



FEATHER RIVER RECREATION & PARK DISTRICT
Regular Board Meeting
March 28, 2023

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

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

Written comments must be sent to victoriaa@frrpd.com 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 Shannon DeLong
Director Scott "Kent" Fowler
Director Devin Thomas
Director Clarence "Sonny" Brandt
Director Greg Passmore

PLEDGE OF ALLEGIANCE

CLOSED SESSION

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

CLOSED SESSION ANNOUNCEMENTS

PUBLIC COMMENT

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

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. January 24, 2023 Regular Board Meeting Minutes** (Appendix A)
- 2. February 14, 2023 Special Board Meeting Minutes** (Appendix B)
- 3. February 2023 Financials** (Appendix C)
- 4. Resolution 2007-23: A Resolution of the Board of Directors of the Feather River Recreation and Park District Approving the 2021-22 District Audit by Holly B. Pladson CPA** (Appendix D)

Consent Agenda Motion:

Vote:

PUBLIC HEARING

- 1. Public Hearing: Park Impact Fee Nexus Study** (Appendix E)

Board to consider a resolution concerning the approval of the District's Park Impact Fee Nexus Study and approval of new development impact fees charged on new development pursuant to California Government Code Section 66000 et al.

ACTION ITEMS

- 1. RESOLUTION NO. 2008-23: Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Approving The Feather River Recreation And Park District Park Impact Fee Nexus Study And Requesting The Oroville City Council And Butte Board Of Supervisors Adopt And Implement The Proposed Park Impact Fee Program On Behalf Of The District (Appendix F)**

Motion:

Vote:

- 2. Resolution 2009-23: Resolution Directing Preparation Of The Engineer's Report For Fiscal Year 2023-24 For The Continuation Of The Park Maintenance And Recreation Improvement District Of The Feather River Recreation And Park District (Appendix G)**

Motion:

Vote:

- 3. LAFCO Election of a Special District Regular "Enterprise" Member (Appendix H)**

Motion:

Vote:

- 4. Approve Revisions to the General Manager Job Description (Appendix I)**

Motion:

Vote:

- 5. Activity Center Recreation and Child Care Program Closure (Appendix J)**

Motion:

Vote:

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

UNFINISHED BUSINESS

BOARD ITEMS FOR UPCOMING AGENDA(S)

1. April Special Meeting: Budget workshop
2. April: BAD Committee Meeting
3. May Regular Meeting: Adopt Preliminary Budget, Adopt BAD Assessment Rate
4. June Regular Meeting: Budget Public Hearing, Adopt Appropriation Limits
5. July Regular Meeting: Adopt Final Budget

ADJOURNMENT


FEATHER RIVER RECREATION & PARK DISTRICT

Regular Board Meeting
February 28, 2023

ACTIVITY CENTER

1875 Feather River Blvd.
Oroville, CA 95965

DRAFT Minutes

Closed Session 5:00 PM/Open Session Immediately Following

VICE-CHAIRPERSON FOWLER CALLED THE MEETING TO ORDER AT 5:08 PM.

ROLL CALL

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

CLOSED SESSION ANNOUNCEMENTS
1. Pursuant to Government Code Section 54956.8: Real Property Negotiations

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

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

No action was taken. Direction was given to Staff.

CONSENT AGENDA
1. January 24, 2023 Regular Board Meeting Minutes
2. February 14, 2023 Special Board Meeting Minutes
3. January 2023 Financials

Director Fowler made a motion to pull item 3 from the consent agenda to discuss problems with financial reports provided by the Butte County Treasury.

Following Board discussion, Director Thomas made a motion to approve the consent agenda.

Director Brandt seconded the motion.

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

ACTION ITEMS
1. Nelson Pool Heater Project: Modification to PGE Equipment

Director Passmore made a motion to allocate up to \$10k for the PGE gas valve modification.

Director Brandt seconded the motion.

***The motion to allocate up to \$10k for the PGE gas valve modification passed with a unanimous vote.**

2. Martin Luther King Jr. Park Mural Restoration: City of Oroville Park Commission

Director Brandt made a motion to authorize the City of Oroville Parks Commission to advertise for bids to restore the amphitheater mural at Martin Luther King Jr. Park.

Director Thomas seconded the motion.

***The motion to authorize the City of Oroville Parks Commission to advertise for bids to restore the amphitheater mural at Martin Luther King Jr. Park passed with a unanimous vote.**

3. Nolan Complex: Emergency Light Pole Repairs

Director Brand made a motion to allocate up to \$12 to complete emergency light pole and electrical repairs at Nolan Complex.

Director Thomas seconded the motion.

*The motion to allocate up to \$12 to complete emergency light pole and electrical repairs at Nolan Complex passed with a unanimous vote

DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS WERE REVIEWED.**UNFINISHED BUSINESS**

1. Palermo Pool Status Update
2. Schedule Strategic Planning Meeting (4 hours)
3. Possible Change to Committee Assignments: Finance Committee

BOARD ITEMS FOR UPCOMING AGENDA(S)

1. March Regular Meeting: Adopt Continuation of BAD Tax
2. March Regular Meeting: Nexus Study Review, Impact Study Resolution
3. April Special Meeting: Budget workshop
4. April: BAD Committee Meeting
5. May Regular Meeting: Adopt Preliminary Budget, Adopt BAD Assessment Rate
6. June Regular Meeting: Budget Public Hearing, Adopt Appropriation Limits
7. July Regular Meeting: Adopt Final Budget

VICE-CHAIRPERSON FOWLER ADJOURNED THE MEETING AT 6:21 PM.



FEATHER RIVER RECREATION & PARK DISTRICT
Special Board Meeting
March 20, 2023

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

Draft Minutes

Open Session 2:00 PM

CHAIRPERSON DELONG CALLED THE MEETING TO ORDER AT 2:11 PM.

ROLL CALL

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

CLOSED SESSION ANNOUNCEMENT

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

No action was taken. Direction was given to Staff.

PUBLIC COMMENT

No public comments were made.

ACTION ITEM(S)

1. 2021-22 District Audit

Presentation by Holly B. Pladson, CPA

Director Brandt made a motion to approve the 2021-22 District audit as presented by Holly B. Pladson, CPA.

Director Passmore seconded the motion.

*The motion to approve the 2021-22 District audit as presented by Holly B. Pladson, CPA passed with a unanimous vote.

2. Strategic Planning Related to District Facilities

No action was taken. Direction was given to Staff.

CHAIRPERSON DELONG ADJOURNED THE MEETING AT 3:20 PM.

Feather River Recreation & Park District
 Profit & Loss Budget Performance
 February 2023
 Subject to change, reconciliation in progress

	Feb 23	Budget	\$ Over Budget	Jul '22 - Feb 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense								
Income								
4100 - Tax Revenue		15,000	(15,000)	1,236,034	1,135,000	101,034	109%	2,200,000
4150 - Tax Revenue (BAD)				175,160	185,000	(9,840)	95%	317,500
4300 - Program Income	63,562	68,000	(4,438)	412,425	537,300	(124,875)	77%	816,300
4400 - Donation & Fundraising Income	1,713		1,713	4,464	2,000	2,464	223%	6,000
4900 - Interest Income				6,587	5,000	1,587	132%	10,000
4905 - Interest Income - BAD				133		133	100%	
Total Income	65,275	83,000	(17,725)	1,834,803	1,864,300	(29,497)	98%	3,349,800
Gross Profit	65,275	83,000	(17,725)	1,834,803	1,864,300	(29,497)	98%	3,349,800
Expense								
5000 - Payroll Expenses	110,231	162,569	(52,338)	1,053,376	1,202,108	(148,732)	88%	1,924,500
5031 - GASB 68 Benefit Expense				77,848	81,800	(3,952)	95%	81,800
5100 - Advertising & Promotion		425	(425)	2,675	3,400	(725)	79%	5,000
5120 - Bank Fees	181	665	(484)	2,990	5,320	(2,330)	56%	8,000
5140 - Copying & Printing	197	750	(553)	1,663	6,000	(4,337)	28%	9,000
5155 - Employment New Hire Screen	109	200	(91)	1,196	1,600	(404)	75%	2,500
5160 - Dues, Mbrshps & Subscriptions				16,946	11,000	5,946	154%	11,000
5170 - Education & Development		1,000	(1,000)	4,240	3,000	1,240	141%	5,000
5175 - Equipment Rental	881		881	4,303	3,000	1,303	143%	4,000
5180 - Equipment, Tools & Furn (<\$5k)	854	2,240	(1,386)	41,392	39,445	1,947	105%	56,000
5200 - Insurance				105,413	116,000	(10,587)	91%	116,000
5210 - Interest Expense - Operating	114	350	(236)	2,085	2,100	(15)	99%	3,500
5225 - Postage & Delivery	109	250	(141)	565	750	(185)	75%	1,000
5230 - Professional & Outside Svcs	13,290	17,150	(3,860)	183,142	136,350	46,792	134%	180,000
5260 - Repairs & Maintenance								
5261 - Building R&M	44	2,100	(2,056)	15,856	16,800	(944)	94%	25,000
5262 - Equip Repairs & Small Tools	388	1,600	(1,212)	10,816	13,600	(2,784)	80%	20,000
5264 - Grounds R&M	4,298	2,000	2,298	35,742	34,000	1,742	105%	60,000
5265 - Janitorial Supplies	201	1,250	(1,049)	10,096	10,000	96	101%	15,000
5266 - Vandalism Repair	1,890	1,500	390	9,337	14,000	(4,663)	67%	20,000
5267 - Vehicle R&M	144	800	(656)	6,047	6,800	(753)	89%	10,000
5268 - Aquatics Pool R&M		500	(500)	21,018	22,000	(982)	96%	40,000
5269 - Outside Contractor/Services R&M	15,383	3,000	12,383	80,119	23,000	57,119	348%	35,000
Total 5260 - Repairs & Maintenance	22,348	12,750	9,598	189,031	140,200	48,831	135%	225,000
5270 - Security	219	1,500	(1,281)	3,655	14,000	(10,345)	26%	20,000
5280 - Supplies - Consumable	478	5,000	(4,522)	27,642	32,000	(4,358)	86%	52,500
5290 - Taxes, Lic., Notices & Permits		450	(450)	2,616	5,150	(2,534)	51%	7,000
5300 - Telephone/Internet	1,181	1,500	(319)	10,178	12,000	(1,822)	85%	18,000
5310 - Fuel, Travel and Meals	2,030	3,165	(1,135)	25,144	26,320	(1,176)	96%	39,000
5320 - Utilities	17,254	24,275	(7,021)	210,998	251,250	(40,252)	84%	385,000
7000 - Debt Interest	6,321	6,300	21	52,212	52,100	112	100%	77,000
Total Expense	175,797	240,539	(64,742)	2,019,310	2,144,893	(125,583)	94%	3,230,800
Net Ordinary Income	(110,522)	(157,539)	47,017	(184,507)	(280,593)	96,086	66%	119,000
Other Income/Expense								
Other Income								
4200 - Impact Fee Income	(2,212)		(2,212)	37,964		37,964	100%	
4500 - Grant/Reimbursed Expense Income	4,567	1,675	2,892	42,921	13,400	29,521	320%	20,000
4650 - Insurance Proceeds	23,500		23,500	23,500		23,500	100%	
9900 - Gain/(Loss) on Asset disposal				10,575		10,575	100%	
Total Other Income	25,855	1,675	24,180	114,960	13,400	101,560	858%	20,000
Net Other Income	25,855	1,675	24,180	114,960	13,400	101,560	858%	20,000
Net Income	(84,667)	(155,864)	71,197	(69,547)	(267,193)	197,646	26%	139,000

Feather River Recreation & Park District
 Detail Fixed Asset & Bonds
 As of February 28, 2023

	Date	Source Name	Memo	Amount	Balance
1010 - Treasury Cash					-71,963
1010.3 - Treasury Admin Ins Proceeds					216,525
Total 1010.3 - Treasury Admin Ins Proceeds					216,525
1010.4 - Treasury Ins Proceeds Playtown					67,657
	02/28/2023	SDRMA	DEPOSIT (TOTAL 25137.44) PLAYTOWN FUND 1010.4	23,500	91,157
			\$23499.94		
Total 1010.4 - Treasury Ins Proceeds Playtown				23,500	91,157
1010.5 - Treasury Nelson Pool Funds					-356,145
Total 1010.5 - Treasury Nelson Pool Funds					-356,145
Total 1010 - Treasury Cash				23,500	-48,463
1031 - BofW Project INS PROCEEDS					243,409
Total 1031 - BofW Project INS PROCEEDS					243,409
1320 - Umpqua Bank Project Fund					188,856
Total 1320 - Umpqua Bank Project Fund					188,856
1410 - Land					627,494
Total 1410 - Land					627,494
1420 - Buildings & Improvements					16,054,943
Total 1420 - Buildings & Improvements					16,054,943
1430 - Equipment & Vehicles					1,949,199
Total 1430 - Equipment & Vehicles					1,949,199
1440 - Construction in Progress					2,096,870
1448 - CIP Nelson SBF NE99					1,547,788
Total 1448 - CIP Nelson SBF NE99					1,547,788
1450 - CIP Feather River Trail FRT99					23,460
Total 1450 - CIP Feather River Trail FRT99					23,460
1451 - CIP Playtown Bathroom Fire					525,622
	02/28/2023	Belfore Property Restoration	FINAL PLAYTOWN BATHROOM PAY TO BELFORE	23,500	549,122
	02/28/2023	Belfore Property Restoration	FINAL INVOICE \$555,773.90	532,274	1,081,396
Total 1451 - CIP Playtown Bathroom Fire				555,774	1,081,396
Total 1440 - Construction in Progress				555,774	2,652,644
2955 - Umpqua Bank Tax Exempt Bond A					-2,273,608
	02/01/2023	BANK OF NEW YORK MELLON	2015A PRINCIPAL PAYMENT	58,118	-2,215,490
Total 2955 - Umpqua Bank Tax Exempt Bond A				58,118	-2,215,490
2960 - Umpqua Bank Taxable Bond B					-45,000
	02/01/2023	BANK OF NEW YORK MELLON	2015B PRINCIPAL PAYMENT	7,000	-38,000
Total 2960 - Umpqua Bank Taxable Bond B				7,000	-38,000
4500 - Grant/Reimbursed Expense Income					-38,354
	02/01/2023	BCOE	Pres Food Program BCOE	-1,570	-39,924
	02/28/2023	Alliance Workforce	Grant/Scholarship Income MAINT WORKPROGRAM WAGE REIMBR	-2,997	-42,921
Total 4500 - Grant/Reimbursed Expense Income				-4,567	-42,921
4650 - Insurance Proceeds					0
	02/28/2023	sdrma	received PLAYTOWN FIRE INS PROCEEDS	-23,500	-23,500
Total 4650 - Insurance Proceeds				-23,500	-23,500

