

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

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

**FINANCE COMMITTEE MEETING**

September 19, 2019

*Location: FRRPD Board Room*

**Open Session 4:30 PM**

**AGENDA**

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

**1. CALL MEETING TO ORDER**

Time: \_\_\_\_\_

**2. ROLL CALL**

Director Devin Thomas \_\_\_\_\_  
Director Sonny Brandt \_\_\_\_\_

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

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

**5. REGULAR AGENDA**

**A. August Financials (Appendix A)**

- 1. Income Statement**
- 2. Charts**
- 3. Balance Sheet**
- 4. Fixed Assets and Loan Payment Detail**
- 5. Check Register**
- 6. Cash Flow through December 2019**

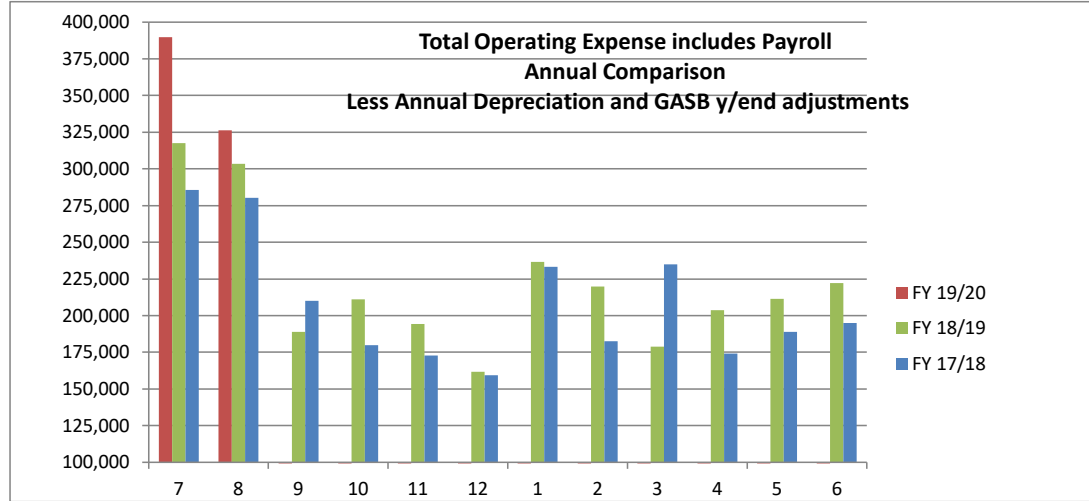
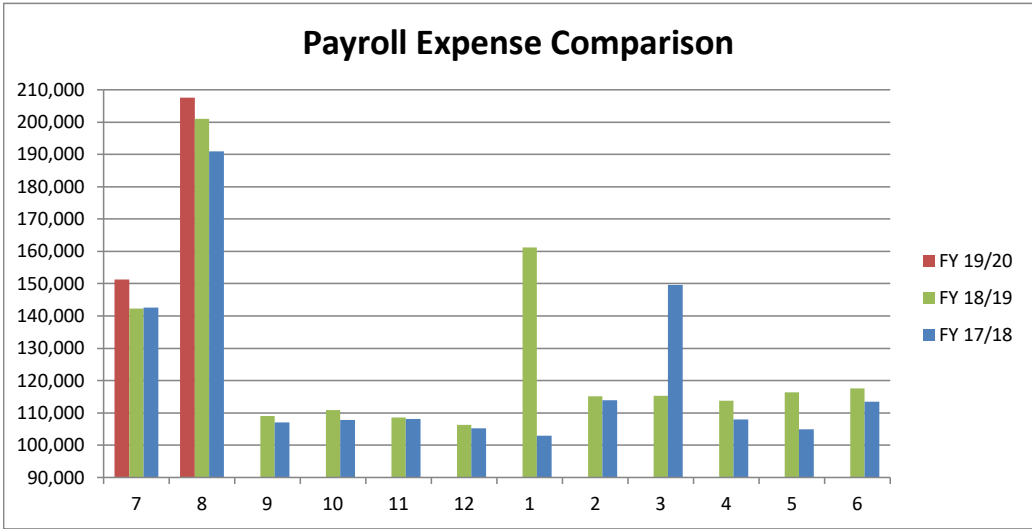
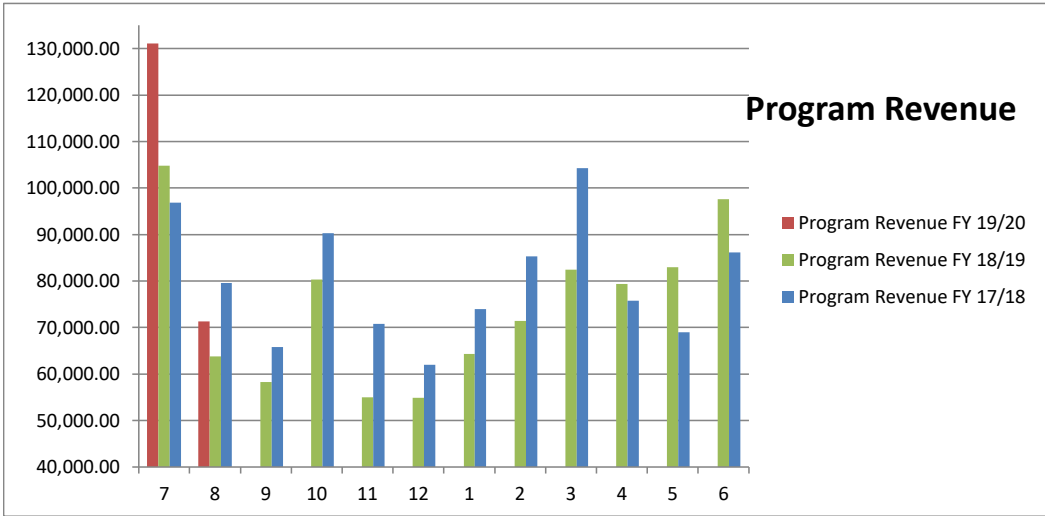
**B. Starting Pay Scale Change: Marketing Specialist (Appendix B)**

