	\$ 6,000	\$ 4,000	
5268 Aquatics Pool R&M	\$ 33,214	\$ 40,000	\$ 45,000	\$ 35,000	
5269 Outside Contractor R&M	\$ 12,742	\$ 20,000	\$ 20,000	\$ 15,000	
Total 5260 - Repairs & Maintenance	\$ 159,202	\$ 205,000	\$ 233,500	\$ 209,000	
5270 - Security	\$ 5,348	\$ 15,000	\$ 15,000	\$ 25,000	Maint added cameras/alarmed Riverbend Bathrooms, Pools, etc.
Total 5270	\$ 5,348	\$ 15,000	\$ 15,000	\$ 25,000	
Supplies - Consumable					
5281 Misc Staff & Uniform Expenses	\$ 8,660	\$ 11,000	\$ 9,000	\$ 9,000	
5282 - Office Supplies	\$ 5,496	\$ 5,500	\$ 6,250	\$ 6,000	
5284 - Program Food	\$ 11,209	\$ 12,400	\$ 12,400	\$ 13,625	
5286 - Program Supplies	\$ 25,533	\$ 16,000	\$ 29,500	\$ 79,800	Gymnastics added \$61.8k program expenses
5287 Safety Supplies	\$ 3,548	\$ 3,500	\$ 3,500	\$ 5,075	
5289 - Site Supplies	\$ 1,276	\$ 1,000	\$ 2,200	\$ 1,000	
Total 5280 - Supplies - Consumable	\$ 55,722	\$ 49,400	\$ 62,850	\$ 114,500	
5290 - Taxes, Lic., Notices & Permits	\$ 4,487	\$ 5,000	\$ 5,000	\$ 5,125	
5300 - Telephone/Internet	\$ 11,573	\$ 13,100	\$ 14,000	\$ 14,000	
Total 5290-5300	\$ 16,060	\$ 18,100	\$ 19,000	\$ 19,125	
Transportation, Meals & Travel					
5312 - Air, Lodging, Other Travel	\$ 3,183	\$ 6,000	\$ 5,000	\$ 7,000	Gymnastics added \$2k
5314 - Fuel	\$ 18,741	\$ 25,000	\$ 21,750	\$ 29,000	
5316 - Meals	\$ 575	\$ 600	\$ 1,000	\$ 500	
5318 - Mileage	\$ 2,178	\$ 1,500	\$ 2,500	\$ 2,000	
Total 5310 - Transportation, Meals & Travel	\$ 24,677	\$ 33,100	\$ 30,250	\$ 38,500	
5320 - Utilities					
5322 - Electric	\$ 105,520	\$ 109,000	\$ 110,000	\$ 115,000	
5324 - Garbage	\$ 20,752	\$ 21,500	\$ 23,300	\$ 25,000	
5326 - Gas/Propane	\$ 5,510	\$ 7,300	\$ 5,900	\$ 7,000	
5328 - Sewer	\$ 3,855	\$ 4,000	\$ 4,000	\$ 5,500	
5329 - Water	\$ 79,243	\$ 100,000	\$ 95,000	\$ 108,000	
Total 5320 - Utilities	\$ 214,880	\$ 241,800	\$ 238,200	\$ 260,500	
Total Expense	\$ 2,474,051	\$ 2,553,470	\$ 2,831,304	\$ 3,065,847	
Net Ordinary Income Less Expenses	\$ 458,982	\$ 292,755	\$ 113,350	\$ 102,381	
Debt Interest Expense	\$ 117,429	\$ 109,825	\$ 109,825	\$ 102,018	
Total expenses including Debt Interest	\$ 2,591,480	\$ 2,663,295	\$ 2,941,129	\$ 3,167,865	
Net Profit/(Loss) Year End	\$ 341,553	\$ 182,930	\$ 3,525	\$ 363	
* Depreciation is not a cash expense, but is included in the annual operating budget	\$ 410,938	\$ 450,000	\$ 500,000	\$ 550,000	
Principal Loan Payment	\$ 220,735	\$ 229,240	\$ 229,240	\$ 236,960	

FRRPD PROPOSED BUDGET 2019-20	Audited 2017/18	Projected 2018/19	Budget 2018/19	Budget 2019/20	Business Manager comments
Ordinary Income/Expense	Actual	Estimated 2018/19	Budget	Budget	
ADDED: EXTRAORDINARY INCOME/EXPENSE including Impact Fees Collected, Riverbend Insurance Proceeds and Flood Expenses					
Extraordinary Income					
Impact Fees Restricted Income: includes interest in Impact Account	\$ 52,366	\$ 80,000	\$ 35,000	\$ 55,000	
FEMA: Anticipated Flood Reimbursement from FEMA (Insurance Deductible FRRPD out of pocket)	\$ 250,000	\$ (250,000)			
Insurance Proceeds collected, Riverbend Flood claim	\$ 3,096,270	\$ 1,836,817	\$ 2,000,000		
SBF Grant \$750k Nelson Pool upgrade/\$267k Trail extension				\$ 1,017,000	
Extraordinary Expenses					
Construction of Riverbend	\$ 1,394,910	\$ 2,000,000	\$ 2,000,000	\$ 1,200,000	
Riverbend Flood Expenses: District paid out of pocket toward deductible (see line 109, expenses applied to anticipates reimb from FEMA/Insurance)	\$ 89,496	\$ 151,000			
SBF Grant FRRPD matching funds 50%: Impact, Project fund, General Fund, Fundraisers and Reverses if needed				\$ 350,000	188K PROJECT/BAL AQUATICS/PARKLAND IMPACT
GM Murphy requested BOD to transfer \$350k Insurance Proceeds to reimburse General Fund for Admin on Riverbend Project				\$ 350,000	Insurance Proceeds to General Fund: allocation \$140k Act Center roof replace, \$75k upgrade IT equipment/software, \$50k Nelson Field light replace, \$85k feasibility study/survey additional tax assessment
Gain/Loss on Disposed Fixed Assets (16-17 reflects Riverbend Flood loss)	\$ -				
Following info used for reporting to County: Per Board Policy Capital Improvement Projects/Purchases requires Board Approval					
COUNTY RESERVES			Total Reserve Balance	Change to reserve 7/1/19	Total Reserve Balance
Reserves Explain			as of 7/1/18, including provisions	2019-20 Reserve Provision	7/1/2019
Imprest (Petty Cash, reallocated to \$1k every year, carryover)			\$ 1,000		\$ 1,000
2019-20 add \$10k toward Nov20 Election, 3 seats open			\$ 30,000	\$ 10,000	\$ 40,000
7/1/19 add 1% Program Income per Policy			\$ 233,594	\$ 8,900	\$ 242,494
Equipment Reserves. \$50k deduct purchase Bobcat			\$ 90,000	\$ (60,000)	\$ 30,000
General Reserve (Natural Disaster, annual carry over)			\$ 20,000		\$ 20,000
TOTAL RESERVES:			\$ 374,594	\$ (41,100)	\$ 333,494
County Budget 2018-19 Fixed Asset (mid-year adjustment if needed as Projects/Grants become available)	Actual Fixed Assets 2017/18 EXCLUDING RIVERBEND CONSTRUCTION	Estimated Fixed Assets 2018/19 EXCLUDING RIVERBEND CONSTRUCTION	Budget Fixed Assets 2018/19 Excluding Riverbend Construction	Budget Fixed Assets 2018/19 Excluding Riverbend Construction/SBF Grant Nelson	
Fixed Assets General Fund county g/l 560 Fund 2600	\$ 287,786	\$ 83,497	\$ 188,850	\$ 200,000	PROPOSED PURCHASES/PROJECTS BELOW
Fixed Assets SBF Grant Nelson Pool	\$ -			\$ 1,367,000	SBF GRANT TRAIL/ NELSON UPGRADES
2018/19 Fixed Asset detailed as of 3/1/19					
EXCLUDING RIVERBEND	\$ 110,423		\$ 188,850	\$ 200,000	Proposed Purchases/Projects 2019/20: seeking Board approval
Palermo Park: Drain repair, ADA upgrades, play structure install (total estimated cost)	\$ 5,200	\$ 42,176	\$ 29,000		\$60k Bobcat plus attachments (reserves)
Berry Creek Bathroom in progress Impact Fees	\$ 8,495	\$ 34,000			\$55k F250 Utility Truck (finance) spending up to \$55k King Cab
Elite Trampoline Bed/Frame 7x14	\$ 38,374	\$ 7,321			\$25k Sport Floor Small Gym Approved (Gen Fund/Public Use Impact Fees)
	\$ 8,673				
	\$ 91,902				
	\$ 24,719				
Total Fixed Assets by Fiscal Year (not including Riverbend)	\$ 287,786	\$ 83,497	\$ 217,850	\$ 200,000	excluding SBF Grant Projects
F/Year Appropriation Limit	\$	\$ 3,537,031	\$ 3,684,808	\$ -	Will calculate after budget workshop and board consent to move forward

FRRPD: 2019-20 FRRPD BUDGET		GE1-Gen Op	GE3- Maint	Recreation AQUATICS	Recreation CLASSES	Recreation SPORTS YOUTH/ADULT	TOTAL RECREATION TOTAL CLASS, AQUATIC, SPORTS	EVENTS	RENTALS EXCLUDING GYM MEET RENTALS	TOTAL GYMNASTICS Includes Fac Rental/Gym Meets	TOTAL SCHOOL/CAMP	TOTAL BUDGET 17-18
		ADMIN & IMPACT	MAINT & BAD	AQ-Aquatics	CL-Classes	SPORTS		Total EV-Events	Total RE-Rentals	TOTAL GYM	Total SC-School	
Ordinary Income/Expense												
Income												
4100 - Tax Revenue	1,700,000			0	0	0	0	0	0	0	0	1,700,000
4150 - Tax Revenue (BAD)		288,873		0	0	0	0	0	0	0	0	288,873
4350 - Discounts & Credits				(100)	(900)	0	(1,000)	0	(240)	(3,000)	(3,200)	(7,440)
4300 - Program Income - Other				48,000	69,000	60,000	177,000	6,800	44,000	421,295	477,500	1,126,595
Total Tax and Program Income	1,700,000	288,873		47,900	68,100	60,000	176,000	6,800	43,760	418,295	474,300	3,108,028
4400 - Donation & Fundraising Income	9,500			500	0	0	500	8,000	0	0	2,000	20,000
4500 - Grant/Reimbursed Expenses Income	29,750			0	0	0	0	250	0	0	0	30,000
4600 - Other Income		200		0	0	0	0	0	0	0	0	200
4900 - Interest Income	9,000			0	0	0	0	0	0	0	0	9,000
4905 - Interest Income - BAD		1,000		0	0	0	0	0	0	0	0	1,000
Total Income	1,748,250	290,073		48,400	68,100	60,000	176,500	15,050	43,760	418,295	476,300	3,168,228
Gross Profit	1,748,250	290,073		48,400	68,100	60,000	176,500	15,050	43,760	418,295	476,300	3,168,228
EXPENSES												
5000 - Payroll Expenses				0	0	0	0	0	0	0	0	0
5010 - Wages & Salaries	400,326	412,172		41,693	17,340	37,570	96,603	9,614	0	212,436	373,530	1,504,681
5020 - Employer Taxes	35,833	37,976		5,774	2,402	5,203	13,379	1,169	0	18,855	38,087	145,299
5030 - Employee Benefits	65,237	85,211		0	0	0	0	0	0	12,644	25,545	188,637
5040 - Workers Comp	8,124	46,369		1,834	477	1,033	3,344	264	0	5,842	10,273	74,216
5060 - Labor/Benefits CIP Projects				0	0	0	0	0	0	0	0	0
Total 5000 - Payroll Expenses	509,520	581,728		49,301	20,219	43,806	113,326	11,047	0	249,777	447,435	1,912,833
5031 - GASB 88 Benefit Expense	54,000			0	0	0	0	0	0	0	0	54,000
5033 Annual GASB Auditor Adj				0	0	0	0	0	0	0	0	0
TOTAL PAYROLL WITH GASB	563,520	581,728		49,301	20,219	43,806	113,326	11,047	0	249,777	447,435	1,966,833
5100 - Advertising & Promotion	8,575			0	25	0	25	550	0	200	650	10,000
5110 - Bad Debt				0	0	0	0	0	0	0	0	0
5120 - Bank Fees	14,000			0	0	0	0	0	0	0	0	14,000
5130 - Charitable Contributions	2,500			0	0	0	0	0	0	0	0	2,500
5140 - Copying & Printing	11,000			0	0	0	0	0	0	0	0	11,000
5155 Employment Screen	205	452		408	68	272	748	0	0	272	787	2,464
5160 - Dues, Mbrshps & Publications	8,700			300	0	0	300	0	0	0	0	9,000
5170 - Education & Development	2,250	1,500		0	0	0	0	0	0	2,000	500	6,250
5175 - Equipment Rental/Lease		2,850		0	0	0	0	1,150	0	0	0	4,000
5180 - Equipment, Tools & Furn (<\$5k)				0	0	0	0	0	0	0	0	0
5182 - Operating ET&F	800	1,000		500	0	0	500	0	0	400	200	2,900
5184 - Program ET&F				1,000	200	2,500	3,700	400	0	5,000	2,000	11,100
5186 - Site/Shop ET&F		20,000		0	0	0	0	0	0	0	0	20,000
5187 - IT Computer/Hardware	16,400	1,000		0	0	300	1,300	0	0	300	1,000	20,000
5188 - IT Computer/Software Subscriptions	12,700			0	0	300	300	0	0	0	0	13,000
Total 5180 - Equipment, Tools & Furn (<\$5k)	29,900	22,000		1,500	200	3,100	4,800	400	0	5,700	3,200	67,000
5200 - Insurance	31,000	22,000		0	0	0	0	0	0	7,000	0	60,000
5210 Interest Expense		3,300		0	0	0	0	0	0	0	0	3,300
5225 - Postage & Delivery	1,200			0	0	0	0	0	0	0	0	1,200
5230 - Professional & Outside Svcs				0	0	0	0	0	0	0	0	0
5232 - Accounting	26,000			0	0	0	0	0	0	0	0	26,000
5233 - Bands/Recreation				0	0	0	0	2,150	0	0	0	2,150
5234 - Board Stipends	12,000			0	0	0	0	0	0	0	0	12,000
5235 - Recreation Instructors				1,250	26,300	0	27,550	0	0	24,600	0	52,150
5236 - Legal	18,000			0	0	0	0	0	0	0	0	18,000
5237 - Contract Janitorial		76,625		0	0	0	0	0	0	0	0	76,625
5238 - Other Outside Labor (inactive code)				0	0	0	0	0	0	0	0	0
5239 - Outside Admin Consulting	42,000	15,000		0	0	0	0	0	0	0	0	57,000
Total 5230 - Professional & Outside Svcs	98,000	91,625		1,250	26,300	0	27,550	2,150	0	24,600	0	243,925
5250 - Rent				0	0	0	0	0	0	0	0	0
5260 - Repairs & Maintenance				0	0	0	0	0	0	0	0	0
5261 - Building R&M		40,000		0	0	0	0	0	0	0	0	40,000
5262 - Equipment R&M		15,500		0	0	0	0	0	0	2,000	0	17,500
5263 - General R&M		19,000		0	0	0	0	1,000	0	0	0	20,000
5264 - Grounds R&M		40,000		0	0	0	0	0	0	0	0	40,000
5265 - Janitorial Supplies		27,600		0	0	0	0	0	0	1,900	0	29,500
5266 - Vandalism Repair		8,000		0	0	0	0	0	0	0	0	8,000
5267 - Vehicle R&M		4,000		0	0	0	0	0	0	0	0	4,000
5268 - Aquatics Pool R&M		40,000		0	0	0	0	0	0	0	0	40,000
5269 - Outside Contractor R&M		15,000		0	0	0	0	0	0	0	0	15,000
Total 5260 - Repairs & Maintenance	0	209,100		0	0	0	0	1,000	0	3,900	0	214,000
5270 - Security		25,000		0	0	0	0	0	0	0	0	25,000
5280 - Supplies - Consumable				0	0	0	0	0	0	0	0	0
5281 - Staff & Uniform Supplies	2,175	4,800		925	0	700	1,625	0	0	100	300	9,000
5282 - Office Supplies	6,000			0	0	0	0	0	0	0	0	6,000
5284 - Program Food				0	25	0	25	550	0	0	13,050	13,625
5286 - Program Supplies				500	250	3,200	3,950	3,350	0	65,500	7,000	79,800
5287 - Safety Supplies	350	3,000		900	0	275	1,175	200	0	200	150	5,075
5288 - Safety & Staff Supplies				0	0	0	0	0	0	0	0	0
5289 - Site Supplies		1,000		0	0	0	0	0	0	0	0	1,000
Total 5280 - Supplies - Consumable	8,525	8,800		2,325	275	4,275	6,875	4,100	0	65,800	20,500	114,600
5290 - Taxes, Lic., Notices & Permits	2,200	2,050		0	0	0	0	125	0	0	750	5,125
5300 - Telephone/Internet	7,130	5,520		0	0	0	0	240	0	360	750	14,000
5310 - Transportation, Meals & Travel				0	0	0	0	0	0	0	0	0
5312 - Air, Lodging, Other Travel	4,800	200		0	0	0	0	0	0	2,000	0	7,000
5314 - Fuel		28,700		0	0	0	0	0	0	0	300	29,000
5316 - Meals	500			0	0	0	0	0	0	0	0	500
5318 - Mileage	1,225	100		0	0	250	250	225	0	50	150	2,000
Total 5310 - Transportation, Meals & Travel	6,525	29,000		0	0	250	250	225	0	2,050	450	38,500
5320 - Utilities				0	0	0	0	0	0	0	0	0
5322 - Electric	11,250	70,000		0	7,650	0	7,650	0	0	11,250	14,850	115,000
5324 - Garbage	1,350	19,275		0	918	0	918	325	0	1,350	1,782	25,000
5326 - Gas/Propane	1,075	2,700		0	731	0	731	0	0	1,075	1,419	7,000
5328 - Sewer		5,500		0	0	0	0	0	0	0	0	5,500
5329 - Water	2,200	99,200		0	1,496	0	1,496	0	0	2,200	2,904	108,000
Total 5320 - Utilities	15,875	196,675		0	10,795	0	10,795	325	0	15,875	20,955	260,500
Total Expense	811,105	1,201,600		55,084	57,882	51,703	164,669	21,312	0	377,534	495,977	3,073,097
Net Ordinary Income Loss/Gain	937,145	(911,527)		(6,684)	10,218	8,297	11,831	(6,262)	43,760	40,761	(19,677)	96,031
Other Income/Expense												
Other Income												
4200 - Impact Fee Income	0			0	0	0	0	0	0	0	0	0
4910 - Interest Income - Impact Fees	0			0	0	0	0	0	0	0	0	0
9900 - Gain/(Loss) on Asset Disposal				0	0	0	0	0	0	0	0	0
Total Other Income	0			0	0	0	0	0	0	0	0	0
Other Expense												
7210 - Debt Interest Expense	12,548	0		0	20,647	0	20,647	0	0	45,882	22,941	102,018
Total Other Expense	12,548	0		0	20,647	0	20,647	0	0	45,882	22,941	102,018
Net Other Income	(12,548)	0		0	(20,647)	0	(20,647)	0	0	(45,882)	(22,941)	(102,018)
Net Profit/Loss	924,597	(911,527)		(6,684)	(10,429)	8,297	(8,816)	(6,262)	43,760	(5,121)	(42,620)	(6,887)

FRRPD 2019-20 Full Time Pay Scale

July 2019-December 2019

3% Step Scale July 2019-Dec 2019

3%

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Merit 1	Merit 2	Merit 3	Merit 4	Merit 5
General Manager	contract									
Executive Administrator	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Business Manager	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Recreation Supervisor	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Gymnastics Recreation Supervisor	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Recreation Coordinator	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97	\$ 18.51	\$ 19.06	\$ 19.63	\$ 20.22
Director of Children Services	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Assistant Director-Children Services	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97	\$ 18.51	\$ 19.06	\$ 19.63	\$ 20.22
Park Supervisor	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Maintenance Worker III	\$ 20.00	\$ 20.60	\$ 21.22	\$ 21.85	\$ 22.51	\$ 23.19	\$ 23.88	\$ 24.60	\$ 25.34	\$ 26.10
Maintenance Worker II	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.13	\$ 19.71	\$ 20.30	\$ 20.91	\$ 21.54	\$ 22.18
Maintenance Worker I	\$ 14.00	\$ 14.42	\$ 14.85	\$ 15.30	\$ 15.76	\$ 16.23	\$ 16.72	\$ 17.22	\$ 17.73	\$ 18.27

FRRPD 2019-20 Full Time Pay Scale

3% Step Scale Jan 2020- June 2020

3%

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



2019-2020 FISCAL YEAR BUDGET MEETING SCHEDULE

February 26, 2019 Regular Board Meeting – passed Resolution 1899-19 (Directing preparation of the Engineer's Report)

April 4, 2019 Special Board Meeting 2:00pm (Budget Workshop)

May 2019 (tentative): date to be announced Benefit Assessment District Committee Meeting

May 28, 2019 Regular Board Meeting -Resolution (Approval of Preliminary Budget/Preliminary Engineer's Report)

June 25, 2019 Regular Board Meeting-Resolutions & Public Hearings (Appropriations Limitations/Final Engineers Report)

July 23, 2019 Regular Board Meeting- Resolution (Adoption of Final Budget)

August 2019 submit final budget to Butte County

To be scheduled: Special Board Meeting- Update Annual Strategic Plan/Goals Setting Workshop



RESOLUTION NO. 1908-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE PRELIMINARY BUDGET FOR FISCAL YEAR 2019-20

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 2018- 19 fiscal year will be adjusted and reflect actual figures at the end of the fiscal year, June 30, 2019 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 2019-20 as currently written.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 28th day of May 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Scott "Kent" Fowler, Chairperson

Randy Murphy, General Manager



STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: RESCIND RESOLUTION 1906-19

SUMMARY

Staff requests your Board to rescind Resolution #1906-19 due to allegations of a possible Brown Act violation when it was adopted on April 25th.

