

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

**DISTRICT BOARD MEETING**  
Regular Board Meeting  
January 24, 2017

*Location: FRRPD Conference Room*

**AGENDA Closed session 5:00PM/ Open Session 5:30PM**

*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**  
Chairperson Victoria Smith \_\_\_\_\_  
Vice Chairman Gary Emberland \_\_\_\_\_  
Director Scott Kent Fowler \_\_\_\_\_  
Director Marcia Carter \_\_\_\_\_  
Director Don Noble \_\_\_\_\_

**3. PLEDGE OF ALLEGIANCE**

**4. ADJOURNMENT TO CLOSED SESSION**  
**A. Union Negotiations** -Pursuant to Government Code section 54957.6,  
*Conference with Labor Negotiators. District representatives:  
Apyrl Ramage, General Manager, and Jeff Carter, District Counsel; and, employee organization:  
Feather River Recreation and Park District, Local 1*

**5. ANNOUNCEMENTS FROM CLOSED SESSION**

**6. 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 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.

7. **ACKNOWLEDGEMENTS**

8. **CONSENT AGENDA**

**A. Chairperson shall appoint members to the following committees:**

- Finance (2 Directors)
- Park & Rec (2 Directors)
- PP&P (2 Directors)
- SBF (2 Directors plus alternate)
- RDA Oversight committee (1 Director plus alternate)

**B. Adopt Alcohol Permit for District Parks and Facilities as recommended by the Park & Rec Committee. (Appendix A)**

**C. Adopt Park Watch Program volunteer guide book and logo as recommended by the Park & Rec Committee (Appendix B)**

**D. Approve the December 13, 2016 Regular Board Meeting minutes (Appendix C)**

**E. Approve the January 5, 2017 Special Board Meeting minutes (Appendix D)**

**F. Approve the January 11, 2017 Special Board Meeting minutes (Appendix E)**

**G. Approve the January 19, 2017 Special Board Meeting minutes (Appendix F)**

9. **ITEMS PULLED FROM THE CONSENT AGENDA**

10. **REGULAR AGENDA**

**A. ACTION ITEMS (Require vote)**

**1. Review Berry Creek Community Association request for funds of up to \$3,500 to purchase and deliver a 40' storage container for Berry Creek Park**

*Requested Action: BCCA representative present to make request*

**VOTE**

Chairperson Victoria Smith	_____
Vice Chairman Gary Emberland	_____
Director Scott Kent Fowler	_____
Director Marcia Carter	_____
Director Don Noble	_____

**2. Adopt the 2017-18 fiscal year budget schedule as presented. (Appendix G)**

*Requested Action: Adopt schedule as presented. Schedule subject to change due to unforeseen circumstances*

**VOTE**

Chairperson Victoria Smith	_____
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Vice Chairman Gary Emberland \_\_\_\_\_  
 Director Scott Kent Fowler \_\_\_\_\_  
 Director Marcia Carter \_\_\_\_\_  
 Director Don Noble \_\_\_\_\_

**3. RESOLUTION NO. 1340-16: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ADOPTING DISTRICT ONLINE PRIVACY POLICY IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS FOR COMPLIANCE (Appendix H)**

*Requested action: adopt resolution, due to time constraints policy was not previously reviewed by PP&P Committee*

**VOTE**

Chairperson Victoria Smith \_\_\_\_\_  
 Vice Chairman Gary Emberland \_\_\_\_\_  
 Director Scott Kent Fowler \_\_\_\_\_  
 Director Marcia Carter \_\_\_\_\_  
 Director Don Noble \_\_\_\_\_

**4. Review and approve five year agreement between Oroville Union High School District (OUHSD) and Feather River Recreation and Park District (FRRPD) (Appendix I)**

*Requested action: approve agreement*

**VOTE**

Chairperson Victoria Smith \_\_\_\_\_  
 Vice Chairman Gary Emberland \_\_\_\_\_  
 Director Scott Kent Fowler \_\_\_\_\_  
 Director Marcia Carter \_\_\_\_\_  
 Director Don Noble \_\_\_\_\_

**5. RESOLUTION NO. 1341-16: A RESOLUTION OF THE FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS IN SUPPORT OF THE OROVILLE CITY COUNCIL REQUEST FOR COMPLETION OF A REGIONAL WATER SERVICE REVIEW OF THE GREATER OROVILLE AREA (Appendix J)**

*Requested action: Adopt resolution*

**VOTE**

Chairperson Victoria Smith \_\_\_\_\_  
 Vice Chairman Gary Emberland \_\_\_\_\_  
 Director Scott Kent Fowler \_\_\_\_\_  
 Director Marcia Carter \_\_\_\_\_  
 Director Don Noble \_\_\_\_\_

**6. RESOLUTION NO. 1342-16 A RESOLUTION OF THE FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS APPROVING OF LINE ITEM TRANSFERS WITH IN THE 2016-17 FISCAL YEAR BUDGET AS RECOMMENDED BY THE FINANCE COMMITTEE. (Appendix K)**

*Requested action: Adopt resolution*

**VOTE**

Chairperson Victoria Smith	_____
Vice Chairman Gary Emberland	_____
Director Scott Kent Fowler	_____
Director Marcia Carter	_____
Director Don Noble	_____

**11. NON-ACTION ITEMS**

**A. Financials – Committee update (*Appendix L*)**

**12. DIRECTOR, & COMMITTEE REPORTS, MANAGER & STAFF REPORTS (*Appendix M*)**

*The following committees met: SBF*

**13. CORRESPONDENCE**

**14. UNFINISHED BUSINESS**

**15. BOARD ITEMS FOR NEXT AGENDA**

**A. Upcoming Special Board Meetings:**

- February 1, 2016 Annual Strategic Plan/Board Goals Workshop
- February 8, 2016 Master Plan Revision Workshop

**16. ADJOURNMENT**

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



## STAFF REPORT

**DATE: JANUARY 24, 2016**

**TO: FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS**

**FROM: EXECUTIVE ASSISTANT VICTORIA ANTON-TEAGUE**

**RE: ALCOHOL IN DISTRICT PARKS**

### **SUMMARY**

Possessing alcoholic beverages or serving alcoholic beverages in Feather River Recreation and Park District parks or facilities is prohibited except for hosted Public Events. As a Special District, we have the ability to change policies in order to accommodate community requests. The addition of an alcohol use permit could potentially welcome large scale special/public events such as weddings and retirement parties to District parks. Requiring liquor liability along with insurance certificates would be required for future events that host alcohol in parks & facilities.

Laws and regulations on the consumption and sale of alcohol varies. After researching other local Special Park District methods and ABC requirements staff has provided the GUIDELINS below. Staff has consulted with the District's Risk Management group (SDRMA) in regards to the allowance of alcohol in District Parks.

