



**FEATHER RIVER RECREATION & PARK DISTRICT**  
Regular Board Meeting  
May 26, 2020

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

**AGENDA** **Closed Session 5:00 PM/Open Session 5:30 PM (Live Audio Available)**

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

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

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

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

**ROLL CALL**

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

**CLOSED SESSION**

Pursuant to Government Code section 54956.8, Property Negotiations

**ANNOUNCEMENT(S) FROM CLOSED SESSION**

**PUBLIC COMMENT**

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

**CONSENT AGENDA**

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

- 1. Approve April 28, 2020 Regular Board Meeting Minutes (Appendix A)**
- 2. Approve May 12, 2020 Special Board Meeting Minutes (Appendix B)**
- 3. Approve April 2020 Financials (Appendix C)**

**CONSENT AGENDA VOTE**

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

**ACTION ITEMS (Require Vote)**

**1. Nelson Pool Contract Amendments (Appendix D)**

*Requested Action: Put project out to bid*

**VOTE**

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

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

*Requested Action: Adopt Resolution*

**VOTE**

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

**3. Resolution 1937-20: A resolution of intention to continue assessments for fiscal year 2020-2021, preliminarily approving engineer's report, and providing for notice of hearing for the Park Maintenance and Recreation Improvement District of the Feather River Recreation and Park District (Appendix F)**

*Requested Action: Adopt Resolution*

**VOTE**

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

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

*Requested Action: Adopt Resolution*

**VOTE**

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

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

**Fixed Asset number 192009** (*Appendix H*)

*Requested Action: Adopt Resolution*

**VOTE**

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

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

*Requested Action: Adopt Resolution*

**VOTE**

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

**7. RecDesk Software** (*Appendix J*)

*Requested Action: Approve software purchase and agreement*

**VOTE**

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

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

**UNFINISHED BUSINESS**

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

Master Plan Workshops

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

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

2020-21 Budget

May 26<sup>th</sup>: Board approval of preliminary budget at regular meeting

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

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

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



**FEATHER RIVER RECREATION & PARK DISTRICT**

Regular Board Meeting Minutes  
April 28, 2020

**ACTIVITY CENTER**

1875 Feather River Blvd.  
Oroville, CA 95965

**Draft Minutes**

**Open Session 5:30 PM (Live Audio Available)**

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**CHAIRPERSON FOWLER CALLED THE MEETING TO ORDER AT 5:34 PM.**

**ROLL CALL**

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

**PUBLIC COMMENT**

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**CONSENT AGENDA**

- 1. Approve February 25, 2020 Regular Board Meeting Minutes**
- 2. Approve March 5, 2020 Special Board Meeting Minutes**
- 3. Approve March 2020 Financials**
- 4. Adopt Resolution 1932-20: A resolution of the Board of Directors of the Feather River Recreation and Park District acknowledging the completion of replacement boat dock and installation at riverbend park. Fixed Asset number 192006**
- 5. Adopt Resolution 1933-20: A resolution of the Board of Directors of the Feather River Recreation and Park District acknowledging the completion of the roof repair project at the Activity Center**

Director Brandt made the motion to approve the Consent Agenda.

Director Rocchi seconded the motion.

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

## **ACTION ITEMS**

### **1. Resolution 1934-20: A resolution of the Feather River Recreation and Park District Board of Directors proclaiming a state of emergency due to COVID-19**

Director Brandt made the motion to adopt Resolution 1934-20.

Director Rocchi seconded the motion.

\*The motion to adopt Resolution 1934-20 passed with a unanimous vote.

### **2. AARP Grant for Nelson Park Pickleball Courts and Trails**

Director Rocchi made the motion to approve the AARP grant application for Nelson Park Pickleball Courts and Trails.

Director Brandt seconded the motion.

\*The motion to approve the AARP grant application for Nelson Park Pickleball Courts and Trails passed with a unanimous vote.

### **3. Bids for Bear Rock Playground**

Director Rocchi made the motion to put the Bear Rock Playground Project out to bid.

Director Thomas seconded the motion.

\*The motion to put the Bear Rock Playground Project out to bid passed with a unanimous vote.

## **NON-ACTION ITEMS**

### **1. 2020-21 Draft Budget Review**

*The following items were discussed, the Board consented to moved forward with the budget as presented.*

- A. District Budget Overview
- B. Budget by Department
- C. PT Pay Scale
- D. FT Pay Scale
- E. Proposed Rate Increases

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

Reports were reviewed.

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

Master Plan Workshops

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

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

2020-21 Budget

May 12<sup>th</sup>: 2020-21 Budget Revisions

May 26<sup>th</sup>: Board approval of preliminary budget at regular meeting

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

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

**CHAIRPERSON FOWLER ADJOURNED THE MEETING AT 6:27 PM.**



**FEATHER RIVER RECREATION & PARK DISTRICT**

Regular Board Meeting Minutes  
May 12, 2020

**ACTIVITY CENTER**

1875 Feather River Blvd.  
Oroville, CA 95965

**Draft Minutes**

**Open Session 3:00 PM (Live Audio Available)**

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

**ROLL CALL**

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

**PUBLIC COMMENT**

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**ACTION ITEM**

**1. Resolution 1935-20: A resolution of the Board of Directors of the Feather River Recreation and Park District approving the 2018-2019 District audit by KCOE & ISOM**

Director Rocchi made the motion to adopt Resolution 1935-20.

Director Thomas seconded the motion.

\*The motion to adopt Resolution 1935-20 passed with a unanimous vote.

**NON-ACTION ITEM**

**1. Review 2020-2021 budget changes due to COVID-19**

Board and Staff reviewed changes to the budget and proposed adjustments.

**CHAIRPERSON FOWLER ADJOURNED THE MEETING AT 3:54 PM.**

Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses				PAYROLL USE				22 out of 26 payroll paid out		MONTHLY ACTUAL VS. MONTHLY BUDGET				STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS		
Year to Date Income Statement and Staff Report				YTD	YTD	YTD	YTD BUDGET	Annual Budget divided by "X" amount of months								
Apr-20				YTD	YTD	YTD	85%	Apr-20	Apr-20	MONTHLY	YTD					
				TOTAL	Annual Budget	Over (Under)	% used	ACTUAL YTD	BUDGET	Over (Under)	% used					
STAFF REPORT: Deborah Peltzer Business Manager. COMPARE 2 MONTHS REVENUE/EXPENSES. YTD totals and budget comparison				Feb-20	Mar-20	Apr-20	TOTAL	Budget	(Under)	% used	Staff Comments	TOTAL	10.0	(Under)	% used	
Ordinary Income/Expense				MONTHS												
Income																
4100 - Tax Revenue				7,699		683,809	1,669,767	1,700,000	(30,233)	98%		1,669,767	1,416,667	253,100	118%	Tax Payments are received December and April
4150 - Tax Revenue (BAD)						110,298	260,497	288,750	(28,253)	90%		260,497	240,625	19,872	108%	Tax Payments are received December and April
- Program Income																
4350 - Discounts & Credits				(1,041)	(684)	(561)	(17,755)	(7,440)	(10,315)	239%		(17,755)	(6,200)	(11,555)	286%	
4351 Covid Program Revenue Adjustment					(26,382)	(75,599)	(101,981)	(101,981)				(101,981)	0	(101,981)		
4300 - Program Income				85,398	70,757	76,591	884,395	1,126,595	(242,200)	79%		884,395	938,829	(54,434)	94%	
Total - Program Income				84,357	43,691	431	764,659	1,119,155	(354,496)	68%		764,659	932,629	(167,970)	82%	
4400 - Donation & Fundraising Income				152	10		1,216	20,000	(18,784)	6%		1,216	16,667	(15,451)	7%	
4500 - Grant/Reimbursed Expense Income							78,539	30,000	48,539	262%		78,539	25,000	53,539	314%	
4600 - Other Income						321	351	200	151	176%		351	167	184	211%	
4900 - Interest Income						5,391	19,116	9,000	10,116	212%		19,116	7,500	11,616	255%	
4905 - Interest Income - BAD						815	2,304	1,000	1,304	230%		2,304	833	1,471	276%	
Total Income				92,208	43,701	801,065	2,796,449	3,168,105	(371,656)	88%		2,796,449	2,640,088	156,362	106%	
Gross Profit				92,208	43,701	801,065	2,796,449	3,168,105	(371,656)	88%		2,796,449	2,640,088	156,362	106%	
Expense																
- Payroll Expenses																
5010 - Wages & Salaries				104,571	99,500	63,320	1,107,727	1,497,693	(389,966)	74%		1,107,727	1,248,078	(140,351)	87%	Minium wage and district increases apply Jan20
5020 - Employer Taxes				11,721	10,098	5,081	109,745	144,764	(35,019)	76%		109,745	120,637	(10,892)	90%	
5030 - Employee Benefits				13,837	13,837	13,837	140,204	188,151	(47,947)	75%		140,204	156,793	(16,589)	88%	
5040 - Workers Comp				4,524	4,342	3,487	50,841	66,942	(16,101)	76%		50,841	55,785	(4,944)	90%	
Total - Payroll Expenses				134,653	127,777	85,725	1,408,517	1,897,550	(489,033)	74%		1,408,517	1,581,292	(172,775)	88%	
5031 GASB 68 Benefit Expense							48,771	54,000	(5,229)	90%		48,771	45,000	3,771	108%	Paid annual CalPERS unfunded liability in full
5100 - Advertising & Promotion					582	960	6,562	10,000	(3,438)	66%		6,562	8,333	(1,771)	79%	
5120 - Bank Fees				1,067	896	1,945	11,624	14,000	(2,376)	83%		11,624	11,667	(43)	100%	
5130 - Charitable Contributions				1,250			1,250	2,500	(1,250)	50%		1,250	2,083	(833)	60%	
5140 - Copying & Printing				894	694	694	7,993	11,000	(3,007)	73%		7,993	9,167	(1,174)	87%	
5155 - Employment New Hire Screen					177		1,196	2,464	(1,268)	49%		1,196	2,053	(857)	58%	
5160 - Dues, Mbrshps, Publications, Sub				25	530		10,051	9,000	1,051	112%		10,051	7,500	2,551	134%	Under budgeted. Will adjustment 2020-21 accordingly
5170 - Education & Development				1,625		(350)	3,422	6,250	(2,828)	55%		3,422	5,208	(1,786)	66%	
5175 - Equipment Rental				2,004		295	9,093	4,000	5,093	227%		9,093	3,333	5,760	273%	
- Equipment, Tools & Furn (<\$5k)																
5182 - Operating ET&F						1,374	3,053	2,900	153			3,053	2,417	636	126%	
5184 - Program ET&F					2,441		15,196	11,100	4,096	137%		15,196	9,250	5,946	164%	
5186 - Site/Shop ET&F				2,057	633	504	4,956	20,000	(15,044)	25%		4,956	16,667	(11,711)	30%	
5187 - IT Computers/Hardware ET&F						6	6,254	20,000	(13,746)	31%		6,254	16,667	(10,413)	38%	
5188 - Computers/Software ET&F				1,290	1,275	658	13,442	13,000	442	103%		13,442	10,833	2,609	124%	
Total - Equipment, Tools & Furn (<\$5k)				3,347	4,349	2,542	42,901	67,000	(24,099)	64%		42,901	55,833	(12,932)	77%	
5200 - Insurance						397	79,562	60,000	19,562	133%		79,562	50,000	29,562	159%	Paid in full annual Property/Liability Insurane premiums. Premiums higher than budgeted. Staff will monitor budget and make adjustment to other line items throughout the year.
5210 - Interest Expense - Operating				283	276	270	1,418	3,300	(1,882)			1,418	2,750	(1,332)	52%	
5225 - Postage & Delivery				104			933	1,200	(267)	78%		933	1,000	(67)	93%	
- Professional & Outside Svcs																
5232 - Accounting						7,000	25,000	26,000	(1,000)	96%		25,000	21,667	3,333	115%	
5233 - Bands/Recreation							1,100	2,150	(1,050)	51%		1,100	1,792	(692)	61%	
5234 - Board Stipends				900	500	400	7,000	12,000	(5,000)	58%		7,000	10,000	(3,000)	70%	
5235 - Recreation Instructors				1,389	1,396	301	41,298	52,150	(10,852)	79%		41,298	43,458	(2,161)	95%	Class \$14.5k, Gymnastics \$26.5k
5236 - Legal				2,541	1,466		9,949	18,000	(8,051)	55%		9,949	15,000	(5,051)	66%	
5237 - Contract Janitorial				5,109	4,450	2,184	47,506	76,625	(29,119)	62%		47,506	63,854	(16,348)	74%	
5239 - Outside Service Admin/Consu				18,421	1,373	1,771	47,337	57,000	(9,663)	83%		47,337	47,500	(163)	100%	Master Plan \$10k, BAD engineers report \$15.7k, IT support 13k
Total - Professional & Outside Svcs				28,360	9,185	11,656	179,190	243,925	(64,735)	73%		179,190	203,271	(24,081)	88%	
5250 - Rent							0	0	0			0	0	0		
- Repairs & Maintenance																
5261 - Building R&M				1,909	3,125	3,678	25,041	40,000	(14,959)	63%		25,041	33,333	(8,292)	75%	
5262 - Equipment R&M				364	719	1,148	12,330	17,500	(5,170)	70%		12,330	14,583	(2,253)	85%	
5263 - General R&M				5,000	(52)	107	10,723	20,000	(9,277)	54%		10,723	16,667	(5,944)	64%	
5264 - Grounds R&M				5,875	3,012	2,712	47,355	40,000	7,355	118%		47,355	33,333	14,022	142%	Irrigation expense higher in summer months. Unbudgeted \$12k playground woodchips
5265 - Janitorial Supplies				1,083	1,633	1,203	21,483	29,500	(8,017)	73%		21,483	24,583	(3,100)	87%	
5266 - Vandalism Repair				724	2,556	58	4,058	8,000	(3,942)	51%		4,058	6,667	(2,609)	61%	
5267 - Vehicle R&M				4,111	492	984	10,043	4,000	6,043	251%		10,043	3,333	6,710	301%	
5268 - Aquatics Pool R&M				56	3,344		25,116	40,000	(14,884)	63%		25,116	33,333	(8,217)	75%	
5269 - Outside Contractor/Services R				3,225	708	1,186	16,057	15,000	1,057	107%		16,057	12,500	3,557	128%	
Total - Repairs & Maintenance				22,347	15,537	11,076	172,206	214,000	(41,794)	80%		172,206	178,333	(6,127)	97%	
5270 - Security				110	1,127		30,190	25,000	5,190	121%		30,190	20,833	9,357	145%	Not budgeted: Board approved \$5k/mo additional security patrol at Riverbend.\$25k unbudgeted