BACKGROUND

As your Board knows, a concerned member of the public made statements at the outset of the Special Board Meeting on April 25th, wherein she alleged that the Board's consideration of Resolution #1906-19 had not been properly agendaized and, therefore, was in violation of the Brown Act. As you also may recall, staff had previously conferred with District Counsel Jeff Carter, who advised that the District was in compliance with the Brown Act. This was confirmed in a subsequent discussion with Counsel after the meeting. Nevertheless, and out of an abundance of caution, staff requests your Board to rescind Resolution #1906-19. This matter will be further addressed in a later item for consideration on this agenda.

BUDGETARY IMPACT

None.

RECOMMENDATION

Rescind Resolution # 1906-19.

ALTERNATIVE ACTIONS

None recommended.

ATTACHMENTS

Resolution # 1906-19



RESOLUTION NO. 1906-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT AUTHORIZING THE TRANSFER OF \$350,000 FROM RIVERBEND RESTORATION MONIES TO REIMBURSE THE GENERAL FUND FOR PROJECT-RELATED ADMINISTRATION EXPENSES

WHEREAS, Riverbend Park sustained significant damage during the Spillway Incident of February 2017; and

WHEREAS, countless hours of staff time have been devoted to the original cleanup and subsequent restoration project; and

WHEREAS, neither FEMA nor the District's insurance underwriter provide reimbursement for regular staff hours used by the District in managing the disaster and related costs; and

WHEREAS, Phase 1 of the Riverbend Restoration Project is nearing completion there are adequate funds available for the planned work associated with Phase 2; and

WHEREAS, excellent project management and oversight by staff has helped the District realize more insurance reimbursement than originally anticipated; and

WHEREAS, the restoration work completed thus far has met or exceeded the previous park conditions; and

WHEREAS, the District has a backlog in excess of \$11 Million for deferred maintenance and capital needs at or in other District facilities.

NOW THEREFORE, IT BE RESOLVED, that the Feather River Recreation and Park District Board of Directors hereby authorizes the transfer of \$350,000 from the Riverbend Construction Account to the General Fund to be used for the following projects:

- A. Repair/replace roof on Activity Center
- B. Purchase new IT equipment and integrated software
- C. Repair/replace lighting at Nelson Sports Complex
- D. Prepare report and initiate process for creation of a new BAD to provide a funding stream to better maintain District facilities.

THEREFORE, IT BE FURTHER RESOLVED, that the Feather River Recreation and Park District Board of Directors hereby directs staff to include the aforementioned projects in the fiscal year 19/20 annual budget.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 25th day of April 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Scott "Kent" Fowler, Vice Chairperson

Randy Murphy, General Manager



STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: REQUEST FOR DIRECTION REGARDING CIP GOALS AND PRIORITIES

SUMMARY

Discussion and request for direction regarding the Capital Improvement Program (CIP) goals and priorities for the upcoming and future fiscal years.

BACKGROUND

As discussed during the Budget Workshop held on April 4th and subsequent CIP meeting on April 25th, conservative estimates for current District capital projects and deferred maintenance needs exceed \$11 Million. Staff requested direction from the Park & Facilities Committee during the meeting held on April 18th and they concurred with the priorities as listed below. Staff has created the following list of projects and spending priorities as a result of recent Board and Committee meetings:

Currently in FY 19/20 Budget:

1. Utilize \$750K SBF Grant and \$300K District matching funds to upgrade and repair Nelson Pool Complex
2. Utilize \$260+K SBF Grant and \$10K donation from Friends of the Nature Center to complete the Brad Freeman Trail
3. Purchase Bobcat-type equipment (\$60K)
4. Purchase king cab pickup with utility body (\$50K)
5. Repaint Kindergym & replace floor (\$30K)

Not in FY 19/20 Budget but will be completed with insurance monies:

6. Complete Phase 2 of the Riverbend Restoration Project
 - a. Amphitheater (\$500K)
 - b. Splash pad (\$300K)
 - c. Beach (\$100K)
 - d. Floating dock at launch (\$100K)
 - e. Extend Salmon Run Road (\$350K)
 - f. Exercise equipment (\$150K)
 - g. Create Riverbend Park Maintenance Reserve Fund with remainder (\$250K)
7. Complete repair of Nolan Field Storage and Restroom Facilities (\$200K)

Not currently budgeted:

8. Reimburse District \$350K from unanticipated Riverbend insurance monies for project administration costs and use them in order to complete the following priority projects:
 - a. Repair/replace roof on Activity Center (\$140K)
 - b. Purchase new IT equipment and integrated software (\$75K)
 - c. Repair/replace lighting at Nelson Sports Complex (\$50K)
 - d. Retain consultant to perform feasibility study and survey to determine best course of action regarding additional funding options (\$85K)



9. Work cooperatively with all jurisdictions and seek Prop 68 monies in order to create a Regional Park and improve the entire riverfront from the Diversion Pool through to the south end of Riverbend Park
10. Seek Prop 68 monies to purchase Berry Creek Park property and improve facilities
11. Assist South Oroville African American Historical Society to obtain Prop 68 funding to create a park in South Oroville to be maintained by FRRPD
12. Seek Prop 68 funding in order to make other improvements to Nelson Sports Complex
13. Seek SBF or other funding to purchase property(ies) at/near Activity Center and make improvements
14. Seek funding opportunities for remainder of list

BUDGETARY IMPACT

Although it is clear that current funding strategies are inadequate, actual budgetary impact is unknown at this time. Staff will continue to diligently search for grants and other funding opportunities that maximize District resources.

RECOMMENDATION

1. Confirm priorities in the order they are listed above. Staff will devote appropriate amount of time in that sequence unless otherwise directed.
2. Direct staff to return to your Board to seek contract approvals and spending authority for the listed projects at the appropriate time(s).

ALTERNATIVE ACTIONS

None recommended.

ATTACHMENTS

FY 2019-20 CIP Needs

FRRPD FACILITY AND PARK IMMEDIATE NEEDS

**this list will change often as needs are reassessed*

3/10/2019

List created at BOD meeting 2017

		<u>PUBLIC SAFETY NEEDS</u>	<u>COMPLIANCE</u>	<u>RENOVATIONS</u>	<u>TOTAL</u>
<u>PALERMO PARK & POOL UPGRADES</u>					
*	Restroom roof	\$ 50,000.00			
	Drinking fountain	\$ 5,000.00			
*	Pool shade structure	\$ 50,000.00			
In process	Playstructures replacement		\$75,000		
	Palermo Hall upgrades		\$ 75,000.00		
In process	Parking upgrades		\$ 75,000.00		
	Park benches			\$ 7,500.00	
	Tree trimming	\$ 5,000.00			
	Security cameras	\$ 10,000.00			
	Upgrade softball fields			\$ 30,000.00	
In process	Addition of chemical shed & new PCC shed			\$ 50,000.00	
	Resurface basketball courts			\$ 15,000.00	
In process	Updated signage			\$ 5,000.00	
In process	Concrete repair/tripping hazards throughout park			\$ 30,000.00	
In process	Pool restroom hot water heater		\$ 10,000.00		
					\$ 492,500.00
<u>ACTIVITY CENTER</u>					
	Reseal & restripe parking lot	\$ 75,000.00			
	Paint exterior			\$ 100,000.00	
In process	Kindergym renovation			\$ 30,000.00	
	New carpet			\$ 50,000.00	
	Roof replacement	\$ 100,000.00			
	Bark playgrounds		\$ 5,000.00		
	Preschool playground equipment		\$ 25,000.00		
	Swamp cooler replacement (6)			\$ 36,000.00	
	Irrigation upgrades -drainage issues			\$ 15,000.00	
	Air conditioning units replaced 20			\$ 200,000.00	
	Classroom construction/Renovations			\$ 50,000.00	
	Ground squirrel eradication	?			
	LED Lighting throughout	\$ 150,000.00			

FRRPD FACILITY AND PARK IMMEDIATE NEEDS

**this list will change often as needs are reassessed*

3/10/2019

List created at BOD meeting 2017

		<u>PUBLIC SAFETY NEEDS</u>	<u>COMPLIANCE</u>	<u>RENOVATIONS</u>	<u>TOTAL</u>
	Landscaping			\$ 5,000.00	
	Additional lighting for parking lot	\$ 30,000.00			
	ADA upgrades		\$ 50,000.00		
	Tree trimming	\$ 5,000.00			
	Security cameras	\$ 7,500			
	Ventilation system gym			\$30,000	
	Appliance replacement			\$25,000	
					\$ 988,500.00
<u>NELSON POOL UPGRADES</u>					
In process	Drinking fountain				
In process	Diving board resurface				
In process	Pool total renovation				
In process	Iron fencing				
In process	Chemical shed				
In process	Restroom repairs				SBF Grant
In process	Pool shade area				\$ 1,100,000.00
<u>NELSON COMPLEX UPGRADES</u>					
	Infield dirt	\$ 35,000.00			
	Fencing			\$ 200,000.00	
	Irrigation			\$ 25,000.00	
	Scoreboards			\$ 15,000.00	
	Backstops	\$ 200,000.00			
	Electrical upgrades	\$ 50,000.00			
	Restroom Addition	\$ 30,000.00			
	Tree trimming	\$ 7,500.00			
	Lighting upgrades	\$ 300,000.00			
	Garage Roof repair			\$ 30,000.00	
	Parking lot restripe/reseal	\$ 125,000.00			
	Addition of dog park			\$ 35,000.00	
	Bleacher upgrades	\$ 55,000.00			
	Additional restrooms/renovation		\$ 75,000.00		Prop 68?

FRRPD FACILITY AND PARK IMMEDIATE NEEDS

**this list will change often as needs are reassessed*

3/10/2019

List created at BOD meeting 2017

		<u>PUBLIC SAFETY NEEDS</u>	<u>COMPLIANCE</u>	<u>RENOVATIONS</u>	<u>TOTAL</u>
					\$ 1,182,500.00
<u>BERRY CREEK</u>					
	Property Acquisition			\$ 250,000.00	
	Playstructure			\$ 75,000.00	
	Building upgrades	\$ 150,000.00			Prop 68?
					\$ 475,000.00
<u>MLK</u>					
	New slides	\$ 2,500.00			
	Electrical panel replacment	\$ 10,000.00			
	ADA upgrades		\$ 50,000.00		
	Reseal & restripe parking lot	\$ 11,000.00			
	Irrigation upgrades	\$ 30,000.00			
	Lighting upgrades	\$ 50,000.00			
	Additional bark	\$ 4,000.00			
	Iron fencing			\$ 30,000.00	
	Turf maintenance	\$ 7,500.00			
	Tree trimming	\$ 5,000.00			
	Parking Lot Repair	\$ 50,000.00			
	Storage for program equipment			\$ 5,500.00	
					\$ 255,500.00
<u>RIVERBEND PARK</u>					
	Gravel Salmon Run Road		\$ 200,000.00		
	Additional restrooms	\$ 75,000.00			
	Gates for levee	\$ 8,000.00			
	Tree trimming	\$ 10,000.00			
	Swim Dock	\$ 10,000.00			
	Dock at pond	\$ 10,000.00			
	Additonal restrooms at soccer fields	\$ 80,000.00			
	Developed undeveloped areas	\$ 3,000,000.00			
	Mistletoe eradication	\$5,000			
					\$ 3,398,000.00

FRRPD FACILITY AND PARK IMMEDIATE NEEDS

**this list will change often as needs are reassessed*

3/10/2019

List created at BOD meeting 2017

		<u>PUBLIC SAFETY NEEDS</u>	<u>COMPLIANCE</u>	<u>RENOVATIONS</u>	<u>TOTAL</u>
NOLAN COMPLEX & PLAYTOWN					
	Replace lighting and poles	\$ 250,000.00			
	Repair irrigation	\$ 50,000.00			
	Upgrade bleachers/shade	\$ 60,000.00			
	Resurface/restripe parking lot	\$ 8,000.00			
	Electrical panel replacment	\$ 15,000.00			
	Drinking fountain	\$ 5,000.00			
	Backstops	\$ 200,000.00			
	Field upgrades	\$ 150,000.00			
	Tree trimming	\$ 10,000.00			
	Fencing	\$ 50,000.00			
	Restroom upgrades	\$ 30,000.00			
	Playstructure 2-5 yr old		\$ 30,000.00		
	Fencing to deter driving on grass			\$ 25,000.00	Prop 68?
					\$ 883,000.00
BEDROCK TENNIS COURTS					
	ADA upgrades to restrooms		\$ 35,000.00		
	Resurface courts	\$ 70,000.00			
In process	Light pole replacement	\$ 3,000.00			
	Drinking fountains	\$ 10,000.00			
	Shade with benches			\$ 15,000.00	
	Fencing			\$ 30,000.00	
	Tree trimming	\$ 3,000.00			
	Upgraded lighting			\$ 25,000.00	Prop 68?
					\$ 191,000.00
BEDROCK SKATE PARK					
	Fencing	\$ 29,000.00			
	Cement ramps	\$ 150,000.00			
	Lighting	\$ 30,000.00			
	Drinking fountain	\$ 5,000.00			
	Restroom facility	\$ 150,000.00			Prop 68?

FRRPD FACILITY AND PARK IMMEDIATE NEEDS

**this list will change often as needs are reassesed*

3/10/2019

List created at BOD meeting 2017

		<u>PUBLIC SAFETY NEEDS</u>	<u>COMPLIANCE</u>	<u>RENOVATIONS</u>	<u>TOTAL</u>
					\$ 364,000.00
MANTENANCE SHOP					
	Dry rot repairs	\$ 12,000.00			
	Storage			\$ 30,000.00	
	Paint			\$ 10,000.00	
	Bob cat			\$ 55,000.00	
	Chipper			\$ 15,000.00	
	Repair Metal Roof			\$ 75,000.00	
					\$ 197,000.00
<u>ADMINISTRATION</u>					
	Computer Equipment		\$ 50,000.00		
					\$ 50,000.00
FORBESTOWN					
	Hall replacement	\$ 150,000.00			
	Museum roof	\$ 40,000.00			
	Parking lot	\$ 30,000.00			
					\$ 220,000.00
FEATHER RIVER TRAIL					
	Lighting	\$ 1,000,000.00			
In process	Trail connection	\$ 300,000.00			SBF
	Brush clearing & tree trimming	\$50,000			Prop 68?
					\$ 1,350,000.00

*Security cameras at all sites -cost to be determined

TOTAL \$11,147,000.00

TOTALGENERAL UNALLOCATED RESERVES	\$242,494
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STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: ADOPT A RESOLUTION TO AUTHORIZE THE TRANSFER OF \$350,000 FROM RIVERBEND RESTORATION MONIES TO THE GENERAL FUND AND TO PRIORITIZE THE EXPENDITURE OF THOSE FUNDS FOR SPECIFIC DISTRICT NEEDS

SUMMARY

Staff requests your Board to adopt Resolution #1909-19.

BACKGROUND

As has been discussed numerous times recently, conservative estimates for deferred maintenance of District assets exceed \$11 Million and the District has no funding set aside for most of it. Approval of this Resolution will provide monies for some very important repair work, some improvement to the District IT infrastructure, as well as a study to determine the actual overall financial need and how best to obtain the necessary funds.

BUDGETARY IMPACT

None.

RECOMMENDATION

Approve Resolution #1909-19.

ALTERNATIVE ACTIONS

None recommended.

ATTACHMENTS

Resolution # 1909-19



RESOLUTION NO. 1909-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT AUTHORIZING THE TRANSFER OF \$350,000 FROM RIVERBEND RESTORATION MONIES AND TO PRIORITIZE THE EXPENDITURE OF THOSE MONIES FOR SPECIFIC DISTRICT NEEDS

WHEREAS, Riverbend Park sustained significant damage during the Spillway Incident of February 2017; and

WHEREAS, countless hours of staff time have been devoted to the original cleanup and subsequent restoration project; and

WHEREAS, neither FEMA nor the District's insurance underwriter has provided reimbursement for regular staff hours used by the District in managing the disaster and related costs; and

WHEREAS, Phase 1 of the Riverbend Restoration Project is nearing completion there are adequate funds available for the planned work associated with Phase 2; and

WHEREAS, excellent project management and oversight by staff has helped the District realize more insurance reimbursement than originally anticipated; and

WHEREAS, the restoration work completed thus far has met or exceeded the previous park conditions; and

WHEREAS, the District has a backlog in excess of \$11 Million for deferred maintenance and capital needs at or in other District facilities.

NOW THEREFORE, IT BE RESOLVED, that the Feather River Recreation and Park District Board of Directors hereby authorizes the transfer of \$350,000 from the Riverbend Construction Account to the General Fund to be used for the following projects:

- A. Repair/replace roof on Activity Center
- B. Purchase new IT equipment and integrated software
- C. Repair/replace lighting at Nelson Sports Complex
- D. Retain consultant to perform feasibility study and survey to determine best course of action regarding additional funding options.

THEREFORE, IT BE FURTHER RESOLVED, that the Feather River Recreation and Park District Board of Directors hereby directs staff to include the aforementioned projects in the fiscal year 19/20 annual budget.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 28th day of May 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Scott "Kent" Fowler, Vice Chairperson

Randy Murphy, General Manager



STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: REQUEST TO COMMISSION A STUDY TO DETERMINE THE NEED FOR A NEW DISTRICT ASSESSMENT

SUMMARY

Staff request for Board direction to perform a study and determine the need for a new assessment in order to provide additional revenue with which to address the District's \$11+ Million deferred maintenance concerns and other operational needs.

BACKGROUND

Although District residents approved an assessment in 2002 and included an allowance for an annual CPI adjustment, District needs continue to outpace any revenue growth. Consequently, and as further illustrated by the attached CIP Needs, the District now has more than \$11 Million in deferred maintenance, which is an extremely conservative estimate. When combined with state-mandated raise in minimum wages and the annual double-digit percentage increases in construction costs, the District is in a death spiral and something must be done to provide the requisite revenues in order to rehabilitate and replace existing infrastructure, let alone build for future needs.

BUDGETARY IMPACT

A feasibility analysis conducted by our current consultant, SCI, would cost an estimated \$25K. If the survey showed enough support to move forward with balloting, depending on the type of measure chosen (e.g. parcel tax or another BAD), it would cost an additional \$40K to \$60K to get a vote before the residents. The funds for this effort would come from unanticipated insurance revenues from the Riverbend Restoration Project.

RECOMMENDATION

Recommend that the Board approve the study to determine the need and capacity for a new District assessment.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

SCI Feasibility Analysis and Survey

May 7, 2019

Submitted via e-mail

randy@frrpd.com

Randy Murphy, District Manager
1875 Feather River Blvd.
Oroville, CA 95965

Re: Increased Funding via a New Assessment or Special Tax

Dear Randy:

Per your request, this letter provides an overview of the steps involved in a new benefit assessment or special tax to provide increased local funding for improved recreation and park services provided by the Feather River Recreation and Park District (“District”). It also outlines our recommended sequential approach towards evaluating the opportunity for such funding and subsequently implementing the appropriate balloting approach.

About SCI Consulting Group

As you know, SCI Consulting Group (“SCI”) specializes in assisting public agencies with creating new revenues for public services and improvements. With over 32 years of experience in this specialized field, we have a success rate of 90% with over 150 successful agency-wide ballot measures to date. This is more than the number of new agency-wide post-218 assessments by all other assessment firms in California, combined.

Our services for ballot measures are typically segmented into two primary phases. First, we measure and survey the feasibility of enhancing local funding for specific local services and/or public improvements using a highly specialized survey technique that was developed to account for the many unique aspects of a property owner, weighted ballot assessment proceeding or a special tax election. Second, if the feasibility analysis and survey indicate sufficient support to move forward, we assist the District with all financial, legal, political and logistical aspects of a Proposition 218 ballot proceeding or special tax election.

Benefit Assessment Overview

Benefit assessments are a common local funding option for recreation and park services and improvements. Assessments for such purposes have been approved in many other areas in California, including many agencies assisted by SCI Consulting Group. Benefit assessments are levied on real property and are based on the “special benefit” each property receives from the services and improvements to be funded by the assessments.

The application of special benefits generally means that the amount of proposed assessment will not be uniform for all properties. Properties that are deemed to receive greater benefit, such as larger multifamily or nonresidential properties, will typically have relatively higher assessments.

For a new or increased parks and recreation services and improvements assessment, all property owners who would pay the proposed assessments will receive a ballot by mail. The mailed materials will typically include a notice describing the purpose for the assessment, specifically listing the total amount of the proposed assessment for the property, and a returnable assessment ballot whereby the property owner can indicate his/her support or opposition. Each ballot is weighted by the total dollar amount of the proposed assessment for the property listed on the ballot. Therefore, the results are determined by a weighting of total proposed assessments of the returned ballots. In order for the parks and recreation services and improvements assessment measure to be successful, a majority of the weighted amount of the proposed assessments of the returned ballots is needed.

In other words, the weighting of assessment ballots is the equivalent of one “vote” per dollar of proposed assessment. If the proposed assessment is \$100 per home, an owner of two single family homes could cast a ballot that is worth \$200 in weighted votes ($\100×2), and the owner of one single family home could cast a ballot that is worth half as much or \$100 in weighted votes.

Special Tax Overview

A special tax is decided by registered voters in the public agency’s service area, typically in a one-day election or a 29-day mailed election, and it requires two-thirds (super-majority) voter support of participating voters. In an election to approve a special tax, registered voters are eligible to vote. This includes tenants who will not directly pay the proposed tax and excludes property owners such as business owners, apartment owners, and others who will have to directly pay the special tax. Because non-owner voters have a significant say in special tax elections, and many other property owners who would pay the taxes are excluded from the voting, the Howard Jarvis Taxpayers Association (“HJTA”), via Proposition 13, established a super-majority requirement for special tax elections.

