



FEATHER RIVER RECREATION & PARK DISTRICT
Regular Board Meeting
September 26, 2023

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

Open Session 5:30 PM

Written comments must be sent to KendyleL@frprd.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.

CALL MEETING TO ORDER

ROLL CALL

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

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.*

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. August 22, 2023 Regular Board Meeting Minutes (Appendix A)

2. August 2023 Financials (Appendix B)

Consent Agenda Motion:

Vote:

NON ACTION ITEMS

1. Presentation from Five Star Bank representative Reagan Ballo discussing the benefits of banking with Five Star Bank. (Appendix C)

ACTION ITEMS

- 1 Resolution 2021-23: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Authorizing All Board Members And General Manager To Sign All District Checks And Bank Documents Associated With Bank Of The West Checking Accounts (Appendix D)**

Motion:

Vote:

- 2 Resolution 2022-23: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Authorizing The General Manager To Close The Bank Of The West (BMO) Accounts And Open Accounts With Five Star Bank. (Appendix E)**

Motion:

Vote:

- 3 Resolution 2023-23: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Authorizing The General Manager To Transfer Ownership Of The Costco Account And Open A Costco Credit Card (Appendix F)**

Motion:

Vote:

- 4 Supplemental Benefits Fund Update (Appendix G)**

Motion:

Vote:

- 5 SCI Impact Fees (Appendix H)**

Motion:

Vote:

- 6 Revised Employee Handbook (Appendix I)**

Motion:

Vote:

- 7 Job Description Revisions (Appendix J)**

Motion:

Vote:

- 8 Organizational Chart Revisions (Appendix K)**

Motion:

Vote:

- 9 Allocation of funds to purchase a pool vacuum for Nelson Pool (Appendix L)**

Motion:

Vote:

- 10 Allocation of funds to trash cans for Riverbend Park (Appendix M)**

Motion:

Vote:

- 11 Approve FRRPD Parks Services to outsource landscaping to Rodriguez Landscaping (Appendix N)**

Motion:

Vote:

12. Schedule Special Board Meeting- Bedrock Tennis Lights Contractor Award Notice

Motion:

Vote:

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

UNFINISHED BUSINESS

BOARD ITEMS FOR UPCOMING AGENDA(S)

1.

ADJOURNMENT



FEATHER RIVER RECREATION & PARK DISTRICT
Regular Board Meeting
August 22, 2023

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

MEETING CALLED TO ORDER AT 5:41 PM.

ROLL CALL

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

CONSENT AGENDA

- 1. July 25, 2023 Regular Board Meeting Minutes**
- 2. July 2023 Financials**

Director Fowler made a motion to approve the consent agenda.

Director Thomas seconded the motion.

*The motion to approve the consent agenda was passed with a unanimous vote.

ACTION ITEMS

- 1. Letter of Support For The Sutter Butte Flood Control Agency (SBFCA) Oroville Wildlife Area Robinson’s Riffle Restoration Project. Presentation of the Oroville Wildlife Area (OWA) Robinson’s Riffle Restoration Project by Chris Fritz.**

Director Fowler made a motion to sign the letter of support for the Sutter Butte Flood Control Agency.

Director Thomas seconded the motion.

*The motion to sign the letter of support for the Sutter Butte Flood Control Agency was passed with a unanimous vote.

- 2. Lake Oroville Little League MOU**

Director Thomas made a motion to approve the Lake Oroville Little League MOU.

Director Fowler seconded the motion.

*The motion to approve the Lake Oroville Little League MOU was passed with a unanimous vote.

- 3. Oroville Youth Soccer Club MOU**

Director Fowler made a motion to approve the Oroville Youth Soccer Club MOU.

Director Thomas seconded the motion.

*The motion to approve the Oroville Youth Soccer Club MOU was passed with a unanimous vote.

4. Program and Reservation Fee Change

Director Thomas made a motion to approve the Program and Reservation Fee Change.
Director Fowler seconded the motion.

*The motion to approve the Program and Reservation Fee Change was passed with a unanimous vote.

5. Allocation of funds to purchase new ADA Chair Lift for Nelson Pool.

Director Thomas made a motion to approve the allocation of funds to purchase a new ADA chair lift for Nelson Pool.

Director Fowler seconded the motion.

*The motion to approve the allocation of funds to purchase a new ADA chair lift was passed with a unanimous vote.

6. Allocation of funds to purchase tables and benches for parks.

Director Fowler made a motion to approve the allocation of funds to purchase tables and benches for the parks.

Director Thomas seconded the motion.

*The motion to approve the allocation of funds to purchase tables and benches for the parks was passed with a unanimous vote.

NON-ACTION ITEMS

- 1. Feather River Recreation and Parks District will host the Feather River Clean Up**

DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS WERE REVIEWED.

UNFINISHED BUSINESS

MEETING ADJOURNED AT 6:33 PM.

Feather River Recreation & Park District
Balance Sheet Prev Year Comparison
As of August 31, 2023

B1

	Aug 31, 23	Aug 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Treasury Cash				
1010.1 · Treasury Cash - General	1,152,879	824,259	328,620	40%
1010.2 · Treasury Cash - Reserve	295,494	295,494	-	0%
1010.3 · Treasury Admin Ins Proceeds	-	16,525	(16,525)	-100%
1010.4 · Treasury Ins Proceeds Playtown	-	67,657	(67,657)	-100%
1010.5 · Treasury Nelson Pool Funds	-	46,097	(46,097)	-100%
1010 · Treasury Cash - Other	889	-	889	100%
Total 1010 · Treasury Cash	\$ 1,449,262	\$ 1,250,032	\$ 199,230	16%
1020 · Imprest Cash	574	599	(25)	-4%
1030 · BofW - Merchant Acct.	41,679	132,988	(91,309)	-69%
1031 · BofW Project INS PROCEEDS	248,244	297,127	(48,883)	-16%
1040 · Fund 2610 - BAD	30,476	31,632	(1,156)	-4%
1050 · Impact Fees				
1051 · Impact - Parklands	817,910	734,401	83,509	11%
1052 · Impact - Public Use	139,485	121,195	18,290	15%
1053 · Impact - Aquatics	17,772	86,145	(68,373)	-79%
Total 1050 · Impact Fees	\$ 975,167	\$ 941,741	\$ 33,426	4%
1320 · Umpqua Bank PREPAID LOAN	19,435	188,856	(169,421)	-90%
Total Checking/Savings	\$ 2,764,837	\$ 2,842,975	\$ (78,138)	-3%
Accounts Receivable				
1210 · Accounts Receivable	9,952	(5,694)	15,646	275%
Total Accounts Receivable	\$ 9,952	\$ (5,694)	\$ 15,646	275%
Other Current Assets				
1302 · FEMA Riverbend Claim A/R	2,839	2,839	-	0%
1316 · Prepaid Expenses/Debt Interest	5,952	6,686	(734)	-11%
1399 · Undeposited Funds	(260)	-	(260)	-100%
Total Other Current Assets	\$ 8,531	\$ 9,525	\$ (994)	-10%
Total Current Assets	\$ 2,783,320	\$ 2,846,806	\$ (63,486)	-2%
Fixed Assets				
1410 · Land	627,494	627,494	-	0%
1420 · Buildings & Improvements	17,145,126	16,054,943	1,090,183	7%
1430 · Equipment & Vehicles	3,503,265	1,836,063	1,667,202	91%
1440 · Construction in Progress				
1448 · CIP Nelson SBF NE99	-	1,209,386	(1,209,386)	-100%
1450 · CIP Feather River Trail FRT99	23,460	23,460	-	0%
1451 · CIP Playtown Bathroom Fire	-	525,622	(525,622)	-100%
Total 1440 · Construction in Progress	\$ 23,460	\$ 1,758,468	\$ (1,735,008)	-99%
1499 · Accumulated Depreciation	(6,933,887)	(6,975,276)	41,389	1%
Total Fixed Assets	\$ 14,365,458	\$ 13,301,692	\$ 1,063,766	8%
Other Assets				
1500 · FMV Adjustments	94,302	94,302	-	0%

Feather River Recreation & Park District
 Balance Sheet Prev Year Comparison
 As of August 31, 2023

B2

	Aug 31, 23	Aug 31, 22	\$ Change	% Change
1550 · GASB 68 CalPERS Valuation				
1551 · GASB68 Deferred Outflow Pension	164,161	164,161	-	0%
Total 1550 · GASB 68 CalPERS Valuation	\$ 164,161	\$ 164,161	\$ -	0%
Total Other Assets	\$ 258,463	\$ 258,463	\$ -	0%
TOTAL ASSETS	\$ 17,407,241	\$ 16,406,961	\$ 1,000,280	6%

Feather River Recreation & Park District
Balance Sheet Prev Year Comparison
As of August 31, 2023

B3

	Aug 31, 23	Aug 31, 22	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	103,257	103,315	(58)	0%
<i>Total Accounts Payable</i>	<i>\$ 103,257</i>	<i>\$ 103,315</i>	<i>\$ (58)</i>	<i>0%</i>
Credit Cards				
2300 · Credit Cards Payable				
2337 · BoW CC 2709	1,340	35	1,305	3729%
2338 · BoW CC 6804 General	1,566	614	952	155%
2340 · Costco Citibank 9398	(8)	4,248	(4,256)	-100%
<i>Total 2300 · Credit Cards Payable</i>	<i>\$ 2,898</i>	<i>\$ 4,897</i>	<i>\$ (1,999)</i>	<i>-41%</i>
2350 · Supplier Accounts				
2351 · Better Deal Exchange	756	-	756	100%
2353 · Walmart	93	93	-	0%
2354 · Home Depot	7,399	31	7,368	23768%
2357 · Tractor Supply	215	-	215	100%
<i>Total 2350 · Supplier Accounts</i>	<i>\$ 8,463</i>	<i>\$ 124</i>	<i>\$ 8,339</i>	<i>6725%</i>
<i>Total Credit Cards</i>	<i>\$ 11,361</i>	<i>\$ 5,021</i>	<i>\$ 6,340</i>	<i>126%</i>
Other Current Liabilities				
2100 · Payroll Liabilities				
2110 · Wages Payable	21,786	20,649	1,137	6%
2120 · Payroll Taxes payable	(322)	-	(322)	-100%
2160 · Workers Comp Payable	(32,892)	(32,670)	(222)	-1%
2170 · Retirement Payable	170	-	170	100%
2180 · Health Insurance Payable	10,310	15,244	(4,934)	-32%
2185 · Dental Insurance Payable	739	1,043	(304)	-29%
2186 · Life Insurance Payable	56	85	(29)	-34%
2187 · Aflac Payable	1,329	1,543	(214)	-14%
2199 · Accrued Leave Payable	38,494	48,542	(10,048)	-21%
2100 · Payroll Liabilities - Other	136	-	136	100%
<i>Total 2100 · Payroll Liabilities</i>	<i>\$ 39,806</i>	<i>\$ 54,436</i>	<i>\$ (14,630)</i>	<i>-27%</i>
2400 · Deposits/Refunds to Customers	(30)	-	(30)	-100%
2405 · Deferred Revenue	-	18,588	(18,588)	-100%
<i>Total Other Current Liabilities</i>	<i>\$ 39,776</i>	<i>\$ 73,024</i>	<i>\$ (33,248)</i>	<i>-46%</i>
<i>Total Current Liabilities</i>	<i>\$ 154,394</i>	<i>\$ 181,360</i>	<i>\$ (26,966)</i>	<i>-15%</i>
Long Term Liabilities				
2954 · Ford Motor Vehicle Loan	66,740	18,965	47,775	252%
2955 · Umpqua Bank Tax Exempt Bond A	2,097,338	2,331,726	(234,388)	-10%
2960 · Umpqua Bank Taxable Bond B	23,000	52,000	(29,000)	-56%
2975 · GASB 68 CalPERS Liab Valuation				
2976 · GASB 68 Deferred Inflow Pension	679,520	679,520	-	0%
2977 · GASB 68 Net Pension Liability	657,502	657,502	-	0%
<i>Total 2975 · GASB 68 CalPERS Liab Valuation</i>	<i>\$ 1,337,022</i>	<i>\$ 1,337,022</i>	<i>\$ -</i>	<i>0%</i>

Feather River Recreation & Park District
 Balance Sheet Prev Year Comparison
 As of August 31, 2023

B4

	Aug 31, 23	Aug 31, 22	\$ Change	% Change
Total Long Term Liabilities	\$ 3,524,100	\$ 3,739,713	\$ (215,613)	-6%
Total Liabilities	\$ 3,678,494	\$ 3,921,073	\$ (242,579)	-6%
Equity				
3010 · Imprest Cash Reserve	1,000	1,000	-	0%
3020 · General Reserve	20,000	20,000	-	0%
3030 · Investment in Assets	13,301,692	13,301,692	-	0%
3040 · General Fund Balance	(2,036,074)	(2,036,074)	-	0%
3050 · Benefit Assessment District	(107,757)	(107,757)	-	0%
3060 · Impact Fees (general)	1,029,637	1,029,637	-	0%
3099 · Undistributed Retained Earnings	2,073,066	855,375	1,217,691	142%
Net Income	\$ (552,819)	\$ (577,984)	\$ 25,165	4%
Total Equity	\$ 13,728,745	\$ 12,485,889	\$ 1,242,856	10%
TOTAL LIABILITIES & EQUITY	\$ 17,407,239	\$ 16,406,962	\$ 1,000,277	6%

Feather River Recreation & Park District
 Detail Fixed Asset & Bonds
 As of August 31, 2023

Date	Vendor	Memo	Amount	Balance
1031 · BofW Project INS PROCEEDS				248,244
<i>Total 1031 · BofW Project INS PROCEEDS</i>				<i>248,244</i>
1320 · Umpqua Bank PREPAID LOAN				104,321
8/10/2023	BANK OF NEW YORK MELLON	UMPQUA LOANS 2015a 2015b	(84,886)	19,435
<i>Total 1320 · Umpqua Bank PREPAID LOAN</i>				<i>19,435</i>
1410 · Land				627,494
<i>Total 1410 · Land</i>				<i>627,494</i>
1420 · Buildings & Improvements				17,145,126
<i>Total 1420 · Buildings & Improvements</i>				<i>17,145,126</i>
1430 · Equipment & Vehicles				3,496,459
8/28/2023	Jeff's Truck Service	TRAILER - OUT DOOR 70TV-14 ASSET# 232402	6,806	3,503,265
<i>Total 1430 · Equipment & Vehicles</i>				<i>3,503,265</i>
1440 · Construction in Progress				23,460
<i>Total 1440 · Construction in Progress</i>				<i>23,460</i>
1450 · CIP Feather River Trail FRT99				23,460
<i>Total 1450 · CIP Feather River Trail FRT99</i>				<i>23,460</i>
2955 · Umpqua Bank Tax Exempt Bond A				(2,157,369)
8/1/2023	BANK OF NEW YORK MELLON	2015A PRINCIPAL PAYMENT	60,031	(2,097,338)
<i>Total 2955 · Umpqua Bank Tax Exempt Bond A</i>				<i>(2,097,338)</i>
2960 · Umpqua Bank Taxable Bond B				(30,000)
8/1/2023	BANK OF NEW YORK MELLON	2015B PRINCIPAL PAYMENT	7,000	(23,000)
<i>Total 2960 · Umpqua Bank Taxable Bond B</i>				<i>(23,000)</i>
3099 · Undistributed Retained Earnings				(3,672,153)
<i>Total 3099 · Undistributed Retained Earnings</i>				<i>(3,672,153)</i>
4500 · Grant/Reimbursed Expense Income				(4,044)
<i>Total 4500 · Grant/Reimbursed Expense Income</i>				<i>(4,044)</i>

Feather River Recreation & Park District
Detail Fixed Asset & Bonds
As of August 31, 2023

Date	Vendor	Memo	Amount	Balance
4650 · Insurance Proceeds				
8/29/2023	GE-General: GE1-Gen Op	INSURANCE CLAIM PROCEEDS TRAILER REIMBURSMENT	(5,839)	(5,839)
Total 4650 · Insurance Proceeds				(5,839)
TOTAL FIXED ASSET AND BONDS				15,788,110

	Aug 23	Budget	\$ Over Budget	Staff Comments	Jul - Aug 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense									
Income									
4100 · Tax Revenue									2,300,000.00
4150 · Tax Revenue (BAD)									328,600.00
4300 · Program Income									
4350 · Discounts & Credits									
4300 · Program Income - Other	27,857.00	22,000.00	5,857.00	AQ: \$6,224; CL: \$80; Rentals: \$17,155; SP: \$1,441	57,684.25	46,000.00	11,684.25	125.4%	250,250.00
Total 4300 · Program Income	\$ 27,857.00	\$ 22,000.00	\$ 5,857.00		\$ 57,684.25	\$ 46,000.00	\$ 11,684.25	125.4%	\$ 250,250.00
4400 · Donation & Fundraising Income									15,000.00
4500* · Grant Income	523.18			Pres Food Program BCOE	523.18				
4600 · Other Income	89.10		89.10	Recycled Scrap Metal - Play Equip.	89.10		89.10	100.0%	
4900 · Interest Income									14,000.00
4905 · Interest Income - BAD									2,000.00
Total Income	\$ 28,469.28	\$ 22,000.00	\$ 6,469.28		\$ 58,296.53	\$ 46,000.00	\$ 12,296.53	126.73%	\$ 2,909,850.00
Gross Profit	\$ 28,469.28	\$ 22,000.00	\$ 6,469.28		\$ 58,296.53	\$ 46,000.00	\$ 12,296.53	126.73%	\$ 2,909,850.00
Expense									
5000 · Payroll Expenses									
5010 · Wages & Salaries	81,017.75	86,000.00	(4,982.25)	Aug: Open full-time positions; Rec Sup	162,896.28	171,000.00	(8,103.72)	95.26%	1,064,000.00
5020 · Employer Taxes	6,812.77	7,666.00	(853.23)	" "	13,605.61	15,340.00	(1,734.39)	88.69%	92,000.00
5030 · Employee Benefits	15,207.99	17,500.00	(2,292.01)	" "	27,741.48	35,000.00	(7,258.52)	79.26%	210,000.00
5040 · Workers Comp	4,944.66	3,917.00	1,027.66		10,408.29	7,830.00	2,578.29	132.93%	47,000.00
5000 · Payroll Expenses - Other									
Total 5000 · Payroll Expenses	\$ 107,983.17	\$ 115,083.00	\$ (7,099.83)		\$ 214,651.66	\$ 229,170.00	\$ (14,518.34)	93.67%	\$ 1,413,000.00
5031 · GASB 68 Benefit Expense				Annual Unfunded Liability Paid in Full	71,255.00	80,000.00	(8,745.00)	89.07%	80,000.00
5033 · GASB Annual Audit Adj									
5100 · Advertising & Promotion	20.00	250.00	(230.00)		20.00	500.00	(480.00)	4.0%	3,000.00
5120 · Bank Fees		292.00	(292.00)		391.62	590.00	(198.38)	66.38%	3,500.00
5130 · Charitable Contributions									
5140 · Copying & Printing	240.26	210.00	30.26		451.95	420.00	31.95	107.61%	2,500.00
5150 · Depreciation									
5155 · Employment New Hire Screen	938.77	133.00	805.77		1,005.77	270.00	735.77	372.51%	1,600.00
5160 · Dues, Mbrshps & Subscriptions	720.00	760.00	(40.00)		5,255.65	7,950.00	(2,694.35)	66.11%	10,000.00
5160* · Dues, Mbrshps & Publications	119.99				119.99				
5170 · Education & Development	1,729.00		1,729.00		1,729.00	2,250.00	(521.00)	76.84%	9,000.00
5175 · Equipment Rental		833.00	(833.00)			1,670.00	(1,670.00)		10,000.00
5180 · Equipment, Tools & Furn (<\$5k)									
5182 · Operating ET&F						750.00	(750.00)		3,000.00
5184 · Program ET&F						1,125.00	(1,125.00)		4,500.00
5186 · Site/Shop ET&F	13,601.05	2,291.00	11,310.05		13,601.05	4,590.00	9,011.05	296.32%	27,500.00
5187 · IT Computer/HardwareTechnology	11,233.47		11,233.47		11,233.47	2,500.00	8,733.47	449.34%	10,000.00
5188 · IT Computer/Software Technology	120.68	1,500.00	(1,379.32)		3,657.57	5,000.00	(1,342.43)	73.15%	20,000.00
5180 · Equipment, Tools & Furn (<\$5k) - Other									
Total 5180 · Equipment, Tools & Furn (<\$5k)	\$ 24,955.20	\$ 3,791.00	\$ 21,164.20		\$ 28,492.09	\$ 13,965.00	\$ 14,527.09	204.03%	\$ 65,000.00

	Aug 23	Budget	\$ Over Budget	Staff Comments	Jul - Aug 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
5200 · Insurance					123,156.00	100,000.00	23,156.00	123.16%	100,000.00
5210 · Interest Expense - Operating	401.41	250.00	151.41		865.04	500.00	365.04	173.01%	3,000.00
5225 · Postage & Delivery	130.94		130.94		243.86	100.00	143.86	243.86%	400.00
5230 · Professional & Outside Svcs									
5232 · Accounting									25,000.00
5233 · Bands/Recreation									5,000.00
5234 · Board Stipends	2,000.00	2,000.00			4,000.00	4,000.00		100.0%	24,000.00
5235 · Recreation Instructors									1,000.00
5236 · Legal		1,670.00	(1,670.00)			3,340.00	(3,340.00)		20,000.00
5237 · Contract Janitorial	5,924.80	7,083.00	(1,158.20)		11,656.80	14,170.00	(2,513.20)	82.26%	85,000.00
5238 · Other Outside Labor									
5239 · Outside Service Admin/Consult	4,380.00	3,000.00	1,380.00	Consultant: Rec Sup B.Wilson. Payroll under and Consultant over, Net positive impact.	12,697.50	6,000.00	6,697.50	211.63%	52,000.00
5230 · Professional & Outside Svcs - Other									
Total 5230 · Professional & Outside Svcs	\$ 12,304.80	\$ 13,753.00	\$ (1,448.20)		\$ 28,354.30	\$ 27,510.00	\$ 844.30	103.07%	\$ 212,000.00
5250 · Rent									
5260 · Repairs & Maintenance									
5261 · Building R&M	250.00	833.00	(583.00)		381.24	1,670.00	(1,288.76)	22.83%	10,000.00
5262 · Equip Repairs & Small Tools	5,046.18	2,500.00	2,546.18	Bobcat AJZV23618 service provided	6,355.68	5,000.00	1,355.68	127.11%	30,000.00
5263 · General R&M	128.74				128.74				
5264 · Grounds R&M	5,946.77	8,333.00	(2,386.23)		15,450.78	16,670.00	(1,219.22)	92.69%	100,000.00
5265 · Janitorial Supplies	1,793.22	1,500.00	293.22		4,556.80	2,705.00	1,851.80	168.46%	15,000.00
5266 · Vandalism Repair	2,266.40	1,666.00	600.40		2,531.52	3,340.00	(808.48)	75.79%	20,000.00
5267 · Vehicle R&M		833.00	(833.00)		5.20	1,670.00	(1,664.80)	0.31%	10,000.00
5268 · Aquatics Pool R&M	4,112.93	3,160.00	952.93		4,077.08	9,810.00	(5,732.92)	41.56%	30,000.00
5269 · Outside Contractor/Services R&M	11,814.70	10,833.00	981.70	July/Aug Sal Rod payments	19,169.70	21,670.00	(2,500.30)	88.46%	130,000.00
5260 · Repairs & Maintenance - Other									
Total 5260 · Repairs & Maintenance	\$ 31,358.94	\$ 29,658.00	\$ 1,700.94		\$ 52,656.74	\$ 62,535.00	\$ (9,878.26)	84.2%	\$ 345,000.00
5270 · Security	788.08		788.08	Alarm Companies/Trailer Locks	788.08	2,000.00	(1,211.92)	39.4%	8,000.00
5280 · Supplies - Consumable									
5281 · Misc Staff & Uniforms Supplies	1,071.80	455.00	616.80	Staff appreciation/Farewell gift/Clothing Stipend	1,285.39	905.00	380.39	142.03%	8,000.00
5282 · Office Supplies	1,026.12	330.00	696.12	Staff business cards	610.15	660.00	(49.85)	92.45%	4,000.00
5284 · Program Food	162.45		162.45		386.97		386.97	100.0%	
5286 · Program Supplies	354.46	1,083.00	(728.54)		375.97	2,170.00	(1,794.03)	17.33%	13,000.00
5287 · Safety Supplies									
5288 · Safety & Staff Supplies	79.82		79.82		1,839.64	1,000.00	839.64	183.96%	4,000.00
5289 · Site/Volunteer Maint Supplies	806.85		806.85	Feather River Clean Up Prep	806.85	500.00	306.85	161.37%	2,000.00
5280 · Supplies - Consumable - Other									
Total 5280 · Supplies - Consumable	\$ 3,501.50	\$ 1,868.00	\$ 1,633.50		\$ 5,304.97	\$ 5,235.00	\$ 69.97	101.34%	\$ 31,000.00

	Aug 23	Budget	\$ Over Budget	Staff Comments	Jul - Aug 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
5290 · Taxes, Lic., Notices & Permits	160.45		160.45		389.45	625.00	(235.55)	62.31%	2,500.00
5300 · Telephone/Internet	1,159.55	1,000.00	159.55		2,438.60	2,000.00	438.60	121.93%	12,000.00
5310 · Fuel, Travel and Meals									
5312 · Air, Lodging, Other Travel	821.36		821.36	CSDA Conference - Hotel Stay	821.36		821.36	100.0%	
5314 · Fuel	3,579.77	3,700.00	(120.23)		6,378.63	7,300.00	(921.37)	87.38%	37,700.00
5316 · Meals	575.00			ORO Chamber BBQ: Table \$455; Seat \$120	575.00				
5318 · Mileage	25.94		25.94		147.67		147.67	100.0%	
5310 · Fuel, Travel and Meals - Other									
Total 5310 · Fuel, Travel and Meals	\$ 5,002.07	\$ 3,700.00	\$ 1,302.07		\$ 7,922.66	\$ 7,300.00	\$ 622.66	108.53%	\$ 37,700.00
5320 · Utilities									
5322 · Electric	14,270.46	16,000.00	(1,729.54)		31,656.13	33,000.00	(1,343.87)	95.93%	130,000.00
5324 · Garbage	2,108.62	2,043.00	65.62		4,308.40	4,173.00	135.40	103.25%	25,000.00
5326 · Gas/Propane	102.57	186.00	(83.43)		241.27	375.00	(133.73)	64.34%	5,000.00
5328 · Sewer	223.75	186.00	37.75		447.50	372.00	75.50	120.3%	5,000.00
5329 · Water	17,855.59	17,000.00	855.59	Nelson and Nolan Complex most consumption	34,782.10	33,000.00	1,782.10	105.4%	125,000.00
5320 · Utilities - Other									
Total 5320 · Utilities	\$ 34,560.99	\$ 35,415.00	\$ (854.01)		\$ 71,435.40	\$ 70,920.00	\$ 515.40	100.73%	\$ 290,000.00
6690 · Reconciliation Discrepancies									
7000 · Debt Interest									
7210 · Debt Interest Expense	5,951.63	5,952.00	(0.37)		11,903.24	11,904.00	(0.76)	99.99%	68,000.00
7000 · Debt Interest - Other									
Total 7000 · Debt Interest	\$ 5,951.63	\$ 5,952.00	\$ (0.37)		\$ 11,903.24	\$ 11,904.00	\$ (0.76)	99.99%	\$ 68,000.00
Total Expense	\$ 232,026.75	\$ 212,948.00	\$ 19,078.75		\$ 628,831.07	\$ 627,414.00	\$ 1,417.07	100.23%	\$ 2,707,200.00
Net Ordinary Income	(203,557.47)	(190,948.00)	(12,609.47)		(570,534.54)	(581,414.00)	10,879.46	98.13%	\$ 202,650.00
Other Income/Expense									
Other Income									
4200 · Impact Fee Income	3,408.00		3,408.00		7,832.00		7,832.00	100.0%	
4500 · Grant/Reimbursed Expense Income					4,044.42		4,044.42	100.0%	
4650 · Insurance Proceeds	5,838.89		5,838.89	Reimb for Trailer	5,838.89		5,838.89	100.0%	
4910 · Interest Income - Impact Fees									
9900 · Gain/(Loss) on Asset disposal									
Total Other Income	\$ 9,246.89		\$ 9,246.89		\$ 17,715.31		\$ 17,715.31	100.0%	
Other Expense									
5102 · Insurance Claim Expense									
Total Other Expense									
Net Other Income	9,246.89		9,246.89		17,715.31		17,715.31	100.0%	
Net Income	(194,310.58)	(190,948.00)	(3,362.58)		(552,819.23)	(581,414.00)	28,594.77	95.08%	\$ 202,650.00

