



FEATHER RIVER RECREATION & PARK DISTRICT
Regular Board Meeting
July 23, 2024

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

OUR MISSION: 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.

AGENDA **CLOSED SESSION AT 5:00 PM, OPEN SESSION IMMEDIATELY FOLLOWING**

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

CALL MEETING TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

MISSION STATEMENT

CLOSED SESSION

- 1. Pursuant to Government Code Section 54957: Personal Exemption: Public Employee Discipline/Dismissal/Release**

ANNOUNCEMENT(S) FROM CLOSED SESSION

- 1.**

PUBLIC COMMENT

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

CONSENT AGENDA

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

- 1. June 25, 2024 Regular Board Meeting Minutes (Appendix A)**
- 2. June 2024 Financials (Appendix B)**
- 3. July 1, 2024 Special Board Meeting Minutes (Appendix C)**
- 4. Resolution 2033-24: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Approving The Transfer Of Funds In The Amount Of \$361,800 From County Accounts: Benefit Assessment Fund 2610 To The General Fund Account 2600 (Appendix D)**

Consent Agenda Motion:

Vote:

ACTION ITEMS

1. FRRPD Organization Chart Update (Appendix E)

Staff is requesting the Board Approve the revised District Organization Chart for Fiscal Year 2024-2025.

Motion:

Vote:

2. Resolution 2034-234: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Approving the Final Budget for Fiscal Year 2024-2025 (Appendix F)

Staff is requesting the Board approve Resolution 2034-24 and adopt the Final Budget for Fiscal Year 2024-2025.

Motion:

Vote:

3. Resolution 2035-24: A Resolution Of The Board Of Directors A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Acknowledging The Completion Of The MLK Parking Lot Asphalt Resurfacing Project Fixed Asset Number 232402 (Appendix G)

Staff is requesting the Board to approve Resolution 2035-24 as the MLK Parking Lot Asphalt Resurfacing Project has been completed.

Motion:

Vote:

4. Resolution 2036-24: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Acknowledging The Completion Of The Riverbend Entrance Gate Repair Project At Riverbend Park (Appendix H)

Staff is requesting the Board to approve Resolution 2036-24 as the Riverbend Entrance Gate Repair Project has been completed.

Motion:

Vote:

5. Resolution 2037-24: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Acknowledging The Completion Of The Bedrock Tennis Court Lighting Upgrade Project (Appendix I)

Staff is requesting the Board to approve Resolution 2037-24 as the Bedrock Tennis Court Lighting Upgrade Project has been completed.

Motion:

Vote:

6. Regular Board Meeting Date Change (Appendix J)

Staff is requesting the Board to approve rescheduling the November and December regular board meetings due to regular meetings occurring during holiday weeks.

Motion:

Vote:

7. Schedule Board Member Park Tour

Staff is requesting the Board Members schedule a tour of the District's parks.

Motion:

Vote:

8. Annual Oroville Economic Alliance Dinner (Appendix K)

Staff is inquiring on whether Board Members would like to attend the Annual Oroville Economic Alliance Dinner.

Motion:

Vote:

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

UNFINISHED BUSINESS

1. BBQs in Riverbend Park Gazebos

Find a solution for the ongoing challenges with unapproved use of BBQ/Grills in the park gazebo/picnic areas.

2. Resolution 2028-24: A Resolution of The Board Of Directors Of The Feather River Recreation And Park District Approving The Workplace Violence Prevention Program (Appendix M)

Staff is requesting the Board of Directors to approve and adopt the new Workplace and Violence Prevention Program.

Motion:

Vote:

3. Resolution No. 2031-24: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Ordering The Levy Of Special Taxes For Fiscal Year 2024-25 Within Community Facilities District No. 2022-01 (Park Maintenance)

Staff is requesting the Board of Directors approve Resolution 2031-24 so the District can provide Services to Tax Zone No. 1

BOARD ITEMS FOR UPCOMING AGENDA(S)

ADJOURNMENT



FEATHER RIVER RECREATION & PARK DISTRICT
Regular Board Meeting
June 25, 2024

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

OUR MISSION: 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.

DRAFT MINUTES

Open Session 5:00 PM/Closed Session Following

Written comments must be sent to KendyleL@frprd.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.

MEETING CALLED TO ORDER AT 5:07 PM

ROLL CALL

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

PLEDGE OF ALLEGIANCE

MISSION STATEMENT

CLOSED SESSION

- 1. Pursuant to Government Code Section 54957: Personnel Exemption: General Manager Contract**

ANNOUNCEMENT(S) FROM CLOSED SESSION

1. The board has approved the General Manager Contract for Brian Wilson. Starting annual salary \$85k, plus \$150/month stipend. Salary may increase by \$5k on December 1, 2024, and annually followed by a satisfactory performance evaluation by the Board of Directors. This decision was approved unanimously by the board.

PUBLIC COMMENT

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

1. Correspondence was received in favor of keeping the Activity Center building and against keeping the Activity Center building.

PUBLIC HEARINGS

- 1. Public Hearing: 2024-2025 Fiscal Year Budget (no action)**
Final Fiscal Year Budget adoption is scheduled for July 25th.
- 2. Public Hearing: 2024-2025 Engineers Report (no action)**
Final Engineers Report adoption is scheduled for July 25th.

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. **May 28, 2024 Regular Board Meeting Minutes**
2. **May 2024 Financials**

Director DeLong made a motion to approve the consent agenda.

Director Brandt seconded the motion.

*The motion passed with a unanimous vote.

NON-ACTION ITEMS

1. **Nelson Sports Complex Conceptual Layout**

Staff are providing a revised conceptual layout and cost estimates for the Nelson Sports Complex project.

ACTION ITEMS

1. **Resolution No. 2030-24: A Resolution Approving Engineer's Report, Confirming Diagram and Assessment and Ordering the Continuation of Assessment for Fiscal Year 2024-25 for the Park Maintenance and Recreation Improvement District of the Feather River Recreation and Park District**

Staff is requesting the Board of Directors consider Resolution 2030-24, approving the Engineer's Report for Fiscal Year 2024-25

Director Brandt made a motion to approve Resolution 2030-24.

Director DeLong seconded the motion.

*The motion passed with a unanimous vote.

2. **Resolution No. 2031-24: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Ordering The Levy Of Special Taxes For Fiscal Year 2024-25 Within Community Facilities District No. 2022-01 (Park Maintenance)**

Staff is requesting the Board of Directors approve Resolution 2031-24 so the District can provide Services to Tax Zone No. 1

*No action. The agenda item has been tabled for the next meeting to allow for further research.

3. **Resolution No. 2032-24: A Resolution of The Feather River Recreation and Park District Board of Directors Adopting the 2024-25 Appropriations Limitations**

Staff is requesting the Board of Directors consider Resolution 2032-24, approving the Appropriations Limitations for Fiscal Year 2024-25

Director Brandt made a motion to approve Resolution 2032-24.

Director DeLong seconded the motion.

*The motion passed with a unanimous vote.

4. **Palermo Park Swimming Pool**

Palermo Park Pool has been shut down for two consecutive seasons due to equipment issues and system leaks. Staff is requesting board review and discussion related to the Palermo Park Swimming Pool

*The board provided staff with direction to collect formal bids for the proper repair/replacement of all failed/failing systems and leaks at Palermo Swimming Pool.

5. Surplus Mowers

The Hustler Super 104 Mower and Husqvarna 48" mower have reached their service life. Staff is requesting to surplus old mowers to help offset the cost of new mowers.

Director DeLong made a motion to allow staff to surplus the two mowers.

Director Brandt seconded the motion.

*The motion passed with a unanimous vote.

6. Purchase New Mowers

FRRPD maintenance team needs to replace two failed zero-turn mowers. Staff is requesting an allocation of up to \$12000 dollars to purchase two new Toro Time cutter 54".

Director Brandt made a motion to approve the purchase of two new mowers.

Director DeLong seconded the motion.

*The motion passed with a unanimous vote.

DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS**UNFINISHED BUSINESS****1. BBQs in Riverbend Park Gazebos**

Find a solution for the ongoing challenges with unapproved use of BBQ/Grills in the park gazebo/picnic areas.

2. Resolution 2028-24: A Resolution of The Board Of Directors Of The Feather River Recreation And Park District Approving The Workplace Violence Prevention Program

Pending Legal Review.

BOARD ITEMS FOR UPCOMING AGENDA(S)

1. July: Regular Board Meeting: Adopt Final Budget

2. Resolution No. 2031-24: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Ordering The Levy Of Special Taxes For Fiscal Year 2024-25 Within Community Facilities District No. 2022-01 (Park Maintenance)

MEETING ADJOURNED AT 7:44 PM

Feather River Recreation & Park District

Check Register

June 2024

Check Date	Check No.	Vendor	Description	Amount
Payroll				
06/13/2024	95424-95445	Payroll	Checks	5,500.04
06/13/2024	95491-95497	Payroll	Checks	1,012.57
06/13/2024	95446	State Disbursement Unit	Garnishment	279.69
06/13/2024	DD06132401-DD	Payroll	Direct Deposit	16,681.72
06/27/2024	95499-95527	Payroll	Checks	14,406.36
06/27/2024	95528	State Disbursement Unit	Garnishment	279.69
06/27/2024	DD06272401-DD	Payroll	Direct Deposit	17,870.33
06/13/2024	95468	AFLAC	May Statement	1,628.80
06/13/2024	95466	BLUE SHIELD OF CALIFORNIA	July Statemet	9,301.89
06/13/2024	95467	PRINCIPAL GROUP BENEFITS	July Statemet	887.54
06/27/2024	95529	UPEC LOCAL	June Dues	252.50
BOD Stipends				
06/13/2024	95448	BRANDT, CLARENCE SONNY	May 2024 BOD Stipend	400.00
06/13/2024	95449	DELONG, SHANNON	May 2024 BOD Stipend	400.00
06/13/2024	95450	FOWLER, SCOTT KENT	May 2024 BOD Stipend	400.00
06/13/2024	95455	PASSMORE, GREG	May 2024 BOD Stipend	400.00
06/13/2024	95457	THOMAS, DEVIN	May 2024 BOD Stipend	400.00
Utilities				
06/13/2024	95462	PG&E RECOLOGY BUTTE COLUSA	May Statement	13,937.98
06/13/2024	95464	COUNTIES SOUTH FEATHER WATER &	May Statement	2,264.46
06/13/2024	95485	POWER THERMALITO WATER AND SEWER	May Statement	38.36
06/13/2024	95486	DISTRICT	May Statement	912.85
06/13/2024	95480	NORTH YUBA WATER DISTRICT	May Statement	27.25
06/27/2024	95543	PG&E	June Statement	16,627.88
06/27/2024	95534	CAL. WATER SERVICE SOUTH FEATHER WATER &	June Statement	9,395.87
06/27/2024	95546	POWER	June Statement	38.78
DOJ Reimbursement				
06/13/2024	95451	Jonny Cueva'	End of Season DOJ Reimbursement	67.00
06/13/2024	95452	Madalyn Robertson'	End of Season DOJ Reimbursement	67.00
06/13/2024	95453	Olivia Robertson'	End of Season DOJ Reimbursement	67.00
RecDesk Refunds				
06/13/2024	95454	Oroville City Elementary School District	Thompson Fire Refund	750.00
06/13/2024	95456	Rainy Irwin	Cleaning Deposit Refund	50.00
06/27/2024	95530	Allan Riley	Cleaning Deposit Refund	75.00
06/27/2024	95531	Ricardo Taboada	Cleaning Deposit Refund	75.00

Feather River Recreation & Park District

Check Register

June 2024

Check Date	Check No.	Vendor	Description	Amount
Employee Reimbursements				
06/13/2024	95458	VELASQUEZ, JOE	Employee Milage	250.87
06/13/2024	95459	WOOD, JOELLE.	Employee Milage	13.24
06/13/2024	95487	VALENCIA, ESTELA.	Reimbursement Summer Camp	23.10
06/13/2024	95470	BERG, LARRY.	Reimbursement Irrigation Supply	19.38
Check Date 6/13/24				
06/13/2024	95460	CINTAS	First Aid Cabinets	92.14
06/13/2024	95461	Oil Changers	May Statement	110.25
06/13/2024	95463	RECDESK LLC	Annual Statement	7,200.00
06/13/2024	95465	SacValleyLaw LLP	May Statement	2,100.00
06/13/2024	95469	ALL THINGS CLEANING	May Parks Janitorial 2024	6,440.00
06/13/2024	95471	BETTER DEAL EXCHANGE	May Statement	580.64
06/13/2024	95472	CALTRONICS	May Statement	161.83
06/13/2024	95473	DAWSON OIL COMPANY	May 2024 Fuel Gallons	2,207.81
		DEL-MAR RENTAL & LANDSCAPE		
06/13/2024	95474	SUPPLY	May Statement	546.25
06/13/2024	95475	Five Star Bank	May Statement	5,178.73
06/13/2024	95476	INSIDE OUT DESIGNS	Sign for Pool and Van	156.50
06/13/2024	95477	LES SCHWAB TIRES	May Statement	896.59
06/13/2024	95478	Mendes Supply Company	Toilet Paper	123.74
06/13/2024	95479	MJB Welding Supply	Welding Gas	181.69
06/13/2024	95481	PRECISION PUMP COMPANY	Palermo Pump Service Call	200.00
		SAL RODRIGUEZ LANDSCAPE		
06/13/2024	95482	LLC	May Statement	11,200.00
06/13/2024	95483	SHARP'S LOCKSMITHING	May Statement	2,385.00
06/13/2024	95484	Sims Tree Health, Inc.	Assessment of Health after Vandalization	450.00
		WELLS FARGO VENDOR		
06/13/2024	95488	FINANCIAL, LLC	May Statement	187.23
06/13/2024	95489	Western Tree Nursery, Inc.	Tree Ties	134.06
			Lift and Trouble Shooting Irrigation @	
06/13/2024	95490	Williams Electric Company, Inc	Nelson	2,025.00
			May Billing and Server Renewal Backup	
06/13/2024	95498	MAZES CONSULTING	Annual	1,189.96
Check Date 6/27/24				
06/27/2024	95532	Anthem Sports, Inc	Field Bases Replacements	852.77
06/27/2024	95533	AT&T - CALNET	May Statement	116.66
			Summer Camp on dates 6/20/24 and	
06/27/2024	95535	California State Parks	8/1/24 at the North Forebay	25.00
06/27/2024	95536	CINTAS	First Aid Cabinets	304.06
06/27/2024	95537	COMCAST	Shop and Office Phone/Internet	1,112.54
06/27/2024	95538	Comer's Print Shop	Business Cards Brian and Kendyle	119.08
06/27/2024	95539	EAGLE SECURITY SYSTEMS INC.	Security District Office	292.14
		FORD MOTOR CREDIT COMPANY		
06/27/2024	95540	LLC	May Statement	758.39

Feather River Recreation & Park District

Check Register

June 2024

Check Date	Check No.	Vendor	Description	Amount
06/27/2024	95541	HOBBS PEST SOLUTIONS, INC.	Inv. No. 182389	250.00
06/27/2024	95542	INDUSTRIAL PLUMBING SUPPLY	Urinal Vandalism Cleaning	1,110.62
06/27/2024	95544	PRECISION PUMP COMPANY	Palermo Emergency Repair Well Tanks	3,018.38
06/27/2024	95545	RIEBES AUTO PARTS	Truck Maintenance	476.69
TOTAL				<u>166,985.90</u>