### **Consuming Alcohol**

- Alcohol is clarified as beer and/or wine only.
- Party must have an adult 21yrs or over assigned to serving alcohol.
- Person(s) serving must not consume alcohol before or during time behind the bar.
- Party must obtain liquor liability insurance in the amount of \$1,000,000. The policy must name Feather River Recreation and Park District as additionally insured.
- Designated drinking area must be established and contained throughout the event

### **Alcohol Sales**

- Alcohol may be sold and consumed only in a fenced and/or tented area. No one may leave or enter the fenced area with any kind of alcohol.
- Security Officers must be hired at event coordinator's expense to insure alcohol stays within the fenced park area.
- No participant may leave the premise, for any reason, with a cup, can or other container or be allowed to bring in any container, such as coolers, cans, bottles, glasses, etc.
- Confirmation of approved liquor caterer (carries \$1,000,000 liquor liability insurance) must be completed at least 10 working days in advance of event.



- Chosen caterer must contact District office at (530)533-2011 in order to confirm the use of alcohol at event.

\*The Feather River Recreation and Park District may approve or deny any alcohol request at any time with or without reason.

The state of California Department of Alcoholic Beverage Control (ABC) is responsible for the issuance of ABC permits and require Property Owner Approval. In the case of District parks and facilities. Applicants must request a letter from the District designee and provide to ABC. The group, private or public event, location, date and time of service must be provided.

The General Manager and/or Executive Assistant will acknowledge the request. Upon approval, the response should be as follows:

The Feather River Recreation and Park District is aware that the aforementioned group intends to serve alcoholic beverages at (date) in (location). The Caterer or Permittee must have Liquor Liability coverage included in their Certificate of Insurance, which names the Feather River Recreation and Park District as an Additional Insured, on file. We acknowledge their request. All of the requirements of the ABC Board must be met.

### **FEES**

**Private Events (Consumption only)**

**\$50**

**Public Events (Sales)**

**10% of All Alcohol Sales**

\*Alcohol fees will not qualify for fee waiver requests

### **RECOMMENDATION**

Review requirements for allowing the consumption and serving of alcohol in parks and facilities, as well as the attached Alcohol Use Agreement.



## Feather River Recreation & Park District

### ALCOHOL USE AGREEMENT

Rental Agreement and full payment must be made at least 10 working days before event to secure the location. Reservations are on a first come first serve basis. Reservations may be made at the District Activity Center, 1875 Feather River Blvd, Oroville, CA 95966.

All contracts must be signed by a responsible adult 21 years of age or older. This agreement only permits alcohol consumption or sales within the confines of the rented or permitted park area listed in rental contract. Alcohol will be permitted only with liquor liability insurance in the amount of \$1,000,000. Alcohol is classified as beer/and or wine. The policy must name the Feather River Recreation and Park District as additionally insured. The local police are informed about all events involving alcohol. Alcohol is never allowed at pool locations.

#### Serving Requirements:

- Party must have an adult 21yrs or over assigned to serving the alcohol.
- Person(s) serving must not consume alcohol before or during time behind the bar.
- Party must obtain a certificate of liability insurance including liquor liability.
- Designated drinking area must be established and contained throughout the event

#### Alcohol Sales:

- Alcohol may be sold and consumed only in a fenced and/or tented area. No one may leave or enter the fenced area with any kind of alcohol.
- Security Officers must be hired at renter's expense to insure alcohol stays within the fenced area.
- No participant may leave the premise, for any reason, with a cup, can or other container or be allowed to bring in any container, such as coolers, cans, bottles, glasses, etc.
- Alcohol will be permitted only with liquor liability insurance in the amount of \$1,000,000. The policy must name the Feather River Recreation and Park District as additionally insured.
- Confirmation of approved liquor caterer (carries \$1,000,000 liquor liability insurance) must be completed at least 10 working days in advance of your event.
- Chosen caterer must contact District at (530)533-2011 in order to confirm the use of alcohol at event.

District reserves the right to cancel any event and retain the full fee if the renter has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application. All cancellations requested by renter must be done at least 7 days in advance for refund to be valid. A copy of all certificates of insurance and permits are due at least 7 days prior to event or event will be cancelled. FRRPD is not responsible for actions, injuries or loss of property because of the event. Renter assumes full responsibility to the conduct of the guests at the function. Violence, loud behavior



and unsupervised children are not permitted and will not be tolerated. Failure of event organizers to meet the above requirements will result in the event being stopped.

I understand these laws and policies and hereby accept the conditions of this contract and assume responsibility for informing my guests concerning this serious matter. Any damage to Feather River Recreation & Park District Facility Sites as a result of this event will be repaired at my expense. I am required to completely cleanup area at the conclusion of event. Fights, vandalism, destructive behavior are **not** permitted on District property.

I, Renter, have read the above rules and regulations. I understand and, having had the opportunity to ask any/all questions to Feather River Recreation & Park District staff, voluntary and with full knowledge of their effect, agree to be bound by them.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied      Date \_\_\_\_\_

District Representative \_\_\_\_\_

Additional Comments:





# FRRPD

## Park Watch Program Guidebook

# Park Watch Program Guidebook

## **PWP Mission**

*“FRRPD’S Park Watch Program is committed to encouraging community participation for safety and beautification in public parks.”*

## **Contents**

Introduction	1-2
Overview	3
Mission/Objectives	3
Responsibilities	4
Information	5
Policies and Procedures	5
Volunteer Rights	6
How to Report a Crime	7
Tips	8

## **Congratulations!**

Welcome to Feather River Recreation and Park District (FRRPD) Park Watch Program (PWP). Park Watch Program Volunteers are essential in promoting safety in our parks.

It is our goal to recruit, train, utilize and recognize volunteers who help enhance services provided to the community. Now that you have taken the first step and have made a commitment to volunteering, we want to assure you that we will do our best to provide you with a rewarding and meaningful experience, thus creating a better community for you and the residents of Oroville.

This guidebook was designed to answer questions that you may have about FRRPD, your responsibilities and FRRPD'S expectations of you as a volunteer.

## **What is Park Watch?**

Park Watch is a crime prevention program for your neighborhood park. FRRPD's Park Watch Program helps provide youths, adults and senior citizens with information to report illegal and unwanted behavior in our parks. You are the solution; your eyes and ears are a valuable safety hazard and crime prevention tool.

## **How does Park Watch Work?**

Because residents know their community parks best, they are better to spot vandals or individuals who are acting suspicious or situations that do not seem right. A concerned community can stop crime by simply reporting crime in the making to the police or park officials. By getting to know your parks and practicing a few rules and safety tips that we provide for you, can make for a safe and enjoyable experience

## Overview

FRRPD'S Park Watch Program is designed to coordinate and manage volunteer efforts, which support existing services provided to the community.