**6. ADJOURNMENT**

Time: \_\_\_\_\_



Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses										MONTHLY ACTUAL VS. MONTHLY BUDGET											
Year to Date Income Statement and Staff Report										Annual Budget divided by "X" amount of months											
PAYROLL USE										5 out of 26 payroll paid out											
Aug-19										19%											
YTD										YTD BUDGET											
YTD										YTD											
Annual										17%											
Over										100%											
ACTUAL YTD										MONTHLY											
Aug-19										Aug-19											
BUDGET										Over											
TOTAL										YTD											
<b>NOT FINAL: WAITING ON COUNTY, BANK AND MONTHLY RECONCILIATION. The prior fiscal year 2018-19 is not closed.</b>																					
STAFF REPORT. COMPARE 2 MONTHS REVENUE/EXPENSES. YTD totals and budget comparison										Jul-19	Aug-19	TOTAL	Budget	(Under)	% used	Staff Comments	TOTAL	2	(Under)	% used	STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS
5261 - Building R&M										2,949	1,423	4,372	40,000	(35,628)	11%	Aug19: Forbestown Hall paint \$250, Act Center preschool floor replace/repair \$900	4,372	6,667	(2,295)	66%	
5262 - Equipment R&M										950	849	1,799	17,500	(15,701)	10%		1,799	2,917	(1,118)	62%	
5263 - General R&M										663	1,025	1,688	20,000	(18,312)	8%		1,688	3,333	(1,645)	51%	
5264 - Grounds R&M										1,902	6,111	8,013	40,000	(31,987)	20%	Aug19: Palermo drainage flooding repair \$2k, Sheriff work crew \$4k	8,013	6,667	1,346	120%	Irrigation expense higher in summer months
5265 - Janitorial Supplies										1,570	2,679	4,249	29,500	(25,251)	14%	Aug19: Summer high activity in Park, higher expense trash cans, liners, etc	4,249	4,917	(668)	86%	
5266 - Vandalism Repair										114		114	8,000	(7,886)	1%		114	1,333	(1,219)	9%	
5267 - Vehicle R&M										189	493	682	4,000	(3,318)	17%		682	667	15	102%	
5268 - Aquatics Pool R&M										7,599	8,476	16,075	40,000	(23,925)	40%		16,075	6,667	9,408	241%	Summer aquatics program
5269 - Outside Contractor/Service										2	2,635	2,637	15,000	(12,363)	18%	Aug19: Electrician Nelson 4 field lights \$2.5k	2,637	2,500	137	105%	
Total: Repairs & Maintenance										15,938	23,691	39,629	214,000	(174,371)	19%		39,629	35,667	3,962	111%	
5270 - Security										6,094	5,840	11,934	25,000	(13,066)	48%	\$5k/month additional security patrol at Riverbend	11,934	4,167	7,767	286%	Not budgeted: Board approved \$5k/mo additional security patrol at Riverbend.
Supplies - Consumable																					
5281 - Misc Staff & Uniform Suppl										161		161	9,000	(8,839)	2%		161	1,500	(1,339)	11%	
5282 - Office Supplies										1,399	568	1,967	6,000	(4,033)	33%		1,967	1,000	967	197%	
5284 - Program Food										1,241	1,369	2,610	13,625	(11,015)	19%		2,610	2,271	339	115%	
5286 - Program Supplies										2,927	5,948	8,875	79,800	(70,925)	11%	Jul19: Gymnastics \$2k, Aug19: Gymnastics \$5.4k	8,875	13,300	(4,425)	67%	\$7.4k gymnastics
5287 - Safety Supplies										208	43	251	5,075	(4,824)	5%		251	846	(595)	30%	
5289 - Site Supplies												0	1,000	(1,000)	0%		0	167	(167)	0%	
Total: Supplies - Consumable										5,936	7,928	13,864	114,500	(100,636)	12%		13,864	19,083	(5,219)	73%	
5290 - Taxes, Lic., Notices & Permits										4,344	596	4,940	5,125	(185)	96%	Annual LAFCO \$3.4k, Annual Preschool Comm License \$750	4,940	854	4,086	578%	many Annual fees are paid in full 1st of the year
5300 - Telephone/Internet										1,010	993	2,003	14,000	(11,997)	14%		2,003	2,333	(330)	86%	
Transportation, Meals & Travel																					
5312 - Air, Lodging, Other Travel										653		653	7,000	(6,347)	9%	Hotel Leadership Conf Board member \$650	653	1,167	(514)	56%	
5314 - Fuel										3,414	2,628	6,042	29,000	(22,958)	21%		6,042	4,833	1,209	125%	Summer months higher fuel expense: mow/weeds
5316 - Meals												0	500	(500)	0%		0	83	(83)	0%	
5318 - Mileage										80	556	636	2,000	(1,364)	32%		636	333	303	191%	
Total: Transportation, Meals & Travel										4,147	3,184	7,331	38,500	(31,169)	19%		7,331	6,417	914	114%	
Utilities																					
5322 - Electric										15,017	14,976	29,993	115,000	(85,007)	26%	Higher expense in summer months.	29,993	19,167	10,826	156%	All utilities are higher in the summer months, will balance to budgeted amount through our the year
5324 - Garbage										2,041	2,265	4,306	25,000	(20,694)	17%		4,306	4,167	139	103%	
5326 - Gas/Propane										115	156	271	7,000	(6,729)	4%		271	1,167	(896)	23%	
5328 - Sewer										156	156	312	5,500	(5,188)	6%		312	917	(605)	34%	
5329 - Water										13,842	16,339	30,181	108,000	(77,819)	28%	Higher expense in summer months.	30,181	18,000	12,181	168%	
Total: Utilities										31,171	33,892	65,063	260,500	(195,437)	25%		65,063	43,417	21,646	150%	
Total Expense										380,900	317,388	698,288	3,057,814	(2,359,526)	23%		698,288	509,636	188,652	137%	
Total Profit (Loss)										(249,778)	(246,112)	(495,890)	110,291	(606,181)			(495,890)	18,382	(514,272)		
Other Income/Expense																					
Other Income																					
4200 - Impact Fee Income										6,636	5,620	12,256					12,256	0			
4910 - Interest Income - Impact Fees																		0			
4910 Insurance Proceeds										2,709	6,955	9,664					9,664	0			
Total Other Income										9,345	12,575	21,920					21,920	0			
Other Expense																					
7000   Year End Adj Fair Value Adjustment												0					0				
7210 - Debt Interest Expense										8,751	8,751	17,502	102,018				17,502	17,003			
Total Other Expense										8,751	8,751	17,502	102,018				17,502	17,003			
Net Other Income										594	3,824	4,418					4,418	0			
Net Income										(249,184)	(242,288)	(491,472)	8,273				(491,472)	1,379			