Feather River Recreation & Park District

9:55 AM

Profit & Loss Budget Performance

07/16/2024

June 2024

Accrual Basis

	Jun Actual	Jun Budget	Over/Under Jun Budget	% of Jun Budget	Year to Date Actual	Year to Date Budget	Over/Under YTD Budget	% of YTD Budget	Annual Budget
Ordinary Income/Expense									
Income									
4000000 · Butte County Tax Revenue									
4000001 · Property Tax Revenue	111,345.91		111,345.91	100.0%	2,319,147.79	2,300,000.00	19,147.79	100.83%	2,300,000.00
4000002 · Property Tax Interest Revenue		3,500.00	(3,500.00)		33,474.68	14,000.00	19,474.68	239.11%	14,000.00
4000003 · BAD Tax Revenue	24,645.15		24,645.15	100.0%	353,208.19	328,600.00	24,608.19	107.49%	328,600.00
4000004 · BAD Tax Interest Revenue		500.00	(500.00)		2,767.57	2,000.00	767.57	138.38%	2,000.00
Total 4000000 · Butte County Tax Revenue	135,991.06	4,000.00	131,991.06	3,399.78%	2,708,598.23	2,644,600.00	63,998.23	102.42%	2,644,600.00
4001000 · Program Revenue									
4001001 · Recreation Revenue	15,784.00	6,687.50	9,096.50	236.02%	67,200.60	80,250.00	(13,049.40)	83.74%	80,250.00
4001002 · Rental Revenue	8,027.70	5,833.34	2,194.36	137.62%	91,514.90	70,000.00	21,514.90	130.74%	70,000.00
4001003 · Aquatics Revenue	3,445.00	4,166.67	(721.67)	82.68%	39,032.05	50,000.00	(10,967.95)	78.06%	50,000.00
4001004 · Youth Activity Revenue	6,449.80	1,666.67	4,783.13	386.99%	48,420.15	20,000.00	28,420.15	242.1%	20,000.00
4001005 · Event Revenue	415.00	2,500.00	(2,085.00)	16.6%	11,542.60	30,000.00	(18,457.40)	38.48%	30,000.00
4001006 · Employee Discount									
4001007 · RecDesk Refund	(750.00)				(1,955.00)				
4001009 · Refundable Cleaning Deposit	(200.00)				(350.00)				
Total 4001000 · Program Revenue	33,171.50	20,854.18	12,317.32	159.06%	255,405.30	250,250.00	5,155.30	102.06%	250,250.00
Total Income	169,162.56	24,854.18	144,308.38	680.62%	2,964,003.53	2,894,850.00	69,153.53	102.39%	2,894,850.00
Gross Profit	169,162.56	24,854.18	144,308.38	680.62%	2,964,003.53	2,894,850.00	69,153.53	102.39%	2,894,850.00
Expense									
5000000 · Payroll Expenses									
5000001 · Wages & Salaries	73,288.52	98,000.00	(24,711.48)	74.78%	895,668.95	1,064,000.00	(168,331.05)	84.18%	1,064,000.00
5000002 · Employer Taxes	6,076.42	7,666.00	(1,589.58)	79.27%	74,837.99	92,000.00	(17,162.01)	81.35%	92,000.00
5000003 · Employee Benefits	14,749.38	17,500.00	(2,750.62)	84.28%	175,306.88	210,000.00	(34,693.12)	83.48%	210,000.00
5000004 · Workers Comp	4,466.33	3,917.00	549.33	114.02%	56,040.77	47,000.00	9,040.77	119.24%	47,000.00
Total 5000000 · Payroll Expenses	98,580.65	127,083.00	(28,502.35)	77.57%	1,201,854.59	1,413,000.00	(211,145.41)	85.06%	1,413,000.00

Feather River Recreation & Park District

9:55 AM

Profit & Loss Budget Performance

07/16/2024

June 2024

Accrual Basis

	Jun Actual	Jun Budget	Over/Under Jun Budget	% of Jun Budget	Year to Date Actual	Year to Date Budget	Over/Under YTD Budget	% of YTD Budget	Annual Budget
5001000 · GASB 68 Benefit Expense					71,255.00	80,000.00	(8,745.00)	89.07%	80,000.00
5002000 · GASB Annual Audit Adj									
5004000 · Marketing	29.99	250.00	(220.01)	12.0%	6,833.79	3,000.00	3,833.79	227.79%	3,000.00
5006000 · Fees									
5006001 · Bank		291.00	(291.00)		1,400.00	3,500.00	(2,100.00)	40.0%	3,500.00
5006002 · Merchant					(8.38)				
Total 5006000 · Fees		291.00	(291.00)		1,391.62	3,500.00	(2,108.38)	39.76%	3,500.00
5007000 · Charitable Contributions					360.30		360.30	100.0%	
5008000 · Copying & Printing	316.43	208.00	108.43	152.13%	3,752.60	2,500.00	1,252.60	150.1%	2,500.00
5009000 · Depreciation									
5010000 · DOJ - Livescan	201.00	133.00	68.00	151.13%	2,719.38	1,600.00	1,119.38	169.96%	1,600.00
5011000 · Dues, Mbrshps & Subscriptions	79.00		79.00	100.0%	16,874.10	10,000.00	6,874.10	168.74%	10,000.00
5012000 · Education & Development					9,531.96	9,000.00	531.96	105.91%	9,000.00
5013000 · Equipment Rental		833.00	(833.00)		6,511.28	10,000.00	(3,488.72)	65.11%	10,000.00
5014000 · Equipment, Tools & Furn (<\$5k)									
5014001 · Operating ET&F						3,000.00	(3,000.00)		3,000.00
5014002 · Program ET&F						4,500.00	(4,500.00)		4,500.00
5014003 · Site/Shop ET&F	11,327.28	2,291.00	9,036.28	494.43%	29,951.39	27,500.00	2,451.39	108.91%	27,500.00
5014004 · IT Computer/HardwareTechnology					14,899.13	10,000.00	4,899.13	148.99%	10,000.00
5014005 · IT Computer/Software Technology	3,172.00	1,500.00	1,672.00	211.47%	50,980.83	20,000.00	30,980.83	254.9%	20,000.00
Total 5014000 · Equipment, Tools & Furn (<\$5k)	14,499.28	3,791.00	10,708.28	382.47%	95,831.35	65,000.00	30,831.35	147.43%	65,000.00
5015000 · Insurance					124,281.10	100,000.00	24,281.10	124.28%	100,000.00
5016000 · Interest Expense - Operating	463.63	250.00	213.63	185.45%	5,081.42	3,000.00	2,081.42	169.38%	3,000.00
5018000 · Postage & Delivery					1,321.62	400.00	921.62	330.41%	400.00
5019000 · Professional & Outside Svcs									
5019001 · Accounting						25,000.00	(25,000.00)		25,000.00
5019002 · Bands/Recreation		1,666.00	(1,666.00)		4,075.00	5,000.00	(925.00)	81.5%	5,000.00
5019003 · Board Stipends	1,000.00	2,000.00	(1,000.00)	50.0%	20,600.00	24,000.00	(3,400.00)	85.83%	24,000.00
5019004 · Recreation Instructors		250.00	(250.00)		2,189.00	1,000.00	1,189.00	218.9%	1,000.00

Feather River Recreation & Park District

Profit & Loss Budget Performance

June 2024

9:55 AM

07/16/2024

Accrual Basis

	Jun Actual	Jun Budget	Over/Under Jun Budget	% of Jun Budget	Year to Date Actual	Year to Date Budget	Over/Under YTD Budget	% of YTD Budget	Annual Budget
5019005 · Legal	3,330.00	1,666.00	1,664.00	199.88%	19,373.00	20,000.00	(627.00)	96.87%	20,000.00
5019006 · Contract Janitorial	6,400.00	7,083.00	(683.00)	90.36%	73,312.00	85,000.00	(11,688.00)	86.25%	85,000.00
5019007 · Other Outside Labor					1,141.00		1,141.00	100.0%	
5019008 · Outside Service Admin/Consult		3,000.00	(3,000.00)		63,372.13	52,000.00	11,372.13	121.87%	52,000.00
Total 5019000 · Professional & Outside Svcs	10,730.00	15,665.00	(4,935.00)	68.5%	184,062.13	212,000.00	(27,937.87)	86.82%	212,000.00
5020000 · Reimbursement Expenses									
5020001 · Staff Reimbursement					1,790.19		1,790.19	100.0%	
5020002 · Mileage Reimbursement					1,389.37		1,389.37	100.0%	
Total 5020000 · Reimbursement Expenses					3,179.56		3,179.56	100.0%	
5022000 · Repairs & Maintenance									
5022001 · Building R&M	19.38	833.00	(813.62)	2.33%	1,383.28	10,000.00	(8,616.72)	13.83%	10,000.00
5022002 · Equip Repairs & Small Tools	1,670.63	2,500.00	(829.37)	66.83%	19,669.36	30,000.00	(10,330.64)	65.57%	30,000.00
5022003 · General R&M					(652.47)				
5022004 · Grounds R&M	2,979.51	8,333.00	(5,353.49)	35.76%	75,076.12	100,000.00	(24,923.88)	75.08%	100,000.00
5022005 · Janitorial Supplies		1,250.00	(1,250.00)		16,033.29	15,000.00	1,033.29	106.89%	15,000.00
5022006 · Vandalism Repair	1,442.49	1,666.00	(223.51)	86.58%	10,839.50	20,000.00	(9,160.50)	54.2%	20,000.00
5022007 · Vehicle R&M	272.46	833.00	(560.54)	32.71%	21,830.93	10,000.00	11,830.93	218.31%	10,000.00
5022008 · Aquatics Pool R&M	10.68	4,702.00	(4,691.32)	0.23%	16,721.47	30,000.00	(13,278.53)	55.74%	30,000.00
5022009 · Outside Contractor/Services R&M	16,693.38	10,833.00	5,860.38	154.1%	201,097.37	130,000.00	71,097.37	154.69%	130,000.00
Total 5022000 · Repairs & Maintenance	23,088.53	30,950.00	(7,861.47)	74.6%	361,998.85	345,000.00	16,998.85	104.93%	345,000.00
5023000 · Security	1,249.14		1,249.14	100.0%	8,019.69	8,000.00	19.69	100.25%	8,000.00
5025000 · Consumables									
5025001 · Distrist Clothing		455.00	(455.00)		4,158.76	8,000.00	(3,841.24)	51.99%	8,000.00
5025002 · Office Supplies	43.65	334.00	(290.35)	13.07%	2,068.26	4,000.00	(1,931.74)	51.71%	4,000.00
5025003 · Union Clothing Allowance					1,531.36		1,531.36	100.0%	
5025004 · Program Food	35.19		35.19	100.0%	2,288.41		2,288.41	100.0%	
5025005 · Program Supplies	2,623.52	1,083.00	1,540.52	242.25%	13,761.31	13,000.00	761.31	105.86%	13,000.00
5025006 · Safety Supplies	304.06				2,630.65		2,630.65	100.0%	
5025007 · Staff Supplies					4,036.56	4,000.00	36.56	100.91%	4,000.00
5025008 · Volunteer Supplies					961.66	2,000.00	(1,038.34)	48.08%	2,000.00
Total 5025000 · Consumables	3,006.42	1,872.00	1,134.42	160.6%	31,436.97	31,000.00	436.97	101.41%	31,000.00

Feather River Recreation & Park District

Profit & Loss Budget Performance

June 2024

9:55 AM

07/16/2024

Accrual Basis

	Jun Actual	Jun Budget	Over/Under Jun Budget	% of Jun Budget	Year to Date Actual	Year to Date Budget	Over/Under YTD Budget	% of YTD Budget	Annual Budget
5026000 · Taxes, Lic., Notices & Permits					2,983.94	2,500.00	483.94	119.36%	2,500.00
5027000 · Internet and Telecommunications	1,524.68	1,000.00	524.68	152.47%	15,974.15	12,000.00	3,974.15	133.12%	12,000.00
5028000 · Fuel, Travel and Meals									
5028001 · Air, Lodging, Other Travel	1,239.94		1,239.94	100.0%	3,321.14		3,321.14	100.0%	
5028002 · Diesel	494.88	758.33	(263.45)	65.26%	6,927.86	9,100.00	(2,172.14)	76.13%	9,100.00
5028003 · Red Diesel	86.07	383.33	(297.26)	22.45%	1,552.29	4,600.00	(3,047.71)	33.75%	4,600.00
5028004 · Gasoline	1,570.72	2,000.00	(429.28)	78.54%	23,454.30	24,000.00	(545.70)	97.73%	24,000.00
5028005 · Meals					575.00		575.00	100.0%	
Total 5028000 · Fuel, Travel and Meals	3,391.61	3,141.66	249.95	107.96%	35,830.59	37,700.00	(1,869.41)	95.04%	37,700.00
5029000 · Utilities									
5029001 · Electric	15,327.60	11,000.00	4,327.60	139.34%	148,047.90	130,000.00	18,047.90	113.88%	130,000.00
5029002 · Garbage	2,131.98	2,140.00	(8.02)	99.63%	28,314.15	25,000.00	3,314.15	113.26%	25,000.00
5029003 · Gas/Propane	1,300.28	202.00	1,098.28	643.7%	5,931.93	5,000.00	931.93	118.64%	5,000.00
5029004 · Sewer	407.58	249.00	158.58	163.69%	6,829.07	5,000.00	1,829.07	136.58%	5,000.00
5029005 · Water	13,034.54	15,000.00	(1,965.46)	86.9%	112,287.70	125,000.00	(12,712.30)	89.83%	125,000.00
Total 5029000 · Utilities	32,201.98	28,591.00	3,610.98	112.63%	301,410.75	290,000.00	11,410.75	103.94%	290,000.00
5031000 · Debt Interest	5,951.61	5,352.00	599.61	111.2%	94,454.32	68,000.00	26,454.32	138.9%	68,000.00
Total Expense	195,313.95	219,410.66	(24,096.71)	89.02%	2,586,951.06	2,707,200.00	(120,248.94)	95.56%	2,707,200.00
Net Ordinary Income	(26,151.39)	(194,556.48)	168,405.09	13.44%	377,052.47	187,650.00	189,402.47	200.93%	187,650.00
Other Income/Expense									
Other Income									
8000000 · Grant Expenditures Revenue									
8001000 · Impact Fee Revenue									
8001001 · County - Parklands	2,621.22				43,687.00				
8001002 · County - Public Use	364.98				8,073.80				
8001003 · County - Aquatics	331.80				5,751.20				
8001004 · City - Parklands					3,779.36				
8001005 · City - Public Use					526.24				
8001006 · City - Aquatics					478.40				
8001007 · County - Interest Apportionment									
Total 8001000 · Impact Fee Revenue	3,318.00		3,318.00	100.0%	62,296.00		62,296.00	100.0%	

Feather River Recreation & Park District

Profit & Loss Budget Performance

June 2024

9:55 AM

07/16/2024

Accrual Basis

	Jun Actual	Jun Budget	Over/Under Jun Budget	% of Jun Budget	Year to Date Actual	Year to Date Budget	Over/Under YTD Budget	% of YTD Budget	Annual Budget
800200. · Miscellaneous Revenue									
8002001 · Fundraising					50.00				
8002002 · Sponsorship		833.33	(833.33)		13,100.00	10,000.00	3,100.00	131.0%	10,000.00
8002003 · Donations	4,912.50	416.67	4,495.83	1,178.99%	7,812.50	5,000.00	2,812.50	156.25%	5,000.00
8002004 · Scholarship	775.00				775.00				
8002005 · Other Revenue					8,317.99		8,317.99	100.0%	
Total 800200. · Miscellaneous Revenue	5,687.50	1,250.00	4,437.50	455.0%	30,055.49	15,000.00	15,055.49	200.37%	15,000.00
8003000 · Insurance Proceeds					52,415.90		52,415.90	100.0%	
8005000 · Gain/(Loss) on Asset disposal									
Total Other Income	9,005.50	1,250.00	7,755.50	720.44%	144,767.39	15,000.00	129,767.39	965.12%	15,000.00
Other Expense									
9003000 · Insurance Claim					63,558.01		63,558.01	100.0%	
9004000 · Riverbend Flood					784.42				
Total Other Expense					64,342.43		64,342.43	100.0%	
Net Other Income	9,005.50	1,250.00	7,755.50	720.44%	80,424.96	15,000.00	65,424.96	536.17%	15,000.00
Net Income	(17,145.89)	(193,306.48)	176,160.59	8.87%	457,477.43	202,650.00	254,827.43	225.75%	202,650.00

Feather River Recreation & Park District

Detail Fixed Asset and Long-Term Liabilities

As of June 30, 2024

	Date	Source Name	Memo	Amount	Balance
1003000 · Riverbend '17 Insur. Depository					248,244
Total 1003000 · Riverbend '17 Insur. Depository					248,244
1006000 · Refinance 2015 Prepaid Loan					19,435
Total 1006000 · Refinance 2015 Prepaid Loan					19,435
1011000 · Land					627,494
Total 1011000 · Land					627,494
1012000 · Buildings & Improvements					17,145,126
Total 1012000 · Buildings & Improvements					17,145,126
1013000 · Equipment & Vehicles					3,518,470
Total 1013000 · Equipment & Vehicles					3,518,470
1014000 · Construction in Progress					23,460
1014010 · CIP Feather River Trail FRT99					23,460
Total 1014010 · CIP Feather River Trail FRT99					23,460
Total 1014000 · Construction in Progress					23,460
2018000 · Refinance 2015 Exempt Bond A					(1,936,680)
Total 2018000 · Refinance 2015 Exempt Bond A					(1,936,680)
2019000 · Refinance 2015 Taxable Bond B					0
Total 2019000 · Refinance 2015 Taxable Bond B					0
3007000 · Undistributed Retained Earnings					(3,672,153)
Total 3007000 · Undistributed Retained Earnings					(3,672,153)
8003000 · Insurance Proceeds					(52,416)
Total 8003000 · Insurance Proceeds					(52,416)
TOTAL					15,920,980