Feather River Recreation & Park District
Check Register
 August 2023

11:07 AM
 09/15/2023
 Accrual Basis

Type	Date	Num	Name	Memo	Amount
Check	08/09/2023	93758	VOID	VOID CK 93758	0.00
Check	08/09/2023	93758	GE-General:GE1-Gen Op	VOID CHECK 93758	0.00
Liability Check	08/10/2023	ACH CALPERS	CALPERS	1750666004	3,630.44
Liability Check	08/10/2023	ACH EDD	EMPLOYMENT DEVELOPMENT DEPT.	499-0299-2	1,176.47
Bill Pmt -Check	08/10/2023	ACH FEE	CalPers Financial Reporting	6/30/22 GASB REPORTS/SCHEDULEDS	700.00
Liability Check	08/10/2023	ACH IRS	INTERNAL REVENUE SERVICE	94-6016050	8,216.14
Liability Check	08/10/2023	ACH 457	CALPERS SIP 457 PLAN	450-050	655.00
Bill Pmt -Check	08/10/2023	93734	BRANDT, CLARENCE SONNY	BOD STIPEND	400.00
Bill Pmt -Check	08/10/2023	93735	DELONG, SHANNON	BOD STIPEND	400.00
Bill Pmt -Check	08/10/2023	93736	FOWLER, SCOTT KENT	BOD STIPEND	400.00
Bill Pmt -Check	08/10/2023	93737	PASSMORE, GREG	BOD STIPEND	400.00
Bill Pmt -Check	08/10/2023	93738	THOMAS, DEVIN	BOD STIPEND	400.00
Bill Pmt -Check	08/10/2023	93739	BANKCARD CENTER	JULY 19, 2023 STATEMENT 4607	332.78
Bill Pmt -Check	08/10/2023	93740	AT&T - CALNET		97.20
Bill Pmt -Check	08/10/2023	93741	BANKCARD CENTER	JULY 19, 2023 STATEMENT 6804	1,907.37
Bill Pmt -Check	08/10/2023	93742	BETTER DEAL EXCHANGE	Acct#701960 STATMENT JULY 31, 2023	832.79
Bill Pmt -Check	08/10/2023	93743	BICE, GENE	MOVED PRACTICE TO LP HIGHSCHOOL	140.00
Bill Pmt -Check	08/10/2023	93744	BSN SPORTS US GAMES	DOUBLE RIM GOAL	1,009.95
Bill Pmt -Check	08/10/2023	93745	BUTTE COUNTY LAFCO	APPORTIONED SHARE OF LAFCO OP EXPENSES	4,385.18
Bill Pmt -Check	08/10/2023	93746	CALF. WATER SERVICE	Acct 520857777 6/13/23 - 7/13/23	13,576.29
Bill Pmt -Check	08/10/2023	93747	CALTRONICS	COPY USAGE	24.46
Bill Pmt -Check	08/10/2023	93748	DAWSON OIL COMPANY	62765 FUEL	2,273.86
Bill Pmt -Check	08/10/2023	93749	FP MAILING SOLUTIONS	QTRLY POSTAGE MACHINE RENTAL	112.92
Bill Pmt -Check	08/10/2023	93750	Golden Bear Alarms	QTRLY ALARM FBT	109.50
Bill Pmt -Check	08/10/2023	93751	MAZES CONSULTING	IT SUPPORT/SUBSCRIPTIONS	1,684.58
Bill Pmt -Check	08/10/2023	93752	Normac		1,124.30
Bill Pmt -Check	08/10/2023	93753	NORTH YUBA WATER DISTRICT	2695 FBT WATER	179.50
Bill Pmt -Check	08/10/2023	93754	P.G. & E.	7241369682-3 6/22/23-7/23/23	17,524.37
Bill Pmt -Check	08/10/2023	93755	Uline		3,777.51
Bill Pmt -Check	08/10/2023	93756	WELLS FARGO VENDOR FINANCIAL, LLC	CUST #1055709916	187.23
Bill Pmt -Check	08/10/2023	93757	WILSON, ROBERT BRIAN	RECRUITMENT SERVICES	510.00
Bill Pmt -Check	08/10/2023	93759	ALL THINGS CLEANING	PARKS RESTROOMS JANITORIAL	5,732.00
PAYCHECKS	08/10/2023	93760-93797	PAYROLL	EMPLOYEE CHECKS	29,869.10
Liability Check	08/10/2023	93798	State Disbursement Unit	0600099	113.65
Liability Check	08/10/2023	93799	State Disbursement Unit	0070000086271	279.69
PAYCHECKS	08/24/2023	93800-93837	PAYROLL	EMPLOYEE CHECKS	30,570.28
Bill Pmt -Check	08/24/2023	93838	BORJA, BREANNA	DOJ REIMB	67.00
Bill Pmt -Check	08/24/2023	93839	BROWN, JENNA	DOJ REIMB	67.00
Bill Pmt -Check	08/24/2023	93840	GUNTHER, ALLISON	DOJ REIMB	72.77
Bill Pmt -Check	08/24/2023	93841	HERNANDEZ, CARLOS.	DOJ REIMB	70.00
Bill Pmt -Check	08/24/2023	93842	HILL, ABIGAL	DOJ REIMB	67.00
Bill Pmt -Check	08/24/2023	93843	JESKA, BREANNA	DOJ REIMB	70.00
Bill Pmt -Check	08/24/2023	93844	LAPORTE, KEMA	DOJ REIMB	67.00
Bill Pmt -Check	08/24/2023	93845	LOWE, KENDYLE.	DOJ REIMB	52.00
Bill Pmt -Check	08/24/2023	93846	MILLER, MACKENZIE	DOJ REIMB	67.00
Bill Pmt -Check	08/24/2023	93847	OQUENDO, DOMINICK.	DOJ REIMB	67.00
Bill Pmt -Check	08/24/2023	93848	SILVA, MIRIAM.	DOJ REIMB	67.00
Bill Pmt -Check	08/24/2023	93849	STRICKLAND, ADDIE.	DOJ REIMB	67.00
Bill Pmt -Check	08/24/2023	93850	WANG, PAUL.	DOJ REIMB	71.00
Bill Pmt -Check	08/24/2023	93851	WEEDHOUSE, AURORA	DOJ REIMBURSEMENT	67.00
Bill Pmt -Check	08/24/2023	93852	ACCULARM SECURITY SYSTEMS	BATTERY ON ALARM SYSTEM	31.00
Bill Pmt -Check	08/24/2023	93853	AT&T - CALNET		99.98
Bill Pmt -Check	08/24/2023	93854	Butte County Public Health Department	BUTTE HAZ WASTE GEN CUPA	229.00
Bill Pmt -Check	08/24/2023	93855	Butte County Sheriff's Office	MONTHLY SHERIFF CREW GROUNDS	2,640.00
Bill Pmt -Check	08/24/2023	93856	Chalmers, R. Scott	JUL23 CONSULTING	3,592.50
Bill Pmt -Check	08/24/2023	93857	Dan's Electrical Supply	ELECTRICAL TOOLS	341.71
Bill Pmt -Check	08/24/2023	93858	DEL-MAR RENTAL & LANDSCAPE SUPPLY	CONCRETE	463.73
Bill Pmt -Check	08/24/2023	93859	FORD MOTOR CREDIT COMPANY LLC		2,143.46
Bill Pmt -Check	08/24/2023	93860	FP MAILING SOLUTIONS	QTRLY POSTAGE MACHINE RENTAL	130.94
Bill Pmt -Check	08/24/2023	93861	Gill, Loren	EXPENSE REIMBURSMENT	537.43
Bill Pmt -Check	08/24/2023	93862	HOME DEPOT	HOME DEPOT STATEMENT	870.59
Bill Pmt -Check	08/24/2023	93863	INSIDE OUT DESIGNS	UNIFORM EMBROIDERY	85.00
Bill Pmt -Check	08/24/2023	93864	LEESE, KAREN.	MILEAGE REIMBURSEMENT	32.75
Bill Pmt -Check	08/24/2023	93865	Lincoln Aquatics	POOL CHEMS	4,112.93
Bill Pmt -Check	08/24/2023	93866	MARGARET, MADISON	LIFGUARD CERT REIMBURSEMENT	100.00
Bill Pmt -Check	08/24/2023	93867	MJB Welding Supply	WELDING WIRE	131.71
Bill Pmt -Check	08/24/2023	93868	Ray's General Hardware	PAINTING MATERIALS	462.66

Feather River Recreation & Park District
Check Register
 August 2023

11:07 AM
 09/15/2023
 Accrual Basis

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/24/2023	93869	RECOLOGY BUTTE COLUSA COUNTIES	Acct# 8100122153	2,199.78
Bill Pmt -Check	08/24/2023	93870	SAL RODRIGUEZ LANDSCAPE LLC		9,200.00
Bill Pmt -Check	08/24/2023	93871	Staples	STAPLES STATEMENT 3721 JULY 2023	62.11
Bill Pmt -Check	08/24/2023	93872	Sunrise Environmental Scientific	SHOP CLEANING CHEMICALS	399.19
Bill Pmt -Check	08/24/2023	93873	SWING SET MALL	VOID: MONKEY RING KIT	0.00
Bill Pmt -Check	08/24/2023	93874	Teague, Victoria	JUL23 ADMIN CONTRACTING	3,315.00
Bill Pmt -Check	08/24/2023	93875	TWSD	4-112.01 WATER NELSON	3,258.31
Bill Pmt -Check	08/24/2023	93876	WAL-MART CAPITAL ONE	STATEMENT 638691 AUGUST, 2023	212.37
Liability Check	08/24/2023	93877	State Disbursement Unit	0600099	113.65
Liability Check	08/24/2023	93878	State Disbursement Unit	0070000086271	279.69
Liability Check	08/24/2023	93879	UPEC LOCAL	AUG23 DUES	272.25
TOTAL					<u>169,439.07</u>



Five Star Bank Facts

Asset Size:
\$3.4 Billion

Website:
www.fivestarbanc.com

NASDAQ Ticker:
FSBC

National Recognition

S&P Global Market Intelligence
#1 Best Performing Community Bank
2022
with assets between \$3B and \$10B

Raymond James Community Bankers Cup Winner
2022
Ranked in top 10% of community banks in the nation

Ratings & Rankings

Bauer Financial

5 Stars (out of 5)
as of March 31, 2023

Findley Report

Super Premier Performing Bank

IDC

Superior Bank - Perfect score of 300
as of March 31, 2023

Sacramento Business Journal

Best Places to Work 2021
Fastest Growing Companies 2022

About Five Star Bank

Five Star Bank was founded in 1999 by a group of entrepreneurs who wanted to create the kind of personalized banking services they desired themselves - services inspired by partnership and defined by shared vision and goals. Today, Five Star Bank is guided by purpose-driven banking, community stewardship, regional and industry expertise, a speed to serve and a commitment to economic development. As a premier business bank, we provide our clients with the highest level of service and trust.

Exceptional Products & Services

Specialized Lending

- Equipment Financing
- Business Lending & Lines of Credit
- Commercial Real Estate
- Government
- Construction
- Small Business Administration (SBA)
- Manufacturing & Distribution
- Healthcare
- Manufactured Housing, RV & Self Storage
- Nonprofit
- Agriculture, Ag-Tech & Wineries
- Practice Finance
- Venture Banking, Technology & Start-Up
- Professional Services
- SMUD Energy Efficient Loans

Treasury Management Services

- Automated Clearing House (ACH)
- Positive Pay
- Credit Sweep
- Zero Balance Account
- Certificate of Deposit Registry Services (CDARS)
- FDIC Insured Cash Sweep (ICS)
- Remote Deposit Capture (and Mobile)
- Merchant Services
- Bill Pay
- Wire Transfers
- Foreign Exchange
- Cash Vault Services

Government Banking Group

Jerry Legg

Senior Vice President / Government Banking Manager
jlegg@fivestarbanc.com | 916.471.9977

Reagan Ballo

Assistant Vice President / Government Banking Officer
rballo@fivestarbanc.com | 916.660.5752



Your Five Star Bank Relationship Team



Reagan Ballo, CTP, AVP/ Government Banking Officer
3100 Zinfandel Dr., Suite #650, Rancho Cordova, CA
(916) 660-5752 direct
(805) 305-1882 cell
rballo@fivestarb.com



Amy Keller – Day to Day Operational Contact
AVP/Relationship Specialist
9250 Laguna Springs Dr. Ste. 102, Elk Grove, CA 95758
(916) 640-1516 direct
akeller@fivestarb.com



Paola Telles
AVP/Treasury Solutions Advisor
2400 Del Paso Road, Suite 100, Sacramento, CA 95834
916-273-7828 direct
916-212-2791 cell
ptelles@fivestarb.com



Julio Valenzuela
AVP/Credit Card Product Manager
3100 Zinfandel Dr., Suite #650, Rancho Cordova, CA
(916) 306-1436 direct
jvalenzuela@fivestarb.com



Anthony Garcia
VP/Merchant Services Manager
3100 Zinfandel Dr., Suite #650, Rancho Cordova, CA
(916) 851-5444 direct
agarcia@fivestarb.com

E-Banking Department
2400 Del Paso Road, Suite 100, Sacramento, CA 95834
916-626-5012 direct
ebanking@fivestarb.com



RESOLUTION 2021-23

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT AUTHORIZING ALL BOARD MEMBERS AND GENERAL MANAGER TO SIGN ALL DISTRICT CHECKS AND BANK DOCUMENTS ASSOCIATED WITH BANK OF THE WEST CHECKING ACCOUNTS

WHEREAS, Shawn Rohrbacker, Steven Rocchi, Shannon DeLong, Scott Kent Fowler, Devin Thomas, and Clarence Sonny Brandt are current authorized signers on all checks and bank documents associated with Bank of the West checking accounts,

WHEREAS, Shawn Rohrbacker and Steven Rocchi are no longer employed by the District and Chris Wagoner was appointed as the General Manager, and Greg Passmore was appointed as a Director, and

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Feather River Recreation and Park District hereby adopts Resolution 2021-23 authorizing the removal of the following individuals as a signer on all documents associated with Bank of the West checking accounts:

1. Shawn Rohrbacker, General Manager
2. Steven Rocchi, Chairperson

BE IT FURTHER RESOLVED that the Board of Directors of the Feather River Recreation and Park District also authorizes the following individuals as signers on all checks and bank documents associated with Bank of the West checking accounts:

1. Chris Wagoner, General Manager
2. Shannon DeLong, Chairperson
2. Scott Kent Fowler, Director
3. Devin Thomas, Director
4. Sonny Brandt, Director
5. Greg Passmore, Director

PASSED AND ADOPTED, at a regular board meeting of the Board of Directors of the Feather River Recreation and Park District on the 26th day of September by the following vote:

Ayes:
Noes:
Abstain:
Absent:
Attest:

Shannon DeLong, Chairperson

Chris Wagoner, General Manager

**STAFF REPORT**

DATE: September 26, 2023

TO: FRRPD Board of Directors

FROM: Ayla Singleterry, Finance Manager

RE: Changing Banks from Bank of Montreal Financial Group (BMO), Formally Bank of the West (BOW), to Five Star Bank

SUMMARY: To close the BMO accounts and open accounts with Five Star Bank.

BACKGROUND

BMO Financial Group acquired Bank of the West from BNP Paribas as of February 1, 2023. The transfer of data from the Bank of the West database to the BMO database was only supposed to negatively impact customers until 9/5/23. However, it is 15 days later and there has been no resolve. Since the data merger the two FRRPD credit cards through BMO regularly get declined despite being paid in full on a monthly basis. The local bankers are so negatively impacted by this buyout that they are unable to provide the same quality customer and account care the District and community deserves.

Furthermore, the District would like to offer direct deposit for its employees and moving to Five Star Bank will facilitate that without costing the district additional money to provide that service.

BUDGETARY IMPACT

Reduced bank fees with a potential of no bank fees.

RECOMMENDATION: Approve changing banks from BMO Financial Group to Five Star Bank.

ALTERNATIVE ACTIONS: Deny request and continue to have our credit cards declined for an unknown amount of time as well as furthering the delay for a direct deposit option for employees.

ATTACHMENTS: Five Star Bank Overview and Five Star Bank Contacts.



RESOLUTION 2022-23

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT AUTHORIZING THE GENERAL MANAGER TO CLOSE THE BANK OF THE WEST (BMO) ACCOUNTS AND OPEN ACCOUNTS WITH FIVE STAR BANK.

WHEREAS, Bank of the West (BMO) is unable to provide district staff with direct deposit and is having complications with credit cards accounts during the business's transition to BMO,

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Feather River Recreation and Park District hereby adopts Resolution 2022-23 authorizing the closure of the Bank of the West (BMO) merchant and credit card accounts; and the authorization of opening merchant and credit card accounts with Five Star Bank.

PASSED AND ADOPTED, at a regular board meeting of the Board of Directors of the Feather River Recreation and Park District on the 26th day of September by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest:

Shannon DeLong, Chairperson

Chris Wagoner, General Manager



RESOLUTION 2023-23

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT AUTHORIZING THE GENERAL MANAGER TO TRANSFER OWNERSHIP OF THE COSTCO ACCOUNT AND OPEN A COSTCO CREDIT CARD

WHEREAS, Shawn Rohrbacker is the current primary account member on the Feather River Recreation and Parks District Costco account,

WHEREAS, Shawn Rohrbacker is no longer employed by the District and Chris Wagoner was appointed as the General Manager, and

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Feather River Recreation and Park District hereby adopts Resolution 2023-23 authorizing the removal of the following individuals as the primary account member of the Feather River Recreation and Park District Costco account:

1. Shawn Rohrbacker, General Manager

BE IT FURTHER RESOLVED that the Board of Directors of the Feather River Recreation and Park District also authorizes the following individual as the primary account member for Costco:

1. Chris Wagoner, General Manager

PASSED AND ADOPTED, at a regular board meeting of the Board of Directors of the Feather River Recreation and Park District on the 26th day of September by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest:

Shannon DeLong, Chairperson

Chris Wagoner, General Manager



G1

STAFF REPORT

DATE: September 26, 2023

TO: FRRPD Board of Directors

FROM: Chris Wagoner, General Manager

RE: SBF update

SUMMARY

Scott has completed his research on historical issues for SBF and recommendation for moving forward.

1 Item for review

1. Historical timeline of SBF issue with research included.

RECOMMENDATION

Review attachment for your situational awareness.

ATTACHMENTS:

Research printout.

HISTORY OF OROVILLE DAM LICENSING

1. FEB. 11, 1957 The Dept. of Water Resources (DWR) was issued a 50-year license to construct and operate Oroville Dam (P-2100)
2. JAN. 31, 2007 The original license expired and P-2100 is currently operating under an annual license that automatically renews each year until a new license is issued.
3. JAN. 26, 2005 DWR filed an application for a New License with supporting documentation (During relicensing agencies and stakeholders designed a \$27 million suite of studies)
4. MARCH 26 ,2006 DWR and an overwhelming majority of stakeholders successfully concluded negotiations and signed a Settlement Agreement that has been estimated to provide \$1 billion in environmental, recreational, cultural, and other benefits over a proposed 50-year new license term. (50+ Stakeholders listed on separate sheet signed the Agreement – Butte County participated in the various meetings and negotiations but withdrew prior to the signing of the Settlement Agreement) **(THE SA WAS FOR THE PURPOSE OF “RESOLVING ALL ISSUES THAT HAVE OR COULD HAVE BEEN RAISED BY THE PARTIES IN CONNECTION WITH FERC’S ORDER ISSUING A NEW PROJECT LICENSE)**
5. FEB. 1, 2007 FERC issued notice authorizing continued project operations.
6. MAY 18, 2007 FERC issued the Final Environmental Impact Statement with recommended alternatives accepting most of the Settlement Agreement
7. May 2007 DWR issued Final EIR
8. APR. 9, 2007 U.S. Fish and Wildlife Service issued the Terrestrial Biological Opinion
9. NOV. 20, 2007 Effective date for DWR and PG&E Habitat Expansion Agreement
10. DEC. 15, 2010 State Water Resources Control Board (SWRCB) issued the Water Quality Certification pursuant to Section 401 of the Clean Water Act
11. DEC 5, 2016 National Marine Fisheries Service issued the Aquatic Biological Opinion for anadromous fish.

Key points of the Settlement Agreement

1. Multiple workshops held seeking public input
2. Signatories of the SA agreed to uphold all the terms & conditions
3. All signatories are bound to the terms of the SA provided the New Project License is not inconsistent with the SA
4. Protection, Mitigation and Enhancement Measures are made a part of the SA
5. Biological Opinion must be consistent with the SA
6. A Habitat Expansion Agreement provides for protection of existing species

Four Parts of the Settlement Agreement

1. License Management

Relevance: The SA proposes enhanced stakeholder committees to provide advice to DWR

Significance: For the life of the approved new license. Adds protective measures to ensure that ..."Promises" are "Commitments"

2. Environmental Management

Relevance: The SA calls upon DWR to manage water flows & temperatures, increase habitat, & provide for other related actions benefiting salmon, steelhead, riparian plants & wildlife.

Significance: Creates a timeline for implementing & maintaining these items.

3. Historical Properties Management Plan

Relevance: The SA calls upon DWR to manage important historic and cultural resources with continuing input from Native Americans & other interested parties.

Significance: An establishment of curation facility & expansion of DWR's site stewardship program.

4. Recreation Management

Relevance: The SA calls upon DWR to provide a new Recreation Management Plan that responds to recreation demand & address community interest in realizing the benefits of a robust & high-quality recreation experience.

Significance: The Project Settlement Benefit Plan (SBF) allows the local region to plan & build projects which provide supplemental benefits outside of the project Boundary.

Supplemental Benefits Fund Partners

1. Department of Water Resources (DWR)
2. State Water Contractors (SWC)
3. City of Oroville (City)
4. Feather River Recreation & Park District

Purpose of the Appendix B of the Settlement Agreement

Allow the benefit of the Oroville Facilities to be extended into the “local communities” in the vicinity of the “FERC Boundary” in a manner consistent with DWR’s authority to provide such benefits through operation of the State Water Project (SWP)

1. Measures agreed to among the parties but not to be included in the New Project License
2. Establishes the “the City of Oroville” as the SBF Fund Administrator
3. Establishes the “SBF Steering Committee” as the “Sole Decision-Maker”, through majority vote of its members, to adopt the Fund Strategic Plan and select levels of funding for approved projects.

DWR Commitment to Establish & Maintain the SBF Fund

- Fifty-year term: \$1,000,000 per year
- Forty-five-year term: \$900,000 per year
- Forty-year term: \$800,000 per year
- Any license term less than forty-years, DWR shall use its direction to determine the annual payment, if any, which will be less than those listed above

DWR to provide “Good Faith” up-front funds to the SBF pending License Approval

- \$11,270,000 of which \$5,200,00 was committed to establish & build the first two phases of Riverbend Park.
- The balance of \$6,070,00 to be used for establishing the Fund Strategic Plan, projects & administration.

State Water Contractors (SWC) & the SBF Steering Committee “Grant Fund Partnership”

- SWC agree to develop, explore, work with the Fund Administrator & provide a staff resource in an amount not to exceed fifty percentage time of one FTE
- The staffing, or funding, will be in effect until five years prior to the expiration of the new license

Reasoning behind the “Grant Writer Clause”

- Funds provided to the SBF from DWR are “un-escalated annual payments”
- The intent was to assist the SBF in “securing matches for approved projects”
- If there had been an “escalated clause” this is what today’s annual payments would have been; \$1,000,000 in 2007 would have been equal to \$1,470,809.25 in 2023

Critical Components of the SBF

1. Regional Fund Strategic Plan (RFSP)

- *A requirement of Appendix B of the Settlement Agreement
- *The RFSP was approved on April 27, 2010 by the SBF Steering Committee
- *\$350,000 was provided to hire a consultant to work with SBF staff to write the Plan
- *The actual consultant cost was \$173,050
- *The intention of the RFSP is to be a “reference document” for the SBF Steering Committee & a reference document for SBF grant applicants

2. SBF Mission Statement

Investing in recreational and related projects with the nexus to the Feather River to improve the quality of life and stimulate economic development in the Oroville Region”

*Nexus is defined as the relationship of a project or program and/or connection with the Feather River, specifically in the area of the “low flow channel”:

- A. On or in sight of the Feather River, or
- B. Activities related to the Feather River, an
- C. Within the geographic boundary of the SBF Priority Map

3. SBF Project Priority Map (Map attached)

4. Feather River Consolidated Master Plan

“The Feather River Consolidated Master Plan was originally envisioned by the SBF Steering Committee as a way: to consolidate into a single document all the best ideas from existing Oroville plans and includes future river-related projects, that might best improve the equality of life and stimulate economic development in the greater Oroville Region”.

- **Six Distinctive “Reaches”**

1. Diversion Pool
2. Fish Barrier Pool
3. Historic Downtown
4. Riverbend Park
5. Oroville Wildlife Area
6. Thermalito Forebay

How the “Advanced” DWR Funds of \$11,270,000 to the SBF been used ...
(Pie Chart attached)

Supplemental Benefit Funds Received 2007-2013

Small Projects	\$58,135
Large Projects	\$8,971,998
Event Coordinator	\$203,500
Chamber	\$337,272
Studies	\$302,814
Other	\$53,533
Administration	\$1,315,837
Unencumbered	\$26,911
 Total SBF Funds	 \$11,270,00

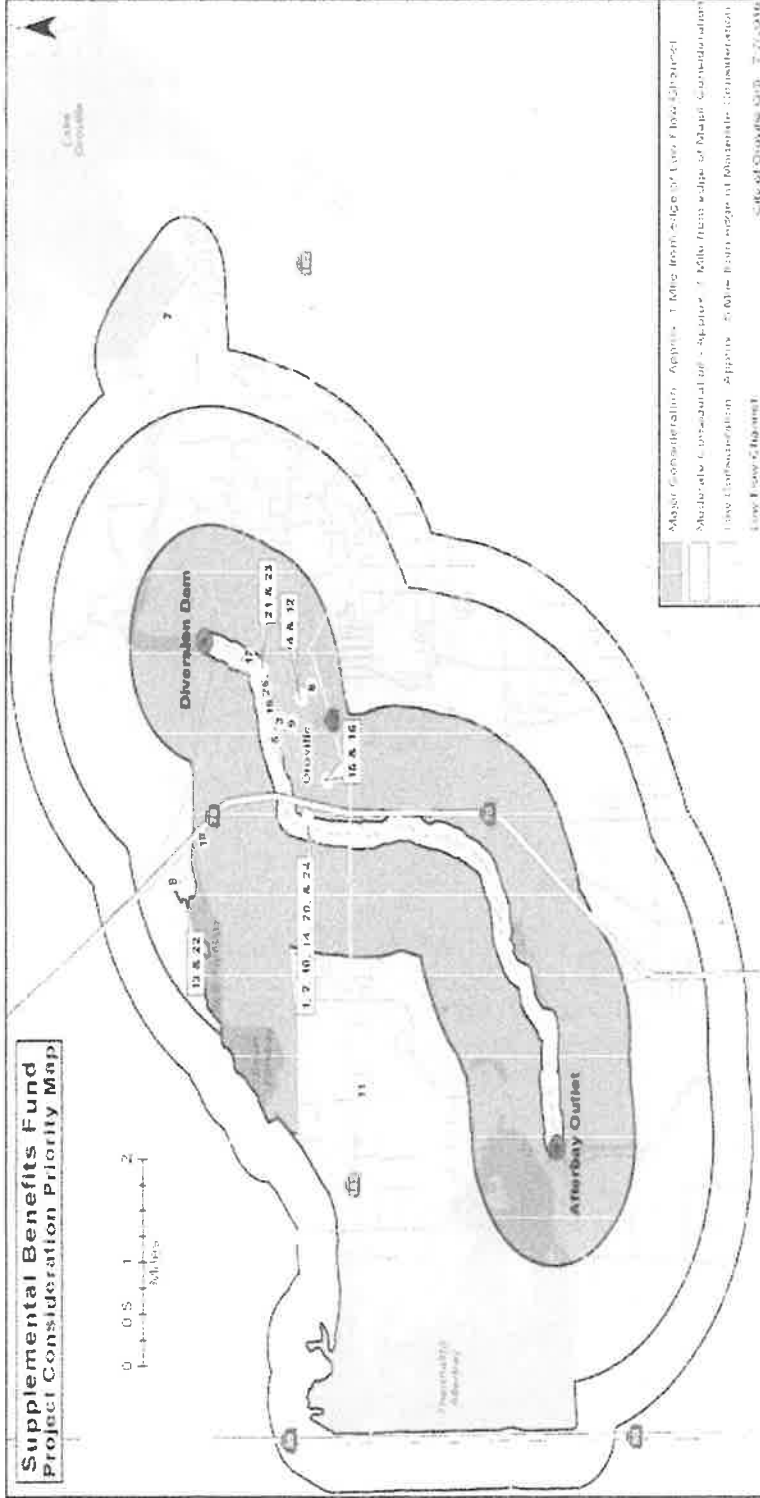
The Stakeholders ... in alphabetical order

Alameda County Flood Control
 Alameda County Water District
 American Rivers
 American Whitewater
 Antelope Valley-East Kern Water District
 Berry Creek Citizens Association
 California Dept. of Boating & Waterways
 California Dept. of Fish & Game
 California Dept. of Parks & Recreation
 California Dept. of Water Resources
 California State Horseman’s Region II
 Castaic Lake Water Agency
 Central Coast Water Authority
 Chico Paddleheads
 Citizens for Fair & Equitable Recreation
 City of Oroville
 Coachella Valley Water District
 County of Kings
 Crestline-Lake Arrowhead Water Agency
 Desert Water Agency

Empire West Side Irrigation District
Feather River Low Flow Alliance
Feather River Recreation & Park District
International Mountain Bicycling Association
Kern County Water Agency
Kon Know Valley Band of Maidu
Lake Oroville Bicyclist Organization
Littlerock Creek Irrigation District
Metropolitan Water District of Southern California
Mojave Water Agency
Napa County Flood Control & Water Conservation District
National Marine Fisheries Service
Oak Flat Water District
Oroville Area Chamber of Commerce
Oroville Downtown Business Association
Oroville Economic Development Corporation
Oroville Parks Commission
Oroville Recreation Advisory Committee
Oroville Redevelopment Agency
Oroville Rotary Club
Palmdale Water District
San Bernardino Valley Municipal Water District
San Gabriel Valley Municipal Water District
San Geronio Pass Water Agency
Santa Clara Valley Water District
Solano County Water District
State Water Contractors, Inc.
Town of Paradise
Tulare Lake Basin Water Supply District
United States Dept. of Interior
Plus, two individual signers; Arthur G. Baggett, Jr., DC Jones
(Butte County participated in the various meetings & negotiations but withdrew prior to signing the Settlement Agreement)



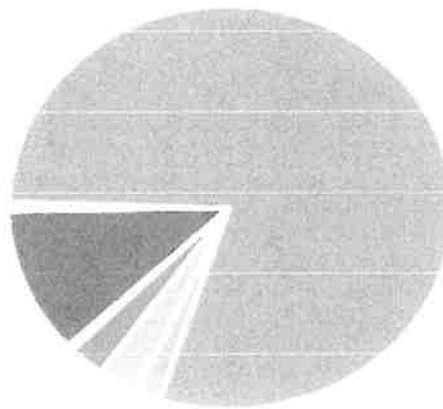
SBF PROJECT PRIORITY MAP





How have the "Advance" DWR funds of \$11,270,000 to the SBF been used ...