Feather River Recreation & Park District  
Balance Sheet  
As of August 31, 2019

10:48 AM  
09/16/2019  
Accrual Basis

	Aug 31, 19	Aug 31, 18	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>1010 - Treasury Cash</b>				
1010.1 - Treasury Cash - General	1,003,179.65	477,580.24	525,599.41	110.06%
1010.2 - Treasury Cash - Reserve	332,494.00	373,594.00	-41,100.00	-11.0%
<b>Total 1010 - Treasury Cash</b>	<b>1,335,673.65</b>	<b>851,174.24</b>	<b>484,499.41</b>	<b>56.92%</b>
1020 - Imprest Cash	1,000.00	853.02	146.98	17.23%
1030 - BofW - Merchant Acct.	200,577.59	125,538.60	75,038.99	59.77%
1031 - BofW Project INS PROCEEDS	1,341,235.91	1,235,567.81	105,668.10	8.55%
1040 - Fund 2610 - BAD	39,721.49	43,626.76	-3,905.27	-8.95%
<b>1050 - Impact Fees</b>				
1051 - Impact - Parklands	370,867.13	213,328.48	157,538.65	73.85%
1052 - Impact - Public Use	19,060.06	7,562.59	11,497.47	152.03%
1053 - Impact - Aquatics	53,165.42	33,117.90	20,047.52	60.53%
<b>Total 1050 - Impact Fees</b>	<b>443,092.61</b>	<b>254,008.97</b>	<b>189,083.64</b>	<b>74.44%</b>
<b>Total Checking/Savings</b>	<b>3,361,301.25</b>	<b>2,510,769.40</b>	<b>850,531.85</b>	<b>33.88%</b>
<b>Accounts Receivable</b>				
1210 - Accounts Receivable	-20,917.93	40,631.82	-61,549.75	-151.48%
<b>Total Accounts Receivable</b>	<b>-20,917.93</b>	<b>40,631.82</b>	<b>-61,549.75</b>	<b>-151.48%</b>
<b>Other Current Assets</b>				
1302 - FEMA Riverbend Claim A/R	2,839.00	226,347.00	-223,508.00	-98.75%
1310 - Miscellaneous Receivables	11,159.79	0.00	11,159.79	100.0%
1316 - Prepaid Expenses/Debt Interest	8,751.06	9,394.83	-643.77	-6.85%
1320 - Umpqua Bank Project Fund	188,856.12	188,856.12	0.00	0.0%
<b>Total Other Current Assets</b>	<b>211,605.97</b>	<b>424,597.95</b>	<b>-212,991.98</b>	<b>-50.16%</b>
<b>Total Current Assets</b>	<b>3,561,989.29</b>	<b>2,975,999.17</b>	<b>575,990.12</b>	<b>19.36%</b>
<b>Fixed Assets</b>				
1410 - Land	627,494.00	627,494.00	0.00	0.0%
1420 - Buildings & Improvements	10,351,016.51	10,314,889.08	36,127.43	0.35%
1430 - Equipment & Vehicles	874,015.40	834,044.09	39,971.31	4.79%
<b>1440 - Construction in Progress</b>				
1443 - CIP Riverbend Restoration RB99	4,678,408.25	2,208,801.61	2,469,606.64	111.81%
1447 - CIP Berry Creek Bathroom BC99	0.00	30,419.35	-30,419.35	-100.0%
1449 - CIP Palermo Park	0.00	3,333.74	-3,333.74	-100.0%
1450 - CIP Feather River Trail FRT99	3,241.63	0.00	3,241.63	100.0%
<b>Total 1440 - Construction in Progress</b>	<b>4,681,649.88</b>	<b>2,242,554.70</b>	<b>2,439,095.18</b>	<b>108.76%</b>
1499 - Accumulated Depreciation	-4,283,320.47	-4,283,320.47	0.00	0.0%
<b>Total Fixed Assets</b>	<b>12,250,855.32</b>	<b>9,735,661.40</b>	<b>2,515,193.92</b>	<b>25.84%</b>
<b>Other Assets</b>				
<b>1550 - GASB 68 CalPERS Valuation</b>				
1551 - GASB68 Deferred Outflow Pension	232,623.00	232,623.00	0.00	0.0%
<b>Total 1550 - GASB 68 CalPERS Valuation</b>	<b>232,623.00</b>	<b>232,623.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Other Assets</b>	<b>232,623.00</b>	<b>232,623.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>16,035,467.61</b>	<b>12,944,283.57</b>	<b>3,091,184.04</b>	<b>23.88%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 - Accounts Payable	49,338.62	632,559.08	-583,220.46	-92.2%
<b>Total Accounts Payable</b>	<b>49,338.62</b>	<b>632,559.08</b>	<b>-583,220.46</b>	<b>-92.2%</b>
<b>Credit Cards</b>				
2300 - Credit Cards Payable	420.25	2,415.13	-1,994.88	-82.6%
2350 - Supplier Accounts	4,435.12	660.99	3,774.13	570.98%
<b>Total Credit Cards</b>	<b>4,855.37</b>	<b>3,076.12</b>	<b>1,779.25</b>	<b>57.84%</b>
<b>Other Current Liabilities</b>				
2100 - Payroll Liabilities	-46,222.97	-14,441.55	-31,781.42	-220.07%
2210 - Accrued Debt Interest	0.01	0.00	0.01	100.0%
2400 - Deposits/Refunds to Customers	50.00	0.00	50.00	100.0%
2410 - Gift Certificate Liability	-5.00	0.00	-5.00	-100.0%
<b>Total Other Current Liabilities</b>	<b>-46,177.96</b>	<b>-14,441.55</b>	<b>-31,736.41</b>	<b>-219.76%</b>
<b>Total Current Liabilities</b>	<b>8,016.03</b>	<b>621,193.65</b>	<b>-613,177.62</b>	<b>-98.71%</b>
<b>Long Term Liabilities</b>				