Feather River Recreation & Park District
Balance Sheet Prev Year Comparison
As of February 28, 2023
Not reconciled, subject to change

9:14 AM
03/19/2023
Accrual Basis

	Feb 28, 23	Feb 28, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 - Treasury Cash	1,181,158	1,872,267	-691,109	-37%
1020 - Imprest Cash	499	449	50	11%
1030 - BofW - Merchant Acct.	129,936	119,135	10,801	9%
1031 - BofW Project INS PROCEEDS	243,409	304,152	-60,743	-20%
1040 - Fund 2610 - BAD	206,926	205,361	1,565	1%
1050 - Impact Fees	835,804	667,041	168,763	25%
Total Checking/Savings	2,597,732	3,168,405	-570,673	-18%
Accounts Receivable	17,080	-30,358	47,438	156%
Other Current Assets				
1302 - FEMA Riverbend Claim A/R	2,839	2,839	0	0%
1310 - Miscellaneous Receivables	0	-14	14	100%
1316 - Prepaid Expenses/Debt Interest	6,321	7,042	-721	-10%
1320 - Umpqua Bank Project Fund	188,856	188,856	0	0%
Total Other Current Assets	198,016	198,723	-707	-0%
Total Current Assets	2,812,828	3,336,770	-523,942	-16%
Fixed Assets				
1410 - Land	627,494	627,494	0	0%
1420 - Buildings & Improvements	16,054,943	15,903,777	151,166	1%
1430 - Equipment & Vehicles	1,949,199	1,822,063	127,136	7%
1440 - Construction in Progress				
1448 - CIP Nelson SBF NE99	1,547,788	864,351	683,437	79%
1450 - CIP Feather River Trail FRT99	23,460	23,360	100	0%
1451 - CIP Playtown Bathroom Fire	1,081,395	525,622	555,773	106%
Total 1440 - Construction in Progress	2,652,643	1,413,333	1,239,310	88%
1499 - Accumulated Depreciation	-6,947,995	-6,158,511	-789,484	-13%
Total Fixed Assets	14,336,284	13,608,156	728,128	5%
Other Assets				
1500 - FMV Adjustments	94,302	15,666	78,636	502%
1550 - GASB 68 CalPERS Valuation				
1551 - GASB68 Deferred Outflow Pension	164,161	191,855	-27,694	-14%
Total 1550 - GASB 68 CalPERS Valuation	164,161	191,855	-27,694	-14%
Total Other Assets	258,463	207,521	50,942	25%
TOTAL ASSETS	17,407,575	17,152,447	255,128	1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	648,255	49,909	598,346	1,199%
Credit Cards				
2300 - Credit Cards Payable	635	956	-321	-34%
2350 - Supplier Accounts	1,673	1,518	155	10%
Total Credit Cards	2,308	2,474	-166	-7%
Other Current Liabilities				
2100 - Payroll Liabilities	81,848	97,132	-15,284	-16%
2210 - Accrued Debt Interest	0	0	0	0%
2400 - Deposits/Refunds to Customers	2,012	0	2,012	100%
2405 - Deferred Revenue	6,988	12,023	-5,035	-42%
Total Other Current Liabilities	90,848	109,155	-18,307	-17%
Total Current Liabilities	741,411	161,538	579,873	359%
Long Term Liabilities				
2954 - Ford Motor Vehicle Loan	79,282	23,142	56,140	243%
2955 - Umpqua Bank Tax Exempt Bond A	2,215,490	2,446,113	-230,623	-9%
2960 - Umpqua Bank Taxable Bond B	38,000	66,000	-28,000	-42%
2975 - GASB 68 CalPERS Liab Valuation	1,337,022	1,144,957	192,065	17%
Total Long Term Liabilities	3,669,794	3,680,212	-10,418	-0%
Total Liabilities	4,411,205	3,841,750	569,455	15%
Equity	12,996,370	13,310,695	-314,325	-2%
TOTAL LIABILITIES & EQUITY	17,407,575	17,152,445	255,130	1%

Feather River Recreation & Park District
Check Register
 February 2023

8:41 AM
03/19/2023
Accrual Basis

Type	Date	Num	Name	Memo	Credit
Paycheck	02/09/2023	92702-735	PAYROLL	PAYROLL ITEMS	31,755.89
Liability Check	02/09/2023	92736	BLUE SHIELD OF CALIFORNIA	4004625	9,317.89
Liability Check	02/09/2023	92737	PREMIER ACCESS	FEB23 PREMIUMS 1000548827	990.16
Liability Check	02/09/2023	92738	HUMANA INSURANCE CO.	657103-001	58.00
Bill Pmt -Check	02/09/2023	92739	BRANDT, CLARENCE SONNY	BOD STIPEND	200.00
Bill Pmt -Check	02/09/2023	92740	AISPURO, MARCO	EXPENSE REIMBR	72.65
Bill Pmt -Check	02/09/2023	92741	ALL THINGS CLEANING	PARKS RESTROOMS JANITORIAL	6,440.00
Bill Pmt -Check	02/09/2023	92742	Anton, Victoria	EXPENSE REIMBR	150.00
Bill Pmt -Check	02/09/2023	92743	BANKCARD CENTER	STATEMENT 6804	611.96
Bill Pmt -Check	02/09/2023	92744	BETTER DEAL EXCHANGE	Acct#701960	460.82
Bill Pmt -Check	02/09/2023	92745	BOUCHER LAW, PC	LEGAL	170.00
Bill Pmt -Check	02/09/2023	92746	CALF. WATER SERVICE	Acct 520857777 5/7/21-6/7/21	2,923.20
Bill Pmt -Check	02/09/2023	92747	Chalmers, R. Scott	CONSULTING	1,267.50
Bill Pmt -Check	02/09/2023	92748	CINTAS	FIRST AID SUPPLIES	127.99
Bill Pmt -Check	02/09/2023	92749	CITI CARDS	COSTCO STATEMENT 9398	4,891.38
Bill Pmt -Check	02/09/2023	92750	COMCAST	Acct#8155600190189780 PHONE/INT	521.61
Bill Pmt -Check	02/09/2023	92751	Dan's Electrical Supply	SKATEPARK TIMER	109.39
Bill Pmt -Check	02/09/2023	92752	DAWSON OIL COMPANY	62765 FUEL	3,550.10
Bill Pmt -Check	02/09/2023	92753	DEL-MAR RENTAL & LANDSCAPE SUPPLY	CONCRETE	267.40
Bill Pmt -Check	02/09/2023	92754	Golden Bear Alarms	QTRLY ALARM FBT	219.00
Bill Pmt -Check	02/09/2023	92755	HOME DEPOT	HOME DEPOT STATEMENT	4,391.81
Bill Pmt -Check	02/09/2023	92756	INDUSTRIAL PLUMBING SUPPLY	PALERMO POOL BATHROOM	2,291.30
Bill Pmt -Check	02/09/2023	92757	Industrial Power Products	CHAIN SAW	217.90
Bill Pmt -Check	02/09/2023	92758	INSIDE OUT DESIGNS	BANNER	68.30
Bill Pmt -Check	02/09/2023	92759	JEFFY LUBE	OIL CHANGE 2017 F250	188.85
Bill Pmt -Check	02/09/2023	92760	LES SCHWAB TIRES	TIRES 2017 F250	1,607.00
Bill Pmt -Check	02/09/2023	92761	MAZES CONSULTING	IT SUPPORT/SUBSCRIPTIONS	1,675.59
Bill Pmt -Check	02/09/2023	92762	MJB Welding Supply	SUPPLIES	298.93
Bill Pmt -Check	02/09/2023	92763	Modern Carpet Cleaning	CARPET CLEAN	716.04
Bill Pmt -Check	02/09/2023	92764	NORTH YUBA WATER DISTRICT	2695 FBT WATER	26.50
Bill Pmt -Check	02/09/2023	92765	P.G. & E.	7241369682-3 6/22/22-7/22/22	9,468.98
Bill Pmt -Check	02/09/2023	92766	RIEBES AUTO PARTS	TRUCK MAINTENANCE	189.62
Bill Pmt -Check	02/09/2023	92767	ROTO-ROOTER	NELSON TOILET REPAIR	185.00
Bill Pmt -Check	02/09/2023	92768	SAL RODRIGUEZ LANDSCAPE LLC	RIVERBEND/NELSON LANDSCAPRE	7,200.00
Bill Pmt -Check	02/09/2023	92769	SOUTH FEATHER WATER & POWER	WATER	41.72
Bill Pmt -Check	02/09/2023	92770	Staples	STAPLES STATEMENT 3721	503.70
Bill Pmt -Check	02/09/2023	92771	TOM'S SEPTIC SYSTEMS	PUMP LIFT STATION	1,000.00
Bill Pmt -Check	02/09/2023	92772	Tractor Supply Co.	TRACTOR SUPPLY STATEMENT	609.33
Bill Pmt -Check	02/09/2023	92773	VALENCIA, JUSTIN.	EXPENSE REIMBR	34.60
Bill Pmt -Check	02/09/2023	92774	WAL-MART CAPITAL ONE	STATEMENT 638691	248.89
Bill Pmt -Check	02/09/2023	92775	WELLS FARGO VENDOR FINANCIAL, LLC	CUST #1055709916	187.23
Bill Pmt -Check	02/09/2023	92776	BANKCARD CENTER	STATEMENT 4607	267.49
Bill Pmt -Check	02/09/2023	92777	COMCAST	Acct# 8155 60 019 0233893	183.98
Bill Pmt -Check	02/09/2023	92778	DELONG, SHANNON	BOD STIPEND	200.00
Bill Pmt -Check	02/09/2023	92779	FOWLER, SCOTT KENT	BOD STIPEND	200.00
Bill Pmt -Check	02/09/2023	92780	Huntington's Sportsman's Store	CLOTHING ALLOWANCE	297.84
Bill Pmt -Check	02/09/2023	92781	Oroville Cable & Equipment	MISC SUPPLIES	182.15
Bill Pmt -Check	02/09/2023	92782	OROVILLE POWER EQUIPMENT	MISC SUPPLIES	92.52
Bill Pmt -Check	02/09/2023	92783	PASSMORE, GREG	BOD STIPEND	200.00
Bill Pmt -Check	02/09/2023	92784	THOMAS, DEVIN	BOD STIPEND	200.00
Liability Check	02/09/2023	92785	PAYROLL	PAYROLL ITEMS	113.65
Liability Check	02/09/2023	92786	PAYROLL	PAYROLL ITEMS	92.30
Bill Pmt -Check	02/09/2023	92787	BANK OF NEW YORK MELLON	UMPQUA LOANS 2015a 2015b	84,080.45
Bill Pmt -Check	02/23/2023	92788	FORD MOTOR CREDIT COMPANY LLC	TRUCK PAYMENT	1,598.46
Bill Pmt -Check	02/23/2023	92789	HOBBS PEST SOLUTIONS, INC.	PEST CONTROL	125.00
Bill Pmt -Check	02/23/2023	92790	LEESE, KAREN.	DOJ REIMBURE	71.00
Bill Pmt -Check	02/23/2023	92791	MCKULLE, MARY.	DOJ REIMBR	57.00
Bill Pmt -Check	02/23/2023	92792	PELTZER, DEBORAH.	MIELAGE/EXPENSE REIMBR	42.88
Bill Pmt -Check	02/23/2023	92793	RECOLOGY BUTTE COLUSA COUNTIES	Acct# 8100122153	3,953.38
Bill Pmt -Check	02/23/2023	92794	TOM'S SEPTIC SYSTEMS	RIVERBEND SEPTIC PUMP	500.00
Bill Pmt -Check	02/23/2023	92795	TWSD	4-112.01 WATER NELSON	367.12
Bill Pmt -Check	02/23/2023	92796	WAXIE SANITARY SUPPLY	JANITORIAL SUPLIES	370.99
Bill Pmt -Check	02/23/2023	92797	AT&T - CALNET	PHONE	99.68
Bill Pmt -Check	02/23/2023	92798	CITI CARDS	COSTCO STATEMENT 9398	1,896.86
Bill Pmt -Check	02/23/2023	92799	Lincoln Aquatics	POOL CHEMCIALS	498.72
Bill Pmt -Check	02/23/2023	92800	WAL-MART CAPITAL ONE	STATEMENT 638691	3.73
Bill Pmt -Check	02/23/2023	92801	Williams Electric Company, Inc	REPAIR METER PANEL	3,261.17
Liability Check	02/23/2023	92802	AFLAC	JRF86	1,765.38
Bill Pmt -Check	02/23/2023	92803	BURLESON, HARRY	INSTRUCTOR FITNESS	705.25
Paycheck	02/23/2023	92804-845	PAYROLL	PAYROLL ITEMS	32,456.41
TOTAL					229,139.64



RESOLUTION NO. 2007-23

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND
PARK DISTRICT APPROVING THE 2021-22 DISTRICT AUDIT BY
HOLLY B. PLADSON CPA**

WHEREAS, the Feather River Recreation and Park District is required to obtain a District Audit each fiscal year per government standards; and

WHEREAS, the Feather River Recreation and Park District 2021-2022 fiscal year audit was completed by Holly B. Pladson, CPA; and

WHEREAS, the Feather River Recreation and Park District Board of Directors and staff reviewed the final audit results with Holly B Pladson, CPA representatives at a special board meeting on March 20th 2023.