## PWP Mission

*FRRPD'S Park Watch Program is committed to encouraging community participation for safety and beautification in public parks.*

## PWP Objectives

1. To develop a reliable and varied skilled network of human resources to support the safety and security of the community.
2. To provide opportunities for all segments of the community to participate in Park Watch.
3. To bring together volunteer resources and expand FRRPD's services including, safety enforcement and crime prevention.

## PWP Volunteer Responsibilities

Every PWP volunteer for FRRPD has responsibilities which will be reviewed with them once they complete their Park Watch certification. Supervisory staff is available to review and remind all volunteer staff of the expectations and responsibilities throughout the year. All volunteers are expected to meet the following responsibilities:

- Comply with FRRPD policies, procedures and regulations, particularly those having to do with smoking, alcohol, and other substance abuse areas.
- Complete a Park Watch certification course.
- Be willing to accept training and participate in other job development activities.
- Adhere to all confidential requirements in the course of carrying out duties and responsibilities.
- Do not use job knowledge or contacts for personal gain.
- Treat members of the public and FRRPD employees with respect.
- Be aware of District policy and procedures, rules and safety rules.
- Be cooperative by accepting instructions, guidance and suggestions from FRRPD staff.

If you have questions about any of this information, you should speak with the District volunteer coordinator.

## **Policies and Procedures**

### **Orientation and Training**

Once a volunteer has been selected for the Park Watch program, they will participate in an orientation program designed to inform volunteers about FRRPD as an organization, its policies, procedures, programs and regulations. This informative session is designed to assist you in your new role as a Park Watch volunteer with FRRPD. Orientation will be scheduled at various times, as the need arises.

### **Risk Management and Safety**

Each certified PWP volunteer is included in FRRPD'S Risk Management and Safety program. This means that before volunteers begin their service, the Volunteer Coordinator is responsible for informing the volunteer of safe work practices, as required for employees. Any injury to the volunteer or losses to any third party, which involved a volunteer must be reported and processed in accordance with existing District policies on matters of this nature.

### **Resignation**

If, for any reason, you choose to leave the Park Watch Program, please inform the Volunteer Coordinator of your decision.

### **Smoking**

Smoking is prohibited inside all FRRPD'S facilities. Volunteers and employees who wish to smoke may do so outside and a minimum of 25 feet from the facility.

Please do not smoke in the presence or general vicinity of program participants.

### **Alcohol**

Volunteers shall not consume or possess alcoholic beverages on FRRPD'S premises. Volunteers who violate this policy are subject to immediate dismissal.

### **Drugs**

Any volunteer who brings, possesses, is under the influence of, uses, transfers, sells, or attempts to sell illegal drugs on FRRPD property or while on District business, at any time, any form of narcotic, drug, or hallucinogen, except prescribed drugs and under the direction of a physician, is subject to immediate dismissal.

## **PWP Volunteer Rights**

Each volunteer for FRRPD is viewed as an important part of the organization's ability to get the job done. As a volunteer you are accorded rights as individuals and volunteers. Below are some of the rights volunteers may expect during their tenure with the District:

- Volunteers are to be treated with respect and courtesy.
- Volunteers are to receive proper training for the job to be done.
- Volunteers are not to be discriminated against because of race, ethnicity, religion, gender, age, handicap, marital status, family, or sexual orientation.

## How to Report a Crime

### To report a fire, a medical emergency, or a crime in progress, call 9-1-1!

Before you call, gather all the facts that you can, and then write them down so that you will not forget them. Take a second look; a minute gathering more complete information may be worth the delay. You want to be able to answer the usual who, what, where, when and how questions, or as many of these as you can. When calling in a crime or emergency, take your time and speak clearly and concisely.

**To Report a Non-Emergency:** If you are reporting a non-emergency incident call one of the following numbers:

**Oroville Police Department:** (530)538-2448

**Butte County Sherriff:** (530)538-7322

**Butte County Animal Control:** (530)538-7409

**Dept. of Fish and Wildlife:** (888)334-2258

**California Highway Patrol:** (530)879-1900

**Notify Park Personnel:** When the time is available, make sure to notify the District office or the nearest park employee of the incident. FRRPD (530)533-2011

### Trust Your Instincts

If something doesn't look right--Call it in!

## How to Describe a Person

Depending on the situation and considering your personal safety, take a good look at the suspect, so that you will be better able to describe the suspect later. Here are some of the things to look for and to report upon:

- Sex, Race, Complexion, Age
- Height(estimate in 2 inch blocks; for example 5'8" and 5'10")
- Weight (estimate in blocks of 10 pounds, for example 130 to 140 pounds)
- Build – large, medium, small, stocky, fat, slender, or thin, plus any distinguishing features on parts of the body (tattoos, eyeglasses, etc.)
- Hair – color, heavy set or thin, balding or full, sideburns
- Mustache or beard – describe including color
- Clothing – type, color, style (start at top and work down: hat, coat shirt, pants, shoes)
- Method of escape

## How to Describe a Vehicle

It is also important to be attentive to the details of vehicles. Try to make note of the following features and report them:

- Color, make, and year
- Body type – sedan, two-door, convertible, License
- Plate Number

## GRAFFITI ABATEMENT TEAM

This team of volunteers is assigned a key to storage closets at FRRPD sites that frequently are targeted by graffiti artist. These volunteers quickly respond and rotate visiting the sites early mornings to cover any graffiti from the night before. The goal of this team is to ensure graffiti vandals do not receive any recognition for their “hard work” destroying public property.

Interested in becoming a member of the  
FRRPD GRAFFITI ABATEMENT TEAM?  
Contact the FRRPD Executive Assistant at  
(530)533-2011



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

**DISTRICT BOARD MEETING**  
Regular Board Meeting  
**December 13, 2016**

*Location: FRRPD Conference Room*

**DRAFT Minutes**

**Closed Session 5:00PM/Open Session 5:30PM**

*The public portion of the meeting was recorded by Executive Assistant Victoria Teague.*

**Chairman Noble called the meeting to order at 5:00pm.**

**In attendance:**

Director Don Noble	<u>Present</u>
Director Kent Fowler	<u>Present</u>
Director Victoria Smith	<u>Present</u>
Director Gary Emberland	<u>Present</u>
Director Marcia Carter	<u>Present</u>

**The meeting was adjourned to closed session at 5:01pm.**

**A. Union Negotiations** -Pursuant to Government Code section 54957.6,  
*Conference with Labor Negotiators. District representatives:  
Apryl Ramage, General Manager, and Jeff Carter, District Counsel;  
and, employee organization: Feather River Recreation and Park District, Local 1*

**The meeting reconvened to open session at 5:29pm. Director Noble made the closed session announcement:**

The Board has met with union negotiators and has provided direction.