Feather River Recreation & Park District  
Balance Sheet  
As of August 31, 2019

10:48 AM  
09/16/2019  
Accrual Basis

	Aug 31, 19	Aug 31, 18	\$ Change	% Change
2954 · Ford Motor Vehicle Loan	19,390.37	28,667.33	-9,276.96	-32.36%
2955 · Umpqua Bank Tax Exempt Bond A	2,991,035.00	3,196,955.00	-205,920.00	-6.44%
2960 · Umpqua Bank Taxable Bond B	133,000.00	157,999.98	-24,999.98	-15.82%
2975 · GASB 68 CalPERS Liab Valuation				
2976 · GASB 68 Deferred Inflow Pension	149,733.00	149,733.00	0.00	0.0%
2977 · GASB 68 Net Pension Liability	844,607.00	844,607.00	0.00	0.0%
Total 2975 · GASB 68 CalPERS Liab Valuation	994,340.00	994,340.00	0.00	0.0%
Total Long Term Liabilities	4,137,765.37	4,377,962.31	-240,196.94	-5.49%
Total Liabilities	4,145,781.40	4,999,155.96	-853,374.56	-17.07%
Equity				
3010 · Imprest Cash Reserve	1,000.00	1,000.00	0.00	0.0%
3020 · General Reserve	20,000.00	20,000.00	0.00	0.0%
3030 · Investment in Assets	6,439,516.82	6,439,516.82	0.00	0.0%
3040 · General Fund Balance	-1,461,551.34	-1,461,551.34	0.00	0.0%
3050 · Benefit Assessment District	42,695.91	42,695.91	0.00	0.0%
3060 · Impact Fees (general)	246,363.94	246,363.94	0.00	0.0%
3099 · Undistributed Retained Earnings	7,093,129.07	3,124,867.59	3,968,261.48	126.99%
Net Income	-491,468.19	-467,765.31	-23,702.88	-5.07%
Total Equity	11,889,686.21	7,945,127.61	3,944,558.60	49.65%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,035,467.61</b>	<b>12,944,283.57</b>	<b>3,091,184.04</b>	<b>23.88%</b>

Feather River Recreation & Park District  
 Detail Fixed Asset & Bonds  
 As of August 31, 2019