Feather River Recreation & Park District

8:29 AM

Balance Sheet Prev Year Comparison

07/17/2024

As of June 30, 2024

Accrual Basis

	Jun 30, 24	Jun 30, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000000 · County Depository				
1000001 · Treasury General Fund 2600	1,567,883.80	1,749,817.65	(181,933.85)	(10.4%)
1000002 · Treasury General Reserve	295,494.00	295,494.00	0.00	0.0%
1000006 · Treasury BAD Fund 2610	386,538.22	30,475.66	356,062.56	1,168.35%
Total 1000000 · County Depository	2,249,916.02	2,075,787.31	174,128.71	8.39%
1001000 · Petty Cash	1,203.32	459.29	744.03	162.0%
1002000 · Merchant Depository	43,477.24	21,288.69	22,188.55	104.23%
1003000 · Riverbend '17 Insur. Depository	248,243.84	248,243.84	0.00	0.0%
1004000 · Five Star Bank - Clearing Acct	26,913.32	0.00	26,913.32	100.0%
1006000 · Refinance 2015 Prepaid Loan	19,435.14	104,321.01	(84,885.87)	(81.37%)
1007000 · Impact Fees				
1007001 · County - Parklands	773,278.42	714,518.93	58,759.49	8.22%
1007002 · County - Public Use	134,736.61	124,956.82	9,779.79	7.83%
1007003 · County - Aquatics	8,930.25	4,565.08	4,365.17	95.62%
1007004 · City - Parklands	102,781.37	100,891.69	1,889.68	1.87%
1007005 · City - Public Use	14,304.29	14,041.17	263.12	1.87%
1007006 · City - Aquatics	13,114.50	12,875.30	239.20	1.86%
Total 1007000 · Impact Fees	1,047,145.44	971,848.99	75,296.45	7.75%
Total Checking/Savings	3,636,334.32	3,421,949.13	214,385.19	6.27%
Accounts Receivable				
1008000 · Accounts Receivable	22,782.28	12,573.30	10,208.98	81.2%
Total Accounts Receivable	22,782.28	12,573.30	10,208.98	81.2%
Other Current Assets				
1009000 · FEMA Riverbend Claim Receivable	2,839.00	2,839.00	0.00	0.0%
1010000 · Refinance 2015 Prepaid Loan 1	22,678.75	0.00	22,678.75	100.0%
Total Other Current Assets	25,517.75	2,839.00	22,678.75	798.83%
Total Current Assets	3,684,634.35	3,437,361.43	247,272.92	7.19%
Fixed Assets				
1011000 · Land	627,494.00	627,494.00	0.00	0.0%
1012000 · Buildings & Improvements	17,145,125.87	17,145,125.87	0.00	0.0%
1013000 · Equipment & Vehicles	3,518,470.06	3,480,879.27	37,590.79	1.08%
1014000 · Construction in Progress				
1014010 · CIP Feather River Trail FRT99	23,460.41	23,460.41	0.00	0.0%
1014014 · CIP Scoreboard Project	63,668.11	0.00	63,668.11	100.0%
1014015 · CIP Cap. Improv Light Project	63,250.30	0.00	63,250.30	100.0%
1014016 · MLK Parking Lot Project	70,000.00	0.00	70,000.00	100.0%
Total 1014000 · Construction in Progress	220,378.82	23,460.41	196,918.41	839.37%
1015000 · Accumulated Depreciation	(6,933,887.42)	(6,933,887.42)	0.00	0.0%
Total Fixed Assets	14,577,581.33	14,343,072.13	234,509.20	1.64%
Other Assets				
1016000 · Fair Market Value - Adjustments	(62,970.45)	(62,970.45)	0.00	0.0%
1017000 · GASB 68 CalPERS Valuation				
1017001 · GASB68 Deferred Outflow Pension	164,161.00	164,161.00	0.00	0.0%
Total 1017000 · GASB 68 CalPERS Valuation	164,161.00	164,161.00	0.00	0.0%
Total Other Assets	101,190.55	101,190.55	0.00	0.0%
TOTAL ASSETS	18,363,406.23	17,881,624.11	481,782.12	2.69%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000000 · Accounts Payable	55,821.55	69,642.14	(13,820.59)	(19.85%)
Total Accounts Payable	55,821.55	69,642.14	(13,820.59)	(19.85%)

Feather River Recreation & Park District

8:29 AM

Balance Sheet Prev Year Comparison

07/17/2024

As of June 30, 2024

Accrual Basis

	Jun 30, 24	Jun 30, 23	\$ Change	% Change
Credit Cards				
2003000 · Credit Cards Payable				
2003007 · BoW CC 2709	0.00	810.86	(810.86)	(100.0%)
2003008 · BoW CC 6804	0.00	715.20	(715.20)	(100.0%)
Total 2003000 · Credit Cards Payable	0.00	1,526.06	(1,526.06)	(100.0%)
2004000 · Supplier Accounts				
2004001 · Better Deal Exchange	0.00	49.84	(49.84)	(100.0%)
2004003 · Walmart	104.27	383.84	(279.57)	(72.84%)
2004004 · Home Depot	491.84	192.16	299.68	155.95%
Total 2004000 · Supplier Accounts	596.11	625.84	(29.73)	(4.75%)
Total Credit Cards	596.11	2,151.90	(1,555.79)	(72.3%)
Other Current Liabilities				
2005000 · Payroll Liabilities				
2005001 · Wages Payable	21,786.00	21,786.00	0.00	0.0%
2005002 · Payroll Taxes payable	0.00	(322.11)	322.11	100.0%
2005004 · Union Dues Payable	0.00	297.00	(297.00)	(100.0%)
2005006 · Workers Comp Payable	6,574.71	14,325.94	(7,751.23)	(54.11%)
2005008 · Health Insurance Payable	(600.02)	0.00	(600.02)	(100.0%)
2005011 · Dental Insurance Payable	(3,180.27)	0.00	(3,180.27)	(100.0%)
2005012 · Life Insurance Payable	(192.94)	0.00	(192.94)	(100.0%)
2005013 · Aflac Payable	(2,290.32)	171.21	(2,461.53)	(1,437.73%)
2005014 · Accrued Leave Payable	38,494.07	38,494.07	0.00	0.0%
2005000 · Payroll Liabilities - Other	246.10	0.00	246.10	100.0%
Total 2005000 · Payroll Liabilities	60,837.33	74,752.11	(13,914.78)	(18.62%)
2007000 · Current Debt Interest Due	48,740.61	0.00	48,740.61	100.0%
2009000 · Deferred Revenue	0.00	16,387.00	(16,387.00)	(100.0%)
Total Other Current Liabilities	109,577.94	91,139.11	18,438.83	20.23%
Total Current Liabilities	165,995.60	162,933.15	3,062.45	1.88%
Long Term Liabilities				
2017000 · Ford Motor Vehicle Loan	50,749.02	71,001.49	(20,252.47)	(28.52%)
2018000 · Refinance 2015 Exempt Bond A	1,936,680.09	2,157,369.00	(220,688.91)	(10.23%)
2019000 · Refinance 2015 Taxable Bond B	0.00	29,999.94	(29,999.94)	(100.0%)
2020000 · GASB 68 CalPERS Liab Valuation				
2020001 · GASB 68 Deferred Inflow Pension	679,520.00	679,520.00	0.00	0.0%
2020002 · GASB 68 Net Pension Liability	657,502.00	657,502.00	0.00	0.0%
Total 2020000 · GASB 68 CalPERS Liab Valuation	1,337,022.00	1,337,022.00	0.00	0.0%
Total Long Term Liabilities	3,324,451.11	3,595,392.43	(270,941.32)	(7.54%)
Total Liabilities	3,490,446.71	3,758,325.58	(267,878.87)	(7.13%)
Equity				
3001000 · Petty Cash Reserve	1,000.00	1,000.00	0.00	0.0%
3002000 · General Reserve	20,000.00	20,000.00	0.00	0.0%
3003000 · Investment in Assets	13,301,692.10	13,301,692.10	0.00	0.0%
3004000 · General Fund Balance	(1,756,034.88)	(2,036,073.78)	280,038.90	13.75%
3005000 · Benefit Assessment District	(107,756.83)	(107,756.83)	0.00	0.0%
3006000 · Impact Fees (general)	1,029,636.53	1,029,636.53	0.00	0.0%
3007000 · Undistributed Retained Earnings	1,914,800.51	698,102.29	1,216,698.22	174.29%
Net Income	469,622.09	1,216,698.22	(747,076.13)	(61.4%)
Total Equity	14,872,959.52	14,123,298.53	749,660.99	5.31%
TOTAL LIABILITIES & EQUITY	18,363,406.23	17,881,624.11	481,782.12	2.69%



FEATHER RIVER RECREATION & PARK DISTRICT
Special Board Meeting
July 1, 2024

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

OUR MISSION: 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.

DRAFT MINUTES

Open Session at 5:00 PM

Written comments must be sent to KendyleL@frrpd.com 1-hour prior to the meeting to be presented to the Board. If you need special accommodations to participate in this meeting, please contact (530)533-2011.

MEETING CALLED TO ORDER AT 5:01 PM

ROLL CALL

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

**MISSION STATEMENT
PLEDGE OF ALLEGIANCE**

PUBLIC COMMENT

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

ACTION ITEM(S)

- Riverbend Well Pump Failure** (Appendix A)
Riverbend Park’s main well pump is inoperable. Per Precision Pumps’ professional opinion, the windings in the motor have failed. Staff requests an allocation of up to \$17,000 to replace the motor and pump.
Staff requested an exception for two quotes to be presented to the board instead of the three quotes stated in the policies and procedures, due to the urgency of the matter.
Director DeLong made a motion to allocate up to \$17,000 to replace the motor and pump based off the two presented quotes.
Director Thomas seconded the motion.
*The motion passed with a unanimous vote.

MEETING ADJOURNED AT 5:16 PM



RESOLUTION NO. 2033-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$361,800 FROM COUNTY ACCOUNTS: BENEFIT ASSESSMENT FUND 2610 TO THE GENERAL FUND ACCOUNT 2600

WHEREAS, the General Manager has reviewed the finances of the district and recommends transferring \$361,800 Benefit Assessment County Fund 2610 to the General Account County Fund 2600, recommends transferring the following:

<u>Amount</u>	<u>From Fund</u>	<u>To Fund</u>	<u>County Codes</u>
\$166,400	BAD F2610	General F2600	SC0125 Salaries BAD Maintenance
\$195,400	BAD F2610	General F2600	SC0127 Service/Supplies BAD Maintenance

WHEREAS, the Board of Directors, after receiving the recommendation from the General Manager, agrees that it is in the best interest of the district to transfer the above Benefit Assessment District funds in the amount of \$361,800 to the General Fund Account 2600; and

NOW THEREFORE, IT BE RESOLVED, that the Board of Directors of the Feather River Recreation and Park District approves the transferring of \$361,800 from the Benefit Assessment Fund 2610 to the General Fund Account 2600.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 23rd day of July by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Scott Kent Fowler, Chairperson

Robert Brian Wilson, General Manager

**STAFF REPORT****DATE: JULY 19, 2024****TO: FRRPD BOARD OF DIRECTORS****FROM: Brian Wilson, District Manager****RE: Organizational Chart FY 24/25****SUMMARY:**

As part of the budget process for the FY 24/25 staff is providing a revised District Organization Chart. Key changes include the elimination of the Full Time (Exempt) Youth Activities Supervisor position, and the addition of a Full Time (Hourly) Recreation Coordinator position.

BACKGROUND

On March 28, 2023 the Feather River Recreation and Park District Board of Directors announced the closure of the preschool and recreation programs offered at the Activity Center in Oroville. Accordingly, the Preschool Director of Children Services position was eliminated.

The new position of Youth Activities Supervisor (YAS) position was created “to provide recreation programming offered in the parks, as well as event coordination, marketing of recreation programs and engaging in partnerships with other agencies to offer recreation programming.”

Many of the roles and responsibilities of the Youth Activities Supervisor (YAS) position are direct duplications of responsibilities managed by other Supervisors, and hourly employees within the District.

The restructuring of the organization chart to eliminate the Full Time Exempt Youth Activities Supervisor position and the addition of the Full-Time hourly Recreation Coordinator position will reduce redundancy and duplication of services provided at the Supervisor level, and will instead create consistency, and efficiencies within the Recreation Department.

BUDGETARY IMPACT

Reduction in Payroll expenses of approximately \$25,000/annually.

RECOMMENDATION:

Approve revised District Organization Chart for FY24/25 with the elimination of the Youth Activities Supervisor position, and the addition of a Full Time Hourly Recreation Coordinator position.

Approve revised Job Description – Full Time Recreation Coordinator



ATTACHMENTS:

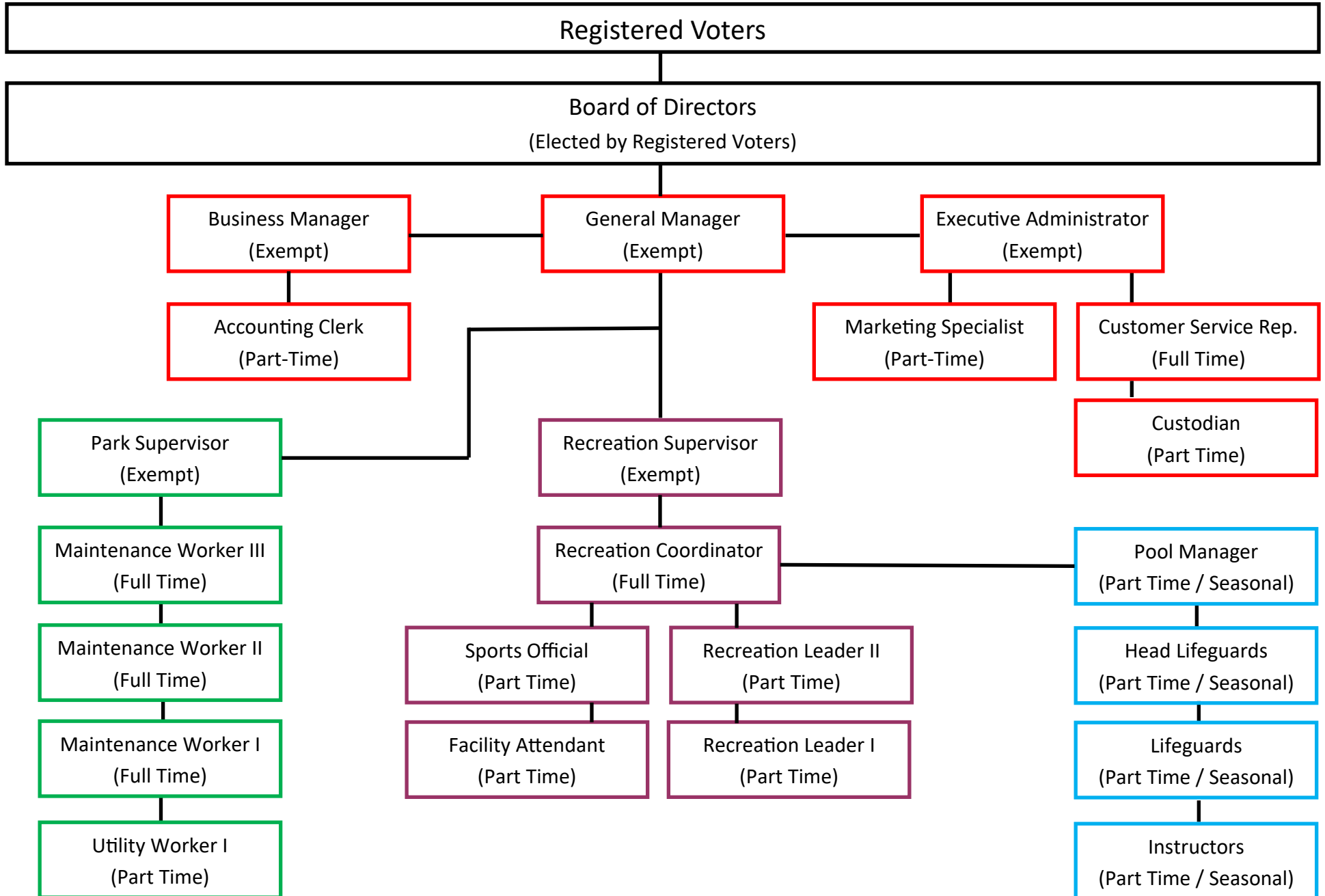
District Organization Chart for FY24/25

Recreation Coordinator Job Description (revised 2024)

Feather River Recreation and Park District

E3

Organizational Structure
Fiscal Year 2024-2025





Job Description

Title: Recreation Coordinator
Dept: Recreation Department
Status: Non-Exempt

Job Code: N/A
Starting Wage: \$22/hour
Date: 2016 / Rev. 2024

JOB SUMMARY:

Under general supervision of the Recreation Supervisor, the Recreation Coordinator is a supporting role to the Recreation Supervisor assisting with programing, budgeting, supervision and direct leadership as it pertains to Recreation activities including but not limited to, sports leagues, fitness, special interest, dance and art programs/classes, aquatics programs and supporting other key leadership positions as determined by the Recreation Supervisor.