SBF Funds Received
2007-2013



- Small Projects
- Large Projects
- Studies
- Event Coordinator
- Administration
- Chamber
- Unencumbered

- Small Projects .5%
- Large Projects 79.6%*
- Event Coordinator 1.8%
- Oroville Chamber 3.0%
- Studies 2.7%
- Administration 11.7%
- Other .5%
- Unencumbered .2%
- Total \$11,270,000 100.0%
- *Includes \$5,200,000 for Riverbend Park



STAFF REPORT

DATE: September 26, 2023

TO: FRRPD Board of Directors

FROM: Chris Wagoner, General Manager

RE: Impact fees

SUMMARY

The County Board of Supervisors denied our initial request for a lump sum roll out of our impact fees. Instead, I have provided a three, five, and eight year roll out plan for impact fees to first present to the city and then the county for approval. All increases past 2024 assume a 2% inflation adjustment annually.

Items for review

1. Three-, five- and eight-year increase plan provided by SCI.

RECOMMENDATION

Approve eight year roll out plan.

ATTACHMENTS:

Metrics submitted by SCI.

**Feather River Recreation and Park District
Park Impact Fee Nexus Study**

Park Impact Fee Phasing Plans (County of Butte)

Land Use Category	Unit ¹	Current FRRPD	Maximum	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective
		Unincorporated Area Park Impact Fee (2008) ²	Districtwide Park Impact Fee 2023	July 1, 2024	July 1, 2025 ³	July 1, 2026 ³	July 1, 2027 ³	July 1, 2028 ³	July 1, 2029 ³	July 1, 2030 ³	July 1, 2031 ³
<u>Three-Year Plan</u>											
Single-Family Housing	DU	\$1,106	\$5,486	\$2,566	\$4,107	\$5,678	\$5,791	\$5,907	\$6,025	\$6,146	\$6,269
Multi-Family Housing	DU	\$870	\$4,615	\$2,118	\$3,434	\$4,776	\$4,871	\$4,969	\$5,068	\$5,170	\$5,273
Mobile Homes	DU	\$867	\$4,672	\$2,135	\$3,472	\$4,835	\$4,932	\$5,030	\$5,131	\$5,233	\$5,338
<u>Five-Year Plan</u>											
Single-Family Housing	DU	\$1,106	\$5,486	\$1,982	\$2,915	\$3,867	\$4,838	\$5,828	\$5,945	\$6,064	\$6,185
Multi-Family Housing	DU	\$870	\$4,615	\$1,619	\$2,415	\$3,228	\$4,056	\$4,901	\$4,999	\$5,099	\$5,201
Mobile Homes	DU	\$867	\$4,672	\$1,628	\$2,437	\$3,262	\$4,103	\$4,961	\$5,061	\$5,162	\$5,265
<u>Eight-Year Plan</u>											
Single-Family Housing	DU	\$1,106	\$5,486	\$1,654	\$2,245	\$2,848	\$3,464	\$4,092	\$4,732	\$5,385	\$6,051
Multi-Family Housing	DU	\$870	\$4,615	\$1,338	\$1,842	\$2,357	\$2,881	\$3,416	\$3,962	\$4,519	\$5,087
Mobile Homes	DU	\$867	\$4,672	\$1,343	\$1,855	\$2,377	\$2,910	\$3,453	\$4,007	\$4,572	\$5,149

Notes:

¹ DU means dwelling unit

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

³ Includes a conservative 2% adjustment for inflation.

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

**Feather River Recreation and Park District
Park Impact Fee Nexus Study**

Park Impact Fee Phasing Plans (City of Oroville)

Land Use Category	Unit ¹	FRRPD	Maximum Districtwide Park Impact Fee 2023	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective
		Incorporated Area Park Impact Fee (2008) ²		July 1, 2024	July 1, 2025 ³	July 1, 2026 ³	July 1, 2027 ³	July 1, 2028 ³	July 1, 2029 ³	July 1, 2030 ³	July 1, 2031 ³
<u>Three-Year Plan</u>											
Single-Family Housing	DU	\$1,196	\$5,486	\$2,626	\$4,137	\$5,678	\$5,792	\$5,908	\$6,026	\$6,147	\$6,269
Multi-Family Housing	DU	\$1,063	\$4,615	\$2,247	\$3,500	\$4,777	\$4,873	\$4,970	\$5,070	\$5,171	\$5,275
Mobile Homes	DU	\$793	\$4,672	\$2,086	\$3,447	\$4,834	\$4,931	\$5,030	\$5,130	\$5,233	\$5,338
<u>Five-Year Plan</u>											
Single-Family Housing	DU	\$1,196	\$5,486	\$2,054	\$2,970	\$3,905	\$4,858	\$5,830	\$5,947	\$6,066	\$6,187
Multi-Family Housing	DU	\$1,063	\$4,615	\$1,773	\$2,533	\$3,309	\$4,100	\$4,906	\$5,004	\$5,104	\$5,206
Mobile Homes	DU	\$793	\$4,672	\$1,569	\$2,391	\$3,231	\$4,087	\$4,960	\$5,059	\$5,160	\$5,263
<u>Eight-Year Plan</u>											
Single-Family Housing	DU	\$1,196	\$5,486	\$1,732	\$2,314	\$2,907	\$3,512	\$4,129	\$4,759	\$5,401	\$6,056
Multi-Family Housing	DU	\$1,063	\$4,615	\$1,507	\$1,990	\$2,483	\$2,985	\$3,498	\$4,021	\$4,554	\$5,098
Mobile Homes	DU	\$793	\$4,672	\$1,278	\$1,798	\$2,329	\$2,870	\$3,422	\$3,985	\$4,559	\$5,145

Notes:

¹ DU means dwelling unit

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

³ Includes a conservative 2% adjustment for inflation.

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



STAFF REPORT

DATE: September 26, 2023

TO: FRRPD Board of Directors

FROM: Chris Wagoner, General Manager

RE: Employee Handbook

SUMMARY

The Employee Handbook has not been updated since 2016. Should be reviewed annually.

3 Items for review

1. The threshold for allowed vacation accrual increased by 20 hours for the first two steps.
2. Juneteenth (which has been given as a holiday in the past) is added to the federal holidays list.
3. Unlimited sick leave accrual has been removed and replaced with a three-year max.

RECOMMENDATION

Approve Handbook. Will review again next year.

ATTACHMENTS:

Handbook

FEATHER RIVER RECREATION AND PARK DISTRICT
1875 Feather River Boulevard
Oroville, CA 95965
(530) 533-2011

Adopted by
FRRPD (Feather River
Recreation and Parks
District) Board of
Directors

September 26th 2023

RESOLUTION NO. 960-07

**FEATHER RIVER
RECREATION & PARK DISTRICT**

EMPLOYEE HANDBOOK

Table of Contents:

SECTION 1: INTRODUCTION

- 1.1 Code of Ethics.....4
- 1.2 Employee Handbook5
- 1.3 Equal Employment Opportunity.....5
- 1.4 At-Will Employment6
- 1.5 Who we Are.....6

SECTION 2: EMPLOYMENT

- 2.1 Employment Classifications.....6
- 2.2 Categories of Employment8
- 2.3 Hours of Operation and Work Schedules.....9
- 2.4 Time Cards.....9
- 2.5 Meal and Rest Periods.....9

SECTION 3: SELECTION AND HIRING OF EMPLOYEES

- 3.1 Appointment and Hiring of Employees10
- 3.2 Post-Offer, Pre-Employment Background Checks10
- 3.3 Post-Offer, Pre-Employment Medical Examinations.....12
- 3.4 Post-Offer, Pre-Employment Drug Testing.....12
- 3.5 Anti-Favoritism Policy12

SECTION 4: COMPENSATION

- 4.1 Overtime Pay – Non-Exempt Employees, Exempt Employees.....13
- 4.2 Administrative Time Off For Exempt Employees13
- 4.3 Pay Procedures.....14
- 4.4 Salary Program14
- 4.5 Holiday Pay.....17
- 4.6 Call-Back Pay17
- 4.7 Expense Allowances18

SECTION 5: EMPLOYEE RELATIONS

- 5.1 Dress Code.....22
- 5.2 Professional Attitude and Conduct22
- 5.3 Use of FRRPD Phone and Personal Cell Phones22
- 5.4 Smoking.....26
- 5.5 Performance Evaluations26
- 5.6 Electronic Communication26
- 5.7 Outside Employment.....29
- 5.8 Conflicts of Interest29
- 5.9 Inspection of Personnel Records.....30
- 5.10 Continuing Education30

5.11	Conferences and Training.....	31
5.12	Jury Duty.....	31
5.13	Time Off For Voting.....	31
5.14	Military Leave.....	32
5.15	FRRPD Rate Reduction for Employees	32
SECTION 6: ZERO TOLERANCE POLICIES		
6.1	Anti-Harassment and Discrimination Policies	32
6.2	Workplace Violence	34
6.3	Alcohol and Drug Abuse Policy; Testing Policy.....	35
SECTION 7: EMPLOYEE BENEFITS		
7.1	Holidays	42
7.2	Vacation.....	43
7.3	Sick Leave	44
7.4	Catastrophic Sick Leave Donations	46
7.5	Retirement Benefits	47
7.6	Insurance Benefits.....	47
SECTION 8: LEAVES OF ABSENCE		
8.1	Bereavement Leave.....	48
8.2	Pregnancy Disability Leave.....	49
8.3	Family Care and Medical Leave.....	51
SECTION 9: SEPARATION OF EMPLOYMENT		
9.1	Resignation	57
SECTION 10: DISCIPLINARY ACTION		
10.1	Causes for Disciplinary Action	57
10.2	Disciplinary Action.....	58
10.3	Notice of Proposed Disciplinary Action.....	59
10.4	Employee’s Answer	59
10.5	Appeal of Decision of Hearing Officer	60
SECTION 11: CONFIDENTIALITY AND NONDISCLOSURE OF PROPRIETARY INFORMATION		
11.1	Duty of Trust and Confidentiality	61
11.2	Nondisclosure of Proprietary Information	61
SECTION 12: WORKPLACE SAFETY		
12.1	District Workplace Safety Policy.....	62
12.2	Use of Equipment	62
12.3	Security Inspections.....	62

AMENDMENTS

SECTION 1: INTRODUCTION

1.1 Code of Ethics for Feather River Recreation and Park District (FRRPD)

As a California Recreation and Park District, the Feather River Recreation and Park District (FRRPD) (District) is committed to improving and protecting the quality of life for all residents of the Greater Oroville Area by providing essential recreation, park and open space facilities and services.

MISSION STATEMENT

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 complements the natural resources and cultural heritage of our community.

The District accepts this public trust and asks, and expects each of its employees to do so, too. In fulfilling its commitment FRRPD therefore always asks and expects each of its employees while on the job to adhere to the following principles:

Responsibility to Community

- Respect people as individuals and serve all in an equitable and fair manner.
- Be and remain worthy of trust and recognize the importance of confidentiality.
- Create a positive climate for recreation and leisure opportunities.
- Strive to improve life within the community.
- Promote the awareness of individual and cultural diversity.
- Recognize and understand the community needs.

Responsibility to Self

- Maintain relationships with fellow employees based on mutual integrity, trust, and respect.
- Clearly separate professional from personal points of view.
- Maintain a commitment to personal and professional growth.

Responsibility to Employer

- Cooperatively work within the organization's structure.
- Assist in promoting the organization to the community.

- Respect policies and procedures in a professional manner.
- Initiate positive change.
- Adhere to standards of personal conduct acceptable for recreation and park professionals in the community.

In fulfilling its commitment to the community, District employees must have mutual respect as they work together to fulfill their commitments.

Responsibility to Profession

- Maintains membership within the professional organization.
- Actively participates and contributes to the advancement of the profession.
- Recognizes and promotes the values of the profession
- Actively promotes and encourages individual and cultural diversity.

1.2 Employee Handbook

This Employee Handbook is provided to the employees of Feather River Recreation and Park District (“The District”) to provide a general understanding of the District’s personnel policies that apply to all employees to the extent not altered by a collective bargaining agreement to which the employee is subject. The policies set forth in this Employee Handbook are subject to modification. Except for its policy of at-will employment described herein, the District reserves the right to revise, supplement, or rescind any of the provisions of this Employee Handbook, as well as any of its other personnel policies or benefits, from time to time as it deems appropriate by a majority vote of the Board of Directors. As policies and benefits are revised, updated pages will be distributed to employees.

This Employee Handbook is not a contract and should not be viewed as the basis of any contractual obligations of the District

1.3 Equal Employment Opportunity

The District wishes to reaffirm its goal of promoting equal opportunities in the workplace. The District provides equal employment and advancement opportunities to all qualified employees and applicants, regardless of race, national origin, ancestry, citizenship, color, ethnicity, gender, age, religion, political affiliation, sexual orientation, marital status, disability, or any other characteristic protected by law.

1.4 At-Will Employment

Unless otherwise subject to a written contract or a collective bargaining agreement, all employment with the District is at will. That is, both the employee and the District have the right to terminate employment at any time, with or without advance notice, and with or without cause. No one at the District has the authority to alter this arrangement, to enter into an agreement for employment for a specified period, or to make any agreement contrary to this policy

1.5 Who We Are

The District was formed in 1952 and currently maintains and operates approximately 300 acres of parkland, which includes ownership or lease participation in more than 20 parks. At the head of the District is the District General Manager, assisted by the Recreation Division, Park Division, Finance Division, and Office Division personnel. The District's Board of Directors meet at a minimum monthly, providing valuable input and direction to the District's staff.

The District is in the eastern portion of Butte County, including the urban area of Oroville and surrounding farmland. The District serves a population of approximately 80,000 which includes the City of Oroville and the unincorporated communities of Berry Creek, Palermo, Honcut, Bangor, Forbestown, Clipper Mills, and surrounding unincorporated rural areas.

The District operates one activity center, two swimming pools, a skate/bike park, and multiple park and recreation areas. It sponsors programs for youth, seniors, families, and the disabled. The year-round programs are managed by professionally trained staff.

SECTION 2: EMPLOYMENT

2.1 Employment Classifications

Probationary Employees

Unless otherwise provided for by a collective bargaining agreement, all new employees shall serve a probationary period of six months commencing with their first day of employment, unless the District establishes a longer period on the basis of the cycle of work or because the duration of the probationary period is such that it is not possible to adequately evaluate performance within a six-month period. Similarly, an authorized paid or medical leave during

the probationary period may result in an extension of the probationary status by the number of consecutive calendar days of such absence.

During this period, the employer and employee will have an opportunity to determine whether further employment with the District is appropriate. Employment during the probationary period may be terminated at any time, with or without cause, and with or without notice.

An employee will not change from probationary status to any other status merely because of the amount of time worked in a probationary status. An employee will only change from a probationary status to a different status if he or she successfully completes the probationary period and is specifically notified in writing or through evaluation that he or she has become a full-time or part-time employee of the District. A probationary employee who is terminated will be notified in writing only that the employee has failed to complete the probationary assignment. No further reason for termination need be provided to the employee or otherwise maintained in an introductory employee's personnel file.

Introductory employees are entitled to all District-sponsored benefits as defined in this Handbook unless otherwise specified.

Full-Time Employees

A full-time employee is an employee who has successfully completed the probationary period and who is regularly scheduled to work 40 or more hours per week. Full-time employees are entitled to all District-sponsored benefits as defined in this Employee Handbook unless otherwise specified. Such designation does not change the at-will nature of the worker's employment, unless otherwise modified by a collective bargaining agreement.

Part-Time Employees

A part-time employee is an employee who has successfully completed the introductory period and who is regularly scheduled to work less than 40 hours per week. Part-time employees **are not entitled** to accrue or receive any District-sponsored benefits defined in this Employee Handbook, except to the extent that they may, depending on the number of hours worked annually they may be entitled to state mandated sick time. A designation as a part-time employee does not change the nature of the worker's at-will employment, unless otherwise modified by a written contract or a collective bargaining agreement.

Temporary Employees

Temporary employees are full or part-time employees hired for a particular project or for short-term assignments of limited or indefinite duration usually not to exceed six months. The duration of a temporary employee may be extended at the sole discretion of the District. A temporary employee will not change from temporary to any other employee status

or classification simply because of the length of time spent as a temporary employee. The status of a temporary employee may change only if the employee is specifically notified in writing of the change in status by the District Manager. Temporary employees are not guaranteed employment for any specific length of time, and may be terminated at any time, with or without cause, and with or without notice as deemed appropriate by the District. Temporary employees **are not entitled** to accrue or receive any District-sponsored benefits defined in this Employee Handbook other than state mandated sick time.

Seasonal Employees

Seasonal employees are full or part-time employees employed for seasonal production work and notified at the time of hire that the employment is seasonal and temporary. Seasonal employees **are not entitled** to accrue or receive any District-sponsored benefits defined in this Employee Handbook other than state mandated sick time.

2.2 Categories of Employment

Non-Exempt Employees

Non-exempt employees include all employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act. Employees in this category are entitled to overtime compensation for work over 40 hours in a workweek. See section 4.1 of this Employee Handbook.

Exempt Employees

Exempt employees include all employees who are classified by the District as exempt from the overtime provisions of the Federal Fair Labor Standards Act. Such employees include those employees in executive, administrative or professional positions who qualify as exempt under California Law. Exempt employees are paid full salary for any week in which they perform work, without regard to hours or number of days worked. Exempt employees are not required to track or record hours worked. Notwithstanding the foregoing, exempt employees are expected to be available during the normal work hours of the District except when on leave. Exempt employees are required to notify the District in writing of time off taken for any purpose, including but not limited to, vacation, sick leave, administrative leave, bereavement leave, medical leave or leave taken for any other purpose. The District Manager must approve such leave.

2.3 Hours of Operation and Work Schedules

The normal workweek is defined as any seven-day period established by the District in which employees shall not exceed 40 work hours. Each employee's supervisor will advise them about their specific working hours in accordance with the department's needs and position.

2.4 Time Cards

All non-exempt employees are required to track and record their time on a non-exempt time card. Time cards are used as a means of accurately recording hours worked and calculating pay. Accordingly, employees are required to record the time they begin and end work each day, and the beginning and end of each meal period. Unless scheduled and approved for overtime, employees are directed to clock in using their time card within five (5) minutes of the start of their shift or work day, and clock out with their time card within five (5) minutes of the end of their shift/workday.

It is forbidden to falsify a time card or tamper with another employee's time card. If there is a mistake on the time card, an employee must inform the supervisor immediately.

Exempt employees are not required to track or record their time other than sick or vacation time. A written request for approval by the general manager must be provided in regards to information relating to any leave, vacation, or sick time.

Any requests for leave must be scheduled in advance, and pre-approved by both the employee's supervisor and the District Manager. If the need for leave is unforeseen, notice of such leave must be given as soon as practicable under the circumstances.

2.5 Meal and Rest Periods

Meal Period

Each supervisor will schedule an unpaid meal period for at least 30 minutes but not to exceed 60 minutes for each non-exempt employee after not more than five hours of work. Employees must accurately record the beginning and ending times of their meal period on their time card. Employees are relieved from all duty during their meal period and may leave the District's premises. However, if 6 hours of work will complete the day's work, the employee and employer can mutually agree in writing to waive the meal period. Meal periods are not compensated.

Rest Periods

All non-exempt employees who work an eight-hour shift are provided two paid 10-minute rest periods per shift, one in each four-hour period. Rest periods may not be combined or added to an employee's meal period. Rest periods are paid as time worked and employees must remain on the premises during the 10-minute rest period. Rest periods are mandatory for all non-exempt employees.

Nursing mothers are authorized to take a reasonable amount of break time, unpaid, in a private place to express breast milk. Employees may be required to use the paid rest periods already provided, if possible.

SECTION 3: SELECTION AND HIRING OF EMPLOYEES

3.1 Appointment and Hiring of Employees

Authority for the appointment of the District Manager, Park Supervisor, Recreation Supervisor and Business Manager is vested in the Board of Directors.

Hiring of Employees

Full-Time

The District Manager must authorize and approve all remaining selections for hire. The selection and hiring of employees will follow these procedures: post a job announcement; receive and review applications; conduct an interview; supervisor shall request approval from the District Manager to make an offer; offer shall be in writing to applicant.

Part-Time

The District Manager has final approval for all selections for hire of part-time employees.

3.2 Post-Offer, Pre-Employment Background Checks

It is the District's policy to hire the most qualified individuals for open positions. This includes necessary steps to ensure the continued safety and security of our employees as well as the financial security of the District's business. Depending on the degree of access to financial records and funds, certain positions will require an additional background check before deciding to hire a prospective candidate.

Before filling selected positions within the District, background checks will be performed and reviewed by the General Manager or Business Manager for the following:

- ❑ Work History
- ❑ Valid California Driver's License and Driving Record (for positions where most of the time is spent in the field or the position otherwise requires regular operation of a motor vehicle)
- ❑ Education Verification (when positions require certain professional degrees)

If an applicant does not have a valid California driver's license or his or her motor vehicle record indicates excessive moving violations, accidents, or citations for driving under the influence, he or she will not be eligible for a position that requires operation of a motor vehicle.

In addition to the foregoing positions that deal with check distribution to third parties (payment to vendors, providers, contractors, employees, etc.) or accounts receivable, cash management and payroll (payment received from banks, providers, employers, vendors, contractors, members/patients) or positions that involve working with minors, will be subject to a more extensive background check to include a criminal record.

If an applicant has been convicted of a crime involving theft, dishonesty, or fraud, he or she will not be eligible for a position involving finances or accounting or other sensitive or confidential District information.

Public Resources Code Section 5164 prohibits recreation districts from hiring or employing any person convicted of certain crimes, when the position involves the supervision or disciplining of minors.

All background checks on prospective employees will involve fingerprinting as a vital component of the screening process. New and prospective employees will be required to pay for their own fingerprinting. The cost of the fingerprinting may be reimbursed after six (6) months employment.

Results of all background checks will be kept confidential. However, if the prospective employee does not qualify for his or her position due to a conviction in any of the subject areas referenced above (depending on the position sought), such applicant will be denied such position.

In addition, post-hire background checks, including fingerprinting, will be conducted by the District on a regular basis to assure that employees remained qualified for the position for which they were hired. The District utilizes the LiveScan process, which involves both bi-annual background checks, as well as random background checks, to assure that employees remain eligible for their positions.

3.3 Post Offer, Pre-Employment Medical Examinations

All applicants for specified job positions are required to take a job-related, pre-employment medical examination, consistent with business necessity, *before* they begin work. The list of specified job positions shall be maintained by the District Manager. All offers of employment for specified job positions are conditioned upon successful completion of this examination.

Post-offer, pre-employment medical examinations will be performed at the District's expense by a medical examiner of the District's choice. The medical examiner shall notify the District only as to whether an employee is fit to perform the essential functions of the specified job position for which the employee has received an offer. No other medical information will be obtained by the District, unless further information is necessary to engage in the interactive process for reasonable accommodation requests. All medical information shall be maintained in a confidential medical file for each employee.

3.4 Post-Offer, Pre-Employment Drug Testing

The District is committed to providing a safe, efficient, and productive workplace. To achieve this objective, the District requires all full-time applicants who receive offers of employment to successfully complete a post-offer, pre-employment drug and alcohol screening examination, subject to all applicable legal requirements, *before* they begin work. The examination will be performed at the District's expense. All offers of employment are conditioned upon successful completion of this examination.

3.5 Anti-Favoritism Policy

There is no bar to employment of relatives in the District except where one of them would exercise a supervisory role in relation to the other, or if relatives are in job positions in which a conflict of interest could arise. For this purpose, a relative is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, cousin, corresponding in-law, "step" relation, or anyone related by marriage who is residing in the same household.

If two employees become "relatives" as defined above, and are in a supervisory relationship or in job positions in which a conflict of interest could arise, the employees will have 30 days to decide which employee will stay in his or her current position. If this decision is not made within 30 days, the District Manager will make it, considering the employment history, seniority, and job performance of both employees, and any other relevant factor. The District Manager can determine whether the employee will be retained or transferred to an available position.

SECTION 4: COMPENSATION

4.1 Overtime Pay – Non-Exempt Employees

Non-Exempt, Full-Time Employees

Non-exempt, full-time employees who are required or permitted to work overtime will receive overtime compensation in accordance with the requirements of the Federal Fair Labor Standards Act (“FLSA”) and California’s Wage Orders. Overtime must be authorized in advance, in writing, by an employee’s immediate supervisor or by the General Manager.

Non-Exempt, Part-Time Employees

Non-exempt, part-time employees who are required or permitted to work overtime will receive overtime compensation in accordance with the requirements of the Federal Fair Labor Standards Act. Overtime must be authorized in advance, in writing, by an employee’s Division Manager or by the General Manager.

Exempt, Full-Time Employees

Exempt employees are exempt from the overtime provisions of the Federal Fair Labor Standards Act. Exempt employees are paid a weekly salary that is intended to fully compensate them for all hours worked each week, however few or many hours worked. The salary consists of a predetermined amount constituting the employee’s compensation for the entire week. Deductions from an exempt employee’s salary may occur only when authorized under the FLSA. This may occur, for example, when an employee has exhausted all accrued vacation or administrative leave and misses additional days of work for personal reasons.

4.2 Administrative Time Off For Exempt Employees

All exempt employees shall receive administrative time off during the fiscal year (July 1 through June 30). Administrative time off per category is as follows:

District Manager	120 hours per fiscal year
Other Exempt Employees	80 hours per fiscal year

Administrative time off does not carry over from year to year and must be used before the end of each fiscal year. Exempt employees shall request administrative time off in advance, in writing, to be approved by the District Manager. The District Manager has discretion to add additional administrative time off to individual exempt employees on a case-by-case basis. An

exempt employee's accrued administrative time off may be reduced for time the employee is absent from work. In such instance, the employee will still receive his or her guaranteed salary for that time.

4.3 Pay Procedures

Employees are paid every other Thursday. Each paycheck covers work performed through the completion of the two previous workweeks. Non-exempt employees are responsible for ensuring that their time cards are accurate and complete

4.4 Salary Program

After submission of a recommendation by the District Manager, the Board of Directors shall annually adopt a salary schedule, establishing the rates of compensation for all positions. Nothing in this compensation schedule is intended to create any contractual rights or obligations, nor does it otherwise alter in any manner the at-will nature of employment with the District.

Compensation Schedule for Full-Time Employees

Full-time employees shall be employed on a ten-step salary range pay schedule, consisting of five annual adjustments and five merit adjustments.

New Hires: Full-time employees shall be hired at step one of the salary range for their job position, unless the hiring supervisor submits a written memorandum to the District Manager for approval that sets forth the justification for hiring an employee at step two or three. No employee can be hired at a salary range above step three for that job position unless approved by the Board of Directors upon the District Manager's recommendation.

Annual Salary Adjustments For Division Managers/Superintendents: Once a Division Manager/Superintendent has attained step five of his or her salary range for annual salary adjustments, a five-step merit salary adjustment may be available to deserving Division Managers/Superintendents if it is determined by the District Manager that the Division Manager/Superintendent has attained an overall evaluation of "above satisfactory" and, has made a "significant and measurable contribution" to the District over the preceding two years:

Annual Salary Adjustments*: Annual salary adjustments shall be determined by the employee's annual performance evaluation. An employee who receives an evaluation of satisfactory or above shall be entitled to the next step in his or her salary range until step five has been attained. An employee receiving an evaluation of "less than satisfactory" shall not be entitled to the next step increase unless and until that employee attains an evaluation of satisfactory. No pay increase will be allowed until the next satisfactory annual evaluation.

Merit Salary Adjustment*: Once an employee has attained step five of his or her salary range for annual salary adjustments, a five-step merit salary adjustment may be available to deserving employees if it is determined that the employee has made a “significant and measurable contribution” to the District and:

Option No. 1:

Has attained an overall evaluation of “satisfactory” for the preceding four years and have not had a step increase for at least four years; or

Option No. 2:

- a. Has attained an overall evaluation of “above satisfactory” for at least the two preceding years and,
- b. Has worked at least two years since the last step advancement and,
- c. Has successfully completed at least one course of study related to the employee’s assigned duties that has received prior approval by the District Manager pursuant to the Merit Salary Education Provision.

Option No. 3:

- a. Has attained an overall evaluation of “above satisfactory” for at least the two preceding years and,
- b. Has worked at least two years since the last step advancement and,
- c. Has exceeded all objectives outlined in performance evaluation
- d. Has performed out of class to develop a project that would have normally been assigned to the employees’ immediate supervisor and has been approved by the employees supervisor as well as the District Manager and,
- e. Has planned, developed, and completed the agreed upon project to the satisfactory outcome for the district and employee and,
- f. Has chosen a project for completion that will allow the employee to work closely under supervision to plan, develop, budget and project labor to complete such project and,
- g. The employee understands that once a project is agreed upon and has begun, the project must be completed.

Merit Salary Education Provision

- a. Time off with pay may be granted to attend a class during work hours not to exceed six hours per week for a maximum of sixteen weeks per year. Travel time will not exceed three hours per week. The class selection is subject to approval by the District Manager. Time off must be scheduled so that it will

Not adversely affecting the work force's ability to perform the work required for the class.

- b. Fifty percent (50%) of the enrollment or tuition cost, 100% for books which will become the property of the District, and 50% of the class material costs incurred by an employee for the course approved by the District Manager for purpose of merit salary adjustment will be reimbursed to the employee upon receipt of notification of successful completion of the course and copies of receipts for tuition, books and materials.
- c. The course of study must include at least 16 hours of classroom instruction.

*All the above adjustments are invalid if salary freeze is present.

Compensation Schedule for Part-Time, Temporary and Seasonal Employees

Compensation for part-time, temporary, and seasonal employees shall be determined by the Temporary Seasonal Part-Time Pay Schedule.” Employees shall be hired at step one of the pay range for their job position, unless the hiring supervisor submits a written memorandum to the District Manager for approval that sets forth the justification for hiring an employee at step two or three. No employee can be hired at a salary range above step three for that job position. A 21-step wage structure is utilized for part-time employees.

Successful Completion of Probationary Period

Upon completion of the probationary period, an employee is eligible for a 6 month evaluation determining if permanent employee status is warranted. Once an employee has moved to permanent employee status, he or she will be eligible for a follow up evaluation and potential step increase at their 1 year anniversary hire date.

If an employee receives a State, Federal or District mandated wage increase, he/she will not be eligible for another step increase until 1 year thereafter. An annual evaluation will be completed at the time of the mandated increase and annually thereafter.