Feather River Recreation & Park District  
Balance Sheet  
As of April 30, 2020

	Apr 30, 20	Apr 30, 19	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 - Treasury Cash				
1010.1 - Treasury Cash - General	757,763.95	781,206.34	-23,442.39	-3.0%
1010.2 - Treasury Cash - Reserve	332,494.00	373,594.00	-41,100.00	-11.0%
1010.3 - Treasury Admin Ins Proceeds	220,575.19	0.00	220,575.19	100.0%
1010.4 - Treasury Ins Proceeds Playtown	-12,595.86	0.00	-12,595.86	-100.0%
<b>Total 1010 - Treasury Cash</b>	<b>1,298,237.28</b>	<b>1,154,800.34</b>	<b>143,436.94</b>	<b>12.42%</b>
1020 - Imprest Cash	955.45	740.41	215.04	29.04%
1030 - BofW - Merchant Acct.	196,701.29	268,725.60	-72,024.31	-26.8%
1031 - BofW Project INS PROCEEDS	1,146,333.62	1,895,253.62	-748,920.00	-39.52%
1040 - Fund 2610 - BAD	302,521.89	300,129.49	2,392.40	0.8%
1050 - Impact Fees				
1051 - Impact - Parklands	431,398.06	305,602.46	125,795.60	41.16%
1052 - Impact - Public Use	27,010.05	20,196.55	6,813.50	33.74%
1053 - Impact - Aquatics	60,930.11	44,877.02	16,053.09	35.77%
<b>Total 1050 - Impact Fees</b>	<b>519,338.22</b>	<b>370,676.03</b>	<b>148,662.19</b>	<b>40.11%</b>
<b>Total Checking/Savings</b>	<b>3,464,087.75</b>	<b>3,990,325.49</b>	<b>-526,237.74</b>	<b>-13.19%</b>
<b>Accounts Receivable</b>				
1210 - Accounts Receivable	10,291.89	4,076.33	6,215.56	152.48%
<b>Total Accounts Receivable</b>	<b>10,291.89</b>	<b>4,076.33</b>	<b>6,215.56</b>	<b>152.48%</b>
<b>Other Current Assets</b>				
1302 - FEMA Riverbend Claim A/R	2,839.00	2,839.00	0.00	0.0%
1310 - Miscellaneous Receivables	401.82	0.00	401.82	100.0%
1320 - Umpqua Bank Project Fund	188,856.12	188,856.12	0.00	0.0%
<b>Total Other Current Assets</b>	<b>192,096.94</b>	<b>191,695.12</b>	<b>401.82</b>	<b>0.21%</b>
<b>Total Current Assets</b>	<b>3,666,476.58</b>	<b>4,186,096.94</b>	<b>-519,620.36</b>	<b>-12.41%</b>
<b>Fixed Assets</b>				
1410 - Land	627,494.00	627,494.00	0.00	0.0%
1420 - Buildings & Improvements	15,029,019.80	10,314,889.08	4,714,130.72	45.7%
1430 - Equipment & Vehicles	1,131,139.40	834,044.09	297,095.31	35.62%
1440 - Construction in Progress				
1443 - CIP Riverbend Restoration RB99	126,061.12	4,482,336.65	-4,356,275.53	-97.19%
1447 - CIP Berry Creek Bathroom BC99	0.00	30,419.35	-30,419.35	-100.0%
1448 - CIP Nelson SBF NE99	96,869.27	0.00	96,869.27	100.0%
1449 - CIP Palermo Park	0.00	17,351.31	-17,351.31	-100.0%
1450 - CIP Feather River Trail FRT99	3,714.13	0.00	3,714.13	100.0%
1451 - CIP Playtown Bathroom Fire	171,716.07	0.00	171,716.07	100.0%
<b>Total 1440 - Construction in Progress</b>	<b>398,360.59</b>	<b>4,530,107.31</b>	<b>-4,131,746.72</b>	<b>-91.21%</b>
1499 - Accumulated Depreciation	-4,762,614.16	-4,283,320.47	-479,293.69	-11.19%
<b>Total Fixed Assets</b>	<b>12,423,399.63</b>	<b>12,023,214.01</b>	<b>400,185.62</b>	<b>3.33%</b>
<b>Other Assets</b>				
1550 - GASB 68 CalPERS Valuation				
1551 - GASB68 Deferred Outflow Pension	204,906.00	232,623.00	-27,717.00	-11.92%
<b>Total 1550 - GASB 68 CalPERS Valuation</b>	<b>204,906.00</b>	<b>232,623.00</b>	<b>-27,717.00</b>	<b>-11.92%</b>
<b>Total Other Assets</b>	<b>204,906.00</b>	<b>232,623.00</b>	<b>-27,717.00</b>	<b>-11.92%</b>
<b>TOTAL ASSETS</b>	<b>16,294,782.21</b>	<b>16,441,933.95</b>	<b>-147,151.74</b>	<b>-0.9%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				

	Apr 30, 20	Apr 30, 19	\$ Change	% Change
<b>Accounts Payable</b>				
2000 - Accounts Payable	47,553.08	148,813.93	-101,260.85	-68.05%
<b>Total Accounts Payable</b>	47,553.08	148,813.93	-101,260.85	-68.05%
<b>Credit Cards</b>	2,541.06	1,996.52	544.54	27.27%
<b>Other Current Liabilities</b>				
2100 - Payroll Liabilities	8,426.02	20,124.16	-11,698.14	-58.13%
2210 - Accrued Debt Interest	8,253.67	8,911.10	-657.43	-7.38%
2400 - Deposits/Refunds to Customers	2,083.00	-40.00	2,123.00	5,307.5%
<b>Total Other Current Liabilities</b>	18,762.69	28,995.26	-10,232.57	-35.29%
<b>Total Current Liabilities</b>	68,856.83	179,805.71	-110,948.88	-61.71%
<b>Long Term Liabilities</b>				
2954 - Ford Motor Vehicle Loan	48,641.44	22,504.27	26,137.17	116.14%
2955 - Umpqua Bank Tax Exempt Bond A	2,885,555.00	3,094,835.00	-209,280.00	-6.76%
2960 - Umpqua Bank Taxable Bond B	120,999.97	145,999.98	-25,000.01	-17.12%
2975 - GASB 68 CalPERS Liab Valuation				
2976 - GASB 68 Deferred Inflow Pension	124,940.00	149,733.00	-24,793.00	-16.56%
2977 - GASB 68 Net Pension Liability	842,871.00	844,607.00	-1,736.00	-0.21%
<b>Total 2975 - GASB 68 CalPERS Liab Valuation</b>	967,811.00	994,340.00	-26,529.00	-2.67%
<b>Total Long Term Liabilities</b>	4,023,007.41	4,257,679.25	-234,671.84	-5.51%
<b>Total Liabilities</b>	4,091,864.24	4,437,484.96	-345,620.72	-7.79%
<b>Equity</b>				
3010 - Imprest Cash Reserve	1,000.00	1,000.00	0.00	0.0%
3020 - General Reserve	20,000.00	20,000.00	0.00	0.0%
3030 - Investment in Assets	6,439,516.82	6,439,516.82	0.00	0.0%
3040 - General Fund Balance	-1,653,176.59	-1,461,551.34	-191,625.25	-13.11%
3050 - Benefit Assessment District	39,721.49	42,695.91	-2,974.42	-6.97%
3060 - Impact Fees (general)	440,963.61	246,363.94	194,599.67	78.99%
3099 - Undistributed Retained Earnings	6,553,500.51	3,124,867.59	3,428,632.92	109.72%
<b>Net Income</b>	361,392.13	3,591,556.07	-3,230,163.94	-89.94%
<b>Total Equity</b>	12,202,917.97	12,004,448.99	198,468.98	1.65%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,294,782.21</b>	<b>16,441,933.95</b>	<b>-147,151.74</b>	<b>-0.9%</b>

