

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

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

DISTRICT BOARD MEETING

Special Board Meeting

April 4, 2019

Location: FRRPD Conference Room

Open Session 2:00PM

AGENDA

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

1. CALL MEETING TO ORDER Time: _____

2. ROLL CALL
 Director Sonny Brandt _____
 Director Marcia Carter _____
 Director Steven Rocchi _____
 Vice Chairperson Kent Fowler _____
 Chairperson Gary Emberland _____

3. PLEDGE OF ALLEGIANCE

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

5. ACTION ITEMS
Staff is requesting Board consensus on several items proposed in the 2019-20 Budget, see Staff Report for details

- 1. 2019-2020 Board Budget Workshop Documents**
 - A. Budget Meeting Schedule
 - B. Staff Report: Business Manager 2019-20 Budget
 - C. 2019-20 Budget Summary
 - D. 2019-20 Budget by Department

- E. 2019-20 Budget Gymnastics Dept in Detail
- F. 2019-20 Part-time Pay Scale
- G. 2019-20 Full-time Pay Scale
- H. Executive Administrator Job Description
- I. Previous years' Approved Strategic Plan: Priority Repairs

6. ADJOURNMENT

Time: _____

*Can you spare one minute per month to make your local Park District better?
Please register at www.flashvote.com/frprd to let your voice be heard.*

*Apply to be on our Benefit Assessment District (BAD) Committee
<http://frprd.com/about-frprd/bad/>*



2019-2020 FISCAL YEAR BUDGET MEETING SCHEDULE

February 26, 2019 Regular Board Meeting – passed Resolution 1899-19 (Directing preparation of the Engineer's Report)

April 4, 2019 Special Board Meeting 2:00pm (Budget Workshop)

May 2019 (tentative): date to be announced Benefit Assessment District Committee Meeting

May 28, 2019 Regular Board Meeting -Resolution (Approval of Preliminary Budget/Preliminary Engineer's Report)

June 25, 2019 Regular Board Meeting-Resolutions & Public Hearings (Appropriations Limitations/Final Engineers Report)

July 23, 2019 Regular Board Meeting- Resolution (Adoption of Final Budget)

August 2019 submit final budget to Butte County

To be scheduled: Special Board Meeting- Update Annual Strategic Plan/Goals Setting Workshop



DATE: APRIL 4, 2019

TO: FEATHER RIVER RECREATION & PARK DISTRICT BOARD OF DIRECTORS

FROM: DEBORAH PELTZER, BUSINESS MANAGER

RE: FRRPD BUDGET WORKSHOP: STAFF PRESENTATION BUDGET FISCAL YEAR 2019-20

SUMMARY

Annually the Feather River Recreation and Park District hosts a budget workshop for the upcoming fiscal year. This workshop is an opportunity for District Board of Directors and community members to get a first look at staff's recommendations for the annual operations budget. Staff has provided a list of major variances in the proposed 2019-20 compared to the adopted 2018-19 budget. These variances are included in the proposed budget documents and are listed below.

PURCHASES/CHANGES TO THE 2019-20 BUDGET: STAFF WILL REQUEST BOARD CONSENSUS

To continue with the budget process both accurately and efficiently, staff will request Board consensus on a few items presented today. This board direction will allow staff/board clear communication, and the presentation of accurate and transparent reports at preliminary budget meeting in May:

1. Add a full-time Maintenance I position
2. Board agreement of pay-scales presented
3. Increase health benefit employer contribution to \$750/month per employee
4. Remove Executive Assistant position and add Executive Administrator
5. Utilize \$60k of Equipment Reverses to be used to purchase Bobcat
6. Fixed Asset purchase: Bobcat w/attachments and an additional Utility Truck
7. Support Tax Revenue BAD max increase, budget includes addtl \$8.5k



BUDGET OVERVIEW & BUDGET BY DEPARTMENTS

SUMMARY: CHANGES TO REVENUE 2019-20

- **4100 Tax Revenue:** Tax revenue is subject to change, waiting on April 2019 tax revenue. Increase home sales results in increase property value.
- **4150 BAD Tax Revenue:** Request Board and BAD committee to accept annual increase. Estimated near 3% increase is approximately \$8.5k annual money spent only in the parks on maintenance. The District heavily relies on this assessment- spending the tax revenue appropriately- and it is imperative this assessment not only stays in place but the increase is approved.
- **4300 Program Revenue:** 2018-19 did not see the growth originally planned, due to multiple reasons. 2019-20 there are both increased rates and programming scheduled. The increased programming budget is obtainable and reasonable growth in Recreation, Rentals, Aquatics, Preschool, and Camp. **APPENDIX D**
- **4300 Program Revenue:** Gymnastics Program Increased budget revenue more than \$200k from actual revenue received 2018-19. Budget total \$425k for the 2019-20 year, Supervisor plans to dramatically change structure of the program and added programs. With increased budgeted revenue, there is an extraordinary increase to the expense budget compared to previous years: Gym operating expense budget total \$380k before debt expense. **APPENDIX E**
- **4400 Donation/Fundraiser:** Active fundraising/donation seeking is imperative to the Districts prosperity.

***** Board consensus requested: support BAD maximum increase in budget estimated at an additional \$8.5k**



PAYROLL

Changes to Payroll: Pay scale Part-time and Full-time for rate changes and added job descriptions noted below

- Minimum wage increase to \$13 hourly staff/\$26 hour salary staff effective January 1st 2020. See attached pay-scales **APPENDIX F AND G**
- Add Full-time position: Maintenance I. Financial impact: \$47.4k total cost to District
- Job title/description change: remove Executive Assistant (hourly). Replace with Executive Administrator (salary). Job description attached **APPENDIX H**
- Increase health benefit Employer Contribution from \$700 to \$750, see detailed comments below: Maximum financial impact \$9k total
- Workers Compensation rate increase: modifier increased to 153%. Overall financial impact additional \$10k
- CalPERS employer rates for 2019-20: Classic 9.680% increase .78% and PEPRA 6.985% increase .14%

Open/Add FULL-TIME MAINT I POSITION

Additional FT Maintenance I, providing coverage in parks later in the day. Coverage on afternoon rentals, evening game sports field prep. Another FT staff will allow 1 person designated to both sports field maintenance and Riverbend demands, while ensuring all other parks and fields are well remain maintained by entire crew. This will be a total of six full-time maintenance crew, plus the Park Supervisor.

HEALTH INSURANCE RATES

Based on 15 Full-time staff (adding an additional FT Maint I position 2019-20). Employee rate increase up to 12% expected in the 2019-20 fiscal year.
Current annual cost to the District, if max allowance is used by all staff: \$126k
Increase monthly contribution, if max allowance is used by all staff: \$135k
Maximum increased financial impact to the District in 2019-20 \$9k

**** Board consensus requested: Pay-scales accepted**

**** Board consensus requested: Executive Assistant to Executive Administrator**

**** Board consensus requested: Increase employer contribution benefit \$750/mo.**

**** Board consensus requested: FT Maintenance I position remain in budget**

CIP/FIXED ASSET BUDGET

LEASING MAINTENANCE VEHICLES AND EQUIPMENT PURCHASE

Budget includes:

\$55k Utility Truck (finance)

\$60k Bobcat and attachments purchase (utilizing reserves)

\$25k Small gym floor replace (board approved, staff postponed until summer 2019)

- **PURCHASE/LEASE UTILITY TRUCK**

Existing vehicles are consistently breaking down and in need of costly repairs that outweigh the value of the vehicles. FRRPD has spent over \$27k in the past 2.5 fiscal years on vehicle repairs, granted some of the cost are routine maintenance.