Employees not affected by mandated wage increases continue to receive annual evaluations become eligible annually for potential step increases.

District Manager

The District Manager’s salary shall be determined annually by the Board of Directors.

Salary after Promotion

An employee, upon receiving a promotion, shall receive no less than an amount equal to a one-step salary adjustment.

Salary after Position Reclassification

If a job position is reclassified because of an increased or decreased workload, the employee's pay will be adjusted accordingly.

Salary on Temporary Promotion or Temporary Workload Assignment Due To Job Vacancy

An employee who is promoted on a temporary basis to fill a position shall receive no less than a 5% increase in pay. Upon completion of the temporary assignment, the employee's pay will revert to their permanent position pay level.

4.5 Holiday Pay

Non-Exempt, Full-Time Employees

A non-exempt, full-time employee who is required to work on a holiday observed by the District will receive overtime pay for the time worked at a rate of no less than one and one-half times his or her regular rate of pay.

Part-Time, Temporary and Seasonal Employees

A part-time, temporary, or seasonal employee who is required to work on a holiday observed by the District shall receive his or her regular rate of pay for hours worked.

4.6 Call-Back Pay

Non-exempt employees who have completed their work day and have left their worksite and are ordered to return to duty following the employee's normal work day ("called back"), shall receive call-back pay for actual work performed or a minimum of 2 hours at their base pay unless the employee has exceeded their 40 hour work week.

- a. The order to return to work occurs the same day the employee completed a regularly scheduled work shift;
- b. The order to return to work is necessitated by unanticipated work requirements;
- c. The employee complies with the order to return to work.

4.7 Expense Allowances

Travel Expenses

Expense allowances for business-related travel, including reimbursement for use of a personal vehicle, lodging, meals, and other related expenses, will be authorized by the Board of Directors with the annual budget. Reimbursement requests must be submitted, along with receipts or other proof of expenditures, within 30 days that the expense is incurred to be considered for reimbursement.

Expenses for meals while on business-related travel is limited to the GSA (General Services Administration) guidelines for meals and incidental expenses. Reimbursement for meals is excluded when a meal is included in the registration fee of a conference. In no event shall the District reimburse an employee for the expense of alcoholic beverages at meals or otherwise.

Vehicle Use Authorization & Expenses

All employees who may drive a District or privately owned vehicle for District business purposes must provide proof of a valid driver's license to Human Resources upon start date of District employment. Employees who wish to drive their personal vehicles for District purposes must also provide proof of automobile insurance.

Use of District Vehicles

- A. The District provides vehicles for District employees to use for official business purposes. District vehicles offer more control over mileage cost, vehicle usage, quality of maintenance, inspections, operation of safety equipment, and insurance.
- B. Only District employees are authorized to operate District vehicles.
- C. District owned vehicles may carry only those District employees whose duties require the use of a motor vehicle, and other persons whose business activities are important to District interests.
- D. Employees must abide by all State, Federal, County and City laws applicable to driving vehicles including cell phone use while driving.

- E. The District strongly encourages employees to car pool whenever possible, especially when attending District sponsored events.

Use of Private Vehicles

- A. An employee may use his/her personal vehicle(s), except bicycles, motorcycles, scooters, or other similar types of vehicles, for District business upon written agreement to abide by this policy and authorization by his/her supervisor and the Business Manager.
- B. Employees authorized to use personal vehicles on District business must provide proof of insurance in accordance with Section V of this policy. In the state of California, insurance follows the vehicle; therefore, in the case of an accident where two or more policies apply, the owner of the vehicle shall provide the primary insurance and the insurance afforded by any other policy (i.e. the District) shall only cover the excess, if any (See Insurance Code §11580.9).
- C. It is the responsibility of the individual utilizing his/her privately owned vehicle to maintain accurate records of the purpose and extent of his/her travel and to follow District prescribed forms and procedures for reimbursement.
- D. The District is not liable for any damage to an employee's private vehicle unless it is caused by the District's negligence.
- E. It is the responsibility of the employee involved in an accident while driving for District purposes to notify his/her immediate supervisor, the insurance company, and the Department of Motor Vehicles (DMV) if property damage exceeds \$750 or there is bodily injury or death. Please note that if an employee is responsible for an accident while driving his/her own vehicle, or a District vehicle, that employee may be subject to drug testing in accordance with the District's Substance Abuse Policy.

Driver's License

- A. All employees authorized to use District owned or privately owned vehicles for District business purposes must possess a valid California driver's license.
- B. Employees must maintain a valid and active driver's license appropriate for the class of vehicle(s) to be driven.

- C. An employee whose driver's license has been suspended or revoked for any reason must notify the General Manager. He/she shall not operate any District owned or private vehicles on District business during this period.

Insurance

- A. Proof of insurance is required before private vehicle use for District business is authorized. The District's insurance requirements are as follows:
 - 1. Employees who drive for District business purposes shall maintain minimum liability coverage in an amount not less than the California minimum insurance requirements of \$15,000 per person/\$30,000 per occurrence and property damage liability coverage of \$5,000 per occurrence.
 - 2. The District is not legally liable for any damage sustained to the employee's vehicle when used on District business. An employee may elect to purchase his/her own comprehensive and collision insurance coverage.
 - 3. The District shall not be responsible for any increase in the employee's premium rate because of an accident, or for any other reason.
 - 4. In an accident, the employee is responsible for paying any deductibles the employee's insurance policy may require.
 - 5. If insurance coverage is canceled, terminated, lapsed, or curtailed, the employee shall notify their supervisor and shall not use their vehicle on District business until the required insurance coverage resumes.
- B. Employees authorized to use private vehicles on District business shall provide an insurance policy, certificate, or other proof of coverage to Human Resources by January 31 of each year.
- C. When an employee operating a District owned vehicle is involved in an accident, defense, and settlement of any claim on behalf of the employee, including any passengers, will be covered by the District's insurance carrier, subject to the terms and conditions of the Memorandum of Coverage. If an employee operating a District vehicle is sued independently because of an at-fault accident, the District's insurance will provide coverage to that employee if the accident qualifies as a covered occurrence.

- D. Should an employee using his/her private vehicle on District business be involved in an accident with resulting injury or property damage, the employee's own insurance carrier will respond to claims on behalf of the employee, including any potential passengers in the vehicle. Should a claim exceed the limits of the employee's auto insurance policy, the District, through its liability insurance program, will respond to any claims in an excess capacity on behalf of the employee, including potential claims of any passengers, if the accident qualifies as a covered occurrence.

Driving Record Review

- A. The District will enroll employees whose job classification requires a driver's license in the DMV Employer Pull Notice (EPN) program to promote driver safety through the ongoing review of driver records. Human Resources will maintain the list of positions subject to the EPN program.
- B. Annually, or when a driver has received a written violation, the DMV will automatically send copies of the driving records to the District's General Manager. This will enable the District to review and manage risks associated with driver safety.
- C. In compliance with Vehicle Code Section 1808.47, all information received from the DMV will be used solely for this policy's intended purpose. All information will be stored in locked areas and no addresses or other information will be given to any third party.
- D. Employees considered negligent operators by the DMV – those that have an accumulation of four or more points in a 12 month period or six points in a 24 month period or eight points in a 36 month period – may have District driving privileges suspended at the discretion of the District's General Manager or designee.
- E. Employees who have obtained temporary driving permits or hardship licenses shall notify General Manager who will then conduct a risk assessment including, but not limited to, the employee's overall driving record and safety performance. Based upon that assessment the General Manager or designee will determine whether to permit the employee to operate District or privately owned vehicles in the performance of official duties.
- F. An employee who cannot perform his/her essential job duties due to suspended driving privileges may be subject to discipline as permitted by law, the personnel policies and/or memorandum of understanding, as applicable.

Other Expenses

The District will, upon prior approval by the District Manager, pay for membership fees, dues assessments and other expenses required for membership in a community organization. The cost of a service club affiliation is not an approved expense.

SECTION 5: EMPLOYEE RELATIONS

5.1 Dress Code

Employees are expected to wear clothing appropriate for the nature of the District's business and the type of work performed. Specified job positions, as maintained by the District Manager, must wear District uniforms. Employees must avoid clothing that can create a safety hazard. All personnel will be neat and clean in appearance to present the best possible image of the District to the community.

5.2 Professional Attitude and Conduct

All employees must always conduct themselves professionally.

5.3 Use of District Phone and Personal Cell Phone use for District Business

Eligibility

The General Manager, department heads or their staff may be issued an assigned cell phone or cell phone reimbursement if they meet the following requirements:

- The duties of the position require that the employee work regularly in the field away from landline communication and needs to be immediately accessible.
- The position's duties make it necessary that the employee be accessible to communicate with upper management at any time.
- The position's duties require a significant amount of travel during regular work hours and access to information technology systems.
- Program sites that do not have a landline will be assigned a site cell phone with equipment and accessories as needed.

Use of an assigned cell phone or cell phone reimbursement in any manner contrary to the rules and regulations of the District (including any department-specific rules), or any applicable state or federal laws, will constitute misuse and may result in immediate termination of the reimbursement or cancellation of the assigned cell phone, as applicable, and may subject the employee to disciplinary action.

Assigned Cell Phones

- District-owned cell phones assigned to staff or sites are intended for business purposes only.
- No user of a phone issued by the District shall have any expectation of personal privacy regarding the use of that phone. Any information placed on any District phone is subject to inspection by District personnel. A District-owned phone shall remain the property of the District.
- Lost, stolen, malfunctioning or broken District-owned cell phones and equipment shall be promptly reported to the employee's supervisor who, if warranted, will request a block on the account to prevent fraudulent use. Replacement equipment will be ordered upon receipt of an authorized request by the supervisor.
- Based on the circumstances, if an employee has lost or damaged an assigned cell phone, any/all costs to replace or repair the phone may be the employee's responsibility.
- Service providers will be chosen based on coverage, quality, reliability of service and best value to the District.

Inappropriate Use of Assigned Cell Phone

The following may be valid reasons that an employee may have their assigned cell phone or cell phone reimbursement revoked.

- Generating, sending, requesting, receiving, storing, displaying, or accessing offensive material including, but not limited to: sexually explicit material; material containing racial slurs, gender offensive comments or images; or, any material that would be offensive based on age, sexual orientation, religious beliefs, national origin, or disability.
- Downloading any non-District business material, e.g., applications and music.
- Conducting business for personal financial gain from District-assigned cell phones.
- Conducting illegal activities, e.g., gambling, placing bets, or buying drugs.
- Copyright infringement, downloading or forwarding of protected information, or violating licensing laws.
- Any activity that could result in negative publicity or adverse public reaction.
- Generating, sending, receiving, or requesting items of a political nature or having to do with political activities, aside from political issues that are integral to approved District business.

Cell Phone Reimbursements

Based on approval by the General Manager or department supervisor, employees may be provided a cell phone reimbursement in-lieu of an assigned district-owned cell phone. The reimbursement permits employees to make use of their personally owned devices for both department business and personal needs.

Authorization and Reimbursement Payment

The reimbursement is intended to reimburse the employee for the business use of the phone, not to pay the entire phone *bill*, under the assumption that the device will be used for both personal and business purposes by the employee. The District is not responsible for any additional costs associated with the cell phone, e.g., shipping, taxes, insurance, and accessories not required by the District.

- If an employee meets the eligibility requirements for a cell phone, as outlined above, a reimbursement may be requested using the Cell Phone Reimbursement Request form submitted by the employee's supervisor.
- The reimbursement amount will be determined by the General Manager based on the department's needs.
- Reimbursements will be processed monthly at the end of the month.
- The reimbursement allowance is neither permanent nor guaranteed. The District reserves the right to remove a participant from this plan and/or cancel the reimbursement for business reasons.

Employee Responsibilities

When a cell phone reimbursement has been approved for the purposes of official business, the employee must comply with the following:

- Non-exempt employees must carry their phones during their assigned work hours and accept all District business calls, texts, and emails.
- Exempt employees are expected to perform a job regardless of how many hours it takes to do so. As part of their assigned duties, exempt employees are required to accept and respond to business calls beyond their assigned work hours (except during approved time *off* for personal leave).
- Consent to their phone number being listed in department and District directories as needed so that they may be reached by co-workers during their work day, and may also list this number on business cards, as appropriate.
- Delete all District data from the cell phone when their employment with the District ends.

Employee use of Personal Cell phone

Personal cell phones not being utilized for District business may be used strictly during breaks and meal periods. Failure to respect the use of the company telephone and personal cell phone will be grounds for discipline, up to and including termination.

Cancellation of Reimbursement

A Cell Phone Reimbursement Request/Termination form must be submitted to cancel a reimbursement. Any reimbursement agreement will be immediately cancelled if:

- An employee receiving a cell phone reimbursement terminates employment with the District.
- The employee changes position or duties within the District which no longer requires the use of a cell phone for business reasons.
- A decision by management (unrelated to employee misconduct) results in the need to end the program.
- The employee does not want to retain the current cell phone contract for personal purposes.

Cell Phone Use and Texting While Driving

Unless using a hands-free device, employees shall not place or receive phone calls while operating a motor vehicle on District business and/or District time. Employees are prohibited from writing, sending, or reading text-based communication on an electronic wireless communications device, such as a cell phone, while driving a motor vehicle on District business and/or District time. The only exclusion to this regulation is an emergency that requires an immediate 9-1-1 call and the driver is not able to pull to the side of the road.

Any citations for hands-free violations shall be the responsibility of the employee.

Violations may result in disciplinary action, up to and including termination.

Privacy and Public Records Act

Department assigned cell phones and site assigned cell phones are considered District property. The cell phone, its data and activity are subject to District review and may qualify as a public record under the Public Records Act (PRA).

The District reserves the right to review cell phone data and activity on any personal cell phone of staff receiving a cell phone reimbursement as long as the District has a justifiable reason. An example would include the need to review business text messages or calls to determine the extent of which the phone is being used for business-related purposes and if the reimbursement amount is appropriate. Any copies of business-related text messages, call logs or voicemail submitted to the District may qualify as a public record under the PRA.

5.4 Smoking

Smoking is prohibited in the District's buildings and in all District-owned and leased vehicles. For those employees who work in the field, including park areas, smoking is limited to District designated smoking areas. Smoking time is limited to an employee's break time, unpaid lunch period, or times when the employee is not working for the District.

5.5 Performance Evaluations

Performance evaluations are intended to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

Once an employee passes the probationary period, performance evaluations are conducted by an employee's immediate supervisor, and reviewed by the District Manager, on an annual basis, or more frequently at the District's discretion

If an employee is rated as "less than satisfactory" in an evaluation, the employee will be given an improvement plan with measurable planned outcomes and goals, and will be subsequently reevaluated. Corrective action, up to and including termination, may be considered at any time for performance-related problems.

5.6 IT/technology usage

The District's Technology Resources, including all computer, data, and software are critical to its business success. The District's Technology Resources include, but may not be limited to:

- Telephones, cellular phones, and voicemail
- Internal computer systems including desktop and notebook computers, and file servers
- External computer systems, including research databases, Internet, and e-mail

Using Technology Resources

All Technology Resources should be used only in furthering the District's business and never in violation of applicable laws. To this end, employees should not use any Technology Resource for

anything other than District business other than the District's business. The District assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the District's Technology Resources. The District further accepts no responsibility or liability for the loss or non-delivery of any personal e-mail communication and suggests that employees avoid storing private or confidential personal information on any of the District's Technology Resources.

No Right of Privacy

The District in general has no desire to invade the personal privacy of employees when there is no business need. However, the District provides the Technology Resources only to further its own business aims. Thus, employees should not expect and do not have any privacy rights when using the District's Technology Resources. The granting of a password does not confer any right of privacy upon any employee of the District and all Technology Resources, including all information, documents and messages stored therein, should be related to the business of the District.

The District may inspect all files or messages on its Technology Resources at any time for any reason at its discretion. The District reserves the right to monitor its Technology Resources randomly and periodically at any time to determine compliance with its policies, answer a lawful subpoena or court order, investigate misconduct, locate information, or for any other business purpose. Further, the District reserves the right to monitor its Technology Resources at any time based on a reasonable suspicion of wrongdoing or to determine compliance with its policies, answer a lawful subpoena or court order, investigate misconduct, locate information, or for any other business purpose. Further, any information generated on or with the District's Technology Resources is subject to collection, storage, and disclosure in accordance with the District's Document Retention and Destruction Policy.

Internet and E-Mail Use

Access to the Internet is provided to employees to accomplish job responsibilities more effectively. The District expects that its employees will use these resources in a responsible fashion and for business-related purposes only.

Downloading of software applications, even if they are free, is not allowed.

The District reserves the right to monitor the amount of time spent using online services and the sites visited by District personnel. The District reserves the right to limit Internet access to include or exclude certain Internet sites and/or services.

E-mail is not private communication, because others may be able to read or access the message. E-mail messages are considered business records and may be subject to discovery.

If an employee chooses to identify himself or herself as a District employee on a Web site, he or she must adhere to the following guidelines:

- Make it clear to readers that the views you are expressing are your views alone and do not reflect the views of the District.
- Do not disclose any information that is confidential or proprietary to the District (or to any third party which has disclosed its information to the District). Consult the District's confidentiality policy for guidance about what constitutes confidential information.
- Uphold the District's value of respect for the individual and do not make any disparaging or defamatory statements about the District employees, clients, partners, affiliates, and others, including competitors.

Social media

District social media sites are for official purposes only. Designated employees acting in a professional capacity may post District related information. Employee postings of a personal nature are not allowed.

District's website - www.frrpd.com- will remain the District's primary and predominant means of internet communication. District social media sites shall supplement the District's required notices and standard methods of communication. The establishment of District social media sites is subject to approval by the General Manager. Upon approval, District social media sites will bear the name and/or official logo of the District. Supervisors shall monitor content on District social media sites to ensure adherence to both the District's Social Media Policy and the interest and goals of the District are being met.

District social media sites will be managed in a manner which is consistent with the Brown Act. All District social media sites will adhere to applicable federal, state, and local laws, regulations, and practices. District social media sites are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. Employees representing the District social media sites will always conduct themselves as a professional representative of the District and in accordance with District policies.

5.7 Outside Employment

Employees may hold outside jobs if they meet the performance standards of their job with the District. All employees will be judged by the same performance standards and will be subject to District scheduling demands, regardless of any existing outside work requirements.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside District for materials produced or services rendered while performing their jobs at District.

If District determines that an employee's outside work interferes with performance or the ability to meet the requirements of District, the employee may be asked to terminate the outside employment if he or she wishes to remain with District.

5.8 Conflicts Of Interest

Employees must conduct business within the guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the District Manager for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the District Manager of District. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific approval by the District Manager.

An actual or potential conflict of interest occurs when an employee can influence a decision that may result in a personal gain for that employee or for a relative because of District's dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the District Manager of District as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which District does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration because of any transaction or business dealings involving District.

5.9 Inspection of Personnel Records

The District shall maintain a personnel file for each employee in the service of the District. The contents of an employee's files, except for letters of reference and certain other limited kinds of information are open for the employee's inspection upon request of the employee following request for an appointment. Employees are entitled to take notes about the entire contents of the file. An appointment to view the file will be made with the Business Manager at a mutually convenient time in accordance with all applicable laws, but in no case shall the appointment be delayed more than three (3) business days.

The District will keep employees' records private. However, there are certain times when information may be given to persons outside the District. These are:

- In response to a subpoena, court order, or order of an administrative agency;
- To a governmental agency as part of an investigation by the agency of the District's compliance with applicable law;
- In a lawsuit, administrative proceeding, grievance, or arbitration in which the employee and the District are parties;
- In a workers' compensation proceeding;
- To administer employee health benefits;
- To a health care provider;
- For first aid or safety personnel when necessary; and,
- To a prospective employer or other person requesting a verification of the employee's employment, but only (a) if the employee gives the District a written release allowing it to give out information, or (b) we are providing only the dates of the employee's employment, his or her last or present job title, and the fact of his or her employment.

5.10 Continuing Education

The District encourages all employees to continue professional and occupational improvement.

Full time employees who have been employed with the District for one year or otherwise have the written permission of the General Manager will be permitted to enroll in certain selected courses that would benefit the District and would improve the employee's value to the District. The District may, in its sole discretion and upon prior written approval of the course by the District Manager, reimburse the employee for the cost of enrollment and tuition upon successful completion of the course with certification, which a copy will be placed in the employees file.

5.11 Conferences and Training

Exempt Employees

The Board of Directors has adopted the policy that, subject to sufficient funds being budgeted therefor, exempt staff members may attend conferences at District expense. The conference budget will be reviewed annually by the Board of Directors.

Non-Exempt, Full-Time Employees

Subject to District budgetary constraints and prior written approval by the District Manager, non-exempt, full-time employees may attend conferences unless otherwise denied, at District expense.

5.12 Jury Duty

The District encourages employees to serve on jury selection or jury duty when called. Full-time employees will receive up to a maximum of five days of paid leave while on jury duty. The District shall be reimbursed for any pay received from the court system, excluding travel allowance. Employees must notify their immediate supervisors of the need for time off for jury duty as soon as a notice of summons from the court is received. Employees may be required to provide written verification of service from the court clerk.

If an employee is not due to appear for jury duty until an afternoon court session, the employee is expected to work the usual morning schedule. If work time remains after any day of jury selection or jury duty, an employee must return to work for the rest of their work schedule.

5.13 Time Off For Voting

If an employee does not have enough time outside of working hours to vote in a statewide election, they may take off enough to enable them to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours.

Under these circumstances, an employee will be allowed two hours on the Election Day without loss of pay. Where possible, the employee shall give his or her supervisor at least two days' notice that time off to vote is needed.

5.14 Military Leave

An employee may take a leave of absence to accommodate service in the armed forces, military reserves, and National Guard. The specific terms of the absence and of the employee's rights to reinstatement, seniority, benefits, and compensation after a military leave are governed by federal and state laws.

5.15 District Rate Reduction for Employees

Full-time permanent employees and their immediate family members shall receive a 20% reduction in the District's program participation fees. Part-time employees and their immediate family members shall receive a 10% reduction in the District's program participation fees. For this section's purposes, the immediate family shall be restricted to a spouse or registered domestic partner having a common residence with the employee and their children.

SECTION 6: ZERO TOLERANCE POLICIES

6.1: Anti-Harassment and Discrimination Policies

Our Zero Tolerance Policy

The District is committed to providing a workplace free of harassment (including harassment based on gender, pregnancy, childbirth, related medical conditions or that is sexual in nature), as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, veteran status, family care or medical leave status. The District will not tolerate harassment of employees, managers, supervisors, co-workers, or members of the public. It is the District's policy to ensure that all employees work in a hostile-free environment.

The District is also committed to a policy of zero discrimination in employment in relation to the policy described above.

What Is Harassment?

Harassment can take many forms and includes, but is not limited to, impeding another's movement, or otherwise physically interfering with normal work, assault, making slurs, offensive jokes, gestures, displaying pictures, drawings, or cartoons. Sexually harassing conduct can also include other unwelcome conduct such as requests for sexual favors, unwelcome

sexual advances, and conversation containing offensive sexual comments. Sexually harassing conduct can be committed by a person of either the same or opposite sex.

Complaint Procedures

The District has established these complaint procedures for internal resolution of employees' work-related complaints of discrimination, harassment, or retaliation arising under this policy.

Notification of a Violation of the Zero Tolerance Policy

Any incident of harassment or discrimination should be reported promptly to the employee's immediate supervisor or the District Manager. Supervisors who receive complaints or who observe harassing conduct should inform the District Manager immediately. An employee is not required to complain first to their supervisor if the supervisor is the individual accused of harassing the employee. Instead, the employee may report the harassment to another supervisor or the District Manager. If the District Manager is the individual accused of harassing the employee, the employee may notify a Board Member.

Notification of the complaint can be made either orally or in writing but should not be transmitted via e-mail and should state the basis for the employee's complaint. A formal complaint form is available through the District Manager, and employees are encouraged to use this form.

Retaliation Prohibited

The District will not tolerate retaliation against any employee for making a complaint under this policy, or otherwise for participating in the investigative process.

Administrative Remedy

In addition to notification as set forth above, affected employees may also direct complaints to the California Department of Fair Employment and Housing or the Federal Equal Employment Opportunity Commission.

6.1 Anti-Harassment and Discrimination Policies

Investigation

Every reported complaint of harassment will be investigated thoroughly, promptly, and in accordance with the District's complaint procedure. The District Manager, or designee, will be responsible for investigating all internal complaints (unless the District Manager is the accused, in which case the investigation will be handled by a neutral, third party). The District Manager, or designee, will attempt to treat all internal complaints and investigations as confidential.

However, in investigating and resolving internal complaints, some information dissemination to others may be necessary to effectuate required corrective action or resolution of factual disputes.

On completion of the investigation, the District Manager, or designee, will notify the complainant and accused of the investigation's completion and a summary of the findings. Personnel action from the investigative findings is confidential and will not be disseminated to the complainant.

If a violation of this policy is found to have occurred, the District will take necessary action appropriately tailored to the circumstances.

6.2 Workplace Violence

Every employee has the right to a safe, secure, and violence-free work environment. As such, the District intends to protect its employees, as fully as possible, against violent, threatening, or intimidating behavior that may occur in the work environment, and establishes the following zero tolerance policy regarding violence.

Violence in the workplace is unacceptable and will not be tolerated. Every employee has the right to work in an atmosphere free from verbal, written, physical and psychological violence.

All employees are to treat co-workers and visitors responsibly and respectfully. Anyone who exhibits violent, threatening, harassing, or intimidating behavior, assaultive or abusive behavior, or who retaliates against another employee or visitor, will be subject to prompt investigation and corrective action. Similarly, the District prohibits the possession of weapons on any of its premises or wherever its business is conducted.

All employees are responsible for immediately notifying their supervisor or the District Manager of any violent behavior they have witnessed or to which they have been subjected.

The District will promptly and thoroughly investigate all reports of violence or threats of violence and of suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, the District may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for violence or threats of violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action, up to and including termination of employment.

6.3 Alcohol and Drug Abuse Policy; Testing Policy

Section I: Purpose

This policy aims to eliminate substance abuse and its effects in the workplace. While FRRPD has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol can take its toll on job performance and employee safety. The District's concern is always that employees during working hours are in a condition to perform their duties safely and efficiently, in the interest of their fellow workers and the public, as well as themselves.

Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the District. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those who continue to be substance abusers and do not seek help.

Supervisors will be trained to recognize abusers and become involved in this control process. Alcohol or drug abuse will not be tolerated, and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of District Division Managers, supervisors, and employees. To this end, the District will act to eliminate the abuse of any substance (alcohol, illegal drugs, prescription drugs, or any other substance which could impair an employee's ability to perform safely and effectively the functions of the job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale, or damage to the District's reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination, or in not being hired.

While use of medically-prescribed medications and drugs is not per se a violation of this policy, failure by the employee to notify his/her supervisor before beginning work when taking medications or drugs which could foreseeably interfere with the safe and effective performance of duties or operation of District equipment can result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to perform assigned duties while using such medications or drugs, clearance safely and effectively from a qualified physician may be required.

The District reserves the right to search, without employee consent, all areas and property over which the District maintains full control or joint control with the employee. Otherwise, the District may notify the appropriate law enforcement agency that an employee may have illegal drugs in his or her possession or in an area not fully or jointly controlled by the District.

Refusal to submit immediately to an alcohol and/or drug analysis when requested by District management or law enforcement personnel because of reasonable suspicion as defined in

Section IV-B below may constitute insubordination and may be grounds for discipline, up to and including termination.

Any employee believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall be directed to remain present at the work site for a reasonable time until he or she can be safely transported from the work site to an approved drug testing facility.

All employees shall be subject to testing prior to employment, randomly, for reasonable suspicion, and following an accident. Employees will be subject to an immediate drug/alcohol testing at an approved site for the following reasons:

1. Adequate documentation of unsatisfactory work performance or on the job behavior
2. Physical signs and symptoms consistent with prohibited substance use as noted by a District Supervisor trained in reasonable suspicion
3. Occurrence of an accident while operating a District vehicle or equipment.
4. Fights (meaning physical contact) assaults and disregard or violations of established safety, security, or other operation procedures
5. Random Testing: Employees whom operate District vehicles and/or equipment may be subjected to randomly selected, unannounced testing. The selection will be at random and each employee will have an equal chance of being tested each time selections are made. Employees may be tested either just before duty, on duty or when ceasing duty

The District is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped under federal and/or state law.

Section II: Policy

It is District policy that employees shall not (1) use or be under the influence of alcohol or drugs while on duty. (2) Possess alcohol or drugs while on duty or in uniform, (3) sell or provide drugs or alcohol while on duty to any other employee or to any person, and/or (4) have their ability to work impaired because of the use of alcohol or drugs when at work.

No employee shall operate any vehicle, equipment or power tools while using or under the influence of alcohol or drugs. If found to be under the influence, the employee is to stay home until his or her drug test is negative.

While use of medically-prescribed medications and drugs is not per se a violation of this policy, failure by the employee to notify his/her supervisor before beginning work when taking

medications or drugs which could foreseeably interfere with the safe and effective performance of duties or operation of District equipment can result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to perform assigned duties while using such medications or drugs, clearance safely and effectively from a qualified physician may be required.

The District reserves the right to search, without employee consent, all areas and property over which the District maintains full control or joint control with the employee. Otherwise, the District may notify the appropriate law enforcement agency that an employee may have illegal drugs in his or her possession or in an area not fully or jointly controlled by the District.

Refusal to submit immediately to an alcohol and/or drug analysis when requested by District management or law enforcement personnel because of reasonable suspicion as defined in Section IV-B below may constitute insubordination and may be grounds for discipline, up to and including termination.

Any employee believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall be directed to remain present at the work site for a reasonable time until he or she can be safely transported from the work site.

The District is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped under federal and/or state law.

While use of medically-prescribed medications and drugs is not per se a violation of this policy, failure by the employee to notify his/her supervisor before beginning work when taking medications or drugs which could foreseeably interfere with the safe and effective performance of duties or operation of District equipment can result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to perform assigned duties while using such medications or drugs, clearance safely and effectively from a qualified physician may be required.

The District reserves the right to search, without employee consent, all areas and property over which the District maintains full control or joint control with the employee. Otherwise, the District may notify the appropriate law enforcement agency that an employee may have illegal drugs in his or her possession or in an area not fully or jointly controlled by the District.