Conversely, all property owners being asked to support an assessment, including the owners of businesses, apartments and agricultural property, can cast a ballot for the proposed benefit assessments, and these property owners have a “say” that is proportional to their proposed assessment. Therefore, because all property owners who own property within the proposed service areas can participate and each owner’s vote is proportional to how much they are being asked to pay, the HJTA established a weighted majority threshold for these mailed ballot measures (via Proposition 218).

Step One: Feasibility Analysis and Public Opinion Survey

Conducting a feasibility analysis and public opinion survey is the recommended initial step towards the goal of considering a local funding measure.

SCI has developed a sophisticated and highly specialized research methodology for identifying the priorities of voters or property owners and their support for a local funding measure and how best to package the measure for success. One of the primary strengths of our research approach is its proven ability to most accurately identify support for a property-owner mailed ballot proceeding, not only on an overall basis but also from different types of property owners, such as single family residential, business, apartments and investment property owners. Moreover, our approach and methodology have proven to provide accurate and reliable research findings in a wide range of socio-economic environments such as rural areas, urban communities, ranges of income, and a variety of ethnic backgrounds. It is important to note that if a benefit assessment is being considered, the traditional phone polling methods used by most

research firms will often yield highly inaccurate projections for a benefit assessment. In addition, they are very ineffective at garnering accurate opinions from apartment, commercial, and other property owners who materially participate in benefit assessments.

This initial feasibility analysis/opinion research project includes a variety of elements that will aid the District in evaluating the opportunity for local funding. At the conclusion of the survey, the District will receive the following information and answers to the following research questions:

- What assessment rate/special tax rate is needed to accomplish the District's plan for improved parks and recreation services and improvements?
- Will property owners/voters support an increased assessment or special tax to accomplish the District's plan?
- Should the District proceed with a new parks and recreation services and improvements assessment or special tax and if so, how?
- What is the profile of areas/owners/voters in support and opposition?
- For an assessment, what is the support from various property types?
- What services and improvements are most desired?
- What combination of services and improvements garners the broadest support?

This important and objective information will assist the District in making sound, strategic decisions, both with regard to any future funding measure and what specific services or improvements should be included in the funding measure.

Step Two: Local Funding Measure

Prior to commencing the procedural requirements for a new assessment, we highly advise the creation and implementation of an informational outreach plan. After the informational outreach is underway, the first required procedural step in creating a new or increased assessment is the preparation of an Engineer's Report that defines the budget, special benefits and specific assessment for each property. The new assessment can also include an annual adjustment tied to the Consumer Price Index ("CPI"), allowing parks and recreation services and improvements assessment revenues to keep pace with increases in the cost of services and improvements.

After the Engineer's Report is completed and approved by the District Board, the next step is the assessment ballot proceeding. As previously noted, new or increased assessments are decided by property owners by mailed ballot. After ballots are mailed, there is a minimum 45-day period for their return. At the end of the balloting period, the agency holds a public hearing and tabulates the ballots. If the proposed assessment receives a weighted majority support from ballots returned, the assessment can be approved and levied.

Should the District choose to seek voter support for a special tax measure, an informational outreach plan is equally important to the ultimate success of an election. Working closely in concert with the District, the District's legal counsel, and the County's Election Office, SCI carefully drafts the election documents legally required to place a measure on the ballot. SCI guides the District in choosing between participating in a consolidated election or a special all-mail ballot, matching the timing and the mechanism to the needs of the District to maximize the chance for a successful outcome.

Timing and Recommendations

A feasibility analysis and mailed survey specifically designed to accurately measure the level of support for a local funding measure typically take four to five months to complete, and the costs for the survey and feasibility analysis should be roughly \$25,000. Actual cost will depend on the extent to which the survey will be independently designed to measure support from likely voters and property owners, and the number of funding plans and related rates to be tested. After the feasibility analysis and survey have been concluded, specific recommendations for proceeding with the local funding measure will be provided, and the District will be able to make a highly informed decision about whether, when and how to proceed.

The cost for conducting an assessment ballot proceeding, including the assessment engineering, preparation of the Engineer's Report, and creation and implementation of an informational outreach plan, are typically dependent on the feasibility analysis and research findings. It is difficult to provide a precise cost at this time. However, for planning purposes, we estimate that the total up-front costs for the ballot proceeding, assessment engineering, printing, mailing and return postage, ballot tabulation, and other ballot costs through the conclusion of the balloting could be in the range of \$55,00-60,000.

The cost for a special tax election, including the preparation of all election's materials, coordination with the County Elections Department, and creation and implementation of an informational outreach plan for the measure could be roughly \$40,000. SCI would also prepare draft resolutions, notices, and other election materials/documents and would provide the financial analysis recommended for the proposed special tax rates. Such documents would be finalized in conjunction with District legal counsel. Additional costs associated with a special tax election that needs to be taken into account would come from the County Elections Department, including printing and mailing of official elections materials, as well as the cost of tabulation, and other related costs.

If you have any questions or require additional information, please do not hesitate to contact me. I can be reached at (707) 430-4300 ext. 102 or via email at sonia.ortega@sci-cg.com.

Sincerely,



Sonia Ortega
Consultant

cc: Blair Aas, Director of Planning Service, SCI Consulting Group



STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: AUTHORIZE GM TO SIGN AGREEMENT WITH MELTON DESIGN GROUP FOR DISTRICT'S 2030 MASTER PLAN

SUMMARY

Staff request to authorize the General Manager to execute the agreement with MDG to complete the 2030 Master Plan.

BACKGROUND

As discussed at prior Board meetings, the Master Plan Update process was interrupted by the 2017 Spillway Incident. Now that Phase 1 of the Riverbend Restoration Project is complete, MDG is once again able to turn their attention and update the District Master Plan. The Board has previously given direction to staff to engage Melton in this process. However, staff wanted to formalize the agreement with various identified tasks and deliverables.

BUDGETARY IMPACT

The Board has previously approved the not-to-exceed amount of \$25,000 and it is included in the FY 2019/20 annual budget.

RECOMMENDATION

Authorize the GM to execute the agreement with MDG for the 2030 Master Plan Update in an amount not-to-exceed \$25,000.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

FRRPD 2030 Master Plan Update Agreement with MDG



MELTONDDESIGNGROUP,INC

LANDSCAPE ARCHITECTURAL SERVICE AGREEMENT BETWEEN CONSULTANT AND CLIENT

This AGREEMENT, effective as of the ____ day of _____ 2019 shall be

BETWEEN the Feather River Recreation and Park District (FRPPD)

Client: 1875 Feather River Blvd.
Oroville, CA 95966

and the Melton Design Group, Inc. (MDG) – Greg Melton / Principal
Consultant: 820 Broadway Street
Chico, CA 95928

Project: **FRRPD 2030 MASTER PLAN UPDATE – Tasks and Fees Agreement**

Client Contact: Randy Murphy, General Manager, (530) 533-2011, randy@frrpd.com

Consultant Contacts: Greg Melton, Principal Landscape Architect, (530) 518-7593, greg@meltondg.com

PROJECT UNDERSTANDING

SCOPE OF SERVICES

The following Tasks represent the MDG steps and process for updating the master plan with and creating the final document. Past work completed in 2016 will be incorporated where possible. New participation and input from all Feather River Board, Administration and Staff is important to guide the District into the future. For District Areas out of Oroville Proper requests will be made for meetings in Oroville with area representative to review site information and adjustments to existing conditions and proposed projects. Each area will provide an Advisory Committee to meet with District and MDG to address their area. Fees represent all new work to be completed with previous work products being incorporated as possible into the document

A new format has been directed that will be more hands on and incorporate as much information as needed to make work flow easy for staff and administration. Board members will also have a clear direction on the implementation strategy and direction of the District as they will participate in the production of that strategy. Historic information will be available in a separate appendix.

The following scope describes our tasks for the project.

TASK 1 COORDINATION AND OUTREACH – MASTER PLAN REVIEW

- 1.1 Meeting with District Staff to outline Consultant scope, procedural requirements, finalize the deliverables schedule, obtain all relevant documentation and adjustments to the Master Plan update scope of work.
- 1.2 Review existing MP and new 11x17 MP format and coordinate with Staff and their comments to create a MP outline document that identifies all the areas of adjustment. Become familiar with all new elements relative to recreation and with the Advisory Committee (AC), Finance Committee (FC) and the Board, create the direction of the District. Items to discuss will include mission, goals and policies, facility development, program increases, facility compliance, etc.... we will also cover the implementation approach and impact.
- 1.3 Identify existing facilities and obtain, from the District, existing programs and plans that may be incorporated in the Parks and Recreation Master Plan. This will be related to each site and any new future sites, will identify any changes and completions of elements. *(Partially complete)*
- 1.4 Identify all charts, graphs and maps that need updating and new charts and maps to be created.
 - a. 25-35 Site plan revisions (plus acquisition areas and future parks)
 - b. 5 Maps of each planning area and 5 basic maps of the Operations and Maintenance



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- c. 8-10 chart revisions plus 1-2 per District Area
- d. Incorporate documents from other agencies into Master Plan (DWR, SBF, LAFCO, City, etc.)
 - i. City – Open space and Recreation MP
 - ii. County – Urban Greening Plan
 - iii. LAFCO – Sphere of influence
 - iv. SBF – Consolidated Master Plan

- 1.5 Public Outreach – District to coordinate meetings with each planning area. This will occur at the District office and will engage the AC (Advisory Committee) from each area. MDG and District will lead a process where the draft master plan will be presented and reviewed by each area and we will listen and discuss future facilities and programs.
 - a. This will occur at the District office and will engage the AC from each area. 5 planning areas –
 - b. Integrate with all the surrounding agencies: City, SBF, ORAC, County, State and DWR
 - c. Present and update at Board Meetings.
- 1.6 Meet with FRRPD Advisory Committee to collaborate and blend all parts of the Master Plan (3 Meetings). Coordinate with Staff thorough out process (3 Meetings). Attend meeting with Board of Directors for update at General Meeting (3).

TASK 2 PLANS, CHARTS AND GRAPH UPDATES

- 2.1 Review all existing data charts and maps. Several of the charts will be eliminated if not useful.
 - 1. Update charts and graphs per current information.
 - 2. Study Park system relative to Master Plan section to accurately update document
 - 3. Identify trends and new standards to integrate
 - 4. Add new charts if determined necessary
 - 5. Review with Advisory Committee and Staff and verify changes to charts.
- 2.2 Visit sites as needed to identify opportunities and constraints as well as special factors that may affect future plans for each of the parks as well as current uses. Build upon existing Master Plan documentation and understanding and coordinate with district staff to gain better understanding of each site. Work with staff to identify key elements of each facility and program to complete direction.
- 2.3 Revisions and modifications to all plans and charts.
 - 1. Revise all text and dates
 - 2. Update park plans and add future improvements
 - 3. Review, make edits and submit for review approval
 - 4. Provide as many existing conditions plans as possible and where plans don't exist we will use aerial photos as base maps.

TASK 3 FACILITY, IMPROVEMENTS, AQUISITION AND COST (Existing and Future)

- 3.1 Update existing schematic plans for all FRRPD facilities. This task will identify in real terms and visually what elements are needed and accurate costs for the improvements. The plan will also allow staff to discuss sites easier, see future expansion projects and provide better direction for daily maintenance and improvement tasks.
 - 1. Use existing maps and or aerial photos to draft schematic elements on plan and document needing improvements along with removing facilities no longer a part of the District.
 - 2. Identify past progress, completion and change from 2011 MP and address on plan.
 - 3. Review and update program identifying existing, proposed and future uses of each site.
 - a. Identify opportunities and constraints based on existing and proposed future needs.
 - b. Assess and discuss the following for all existing parks and recreations facilities. This will be a combination of the following elements:

1. Present condition	3. Alternative usage
2. Staffing requirements	4. Modification and/or expansion potential



4. Identify options for acquisition, of new facility or open space
 - a. Discuss existing and proposed housing developments that may be needed to be incorporated in the Plan along with estimated development schedule.
5. Develop new uses for all future park and recreation sites. (Acquisition sites)
 - a. Design criteria for facilities, size, use area, costs etc.
 - b. Identify site uses, improvements and proposed facilities.
 - c. Identify site-specific constraints such as soil, drainage issues, utilities etc...
 - d. Assess opportunities for future parks, land development and acquisition
 1. Location
 2. Quantity
 3. Value added
 4. Accessibility / Connectivity
6. Develop Cost estimates for each project including construction and non-construction expenses

TASK 4 PLANNING AREA MAPPING

- 4.1 Revise existing Planning Area maps as needed based on changes to the Master Plan since 2008
 1. AC Committee and MDG to provide input and direction to existing maps so they meet the content of the new Master Plan. (5 maps with large and small changes).
- 4.2 Present unique ways to integrate parks, trails and open spaces into the land development process.
 1. Discuss options for joint use facilities and programming with other stake holders. (schools, public areas, etc.)
 2. Identify areas that need facilities and identify options.
- 4.3 Present Master Plan changes to AC and staff. Obtain comments and make revisions to finalize maps.

TASK 5 DISTRICT STANDARDS, RECOMMENDATIONS, IMPLEMENTATION and EXECUTIVE SUMMARY

- 5.1 Discuss Recreation Standards, current issues and trends regarding District position and cross reference with Master Plan to establish baseline for services provided for Oroville Area.
 1. Level of service
 2. Similar facilities, costs and services in the area
 3. Usage trends
 4. Community support
 5. Economy in the service area
 6. Regulatory agency approval and environmental review. *(not included)*
- 5.2 Update Park Planning Criteria
 1. Park acreage standards for Oroville and Similar Districts.
 2. Park category description and recommended size for:

a. Mini-Parks	d. School Park Sites
b. Neighborhood Park	e. Special Use Facilities
c. Community Parks	f. City of Oroville Facilities
 3. Recommended park location criteria.
 4. Park development standards and cost of operation and maintenance.
 5. Planning considerations for open space, bikeways and greenbelts.
- 5.3 Implementation Plan
 1. Revise elements in plan addressing all the elements
 2. Address future funding opportunities and strategies for implementation.
 3. Work directly with District to create a strong process specifically for the time and opportunities that present themselves.



5.4 Executive Summary and Report Card

1. Develop a new executive summary for the document, creating a clear direction for the immediate future and to guide the staff, committees and board.
2. Include a grading report for the District Staff and the District as a whole. This will be determined with input from public, participating agencies and in-house reviews.

TASK 6 ADMINISTRATIVE AND FINAL DRAFTS OF DOCUMENT

6.1 Produce Administrative and Final Draft documents for review

1. Document and Map Submittal – Submit to the District an electronic copy of all administrative draft text and graphics in Microsoft Word and in PDF format.
2. Meet with AC Committee and District Board of Directors to review and thoroughly analyze document. Board to review and comment.
3. Review District comments and meet with District staff to discuss potential changes or additions to Plan.
4. Adjust documents and submit to District.

6.2 Attend presentation of Final Park and Recreation Master Plan to FRRPD Board of Directors.

1. Attend and support Staff at meeting.
2. Document public input and discuss with Board and AC Committee.
3. Provide District with an electronic copy of all administrative draft text and graphics in INDESIGN SOFTWARE on a compact disc (CD), and an Internet ready copy in Adobe Acrobat format.

REIMBURSABLE EXPENSES

Reimbursable expenses will include expenses for production of document for in-house review and review by client. Submittals of documents will include one hard copy at draft submittal, with digital document for District distribution to staff and Board. MDG will provide 3 final copies at completion of services printed in color and bound. Any mass printing beyond submittals will be billed separately per the attached rate schedule and in addition to this figure.

TOTAL COMPENSATION OF TASKS **\$22,500.00**

Compensation for the above services shall be billed on a monthly basis according to the level of tasks complete at that time and will be based on time and materials.

ADDITIONAL AND EXCLUDED SERVICES NOT INCLUDED IN CONTRACT to be billed on T&M if requested

Additional services, including but not limited to the following are not provided under the terms of this agreement but will be provided at your request or concurrence:

1. Does not include document reproduction beyond stated submittals
2. Does not include engineering or engineering drawings for structures.
3. Significant changes to approved concepts or plans necessitating redoing the design, plans or cost estimate.
4. Renderings, models, computer generated animations or other forms of presentation materials, that go beyond the stipulated study model outlined in the Schematic Design Phase.
5. Renderings, models, computer generated animations or other forms of presentation materials, that go beyond the stipulated study model outlined in the Schematic Concepts
6. Soil compaction or other materials testing to be provided by owner / contractor (NIC).
7. Soil lab samples and recommendations
8. Changes to the Project requested by Client or other parties after approval of Design Development Master Plan.





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FRRPD Master Plan Update

Project # 2284.1

April 14, 2019

9. Additional site visits or inspections during construction in addition to specified.
10. Time and reimbursable expenses involving visits to similar existing facilities made at Client's request.
11. Permit applications, submittals or permitting fees.
12. Any services not included in or in excess of the Scope of Services outlined in this Agreement.

MISCELLANEOUS PROVISIONS

1. This proposal will remain valid for a time period of 6 months, after which if a contract has not been executed MELTON DESIGN GROUP reserves the right to revise billing rates and fee amounts.
2. If project is put on hold for 6 months a 5% startup fee will be assessed
3. Invoices are due and payable within 30 days of receipt. A 1-1/2% interest will be charges per month if past 30 days.
4. This Agreement is governed by the law of Landscape Architect's principal place of business.
5. This Agreement is the entire and integrated agreement between Client and Landscape Architect and supersedes all prior negotiations, statements or agreements, either written or oral. The parties may amend this Agreement only by a written instrument signed by both Client and Landscape Architect.
6. In the event that any term or provision of this Agreement is found to be unenforceable or invalid for any reason, the remainder of this Agreement shall continue in full force and effect, and the parties agree that any unenforceable or invalid term or provision shall be amended to the minimum extent required to make such term or provision enforceable and valid.
7. Neither Client nor Landscape Architect shall assign this Agreement without the written consent of the other.
8. Irrespective of any other term in this Agreement, Landscape Architect shall not control or be responsible for construction means, methods, techniques, schedules, sequences or procedures; or for construction safety or any other related programs; or for other parties' errors or omissions or for another parties' failure to complete their work or services in accordance with Landscape Architect's documents.
9. Client agrees to indemnify, defend and hold Landscape Architect harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees and all legal expenses and fees incurred through appeal, and all interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injuries or death, or economic losses, arising out of the Project and/or this Agreement, except that the Landscape Architect shall not be entitled to be indemnified to the extent such damages or losses are found by a court or forum of competent jurisdiction to be caused by Landscape Architect's negligent errors or omissions.
10. Client and Landscape Architect waive consequential damages for any claims, disputes or other matters in question arising out of or relating to this Agreement. Landscape Architect's waiver of consequential damages, however, is contingent upon the Client requiring contractor and its subcontractors to waive all consequential damages against Landscape Architect for claims, disputes or other matters in question arising out of or relating to the Project.
11. To the extent damages are covered by property insurance during construction, Client and Landscape Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for such damages. Client or Landscape Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties described in this paragraph.
12. Client acknowledges and agrees that proper project maintenance is required after the Project is complete. A lack of or improper maintenance in areas such as irrigation equipment may result in damage to property or persons. Client further acknowledges and agrees that, as between the parties to this Agreement, Client is solely responsible for the results of any lack of or improper maintenance.
13. Nothing in this Agreement shall create a contractual relationship for the benefit of any third party.
14. Landscape Architect agrees to provide its professional services in accordance with generally accepted standards of its profession.



MELTONDDESIGNGROUP,INC

820 BROADWAY ST CHICO CA 95928 - 530.899.1616

1440 G ST SACRAMENTO CA 95814 - 916.594.9342

MELTONDG.COM



- 15. Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to:
 Landscape Architects Technical Committee
 2420 Del Paso Road, Suite 105, Sacramento, CA 95834. (916) 575-7230

SECTION 3 - CLIENT'S RESPONSIBILITIES

- 1. Client shall, at his own expense, provide full information concerning its design objectives, constraints and criteria.
- 2. Client, with consultation from Consultant, shall make application to all agencies having jurisdiction over the Project and shall pay all plan review fees, permit fees, application fees and development fees.
- 3. Client shall arrange for material testing as required by law or the Contract Documents.
- 4. Client shall designate an individual to act as the prime liaison with Consultant and sub consultants. Client shall furnish required information, review Consultant's work for conformity with Client's objectives and render approvals and decisions as expeditiously as necessary for the orderly progress of Consultant's services.
- 5. Client, with consultation from Consultant, shall develop a Project budget including reasonable contingencies for unknown conditions, bidding, minor defects or omissions in the design documents and escalation in the price of materials and labor.

SECTION 4 - BASIS OF COMPENSATION

Compensation due Consultant for services described in Section 1 shall be a not to exceed figure shown Charges for Services described in Section 1 shall be billed monthly and in proportion to the work completed. For Additional Services, provided under Section 2, compensation shall be on an hourly rates and charges basis in accordance with the attached Schedule of Hourly Rates and Charges.

Client shall be responsible for payment of Reimbursable Expenses, which include actual expenditures made by the Consultant in the interest of the Project for all in house printing, color prints, foam core, travel, and submittals to Team, review prints, presentations and submittals per the attached Schedule of Rates.

Client agrees to pay Consultant within thirty (30) days after the date of billing. Payments due Consultant and unpaid under this Agreement shall bear interest on the unpaid balance at a rate of 1.5% per month. If payment is not received within thirty (30) days, Consultant may, at his discretion, stop work until payment is received.