NOW THEREFORE, IT BE RESOLVED, that the Feather River Recreation and Park District Board of Directors hereby approves the Feather River Recreation and Park District 2021-2022 fiscal year audit.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 28th day of March 2023 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Shannon DeLong, Chairperson

Victoria Teague, Interim General Manager



FEATHER RIVER RECREATION AND PARK DISTRICT

PARK IMPACT FEE NEXUS STUDY

MARCH 2023
FINAL REPORT

PREPARED FOR:

**BOARD OF DIRECTORS
FEATHER RIVER RECREATION AND PARK DISTRICT**

PREPARED BY:



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4745 MANGLES BOULEVARD
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FEATHER RIVER RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS

Shannon DeLong, Chair

Scott Kent Fowler, Vice-Chair

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Devin Thomas, Director

Greg Passmore, Director

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BUSINESS MANAGER

Deborah Peltzer

IMPACT FEE CONSULTANT

Blair Aas, Director of Planning Services

SCI Consulting Group

ACKNOWLEDGMENTS

This Park Impact Fee Nexus Study was prepared by SCI Consulting Group ("SCI") under contract with the Feather River Recreation and Park District. The work was accomplished under the general direction the General Manager for the District.

We want to acknowledge the special efforts made by individuals and organizations to this project:

Shawn Rohrbacker, formerly with Feather River Recreation and Park District
City of Oroville
County of Butte
Land Image Landscape Architects and Planners

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EXECUTIVE SUMMARY

INTRODUCTION

Since 2003, the City of Oroville (“City”) and the County of Butte (“County”), on behalf of the Feather River Recreation and Park District (“District”), have imposed a park impact fee on new residential and nonresidential development within the service area of the District. The purpose of the park impact fee is to fund the one-time cost of expanding the District’s parks and recreational facilities in order to meet the impact of new residential development.

This Park Impact Fee Nexus Study (“Nexus Study”) was prepared pursuant to the “Mitigation Fee Act,” as found in Government Code § 66000 et seq. The purpose of this Nexus Study is to establish the legal and policy basis for the imposition of a new park impact fee program on new residential development. For purposes of this Nexus Study, “parks” shall mean mini-parks, neighborhood parks, and community parks. The term “recreational facilities” shall mean, but not be limited to, playground equipment, fields, courts, shade structures, and restroom buildings.

In order to impose such fees, this Nexus Study will demonstrate that a reasonable relationship or “nexus” exists between new development and the need for additional parks and recreational facilities within the District as a result of new development. More specifically, this Nexus Study will present findings in order to meet the **substantive requirements** of the Act, which are as follows:

- Identify the **purpose** of the fee.
- Identify the **use** to which the fee is to be put. If the use is funding public facilities, the facilities must be identified. Identifying the public facilities may be a broad class of projects¹ or made by reference to a capital improvement plan, made in applicable general or specific plan requirements, or made in other public documents².
- Determine how there is a reasonable relationship between the fee’s use and the type of development project on which the fee is imposed (“**benefit relationship**”).
- Determine how there is a reasonable relationship between the need for parks and recreational facilities and the type of development project on which the fee is imposed (“**impact” or “need” relationship**”).

¹ According to Government Code § 66000(b) and validated by Homebuilders Association of Tulare/Kings Counties, Inc. v. City of Lemoore in 2010.

² According to Gov’t Code Section 66001(a)(2).

- Determine how there is a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed (“**rough proportional relationship**”).

Additionally, the Act specifies that the fee shall not include costs attributable to existing deficiencies in public facilities but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to refurbish existing facilities to maintain the existing level of service or achieve an adopted level of service that is consistent with the general plan.

Since the Act also prohibits development impact fees from funding existing deficiencies in public facilities, the fees must be used to fund only new or expanded parks and recreational facilities that add to the District’s park and recreational service capacity.

The use of fee proceeds for rehabilitating existing parks and recreational facilities is limited in that they may only cover the portion of an improvement that expands service capacity. For example, suppose the District planned to replace a shade structure with an existing park with a significantly larger shade structure. In that case, park impact fee proceeds could fund the portion equal to the percentage increase in the square footage of the larger shade structure or by another reasonable measurement of facility capacity. (See Figure 9 9 for more information.)

METHODOLOGY / APPROACH

To establish the park impact fee program consistent with the **substantive requirements** of the Act, this Nexus Study utilizes a districtwide, per capita standard-based methodology. A standard-based method is the most used method for the calculation of park impact fees. It was also upheld by the Homebuilders Association of Tulare/Kings Counties, Inc. v. City of Lemoore in 2010. Under this method, the cost components are based on the District’s existing level of service (“LOS”) standards and defined on a per capita basis. Total per capita costs are then applied to three residential land uses according to their respective dwelling unit occupancy factor to establish a cost/fee per new dwelling unit.

It is important to note that the level of development in the District does not directly influence the maximum park impact fee determined by this Nexus Study. The park impact fee is determined with an open-end approach based on the District’s level of service standards rather than a definite facility plan and a definite level of future development. Therefore, if the actual level of development is significantly higher or lower rate than projected, no revision of the park impact fee program would be necessary.

The Nexus Study also details the **procedural requirements** for adopting the Nexus Study and updated park impact fee program (“fee program”). Also, the Act contains specific requirements for the **annual administration** of the fee program. These statutory requirements and other important information regarding the imposition and collection of the fee are provided in the last two sections of the Nexus Study.

SUMMARY OF KEY FINDINGS

The following key findings are presented:

1. Park impact fees are needed to ensure that the District can develop park and recreation facilities and improvements needed for the resident and nonresident employee growth created by new development in the communities served by the District.
2. On behalf of the District, the City for the incorporated area of the District, and the County for the unincorporated areas of the District, currently impose the following park impact fees on new residential development in the District.

FIGURE 1 – CURRENT PARK IMPACT FEE SCHEDULES

Land Use Category	Unit ¹	FRRPD Unincorporated Area Park Impact Fee (2003) ²	FRRPD Incorporated Area Park Impact Fee (2008) ³
Single-Family Detached Housing	DU	\$1,689	\$1,196
Single-Family Attached Housing	DU	\$1,667	\$1,160
Multi-Family Housing	DU	\$1,330	\$1,063
Mobile Home	DU	\$1,326	\$793
Accessory Dwelling Unit		----- See Note 4 -----	

Notes:

¹ DU means dwelling unit.

² Current park impact fee imposed by the County on behalf of the District in the unincorporated area of the District.

² Current park impact fee imposed by the City on behalf of the District in the incorporated area of the District.

⁴ Pursuant to Govt. Code § 65852.2(f)(3)(A), the park impact fee for an accessory dwelling unit shall imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

3. According to the County General Plan, the City General Plan, and the District's Master Plan, the goal is to provide 5.0 acres of neighborhood parks and community for every 1,000 residents.
4. Based on the District's current population and park acres, the District's existing level of service is 2.91 acres of developed parks for every 1,000 residents.
5. Consistent with the Act's nexus requirements, this Nexus Study demonstrates a reasonable relationship between new development, the amount of the proposed fee, and parks and recreational facilities funded by the fee.
6. The District may approve, and the City and County may adopt the fees in Figure 2 at or below the maximum levels determined by this Nexus Study. If the District and the City or the County choose to adopt lower fees, the adopted fee for each land use category must be reduced by the same percentage.

FIGURE 2 – MAXIMUM DISTRICT-WIDE PARK IMPACT FEE SCHEDULE

Land Use Category	Unit ¹	Maximum Park Impact Fee ²
Single-Family Housing	DU	\$5,486
Multi-Family Housing	DU	\$4,615
Mobile Homes	DU	\$4,672
Accessory Dwelling Unit	See Note 3	

Notes:

¹ DU means dwelling unit.

² See Figure 8.

³ Pursuant to Govt. Code § 65852.2(t)(3)(A), the park impact fee for an accessory dwelling unit shall be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

SUMMARY OF KEY RECOMMENDATIONS

Based on the findings presented in the Nexus Study, the following key recommendations are presented:

1. The park impact fee should be adopted in accordance with Government Code Sections 66016, 66017, and 66018.
2. The District and the County should comply with the annual reporting requirements under Government Code § 66006(b).
3. Following the fifth fiscal year after the first deposit of fee revenue and every five years thereafter, District and the County should comply with the reporting requirements under Government Code § 66001(d).
4. The cost estimates presented in this Nexus Study are in January 2023 dollars. The park impact fee should be adjusted automatically without further action by the District Board, the City Council, or the County Board of Supervisors on the first day of each fiscal year by the net percentage change during the preceding calendar in the Engineering News-Record Construction Cost Index or its successor publication.
5. This Nexus Study and fee program must be updated at least every eight years. The next Nexus Study update is due no later than January 1, 2031.
6. To comply with the Act and recent court decisions, a fee credit must be given for demolished existing dwelling units as part of a new development project.

EXISTING PARK AND LEVEL OF SERVICE STANDARDS

This Nexus Study utilizes a per capita-standard-based methodology to determine the park impact fee because the need for and demand for park and recreational services is driven by its service population. Using this open-ended approach, park and recreational facility costs are reduced to a cost per capita based on the District's existing LOS standards for such facilities. This section first determines the District's LOS standard for park and recreational facilities. Then, the per capita cost for park and recreational facilities for the District is established based on their respective LOS standard and the estimated parkland acquisition and development cost per acre.

CURRENT AND PROJECTED DISTRICT POPULATION

Figure 3 presents the District's current and projected population through 2040 for the census-designated places that generally cover the boundaries of the District.³ The District's current population was determined using the U.S. Census Bureau's 2020 American Community Survey 5-Year Estimate. The District's 2040 population was projected based on the District's historical annual growth rate of or about housing units per year.

As shown below, it is estimated that the District's population, as of January 2023, is approximately . It is projected that the District will grow by 52,976 residents to a household population of 49,610 by 2040.

FIGURE 3 – CURRENT AND PROJECTED DISTRICT POPULATION

Population Projection	2023	2025	2030	2035	2040	Growth 2023 thru 2040
Feather River RPD	43,506	44,469	46,969	49,610	52,976	9,470

Source: 2020 U.S. Census ACS-5-Year Estimate

Certainly, arguments can be made for higher or lower population growth. However, the projected population growth and fee revenue are merely estimates for planning purposes. The maximum park impact fee determined by this Nexus Study does not depend upon the timing and level of development.

³ The District's boundaries include the City of Oroville and the census-designated places of Palermo, South Oroville, Thermalito, Bangor, Berry Creek, Cherokee, Clipper Mills, Forbestown, Honcut, and Rackerby.

LEVEL OF SERVICE STANDARDS

Figure 3 below summarizes the District's existing and master plan level of service standards for developed neighborhood and community parks.

FIGURE 3 – LEVEL OF SERVICE STANDARDS

Type of Park	Existing District Facilities	Level of Service ("LOS") Standard per 1,000 residents		
		District Master Plan	Existing	Nexus Study
	Acres	(Acres per 1,000 Residents)		
Neighborhood Parks	24.85	2.00	0.58	0.58
Community Parks	101.64	3.00	2.36	2.36
Total	126.49	5.00	2.94	2.94

Source: Feather River Recreation and Park District

DISTRICT PARK INVENTORY

According to the District's Master Plan, neighborhood parks typically range from 5 to 10 acres and have a service area of ½ mile. They provide a common outdoor space for neighbors to socialize, play and exercise, observe nature, participate in sports, take a leisurely stroll, or even a nap. Parks may be developed for active and passive recreation activities that accommodate a wide variety of users. They are often considered the heart of the neighborhood. Community parks typically range from 10 to 100 acres and have a service area of 1.5 miles. Community parks have larger recreational facilities intended to serve broad base community-wide needs. Their focus is meeting the recreational needs of several neighborhoods and large sections of the community. They allow for large group activities and offer recreational opportunities not available at neighborhood parks. Community parks are often developed for both passive and active recreational activities.

The District has a total of six developed neighborhood or rural parks and four developed community parks totaling 126.49 acres, or 2.91 acres for every 1,000 residents. However, the District's Master Plan standard for developed parks is 5.0 acres per 1,000 residents. Therefore, to accommodate the anticipated population growth of 52,976 new residents by 2040, an additional 27.56 acres of developed park area will be required to maintain its existing level of service, and 61.12 additional acres are needed to achieve the 5 acres per 1,000 resident standard.

To achieve their adopted Master Plan goal, the District will need to fund existing development share of needed parks and any other improvements not identified with other funding sources. Other potential sources of funds include, but are not limited to, a general obligation bond measure, state and federal grants, the District's general fund, and existing or new special tax and assessment proceeds, if allowable.

PER CAPITA COST COMPONENTS

The Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the amount of the fee and the cost of park and recreational facilities attributable to the new development on which the fee is imposed. This section presents the calculation of the total cost per capita for developed parks based on the District's existing level of service for such facilities.

PARKLAND ACQUISITION COST PER CAPITA

Figure 4 below calculates the per capita cost of acquiring new parkland for new parks in the District. As presented, the 2.91 acres per 1,000 population existing standard is multiplied by the estimated average land acquisition cost of \$138,000 per acre cost to arrive at a per capita cost.

FIGURE 4 – PARKLAND ACQUISITION COST PER CAPITA

Cost Component	Acres per 1,000 Population ¹	Acres per Capita ¹	Average Land Acquisition Cost per Acre ²	Cost per Capita
Calc	a	b = a / 1,000	c	d = b * c
Neighborhood Parks	0.57	0.00057	\$138,000	\$78.66
Community Parks	2.34	0.00234	\$138,000	\$322.92
Total District	2.91	0.00291	\$138,000	\$401.58

Source: Feather River Recreation and Park District

Notes:

¹ Based on District's existing level of service. See Figure 3.

² Based on \$121,000 per acre from City of Oroville Development Impact Fee Update Study, December 2020 and adjusted the 14% change in the median home price in Oroville since December 2022.

PARK DEVELOPMENT COST PER CAPITA

Figure 5 below calculates the per capita cost of developing new parks in the District. As presented, the 2.91 acres per 1,000 population existing standard is multiplied by the estimated average per acre cost for park development to arrive at a per capita cost. The average park development cost per acre represents the weighted average construction cost per acre (in 2023 dollars) for neighborhood and community parks. Besides those listed for typical parks in Appendix A, other facilities, such as aquatic and community use facilities, are excluded.