Refusal to submit immediately to an alcohol and/or drug analysis when requested by District management or law enforcement personnel because of reasonable suspicion as defined in Section IV-B below may constitute insubordination and may be grounds for discipline, up to and including termination.

Section III: Application

This policy applies to all employees of and to all applicants for positions with the District. This policy applies to alcohol and to all substances, drugs, or medications, legal or illegal, which could impair an employees' ability to perform the functions of the job effectively and safely.

An Employee who is unable to work because of a total disability related to alcohol and/or drug addiction that is recognized under Federal or State guidelines as a disability, provided that the employee provides a physician's report certifying the disability, will not be subject to discipline pursuant to this policy as prescribed by law.

An employee must:

- (1) Not report to work while his/her ability to perform job duties is impaired due to on- or off-duty alcohol or drug use.
- (2) Not possess or use alcohol or impairing drugs (illegal drugs and prescription drugs without a prescription) during working hours or while on standby duty with pay, or at any time while on District property or in uniform, except while off duty in District parks where permitted by ordinance. Nothing herein contained shall prohibit an employee from legally possessing alcohol in his/her home.
- (3) Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either employee or both employees are on duty.
- (4) Submit immediately to an alcohol and drug test when reasonable suspicion as defined in Section IV-B below exists and requested by a responsible District representative.
- (5) Notify his/her supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of District equipment.
- (6) Provide, within 24 hours of request, bona fide verification of a current, valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee's name.
- (7) Upon hire for any position involving driving, provide a copy of their current, valid California driver's license and adequate proof of auto insurance.
- (8) Report suspected alcohol or drug abuse by another employee or supervisor to a Division Manager or by a Supervisor or manager to the District Manager.

Section IV: Management Responsibilities and Guidelines

A. District Division Managers and supervisors are responsible for reasonable enforcement of this policy.

B. Division Managers and/or supervisors may request that an employee submit to a drug and/or alcohol test when a Division Manager or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on the job or standby duty. "Reasonable suspicion" is a belief based on objective facts sufficient to lead a prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that an employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced. Existence of reasonable suspicion shall be based upon the totality of the circumstances and will normally, but not necessarily, include one or more of the following factors.

For example, any of the following, alone or in combination, may constitute reasonable suspicion:

1. Bloodshot or dilated eyes;
2. Inability to focus or lack of attentiveness;
3. Slurred speech;
4. Alcohol odor on breath;
5. Unsteady walking and movement;
6. Accident involving the employee, District property and/or equipment or property where reasonable suspicion of suspected use of alcohol or drugs exists, including the presence of one or more of the objective factors listed in this section.
7. Physical altercation instigated by the employee and where reasonable suspicion or alcohol or drug use exists, including the presence of one or more of the objective factors listed in this section.
8. Verbal altercation instigated by the employee and where reasonable suspicion or alcohol or drug use exists, including the presence of one or more of the objective factors listed in this section.
9. Unusual behavior;
10. Possession of alcohol or drugs; and/or
11. Information obtained from a reliable person with personal knowledge.
12. Tardiness or failure to attend work.

C. Any Division Manager or supervisor requesting that an employee submit to a drug and/or alcohol test should document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs. The written documentation shall then be routed to the employee's Division Manager or his/her designee, provided, however, that if the Division Manager is the person making such request, it shall be routed to the District Manager or to the person acting in such capacity. The employee may choose either

a District-designated Division Manager or a police officer as the second person to confirm a supervisor's suspicion.

D. An employee who refuses an order to submit to a drug and/or alcohol analysis shall be reminded of the requirements and disciplinary consequences of this policy by any manager or supervisor. Where there is reasonable suspicion that the employee is then under the influence of alcohol or drugs, the manager or supervisor should not direct the employee to go home, but should ask the employee to remain for a reasonable time until the employee can be safely transported home.

E. Division Managers and supervisors shall not physically search the person of employees, nor shall they search the personal possession(s) of employees or their personal automobile without the freely given consent of, and in the presence of, the employee.

F. Supervisors shall notify their Division Manager or his/her designee when they have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession or in an area jointly or fully controlled by the District. If the Division Manager or his/her designee concurs that there is a reasonable suspicion of illegal drug possession, the Division Manager shall notify the appropriate law enforcement agency.

G. Employees must notify their supervisors, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may, with reasonable knowledge and/or when the employee experiences any of the reasonable suspicion factors listed here, interfere with the employee's safe and effective performance of duties or operation of District equipment.

H. The General Manager may designate one or more approved clinics, who shall have licensed physicians as Medical Review Officers, to receive drug test results from drug testing laboratories. Upon receiving the drug test results, the Medical Review Officer shall:

1. Review the results and determine if the standards and procedures required by this policy were followed.
2. For positive drug test results, interview the tested employee to determine if factors other than drug use may have caused the result.
3. Consider any assertions by the tested employee of irregularities in the sample collection and testing process.
4. Based on the above, provide a written explanation of the test results to the General Manager or designee.

Section V: Physical Examination and Procedure

The drug and/or alcohol test may test for any substance which could impair an employee’s ability to perform the functions of his/her job, including, but not limited effectively and safely to, prescription medications, heroin, cocaine, morphine, and its Derivatives, PCP, methadone, barbiturates, amphetamines, marijuana, and other cannabinoids.

Section VI: Result of Drug and/or Alcohol Analysis

A. Pre-employment Physical

1. A positive result from a drug and/or alcohol analysis may result in the applicant not being hired if the applicant’s use of drugs and/or alcohol could affect requisite job standards, duties, or responsibilities.

2. If a drug screen is positive at the pre-employment physical, the applicant must provide, within 24 hours of request, bona fide verification of a valid current prescription for the drug identified in the drug screen. If the prescription is not in the applicant’s name or the applicant does not provide acceptable verification, or if the drug is one that is likely to impair the applicant’s ability to perform the job duties, the applicant shall not be hired.

B. During Employment Physical or Alcohol/Drug Tests

1. A positive result from a drug and/or alcohol analysis establishing the employee’s tested level of alcohol or a prohibited drug as exceeding an objective concentration indicating impairment levels as set forth below may result in disciplinary action, up to and including discharge.

Quest 10/50 +

Substance	Min. Test Level
Amphetamines	300 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
Cocaine Metabolites	300 ng/ml
Marijuana Metabolites	50 ng/ml
Methadone	300 ng/ml
Methaqualone	300 ng/ml
Opiates	2000 ng/ml
Phencyclidine	25 ng/ml
Propoxyphene	300 ng/ml
Alcohol, Ethyl	.04

2. If the drug screen is positive, the employee must provide, within 24 hours of request, bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his/her supervisor, the employee will be subject to disciplinary action, up to and including discharge.

3. If an alcohol or drug test is positive for alcohol or drugs, the District shall investigate to gather all facts. The decision to discipline or discharge will be done in conformance with District Personnel Rules and Regulations.

Section VII: Confidentiality

Laboratory reports or test results shall not appear in an employee's general personnel file. Information of this nature will be contained in a separate confidential medical folder that will be securely kept under the control of the General Manager. The reports or test results may be disclosed to District management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without patient consent, may also occur when (a) the information is compelled by law or by judicial or administrative process; (b) the information has been placed at issue in a formal dispute between the employer and the employee; (c) the information is to be used in administering an employee benefit plan; and/or (d) the information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

SECTION 7: EMPLOYEE BENEFITS

7.1 Holidays

The following shall be paid holidays for all full-time employees:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Memorial Day
- Juneteenth
- IndependenceDay
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- From Christmas Eve day to New Year's Day

In the event a holiday falls on Sunday, the following Monday shall be observed. In the event a holiday falls on Saturday, the preceding Friday shall be observed, except with respect to the holiday days specified from Christmas Eve day to New Year's Day

7.2 Vacation

Accrual

Full-time employees earn vacation pay from their first day of work but are ineligible to take time off for vacation during their first six months of continuous employment.

Full-time employees earn vacation with pay as follows:

- One through three years of service – 10 days annually (80 hours)
- Four through ten years of service - 15 days annually (120 hours)
- Eleven years and over - 20 days annually (160 hours)

After the six-month waiting period, vacation can be scheduled any time during the year with approval of the employee's supervisor and the District Manager. Vacation accrual will be pro-rated for the first partial year of employment based on the number of months/weeks/days worked, as the District operates on the fiscal year for purposes of maintaining and accounting for vacation days accrued.

Maximum Accrual Balance

Employees are encouraged to use all earned vacation pay each calendar year. There is a "cap" on the number of accrued vacation days that can be carried over from one year to the next. The maximum vacation benefits an employee may carry over at the end of the fiscal year shall equal no more than one and half times vacation accrual at the employee's current annual vacation accrual rate. Should an employee reach this level, they will stop accruing until such time their accruals are below such number.

Allowable Carry Over at the end of the fiscal year:

- One through three years of service – 20 days (160 hours)
- Four through ten years of service – 25 days annually (200 hours)
- Eleven years and over - 30 days annually (240 hours)

Payment on Separation

Accrued vacation pay that has not been used will be paid at the time of resignation or termination. Vacation pay is paid at the employee's final rate of pay at the time of separation.

7.3 Sick Leave-Full-Time Employees

Accrual Rate

Full-time employees will earn sick leave at the rate of one working day for each full calendar month worked, or a portion thereof respectively.

Cap on Reimbursable Sick Leave

Sick leave for full-time, non-exempt and exempt employees may accumulate, and unused sick leave may be accumulated and carried forward into each ensuing calendar year for up to three years of accumulated sick leave. An employee will only be paid for accrued sick leave upon separation from employment if that employee has been employed by the District for five (5) years or more. Furthermore, there is a “cap” of \$2,500.00 on the amount that such employee shall receive, even if the amount of the employee’s accrued sick leave exceeds such value. Sick leave is paid at the employee’s final rate of pay at the time of separation.

Use and Certification

An employee may take sick leave after it is earned for an illness or injury, or up to one-half of his or her accrued sick leave balance per year to care for an ill family member. Immediate family for this section's purposes shall be restricted to father, mother, brother, sister, spouse, domestic partner, child, or child for which the employee serves as legal guardian.

An employee taking sick leave must notify his or her supervisor via telephone call, voice message on the supervisor’s office telephone or via an email to the supervisor’s work email address a minimum of thirty (30) minutes prior to the start of the employee’s scheduled work shift.

Any employee who takes sick leave, whether for employee’s own illness or to care for an ill family member, for three days or longer is required to present a certification of illness, or disability, by a health care provider. If the leave is for the employee’s own illness, the employee must, before returning to work, provide certification from a health care provider that the employee can return to work.

Sick Leave Paid Time Off (Part-Time)

Sick Paid Time Off (PTO) for part-time employees who on or after July 1, 2015, work for 30 or more days within a year from the date of commencement of employment are entitled to receive paid sick days subject to the following terms:

1. A part-time employee who, works for thirty (30) days or more days within a year is entitled to Sick PTO. For purposes hereof, a work day is any 24 hour period. 12 a.m. to 11:59 p.m., during which a part-time employee works.
2. An eligible part-time employee shall accrue Sick PTO at the rate of one hour per every 30 hours worked, at the commencement of employment after this date.
3. A part-time employee shall be entitled to use accrued Sick PTO beginning on the 90th day of his or her employment, after which day the employee may use Sick PTO as they are accrued.
4. A part-time employee may not use over twenty-four (24) hours or three days of accrued Sick PTO in each fiscal year (July 1 through June 30).
5. Accrued Sick PTO shall carry over to the following year of employment. However, a part-time employee cannot accrue over forty-eight (48) hours of Sick PTO or six days.
6. Accrued but unused Sick PTO shall be forfeited on the termination of an employee's employment. However, if a part-time employee separates District and is rehired by District within one year from the date of separation, previously accrued and unused Sick PTO shall be reinstated. The employee shall be entitled to use those previously accrued and unused Sick PTO and to accrue additional Sick PTO upon rehiring.
7. If the need to use Sick PTO is foreseeable, the employee shall give reasonable advance notification to their immediate supervisor. If the need to use Sick PTO is unforeseeable the employee shall provide notice of leave as soon as practicable.
8. The part-time employee must submit a written leave form, stating the hours requested or used for Sick PTO, to his or her immediate supervisor for approval.
9. A part-time employee shall be paid for Sick PTO taken no later than the payday for the payroll period during which the approved Sick PTO was taken.
10. The part-time employee shall receive his or her current hourly wage for approved Sick PTO.
11. Once a month eligible part-time employees who qualify for Sick PTO will receive written notice that set forth the amount of Sick PTO available.
12. Sick PTO for part-time employees may be used in the following leave qualifying events:
 - a. The birth of a child and in order to care for such child.

- b. The placement of a child with the employee for adoption or foster care and to care for the newly placed child.
- c. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- d. For an employee who is the victim of domestic violence, sexual assault, or stalking.

7.4 Catastrophic Sick Leave Donations

In the event of a life-threatening illness or medically-required major surgical procedures, a catastrophic leave of absence with pay may be granted to employees at the sole discretion of the District Manager.

Paid catastrophic leave, and the duration of paid catastrophic leave, is conditioned upon the voluntary transfer by District employees of a portion of their accrued sick leave, up to a maximum of the lesser of 96 hours per calendar year or one-half of their accrued sick leave balance at the time of transfer, to be credited to the employee requesting catastrophic leave.

Substitution of Paid Leave

Prior to using donated leave time under this policy, employees requesting catastrophic leave must first exhaust all available accrued paid leave time, including vacation time, sick benefits, and any other available paid leave.

Leave Requests

Employees requesting catastrophic leave shall provide a written request to the District Manager. Donation requests and donations shall remain confidential to the extent possible.

Benefit Continuation

The District will continue to pay for health insurance benefits for employees on catastrophic leave for a period of up to 12 weeks. While on paid catastrophic leave, employees will not continue to accrue vacation and sick benefits.

Return Rights

Upon return from catastrophic leave, the District will make every effort to reinstate the employee to the position occupied when the leave commenced, unless either the job ceased to exist, or legitimate business reasons would otherwise preclude the employee from returning to the position, as determined in the sole discretion of the District and as allowed by law. However, an employee who returns from catastrophic leave has no greater right to any

position, pay or benefits than if the employee had been continuously working during the same period.

Release to Return To Work

Prior to returning from catastrophic leave, an employee must submit a verification from a health care provider regarding his or her fitness to return to work.

Return of Unused Donated Sick Leave Time

Unused, donated sick leave time under the catastrophic sick leave policy shall be returned to the donating employee's sick leave balance.

Interaction with Other Leave Entitlements:

Any leave taken under this provision that qualifies as leave under the state and/or federal family and medical leave laws runs concurrently and will be counted as family/medical leave and charged against the employee's entitlement of 12 workweeks of family/medical leave in a 12-month period.

7.5 Retirement Benefits

Eligible employees receive benefits under the State Public Employee's Retirement System (PERS). The District shall pay the employer's share into the Public Employee's Retirement System unless otherwise stated in a collective bargaining unit.

After retirement, the employee will be allowed to retain health benefits with the District health plan for themselves, their spouse and/or family members at the employee's expense.

More detailed information regarding the PERS program is available upon request from the District Manager or Business Manager.

7.6 Insurance Benefits

Medical, Dental, Vision and Life Insurance

The District offers defined contributions for the premium for medical, dental, vision and life insurance benefits for full-time employees. Each individual employee may include their dependents and will cover any additional cost above the defined contribution provided. Should an employee not utilize any or all his or her defined contribution or otherwise decline any or

all benefits, the funds that would have been paid for his or her benefits will remain in the general fund.

More detailed information is set forth in the official plan documents and insurance policies. For more information regarding the insurance benefits, contact the District Manager or Business Manager.

Workers' Compensation Insurance

The District carries workers' compensation insurance coverage as required by law to protect employees who are injured on the job.

If an employee is injured while working, the employee must report it immediately to his or her supervisor. A full-time employee who qualifies for workers' compensation insurance and is unable to work may, at the employee's option, receive his or her full salary during the disability period by using his or her accrued sick leave balance, until it is depleted, to make up the difference between the employee's full salary and the amount of the compensation insurance payments. For questions about workers' compensation insurance program, contact the District Manager or Business Manager.

State Disability Insurance

District employees are covered under the state disability insurance plan (SDI). This insurance provides disability protection if an illness or injury not caused by the job prevents an employee from working. All employees are eligible and pay for this program through paycheck deductions. Claim forms are available from the Employment Development Department.

An employee who qualifies for SDI and is unable to work may, at the employee's option, receive his or her full salary during the disability period by using his or her accrued sick leave balance, until it is depleted, to make up the difference between the employee's full salary and the amount of the SDI payments.

SECTION 8: LEAVES OF ABSENCE

8.1 Bereavement Leave

In the event of a death in the immediate family of a permanent full time employee, the employee shall, upon request, be granted up to three consecutive days funeral leave with pay to decide for the funeral and attend same without charge to the accumulated sick leave credits or vacation eligibility.

If additional bereavement leave is necessary, the employee may use accrued sick leave or vacation or take an authorized leave without pay, subject to the approval of the employee's immediate supervisor and the District Manager.

For this section's purpose, the immediate family shall be restricted to father, mother, spouse, child, brother, sister, grandparent, or a spouse of any of the foregoing.

8.2 Pregnancy Disability Leave (PDL)

The District provides unpaid pregnancy disability leave (PDL) to any employee who is temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions.

Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be accommodated. Where transfers are made based on the employee's health needs, the employee will receive the pay that accompanies the alternative position.

Procedures for Requesting Leave: Employees should make requests for PDL to a manager at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for PDL and stating:

1. The date on which the employee became disabled due to pregnancy, childbirth or related medical condition, or the date on which the need for a transfer became medically advisable;

The probable duration of the period or periods of disability or the need for transfer; and

A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons, or that the transfer is medically advisable.

Re-certification may be required if the employee requests an extension beyond the original certification.

Any changes in this information contained in the health care provider's statement should be promptly reported to a manager.

Length of Leave: Full-time employees are normally granted unpaid leave for the period of the disability, up to a maximum of four months (88 working days). Part-time employees are granted unpaid leave on a pro-rata basis.

PDL does not need to be taken in one continuous period but can be taken on an as-needed basis. In other words, leave may be taken intermittently or on a reduced work schedule when determined medically advisable by the employee's health care provider. The smallest increment

of time that can be used for such leave is one hour. The District may transfer the employee to an alternative position or alter the existing job to accommodate intermittent leave or a reduced work schedule. The employee will receive the same pay and benefits in the alternative position.

Compensation during Leave: PDL is unpaid by the District. However, an employee may use accrued sick, vacation/administrative leave during PDL. During periods the employee is not receiving any wage replacement benefits through programs such as state disability insurance, the District may require the employee to use accrued sick leave. Substituted paid leave time will be counted toward the four-month entitlement.

Leave Concurrent with Family and Medical Leave: If the employee is eligible for leave under the federal Family and Medical Leave Act, the PDL will also be designated as time off under the FMLA. Please see the Family and Medical Leave policy for time off and benefits coverage during these leave periods.

Benefits during Unpaid Leave: Employees on PDL will not accrue further vacation or sick leave and will not be paid for holidays during any portion of the leave that is unpaid. The District will continue to pay its portion of medical premium payments until the end of the first month of PDL unless the employee is also covered by the FMLA. After medical coverage ceases, the employee may self-pay full medical premiums under the provisions of COBRA.

Return to Work: So that an employee's return to work can be properly scheduled, an employee on PDL is requested to provide her supervisor with at least two weeks' advance notice of the date she intends to return to work.

When PDL ends, an employee will be reinstated to her original position or to a comparable position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on PDL would have been laid off had she not gone on leave, or if the employee's position has been eliminated during the leave and there is no comparable position available, then the employee would not be entitled to reinstatement. An employee's use of PDL will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.

Employees returning from PDL must submit a health care provider's verification of their fitness to return to work.

If the PDL expires and the employee fails to return to work or request an extension of the leave without contacting her manager, the District will assume that she does not plan to return and that she has ended her employment.

8.3 Family Care and Medical Leave

The District provides Family and Medical Leave in accordance with state (California Family Rights Act or CFRA) and federal (Family and Medical Leave Act or FMLA) leave laws.

Basis for Family and Medical Leave

Employees may take Family and Medical Leave for any of the following reasons: (1) the birth of the employee's child and to care for such child; (2) the placement of a child with the employee for adoption or foster care and to care for the newly-placed child; (3) to care for a spouse, registered domestic partner, child, child of a registered domestic partner, or parent ("covered relation") with a serious health condition; or (4) because of the employee's own serious health condition that renders him/her unable to perform an essential function of his/her position. Leave because of reasons "1" or "2" must be completed within the 12-month period beginning on the date of birth, adoption, or placement. In addition, spouses employed by the District who request leave because of reasons "1" or "2" only may take a combined total of 12 weeks leave during any 12-month period.

Additional Military Related Leave under the Federal FMLA

Employees may request up to 26 weeks of unpaid leave in a single 12 month period, considered "**Military Caregiver Leave.**" The 12 month period begins on the first day of leave. Leave to care for an injured or ill service member, when combined with other Family and Medical qualifying leave, may not exceed 26 workweeks in a single 12-month period.

This leave entitlement provides an eligible employee time to care for a family member who is a wounded U.S. military personnel (including spouse, son, daughter, parent or nearest blood relative) who suffered an injury or illness while on active-duty, provided that such injury or illness renders the family member medically unfit to perform duties of the member's office, grade, rank or rating. An employee is entitled to 26 workweeks of leave for each injured or ill service member. An eligible employee may take more than one period of 26 workweeks of leave if the leave is to care for different service members.

An employee requesting a Military Caregiver Leave will be required to complete a Certification for Serious Injury or Illness form. The completed form must include certification from a U. S. Department of Defense health care provider. This military leave entitlement extends the FMLA job-protected leave beyond the normal 12 weeks of FMLA leave.

Also, eligible employees may request up to 12 work weeks of FMLA leave, called "**Qualifying Exigency Leave**" arising out of a spouse, parent, or child's active duty or call to active duty in support of a contingency operation as a member of the reserve components of the Army National Guard of the United States, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve, Coast Guard Reserve, or a retired member of the Regular Armed Forces or Reserve. An eligible employee may take FMLA leave for any of the following "qualifying exigencies:" (a) short-notice deployment (fewer than seven (7) days' notice), (b) military events and related activities, (c) childcare and school activities, (d) financial and legal arrangements, (e) counseling, (f) rest and recuperation, (g) post-deployment activities, and (h) other additional activities to address events that arise out of the covered military member's active duty or call to active duty.

The District may require a copy of the covered service member's active-duty orders or other documentation verifying the covered service member is on active duty and has been called to active duty to support a contingency operation.

Eligibility

To be eligible for Family and Medical Leave, the employee must have at least 12 months of service with the District and must have worked at least 1,250 hours during the 12-month period preceding the date the leave is to begin. Additionally, the employee must work at a worksite where the District employs at least 50 part- or full-time employees within 75 miles of the worksite.

Duration

Employees may take up to a maximum of 12 workweeks of Family and Medical Leave within a 12-month period. (Military Caregiver Leave is allowed up to 26 weeks.) Family and Medical Leave is calculated based on the “rolling” 12-month period which is measured backward from the date the employee uses any Family and Medical Leave. Each time an employee requests Family and Medical Leave, the number of weeks available will be based on the balance of the 12 workweeks not used in the preceding 12 months.

Intermittent Leave

Leave may be taken intermittently (in blocks of time due to a single health condition or on a reduced-time schedule) if the leave is for the serious health condition of the employee or the employee's family member, and if such intermittent leave is medically necessary as determined by the health care provider of the person with the serious health condition and if that need can be best accommodated through an intermittent or reduced leave schedule. The minimum duration that can be used for such leaves is one hour.

While an employee is on an intermittent or reduced leave schedule, the District may temporarily transfer him/her to an available alternative position that better accommodates the recurring leave and has equivalent pay and benefits. The District may reduce the salary of an exempt employee on unpaid leave based on the amount of time worked if there is a medical need to accommodate a reduced leave schedule.

Any leave taken for the birth, adoption, or foster placement of a child must be taken within one year of the birth or placement of the child with the employee. Leave for this purpose may be taken in minimum increments of two weeks. However, the District will grant a request for a leave of less than two (2) weeks' duration for this reason on any two (2) occasions. Paid and unpaid leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-week entitlement in a 12-month period.

Procedures

Employees requesting leave must contact their manager as soon as they become aware of the need for Family and Medical leave. A written request for FMLA, CFRA and Pregnancy Disability Leave (PDL) must be completed by the employee. The District will give the employee a “Notice to Employees – Employee Rights and Responsibilities under the FMLA.” Once the leave is determined as covered by FMLA, the employee will be notified of whether the leave of absence is approved within five business days.

If the leave is for the birth, adoption, or foster placement of a child, or for planned medical treatment for a serious health condition of the employee or family member, the employee must provide at least 30 days' advance notice before the leave is to begin. If 30 days' notice is not possible, notice must be given as soon as practicable. Additionally, if the employee is planning a medical treatment, he/she must advise his/her manager first regarding the dates of such treatment.

The District will require that the employee provide certification as explained below within 15 calendar days, after the employee is notified that his/her leave may qualify as Family and Medical leave, if practicable. If 30-day notice is provided by the employee, then the employee should provide the medical certification before the leave begins.

If the leave is needed for the employee's own serious health condition, the employee must provide a certification from the health care provider stating:

1. the date of commencement of the serious health condition; the probable duration of the condition; that the employee is unable to work at all or is unable to perform any one or more of the essential functions of his/her position because of the employee's serious health condition.

A serious health condition involves more than three (3) consecutive, full calendar days of incapacity with a first visit to the health care provider within seven days of the first day of incapacity. Medical treatment on two (2) or more occasions must be within 30 days of the first day of incapacity unless extenuating circumstances exist. Additional treatment needed is determined by the health care provider. The full definition of a "serious health condition" is noted at the end of this policy.

If an employee fails to provide medical certification in a timely manner, the District may delay the start of the FMLA leave. If the medical certification is incomplete or insufficient, the District will specify in writing the information that is lacking and give the employee seven (7) calendar days to provide the additional information.

The District will require a Fitness for Duty certification by the employee's health care provider to ensure that the employee is fit to return to his/her job.

If the leave is needed to care for the serious health condition of a family member, the employee must provide certification from the health care provider stating:

1. the date of commencement of the serious health condition; the probable duration of the condition; an estimate of the amount of time that the health care provider believes the employee needs to take to care for the child, parent, or spouse; and confirmation that the serious health condition warrants the participation of the employee.

Medical Opinion

If the Family and Medical Leave request is for the employee's own serious health condition, the District may require, at its expense, a second opinion from a health care provider designated by the District. The health care provider designated by the District will not be one who is employed on a regular basis by the District. If the second opinion differs from the first opinion, the District

may require, at its expense, that the employee obtain a third opinion by a health care provider approved jointly by the District and the employee. The third opinion shall be considered final and binding on the District and the employee.

Recertification may be required if the employee requests an extension beyond the original certification. Recertification can also be requested every (6) six months at the discretion of management.

California based employees who are disabled due to pregnancy will be eligible for up to 88 workdays while considered disabled due to pregnancy, which are additional benefits under the Pregnancy Disability Leave law. In California, time off from work because of the employee's disability due to pregnancy, childbirth or related medical condition is also counted as time used for FMLA leave, where applicable. (See the Pregnancy Disability Leave policy for more information.)

Compensation is not paid

Family and Medical Leave is unpaid leave although the employee may be eligible for short or long-term disability payments and/or workers' compensation benefits under those insurance plans. Those plans are described elsewhere in this Employee Handbook. Eligible employees may use accrued paid time, including administrative time, personal days, vacation, and sick time, for unpaid Family and Medical Leave. During periods that employees are not receiving any wage-replacement benefits through programs such as workers' compensation or disability insurance, the District may require the employee to use accrued paid time, including administrative time, personal days, vacation, and sick time.

The substitution of paid leave for unpaid leave does not extend the maximum 12-week leave period. Further, in no case may the substitution of paid leave for unpaid leave result in the employee receiving more than 100% of his/her salary. If the employee is not eligible to take substitute paid leave, he/she may still be eligible for unpaid Family and Medical Leave.

Employees on leave will not continue to take vacation or sick leave.

Reporting While on Leave

Employees who take leave because of their own serious health condition or to care for a covered family relation, must contact the District as directed regarding the status of the condition and their intention to return to work. In addition, employees must give reasonable notice if the dates of leave change or are extended or initially were unknown.

Medical and Other Benefits

For the first 12 weeks of an approved Family and Medical Leave, the District will maintain the employee's health benefits as if he/she continued to be actively employed. If the employee takes a leave for disability caused by pregnancy, childbirth, or a related medical condition and follows that leave with "bonding" leave (covered by CFRA) to care for the newborn child, the leave may exceed 12 weeks, but the District will only pay for medical benefits for the first 12 weeks the employee is on leave. If paid leave is substituted for unpaid Family and Medical Leave,

the District will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, the employee must pay his/her portion of the premium as directed by the District. The employee's health care coverage will cease if the employee's premium payment is more than 30 days late. If the employee's payment is more than 30 days late, the District will send the employee a letter to this effect. If the District does not receive the employee's co-payment within 15 days of that letter, the coverage may cease. If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, he/she may be required to reimburse the District for the cost of the health benefit premiums paid by the District for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond his/her control.

Reinstatement

Upon return from a Family and Medical Leave with an acceptable fitness for duty evaluation, an employee will be reinstated to his/her original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on Family and Medical Leave would have been laid off had he/she not gone on leave, or if the employee's position has been eliminated during the leave, then the employee would not be entitled to reinstatement. An employee's use of Family and Medical Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.

Employees (or their designee if they are not able) are expected to provide regular reports of their status and intent to return to work while on FMLA leave. Employees are expected to return to work on the date agreed to on the Family/Medical Leave Request form.

Reinstatement may be denied to certain salaried "key" employees. Such employees will be notified of this possibility when the leave is requested.

An employee on FMLA leave may not accept employment with any other employer without the District's written permission. If an employee takes another job while on FMLA leave or any other authorized leave of absence, it may be considered a voluntary resignation of employment.

If an employee fails to report to work promptly at the end of the leave, the District will assume that the employee has resigned.