SECTION 5 - MISCELLANEOUS PROVISIONS

- 1. The Agreement shall be governed by the laws of the State of California, except it is conclusively presumed that both parties had an equal part in the drafting of this Agreement.
- 2. Client and Consultant bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement. Neither Client nor Consultant shall assign or otherwise transfer his interest in this Agreement without written consent of the other except that Consultant reserves the right to retain duly licensed persons, firms or corporations as engineering or design consultants for portions of the Work herein provided for.
- 3. If any one or more of the terms, provisions, or conditions of this Agreement are declared invalid, unenforceable, or void by a court of competent jurisdiction, none of the remaining terms, provisions, or conditions shall be affected and shall be valid and enforceable.





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FRRPD Master Plan Update

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April 14, 2019

- 4. Notwithstanding any other provisions in this Agreement to the contrary, nothing herein contained shall be construed as:
 - a. Constituting a guarantee, warranty or assurance, either express or implied, that the Consultant services will yield or accomplish a perfect outcome for the Project; or
 - b. Obligating Consultant to exercise professional skill or judgment greater than that which can reasonably be expected from other Consultants currently practicing under like circumstances; or
 - c. An assumption by Consultant of the liability of any other party.
- 5. In the event of any litigation arising from or related to this agreement or the services provided under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees, and all other related expenses in such litigation.
- 6. Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to:
 Landscape Architects Technical Committee
 2420 Del Paso Road, Suite 105
 Sacramento, California 95834 (916) 575-7285

Please let us know if you have any questions concerning this Agreement. If the above meets your approval, please sign and return a copy to our office.

Sincerely,

Greg Melton, CEO
Melton Design Group,inc

Client Signature

Date

Print Name and Title



MELTONDDESIGNGROUP,INC

820 BROADWAY ST CHICO CA 95928 - 530.899.1616

1440 G ST SACRAMENTO CA 95814 - 916.594.9342

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MELTONDDESIGNGROUP,INC

FRRPD Master Plan Update

Project # 2284.1

April 14, 2019

MELTON DESIGN GROUP - 2019 SCHEDULE OF RATES

PERSONNEL

Principal Landscape Architect	\$165.40/hour
Associate Landscape Architect	\$143.30/hour
Project Manager	\$132.30/ hour
GIS Specialist	\$110.25/hour
Irrigation Specialist	\$121.30/ hour
Irrigation Associate	\$ 77.20/ hour
Graphic Designer	\$103.95/ hour
Drafting Technician I	\$ 85.00/ hour
Drafting Technician II	\$ 73.50/ hour
Administration	\$ 63.00/ hour

REIMBURSABLE EXPENSES

Black and White Plan Print	\$.85 / square foot
Color Plan Print	\$ 4.45 / square foot
Premium Color Glossy Plan Print	\$ 6.60 / square foot
Foam Core	\$12.10 each
B & W Copies, 8.5 X 11	\$.28 each
B & W Copies, 11 X 17	\$.50 each
Color Copies 8.5 x 11	\$ 1.25 each
Color Copies 11 X 17	\$ 2.30 each
Binding Covers 8.5 x 11	\$ 2.80 each
Binding Covers 11 x 17	\$ 5.60 each
Flash Drive	\$ 7.75 each
Overnight Mail	Cost Plus 15%
Courier	Cost Plus 15%
Photography	Cost Plus 15%
Soils Analysis	Cost Plus 15%
Travel / Automobile	.58 per mile

Note: Rates subject to change annually



MELTONDDESIGNGROUP,INC

820 BROADWAY ST CHICO CA 95928 - 530.899.1616

1440 G ST SACRAMENTO CA 95814 - 916.594.9342

MELTONDG.COM



STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: AUTHORIZE GM TO SIGN AGREEMENT WITH MELTON DESIGN GROUP FOR THE NELSON POOL RENOVATION PROJECT

SUMMARY

Staff request to authorize the General Manager to execute the agreement with MDG to provide design and construction administration services for the Nelson Pool Renovation Project.

BACKGROUND

As your Board is aware, the SBF recently awarded a \$750,000 grant to the District in order to renovate the Nelson Pool. Melton Design Group is poised to assist the District with the design and construction administration of the project.

BUDGETARY IMPACT

When combined with the \$300K of District funds (primarily a combination of remainder bond funds and impact fees), this \$1,050,000 project is included in the FY 2019/20 annual budget. The SBF funds are made available by means of reimbursement on a bi-monthly basis.

RECOMMENDATION

Authorize the GM to execute the agreement with MDG for the Nelson Pool Renovation Project in an amount not-to-exceed \$114,865.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

Nelson Pool Renovation Agreement with MDG



LANDSCAPE ARCHITECTURAL SERVICE AGREEMENT BETWEEN CONSULTANT AND CLIENT

This AGREEMENT, effective as of the ____ day of _____ 2019 shall be

BETWEEN the Feather River Recreation and Park District (FRPPD)
Client: 1875 Feather River Blvd.
Oroville, CA 95966

and the Melton Design Group, Inc. (MDG)
Consultant: 820 Broadway Street
Chico, CA 95928

Project: Nelson Pool Renovation

Client Contact: Randy Murphy, General Manager, (530) 533-2011, randy@frppd.com

Consultant Contacts: Greg Melton, Principal Landscape Architect, (530) 518-7593, greg@meltongd.com

PROJECT UNDERSTANDING

Thank you for the opportunity to provide landscape architectural services for the Feather River Recreation and Park District. Under this Agreement, Melton Design Group will produce construction documents and manage the bid process to Renovation the Nelson Pool Complex. Design, improvements and construction budget will be based primarily on the Nelson Family Fun Center Preliminary Site Plan dated October 10, 2018 and the Supplemental Benefit Fund (SBF) grant for the project, application date October 24, 2018. The total budget for the project is \$1,100,000, including consultant fees.

Improvements will in general include the following elements:

1. Replace Kiddie Pool with Spray ground, Shade Structure with access and picnic
2. Upgrade Heat and Filtration System
3. Improve Plumbing Infrastructure – coping, portion of concrete, pump system, ADA access to pool and pump house.
4. Upgrade Fence – metal picket fence for aesthetics, reduce vandals and to prevent access
5. Add Bleachers – viewing large pool as it fits on existing slab
6. Improve ADA Access – to all pool elements form building
7. Improve/Expand Picnic Areas – control grading and drainage, hardscape planting and irrigation
 - a. Group Picnic Area – large turf area and additional shade structures to be in construction document package as additive alternate bid items.
8. Provide area and specification for water slide

MDG will produce construction documents for items 1,4,5,6,7,8 in the bid documents and include description and outline for bidding and design by the contractor for items 2 and 3, with parameters for finished improvements. Construction documents will be out to bid in August and leave September to for contracts before starting construction at the end of the swim season in October.



SECTION 1 - CONSULTANT BASIC SERVICES

Consultant Basic Services for the Project are as described below.

Task 1 – Project Set Up and Coordination

- 1.1 Kick off Meeting – Meet with FRRPD to confirm objectives and program for the Project, to establish parameters for the design effort and confirm interim and final deliverables.
 - A. Review Project Team Coordination for duration of Project.
 - B. Establish the Project Schedule to best fit the Client’s proposed timeline and the agreed upon scope of services.
 - C. Confirm grant requirements w/ SBF
 - D. Refine project program and confirm with Client input.
 - E. Present contract for approval at District Board Meeting.
- 1.2 Project Coordination during Design Process
 - A. Prepare all meeting agendas, notices, presentation materials and minutes.
 - B. Hold appropriate number of meetings with Client.
 - C. Provide monthly status reports to Client.
 - D. Provide design schedule with updates as required.
- 1.3 Site Visit and Topographic Survey – provide preliminary planning analysis, mapping and basic ground level survey for pool deck area, sloped field behind pool and building perimeter in order to create construction documents for an accessible path of travel from facility entrance to pool. Inspect site with District staff to document existing utilities.
*Survey Note: Services include a review of access to the facility with a smart level to confirm the slope of handicap accessible parking stalls and an accessible path of travel to the facility. Additional survey work plans and construction may be required if parking and access do not meet code.
- 1.4 Base Map
 - A. Develop site base map of site from existing plans, site visit and topographic survey.
 - B. Coordinate with District staff to identify and confirm utilities locations.
 - C. Coordinate with Staff the condition of existing landscape and hardscapes. Confirm elements to retain.
 - D. Access to maintenance/pump shed will remain through turf between pool and school. No treatment to sidewalk at street.
 - E. Drainage outfall will remain.

Task 2 – Design Development

- 2.1 Research products for improvements; spray grounds, shade structures, bleachers and fence.
- 2.2 Coordinate design with w/ selected spray ground vendor.
 - a. Code analysis for restroom and shower requirements.
 - b. Utility analysis and confirmation for new design – Sewer / Storm Drain / Water
- 2.3 Discuss with pool contractors to confirm direction for pool improvements; heat and filtration systems / plumbing Infrastructure.
- 2.4 Review product options with Client and confirm choices.
- 2.5 Refine Master Plan layout and estimated cost of construction.
- 2.6 Meet with Client to review and approve design.
- 2.7 Confirm final layout with Client as basis for creating Construction Documents.

Task 3 – Construction Documents

3.1 Construction Drawings and Specifications

- A. Title Sheet – Drawing index, project location maps, contacts and general notes
- B. Demolition Plan
- C. Construction and Layout Plan
 - 1. Identify all facility improvements.
 - 2. Specify product materials, size, color and finish.
 - 3. Referenced construction installation detail sheets.
 - 4. Specify design parameters of pool improvements. General parameters to include requirements of heat and filtration systems, plumbing infrastructure and pool resurfacing.
- D. Spray Ground Plans - spray equipment layout and installation details, models and quantities, recirculation tank and enclosure, controller and shower per State building code requirements. Coordinate spray ground equipment and district pre purchase.
- E. Grading and Drainage Plan – spot elevations for new sidewalks, splash pad and drainage system. Outfall to be re-used for storm drain system.
- F. Utility Plan – potable water turf area, capture electrical, drainage of mill and sanitary sewer connections for water play area at existing sewer lines by building.
- G. Landscape Construction Details – hardscape items such as concrete pads, curbs and shade structure. Shade structure structural engineering will be provided by the manufacturer.
- H. Planting Plan and Installation Details
- I. Irrigation Plan and Installation Details
- J. Electrical Supply and POC – points of connection and power supply of lighting, plugs and splash area for contractor design, bid and construct.

3.2 Technical Specifications - CSI Division 1 through 16 as needed per project elements, development standards and permit requirements.

3.3 Cost Estimates – Adjust existing Estimated Cost of Construction as Construction Documents are approved through the Submittal Process.

3.4 Submittal Process and Final Construction Documents

- A. Meet with FRRPD staff to review documents at 75% and 95% completion.
- B. Adjust Construction Drawings and Technical Specifications per Client comments.
- C. Submit plans to City and County Environmental Health as required for review and approval.
- D. Provide Final Bid Set of Construction Documents; Construction Drawings, Technical Specifications, and Bid Documents in hardcopy and electronic format to Client.

Task 4 – Bid Administration

4.1 Produce Bid Forms and Contractor Contract Documents – Add Bid Forms and Contractor Contracts, General Conditions, and Special Provisions to construction drawings and specifications. These documents together will be the Construction Contract Documents and will comprise the construction contract between FRRPD and the contractor.

4.2 Pre-Bid Meeting and Bid Questions – Attend the pre-bid meeting and respond to contractor requests for clarification during the bid process.

4.3 Addendums - After a question and answer period addendums will follow as needed to complete package and clarify bid.

4.4 Award Bid – provide consultation to Client in awarding contract according to bids received and contractor qualifications for the Project.

Task 5 – Construction Administration

The purpose of this task is to review construction submittals and key periods of installation to best verify and provide direction for construction to meet the intent of the design.

- 5.1 Pre-construction meeting to review construction documents with contractor.
- 5.2 Review product submittals, material tests and shop drawings for conformance to specifications. Respond with approval documents or specify necessary changes.
- 5.3 ASI (Architects Supplemental Information) – issue as needed
- 5.4 RFI (Requests for Information) – respond to contractor requests
- 5.5 Issue Memorandum Directives and Field Orders to contractor
- 5.6 Change Orders – review proposals from contractor and provide recommendations to Client
- 5.7 Weekly Site Meetings – review progress of construction and upcoming schedule.
- 5.8 Field Observations per plans and specifications.
Typical observations include site visits to report layout, finish grade work, concrete formwork, concrete finish, structure inspections, layout, punch lists and final observations. Field Reports will follow each observation and be submitted to the Client and contractor with approval of the work or suggested remedies for construction work that does not follow the Construction Documents.
- 5.9 Report administrative documents as needed to Client and contractor.
- 5.10 Contractor Payment Request – review payment requests to confirm completed work.
- 5.11 Review contractor as-build drawings and close out documents, note edits and/or approvals.
- 5.12 Issue a Notice of Completion when contractor work is complete.

SECTION 2 - ADDITIONAL SERVICES

Services not described above are Additional Services and shall be provided if authorized in writing by Client. Additional Services include but are not limited to:

1. Geotechnical engineering or reports.
2. Structural Engineering / Civil engineering / Electrical Engineering
3. Preparation of owning or operating cost studies, life cycle cost analyses, energy effectiveness studies, and operation and maintenance manuals.
4. Work involving use permits, general plan amendments or other forms of land use entitlements, including representation at Planning Commission hearings or other governmental jurisdiction meetings that go beyond the stipulated review process and required meetings with governmental authorities having jurisdiction as described in the Construction Document Phase.
5. Preparation of Storm Water Pollution Prevention Plans (SWPPP).perform by contractor
6. Preparation of Parcel Maps, easement plats and/or legal descriptions, American Land Title Association (ALTA) surveys and maps or flood studies.
7. Work involving environmental impact reports. CEQA or other environmental studies
8. Preparation of plans, studies or documents relating to obtaining a National Pollutant Discharge Elimination System (NPDES) Permit.
9. Analysis or design of improvements or extensions of off-site utilities made necessary by the proposed Project.
10. Time and reimbursable expenses involving visits to similar existing facilities made at Client's request.
11. Civil engineering or design for on and off-site improvements.

12. Work involving hydrology studies or design of on or off-site detention or retention facilities for storm water.
13. Renderings, models, computer generated animations or other forms of presentation materials, that go beyond the stipulated study model outlined in the Schematic Design Phase.
14. Work required due to default of Contractors or serious deficiencies in the work of Contractors or construction subcontractors.
15. Consultants work involving Change Orders, other than those required due to minor conflicts in the design drawings, shall be performed on an hourly rates and charges basis.
16. Work required due to the discovery of hazardous materials.
17. Changes to the Project requested by Client or other parties after approval of Design Development Master Plan.
18. Construction staking.
19. Preparation of Record Documents.

SECTION 3 - CLIENT’S RESPONSIBILITIES

1. Client shall, at his own expense, provide full information concerning its design objectives, constraints and criteria.
2. Client, with consultation from Consultant, shall make application to all agencies having jurisdiction over the Project and shall pay all plan review fees, permit fees, application fees and development fees.
3. Client shall arrange for material testing as required by law or the Contract Documents.
4. Client shall designate an individual to act as the prime liaison with Consultant and sub consultants. Client shall furnish required information, review Consultant’s work for conformity with Client’s objectives and render approvals and decisions as expeditiously as necessary for the orderly progress of Consultant’s services.
5. Client, with consultation from Consultant, shall develop a Project budget including reasonable contingencies for unknown conditions, bidding, minor defects or omissions in the design documents and escalation in the price of materials and labor.

SECTION 4 - BASIS OF COMPENSATION

Compensation due Consultant for services described in Section 1 shall be a not to exceed figure shown as the total of this Task Summary:

Task 1 – Project Set Up and Coordination	\$17,240
Task 2 – Design Development	\$18,560
Task 3 – Construction Documents	\$61,725
Task 4 – Bid Administration	\$3,950
Task 5 – Construction Administration	\$7,920
<hr/>	
Sub Total	\$109,395
Reimbursable Expenses	\$5,470
<hr/>	
TOTAL (Not to exceed)	\$114,865

Charges for Services described in Section 1 shall be billed monthly and in proportion to the work completed. For Additional Services, provided under Section 2, compensation shall be on an hourly rates and charges basis in accordance with the attached Schedule of Hourly Rates and Charges.

Client shall be responsible for payment of Reimbursable Expenses, which include actual expenditures made by the Consultant in the interest of the Project for all in house printing, color prints, foam core,

travel, and submittals to Team, review prints, presentations and submittals per the attached Schedule of Rates.

Client agrees to pay Consultant within thirty (30) days after the date of billing. Payments due Consultant and unpaid under this Agreement shall bear interest on the unpaid balance at a rate of 1.5% per month. If payment is not received within thirty (30) days, Consultant may, at his discretion, stop work until payment is received.

SECTION 5 - MISCELLANEOUS PROVISIONS

1. The Agreement shall be governed by the laws of the State of California, except it is conclusively presumed that both parties had an equal part in the drafting of this Agreement.
2. Client and Consultant bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement. Neither Client nor Consultant shall assign or otherwise transfer his interest in this Agreement without written consent of the other except that Consultant reserves the right to retain duly licensed persons, firms or corporations as engineering or design consultants for portions of the Work herein provided for.
3. If any one or more of the terms, provisions, or conditions of this Agreement are declared invalid, unenforceable, or void by a court of competent jurisdiction, none of the remaining terms, provisions, or conditions shall be affected and shall be valid and enforceable.
4. Notwithstanding any other provisions in this Agreement to the contrary, nothing herein contained shall be construed as:
 - a. Constituting a guarantee, warranty or assurance, either express or implied, that the Consultant services will yield or accomplish a perfect outcome for the Project; or
 - b. Obligating Consultant to exercise professional skill or judgment greater than that which can reasonably be expected from other Consultants currently practicing under like circumstances; or
 - c. An assumption by Consultant of the liability of any other party.
5. In the event of any litigation arising from or related to this agreement or the services provided under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees, and all other related expenses in such litigation.
6. Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to:
Landscape Architects Technical Committee
2420 Del Paso Road, Suite 105
Sacramento, California 95834 (916) 575-7285

Please let us know if you have any questions concerning this Agreement. If the above meets your approval, please sign and return a copy to our office.

Sincerely,



Greg Melton, CEO
Melton Design Group,inc

Client Signature

Date

Print Name and Title



MELTONDDESIGNGROUP,INC

MELTON DESIGN GROUP - 2019 SCHEDULE OF RATES

PERSONNEL

Principal Landscape Architect	\$165.40/hour
Associate Landscape Architect	\$143.30/hour
Project Manager	\$132.30/ hour
GIS Specialist	\$110.25/hour
Irrigation Specialist	\$121.30/ hour
Irrigation Associate	\$ 77.20/ hour
Graphic Designer	\$103.95/ hour
Drafting Technician I	\$ 85.00/ hour
Drafting Technician II	\$ 73.50/ hour
Administration	\$ 63.00/ hour

REIMBURSABLE EXPENSES

Black and White Plan Print	\$.85 / square foot
Color Plan Print	\$ 4.45 / square foot
Premium Color Glossy Plan Print	\$ 6.60 / square foot
Foam Core	\$12.10 each
B & W Copies, 8.5 X 11	\$.28 each
B & W Copies, 11 X 17	\$.50 each
Color Copies 8.5 x 11	\$ 1.25 each
Color Copies 11 X 17	\$ 2.30 each
Binding Covers 8.5 x 11	\$ 2.80 each
Binding Covers 11 x 17	\$ 5.60 each
Flash Drive	\$ 7.75 each
Overnight Mail	Cost Plus 15%
Courier	Cost Plus 15%
Photography	Cost Plus 15%
Soils Analysis	Cost Plus 15%
Travel / Automobile	.58 per mile

Note: Rates subject to change annually



MELTONDDESIGNGROUP,INC



STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: AUTHORIZE GM TO SIGN AGREEMENT WITH MELTON DESIGN GROUP FOR THE BRAD FREEMAN TRAIL PROJECT

SUMMARY

Staff request to authorize the General Manager to execute the agreement with MDG to provide design and construction administration services for the Brad Freeman Trail Project.

BACKGROUND

As your Board is aware, the SBF recently awarded a +/- \$261,000 grant to the District in order to complete the Brad Freeman Trail. Melton Design Group is poised to assist the District with the design and construction administration of the project.

BUDGETARY IMPACT

This project is to be completed with force account labor provided by State Parks crews. The District will purchase materials and reimburse State Parks for the cost of their labor and equipment used on the project. The SBF funds are made available to the District by means of reimbursement on a bi-monthly basis.

RECOMMENDATION

Authorize the GM to execute the agreement with MDG for the Nelson Pool Renovation Project in an amount not-to-exceed \$15,000.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

Brad Freeman Trail Agreement with MDG



LANDSCAPE ARCHITECTURAL SERVICE AGREEMENT BETWEEN CONSULTANT AND CLIENT

This AGREEMENT, effective as of the ____ day of _____ 2019 shall be

BETWEEN the Feather River Recreation and Park District (FRRPD)
Client: 1875 Feather River Blvd
Oroville, CA 95965

and the
Consultant: Melton Design Group (MDG)
Landscape Architecture & Planning
820 Broadway Street
Chico, CA 95928

Project: FRRPD Nature Trail – Additional Services

Client Contact: Randy Murphy, General Manager, (530) 533-2011, randy@frrpd.com
Consultant Contacts: Paige Gimbal, Project Manager, (530) 864-2454 paige@meltondg.com
Greg Melton, Principal RLA, (530) 518-7593, greg@meltondg.com

Location: Along the Feather River just behind the Veterans Memorial on Montgomery Street to the Nature Center, Fish Ladder and Diversion Pool area.
Of Project(s)

PROJECT UNDERSTANDING

This agreement is for services that were not included in the existing Feather River Trail Service Agreement of June 3, 2014. The Additional Services in this Agreement include:

1. Review Construction Documents, Environmental Permitting and SBF Grant
2. Easement research and approvals by FRRPD – MDG to support as required
3. Bid Administration – Items not included in State Park Grant:
 - a. ADA Parking – choose 3 contractors and get bids to install
 - b. Benches and Overlooks – coordinate with State Parks or FRRPD for installation as needed
4. Construction Administration – coordinate plan review and construction with State Parks and the separate bid contractor. Construction administration to include project kick-off meeting, inspection observations for trail layout, parking layout, rough grade/boulder wall layout, finish grade and preliminary punch list and final review approval.
Additive Alternates – provide graphic design for three (3) Interpretive panels
5. Does not include HEC-RAS Hydraulic and Stream Flow Modeling. If required, MDG will provide an Additional Service agreement as needed.