11:01 AM  
 09/16/2019  
 Accrual Basis

	Date	Source Name	Memo	Amount	Balance
<b>1031 · BofW Project INS PROCEEDS</b>					<b>1,684,728.22</b>
	08/06/2019	Dept of Fish and Wildlife	REQUEST TO AMEND STREAMBED	-447.25	1,684,280.97
	08/15/2019	FEATHER RIVER RECREATION & PARK DI	TRANSFER FROM INS PROCEEDS RES 1909-19	-350,000.00	1,334,280.97
	08/16/2019	SDRMA	PLAYTOWN PORTABLE TOILETS, TO BE TRANSFERRED TO GENERAL FUND SEP19	6,954.94	1,341,235.91
Total 1031 · BofW Project INS PROCEEDS				-343,492.31	1,341,235.91
<b>1302 · FEMA Riverbend Claim A/R</b>					<b>2,839.00</b>
Total 1302 · FEMA Riverbend Claim A/R					2,839.00
<b>1320 · Umpqua Bank Project Fund</b>					<b>188,856.12</b>
Total 1320 · Umpqua Bank Project Fund					188,856.12
<b>1410 · Land</b>					<b>627,494.00</b>
Total 1410 · Land					627,494.00
<b>1420 · Buildings &amp; Improvements</b>					<b>10,351,016.51</b>
Total 1420 · Buildings & Improvements					10,351,016.51
<b>1430 · Equipment &amp; Vehicles</b>					<b>834,044.09</b>
	08/31/2019	PALERMO PLAYSTRUCTURE INSTALL/LABOR	F/ASSET 192001 IN SERVICE AUG19 INSTALL CONSTRUCT PALERMO PLAYSTRUCT F/ASSET 171805	39,971.31	874,015.40
Total 1430 · Equipment & Vehicles				39,971.31	874,015.40
<b>1440 · Construction in Progress</b>					<b>4,718,379.56</b>
<b>1443 · CIP Riverbend Restoration RB99</b>					<b>4,678,408.25</b>
Total 1443 · CIP Riverbend Restoration RB99					4,678,408.25
<b>1449 · CIP Palermo Park</b>					<b>39,971.31</b>
	08/31/2019	GE-General:GE7-Capital	F/ASSET 192001 IN SERVICE AUG19 INSTALL CONSTRUCT PALERMO PLAYSTRUCT F/ASSET 171805	-39,971.31	0.00
Total 1449 · CIP Palermo Park				-39,971.31	0.00
Total 1440 · Construction in Progress				-39,971.31	4,678,408.25
<b>2955 · Umpqua Bank Tax Exempt Bond A</b>					<b>-3,043,775.00</b>
	08/01/2019	BANK OF NEW YORK MELLON	2015A PRINCIPAL PAYMENT	52,740.00	-2,991,035.00
Total 2955 · Umpqua Bank Tax Exempt Bond A				52,740.00	-2,991,035.00
<b>2960 · Umpqua Bank Taxable Bond B</b>					<b>-140,000.00</b>
	08/01/2019	BANK OF NEW YORK MELLON	2015B PRINCIPAL PAYMENT	7,000.00	-133,000.00
Total 2960 · Umpqua Bank Taxable Bond B				7,000.00	-133,000.00

Feather River Recreation & Park District  
 Check Register  
 August 2019

9:27 AM  
 09/15/2019  
 Accrual Basis

Date	Num	Name	Memo	Credit
1010 - Treasury Cash				
08/01/2019	85672	HUMANA INSURANCE CO.	657103-001 LIFE PREMIUMS	64.40
08/01/2019	85673	BLUE SHIELD OF CALIFORNIA	4004625 AUG19 HEALTH PREMIUMS	8,138.04
08/01/2019	85675	AFLAC	JRF86 JUL19 PREMIUMS	1,229.92
08/01/2019	85676	DENHAM, LARRY	INSTRUCTOR GYM CAMP	500.00
08/01/2019	85677	OLSSON, SAKI	INSTRUCTOR GYM CAMP	400.00
08/01/2019	85678	STOVALL, JOYANNE	INSTRUCTOR GYM CAMP	1,000.00
08/01/2019	85679	TSUJI, NATHAN	INSTRUCTOR GYM CAMP	500.00
08/01/2019	85680	ALPINE PORTABLE TOILET SERVICE	PORTABLE TOILET RENTAL PLAYTOWN FIRE	8,569.94
08/01/2019	85681	AT&T - CALNET	PHONE LINES	83.24
08/01/2019	85682	BCCA	FINAL INVOICES BERRY CR BATHROOM PROJECT	5,708.08
08/01/2019	85683	Butte County Dept. of Public Health	HAZ WASTE SHOW FA0003547	179.00
08/01/2019	85684	CALF. WATER SERVICE	Acct 520857777 5/10/19-6/11/19	12,127.78