FIGURE 5 – PARK DEVELOPMENT COST PER CAPITA

Cost Component	Acres per 1,000	Acres per	Average	Cost per
	Population ¹	Capita ¹	Development	Capita
Calc	a	b = a / 1,000	c	d = b * c
Neighborhood Parks	0.58	0.00058	\$483,000	\$280.14
Community Parks	2.36	0.00236	\$488,000	\$1,151.68
Total District	2.94	0.00294	\$487,000	\$1,431.82

Source: Feather River Recreation and Park District

Notes:

¹ Based on District's existing level of service. See Figure 3.

² See Appendix A. Weighted based on existing level of service. Rounded to the nearest thousand.

DETERMINATION OF THE PARK IMPACT FEE

This section presents the calculation of the total cost per capita for parks and recreational facilities. The total cost per capita for each is then applied to four residential land use categories in proportion to the demand they create as measured by their respective dwelling unit occupancy factor.

PARK IMPACT FEE COST COMPONENTS

The figure below summarizes the per capita cost components from the previous section and includes an additional four percent for the park impact fee program administration. The fee program administrative cost component is designed to recover the cost collection, documentation, annual reporting requirements, five-year report requirements, periodic nexus studies, and other costs reasonably related to compliance with the Act. As shown, the total per capita cost is \$1,891.56.

FIGURE 6 – PARK IMPACT FEE COST COMPONENTS

Cost Component	Per Capita Cost
Parkland Acquisition ¹	\$401.58
Park Development ²	\$1,417.23
Fee Program Administration (4%) ³	\$72.75
Total Cost per Capita	\$1,891.56

Notes:

¹ See Figure 4.

² See Figure 5.

³ Collection, accounting, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates and other costs reasonably related to compliance with the Act.

LAND USE CATEGORIES

The Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed. Since the demand for / need for park and recreational services is inherently driven by service population and different residential land uses have varying household occupancies, the park impact fee is expressed on a per dwelling unit basis based on their respective dwelling unit occupancy factor for three residential land uses.

This Nexus Study also incorporates adding another residential unit to a single-family parcel as a fourth category labeled as “Accessory Dwelling Unit.” For the purpose of this fee program, a “dwelling unit” means one or more rooms in a building or structure, or portion thereof, designed exclusively for residential occupancy by one or more persons for living or sleeping purposes and having kitchen and bath facilities.

The four land use categories are as follows:

- ***“Single-Family Housing”*** means detached or attached one-family dwelling units.
- ***“Multi-Family Housing”*** means buildings or structures designed for two or more families for living or sleeping purposes and having kitchen and bath facilities for each family.
- ***“Mobile Home”*** means a development area for residential occupancy in vehicles that require a permit to be moved on a highway, other than a motor vehicle designed or used for human habitation and for being drawn by another vehicle.
- ***“Accessory Dwelling Unit”*** means a dwelling unit, or “granny flat,” either a detached or attached dwelling unit, which provides complete, independent living facilities for one or more persons with provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the primary residence.

DWELLING UNIT OCCUPANCY FACTOR

Figure 7 below presents the calculation of the dwelling unit occupancy factor for the three residential land uses. The calculation is based on information from the *American Community Survey 5-Year Estimate* from the 2020 U.S. Census for the City of Oroville and the census-designated places of Palermo, South Oroville, Thermalito, Bangor, Berry Creek, Oroville East, Cherokee, Clipper Mills, Forbestown, Honcut, and Rackerby, which are found to represent the District's boundaries.

FIGURE 7 – DWELLING UNIT OCCUPANCY FACTOR

Land Use Categories	Occupied	Total Number	Dwelling Unit
	Dwelling Units	of Occupants	Occupancy
Calc	a	b	c = a / b
Single-Family Housing	10,833	31,401	2.90
Multi-Family Housing	2,257	5,515	2.44
Mobile Homes	2,476	6,117	2.47
Average (2020 Census)	15,566	43,033	2.76

Source: 2020 U.S. Census, ACS 5-Year Estimate for the City of Oroville and the census-designated places of Palermo, South Oroville, Thermalito, Bangor, Berry Creek, Oroville East, Cherokee, Clipper Mills, Forbestown, Honcut, and Rackerby.

PARK IMPACT FEE DETERMINATION

Figure 8 below presents the calculation of the maximum park impact fee. As shown, the per dwelling unit fees for three residential land uses are determined by multiplying the total cost per capita by their respective dwelling unit occupancy factor.

Pursuant to 65852.2(f)(3)(A), the park impact fee for an accessory dwelling unit of 750 square feet or more must be charged proportionately in relation to the square footage of the primary dwelling unit. For example, the calculation of the maximum park impact fee for constructing a 750 square-foot accessory dwelling unit on a single-family parcel with a 2,250 square-foot single-family home would be $(750 / 2,250) * \$5,486 = \$1,828$. The construction of ADUs less than 750 square feet is exempt from the park impact fee.

The District may approve, and the City and County may adopt fees lower than the maximum justified amounts shown below, provided they are reduced by the same percentage for each land use category.

FIGURE 8 – MAXIMUM DISTRICTWIDE PARK IMPACT FEE SCHEDULE

Land Use Category	Unit	Total Cost Per Capita ¹	Dwelling Unit Occupancy Factor ²	Maximum Districtwide Park Impact Fee
Calc		a	b	c = a * b
Single-Family Housing	DU	\$1,891.56	2.90	\$5,486
Multi-Family Housing	DU	\$1,891.56	2.44	\$4,615
Mobile Homes	DU	\$1,891.56	2.47	\$4,672
Accessory Dwelling Unit				See Note 3

Notes:

¹ See Figure 6.

² See Figure 7.

³ Pursuant to Govt. Code § 65852.2(f)(3)(A), the park impact fee for an accessory dwelling unit shall imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

FIGURE 9 – PARK IMPACT FEE BY COST COMPONENTS

Land Use Category	Unit	Cost Components			District Park Impact Fee
		Parkland Acquisition	Park Development	Fee Program Admin.	
Calc		a	b	c	g = a + b + c
Single-Family Housing	DU	\$1,165	\$4,110	\$211	\$5,486
Multi-Family Housing	DU	\$980	\$3,458	\$178	\$4,615
Mobile Homes ¹	DU	\$992	\$3,501	\$180	\$4,672
Accessory Dwelling Unit					Note 1

Notes:

¹ Pursuant to Govt. Code § 66022.2(a)(3)(v), the park impact fee for an accessory dwelling unit shall be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

NEXUS FINDINGS FOR PARK IMPACT FEE

This section summarizes the nexus findings required to demonstrate the legal justification of the park impact fee.

PURPOSE OF THE FEE

The purpose of the park impact fee is to fund new or expanded parks and recreational facilities to meet the new resident population's needs generated by new residential development in the District.

USE OF FEE REVENUE

Park impact fee revenue will be used to fund new or expanded parks and recreational facilities to serve new development. A summary of the allowable and prohibited uses of the fee revenue is provided in Figure 9 below.

FIGURE 10 – SUMMARY OF ALLOWABLE AND PROHIBITED USES OF FEE REVENUE

<u><i>Allowable Uses</i></u>	<u><i>Prohibited Uses</i></u>
<ul style="list-style-type: none"> ▪ <i>The cost of new or expanded parkland, parks, and recreational facilities (100%)</i> ▪ <i>The cost of new recreational facilities in <u>existing</u> parks that expand service capacity (100%)</i> ▪ <i>Park and recreational facility costs already incurred that provide growth-related capacity (100%)</i> ▪ <i>The proportional cost of park and recreational facility renovation projects that expand service capacity</i> ▪ <i>Collection, accounting, documentation, annual reporting requirements, five-year report requirements, periodic nexus studies, and other costs reasonably related to compliance with the Act.</i> 	<ul style="list-style-type: none"> ▪ <i>Existing deficiencies, such as renovation or replacement of existing recreational facilities that do not expand service capacity</i> ▪ <i>Construction of community use facilities, swimming pools, and purchase or lease of vehicles.</i> ▪ <i>Operational, maintenance, or repair costs</i>

BENEFIT RELATIONSHIP

The fee will be collected as development occurs. Fee revenue will be used to fund new and expanded parks and recreational facilities to meet the additional demand generated by the new residents created by new development projects. Fee revenue will be deposited into a separate park impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. The fee revenue will be restricted to the uses described in the "Use of Fee Revenue" finding. Additionally, the Act ensures that fees are either expended expeditiously or refunded. These actions ensure that a development project paying the park impact fee will benefit from its use.

IMPACT OR NEED RELATIONSHIP

Since the need for park and recreational services is inherently population-driven, new residential development in the District will generate the need for additional park and recreational services and the corresponding need for various facilities. The need is measured in proportion to the dwelling unit occupancy factor for three residential land use categories. The District's existing standard is 2.91 improved park acres for every 1,000 residents. The fees' use (funding new or expanded park and recreational facilities) is therefore reasonably related to the type of project (new residential development) upon which it is imposed.

ROUGH PROPORTIONALITY

The park and recreational facilities needed to serve a unit of development are based on the District's existing level of service standards for such facilities. The cost of new and expanded park and recreational facilities and fee program administrative costs are defined on a cost-per-capita basis. These per capita costs are then applied to three residential land use categories based on their respective dwelling unit occupancy factor.

The use of average dwelling unit occupancy for three residential land use categories to determine the park impact fee schedule achieves proportionality across the types of development on which the fee is imposed. Generally, a single-family home will generate more persons than a multifamily unit and, as a result, will pay a higher park impact fee. Thus, the park impact fee schedule's application to a specific project ensures a reasonable relationship between the fee and park and recreational facilities cost attributable to that residential development project.

PROJECTED PARK IMPACT FEE REVENUE

Figure 10 projects park impact fee revenue through 2040. Total fee revenue (in 2023 dollars) is estimated by multiplying the total cost per capita by the projected resident population growth for the period. As shown, it is projected that the District may generate approximately \$17.9 million by 2040. Indeed, arguments can be made for higher or lower population growth. However, the projected population growth and fee revenue are merely estimates for planning purposes. The maximum fee amounts do not depend upon the timing and level of development.

FIGURE 11 – PROJECTED PARK IMPACT FEE REVENUE

Land Use Category	Cost per	Projected	Projected Park
	Capita ¹	Resident	Impact Fee
	Calc	Growth (2040) ²	Revenue (2023\$)
	a	b	c = a * b
Residential Development	\$1,891.56	9,470	\$17,913,073

Notes:

¹ See Figure 3

² See Figure 6

The fee revenue must be deposited into a separate park impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. The fee revenue will be restricted to funding new or expanded parks and recreational facilities to serve new residential development. Additionally, fee revenue will be used to cover fee program administration costs such as collection, documentation, annual reporting requirements, five-year report requirements, periodic nexus studies, and other costs reasonably related to compliance with the Act.

The fee revenue will be restricted to funding new or expanded parks and recreational facilities that add to the District's park and recreational service capacity. Additionally, the use of fee proceeds for rehabilitating existing parks and recreational facilities is limited in that they may only cover the portion of an improvement that expands service capacity. For example, suppose the District planned to replace a shade structure within an existing park with a significantly larger shade structure. In that case, park impact fee proceeds could fund the portion equal to the percentage increase in the square footage of the larger shade structure or by another reasonable capacity measurement. Fee revenue may not be used to fund 1) the renovation or replacement of existing facilities and 2) operational, maintenance or repair costs.

COMPARISON OF CURRENT AND MAXIMUM PARK IMPACT FEES

The figure below compares the District's current park impact fee schedules with the maximum park impact fee schedule justified by this Nexus Study.

**FIGURE 12 – CURRENT AND MAXIMUM INCORPORATED AREA DISTRICT PARK IMPACT FEES
(CITY OF OROVILLE)**

Land Use Category	Unit ¹	FRRPD	Maximum	\$ Change	% Change
		Incorporated Area Park Impact Fee (2008) ²	Districtwide Park Impact Fee		
	Calc	a	b	c = a - b	d = c / a - 1
Single-Family Housing	DU	\$1,196	\$5,486	\$4,290	358.7%
Multi-Family Housing	DU	\$1,063	\$4,615	\$3,552	334.1%
Mobile Homes	DU	\$793	\$4,672	\$3,879	489.2%
Accessory Dwelling Unit			----- See Note 3 -----		

Notes:

¹ DU means dwelling unit

² From Interim Development Impact Fee Calculation and Nexus Report, December 2008.

³ Pursuant to Govt. Code § 65852.2(f)(3)(A), the park impact fee for an accessory dwelling unit shall imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

**FIGURE 13 – CURRENT AND MAXIMUM UNINCORPORATED AREA PARK IMPACT FEES
(COUNTY OF BUTTE)**

Land Use Category	Unit ¹	Current FRRPD Unincorporated Area Park Impact Fee (2003) ²	Maximum Districtwide Park Impact Fee (2023)	\$ Change	% Change
		a	b		
Single-Family Housing	DU	\$1,689	\$5,486	\$3,797	224.8%
Multi-Family Housing	DU	\$1,330	\$4,615	\$3,285	247.0%
Mobile Homes	DU	\$1,326	\$4,672	\$3,346	252.3%
Accessory Dwelling Unit		----- See Note 3 -----			

Notes:

¹ DU means dwelling unit

² From Feather River Recreation and Park District Development Impact Fee Calculation Report, May 2003

³ Pursuant to Govt. Code § 65852.2(f)(3)(A), the park impact fee for an accessory dwelling unit shall imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

FEE PROGRAM ADOPTION REQUIREMENTS

The following is a summary of the statutory procedural requirements for approval of the Nexus Study and proposed park impact fee program ("fee program") by the District Board of Directors and adoption by the City Council on behalf of the District. The specific statutory procedural requirements for the adoption of the fee program may be found in the California Government Code Sections 66016, 66017, and 66018, City Municipal Code 3.32.115, and County Municipal Code Chapter 16, Article 6.

It is recommended that the notice and hearing requirements be satisfied by the District and the City, and County.