Extended Leave for Serious Health Condition. Leave taken because of the employee's own serious health condition may be extended upon: (1) written request to the District; (2) proof that the serious health condition has continued; and (3) approval by the District. If the employee does not return to work on the originally scheduled return date or requests in advance an extension of the agreed upon leave with appropriate documentation, the employee may be deemed to have voluntarily resigned employment with the District. If the employee requests an extension of the leave beyond the 12-week entitlement, he/she may be required to submit additional documentation explaining or justifying the need for additional leave. Reinstatement is not guaranteed on an extended leave and will depend on District needs. Additionally, the employee will not be eligible for continued health care benefits during the leave. The employee may, however, be eligible to continue health care coverage through COBRA.

Further definition of a “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

Absence Plus Treatment

- (a) A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
 - (1) Treatment (two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider), or
 - (2) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

Pregnancy

Only under FMLA, any period of incapacity due to pregnancy, or for prenatal care.

Chronic Conditions Requiring Treatment

A chronic condition which:

- (a) Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider,
- (b) Continues over an extended period (including recurring episodes of a single underlying condition); and
- (c) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

Permanent/Long-term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer’s, a severe stroke, or the terminal stages of a disease.

Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would result in a period of incapacity of more

More than three consecutive calendar days without medical intervention or treatment such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

SECTION 9: SEPERATION OF EMPLOYMENT

9.1 Resignation

An employee may resign from the District at any time by submitting a written resignation to the District Manager or his or her immediate supervisor. The resignation shall be effective for all purposes upon its submission. An employee desiring to leave the service of the District in good standing shall submit a written statement of resignation to the District Manager at least two weeks before the last day of actual work.

SECTION 10: DISCIPLINARY ACTION

10.1 Causes for Disciplinary Action

The District may take disciplinary action against an employee for cause, including, but not limited to the following:

- a. Intentional misrepresentation and/or concealment of any fact in connection with obtaining employment;
- b. Neglect of duty;
- c. Violation of any lawful or reasonable policy or regulation of the District and/or directive or order made or given by an employee's supervisor, the division manager of the division in which the employee is employed, or the District Manager;
- d. Absence without official leave;
- e. Being under the influence of alcohol and/or any drug during working hours;
- f. Violation of any policy, regulation, rule, and/or order applicable to the employee's performance;
- g. Conviction of a felony or any crime involving moral turpitude;

- h. Disorderly or immoral conduct;
- i. Incompetence or inefficiency;
- j. Offensive treatment of the public or of other employees;
- k. Negligence and/or willful acts causing damage to District property or waste of District supplies or equipment; and,
- l. Misuse, misappropriation, or theft of District property.
- m. Failure to maintain a valid California driver's license or conviction of a DUI for positions requiring regular operation of a motor vehicle or equipment.

10.2 Disciplinary Action

Disciplinary action may include, but shall not be limited to, the following:

- a. Discharge;
- b. Demotion;
- c. Suspension without pay;
- d. Written reprimand; or,
- e. Verbal reprimand.

The District may place any employee who is suspected of conduct that is subject to disciplinary action on administrative leave with pay at any time. There is no guarantee that an employee will be subjected to disciplinary short-term termination before an actual termination. Circumstances will dictate the action to be taken by the District.

For positions requiring regular operation of a motor vehicle or equipment, an employee must maintain a valid California driver's license.

An employee with their driver's license revoked or suspended or convicted of a DUI will be subject to demotion or termination depending on their classification. The District may alternatively consider accommodation for temporary license revocation if practicable.

10.3 Notice of Proposed Disciplinary Action

An employee against whom disciplinary action is to be taken shall be entitled to written notice of the disciplinary action intended to be taken and the reasons, therefore. Such notice shall state in detail the reasons for the intended action and shall identify any documents relied upon by the District in taking the intended disciplinary action. To the extent permitted under law, the employee shall be entitled to inspect such documents.

10.4 Employee's Answer

An employee against whom intended disciplinary action is to be or has been taken shall be entitled to a hearing before the District Manager or, if the District Manager is the employee's immediate supervisor and the one imposing the intended disciplinary action, a representative of the personnel committee of the Board of Directors of the District. The employee shall have seven calendar days from and after the date he or she receives the notice of intended disciplinary action in which to request such a hearing. The employee shall have the right to be represented at such hearing by a person of his or her choosing. At the hearing, the employee and his or her representative shall address the intended disciplinary action and the reason therefor, and in connection therewith shall be entitled to present evidence, including the Witnesses' statements supporting the employee's position that the intended disciplinary action is not justified. Within seven calendar days following such hearing, the District Manager or representative of the personnel committee of the Board of Directors of the District, whichever the case shall be, shall issue his or her written decision as to his or her findings setting forth what disciplinary action, if any, is to be taken and the reasons, therefore. If disciplinary action is determined not appropriate and therefore not to be taken, the District shall delete all references to the pending action from the employee's personnel file.

10.5 Appeal of Decision of Hearing Officer

Within seven calendar days of receipt of the notice of decision of the hearing officer, the employee may elect to appeal such decision by delivering to the District Manager a notice of appeal in writing setting forth the intended disciplinary action against him or her from which he or she appeals and the reasons therefor. Upon receipt of such notice of appeal, the District Manager and the employee or the employee's representative shall meet and confer as soon as reasonably practicable but in any event within seven calendar days of the date of the appeal to appoint a mutually acceptable person to hear and decide the appeal. The person shall be a resident of Butte County, California and shall have recognized experience and knowledge of California employment law and employer-employee disputes. If the District

Manager and the employee or his or her representative are unable to mutually agree upon such a person within seven calendar days of the notice of appeal, each party shall appoint one person to hear and decide the appeal, and the persons so chosen shall mutually agree upon and appoint a third person. The third person so appointed shall serve as chairperson of the appeal panel. In no event shall a person appointed to hear and decide an appeal be a relative of any person that is a party or witness to the dispute, or an employee or member of the Board of Directors of the District. Any person appointed to hear and decide the appeal shall be unbiased and possess the integrity and impartiality necessary to protect the public's interests and the interests of the District and of the employee.

The hearing officer or officers shall, within 15 days of his, her or their appointment, conduct a hearing on the appeal. The hearing officer or officers shall establish such procedures governing the hearing as they may determine appropriate, including rules for the admission and acceptance of evidence. The District shall have the burden of proof of establishing by a preponderance of evidence that the intended disciplinary action is justified, and therefore shall go forward first with its case and evidence. The employee shall then present his or her case in defense. The District and employee each shall be entitled to be represented by a person of their choosing and shall be entitled to call witnesses of their choosing. Upon conclusion of the evidentiary part of the hearing, the hearing officer or officers may allow submission of closing briefs by the parties, provided that no more than seven calendar days from and after the date of the hearing shall be allowed for such, and the closing briefs, if allowed, will not exceed a total of 10 pages in length, exclusive of exhibits. Within 15 calendar days following the hearing, the hearing officer or officers shall issue their written decision, which decision shall be advisory only and subject to the Board of Directors' approval.

SECTION 11: CONFIDENTIALITY AND NON-DISCLOSURE OR PROPRIETARY INFORMATION

11.1 Duty of Trust and Confidentiality

Employment with the District creates a duty of trust and confidentiality to the District with respect to certain proprietary information, including but not limited to, the following:

1. Information related to, applicable to, or useful to the District's business;
2. Information resulting from tasks assigned to me by the District;
3. Information resulting from the use of equipment, supplies, or facilities owned, leased, or contracted for by the District;

4. Information related to, applicable to, or useful to the District pertaining to the District's clients or customers, which may be made known to you by the District or by such client or customer, or learned by you during your employment; or
5. Information relating to potential or existing project contract negotiations, personnel issues, financial plans, or other proprietary information that could be used to the detriment of the District, or for the benefit of any third party.

11.2 Nondisclosure of Proprietary Information

The duty of trust and confidentiality owed to the District because of employment extends to those items delineated in Section 11.1 hereinabove. Disclosure of such proprietary information to any third person, either during employment, or after employment with the District ceases.

SECTION 12: WORKPLACE SAFETY

12.1 District Workplace Safety Policy

The District is committed to workplace safety. It is each employee's obligation to be aware of and comply with all District safety policies and procedures.

The District has implemented an Injury and Illness Prevention Program (IIPP). To find out more information on this subject contact the District Manager or supervisor. The IIPP provides a system for identifying and evaluating workplace hazards, for correcting all safety-related deficiencies in a timely manner, for communicating with employees on safety matters, and for ensuring compliance with safe and healthy work practices.

District employees' are obligated to report all accidents and injuries to their supervisor. Sources of medical assistance for a workplace injury are set forth in IIPP.

12.2 Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees must notify the District Manager if any equipment, machines, or tools appear damaged, defective or need repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and injury to employees or others. Supervisors can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

12.3 Security Inspections

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, District prohibits the possession, transfer, sale, or use of such materials on its premises. District requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but it remains the sole property of District. Accordingly, they, as well as any articles found within them, can be inspected by the District Manager or a representative of District at any time, either with or without prior notice.

AMENDMENTS TO THE DISTRICT EMPLOYEE HANDBOOK

Resolution #	Section Amended	Date Passed
1077-09	Section 2.4	December 30, 2009
1078-09	Section 3.2	December 30, 2009
1131-10	Section 6.3	November 23, 2010
1132-10	Section 7.3	November 23, 2010
1133-10	Section 3.2	November 23, 2010
1133-10	Section 10.1	November 23, 2010
1230-14	Section 3.4	January 14, 2014
1238-14	Section 1.5	May 27, 2014
1238-14	Section 2.1	May 27, 2014
1238-14	Section 2.4	May 27, 2014
1238-14	Section 2.5	May 27, 2014
1238-14	Section 4.1	May 27, 2014
1238-14	Section 4.4	May 27, 2014
1238-14	Section 4.6	May 27, 2014
1238-14	Section 4.7	May 27, 2014
1238-14	Section 6.3	May 27, 2014
1238-14	Section 7.3	May 27, 2014
1238-14	Section 7.6	May 27, 2014
1238-14	Section 8.1	May 27, 2014
1238-14	Section 12.1	May 27, 2014
1251-14	Annual Update To sections: 1.4, 2.1, 2.2, 3.2, 4.1, 4.4, 5.5, 5.6, 5.7, 5.10, 5.11, 5.12, 5.15, 5.12, 6.1, 6.3, 7.5, 8.1, 8.2, 8.3, 11.1, 11.2	November 12, 2014
1311-16	Annual Update To sections: 1,2, 3,4,5,6,7	March 22, 2016
Minutes 12/13/2016	Annual Update To sections: 1,2, 3,4,5,7,11,12	December 13, 2016

	Section 7.2 Vacation Accrual	September 26 th , 2023
	Section 7.3 Sick Time	September 26 th , 2023



J1

STAFF REPORT

DATE: September 26, 2023

TO: FRRPD Board of Directors

FROM: Chris Wagoner, General Manager

RE: Job Descriptions

SUMMARY

Job descriptions are clunky and not aligned with actual duties (specifically Estela signed a Recreation Supervisor Job Description, but this is not her actual role). Salaries were also not correct based on the new step schedule. These should be reviewed annually.

3 Items for review

1. Created better aligned Job descriptions with brevity in mind.
2. Added Youth Activities Job Description so Estela is not working “out of class.”
3. Updated salaries to align with newly approved salary schedules.

RECOMMENDATION

Approve Job Descriptions, review annually.

ATTACHMENTS:

Job Descriptions.



Job Description

Title: Accounting Clerk: Payroll/AP
Department: Administration

Starting Wage: \$20-25/hour
Status: Non-Exempt/Part-time

Job Overview:

The Accounting Clerk will be mentored by the Finance Manager to gain hands-on experience in bi-weekly payroll management and accounts payable processes. This position offers an opportunity to dive deep into the world of payroll, from updating employee data to the issuance of paychecks, as well as learning accounts payable functions in a real-world setting.

Key Learning Experiences:

- Engage in the bi-weekly payroll process: collate timecards, practice data-entry skills, understand the reconciliation of deductions, and observe the issuance of paychecks.
- Understand the intricacies of payroll taxes, benefits, and pension deductions, and their timely payment.
- Be exposed to the preparation of monthly, quarterly, and annual payroll and pension documents.
- Learn about the importance of staying compliant with governmental payroll regulations.
- Work with Accounts Payable invoices: verify Supervisor's approval and coding before data entry.
- Assist in the bi-weekly Accounts Payable check issuance process.
- Understand the process of reconciling agency credit card accounts and their payment.
- Appreciate the importance of adhering to deadlines in a professional setting.
- Get hands-on with clerical tasks: data entry, copying, scanning, and record/file maintenance.

Skills & Knowledge to Be Acquired:

- Comprehensive understanding of payroll functions.
- Exposure to QuickBooks or similar accounting software.
- Improve written and verbal communication skills.
- Get acquainted with Microsoft Office and other relevant technologies.
- Develop an eye for detail and learn the importance of maintaining accurate records.
- Enhance typing speed and efficiency.
- Learn the importance of time management in a professional environment.
- Experience working in a team setting.

Accounting Clerk Board Approved March 2019

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

Educational & Licensing Prerequisites:

J3

- Pursuing an AA or BS degree in Accounting or a related field; or relevant coursework.
- A valid California class 'C' driver's license or ability to obtain one.

Physical & Environmental Considerations:

- Learn to manage tasks that might require lifting items up to 40 pounds.
- Understand workplace ergonomics through prolonged sitting at a desk or during meetings.
- Participate in tasks that involve simple grasping, fine manipulation, and frequent paperwork handling.
- Exposure to tasks that might require bending, kneeling, or overhead reaching.
- Use of telephones and computer keyboards in a professional setting.

Accounting Clerk Board Approved March 2019

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



REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge and thorough understanding of payroll functions: including input/processing, payroll reports, reconciliations, payroll taxes and benefits
- Experience with QuickBooks software or similar software
- Strong written and verbal communication skills
- Microsoft Office products experience and other relevant technologies.
- Detail-oriented and proficient in maintaining accurate records.
- Minimum typing skills 40 wpm
- Ability to work independent in a time sensitive environment
- Ability to work in a team-oriented environment

EDUCATION, CERTIFICATIONS AND LICENSES:

- Community College AA degree in Accounting or related field and one (1) year of related experience; OR
- Two (2) years of payroll and/or bookkeeping experience in the public or private sector and/or any combination of education and work experience as determined by General Manager
- A valid State of California class 'C' driver's license and a satisfactory driving record required.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions*

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

ADDITIONAL INFORMATION:

Reports To: Business Manager

Direct Reports: N/A

Accounting Clerk Board Approved March 2019

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



Job Description

Title: Executive Administrator

Starting Wage: \$31-40.45 hr

Department: Administration

Status: Exempt/Salary/Full-time

Job Overview:

The Executive Administrator, also known as the Board Clerk, supports the General Manager by taking on advanced secretarial tasks and functioning as a management assistant. Responsibilities include interpreting policies, devising procedures, preparing managerial decision-making materials, supervising certain frontline staff, and participating in management support activities. This role also involves document preparation, meeting scheduling, and coordination. Flexibility in scheduling is essential as some evening and weekend shifts are expected.

Key Responsibilities:

- Assist the General Manager in everyday administrative tasks such as filing and correspondence.
- Serve as the Board Clerk for the Board of Directors and attend all their meetings.
- Prepare, distribute, and post meeting materials and agendas in line with Board-approved bylaws.
- Ensure District's continuous compliance with the Brown Act.
- Keep and make available all official Board records, such as meeting minutes and resolutions.
- Supervise the agency's website maintenance.
- Arrange and set up all meetings.
- Produce meeting agendas, back-up materials, and minutes.
- Represent the District in community meetings to boost community relations.
- Supervise rental and public event contracts.
- Support department supervisors as guided by the General Manager.
- Aid the General Manager and Parks Supervisor in the Request for Proposal process and public relations efforts.
- Help in managing contracts and agreements.
- Oversee Events, and Admin budgets.
- Supervise front office personnel, Financial Manager, Account Clerk and the Marketing Specialist.
- Coordinate District events with the General Manager, ensuring donations, volunteers, and logistical arrangements.

Executive Administrator Approved 2019

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

- Order office supplies, supervise janitorial supply orders, and coordinate Maintenance Dept.
- Manage the District's volunteer programs.
- Supervise the promotion the District through various channels such as social media.
- Handle and distribute daily mail.

J6

Required Skills & Knowledge:

- Typing speed: Minimum 50 wpm (65 wpm preferred).
- Proficiency in Microsoft Office and Adobe Acrobat Pro.
- Ability to independently organize workload, set and adjust priorities.
- Experience in graphic design, marketing, or event planning.
- Detail-oriented with strong organizational and administrative abilities.
- Expertise in time management and multitasking under deadlines.
- Comfortable with public speaking and working with diverse groups.
- Rapid adaptability to new software.
- Skilled in report and presentation creation.

Educational & Licensing Requirements:

- Bachelor's Degree in Management, Business, Recreation, Public Administration, or a related field, plus one year of Executive Assistant/Supervisor experience; OR
- Three years in an administrative assistant role, preferably at the executive/supervisor level in the public sector, OR an equivalent combination of education and experience as decided by the General Manager.
- A valid California class 'C' driver's license with a good driving record.

Physical & Environmental Considerations:

- Might need to lift and carry items weighing up to 40 pounds.
- Accommodations might be provided for individuals with disabilities to perform essential tasks.



J7

Job Description

Title: Business Manager
Department: Administration

Starting Salary: \$31-40.25/hr
Status: Exempt

JOB SUMMARY: The Finance Manager, under the guidance of the General Manager, and supervision of the Executive Administrator manages a range of accounting tasks, including payroll processing, accounts payable, budgetary and other financial record maintenance, report generation, journal entries, and overseeing District personnel and payroll records. Familiarity with the accounting practices of tax-supported entities and personnel transactions is essential. Proficiency in computer-operated accounting, spreadsheet, and word processing software is necessary. An understanding and interpretation of the district's policies, regulations, and the capability to work collaboratively is vital. The incumbent should proactively address Finance Division concerns and maintain a professional demeanor. They should uphold the district's performance standards. If opting for full-time, the salary package comprises contributions toward health, dental, and vision insurance and participation in the PERS retirement system, with both employer and employee contributing.

ESSENTIAL JOB FUNCTIONS: The tasks listed are representative of the major responsibilities and might not encompass all job-specific tasks.

FINANCE DUTIES

- Oversee the ledger for all expenses and income, reconciling all financial institution monthly statements.
- Handle all District warrants; manage essential District payroll, accounts payable and receivable documentation, and create pertinent County documents.
- Assist in supervising petty cash, daily revenue, and bank statements, ensuring accurate daily, monthly, and year-to-date income records.
- Process District employee payroll bi-weekly under the General Manager's guidance, ensuring correct wages/hours, maintaining an employee evaluation calendar, and handling corresponding payroll payments.
- Draft financial reports as required for the General Manager, Board of Directors, and District Divisions.
- Contribute to the District's long-term financial planning.
- Organize and guide the annual audit, preparing financial statements following Generally Accepted Accounting Principles (GAAP).
- Compile necessary federal and state reports, including reports for the State Controllers.
- Attend finance committee meetings and prepare monthly reports.

Business Manager Approved December 2014

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

OTHER FUNCTIONS

J8

- Offer occasional supervisory roles as needed.
- Handle other assigned tasks as necessary.

REQUIRED KNOWLEDGE AND SKILLS:

- Proficiency in QuickBooks.
- Strong accounting knowledge.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Competence with various office equipment: calculators, copiers, mail machines, fax machines, voicemail systems, credit card machines.

EDUCATION, CERTIFICATIONS, AND LICENSES:

- An BS degree from an accredited university with an emphasis on accounting or a related field plus three years of relevant experience, OR
- Seven years of bookkeeping experience in either the public or private sector.

Business Manager Approved December 2014

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



Job Description

Title: General Manager

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

Department: Administration

JOB OVERVIEW

The General Manager, under the direction of an elected board, oversees the execution of the Board's policies, steers park and recreational activities, and provides direction to the District's recreation functions. They handle the financial management of the District, maintain transparency about the health and safety of District facilities and programs, and serve as a technical advisor and Secretary to the Board.

CORE RESPONSIBILITIES

Note: This is a representative summary of main duties. It's not exhaustive, and additional position-specific tasks may arise.

- **Board Interaction:**
 - Serve as the Secretary and technical advisor to the Board of Directors.
 - Recommend on policy, personnel, budget, finance, grants, and other related topics.
- **District Leadership:**
 - Steer and oversee all District services, aligning with its objectives and policies.
 - Manage the budget, oversee District spending, and direct capital projects.
 - Gauge current and future facility and program needs, providing recommendations.
 - Lead initiatives in acquiring, developing, and upkeeping parks and recreation spaces and related assessment fee structures.
 - Cultivate financial partnerships and craft grant strategies for the District's advantage.
 - Supervise contracts and agreements, ensuring external partner compliance.
 - Advocate for and enhance community engagement in recreation programs and facility usage.
 - Represent the District in relevant affairs, deliver presentations, and report on District achievements.
 - Manage all aspects of human resources: recruitment, training, supervision, performance, and collective bargaining.
 - Supervise equipment and supply purchases, maintain inventory records, and set maintenance schedules.
 - Implement a system for official District records.
 - Collaborate with regional and national entities related to recreation and parks.
 - Assign and review staff duties, and conduct annual employee evaluations.
 - Undergo periodic performance reviews by the Board of Directors.

General Manager Job Description _____ *Board Approved March 28, 2023*
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.

- Comprehensive knowledge of park and recreation operations' principles and philosophies.
- Proficiency in organizing departmental services, planning, and personnel development.
- Capability to craft and oversee a governmental agency's budget.
- Understanding of community recreational needs and crafting progressive programs to meet them.
- Skilled in supervising specialized personnel across various disciplines.
- Deep understanding of public administration techniques and judicious decision-making.
- Comprehensive knowledge of recreation and park area development, maintenance, and operation.
- Exceptional interpersonal skills and ability to work collaboratively.
- Effective communication with the Board, providing regular written reports.

EDUCATIONAL & PROFESSIONAL REQUIREMENTS

- Bachelor's Degree (preferably in recreation, park management, public administration, or related field). A Master's Degree is a plus.
- Preferred 3-5 years of increasing professional experience in recreation, park, or other public agencies.
- Board might consider relevant experience in lieu of education.
- Valid California State driver's license.

PHYSICAL & ENVIRONMENTAL CONSIDERATIONS

- Might need to lift items up to 40 pounds.
- Prolonged periods of sitting and attending meetings.
- Essential sensory abilities: sight, hearing, communication.
- Tasks may involve simple grasping, fine manipulation, paperwork handling, bending, kneeling, and overhead reaching.
- Telephonic and written communication skills are vital.

ADDITIONAL DETAILS:

- **Reports To:** Board of Directors
- **Direct Reports:** Department Managers/Supervisors/Directors

General Manager Job Description _____ *Board Approved March 28, 2023*
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.



Job Description

Title: Park Supervisor
Department: Parks

Starting Salary: \$31-40.25/hr
Status: Exempt

Job Overview: The Park Supervisor, affiliated with the Feather River Recreation and Park District's Parks Division, undertakes key administrative and organizational tasks relating to community parks and grounds. Reporting to the General Manager, this role centers around assuring high-quality parks and facilities are open to the public. Significant responsibilities encompass recommending and supervising the maintenance, enhancement, construction, and renovation of park facilities. While the Park Supervisor operates with notable autonomy and drive, they consult with the General Manager on unfamiliar administrative challenges. Upholding park and facility standards, personnel safety, and competency in all designated duties is vital. The salary incorporates a benefits package, inclusive of PERS retirement, with contributions from both the employer and employee.

Key Responsibilities:

- Oversees budgets in relation to allocated funds and projects.
- Develops and oversees a multi-year building maintenance program, ensuring District-owned buildings and equipment are serviced.
- Utilizes computers for tasks such as email, internet access, report writing, and spreadsheets.
- Identifies and treats plant diseases and pests, ensuring safe and proper use of treatments.
- Skillfully operates heavy equipment, prioritizing safety.
- Assists with the acquisition and expansion of parks and recreation facilities.
- Collaborates with the Recreation Division for recreation program planning and events.
- Addresses queries and complaints, while also proposing long-term maintenance programs.
- Works flexible hours, including holidays and weekends, to support special events and programs.
- Undertakes other related tasks as needed.

Leadership Duties:

- Assists the General Manager in personnel decisions, including hiring.
- Administers and observes the park/facility budget, provides budget recommendations, and aids in formulating program plans and policies.
- Holds regular meetings and training sessions aligning with Cal OSHA standards.
- Monitors daily equipment, work and fleet logs.
- Oversees crew safety at worksites, allocates tasks, and inspects finished work.
- Proposes operational guidelines for park and community facilities.

Park Supervisor Approved September 2023

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

- Comprehensive understanding of management and supervisory principles.
- Familiarity with maintenance methods, equipment, and materials.
- Insight into District policies, procedures, and safety programs.
- Proficiency in vehicle and heavy equipment maintenance, plant identification, landscaping, and irrigation operations.
- Ability to draft basic methods and understand construction practices.
- Skills in managing work crews, surveying landscapes, adhering to deadlines, independent and team operations, record-keeping, and legal code interpretation.

Educational & Licensing Requirements:

- Experience in landscape maintenance, construction, park development, or administration is advantageous.
- Bachelor's degree from a recognized institution in forestry, park or public administration, or a related field. Experience can compensate for formal education.
- A valid California class 'C' driver's license with a good driving record.
- Within 2 years, attainment of a Qualified Pesticide and Herbicide Applicators Certificate, Certified Playground Safety Inspector Certificate, and Certified Pool Operators or Aquatic Facility Operator certifications is expected.

Physical & Environmental Conditions:

- Most of the work is indoors in an office setting, partially outdoors supervising.
- Potential requirement to lift items exceeding 50 pounds.
- Possible exposure to machinery risks, harmful chemicals, extreme weather, and infectious diseases.

Park Supervisor Approved September 2023

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



Job Description

Title: Recreation Program Specialist
Dept: Recreation Department

Job Code: N/A
Starting Wage: \$ 18-22/hr

About Us: We are excited to offer an engaging opportunity as a Youth and Adult Sports Recreation Specialist intern at the Feather River Recreation and Park District. Our organization provides meaningful recreational experiences for our community members of all ages. We value creativity, teamwork, and the development of valuable skills in a supportive and dynamic environment.

Internship Overview: Under the guidance of the Recreation Supervisor, the Youth and Adult Sports Recreation Specialist intern will play a vital role in planning, organizing, and promoting our diverse range of recreation programs and special events. This paid internship offers the chance to gain hands-on experience in event coordination, program development, communication, and teamwork, all while contributing to the well-being of our community.

Key Responsibilities:

- Collaborate with the Recreation Supervisor to plan and execute recreation programs and special events for various age groups in the community.
- Assist in collecting and analyzing relevant information to support program development and scheduling.
- Support the scheduling and organization of youth programs and activities, ensuring the proper condition of equipment and supplies.
- Promote programs through effective digital/in-person communication and public relations efforts, showcasing their positive impact.
- Ensure the safety of participants, providing or supervising staff with first aid when necessary and maintaining safety regulations.
- Foster effective communication with supervisors, colleagues, parents, and participants.
- Demonstrate conflict resolution skills and effectively manage challenging situations.
- Maintain digital inventory of equipment and supplies and report to the Recreation Supervisor as needed.
- Attend staff meetings and participate in required training to enhance digital and professional skills.
- Carry out additional tasks as required to contribute to the success of the organization.

Qualifications and Skills:

- Minimum of one year of experience as a leader in various recreational activities.

Approved January 2014

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.

- Strong knowledge of developmentally appropriate practices, equipment, and materials used in recreation programs. **J14**
- Excellent communication and public relations skills, with a focus on exceptional customer service.
- Valid State of California class 'C' driver's license and a satisfactory driving record.
- Current First Aid and CPR certificates, or the ability to obtain certification within three months of hire.
- Proficiency in general clerical duties, including typing, record-keeping, Office 365, and graphic arts.
- Ability to work both independently and as a productive team member.
- Skills in planning, organizing, and directing programs and special events.
- Ability to follow and effectively communicate verbal instructions.
- Strong interpersonal skills to establish and maintain effective working relations with colleagues and the public.
- Ability to complete necessary reports and adapt to changing work environments.
- Willingness to travel to various sites within the District and work irregular hours, shifts, or weekends.

Physical Requirements:

- Work is performed in both indoor and outdoor environments, exposed to varying temperatures and weather conditions.
- May involve lifting and carrying items weighing more than 50 pounds, including children.
- Ability to walk, stand, sit, kneel, crawl, bend, and climb for extended periods.

Application Process: If you are enthusiastic about contributing to a vibrant and community-focused organization and gaining valuable experience as a Youth and Adult Sports Recreation Specialist, we encourage you to apply. Please submit your resume and a cover letter highlighting your relevant experience and interest in the position to Chrisw@frrpd.com. For any inquiries, please contact Chris Wagoner at Chrisw@frrpd.com or (530) 533-2011

Join us in creating memorable and impactful recreational experiences for our community members while developing your skills and career.

We look forward to receiving your application!

Approved January 2014

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

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



Job Description

Title: Recreation Supervisor

Department: Recreation

Starting Salary: \$31-40.45/hr

Status: Exempt

Job Overview:

The Recreation Supervisor spearheads the planning, supervision, and execution of recreation programs. This role involves assisting with revisions to the master plan, formulating policies, procedures, and budgets for the division, and fostering partnerships with various stakeholders. It requires expert judgment in creating and managing recreation programs that cater to community demands, and align with District resources and policies. This position also encompasses recruitment, training, and evaluation of recreation staff and volunteers. Outreach, marketing, and program evaluations are also key components.

Primary Responsibilities: Employees may not perform all listed duties.

- Administer program contracts, monitor compliance, and negotiate terms.
- Engage with media and the community for promoting District programs/events.
- Draft reports, budget and program proposals, set goals/objectives, and evaluate programs.
- Oversee annual program budget for designated areas.
- Manage equipment, software, and streamline registration and reservation processes.
- Supervise revenue forecasts, assist in developing revenue plans, and coordinate program schedules.
- Promote community participation through various communication channels and liaise with local businesses.
- Act as a resource for community groups.
- Handle miscellaneous tasks like answering calls, ordering supplies, and community outreach.
- Represent the District in community meetings/events.
- Ensure the safety and cleanliness of equipment and play areas.
- Collaborate with department staff for diverse recreational activities.
- Engage in professional development opportunities.
- Maintain records, conduct customer surveys, and ensure cost recovery.