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.*

ASSISTANT DUTIES

- Assist Recreation Supervisor in planning, organizing, developing, scheduling and evaluating recreation and athletic programs.
- Assist with hiring, training, supervising, scheduling and evaluating part-time and seasonal personnel; assigns work as necessary.
- Provide budget input for recreation programs as assigned by the Recreation Supervisor.
- Inform the Recreation Supervisor in a timely manner as to any concerns regarding operations.
- In the absence of the Recreation Supervisor represents the District at functions, meetings, etc.
- Other duties as assigned by the Recreation Supervisor.

SUPERVISOR DUTIES

- Supervise activities to meet program objectives concerning quality, safety, and cleanliness.
- Coordinate volunteer requests from the community; recruit, train and supervise volunteer coaches and staff.
- Implement and collect program evaluations for programs.
- Oversee necessary requirements for team play such as scorekeepers, referees, umpires, field and facility use.
- Order and maintain authorized equipment for sports and exercise programs.
- Develop and submit playing schedules in advance of programs.
- Oversee team fees and collection.

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Approved 2024

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.

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- Provide direct service to assigned or designated programs, such as but not limited to, youth and adult sports programs and leagues, classes, specialist interests and aquatics programs.
- Maintain attendance reports and activity reports.

REQUIRED KNOWLEDGE AND SKILLS:

- To successfully perform within work team dynamics.
- Knowledge of developmentally appropriate methods, practices, equipment and materials used in recreation programs.
- Perform physical work and/or athletic activity related to recreation programs participation in recreation or sports programs.
- Communication and public relation skills, including excellent customer service.
- Maintains a clear driving record with DMV.
- Knowledge of pertinent District policies and procedures, employee handbook (including safety program).
- Skill in general clerical duties including typing, keeping statistics, and graphic arts.
- Able to work with minimal supervision.
- Skills in planning, organizing and directing programs.
- Skill in following and effectively communicating verbal instructions.
- Skill in operating independently and as a team member.
- Skill in establishing and maintaining effective working relations with co-workers, staff and the public.
- Travel to various sites in the District to complete work activities.
- Work irregular hours, shifts or weekends.
- Conduct meetings and telephone conversations with staff, parents and community members.

EDUCATION, CERTIFICATIONS AND LICENSES:

- Proven responsible experience as a leader in a variety of recreational activities.
- A valid State of California class 'C' driver's license and a satisfactory driving record required.
- Possession of current First Aid and CPR certificates or obtain certification within 3 months of hire.

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.
- Walk, stand, sit, kneel, crawl, bend and climb receptively or over a long period of time.

ADDITIONAL INFORMATION: Reports To: Recreation Supervisor

Direct Reports: Recreation Specialist, Sports Officials, Facility Attendants and seasonal staff

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**STAFF REPORT****DATE: JULY 23, 2024****TO: FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS****FROM: AYLA SINGLETERRY, BUSINESS MANAGER****RE: FRRPD FINAL BUDGET; FISCAL YEAR 2024-25****SUMMARY**

The 2024-24 Final Budget encapsulates our purpose; “Relentless pursuit to be fiscally responsible while providing safe parks, creating high quality programs, and building partnerships though trust within our community” and mission; “We will provide and maintain quality parks, recreation experiences, related facilities and programs for all residents of the district in a fiscally sustainable manner that complements the natural resources and cultural heritage of our community.”

Property Taxes and Programing are the primary revenue sources for the district. The Benefit Assessment District (BAD) is a secondary revenue source, specific to the Park Maintenance Department for repair and maintenance of established parks. Whereas, Impact Fees is another form of secondary revenue, specific to new park development. Interest earned from the Butte County Investment Pool provides nonmaterial passive income.

BACKGROUND

Feather River Recreation and Park District was formed in 1952. The district is a form of Local Government known as a Special District. The Butte County Assessor Department assesses local secured and unsecured property values. The Butte County Treasury Department collects the fees based on the values provided by the Assessor. The Butte County Auditor-Controller Department releases the Property Tax revenue to the district.

RECOMMENDATION

To accept the 2024-25 Final Budget.

ATTACHED

Budget Overview

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

	PROJECTION 2022-23	ACTUAL 2022-2023	PROJECTION 2023-2024	BUDGET 2024-2025
Ordinary Income/Expense				
Income				
4000000 · Tax Revenue	2,140,000	2,276,480	2,300,000	2,438,000
4000001 · Tax Revenue (BAD)	308,000	288,606	328,600	377,015
4002000 · Program Income	550,000	587,852	250,250	230,000
4003000 · Interest Income	13,700	14,007	14,000	26,000
4003001 · Interest Income - BAD	1,500	3,004	2,000	2,500
Total Income	3,013,200	3,169,949	2,894,850	3,073,515
Expense				
5000000 · Payroll Expenses	1,500,000	1,525,843	1,413,000	1,516,000
5001000 · GASB 68 Benefit Expense	78,000	77,848	80,000	90,154
5004000 · Marketing	3,000	3,682	3,000	5,000
5006000 · Fees	5,000	6,921	3,500	3,500
5008000 · Copying & Printing	2,500	4,106	2,500	3,500
5010000 · DOJ - Livescan	1,500	1,546	1,600	2,300
5011000 · Dues, Mbrshps & Subscriptions	17,000	20,481	10,000	35,000
5012000 · Education & Development	6,000	6,564	9,000	20,000
5013000 · Equipment Rental	6,300	6,786	10,000	11,000
5014000 · Equipment, Tools & Furn (<\$5k)	53,000	54,011	65,000	120,000
5015000 · Insurance	105,000	105,413	100,000	135,000
5016000 · Interest Expense - Operating	4,400	4,558	3,000	4,000
5018000 · Postage & Delivery	700	964	400	1,000
5019000 · Professional & Outside Svcs	320,000	316,745	212,000	177,425
5022000 · Repairs & Maintenance	293,000	308,440	345,000	378,000
5023000 · Security	6,000	5,856	8,000	20,000
5025000 · Consumables	38,000	39,932	31,000	33,000
5026000 · Taxes, Lic., Notices & Permits	2,800	2,762	2,500	2,500
5027000 · Internet and Telecommunications	16,000	15,904	12,000	40,000
5028000 · Fuel, Travel and Meals	38,000	35,892	37,700	40,000
5029000 · Utilities	300,000	301,212	290,000	330,000
5031000 · Debt Interest	77,000	76,948	68,000	17,855
<i>Anticipated Rent</i>				30,000
<i>Anticipated Moving Expenses</i>				30,000
Total Expense	2,873,200	2,922,413	2,707,200	3,045,234
Net Profit/Loss	140,000	247,537	187,650	28,281

Feather River Recreation & Park District Budget by Program	2024-2025								
	ANNUAL BUDGET	ADMIN BUDGET	MAINTENANCE BUDGET	AQUATICS BUDGET	EVENTS BUDGET	RENTALS BUDGET	ACTIVITIES BUDGET	ADULT SPORTS BUDGET	YOUTH SPORTS BUDGET
4000000 · Tax Revenue	2,438,000	2,438,000							
4000001 · Tax Revenue (BAD)	377,015		377,015						
4002000 · Program Income	230,000			40,000	15,000	65,000	20,000	45,000	45,000
4003000 · Interest Income	26,000	26,000							
4003001 · Interest Income - BAD	2,500		2,500						
Total Income	3,073,515	2,464,000	379,515	40,000	15,000	65,000	20,000	45,000	45,000
5000000 · Payroll Expenses	1,516,000	651,000	678,000	71,000			41,000	33,000	42,000
5001000 · GASB 68 Benefit Expense	90,154	90,154							
5004000 · Marketing	5,000	1,000		500	2,000		500	500	500
5006000 · Fees	3,500	3,500							
5008000 · Copying & Printing	3,500	600	100	300	500	500	500	500	500
5010000 · DOJ - Livescan	2,300			1,000			300	500	500
5011000 · Dues, Mbrshps & Subscriptions	35,000	24,000	11,000						
5012000 · Education & Development	20,000	8,000	10,000	1,000			1,000		
5013000 · Equipment Rental	11,000		11,000						
5014000 · Equipment, Tools & Furn (<\$5k)	120,000	87,000	30,000		1,000			1,000	1,000
5015000 · Insurance	135,000	135,000							
5016000 · Interest Expense - Operating	4,000	4,000							
5018000 · Postage & Delivery	1,000	1,000							
5019000 · Professional & Outside Svcs	177,425	78,000	95,000		4,425				
5022000 · Repairs & Maintenance	378,000		378,000						
5023000 · Security	20,000		20,000						
5025000 · Consumables	33,000	4,000	11,500	4,500	5,000		2,000	2,500	3,500
5026000 · Taxes, Lic., Notices & Permits	2,500	1,000	1,500						
5027000 · Internet and Telecommunications	40,000	37,000	3,000						
5028000 · Fuel, Travel and Meals	40,000		40,000						
5029000 · Utilities	330,000	50,000	280,000						
5031000 · Debt Interest	17,855	17,855							
Total Expense	2,985,234	1,193,109	1,569,100	78,300	12,925	500	45,300	38,000	48,000
Net Income (Loss)	88,281	1,270,891	(1,189,585)	(38,300)	2,075	64,500	(25,300)	7,000	(3,000)

S/B Zero 0

<i>Anticipated Rent</i>	30,000
<i>Anticipated Moving Expenses</i>	30,000

Anticipated Net Income 28,281

Feather River Recreation & Park District

Profit & Loss Budget Overview

July 2024 through June 2025

	Jul '24 - Jun 25
Ordinary Income/Expense	
Income	
Donation & Fundraising Income	0.00
4000000 · Butte County Tax Revenue	
4000001 · Property Tax Revenue	2,438,000.00
4000002 · Property Tax Interest Revenue	26,000.00
4000003 · BAD Tax Revenue	377,015.00
4000004 · BAD Tax Interest Revenue	2,500.00
	2,843,515.00
Total 4000000 · Butte County Tax Revenue	
4001000 · Program Revenue	
4001001 · Recreation Revenue	90,000.00
4001002 · Rental Revenue	65,000.00
4001003 · Aquatic Revenue	40,000.00
4001004 · Youth Activity Revenue	20,000.00
4001005 · Event Revenue	15,000.00
4001006 · Employee Discount	0.00
4001000 · Program Revenue - Other	0.00
	230,000.00
Total 4001000 · Program Revenue	
Total Income	3,073,515.00
Gross Profit	3,073,515.00
Expense	
5000000 · Payroll Expenses	
5000001 · Wages & Salaries	1,120,470.05
5000002 · Employer Taxes	106,603.79
5000003 · Employee Benefits	215,634.16
5000004 · Workers Comp	73,292.00
5000000 · Payroll Expenses - Other	0.00
	1,516,000.00
Total 5000000 · Payroll Expenses	
5001000 · GASB 68 Benefit Expense	90,154.00
5002000 · GASB Annual Audit Adj	0.00
5004000 · Marketing	5,000.00
5006000 · Fees	
5006001 · Bank	3,500.00
5006000 · Fees - Other	0.00
	3,500.00
Total 5006000 · Fees	
5007000 · Charitable Contributions	0.00
5008000 · Copying & Printing	3,500.00
5009000 · Depreciation	0.00
5010000 · DOJ - Livescan	2,300.00
5011000 · Dues, Mbrshps & Subscriptions	35,000.00
5012000 · Education & Development	20,000.00
5013000 · Equipment Rental	11,000.00
5014000 · Equipment, Tools & Furn (<\$5k)	
5014001 · Operating ET&F	3,500.00
5014002 · Program ET&F	7,500.00
5014003 · Site/Shop ET&F	46,000.00
5014004 · IT Computer/HardwareTechnology	15,000.00
5014005 · IT Computer/Software Technology	48,000.00
5014000 · Equipment, Tools & Furn (<\$5k) - Ot...	0.00
	120,000.00
Total 5014000 · Equipment, Tools & Furn (<\$5k)	
5015000 · Insurance	135,000.00
5016000 · Interest Expense - Operating	4,000.00
5018000 · Postage & Delivery	1,000.00
5019000 · Professional & Outside Svcs	
5019001 · Accounting	30,000.00
5019002 · Bands/Recreation	4,425.00
5019003 · Board Stipends	24,000.00
5019004 · Recreation Instructors	0.00
5019005 · Legal	24,000.00
5019006 · Contract Janitorial	95,000.00
5019007 · Other Outside Labor	30,000.00
5019008 · Outside Service Admin/Consult	0.00
5019000 · Professional & Outside Svcs - Other	0.00
	207,425.00
Total 5019000 · Professional & Outside Svcs	
5020000 · Reimbursement Expenses	
5020001 · Staff Reimbursement	0.00

Feather River Recreation & Park District

Profit & Loss Budget Overview

July 2024 through June 2025

	Jul '24 - Jun 25
5020002 · Mileage Reimbursement	0.00
Total 5020000 · Reimbursement Expenses	0.00
5021000 · Rent	30,000.00
5022000 · Repairs & Maintenance	
5022001 · Building R&M	11,000.00
5022002 · Equip Repairs & Small Tools	33,000.00
5022004 · Grounds R&M	110,000.00
5022005 · Janitorial Supplies	16,000.00
5022006 · Vandalism Repair	22,000.00
5022007 · Vehicle R&M	11,000.00
5022008 · Aquatics Pool R&M	25,000.00
5022009 · Outside Contractor/Services R&M	150,000.00
5022000 · Repairs & Maintenance - Other	0.00
Total 5022000 · Repairs & Maintenance	378,000.00
5023000 · Security	20,000.00
5025000 · Consumables	
5025001 · District Clothing	8,000.00
5025002 · Office Supplies	5,000.00
5025003 · Union Clothing Allowance	1,500.00
5025004 · Program Food	1,800.00
5025005 · Program Supplies	9,700.00
5025006 · Safety Supplies	2,000.00
5025007 · Staff Supplies	3,000.00
5025008 · Volunteer Supplies	2,000.00
5025000 · Consumables - Other	0.00
Total 5025000 · Consumables	33,000.00
5026000 · Taxes, Lic., Notices & Permits	2,500.00
5027000 · Internet and Telecommunications	40,000.00
5028000 · Fuel, Travel and Meals	
5028001 · Air, Lodging, Other Travel	0.00
5028002 · Diesel	7,000.00
5028003 · Red Diesel	3,000.00
5028004 · Gasoline	30,000.00
5028005 · Meals	0.00
5028000 · Fuel, Travel and Meals - Other	0.00
Total 5028000 · Fuel, Travel and Meals	40,000.00
5029000 · Utilities	
5029001 · Electric	174,200.00
5029002 · Garbage	36,000.00
5029003 · Gas/Propane	12,000.00
5029004 · Sewer	3,600.00
5029005 · Water	104,200.00
5029000 · Utilities - Other	0.00
Total 5029000 · Utilities	330,000.00
5031000 · Debt Interest	17,854.83
N/A · Debt Interest N/A	0.00
Total Expense	3,045,233.83
Net Ordinary Income	28,281.17
Other Income/Expense	
Other Income	
8000000 · Grant Expenditures Revenue	0.00
8001000 · Impact Fee Revenue	
8001007 · County - Interest Apportionment	0.00
8001000 · Impact Fee Revenue - Other	0.00
Total 8001000 · Impact Fee Revenue	0.00
8002000 · Miscellaneous Revenue	
8002002 · Sponsorship	10,000.00
8002003 · Donations	5,000.00
8002005 · Other Revenue	0.00
Total 8002000 · Miscellaneous Revenue	15,000.00
8003000 · Insurance Proceeds	0.00
8005000 · Gain/(Loss) on Asset disposal	0.00
Total Other Income	15,000.00

Feather River Recreation & Park District
Profit & Loss Budget Overview
July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>
Net Other Income	<u>15,000.00</u>
Net Income	<u><u>43,281.17</u></u>



BUDGET OVERVIEW

CHANGES TO REVENUE

- **4000000 Tax Revenue:** General Tax revenue is based on property values in the district's boundaries. Staff is anticipating a positive impact on the annual tax revenue for the 2024-25 Fiscal Year due to the increase in property values.
- **4000001 BAD Tax Revenue:** Staff are requesting both the Board of Directors and BAD committee to accept the annual max increase. The estimated 3% increase is approximately an \$8k annual increase spent only in the parks on maintenance. The district heavily relies on this assessment- spending the tax revenue appropriately- and it is imperative this assessment not only stays in place, but the increase is approved.