Feather River Recreation & Park District  
Detail Fixed Asset & Bonds  
As of April 30, 2020

	Date	Source Name	Memo	Amount	Balance
<b>1010 - Treasury Cash</b>					<b>340,114.03</b>
<b>1010.3 - Treasury Admin Ins Proceeds</b>					<b>287,186.19</b>
	04/23/2020	George Roofing	FINAL ROOF FIXED ASSET 192007	-66,611.00	220,575.19
Total 1010.3 - Treasury Admin Ins Proceeds				-66,611.00	220,575.19
<b>1010.4 - Treasury Ins Proceeds Playtown</b>					<b>52,927.84</b>
	04/23/2020	ALPINE PORTABLE TOILET SERVICE	PORTABLE TOILET RENTAL	-9,807.63	43,120.21
	04/23/2020	Belfore Property Restoration	PLAYTOWN FIRE CONSTRUCTION	-55,716.07	-12,595.86
Total 1010.4 - Treasury Ins Proceeds Playtown				-65,523.70	-12,595.86
Total 1010 - Treasury Cash				-132,134.70	207,979.33
<b>1031 - BofW Project INS PROCEEDS</b>					<b>1,146,333.62</b>
Total 1031 - BofW Project INS PROCEEDS					1,146,333.62
<b>1302 - FEMA Riverbend Claim A/R</b>					<b>2,839.00</b>
Total 1302 - FEMA Riverbend Claim A/R					2,839.00
<b>1320 - Umpqua Bank Project Fund</b>					<b>188,856.12</b>
Total 1320 - Umpqua Bank Project Fund					188,856.12
<b>1410 - Land</b>					<b>627,494.00</b>
Total 1410 - Land					627,494.00
<b>1420 - Buildings &amp; Improvements</b>					<b>15,029,019.80</b>
Total 1420 - Buildings & Improvements					15,029,019.80
<b>1430 - Equipment &amp; Vehicles</b>					<b>1,198,575.75</b>
	04/01/2020		SURPLUS SALE 1997 FORD DUMP TRUCK FIXED ASSET 2126	-9,500.00	1,189,075.75
	04/01/2020		SURPLUS SALE JD 1600 FRONT MOWER FIXED ASSET 2130	-42,746.10	1,146,329.65
	04/01/2020		SURPLUS SALE HUSQVARN RIDING MOWER FIXED ASSET 2150	-3,539.20	1,142,790.45
	04/01/2020		SURPLUS SALE SEGWAY BLOWER FIXED ASSET 161710	-2,681.25	1,140,109.20
	04/01/2020		SURPLUS SALE HURRICAN GRASSHOPPER MOWER FIXED ASSET 141505	-8,969.80	1,131,139.40
Total 1430 - Equipment & Vehicles				-67,436.35	1,131,139.40
<b>1440 - Construction in Progress</b>					<b>338,759.16</b>
<b>1443 - CIP Riverbend Restoration RB99</b>					<b>126,061.12</b>
Total 1443 - CIP Riverbend Restoration RB99					126,061.12
<b>1448 - CIP Nelson SBF NE99</b>					<b>92,983.91</b>
	04/16/2020	Knorr Systems, Inc	SBF GRANT HEATHER CLEAN NELSON PROJECT PLUMBING	1,720.00	94,703.91
	04/28/2020	D's Great American Pump Company	SBFGRANT	2,165.36	96,869.27
Total 1448 - CIP Nelson SBF NE99				3,885.36	96,869.27
<b>1450 - CIP Feather River Trail FRT99</b>					<b>3,714.13</b>
Total 1450 - CIP Feather River Trail FRT99					3,714.13
<b>1451 - CIP Playtown Bathroom Fire</b>					<b>116,000.00</b>
	04/14/2020	Belfore Property Restoration	ASBESTOS REMEDIATION PLAYTOWN BATHROOM FIRE	55,716.07	171,716.07
Total 1451 - CIP Playtown Bathroom Fire				55,716.07	171,716.07
Total 1440 - Construction in Progress				59,601.43	398,360.59
<b>2955 - Umpqua Bank Tax Exempt Bond A</b>					<b>-2,885,555.00</b>
Total 2955 - Umpqua Bank Tax Exempt Bond A					-2,885,555.00
<b>2960 - Umpqua Bank Taxable Bond B</b>					<b>-120,999.97</b>
Total 2960 - Umpqua Bank Taxable Bond B					-120,999.97
<b>TOTAL</b>				<b>-139,969.62</b>	<b>15,725,466.89</b>

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

Date	Num	Name	Memo	Credit
Apr 20				
04/09/2020	87688	PREMIER ACCESS	APR20 PREMIUMS 1000548827	1,024.36
04/09/2020	87689	BLUE SHIELD OF CALIFORNIA	4004625 APR20 PREMIUMS	9,118.59
04/09/2020	87690	BORENE, HANNA	REFUND RENTAL	145.00
04/09/2020	87691	COOK, HOLLY	REFUND CX RENTAL	80.00
04/09/2020	87692	HASTAIN, BREANN	REFUND SOFTBALL	350.00
04/09/2020	87693	SORIA, JESSICA	RENTAL RENTAL	115.00
04/09/2020	87694	Leonard, Grace	PROPANE FBT	418.79
04/09/2020	87695	COMCAST	Acct#8155600190189780 PHONE/INTI	433.25
04/09/2020	87696	COMCAST	Acct# 8155 60 019 0233893	134.29
04/09/2020	87697	A1 Appliance	2 OVENS PRESCHOOL	1,338.64
04/09/2020	87698	BOBCAT OF CHICO	HYDRAULIC FLUID	190.78
04/09/2020	87699	CALF. WATER SERVICE	Acct 520857777 12/12/19-1/13/20	4,875.77
04/09/2020	87700	CPRS	annual membership	555.00
04/09/2020	87701	Dan's Electrical Supply	LED LIGHTS ACT CENTER	1,514.18
04/09/2020	87702	FORD MOTOR CREDIT COMPANY LLC	LEASE 9423801 F250 2019	758.39
04/09/2020	87703	HOBBS PEST SOLUTIONS, INC.	PEST CONTROL	75.00
04/09/2020	87704	JC NELSON SUPPLY	JANITORIAL SUPPLIES PARKS	288.85
04/09/2020	87705	LES SCHWAB TIRES	TIRE TRAILER	187.76
04/09/2020	87706	Oroville Ford	OIL CHANGE F250 2017	65.81
04/09/2020	87707	P.G. & E.	PGE12/23/19-1/22/20	7,754.90
04/09/2020	87708	RECOLOGY BUTTE COLUSA COUNTIES	TRASH ALL SITES	1,528.82
04/09/2020	87709	RIEBES AUTO PARTS	TRUCK PARTS	99.56
04/09/2020	87710	SOUTH FEATHER WATER & POWER	007771-000	55.16
04/09/2020	87711	Stars and Stripes Towing	TOW 2008 DODGE	80.00
04/09/2020	87712	Team Slideline	ANNUAL MEMBERSHIP	599.00
04/09/2020	87713	Williams Electric Company, Inc	REPAIR NOLAN LIGHTS	552.73
04/09/2020	87714	KZFR Community Radio 90.1 FM	ANNUAL UNDERWRITING	960.00
04/09/2020	87715	BANKCARD CENTER	STATEMENT 7524	721.48
04/09/2020	87716	BANKCARD CENTER	STATEMENT 4607	1,140.10
04/09/2020	87717	BANKCARD CENTER	STATEMENT 9693	3,984.41
04/09/2020	87718	ALL THINGS CLEANING	MAR20 JANITORIAL LESS 4 DAYS	4,450.00
04/09/2020	87719	BRANDT, CLARENCE SONNY	BOD STIPEND	100.00
04/09/2020	87720	VOID	VOID	0.00
04/09/2020	87721	FOWLER, SCOTT KENT	BOD STIPEND	100.00
04/09/2020	87722	ROCCHI, STEVE	BOD STIPEND	100.00
04/09/2020	87723	THOMAS, DEVIN	BOD STIPEND	200.00
04/09/2020	87724	BSN SPORTS US GAMES	TENNIS NETS	638.59
04/09/2020	87725	BURLESON, HARRY	INSTRUCTOR	300.63
04/09/2020	87726	ERICKSON, EMILIA.	REPLACE 3/12/20 LOST CHECK	519.56
04/09/2020	87727-87751	PAYROLL	PAYROLL ITEMS	22,648.90
04/23/2020	87752	George Roofing	FINAL ROOF FIXED ASSET 192007	66,611.00
04/23/2020	87753	ACCULARM SECURITY SYSTEMS	Security Monitoring - 4/1/20-6/30/20	798.00
04/23/2020	87754	BETTER DEAL EXCHANGE	Acct#701960	206.96
04/23/2020	87755	DAWSON OIL COMPANY	62765 FUEL	2,244.43
04/23/2020	87756	ENTERPRISE-RECORD	BIDS/AD/PRESS RELEASE	49.48
04/23/2020	87757	FORD MOTOR CREDIT COMPANY LLC	TRUCK PAYMENTS	1,645.94
04/23/2020	87758	HOME DEPOT	HOME DEPOT STATEMENT	5,101.85
04/23/2020	87759	LAKE OROVILLE AREA PUBLIC UTILITY DIST.	SEWER MLK	114.18
04/23/2020	87760	MAZES CONSULTING	IT SUPPORT/SUBSCRIPTIONS	1,907.10
04/23/2020	87761	Staples	STAPLES STATEMENT 3721	78.65
04/23/2020	87762	TWSD	4-112.01 WATER NELSON	1,154.08
04/23/2020	87763	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE/USAGE	694.27
04/23/2020	87764	Dept. of Motor Vehicles	ATV 25PL77	52.00
04/23/2020	87765	AKIN, JEANETTE	REFUND CX WILDFLOWER	50.00
04/23/2020	87766	AMPLA HEALTH	REFUND WILDFLOWER	75.00
04/23/2020	87767	ARCHER, SIRIPORN	REFUND WILDFLOWER	100.00
04/23/2020	87768	BECRAFT, TARA	REFUND WILDFLOWER	75.00
04/23/2020	87769	BUTTE COUNTY HUMANE SOCIETY	REFUND WILDFLOWER	50.00
04/23/2020	87770	COCHRAN, ROBIN	REFUND WILDFLOWER	100.00
04/23/2020	87771	DICKINSON, AMANDA	REFUND WILDFLOWER	75.00
04/23/2020	87772	DICKINSON, WENDY	REFUND WILDFLOWER	75.00