Supervisory Responsibilities:

- Coordinate staffing, program development, and assess program effectiveness.
- Oversee all District facility recreation programs/events.
- Lead, train, evaluate, and manage staff.
- Ensure safety regulations are upheld and maintain equipment safety.

Recreation Supervisor Approved July 2013

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

- Offer guidance on program feasibility and oversee smooth program execution.
- Set and implement goals, policies, and standards for assigned tasks.
- Hold safety meetings in line with OSHA standards.

Skills and Expertise:

- Comprehensive understanding of public recreation theory, program development, and evaluation.
- Proficiency in event planning and coordination.
- Familiarity with recreational facility planning.
- Knowledge of budgeting and business practices.
- Competence in supervising staff and volunteers.
- Ability to research and employ strategies to boost community engagement.
- Efficient record-keeping and strong attention to detail.
- Expertise in creating reports, marketing content, and presentations.
- Proficiency in Office 365, Adobe, and related software.

Educational and Licensing Requirements:

- Bachelor's Degree in recreation, event planning, or related field, or a combination of education and experience approved by the General Manager.
- 3 years of leadership experience in community recreation.
- Valid California class 'C' driver's license with a satisfactory record.
- Current (or obtainable) CPR and First Aid certificates.

Physical and Environmental Considerations:

- Capacity to lift items up to 40 pounds.
- Comfort sitting at a desk or in meetings for extended durations.
- Physical ability to stand, walk, see, hear, and effectively communicate.
- Manual dexterity for tasks like grasping and handling documents.
- Occasional bending, kneeling, and overhead reaching.
- Frequent use of communication tools like telephones and keyboards.

Recreation Supervisor Approved July 2013

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



Job Description

Title: Youth Activities
Supervisor
Department: Recreation

Starting Salary: \$31-40.45/hr
Status: Exempt

Summary: The Feather River Recreation and Park District is seeking a dynamic and experienced Youth Activities Supervisor specializing in working with children aged 10 and under. This dual-role will involve hands-on classroom sessions (50%) with youth and administrative responsibilities (50%). We are searching for someone passionate about enriching the lives of young children while also effectively managing the behind-the-scenes requirements of such programs.

Key Responsibilities:

1. **In-Class Sessions:** Directly engage with children through structured activities, lessons, and programs, ensuring a nurturing and enriching environment.
2. **Program Development:** Design, implement, and evaluate age-appropriate activities and programs, considering the diverse interests and developmental needs of the 10 and under age group.
3. **Classroom Preparation:** Set up and organize classroom resources, ensuring all materials are ready for effective session delivery. This includes procuring and managing supplies as needed.
4. **Staff Management:** Train, mentor, and provide guidance to staff involved in youth activities, fostering a team-oriented environment.
5. **Meetings & Collaboration:** Actively participate in team meetings, collaborate with colleagues, and liaise with other departments to ensure the success of youth programs.
6. **Safety and Compliance:** Uphold and ensure all activities and the classroom environment adhere to safety standards and protocols.
7. **Administrative Tasks:** Utilize computer systems for scheduling, communication, data tracking, and reporting. Periodically report on program metrics and feedback.
8. **Continuous Learning:** Stay updated with the latest trends and best practices in youth programming for the specified age group and incorporate them into program design and delivery.

Qualifications:

1. A minimum of 5 years of professional experience working directly with youth, especially children aged 10 and under.
2. Proven track record in both hands-on youth engagement and program administrative tasks.

Recreation Supervisor Approved September 2023

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

3. Computer competency, especially in office software suites and program management tools.
4. Strong interpersonal and communication skills.
5. Organized, with an ability to manage multiple responsibilities and prioritize effectively.
6. Bachelor's degree in Child Development, Education, Recreation Management, or a related field is preferred.

J18

About Feather River Recreation and Park District: Located in Oroville, CA, the Feather River Recreation and Park District is devoted to improving community life by offering recreational experiences, facilities, and opportunities for residents of all ages.

How to Apply: Interested candidates should submit their resume, cover letter, and relevant certifications to [HR email or application link]. Feather River Recreation and Park District is an equal opportunity employer.

Recreation Supervisor Approved September 2023

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



K1

STAFF REPORT

DATE: September 26, 2023

TO: FRRPD Board of Directors

FROM: Chris Wagoner, General Manager

RE: Organizational Chart

SUMMARY

The Organizational Chart has not been updated since 2019. With so many staffing changes and augment of duties it was vital to update and should be reviewed annually.

1 Item for review

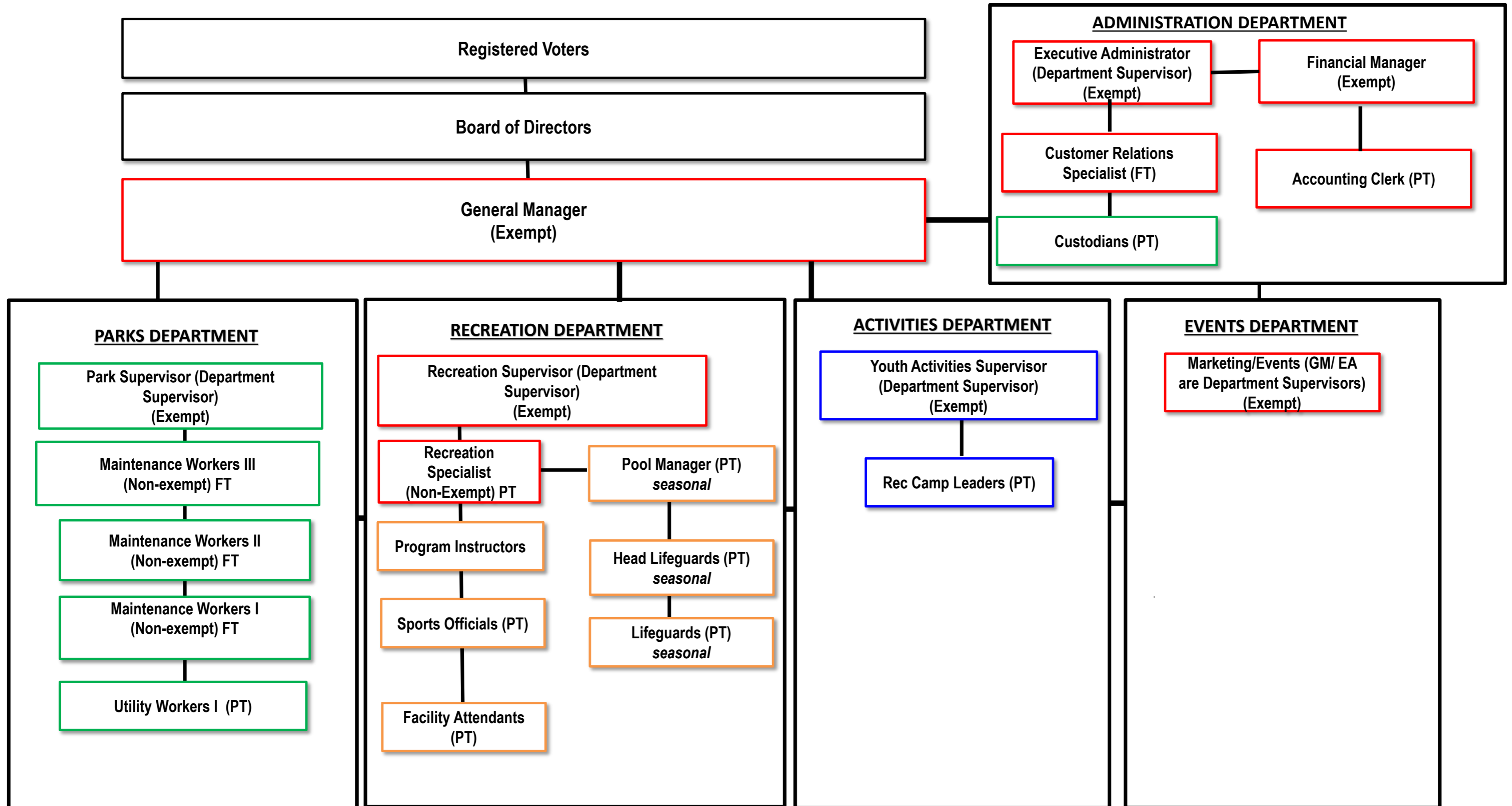
1. The new 23-24 ORG chart.

RECOMMENDATION

Approve Org chart. Will review again next year.

ATTACHMENTS:

Org chart





STAFF REPORT

DATE: September 12, 2023

TO: FRRPD Board of Directors

FROM: Joe Velasquez, Park Supervisor

RE: Nelson Pool Vacuum

SUMMARY

We need a new pool vacuum. We have not had an operational pool vacuum since 2020. It is taking up two maintenance staff members to sweep the pool and clean debris out. This takes time away from projects or other daily tasks. It is time-consuming and inefficient. We are unable to collect all the debris in the pool and our pool sweeps are not long enough to push sediment to main drains.

The pool vacuum requires one maintenance member to drop it into the pool and let it run its course over a six-hour period. See attached specifications.

BACKGROUND

The old pool vacuum purchased in 2016 has broken and is beyond repair. I have contacted local districts and our pool representative to get recommendations on efficient and effective vacuums.

BUDGETARY IMPACT

Allocation up to \$7000 dollars.

By purchasing a vacuum, we will save time and money on labor.

RECOMMENDATION

After discussion with other districts in our county and speaking to our pool rep, the recommendation is Dolphin Wave 140 by Maytronics. The cheapest vendor is EZ Pool & Spa Supply. At \$5406.01.

ALTERNATIVE ACTIONS



L2

Continue manually sweeping the pool.

ATTACHMENTS

Quotes from three companies for the Dolphin Wave 140

Dolphin Wave 140 Commercial Robotic Pool Cleaner Model #99997150-US

Heavy-duty pool and pool water cleaning performance with exceptional reliability. Dolphin commercial robots are electronic pool cleaners that promise – and deliver – long-term, cost-effective operation. With proven solutions for any commercial pool, from small public pools to the largest, professional and Olympic-sized pools, Dolphin is the ideal pool cleaner choice.

Superior pool cleaning made easy! Maytronics Commercial class of robotic pool cleaners offer a cleaning solution built to withstand daily use in large commercial pools.

- CleverClean intelligent navigation offers complete cleaning coverage.
- Multiple filtration options for removing large and fine debris.
- The swivel cable eliminates tangling to ensure complete pool coverage.
- Dolphin uses scrubbing brushes to clean away dirt, debris and algae. Active brush spins 2x faster than the speed of the unit, resulting in enhanced all-surface cleaning.
- Advanced remote control included.
- Caddy included for convenient storage and handling.
- For pools up to 105 feet.
- Cycle times of 4, 5 or 6 hours.

Product Specifications

Filter Type	Fine (100µ)
Filter Description	Cartridge, Top-load
Pool Size	Up to 127 ft
Cleaning Coverage	Floor
Cleaning Mode(s)	Quick, Standard, Enhanced
Cleaning Cycle(s)	4, 5 or 6 hrs.
Mobility	CleverClean
Suction Rate	10,560 gph
Number of Brushes	2 (none active)
Remote Control	Yes
Blue Tooth / Wi-Fi	No
MyDolphin Plus App	No
Dolphin Tech	Dolphin Tech Ready
Cable Length	137 ft
Swivel Cable	No
Cable Wire Number	3
Power Supply	Wave 150XL Power Supply
Back to Ch...er	No
...tor	Yes
Full Filter Indicator	Yes

\$5 Off

TrustedSite



Buy a Pool or Spa - [See Us in Store](#)

What can we help you find?




1

[Pool Chemicals](#) ▾ [Pool Equipment](#) ▾ [Heaters & Heat Pumps](#) ▾ [Spa Supplies](#) ▾ [Fall/Winter Closing](#) ▾ [Accessories](#) ▾ [Parts](#) ▾ [Commercial](#) ▾

Open 7 Days a Week
(877) 209-7773

[Home](#) / [Your Cart](#)

Your Cart (1 item)

Item	Price	Quantity	Total
 <p>Maytronics Maytronics Dolphin Wave 140 Robotic Pool Cleaner, 99997140-US</p> <p>Add product protection for \$459</p>	\$4,999.00	- 1 +	\$4,999.00

[Empty Cart](#)

[Sign in to save your cart](#)

Total Items:	1
Subtotal:	\$4,999.00
Shipping:	Add Info
Sales Tax:	\$412.01
Coupon (WELCOME5off)	-\$5.00
Remove	
Grand total:	\$5,406.01
<input type="checkbox"/> Extend™ Shipping Protection	
Replacements in case of lost, stolen or damaged packages.	
Learn More	\$99.98
Check Out	

[Click to Ch...](#)





525A-RANCHO CORDOVA-SPP DIST.
 11285 SUNCO DR
 RANCHO CORDOVA, CA 95742-6517
 Phone 916-853-2400
 Fax 916-853-2403

Quotation

QUOTE #	EW043418
LOCATION	265
DATE	09/08/23
PAGE	1 of 1

BILL TO

FEATHER RIVER REC & PARK
 1875 FEATHER RIVER BLVD
 OROVILLE, CA 95965-5701
 Fax 916-456-8155

SHIP TO

FEATHER RIVER REC & PARK
 1875 FEATHER RIVER BLVD
 OROVILLE, CA 95965-5701
 Fax 916-456-8155

QUOTE DATE 09/08/23	EXPIRE DATE 10/08/23	REQUIRED DATE	REFERENCE NUMBER ROBOTIC 140	PAYMENT TERMS NET 30 DAYS
WRITTEN BY S JOSEPH DETTREY(D7)		CONTACT JOE V		SHIP VIA ROUTE TRUCK PROCESSING
FREIGHT TERMS IN/OUTBOUND		JOB NUMBER		SALES REP 525A/

PRODUCT/DESCRIPTION	QUANTITY	PRICE	U/M	EXTENSION
MAY-20-7015 99997140-US WAVE 140 ROBOTIC POOL CLEANER	1	5,825.00	EA	5,825.00
				CPN-26-235

MERCHANDISE TOTAL	HANDLING	MISC CHARGE	TAX	FREIGHT	QUOTE TOTAL
5,825.00	0.00	0.00	480.56	0.00	6,305.56

Accepted:

By: _____
 Date: _____



265-LINCOLN AQUATICS
 2051 COMMERCE AVE
 CONCORD, CA 94520-4901
 Phone 800-223-5450
 Fax 888-680-2825

Quotation

QUOTE #	EW043416
LOCATION	265
DATE	09/08/23
PAGE	1 of 1

BILL TO

946424
 FEATHER RIVER REC & PARK DIST
 1875 FEATHER RIVER BLVD
 OROVILLE, CA 95965-5701
 Phone 530-533-2011
 Fax 530-533-5062

SHIP TO

FEATHER RIVER REC. & PARK DIST
 852 MITCHEL AVENUE & 5TH
 GENERAL DELIVERY
 OROVILLE, CA 95965-9999
 Fax 530-533-5062

L6

QUOTE DATE 09/08/23	EXPIRE DATE 10/08/23	REQUIRED DATE	REFERENCE NUMBER ROBOTIC 140	PAYMENT TERMS NET 45 DAYS
WRITTEN BY S JOSEPH DETTREY(D7)			CONTACT JOE	SHIP VIA
FREIGHT TERMS IN/OUTBOUND			JOB NUMBER	SALES REP 265 /

PRODUCT/DESCRIPTION	QUANTITY	PRICE	U/M	EXTENSION
MAY-20-7015 99997140-US WAVE 140 ROBOTIC POOL CLEANER	1	6,699.00	EA	6,699.00
				CPN-26-235

MERCHANDISE TOTAL	HANDLING	MISC CHARGE	TAX	FREIGHT	QUOTE TOTAL
6,699.00	0.00	0.00	552.67	0.00	7,251.67

Accepted:

By: _____
 Date: _____



M1

STAFF REPORT

DATE: September 18, 2023

TO: FRRPD Board of Directors

FROM: Joe Velasquez, Park Supervisor

RE: Riverbend Park Trash Cans

SUMMARY

Numerous cans throughout Riverbend have been damaged, vandalized, or broken beyond repair. We also have areas around the park where cans should be added. Adding cans prevents trash from being thrown on the ground and spreading throughout the park. Replacing damaged cans increases esthetics.

BUDGETARY IMPACT

Allocation up to \$20,000 dollars.

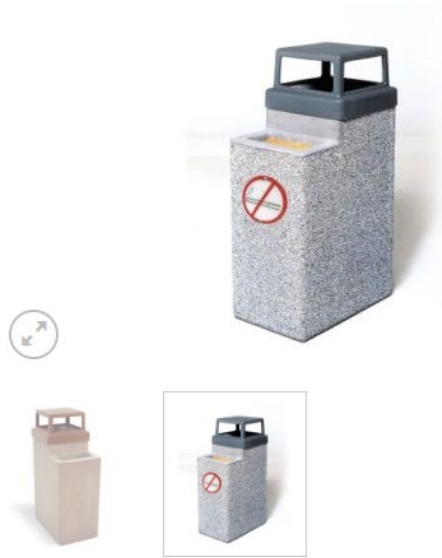
Funds to be allocated from Riverbend insurance fund.

RECOMMENDATION

To purchase and replace broken/damaged trash cans. Also, add some to areas lacking cans. Prefer to purchase cans that are vandal proof. Or purchase cans that are easy to modify to be vandal proof. Metal cans are a good option because our team can weld components on them for added security. These cans can also be mounted to the ground. A second great option is concrete cans. These are good options because they are very heavy and are hard to tip and/or steal.

ATTACHMENTS

Different models of cans.



\$677.00 – \$760.00

SKU: 544tr265-2

CLEAR

Configuration

Lid Color

Concrete Color

Hilton Rectangle Concrete – Ash Urn & Receptacle – w/ Logo – 22" x 14" x 42" (10 Gallon)

\$760.00

- 1 +

ADD TO CART



Estimate Freight

Thermoplastic Trash Can - 32 Gallon, Bonnet Lid, Black



[More Images & Video](#)

Guaranteed to be the last can you'll ever need to buy.

- Heavy-duty, 9-gauge expanded metal. Rust free.
- Large 9 1/2" opening. Lid cable attachment included.
- Reusable liner. Easy to empty, easy to clean.
- Bonnet lid keeps out rain and snow.
- Use recommended [Uline Steel Tuff® Liners](#).

SPECIFY COLOR:

MODEL NO.	DESCRIPTION	CAPACITY	SIZE DIAM. x H	WT. (LBS.)	PRICE EACH		COLOR	IN STOCK SHIPS TODAY
					1	3+		
H-5154BL	Bonnet Lid	32 Gallon	24 x 37"	53	\$585	\$565	Black	1 <input type="text"/> <input type="button" value="ADD"/>

SHIPS VIA MOTOR FREIGHT



COURTYARD TRASH CANS

An attractive, vandal-proof hideaway for trash.

- For parks, offices and city streets.
- Slatted steel bars deter vandalism.
- Weather and rust-resistant, powder-coated finish.
- Includes Black Plastic Liner and Anchor Kit.
- H-5171 - Bonnet lid keeps out rain and snow.



COURTYARD TRASH CANS

MODEL NO.	DESCRIPTION	CAPACITY	SIZE DIAM. x H	WT. (LBS.)	PRICE EACH		ADD TO CART
					1	2+	
H-2865	Flat Lid	36 Gallon	28 x 36"	93	\$755	\$725	Specify Color
H-5171	Bonnet Lid	36 Gallon	28 x 36"	96	830	800	Specify Color

SHIPS ASSEMBLED VIA MOTOR FREIGHT



STAFF REPORT

DATE: September 19, 2023

TO: FRRPD Board of Directors

FROM: Joe Velasquez, Park Supervisor

RE: Rodriguez Landscapes Contracts

SUMMARY

Outsource landscaping for Bedrock Tennis Courts, Skatepark, Martin Luther King Jr. Park, and Activity Center to allow FRRPD park staff to complete projects, respond to emergency repairs, train new staff, and fill open positions.

BACKGROUND

Having mowing outsourced allows our maintenance team to focus on projects, deferred maintenance, emergency repairs, and training staff. By outsourcing the landscaping, we will not have to purchase new mowers or provide routine maintenance for the equipment.

With the new laws going into effect banning gas powered landscaping equipment, outsourcing the landscaping maintenance is recommended. Having to convert to electric powered equipment is costly and inefficient due to battery charging.

BUDGETARY IMPACT

Martin Luther King Jr. Park - \$24,000/Annually

Bedrock Tennis Courts & Skatepark - \$7,200/Annually

Activity Center - \$4,800/Annually

Total – \$3,000/Monthly

\$36,000/Annually

RECOMMENDATION

Approve annual contract for weekly services at Bedrock Tennis Courts, Skatepark, Martin Luther King Jr. Park, and Activity Center.

ALTERNATIVE ACTIONS



N2

Continue mowing MLK park, skatepark, tennis courts, and activity center in house with our maintenance team.

ATTACHMENTS


Attachment 1: Annual contract for Martin Luther King Jr. Park


Attachment 2: Annual contract for Bedrock Tennis courts & Skatepark.


Attachment 3: Annual contract for Activity Center




N3

1501 Titan Way,
Oroville, Ca 95966 

(530) 532-9303 

(530) 532-1332 

RodriguezLandscapes@outlook.com 

RodriguezLandscapes.net 

DATE:

6-3-23/ amended 09-11-23

TO:

Joe Vasquez

Feather River Rec & Park

Business Manager

Phone: (530) 533-2011

Fax: (530) 533-2724

joev@frprd.com

REFERENCE: Martin Luther King, Oroville Ca.

Note martin Luther King Park is in need of work on the olive trees and along the east side tree line this work to be excluded, Sherriff workers to do these items. Suckers on olive trees on west side

Description of work: Rodriguez Landscapes shall provide all materials and labor for, and shall be responsible for carrying out and completion of, the landscape work described as follows:

1. General Maintenance

- a. Policing (litter pick up) of all landscaped areas 4 times per month.
- b. One visit to site per week or as needed
- d. Irrigation repair work \$75.00 / Supervisor @ 65.00 laborer per hour

2. Lawn Maintenance

- a. Mowing edging and trimming lawn will be done once a week during the growing season and as needed during the dormant season. All debris will be thrown in green waste dumpster on site.
- b. Fertilize included twice a year
- c. Weed control will be done manually or chemically

- d. Comments: Roundup include (state certified) Pesticide applicators license.
- e. Note any specialized weed and feed will be additional.

3. Shrub / Tree Maintenance

- a. Trimming, edging and weeding all shrub beds once a month or as needed.
- b. Fertilization included.
- c. Prune all shrubs for proper growth and removal of dead material.
- d. Removal of all leaves and debris from shrub beds.
- e. All tree work extra.

4. Flower bed/ ground cover maintenance.

- a. Weeding, trimming and edging all flower beds and ground covers weekly or as needed.
- b. Fertilize two times per year.
- c. Insect control on all flower beds. EXTRA

5. Extra Charges (prior approval by owner)

- a. Any major re-landscaping
- b. Any tree work, above ground level and hand reach, doesn't include fallen trees etc.
- c. Rodent or animal control
- e. Any irrigation repair that is not caused by Rodriguez Landscapes.
- f. Any damage caused by acts of God, vandalism, animals and negligence by anyone other than the RODRIGUEZ LANDSCAPES.

Rodriguez landscapes and maintenance recognizes the following holiday, New Year's, July 4th, Labor Day, Memorial Day, Thanksgiving, Christmas Eve and Christmas day.

Duration of contract from start month October 2023 to the following month / year October 2024 with automatic 1 year renewal unless cancelled by either party 30 days prior to the end of the year.

Late fees applicable for past due payment 15%

Rodriguez Landscapes shall perform the following maintenance work for which a monthly payment of \$2000.00

APPROVED: _____

Date: _____

Sincerely,

Sal Rodriguez

Chief Executive Officer
Acceptance


Accepted By: _____


Date: _____


Please Fax or Email




N6

1501 Titan Way,
Oroville, Ca 95966 

(530) 532-9303 

(530) 532-1332 

RodriguezLandscapes@outlook.com 

RodriguezLandscapes.net 

DATE:

09-11-23

TO:

Joe Vasquez

Feather River Rec & Park

Business Manager

Phone: (530) 533-2011

Fax: (530) 533-2724

joev@frrpd.com

REFERENCE: Tennis Courts, Skate park, Oroville Ca.

Description of work: Rodriguez Landscapes shall provide all materials and labor for, and shall be responsible for carrying out and completion of, the landscape work described as follows:

1. General Maintenance

- a. Policing (litter pick up) of all landscaped areas 4 times per month.
- b. One visit to site per week or as needed
- d. Irrigation repair work \$75.00 / Supervisor @ 65.00 laborer per hour

2. Lawn Maintenance

a. Mowing edging and trimming lawn will be done once a week during the growing season and as needed during the dormant season. All debris will be thrown in green waste dumpster on site.

- b. Fertilize included twice a year
- c. Weed control will be done manually or chemically
- d. Comments: Roundup include (state certified) Pesticide applicators license.

f. Note any specialized weed and feed will be additional.

3. Shrub / Tree Maintenance

- a. Trimming, edging and weeding all shrub beds once a month or as needed.
- b. Fertilization included.
- c. Prune all shrubs for proper growth and removal of dead material.
- d. Removal of all leaves and debris from shrub beds.
- e. All tree work extra.

4. Flower bed/ ground cover maintenance.

- a. Weeding, trimming and edging all flower beds and ground covers weekly or as needed.
- b. Fertilize two times per year.
- c. Insect control on all flower beds. EXTRA

5. Extra Charges (prior approval by owner)

- a. Any major re-landscaping
- b. Any tree work, above ground level and hand reach, doesn't include fallen trees etc.
- c. Rodent or animal control
- e. Any irrigation repair that is not caused by Rodriguez Landscapes.
- f. Any damage caused by acts of God, vandalism, animals and negligence by anyone other than the RODRIGUEZ LANDSCAPES.

Rodriguez landscapes and maintenance recognizes the following holiday, New Year's, July 4th, Labor Day, Memorial Day, Thanksgiving, Christmas Eve and Christmas day.

Duration of contract from start month October 2023 to the following month / year October 2024 with automatic 1 year renewal unless cancelled by either party 30 days prior to the end of the year.

Late fees applicable for past due payment 15%

Tennis \$400.00 turf areas only

Skate \$200.00 turf areas only

Rodriguez Landscapes shall perform the following maintenance work for which a monthly payment of **\$600.00**

APPROVED: _____

Date: _____

Sincerely,

Sal Rodriguez


Chief Executive Officer
Acceptance


Accepted By: _____


Date: _____

Please Fax or Email




1501 Titan Way,
Oroville, Ca 95966 

(530) 532-9303 

(530) 532-1332 

RodriguezLandscapes@outlook.com 

RodriguezLandscapes.net 

DATE:

09-13-23

TO:

Joe Vasquez

Feather River Rec & Park

Business Manager

Phone: (530) 533-2011

Fax: (530) 533-2724

joev@frprd.com

REFERENCE: Activity center, 1875 Feather River Blvd. Oroville Ca.

Description of work: Rodriguez Landscapes shall provide all materials and labor for, and shall be responsible for carrying out and completion of, the landscape work described as follows:

1. General Maintenance

- a. Policing (litter pick up) of all landscaped areas 4 times per month.
- b. One visit to site per week or as needed
- d. Irrigation repair work \$75.00 / Supervisor @ 65.00 laborer per hour

2. Lawn Maintenance

a. Mowing edging and trimming lawn will be done once a week during the growing season and as needed during the dormant season. All debris will be thrown in green waste dumpster on site.

- b. Fertilize included twice a year
- c. Weed control will be done manually or chemically
- d. Comments: Roundup include (state certified) Pesticide applicators license.

f. Note any specialized weed and feed will be additional.

3. Shrub / Tree Maintenance

- a. Trimming, edging and weeding all shrub beds once a month or as needed.
- b. Fertilization included.
- c. Prune all shrubs for proper growth and removal of dead material.
- d. Removal of all leaves and debris from shrub beds.
- e. All tree work extra.

4. Flower bed/ ground cover maintenance.

- a. Weeding, trimming and edging all flower beds and ground covers weekly or as needed.
- b. Fertilize two times per year.
- c. Insect control on all flower beds. EXTRA

5. Extra Charges (prior approval by owner)

- a. Any major re-landscaping
- b. Any tree work, above ground level and hand reach, doesn't include fallen trees etc.
- c. Rodent or animal control
- e. Any irrigation repair that is not caused by Rodriguez Landscapes.
- f. Any damage caused by acts of God, vandalism, animals and negligence by anyone other than the RODRIGUEZ LANDSCAPES.

Rodriguez landscapes and maintenance recognizes the following holiday, New Year's, July 4th, Labor Day, Memorial Day, Thanksgiving, Christmas Eve and Christmas day.

Duration of contract from start month October 2023 to the following month / year October 2024 with automatic 1 year renewal unless cancelled by either party 30 days prior to the end of the year.

Late fees applicable for past due payment 15%

Note this only includes the turf area in front of the day care, not the parking lot or anywhere else.

Rodriguez Landscapes shall perform the following maintenance work for which a monthly payment of \$400.00

APPROVED: _____

Date: _____

Sincerely,

Sal Rodriguez

Chief Executive Officer
Acceptance

Accepted By: _____

Date: _____

Please Fax or Email

**SEPTEMBER 2023 DEPARTMENT UPDATES****Parks & Maintenance Department Update***Joe Velasquez – Park Supervisor*

Completed Tasks/Projects: See Attached: Report from MaintainX app.

Additional Information: Filled a PT Utility I position. And have another candidate going through DOJ process.

Scoreboard project- The scoreboards have been ordered. There is an 11–12-week lead time for delivery. We have secured sponsorship for three out of eight scoreboards. See attached photo for a rendering of what the boards will look like.