Current BAD rate per household: Zone A \$16.76/Zone B \$8.38 Total Annual Assessment \$328,600

2024-25 CPI max increase 3%: Zone A \$17.26/Zone B \$8.63 Total Annual Assessment \$337,015

- **4002000 Program Revenue:** Compared to prior years the program revenue has been reduced to reflect the restructuring the district went under in Fiscal Year 2023-24 and preparing to move in the fourth month of the new fiscal year.

CHANGES TO PAYROLL:

See Pay Scale Part-time and Full-time for rate changes and added job descriptions noted below.

- Minimum wage increases to \$17 hr. staff/\$34 hr. salary staff effective January 1st, 2025.
- Park Maintenance Department MOU agreement: Pay scale reflects 7% pay increase for full-time Park Maintenance staff.
- CalPERS employer rates for 2024-25: Classic 11.88% increase .19 and PEPR 7.87% increase .04%
- CalPERS unfunded liability annual payment \$88k, increase \$17k
- Workers Compensation increase
- FY23-24 unbudgeted payrate increase and position created.
- Adding one full-time and two part-time employees
- FY24-25 pending Board approval pay increase for Recreation Coordinator with anticipation to fill January 1, 2025.

FRRPD Full Time Pay Scale 2024-25 Fiscal Year

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Merit 1	Merit 2	Merit 3	Merit 4	Merit 5
General Manager	contract									
Executive Administrator	\$ 32.00	\$ 32.96	\$ 33.95	\$ 34.97	\$ 36.02	\$ 37.10	\$ 38.21	\$ 39.36	\$ 40.54	\$ 41.75
Business Manager	\$ 32.00	\$ 32.96	\$ 33.95	\$ 34.97	\$ 36.02	\$ 37.10	\$ 38.21	\$ 39.36	\$ 40.54	\$ 41.75
Customer Service FT	\$ 22.00	\$ 22.66	\$ 23.34	\$ 24.04	\$ 24.76	\$ 25.50	\$ 26.27	\$ 27.06	\$ 27.87	\$ 28.71
Recreation Supervisor	\$ 32.00	\$ 32.96	\$ 33.95	\$ 34.97	\$ 36.02	\$ 37.10	\$ 38.21	\$ 39.36	\$ 40.54	\$ 41.75
Recreation Coordinator	\$ 22.00	\$ 22.66	\$ 23.34	\$ 24.04	\$ 24.76	\$ 25.50	\$ 26.27	\$ 27.06	\$ 27.87	\$ 28.71
Park Supervisor	\$ 32.00	\$ 32.96	\$ 33.95	\$ 34.97	\$ 36.02	\$ 37.10	\$ 38.21	\$ 39.36	\$ 40.54	\$ 41.75
Maintenance Worker III	\$ 22.00	\$ 22.66	\$ 23.34	\$ 24.04	\$ 24.76	\$ 25.50	\$ 26.27	\$ 27.06	\$ 27.87	\$ 28.71
Maintenance Worker II	\$ 19.00	\$ 19.57	\$ 20.16	\$ 20.76	\$ 21.38	\$ 22.03	\$ 22.69	\$ 23.37	\$ 24.07	\$ 24.79
Maintenance Worker I	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.13	\$ 19.71	\$ 20.30	\$ 20.91	\$ 21.54	\$ 22.18

With projected Min. Wage Increase Jan. 1, 2025

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Merit 1	Merit 2	Merit 3	Merit 4	Merit 5
General Manager	contract									
Executive Administrator	\$ 34.00	\$ 35.02	\$ 36.07	\$ 37.15	\$ 38.27	\$ 39.42	\$ 40.60	\$ 41.82	\$ 43.07	\$ 44.36
Business Manager	\$ 34.00	\$ 35.02	\$ 36.07	\$ 37.15	\$ 38.27	\$ 39.42	\$ 40.60	\$ 41.82	\$ 43.07	\$ 44.36
Customer Service FT	\$ 22.00	\$ 22.66	\$ 23.34	\$ 24.04	\$ 24.76	\$ 25.50	\$ 26.27	\$ 27.06	\$ 27.87	\$ 28.71
Recreation Supervisor	\$ 34.00	\$ 35.02	\$ 36.07	\$ 37.15	\$ 38.27	\$ 39.42	\$ 40.60	\$ 41.82	\$ 43.07	\$ 44.36
Recreation Coordinator	\$ 22.00	\$ 22.66	\$ 23.34	\$ 24.04	\$ 24.76	\$ 25.50	\$ 26.27	\$ 27.06	\$ 27.87	\$ 28.71
Park Supervisor	\$ 34.00	\$ 35.02	\$ 36.07	\$ 37.15	\$ 38.27	\$ 39.42	\$ 40.60	\$ 41.82	\$ 43.07	\$ 44.36
Maintenance Worker III	\$ 22.00	\$ 22.66	\$ 23.34	\$ 24.04	\$ 24.76	\$ 25.50	\$ 26.27	\$ 27.06	\$ 27.87	\$ 28.71
Maintenance Worker II	\$ 19.00	\$ 19.57	\$ 20.16	\$ 20.76	\$ 21.38	\$ 22.03	\$ 22.69	\$ 23.37	\$ 24.07	\$ 24.79
Maintenance Worker I	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.13	\$ 19.71	\$ 20.30	\$ 20.91	\$ 21.54	\$ 22.18

FRRPD Part Time Pay Scale 2024-25 Fiscal Year

July 1, 2024-Decmber 31, 2024

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Customer Relations Specialist	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
Accounting Clerk	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00	\$ 21.25	\$ 21.50	\$ 21.75	\$ 22.00	\$ 22.25
Marketing Specialist	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00	\$ 21.25	\$ 21.50	\$ 21.75	\$ 22.00	\$ 22.25
Recreation Program Specialist	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
Recreation Leader III	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
Recreation Leader II	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
Youth Sports Official	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
Adult Basketball Referre- per game	\$ 25.00	\$ 25.25	\$ 25.50	\$ 25.75	\$ 26.00	\$ 26.25	\$ 26.50	\$ 26.75	\$ 27.00	\$ 27.25
Adult Softball Official- per game	\$ 25.00	\$ 25.25	\$ 25.50	\$ 25.75	\$ 26.00	\$ 26.25	\$ 26.50	\$ 26.75	\$ 27.00	\$ 27.25
Adult Soccer Assistant Official- per game	\$ 24.00	\$ 24.25	\$ 24.50	\$ 24.75	\$ 25.00	\$ 25.25	\$ 25.50	\$ 25.75	\$ 26.00	\$ 26.25
Adult Soccer Center Official- per game	\$ 25.00	\$ 25.25	\$ 25.50	\$ 25.75	\$ 26.00	\$ 26.25	\$ 26.50	\$ 26.75	\$ 27.00	\$ 27.25
Facility Attendant	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
Pool Manager	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25
Head LifeGuard	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25
Lifeguard	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
Aquatics Class Instructor	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
Custodian	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
Utility Worker I	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
Seasonal Parttime Utility Worker I	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25

Projected MW Increase effective Jan 1, 2025

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Customer Relations Specialist	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25
Accounting Clerk	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00	\$ 21.25	\$ 21.50	\$ 21.75	\$ 22.00	\$ 22.25
Marketing Specialist	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00	\$ 21.25	\$ 21.50	\$ 21.75	\$ 22.00	\$ 22.25
Recreation Program Specialist	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25
Recreation Leader III	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25
Recreation Leader II	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25
Youth Sports Official	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25
Adult Basketball Referre- per game	\$ 26.00	\$ 26.25	\$ 26.50	\$ 26.75	\$ 27.00	\$ 27.25	\$ 27.50	\$ 27.75	\$ 28.00	\$ 28.25
Adult Softball Official- per game	\$ 26.00	\$ 26.25	\$ 26.50	\$ 26.75	\$ 27.00	\$ 27.25	\$ 27.50	\$ 27.75	\$ 28.00	\$ 28.25
Adult Soccer Assistant Official- per game	\$ 25.00	\$ 25.25	\$ 25.50	\$ 25.75	\$ 26.00	\$ 26.25	\$ 26.50	\$ 26.75	\$ 27.00	\$ 27.25
Adult Soccer Center Official- per game	\$ 26.00	\$ 26.25	\$ 26.50	\$ 26.75	\$ 27.00	\$ 27.25	\$ 27.50	\$ 27.75	\$ 28.00	\$ 28.25
Facility Attendant	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25
Pool Manager	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50	\$ 20.75	\$ 21.00	\$ 21.25
Head LifeGuard	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25
Lifeguard	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25
Aquatics Class Instructor	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25
Custodian	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25
Utility Worker I	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25
Seasonal Parttime Utility Worker I	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25



CIP/FIXED ASSET BUDGET

The General Manager will present a list of capital improvement projects and deferred maintenance items requiring immediate attention. The Board, Park Supervisor, Business Manager and General Manager will prioritize the projects and provide funding options.

PROPOSED PROJECTS AND COST	
Riverbend replace trash/recycle bins	\$ 15,000
Riverbend (and other parks) replace benches	\$ 15,000
Nelson gopher machine	\$ 3,000
Berry Creek play structure	\$ 6,400
Bedrock Tennis Courts	\$ 63,250
Scoreboards Nolan	\$ 65,000
Riverbend Gate Entry	\$ 2,000
Riverbend Gate North/South areas	\$ 25,000
Riverbend repair asphalt paths	\$ 100,000
Nelson Pickle ball courts	\$ 500,000
MLK Parking Lot resurface	\$ 80,000
Equipment: contingency	\$ 20,000
Palermo ADA upgrades	\$ 35,000
Cornhole courts	\$ 10,000
Nelson replace fences/upgrade irrigation/elec/ outfields/dugouts	\$ 260,000
Nelson replace bleachers	\$ 60,000
Nolan field lighting replace all	\$ 250,000
Nolan/Playtown Parking lot	\$ 100,000
Nolan replace bleachers	\$ 125,000
Nolan replace fences	\$ 100,000
Skatepark upgrade	\$ 75,000
Forbestown repairs/update	\$ 26,500
Contingency & ADA 20% permit projects	\$ 100,000
TOTAL CAPITAL IMPROVEMENT PROJECTS NOT COMPLETED OR IN PROGRESS	\$ 1,161,500
COMPLETED & PAID	
IN PROGRESS 23'-24' FY	
NOT STARTED	
SAFETY CONCERN/TOP PRIORITY	



RESERVES

Ideally the District would build a General Reserve large enough to cover three months of projected operating costs. However, the district is unable to add to the General Reserves during this time of restructuring and moving buildings. The current reserve total is \$295k at the county treasury.

Staff recommendation:

- Add \$30k to Elections by transferring from General Reserve Fund to General Fund to for election costs; if current Board of Directors is unchallenged then the election funds \$30k will be transferred back to the General Reserves Fund from the General Fund.

ORGANIZATIONAL STRUCTURE

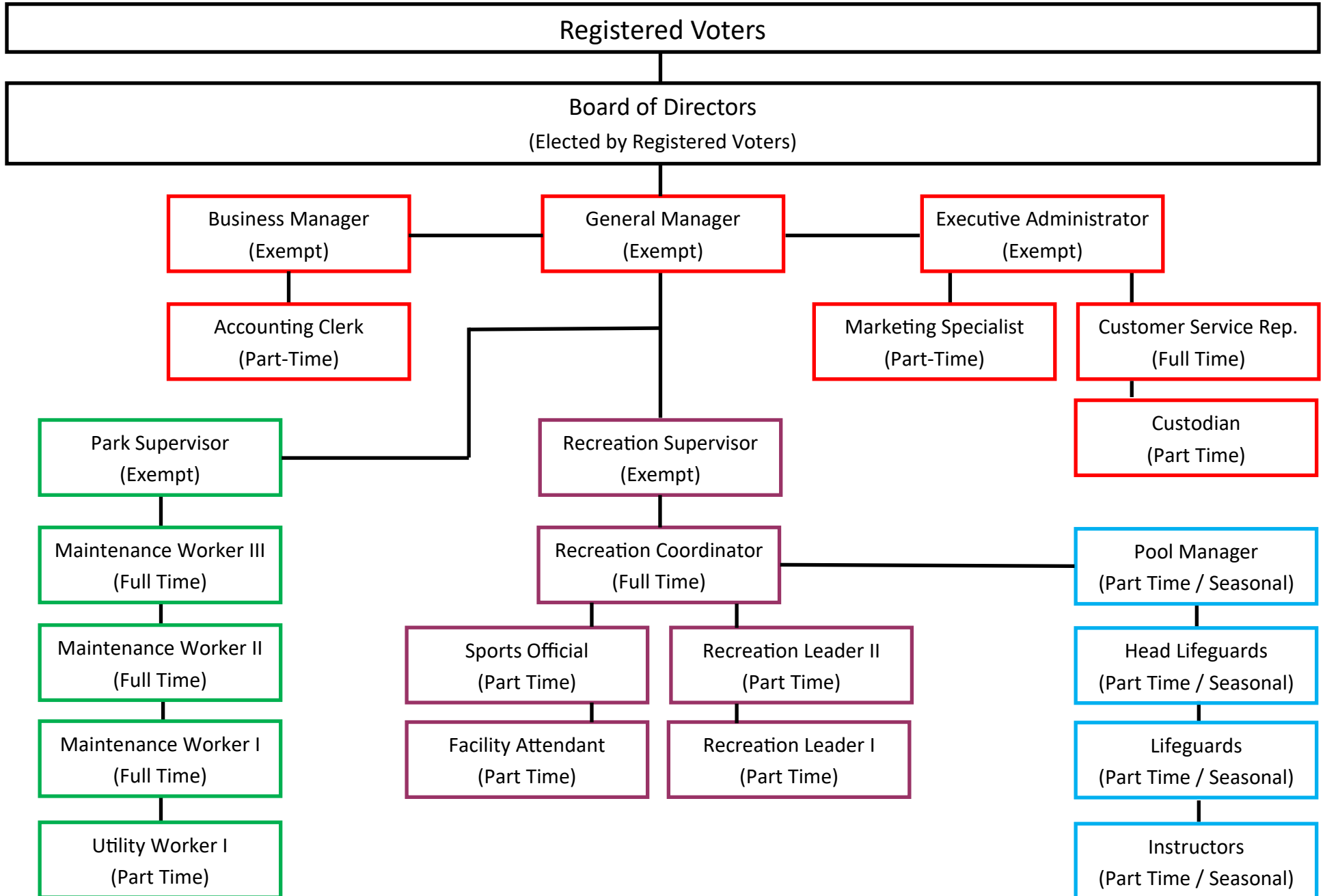
Annually the District adopts an Organizational Structure chart that follows current job descriptions. The district adopted an Organizational Structure on the September 26, 2023, regular Board of Directors monthly meeting.

PARK AND FACILITY GOALS/ANNUAL STRATEGIC PLAN

The General Manager will discuss with the Board and schedule the Annual Goals Workshop to create goals and a strategic plan.