Date	Num	Name	Memo	Credit
04/23/2020	87773	ESTES, KIM	REFUND WILDFLOWER	100.00
04/23/2020	87774	FEATHER RIVER LAPIDARY MINERAL SOCIETY	REFUND WILDFLOWER	50.00
04/23/2020	87775	GARDENHIRE, TIFFANY	REFUND WILDFLOWER	75.00
04/23/2020	87776	GEIGER, JOHN	REFUND WILDFLOWER	150.00
04/23/2020	87777	JOHNSON, JENNIE	REFUND WILDFLOWER	100.00
04/23/2020	87778	KELLY, KAREN	REFUND WILDFLOWER	75.00
04/23/2020	87779	POWELL, LEANN	REFUND WILDFLOWER	100.00
04/23/2020	87780	STEEL, SUZANNE	REFUND WILDFLOWER	50.00
04/23/2020	87781	Sweely, Ed	REFUND WILDFLOWER	125.00
04/23/2020	87782	Thornton, Stacy	REFUND WILDFLOWER	75.00
04/23/2020	87783	WHEELER, TED	REFUND WILDFLOWER	100.00
04/23/2020	87784	XEDES, ELIZABETH	REFUND WILDFLOWER	100.00
04/23/2020	87785	ALPINE PORTABLE TOILET SERVICE	PORTABLE TOILET RENTAL	9,807.63
04/23/2020	87786	Belfore Property Restoration	PLAYTOWN FIRE CONSTRUCTION	55,716.07
04/23/2020	87787	Anton, Victoria	MONTHLY CELL REIMBR	30.00
04/23/2020	87788	DANNER, ERIC	CELL PHONE REIMBR	30.00
04/23/2020	87789	HUFFMAN, MICHELLE.	MONTHLY CELL PHONE REIMBR	30.00
04/23/2020	87790	Leonard, Grace	EXPENSE REIMBR PROPANE	458.78
04/23/2020	87791	PELTZER, DEBORAH.	CELL AND EXPENSE REIMBR	53.78
04/23/2020	87792	RAMIREZ, ZERIMAR.	MONTHLY CELL REIMBR	30.00
04/23/2020	87793	THOMPSON, SCOTT.	MONTHLY CELL REIMBR	30.00
04/23/2020	87794	VALENCIA, ESTELA.	MONTHLY CELL PHONE REIMBR	30.00
04/23/2020	87795	VALENCIA, JUSTIN.	CELL PHONE REIMBR	30.00
04/23/2020	87796	VANG, HUE.	MONTHLY CELL PHONE REIMBR	30.00
04/23/2020	87797	Wilson, Bill	MONTHLY CELL PHONE REIMBR	30.00
04/23/2020	87798	WILSON, ROBERT BRIAN	MONTHLY CELL PHONE REIMBR	30.00
04/23/2020	87799	AT&T - CALNET	PHONE LINES	84.75
04/23/2020	87800	AVERY'S	OIL	58.05
04/23/2020	87801	CINTAS	JANITORIAL SUPPLIES ACT CENTE	642.04
04/23/2020	87802	CRESCO EQUIPMENT RENTALS	RENTAL ROLLER	225.00
04/23/2020	87803	EWING	IRRIGATION	2,665.09
04/23/2020	87804	FASTENAL	MISC PARTS/SUPPLIES	210.20
04/23/2020	87805	Lincoln Aquatics	POOL CHEMICALS	811.53
04/23/2020	87806	Oroville Cable & Equipment	REPAIR CHIPPER	86.28
04/23/2020	87807	WAL-MART COMMUNITY	STATEMENT 1712	231.84
04/23/2020	87808-87832	PAYROLL	PAYROLL ITEMS	24,866.78
				<b>246,779.06</b>

Apr 20



## STAFF REPORT

**TO: BOARD OF DIRECTORS**

**FROM: SHAWN ROHRBACKER, GENERAL MANAGER**

**RE: NELSON POOL CONTRACT AMENDMENTS**

### SUMMARY

As MDG gets closer to finishing construction documents they have discovered two additional areas of service that need to be added to the project. The grading plan services include a low area between the pool bathrooms and the little league field to the north. This area collects water that sometimes floods the restrooms.

The other added service is for the pool pump and filter room electrical system. Initial estimates for the project considered retaining the existing electrical system for the pool equipment. It has been discovered that the existing equipment is too old and needs replacing.

### BUDGETARY IMPACT:

This project is funded through the Supplemental Benefit Fund. Staff proposes requesting additional funding from the SBF at the next Committee Meeting in August. If the Committee does not approve the added funding, an element of improvements would be removed from the construction budget. A set of bleachers would cover the cost and the bleachers could be added later.

The grading plan services total \$1,991.75 and the electrical services total \$6,237.

### RECOMMENDATION

Authorize the General Manager to execute Nelson Pool Renovation Contract Amendments 1 and 2.

### ATTACHMENT(S)

Melton Design Group Nelson Pool Contract Amendments 1 and 2



**NELSON POOL RENOVATION - CONTRACT AMENDMENT No. 1**

This AGREEMENT, effective as of the \_\_\_\_ day of \_\_\_\_\_ 2020 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  
Amendment: Additional Services – Extended Grading Area

**ADDITIONAL SERVICES – NELSON POOL RENOVATION EXTENDED GRADING AREA**

The following services are to be added to the Nelson Pool Renovation Contract and to be billed hourly, not to exceed. Consultant Additional Services for extended grading area, shown in the next section are supplemental to the existing Contract.

**SECTION 1 - CONSULTANT ADDITIONAL SERVICES**

Provide site grading verification to identify existing grades in relation to existing conditions, connection to proposed drainage improvements, grading plan, landscape plan improvements, project administration.

**SECTION 2 - BASIS OF COMPENSATION**

Site Grading Verification	\$ 720.50
Grading Plan	\$ 751.88
Landscape Plan	\$ 328.50
Project Administration	\$ 190.88
<hr/>	
TOTAL (Billed Hourly, Not to Exceed – see attached worksheet)	\$ 1,991.75

Please let us know if you have any questions concerning this Amendment. 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 / Title





## 2020 SCHEDULE OF RATES

### MDG PERSONNEL

Principal Landscape Architect	\$170.50 / hour
Associate Landscape Architect	\$147.75 / hour
Project Manager	\$136.25 / hour
GIS Specialist	\$113.50 / hour
Irrigation Specialist	\$125.00 / hour
Irrigation Associate	\$ 79.50 / hour
Graphic Designer	\$107.00 / hour
Drafting Technician I	\$ 87.50 / hour
Drafting Technician II	\$ 75.75 / hour
Administration	\$ 75.00 / hour

### REIMBURSABLE EXPENSES

Black & White 24x36 Print	\$ 5.10 each
Black & White 30x42 Print	\$ 7.44 each
Color 24x36 Print	\$27.48 each
Color 30x42 Print	\$39.20 each
Premium Color Glossy Plan Print	\$59.50 each
Foam Core 24" x 36"	\$12.50 each
Foam Core 30" x 42"	\$15.00 each
B & W Copies, 8.5 X 11	\$ .29 each
B & W Copies, 11 X 17	\$ .52 each
Color Copies 8.5 x 11	\$ 1.29 each
Color Copies 11 X 17	\$ 2.37 each
Binding Covers 8.5 x 11	\$ 2.88 each
Binding Covers 11 x 17	\$ 5.77 each
Flash Drive	\$ 8.00 each
Overnight Mail	Cost Plus 15%
Courier	Cost Plus 15%
Photography	Cost Plus 15%
Soils Analysis	Cost Plus 15%
Travel / Automobile	.60 per mile

*Note: Rates subject to change after one year of proposal*







FRRPD NELSON POOL RENOVATION ADDITIONAL GRADING BETWEEN POOL AND SOFTBALL		MDG HOURS PER TASK									
Task	Description	Landscape Architect		Project Manager		Graphic Design		Administration		Totals	
		Hours	\$170.50	Hours	\$136.25	Hours	\$107.00	Hours	\$75.00	Hours	Cost
1.1	Site Grading Verification: site visit to identify existing grades in relation to existing conditions and connection to proposed drainage improvements	2	\$341.00	2	\$272.50	1	\$107.00	0	\$0.00	5	\$720.50
1.2	Grading Plan: revise existing sheet layout to incorporate new grading area, draft grading plan	1.5	\$255.75	0.5	\$68.13	4	\$428.00	0	\$0.00	6	\$751.88
1.3	Landscape Plan: revise existing sheet layout to incorporate new grading area, draft landscape improvements, adjust irrigation as needed	0.5	\$85.25	1	\$136.25	1	\$107.00	0	\$0.00	2.5	\$328.50
1.4	Project Administration	0.5	\$85.25	0.5	\$68.13	0	\$0.00	0.5	\$37.50	1.5	\$190.88

<b>TOTAL:</b>	<b>\$1,991.75</b>
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**NELSON POOL RENOVATION - CONTRACT AMENDMENT No. 2**

This AGREEMENT, effective as of the \_\_\_\_ day of \_\_\_\_\_ 2020 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  
Amendment: Additional Services – Electrical/Mechanical Engineering Services

**ADDITIONAL SERVICES – NELSON POOL RENOVATION ELECTRICAL/MECHANICAL Engineering Services**

The following services are to be added to the Nelson Pool Renovation Contract and to be billed hourly, not to exceed. Consultant Additional Services shown in the next section are supplemental to the existing Contract.

**SECTION 1 - CONSULTANT ADDITIONAL SERVICES**

Provide electrical design, electrical bid and construction support, electrical rough Order of Magnitude (ROM) price estimate, mechanical/ventilation code research and design and civil grading review.