SECTION 1 – CONSULTANT SERVICES AND RESPONSIBILITIES

Consultant Basic Services for the above Project are as described below.





TASK 1 – PROJECT KICK OFF AND REVIEW

- 1.1 Meet with FRRPD to discuss project requirements and scope of services
- 1.2 Review existing permitting status, grant funding and reporting requirements
- 1.3 Prepare all meeting agendas, notices, presentations materials and minutes
- 1.4 Provide monthly status reports
- 1.5 Coordination with federal, state and local agencies as needed

TASK 2 – BID DOCUMENTS AND ADMINISTRATION

- 2.1 Produce Bid Forms and Contractor Contract Documents – Add Bid Forms and Contractor Contracts, General Conditions, and Special Provisions to construction drawings and specifications. These documents together will be the Construction Contract Documents and will comprise the construction contract between FRRPD and the contractor.
- 2.2 Pre-Bid Meeting and Bid Questions – Attend the pre-bid meeting and respond to contractor requests for clarification during the bid process.
- 2.3 Addendums - After a question and answer period addendums will follow as needed to complete package and clarify bid.
- 2.4 Award Bid – provide consultation to Client in awarding contract according to bids received and contractor qualifications for the Project.

TASK 3 – CONSTRUCTION ADMINISTRATION

- 3.1 Pre-construction meeting to review construction documents with Contractor.
- 3.2 Review product submittals, material tests and shop drawings for conformance to specifications. Respond with approval documents or specify necessary changes.
- 3.3 ASI (Architects Supplemental Information) – issue as needed
- 3.4 RFI (Requests for Information) – respond to contractor requests
- 3.5 Issue Memorandum Directives and Field Orders to contractor
- 3.6 Change Orders – review proposals from Contractor and provide recommendations to Client
- 3.7 Weekly Site Meetings – review progress of construction and upcoming schedule.
- 3.8 Field Observations per plans and specifications. Typical observations include site visits to report layout, finish grade work, layout, punch lists and final observations. Field Reports will follow each observation and be submitted to the Client and Contractor with approval of the work or suggested remedies for construction work that does not follow the Construction Documents.
- 3.9 Report administrative documents as needed to Client and Contractor.
- 3.10 Contractor Payment Request – review payment requests to confirm completed work.
- 3.11 Review Contractor as-build drawings and close out documents, note edits and/or approvals.
- 3.12 Issue a Notice of Completion when Contractor work is complete.

TASK 4 – INTERPRETIVE SIGNAGE

- 4.1 Provide graphic design for three (3) Interpretive panels to be used at trail outlook areas
- 4.2 Review with FRRPD as needed

TASK 5 – REIMBURSABLE EXPENSES

Reimbursable expenses such as reproduction of documents, photocopies and plots will be billed per the attached schedule of rates.





SECTION 2 - BASIS OF COMPENSATION

TASK 1 – PROJECT KICK OFF AND REVIEW.....	\$1,500
TASK 2 – BID DOCUMENTS AND ADMINISTRATION	\$2,100
TASK 3 – CONSTRUCTION ADMINISTRATION.....	\$6,050
TASK 4 – INTERPRETIVE PANELS (3 TOTAL).....	\$4,500
<hr/>	
	SUBTOTAL \$14,150
TASK 5 - REIMBURSABLE EXPENSES (ESTIMATED AT 6%)	\$850
<hr/>	
	TOTAL \$15,000

Compensation due Consultant for services described in Section 1 shall be a not to exceed fee of **FIFTEEN THOUSAND AND ZERO CENTS (\$15,000.00)**. Charges for Services described in Section 1 shall be billed monthly according to the attached schedule of rates.

Client agrees to pay Consultant within forty-five (45) days after the date of billing. Payments due Consultant and unpaid under this Agreement shall bear interest on the unpaid balance at a rate of 1.5% per month which is an annual percentage rate of 18%. If payment is not received within forty-five (45) days, Consultant may, at his discretion, stop work until payment is received.

For Additional Services, provided under Section 3, compensation shall be on an hourly rates and expense basis in accordance with the attached Schedule of Rates.

SECTION 3 - ADDITIONAL SERVICES

Services not described in Section 1 shall be provided if authorized in writing by Client. Additional Services include but are not limited to:

1. Permitting fees.
2. City and/or County construction permits will be by construction contractor.
3. Work involving environmental impact reports or initial study.
4. Civil engineering or design for off-site improvements.
5. Structural engineering or geotechnical reports.
6. Construction material testing such as concrete density or soil compaction tests.
7. Work involving making or processing applications for additional permits.
8. Renderings, models, computer generated animations or other forms of presentation materials, that go beyond the stipulated plans, drawings and documents outlined in Section 1.
9. HEC-RAS Model if required
10. Any services or reimbursable expenses not included in or in excess of Section 1 that are provided by Melton Design Group at your request or concurrence.

SECTION 4 - MISCELLANEOUS PROVISIONS

1. The Agreement shall be governed by the laws of the State of California, except it is conclusively presumed that both parties had an equal part in the drafting of this Agreement.
2. Client and Consultant bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement. Neither Client nor Consultant shall assign or otherwise transfer his





interest in this Agreement without written consent of the other except that Consultant reserves the right to retain duly licensed persons, firms or corporations as engineering or design consultants for portions of the Work herein provided for.

3. If any one or more of the terms, provisions, or conditions of this Agreement are declared invalid, unenforceable, or void by a court of competent jurisdiction, none of the remaining terms, provisions, or conditions shall be affected and shall be valid and enforceable.
4. Notwithstanding any other provisions in this Agreement to the contrary, nothing herein contained shall be construed as:
 - a. Constituting a guarantee, warranty or assurance, either express or implied, that the Consultant services will yield or accomplish a perfect outcome for the Project; or
 - b. Obligating Consultant to exercise professional skill or judgment greater than that which can reasonably be expected from other Consultants currently practicing under like circumstances; or
 - c. An assumption by Consultant of the liability of any other party.
5. In the event of any litigation arising from or related to this agreement or the services provided under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees, and all other related expenses in such litigation.
6. Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to:

Landscape Architects Technical Committee
2420 Del Paso Road, Suite 105, Sacramento, California 95834 (916) 575-7230

Please let us know if you have any questions concerning this contract. If the above meets your approval, sign and return a copy to our office.

Sincerely,

Greg Melton, Principal
Melton Design Group

Client Signature

Date

Title





MELTON DESIGN GROUP - 2019 SCHEDULE OF RATES

MDG PERSONNEL

Principal Landscape Architect	\$165.40/hour
Associate Landscape Architect	\$143.30/hour
Project Manager	\$132.30/ hour
GIS Specialist	\$110.25/hour
Irrigation Specialist	\$121.30/ hour
Irrigation Associate	\$ 77.20/ hour
Graphic Designer	\$103.95/ hour
Drafting Technician I	\$ 85.00/ hour
Drafting Technician II	\$ 73.50/ hour
Administration	\$ 63.00/ hour

REIMBURSABLE EXPENSES

Black and White Plan Print	\$.85 / square foot
Color Plan Print	\$ 4.45 / square foot
Premium Color Glossy Plan Print	\$ 6.60 / square foot
Foam Core 24" x 36"	\$12.10 each
Foam Core 30" x 42"	\$14.50 each
B & W Copies, 8.5 X 11	\$.28 each
B & W Copies, 11 X 17	\$.50 each
Color Copies 8.5 x 11	\$ 1.25 each
Color Copies 11 X 17	\$ 2.30 each
Binding Covers 8.5 x 11	\$ 2.80 each
Binding Covers 11 x 17	\$ 5.60 each
Flash Drive	\$ 7.75 each
Overnight Mail	Cost Plus 15%
Courier	Cost Plus 15%
Photography	Cost Plus 15%
Soils Analysis	Cost Plus 15%
Travel / Automobile	.58 per mile

Note: Rates subject to change annually





STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: AUTHORIZE GM TO SIGN AGREEMENT WITH MELTON DESIGN GROUP FOR A RIVERFRONT REGIONAL PARK PROJECT TO BE PAID FOR BY GRANT FUNDING

SUMMARY

Staff request to authorize the General Manager to execute the Memorandum of Understanding with MDG to provide grant support services for the potential Riverfront Regional Park Project to be paid by Proposition 68 or other funding.

BACKGROUND

As your Board is aware, staff has been working on a conceptual Riverfront Regional Park with all local agencies. Melton Design Group has generously agreed to assist the District with grant support, as further described in the attached MOU, with the understanding that, other than comparatively minimal reimbursable expenses, they would only be paid if adequate funds were awarded to the District.

BUDGETARY IMPACT

Unless adequate funding is received, this MOU limits the amount to be paid to not exceed \$4,500. If Prop 68 or other funding is successfully obtained, this agreement would be up to an amount of \$81,915. Please note that Prop 68 grants do not require any matching funds, so the District's financial exposure is limited to the \$4,500 unless a grant is awarded, in which case, staff will return to your Board in order to authorize the acceptance of the grant and the increased amount to be paid to MDG.

RECOMMENDATION

Authorize the GM to execute the agreement with MDG for the Riverfront Regional Park Project grant support in an amount not-to-exceed \$4,500 and return to the Board for further authorization if additional funding is obtained.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

MOU with MDG for Grant Support for potential Riverfront Regional Park
Potential Project Map



MEMORANDUM OF UNDERSTANDING BETWEEN CONSULTANT AND CLIENT

This AGREEMENT, effective as of the ____ day of _____ 2018 shall be

BETWEEN the Feather River Recreation and Park District (FRPPD)
Client: 1875 Feather River Blvd.
Oroville, CA 95966

and the Melton Design Group, Inc. (MDG)
Consultant: 820 Broadway, Chico, CA 95928

Project: Proposition 68 - Riverfront Park Grant Support

Client Contact: Randy Murphy, General Manager, (530) 533-2011, randy@frrpd.com
Consultant Contacts: Paige Gimbal, Project Manager, (530) 864-2454 paige@meltondg.com
Greg Melton, Principal Landscape Architect, (530) 518-7593, greg@meltondg.com

MEMORANDUM OF UNDERSTANDING

Thank you for the opportunity to provide landscape architectural services for the Feather River Recreation and Park District. Under this Agreement, Melton Design Group will provide grant support for one project as outlined below:

FRRPD shall be responsible to complete and submit the grant application for Prop 68 funding.

MDG shall be responsible to provide supporting documentation as listed here within this Memorandum of Understanding.

FRRPD shall agree to reimburse MDG for Reimbursable Expenses in the amount of \$4500 once the grant is submitted, regardless of approval/denial of said grant. See Section 2 – Basis of Compensation, Task 10

FRRPD shall agree to reimburse MDG, in contract form, the full amount of work described here within, minus previously paid Reimbursable Expenses, or the amount as revised upon funding of the project and as approved by FRRPD, whether it be Proposition 68 or other funding. See Section 2 – Basis of Compensation Tasks 1-9

Upon funding the project, FRRPD shall negotiate with MDG a fee to provide Construction Drawings, Bid Documents and Bid Administration and Construction Administration for said project.

MDG understands that FRRPD shall support the process as described below and to provide all elements as needed to create a successful grant process and application.

CEQA and other environmental analysis and reports, if required for the grant application, shall be paid directly by FRRPD and are not included in this Memorandum of Understanding.





SCOPE OF SERVICES

TASK 1: PROJECT COORDINATION AND BASE DEVELOPMENT

- 1.1 Meet with Client on site to establish schedule, design criteria and program. Coordinate all project goals and objectives for all aspects of the site, landscape, infrastructure, irrigation and play elements. Identify all elements, their condition and proposed changes.
 - A. Obtain all existing project information from Client and Consultant files.
 - B. Existing site condition description and constraints
 - C. Collect all existing condition maps and Arden neighborhood culture

- 1.2 Coordinate with client throughout the design process, regarding work products and presentations along with, community workshops, design meeting and accounting. Work within FRRPD requirements and design guidelines that the FRRPD is supporting, including Park and Recreation Master Plan.

- 1.3 Review Base Map for project:
 - A. Develop site base map of site from existing aerial.
 1. Aerial will be used as base to help keep the project within budget.
 2. Topographic survey if existing will be used as base
 - B. Coordinate with FRRPD and staff to identify and confirm all utilities and locations.

- 1.4 Initial Grant Establishment
 - A. Initial scope is to identify preliminary project program and prepare a grant checklist to maximize the design to fit the grant. Collaboration between FRRPD Staff, Advisory Committee, MDG to optimize the application and project.
 - B. Work directly with FRRPD to Team to create a project that will *Enhance the Quality of Life, Promote the Social, Cultural and Healthy wellbeing of the community and create Strong Partners for lasting recreation development.*

1. PROPOSITION 68 – UPDATE

- a. Grant Project proposition 68 – to be determined

2. CONDITIONS of GRANT - 100pts Available to achieve

- a. Critical Lack of Park Space (1/2 mile radius)
- b. Significant Poverty -Type of Project
- c. Community Based Planning – MDG will participate with public outreach
- d. Employment or Volunteer
- e. Partnerships or Committed Funding





- f. Environmental Sustainability – Carbon Sequestration
- g. Public Fees and Operation
- h. Community Challenges / Benefits and Readiness

TASK 2: SITE ANALYSIS AND GRAPHIC PRESENTATION FOR PUBLIC REVIEW

Once elements on the site present themselves, we can assess them and give them a value and priority. We will document conditions and use this as a guide to design.

- 2.1 Site visits to Feather River Regional Park to perform site analysis, collect data and confirm findings.
 - A. Assess site area and analyze site details
 - 1. Study existing topography, grading, utilities and site drainage.
 - 2. Identify surrounding uses and connectivity to other recreation facilities in relation to accessibility and flow.
 - 3. Study views, access and current use of site.
 - B. Develop site analysis schematic that identifies all existing elements, opportunities and constraints. SITES format will be used for
 - 1. Meet with Facilities staff to identify all current and possible issues with site (staff to prepare list).
 - 2. Identify current soils and vegetation
 - 3. Review neighborhood to document tree types, use and condition
 - 4. Access all possible site constraints or complications for accurate base
 - 5. Access storm drainage for proper LID designs
 - 6. Identify carbon output from county reports
- 2.2 Photo Inventory
 - A. Photograph site elements and other park sites in community
 - B. Document relationships to surrounding element.
- 2.3 Review all pertinent information from existing park and public works documents.
 - A. Park and Recreation Master Plan
 - B. General Plan and other Planning docs
 - C. Grant requirements
- 2.4 Park Opportunity Concept Design for Outreach Meetings to present to public
 - A. Prepare conceptual graphic of park and opportunities
 - B. Create Idea Board with latest and greatest ideas and new concepts just for you site
 - C. Provide proper graphics and images to entice and solicit involvement from community into the public workshops.
 - D. Add text description and process addressing schedule to end result.





TASK 3: COMMUNITY BASED PLANNING ENGAGEMENT AND PUBLIC OUTREACH

This goal of this task is to engage the FRRPD and community in an interactive process throughout the project to gain valuable information regarding the needs for the adjacent sites. Create an Advisory Group to support design and facilitation during and outside of meetings. Create interactive meetings at different times and places to provide easy review by community.

- 3.1 Coordinate with FRRPD on Co-Facilitation process to engage the Community
 - A. Create public engagement program and schedule with FRRPD (Support 5 public engagements as discussed by FRRPD and MDG)
 - A. Identify and prepare presentation materials (MDG)
 - B. Advertise to public (FRRPD)
 - C. Secure location (FRRPD)
 - D. Identify key stakeholders for advisory group and contact them for availability (FRRPD and MDG)
 - E. Provide refreshments (FRRPD)

- 3.2 Develop survey questions with collaboration with FRRPD
 - A. MDG to create survey for public comment (those who don't speak up)
 - B. Identify survey distribution through neighborhood
 - C. Request survey to be taken at adjacent schools and workshop

- 3.3 Public design and idea workshops – Advertise and invite public to get involved. Target schools, youth groups, athletic organizations, service groups, seniors and general public. Engage in an interactive design process so community has buy-in on the project and their ideas are documented and heard.
 - A. Location: On Site with community room available
 - B. Present site analysis and potential improvements, similar park elements.
 - C. Solicit public input, set up group discussions, survey and idea board.
 - D. Visit site for inspiration and observe constraints and opportunities
 - E. Small group interviews and input from all participants.
 - F. Integrate local schools and teachers by asking teachers to do a design process in class with the kids
 - G. Engage with Chico State Recreation Department to work with Students and involve them with community and design team.

- 3.5 Document public input and develop program that will be a guide for design process (District and University Support)
 - A. Prioritize program elements and gain consensus among community
 - B. Work with local volunteer groups in workshops to aid in process and public outreach





TASK 4: SCHEMATIC DESIGNS DEVELOPMENT PLAN

The Goal of this task is to develop preliminary concept design for the project site and establish a concept that Enhance the Quality of Life, Promote the Social, Cultural and Healthy wellbeing of the community and create Strong Partners for lasting recreation development.

- 4.1 Element List – Proposed Element List and other Trending Opportunities
 - A. Prepare preliminary list with options for the development of the Park. This task will identify multiple options and formulate many ideas through a conceptual hand drawn layout with computer assisted designs.
 - B. Other Design Features and approaches that are Key to quality spaces;
 1. *Themed Design and Identity for the community*
 2. *Create the social landscape for all to be comfortable on site and be attracted to the project site.*
 3. *Earth shapes and elevations / grade changes provide opportunities*
 4. *Interactive play / Minimal risk play / Play for all ages and ability*
 5. *Accessibility for all*
 - C. Layout the design based on program from public meeting #1.
 - a. Create park theme and identity to represent the area
 - b. Identify the key elements for the site and theme that are functional and attractive
 - c. Layout each recreation area, restroom and picnic area, etc...
 - d. Landscape specialty areas, entries, picnic, shading, accent spaces, etc...
 - D. Identify all materials and preliminary surfaces and treatments establishing character. Local materials, materials that establish identity.
 - E. Work with the FRRPD Staff and Design Team to address the several elements of the grant that are specific design items:
 1. *Schematic design option and unique community-based IDEAS!*
 - a. *Criteria #4 Residents ideas and design to be used and implemented*
 - b. *Criteria #5 Work with local, students and volunteers to create learning opportunities and possible employment during process.*
 - c. *Criteria #7 Environmental Design options- storm water, interpretive education, urban forest status (i-TreeTools)*
 - 1) *SITES CERTIFIED DESIGN options and techniques*
 - 2) *Carbon Sequestration – MDG has recently been incorporating Bio-Carbon into the parks landscape and hardscapes to offset Green House Gasses, retain Toxic VOC's and to aid in preparing a great water conserving soil profile.*
 - 3) *Reduction of Urban Heat Island effects*
 - 4) *Recreation Greenbelt and connectivity*
 - 5) *Use native landscape to create place and blend with neighbors*





d.Criteria #9 Quality of Life Benefits – Enhance the site to cover all the criteria for recreational, social, cultural, environmental and educational conditions. Toddler / Children / Teens / Adults / Seniors

- F. Provide photo board with all elements that were suggested, plus additional elements as needed to meet the needs of the design concepts to educate the public and staff on the design intent.

4.2 Staff and Advisory Group review and comment

- A. Meet to review concept designs at a preliminary state to provide guidance and direction. Include all park committee and other FRRPD departments as needed.
- B. FRRPD to bring necessary staff to meeting or coordinate plan review with other departments as needed for guidance as required.

TASK 5: COSTS ESTIMATES

This task will provide preliminary costs for project for good design decisions and direction from FRRPD. The cost and project will meet the grant needs and be finalized in the grant format. Proceed in process so all grant costs from PRE-CONSTRUCTION and into CONSTRUCTION cost are ELIGIBLE for reimbursement.

- 5.1 Cost Estimate with options for materials and techniques
 - A. Prepare take offs for cost estimate
 - B. Coordinate with local contractors to determine “specific area costs”
 - C. Identify changes to enhance site and to save maintenance and operation costs.
 - D. Value engineering so to review construction techniques and materials to improve cost savings.
- 5.2 Opportunity for Purchase Of and/ or gaining construction Equipment
 - A. MDG will coordinate with FRRPD to identify Equipment available or needed for construction. If the equipment can be used for construction, it will be purchased and reimbursed by the grant.
- 5.3 FRRPD staff to identify Maintenance Costs and Commitment of project to identify budgeting and Staffing needs.
 - A. Operation and Maintenance budget breakdown for annual and monthly
 - B. Funding for Maintenance
 - C. Current parks under maintenance by FRRPD

TASK 6: ADDITIONAL PUBLIC WORKSHOPS 2 AND 3 – (Engagement approach to be determined)

This task will introduce the options and obtain response from community. MDG TEAM will Facilitate the concept presentation and FRRPD will Co-Facilitate the response process and discussion. FRRPD and MDG to determine public engagement meetings based on Community needs.