Feather River Recreation and Park District

Organizational Structure Fiscal Year 2024-2025





Staffing Projection FY2024/25

General Manager	1	Full Time	Exempt
Executive Administrator	1	Full Time	Exempt
Customer Service Rep	1	Full Time	Hourly
Marketing Specialist	1	Part Time	Hourly
Custodian	2	Part Time	Hourly - 1 Vacancy
Business Manager	1	Full Time	Exempt
Accounting Clerk	1	Part Time	Currently Vacant
Park Supervisor	1	Full Time	Exempt
Maintenance Worker III	1	Full Time	Hourly
Maintenance Worker II	3	Full Time	Hourly
Maintenance Worker I	3	Full Time	Hourly
Utility Worker I	4	Part Time	Hourly - 1 Vacancy
Recreation Supervisor	1	Full Time	Exempt
Recreation Coordinator	1	Full Time	Currently Vacant
Sports Officials	8	Part Time	Hourly
Facility Attendants	2	Part Time	Hourly
Recreation Leader II	2	Part Time	Currently Vacant
Recreation Leader I	2	Part Time	Currently Vacant
Pool Manager	1	PT/Seasonal	Currently Vacant
Head Lifeguards	2	PT/Seasonal	Hourly
Lifeguards	8	PT/Seasonal	Hourly
Instructors	4	PT/Seasonal	Hourly



RESOLUTION NO. 2034-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE FINAL BUDGET FOR FISCAL YEAR 2024-2025

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

WHEREAS, pursuant to Section 5788.7 of the Public Resources Code of the State of California, the Board of Directors of the Feather River Recreation and Park District at any regular meeting or properly noticed special meeting after the adoption of its final budget, the Board of Directors may adopt a resolution amending the budget and ordering the transfer of funds between categories, other than transfers from the restricted reserve for capital outlay and the restricted reserve for contingencies; and

NOW THEREFORE, IT BE RESOLVED, that the Board of Directors of the Feather River Recreation and Park District, pursuant to Section 5788.7 of the Public Resources Code, hereby adopt the Resolution approving the Final Budget for fiscal year 2024-2025.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 23rd day of July 2024 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Scott Kent Fowler, Chairperson

Robert Brian Wilson, General Manager



RESOLUTION NO. 2035-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF THE MLK PARKING LOT ASPHALT RESURFACING PROJECT

Fixed asset number 232402

WHEREAS the Feather River Recreation and Park District Board of Directors approved the completion of the MLK Park Parking Lot Asphalt Resurfacing Project; and,

WHEREAS the Feather River Recreation and Park District Board approved the allocation of funds from the General Fund; and,

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

RESOLVED, that the Feather River Recreation & Park District Board of Directors hereby acknowledges the completion of the MLK Park Parking Lot Asphalt Resurfacing Project in the total amount of \$70,000, from general fund, in service April 2024.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 23rd of July 2024 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Scott Kent Fowler, Chairperson

Robert Brian Wilson, General Manager



RESOLUTION NO. 2036-24

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF THE RIVERBEND ENTRANCE GATE REPAIR PROJECT AT RIVERBEND PARK
Fixed asset number 232401**

WHEREAS the Feather River Recreation and Park District Board of Directors approved the completion of the Riverbend Entrance Gate Repair Project; and,

WHEREAS the Feather River Recreation and Park District Board approved the allocation of multiple funding sources including insurance proceeds and General Fund; and,

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

RESOLVED, that the Feather River Recreation & Park District Board of Directors hereby acknowledge the completion of the Riverbend Entrance Gate Repair Project in the total amount of \$48,577.01, which includes a \$2,000 deductible from the general fund and \$46,577.01 from insurance proceeds, in service March 2024.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 23rd of July 2024 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Scott Kent Fowler, Chairperson

Robert Brian Wilson, General Manager



RESOLUTION NO. 2037-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF THE BEDROCK TENNIS COURT LIGHTING UPGRADE PROJECT

Fixed asset number 232403

WHEREAS the Feather River Recreation and Park District Board of Directors approved the completion of the Bedrock Tennis Court Lighting Upgrade Project; and,

WHEREAS the Feather River Recreation and Park District Board approved the allocation of funds from the General Fund; and,

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

RESOLVED, that the Feather River Recreation & Park District Board of Directors hereby acknowledges the completion of the Bedrock Tennis Court Lighting Upgrade Project in the total amount of \$63,250.30, from the general fund, in service November 2023.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 23rd of July 2024 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Scott Kent Fowler, Chairperson

Robert Brian Wilson, General Manager

**STAFF REPORT**

DATE: JULY 23, 2024

TO: BOARD OF DIRECTORS

FROM: Kendyle Anderson, Executive Administrator

RE: Regular Board Meeting Date Change

SUMMARY

Regular board meetings are scheduled for the fourth Tuesday of each month. With the upcoming holiday season, staff is requesting to reschedule two regular board meetings.

BACKGROUND

The regular board meeting for November is scheduled for November 26, 2024, the Tuesday before Thanksgiving. With the potential for board members and staff to be traveling during the holiday season, staff would like to reschedule the regular board meeting to the prior Tuesday.

The regular board meeting for December is scheduled for December 24, 2024, Christmas Eve. With December 24, 2024, recognized as a District holiday, staff would like to reschedule the regular board meeting to the prior Tuesday.

RECOMMENDATION

Staff recommend the date change for the November and December regular board meetings.



STAFF REPORT

DATE: JULY 23, 2024

TO: BOARD OF DIRECTORS

FROM: Kendyle Anderson, Executive Administrator

RE: Annual Oroville Economic Alliance Dinner

SUMMARY

Staff is inquiring on whether Board Members would like to attend the Annual Oroville Economic Alliance Dinner.

BACKGROUND

The Oroville Economic Alliance, the non-profit under the Oroville Chamber umbrella that hosts community events, is hosting a BBQ Dinner on August 29th from 6:00p-8:00p. Tickets are on sale now and are \$70/person or \$540/table of 8. This fundraiser will help the OEA continue to bring the following community events to Oroville: Feather Fiesta Days, 4th of July, Salmon Festival, and the Parade of Lights.

The Board Chair has verbalized that he wants the District to become more involved with and attend community events.

RECOMMENDATION

Inform staff which Board Members are interested in attending the Annual Oroville Economic Alliance Dinner.



OROVILLE
ECONOMIC ALLIANCE

2024 Annual BBQ
Presented By:

Golden Valley
BANK

Thursday, August 29, 2024, 6:00 - 8:00 p.m.

Riffles Resort

4488 Pacific Heights Rd., Oroville

Catered By Hunter Drake Catering

Beer, Wine, Raffle, Presentations

Tickets

\$70 Person, \$540 Table of 8

Purchase at:

OrovilleChamber.com/Events



Questions: Contact Amber Miland, amarron@orovillechamber.com or (530) 538-2542



JUNE 2024 DEPARTMENT UPDATES

Parks & Maintenance Department Update

Joe Velasquez – Park Supervisor

Completed Tasks/Projects

See Attached: Report from MaintainX app.

Additional Information:

Riverbend Park well pump, motor, and tank upgrades: The main well pump and motor at Riverbend failed. A new motor, pump, and pressure tank have been installed. The well is back up and running and we are no longer using the Cal Water backup system.

Riverbend Park Asphalt Path RFP: The RFP has been submitted to the Valley Contractor Exchange. The close date for bids is July 26th. We will be looking for a special meeting to select a bidder. Our estimated project completion date is late September.

Continued irrigation repair throughout all parks. With increased watering schedules and increased mowing, there are many irrigation repairs needed throughout turf areas.

Surplus Sale: Staff continue to inventory and account for what will be needed at the new location. We are preparing inventory for our last surplus sale before the move. Moving preparations are going smoothly.

Nelson Pool: The splash pad passed inspection and is operating as expected.

Upcoming/Ongoing Projects:

- Brush/land clearing throughout Riverbend
- Riverbend Asphalt Project
- Riverbend South Gate Upgrade
- Pickleball Project
- Surplus Sale

Administration, Events, and Marketing

Kendyle Lowe- Executive Administrator

Recently completed events/projects:

The Fourth of July fireworks show was canceled due to nearby wildfires. The Chamber of Commerce is considering using the fireworks contract during the 2025 4th of July event or another community event.

Current events/project:

We are currently planning the Indoor Flea Market that will be held on July 27th. All 15 vendor spaces are filled.



JUNE 2024 DEPARTMENT UPDATES

We are working with Butte County Public Health to schedule a ribbon cutting for the updated Half-Mile Riverbend Fitness trail. Butte County Public Health and CalFresh have added QR codes that link to YouTube videos that will better help community members use the equipment. We have updated our website and will highlight this exciting update. We are hoping to hold the ribbon cutting in August.

Upcoming events/projects:

Staff are currently preparing for fall activities such as the Feather River Clean Up, Fall Concerts, and Trunk or Treat. Four bands have been selected for the Fall Concerts and we have received sponsorships from Explore Butte County and Go West Realty for the Fall Concerts.

We are working to have a band perform during the volunteer lunch after the Feather River Clean Up. Donation requests will be taken to local businesses to help cover costs for the Feather River Clean Up.

Youth Activities Department Update
Estela Valencia – Youth Activities Supervisor

Name: Estela Valencia

Department: Youth Activities June-July 2024

Enrollment (list class name/category then number):

Parent Night Out = 9 Summer Camp = Daily average 18 participants
Splish Splash Week = 3

Recently completed events/projects: Prepared and moved all items for summer camp to Nelson Ave Middle School.

Current events/project: Summer Camp 2024 started June 10th. Children have been enjoying on-site visitors EMS Paramedics, Smokey the Bear, Yoga with Karen, Butte County mobile library, Yoga with Kraig and BCOE Mobile Kitchen. Children also enjoy weekly field trips to the Aquatic Center & North forebay park. Our older grades get to go participate in book buddies at TLC Preschool and Aunt Sherries Preschool. They also get daily pool time, arts/crafts and water activities at Nelson Complex. This summer we have a wonderful Tennis Instructor Wayne, who introduced tennis to our campers and the children enjoy his class.

Acknowledgments for staff/other organizations: Thank you to our wonderful Recreation Leaders who have been keeping our summer campers safe and busy! What a great team - Nina, Xitlaly, Serena, Fernando, Nyeema, Haidy, Lily, Monae, Mari, Mackenzie and Tennis Instructor Wayne.