**SECTION 2 - BASIS OF COMPENSATION**

**SUBCONSULTANT FEES:**

Electrical Design	\$ 1,680
Electrical Bid and Construction Support	\$ 1,870
Electrical Rough Order of Magnitude (ROM) Price Estimate	\$ 750
Mechanical/Ventilation Code Research and Design	\$ 1,070
Civil Grading Review	\$ 300

SUBCONSULTANT FEES SUBTOTAL:	\$ 5,670
MDG SUBCONSULTANT OVERHEAD @10%	\$ 567

**TOTAL FEES FOR ELECTRICAL/MECHANICAL/CIVIL SUB CONSULTANT SERVICES \$ 6,237**

Please let us know if you have any questions concerning this Amendment. 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 / Title





**2020 SCHEDULE OF RATES**

**MDG PERSONNEL**

Principal Landscape Architect	\$170.50 / hour
Associate Landscape Architect	\$147.75 / hour
Project Manager	\$136.25 / hour
GIS Specialist	\$113.50 / hour
Irrigation Specialist	\$125.00 / hour
Irrigation Associate	\$ 79.50 / hour
Graphic Designer	\$107.00 / hour
Drafting Technician I	\$ 87.50 / hour
Drafting Technician II	\$ 75.75 / hour
Administration	\$ 75.00 / hour

**REIMBURSABLE EXPENSES**

Black & White 24x36 Print	\$ 5.10 each
Black & White 30x42 Print	\$ 7.44 each
Color 24x36 Print	\$27.48 each
Color 30x42 Print	\$39.20 each
Premium Color Glossy Plan Print	\$59.50 each
Foam Core 24" x 36"	\$12.50 each
Foam Core 30" x 42"	\$15.00 each
B & W Copies, 8.5 X 11	\$ .29 each
B & W Copies, 11 X 17	\$ .52 each
Color Copies 8.5 x 11	\$ 1.29 each
Color Copies 11 X 17	\$ 2.37 each
Binding Covers 8.5 x 11	\$ 2.88 each
Binding Covers 11 x 17	\$ 5.77 each
Flash Drive	\$ 8.00 each
Overnight Mail	Cost Plus 15%
Courier	Cost Plus 15%
Photography	Cost Plus 15%
Soils Analysis	Cost Plus 15%
Travel / Automobile	.60 per mile

*Note: Rates subject to change after one year of proposal*



FRRPD NELSON POOL RENOVATION



ADDITION SERVICES - CHRIS SLATER CONSULTING ELECTRICAL-MECHANICAL-CIVIL DESIGN AND SUPPORT									
Task	Description	SENIOR ENGINEER		CAD DRAFTER		SECRETARIAL		Totals	
		Hours	\$150.00	Hours	\$80.00	Hours	\$50.00	Hours	Cost
1.1	ELECTRICAL DESIGN	8	\$ 1,200.00	6	\$ 480.00	0	\$ -	14	\$ 1,680.00
1.2	ELECTRICAL BID AND CONSTRUCTION SUPPORT	10	\$ 1,500.00	4	\$ 320.00	1	\$ 50.00	15	\$ 1,870.00
1.3	ELEC ROM PRICE ESTIMATE	5	\$ 750.00	0	\$ -	0	\$ -	5	\$ 750.00
1.4	MECH/VENT CODE RESEARCH AND DESIGN	5	\$ 750.00	4	\$ 320.00	0	\$ -	9	\$ 1,070.00
1.5	GRADING REVIEW	2	\$ 300.00	0	\$ -	0	\$ -	2	\$ 300.00

SUBTOTAL: \$ 5,670.00

MDG SUBCONSULTANT OVERHEAD @10%: \$ 567.00

**TOTAL \$ 6,237.00**

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

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

no gym competition program

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

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



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

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

July 2020-DECEMBER 2020

3% Step Scale July 2019-Dec 2019

3%

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

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

3% Step Scale Jan 2021- June 2021

3%

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

FRRPD 2019-20 Part Time Pay Scale  
July 2019-December 2019

Part-time Pay Scale (total 21 Step Scale)

Table with 22 columns (Job Title, Step 1 to Step 21) and 35 rows of job titles and their corresponding pay rates for the 2019-20 period.

FRRPD 2019-20 Part Time Pay Scale

Jan 2020-June 2020

Part-time Pay Scale

Table with 22 columns (Job Title, Step 1 to Step 21) and 35 rows of job titles and their corresponding pay rates for the 2020 period.



**RESOLUTION NO. 1936-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE PRELIMINARY BUDGET FOR FISCAL YEAR 2020-21**

**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 2019-20 fiscal year will be adjusted and reflect actual figures at the end of the fiscal year, June 30, 2020 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 2020-21 as presented.

**PASSED AND ADOPTED,** at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 26<sup>th</sup> day of May 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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

Scott "Kent" Fowler, Chairperson

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



## STAFF REPORT

**TO: BOARD OF DIRECTORS**

**FROM: SHAWN ROHRBACKER, GENERAL MANAGER**

**RE: A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS FOR FISCAL YEAR 2020-21, 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 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 \$0.46 (from \$14.88 to \$15.34) and \$0.22 in Zone B (from \$7.44 to \$7.66). The total impact would increase the BAD revenue budget a total of approximately \$8K to total \$297,536. Please note that the Preliminary 2020/21 District Budget that was approved by Board consensus at its Special Board Meeting held on May 12<sup>th</sup> assumed a 3% increase to the BAD assessment.

Staff respectfully reminds the Board that the purpose of the CPI increase is to keep up with inflation and maintain the purchasing power of the original assessment. While some previous Boards have supported the increase, others have decided against it. Consequently, the District has 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 over the last three years, construction costs have increased over 30%, providing more reason to approve this modest increase.

### RECOMMENDATION

1. Approve the recommended increase; and,
2. Set a Public Hearing to be held on June 23rd, 2020 at 5:30 p.m. to consider ordering of the improvements and the continuation of the assessments for fiscal year 2020-21.

### ATTACHMENTS

1. Resolution 1937-20
2. Engineer's Report



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

**ENGINEER'S REPORT**

FISCAL YEAR 2020-21

MAY 2020

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

ENGINEER OF WORK:  
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PHONE 707.430.4300  
FAX 707.430.4319  
[WWW.SCI-CG.COM](http://WWW.SCI-CG.COM)

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

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### **BOARD OF DIRECTORS**

Scott Kent Fowler, Chair

Steven Rocchi, Vice-Chair

Devin Thomas, Director

Shannon DeLong, Director

Clarence Sonny Brandt, Director

### **GENERAL MANAGER**

Shawn Rohrbacker

### **BUSINESS MANAGER**

Deborah Peltzer

### **DISTRICT LEGAL COUNSEL**

Jeff Carter

### **ENGINEER OF WORK**

SCI Consulting Group

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





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## INTRODUCTION

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### OVERVIEW

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

The Park District’s parks are summarized as follows:

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

The Park District’s facilities are summarized as follows:

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

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

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

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

### **ASSESSMENT PROCESS**

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

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

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

This Engineer's Report ("Report") was prepared to establish the budget for the continued improvements, installation, maintenance and servicing costs that would be funded by the proposed 2020-21 assessments, determine the benefits received by property from such improvements and services within the Park District and apportion the assessments to lots and parcels within the Park District. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "Act") and Article XIID of the California Constitution (the "Article").

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

Following the minimum 10-day time period after publishing the notice, a public hearing must be held for the purpose of allowing public testimony about the proposed continuation of the assessments. This hearing is currently scheduled for June 23, 2020. At this hearing, the Board will consider approval of a resolution confirming the continuation of the assessments for fiscal year 2020-21. If so confirmed and approved, the assessments will be submitted to the County Auditor for inclusion on the property tax rolls for fiscal year 2020-21.

## **LEGAL ANALYSIS**

### **PROPOSITION 218**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **COMPLIANCE WITH CURRENT LAW**

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

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

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



## PLANS & SPECIFICATIONS

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

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

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

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

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

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

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

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

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

## FISCAL YEAR 2020-21 ESTIMATE OF COST AND BUDGET

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### INTRODUCTION

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

<b>Final Level of Improvements</b>	<b>=</b>	<b>Baseline Level of Improvements</b>	<b>+</b>	<b>Enhanced Level of Improvements</b>
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### SUMMARY OF PARK DISTRICT'S IMPROVEMENT PLANS

The budget to be financed by the assessments is partially based on the results of an independent survey conducted for the Park District, which indicated property owners' priorities for various improvement projects and park maintenance services, and staff determination of other needed park and recreation improvements. Projects have been selected based on how closely they meet the needs expressed by the survey results. Projects have been chosen throughout the Park District in order to ensure that all properties in the narrowly drawn Assessment District boundaries will receive improved access to better maintained and improved parks in their area. The Estimate of Cost provided in this Report is for fiscal year 2020-21 and is derived from a multi-year improvement plan that will add new parks to the Park District's infrastructure; improve park and recreation area security by enhancing security lighting; replace outdated playground equipment; keep pace with the rising costs of park maintenance to help ensure the continued beauty, usability, and accessibility of the Park District's parks, playfields, and recreation areas; develop playfields and youth oriented activity areas. The District Master Plan has been developed and is available for review at the Park District offices. In addition, supplemental plans may be developed and filed with the General Manager of the Park District.

### MULTI-YEAR IMPROVEMENT PLAN HIGHLIGHTS

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

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

#### **BUDGET FOR FISCAL YEAR 2020-21**

The budget presented on the next page lists the improvement projects and park maintenance and security services that would, in part, be funded by the Improvement District in Fiscal Year 2020-21, if the proposed assessments are continued by the Park District Board.

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

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

Notes to Estimate of Cost:

1. The item, Maintenance & Operation would provide funding for enhanced maintenance of all parks and recreation facilities on a daily basis, seven days per week. Improvements would include mowing turf, trimming and caring for landscaping, fertilization and aeration of grounds and playfields, routine

maintenance and safety inspections, painting, replacing/repairing broken or damaged equipment, trash removal and cleanup, irrigation and irrigation system maintenance, and other services as needed. The itemized budgets for these amounts are shown.

2. As discussed in the following section, at least 9.4% of the cost of Improvements must be funded from sources other than the assessments to cover any general benefits from the Improvements. Therefore, Figure 1 shows over 9.4% of the cost of Improvements without the projects hoped to be completed, as well as over 9.4% of the cost with the projects hoped to be completed. As is reflected in Figure 1, the Park District will contribute 77.8%, much more than either of these amounts, which more than covers any general benefits from the Improvements.
3. The item, Allowance for Contingencies is to account for any uncollectible assessments.
4. The Act requires that proceeds from the assessments must be deposited into a special fund that has been set up for the revenues and expenditures of the Improvement District. Moreover, funds raised by the assessment shall be used only for the purposes stated within this Report. Any balance remaining at the end of the fiscal year (June 30, 2020), must be carried over to the next fiscal year. The Park District may also establish a reserve fund for contingencies and special projects as well as a capital improvement fund for accumulating funds for larger capital improvement projects or capital renovation needs. Any remaining unexpended balance would either be placed in the reserve fund, the capital improvement fund, or would be used to reduce future years' assessments.