- 6.1 Coordinate public engagement for workshops (#2 - #3)





- A. Location on park site and at Community Center at different times of day for easy availability to community
 - B. FRRPD to advertise and provide refreshments
 - C. MDG Team to provide flyer with meeting invite
 - D. Work with FRRPD and Citizen advisory group to clearly identify direction of plans. Present to commission all findings.
 - E. Prepare exhibits for meeting
- 6.2 Present the Schematic design options and engage community to aid in design of project
- A. Obtain all comments and input from community and staff and document on board
 - B. Perform small group engagement to gain designs from community groups
 - C. Identify changes to enhance site and to save maintenance and operation costs.
 - D. Value engineering so to review construction techniques and materials to improve cost savings. Document and prepare summaries of meetings
- 6.3 Conclude with Consensus and Prioritization of direction and next steps. FRRPD and MDG will facilitate the process of discussion and interaction with community to gain comment and direct conversation to gain consensus.
- A. Additional concepts will be sketched at meeting to demonstrate adjustment to plan.
 - B. MDG will follow up meeting with summary and punch list of changes and adjustments
 - C. Consensus and Priority to be summarized and documented for project direction.

TASK 7: REVISED SCHEMATIC DESIGN PLANS, , DESCRIPTION, CEQA COMPLIANCE AND COST

The goal of this task is to fine tune the schematic plan options, elevations, photo's, rendering and sketches of the site and all the elements with renovation concepts and cost. Narrow review to two options and coordinate with Advisory group throughout process.

- 7.1 Revised schematic plans, digitize all schematics and integrate into TWO options
- A. Incorporate preliminary input from FRRPD Staff and community from public review
 - B. Develop project descriptions, public input and direction from FRRPD
 - C. Prepare color plan view sketches of alternatives with descriptive callouts and vignettes for key site elements. 3D rendering of concepts will be provided with video action demonstrating use of project.
 - D. Provide cut sheets for site elements, play areas, picnic structures, furniture and lighting along with photo examples hardscape treatments and plant cultivars.
 - E. Site Concept - indicate general grading and utility design concepts and incorporate the criteria elements from application along with all elements identified from public outreach.
 - F. Prepare schematic Booklet of Master Plan with all elements (11x17)





1. Description / public Input / site analysis / preliminary options / cut sheets / sketches and utilities.
- 7.2 Update Draft Cost Estimate
 - A. Prepare revised cost estimate
 - B. Identify changes to enhance site and develop opportunity to save maintenance and operation costs
 - C. Develop fee estimate for construction drawings of phases
- 7.3 CEQA Compliance Certification (If NOE or NOD additional services will be needed)
 - A. Identify the site constraints through a CEQA
 - B. Establish any mitigations and or project adjustments to eliminate mitigation need
 - C. Identify NOE or NOD for project and clearly identify any studies or permits necessary to move project forward.
- 7.4 Draft Plan Review: Review with staff and advisory group to identify any final design adjustments prior to FRRPD submittal and presentation.
 - A. Coordinate plan changes from Staff members and make additional adjustments as needed.
 - B. Review relationships between all elements and neighbors
 - C. Analyze plan and details to confirm validity of options and comments

TASK 8: FINAL MASTER PLAN, DESCRIPTION AND COST ESTIMATE

This task will wrap up the master plan with final options and provide final documents and presentations. It also finalizes the projects description along with the Grant requirement items that are design related.

- 8.1 Prepare Final Master Plans and Cost Estimate to FRRPD for Approval
 - A. Incorporate final input into master plan options
 - B. Prepare color plan, photo examples and plant cultivars.
 1. Indicate general utility design concepts.
- 8.2 Final Cost Estimate –Provide final estimated cost of construction.
 - A. Provide costs for all the project’s elements.
- 8.3 Submit Final Document for Approval by FRRPD
 - A. Implement FRRPD staff comments in final, digital, colored, Master Plan and cost estimate.
 - B. Present preferred alternative to FRRPD for approval.

TASK 9 – GRANT APPLICATION FINAL REVIEW AND SUPPORT

- 9.1 MDG to support FRRPD by reviewing and discussing plan, description, CEQA, Costs, etc... to verify final grant completion and submittal.
- 9.2 Communicate with State as needed for completion and guidance of grant approach
- 9.3 Prepare Elements of draft application for review and comment prior to final submittal





9.4 Final Application review and edits

TASK 10 – REIMBURSABLE EXPENSES – Expenses to be billed per the fee schedule
Fee Schedule for Design and Cost as Requested
Melton Design Group / Game Time

The following is our Fee Schedule to complete the design, costs, and identified grant elements for the Feather River Regional Park - Inclusive Play Area project. Work includes all items described in Scope of work.

SECTION 2 - BASIS OF COMPENSATION

TASK 1 – PROJECT COORDINATION AND BASE MAP DEVELOPMENT	\$5,260
TASK 2 – SITE ANALYSIS OF PROJECT AREA	\$ 3,625
TASK 3 – COMMUNITY ENGAGEMENT AND PUBLIC OUTREACH #1	\$ 5,400
TASK 4 – SCHEMATIC DESIGN AND GRANT DEVELOPMENT REQUIREMENTS	\$17,910
TASK 5 – COSTS ESTIMATES	\$4,200
TASK 6 – ADDITIONAL PUBLIC WORKSHOPS and ENGAGEMENT #2 AND 3	\$8,400
TASK 7 – REVISED SCHEMATIC DESIGN OPTIONS AND COST	\$7,645
TASK 8 – FINAL MASTER PLAN DESIGN OPTIONS AND COST	\$4,450
TASK 9 – GRANT APPLICATION REVIEW (APPLICATION BY DISTRICT)	\$3,125
TASK 10 – REIMBURSABLE EXPENSES	\$4,500

TOTAL: \$81,915

SECTION 2 - BASIS OF COMPENSATION

Compensation due Consultant for services described in Section 1 and section 2 shall be a not to exceed fee as shown above. Charges for Services described above shall be billed and paid in full upon funding of the project. That includes grants or other and all funding that this project is funded by.

Reimbursable expenses will be paid per the project by FRRPD and will be a current payment as billed per the Reimbursable fee chart.

Client agrees to pay Consultant within THIRTY (30) days after the date of billing upon funding of the project. Payments due Consultant and unpaid under this Agreement shall bear interest on the unpaid balance at a rate of 1.5% per month which is an annual percentage rate of 18%. If payment is not received within forty-five (45) days, Consultant may, at his discretion, stop work until payment is received. For Additional Services, provided under Section 3, compensation shall be on an hourly rates and expense basis in accordance with the attached Schedule of Rates.

SECTION 3 - ADDITIONAL SERVICES - WRITTEN CITY AUTHORIZATION

Additional services, including but not limited to the following are not provided under the terms of this Agreement .

ADDITIONAL ITEMS NOT A PART OF PROJECT

1. Additional Public Meetings beyond 3 meetings
2. Construction Drawings, Specifications and Details





3. Civil Engineering, Structural Engineering, Electrical Engineering
4. Environmental Studies and or Permits
5. SWPPP Documentation and Management: Preparation of SWPPP documents other than the erosion control plan, and ongoing management during construction. Storm Water Pollution Prevention Plan – Report Document, Notice of Intent, WDID Waster Discharge Identification Number and Registration
6. Changes to approved concepts or plans necessitating redoing the design, plans or cost estimate. The client’s verbal request to commence each task constitutes approval of prior work.
7. Permit applications, utility applications, submittals or permitting fees.
8. Soil compaction tests or other materials testing by Client.
9. Horticultural soils test for plants by Client.
10. CEQA / Initial Study documents by Client.
11. Environmental studies or wetland mitigation process will be managed by MDG as requested and MDG will provide plans created for the project for all studies.
12. All boundary lines and existing topography will be assumed to be accurate and additional information needed or requested will be on a Time & Material basis in addition to this contract. If no topography is available, Aerial photos will be used.
13. Any services not included in or in excess of the Scope of Services that are provided by Melton Design Group at your request or concurrence.

SECTION 4 - MISCELLANEOUS PROVISIONS

1. The Agreement shall be governed by the laws of the State of California, except it is conclusively presumed that both parties had an equal part in the drafting of this Agreement.
2. Client and Consultant bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement. Neither Client nor Consultant shall assign or otherwise transfer his interest in this Agreement without written consent of the other except that Consultant reserves the right to retain duly licensed persons, firms or corporations as engineering or design consultants for portions of the Work herein provided for.
3. If any one or more of the terms, provisions, or conditions of this Agreement are declared invalid, unenforceable, or void by a court of competent jurisdiction, none of the remaining terms, provisions, or conditions shall be affected and shall be valid and enforceable.
4. Notwithstanding any other provisions in this Agreement to the contrary, nothing herein contained shall be construed as:
 - a. Constituting a guarantee, warranty or assurance, either express or implied, that the Consultant services will yield or accomplish a perfect outcome for the Project; or
 - b. Obligating Consultant to exercise professional skill or judgment greater than that which can reasonably be expected from other Consultants currently practicing under like circumstances; or
 - c. An assumption by Consultant of the liability of any other party.
5. In the event of any litigation arising from or related to this agreement or the services provided under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys’ fees, and all other related expenses in such litigation.





- 6. Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to:
Landscape Architects Technical Committee
2420 Del Paso Road, Suite 105
Sacramento, California 95834
(916) 575-7285

Please let us know if you have any questions concerning this Agreement. If the above meets your approval, please sign and return a copy to our office.

Sincerely,

Greg Melton, CEO
Melton Design Group

Client Signature Date

Print Name and Title

CLIENT’S RESPONSIBILITIES

- 1. Client shall, at his own expense, provide full information concerning its design objectives, constraints and criteria.
- 2. Client, with consultation from Consultant, shall make application to all agencies having jurisdiction over the Project and shall pay all plan review fees, permit fees, application fees and development fees.
- 3. Client shall arrange for material testing as required by law or the Contract Documents.
- 4. Client shall designate an individual to act as the prime liaison with Consultant and sub consultants. Client shall furnish required information, review Consultant’s work for conformity with Client’s objectives and render approvals and decisions as expeditiously as necessary for the orderly progress of Consultant’s services.
- 5. Client, with consultation from Consultant, shall develop a Project budget including reasonable contingencies for unknown conditions, bidding, minor defects or omissions in the design documents and escalation in the price of materials and labor.





MELTON DESIGN GROUP - 2019 SCHEDULE OF RATES (TO BE INCREASED IF FUNDING OCCURS IN 2020 OR BEYOND)

MDG PERSONNEL

Principal Landscape Architect	\$165.40/hour
Associate Landscape Architect	\$143.30/hour
Project Manager	\$132.30/ hour
GIS Specialist	\$110.25/hour
Irrigation Specialist	\$121.30/ hour
Irrigation Associate	\$ 77.20/ hour
Graphic Designer	\$103.95/ hour
Drafting Technician I	\$ 85.00/ hour
Drafting Technician II	\$ 73.50/ hour
Administration	\$ 63.00/ hour

REIMBURSABLE EXPENSES

Black and White Plan Print	\$.85 / square foot
Color Plan Print	\$ 4.45 / square foot
Premium Color Glossy Plan Print	\$ 6.60 / square foot
Foam Core 24" x 36"	\$12.10 each
Foam Core 30" x 42"	\$14.50 each
B & W Copies, 8.5 X 11	\$.28 each
B & W Copies, 11 X 17	\$.50 each
Color Copies 8.5 x 11	\$ 1.25 each
Color Copies 11 X 17	\$ 2.30 each
Binding Covers 8.5 x 11	\$ 2.80 each
Binding Covers 11 x 17	\$ 5.60 each
Flash Drive	\$ 7.75 each
Overnight Mail	Cost Plus 15%
Courier	Cost Plus 15%
Photography	Cost Plus 15%
Soils Analysis	Cost Plus 15%
Travel / Automobile	.58 per mile

Note: Rates subject to change annually



Prop 68 Vision

FEATHER RIVER RECREATION & PARK DISTRICT River Front Park



Diversion Dam Trail

With views over the water... our plantings will enhance the experience.



Riverbend Development Area



Wild Side Nature Trail, Dog Park, & Ponds

The South area of Riverbend Park offers an opportunity to plant a variety of water plants.



RV Park & Camping



Blue Trail



River Trail Renovation



Green Bridge Park

Let's take advantage of our gem and add plantings to the bridge.





STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: AUTHORIZE GM TO SIGN AGREEMENT WITH MELTON DESIGN GROUP FOR THE REVISED SCOPE OF WORK FOR PHASE 2 OF THE RIVERBEND RESTORATION PROJECT

SUMMARY

Staff request to authorize the General Manager to execute the revised scope of work for Phase 2 of the Riverbend Restoration Project.

BACKGROUND

Your Board has previously approved MDG to provide design and construction administration services for Phase 2. However, since many items in Phase 2 have either already been completed, redesigned or eliminated, staff thought it prudent to bring the revised scope of work, as further described in the attached agreement, to the Board for renewed approval.

BUDGETARY IMPACT

No General Fund impact. Most of the funding for this contract has already been received from the insurance payments currently deposited in the Bank of the West account. There likely will **not** be any additional reimbursements authorized, so it is imperative that this budget is strictly adhered to.

RECOMMENDATION

Authorize the GM to execute the agreement with MDG for the Riverfront Regional Park Project grant support in an amount not-to-exceed \$168,433.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

Agreement with MDG for a Revised Scope of Work for Phase 2 of the Riverbend Restoration Project



LANDSCAPE ARCHITECTURAL SERVICE AGREEMENT BETWEEN CONSULTANT AND CLIENT

This AGREEMENT, effective as of the ____ day of _____ 2019 shall be

BETWEEN the Feather River Recreation and Park District (FRPPD)
Client: 1875 Feather River Blvd.
Oroville, CA 95966

and the Melton Design Group, Inc. (MDG)
Consultant: 820 Broadway Street
Chico, CA 95928

Project: Riverbend Park Phase 2 - 2019 REVISED SCOPE OF WORK

Client Contact: Randy Murphy, General Manager, (530) 533-2011, randy@frrpd.com
Consultant Contacts: Paige Gimbal, Project Manager, (530) 864-2454 paige@meltondg.com
Greg Melton, Principal Landscape Architect, (530) 518-7593, greg@meltondg.com

PROJECT UNDERSTANDING

Thank you for the opportunity to provide landscape architectural services for the Feather River Recreation and Park District. Under this Agreement, Melton Design Group will produce the revised Phase 2 construction documents for repairs and improvements to Riverbend Park based on the completion of phase 1.

Services include subconsultants including Pace Engineering (electrical), Lampe Engineering (boat dock) and NorthStar (environmental).

The following scope will include managing the insurance policy, covered improvements and improvements that are not covered through insurance. They are described below as upgrades and betterments to the park.

The Scope of Services will include the following general tasks. See Section 1 of this Agreement for a detailed outline of Consultant services.

I Phase Two Repairs: Insurance covered improvements based on replacement of existing equipment and systems – Coordination with insurance on needed items.

- A. Water Play Base Bid - replacement of existing water play system:
 - 1. Demolish and remove existing splash pad surface and base material (if deemed un-usable)
 - 2. Provide and install concrete pad if necessary
 - 3. Provide and install storm water diversion system if necessary
 - 4. Provide and install replacement water play system
 - 5. Provide and install recirculating system
 - 6. Provide all necessary concrete work.
 - 7. Provide all necessary plumbing and electrical work.



8. Repair irrigation, hardscape, electrical and planting as required
 9. Permitting, use and code requirements as needed
 10. Coordination with City of Oroville and Butte County Environmental Health
- B. Boat Dock – replacement of existing boat launch dock system: (Review Insurance Claim)
1. Structural assessment of existing conditions of dock pilings and concrete access and connection points
 2. Adaptation and repair requirements to be determined
 3. Fabrication as needed of docks using existing structural elements
 4. Permitting, use and code analysis as needed
 5. Coordination with federal, state, local agencies as needed
- C. Core Elements
1. Amphitheater –replacement of existing stage and electrical equipment:
 - a. Demolish and remove existing concrete stage and miscellaneous structures
 - b. Provide and install new stage to replace flood damaged elements
 - c. Provide all necessary concrete work.
 - d. Provide all necessary electrical work.
 - e. Repair irrigation and planting as required
 - f. Permitting, use and code analysis as needed to confirm use of stage and if use is under current zoning requirements.
 - g. Coordination with local agencies as needed.
 2. Beach – replacement of existing sandy beach area
 - a. Replace existing beach sand in existing beach area above the standard highwater of 800CFS
 - b. Permitting, use and code analysis as needed
 - c. Coordination with federal, state, local and private agencies as needed
 - d. Update status of insurance claim

II Phase Two Upgrades and Elective Betterments: Based on code and use requirements.

- A. Water Play
1. Relocation of equipment to above flood zone
 2. Provide and install accessible and temperate shower system per size of equipment
 3. Provide adjustments to Rest Room as needed to meet code
 4. Replace irrigation, hardscape and landscape damaged and/or rerouted due to new construction
 5. Provide and install diverter and strainer systems
 6. Provide all water play plumbing systems, safe enclosure, utility, drainage and storage tanks as per approved design by district
- B. Boat Dock
1. Design dock connection system to existing concrete launch deck
 2. Grant funding review and application feasibility (Feb2021)

- C. Core Area
 - 1. Amphitheater
 - a. Provide extended stage area for amphitheater
 - b. Provide landscape elements not installed in PH1
 - c. Provide bandshell shade structure over stage area
 - d. Upgrade electric to provide increased rental opportunities
 - e. Provide stage lighting trellis and wiring
 - f. Provide audio visual equipment pad with connections
 - 2. ADA Improvements as required
 - a. Review existing conditions with City
 - b. Determine ADA for existing and new elements
 - 3. Miscellaneous Repairs as Bid Additive Alternates
 - a. Repair split rail fence at climbing wall
 - b. Paint railings
 - c. Locate trash receptacles in 3 locations
 - d. Replace fence and add gravel road base to pump & electrical enclosure

III Phase Two Alternates (NOT IN CONTRACT)

(Coordination, Construction Drawings, Bid Documents, Bid Administration and Construction Administration.)

- A. Fitness Exercise Station (not a part of contract)
 - 1. Remove debris, concrete pads and grade designated areas
 - 2. Provide all necessary grading, concrete work
 - 3. Repair irrigation and planting as required
 - 4. ADA Signage per code and local agency recommendations
- B. Topographic Survey – Supplemental ground surveys for necessary details that were not a part of the Phase 1 aerial survey.
- C. CEQA Amended Exemption Documentation for insurance and FEMA related replacement, repairs and mitigation as needed. (TBD based on City and Agency requirement)

SECTION 1 - CONSULTANT BASIC SERVICES

Consultant Basic Services for the Project are as described below.

Task 1 – Project Set Up, Coordination and Insurance Agency Management

- 1.1 Kick off Meeting – Meet with FRRPD to confirm objectives and program for the Project, to establish parameters for the design effort and confirm interim and final deliverables.
 - A. Review project team coordination for duration of Project.
 - B. Establish the Project Schedule to best fit the Client’s proposed timeline and the agreed upon scope of services.
 - C. Refine project program and confirm with Client input.
 - D. Present contract for approval at District Board Meeting.
- 1.2 Project Coordination during Design Process
 - A. Prepare all meeting agendas, notices, presentation materials and minutes.
 - B. Hold appropriate number of meetings with Client.

- C. Provide monthly status reports.
 - D. Provide design schedule with updates as required.
 - E. Insurance Agency and FEMA Agency Coordination – attend update meetings. Provide planning and construction documents to support insurance claim.
- 1.3 Provide separate bids to insurance Agency
(Water Play, Boat Dock, Core)
- 1. Research, contact and acquire three contractors to provide bids
 - 2. Highlight and make notes on as-built plans to provide direction for bidders
 - 3. Provide contractors with digital plan set and bid form
 - 4. Receive bids from contractors
 - 5. Submit bids to Client and insurance agency
 - 6. Highlight and make notes on as-built

Task 2 – Phase Two Construction Documents

- 2.1 Construction Drawings and Installation Details – Waterplay / Boat Dock / Core
- A. Title Sheet – Drawing index, project location maps, contacts and general notes
 - B. Erosion Control Plans
 - C. Demolition Plans
 - D. Construction and Layout Plans
 - 1. Specify product materials, size, color and finish.
 - 2. Referenced construction installation detail sheets.
 - E. Grading and Drainage Plan – spot elevations, contours and drainage system
 - F. Utility Plan – potable water and sanitary sewer connections
 - G. Construction Details – hardscape items such as concrete pads, curbs and seatwalls
 - H. Planting Plan and Installation Details
 - I. Irrigation Plan and Installation Details
 - J. Electrical and Lighting Plans with Installation Details
- 2.2 Technical Specifications - CSI Division 1 through 16 as needed per project elements, development standards and permit requirements.
- 2.3 Cost Estimates – Adjust existing Estimated Cost of Construction as Construction Documents are approved through the Submittal Process.
- 2.4 Submittal Process and Final Construction Documents
- A. Meet with FRRPD staff to review documents at 60% and 90% completion.
 - B. Adjust Construction Drawings and Technical Specifications per Client comments
 - C. Provide Final Bid Set of Construction Documents; Construction Drawings, Technical Specifications, and Bid Documents in hardcopy and electronic format to Client.

Task 3 – Bid Administration

- 3.1 Produce Bid Forms and Contractor Contract Documents – Add Bid Forms and Contractor Contracts, General Conditions, and Special Provisions to construction drawings and specifications. These documents together will be the Construction Contract Documents and will comprise the construction contract between FRRPD and the contractor.
- 3.2 Pre-Bid Meeting and Bid Questions – Attend the pre-bid meeting and respond to contractor requests for clarification during the bid process.

- 3.3 Addendums - After a question and answer period addendums will follow as needed to complete package and clarify bid.
- 3.4 Award Bid – provide consultation to Client in awarding contract according to bids received and contractor qualifications for the Project.

Task 4 – Construction Administration

The purpose of this task is to review construction submittals and key periods of installation to best verify and/or provide direction for construction to meet the intent of the design. This Agreement assumes MDG will have weekly update meetings and perform all necessary inspections.