Work Orders List for 06/19/2024 - 07/18/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#7044	Mow Schedule	Maintenance Shop Husqvarna Mower 48"	High Mow Schedule	T Maintenance Team Hue Vang Jesus Aispuro Marek Nielsen	06/18/2024	Total Time Costs Total Time Total Costs	\$437.52 18h 30m 0s \$437.52 ✓ Done Completed by Hue Vang on 06/18/2024
#7031	Jr. Giants Baseball Field Prep	Nelson Sports Complex	High Field Prep	T Maintenance Team Paul Vang	06/19/2024	Total Time Costs Total Time Total Costs	\$48.08 2h 54m 51s \$48.08 ✓ Done Completed by Paul Vang on 06/19/2024
#7093	Install signs on fit trail at Riverbend	Riverbend Park	Medium Request	T Maintenance Team Dommie		Total Time Costs Total Time Total Costs	\$20.96 1h 7m 6s \$20.96 ✓ Done Completed by Dommie on 06/20/2024
#7117	Replace the quick connect on Bradfield	Nolan Sports Complex	High Damage Repair Request	T Maintenance Team Hue Vang Jesus Aispuro		Total Time Costs Total Time Total Costs	\$149.07 6h 0m 0s \$149.07 ✓ Done Completed by Hue Vang on 06/20/2024
#7115	Trailer repair	Maintenance Shop Big Tex Utility Trailer	High Repair Request	Dommie		Total Time Costs Total Time Total Costs	\$40.42 2h 9m 25s \$40.42 ✓ Done Completed by Dommie on 06/20/2024
#7120	Repair broken electrical outlet at skate park	Bedrock Skate Park	Vandalism Repair	Hue Vang Jesus Aispuro		Total Time Costs Total Time Total Costs	\$24.85 1h 0m 0s \$24.85 ✓ Done Completed by Jesus Aispuro on 06/20/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#7121	Replace broken sprinkler line <small>COB</small>	Bedrock Skate Park	High Irrigation Repair	T Maintenance Team Hue Vang Jesus Aispuro		Total Time Costs Total Time Total Costs	\$149.07 6h 0m 0s \$149.07 ✓ Done Completed by Hue Vang on 06/20/2024
#7135	Mow AC	Activity Center	High Mow Schedule	Eric Danner		Total Time Costs Total Time Total Costs	\$36.38 1h 30m 0s \$36.38 ✓ Done Completed by Eric Danner on 06/21/2024
#7128	Weedeater dog park perimeter and around the pond <small>COB</small>	Dog Park	Medium Weed Control Sheriff Work Crew	T Maintenance Team Jesus Aispuro		Total Time Costs Total Time Total Costs	\$146.58 7h 0m 0s \$146.58 ✓ Done Completed by Jesus Aispuro on 06/21/2024
#7136	Mow Nolan Field	Nolan Sports Complex	High Request	Eric Danner Hue Vang		Total Time Costs Total Time Total Costs	\$28.75 1h 0m 0s \$28.75 ✓ Done Completed by Hue Vang on 06/21/2024
#7113	Sink drain pipe broke in south side bathroom at mlk	Martin Luther King Jr Park	Medium Vandalism Repair	Eric Danner Jesus Aispuro Randy Schmidt		Total Time Costs Total Time Total Costs	\$52.08 2h 15m 0s \$52.08 ✓ Done Completed by Jesus Aispuro on 06/21/2024
#6924	Fix fence (MLK)	Martin Luther King Jr Park	Low Repair	Eric Danner Paul Vang		Total Time Costs Total Time Total Costs	\$16.50 1h 0m 0s \$16.50 ✓ Done Completed by Paul Vang on 06/23/2024
#7079	Adult Softball Field Prep	Nelson Sports Complex	High Field Prep	T Maintenance Team Eric Danner Marek Nielsen	06/24/2024	Total Time Costs Total Time Total Costs	\$48.50 2h 0m 0s \$48.50 ✓ Done Completed by Eric Danner on 06/24/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#7159	Removing a dead tree and clear the lower branches under the tree	Maintenance Shop PJ Dump Trailer	<div style="border: 1px solid orange; border-radius: 5px; padding: 2px; display: inline-block;">Medium</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Safety</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Sheriff Work Crew</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Tree removal</div>	T Maintenance Team Jesus Aispuro		Total Time Costs \$146.58 Total Time 7h 0m 0s Total Costs \$146.58	✓ Done Completed by Jesus Aispuro on 06/24/2024
#7092	Field Prep (COED) Shawnee Field	Shawnee Field Parent: Nelson Sports Complex	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Field Prep</div>	T Maintenance Team Paul Vang	06/25/2024	Total Time Costs \$19.63 Total Time 1h 11m 23s Total Costs \$19.63	✓ Done Completed by Paul Vang on 06/25/2024
#7165	Electric valve stuck open at MLk water running	Martin Luther King Jr Park	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block;">Irrigation Repair</div>	Hue Vang		Total Time Costs \$28.75 Total Time 1h 0m 0s Total Costs \$28.75	✓ Done Completed by Hue Vang on 06/26/2024
#7188	Fix irrigation at Riverbend	Riverbend Park	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Irrigation Repair</div>	Eric Danner Hue Vang		Total Time Costs \$673.75 Total Time 25h 0m 0s Total Costs \$673.75	✓ Done Completed by Hue Vang on 06/26/2024
#7189	Reprogram irrigation at Riverbend and fixing broken sprinklers water line	Riverbend Park	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Irrigation Repair</div>	Eric Danner Hue Vang		Total Time Costs \$249.75 Total Time 9h 0m 0s Total Costs \$249.75	✓ Done Completed by Hue Vang on 06/26/2024
#7096	Mow Schedule	Maintenance Shop Husqvarna Mower 48"	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Mow Schedule</div>	T Maintenance Team Jesus Aispuro Paul Vang Marek Nielsen	06/25/2024	Total Time Costs \$328.52 Total Time 18h 0m 0s Total Costs \$328.52	✓ Done Completed by Jesus Aispuro on 06/27/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#7106	Jr. Giants Baseball Field Prep	Nelson Sports Complex	High Field Prep	T Maintenance Team Eric Danner Jesus Aispuro	06/26/2024	Total Time Costs Total Time Total Costs	\$128.95 6h 0m 0s \$128.95 ✓ Done Completed by Eric Danner on 06/27/2024
#7207	Clean UV system on splash pad	Nelson Pool Parent: Nelson Sports Complex	High Maintenance	joseph velasquez Eric Danner		Total Time Costs Total Time Total Costs	\$116.24 4h 0m 0s \$116.24 ✓ Done Completed by joseph velasquez on 06/27/2024
#7180	Fix holes in fence at Activity Center	Activity Center	High Vandalism Repair	T Maintenance Team Dommie		Total Time Costs Total Time Total Costs	\$73.11 3h 54m 4s \$73.11 ✓ Done Completed by Dommie on 06/27/2024
#7167	Take Marco's truck to Jackson's Glass for Window Replacement	Maintenance Shop 2017 Ford F-250	High Vandalism Repair	T Maintenance Team Eric Danner Dommie	06/25/2024	Total Time Costs Total Time Total Costs	\$2.93 9m 22s \$2.93 ✓ Done Completed by Eric Danner on 06/28/2024
#7208	Drain and clean Recirc tank on splash pad	Nelson Pool Parent: Nelson Sports Complex	High Maintenance	joseph velasquez Eric Danner	06/26/2024	Total Time Costs Total Time Total Costs	\$67.74 2h 0m 0s \$67.74 ✓ Done Completed by Eric Danner on 06/28/2024
#7077	Remove Slide at Palermo Park	Palermo Park	High Safety	T Maintenance Team Dommie		Total Time Costs Total Time Total Costs	\$93.70 5h 0m 0s \$93.70 ✓ Done Completed by Dommie on 06/28/2024
#7218	Paint	Maintenance Shop 2022 Ford F 250 Diésel	Medium Graffiti Removal	Dommie		Total Time Costs Total Time Total Costs	\$10.93 35m 0s \$10.93 ✓ Done Completed by Dommie on 06/28/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#7220	low branch at Nolan park	Nolan Sports Complex	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 5px; display: inline-block;">Low</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 5px; display: inline-block; margin-top: 5px;">Weed Control</div>	Paul Vang		Total Time Costs \$61.33 Total Time 3h 43m 0s Total Costs \$61.33	<div style="color: green; font-weight: bold;">✓ Done</div> Completed by Paul Vang on 06/28/2024
#7228	Weed eating, lifting trees and paint parking lot lines <small>(OBJ)</small>	Maintenance Shop PJ Dump Trailer	<div style="background-color: #ffc107; color: white; padding: 2px; border-radius: 5px; display: inline-block;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 5px; display: inline-block; margin-top: 5px;">Weed Control</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 5px; display: inline-block; margin-top: 5px;">Request</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 5px; display: inline-block; margin-top: 5px;">Sheriff Work Crew</div>	T Maintenance Team Jesus Aispuro		Total Time Costs \$167.52 Total Time 8h 0m 0s Total Costs \$167.52	<div style="color: green; font-weight: bold;">✓ Done</div> Completed by Jesus Aispuro on 06/29/2024
#7231	low tree branch at MLK parking lot	Martin Luther King Jr Park	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 5px; display: inline-block;">Low</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 5px; display: inline-block; margin-top: 5px;">Weed Control</div>	Paul Vang		Total Time Costs \$41.25 Total Time 2h 30m 0s Total Costs \$41.25	<div style="color: green; font-weight: bold;">✓ Done</div> Completed by Paul Vang on 06/29/2024
#7241	Trash truck and F250 truck needs cleaning	Maintenance Shop 2012 Ram 1500 (Trash Truck)	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 5px; display: inline-block;">Low</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 5px; display: inline-block; margin-top: 5px;">Clean up</div>	Paul Vang		Total Time Costs \$24.75 Total Time 1h 30m 0s Total Costs \$24.75	<div style="color: green; font-weight: bold;">✓ Done</div> Completed by Paul Vang on 06/30/2024
#7168	Adult Softball Field Prep	Nelson Sports Complex	<div style="background-color: #dc3545; color: white; padding: 2px; border-radius: 5px; display: inline-block;">High</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 5px; display: inline-block; margin-top: 5px;">Field Prep</div>	T Maintenance Team Dommie	07/01/2024	Total Time Costs \$23.88 Total Time 1h 16m 27s Total Costs \$23.88	<div style="color: green; font-weight: bold;">✓ Done</div> Completed by Dommie on 07/01/2024
#7177	Field Prep (COED) Shawnee Field	Shawnee Field Parent: Nelson Sports Complex	<div style="background-color: #dc3545; color: white; padding: 2px; border-radius: 5px; display: inline-block;">High</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 5px; display: inline-block; margin-top: 5px;">Field Prep</div>	T Maintenance Team Eric Danner	07/02/2024	Total Time Costs \$24.25 Total Time 1h 0m 0s Total Costs \$24.25	<div style="color: green; font-weight: bold;">✓ Done</div> Completed by Eric Danner on 07/02/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#7246	Strip lines on the parking lot <small>(OBJ)</small>	Nelson Sports Complex	<div style="border: 1px solid orange; border-radius: 5px; padding: 2px; display: inline-block;">Medium</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Request</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Sheriff Work Crew</div>	<div style="background-color: #e0f2f1; border-radius: 5px; padding: 2px; display: inline-block;">T</div> Maintenance Team Jesus Aispuro Dommie		Total Time Costs \$223.74 Total Time 11h 0m 0s Total Costs \$223.74	<div style="color: green;">✓</div> Done Completed by Dommie on 07/02/2024
#7202	Irrigation leak at Nolan	Nolan Sports Complex	<div style="background-color: #ffcdd2; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Irrigation Repair</div>	Eric Danner Hue Vang Jesus Aispuro		Total Time Costs \$227.51 Total Time 9h 0m 0s Total Costs \$227.51	<div style="color: green;">✓</div> Done Completed by Hue Vang on 07/02/2024
#7203	Jr. Giants Baseball Field Prep	Nelson Sports Complex	<div style="background-color: #ffcdd2; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Field Prep</div>	<div style="background-color: #e0f2f1; border-radius: 5px; padding: 2px; display: inline-block;">T</div> Maintenance Team Eric Danner	07/03/2024		<div style="color: green;">✓</div> Done Completed by Eric Danner on 07/03/2024
#7201	Mow Schedule	Maintenance Shop Husqvarna Mower 48"	<div style="background-color: #ffcdd2; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Mow Schedule</div>	<div style="background-color: #e0f2f1; border-radius: 5px; padding: 2px; display: inline-block;">T</div> Maintenance Team Hue Vang Jesus Aispuro Paul Vang	07/02/2024	Total Time Costs \$385.52 Total Time 17h 30m 0s Total Costs \$385.52	<div style="color: green;">✓</div> Done Completed by Jesus Aispuro on 07/05/2024
#7298	Replace or fix loose boards on dock	Dog Park	<div style="background-color: #ffcdd2; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Repair</div>	Eric Danner Jesus Aispuro Dommie		Total Time Costs \$79.36 Total Time 4h 0m 0s Total Costs \$79.36	<div style="color: green;">✓</div> Done Completed by Dommie on 07/05/2024
#7043	Dog park well testing.	Dog Park <small>Parent: Riverbend Park</small>	<div style="background-color: #ffcdd2; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Safety</div>	<div style="background-color: #e0f2f1; border-radius: 5px; padding: 2px; display: inline-block;">T</div> Maintenance Team Paul Vang	07/01/2024	Total Time Costs \$17.20 Total Time 1h 2m 32s Total Costs \$17.20	<div style="color: green;">✓</div> Done Completed by Paul Vang on 07/05/2024
#7301	Replace sprinkler head (Nelson)	Nelson Sports Complex	<div style="background-color: #ffcdd2; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Irrigation Repair</div>	Eric Danner Jesus Aispuro Dommie		Total Time Costs \$39.68 Total Time 2h 0m 0s Total Costs \$39.68	<div style="color: green;">✓</div> Done Completed by Dommie on 07/05/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#7307	Putting new mulching blades kit on the new mower	Maintenance Shop	Mechanical	Hue Vang		Total Time Costs \$86.25 Total Time 3h 0m 0s Total Costs \$86.25	Done Completed by Hue Vang on 07/05/2024
#7193	Spread Sand at beach	Riverbend Park	High Maintenance	Eric Danner Hue Vang Jesus Aispuro Dommie Randy Schmidt		Total Time Costs \$344.56 Total Time 17h 0m 0s Total Costs \$344.56	Done Completed by Dommie on 07/06/2024
#7328	Graffiti	Maintenance Shop 2017 Ford F-250	Medium Graffiti Removal Clean up	Dommie		Total Time Costs \$37.48 Total Time 2h 0m 0s Total Costs \$37.48	Done Completed by Dommie on 07/06/2024
#7339	Sprinkler	Maintenance Shop 2017 Ford F-250	Medium Damage Repair	Dommie		Total Time Costs \$18.74 Total Time 1h 0m 0s Total Costs \$18.74	Done Completed by Dommie on 07/07/2024
#7341	Pile by dumpster	Maintenance Shop Bobcat T550	Medium Clean up	Dommie		Total Time Costs \$28.11 Total Time 1h 30m 0s Total Costs \$28.11	Done Completed by Dommie on 07/07/2024
#7342	Dog park bathrooms	Maintenance Shop 2017 Ford F-250	High Clean up	Dommie		Total Time Costs \$18.74 Total Time 1h 0m 0s Total Costs \$18.74	Done Completed by Dommie on 07/07/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#7343	Sprinkler	Maintenance Shop 2017 Ford F-250	<div style="background-color: #f7941d; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Damage</div>	Dommie		Total Time Costs \$9.37 Total Time 30m 0s Total Costs \$9.37	✓ Done Completed by Dommie on 07/07/2024
#7255	Adult Softball Field Prep	Nelson Sports Complex	<div style="background-color: #dc3545; color: white; padding: 2px; border-radius: 4px; display: inline-block;">High</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Field Prep</div>	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 4px; display: inline-block; font-weight: bold;">T</div> Maintenance Team Dommie	07/08/2024	Total Time Costs \$37.48 Total Time 2h 0m 0s Total Costs \$37.48	✓ Done Completed by Dommie on 07/08/2024
#7349	flat tire on dump trailer needs repairs	Maintenance Shop PJ Dump Trailer	<div style="background-color: #f7941d; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Repair</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Maintenance</div>	Paul Vang		Total Time Costs \$19.62 Total Time 1h 11m 21s Total Costs \$19.62	✓ Done Completed by Paul Vang on 07/08/2024
#7354	Weed eating park perimeter	Riverbend Park	<div style="background-color: #f7941d; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Weed Control</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Sheriff Work Crew</div>	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 4px; display: inline-block; font-weight: bold;">T</div> Maintenance Team Jesus Aispuro		Total Time Costs \$146.58 Total Time 7h 0m 0s Total Costs \$146.58	✓ Done Completed by Jesus Aispuro on 07/08/2024
#7358	replace outdoor faucet	Feather River Recreation and Park District	<div style="background-color: #f7941d; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Damage</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Safety</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Repair</div>	Paul Vang		Total Time Costs \$22.00 Total Time 1h 20m 0s Total Costs \$22.00	✓ Done Completed by Paul Vang on 07/09/2024
#7001	Install new urinal at Nolan men's restroom.	Nolan Sports Complex	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Low</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Vandalism Repair</div>	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 4px; display: inline-block; font-weight: bold;">T</div> Maintenance Team Hue Vang		Total Time Costs \$172.50 Total Time 6h 0m 0s Total Costs \$172.50	✓ Done Completed by Hue Vang on 07/09/2024
#7359	Fixing sprinklers and broking sprinkler	Bedrock Tennis Court	<div style="background-color: #f7941d; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Medium</div>	Hue Vang		Total Time Costs \$143.75	✓ Done

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
	water line at tennis court		Irrigation Repair			Total Time 5h 0m 0s Total Costs \$143.75	Completed by Hue Vang on 07/09/2024
#7273	Field Prep (COED) Shawnee Field	Shawnee Field Parent: Nelson Sports Complex	High Field Prep	T Maintenance Team Eric Danner	07/09/2024	Total Time Costs \$24.25 Total Time 1h 0m 0s Total Costs \$24.25	✓ Done Completed by Eric Danner on 07/09/2024
#7370	Replace Security light at the tennis court bathroom	Bedrock Tennis Court	Medium Repair	Hue Vang		Total Time Costs \$28.75 Total Time 1h 0m 0s Total Costs \$28.75	✓ Done Completed by Hue Vang on 07/09/2024
#7000	Check and Replace sprinkler heads	Nolan Sports Complex	Medium Damage Irrigation Repair	Hue Vang Paul Vang		Total Time Costs \$223.75 Total Time 10h 0m 0s Total Costs \$223.75	✓ Done Completed by Hue Vang on 07/10/2024
#7283	Jr. Giants Baseball Field Prep	Nelson Sports Complex	High Field Prep	T Maintenance Team Hue Vang	07/10/2024	Total Time Costs \$100.63 Total Time 3h 30m 0s Total Costs \$100.63	✓ Done Completed by Hue Vang on 07/10/2024
#7308	Mow Schedule	Maintenance Shop Husqvarna Mower 48"	High Mow Schedule	T Maintenance Team Jesus Aispuro Randy Schmidt Marek Nielsen	07/09/2024	Total Time Costs \$338.53 Total Time 18h 4m 15s Total Costs \$338.53	✓ Done Completed by Jesus Aispuro on 07/10/2024
#7372	Fix first base peg on RD Davis field	RD Davis Field Parent: Nelson Sports Complex	High Repair	T Maintenance Team joseph velasquez			✓ Done Completed by joseph velasquez on 07/10/2024
#7094	MLK park electric valve leaking need to replace station #8	Martin Luther King Jr Park	Irrigation Repair	Hue Vang Jesus Aispuro		Total Part Costs \$140.00 Total Time Costs \$282.52 Total Time 12h 0m 0s	✓ Done Completed by Hue Vang on 07/11/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
						Total Costs	\$422.52
#7383	fix a broken irrigation pipe <small>[OBJ]</small>	Martin Luther King Jr Park	<p>Medium</p> <p>Irrigation Repair</p>	<p>T Maintenance Team Hue Vang Jesus Aispuro</p>		<p>Total Time Costs \$292.82</p> <p>Total Time 11h 0m 0s</p> <p>Total Costs \$292.82</p>	<p>✓ Done</p> <p>Completed by Hue Vang on 07/11/2024</p>
#7396	Fix Stall in men's restroom at Nolan	Nolan Sports Complex	<p>High</p> <p>Damage</p> <p>Repair</p>	Eric Danner		<p>Total Time Costs \$24.25</p> <p>Total Time 1h 0m 0s</p> <p>Total Costs \$24.25</p>	<p>✓ Done</p> <p>Completed by Eric Danner on 07/11/2024</p>
#7400	pickup broken branch from Nolan park.	Brandt Field Parent: Nolan Sports Complex	<p>Medium</p> <p>Tree removal</p>	Paul Vang		<p>Total Time Costs \$12.34</p> <p>Total Time 44m 53s</p> <p>Total Costs \$12.34</p>	<p>✓ Done</p> <p>Completed by Paul Vang on 07/12/2024</p>
#7409	Replace desk to another desk	Activity Center	<p>Medium</p> <p>Project</p> <p>Request</p>	Paul Vang		<p>Total Time Costs \$22.00</p> <p>Total Time 1h 20m 0s</p> <p>Total Costs \$22.00</p>	<p>✓ Done</p> <p>Completed by Paul Vang on 07/12/2024</p>
#7419	repair fence at Fairbanks field	Fairbanks field Parent: Nolan Sports Complex	<p>Low</p> <p>Vandalism Repair</p>	Paul Vang		<p>Total Time Costs \$15.98</p> <p>Total Time 58m 7s</p> <p>Total Costs \$15.98</p>	<p>✓ Done</p> <p>Completed by Paul Vang on 07/13/2024</p>
#7123	Relocate barbecue grill <small>[OBJ]</small>	Palermo Park	<p>Low</p> <p>Request</p>	<p>T Maintenance Team Jesus Aispuro Dommie</p>		<p>Total Time Costs \$126.44</p> <p>Total Time 6h 44m 49s</p> <p>Total Costs \$126.44</p>	<p>✓ Done</p> <p>Completed by Dommie on 07/14/2024</p>