## METHOD OF APPORTIONMENT

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### OVERVIEW OF APPORTIONMENT

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

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

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

### DISCUSSION OF BENEFIT

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

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

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

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

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

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

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

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

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

## **BENEFIT FACTORS**

The special benefits from the Improvements are listed below:

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

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

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



### **ACCESS TO IMPROVED PARKS AND RECREATIONAL AREAS**

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

### **IMPROVED VIEWS**

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

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

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

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

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

## BENEFIT FINDING

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

## GENERAL VERSUS SPECIAL BENEFIT

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

In other words:

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

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

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

A formula to estimate the general benefit is listed below:

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

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

### **CALCULATING GENERAL BENEFIT**

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

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

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

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

**Assumptions:**

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

**Calculation**

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

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

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

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

**BENEFIT TO THE PUBLIC AT LARGE**

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

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

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

**TOTAL GENERAL BENEFITS**

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

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

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

The Park District’s total budget for maintenance and improvement of its parks and recreational facilities is \$1,268,031. Of this total budget amount, the Park District will contribute \$970,945 from sources other than the assessments for park maintenance and operation. This contribution by the Park District equates to approximately 79.1% of the total

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

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

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

## ZONES OF BENEFIT

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

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

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

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

The SVTA vs. SCCOSA decision indicates:

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

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

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

## **APPORTIONMENT**

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

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

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

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

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

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

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

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



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

**ASSESSMENT APPORTIONMENT**

**RESIDENTIAL PROPERTIES**

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

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

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

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

Source: 1990 Census, Butte County.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**OTHER PROPERTIES**

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

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

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

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

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

#### **DURATION OF ASSESSMENT**

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

#### **APPEALS AND INTERPRETATION**

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

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

## ASSESSMENT

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WHEREAS, on February 25, 2020 the Feather River Recreation and Park District Board adopted its Resolution initiating proceedings for the continuation of a Park Maintenance and Recreation Improvement District under the Landscaping and Lighting Act of 1972, pursuant to the provisions of the Landscaping and Lighting Act of 1972 and Article XIIID of the California Constitution (collectively “the Act”), to proceed with the proposed continuation of assessments;

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

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

The amount to be paid for the improvements and the expense incidental thereto, to be paid by the Improvement District for the fiscal year 2020-21 is generally as follows in Figure 2 below.

**FIGURE 2 – SUMMARY COST ESTIMATE**

	<i><b>F. Y. 2020-21 Budget</b></i>
Park Maintenance & Operation	\$1,210,330
Capital Improvements	\$0
Incidental Expenses	\$57,701
<b>TOTAL BUDGET</b>	<b>\$1,268,031</b>
Less:	
District Contribution	\$970,495
<b>NET AMOUNT TO ASSESSMENTS</b>	<b>\$297,536</b>

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

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

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

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

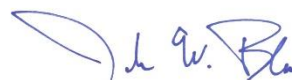
Based on the preceding annual adjustments, the maximum assessment rate for Fiscal Year 2020-21 was \$15.34 per single family equivalent benefit unit for Zone of Benefit A and \$7.66 per single family equivalent benefit unit for Zone of Benefit B. The annual change in the CPI from December 2018 to December 2019 was 2.45%. Therefore, the maximum authorized assessment rate for Fiscal Year 2020-21 has been increased by the allowable maximum increase from \$14.88 to \$15.34 per single family equivalent benefit unit for Zone of Benefit A and from \$7.44 to \$7.66 per single family equivalent benefit unit for Zone of Benefit B. The estimate of cost and budget in the Engineer's Report proposes assessments for fiscal year 2020-21 at the rate of \$15.34 per single family equivalent benefit unit for Zone of Benefit A, which is the maximum allowable rate and \$7.66 per single family equivalent benefit unit for Zone of Benefit B, which is also the maximum allowable rate.

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

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Butte for the fiscal year 2020-21. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of the County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2020-21 for each parcel or lot of land within the Improvement District.

Dated: May 15, 2020



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



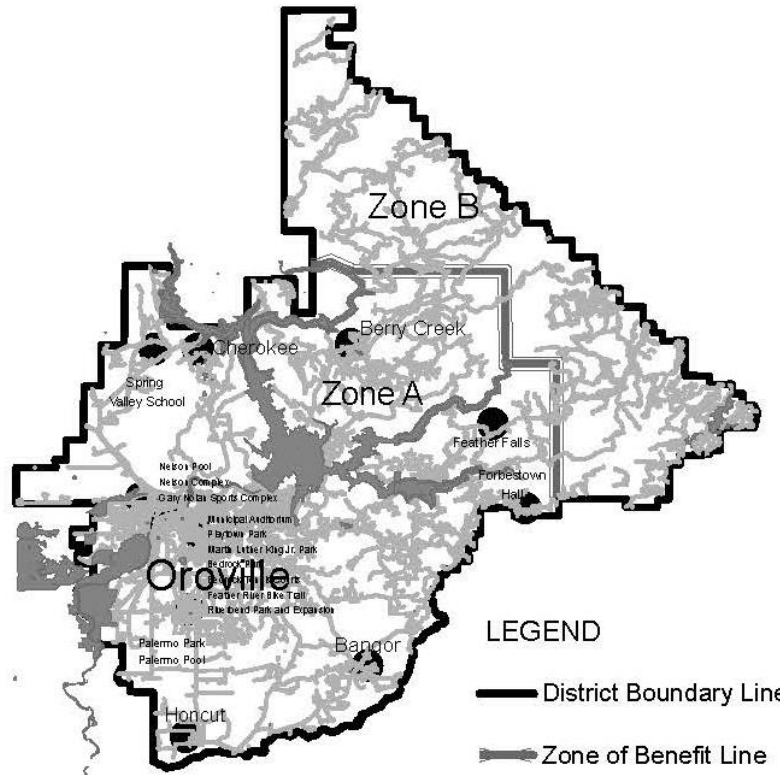
**APPENDICES**

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

**APPENDIX A – ASSESSMENT DIAGRAM**

The Improvement District includes all parcels within the boundaries of the Feather River Recreation and Park District. The boundaries of the Improvement District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Improvement District are those lines and dimensions as shown on the maps of the Assessor of the County of Butte, for fiscal year 2020-21, and are incorporated herein by reference, and made a part of this Diagram and this Report.



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

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

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

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

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

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

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

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

## Feather River Recreation and Park District Assessment Diagram

**APPENDIX B – ASSESSMENT ROLL, FY 2020-21**

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

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



## RESOLUTION 1937-20

### A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS FOR FISCAL YEAR 2020-2021, PRELIMINARILY APPROVING ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING FOR THE PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT OF THE FEATHER RIVER RECREATION AND PARK DISTRICT

**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. 1931-20, 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 2020-21; 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 2020-21.

**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 2020-21 was \$15.34 per single family equivalent benefit unit for Zone of Benefit A and \$7.66 per single family equivalent benefit unit for Zone of Benefit B. The annual change in the CPI from December 2018 to December 2019 was 2.45%. Therefore, the maximum authorized assessment rate for Fiscal Year 2020-21 has been increased by the allowable maximum increase from \$14.88 to \$15.34 per single family equivalent benefit unit for Zone of Benefit A and from \$7.44 to \$7.66 per single family equivalent benefit unit for Zone of Benefit B. The estimate of cost and budget in the Engineer’s Report proposes assessments for fiscal year 2020-21 at the rate of \$15.34 per single family equivalent benefit unit for Zone of Benefit A, which is the maximum allowable rate and \$7.66 per single family equivalent benefit unit for Zone of Benefit B, which is also the maximum allowable rate.

**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 2020-21 on June 23rd, 2020 at 5:30 p.m. or as soon after as practical, at the Feather River Recreation and Park District Office, 1875 Feather River Blvd., Oroville, California 95965.

**DULY AND REGULARLY ADOPTED** by the Governing Board of the Feather River Recreation and Park District this 26<sup>th</sup> day of May 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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

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



## STAFF REPORT

**TO: BOARD OF DIRECTORS**

**FROM: DEBORAH PELTZER, BUSINESS MANAGER**

**RE: AUTHORIZE THE GENERAL MANAGER TO APPLY FOR A COMMERCIAL CREDIT CARD ACCOUNT WITH BANK OF THE WEST**

### SUMMARY

Request for the Board to authorize the General Manager to increase credit card limits, change four cards from public agency accounts to corporate accounts, and add one additional card. The application will be for a total of five Bank of the West Corporate Credit Cards. Once the new corporate cards are active, former credit card accounts will be closed.

### BACKGROUND

The District currently uses Bank of the West (BOW) for its primary credit card purchases. The BOW credit cards are Government Public Agency accounts and do not offer a rebate program nor online access to the account.

It's in the District's best interest to change from Government Public Agency Cards to Corporate Cards. The Corporate Account credit cards will give the District rebates and online access to accounts.

Staff is requesting an increase to credit limits and the addition of a fifth card to meet the current needs of the District.

1. General Manager card: current credit limit \$7.5k, request increase to \$9k
2. General card: current credit limit \$5k, request increase to \$7.5k
3. Maintenance card: current credit limit \$2.5k, request increase to \$3k
4. Preschool card: current credit limit \$2.5k, request increase to \$3k
5. Add an additional card for Recreation Department: \$3k credit limit

### BUDGETARY IMPACT

Rebate opportunities

### RECOMMENDATION

Approve Resolution 1938-20, authorizing the General Manager to apply for five Bank of the West Corporate Credit Cards with the above credit limits.