FEATHER RIVER RECREATION AND PARK DISTRICT

1. The District Board of Directors shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the proposed fee program.
2. At least 30 days before the meeting, the District shall mail a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least 30 days before the meeting, the District shall make the Nexus Study available to the public for review.
4. At least 30 days before the public hearing, a notice of the meeting's time and place shall be published twice in a newspaper of general circulation, with at least five days intervening between the first and last publication dates, not counting such publication dates.
5. After the public hearing, the District Board shall adopt a resolution approving the Nexus Study and proposed fee program to recommend that the City Council and the County Board of Supervisors adopt the proposed fee program on behalf of the District.

CITY OF OROVILLE

1. The City Council shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the requested fee program.
2. At least 30 days before the meeting, the City shall mail out a meeting notice to any interested party who filed a written request for notification of the adoption of new or increased fees.

3. The Nexus Study shall be adopted at a public hearing with at least 30 days' notice, and the local agency shall notify any member of the public that requests notice of intent to begin an impact fee nexus study of the date of the hearing.
4. At least 30 days before the meeting, the City shall make the Nexus Study available for public review.
5. At least 30 days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation, with at least five days intervening between the dates of the first and last publication, not counting such publication dates.
6. After the public hearing, the City Council shall adopt an ordinance and resolution establishing the proposed fee program on behalf of the District.
7. The fee shall become effective 60 days after the adoption of the resolution or longer as specified by the resolution.

COUNTY OF BUTTE

1. The County Board of Supervisors ("County Board") shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the requested fee program.
2. At least 30 days before the meeting, the County shall mail out a meeting notice to any interested party who filed a written request for notification of the adoption of new or increased fees.
3. At least 30 days before the meeting, the County shall make the Nexus Study available for public review.
4. At least 30 days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation, with at least five days intervening between the dates of the first and last publication, not counting such publication dates.
5. After the public hearing, the County Board shall adopt an ordinance and resolution establishing the proposed fee program on behalf of the District.
6. The fee shall become effective 60 days after the adoption of the resolution or longer as specified by the resolution.

FEE PROGRAM ADMINISTRATION REQUIREMENTS

This section summarizes the statutory requirements and general recommendations for the annual administration of the park impact fee program. The specific statutory provisions for the administration of the fee program may be found in the Mitigation Fee Act (California Govt. Code § 66000 et seq.).

ACCOUNTING REQUIREMENTS

The new park impact fees should be expended solely for the purpose for which they were collected. Proceeds from the park impact fee should be deposited into a new separate fund or account so that there will be no commingling of fees with other revenue. Any interest earned by such account should be deposited in that account and expended solely for the purpose for which originally collected.

REPORTING REQUIREMENTS

The following information, entitled "*Annual Report*," must be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

The District shall review the Annual Report at the next regularly scheduled public meeting, not less than 15 days after the Annual Report is made available to the public. Notice of the time and place of the meeting, including the address where this information may be reviewed, shall be mailed, at least 15 days prior to the meeting, to any interested party who files a written request with the District for mailed notice of the meeting. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The District Board may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service.

For the fifth fiscal year following the first receipt of any park impact fee proceeds and every five years thereafter, the District must comply with Government Code Section 66001(d)(1) by affirmatively demonstrating that the District still needs unexpended park impact fees to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unexpended balance to achieve that purpose. Specifically, the District shall make the following findings, entitled "*Five-Year Findings Report*," with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

The refund of all or any part of such unexpended or unappropriated fee revenue, together with any actual interest accrued thereon, in the manner described in Government Code § 66001 (e) of the, to the current record owner of any property for which a fee was paid; provided that if the administrative costs of refunding such fee revenue exceed the amount to be refunded.

TRANSPARENCY REQUIREMENTS

The District must clearly post the following information on the District's website regarding the fee program. Information updates must be made within 30 days of any change.

- The current fee schedules indicating the effective date when approved by the City Council and the County Board of Supervisors.
- Current and five previous annual reports required according to Government Code Section 66006 (b).
- Current and any previous park impact fee nexus studies conducted after January 1, 2018.

AUTOMATIC ANNUAL INFLATIONARY ADJUSTMENT

All costs and the associated park impact fees determined by this Nexus Study are in January 2023 dollars. The park impact fee should be adjusted automatically without further action by the District Board, the City Council, or the County Board of Supervisors on the first day of each fiscal year by the net percentage change during the preceding calendar in the San Francisco Bay Area Engineering News-Record Construction Cost Index or its successor publication.

FEE EXEMPTIONS

The following are exempted from payment of the fee:

- Construction of a structure owned by a governmental agency.
- Construction of an accessory dwelling unit less than 750 square feet.
- Any replacement or reconstruction of an existing dwelling unit.

NEXUS STUDY UPDATES

This Nexus Study and fee program must be updated at least every eight years. The next Nexus Study update is due no later than January 1, 2031.

APPENDICES

Appendix A – Cost Estimates for Parks and Recreational Facilities

Appendix B – Inventory of District Park Facilities

Appendix C – Combined City (2020) and District Park Impact Fees

APPENDIX A – COST ESTIMATES FOR PARK AND RECREATION FACILITIES

FIGURE 14 – TYPICAL 5-ACRE NEIGHBORHOOD PARK CONSTRUCTION COSTS

Item	Units		Unit Cost	2023 \$
	Calc	a	b	c = a * b
Basic Park Development		5 acre	\$337,000	\$1,685,000
Parking Lots		20 stall	\$5,000	\$100,000
Soccer Field		1 each	\$19,000	\$19,000
Playground Equipment - Large		1 each	\$443,000	\$443,000
Basketball Court (1/2 Court)		1 each	\$57,000	\$57,000
Shade Structure - Large (50 people)		1 each	\$113,000	\$113,000
Total Project Cost				<u>\$2,417,000</u>
Cost Per Acre (rounded)				\$483,000

Source: Feather River RPD and SCI Consulting Group

FIGURE 15 – TYPICAL 20-ACRE COMMUNITY PARK CONSTRUCTION COSTS

Item	Units		Unit Cost	2023 \$
	Calc	a	b	c = a * b
Basic Park Development		20 acre	\$266,000	\$5,320,000
Playground Equipment - Small		2 each	\$225,000	\$450,000
Playground Equipment - Large		1 each	\$443,000	\$443,000
Soccer Field		2 each	\$19,000	\$38,000
Youth Baseball / Softball Fields		3 each	\$77,000	\$231,000
Tennis Court with Fence (Set of 2)		4 each	\$124,000	\$496,000
Sports Lighting		1 each	\$50,000	\$50,000
Basketball Court (1/2 Court)		3 each	\$57,000	\$171,000
Shade Structure - Large (50 people)		2 each	\$114,000	\$228,000
Shade Structure - Small (25 people)		2 each	\$58,000	\$116,000
Restroom Building		4 each	\$366,000	\$1,464,000
Parking Lots		150 stall	\$5,000	\$750,000
Total Project Cost				<u>\$9,757,000</u>
Cost Per Acre (rounded)				\$488,000

Source: Feather River RPD and SCI Consulting Group

APPENDIX B – DISTRICT PARK INVENTORY

FIGURE 16 – DISTRICT PARK INVENTORY

Name of Park / Area	Type of Park	Total Acres	Developed Acres	Unimproved Acres
Nelson Park and Pool	Community	29.60	29.60	0.00
Riverbend Park	Community	55.99	55.99	0.00
Gary Nolan Sports Complex	Community	13.00	13.00	0.00
Playtown Park	Neighborhood	2.80	2.80	0.00
Martin Luther King Jr. Park	Neighborhood	5.58	5.58	0.00
Palermo Park and Pool	Neighborhood	4.02	4.02	0.00
Forbestown Park	Neighborhood	3.10	3.10	0.00
Wyandotte Park	Neighborhood	2.60	2.60	0.00
Bangor Park	Neighborhood	6.75	6.75	0.00
Bedrock Skate and Bike Park	Special Purpose	0.75	0.75	0.00
Bedrock Tennis Courts	Special Purpose	2.30	2.30	0.00
District Parks		126.49	126.49	0.00
City Parks ¹		36.79	26.07	10.72
Total Parks		163.28	152.56	10.72

Source: Feather River Recreation and Park District; City of Oroville

Notes:

¹ City park inventory.

APPENDIX C – COMBINED CITY (2020) AND DISTRICT PARK IMPACT FEES

FIGURE 17 – COMBINED CITY (2020) AND DISTRICT PARK IMPACT FEES

Land Use Category	Unit	District Park Impact Fee Cost Components			City Park Impact Fee Cost Components			District Park Impact Fee	City Park Impact Fee	Combined Park Impact Fee
		Parkland Acquisition	Park Development	Fee Program Admin.	Parkland Acquisition (Non-Quimby)	Recreational Buildings and Park Development	Fee Program Admin.			
	Calc	a	b	c	d	e	f	g = a + b + c	h = d + e + f	i = g + h
Single-Family Housing	DU	\$1,165	\$4,110	\$211	\$472	\$2,780	\$97	\$5,486	\$3,349	\$8,835
Multi-Family Housing	DU	\$980	\$3,458	\$178	\$380	\$2,239	\$78	\$4,615	\$2,697	\$7,312
Mobile Homes ¹	DU	\$992	\$3,501	\$180				\$4,672		\$4,672
Accessory Dwelling Unit								----- See Note 2 -----		

Notes:

¹ Assumes new mobile homes are classified as single-family housing.

² Pursuant to Govt. Code § 65852.2(f)(3)(A), the park impact fee for an accessory dwelling unit shall imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

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Park Impact Fee Program Overview

BLAIR AAS | SCI CONSULTING GROUP



About Development Impact Fees

DIFs are only one-time proceeds to fund new development's share of the cost of expansion of the infrastructure of a community

Premise: Development should **“pay its own way”** or **“growth should pay for growth”**

Nollan decision – “essential nexus”

Dolan decision – “rough proportionality”

Mitigation Fee Act - AB1600 was enabling legislation

Established a uniform process for determining, adopting, imposing, collecting, accounting for and protesting “development impact fees”

Must be adopted by land use authority on behalf of special districts





About the FRRPD Park Impact Fee Program

- First established in 2003
- Imposed by City and County on behalf of the District
- The unincorporated area fee hasn't been adjusted for inflation **since 2003**.
- The incorporated area fee was adjusted **in 2008**.
- The Nexus Study establishes legal and policy basis for imposing the new park impact fee program

Methodology and Approach



Districtwide Nexus Study



Per-Capita Standard Based Methodology

Existing Level of Service Standard
(2.94 acres per 1,000 residents)

Open-Ended



Fee Cost Components

Parkland Acquisition
(\$138,000 per acre)

New or Expanded Parks and Recreational Facilities
(\$487,000 per acre)

Fee Program Administration
(4%)



Current Resident Population

43,506



Dwelling Unit Occupancy Factor

2.90 persons per home
2.44 persons per unit
2.47 per mobile home

Park Impact Fee Program

Unincorporated Area

Land Use Category	Unit	Current FRRPD	Maximum	\$ Change	% Change
		Unincorporated Area Park Impact Fee (2003)	Districtwide Park Impact Fee (2023)		
Calc		a	b	c = a - b	d = c / a
Single-Family Housing	DU	\$1,689	\$5,486	\$3,797	224.8%
Multi-Family Housing	DU	\$1,330	\$4,615	\$3,285	247.0%
Mobile Homes	DU	\$1,326	\$4,672	\$3,346	252.3%
Accessory Dwelling Unit			----- See Note 1 -----		

Notes:

¹ Pursuant to Govt. Code § 65852.2(f)(3)(A), the park impact fee for an accessory dwelling unit shall imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

Park Impact Fee Program

Incorporated Area

Land Use Category	Unit	Current FRRPD	Maximum	\$ Change	% Change
		Incorporated Area Park Impact Fee (2008)	Districtwide Park Impact Fee		
Calc		a	b	c = a - b	d = c / a
Single-Family Housing	DU	\$1,196	\$5,486	\$4,290	358.7%
Multi-Family Housing	DU	\$1,063	\$4,615	\$3,552	334.1%
Mobile Homes	DU	\$793	\$4,672	\$3,879	489.2%
Accessory Dwelling Unit			----- See Note 1 -----		

Notes:

¹ The park impact fee for an accessory dwelling unit shall imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

Park Impact Fee by Cost Component

Land Use Category	Unit	Cost Components			Districtwide Park Impact Fee
		Parkland Acquisition	Park Development	Fee Program Admin.	
Calc		a	b	c	$g = a + b + c$
Single-Family Housing	DU	\$1,165	\$4,110	\$211	\$5,486
Multi-Family Housing	DU	\$980	\$3,458	\$178	\$4,615
Mobile Homes	DU	\$992	\$3,501	\$180	\$4,672
Accessory Dwelling Unit					Note 1

Notes:

¹ The park impact fee for an accessory dwelling unit shall imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

Accounting Requirements

- Fee proceeds must be deposited into a separate fund or account so that there will be no commingling of fees with other revenues
- Fee proceeds must be expended solely for the purpose for which there were collected
- Fee proceeds must be expended on park and recreational facilities that expand the District's service capacity.



Uses of Fee Revenue

ALLOWABLE USES

- The cost of new or expanded parks and recreational facilities (100%)
- Parkland acquisition costs (100%)
- The cost of new recreational facilities in existing parks that expand service capacity (100%)
- Park and recreational facility costs already incurred that provide growth-related capacity (100%)
- The proportional cost of park and recreational facility renovation projects that expand service capacity
- Collection, accounting, documentation, annual reporting requirements, five-year report requirements, periodic nexus studies, and other costs reasonably related to compliance with the Act.