**THE PLEDGE OF ALLEGIANCE WAS PERFORMED.**

**PUBLIC COMMENT**

A member of the public attended a Supplemental Benefit Funds meeting and wanted to pass along information that she had received. She mentioned that the committee expressed interest in continuation of the bike path (Feather River Trail). She also noted a discussion concerning additional accessibility options for the river. She believes that the most important things that need to be present for our area to be successful are jobs, rooftops and recreation. She expressed her concerns with the current cost of City water and requested that the District support the Oroville City Council in their efforts to obtain a Municipal Services Review that may offer affordable water solutions. She also mentioned the importance of Wi-Fi Broadband in our area to attract more business owners.

Another member of the public was informed by a State Water Contractors employee that no money will be given by the Supplemental Benefits Fund while there is pending litigation with



Butte County. He also mentioned that he has had difficulty attending meetings due to lack of meeting postings. He noted that years ago District's Board meeting agendas were posted at City Hall, the District, and the local newspaper.

General Manager Ramage confirmed that the District is currently meeting all posting requirements and all agendas are posted on the District's website, Activity Center window and through email communication that anyone from the public can sign up to receive.

Another member of the public also noted the Butte County lawsuit with the Supplemental Benefits Fund.

#### **ACKNOWLEDGEMENTS**

- A. Breakfast with Santa sponsors and volunteers were thanked for their involvement in the event.

#### **CONSENT AGENDA**

- A. Approve annual update to the Employee Handbook as recommended by the PP&P Committee
  - B. Approve the November 15, 2016 Regular Board Meeting Minutes
  - C. Approve the November 17, 2016 Special Board Meeting Minutes
- Director Smith pulled appendix A from the consent agenda. She recommended grammatical changes to pages A24, A25, A26 and A28.

Since legal counsel was present discussion took place regarding the role of a board member. **Director Noble** questioned if the Board role allows access to employee attendance records. **Legal Counsel Jeff Carter** responded to Director Noble's question: Directors are where the bus stops in managing business and affairs of the District. Directors are responsible for setting policy. While Directors do have access to all District documents it is not recommended that Directors put themselves at risk for personal liability by requesting to review employee personnel records. He reminded the board that any concerns a Director may have should be directed to the General Manager for her/him is the person which manages the District employees.

Director Smith moved to approved the consent agenda including corrections made to the Employee Handbook (A) Annual Update to the Employee Handbook as recommended by the PP&P Committee with grammatical changes, (B) November 15, 206 Regular Board Meeting Minutes(B), (C) November 17, 2016 Special Board Meeting.

Director Carter seconded the motion.

**\*THE MOTION TO APPROVE THE CONSENT AGENDA WAS APPROVED BY A UNANIMOUS VOTE.**

#### **REGULAR AGENDA**

**At this time General Manager Ramage requested that a time sensitive action item be added to the end of the agenda. The item arose after the posting of the agenda and requires action before the District's next regularly scheduled Board meeting.**

Letter of recommendation from the District to the CREW Program for a grant application.

Director Smith moved to add an additional action item: Letter of Recommendation for the CREW program to the agenda.

Director Fowler seconded the motion.

**\*THE MOTION TO ADD ACTION ITEM: LETTER OF RECOMMENDATION FOR THE CREW PROGRAM TO THE AGENDA WAS APPROVED A UNANIMOUS VOTE.**

#### A. ACTION ITEMS

##### 1. Appointment of Board of Director-Chairperson

Director Carter nominated Director Smith as Chairperson.

Director Emberland nominated Director Fowler a Chairperson.

**A vote was called for Director Smith as Chairperson.**

Director Don Noble	<u>YES</u>
Director Kent Fowler	<u>NO</u>
Director Victoria Smith	<u>YES</u>
Director Gary Emberland	<u>NO</u>
Director Marcia Carter	<u>YES</u>

**\*THE MOTION TO APPOINT DIRECTOR SMITH AS CHAIRPERSON WAS APPROVED BY 3 TO 2 VOTE.**

##### 2. Appointment of Board of Director Vice-Chairperson

Director Fowler moved to appoint Director Emberland as Vice-Chairman.

Director Noble seconded the nomination.

**A vote was called for Director Emberland as Vice-Chairman.**

Director Don Noble	<u>YES</u>
Director Kent Fowler	<u>YES</u>
Director Victoria Smith	<u>YES</u>
Director Gary Emberland	<u>NO</u>
Director Marcia Carter	<u>YES</u>

**\*THE MOTION TO APPROVE THE NOMINATION OF DIRECTOR EMBERLAND AS VICE-CHAIRMAN WAS APPROVED BY 4 TO 1 VOTE.**

##### 3. RESOLUTION NO 1339-16: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION & PARK DISTRICT REVIEWING AND ADOPTING THE 2015-2016 FEATHER RIVER RECREATION & PARK DISTRICT FINAL AUDIT REPORT

*A final audit report was presented by a representative from KCOE & ISOM.*

*For the second year in a row no findings were present to report.*

Director Emberland moved to adopt RESOLUTION NO. 1339-16.

Director Carter seconded the motion.

**\*THE MOTION TO ADOPT RESOLUTION NO 1339-16: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION & PARK DISTRICT REVIEWING AND ADOPTING THE 2015-2016 FEATHER RIVER RECREATION & PARK DISTRICT FINAL AUDIT REPORT WAS APPROVED BY A UNANIMOUS VOTE.**

4. **Review and approve submission of grant application for Butte County Fish and Game commission Grant FY 2017-18 in the amount of \$2,250 for support of the 2018 annual Wildflower & Nature Festival.**

Director Carter moved to approve submission of grant application for Butte County Fish and Game commission Grant FY 2017-18 in the amount of \$2,250 for support of the 2018 annual Wildflower & Nature Festival.

Director Noble seconded the motion.

**\*THE MOTION TO APPROVE SUBMISSION OF GRANT APPLICATION FOR BUTTE COUNTY FISH AND GAME COMMISSION GRANT FY 2017-18 IN THE AMOUNT OF \$2,250 FOR SUPPORT OF THE 2018 ANNUAL WILDFLOWER & NATURE FESTIVAL WAS APPROVED BY A UNANIMOUS VOTE.**

5. **Review and make recommendation regarding Park Watch Report program.**

*Executive Assistant Anton-Teague presented a staff report with a recommendation to place a hold on application purchase of Park Watch Report and allow staff to reassess park watch needs to find additional reporting solutions to return to the Board and possibly revisit the Park Watch Report at a later date.*

**The Board Directed Staff to send the Park Watch App to the Parks and Recreation Committee to explore additional options.**

Director Carter moved to send the item to the Parks and Recreation Committee for further review.

