



FEATHER RIVER RECREATION & PARK DISTRICT
Benefit Assessment District Committee Meeting
February 11, 2021

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

AGENDA

Open Session 11:00 AM

This meeting will be available in-person at the Activity Center, with a call-in option.

Dial: (530) 212-8376; Conference Code: 603692

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

CALL MEETING TO ORDER

ROLL CALL

Member Mark Grover
Member Carol Anderson
Member Roger Soudan
Member Susan Sears

PUBLIC COMMENT

The Committee will invite anyone in the audience wishing to address 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 Committee cannot take any action except for brief response.*

AGENDA ITEM(S)

1. Staff request for the Committee to recommend an increase to the Benefit Assessment District Assessment by the Consumer Price Index (CPI) of 3% (Appendix A)
2. 2020-21 Proposed Assessment Administration Timeline (Appendix B)
3. BAD 2019-20 Income Statement (Appendix C)
4. BAD Jul20-Dec20 Income Statement (Appendix D)

ADJOURNMENT



STAFF REPORT

DATE: FEBRUARY 11, 2021

TO: BENEFIT ASSESSMENT DISTRICT (BAD) COMMITTEE

FROM: SHAWN ROHRBACKER, GENERAL MANAGER

RE: REQUEST TO RECOMMEND A 3% INCREASE TO THE BENEFIT ASSESSMENT DISTRICT ASSESSMENT FOR FY 2020-21

ASSESSMENT PROCESS

In May of 2002, the Park District conducted an assessment ballot proceeding pursuant to the requirements of Article XIID of the California Constitution ("The Taxpayer's Right to Vote on Taxes Act"), and the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "Act"). During this ballot proceeding, property owners in the Park District were provided with a notice and ballot for the proposed special assessment. A 45-day period was provided for balloting and a public hearing was conducted on July 17, 2002. At the public hearing, all ballots returned within the 45-day balloting period were tabulated.

It was determined at the public hearing that 50.4% of the weighted ballots returned were in support of the assessment. Since the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (with each ballot weighted by the proportional financial obligation of the property for which ballot was submitted), the Park District gained the authority to approve the levy of the assessments for fiscal year 2002-03 and to continue to levy them in future years.

In each subsequent year for which the assessments will be continued, the Board must direct the preparation of an Engineer's Report ("Report"), budgets and proposed assessments for the upcoming fiscal year. The proposed assessments are based on the estimated cost to operate, maintain and service the improvements that provide a direct and special benefit to properties within the Improvement District. After the Report is completed, the Board may preliminarily approve the Report and proposed assessments and establish the date for a noticed public hearing on the continuation of the assessments. This Report was prepared pursuant to the direction of the Board.

This Engineer's Report ("Report") was prepared to establish the budget for the continued improvements, installation, maintenance and servicing costs that would be funded by the proposed 2020-21 assessments, determine the benefits received by property from such improvements and services within the Park District and apportion the assessments to lots and parcels within the Park District. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "Act") and Article XIID of the California Constitution (the "Article").



If the Board approves this Engineer's Report and the continuation of the assessments by resolution, a notice of public hearing must be published in a local paper at least 10 days prior to the date of the public hearing. The resolution preliminarily approving the Engineer's Report and establishing the date for a public hearing is used for this notice. Following the minimum 10-day time period after publishing the notice, a public hearing must be held for the purpose of allowing public testimony about the proposed continuation of the assessments. This hearing is currently scheduled each year. At this hearing, the Board will consider approval of a resolution confirming the continuation of the assessments for next fiscal year. If so confirmed and approved, the assessments will be submitted to the County Auditor for inclusion on the property tax rolls for the next fiscal year.

SUMMARY OF PARK DISTRICT'S IMPROVEMENT PLANS

The budget to be financed by the assessments is partially based on the results of an independent survey conducted for the Park District, which indicated property owners' priorities for various improvement projects and park maintenance services, and staff determination of other needed park and recreation improvements. Projects have been selected based on how closely they meet the needs expressed by the survey results. Projects have been chosen throughout the Park District in order to ensure that all properties in the narrowly drawn Assessment District boundaries will receive improved access to better maintained and improved parks in their area. The Estimate of Cost provided in this Report is for each fiscal year and is derived from a multi-year improvement plan that will add new parks to the Park District's infrastructure; improve park and recreation area security by enhancing security lighting; replace outdated playground equipment; keep pace with the rising costs of park maintenance to help ensure the continued beauty, usability, and accessibility of the Park District's parks, playfields, and recreation areas; develop playfields and youth oriented activity areas. The District Master Plan has been developed and is available for review at the Park District offices. In addition, supplemental plans may be developed and filed with the General Manager of the Park District.