PROHIBITED USES

- Existing deficiencies, such as renovation or replacement of existing recreational facilities that do not expand service capacity
- Aquatic facilities, community use facilities, or purchase or lease of vehicles.
- Operational, maintenance, or repair costs



Reporting Requirements



Annual Report

Must be made available to the public with 180 days after the last day of each fiscal year



Five-Year Findings Report

For the fifth year following the first receipt of fee proceeds, and every five years thereafter
In conjunction with Annual Report



Reports prepared by District; approved by District Board; filed with City and County

Other Issues to Discuss

City Quimby Ordinance

Automatic Inflationary Adjustment

Multiple Funds to One Fund

Phasing and Grandfathering

Below-Market Rate Housing

Community Use and Aquatic Facilities Fees Eliminated



Tonight's Board Action

MARCH 28, 2023



Conduct public hearing



Receive and approve Nexus Study



Approve proposed park impact fee



Formally request City Council and County BOS adopt the fee on behalf of the District



Approve and request an automatic annual inflationary adjustment provision based on the Engineering-News Record Construction Cost Index



Indemnification of the City and County

Tentative Timeline

March 28, 2023	April 2023 - May 2023	June 2023 (TBD)	June 2023 (TBD)	August 1, 2023, or earlier (TBD)
<ul style="list-style-type: none">• District Board Meeting• Public Hearing• Approval of Park Impact Fee Program• Request Adoption	<ul style="list-style-type: none">• City, County and Stakeholder Outreach	<ul style="list-style-type: none">• Oroville City Council Meeting• Public Hearing• Adoption of Park Impact Fee Program	<ul style="list-style-type: none">• Butte County BOS Meeting• Public Hearing• Adoption of Park Impact Fee Program	<ul style="list-style-type: none">• Implementation• Fees become effective 60-days after adoption



Questions?

Victoria Anton Teague
Interim General Manager

Deborah Peltzer
Business Manager

Blair Aas
Impact Fee Consultant





RESOLUTION NO. 2008-23

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION
AND PARK DISTRICT APPROVING THE FEATHER RIVER RECREATION AND PARK DISTRICT
PARK IMPACT FEE NEXUS STUDY AND REQUESTING THE OROVILLE CITY COUNCIL AND BUTTE
BOARD OF SUPERVISORS ADOPT AND IMPLEMENT THE PROPOSED PARK IMPACT FEE
PROGRAM ON BEHALF OF THE DISTRICT**

WHEREAS, the Board of Directors ("the District Board") of the Feather Recreation and Park District ("District") has determined that current park and recreational facilities will not be adequate for future population growth; and

WHEREAS, AB 1600 was adopted and codified in California Government Code Section 66000 et seq., allowing the establishing, increasing, or imposing of a development fee as a condition of approval where the purpose and use of the fee were identified, and reasonable relationship to the development project was demonstrated; and

WHEREAS, the Board of Supervisors of the County of Butte ("Board of Supervisors"), by Chapter 16, Article 6 of the Butte County Code, authorizes the imposition of park facility fees ("park impact fee") on new development with the District to fund the acquisition and development of additional park facilities to mitigate the impacts caused by new development; and

WHEREAS, the Council of the City of Oroville ("Council"), by Section 3.32.115 of the City Municipal Code, authorizes the imposition of a development impact fee ("park impact fee") on new development with the District to fund the acquisition and development of additional park facilities to mitigate the impacts caused by new development; and

WHEREAS, the District Board has received and considered the Park Impact Fee Nexus Study prepared by SCI Consulting Group dated March 2023 Final Report ("Nexus Study") that details the legal and policy basis for establishing the new park impact fee program.

NOW, THEREFORE, IT IS HEREBY RESOLVED that:

- 1) The Board hereby receives and approves the Nexus Study dated March 2023 Final Report.
- 2) Prior to the adoption of this Resolution, the Board conducted a public hearing at which oral and written presentations were made as part of the Board's regularly scheduled March 28, 2023, meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, has been published twice in a newspaper in accordance with Government Code Section 66018. Additionally, at least 30 days before the meeting, the District made the Nexus Study available for public review.



- 3) After considering the Nexus Study, this Resolution, and after considering the testimony received at this public hearing, the Board hereby makes the following findings;
 - a) The park impact fees justified by the Nexus Study and approved pursuant to this Resolution are to fund the cost of parkland acquisition and the cost of new or expanded parks and recreational facilities to meet the needs of the resident population generated by new development in the District; and
 - b) The park impact fees justified by the Nexus Study and approved pursuant to this Resolution will be used to fund the cost of parkland acquisition, new or expanded park and recreation facilities, and administrative costs associated with the park impact fee program; and
 - c) The uses of the park impact fees justified by the Nexus Study and approved pursuant to this Resolution are reasonably related to the types of development projects on which the fees are imposed in that fee revenue will be used to fund parkland acquisition and new and expanded parks and recreational facilities to meet the additional demand generated by the residents created by new development. Fee revenue will be deposited into a separate park impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. The fee revenue will be restricted to the allowable uses described in Nexus Study. These actions ensure that a new development project paying the park impact fee will benefit from its use; and
 - d) The park impact fees justified by the Nexus Study and approved pursuant to this Resolution bear a reasonable relationship to the need for park and recreational facilities in that each new development project will generate additional need for park and recreational services and the associated need for park and recreational facilities. The need is defined by the District's existing level of service standards for such facilities; and
 - e) The Nexus Study demonstrates that there is a reasonable relationship between the amount of the park impact fee and the cost of the park and recreation facilities attributable to the development on which the fee is imposed. Parkland acquisition and park and recreational facility costs are defined on a per capita basis and applied to three residential land use categories according to their respective average household occupancy.
- 4) The Board finds pursuant to the California Environmental Quality Act ("CEQA"), this action is not a "project" because the Resolution provides a mechanism for funding park development and recreation and operation facilities construction but does not involve a commitment to any specific project for such purposes that may result in a potentially significant impact on the environment. (CEQA Guidelines § 15378.)



The Board does hereby approve the following districtwide park impact fees on new development, which shall be collected upon issuance of a building permit:

<u>Land Use Category</u>	<u>Park Impact Fee</u>
Single-Family Housing	\$5,486 per home
Multi-Family Housing	\$4,615 per unit
Mobile Home	\$4,672 per home
Accessory Dwelling Units => 750 sq. ft.	Note 1

Notes:

¹ For a new accessory dwelling unit 750 square feet or greater, a park impact fee shall be imposed proportionately in relation to the square footage of the primary dwelling unit.

- 5) The Board does hereby approve and request that the District be authorized to automatically adjust the park impact fee for inflation without any further action by the District Board, the City Council, and the Board of Supervisors each fiscal year by an amount equal to the percentage change in the Engineering News Record Construction Cost Index for the preceding calendar year.
- 6) If any portion of this Resolution is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution.

BE IT FURTHER RESOLVED that the District Board formally requests that the City Council and County Board of Supervisors adopt and implement the approved park impact fee on behalf of the District with the District agreeing to be responsible for the proper accounting for and expenditure of said moneys and further agreeing to hold the City and County harmless from and to defend it from any action, claim or damages related to said fees, including any challenge to the validity of or use thereof.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 28th day of March 2023 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Shannon DeLong, Chairperson

Victoria Anton Teague, Interim General Manager
Board Secretary



STAFF REPORT

DATE: MARCH 28, 2023

TO: FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS

FROM: VICTORIA TEAGUE, INTERIM GENERAL MANAGER

**RE: RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT FOR THE CONTINUATION OF
THE ANNUAL ASSESSMENT FOR THE PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT**

RECOMMENDATION

The Landscaping and Lighting Act of 1972 requires that an annual Engineer's Report is prepared by a licensed professional engineer and establishes other requirements for the continuation of the assessments. This Resolution directs SCI Consulting Group to prepare the Engineer's Report for the Park Maintenance and Recreation Improvement District for fiscal year 2023-24 as the first step in a three-step process in continuing the annual assessments for fiscal year 2023-24.

RESULT OF RECOMMENDED ACTION

Each year, an updated Engineer's Report, including update budgets, scope of services, current legal justifications, and rate adjustments should be prepared by a California registered civil engineer. SCI Consulting Group will provide professional assessment engineering and assessment administration services to justify the continued collection of the Park Maintenance and Recreation Improvement District for fiscal year 2023-24. The services provided by SCI will include the preparation of the Engineer's Report and preliminary assessment roll with the specific assessment amount for each parcel. The Engineer's Report will be presented to the Board for preliminary approval in May of this year.

The services provided by SCI Consulting Group includes the tasks required for the year-round administration of the District's assessments, including comprehensive property base auditing and levy accuracy confirmation, on a parcel by parcel basis, to ensure that the District receives the most accurate assessment revenues and directly responding to property owner inquiries on toll free taxpayer assistance line. SCI's services will also include evaluation of the most current legal requirements and developments for benefit assessments, including any court decisions for benefit assessments or Proposition 218, and updates to the assessment justification and engineering findings, if appropriate. SCI was the engineer of record during the formation and balloting process for the District's assessments in 2002. As the Engineer of Record for the creation of the assessments, SCI is most qualified to make the annual assessment engineering findings to support the continued collection of the assessments.



BACKGROUND

In 2002, after gaining property owner ballot support, the benefit assessments were first established to provide funding for the installation, maintenance and servicing of landscaping, park and recreation facilities in the Feather River Recreation and Park District's Park Maintenance and Recreation Improvement District.

- Balloting Conducted: May-July 2002
- Ballot Results: 50.4 % of the weighted returned ballots were in support of the proposed assessment.
- Board Approval of 1st Year Assessment Levies: July 17, 2002
- Fiscal Year 2002-03 Approved Rate: \$10.00 per single family equivalent benefit unit (SFE) for Zone of Benefit A, and \$5.00 per single family equivalent benefit unit (SFE) for Zone of Benefit B
- Annual CPI: In each subsequent year, the maximum assessment rate increases by the annual change in the Consumer Price Index, not to exceed 3% per year.
- Fiscal Year 2021-22 Approved Rate: \$15.88 per single family equivalent benefit unit (SFE) for Zone of Benefit A, and \$7.90 per single family equivalent benefit unit (SFE) for Zone of Benefit B.

ANALYSIS

The assessments can continue to be levied annually and can be increased by the change in the San Francisco Bay Area Consumer Price Index, not to exceed 3% per year.

In order to continue to levy the assessments, the Board will need to adopt the resolution to direct SCI Consulting Group, the assessment engineer, to prepare an Engineer's Report for fiscal year 2023-24. This Engineer's Report will include the proposed budget for the assessments for fiscal year 2023-24, the special and general benefit findings to support the assessments, the updated proposed assessments for each parcel in the District, and the proposed assessments per single family equivalent benefit unit for fiscal year 2023-24. After the Engineer's Report and assessment roll is completed, they will be brought back to the Board for your review and consideration. If the Board preliminarily approves the Reports, a noticed public hearing will be subsequently held to allow the public to provide input on the proposed budgets, services and continued assessments, and to allow the Board to make a final decision on the continuation of these important assessments. The preliminary Engineer's Report is scheduled to be presented to the Board on May 23, 2023.

CONCLUSION

It is recommended that the Board approve Resolution 2008-23, directing SCI Consulting Group to prepare the Engineer's Report for the Park Maintenance and Recreation Improvement District for fiscal year 2023-24

Respectfully submitted,

Victoria Anton Teague, Interim General Manager



**FEATHER RIVER RECREATION AND PARK DISTRICT
PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT
FISCAL YEAR 2023-24 LEVY ADMINISTRATION PROPOSED TIMELINE**

<u>Tentative Date</u>	<u>Task to be completed (partial list)</u>
March 1, 2023	SCI – submit Resolutions for March board meeting
March 28	Board – Passage of Resolutions directing the preparation of the Engineer's Reports
April 7	SCI – Provide expected benefit units to District for budget preparation
May 5	District – Provide budgets to SCI for Engineer's Reports
May 10	SCI – Complete and file Engineer's Reports & Resolutions for June mtg with District
May 23	Board – Passage of Resolutions preliminarily approving Engineer's Reports and scheduling the Public Hearings
June 6	SCI – submit Resolutions for June board meeting
June 7	SCI – Publish notice of public hearings (publication of Resolution of Intention must occur 10 days before Public Hearing)
June 27	Board – Public Hearing and approval of Resolutions approving Engineer's Reports and levying annual assessments
August	SCI – Submit assessments to County
September	SCI – Confirm final levies with County
Sep 2023 – Jun 2024	SCI – Administer levies and collections

It is understood that all regular meetings of the District Board are on the fourth Tuesday of each month.
At the Activity Center Located at 1875 Feather River Blvd. Oroville, CA 95965



RESOLUTION NO. 2009-23

**RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT
FOR FISCAL YEAR 2023-24**

**FOR THE CONTINUATION OF THE
PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT
OF THE FEATHER RIVER RECREATION AND PARK DISTRICT**

IT IS HEREBY RESOLVED, by the Board of Directors (the "Board") of the Feather River Recreation and Park District (the "District"), County of Butte, State of California, as follows:

1. On July 24th, 2002 by its Resolution No. 820-02, this Board ordered formation of a landscaping and lighting district pursuant to the Landscaping and Lighting Act of 1972 (Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof) (the "District").
2. The purpose of the District is for the installation, maintenance and servicing of the improvements described in Section 4 below.
3. The District has been given the distinctive designation of the "Park Maintenance and Recreation Improvement District" and is primarily described as all of the lands within the current boundaries of the Feather River Recreation and Park District.
4. It is proposed that the Park Maintenance and Recreation Improvement District undertake the following improvements: installation, maintenance and servicing of public facilities, including but not limited to, playing fields, playground equipment, hard court surfaces, ground cover, shrubs and trees, street frontages, drainage systems, lighting, fencing, entry monuments, other recreational facilities, graffiti removal and repainting, and labor, materials, supplies, utilities, detention basins and equipment, irrigation and sprinkler systems, landscaping, turf and track facilities, gymnasiums, swimming pools, landscaping, park grounds, park facilities, landscape corridors, open space and trails, as applicable, for property owned, maintained or acquired by the Feather River Recreation and Park District. 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 part of any improvement; providing for the life, growth, health and beauty of landscaping; 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.