- 4.1 Pre-construction meeting to review construction documents with contractor.
- 4.2 Review product submittals, material tests and shop drawings for conformance to specifications. Respond with approval documents or specify necessary changes.
- 4.3 ASI (Architects Supplemental Information) – issue as needed
- 4.4 RFI (Requests for Information) – respond to contractor requests
- 4.5 Issue Memorandum Directives and Field Orders to contractor
- 4.6 Change Orders – review proposals from contractor and provide recommendations to Client
- 4.7 Weekly Site Meetings – review progress of construction and upcoming schedule.
- 4.8 Field Observations per plans and specifications.
Typical observations include site visits to report layout, finish grade work, concrete formwork, concrete finish, structure inspections, layout, punch lists and final observations. Field Reports will follow each observation and be submitted to the Client and contractor with approval of the work or suggested remedies for construction work that does not follow the Construction Documents.
- 4.9 Report administrative documents as needed to Client and contractor.
- 4.10 Contractor Payment Request – review payment requests to confirm completed work.
- 4.11 Review contractor as-build drawings and close out documents, note edits and/or approvals.
- 4.12 Issue a Notice of Completion when contractor work is complete.

Task 5 – CEQA Exemption Documentation (Not in Contract)

It is anticipated that repair, maintenance, replacement or reconstruction activities for the restoration of Riverbend Park facilities resulting from the 2017 storm and flood damage would qualify as either a Categorical Exemption or a Ministerial Project per CEQA or within existing 1601 permit. If a project is a Categorical Exemption, NorthStar staff will prepare a Notice of Exemption (NOE) for the proposed project pursuant to CEQA Guidelines Section 15062 and Appendix E.

The NOE shall include a brief description of the project, location map, finding that the project is exempt from CEQA and a brief statement of reasons supporting the finding. The NOE will be submitted to the District for review and signature. The NOE will be filed with the County Clerk once the project has been approved. In addition, if any of the project activities are state funded, the NOE will be filed with the Office of Planning and Research (OPR). Project activities will likely fall under the following categories: 15301-Existing Facilities, 15302-Replacement or Reconstruction, 15303-New Construction or Conversion of Small Structures, 15304-Minor Alterations to Land, and/or 15311-Accessory Structures.

If uses of Amphitheater trigger an EIR Amendment or Use Permit, additional services will be required.

Task 6 - Conceptual Plans (30% Construction Documents)

Complete conceptual plans and cost estimates for grant applications and funding opportunities (does not include grant application process).

- 6.1 Soccer Field 4 – restrooms, lighting, grading, paths, shade structures, planting, irrigation, parking, etc.
- 6.2 BMX Park & Trails – layout, access, design for all levels

Task 7 - Fish Cleaning Station grant review and application feasibility with Prop68 – if funded (Not in Contract)

- 7.1 Grading and construction of new fish cleaning station
- 7.2 Provide all necessary concrete work
- 7.3 Provide all necessary electrical and potable water (sewer connection not in contract)
- 7.4 Repair irrigation and planting as required
- 7.5 Coordination with federal, state, local and private agencies as needed

SECTION 2 - ADDITIONAL SERVICES

Services not described above are Additional Services and shall be provided if authorized in writing by Client. Additional Services include but are not limited to:

1. Geotechnical engineering or reports.
2. Preparation of owning or operating cost studies, life cycle cost analyses, energy effectiveness studies, and operation and maintenance manuals.
3. Work involving use permits, general plan amendments or other forms of land use entitlements, including representation at Planning Commission hearings or other governmental jurisdiction meetings that go beyond the stipulated review process and required meetings with governmental authorities having jurisdiction as described in the Construction Document Phase.
4. Preparation of Storm Water Pollution Prevention Plans (SWPPP).
5. Preparation of Parcel Maps, easement plats and/or legal descriptions, American Land Title Association (ALTA) surveys and maps or flood studies.
6. Work involving environmental impact reports.
7. Preparation of plans, studies or documents relating to obtaining a National Pollutant Discharge Elimination System (NPDES) Permit.
8. Analysis or design of improvements or extensions of off-site utilities made necessary by the proposed Project.
9. Time and reimbursable expenses involving visits to similar existing facilities made at Client's request.
10. Civil engineering or design for off-site improvements.
11. Work involving hydrology studies or design of on or off-site detention or retention facilities for storm water.
12. Renderings, models, computer generated animations or other forms of presentation materials, that go beyond the stipulated study model outlined in the Schematic Design Phase.
13. Work required due to default of Contractors or serious deficiencies in the work of Contractors or construction subcontractors.
14. Consultants work involving Change Orders, other than those required due to minor conflicts in the design drawings, shall be performed on an hourly rates and charges basis.
15. Work required due to the discovery of hazardous materials.
16. Changes to the Project requested by Client or other parties after approval of 35% Construction

Documents.

17. Construction staking.
18. Preparation of Record Documents.

SECTION 3 - CLIENT'S RESPONSIBILITIES

1. Client shall, at his own expense, provide full information concerning its design objectives, constraints and criteria.
2. Client, with consultation from Consultant, shall make application to all agencies having jurisdiction over the Project and shall pay all plan review fees, permit fees, application fees and development fees.
3. Client shall arrange for material testing as required by law or the Contract Documents.
4. Client shall designate an individual to act as the prime liaison with Consultant and sub consultants. Client shall furnish required information, review Consultant's work for conformity with Client's objectives and render approvals and decisions as expeditiously as necessary for the orderly progress of Consultant's services.
5. Client, with consultation from Consultant, shall develop a Project budget including reasonable contingencies for unknown conditions, bidding, minor defects or omissions in the design documents and escalation in the price of materials and labor.

SECTION 4 - BASIS OF COMPENSATION

Compensation due Consultant for services described in Section 1 shall be a not to exceed figure shown as the total of this Task Summary:

Task 1 – Project Set Up, Coordination and Insurance Agency Management	\$24,200
Task 2 – Phase Two Construction Documents, Specifications and Submittals	\$84,998
Task 3 – Bid Administration -(3 Separate Bid Processes)	\$9,250
Task 4 – Construction Administration (3 Separate Construction Projects)	\$19,800
Task 5 – CEQA Exemption Documentation	TBD based on City and Agency Requirement
Task 6 – Conceptual Plans (30% Construction Documents)	\$6,500
Task 7 – Fish Cleaning Station – Prop68 Funding	TBD based on Agency Requirement
<hr/>	
Sub Total	\$144,748
Reimbursable Expenses (estimated at 6%)	\$8,685
Contingency (for any environmental or changes of scope)	\$15,000
<hr/>	
TOTAL (Not to exceed)	\$168,433

Charges for Services described in Section 1 shall be billed monthly and in proportion to the work actually completed. For Additional Services, provided under Section 2, compensation shall be on an hourly rates and charges basis in accordance with the attached Schedule of Hourly Rates and Charges.

Client shall be responsible for payment of Reimbursable Expenses, which include actual expenditures made by the Consultant in the interest of the Project for all in house printing, color prints, foam core, travel, and submittals to Team, review prints, presentations and submittals per the attached Schedule of Rates.

Client agrees to pay Consultant within thirty (30) days after the date of billing. Payments due Consultant and unpaid under this Agreement shall bear interest on the unpaid balance at a rate of 1.5% per month. If payment is not received within thirty (30) days, Consultant may, at his discretion, stop work until payment is received.

SECTION 5 - MISCELLANEOUS PROVISIONS

1. The Agreement shall be governed by the laws of the State of California, except it is conclusively presumed that both parties had an equal part in the drafting of this Agreement.
2. Client and Consultant bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement. Neither Client nor Consultant shall assign or otherwise transfer his interest in this Agreement without written consent of the other except that Consultant reserves



the right to retain duly licensed persons, firms or corporations as engineering or design consultants for portions of the Work herein provided for.

3. If any one or more of the terms, provisions, or conditions of this Agreement are declared invalid, unenforceable, or void by a court of competent jurisdiction, none of the remaining terms, provisions, or conditions shall be affected and shall be valid and enforceable.
4. Notwithstanding any other provisions in this Agreement to the contrary, nothing herein contained shall be construed as:
 - a. Constituting a guarantee, warranty or assurance, either express or implied, that the Consultant services will yield or accomplish a perfect outcome for the Project; or
 - b. Obligating Consultant to exercise professional skill or judgment greater than that which can reasonably be expected from other Consultants currently practicing under like circumstances; or
 - c. An assumption by Consultant of the liability of any other party.
5. In the event of any litigation arising from or related to this agreement or the services provided under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees, and all other related expenses in such litigation.
6. Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to:
Landscape Architects Technical Committee
2420 Del Paso Road, Suite 105
Sacramento, California 95834
(916) 575-7285

Please let us know if you have any questions concerning this Agreement. If the above meets your approval, please sign and return a copy to our office.

Sincerely,



Greg Melton, CEO
Melton Design Group

Client Signature

Date

Print Name and Title

MELTON DESIGN GROUP - 2019 SCHEDULE OF RATES

MDG PERSONNEL

Principal Landscape Architect	\$165.40/hour
Associate Landscape Architect	\$143.30/hour
Project Manager	\$132.30/ hour
GIS Specialist	\$110.25/hour
Irrigation Specialist	\$121.30/ hour
Irrigation Associate	\$ 77.20/ hour
Graphic Designer	\$103.95/ hour
Drafting Technician I	\$ 85.00/ hour
Drafting Technician II	\$ 73.50/ hour
Administration	\$ 63.00/ hour

REIMBURSABLE EXPENSES

Black and White Plan Print	\$.85 / square foot
Color Plan Print	\$ 4.45 / square foot
Premium Color Glossy Plan Print	\$ 6.60 / square foot
Foam Core 24" x 36"	\$12.10 each
Foam Core 30" x 42"	\$14.50 each
B & W Copies, 8.5 X 11	\$.28 each
B & W Copies, 11 X 17	\$.50 each
Color Copies 8.5 x 11	\$ 1.25 each
Color Copies 11 X 17	\$ 2.30 each
Binding Covers 8.5 x 11	\$ 2.80 each
Binding Covers 11 x 17	\$ 5.60 each
Flash Drive	\$ 7.75 each
Overnight Mail	Cost Plus 15%
Courier	Cost Plus 15%
Photography	Cost Plus 15%
Soils Analysis	Cost Plus 15%
Travel / Automobile	.58 per mile

Note: Rates subject to change annually





STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: REQUEST FOR DIRECTION REGARDING PROTECTION OF EASTERN BOUNDARY OF ACTIVITY CENTER PROPERTY

SUMMARY

Staff request to for direction regarding protection of the eastern property boundary at the Activity Center.

BACKGROUND

As your Board is aware, staff has been engaged in discussion with the current owner of the property immediately to the east of the Activity Center. The District had previously leased this property, as it was purported to be needed as a buffer for facility daycare licensing requirements. The buffer was found to be unnecessary and the lease was allowed to expire a few years ago. However, the District has continued to maintain the property at no cost to the current owner.

Now that it is clear that the District will not be purchasing this property for future needs, and, since fire season is nigh, staff asked the owner to reimburse the District for the cost of mowing the weeds on his property for the first time. He politely declined and said that he would take care of it himself. Staff also pointed out that the gate and fence area on the northern boundary was compromised which allowed unauthorized persons to access to District property. In order to prevent that from happening, staff suggested that we could share in the cost of a cyclone fence in order to protect the eastern boundary of the Activity Center property, to which he also politely declined and suggested that he would pass the request along to any new owner of the parcel.

Since the new owner would also not have an obligation to erect a fence, staff requests Board direction regarding how best to address this situation. Options include:

1. Continue to ignore it
2. Investigate legal remedies
3. Pay for 100% of the fence
4. Provide commentary regarding the need for a boundary fence/wall on any future development of the parcel that would result in an environmental review



BUDGETARY IMPACT

Cost estimate for a cyclone fence is \$19,000.

RECOMMENDATION

Select a combination of options 2 and 4 above.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

None



STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: RIVERBEND PARK UPDATE AND CHANGE ORDER REQUEST

SUMMARY

This report will provide an update to the Riverbend Park Reconstruction Project Phases 1 and 2 as well as summarize Contract Change Orders (CCOs) and Proposed Change Orders (PCOs) to date.

BACKGROUND

Melton Design Group (MDG) has submitted the attached summary of the activities that have occurred and/or are in process at Riverbend since the last update. This report also includes a list of CCOs and PCOs that have been approved since that time. Also, as discussed at the April 26th Special Meeting, the Board approved Resolution 1382-18 that granted the General Manager authority to approve CCOs of \$50K or less and not greater than a cumulative total of 10% of the awarded construction contract amount (\$318,957), so the Board must ratify any new CCOs and PCOs in order to keep the project moving forward.

BUDGETARY IMPACT

Since these changes are spending repurposed insurance monies, there is no net effect on the General Fund.

RECOMMENDATION

Ratify the Contract Changes Orders (CCOs) and Proposed Change Orders (PCOs), as presented, and provide direction, as necessary.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

MDG Riverbend Update Report, dated May 21, 2019

RIVERBEND PARK RENOVATION PHASE ONE

List of Change Orders as Processed by MDG

May 21, 2019

- CO 01 - Main Switch Board
PCO 04
- CO 02 - Mow Curb
CCO Modified Mow Curb
- CO 03 - Clear Path PCO 05
- CO 04 - Bio Char
Invoice 19-18
- CO 05 - Elec Vandalized
PCO 08
- CO 06 - Elec Plan Revised
PCO 06
- CO 07 - Trash Receptacles
Quote WQ 232026
- CO 08 - Restroom Fixtures
PCO 09
- CO 09 - Doors
PCO 12
- CO 10 - Storm Drain Cleaning
PCO 14
- CO 11 - Tree Layout
PCO 10
- CO 12 - Delete 8in Main
PCO 17
- CO 13 - Soccer Field Parking Lot
FCI Letter Number 21823-40
- CO 14 - Salmon Run Road
FCI Letter Number 21823-40
- CO 15 - Fire Damage
PCO 18
- CO 16 - Striping Deduct
PCO 24
- CO 17 - Sleeving
PCO 26
- CO 18 - Additional Painting Vandalism
FCI Letter Number 21823-50
- CO 19 - Beach Area Clear and Grade
PCO 22
- CO 20 - Additional Painting Non-Vandalism
PCO 28
- CO 21 - Hydroseeding 4 AC
PCO 23



- CO 22 - Speed Bumps and Additional Signs
PCO 30R
- CO 23 - Revised Amphitheater Design
PCO 31R
- CO 24 - Boat Ramp Sleeving & Patching
PCO 37
- CO 25 - Lift Station Floor Repairs
Email Dated 10/05/2018
- CO 26 - Parking Lot Landscaping
PCO 35R
- CO 27 - Additional Import Dirt
PCO 38R
- CO 28 - Flagpole Roundabout – Lift Station Planting
PCO 33
- CO 29 - Domestic Water Stub Out @ Ramp
- CO 30 - Replace Vandalized Trees
PCO 40
- CO 31 - Domestic Water Line Repairs and Cleaning
PCO 41
- CO 32 - Irrigation Main & Booster Pump Connections (T&M from Sierra)
- CO 33 - Vandalism Repairs to Main Park Electrical
PCO 43
- CO 34 - Dog Park Vandalism Repairs
PCO 42
- CO 35 - Soccer Field Manifolds
Proposal from SLM 04-16-2019
- CO 36 - Final Punch List Deduct
Proposal from MDG 05-14-2019
- CO 37 - Final T&M from SLM
PCO 45



STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: DISCUSSION AND POSSIBLE DIRECTION TO THE DISTRICT'S SUPPLEMENTAL BENEFITS FUND (SBF) COMMITTEE REPRESENTATIVES

SUMMARY

Board members have expressed a desire to share their ideas with the rest of the Board regarding the SBF.

BACKGROUND

It is important for the Board's representatives on outside committees speak with a unified voice when representing the District and/or doing the District's business. Occasionally, some Board members have promoted a personal agenda, which was not consistent with a majority of the Board. District Counsel has recommended that this topic be agendaized so that the whole Board could discuss without violating the Brown Act. To that end, staff suggests that your Board discuss and possibly provide direction to District representatives on the SBF.

BUDGETARY IMPACT

None.

RECOMMENDATION

Discuss and provide direction.

ALTERNATIVE ACTIONS

None recommended.

ATTACHMENTS

Letter from Director Brandt

Our town has a river running through it. Years ago, when the State and the Water Contractors were looking for a way to provide more water for southern California, they sold the community on having a lake with potential for mega recreational development. Some of these "developments" have materialized, but many have not. In addition to transporting our water south, the natural stream flow through Oroville has been diverted around our town using the forebay and afterbay, creating minimum flow in the river itself.

These changes to the river devastated Bed Rock Park, which at the time had been the center of the area's swimming and summer recreation activities. It included a pier with a diving board and a kiddie pool, a natural sand beach, horseshoe courts, a volleyball court, tennis courts, picnic tables, portable snack bar, and a bath house with showers. As a young child growing up in Oroville, my family used these amenities nearly every day. I vividly remember my father putting me on his shoulders, telling me to pull on his hair if I need to come up for air. He then dove off the pier and swam across that part of the river under water with me clinging to his shoulders.

The lake covered Bidwell Bar park and swimming hole as well as Nelson Bar swimming hole, and in so doing basically eliminated our free-flowing swimming opportunities that were historically available AT NO CHARGE TO THE PUBLIC and minimal cost to the supervising authority.

Relicensing negotiations allowed us the opportunity to press the point of our recreation and swimming losses, resulting in an agreement that the Water Contractors would provide One Million Dollars per year throughout the term of the license. These funds could be used for recreation development outside the State's project boundaries. This was to serve as partial reparation for our loss of recreation and river flow through the town.

The Water Contractors, along with the State, also completed the Feather River Whitewater Boating Opportunity Feasibility Study for bringing recreation to our area and promoting interest and visitors with dollars to our community. Other major developments such as a warm water swimming facility and an equestrian center were also considered as means of reparation.

The promised "lake" for us turned out not to be a lake at all. It is a reservoir with steep, muddy banks and fluctuating water levels. What it DOES provide, however, is 167 MILES OF SHORELINE around the lake when it is full. We also have 16 MILES along the river and diversion pool, 10 MILES around the forebay, and 26 MILES around the afterbay! This brings the total water frontage to more than 200 miles! What are the current top outdoor recreation activities? Biking, hiking, jogging and running! Is there a better or more tranquil place for these activities than the shorelines?

How about making Oroville the destination for the best trail system in the State of California?! Emanating from River Bend Park with showers, bike racks, restrooms and water fountains, clear signage would direct users to smooth, hard-faced trails, off road biking, running and horse trails. Another usage that could be developed is canoe, kayak and tube trips down the river to the East Gridley bridge with returning transportation. Some of you will no doubt have other or better ideas for promoting river and area recreation, which should be brought forward and

discussed. I firmly believe we need to develop and establish a defining "theme" for long-range use of the reparation funds.

Working in concert with the State of California, this approach would benefit the greatest number of our residents while bringing in more visitors with dollars to our area. If we could settle on this approach or a similar one, we would be in a position to produce a significant legacy with lasting enhancement!

It is my opinion that the reparation funds are currently being used as a million dollar "petty cash fund." However worthwhile, an unlimited number of competing individual projects are taken on, giving justification to expanding administration, consultant, engineering and governing costs. It is my opinion that this practice ultimately results in less funding becoming available for major, sustaining developments.

In addition, I would like to ask you if we could think "outside the box" to consider offering a bond issue, or consider borrowing on the One Million Dollar per year commitment, to allow us to move forward with significant developments and begin to reap the benefits to our community and area in the near future. This could not take place until there is an approved settlement agreement that would likely be \$30 Million or \$50 Million. Would you rather wait 49 years and then see what One Million Dollars buys?

Let's say we sell or bond the promised income and establish a ten-year development plan. This would allow the community to enjoy the fruit of the plan for up to as many as 40 extra years. It would also eliminate the gradual drain of increasing administrative expenses. If we examine the current budget proposal of \$98,000 for administration and assume a 3% per year increase over the forty-year period, we would spend \$7,709,003.16, and the 40th year cost alone would be \$319,679.70. This does not take into consideration the loss of time that could be recouped for key community leaders so that they could spend that time addressing the many pressing problems they encounter daily.

My suggestion: Let us go BIG and stop petty-cashing it!



STAFF REPORT

DATE: MAY 28, 2019

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS FOR FISCAL YEAR 2019-20, 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

SUMMARY

Staff request for the Committee to recommend an increase of the BAD assessment by 3%, which is the maximum allowable. The 2019 Consumer Price Index (CPI) was actually 4.49%. The remainder may be used in future years if the CPI is under 3% the previous year.

BACKGROUND

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

BUDGETARY IMPACT

The proposed increase to this Assessment would raise the single-family equivalent in Zone A \$0.43 (from \$14.45 to \$14.88) and \$0.21 in Zone B (from \$7.22 to \$7.43). The total impact would increase the BAD revenue budget a total of approximately \$8K to just under \$290K. Please note that the Preliminary 2019/20 District Budget that was approved by Board consensus at its Budget Workshop held on April 4th assumed a 3% increase to the BAD assessment. Please further note that the Preliminary Budget is balanced with less than a \$10K surplus of revenues over expenses.

Staff respectfully reminds the Committee that the purpose of the CPI increase is to keep up with inflation and maintain the purchasing power of the original assessment. While some previous Boards have supported the increase, others have decided against it. Consequently, the District has already lost ground. With the unfunded backlog of maintenance and related improvements to District properties and other assets, staff believes it prudent to increase the BAD assessment now and for the foreseeable future. Additionally, when considered with the combined impact of the various disasters around the globe (including our own Spillway and



Camp Fire incidents) on construction costs over the past year or so, (staff has seen some industry estimates of over 20%), it would unwise to not approve this modest increase.

RECOMMENDATION

1. Approve the recommended increase; and,
2. Set a Public Hearing to be held on June 25th, 2018 at 5:30 p.m. to consider ordering of the improvements and the continuation of the assessments for fiscal year 2019-20.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

1. Resolution 1910-19
2. Engineer's Report



RESOLUTION NO. 1910-19

A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS FOR FISCAL YEAR 2019-20, 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. 1899-19, 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 2019-20; 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, IT BE 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 2019-20.