08/01/2019	85685	COMCAST	Acct# 8155 60 019 0233893	123.77
08/01/2019	85686	Crosswell Trucking	GRAVEL GRADE ROAD	657.50
08/01/2019	85687	Department of Water Resources	LEASE RENEWAL	100.00
08/01/2019	85688	Dept. of Social Services	COMMUNITY LICENSE FEE	716.00
08/01/2019	85689	HENNIG, NICOLE	REFUND CAMP	208.00
08/01/2019	85690	JOHN D. CHRISTOFFERSON, INC.	SURVEY TRAIL PROJECT SBF GRANT	1,920.00
08/01/2019	85691	Recreation Project Services Inc.	INSTALL PALERMO PLAYGROUND	3,090.00
08/01/2019	85692	SDRMA	ADDTL INSURANCE 2019-20 BUTTE COUNTY	47.50
08/01/2019	85693	VERIZON WIRELESS	WIRELESS PHONES 842045253-00001	20.00
08/01/2019	85694	BRANDT, CLARENCE SONNY	BOD STIPEND	100.00
08/01/2019	85695	CARTER, MARCIA	BOD STIPEND	200.00
08/01/2019	85696	FOWLER, SCOTT KENT	BOD STIPEND	100.00
08/01/2019	85697	ROCCHI, STEVE	BOD STIPEND	200.00
08/01/2019	85698	AARP	INSTRUCTOR AARP	190.00
08/01/2019	85699	BURLESON, HARRY	INSTRUCTOR FITNESS	61.75
08/01/2019	85700	BANKCARD CENTER	STATEMENT 6280	331.27
08/01/2019	85701	HUFFMAN, MICHELLE.	EXPENSE REIMBR CAMP	2,184.55
08/01/2019	85702	ALL THINGS CLEANING	PARKS RESTROOMS JANITORIAL	5,109.00
08/01/2019	85703	BANKCARD CENTER	STATEMENT 4607	1,790.54
08/01/2019	85704	COMBS, DEZIRAE	REFUND RE5 PP5	115.00
08/01/2019	85705	COMCAST	Acct#8155600190189780 PHONE/INTERENT	423.16
08/01/2019	85706	COMP	PRE EMPLOYEE SCREEN TEACHER	136.50
08/01/2019	85707	FEATHER RIVER AIRE	BIANNUAL HVAC MAINT	2,673.00
08/01/2019	85708	FEATHER RIVER RECREATION & PARK I	REPLENISH PETTY CASH	403.78
08/01/2019	85709	INDUSTRIAL PLUMBING SUPPLY	REPLACE FACETS	1,754.28
08/01/2019	85710	KIMBALL MIDWEST	MISC MAINT	1,061.63
08/01/2019	85711	RENTAL GUYS, INC.	MOWER, LIFT, FORKLIFT RENTAL	7,853.22
08/01/2019	85712	SURPLUS CITY	CONEX RENTAL	245.00
08/01/2019	85713	WAL-MART COMMUNITY	STATEMENT 1712	58.18
08/01/2019	85714	WATKINS PLUMBING INC.	SNACK SEWAR LINES	189.00
08/01/2019	85715	Zee Medical Services	MEDICAL SUPPLIES AT SHOP	86.42
08/01/2019	85716	P.G. & E.	PGE ALL LOCAITONS 6/24/19-7/23/19	15,131.90
08/01/2019	85717-85802	PAYROLL ITEMS	PAYROLLS ITEMS	47,485.45
08/15/2019	85803	PREMIER ACCESS	AUG19 DENTAL PREM 1000548827	932.57
08/15/2019	85804	Anton, Victoria	CELL MILEAGE EXPENSE REIMBR	432.42
08/15/2019	85805	DANNER, ERIC	CELL PHONE REIMBR AUG.	30.00
08/15/2019	85806	GORMAN, THOMAS.	CELL PHONE REIMBR AUG.	30.00
08/15/2019	85807	GRAY, JASON.	MONTHLY CELL REIMBR AUG.	30.00
08/15/2019	85808	HUFFMAN, MICHELLE.	CELL MILEAGE EXPENSE REIMBR	62.00
08/15/2019	85809	PELTZER, DEBORAH.	CELL PHONE REIMBR AUG.	30.00
08/15/2019	85810	RAMIREZ, ZERIMAR.	CELL MILEAGE EXPENSE REIMBR	151.68
08/15/2019	85811	Rohrbacker, Shawn.	MILEAGE OUT OF COUNTY	90.02
08/15/2019	85812	THOMPSON, SCOTT.	MONTHLY CELL REIMBR AUG.	30.00
08/15/2019	85813	TORRES, MONICA.	MONTHLY CELL PHONE REIMBR AUG.	30.00
08/15/2019	85814	VALENCIA, ESTELA.	CELL MILEAGE EXPENSE REIMBR	79.88
08/15/2019	85815	VALENCIA, JUSTIN.	CELL PHONE REIMBR AUG.	30.00
08/15/2019	85816	VANG, HUE.	CELL PHONE REIMBR AUG.	30.00
08/15/2019	85817	Wilson, Bill	CELL REIMBR AUG.	30.00
08/15/2019	85818	WILSON, ROBERT BRIAN	CELL MILEAGE EXPENSE REIMBR	64.64