Director Noble seconded the motion.

**\*THE MOTION TO SEND THE PARK WATCH REPORT APPLICATION TO THE PARKS AND RECREATION COMMITTEE FOR FURTHER REVIEW WAS APPROVED BY A UNANIMOUS VOTE.**

**Added item:**

6. **Letter of support for the CREW program's grant application submission.**

*General Manager Ramage presented the Board with a drafted letter of support to the CREW Program for a grant that they are applying for.*

A member of the public recommended that the in-kind work value in the letter to include that the amount is not to exceed \$10,000.

Director Noble moved to approve the letter of support to the CREW Program including the in-kind work is not to exceed \$10,000.

Director Emberland seconded the motion.

**\*THE MOTION TO APPROVE THE LETTER OF SUPPORT FOR THE CREW PROGRAM WAS APPROVED BY A UNANIMOUS VOTE.**

**NON-ACTION ITEMS**

1. **November 2016 finance items were reviewed.**

**DIRECTOR'S & COMMITTEE REPORTS**

**Committee reports:** *The Finance committee did not meet in the month of December due to the holidays, November financials will be reviewed by the committee at the January Finance Committee meeting.*

1. **Vice-Chairman Emberland**-Attended the PP&P committee meeting and it went very well. He enjoyed his time at the FRRPD annual Holiday Party.
2. **Director Fowler**-Noted that the District holiday party was fantastic. He also expressed the importance of the District's presence at committee meetings regarding tourism in Oroville. He mentioned that the Oroville Chamber of Commerce is actively trying to work with agencies to focus on Oroville tourism.
3. **Director Noble**-Stopped by the Breakfast with Santa event and mentioned how great the event was. He also attended the Oroville Parade of Lights and was excited that the rain stopped just in time for event. He had a great time at the Holiday staff party and enjoyed spending time with staff and fellow Board members.
4. **Chairperson Smith**-Attended a Supplemental Benefits Fund meeting and noted her disappointment with the recreational portion of the meeting.
5. **Director Carter**-Did not make a report.

#### **STAFF REPORTS WERE REVIEWED**

#### **CORRESPONDENCE**

#### **UNFINISHED BUSINESS**

Upcoming Cost-free Training: Board Member Best Practices training was offered to all board members.

#### **BOARD ITEMS FOR NEXT AGENDA**

January 5<sup>th</sup> Special Board Meeting Parks Tour

A member of the public requested a Resolution supporting the Oroville City Council in requesting a Municipal Services Review and to get a status update on the environmental impact report regarding the trail extension.

**Chairperson Smith adjourned the meeting at 7:15pm.**

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

**DISTRICT BOARD MEETING**  
Special Board Meeting  
**January 5, 2017**

**Location: FRRPD Conference Room**

**DRAFT Minutes**

**Open session 10:00am**

*The public portion of the meeting was recorded by Executive Assistant Victoria Teague.*

**Chairperson Smith called the meeting to order at 10:04am.**

**In attendance:**

Chairperson Victoria Smith	<u>Present</u>
Vice-Chairman Gary Emberland	<u>Present</u>
Director Scott Kent Fowler	<u>Present</u>
Director Don Noble	<u>Present</u>
Director Marcia Carter	<u>Present</u>

**The pledge of allegiance was performed.**

**There was no public comment.**

**REGULAR AGENDA**

1. District Board Members and Staff held a Special District Park & Facility Workshop to tour the multiple parks within the District. The meeting began at the Activity Center then visited sites in order as presented.

**Park Tours/ Maximum 30 minutes at each site:**

1. Palermo Park & Pool
2. MLK Park
3. Nolan Complex & Playtown USA
4. Bedrock Skate & Bike Park
5. Nelson Complex & Pool

Director Emberland excused himself from the Park Tour Workshop at 1:17pm.

During the tour, District Board Members and Staff noted necessary repairs, updates and upgrades to reflect each site's current and long-term needs.

Board Members and Staff returned to the Activity Center at 2:15pm.

**Chairperson Smith adjourned the meeting at 2:24pm.**

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

**DISTRICT BOARD MEETING**  
Special Board Meeting  
**January 11, 2017**

*Location: FRRPD Conference Room*

**DRAFT Minutes**

**Open session 10:00am**

*The public portion of the meeting was recorded by Executive Assistant Victoria Teague.*

**Chairperson Smith called the meeting to order at 10:04am.**

**In attendance:**

Chairperson Victoria Smith	<u>Present</u>
Vice-Chairman Gary Emberland	<u>Present</u>
Director Scott Kent Fowler	<u>Present</u>
Director Don Noble	<u>Present</u>
Director Marcia Carter	<u>Present</u>

**The pledge of allegiance was performed.**

**There was no public comment.**

**REGULAR AGENDA**

**A. AB1234 Ethics Training with Special District Risk Management (SDRMA)**

Ethics Training AB 1234 was presented by Dennis Timoney from Special District Risk Management Authority (SDRMA) as required by law.

A break was taken at 3:27pm and the meeting was re-adjourned at 3:40pm.

**B. District Policies & Procedures Workshop Part 1**

Item B. District Policies & Procedures Workshop Part 1 was moved to a future Board meeting due to time constraints.

Chairperson Smith adjourned the meeting at 3:40pm and re-opened the meeting at 3:43pm.

Board and Staff discussed scheduling a Special Board Meeting to discuss Public Employee and Board Performance.

**Chairperson Smith adjourned the meeting at 3:50pm.**

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

**DISTRICT BOARD MEETING**  
Special Board Meeting  
**January 19, 2017**

*Location: FRRPD Conference Room*

**DRAFT Minutes**

**Open session 1:00pm**

*The public portion of the meeting was recorded by Executive Assistant Victoria Teague.*

**Chairperson Smith called the meeting to order at 1:23pm.**

**In attendance:**

Chairperson Victoria Smith	<u>Present</u>
Vice-Chairman Gary Emberland	<u>Present</u>
Director Scott Kent Fowler	<u>Present</u>
Director Don Noble	<u>Present</u>
Director Marcia Carter	<u>Present</u>

**ADJOURNMENT TO CLOSED SESSION**

**A. Public Employment Performance**

*Pursuant to Government Code Section 54957-Board-General Manager relations*

**The meeting reopened at 2:44pm.**

**ANNOUNCEMENT FROM CLOSED SESSION**

Chairperson Victoria Smith announced that there were no decisions made during closed session.