### ATTACHMENT(S)

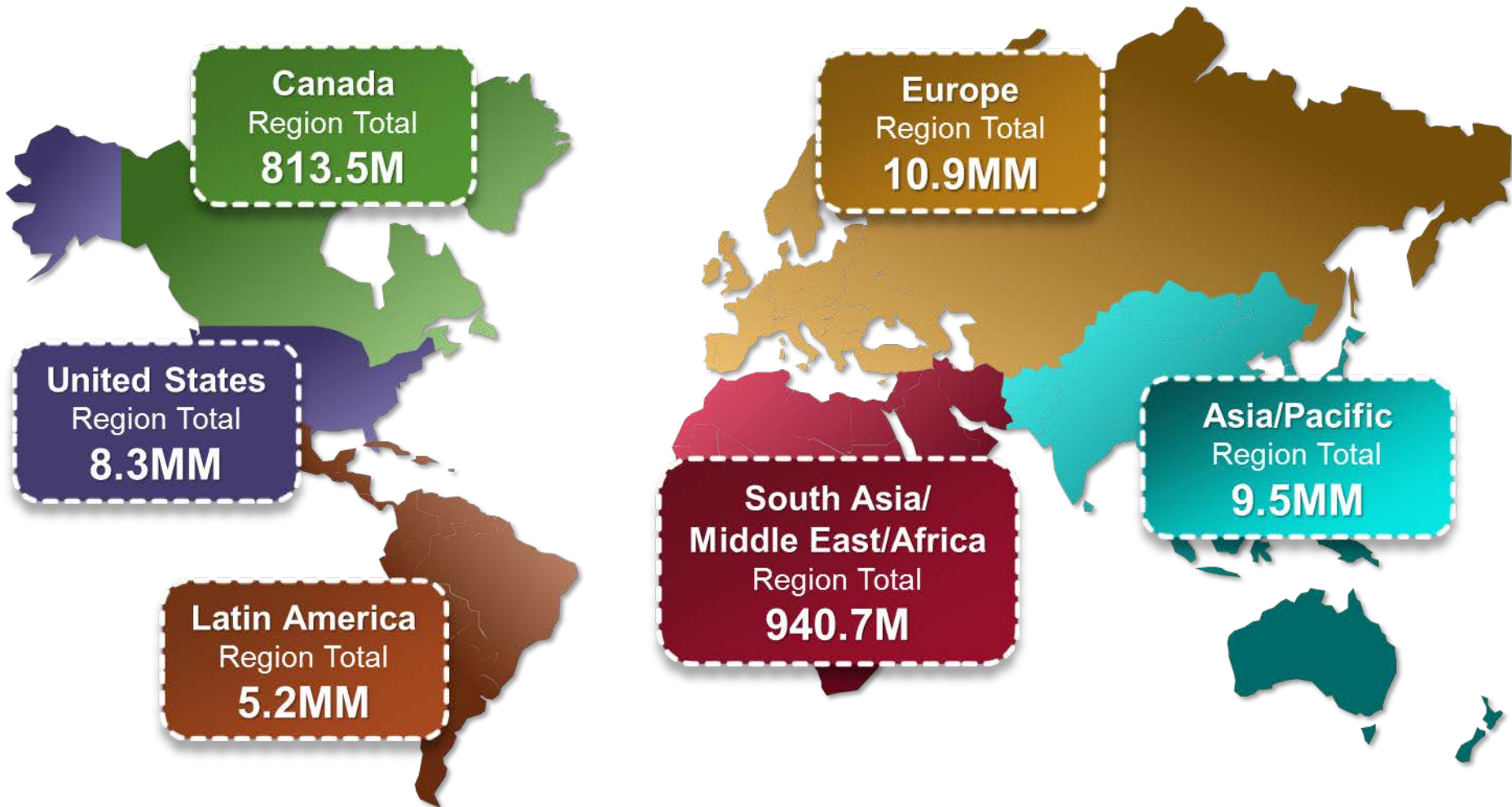
1. Bank of the West Commercial Credit Card Account Presentation
2. Resolution 1938-20

# Corporate Rewards Card





# Global Acceptance



Source: MasterCard Worldwide 4Q14



# CentreSuite - Statement Management

Statement  
Management

Account  
Management

Report  
Management

## Statement Management Features

- *Real-time cycle-to-date statement summary.* View account summary information.
- *Real-time transaction viewing.* Detailed transaction information available for cycle-to-date transactions or past statement activity.
- *Online statement viewing/Pay Bill.* Users are able to view and download statements electronically, as well as make payments to their account.
- *Real-time authorizations and declines.* Ability to view authorization requests, determine why a card is being declined, and correct issues.


**Activity Since Last Statement:**

Transaction Activity:	
Purchases	\$1,365.84
Cash advances	\$0.00
<b>Current balance</b>	<b>\$1,799.75</b>
Credit limit	\$10,000.00
Available to spend	\$8,200.25






The current balance as of the last payment received includes cash advances.

**Summary of Last Statement:**  
(Statement Date 4/25/2011)

Transaction Activity:	
Purchases	\$468.33
Cash advances	\$0.00
<b>Statement balance</b>	<b>\$845.73</b>

To view a statement, click the statement's  icon.

**Statement(s)**

-  Monday, April 25, 2011
-  Thursday, March 24, 2011
-  Thursday, February 24, 2011
-  Monday, January 24, 2011
-  Friday, December 24, 2010
-  Wednesday, November 24, 2010



# CentreSuite - Account Management

Statement  
Management

Account  
Management

Report  
Management

## Account Management Features

- **Real-Time Account Info:** View authorizations and declines in real time.
- **Real-Time New Card Account Requests:** Administrators can add new card accounts within an existing company either real time or manually.
- **Manage Temporary Credit Limits:** Credit is extended for a specific transaction in a specific amount. Each purchase request is reviewed and credit limit reset based upon business rules.
- **Program Change Request Log:** Administrators can audit changes within the system, the log tracks date, time, and user making the change.

Account Management for ELAINE PLAKORUS Previous Submit with Note Submit

\* Required field  Indicates field is updated via real-time

[2 change requests](#) Last request: 5/18/2011 Status: Received

<b>Card Information</b> Account Number: *****20009 Card line 1: ELAINE PLAKORUS Card line 2: TSYS Master Accounting Code: 0093102	<b>General Information</b> Location: 00000181 Bill Type: C
<b>Address Information</b> * Address Line 1: 1819 DENVER WEST DR STE 300 Address Line 2: * City: LAKEWOOD * State/Province: CO * Postal code: 804013191 Email Address: EPLAKORUS@TSYS.COM Home Phone: Work Phone: 3032164011	<b>Account Holder Information</b> Employee ID: Date of birth: Mar 23 1963 * Reference Number:
	<b>Account Status</b> Expiration date: 201112 Current status: FUPU -- OAY -- TAB -- YAY -- CVN -- Account status: Select action
	<b>Authorization</b> <b>Card Limits</b> <span>Reset Authorization Values</span> * Card: 2500 Single Purchase: 9999999 Cash advance amount: 0



# CentreSuite - Report Management

Statement  
Management

Account  
Management

Report  
Management

## Report Management Features

- **Online Bank Reports:** Electronic delivery of Bank reports, with the ability to search for and print specific account information.
- **Standard CentreSuite Reports:** Standard reports that can be run against transaction data based on specific user privileges.
- **Report and Export Scheduler:** Allows users to schedule routine reports to be ran and exported.

**1) Include reports for these business units:**

All available (includes subunits)  Selected units only [Select Units](#)

**2) Include these reports:**

All available  Selected reports

Available reports:

Name ▲	Number
Account Cycle Report - Detail	TBR00400D
Account Listing	TBR00210D
Account Spending Exceptions - Account Cash Advance	TBR00310_02
Account Spending Exceptions - High Usage	TBR00310_01
Account Statement Exceptions - Disputes Report	TBR00300_06
Account Statement	

Selected reports:

Note: Selecting numerous reports can increase the time required to return

To view a page of a report, click the page number. To download the entire report, click its icon.

Date ▲	Report	Sequence Number	Business Unit	Pages Found	Download Full
4/25/2011	Account Listing (TBR00210D)	1	PROCARD INC*	1	

Records: 1 to 1 of 1 Page:1

[< Revise Search](#)

**Current search criteria:**

Units: CARD SERVICES(include subunits)  
 Reports: Account Listing  
 Dates: 04/01/2011 - 04/30/2011  
 Search by: N/A for: N/A



# Corporate Rewards Card

- ✓ Pay in full card
- ✓ Earn 1 point per \$1 spent
- ✓ Points roll up to the company level
- ✓ Annual Cap of 1,000,000 points/year
- ✓ Rewards include Gift Cards, Merchandise, or Travel
- ✓ No redemption fees
- ✓ No blackout dates
- ✓ Annual Rewards Fee: \$85, which will appear on 1<sup>st</sup> statement
- ✓ Annual Card Membership fees: \$30/card. The Card Membership Fees are waived in the 1<sup>st</sup> year and are also waived if the spend on the entire account during the previous anniversary year is \$240,000 or more.



# Rewards Website – [www.bankofthewestcorporaterewards.com](http://www.bankofthewestcorporaterewards.com)

Existing users who already have their login credentials will go here to log directly into the system.

**BANK OF THE WEST**

LOGIN | REGISTER | BANKOFTHEWEST.COM

Introducing  
**Corporate Rewards**

**Gift Cards**  
Treat yourself or your employees to a gift card from top retailers and restaurants.  
[Click Here To View All Gift Card Rewards](#)

**Shopping**  
Reward yourself with brand name merchandise.  
[Click Here To View All Shopping Rewards](#)

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Member BNP Paribas Group

The website allows non-users to view what items can be redeemed

New companies will need to go to "Register" to Self-Register their program

# Travel Rewards

- Business Air Travel
  - Enter the number of dollars or Corporate Rewards Points you wish to redeem.
  - A maximum of four (4) tickets may be booked per itinerary
  - All charges will show on your statement from BreakAway Loyalty, LLC
  - No blackout dates
  - No expiration of points
  - No redemption fees
- \$500 Discount on Cruise Package **50,000 Points**
- \$750 Discount on Cruise Package **75,000 Points**
- \$1,000 Discount on Cruise Package **100,000 Points**
- \$5000 Discount on Cruise Package **500,000 Points**
  - All Cruise Discount redemptions must be done by calling the program phone number and cruise bookings must be done through the redemption center.



# ORBITZ



# Gift Card Rewards

- \$50 Gift Card = 5,000 points
- \$100 Gift Card = 10,000 points
- \$150 Gift Card = 15,000 points
- \$200 Gift Card = 20,000 points
- \$250 Gift Card = 25,000 points
- \$500 Gift Card = 50,000 points
- \$1000 Gift Card = 100,000 points



- Aeropostale
- Amazon
- AMC Theaters
- Apple
- Barnes & Noble
- Bass Pro Shop
- Bath & Bodyworks
- Best Buy
- Bloomingdale's
- Foot Locker
- Old Navy
- Outback Steakhouse
- Pier One Imports
- Pottery Barn
- Starbucks
- Target
- Toys R Us
- Banana Republic
- Darden's Restaurant
- GAP
- Lowes
- Macy's
- Nordstrom
- Maui Jim
- Safeway
- Sears
- Home Depot
- Wine.com
- Fairmont Hotel
- Hyatt Hotel
- Morton's The Steakhouse
- Neiman Marcus
- Orbitz On the Go
- Nordstrom
- Ritz-Carlton
- Ruth's Chris Steakhouse
- Spafinder
- Avis Travel Voucher





# Corporate Card - Key Contact Information

## Commercial Card Support

Program Administrator

Hours: 6:30am - 5:00pm PST

Phone: (866) 683-9893

[comlcard@bankofthewest.com](mailto:comlcard@bankofthewest.com)

## Bankcard Customer Service

Cardholders & After Hours

Hours: 24 x 7 x 365

Phone:(866) 432-8161





**RESOLUTION NO. 1938-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT AUTHORIZING AGREEMENT WITH BANK OF THE WEST TO APPLY AND OPEN FIVE CORPORATE CREDIT CARDS**

**WHEREAS**, Credit cards and purchasing cards are mechanisms for purchasing goods and services for the convenience of the Feather River Recreation and Park District; and

**WHEREAS**, Bank of the West Corporate Credit Card accounts provide a Purchasing Card Program for vendor payments, purchasing, travel or fleet transactions; and

**WHEREAS**, the Program requires an application for credit approval, a resolution by the District Governing Board, and District policy and procedures regarding the use of the credit cards; and