**Feather River Recreation & Park District**  
**Check Register**  
 August 2019

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 09/15/2019  
 Accrual Basis

Date	Num	Name	Memo	Credit
08/15/2019	85819	ACCULARM SECURITY SYSTEMS	SERVICE CALL	607.50
08/15/2019	85820	BANKCARD CENTER	STATEMENT 0993 GENERAL	2,084.45
08/15/2019	85821	BETTER DEAL EXCHANGE	Acct#701960	105.45
08/15/2019	85822	Butte Concrete Plumbing	CONCRETE FENCE JOB	675.00
08/15/2019	85823	California Special Districts Association	MULTIPLE CONFERENCE	1,275.00
08/15/2019	85824	CINTAS	ACT CENTER JANTIORIAL SUPPLIES	1,982.42
08/15/2019	85825	Colby, Cash	CONCERT IN THE PARK 8/1/19	100.00
08/15/2019	85826	DAWSON OIL COMPANY	62765 FUEL	3,413.68
08/15/2019	85827	EWING	LANDSCAPE DECODER	800.86
08/15/2019	85828	FASTENAL	MISC MAINT	162.55
08/15/2019	85829	FORD MOTOR CREDIT COMPANY LLC	LEASE 9423800 F250	887.55
08/15/2019	85830	Golden Bear Alarms	FBI ALARM SECURITY	109.50
08/15/2019	85831	HOBBS PEST SOLUTIONS, INC.	TREATED EXTERIOR FOR SPIDERS/INSECTS	75.00
08/15/2019	85832	HOME DEPOT	HOME DEPOT STATEMENT JUL19	2,061.85
08/15/2019	85833	HYLTON SECURITY, INC.	SECURITY GUARDS RIVERBEND	5,184.00
08/15/2019	85834	Intuit	CHECKS FOR A/P AND P/R	651.64
08/15/2019	85835	Jimmy's Custom Trophies of Northern CA	NAME PLATES	71.45
08/15/2019	85836	JOHNSON, BRETT	CONCERT IN THE PARK 8/8/19	100.00
08/15/2019	85837	LES SCHWAB TIRES	TRAILER TIRE	134.27
08/15/2019	85838	Lincoln Aquatics	POOL CHEMICALS	7,777.63
08/15/2019	85839	MAZES CONSULTING	IT SUPPORT/SUBSCRIPTIONS	3,915.94
08/15/2019	85840	NORTH YUBA WATER DISTRICT	2695 FBT WATER	122.50
08/15/2019	85841	OLSSON, SAKI	INSTRUCTOR GYM CHOREOGRAPHER	250.00
08/15/2019	85842	OROVILLE POWER EQUIPMENT	BLOWER, PRESSURE WASHER, MISC MAINT	3,756.50
08/15/2019	85843	RECOLOGY BUTTE COLUSA COUNTIES	TRASH ALL SITES	2,081.96
08/15/2019	85844	RIEBES AUTO PARTS	TRUCK PARTS	171.57
08/15/2019	85845	SCHUFELDT, MICHAEL	REFUND	230.00
08/15/2019	85846	SHARP'S LOCKSMITHING	KEYS/LOCKS	67.17
08/15/2019	85847	SOUTH FEATHER WATER & POWER	WATER-PALERMO	81.06
08/15/2019	85848	Staples	STAPLES STATEMENT JUL19	101.79
08/15/2019	85849	State Lands Commission	RIVERBEND LEASE LATE FEE	10.02
08/15/2019	85850	STREAMLINE	Concierge Fee	110.00
08/15/2019	85851	Tractor Supply Co.	TRACTOR SUPPLY STATEMENT	81.16
08/15/2019	85852	TWSD	Water and Sewer	3,457.70
08/15/2019	85853	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE/USAGE	1,009.16
08/15/2019	85854	WAL-MART COMMUNITY	STATEMENT 1712	22.39
08/15/2019	85855	CAPUT, LYNNDIE	INSTRUCTOR FITNESS	78.00
08/15/2019	85856	RONNIE SMITH ENTERPRISES	INSTRUCTOR FITENSS	1,306.50
08/15/2019	85857	Thompson, Traci	8/15/19 CONCERT IN THE PARK	100.00
08/15/2019	85858-85837	PAYROLL ITEMS	PAYROLLS ITEMS	45,170.01
08/15/2019	85938	BANK OF NEW YORK MELLON	JAN18-MAR18 UMPQUA LOANS	85,993.17
08/15/2019	85939	PAYROLL ITEMS	PAYROLLS ITEMS	2,506.87
08/29/2019	85940	PREMIER ACCESS	1000548827 SEP19 PREMIUMS	1,024.36
08/29/2019	85941	BLUE SHIELD OF CALIFORNIA	4004625 SEP19 PREMIUMS	10,682.43
08/29/2019	85942	HUMANA INSURANCE CO.	657103-001 SEP19 LIFE PREMIUMS	84.20
08/29/2019	85943	ALPINE PORTABLE TOILET SERVICE	EQUIPMENT RENTAL - TOILETS	6,954.94
08/29/2019	85944	AT&T - CALNET	PHONE LINES	86.44
08/29/2019	85945	Butte County Sheriff's Office	WORKCREW FOR CLEANUP	2,050.00
08/29/2019	85946	CARTER LAW OFFICE	LEGAL	337.50
08/29/2019	85947	COMCAST	Acct#8155600190189780 PHONE/INTERENT	423.16
08/29/2019	85948	FP MAILING SOLUTIONS	POSTAGE	103.92
08/29/2019	85949	Western Web	ACT GUIDES 7000 SEP-FEB ISSUE	1,817.35
08/29/2019	85950	BURTENSHAW, BRIAN	CONCERT 9 14 19 FEATHER FALLS	100.00
08/29/2019	85951	MILAND, THEODORE	CONCERT 8 9 19	100.00
08/29/2019	85952	BRGC	10/11-13/19 GYM COMPETITION	880.00
08/29/2019	85953	CALF. WATER SERVICE	Acct 520857777 7/12/19-8/09/19	12,964.91
08/29/2019	85954	CHICO RENT-A-FENCE	FENCE	175.50
08/29/2019	85955	CINTAS	ACT CENTER JANTIORIAL SUPPLIES	1,660.53
08/29/2019	85956	COMP	PRE EMPLOYEE SCREEN	366.00
08/29/2019	85957	D & S Asphalt Sealing Company	ADA UPDATE TO PARKING LOT	540.00
08/29/2019	85958	DAVIS DIAMONDS PARENT CLUB	10/5-6/19 GYM COMPETITION	1,140.00
08/29/2019	85959	ELEVATE GYMNASTICS ACADEMY	9/14-15/19 GYM COMPETITION	1,350.00
08/29/2019	85960	EWING	125 SPRINKLERS	522.01

Feather River Recreation & Park District  
**Check Register**  
 August 2019

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Accrual Basis

Date	Num	Name	Memo	Credit
08/29/2019	85961	GAFO	11/8-10/19 GYM COMPETITION	1,200.00
08/29/2019	85962	Industrial Power Products	MISC MAINT	746.73
08/29/2019	85963	Knorr Systems, Inc	POOL PARTS	1,252.69
08/29/2019	85964	MICHAEL THORSON	REFUND	535.00
08/29/2019	85965	Modern Carpet Cleaning	CARPET STAIN REMOVAL	200.00
08/29/2019	85966	OWENS, JENNIFER	8/17 CHOREOGRAPHER	500.00
08/29/2019	85967	P.G. & E.	PGE ALL LOCAITONS 6/24/19-7/23/19	15,131.90
08/29/2019	85968	RIEBES AUTO PARTS	TRUCK PARTS	21.53
08/29/2019	85969	SCHUFELDT, MICHAEL	REMAINDER OF REFUND	50.00
08/29/2019	85970	WAXIE SANITARY SUPPLY	JANITOR SUPPLIES	398.79
08/29/2019	85971	Williams Electric Company, Inc	ELECTRICIAN	3,747.00
08/29/2019	85972	YMCA of Superior California	LIFEGUARD SERVICES	180.00
08/29/2019	85973	BURLESON, HARRY	INSTRUCTOR FITNESS YOUTH JUDO	159.25
08/29/2019	85974-86046	PAYROLL ITEMS	PAYROLLS ITEMS	39,959.25
				<u>421,678.67</u>
Total 1010 · Treasury Cash				<u>421,678.67</u>
<b>TOTAL</b>				<b><u>421,678.67</u></b>