2019-20 budget includes the lease to own financing of one (1) additional F-250 Ford trucks. 2017-18 the District purchased one (1) of three (3) F-250 Ford trucks approved in the budget. 2019-20 staff is requesting to purchase an additional one (1) F-250 utility truck and finance the same as the previous truck, which proved to be a great deal and excellent truck for the maintenance department. At this time, staff is requesting to move forward with the lease to own one (1) additional utility truck king cab spending up to \$55k.

Financing price includes full maintenance program to 100k miles, monthly lease charge and tax. Quote is based on annual mileage of 20K.

Budgeted to spend up to \$55k, however staff is always conscious of price and researching best deals. Staff is currently recommending a King Cab Utility Truck.

**** Board consensus requested: Budget Fixed Asset Utility Truck up to \$55k**

PURCHASE OF BOBCAT AND ATTACHMENTS

In 2017 the Board of Directors adopted and passed Resolution 1357-17 approving the purchase of a Compact Track Loader (Bobcat) with attachments up to \$55k. Due to multiple reasons, staff did not move forward with this equipment purchase. Now staff is ready to purchase and included in Fixed Asset budget presented today up to \$60k, using equipment reserves.

- Bobcats are one of the most commonly used pieces of equipment used by Park Districts. This piece of equipment can move large amounts of dirt during irrigation and trench projects, tree planting, fence post drilling, loading and unloading material. It is a versatile machine that can be adapted to numerous tasks.
- In the past the District has rented this equipment due to the lack of funds for purchasing a Bobcat. Owning this piece of equipment would allow crew to respond to repair requests immediately without having to arrange for a rental including ordering the equipment and waiting for delivery. This is particularly useful for emergency work as well as scheduled work.

**** Board consensus requested: Keep in budget Fixed Asset Bobcat \$60k**

RESERVES

Ideally the District would build a General Reserve large enough to cover three months of projected operating costs. District policy recommends committing 1% of Program Revenue annually to reserves. Current reserve total is \$374,594 at the county treasury. Staff recommendation:

- Add \$10k to Elections.
- Add \$8.9k to General (per board policy, 1% Program revenue)
- Deduct \$60k Equipment Reserve to purchase Bobcat

Total Reserve Balance as of 7/1/18	Change to reserve 7/1/19 2019-20 Reserve Provision	Total Reserve Balance 7/1/19 f/year: 2019-2020
Imprest/Petty Cash 1,000		1,000
Elections 30,000	10,000	40,000
General 233,594	8,900	242,494
Equipment 90,000	(60,000)	30,000
General restricted 20,000		20,000
374,594	(41,100)	333,494

**** Board consensus requested: Utilize \$60k equip reserves for Bobcat purchase**



ORGANIZATIONAL STRUCTURE

Annually the District adopts an Organizational Structure chart that is in compliance with current job descriptions. 2019-20 has had several changes to the Org Chart (job descriptions added during 2018-19, and changes/adding was presented today in this report). Staff will present the Org Chart at the preliminary meeting in May.

PARK AND FACILITY GOALS/ANNUAL STRATEGIC PLAN:

Last updated: January 2017 the Board of Directors adopted the Park and Facility Goals and Annual Strategic Plan. Staff continues to work from the 2017 list. During the 2019-20 fiscal year, the Annual Goals Workshop will be scheduled to update goals and strategic plan. ***APPENDIX I***

End of staff report

Thank you for your time

FRRPD PROPOSED BUDGET 2019-20	Audited 2017/18	Projected 2018/19	Budget 2018/19	Budget 2019/20	Business Manager comments
Ordinary Income/Expense	Actual	Estimated 2018/19	Budget	Budget	
Income		Estimated	Approved Budget	Proposed Budget	
4100 · Tax Revenue	\$ 1,644,859	\$ 1,665,000	\$ 1,600,000	\$ 1,700,000	Estimated: Subject to change, still researching
4150 · Tax Revenue (BAD)	\$ 264,639	\$ 270,100	\$ 280,329	\$ 288,750	Includes max BAD increase approx. \$8.5k annual
4350 · Discounts & Credits	\$ (6,580)	\$ (6,000)	\$ (12,550)	\$ (7,440)	
4300 · Program Income	\$ 959,826	\$ 882,000	\$ 1,015,000	\$ 1,126,595	Gymnastics added \$225k revenue vs 2018-19 actual revenue
Total Tax/Program Income	\$ 2,862,744	\$ 2,811,100	\$ 2,882,779	\$ 3,107,905	
4400 · Donation & Fundraising Income	\$ 11,993	\$ 15,000	\$ 9,000	\$ 20,000	Active fundraiser/donation seeking a must for the District's prosperity
4500 Grant/Reimbursed Expense Income	\$ 45,618	\$ 9,120	\$ 43,500	\$ 30,000	
4600 · Other Income	\$ 180	\$ 80	\$ 500	\$ 200	
4900 · Interest Income	\$ 11,140	\$ 9,625	\$ 8,000	\$ 9,000	
4905 · Interest Income - BAD	\$ 1,357	\$ 1,300	\$ 875	\$ 1,000	
Total Income	\$ 2,933,032	\$ 2,846,225	\$ 2,944,654	\$ 3,168,105	
Expense					
Payroll Expenses					Payroll changes:
5010 · Wages & Salaries	\$ 1,167,580	\$ 1,210,000	\$ 1,409,284	\$ 1,497,693	1 Full time position added: Maintenance I
5020 · Employer Taxes	\$ 120,555	\$ 128,000	\$ 152,320	\$ 144,764	Changed Exec Asst Hourly to Exec Adminstior Salary
5030 · Employee Benefits	\$ 129,820	\$ 154,000	\$ 165,979	\$ 188,151	Employer Contribution Health benefits \$750/mo.
5040 · Workers Comp	\$ 38,585	\$ 55,000	\$ 61,909	\$ 66,942	2019-20 Workers Comp rate increase \$10k
5060 Labor/Benefits CIP Projects	\$ -	\$ -	\$ -	\$ -	
Total 5000 · Payroll Expenses w/o Unfunded Liab	\$ 1,456,540	\$ 1,547,000	\$ 1,789,492	\$ 1,897,550	
5031 GASB 68 Benefit Expense	\$ 24,691	\$ 35,330	\$ 36,762	\$ 54,000	
5033 GASB Annual Audit Adjustment (year-end adj)	\$ 91,678				
Payroll w/ GASB Expense	\$ 1,572,909	\$ 1,582,330	\$ 1,826,254	\$ 1,951,550	
5100 · Advertising & Promotion	\$ 6,427	\$ 8,250	\$ 10,000	\$ 10,000	
5110 · Bad Debt					
5120 · Bank Fees	\$ 11,605	\$ 10,500	\$ 13,000	\$ 14,000	
5130 · Charitable Contributions	\$ 2,500	\$ 9,700	\$ 2,500	\$ 2,500	
5140 · Copying & Printing	\$ 10,618	\$ 10,000	\$ 12,000	\$ 11,000	
5155 Employment Screening	\$ 2,238	\$ 2,000	\$ 3,100	\$ 2,464	
5160 · Dues, Mbrshps & Publications	\$ 14,512	\$ 12,000	\$ 14,000	\$ 9,000	Adjust cost of software subscriptions to g/l 5188
5170 · Education & Development	\$ 5,479	\$ 9,000	\$ 15,000	\$ 6,250	Gymnastics added \$2k
5175 · Equipment Rental/Lease	\$ 3,761	\$ 12,000	\$ 5,600	\$ 4,000	
Total 5100-5175	\$ 57,140	\$ 73,450	\$ 75,200	\$ 59,214	
Equipment, Tools & Furn (<\$5k)					
5182 · Operating ET&F	\$ 2,192	\$ 4,500	\$ 2,500	\$ 2,900	
5184 · Program ET&F	\$ 11,572	\$ 6,500	\$ 15,450	\$ 11,100	Gymnastics added \$4k
5186 · Site/Shop ET&F	\$ 7,443	\$ 13,500	\$ 13,500	\$ 20,000	Maint add \$10k, replace ATV and Backho attachments
5187 IT Computers/Hardware ET&F	\$ 11,482	\$ 17,000	\$ 20,000	\$ 20,000	Hardware: Servers, PCs, iPad, Printers, etc.
5188 IT Computers/Software ET&F	\$ -	\$ -	\$ -	\$ 13,000	New account. Software Subscriptions and Updates (previously used 5160)
Total 5180 · Equipment, Tools & Furn (<\$5k)	\$ 32,689	\$ 41,500	\$ 51,450	\$ 67,000	
5200 · Insurance	\$ 46,084	\$ 53,100	\$ 52,500	\$ 60,000	Property/Liability increase 47% appro \$12k. Plus auto and tramp insurance
5210 · Interest Expense	\$ 1,554	\$ 1,475	\$ 3,600	\$ 3,300	
5225 · Postage & Delivery	\$ 1,512	\$ 1,000	\$ 3,200	\$ 1,200	
Total 5200-5225	\$ 49,150	\$ 55,575	\$ 59,300	\$ 64,500	
Professional & Outside Svcs					
5232 · Accounting	\$ 26,113	\$ 25,000	\$ 32,000	\$ 26,000	
5233 · Bands/Recreation	\$ 1,000	\$ 1,900	\$ 1,900	\$ 2,150	
5234 · Board Stipends	\$ 10,800	\$ 10,600	\$ 12,000	\$ 12,000	
5235 · Recreation Instructors	\$ 26,005	\$ 24,240	\$ 30,400	\$ 52,150	Gymnastics added \$15k
5236 · Legal	\$ 62,947	\$ 21,450	\$ 18,000	\$ 18,000	
5237 · Contract Janitorial	\$ 60,600	\$ 67,275	\$ 69,000	\$ 76,625	
5239 Outside Admin & Consulting	\$ 98,579	\$ 87,750	\$ 57,000	\$ 57,000	Master Plan update added \$20k