**Chairperson Smith adjourned the meeting at 2:45pm.**



**JANUARY 24, 2016**

**TO: FEATHER RIVER RECREATION & PARK DISTRICT BOARD OF DIRECTORS**

**FROM: GENERAL MANAGER APRYL RAMAGE**

**RE: 2017-18 FISCAL YEAR BUDGET SCHEDULE**

**SUMMARY**

Per Feather River Recreation & Park District Board Policies & Procedures annually the District shall adopt a fiscal year budget schedule. District staff propose the following schedule for fiscal year 2017-18.

*(Proposed dates are intended to be an outline and may be subject to change due to unforeseen circumstances).*

2017-18 Fiscal Year Proposed Budget Schedule

January 24, 2017 Regular Board Meeting -Approve 2017-18 Budget Schedule

February 1, 2017 Special Board Meeting-Annual Strategic Plan/Goals Setting Workshop

February 28, 2017 Regular Board Meeting - Resolution (Directing preparation of the Engineer's Report)

March 22, 2017 (Tentative) 10:00AM Benefit Assessment District Committee Meeting

May 3, 2017 Special Board Meeting (Board Budget Workshop)

May 23, 2017 Regular Board Meeting -Resolution (Approval of Preliminary Budget/Preliminary Engineer's Report)

June 27, 2017 Regular Board Meeting-Resolutions & Public Hearings (Appropriations Limitations/Final Engineers Report)

July 25, 2017 Regular Board Meeting- Resolution (Adoption of Final Budget)

July 31, 2017 submit final budget to Butte County

**RECOMMENDATION & REQUEST**

Adopt the proposed 2017-18 fiscal year budget schedule



## FEATHER RIVER RECREATION & PARK DISTRICT ONLINE PRIVACY POLICY

**Commitment to Privacy:** This notice describes Feather River Recreation & Park District's (FRRPD) privacy policy as it applies to the District website. We have designed this privacy policy to advise you about how the District collects, uses, stores and protect personal information customers provide. By visiting the District's website customers are accepting the practices described in this privacy policy.

**Information collected:** Collection of any information entered on the District website or that is given in any other way. Customers may choose not to provide certain information but may not be able to take advantage of all features.

**How and When We Use Your Information:** The information we collect is used for administering our business activities. We use the information to provide you with information about our programs, classes, trips, tours, and services, to provide you with information that you request, to customize the content you see, to allow you to register for events, programs, trips, tours, or classes, to fulfill your requests for programs, classes, trips, tours, and services, to improve our services, to contact you to respond to your comments or questions, and to conduct research. Occasionally we may use the information you provide us to notify you about changes to our website or new classes, programs, or events. If you request our newsletter or email updates on FRRPD events, activities, or the like, we use the email address you provide to facilitate your request. Your information is used to perform transactions and deliver services or information you have requested. FRRPD may also use your information to contact you when necessary for customer service purposes.

As part of your use of our website, you may choose to register with FRRPD – our online registration system, which is filtered and operated by BlueRec-Recreation Management Software. You may be asked to register for a free ID and password and to provide certain personally identifiable information such as your name, address, phone number, email address, zip code, birth date, gender, ZIP code, and credit card information for transactions. If you are using our services to register for an event or program or to purchase a third party product, FRRPD shares the personal information you provide with the applicable third party or parties to fulfill your request. FRRPD utilizes a third party, BlueRec-Recreation Management Software to assist with our registration process and business transactions. BlueRec-Recreation Management Software operates independently from FRRPD and maintains its own privacy policy and terms of use agreement. Your submission of your personal information is subject further to such third parties' online terms of use and privacy policies. You should review such policies before using our and their services. FRRPD bears no responsibility for the activities of any such third party to whom FRRPD provides information to process your request and you should contact those third parties directly regarding your preferences for the use of your personal information and their privacy policies.

**Who Has Access to Your Information:** Your privacy is important to FRRPD. FRRPD will not disclose any of your personally identifiable information to any third party, except as mentioned in this privacy policy, without first receiving your permission, unless it is required to do so by law, in response to a request from law enforcement or other governmental officials or agencies related to a criminal investigation or other request, to enforce our policies, or to protect our legal rights.

## **FEATHER RIVER RECREATION & PARK DISTRICT ONLINE PRIVACY POLICY**

**Methods We Use to Protect Your Information:** FRRPD has established and maintains reasonable security procedures to protect the confidentiality, security and integrity of your personally identifiable information. Our business practices are reviewed periodically for compliance with policies and procedures governing the security and confidentiality of information we collect and limit employee access to confidential information. Our business practices also limit the use and disclosure of such information to authorized persons. You should review BlueRec-Recreation Management Software's privacy policy and terms of use before using our and their services to learn how it protects your personally identifiable information. Please remember that despite our commitment to provide the utmost care in protecting your personal information, no data transmission over the Internet or any wireless network can be guaranteed absolutely secured. Therefore, we do not warrant or ensure security of any information sent to us online or that it will always remain private. You can help to protect your information by safeguarding your password and using caution and discretion when using our website.

**Children:** FRRPD provides programs, services, events, and classes for children under the age of 18. However, FRRPD's website is not intended for use by children under 18. Further, in accordance with the Children's Online Protection Act, it is not our policy to collect information from anyone under the age of 13. Parents of children under the age of 13 must provide their consent for registration of their children. By registering a child under the age of 13, such parents certify that they are at least 18 years of age or the parent or legal guardian of the child being registered. Please refer to our Terms of Use for additional information about the registration of children under the age of 18.

**How You Can Access Your Information:** You can request access to all your personally identifiable information by sending an e-mail to [info@frrpd.com](mailto:info@frrpd.com).

**Consent:** By using our website, you consent to the collection and use of your personal information as described in this privacy policy.

**Changes to Our Privacy Policy:** FRRPD reserves the right to modify or supplement its privacy policy at any time and without any prior notice to you. If our privacy policy or procedures change, we will immediately post those changes to our website. Any such changes will be effective immediately upon being posted, unless otherwise stated in the change. To ensure that you are aware of such changes, we encourage you to review our privacy policy each time you visit our website. Your use of our website following any such changes constitutes your agreement to follow and be bound by the terms changed.

**Effective Date:** This privacy policy is effective as of January 24, 2017.

**Contact Us:** If you have any questions about this privacy policy, please contact us at:

**Attn:** General Manager

**By Mail:** 1875 Feather River Blvd., Oroville, CA 95965

**By Phone:** (530) 533-2011

**By Email:** [info@frrpd.com](mailto:info@frrpd.com)



## RESOLUTION 1340-17

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ADOPTING DISTRICT ONLINE PRIVACY POLICY IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS FOR COMPLIANCE.