<b>FEATHER RIVER REC AND PARK DISTRICT 8/31/19 CASH FLOW GENERAL FUND</b>	
General Fund Balance as of 8/31/19 plus estimated BoW Merchant Balance	1,203,179
LESS General Fund Allocated \$350k Insurance Proceeds and Reserves \$333k	(683,000)
<b>Available Balance General Fund 8/31/19</b>	<b>520,179</b>
Sep-Nov cash in program revenue Estimated \$65k per month (budgeted is \$93k/month, excluded for this report gymnastics full budget and used previous f/year actual revenue)	195,000
Oct19 Gymnastics Meet budget Cash in	45,000
Accounts Payable balance 8/31/19 cash out	50,000
Sep-Nov expenses normal \$225k per month	(675,000)
November loan payment	(86,000)
Bobcat	(55,000)
Act Center small gym (less Public Use Impact Fees, total project \$25k)	(6,000)
Trailer/Truck purchase- Utility truck approved and budgeted. Possible Change	(60,000)
truck payment 3 trucks Sep-Nov	(2,250)
<b>11/30/19 Available General Fund Balance</b>	<b>(74,071)</b>
December monthly expenses	(200,000)
December estimated income	65,000
<b>December General Fund Balance- pending Dec tax payment</b>	<b>\$ (209,071)</b>
Tax payment received mid to late December	775,000

FEATHER RIVER REC AND PARK DISTRICT 8/31/19 CASH FLOW GENERAL FUND	
<b>OTHER FUNDS: PROJECT AND IMPACT FEES</b>	
<b>Impact Parklands:</b>	371,000
Possible Project Berry Creek Play equipment	(50,000)
Budget lists Nelson Pool SBF Matching (amount unknown, must be new construction)	(110,000)
<b>Balance Parklands Impact (new construction only)</b>	<b>211,000</b>
 <b>Impact Public Use:</b>	19,000
Budget list Act Center Small Gym remodel	(19,000)
<b>Balance Impact Public Use:</b>	<b>0</b>
 <b>Impact Aquatics:</b>	53,000
Nelson Pool SBF Matching (splash pad is new)	(53,000)
<b>Balance Aquatics:</b>	<b>0</b>
 <b>Umpqua Project Fund</b>	188,000
100% toward Nelson SBF match	(188,000)
<b>Balance Project Fund</b>	<b>0</b>
 <b>Ins Proceeds Admin Expenses in General Fund</b>	350,000
Listed in Budget as possible projects: \$140k roof Act Center, \$75k IT upgrade, \$50k Nelson Field light replacement, \$85k tax assessment feasibility survey	(350,000)
<b>Balance Ins Proceeds in Gen Fund</b>	<b>0</b>
 <b>BAD full f/year 2019-20 both income and expenses</b>	39,721
estimated f/year tax cash in (2019-20)	288,000
budgeted maintenance direct expense	(288,000)
\$10k contingency balance	(10,000)
Skatepark fence project- on-going since 2015	(29,000)
<b>Balance BAD 6/30/20</b>	<b>721</b>



## STAFF REPORT

**DATE: SEPTEMBER 19, 2019**

**TO: FINANCE COMMITTEE**

**FROM: DEBORAH PELTZER, BUSINESS MANAGER**

**RE: CHANGE STARTING PAY SCALE**

### SUMMARY

Change the starting pay scale immediately for the Marketing Specialist position

### BACKGROUND

**Marketing Specialist:** Staff is requesting to change the part-time Marketing Specialist starting hourly pay scale from \$12.25 to \$15.00 in the accounting department. This position requires college level skills including but not limited to graphic art software knowledge, large event coordination experience, in-depth skills promoting the District social media, and serves as a District media spokesperson. To expand the pool of candidates applying for this important position, staff recommends increasing the hourly rate to match the skill set and experience required for this role.

### BUDGETARY IMPACT

Marketing Specialist pay scale change: increase to payroll estimated \$5k annually. The payroll Admin budget can handle this change and remain within the budgeted payroll amount.

### RECOMMENDATION

GM Rohrbacker and BM Peltzer recommends approval

### ALTERNATIVE ACTIONS

NA

### ATTACHMENTS

Detailed job description



## Job Description

**Title:** Marketing Specialist  
**Department:** Administration

**Status:** Part-time  
**Starting Wage:** \$15.00/hour

### JOB SUMMARY:

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

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

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

*Approved December 15, 2015 (Change starting pay scale pending approval September 2019)*

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

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



#### **REQUIRED KNOWLEDGE AND SKILLS:**

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

#### **EDUCATION, CERTIFICATIONS AND LICENSES:**

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

#### **ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:**

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

#### **ADDITIONAL INFORMATION:**

**Reports to:** Executive Administrator

**Direct Reports:** N/A

*Approved December 15, 2015 (Change starting pay scale pending approval September 2019)*

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