FRRPD PROPOSED BUDGET 2019-20	Audited 2017/18	Projected 2018/19	Budget 2018/19	Budget 2019/20	Business Manager comments
Ordinary Income/Expense	Actual	Estimated 2018/19	Budget	Budget	
Total 5230 - Professional & Outside Svcs	\$ 286,044	\$ 238,215	\$ 220,300	\$ 243,925	
5250 - Rent	\$ 230	\$ -	\$ -	\$ -	
Total 5250	\$ 230	\$ -	\$ -	\$ -	
Repairs & Maintenance					
5261 - Building R&M	\$ 28,242	\$ 37,000	\$ 40,000	\$ 40,000	
5262 - Equipment R&M	\$ 10,806	\$ 17,000	\$ 18,000	\$ 17,500	
5263 - General R&M	\$ 4,950	\$ 20,000	\$ 25,000	\$ 20,000	
5264 - Grounds R&M	\$ 24,938	\$ 30,000	\$ 40,000	\$ 40,000	Maint added tree arborist maintenance. Riverbend open
5265 - Janitorial supplies	\$ 25,972	\$ 22,000	\$ 29,500	\$ 29,500	
5266 - Vandalism Repair	\$ 13,115	\$ 5,000	\$ 10,000	\$ 8,000	
5267 - Vehicle R&M	\$ 5,223	\$ 14,000	\$ 6,000	\$ 4,000	
5268 Aquatics Pool R&M	\$ 33,214	\$ 40,000	\$ 45,000	\$ 40,000	
5269 Outside Contractor R&M	\$ 12,742	\$ 20,000	\$ 20,000	\$ 15,000	
Total 5260 - Repairs & Maintenance	\$ 159,202	\$ 205,000	\$ 233,500	\$ 214,000	
5270 - Security	\$ 5,348	\$ 15,000	\$ 15,000	\$ 25,000	Maint added cameras/alarmed Riverbend Bathrooms, Pools, etc.
Total 5270	\$ 5,348	\$ 15,000	\$ 15,000	\$ 25,000	
Supplies - Consumable					
5281 Misc Staff & Uniform Expenses	\$ 8,660	\$ 11,000	\$ 9,000	\$ 9,000	
5282 - Office Supplies	\$ 5,496	\$ 5,500	\$ 6,250	\$ 6,000	
5284 - Program Food	\$ 11,209	\$ 12,400	\$ 12,400	\$ 13,625	
5286 - Program Supplies	\$ 25,533	\$ 16,000	\$ 29,500	\$ 79,800	Gymnastics added \$61.8k program expenses
5287 Safety Supplies	\$ 3,548	\$ 3,500	\$ 3,500	\$ 5,075	
5289 - Site Supplies	\$ 1,276	\$ 1,000	\$ 2,200	\$ 1,000	
Total 5280 - Supplies - Consumable	\$ 55,722	\$ 49,400	\$ 62,850	\$ 114,500	
5290 - Taxes, Lic., Notices & Permits	\$ 4,487	\$ 5,000	\$ 5,000	\$ 5,125	
5300 - Telephone/Internet	\$ 11,573	\$ 13,100	\$ 14,000	\$ 14,000	
Total 5290-5300	\$ 16,060	\$ 18,100	\$ 19,000	\$ 19,125	
Transportation, Meals & Travel					
5312 - Air, Lodging, Other Travel	\$ 3,183	\$ 6,000	\$ 5,000	\$ 7,000	Gymnastics added \$2k
5314 - Fuel	\$ 18,741	\$ 25,000	\$ 21,750	\$ 29,000	
5316 - Meals	\$ 575	\$ 600	\$ 1,000	\$ 500	
5318 - Mileage	\$ 2,178	\$ 1,500	\$ 2,500	\$ 2,000	
Total 5310 - Transportation, Meals & Travel	\$ 24,677	\$ 33,100	\$ 30,250	\$ 38,500	
5320 - Utilities					
5322 - Electric	\$ 105,520	\$ 109,000	\$ 110,000	\$ 115,000	
5324 - Garbage	\$ 20,752	\$ 21,500	\$ 23,300	\$ 25,000	
5326 - Gas/Propane	\$ 5,510	\$ 7,300	\$ 5,900	\$ 7,000	
5328 - Sewer	\$ 3,855	\$ 4,000	\$ 4,000	\$ 5,500	
5329 - Water	\$ 79,243	\$ 100,000	\$ 95,000	\$ 108,000	
Total 5320 - Utilities	\$ 214,880	\$ 241,800	\$ 238,200	\$ 260,500	
Total Expense	\$ 2,474,051	\$ 2,553,470	\$ 2,831,304	\$ 3,057,814	
Net Ordinary Income Less Expenses	\$ 458,982	\$ 292,755	\$ 113,350	\$ 110,291	
Debt Interest Expense	\$ 117,429	\$ 109,825	\$ 109,825	\$ 102,018	
Total expenses including Debt Interest	\$ 2,591,480	\$ 2,663,295	\$ 2,941,129	\$ 3,159,832	
Net Profit(Loss) Year End	\$ 341,553	\$ 182,930	\$ 3,525	\$ 8,273	
* Depreciation is not a cash expense, but is included in the annual operating budget	\$ 410,938	\$ 450,000	\$ 500,000	\$ 550,000	
Principal Loan Payment	\$ 220,735	\$ 229,240	\$ 229,240	\$ 236,960	