- 5. SCI Consulting Group is hereby designated as Engineer of Work for purposes of these proceedings and is hereby ordered to prepare an Engineer's Report in accordance with Article 4 of Chapter 1 of the Act and Article XIID of the California Constitution. Upon completion, the Engineer shall file the Engineer's Report with the Clerk of the Board for submission to the Board.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 28th day of March 2023 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Shannon DeLong, Chairperson

Victoria Anton Teague, Interim General Manager



BUTTE LOCAL AGENCY FORMATION COMMISSION

1453 Downer Street, Suite C • Oroville, California 95965-4950
 (530)538-7784 • Fax (530)538-2847 • www.buttelafco.org

TO: Butte County Special Districts
 Butte County Special District Association

FROM: Krystal Bradford, Commission Clerk

SUBJECT: Election of a Special District *Regular* “Enterprise” Member

DATE: March 7, 2023

Nominations Requested

On January 24, 2023, the Butte Local Agency Formation Commission called for nominations for:

- One (1) Special District ***Regular* “Enterprise”** Member. The term for this seat is four years and will begin June 1, 2023 and expire May 31, 2027; and

Nominations Received

The nomination period closed on Friday, March 3, 2023. Valid nominations received are as follows:

For the ***Regular* “Enterprise”** Member:

- **Bob Matthews** – Paradise Irrigation District
- **Ruth Duncan** – South Feather Water and Power Agency
- **Bruce Wristen** – Thermalito Water and Sewer District
- **Scott “Kent” Fowler** – Feather River Recreation and Park District

Butte County Special Districts
 Butte County Special District Association
 March 6, 2023
 Page 2

Instructions:

1. Votes shall be made by official action of the Districts’ Board of Directors.
2. Ballots shall be certified by the signature of the Chair, or an alternate District Board Member chosen by the Districts’ Board for the purpose of signing the attached ballot AND counter-signed by the Districts’ General Manager/Secretary of Board.
3. Ballots shall be returned no later than **4:00 p.m. on Friday, May 5, 2023**. Ballots postmarked after the closing date will not be accepted.
4. Districts may submit their ballots one of the following ways:

Hand Delivered	Electronic Mail	Certified Mail
Stephen Lucas Executive Officer Butte LAFCO 1453 Downer Street, Suite C Oroville, CA 95965	slucas@buttecounty.net	Stephen Lucas Executive Officer Butte LAFCO 1453 Downer Street, Suite C Oroville, CA 95965

5. District ballots returned by electronic mail shall be scanned copies of the original signed certified ballot.
6. If you do not have a District Board meeting scheduled within this time frame, a special meeting shall be scheduled in order to submit a valid ballot.

In order for the election to be valid, a quorum (21) of districts must complete and return their ballots. Otherwise, the process will repeat until such time we receive ballots from a majority of the districts. This is an important ballot, as your Special District LAFCO Commissioner will be making decisions on budget issues, policies and projects that may have a direct impact on your district. Please participate in this election and submit your vote.

Should you have any questions, please feel free to me.

Enclosed: Ballot



BUTTE LOCAL AGENCY FORMATION COMMISSION
1453 Downer Street, Suite C
Oroville, CA 95965 – (530) 538-7784

2023 ELECTION BALLOT

Special District Regular “Enterprise” Member

Regular “Enterprise” Member

Please Vote for Only One (1)

- Bob Matthews** – Paradise Irrigation District
- Ruth Duncan** – South Feather Water and Power Agency
- Bruce Wristen** – Thermalito Water and Sewer District
- Scott “Kent” Fowler** – Feather River Recreation and Park District

(Write in Candidate)
(Name of District)

Certification of Ballot

District Board Chair or Designee

District Manager/Secretary of the Board

District

Date



STAFF REPORT

DATE: MARCH 28, 2023

TO: FRRPD BOARD OF DIRECTORS

FROM: DEBORAH PELTZER, BUSINESS MANAGER

RE: REVISED GENERAL MANAGER JOB DESCRIPTION

SUMMARY

At the request of the Board of Directors, attached is the updated the General Manager job description to reflect current responsibilities. Staff has consulted with Scott Chalmers and the General Manager job description has been revised.

RECOMMENDATION

- Approved General Manager job description.
- Direct staff to recruit for the General Manager position.

ATTACHMENT(S)

Revised GM job description, changes marked in red.



Job Description

Title: General Manager

Pay Scale: \$85,000 - \$110,000 annual

Department: Administration

JOB SUMMARY

Under general direction of an elected governing board, the General Manager is responsible for implementing the policies of the Board, planning and directing recreation and park activities, and providing leadership to the park and recreation functions of the District, and **manage the overall financial responsibilities of the District. The General Manager always remains transparent on the health and safety of the District to the Board of Directors, employees and community.** The General Manager also acts as technical advisor and Secretary to the Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities.

Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Acts as Secretary to the Board of Directors.
- Acts as a technical advisor to the Board of Directors. Makes recommendations on matters of policy, personnel needs, budget, finance, **grant opportunities** and other related matters.
- Plans, organizes and directs all services of the District in harmony with the objectives and policies of the District.
- Prepares and validates the budget; controls and supervises District expenditures and **capital improvement projects.**
- Ascertains present and future needs for facilities, areas and programs and makes appropriate recommendations.
- Plans, organizes, and directs work involved in acquiring, developing and maintaining park and recreation areas, and the associated park assessment fee structure.
- **Build financial partnerships and develop grant strategies for the benefit of the District**
- **Negotiates all contracts and agreements with outside service clubs, non-profit sport groups, vendors, agency partners, including contract management to ensure compliance.**
- Promotes, markets, and stimulates community interest and participation in recreation programs and the use of parks and recreation facilities.
- Represents the District on matters pertinent to parks and recreation, delivers talks before professional, civic and lay groups and participates in conferences; prepares articles for publication and makes reports on the accomplishments of the District.
- Responsible for the recruitment, selection, training, management, and supervision of all District personnel. **Responsible for the human resource management of all personnel performance issues, complaints, and grievances.** Represents the District in collective bargaining.

General Manager Job Description

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

- Responsible for the purchasing of equipment and supplies in accordance with District policy and for maintaining accurate records of inventory. **Develop and supervise proper maintenance schedule for all vehicles and equipment.**
- Responsible for the establishment of a system for recording and maintaining all official reports, statements, and records of the District.
- Confers with other local, county, regional, state, and national governmental and voluntary agencies concerned with recreation, parks, and other recreational resources so that cooperative planning and working relationships can be developed.
- Assigns duties and responsibilities of District staff; reviews planning and activity suggestions.
- **Conduct annual employee evaluations.**
- **Complete formal performance reviews 90-days, 6-months, and then bi-annually with the Board of Directors**

REQUIRED ABILITIES AND KNOWLEDGE

- Thorough knowledge of the principles, theory and philosophy of the recreation and park profession.
- Skill in organizing the services of the department that includes advanced planning for areas and facilities, level of adequacy at which services are to be provided, development and replacement of personnel.
- Ability to prepare and administer a comprehensive budget of a medium-size governmental agency.
- Understanding of the recreational needs of the community and the ability to meet those needs with a progressive program.
- Ability to guide and direct the work of the department and its personnel and to delegate tasks with dispatch to particular parts or divisions of the department.
- Administrative skill in supervising the work of specialized personnel in landscape architecture, planning, horticulture, recreation and park operation.
- Intensive knowledge of the techniques of the public administration and executive capacity to make decisions judiciously.
- Thorough knowledge of the development, maintenance and operation of recreation and park areas and facilities.
- Ability to inspire and work harmoniously with peers and employees.
- **Maintain comprehensive communication with the Board by submitting monthly written reports on financial and program performances, as well as quarterly comprehensive reports on the condition of all parks and facilities.**

EDUCATION, CERTIFICATIONS, AND LICENSES

- Bachelor's Degree from an accredited college or university with an emphasis in recreation, park management, public administration, or a closely related field, plus preferred 3-5 years of increasingly responsible administrative professional experience in recreation and park or other public agency. Master's Degree preferred.
- The Board of Directors may substitute experience for education.
- Possession of a valid California State driver's license.

General Manager Job Description

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

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- May be required to lift and carry items up to 40 pounds.
- Ability to sit at a desk and in meetings for extended periods of time.
- Must be able to stand, walk, see, hear and communicate with the sufficient acuity to successfully perform all aspects of the job.
- Perform simple grasping and fine manipulation, dexterity and frequent handling of papers.
- There will be some bending, kneeling and overhead reaching.
- Ability to use telephone and write or use keyboard to communicate through written means.

ADDITIONAL INFORMATION:

Reports To: Board of Directors

Direct Reports: Department Managers/Supervisors/Directors

General Manager Job Description

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



STAFF REPORT

DATE: MARCH 28, 2023

TO: FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS

FROM: VICTORIA TEAGUE, INTERIM GENERAL MANAGER

RE: AT THE BOARD OF DIRECTORS REQUEST, AN ACTION ITEM ADDED TO THE MEETING AGENDA:

ACTIVITY CENTER RECREATION AND CHILD CARE PROGRAM CLOSURE EFFECTIVE 7/1/2023

SUMMARY

In fall of 2021, the Board hired financial analysis, Scott Chalmers, to examine District finances due to operating budget concerns and limited reserves. Mr. Chalmers presented his findings to the Board of Directors during a public board meeting on November 18th which included a deferred maintenance list for all 15 FRRPD parks and facilities at an approximate cost of \$15 million. At the conclusion of the meeting, the Board moved forward with the consultant's recommendation to list the Activity Center for sale. A copy of the presentation and financial report summary is available online: <https://www.frrpd.com/2021-11-18-board-november-18-2021-special-board-meeting>

In December 2021, the community and staff were notified by the District of the Board's intention to sell the facility. Since then, the property has been advertised by Mike Donnelly of Coldwell Banker C & C Properties.

Due to the financial sustainability of the District, the Board has directed staff to layout plans to close recreation programs and the childcare center operating at Activity Center, and prepare the building to be sold.

PROGRAM CLOSURE TIMELINE

June 2023 – Close Recreation Programs: Gymnastics, Martial Arts, Dance and Fitness classes

August 2023 – Close Childcare Center

September 2023 – Administration staff and office will continue to operate out of the Activity Center. Staff will focus on packing, moving, and surplus sale of equipment and inventory, in preparation of selling the building.

RESULT OF ACTION

15-17 employees would be affected by the program closure of gymnastics and preschool departments. A two-week severance package should be offered to employees being laid off and not transferring to another open position within the District. Allocation of up to \$15k for severance packages is requested.

Administrative staff and the District Office will continue to operate at the Activity Center while preparing the building for sale and for the relocation of the FRRPD administrative office. Staff will focus on moving, selling, and removing all inventory and equipment currently stored at the Activity Center.

Feather River Rec and Park District
Income Statement by Program
January 2022 - December 2022

	AQ-Aquatics	CL-Classes	EV-Events	MAINTENANCE	ADMIN	RE-Rentals	SC-School	Adult Sports	Youth Sports	Gymnastics	TOTAL
Ac Ordinary Income/Expense											
Income	21,021	43,140	17,150	311,411	2,154,978	76,671	227,461	20,959	35,219	244,787	3,152,797
Expense											
Payroll	35,647	25,810	0	533,009	457,356	0	285,643	17,336	26,170	180,502	1,561,473
General Expenses	2,956	3,424	11,912	477,119	586,490	255	14,241	5,982	5,920	22,171	1,130,470
Utilities (need for Acenter)	0	12,864	0	241,295	20,325	0	25,207	0	0	11,905	311,596
Loan Debt Expense	0	16,836	0	0	8,331	0	18,706	0	0	37,414	81,287
Total Expense	41,559	62,358	23,824	1,251,423	1,072,502	255	343,797	23,318	32,090	251,992	3,084,826
Net Profit/Loss	(17,582)	(15,794)	5,238	(940,012)	1,082,476	76,416	(126,335)	(2,359)	3,129	(7,205)	67,971
Loan Principal Payment											(257,000) less loan payment (189,029) annual ending cash

Act Center Dark- no programming, same Admin staffing, admin assumes debt/utilites Act Center, less admin expenses related to programs (bank fees, janitorial supplies, IT expenses, office supplies, etc)

	AQ-Aquatics	CL-Classes	EV-Events	MAINTENANCE	ADMIN	RE-Rentals	SC-School	Adult Sports	Youth Sports	Gymnastics	TOTAL
January 2022- December 2022											
Ac Ordinary Income/Expense											
Income	21,021		17,150	311,411	2,154,978	60,000		20,959	35,219		2,620,738
Expense											
Payroll	35,647		0	533,009	457,356	0		17,336	26,170		1,069,518
General Expenses	2,956		11,912	467,119	436,490	255		5,982	5,920		930,634
Utilities (need for Acenter)	0		0	241,295	35,000	0		0	0		276,295
Loan Debt Expense	0		0	0	81,287	0		0	0		81,287
Total Expense	41,559		23,824	1,241,423	1,010,133	255		23,318	32,090		2,357,734
Net Profit/Loss	(17,582)		5,238	(930,012)	1,144,845	59,745		(2,359)	3,129		263,004
Loan Principal Payment											(257,000) less loan payment 6,004 annual ending cash

Jul23: Admin only in Act Center:
preparing the building for sale, moving equipment/inventory, secure new office location

Jul24: After the Act Center is sold:
\$500k tax dollars to supplement the Act Center during programming operation annual reallocation of tax dollars to new recreation and event programming \$100k
reallocation of tax dollars to maintenance department \$300k
reallocation of tax dollars to capital improvement matching dollars: reallocate staff time focused on project management and securing grant funding \$100k



FEBRUARY 2023 DEPARTMENT UPDATES

Parks & Maintenance Department Update

Joe Velasquez – Park Supervisor

Completed Tasks/Projects

See Attached: Report from MaintainX app.

Palermo Pool: I have two appointments scheduled. One with Holiday Pool and one with Five Star Pools. I hope to have an estimated cost for repairs within the next month. These two are the only companies around that are willing to work on commercial pools. Our team has drained and removed the chemicals in the storage shed. Lincoln aquatics will be disposing of the unused bleach.

Additional Information:

Riverbend Flooding: As you know Riverbend park has been flooding with the increase of water flow from the spillway. Below are some areas of concern regarding damage:

- Irrigation
- Electrical for Amphitheatre
- New planted tree health/replacement
- Walking trail from soccer fields to dog park
- Beach repair
- Fitness station damage
- Parking lot drainage
- Disc golf course baskets
- Dog park well
- Dog Park restroom
- Dog park entrance road and parking lot
- Fishing dock at pond

After the flooding stops, our team will do a thorough inspection of Riverbend Park for damages.

Brandt field lights project is on hold until we get a break in the weather. The project requires us to trench around half of the field to run the conduit for the new wiring and lights. We cannot leave an open trench while Lake Oroville Little League is still using the fields. I can see this project moving into early April, as there doesn't seem to be a long enough break in the weather to complete the project.