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#7429	Graffiti removal	Maintenance Shop 2012 Ram 1500 (assigned to Dom)	Medium Graffiti Removal	Dommie		Total Time Costs Total Time Total Costs	\$28.11 1h 30m 0s \$28.11 ✓ Done Completed by Dommie on 07/14/2024
#7430	Gazebo clean up	Maintenance Shop 2012 Ram 1500 (assigned to Dom)	Medium Clean up	Dommie		Total Time Costs Total Time Total Costs	\$18.74 1h 0m 0s \$18.74 ✓ Done Completed by Dommie on 07/14/2024
#7352	Adult Softball Field Prep	Nelson Sports Complex	High Field Prep	T Maintenance Team Paul Vang	07/15/2024	Total Time Costs Total Time Total Costs	\$41.53 2h 31m 0s \$41.53 ✓ Done Completed by Paul Vang on 07/15/2024
#7440	Remove graffiti on sign at AC	Activity Center	High Graffiti Removal	T Maintenance Team Marek Nielsen		Total Time Costs Total Time Total Costs	\$4.72 17m 43s \$4.72 ✓ Done Completed by Marek Nielsen on 07/15/2024
#7444	Removing graffiti at bathroom	Restrooms Parent: Nolan Sports Complex	High Graffiti Removal	Marek Nielsen		Total Time Costs Total Time Total Costs	\$8.00 30m 0s \$8.00 ✓ Done Completed by Marek Nielsen on 07/15/2024
#7442	Trimming bushes along the fence at the maintenance yard	Maintenance Shop PJ Dump Trailer	Low Training Sheriff Work Crew	T Maintenance Team Jesus Aispuro		Total Time Costs Total Time Total Costs	\$104.70 5h 0m 0s \$104.70 ✓ Done Completed by Jesus Aispuro on 07/15/2024
#7371	Field Prep (COED) Shawnee Field	Shawnee Field Parent: Nelson Sports Complex	High Field Prep	T Maintenance Team Eric Danner Hue Vang	07/16/2024	Total Time Costs Total Time Total Costs	\$159.00 6h 0m 0s \$159.00 ✓ Done Completed by Eric Danner on 07/16/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#7385	Mow Schedule	Maintenance Shop Husqvarna Mower 48"	High Mow Schedule	T Maintenance Team Jesus Aispuro Marek Nielsen	07/16/2024	Total Time Costs Total Time Total Costs	\$447.04 23h 0m 0s \$447.04 ✓ Done Completed by Jesus Aispuro on 07/18/2024
#7095	Pomona field electric valve bad need to replace	Nolan Sports Complex	Irrigation Repair	Hue Vang Jesus Aispuro Dommie Marek Nielsen		Total Part Costs Total Time Costs Total Time Total Costs	\$140.00 \$602.87 26h 0m 0s \$742.87 ✓ Done Completed by Dommie on 07/18/2024
#7381	Jr. Giants Baseball Field Prep	Nelson Sports Complex	High Field Prep	T Maintenance Team Hue Vang	07/17/2024	Total Time Costs Total Time Total Costs	\$91.04 3h 10m 0s \$91.04 ✓ Done Completed by Hue Vang on 07/18/2024
#7445	Jr. Giants Baseball Field Prep	Nelson Sports Complex	High Field Prep	T Maintenance Team Dommie	07/18/2024	Total Time Costs Total Time Total Costs	\$37.48 2h 0m 0s \$37.48 ✓ Done Completed by Dommie on 07/18/2024



STAFF REPORT

DATE: 03/28/24

TO: BOARD OF DIRECTORS

FROM: Joe Velasquez, Park Supervisor

RE: Work Violence Prevention Program

SUMMARY

On September 30, 2023, Governor Gavin Newsom signed Senate Bill (SB) 553, which requires all employers to establish, implement, and maintain an effective Workplace Violence Prevention Plan (WVPP). The law takes effect on July 1, 2024. Cal/OSHA is responsible for enforcing the requirements of SB 553, which is now codified in California Labor Code Section 6401.9.

What the WVPP includes:

- Prohibiting employee retaliation.
- Accepting and responding to reports of workplace violence.
- Employee workplace violence training and communication.
- Emergency response.
- Workplace violence hazard assessments.
- Other requirements, such as maintaining a Violent Incident Log.

BACKGROUND

We have drafted a new WVPP for your review and approval. After adoption, supervisors will train, implement, and maintain the WVPP with ALL FRRPD employees.

RECOMMENDATION

Approve and adopt the new WVPP.

ATTACHMENTS

- WVPP



Workplace Violence Prevention Plan

Section 1: Policy Statement (Effective Date of Program)

Our establishment, Feather River Recreation & Park District is committed to our employees' safety and health. We refuse to tolerate any form of violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP). We will provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met.

All managers, supervisors and employees are responsible for implementing and maintaining our WVPP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this policy statement and WVPP Plan is readily available to all employees and from each manager and supervisor.

Our plan ensures that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees, including managers and supervisors, are responsible and accountable for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment.

The management of our establishment is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

The WVPP Plan will be reviewed and updated annually.



Section II: Responsibility and Accountability

The Workplace Violence Prevention Program Administrator is Joe Velasquez, Park Supervisor, and he has the authority and responsibility for implementing the provisions of this program for Feather River Recreation & Park District. All managers, supervisors and employees are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program.

In addition, a WVPP Planning Group will be established to assess the vulnerability to workplace violence at our establishment and reach agreement on preventive actions to be taken. This group will be responsible for developing employee training programs in violence prevention and plans for responding to acts of violence. They will also audit our overall Workplace Violence Prevention Program.

The Workplace Violence Prevention Group will consist of:

Name: Brian Wilson | Title: General Manager

Overall responsibility for the plan' Brian approves the final plan and any major changes.

Phone: (530) 533-2011

Brianw@frprd.com

Name: Joe Velasquez | Title: Park Supervisor

Responsible for employee involvement and training; Joe organizes safety meetings updates training materials and oversees any reports of workplace violence.

Phone: (530) 533-2011

Joev@frprd.com

Name: Kendyle Lowe | Title: Executive Administrator

Phone: (530) 533-2011

KendyleL@frprd.com

Name: Ayla Singleterry | Title: Business Manager

Phone: (530) 533-2011



Section III: Compliance

All employees are responsible and will be held accountable for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment.

Managers, supervisors, and employees will comply with work practices that are designed to make the workplace more secure and will not engage in threats or physical actions which create a security hazard for others in the workplace. Managers and supervisors will:

- Inform employees, supervisors, and managers about our Workplace Violence Prevention Program.
- Evaluate the performance of all employees in complying with our establishment's workplace security measures.
- Recognize employees who perform work practices which promote security in the workplace.
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
- Discipline employees for failure to comply with workplace security practices.
- Follow established workplace security directives, policies, and procedures.

Managers and supervisors will maintain an open, two-way communications system on all workplace safety, health, and security issues. Our establishment has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable.

There will be no retaliation for any employee(s) who report workplace violence.

Our communication system consists of the following items:

- New employee orientation on our establishment's workplace security policies, procedures, and work practices.
- Periodic review of our Workplace Violence Prevention Program with all personnel, at least once per year.
- Training programs designed to address specific aspects of workplace security unique to our establishment.
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies.
- Regularly scheduled safety meetings with all personnel that include workplace security



discussions.

- Posted or distributed workplace security information.
- A system for employees to inform management about workplace security hazards or threats of violence.
- Procedures for protecting employees who report threats from retaliation by the person making the threats.
- Our establishment has fewer than ten employees and communicates with and instructs employees orally about general safe work practices with respect to workplace security.

Hazard Assessment

The Workplace Violence Prevention Group will perform workplace hazard assessment for workplace security in the form of record keeping and review, periodic workplace security inspections, and a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management and employees.

Record Keeping and Review

Note: Care must be taken to ensure appropriate confidentiality of medical and personnel records, as required by the ADA (Americans with Disabilities Act) and other applicable regulations or policies.

Periodic updates and reviews of the following workplace violence reports and records will be made:

- Occupational Safety and Health Administration (OSHA) 200 logs
- Workplace violence incident reports
- Information compiled for recording assault incidents or near-assault incidents (i.e., Threat & Assault Log)
- Insurance records
- Police reports
- Workplace survey
- Accident investigations
- Training records
- Grievances
- Inspection information

Other relevant records or information

The records review will be performed on the following schedule: Annually



Workplace Security Inspections

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be performed by the following observer(s) in the following areas of our workplace:

Observer	Area
Joe Velasquez	Activity Center, Nelson Pool
Eric Danner	Nelson Complex, Nolan Complex, Riverbend Park, Tennis Courts, Skatepark, MLK Park, Palermo Park
Larry Berg	Forbestown Park

Periodic inspections are performed according to the following schedule:

- Monthly
- When we initially established our Workplace Violence Prevention Program.
- When new, previously unidentified security hazards are recognized.
- When occupational injuries or threats of injury occur; and
- Whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices and may require assessment for more than one type of workplace violence. Our establishment performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for workplace security hazards from violence by strangers (Type 1) include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for security surveillance measures, such as mirrors or cameras.
- Posting signs notifying the public that limited cash is kept on the premises.
- Procedures for employee response during a robbery or other criminal act.



- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services where employees have access to a telephone with an outside line.
- Limiting the amount of cash on hand and using time access safes for large bills.
- Staffing levels during evening hours of operation and at other high-risk times.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.

Inspections for workplace security hazards from violence by customers or clients (Type 2) include assessing:

- Access to, and freedom of movement within, the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.
- The availability of employee escape routes.

Inspections for workplace security hazards from violence by co-workers (Type 3) include assessing:

- How well our establishment's anti-violence policy has been communicated to employees, supervisors, and managers.
- How well our establishment's management and employees communicate with each other.
- How well do our employees, supervisors and managers know the warning signs of potential workplace violence?
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees.



- Frequency and severity of employee-reported threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Employee disciplinary and discharge procedures.

Inspection for workplace security hazards from violence by personal relations (Type 4) include assessing:

- Access to, and freedom of movement within, the workplace by non-employees, specifically personal relations with whom one of our employees is having a dispute.
- Frequency and severity of employee-reported threats of physical or verbal abuse which may lead to violent acts by a personal relation.
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.
- Warnings or police involvement to remove personal relations of employees from the worksite and effectiveness of restraining orders.

Emergency Response Procedures

Feather River Recreation and Park District has in place the following specific measures to manage actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following by call, text, or email blast.
- Feather River Recreation and Park District Evacuation Plans are posted at each worksite. The plans include maps of evacuation routes, locations of emergency exit, and instructions for sheltering in places.
- How to obtain help from staff, security personnel, or law enforcement.
 - Butte County Sheriff's non-emergency number: (530) 538-7321
 - Oroville Police Department non-emergency number: (530) 538-2444
 - Notify the WVPP Administrator by email or phone/text.

IF THERE IS IMMEDIATE DANGER CALL FOR EMERGENCY ASSISTANCE BY DIALING 9-1-1



In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Joe Velasquez	Park Supervisor	Plan Administrator	(530)531-4241	Joev@frpd.com
Brian Wilson	General Manager	Overall Responsibility for the plan	(530)533-2011	Brianw@frpd.com



Training and Instruction:

We have established the following policy on training all employees with respect to workplace violence and security.

All employees, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the Workplace Violence Prevention Program is first established and periodically thereafter. Training shall be provided to all new employees and to other employees for whom training has not previously been provided. It shall also be provided to all employees, supervisors, and managers given new job Exercises for which specific workplace security training for the job Exercise has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the Workplace Violence Prevention Program including measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards including the risk factors associated with the four types of violence.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
- Ways to defuse hostile or threatening situations.
- Measures to summon others for assistance.
- Employee routes of escape.
- Notification of law enforcement authorities when a criminal act may have occurred.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.

In addition, we provide specific instructions to all employees regarding workplace security hazards unique to their job Exercise, to the extent that such information was not already covered in other training.



We have chosen the following items for training and instruction for managers, supervisors, and employees:

- Crime awareness.
- Location and operation of alarm systems, panic buttons and other protective devices.
- Communication procedures.
- Proper work practices for specific workplace activities, occupations, or exercises, such as recreational activities, program activities, youth activities, maintenance work, swimming pool activities, etc.
- Self-protection.
- Dealing with angry, hostile, or threatening individuals.
- Using the "buddy" system or other assistance from co-employees.
- Awareness of indicators that lead to violent acts by service recipients.
- Employee assistance programs.
- Review of anti-violence policy and procedures.
- Managing with respect and consideration for employee well-being.
- Pre-employment screening practices.
- Role playing in a violent incident.

Incident Investigation:

Our procedures for investigating incidents of workplace violence threats and physical injury include:

- Reviewing all previous incidents.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and corrective actions taken.



Violent Incident Log

Date of Incident _____ Time of Incident _____

Where the Incident Occurred

- In the workplace Parking lot Other area outside workplace
 Other:

Type(s) of Incident *(select as many as apply to the incident)*

- Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
 Workplace violence directed at employees by customers, clients, or visitors.
 Workplace violence against an employee by a present or former employee, supervisor, or manager
 Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee

Perpetrator(s) Relationship to Victim(s) *(select as many as appropriate)*

- Client or Customer Partner or Spouse
 Supervisor or Manager Family or Friend of a Client or Customer
 Co-worker Stranger with criminal intent
 Parent or Relative Other: _____

Type(s) of Incident *(select as many as appropriate)*

- Physical Attack without a weapon, including but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 Attack with a weapon or object, including but not limited to, a firearm, knife, or other object.
 Threat of physical force or threat of the use of a weapon or other object
 Sexual assault or threat, including but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 Animal Attack Other: _____



Circumstances at Time of Incident *(What best describes circumstances at time of incident? Select as many as apply)*

- Isolated or alone
- Poorly lit area
- Rushed working due to low staffing level
- Unable to get help
- Isolated or alone
- Completing usual job duties; nothing atypical
- Other:

Description of the Incident *(attach additional pages as needed; omit personal identifying information of all persons involved, ex. names, personal telephone numbers, personal addresses, e-mail addresses, social security numbers, etc.)*

Incident Response

Was security, law enforcement, and/or emergency medical services contacted?
Yes No

If yes, describe actions of security, law enforcement, and/or emergency medical services:

Describe actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident:

Authorized Company Representative

Title

Date



Employee Security Survey

This survey will help detect Security Problems in your building or at an alternate worksite. Please fill out this form and submit it to Joe Velasquez, Park Supervisor. It will be reviewed to help determine where the potential for major security problems lie. *This survey is intended to aid the employer in creating a safe work environment. There will be no retaliation for any employee(s) who report workplace violence.

Name _____ Work Location _____

Unsafe Work Conditions <i>(select any that apply to you)</i>	
<input type="checkbox"/> I have received a verbal threat <input type="checkbox"/> I have witnessed a threat of violence <input type="checkbox"/> I work alone	<input type="checkbox"/> No notification is given to anyone when I finish work <input type="checkbox"/> I have been assaulted by a coworker <input type="checkbox"/> I have witnessed incidents of violence between coworkers

Workplace Safety Controls <i>(select any that are in place in your workplace)</i>	
<input type="checkbox"/> There is a written policy to follow for addressing general security problems <input type="checkbox"/> There is a written policy for handling a violent coworker or client <input type="checkbox"/> There is a procedure to request the assistance of a coworker	<input type="checkbox"/> There is a procedure to request the assistance of police <input type="checkbox"/> There is a procedure to deal with or report harassment <input type="checkbox"/> There is an adequate alarm system <input type="checkbox"/> There is adequate security in and out of building <input type="checkbox"/> There is adequate security in the parking lot

Additional Information <i>(elaborate on any of the above, or list additional unsafe work conditions experienced)</i>

Incident Severity <i>(Are violence-related incidents worse during shiftwork, on the road, or in other situations? Please specify)</i>



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Risky Locations *(Where in your building or worksite would a violence-related incident most likely occur? Check all that apply)*

<input type="checkbox"/> Lounge <input type="checkbox"/> Exits <input type="checkbox"/> Deliveries <input type="checkbox"/> Private Offices	<input type="checkbox"/> Parking Lot <input type="checkbox"/> Bathroom <input type="checkbox"/> Entrance <input type="checkbox"/> Other <i>(specify)</i> _____
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Additional Information *(elaborate on any of the above, or list additional unsafe work conditions experienced)*

Have you ever noticed a situation that could lead to a violent incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you missed work because of a potential violent act(s) committed during your course of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you receive workplace violence-related training or assistance of any kind?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has anything happened recently at your worksite that could have led to violence? <i>If yes, can you comment about the situation?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the number of violent coworkers or clients increased in your workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any other concerns about violence or security in your workplace? <i>If so, describe.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No



RESOLUTION 2028-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING WORKPLACE VIOLENCE PREVENTION PROGRAM.

WHEREAS, the District believes it is in the best interest of the District to have a Workplace Violence Prevention Plan,

WHEREAS, on September 30, 2023, Governor Gavin Newsom signed Senate Bill (SB) 553, which requires all employers to establish, implement, and maintain an effective Workplace Violence Prevention Plan (WVPP) and the law takes effect on July 1, 2024 and Cal/OSHA is responsible for enforcing the requirements of SB 553, which is now codified in California Labor Code Section 6401.9,

THEREFORE, BE IT RESOLVED, that the Board of Directors of the Feather River Recreation and Park District approves and adopts the Workplace Violence Prevention Plan, to be reviewed and updated annually,

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 23rd day of April 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Scott Kent Fowler, Chairperson

Attest: _____
Greg Passmore, Vice Chairperson