FRRPD PROPOSED BUDGET 2019-20	Audited 2017/18	Projected 2018/19	Budget 2018/19	Budget 2019/20	Business Manager comments
Ordinary Income/Expense	Actual	Estimated 2018/19	Budget	Budget	
ADDED: EXTRAORDINARY INCOME/EXPENSE including Impact Fees Collected, Riverbend Insurance Proceeds and Flood Expenses					
Extraordinary Income					
Impact Fees Restricted Income: includes interest in Impact Account	\$ 52,366	\$ 80,000	\$ 35,000	\$ 55,000	
FEMA: Anticipated Flood Reimbursement from FEMA (Insurance Deductible FRRPD out of pocket)	\$ 250,000	\$ (250,000)			
Insurance Proceeds collected, Riverbend Flood claim	\$ 3,096,270	\$ 1,836,817	\$ 2,000,000		
SBF Grant \$750k Nelson Pool upgrade/\$267k Trail extension				\$ 1,017,000	
Extraordinary Expenses					
Construction of Riverbend	\$ 1,394,910	\$ 2,000,000	\$ 2,000,000	\$ 1,200,000	
Riverbend Flood Expenses: District paid out of pocket toward deductible (see line 109, expenses applied to anticipates reimb from FEMA/Insurance)	\$ 89,496	\$ 151,000			
SBF Grant FRRPD matching funds 50%: Impact, Project fund, General Fund, Fundraisers and Reverses if needed				\$ 350,000	188K PROJECT/BAL AQUATICS/PARKLAND IMPACT
Gail/Loss on Disposed Fixed Assets (16-17 reflects Riverbend Flood loss)	\$ -				
Following info used for reporting to County: Per Board Policy Capital Improvement Projects/Purchases requires Board Approval					
COUNTY RESERVES			Total Reserve Balance	Change to reserve 7/1/19	Total Reserve Balance
Reserves Explain			as of 7/1/18, including provisions	2019-20 Reserve Provision	7/1/2019
Imprest (Petty Cash, reallocated to \$1k every year, carryover)			\$ 1,000		\$ 1,000
2019-20 add \$10k toward Nov20 Election, 3 seats open			\$ 30,000	\$ 10,000	\$ 40,000
7/1/19 add 1% Program Income per Policy			\$ 233,594	\$ 8,900	\$ 242,494
Equipment Reserves. \$50k deduct purchase Bobcat			\$ 90,000	\$ (60,000)	\$ 30,000
General Reserve (Natural Disaster, annual carry over)			\$ 20,000		\$ 20,000
TOTAL RESERVES:			\$ 374,594	\$ (41,100)	\$ 333,494
County Budget 2018-19 Fixed Asset (mid-year adjustment if needed as Projects/Grants become available)	Actual Fixed Assets 2017/18 EXCLUDING RIVERBEND CONSTRUCTION	Estimated Fixed Assets 2018/19 EXCLUDING RIVERBEND CONSTRUCTION	Budget Fixed Assets 2018/19 Excluding Riverbend Construction	Budget Fixed Assets 2018/19 Excluding Riverbend Construction/SBF Grant Nelson	
Fixed Assets General Fund county g/l 560 Fund 2600	\$ 287,786	\$ 83,497	\$ 188,850	\$ 200,000	PROPOSED PURCHASES/PROJECTS BELOW
Fixed Assets SBF Grant Nelson Pool	\$ -			\$ 1,367,000	SBF GRANT TRAIL/ NELSON UPGRADES
2018/19 Fixed Asset detailed as of 3/1/19					
EXCLUDING RIVERBEND	\$ 110,423		\$ 188,850	\$ 200,000	Proposed Purchases/Projects 2019/20: seeking Board approval
Palermo Park: Drain repair, ADA upgrades, play structure install (total estimated cost)	\$ 5,200	\$ 42,176	\$ 29,000		\$60k Bobcat plus attachments (reserves)
Berry Creek Bathroom in progress Impact Fees	\$ 8,495	\$ 34,000			\$55k F250 Utility Truck (finance) spending up to \$55k King Cab
Elite Trampoline Bed/Frame 7x14	\$ 38,374	\$ 7,321			\$25k Sport Floor Small Gym Approved (Gen Fund/Public Use Impact Fees)
	\$ 8,673				
	\$ 91,902				
	\$ 24,719				
Total Fixed Assets by Fiscal Year (not including Riverbend)	\$ 287,786	\$ 83,497	\$ 217,850	\$ 200,000	excluding SBF Grant Projects
F/Year Appropriation Limit		\$ 3,537,031	\$ 3,684,808	\$ -	Will calculate after budget workshop and board consent to move forward