MULTI-YEAR IMPROVEMENT PLAN HIGHLIGHTS

- Improved park and recreation facility maintenance
- Additional walkways and security lighting at neighborhood parks and sports fields to protect and maintain the Improvements
- Upgraded recreation areas, playgrounds and restrooms to improve access for the disabled
- Recreational improvements at neighborhood parks
- Sport court repairs and lighting upgrades
- Gary Nolan/Playground Park repairs and lighting upgrades
- Riverbend Park (multi-use fields)

CURRENT PROJECTS AND PLANS

- Handicap parking improvements at Palermo Park
- Lighting repair and improvements at Nelson Sports Complex and Bedrock Tennis courts
- Gary Nolan Park repairs



BUDGETARY IMPACT

The proposed increase to this Assessment each year is limited to 3% by this assessment, last year raising the single-family equivalent from \$0.46 (from \$14.88 to \$15.34) to \$0.22 (from \$7.44 to \$7.66), depending on homeowner property proximity to District facilities. Last year, the total impact increased the BAD revenue budget a total of approximately \$8K to total \$297,536.

The purpose of the CPI increase is to keep up with inflation and maintain the purchasing power of the original assessment. While some previous Boards have supported the increase, others have decided against it. Consequently, the District has already lost ground. With the unfunded backlog of maintenance and related improvements to District properties and other assets, staff believes it prudent to increase the BAD assessment each year and for the foreseeable future. Additionally, when considered with the combined impact of the various disasters around the globe over the last three years, construction costs have increased over 30%, providing more reason to approve this modest increase.

BOARD MEETING PROCESS

See attached outline of the meeting process.

FEATHER RIVER RECREATION AND PARK DISTRICT PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT

Proposed Assessment Administration Timeline Fiscal Year 2021-22

January '21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '21						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '21						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<u>TENTATIVE DATE</u>	<u>TASKS TO BE COMPLETED (DETAILED LIST)</u>	<u>RESPONSIBLE</u>
Feb 12	Provide items to place on Feb. 23 Board Meeting Agenda: 1. Staff Report 2. Resolution	SCI/District
Feb 23	Passage of <u>Resolution</u> directing the preparation of the Engineer's Report.	Board Meeting
March	Provide District preliminary benefit assessment totals for budget preparation.	SCI
May 7	District provides SCI 2021-22 Budget & CIP for Engineer's Report	District
May 14	Provide items to place on May Board Meeting Agenda: 1. Preliminary Engineer's Reports (if revisions are needed) 2. Resolution 3. Staff Report	SCI/District
May 25	Passage of <u>Resolution</u> preliminarily accepting Engineer's Reports and scheduling the Public Hearing. (Sets maximum rate for FY 2021-22); and County required Certification.	Board Meeting
May 28	Schedule Notice of Public Hearing (Must occur at least 10 calendar days before Public Hearing)	SCI
June 11	Provide items for June Board Meeting Agenda: 1. Final Engineer's Reports 2. Resolution 3. Staff Report	SCI/District

SCI can meet this timeline; however, the District can also modify it as needed.
 It is understood that all regular meetings of the District Board are on the fourth Tuesday of each month.

June 22	<u>Public Hearing</u> and approval of <u>Resolution Approving Engineer's Reports</u> and levying annual assessments. (Resolution levying annual assessment must be approved prior to submitting the assessment roll to the County Auditor)	Board Meeting
August 1	Update assessment rolls with final lien roll assessor data Submit final assessment rolls to County Auditor	SCI
October	Confirmation of final levies with County Auditor	SCI
Oct-June 2022	Answer property owner inquiries, administration of levies and associated tasks	SCI

SCI can meet this timeline; however, the District can also modify it as needed.

It is understood that all regular meetings of the District Board are on the fourth Tuesday of each month.

Feather River Recreation & Park District
 Maintenance - by Program
 July 2019 through June 2020