**NOW THEREFORE, IT BE RESOLVED**, that the Feather River Recreation and Park District Board of Directors hereby directs the following actions:

- A. Authorize participation with Bank of the West Corporate Credit Card Program
- B. Authorize the application to open five separate credit cards, with the following credit limits:
  - One (1) card \$9,000 credit limit
  - One (1) card \$7,000 credit limit
  - Three (3) cards \$3,000 each credit limit
  - Total credit card limit \$25,000
- C. Authorize the General Manager to execute any necessary agreements and applications
- D. Authorize the positions of Business Manager or General Manager to add new participants or cancel former employees and to speak on behalf of the District to discuss credit card transactions with BOW credit card representatives.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 26<sup>th</sup> day of May 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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

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



**RESOLUTION NO. 1939-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF FENCE PROJECT AT BEDROCK SKATE AND BIKE PARK  
Fixed Asset number 192009**

**WHEREAS**, the Feather River Recreation and Park District Board of Directors approved the Fence Project at the Bedrock Skate and Bike Park; and,

**WHEREAS**, the Feather River Recreation and Park District Board approved the utilization of Benefit Assessment District Tax (BAD) funds for said project; and,

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

**RESOLVED**, that the Feather River Recreation & Park District Board of Directors hereby acknowledges the completion of Fence Project at Bedrock Skatepark in the amount of \$19,000, Fixed Asset number 192009 in service May 13, 2020.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 26<sup>th</sup> day of May 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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

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



**RESOLUTION NO. 1940-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF BENEFIT ASSESSMENT DISTRICT FUNDS (BAD) TO THE GENERAL FUND IN THE AMOUNT OF \$19k FOR APPROVED FENCE PROJECT AT BEDROCK SKATE AND BIKE PARK**

**WHEREAS**, at a regular board meeting, the Feather River Recreation and Park District Board of Directors approved the Fence Project at Bedrock Skate and Bike Park; and

**WHEREAS**, the Feather River Recreation and Park District Board approved the utilization of Benefit Assessment District funds for the completion of said project; and

**WHEREAS**, the Feather River Recreation and Park District Board of Directors, after receiving the recommendation from the General Manager, agrees that it is in the best interest of the District to transfer BAD funds in the amount of \$19k for the approved Fence Project at Bedrock Skate and Bike Park; and

**NOW THEREFORE, IT BE RESOLVED**, that the Board of Directors of the Feather River Recreation and Park District authorizes the transfer of \$19K from the BAD account to the General Fund for the approved Fence Project at Bedrock Skate and Bike Park.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 26<sup>th</sup> day of May 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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

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



## STAFF REPORT

**TO: BOARD OF DIRECTORS**

**FROM: SHAWN ROHRBACKER, GENERAL MANAGER**

**RE: RECDESK SOFTWARE**

### SUMMARY

Staff request to authorize the General Manager to accept the quotation with RecDesk Software and enter into an Agreement for Services.

### BACKGROUND

As the Board is aware, staff has expressed the urgent need for online registration software to provide more typical registration opportunities to our community that will increase program registration and facility rentals. FRRPD has been truly behind the times in this regard for many years. The lack of these services has become even more evident while operating during the current COVID-19 pandemic and planning for post pandemic programming.

Staff has researched five software companies that were reported to provide the types of services most relevant to parks and recreation agencies. RecDesk was found to provide the best combination of services for an affordable fee.

### BUDGETARY IMPACT:

Staff proposes funding the first annual subscription fee of \$6,300 from the Information Technology budget set aside for the Activity Center in 2019. There is approximately \$200,000 left in this fund that was allocated to pay for replacing the Activity Center Roof (complete), Server Improvements (complete), Nelson Field Lighting (estimated at \$50,000) and a Tax Assessment Survey (estimated at \$80,000).

\$7,000 is set aside in the 2020 – 2021 Fiscal Budget for these services.

### RECOMMENDATION

Authorize GM to accept the quotation with RecDesk Software and enter into an Agreement for Services.

### ATTACHMENT(S)

RecDesk Software Quote

# QUOTE



Better by Design. Simple by Nature.

Date: May 20, 2020  
 Quote # 001525  
 Expiration Date: 6/20/2020

RecDesk Software  
 300 Plaza Middlesex  
 Middletown, CT 06457

To FRRPD  
 Attn: Brian Wilson  
 Customer ID : n/a

Provided By: Mitch Stringer  
 817-999-5724  
 mitch.stringer@recdesk.com

QTY	ITEM #	DESCRIPTION	PRICE	TOTAL
1	<p><b>RecDesk Annual Subscription**</b></p> <p><b>** All inclusive – no start-up costs or additional fees for training and support!</b></p> <p><u>RecDesk 1 Time Fee:</u>                      (optional)                      Financial S/W Integration - \$1,200 USD                      Member (personal) Import- \$1200 USD                      GIS/Residency Mapping- \$1200 USD</p> <p><u>RecDesk Recurring Fees</u>                      (optional)                      Local Access Control - *\$1,200 USD</p> <p>* \$1,200 includes the first 1,200 members. Each additional member will cost \$1 each.</p>	<p>Online Registration                      Program Management                      Facility Reservations &amp; Scheduling                      League Management &amp; Scheduling                      Credit Card Processing                      Full website (CMS)                      POS (Point of Sale)                      Master Calendar                      Email Marketing Tools                      Membership Management/Check-ins</p> <p>Financial Management/Reporting                      Invoicing/Billing                      Fully Hosted                      Includes Training                      Unlimited users/seats                      No per transaction costs ***</p> <p>*** The first \$500k USD in transactions processed through the system are included in the base price above. If more than \$500k USD worth of transactions are processed through RecDesk in a given subscription year, those in excess of \$500k USD will be assessed a .75% transaction fee – billed quarterly.</p> <p>** This quote was based on the revenue/activity questionnaire provided by a member or members of your department.</p>	\$6,300 USD	\$6,300 USD
<b>SUBTOTAL</b>				\$6,300 USD
<b>SALES TAX</b>				0
<b>TOTAL</b>				\$6,300 USD

Quotation prepared by: Mitch Stringer

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return:



## MAY 2020 DEPARTMENT UPDATES

### Preschool

*By Estela Valencia – Director of Preschool*

#### **Enrollment:**

Preschool opened April 13-16th, however we had to close due to low enrollment, only 6 children signed up.

#### **Recently completed events/projects**

Preschool entrance, dolphin classroom and children's restrooms were painted. The layout of preschool was rearranged to accommodate smaller groups and new procedures. Supervisors moved offices and moved the staff room. We deep cleaned, scrubbed walls and cleaned carpets. Inventory of summer supplies was done. The preschool storage container was deep cleaned and decluttered.

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

Currently working on updating parents with new procedure that will be implemented in June when childcare re-opens.

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

On May 14, our center will hold a drive-up graduation at the Activity Center parking lot. Our pre-k children will be receiving their diploma, keepsake, and gift bag.

### Gymnastics

*By Michelle Huffman – Recreation Supervisor Gymnastics*

#### **Updates:**

The Gymnastics program is working diligently to plan and prepare to return to programming following directions from the County, State, and CDC. We look forward to providing a safe place to resume training and activities ASAP.

### Recreation

*By Brian Wilson – Recreation Supervisor*

#### **Updates:**

The Recreation Department continues to be on hold as the result of COVID-19 shut down. Following the Governor's announcement regarding Stage 2 of reopening the state, staff continues to receive many questions regarding the reopening of closed facilities and programs.

Staff is actively working with Butte County leaders to determine what facilities will reopen and which programs will be offered to the public. Workplaces that reopen, and activities that resume, must do so in accordance within guidelines of *State's Resilience Roadmap* and the *Reopen Butte County Plan*, including implementation of "mitigation measures to slow the spread of Covid-19."

Although a definitive timeline has not yet been determined, staff continues to plan and prepare to have these measures in place, so that we may return, as quickly as possible, to safely providing services for our community.







## MAY 2020 DEPARTMENT UPDATES

### Maintenance

*Scott Thompson – Park Supervisor*

#### **Recently completed events/projects:**

##### **Riverbend**

- BCSO work crews completely cleared the right-hand side of the park at the entry gates
- Pressure wash all pavilions, clean BBQs
- Toro reels from mower taken to Turf Star in Sacramento for sharpening and service

##### **Bedrock Skatepark**

- Old fencing removed
- Posts cut down and ground down flat
- New steel fencing installed, skatepark is now able to be fully enclosed and secured/locked if need be

##### **Nelson Pool**

- 2 butterfly valves were replaced in the pump system to be able to isolate or shut off water flow if necessary

##### **Preschool**

- 2 gas ranges ordered and replaced

##### **Mitchell Shop**

- 2 office buildings have had major repairs done, dry rot removed, etc.
- 4 new steel doors have been installed on buildings to make them more secure

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

##### **All Parks**

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

##### **MLK**

- Posts have been installed along the south parking lot, and cut to level
- Cable has been purchased to string between posts, and is being installed
- Materials have been purchased to make 12-14 steel bollards to block vehicle access to the field from the basketball court as well as the north parking lot entrance
- Two side gates have been evaluated and are being repaired on the north side of the parking lot

##### **Activity Center**

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

##### **Riverbend Park**

- Repairing large irrigation leaks that were discovered
- Working with contractor to repair VFD on well pump for irrigation
- Repairing/maintaining sewage pumps, replacing pumps and floats that have failed
- Working with BSCO work crews to clear brush along the river from the far south end of the main park, north to the new beach area
- Working with Shawn and MDG, as well as awarded contractors to start beach project



## MAY 2020 DEPARTMENT UPDATES

- Working with Shawn and MDG, as well as awarded contractors on amphitheater project

### **Nelson Pool**

- Working with Shawn and MDG on pool renovation project

### **Nolan Complex**

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

### **Bedrock Tennis**

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

### **Gymnastics**

- Build and install new bleacher seating on catwalk areas

### **Mitchell Shop**

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

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

#### **All Playgrounds**

- Replenish fall material (ASTM Certified wood chips)

#### **Riverbend**

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

#### **Nelson Complex**

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

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

*By Victoria Anton – Executive Administrator*

### **Completed Projects:**

- Processed all Wildflower & Nature Festival vendor refunds
- IT support with Mazes Consulting to complete software updates on Activity Center computers
- 1<sup>st</sup> draft of revised Board Policies & Procedures Handbook
- Advertising opportunities are limited on the HWY 70 billboard structure due to state regulations and permitting.

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

- Coordinate FRRPD shipments, mail, and impact fee processing
- Organize June 6<sup>th</sup> cleanup day, focusing on the Feather River Trail and Riverbend Park
- Reservation cancellations and refund processing due to COVID-19
- Reformat Park Watch Program & Volunteer Documents (Park Partners)
- Creation a Public Event Spreadsheet to for tracking and data collection purposes