FRRPD: 2019-20 FRRPD BUDGET		GE1-Gen Op	GE3- Maint	Recreation AQUATICS	Recreation CLASSES	Recreation SPORTS YOUTH/ADULT	TOTAL RECREATION TOTAL CLASS, AQUATIC, SPORTS	EVENTS	RENTALS EXCLUDING GYM MEET RENTALS	TOTAL GYMNASSTICS Includes Fac Rental/Gym Meets	TOTAL SCHOOL/CAMP	TOTAL BUDGET 17-18
		ADMIN & IMPACT	MAINT & BAD	AQ-Aquatics	CL-Classes	SPORTS		Total EV-Events	Total RE-Rentals	TOTAL GYM	Total SC-School	
Ordinary Income/Expense												
Income												
4100 - Tax Revenue	1,700,000			0	0	0	0	0	0	0	0	1,700,000
4150 - Tax Revenue (BAD)		288,750		0	0	0	0	0	0	0	0	288,750
4350 - Discounts & Credits				(100)	(900)	0	(1,000)	0	(240)	(3,000)	(3,200)	(7,440)
4300 - Program Income - Other				48,000	69,000	60,000	177,000	6,800	44,000	421,295	477,500	1,126,595
Total Tax and Program Income	1,700,000	288,750		47,900	68,100	60,000	176,000	6,800	43,760	418,295	474,300	3,107,905
4400 - Donation & Fundraising Income	9,500			500	0	0	500	8,000	0	0	2,000	20,000
4500 - Grant/Reimbursed Expenses Income	29,750			0	0	0	0	250	0	0	0	30,000
4600 - Other Income		200		0	0	0	0	0	0	0	0	200
4900 - Interest Income	9,000			0	0	0	0	0	0	0	0	9,000
4905 - Interest Income - BAD		1,000		0	0	0	0	0	0	0	0	1,000
Total Income	1,748,250	289,950		48,400	68,100	60,000	176,500	15,050	43,760	418,295	476,300	3,168,105
Gross Profit	1,748,250	289,950		48,400	68,100	60,000	176,500	15,050	43,760	418,295	476,300	3,168,105
EXPENSES												
5000 - Payroll Expenses												
5010 - Wages & Salaries	393,337	412,173		41,693	17,340	37,570	96,603	9,614	0	212,436	373,530	1,497,693
5020 - Employer Taxes	35,298	37,978		5,774	2,402	5,203	13,379	1,169	0	18,855	38,085	144,764
5030 - Employee Benefits	64,751	85,211		0	0	0	0	0	0	12,644	25,545	188,151
5040 - Workers Comp	6,542	43,113		1,588	390	845	2,823	217	0	5,842	8,405	66,942
5060 - Labor/Benefits CIP Projects				0	0	0	0	0	0	0	0	0
Total 5000 - Payroll Expenses	499,928	578,475		49,055	20,132	43,618	112,805	11,000	0	249,777	445,565	1,897,550
5031 - GASB 88 Benefit Expense	54,000			0	0	0	0	0	0	0	0	54,000
5033 Annual GASB Auditor Adj				0	0	0	0	0	0	0	0	0
TOTAL PAYROLL WITH GASB	553,928	578,475		49,055	20,132	43,618	112,805	11,000	0	249,777	445,565	1,951,550
5100 - Advertising & Promotion	8,575			0	25	0	25	550	0	200	650	10,000
5110 - Bad Debt				0	0	0	0	0	0	0	0	0
5120 - Bank Fees	14,000			0	0	0	0	0	0	0	0	14,000
5130 - Charitable Contributions	2,500			0	0	0	0	0	0	0	0	2,500
5140 - Copying & Printing	11,000			0	0	0	0	0	0	0	0	11,000
5155 Employment Screen	205	452		408	68	272	748	0	0	272	787	2,464
5160 - Dues, Mbrshps & Publications	8,700			300	0	0	300	0	0	0	0	9,000
5170 - Education & Development	2,250	1,500		0	0	0	0	0	0	2,000	500	6,250
5175 - Equipment Rental/Lease		2,850		0	0	0	0	1,150	0	0	0	4,000
5180 - Equipment, Tools & Furn (<\$5k)				0	0	0	0	0	0	0	0	0
5182 - Operating ET&F	800	1,000		500	0	0	500	0	0	400	200	2,900
5184 - Program ET&F				1,000	200	2,500	3,700	400	0	5,000	2,000	11,100
5186 - Site/Shop ET&F		20,000		0	0	0	0	0	0	0	0	20,000
5187 - IT Computer/Hardware	16,400	1,000		0	0	300	1,300	0	0	300	1,000	20,000
5188 - IT Computer/Software Subscriptions	12,700			0	0	300	300	0	0	0	0	13,000
Total 5180 - Equipment, Tools & Furn (<\$5k)	29,900	22,000		1,500	200	3,100	4,800	400	0	5,700	3,200	67,000
5200 - Insurance	31,000	22,000		0	0	0	0	0	0	7,000	0	60,000
5210 Interest Expense		3,300		0	0	0	0	0	0	0	0	3,300
5225 - Postage & Delivery	1,200			0	0	0	0	0	0	0	0	1,200
5230 - Professional & Outside Svcs												
5232 - Accounting	26,000			0	0	0	0	0	0	0	0	26,000
5233 - Bands/Recreation				0	0	0	0	2,150	0	0	0	2,150
5234 - Board Stipends	12,000			0	0	0	0	0	0	0	0	12,000
5235 - Recreation Instructors				1,250	26,300	0	27,550	0	0	24,600	0	52,150
5236 - Legal	18,000			0	0	0	0	0	0	0	0	18,000
5237 - Contract Janitorial		76,625		0	0	0	0	0	0	0	0	76,625
5238 - Other Outside Labor (inactive code)		15,000		0	0	0	0	0	0	0	0	15,000
5239 - Outside Admin Consulting	42,000			0	0	0	0	0	0	0	0	42,000
Total 5230 - Professional & Outside Svcs	98,000	91,625		1,250	26,300	0	27,550	2,150	0	24,600	0	243,925
5250 - Rent				0	0	0	0	0	0	0	0	0
5260 - Repairs & Maintenance												
5261 - Building R&M		40,000		0	0	0	0	0	0	0	0	40,000
5262 - Equipment R&M		15,500		0	0	0	0	0	0	2,000	0	17,500
5263 - General R&M		19,000		0	0	0	0	1,000	0	0	0	20,000
5264 - Grounds R&M		40,000		0	0	0	0	0	0	0	0	40,000
5265 - Janitorial Supplies		27,600		0	0	0	0	0	0	1,900	0	29,500
5266 - Vandalism Repair		8,000		0	0	0	0	0	0	0	0	8,000
5267 - Vehicle R&M		4,000		0	0	0	0	0	0	0	0	4,000
5268 - Aquatics Pool R&M		40,000		0	0	0	0	0	0	0	0	40,000
5269 - Outside Contractor R&M		15,000		0	0	0	0	0	0	0	0	15,000
Total 5260 - Repairs & Maintenance	0	209,100		0	0	0	0	1,000	0	3,900	0	214,000
5270 - Security		25,000		0	0	0	0	0	0	0	0	25,000
5280 - Supplies - Consumable												
5281 - Staff & Uniform Supplies	2,175	4,800		925	0	700	1,625	0	0	100	300	9,000
5282 - Office Supplies	6,000			0	0	0	0	0	0	0	0	6,000
5284 - Program Food				0	25	0	25	550	0	0	13,050	13,625
5286 - Program Supplies				500	250	3,200	3,950	3,350	0	65,500	7,000	79,800
5287 - Safety Supplies	350	3,000		900	0	275	1,175	200	0	200	150	5,075
5288 - Safety & Staff Supplies				0	0	0	0	0	0	0	0	0
5289 - Site Supplies		1,000		0	0	0	0	0	0	0	0	1,000
Total 5280 - Supplies - Consumable	8,525	8,800		2,325	275	4,275	6,875	4,100	0	65,800	20,500	114,600
5290 - Taxes, Lic., Notices & Permits	2,200	2,050		0	0	0	0	125	0	0	750	5,125
5300 - Telephone/Internet	7,130	5,520		0	0	0	0	240	0	360	750	14,000
5310 - Transportation, Meals & Travel				0	0	0	0	0	0	0	0	0
5312 - Air, Lodging, Other Travel	4,800	200		0	0	0	0	0	0	2,000	0	7,000
5314 - Fuel		28,700		0	0	0	0	0	0	0	300	29,000
5316 - Meals	500			0	0	0	0	0	0	0	0	500
5318 - Mileage	1,225	100		0	0	250	250	225	0	50	150	2,000
Total 5310 - Transportation, Meals & Travel	6,525	29,000		0	0	250	250	225	0	2,050	450	38,500
5320 - Utilities				0	0	0	0	0	0	0	0	0
5322 - Electric	11,250	70,000		0	7,650	0	7,650	0	0	11,250	14,850	115,000
5324 - Garbage	1,350	19,275		0	918	0	918	325	0	1,350	1,782	25,000
5326 - Gas/Propane	1,075	2,700		0	731	0	731	0	0	1,075	1,419	7,000
5328 - Sewer		5,500		0	0	0	0	0	0	0	0	5,500
5329 - Water	2,200	99,200		0	1,496	0	1,496	0	0	2,200	2,904	108,000
Total 5320 - Utilities	15,875	196,675		0	10,795	0	10,795	325	0	15,875	20,955	260,500
Total Expense	801,513	1,198,347		54,838	57,795	51,515	164,148	21,265	0	377,534	494,107	3,057,814
Net Ordinary Income Loss/Gain	946,737	(908,397)		(6,438)	10,305	8,485	12,352	(6,215)	43,760	40,761	(17,807)	111,191
Other Income/Expense												
Other Income												
4200 - Impact Fee Income	0			0	0	0	0	0	0	0	0	0
4910 - Interest Income - Impact Fees	0			0	0	0	0	0	0	0	0	0
9900 - Gain/(Loss) on Asset disposal				0	0	0	0	0	0	0	0	0
Total Other Income	0			0	0	0	0	0	0	0	0	0
Other Expense												
7210 - Debt Interest Expense	12,548	0		0	20,647	0	20,647	0	0	45,882	22,941	102,018
Total Other Expense	12,548	0		0	20,647	0	20,647	0	0	45,882	22,941	102,018
Net Other Income	(12,548)	0		0	(20,647)	0	(20,647)	0	0	(45,882)	(22,941)	(102,018)
Net Profit/Loss	934,189	(908,397)		(6,438)	(10,342)	8,485	(8,295)	(6,215)	43,760	(5,121)	(40,750)	8,273