Upcoming/Ongoing Projects:

- Riverbend Park flooding repairs.
- Wildflower Nature Festival
- Brush clearing in Riverbend South
- Brandt field lights
- Nelson Field repairs



FEBRUARY 2023 DEPARTMENT UPDATES

Childcare Services

Estela Valencia – Director of Children’s Services

Preschool Enrollment

22 Preschool

Current events/project

Our children enjoyed a fun friendship party and fun sensory activities. Our parents provided healthy snacks and goodies. We appreciate their generosity. We continue to offer fun curriculum and are super excited to see how our gardening project goes. Our staff and children have planted onions and strawberries. We are continuously cleaning out our preschool area and tossing items that are no longer being used and are old.

Upcoming events/projects:

- Preschool Gold Hunt on Friday March 17, 2023, outside playground.
- CPR & First Aid training for staff on March 25, 2023
- Preschool Spring Egg Hunt April 6, 2023, in the morning.
- Preschool End of the Year Party, TBA

Administration, Events & Marketing

Victoria Anton Teague – Executive Administrator/Interim General Manager

Current/Ongoing Projects:

Project Management:

- Impact Fee Increase – Public Hearing and Presentation Documents with SCI consulting.
- CFD Meetings with Developers: Blair with SCI consulting and I met with city representatives and the Ruddy Creek community developer to discuss options for parkland dedication to the District. This item will be shared with the board at an upcoming board meeting for direction.
- Brad Freeman Trail Extension: Submitted a Pre-Application to the California Water Conservation Board
- Nelson Pool Heater: The engineer advance payment was sent to PGE and a permit was pulled with the city for the gas supply modification. Now we are waiting for PGE representatives to move forward with the next steps.

Events & Marketing:

- 2023 Wildflower & Nature Festival: <https://www.frrpd.com/wildflower-nature-festival>
- Spring Concerts in the Park: Friday evenings May 5th through June 2nd

Daily Operations:

- Employee Recruitment: Aquatics, Accounting Clerk, Gymnastics Coaches
- Little Libraries: The District has partnered with “The Table” church group to revamp the Little Free Library Program by offering new units at Nelson Complex and Playtown USA.

Work Orders List for 02/21/2023 - 03/21/2023



ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#1314	Whole number one Disculpe course sleeve is blocked due to rock and debris. Remove rock and debris.		Repair	Chris Narayan			✓ Done Completed by Chris Narayan on 02/21/2023
#1313	Disc golf hole number six	Riverbend Park	Repair	Chris Narayan			✓ Done Completed by Chris Narayan on 02/21/2023
#1030	Trash removal from pond	Dog Park Parent: Riverbend Park	Low Project	T Maintenance Team Chris Narayan			✓ Done Completed by Chris Narayan on 02/21/2023
#1251	Shock treat dog park well.	Dog Park Parent: Riverbend Park	High Safety	joseph velasquez Eric Danner			✓ Done Completed by joseph velasquez on 02/22/2023
#1337	Blow off skate park	Bedrock Skate Park	High Maintenance	Chris Narayan			✓ Done Completed by Chris Narayan on 02/22/2023
#1315	Remove edges and sharp spots on drum	Riverbend Park	Maintenance	Chris Narayan			✓ Done Completed by Chris Narayan on 02/22/2023
#1258	Irrigation leak need to be fix by nelson pool	Nelson Sports Complex	Repair	Eric Danner Hue Vang			✓ Done Completed by Eric Danner on 02/22/2023
#1367	Safely cut down broken telephone pole	Nelson Sports Complex	High Safety	T Maintenance Team joseph velasquez			✓ Done Completed by joseph velasquez on 02/25/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#1345	Water leak in janitor closet	Activity Center	<div style="background-color: red; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Inspection</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Repair</div>	<div style="background-color: #008000; color: white; padding: 2px; border-radius: 3px;">T</div> Maintenance Team Jesus Aispuro			<div style="color: green;">✓</div> Done Completed by Jesus Aispuro on 02/25/2023
#1369	Fill ruts on Brandt field from lift.	Nolan Sports Complex	<div style="background-color: green; color: white; padding: 2px; border-radius: 3px;">Low</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Repair</div>	Jesus Aispuro Marco Aispuro Julian Guzman			<div style="color: green;">✓</div> Done Completed by Jesus Aispuro on 02/26/2023
#1349	Trash can at Riverbend park burn need two new one.	Riverbend Park	<div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Repair</div>	Chris Narayan Hue Vang			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 02/27/2023
#1216	Trash can replacement	Dog Park	<div style="background-color: green; color: white; padding: 2px; border-radius: 3px;">Low</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Repair</div>	<div style="background-color: #008000; color: white; padding: 2px; border-radius: 3px;">T</div> Maintenance Team Chris Narayan			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 02/27/2023
#1385	Service Work truck	Maintenance Shop 2012 Ram 1500	<div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Mechanical</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Maintenance</div>	joseph velasquez Marco Aispuro			<div style="color: green;">✓</div> Done Completed by joseph velasquez on 02/27/2023
#1397	Toilet leaking and boys bathroom at AC		<div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Maintenance</div>	Chris Narayan			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 02/28/2023
#1395	Fix leak in preschool toilet	Preschool <small>Parent: Activity Center</small>	<div style="background-color: red; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Repair</div>	Chris Narayan			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 02/28/2023
#1405	Replace Door Handle (MLK)	Martin Luther King Jr Park	<div style="background-color: orange; color: white; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Safety</div>	Eric Danner Hue Vang			<div style="color: green;">✓</div> Done Completed by Eric Danner on 03/01/2023
#1386	Storm cleanup		<div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Safety</div>	Chris Narayan			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 03/02/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#1406	Blow rocks and sticks out of skate park		<div style="background-color: #f44336; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid #2196f3; border-radius: 3px; padding: 2px; display: inline-block;">Maintenance</div>	Chris Narayan			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 03/02/2023
#1335	Test water at Dog Park well	Dog Park	<div style="background-color: #f44336; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid #2196f3; border-radius: 3px; padding: 2px; display: inline-block;">Safety</div>	joseph velasquez			<div style="color: green;">✓</div> Done Completed by joseph velasquez on 03/02/2023
#1422	Toilet seat replacement	Dog Park	<div style="background-color: #ffc107; color: white; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid #2196f3; border-radius: 3px; padding: 2px; display: inline-block;">Repair</div> <div style="border: 1px solid #2196f3; border-radius: 3px; padding: 2px; display: inline-block; margin-top: 2px;">Vandalism Repair</div>	Chris Narayan Brandi DeGennaro			<div style="color: green;">✓</div> Done Completed by Brandi DeGennaro on 03/02/2023
#124	Move sycamores over main line	Riverbend Park	<div style="background-color: #ffc107; color: white; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid #2196f3; border-radius: 3px; padding: 2px; display: inline-block;">Project</div>	<div style="background-color: #2196f3; color: white; padding: 2px; border-radius: 3px; display: inline-block;">T</div> Maintenance Team joseph velasquez Eric Danner Hue Vang Jesus Aispuro	01/31/2023		<div style="color: green;">✓</div> Done Completed by joseph velasquez on 03/03/2023
#496	Fix leak under irrigation boxes in middle soccer field riverside	Riverbend Park	<div style="background-color: #f44336; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid #2196f3; border-radius: 3px; padding: 2px; display: inline-block;">Repair</div>	joseph velasquez Eric Danner Hue Vang Jesus Aispuro			<div style="color: green;">✓</div> Done Completed by joseph velasquez on 03/03/2023
#1423	Repair Leak (Riverbend)	Feather River Recreation and Park District	<div style="background-color: #f44336; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid #2196f3; border-radius: 3px; padding: 2px; display: inline-block;">Repair</div>	Eric Danner Hue Vang			<div style="color: green;">✓</div> Done Completed by Hue Vang on 03/03/2023
#1424	Install Valve	Activity Center	<div style="background-color: #f44336; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid #2196f3; border-radius: 3px; padding: 2px; display: inline-block;">Repair</div>	Jesus Aispuro Marco Aispuro Victoria Anton			<div style="color: green;">✓</div> Done Completed by Jesus Aispuro on 03/03/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#1461	Brake fluid flush and refilled	Maintenance Shop 2017 Ford F-250	High Mechanical Maintenance	Justin Valencia			✓ Done Completed by Justin Valencia on 03/06/2023
#1468	Install new fire extinguishers throughout parks.		Project Safety	joseph velasquez Marco Aispuro			✓ Done Completed by joseph velasquez on 03/08/2023
#1481	Clean Rain Gutters at Preschool	Preschool Parent: Activity Center	Project Maintenance	T Maintenance Team Justin Valencia			✓ Done Completed by Justin Valencia on 03/08/2023
#1482	Fix Toilet in Activity Center Men's Front Restroom	Activity Center	Inspection Repair	T Maintenance Team Eric Danner Hue Vang			✓ Done Completed by Eric Danner on 03/08/2023
#1383	Take Dump Trailer to Shop for Service	Maintenance Shop PJ Dump Trailer	Maintenance	T Maintenance Team joseph velasquez			✓ Done Completed by joseph velasquez on 03/09/2023
#1503	Replace door at MLK restroom	Martin Luther King Jr Park	Medium Repair	Eric Danner Hue Vang			✓ Done Completed by Eric Danner on 03/10/2023
#1493	Mistletoe removal three in rock roundabout.	Riverbend Park	Medium Maintenance	Justin Valencia Jesus Aispuro			✓ Done Completed by Justin Valencia on 03/10/2023
#1504	Replace missing flooding sign on beach.	Riverbend Park	Medium Repair	Justin Valencia			✓ Done Completed by Justin Valencia on 03/10/2023
#1505	Cut down dead tree by ropes course.	Riverbend Park	High Maintenance	Justin Valencia Jesus Aispuro			✓ Done Completed by Justin Valencia on 03/10/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#1485	Change flag at Riverbend.	Riverbend Park	Repair	T Maintenance Team Hue Vang			✓ Done Completed by Hue Vang on 03/10/2023
#1522	Weedeating dog park	Dog Park	Low Maintenance	Jesus Aispuro Marco Aispuro Julian Guzman			✓ Done Completed by Marco Aispuro on 03/12/2023
#1506	Remove Court Tape	Bedrock Tennis Court	Project	Jesus Aispuro Victoria Anton	03/18/2023		✓ Done Completed by Jesus Aispuro on 03/12/2023
#1536	Replace broken tennis court lights	Bedrock Tennis Court	Repair	T Maintenance Team Marco Aispuro			✓ Done Completed by Marco Aispuro on 03/13/2023
#1460	Windows at dog park need to be blocked off due to homeless accessing bathrooms after hours		High Preventive	Chris Narayan			✓ Done Completed by Chris Narayan on 03/13/2023
#1550	Kitchen sink is clogged	Maintenance Shop	Low Repair	Justin Valencia			✓ Done Completed by Justin Valencia on 03/14/2023
#1559	Flat tire	Maintenance Shop 2012 Ram 1500	High Repair	Eric Danner			✓ Done Completed by Eric Danner on 03/15/2023
#1540	order new filter for the drinking fountain in the AC lobby	Activity Center	High Maintenance	T Maintenance Team joseph velasquez			✓ Done Completed by joseph velasquez on 03/15/2023
#1560	leak in studio 1, Needs 2 ceiling tiles	Activity Center	Repair	joseph velasquez			✓ Done Completed by joseph velasquez on 03/15/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#1541	Repair dugout roof on Fairbanksfield	Nolan Sports Complex	High Project	T Maintenance Team joseph velasquez Eric Danner Hue Vang	03/17/2023		✓ Done Completed by Eric Danner on 03/17/2023
#1575	Pick up tree branches at playtown park	Nolan Sports Complex	Safety Repair	Eric Danner Hue Vang			✓ Done Completed by Eric Danner on 03/17/2023
#1525	AC Janitorial	Activity Center	Maintenance	Marco Aispuro Victoria Anton	03/19/2023		✓ Done Completed by Marco Aispuro on 03/19/2023
#1524	AC Janitorial	Activity Center	Maintenance	Marco Aispuro Victoria Anton	03/18/2023		✓ Done Completed by Marco Aispuro on 03/19/2023
#1523	Gymnastics Event Prep	Activity Center	Maintenance	joseph velasquez Victoria Anton			✓ Done Completed by joseph velasquez on 03/20/2023
#1042	Shop Trim needs to be painted	Maintenance Shop	Low Project	joseph velasquez Marco Aispuro Brandi DeGennaro			✓ Done Completed by joseph velasquez on 03/20/2023
#1595	AC woman's stall leaking		High Maintenance	Eric Danner Chris Narayan			✓ Done Completed by Chris Narayan on 03/20/2023
#203	Fix leak in men's restroom toilet at AC	Activity Center	High Repair	Eric Danner Chris Narayan			✓ Done Completed by Chris Narayan on 03/20/2023
#1396	Skate Park Graffiti Cleanup	Bedrock Skate Park	Medium Maintenance	Eric Danner Marco Aispuro			✓ Done Completed by Marco Aispuro on 03/21/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#1452	Cleaning and taking the weeds out on the beach	Riverbend Park	<div style="background-color: #f9a825; padding: 2px; border-radius: 3px; display: inline-block;">Medium</div> <div style="border: 1px solid #4a90e2; border-radius: 3px; padding: 2px; display: inline-block;">Maintenance</div>	joseph velasquez Jesus Aispuro Marco Aispuro Julian Guzman			<div style="color: green;">✓</div> Done Completed by joseph velasquez on 03/21/2023
#1606	Spray Soccer fields	Riverbend Park	<div style="background-color: #f9a825; padding: 2px; border-radius: 3px; display: inline-block;">Medium</div> <div style="border: 1px solid #4a90e2; border-radius: 3px; padding: 2px; display: inline-block;">Maintenance</div>	<div style="background-color: #27ae60; color: white; padding: 2px; border-radius: 3px; display: inline-block;">T</div> Maintenance Team joseph velasquez	03/16/2023		<div style="color: green;">✓</div> Done Completed by joseph velasquez on 03/21/2023