2019-20 Fiscal Year for review

	GE2-BAD (GE-General)	GE3- Maint (GE-General)	TOTAL
Ordinary Income/Expense			
Income			
4150 · Tax Revenue (BAD)	283,008	0	283,008
4500 · Grant/Reimbursed Expense Income	0	0	0
4905 · Interest Income - BAD	2,303	0	2,303
Total Income	285,311	0	285,311
Gross Profit	285,311	0	285,311
Expense			
5000 · Payroll Expenses	116,883	418,928	535,811
5100 · Advertising & Promotion	0	49	49
5155 · Employment New Hire Screen	0	281	281
5170 · Education & Development	0	900	900
5175 · Equipment Rental	464	9,200	9,664
5180 · Equipment, Tools & Furn (<\$5k)	0	11,792	11,792
5200 · Insurance	0	22,397	22,397
5210 · Interest Expense - Operating	0	1,937	1,937
5230 · Professional & Outside Svcs			
5237 · Contract Janitorial	15,327	42,397	57,724
5239 · Outside Service Admin/Consult	15,767	0	15,767
Total 5230 · Professional & Outside Svcs	31,094	42,397	73,491
5260 · Repairs & Maintenance			
5261 · Building R&M	2,992	25,745	28,737
5262 · Equip Repairs & Small Tools	85	15,097	15,182
5263 · General R&M	3,030	8,202	11,232
5264 · Grounds R&M	20,392	50,361	70,753
5265 · Janitorial Supplies	1,262	24,839	26,101
5266 · Vandalism Repair	0	4,502	4,502
5267 · Vehicle R&M	0	11,520	11,520
5268 · Aquatics Pool R&M	20,569	11,484	32,053
5269 · Outside Contractor/Services R&M	2,560	14,221	16,781
Total 5260 · Repairs & Maintenance	50,890	165,971	216,861
5270 · Security	110	30,518	30,628
5280 · Supplies - Consumable	0	6,359	6,359
5290 · Taxes, Lic., Notices & Permits	0	1,234	1,234
5300 · Telephone/Internet	0	4,837	4,837
5310 · Transportation, Meals & Travel			
5314 · Fuel	8,483	19,329	27,812
Total 5310 · Transportation, Meals & Travel	8,483	19,329	27,812
5320 · Utilities			
5322 · Electric	27,312	54,909	82,221
5324 · Garbage	2,037	15,975	18,012
5326 · Gas/Propane	193	4,735	4,928
5328 · Sewer	469	3,778	4,247
5329 · Water	29,635	93,717	123,352
Total 5320 · Utilities	59,646	173,114	232,760
Total Expense	267,570	909,243	1,176,813
Net Ordinary Income	17,741	-909,243	-891,502
Other Income/Expense			
Net Income	17,741	-909,243	-891,502

Feather River Recreation & Park District
Maintenance - by Program
July through December 2020

	GE2-BAD (GE-General)	GE3- Maint (GE-General)	TOTAL
Ordinary Income/Expense			
Income			
4150 · Tax Revenue (BAD)	156,444	0	156,444
4500 · Grant/Reimbursed Expense Income	0	0	0
4905 · Interest Income - BAD	1,151	0	1,151
Total Income	157,595	0	157,595
Gross Profit	157,595	0	157,595
Expense			
5000 · Payroll Expenses	135,674	109,288	244,962
5160 · Dues, Mbrshps & Subscriptions	0	174	174
5170 · Education & Development	0	205	205
5175 · Equipment Rental	586	2,094	2,680
5180 · Equipment, Tools & Furn (<\$5k)	0	897	897
5200 · Insurance	0	25,000	25,000
5210 · Interest Expense - Operating	0	1,309	1,309
5230 · Professional & Outside Svcs			
5237 · Contract Janitorial	10,218	20,436	30,654
5239 · Outside Service Admin/Consult	8,421	0	8,421
Total 5230 · Professional & Outside Svcs	18,639	20,436	39,075
5260 · Repairs & Maintenance			
5261 · Building R&M	509	3,834	4,343
5262 · Equip Repairs & Small Tools	846	3,444	4,290
5263 · General R&M	530	61	591
5264 · Grounds R&M	26,631	6,831	33,462
5265 · Janitorial Supplies	3,100	4,757	7,857
5266 · Vandalism Repair	1,671	176	1,847
5267 · Vehicle R&M	38	4,856	4,894
5268 · Aquatics Pool R&M	13,993	2,862	16,855
5269 · Outside Contractor/Services R&M	1,012	8,537	9,549
Total 5260 · Repairs & Maintenance	48,330	35,358	83,688
5270 · Security	2,090	2,338	4,428
5280 · Supplies - Consumable			
5284 · Program Food	0	29	29
5287 · Safety Supplies	141	2,527	2,668
Total 5280 · Supplies - Consumable	141	2,556	2,697
5290 · Taxes, Lic., Notices & Permits	949	178	1,127
5300 · Telephone/Internet	839	1,805	2,644
5310 · Transportation, Meals & Travel			
5314 · Fuel	3,645	5,334	8,979
Total 5310 · Transportation, Meals & Travel	3,645	5,334	8,979
5320 · Utilities			
5322 · Electric	21,448	21,842	43,290
5324 · Garbage	1,323	8,426	9,749
5326 · Gas/Propane	665	301	966
5328 · Sewer	499	2,637	3,136
5329 · Water	46,303	55,286	101,589
Total 5320 · Utilities	70,238	88,492	158,730
Total Expense	281,131	295,464	576,595
Net Ordinary Income	-123,536	-295,464	-419,000
Other Income/Expense			
Total Other Income	0	0	0
Other Expense			
5102 · Insurance Claim Expense	0	44,125	44,125
Total Other Expense	0	44,125	44,125
Net Other Income	0	-44,125	-44,125
Net Income	-123,536	-339,589	-463,125