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 2019-20 was \$14.88 per single family equivalent benefit unit for Zone of Benefit A and \$7.44 per single family equivalent benefit unit for Zone of Benefit B. The annual change in the CPI from December 2017 to December 2018 was 4.49%. Therefore, the maximum authorized assessment rate for Fiscal Year 2019-20 has been increased by the allowable maximum increase from \$14.44 to \$14.88 per single family equivalent benefit unit for Zone of Benefit A and from \$7.22 to \$7.44 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 2019-20 at the rate of \$14.88 per single family equivalent benefit unit for Zone of Benefit A, which is the maximum allowable rate and \$7.22 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 2019-20 on June 25th, 2019 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.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 28th day of May 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest:

Scott “Kent” Fowler, Vice-Chairperson

Randy Murphy, General Manager



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

ENGINEER'S REPORT

FISCAL YEAR 2019-20

MAY 2019

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

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FEATHER RIVER RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS

Scott Kent Fowler, Vice-Chair

Steven Rocchi, Director

Marcia Carter, Director

Sonny Brandt, Director

GENERAL MANAGER

Randy Murphy

BUSINESS MANAGER

Deborah Peltzer

DISTRICT LEGAL COUNSEL

Jeff Carter

ENGINEER OF WORK

SCI Consulting Group

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

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INTRODUCTION

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 2019-20 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 25, 2019. At this hearing, the Board will consider approval of a resolution confirming the continuation of the assessments for fiscal year 2019-20. If so confirmed and approved, the assessments will be submitted to the County Auditor for inclusion on the property tax rolls for fiscal year 2019-20.

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 4th 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 1st 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 4th 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

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 2019-20 ESTIMATE OF COST AND BUDGET

INTRODUCTION

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

Final Level of Improvements	=	Baseline Level of Improvements	+	Enhanced Level of Improvements
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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 2019-20 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 2019-20

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 2019-20, if the proposed assessments are continued by the Park District Board.

FIGURE 1 – ESTIMATE OF COST, FISCAL YEAR 2019-20

		Total Budget	
Beginning Fund Balance		\$54,381	
Park & Recreation Expenses (Installation, Maintenance & Servicing)			
Fuel		\$21,500	
Insurance		\$20,000	
Other Outside Labor		\$34,000	
Contract Janitorial		\$69,900	
Repairs and Maintenance parts and supplies		\$368,964	
Repairs and Maintenance Payroll		\$548,070	
Telephone		\$4,500	
Utilities (includes irrigation water)		<u>\$201,396</u>	
		\$1,268,330	
Palermo Park/Pool:upgrades		\$205,000	
Bedrock Tennis court: light pole replacement		<u>\$3,000</u>	
		\$208,000	
Total Costs		\$1,476,330	
Total Benefit of Improvements		\$1,476,330	
		19,452.56	
Benefit Received per Unit		\$75.89	
Less:			
District Contribution		<u>(1,061,465)</u>	
Net Cost of Installation, Maintenance and Servicing		\$414,865	
Incidental Costs			
Collection and Administration		5,463	
Allowance for Contingencies ³		<u>10,000</u>	
		15,463	
Less:			
Beginning Fund Balance and Fund Income		(54,381)	
Total Park Maintenance and Recreation Improvement District Budget⁴		<u>\$288,873</u>	
(Net Amount to be Assessed)			
Budget Allocation to Property			
Zone of Benefit	Total Budget *	SFE Units	SFE Rate per Unit
Zone A	\$288,291.52	19,374.43	\$14.88
Zone B	<u>\$581.29</u>	78.13	<u>\$7.44</u>
Totals	<u>\$288,873</u>	19,452.56	
* All assessments are rounded to lower even penny. Therefore, the budget amount may slightly differ from the assessment rate.			

Notes to Estimate of Cost:

- 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. Other outside labor includes \$14,000 for the Engineers Report including incidental costs, and \$20,000 for other outside labor costs

2. As discussed in the following section, at least 9.4% of the cost of Improvements must be funded from sources other than the assessments to cover any general benefits from the Improvements. Therefore, Figure 1 shows over 9.4% of the cost of Improvements without the projects hoped to be completed, as well as over 9.4% of the cost with the projects hoped to be completed. As is reflected in Figure 1, the Park District will contribute 77.8%, much more than either of these amounts, which more than covers any general benefits from the Improvements.
3. The item, Allowance for Contingencies is to account for any uncollectible assessments.
4. The Act requires that proceeds from the assessments must be deposited into a special fund that has been set up for the revenues and expenditures of the Improvement District. Moreover, funds raised by the assessment shall be used only for the purposes stated within this Report. Any balance remaining at the end of the fiscal year (June 30, 2019), must be carried over to the next fiscal year. The Park District may also establish a reserve fund for contingencies and special projects as well as a capital improvement fund for accumulating funds for larger capital improvement projects or capital renovation needs. Any remaining unexpended balance would either be placed in the reserve fund, the capital improvement fund, or would be used to reduce future years' assessments.

METHOD OF APPORTIONMENT

OVERVIEW OF APPORTIONMENT

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

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

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

DISCUSSION OF BENEFIT

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

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

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

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

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

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

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

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

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

BENEFIT FACTORS

The special benefits from the Improvements are listed below:

PROXIMITY TO IMPROVED PARKS AND RECREATIONAL FACILITIES

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

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

ACCESS TO IMPROVED PARKS AND RECREATIONAL AREAS

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

IMPROVED VIEWS

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

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

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

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

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

BENEFIT FINDING

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

GENERAL VERSUS SPECIAL BENEFIT

Article 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:

Total Benefit	=	General Benefit	+	Special Benefit
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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 District¹. 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.²

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

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

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 \$1,341,793. Of this total budget amount, the Park District will contribute \$1,061,465 from sources other than the assessments for park maintenance and operation. This contribution by the Park District equates to approximately 79.1% of the total

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

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

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

ZONES OF BENEFIT

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

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

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

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

The SVTA vs. SCCOSA decision indicates:

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

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

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

APPORTIONMENT

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

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

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

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

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

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

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

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

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

ASSESSMENT APPORTIONMENT

RESIDENTIAL PROPERTIES

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

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

TABLE 1 - RESIDENTIAL DENSITY AND ASSESSMENT BENEFIT FACTORS

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

Source: 1990 Census, Butte County.

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

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

⁴ (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 ¹</i>	<i>SFE Units per 1/2 Acre ²</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

WHEREAS, on February 26, 2019 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 2019-20 is generally as follows in Figure 2 below.

FIGURE 2 – SUMMARY COST ESTIMATE

	<i>F. Y. 2019-20 Budget</i>
Park Maintenance & Operation	\$1,268,330
Capital Improvements	\$208,000
Incidental Expenses	\$15,463
TOTAL BUDGET	\$1,491,793
Less:	
District Contribution	(\$1,061,465)
NET AMOUNT TO ASSESSMENTS	\$288,873

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 2019-20 was \$14.88 per single family equivalent benefit unit for Zone of Benefit A and \$7.44 per single family equivalent benefit unit for Zone of Benefit B. The annual change in the CPI from December 2017 to December 2018 was 4.49%. Therefore, the maximum authorized assessment rate for Fiscal Year 2019-20 has been increased by the allowable maximum increase from \$14.44 to \$14.88 per single family equivalent benefit unit for Zone of Benefit A and from \$7.23 to \$7.44 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 2019-20 at the rate of \$14.88 per single family equivalent benefit unit for Zone of Benefit A, which is the maximum allowable rate and \$7.44 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 2019-20. 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 2019-20 for each parcel or lot of land within the Improvement District.

Dated: May 9, 2019

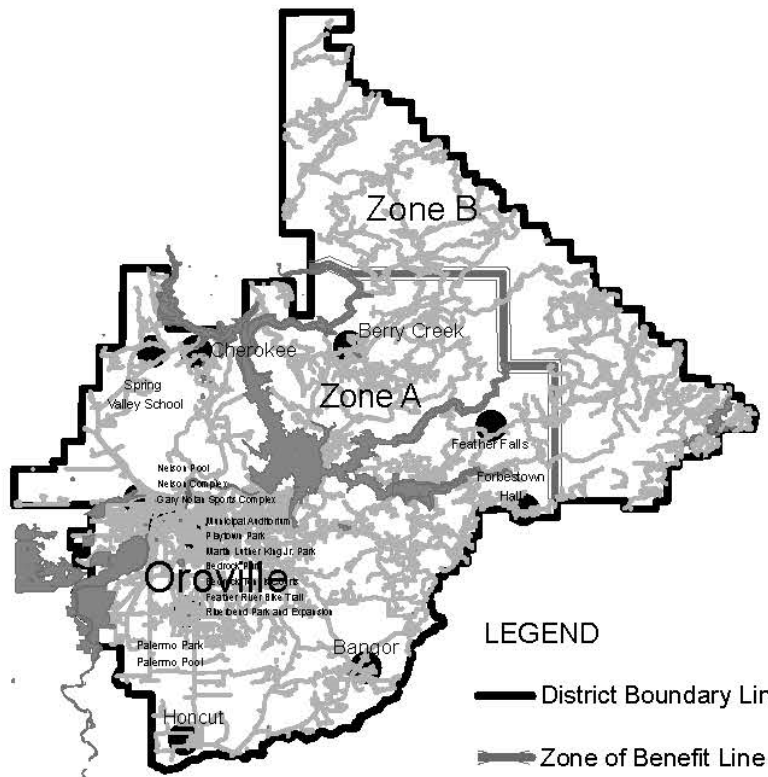
Engineer of Work
By: John W. Bliss, License No. C52091

APPENDICES

Appendix A – Assessment Diagram
Appendix B – Assessment Roll, FY 2019-20

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 2019-20, 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 2019-20

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.

Department Updates

Preschool

By Estela Valencia – Director of Preschool

Enrollment:

10 enrolled in toddler program

70 in our preschool

Daily average is about 50 children

Recently completed events/projects:

Some of the preschool staff attended a professional training on April 27 “Teaching with the Brain in Mind: Problem Solving and Conflict Resolution”, the presenter was Laura Fish. This was a great training as it helped staff find new ways of working with children that have challenging behaviors and the importance of positive discipline in a preschool settings.

Current events/projects:

Currently working on planning Splash into Fun Summer camp, fields trips, fun themes and special guests will make our camp fun this year.

We are currently hiring Rec Leaders for summer camp.

Upcoming events/projects:

This year we have 27 Pre-K students going into T-K and Kindergarten in the fall. Pre-K graduation is scheduled for May 24, 2019 at 10:00am in the Big Gym.

Acknowledgements:

I would like to thank preschool teacher Samantha Brandt, for her hard work and dedication for the last Nine years to our preschool program. Sam was offered a full-time job and is moving on to another preschool. Best wishes to her!

Gymnastics

By Michelle Huffman – Recreation Supervisor Gymnastics

Enrollment:

Rec Under 7	96	Boys Team	11	Total	276
Rec 7 and up	124	Girls Team	45		
	220		56	Change 2	

Updates:

General - Enrollment has been holding better than anticipated. We have gained new students and lost fewer to baseball and soccer than originally estimated based on historical accounts.

The May Mini Meet is scheduled for Friday May 24. Classes will be starting routine preparations for the next few weeks.

Program - We are gearing up for Summer. We have camps taking enrollment and we have adjusted summer class schedules to try to encourage participation in the cooler morning hours.

Events:

May Mini meet for the Recreational Program

Summer Various camps and new class schedule

Projects:

We are preparing next years budget with looking at adding several new class programs and instructors.

Recreation

By Brian Wilson – Recreation Supervisor

Current Programs Offered:

- **Dance Classes**
- **Martial Arts Classes**
- **Health/Wellness Classes**
- **Special Interest Classes**
- **Adult Sports**
 - Spring League Softball 22 teams/approximately 260 participants

Recently Completed Events/Projects

- **Youth Sports**
 - After School Youth Track 5 teams / approximately 170 participants
 - After School Youth Soccer 16 teams/approximately 160 participants
- **Lifeguard Training Course**
 - 4 Full Course participants
 - 3 Review Course participants
- **Basic Water Rescue Course**
 - Services provided to outside agency (Youth For Change) 13 participants

- **Jr. Giants Commissioner/Ambassador Trainings**
 - Ambassador Training in SF 5/10
 - Commissioner Training in SF 5/11

Current events/projects

- Staff continues to work on Aquatics Staff Check-Ins, pre-season meetings, schedules, recruitments, interviews and trainings.
 - May 9 Staff Orientation
 - May 25 In-Service Training
 - June 7 In-Service Training
- Staff continues to work on Aquatics Facilities scheduling and Pool Rental Calendars
 - 14 Private Event Pool Parties Scheduled through end of June at Nelson
 - 8 Private Event Pool Parties Scheduled through end of June at Nelson
- Staff continues to work with the Park Maintenance teams to provide ball fields improvements at District parks to meet community need, and to prepare for Jr. Giants program
 - Field Conditioner has been or will be added to 4 of 5 infields
 - Lighting repairs at Nelson Softball Complex
 - Backstop repairs in progress at Nelson Softball Complex
- Staff continues to work with local Disc Golf clubs/groups to bring more “organized” events to Riverbend Park, as well as development of youth skills workshops/events
 - Event: North Valley Series Opener at Riverbend 5/25
 - Course Improvements: Distances measured using Laser Range Finder
 - Course Improvements: (2) Course clean up days completed
- Staff continues to work on development of a District run All-Star Cheer program, and recruitment of coaching staff
 - Recruitment for these positions are currently open
 - Target program date: Fall 2019
- Staff continues to work on design proposal for climbing apparatus, to include horizontal and vertical peg boards, horizontal traverse walls, slack lines, and monkey bars, in the lower-level “rock room.”
 - Scheduling of Installation of Slack-Lines and Peg Boards for use during 2019 summer camp programs.
- Staff continues to work with community members, school administrators, school site supervisors, and recreation professionals, to build and develop relationships to help identify recreational wants/needs in the community.
- Staff continues to work with community members, community agencies, and local law enforcement on planning and preparation for 4th of July event at Nelson Softball Complex.
- Staff continues to work on website re-design and re-launch. Preliminary target date: June 3

Upcoming events/projects

- Swim Lessons June 2019

- Pools open for Public Swim June 2019
- Summer League Adult Softball June 2019
- Jr. Giants Youth Baseball Program June 2019
- Youth Summer Soccer Skills July 2019
- Youth Summer Tennis Camp July 2019

Maintenance

By Scott Thompson – Park Supervisor

Recently completed events/projects:

Spring is here and Summer on the way, maintenance has been keeping a full-time schedule doing the following:

- Mowing sports fields and turf areas, sports fields get 2x cuts a week
- Weed eating, edging concrete, blowing clippings/leaves
- Trimming trees
- Testing/repairing sprinklers/irrigation lines
- Repairing leaks in mainlines/irrigation lines
- Prepping sports fields for weekly games and practices
- Install clay bricks in batters' boxes and pitching mounds
- Working unused fields with tractor/nail drag/etc. in order to get them usable again for Jr. Giants
- Aerating fields and spreading fertilizer, Aquasmart moisture additive, and reseeding grass seed
- Getting Nelson Pool ready for ORCAS swim practice in May (ORCAS said the pool has never looked better than it did this year, thanks to Thomas Gorman one of our two certified AFOs)
- Getting Palermo Pool and Nelson Pool ready for swim season, and under compliance for the Butte County Health Department (again thanks to Thomas Gorman)
- Weekend rentals at Riverbend have been very high, almost full schedules both days since it reopened

Current events/projects:

**Most projects will take a backseat to landscaping for most of the summer months as we do not have additional staff to take on anything non-landscaping related

Nelson Complex: We have removed the backstop on Vorhees Field that was leaning over dangerously. We have new posts and chain link to install a new backstop in its place. We are also working Vorhees, Baldry, and Damon fields to get them in safe playable shape in order to handle the high volume of little league activity, as well as additional practices, FRRPD programming, and Jr. Giants games and practices.

Palermo Playground: Contractors will be onsite 5/22 to finish installing the play structures. Once that is complete, we will be able to install the wood fill and the playground will be useable this summer. In the fall we will install the necessary ADA ramps and parking pads, etc. to finish the project.

Upcoming events/projects:

Bedrock Skatepark/Purple Line fence: The sidewalk on our side of the skatepark has been put on hold for the summer while we take care of the other parks. We will be able to pour the concrete in the fall when things slow down. I have been in contact with George at Purple Line, and he is happy now that he has the containers set on his property. We will also be resurrecting the fencing around the skatepark and trying to get that going this fall as well.

Events & Marketing

By Stephanie Peoples – Executive Assistant

Recently completed events/projects:

The Mother & Son Superhero dance was a huge hit. We sold out and got a lot of positive feedback. We had a pizza and candy buffet, photo booth, dancing, games, and “superhero training” in the gym. Thank you to Taylor Haury, Gymnastics Department, and everyone else who made it happen

Current events/ projects:

Taylor and I have been working hard to get our Concerts in the Park rolling at Riverbend this Summer. We have lots of talented bands on the schedule and Rural Concerts are being scheduled at our other parks.

Upcoming events/ projects:

4th of July is almost here and we are so excited to host part of the event at Nelson Sports Complex again this year! We plan to have food vendors, pony ride, pool and water play, a beer garden, and lots of crafts and games for the kids.

David W. Pittman

282 Canyon Highlands Drive
Oroville California 95966
530-990-4191
pittmandw5@comcast.net

Wednesday Tuesday, May 14, 2019

Feather River Recreation and Park District
Chairman & Board Members
General Manager Randy Murphy
Stephanie Peoples
1875 Feather River Blvd.
Oroville CA 95965

Chairman & Board Members,

I thank you for your past appointment of myself to the Benefit Assessment District committee and appreciate your confidence of my service.

I have been advised that since taking my position on Oroville City Council that Oath of Service effectively created my service to your BAD committee as an Incompatible Office position and effectively removed me from that committee.

Consequently, please consider my removal from the committee effective on January 2, 2019.

I see the FRRPD as extreme value to the Oroville region and offer congratulations to the work done on Riverbend Park. Recently attended Rotary Luncheon in the Pavilion and was very impressed with so many enjoying the park.

Sincerely,



David W. Pittman

Randy Murphy

From: Patrick O'Rourke <pkorourke@gmail.com>
Sent: Thursday, May 9, 2019 7:10 PM
To: Patrick O'Rourke

To: SDRMA Member Organization
C/o: General Manager / Board President

You should be receiving a letter from SDRMA in the mail, very soon, regarding the upcoming 2019 election for SDRMA Board of Directors. There are 5 candidates to be elected to 3 open board positions. SDRMA member organization ballots must be received by SDRMA no later than 4:30 p.m. on August 21st, 2019.

I, Patrick O'Rourke, have submitted my candidacy and would appreciate your organization's vote. SDRMA should be providing my "Statement of Qualifications," along with those of the other candidates.

I wanted to also provide you with my direct contact information (below) to answer any questions you may have concerning my candidacy. I would also like to try to make myself available to speak to your board members (via telephone or video teleconference) at your upcoming board meeting when this election item is on your public agenda, if your board officers/membership should so desire. Having such conversation would be an excellent way for me to learn what the needs and concerns of SDRMA members may be, and how I can best serve you as an SDRMA Board Member.

If you would like to schedule a time that I could talk with your board members, please contact me via email or telephone with the details (day/time) of your upcoming public board meeting when you will be making a decision on this 2019 SDRMA Board Election, along with the approximate agenda time for this Board Election item, and any conferencing/connection details. I will look forward to the opportunity to talk/visit with your members at your upcoming meeting, and take note of any concerns and questions that you may have so that I can best serve and represent the entire membership of SDRMA on the Special District Risk Management Authority's Board of Directors. Thank you so much for anticipated support!

Very Best Regards,

Patrick

Patrick K. O'Rourke, M.P.A./C.F.R.M.

2019 Immediate Past Chair; 2018 Board Chair; Member of Executive Committee; Member of Loan Committee;

Redwood Region Economic Development Commission (RREDC is a 19-member Joint Powers Authority)

City Council Member: City of Ferndale "The Victorian Village"

Master of Public Affairs-Nonprofit Management

Certification in Fund Raising Management

P.O. Box 571

Ferndale, CA 95536-0571 U.S.A.

1-707-726-6700

pkorourke@gmail.com



Request for Co-Sponsorship/Fee Waiver Form

Organization/Group: Oroville Southside Community Improvement Association
Contact Person: Pastor Kevin Thompson Phone: (530) 693-0728
Event Name: OPA / Community Meet & Greet
Date of Event: Saturday, July 13, 2019
Brief Description of Event: The Oroville Police Association and the Southside Community Leaders host an annual Meet & Greet event @ the MK park to help bridge and build relations between law enforcement and community. We have had three successful events and are looking forward to a fourth.

Co-Sponsorship Request

Fee Waiver

- Will your event have vendors? Yes No
If yes, how many vendors? _____ Fee charged to vendors? _____
- Do you plan to receive any money from participants? Yes No
If yes, how much? _____
- What is your benefit of a co-sponsor and/or discount?
reduce event expenses
- What is FRRPD's benefit of a co-sponsor and/or discount?
FRRPD will be mentioned as the venue sponsor
- What are your responsibilities as a co-sponsor?
Ensure a safe event following mandates of park use
- What are FRRPD's responsibilities as a co-sponsor?
We are requesting a waiver of park fees

Signature: [Signature]

Date: 5-15-2019

FOR OFFICE USE ONLY

Received By: _____

Date: _____

[Signature]
Approved by General Manager

5/20/19
Date Approved

100 % of Fees Waived
(Up to 50%)

Approved By Board of Directors

Date Approved

_____% of Fees Waived
(Up to 50%)