FRRPD: 2019-20 FRRPD BUDGET		RE5-Facility GYM MEET	RE3-Birthday	CL-55 Cheer	Team Comp Cheer/Gym	Sports Gymnastics	TOTAL GYMNASTICS Includes Fac Rental/Gym Meets	TOTAL BUDGET 17-18
		(RE-Rentals)	(RE-Rentals) Gym Birthday Parties	Cheerleading Class	(Se7) Gvm	(Sp7) Gym/Camps/Clinics	TOTAL GYM	
Ordinary Income/Expense								
Income								
4100 - Tax Revenue							0	1,700,000
4150 - Tax Revenue (BAD)							0	288,750
4350 - Discounts & Credits						(3,000)	(3,000)	(7,440)
4300 - Program Income - Other							421,295	1,126,595
Total Tax and Program Income	72,120	13,500	21,735	48,100	262,840	418,295	262,840	3,107,905
4400 - Donation & Fundraising Income							0	20,000
4500 - Grant/Reimbursed Expenses Income							0	30,000
4600 - Other Income							0	200
4990 - Interest Income							0	9,000
4905 - Interest Income - BAD							0	1,000
Total Income	72,120	13,500	21,735	48,100	262,840	418,295	418,295	3,168,105
Gross Profit								
EXPENSES								
5000 - Payroll Expenses								0
5010 - Wages & Salaries	5,400	6,480	16,920	11,200	172,436	212,436	212,436	1,497,693
5020 - Employer Taxes	847	930	1,728	1,291	14,059	18,855	18,855	144,764
5030 - Employee Benefits					12,644	12,644	12,644	188,151
5040 - Workers Comp	148	178	465	308	4,742	5,842	5,842	66,942
5060 - Labor/Benefits CIP Projects							0	0
Total 5000 - Payroll Expenses	6,396	7,588	19,113	12,799	203,881	249,777	249,777	1,897,550
5031 - GASB 68 Benefit Expense							0	54,000
5033 Annual GASB Auditor Adj							0	0
TOTAL PAYROLL WITH GASB	6,396	7,588	19,113	12,799	203,881	249,777	249,777	1,951,550
5100 - Advertising & Promotion							200	10,000
5110 - Bad Debt							0	0
5120 - Bank Fees							0	14,000
5130 - Charitable Contributions							0	2,500
5140 - Copying & Printing							0	11,000
5155 Employment Screen							0	0
5160 - Dues, Miscraes & Publications					272	272	272	2,464
5170 - Education & Development					2,000	2,000	2,000	6,250
5175 - Equipment Rental/Lease							0	4,000
5180 - Equipment, Tools & Furn (<5k)							0	0
5182 - Operating ET&F					400	400	400	2,900
5184 - Program ET&F	3,000				2,000	5,000	5,000	11,100
5186 - Site/Shop ET&F							0	20,000
5187 - IT Computer/Hardware					300	300	300	20,000
5188 - IT Computer/Software Subscriptions							0	13,000
Total 5180 - Equipment, Tools & Furn (<5k)	0	3,000	0	0	2,700	5,700	5,700	67,000
5200 - Insurance					7,000	7,000	7,000	60,000
5210 Interest Expense							0	3,300
5225 - Postage & Delivery							0	1,200
5230 - Professional & Outside Svcs							0	0
5232 - Accounting							0	26,000
5233 - Bands/Recreation							0	2,150
5234 - Board Stipends							0	12,000
5235 - Recreation Instructors	16,800				7,800	24,600	24,600	56,150
5236 - Legal							0	18,000
5237 - Contract Janitorial							0	76,625
5238 - Other Outside Labor (inactive code)							0	0
5239 - Outside Admin Consulting							0	57,000
Total 5230 - Professional & Outside Svcs	16,800	0	0	0	7,800	24,600	24,600	243,925
5250 - Rent							0	0
5260 - Repairs & Maintenance							0	0
5261 - Building R&M							0	40,000
5262 - Equipment R&M	1,000				1,000	2,000	2,000	17,500
5263 - General R&M							0	20,000
5264 - Grounds R&M							0	40,000
5265 - Janitorial Supplies	1,500				400	1,900	1,900	29,500
5266 - Vandalism Repair							0	8,000
5267 - Vehicle R&M							0	4,000
5268 - Aquatics Pool R&M							0	40,000
5269 - Outside Contractor R&M							0	15,000
Total 5260 - Repairs & Maintenance	2,500	0	0	0	1,400	3,900	3,900	214,000
5270 - Security							0	25,000
5280 - Supplies - Consumable							0	0
5281 - Staff & Uniform Supplies							100	9,000
5282 - Office Supplies							0	6,000
5284 - Program Food							0	13,625
5286 - Program Supplies	24,000	200	1,000	37,300	3,000	65,500	65,500	79,800
5287 - Safety Supplies					200	200	200	6,075
5288 - Safety & Staff Supplies							0	0
5289 - Site Supplies							0	1,000
Total 5280 - Supplies - Consumable	24,000	200	1,000	37,300	3,300	65,800	65,800	114,600
5290 - Taxes, Lic., Notices & Permits							0	5,125
5300 - Telephone/Internet							360	14,000
5310 - Transportation, Meals & Travel							0	0
5312 - Air, Lodging, Other Travel					2,000	2,000	2,000	7,000
5314 - Fuel							0	29,000
5316 - Meals							0	500
5318 - Mileage							50	2,000
Total 5310 - Transportation, Meals & Travel	0	0	0	0	2,050	2,050	2,050	38,500
5320 - Utilities							0	0
5322 - Electric						11,250	11,250	115,000
5324 - Garbage	500				850	1,350	1,350	25,000
5326 - Gas/Propane					1,075	1,075	1,075	7,000
5328 - Sewer							0	5,500
5329 - Water					2,200	2,200	2,200	108,000
Total 5320 - Utilities	500	0	0	0	15,375	15,875	15,875	260,500
Total Expense	50,196	10,788	20,113	50,099	246,338	377,534	377,534	3,057,814
Net Ordinary Income Loss/Gain	21,924	2,712	1,622	(1,999)	16,502	40,761	40,761	111,191
Other Income/Expense								
Other Income								
4200 - Impact Fee Income							0	0
4918 - Interest Income - Impact Fees							0	0
9900 - Gain(Loss) on Asset disposal							0	0
Total Other Income	0	0	0	0	0	0	0	0
Other Expense								
17210 - Debt Interest Expense						45,882	45,882	102,018
Total Other Expense	0	0	0	0	0	45,882	45,882	102,018
Net Other Income	0	0	0	0	0	(45,882)	(45,882)	(102,018)
Net Profit/Loss	21,924	2,712	1,622	(1,999)	(29,380)	(5,121)	(5,121)	8,273