**WHEREAS**, the Feather River Recreation and Park District operates and maintains the District website, [www.frrpd.com](http://www.frrpd.com) for administering business activities; and

**WHEREAS**, as part of customer use of our website, customers may choose to register with the District's online registration system, which is filtered and operated by BlueRec-Recreation Management Software.; and

**WHEREAS**, the Feather River Recreation and Park District is required by law to form and adopt An On Line Privacy Policy to advise customers about how the District collects, uses, stores and protect personal information customers provide during use of our online registration programs; and

**NOW THEREFORE BE IT RESOLVED**, the Feather River Recreation & Park District Board of Directors hereby adopts the following Privacy Policy:

***Commitment to Privacy:** This notice describes Feather River Recreation & Park District's (FRRPD) privacy policy as it applies to the District website. We have designed this privacy policy to advise you about how the District collects, uses, stores and protect personal information customers provide. By visiting the District's website customers are accepting the practices described in this privacy policy.*

***Information collected:** Collection of any information entered on the District website or that is given in any other way. Customers may choose not to provide certain information but may not be able to take advantage of all features.*

***How and When We Use Your Information:** The information we collect is used for administering our business activities. We use the information to provide you with information about our programs, classes, trips, tours, and services, to provide you with information that you request, to customize the content you see, to allow you to register for events, programs, trips, tours, or classes, to fulfill your requests for programs, classes, trips, tours, and services, to improve our services, to contact you to respond to your comments or questions, and to conduct research. Occasionally we may use the information you provide us to notify you about changes to our website or new classes, programs, or events. If you request our newsletter or email*



*updates on FRRPD events, activities, or the like, we use the email address you provide to facilitate your request. Your information is used to perform transactions and deliver services or information you have requested. FRRPD may also use your information to contact you when necessary for customer service purposes.*

*As part of your use of our website, you may choose to register with FRRPD – our online registration system, which is filtered and operated by BlueRec-Recreation Management Software. You may be asked to register for a free ID and password and to provide certain personally identifiable information such as your name, address, phone number, email address, zip code, birth date, gender, ZIP code, and credit card information for transactions. If you are using our services to register for an event or program or to purchase a third party product, FRRPD shares the personal information you provide with the applicable third party or parties to fulfill your request. FRRPD utilizes a third party, BlueRec-Recreation Management Software to assist with our registration process and business transactions. BlueRec-Recreation Management Software operates independently from FRRPD and maintains its own privacy policy and terms of use agreement. Your submission of your personal information is subject further to such third parties' online terms of use and privacy policies. You should review such policies before using our and their services. FRRPD bears no responsibility for the activities of any such third party to whom FRRPD provides information to process your request and you should contact those third parties directly regarding your preferences for the use of your personal information and their privacy policies.*

***Who Has Access to Your Information:*** *Your privacy is important to FRRPD. FRRPD will not disclose any of your personally identifiable information to any third party, except as mentioned in this privacy policy, without first receiving your permission, unless it is required to do so by law, in response to a request from law enforcement or other governmental officials or agencies related to a criminal investigation or other request, to enforce our policies, or to protect our legal rights.*

***Methods We Use to Protect Your Information:*** *FRRPD has established and maintains reasonable security procedures to protect the confidentiality, security and integrity of your personally identifiable information. Our business practices are reviewed periodically for compliance with policies and procedures governing the security and confidentiality of information we collect and limit employee access to confidential information. Our business practices also limit the use and disclosure of such information to authorized persons. You should review BlueRec-Recreation Management Software's privacy policy and terms of use before using our and their services to learn how it protects your personally identifiable information. Please remember that despite our commitment to provide the utmost care in protecting your personal information, no data transmission over the Internet or any wireless network can be guaranteed absolutely secured. Therefore, we do not warrant or ensure security of any information sent to us online or that it will always remain private. You can help to protect your information by safeguarding your password and using caution and discretion when using our website.*



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**Contact Us:** If you have any questions about this privacy policy, please contact us at:

**Attn:** General Manager

**By Mail:** 1875 Feather River Blvd., Oroville, CA 95965

**By Phone:** (530) 533-2011

**By Email:** [info@frrpd.com](mailto:info@frrpd.com)

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 24<sup>th</sup> day of January, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_

Victoria Smith, Chairperson

\_\_\_\_\_  
Apyrl Ramage, General Manager

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

## JOINT USE AGREEMENT

### Feather River Recreation & Park District And Oroville Union High School District

This Joint Use Agreement (the "Agreement") is executed on the date last set forth below opposite the parties' signatures by and between FEATHER RIVER RECREATION AND PARK DISTRICT ("FRRPD") and OROVILLE UNION HIGH SCHOOL DISTRICT ("District") and is based on the following facts:

A. FRRPD owns, operates, and maintains certain public parks and recreational facilities in the Greater Oroville Area (the "FRRPD Facilities") which are capable of being used by District for educational purposes.

B. The District owns, operates and maintains certain educational facilities within its jurisdiction (the "District Facilities") suitable for community recreation programs and uses.

C. FRRPD and District now desire to share their respective Facilities for the purpose of promoting and conducting community and school recreation programs to better provide for the general recreational and educational needs of children and adults in their respective jurisdictions, all as more fully set forth below.

In consideration of the foregoing facts, the recital of which by this reference is incorporated in the agreement of the parties set forth below as though fully set forth therein, and of the mutual conditions, covenants and promises set forth below, the parties agree as follows:

1. **Sharing of the Facilities.** District will make available to FRRPD for community recreation activities such District Facilities as the District and FRRPD from time to time may mutually agree upon. These District Facilities are to be selected by FRRPD and approved by District in accordance with the administrative procedures established by District's Superintendent.

FRRPD will make available to District for curricular and co-curricular use such FRRPD Facilities as FRRPD and District from time to time may mutually agree upon. These FRRPD

Facilities are to be selected by District and approved by FRRPD's General Manager in accordance with FRRPD's policies and procedures applicable thereto.

2. **Use of Facilities.** The use of District Facilities shall be in accordance with District's procedures for granting permits for use of District Facilities as provided for by the laws of California and the rules and regulations of District.

The use of FRRPD Facilities shall be in accordance with the regular procedures of FRRPD in granting permits for use of FRRPD Facilities as provided for by the laws of California as prescribed and the rules and regulations of FRRPD.

Each party agrees that when using the other party's Facilities it shall comply with all laws, rules, regulations, orders, ordinances, restrictions, codes, and restrictive covenants applicable to District and FRRPD Facilities, as now or hereafter in effect.