Signage and parking lot restriping- Our team has continued to replace signage throughout parks. We have finished the lining, no parking, and handicapped parking areas in Riverbend Park, Dog Park, Nelson Complex, and Nelson pool parking lot.

Sheriff work crew- The sheriff work crew has shifted their focus to Berry creek over the last month. The crew has done significant brush and land clearing. They have cut down over 50 burnt/dead trees. The park looks great, and we are getting positive feedback from the community.

Berry Creek Swing Project is scheduled for the first week of October. We will be installing the new double bay swing set.

RFP for Bedrock Tennis Courts: The RFP has been posted to Valley Contractor Exchange. The close date was September 22nd. We have had two bids so far. We will be scheduling a special board meeting to discuss the bids and award a winner.

Feather River Cleanup Event- The event happened on Saturday the 16th. It was a very successful event. The sheriff crew assisted as well. They were a huge help in gathering the garbage in the hard-to-reach areas. Also, they were the crew tasked with cleaning up the homeless camps. There was a total of five active camps along the river along with a few dumpsites. DWR showed up and brought three boats. They helped collect the garbage along the opposite side of the river. Great community turnout.

Upcoming/Ongoing Projects:

- Brush/land clearing throughout Berry Creek
- Bedrock Tennis Court Lights
- Feather River Clean Up
- Berry Creek Swing Install
- Scoreboard Project



SEPTEMBER 2023 DEPARTMENT UPDATES

Administration, Events, and Marketing

Kendyle Lowe- Executive Administrator

Recently completed events/projects: Joelle and I have completed the 2023 Feather River Clean Up. We provided all volunteers a free medium shaved ice from Sweetwater Shaved Ice. DWR donated three pairs of raffle tickets for the Feather River Salmon Spawning Floating Classroom. We have also received a \$700 sponsorship from Enterprise Rancheria's EPA Department, and sharps containers from Northern Valley Harm Reduction Coalition. The Sheriff's department and DWR will assisted with the Feather River Clean Up. Butte Environmental Council has helped promote the Clean Up on their social media sites and on KZFR.

FRRPD will be hosting a booth at the Salmon Festival on September 23. Our booth will promote fall activities and programs while offering an activity for the community. The activity provided will be similar to corn hole, where participants will aim to toss a plush salmon through the hole. This activity will represent the salmon's journey from the ocean to the Feather River. Prizes will be provided.

Current events/project: We are currently promoting progress at Berry Creek Park and Forbestown. The sheriff's department work crew and FRRPD maintenance cleared the overgrown brush. A new sign at Forbestown was donated by Mike Fucci and was hung at Forbestown Community Park.

We are continuing to promote our fall programs and activities on our social media and at our events.

Staff are being trained on Rec Desk. We will have facility reservations online beginning in October. This will allow community members to easily book our facilities.

Upcoming events/projects: Fall Concerts in the Park series will begin October 1st and will be held every Sunday in October from 2:30pm to 5:30pm. We have booked five bands and are still booking vendors.

Parks & Maintenance Department Update

Estela Valencia – Recreation Supervisor

Preschool Enrollment: 11 children for Preschool SC3

Recently completed events/projects: Our wonderful preschool program is officially closed. The last three of our employees last day was on August 31st. Most of the children in our program moved on to TK or Kindergarten. A lot of the preschool items were donated to local childcare centers and schools.

Upcoming events/projects: There are a lot of planned activities in the youth recreation area, in the coming months. I am looking forward to providing and facilitating fun activities for the community.

Acknowledgements for staff/other organizations:

A special thank you to our wonderful preschool staff-Dianna Wyles, Kattie Teems and Vicki Hummer, who supported the children in this community for many years. Our district appreciates all your time and dedication to making our preschool fun and safe for the children and parents. You ladies rock! We wish you all the best!

Thank you, Kendyle, the district's Executive Administrator for putting together a nice pizza luncheon for our preschool staff on their last day. We all enjoyed it!

Work Orders List for 08/15/2023 - 09/13/2023



ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#1960	Remove Play Equipment	Activity Center	High Request	joseph velasquez Victoria Anton			✓ Done Completed by joseph velasquez on 08/16/2023
#2719	Nolan Sports Complex Safety Inspection	Nolan Sports Complex	High Inspection Safety	T Maintenance Team joseph velasquez	08/01/2023		✓ Done Completed by joseph velasquez on 08/16/2023
#2721	Nelson Sports Complex Safety Inspection	Nelson Sports Complex	High Inspection Safety	T Maintenance Team joseph velasquez	08/01/2023		✓ Done Completed by joseph velasquez on 08/16/2023
#3178	Mow Nolan park	Maintenance Shop Hustler Super 104 Mower	Medium Mow Schedule	T Maintenance Team Eric Danner Hue Vang	08/15/2023	Total Time Costs Total Time Total Costs	\$183.00 7h 30m 0s \$183.00 ✓ Done Completed by Eric Danner on 08/16/2023
#3257	Sink at mlk is stuck open	Martin Luther King Jr Park	High Damage Repair Maintenance	Chris Narayan		Total Time Costs Total Time Total Costs	\$9.50 30m 0s \$9.50 ✓ Done Completed by Chris Narayan on 08/17/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#3162	Fix sidewalk Palermo park	Palermo Park	<div style="background-color: #f44336; color: white; padding: 2px; border-radius: 4px; display: inline-block;">High</div> <div style="border: 1px solid #2196f3; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Project</div> <div style="border: 1px solid #2196f3; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Safety</div>	joseph velasquez Eric Danner Hue Vang Jesus Aispuro Marco Aispuro		Total Part Costs \$110.50 Total Time Costs \$815.50 Total Time 34h 30m 0s Total Costs \$926.00	<div style="color: green; font-weight: bold;">✓ Done</div> Completed by Eric Danner on 08/18/2023
#3232	Palermo trip hazards	Palermo Park	<div style="background-color: #f44336; color: white; padding: 2px; border-radius: 4px; display: inline-block;">High</div> <div style="border: 1px solid #2196f3; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Damage</div> <div style="border: 1px solid #2196f3; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Safety</div> <div style="border: 1px solid #2196f3; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Repair</div> <div style="border: 1px solid #2196f3; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Maintenance</div>	T Maintenance Team Chris Narayan		Total Time Costs \$142.29 Total Time 7h 29m 20s Total Costs \$142.29	<div style="color: green; font-weight: bold;">✓ Done</div> Completed by Chris Narayan on 08/18/2023
#3314	Remove Graffiti at M.L.k	Martin Luther King Jr Park	<div style="background-color: #ff9800; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Medium</div> <div style="border: 1px solid #2196f3; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Vandalism Repair</div>	Paul Vang		Total Time 59m 45s Total Costs \$191.56	<div style="color: green; font-weight: bold;">✓ Done</div> Completed by Paul Vang on 08/19/2023
#3182	Mow AC, Skatepark, Tennis Court, MLK	Maintenance Shop Hustler Super 104 Mower	<div style="background-color: #ff9800; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Medium</div> <div style="border: 1px solid #2196f3; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Mow Schedule</div>	T Maintenance Team Chris Narayan Hue Vang Jesus Aispuro Dom	08/16/2023	Total Time Costs \$191.56 Total Time 9h 0m 14s Total Costs \$191.56	<div style="color: green; font-weight: bold;">✓ Done</div> Completed by Jesus Aispuro on 08/19/2023
#3326	returning shopping carts	Maintenance Shop Big Tex Utility Trailer	<div style="background-color: #ff9800; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Medium</div> <div style="border: 1px solid #2196f3; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Project</div>	Paul Vang		Total Time 1h 9m 47s Total Costs \$191.56	<div style="color: green; font-weight: bold;">✓ Done</div> Completed by Paul Vang on 08/20/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#3234	Tripping hazard tennis court east entrance		<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;">Damage</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Preventive</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Repair</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Maintenance</div>	Chris Narayan		Total Time Costs \$19.00 Total Time 1h 0m 0s Total Costs \$19.00	<div style="color: green;">✓</div> Done Completed by Chris Narayan on 08/21/2023
#1961	Remove Play Equipment 2	Activity Center	<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;">Request</div>	Eric Danner Victoria Anton Chris Wagoner			<div style="color: green;">✓</div> Done Completed by Chris Wagoner on 08/22/2023
#3335	Inspect stuck valve at tennis courts	Bedrock Tennis Court	<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;">Repair</div>	Chris Narayan		Total Time Costs \$133.00 Total Time 7h 0m 0s Total Costs \$133.00	<div style="color: green;">✓</div> Done Completed by Chris Narayan on 08/22/2023
#3275	Mow Nolan park	Maintenance Shop Hustler Super 104 Mower	<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;">Mow Schedule</div>	T Maintenance Team Eric Danner Hue Vang	08/22/2023	Total Time Costs \$192.00 Total Time 8h 0m 0s Total Costs \$192.00	<div style="color: green;">✓</div> Done Completed by Eric Danner on 08/23/2023
#3354	Deliver bobcat to work crew at Riverbend		<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;">Maintenance</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Request</div>	Chris Narayan		Total Time Costs \$14.27 Total Time 45m 3s Total Costs \$14.27	<div style="color: green;">✓</div> Done Completed by Chris Narayan on 08/23/2023
#3363	Blow skate 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;">Safety</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Maintenance</div>	Chris Narayan		Total Time Costs \$6.41 Total Time 20m 14s Total Costs \$6.41	<div style="color: green;">✓</div> Done Completed by Chris Narayan on 08/23/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#3315	Mow AC, Skatepark, Tennis Court, MLK	Maintenance Shop Hustler Super 104 Mower	<div style="background-color: #f4a460; 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: 5px;">Mow Schedule</div>	<div style="background-color: #007bff; color: white; padding: 2px; border-radius: 4px; display: inline-block;">T</div> Maintenance Team Eric Danner Chris Narayan Hue Vang Jesus Aispuro Dom	08/23/2023	Total Time Costs \$192.00 Total Time 8h 0m 0s <div style="background-color: #e1ecf4; padding: 2px; border-radius: 4px; display: inline-block;">Total Costs \$192.00</div>	<div style="color: green;">✓</div> Done Completed by Eric Danner on 08/24/2023
#3292	Repair ATV, extract broken bolt and replace pull start mechanism	Maintenance Shop	<div style="background-color: #f4a460; 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: 5px;">Mechanical</div>	Eric Danner Hue Vang Dom		Total Time Costs \$21.40 Total Time 1h 20m 15s <div style="background-color: #e1ecf4; padding: 2px; border-radius: 4px; display: inline-block;">Total Costs \$21.40</div>	<div style="color: green;">✓</div> Done Completed by Dom on 08/24/2023
#3302	Remove boxes from GM office	Activity Center	<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: 5px;">Request</div>	<div style="background-color: #007bff; color: white; padding: 2px; border-radius: 4px; display: inline-block;">T</div> Maintenance Team Dom	08/22/2023	Total Time Costs \$10.21 Total Time 38m 18s <div style="background-color: #e1ecf4; padding: 2px; border-radius: 4px; display: inline-block;">Total Costs \$10.21</div>	<div style="color: green;">✓</div> Done Completed by Dom on 08/24/2023
#3231	Damaged instruments, Riverbend		<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: 5px;">Damage</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Safety</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Maintenance</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Vandalism Repair</div>	Chris Narayan Dom		Total Time Costs \$21.00 Total Time 1h 18m 45s <div style="background-color: #e1ecf4; padding: 2px; border-radius: 4px; display: inline-block;">Total Costs \$21.00</div>	<div style="color: green;">✓</div> Done Completed by Dom on 08/25/2023
#3194	Mlk park irrigation valve need to be replace got slow leak	Martin Luther King Jr Park	<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: 5px;">Repair</div>	Chris Narayan Dom		Total Time Costs \$142.52 Total Time 7h 30m 4s <div style="background-color: #e1ecf4; padding: 2px; border-radius: 4px; display: inline-block;">Total Costs \$142.52</div>	<div style="color: green;">✓</div> Done Completed by Chris Narayan on 08/25/2023
#3386	Palermo bathroom lock need new lock	Palermo Park	<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: 5px;">Damage</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Repair</div>	Chris Narayan Dom			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 08/25/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#3389	Wasp nest removal	Palermo Park	<div style="background-color: #f4a460; 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;">Preventive</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Safety</div>	Chris Narayan Dom		Total Time Costs \$2.48 Total Time 9m 17s Total Costs \$2.48	<div style="color: green;">✓</div> Done Completed by Dom on 08/25/2023
#3390	Palermo door will not open from inside		<div style="background-color: #dc3545; 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;">Safety</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>	Chris Narayan Dom			<div style="color: green;">✓</div> Done Completed by Chris Narayan on 08/25/2023
#3149	Paint Curbs (Nelson)	Nelson Sports Complex	<div style="background-color: #f4a460; 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;">Maintenance</div>	Eric Danner Jesus Aispuro Marco Aispuro		Total Time Costs \$1,299.03 Total Time 70h 48m 14s Total Costs \$1,299.03	<div style="color: green;">✓</div> Done Completed by Jesus Aispuro on 08/25/2023
#2723	Riverbend Park Safety Inspection	Riverbend Park	<div style="background-color: #dc3545; 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;">Inspection</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Safety</div>	T Maintenance Team joseph velasquez	08/01/2023		<div style="color: green;">✓</div> Done Completed by joseph velasquez on 08/25/2023
#3048	cleanup, blackberry	Riverbend Park	<div style="background-color: #f4a460; 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;">Project</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 2px;">Weed Control</div>	joseph velasquez Marco Aispuro		Total Time Costs \$560.54 Total Time 31h 8m 27s Total Costs \$560.54	<div style="color: green;">✓</div> Done Completed by joseph velasquez on 08/25/2023
#3403	pressure wash stencil	Feather River Recreation and Park District	<div style="background-color: #f4a460; 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;">Maintenance</div>	Paul Vang		Total Time Costs \$9.70 Total Time 36m 23s Total Costs \$9.70	<div style="color: green;">✓</div> Done Completed by Paul Vang on 08/26/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#3424	Replace barrel lock at MLK amphitheater	Martin Luther King Jr Park	High Vandalism Repair	Dom		Total Time Costs Total Time Total Costs	\$5.68 21m 18s \$5.68 ✓ Done Completed by Dom on 08/28/2023
#3419	Clean up behind activity center with Medina group	Activity Center	Medium Request	joseph velasquez Marco Aispuro		Total Time Costs Total Time Total Costs	\$146.11 8h 7m 2s \$146.11 ✓ Done Completed by joseph velasquez on 08/28/2023
#3262	Weedeat, tall grass behind activity center	Activity Center	Medium Safety Maintenance	joseph velasquez Chris Narayan		Total Time Costs Total Time Total Costs	\$28.50 1h 30m 0s \$28.50 ✓ Done Completed by joseph velasquez on 08/28/2023
#3425	Replace nuts and washers on toilet seat, men's restroom Nelson pool	Nelson Pool Parent: Nelson Sports Complex	Medium Repair	Dom		Total Time Costs Total Time Total Costs	\$1.84 6m 54s \$1.84 ✓ Done Completed by Dom on 08/28/2023
#3288	Clean Eagle Pavilion	Riverbend Park	High Request	T Maintenance Team Jesus Aispuro	08/30/2023		✓ Done Completed by Jesus Aispuro on 08/30/2023
#3353	Mow Nolan park	Maintenance Shop Hustler Super 104 Mower	Medium Mow Schedule	T Maintenance Team Eric Danner Hue Vang	08/29/2023	Total Time Costs Total Time Total Costs	\$170.00 7h 0m 0s \$170.00 ✓ Done Completed by Hue Vang on 08/31/2023
#3472	Paint trash can lid at MLK	Martin Luther King Jr Park	Low Vandalism Repair	Dom		Total Time Costs Total Time Total Costs	\$2.67 10m 0s \$2.67 ✓ Done Completed by Dom on 09/01/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#3478	Remove tool boxes and contents	Maintenance Shop 2012 Ram 1500 (assigned to Dom)	Medium Request	Dom		Total Time Costs Total Time Total Costs	\$20.47 1h 16m 46s \$20.47 ✓ Done Completed by Dom on 09/01/2023
#3469	Pick up fence at palermo	Maintenance Shop Big Tex Tilt	Medium Request	T Maintenance Team Jesus Aispuro		Total Time Costs Total Time Total Costs	\$55.46 2h 55m 9s \$55.46 ✓ Done Completed by Jesus Aispuro on 09/02/2023
#3075	Nolan Irrigation Check	Nolan Sports Complex	High Repair	Eric Danner Chris Narayan Paul Vang		Total Part Costs Total Time Costs Total Time Total Costs	\$109.00 \$174.95 9h 12m 24s \$283.95 ✓ Done Completed by Paul Vang on 09/03/2023
#3501	replace Rusted lock	Martin Luther King Jr Park	Medium Damage Request	Paul Vang		Total Time Costs Total Time Total Costs	\$12.57 47m 8s \$12.57 ✓ Done Completed by Paul Vang on 09/03/2023
#3272	Nelson Sports Complex Safety Inspection	Nelson Sports Complex	High Inspection Safety	T Maintenance Team joseph velasquez	09/01/2023	Total Time Costs Total Time Total Costs	\$2.12 3m 52s \$2.12 ✓ Done Completed by joseph velasquez on 09/05/2023
#3161	Palermo Park Safety Inspection	Palermo Park	High Inspection Safety	T Maintenance Team joseph velasquez	09/01/2023	Total Time Costs Total Time Total Costs	\$6.09 11m 7s \$6.09 ✓ Done Completed by joseph velasquez on 09/06/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#3163	MLK Park Safety Inspection	Martin Luther King Jr Park	<div style="background-color: red; color: white; padding: 2px; border-radius: 5px;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-top: 2px;">Inspection</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-top: 2px;">Safety</div>	<div style="background-color: #008000; color: white; padding: 2px; border-radius: 5px;">T</div> Maintenance Team joseph velasquez	09/01/2023	Total Time Costs \$7.24 Total Time 13m 12s <div style="background-color: #e1f5fe; padding: 2px;">Total Costs \$7.24</div>	<div style="color: green;">✓</div> Done Completed by joseph velasquez on 09/06/2023
#3450	Mow Nolan park	Maintenance Shop Hustler Super 104 Mower	<div style="background-color: orange; padding: 2px; border-radius: 5px;">Medium</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-top: 2px;">Mow Schedule</div>	<div style="background-color: #008000; color: white; padding: 2px; border-radius: 5px;">T</div> Maintenance Team Eric Danner Hue Vang	09/05/2023	Total Time Costs \$192.00 Total Time 8h 0m 0s <div style="background-color: #e1f5fe; padding: 2px;">Total Costs \$192.00</div>	<div style="color: green;">✓</div> Done Completed by Eric Danner on 09/06/2023
#3471	cut it up the tree behind the restrooms and clean up all the brush around it with sheriff Medina crew	Maintenance Shop Bobcat T550	<div style="background-color: orange; padding: 2px; border-radius: 5px;">Medium</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-top: 2px;">Maintenance</div>	Marco Aispuro		Total Time Costs \$108.00 Total Time 5h 59m 59s <div style="background-color: #e1f5fe; padding: 2px;">Total Costs \$108.00</div>	<div style="color: green;">✓</div> Done Completed by Marco Aispuro on 09/06/2023
#3468	prep for a volleyball court	Activity Center	<div style="background-color: orange; padding: 2px; border-radius: 5px;">Medium</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-top: 2px;">Request</div>	Jesus Aispuro Marco Aispuro		Total Time Costs \$370.00 Total Time 20h 0m 0s <div style="background-color: #e1f5fe; padding: 2px;">Total Costs \$370.00</div>	<div style="color: green;">✓</div> Done Completed by Marco Aispuro on 09/07/2023
#3375	Remove Cubbies	Preschool <small>Parent: Activity Center</small>	<div style="background-color: orange; padding: 2px; border-radius: 5px;">Medium</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-top: 2px;">Request</div>	<div style="background-color: #008000; color: white; padding: 2px; border-radius: 5px;">T</div> Maintenance Team Chris Wagoner	08/31/2023		<div style="color: green;">✓</div> Done Completed by Chris Wagoner on 09/07/2023
#3271	Nolan Sports Complex Safety Inspection	Nolan Sports Complex	<div style="background-color: red; color: white; padding: 2px; border-radius: 5px;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-top: 2px;">Inspection</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-top: 2px;">Safety</div>	<div style="background-color: #008000; color: white; padding: 2px; border-radius: 5px;">T</div> Maintenance Team joseph velasquez Marco Aispuro	09/01/2023	Total Time Costs \$6.81 Total Time 12m 25s <div style="background-color: #e1f5fe; padding: 2px;">Total Costs \$6.81</div>	<div style="color: green;">✓</div> Done Completed by joseph velasquez on 09/07/2023
#3181	Power Wash Skate Park	Bedrock Skate Park	<div style="background-color: red; color: white; padding: 2px; border-radius: 5px;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-top: 2px;">Request</div>	<div style="background-color: #008000; color: white; padding: 2px; border-radius: 5px;">T</div> Maintenance Team Marco Aispuro		Total Time Costs \$32.78 Total Time 1h 50m 37s <div style="background-color: #e1f5fe; padding: 2px;">Total Costs \$32.78</div>	<div style="color: green;">✓</div> Done Completed by Marco Aispuro on 09/07/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#3159	Maintenance Shop/Yard Safety Inspection	Maintenance Shop	<div style="background-color: red; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Inspection</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Safety</div>	<div style="background-color: #00a651; color: white; padding: 2px; border-radius: 3px;">T</div> Maintenance Team joseph velasquez	09/01/2023	Total Time Costs \$7.13 Total Time 13m 0s <div style="background-color: #e1f5fe; padding: 2px;">Total Costs \$7.13</div>	<div style="color: green;">✓</div> Done Completed by joseph velasquez on 09/07/2023
#3370	Mow AC, Skatepark, Tennis Court, MLK	Maintenance Shop Hustler Super 104 Mower	<div style="background-color: orange; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Mow Schedule</div>	<div style="background-color: #00a651; color: white; padding: 2px; border-radius: 3px;">T</div> Maintenance Team Eric Danner Chris Narayan Hue Vang Dom	08/30/2023	Total Time Costs \$288.00 Total Time 12h 0m 0s <div style="background-color: #e1f5fe; padding: 2px;">Total Costs \$288.00</div>	<div style="color: green;">✓</div> Done Completed by Eric Danner on 09/08/2023
#3137	Replace handicap signs in all parks	All Parks	<div style="background-color: orange; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Maintenance</div>	Jesus Aispuro Dom		Total Time Costs \$106.30 Total Time 6h 27m 49s <div style="background-color: #e1f5fe; padding: 2px;">Total Costs \$106.30</div>	<div style="color: green;">✓</div> Done Completed by Dom on 09/08/2023
#3391	Riverbend Park Safety Inspection	Riverbend Park	<div style="background-color: red; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Inspection</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Safety</div>	<div style="background-color: #00a651; color: white; padding: 2px; border-radius: 3px;">T</div> Maintenance Team joseph velasquez	09/01/2023	Total Time Costs \$7.67 Total Time 14m 0s <div style="background-color: #e1f5fe; padding: 2px;">Total Costs \$7.67</div>	<div style="color: green;">✓</div> Done Completed by joseph velasquez on 09/08/2023
#3500	Graffiti removal @ all parks	All Parks	<div style="background-color: orange; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Vandalism Repair</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Graffiti Removal</div>	Marco Aispuro Dom		Total Time Costs \$26.97 Total Time 1h 41m 9s <div style="background-color: #e1f5fe; padding: 2px;">Total Costs \$26.97</div>	<div style="color: green;">✓</div> Done Completed by Dom on 09/08/2023
#3575	Clogged Sink (Nelson restroom)	Nelson Sports Complex	<div style="background-color: red; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Repair</div>	joseph velasquez Eric Danner			<div style="color: green;">✓</div> Done Completed by joseph velasquez on 09/08/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#3489	Oil change and plug tire	Maintenance Shop 2012 Ram 1500 (assigned to Dom)	<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;">Repair</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Maintenance</div>	Paul Vang Dom		Total Time Costs \$45.46 Total Time 2h 50m 28s Total Costs \$45.46	✓ Done Completed by Dom on 09/09/2023
#3590	Secondary park check due to soccer and event at Palermo	All Parks	<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;">Preventive</div>	Jesus Aispuro Paul Vang Dom		Total Time Costs \$27.76 Total Time 1h 44m 5s Total Costs \$27.76	✓ Done Completed by Paul Vang on 09/09/2023
#3602	fix broken irrigation pipe	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;">Vandalism Repair</div>	T Maintenance Team Jesus Aispuro		Total Time Costs \$25.82 Total Time 1h 21m 32s Total Costs \$25.82	✓ Done Completed by Jesus Aispuro on 09/10/2023
#3603	Repair irrigation line	Riverbend Park	<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;">Damage</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Repair</div>	Paul Vang		Total Time Costs \$14.40 Total Time 53m 59s Total Costs \$14.40	✓ Done Completed by Paul Vang on 09/10/2023
#3604	replace the missing piece of fence	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;">Vandalism Repair</div>	Jesus Aispuro Paul Vang		Total Time Costs \$20.38 Total Time 1h 8m 16s Total Costs \$20.38	✓ Done Completed by Jesus Aispuro on 09/10/2023
#1394	Skate Park Wood Chip Replacement	Maintenance Shop Big Tex Utility Trailer	<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;">Maintenance</div>	Jesus Aispuro Marco Aispuro Dom		Total Time Costs \$184.15 Total Time 10h 41m 34s Total Costs \$184.15	✓ Done Completed by Dom on 09/11/2023

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#3615	Concrete repair @ skatepark	Bedrock Skate Park	<div style="background-color: red; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Damage</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Preventive</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Safety</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Repair</div>	Marco Aispuro Dom		Total Time Costs \$19.44 Total Time 1h 12m 53s Total Costs \$19.44	<div style="color: green;">✓</div> Done Completed by Dom on 09/11/2023
#1431	Riverbend Parking Lot Restriping.	Riverbend Park	<div style="background-color: orange; color: white; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Project</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Maintenance</div>	<div style="background-color: green; color: white; border-radius: 3px; padding: 2px;">T</div> Maintenance Team joseph velasquez Jesus Aispuro Marco Aispuro Paul Vang Dom		Total Time Costs \$688.18 Total Time 48h 27m 21s Total Costs \$688.18	<div style="color: green;">✓</div> Done Completed by Dom on 09/11/2023
#3090	Dog park well testing.	Dog Park <small>Parent: Riverbend Park</small>	<div style="background-color: red; color: white; padding: 2px; border-radius: 3px;">High</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Safety</div>	<div style="background-color: green; color: white; border-radius: 3px; padding: 2px;">T</div> Maintenance Team joseph velasquez	09/01/2023		<div style="color: green;">✓</div> Done Completed by joseph velasquez on 09/12/2023
#3539	Mow Nolan park	Maintenance Shop Hustler Super 104 Mower	<div style="background-color: orange; color: white; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Mow Schedule</div>	<div style="background-color: green; color: white; border-radius: 3px; padding: 2px;">T</div> Maintenance Team Eric Danner Hue Vang	09/12/2023	Total Time Costs \$192.00 Total Time 8h 0m 0s Total Costs \$192.00	<div style="color: green;">✓</div> Done Completed by Hue Vang on 09/13/2023
#3562	Mow Skatepark, Tennis Court, MLK	Maintenance Shop Hustler Super 104 Mower	<div style="background-color: orange; color: white; padding: 2px; border-radius: 3px;">Medium</div> <div style="border: 1px solid blue; border-radius: 3px; padding: 2px; margin-top: 2px;">Mow Schedule</div>	<div style="background-color: green; color: white; border-radius: 3px; padding: 2px;">T</div> Maintenance Team Eric Danner Hue Vang	09/13/2023	Total Time Costs \$215.33 Total Time 8h 58m 10s Total Costs \$215.33	<div style="color: green;">✓</div> Done Completed by Eric Danner on 09/13/2023

MITCHELL FIELD



- Non-Backlit Panel
2' high x 14' wide
- Scoreboard
MS-918-A
5' high x 14' wide
- Non-Backlit Panel
2' high x 14' wide

PRODUCTION-READY ARTWORK NEEDED FOR: *BOTTOM PANEL*

09/05/2023 (REV 0) Concept Feather River R_PD Nolan Park_CA MS-918 (1)

FEATHER RIVER R&PD - NOLAN PARK OROVILLE, CA

THIS ARTWORK IS PROTECTED UNDER FEDERAL AND INTERNATIONAL COPYRIGHT LAW. EXPRESSED PERMISSION FROM DAKTRONICS INC. IS REQUIRED FOR REPRODUCTION. RENDERINGS ARE FOR THE EXCLUSIVE USE OF DAKTRONICS, DAKTRONICS CUSTOMERS, AND A CUSTOMER'S PARTNERS. RENDERINGS ARE CONCEPTUAL IN NATURE, AND ALTERATIONS MAY OCCUR DURING THE DESIGN AND INSTALLATION PROCESS. THEREFORE, THESE RENDERINGS DO NOT REPRESENT FABRICATION OR STRUCTURAL ENGINEER CERTIFIED OR STAMPED DOCUMENTS.





- Non-Backlit Panel
2' high x 9' wide
- Scoreboard
BA-2518-A
4' high x 9' wide
- Non-Backlit Panel
2' high x 9' wide

PRODUCTION-READY ARTWORK NEEDED FOR: *BOTTOM PANEL*

09/05/2023 (REV 0) Concept Feather River R_PD Nolan Park_CA BA-2518 (1)

FEATHER RIVER R&PD - NOLAN PARK OROVILLE, CA

THIS ARTWORK IS PROTECTED UNDER FEDERAL AND INTERNATIONAL COPYRIGHT LAW. EXPRESSED PERMISSION FROM DAKTRONICS INC. IS REQUIRED FOR REPRODUCTION. RENDERINGS ARE FOR THE EXCLUSIVE USE OF DAKTRONICS, DAKTRONICS CUSTOMERS, AND A CUSTOMER'S PARTNERS. RENDERINGS ARE CONCEPTUAL IN NATURE, AND ALTERATIONS MAY OCCUR DURING THE DESIGN AND INSTALLATION PROCESS. THEREFORE, THESE RENDERINGS DO NOT REPRESENT FABRICATION OR STRUCTURAL ENGINEER CERTIFIED OR STAMPED DOCUMENTS.