FRRPD 2019-20 Full Time Pay Scale

July 2019-December 2019

3% Step Scale July 2019-Dec 2019

3%

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Merit 1	Merit 2	Merit 3	Merit 4	Merit 5
General Manager	contract									
Executive Assistant	\$ 18.00	\$ 18.54	\$ 19.10	\$ 19.67	\$ 20.26	\$ 20.87	\$ 21.49	\$ 22.14	\$ 22.80	\$ 23.49
Business Manager	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Recreation Supervisor	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Gymnastics Recreation Supervisor	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Recreation Coordinator	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97	\$ 18.51	\$ 19.06	\$ 19.63	\$ 20.22
Director of Children Services	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Assistant Director-Children Services	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97	\$ 18.51	\$ 19.06	\$ 19.63	\$ 20.22
Park Supervisor	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Maintenance Worker III	\$ 20.00	\$ 20.60	\$ 21.22	\$ 21.85	\$ 22.51	\$ 23.19	\$ 23.88	\$ 24.60	\$ 25.34	\$ 26.10
Maintenance Worker II	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.13	\$ 19.71	\$ 20.30	\$ 20.91	\$ 21.54	\$ 22.18
Maintenance Worker I	\$ 14.00	\$ 14.42	\$ 14.85	\$ 15.30	\$ 15.76	\$ 16.23	\$ 16.72	\$ 17.22	\$ 17.73	\$ 18.27

FRRPD 2019-20 Full Time Pay Scale

3% Step Scale Jan 2020- June 2020

3%

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Merit 1	Merit 2	Merit 3	Merit 4	Merit 5
General Manager	contract									
Executive Assistant	\$ 19.00	\$ 19.57	\$ 20.16	\$ 20.76	\$ 21.38	\$ 22.03	\$ 22.69	\$ 23.37	\$ 24.07	\$ 24.79
Business Manager	\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.14	\$ 31.05	\$ 31.98	\$ 32.94	\$ 33.92
Recreation Supervisor	\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.14	\$ 31.05	\$ 31.98	\$ 32.94	\$ 33.92
Gymnastics Recreation Supervisor	\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.14	\$ 31.05	\$ 31.98	\$ 32.94	\$ 33.92
Recreation Coordinator	\$ 16.50	\$ 17.00	\$ 17.50	\$ 18.03	\$ 18.57	\$ 19.13	\$ 19.70	\$ 20.29	\$ 20.90	\$ 21.53
Director of Children Services	\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.14	\$ 31.05	\$ 31.98	\$ 32.94	\$ 33.92
Assistant Director-Children Services	\$ 16.50	\$ 17.00	\$ 17.50	\$ 18.03	\$ 18.57	\$ 19.13	\$ 19.70	\$ 20.29	\$ 20.90	\$ 21.53
Park Supervisor	\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.14	\$ 31.05	\$ 31.98	\$ 32.94	\$ 33.92
Maintenance Worker III	\$ 21.00	\$ 21.63	\$ 22.28	\$ 22.95	\$ 23.64	\$ 24.34	\$ 25.08	\$ 25.83	\$ 26.60	\$ 27.40
Maintenance Worker II	\$ 18.00	\$ 18.54	\$ 19.10	\$ 19.67	\$ 20.26	\$ 20.87	\$ 21.49	\$ 22.14	\$ 22.80	\$ 23.49
Maintenance Worker I	\$ 15.00	\$ 15.45	\$ 15.91	\$ 16.39	\$ 16.88	\$ 17.39	\$ 17.91	\$ 18.45	\$ 19.00	\$ 19.57



Job Description

Title: Executive Administrator

Starting Wage: \$49,920 annual

Department: Admin

Status: Exempt/Salary/Full-time

JOB SUMMARY

The Executive Administrator will serve as secretary/assistant to the General Manager. The Executive Administrator will perform advanced secretarial assignments, functioning as a management assistant. At this level, the employee has increased responsibility in such areas as interpreting policies, creating procedures, researching and preparing materials for managerial decisions, supervising specific frontline staff and participating in other management assistant activities. This position is also responsible for the preparation of documents, meeting materials, scheduling and coordinating meetings. This position is also known as the Board Clerk and requires a flexible schedule with some evening and weekend work required.

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

- Assist the General Manager with daily administrative duties (i.e. filing, correspondence, etc.)
- Serve as the Board Clerk to the Board of Directors
- Attend all Board of Directors meetings
- Ensure the timely preparation, distribution and posting of meeting materials and agendas for all Board and Committee meetings, consistent with Board approved bylaws and policy
- Ensure the District is compliant at all times with the Brown Act
- Keep all official records of Board activities (minutes of proceedings, resolutions, etc.), and ensure they are available externally as appropriate (e.g. via internet, website)
- Responsible for arrangement and set-up of all meetings
- Responsible for the production of all meeting agendas and back-up material
- Responsible for the production of Board Meeting minutes
- Attend community meetings as a District representative to further community relations
- Manage and oversee rental contracts and public event contracts
- Assist all department supervisors when needed as directed by General Manager (i.e. Recreation, Admin, Maintenance, Preschool, etc.)
- Assist General Manager with the Request for Proposal process
- Assist General Manager with public relations in all aspects
- Assist in contract and agreement administration
- Oversight of Rental and Events budgets, assisting General Manager with Admin budget oversight



- Supervision of front office staff
- Supervision of Marketing Specialist
- Assist General Manager with supervision and coordination of District events; securing both donations and volunteers while providing logistical structure of District community events
- Oversight of the Activity Center utilities (i.e. electric, internet, phone, security, etc.) ensuring connection issues are resolved quickly, and strive to minimize costs
- Order office supplies, monitor janitorial supply orders and coordinate Maintenance Dept work orders for the Activity Center
- Recruit volunteers and manage District volunteer programs
- Market and promote the District through social media, fliers and community organizations
- Open and distribute daily mail

REQUIRED KNOWLEDGE AND SKILLS:

- Minimum typing skills 50 wpm, prefer 65 wpm
- Advanced skills with Microsoft Office and Adobe Acrobat Pro software
- Able to organize workload independently, set priorities and adapt quickly to changing priorities
- Graphic design skills and/or marketing knowledge and/or event planning experience
- Strong organizational and administrative skills; detail oriented
- Excellent skills with time management; also able to perform multiple interrelated tasks under strict deadline pressure
- Ability to work with diverse groups of people
- Strong computer skills and able to learn new software quickly
- Skilled in preparation of reports and presentations
- Experienced and comfortable with public speaking

EDUCATION, CERTIFICATIONS AND LICENSES:

- Bachelor's Degree in Management, Business, Recreation or Public Administration or related field, plus One (1) year Executive Assistant/Supervisor work experience; OR
- Three (3) years' work experience in an administrative assistant role, preferably at the executive and/or supervisor level in the public sector; 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



H3

- Perform simple grasping and fine manipulation, dexterity and frequent handling of papers
- There will be some bending, kneeling and overhead reaching

ADDITIONAL INFORMATION:

Reports To: General Manager

Direct Reports: Front Desk Customer Service Relations staff and Marketing Specialist

External Contacts: Board of Directors, Community groups, news media, etc.

FRRPD FACILITY AND PARK IMMEDIATE NEEDS**this list will change often as needs are reassessed*

3/10/2019

List created at BOD meeting 2017

		PUBLIC SAFETY NEEDS	COMPLIANCE	RENOVATIONS	TOTAL
<u>PALERMO PARK & POOL UPGRADES</u>					
*	Restroom roof	\$ 50,000.00			
	Drinking fountain	\$ 5,000.00			
*	Pool shade structure	\$ 50,000.00			
In process	Playstructures replacement		\$75,000		
	Palermo Hall upgrades		\$ 75,000.00		
In process	Parking upgrades		\$ 75,000.00		
	Park benches			\$ 7,500.00	
	Tree trimming	\$ 5,000.00			
	Security cameras	\$ 10,000.00			
	Upgrade softball fields			\$ 30,000.00	
In process	Addition of chemical shed & new PCC shed			\$ 50,000.00	
	Resurface basketball courts			\$ 15,000.00	
In process	Updated signage			\$ 5,000.00	
In process	Concrete repair/tripping hazards throughout park			\$ 30,000.00	
In process	Pool restroom hot water heater		\$ 10,000.00		
					\$ 492,500.00
<u>ACTIVITY CENTER</u>					
	Reseal & restripe parking lot	\$ 75,000.00			
	Paint exterior			\$ 100,000.00	
In process	Kindergym renovation			\$ 30,000.00	
	New carpet			\$ 50,000.00	
	Roof replacement	\$ 100,000.00			
	Bark playgrounds		\$ 5,000.00		
	Preschool playground equipment		\$ 25,000.00		
	Swamp cooler replacement (6)			\$ 36,000.00	
	Irrigation upgrades -drainage issues			\$ 15,000.00	
	Air conditioning units replaced 20			\$ 200,000.00	
	Classroom construction/Renovations			\$ 50,000.00	
	Ground squirrel eradication	?			
	LED Lighting throughout	\$ 150,000.00			

FRRPD FACILITY AND PARK IMMEDIATE NEEDS

**this list will change often as needs are reassessed*

3/10/2019

List created at BOD meeting 2017

		<u>PUBLIC SAFETY NEEDS</u>	<u>COMPLIANCE</u>	<u>RENOVATIONS</u>	<u>TOTAL</u>
	Landscaping			\$ 5,000.00	
	Additional lighting for parking lot	\$ 30,000.00			
	ADA upgrades		\$ 50,000.00		
	Tree trimming	\$ 5,000.00			
	Security cameras	\$ 7,500			
	Ventilation system gym			\$30,000	
	Appliance replacement			\$25,000	
					\$ 988,500.00
<u>NELSON POOL UPGRADES</u>					
In process	Drinking fountain				
In process	Diving board resurface				
In process	Pool total renovation				
In process	Iron fencing				
In process	Chemical shed				
In process	Restroom repairs				SBF Grant
In process	Pool shade area				\$ 1,100,000.00
<u>NELSON COMPLEX UPGRADES</u>					
	Infield dirt	\$ 35,000.00			
	Fencing			\$ 200,000.00	
	Irrigation			\$ 25,000.00	
	Scoreboards			\$ 15,000.00	
	Backstops	\$ 200,000.00			
	Electrical upgrades	\$ 50,000.00			
	Restroom Addition	\$ 30,000.00			
	Tree trimming	\$ 7,500.00			
	Lighting upgrades	\$ 300,000.00			
	Garage Roof repair			\$ 30,000.00	
	Parking lot restripe/reseal	\$ 125,000.00			
	Addition of dog park			\$ 35,000.00	
	Bleacher upgrades	\$ 55,000.00			
	Additional restrooms/renovation		\$ 75,000.00		Prop 68?

FRRPD FACILITY AND PARK IMMEDIATE NEEDS

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3/10/2019

List created at BOD meeting 2017

		<u>PUBLIC SAFETY NEEDS</u>	<u>COMPLIANCE</u>	<u>RENOVATIONS</u>	<u>TOTAL</u>
					\$ 1,182,500.00
<u>BERRY CREEK</u>					
	Property Acquisition			\$ 250,000.00	
	Playstructure			\$ 75,000.00	
	Building upgrades	\$ 150,000.00			Prop 68?
					\$ 475,000.00
<u>MLK</u>					
	New slides	\$ 2,500.00			
	Electrical panel replacment	\$ 10,000.00			
	ADA upgrades		\$ 50,000.00		
	Reseal & restripe parking lot	\$ 11,000.00			
	Irrigation upgrades	\$ 30,000.00			
	Lighting upgrades	\$ 50,000.00			
	Additional bark	\$ 4,000.00			
	Iron fencing			\$ 30,000.00	
	Turf maintenance	\$ 7,500.00			
	Tree trimming	\$ 5,000.00			
	Parking Lot Repair	\$ 50,000.00			
	Storage for program equipment			\$ 5,500.00	
					\$ 255,500.00
<u>RIVERBEND PARK</u>					
	Gravel Salmon Run Road		\$ 200,000.00		
	Additional restrooms	\$ 75,000.00			
	Gates for levee	\$ 8,000.00			
	Tree trimming	\$ 10,000.00			
	Swim Dock	\$ 10,000.00			
	Dock at pond	\$ 10,000.00			
	Additonal restrooms at soccer fields	\$ 80,000.00			
	Developed undeveloped areas	\$ 3,000,000.00			
	Mistletoe eradication	\$5,000			
					\$ 3,398,000.00

FRRPD FACILITY AND PARK IMMEDIATE NEEDS

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3/10/2019

List created at BOD meeting 2017

		<u>PUBLIC SAFETY NEEDS</u>	<u>COMPLIANCE</u>	<u>RENOVATIONS</u>	<u>TOTAL</u>
NOLAN COMPLEX & PLAYTOWN					
	Replace lighting and poles	\$ 250,000.00			
	Repair irrigation	\$ 50,000.00			
	Upgrade bleachers/shade	\$ 60,000.00			
	Resurface/restripe parking lot	\$ 8,000.00			
	Electrical panel replacment	\$ 15,000.00			
	Drinking fountain	\$ 5,000.00			
	Backstops	\$ 200,000.00			
	Field upgrades	\$ 150,000.00			
	Tree trimming	\$ 10,000.00			
	Fencing	\$ 50,000.00			
	Restroom upgrades	\$ 30,000.00			
	Playstructure 2-5 yr old		\$ 30,000.00		
	Fencing to deter driving on grass			\$ 25,000.00	Prop 68?
					\$ 883,000.00
BEDROCK TENNIS COURTS					
	ADA upgrades to restrooms		\$ 35,000.00		
	Resurface courts	\$ 70,000.00			
In process	Light pole replacement	\$ 3,000.00			
	Drinking fountains	\$ 10,000.00			
	Shade with benches			\$ 15,000.00	
	Fencing			\$ 30,000.00	
	Tree trimming	\$ 3,000.00			
	Upgraded lighting			\$ 25,000.00	Prop 68?
					\$ 191,000.00
BEDROCK SKATE PARK					
	Fencing	\$ 29,000.00			
	Cement ramps	\$ 150,000.00			
	Lighting	\$ 30,000.00			
	Drinking fountain	\$ 5,000.00			
	Restroom facility	\$ 150,000.00			Prop 68?

FRRPD FACILITY AND PARK IMMEDIATE NEEDS

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3/10/2019

List created at BOD meeting 2017

		<u>PUBLIC SAFETY NEEDS</u>	<u>COMPLIANCE</u>	<u>RENOVATIONS</u>	<u>TOTAL</u>
					\$ 364,000.00
MANTENANCE SHOP					
	Dry rot repairs	\$ 12,000.00			
	Storage			\$ 30,000.00	
	Paint			\$ 10,000.00	
	Bob cat			\$ 55,000.00	
	Chipper			\$ 15,000.00	
	Repair Metal Roof			\$ 75,000.00	
					\$ 197,000.00
<u>ADMINISTRATION</u>					
	Computer Equipment		\$ 50,000.00		
					\$ 50,000.00
FORBESTOWN					
	Hall replacement	\$ 150,000.00			
	Museum roof	\$ 40,000.00			
	Parking lot	\$ 30,000.00			
					\$ 220,000.00
FEATHER RIVER TRAIL					
	Lighting	\$ 1,000,000.00			
In process	Trail connection	\$ 300,000.00			SBF
	Brush clearing & tree trimming	\$50,000			Prop 68?
					\$ 1,350,000.00

*Security cameras at all sites -cost to be determined

TOTAL \$11,147,000.00

TOTALGENERAL UNALLOCATED RESERVES	\$242,494
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