3. **Schedules for Use.** As soon as possible before each academic year, and thereafter during the academic year as necessary, District's Superintendent and FRRPD's General Manager or their designated representatives shall meet to discuss and agree upon a schedule for the dates, times and uses of their respective uses of each other's Facilities. Once such schedule is agreed upon, it shall be dated and signed by the District's Superintendent and FRRPD's General Manager and attached to this Agreement. Flexibility for additional usage during the year will always be taken into consideration based on availability. As alternative or additional dates, times, and uses are agreed upon, the schedule shall be amended and dated and once signed by the Superintendent and General Manger, attached to this Agreement in place of the previously attached schedule.

4. **Indemnity.** FRRPD shall indemnify, defend, and hold harmless the District, its governing board, directors, officers, employees, agents, and volunteers (collectively, the "District Parties") from and against any and all claims and causes of action arising from or in connection with (a) FRRPD's use of the District Facilities or any work or thing whatsoever done or any condition created by FRRPD in or about the District Facilities while using them, excepting those resulting from the gross negligence or willful misconduct of District, (b) any act or omission of

FRRPD or any of its subtenants or licensees or its or their partners, directors, officers, employees, agents, invitees, or contractors in connection with FRRPD's use of District facilities, or with (c) any accident, injury, or damage whatsoever occurring in, at, or upon the District Facilities while being used by FRRPD, excepting those resulting from the gross negligence or willful misconduct of District.

District shall indemnify, defend, and hold harmless FRRPD, its affiliates and their governing board or directors, members, managers, partners, directors, officers, employees, and agents, (collectively, the "FRRPD Parties") from and against any and all claims and causes of action arising from or in connection with (a) District's use of FRRPD Facilities or of any business therein, or any work or thing whatsoever done or any condition created by District in or about the FRRPD Facilities while using them, excepting those resulting from the gross negligence or willful misconduct of FRRPD, (b) any act or omission of District or any of its partners, directors, officers, employees, agents, invitees, or contractors relating to District's use of the FRRPD Facilities, or with (c) any accident, injury, or damage whatsoever occurring in, at, or upon the FRRPD Facilities while being used by District, excepting those resulting from the gross negligence or willful misconduct of FRRPD.

5. **Insurance.** FRRPD and District (each, an "Indemnitor") at all times during the term of this Agreement will each, at its own expense, maintain in force a policy or policies of insurance, written by one or more responsible carriers doing business in the State of California or by a legally self-insured public agency acceptable to the other party. Such policy or policies shall insure the other against all liability for injury or death of persons occurring in or about the other's Facilities during their use by the Indemnitor. The minimum coverage limit of the insurance policy shall be \$1,000,000 single occurrence, \$2,000,000.00 combined occurrences.

6. **Facility Use Charges.** District and FRRPD each will attempt to offer the other a reciprocal revenue neutral agreement for use by the other of its Facilities. Additionally, in consideration of its use of District Facilities, FRRPD shall allow District's students to participate



in FRRPD programs at District Facilities without charging them a facilities use charge unless additional FRRPD personnel are required for any such program.

7. **Term.** This Agreement shall supersede any and all prior agreements. This Agreement shall commence upon the execution hereof and shall expire on January 1, 2022. The agreement may be renewed or amended by mutual written consent of both parties. Any renewal or amendment shall be in writing signed by both parties following governing board approval.

8. **Assignment.** Neither party may assign or otherwise transfer either of their respective interests nor will rights hereunder without the prior written consent of the other party and such consent be granted unless it conflicts with the best interests of either party.

9. **Governing Law; Binding Effect.** This Agreement shall be governed by the laws of the State of California. If any term or provision of this Agreement shall be deemed or held by any court or authority having proper jurisdiction to be invalid, illegal, void, or unenforceable, the remaining terms and provisions hereof shall nevertheless remain in full force and effect with the intent that the purpose of this Agreement will be accomplished.

10. **Entire Agreement.** This Agreement constitutes the complete and exclusive statement of agreement among the parties with respect to the subject matter herein and replaces and supersedes all prior written and oral agreements or statements by and among the parties or any of them. No representation, statement, condition or warranty not contained in this Agreement shall be binding on the parties or have any force or effect whatsoever.

11. **Counterparts.** This Agreement may be executed in counterparts, each of which, when taken together, shall constitute one and the same instrument.

Executed at Oroville, California on the dates set forth below opposite the parties' signatures.

**FRRPD:**

Feather River Recreation and Park  
District

Date: \_\_\_\_\_

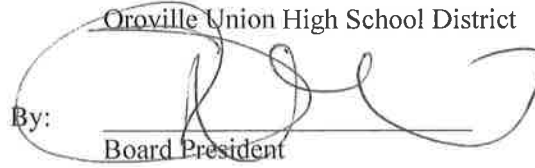
By: \_\_\_\_\_  
Board Chairperson

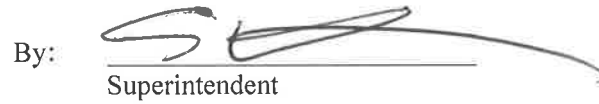
By: \_\_\_\_\_  
District Manager

**District:**

Oroville Union High School District

Date: 1-19-17

By:  \_\_\_\_\_  
Board President

By:  \_\_\_\_\_  
Superintendent



**RESOLUTION NO. 1341-17**

**A RESOLUTION OF THE FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS IN SUPPORT OF THE OROVILLE CITY COUNCIL REQUEST FOR COMPLETION OF A REGIONAL WATER SERVICE REVIEW OF THE GREATER OROVILLE AREA**

**WHEREAS**, Oroville is a charter city with more than 18,000 residents. The City's residents receive water from three water purveyors: (1) Thermalito Water and Sewer District ("TWSW"); (2) South Feather Water and Power Agency ("South Feather"); and (3) California Water Service Company ("Cal Water"); and

**WHEREAS**, the Oroville City Council passed and adopted RESOLUTION NO. 8572 supporting the completion of a regional water service review of the greater Oroville area on January 17, 2016; and

**WHEREAS**, the Oroville City Council requested the Butte Local Area Formation commission to provide a regional water service review of the greater Oroville area contingent upon the receipt of funding from an independent funder, subject to the following;

- a. Resolution does not obligate the City to any financial contribution of the study; and
- b. Under no circumstances will any finding or recommendation of the study obligate the City to any future action.

**WHEREAS**, as a California Water Service customer, the Feather River Recreation & Park District Board of Directors hereby supports the Oroville City Council request for completion of a regional water service review of the greater Oroville area; and

**NOW THEREFORE BE IT RESOLVED**, the Feather River Recreation & Park District Board of Directors hereby supports the Oroville City Council RESOLUTION NO. 8490.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 24<sup>th</sup> day of January, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
Victoria Smith, Chairperson

\_\_\_\_\_  
Apryl Ramage, General Manager

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



## STAFF REPORT

**DATE: JANUARY 24, 2016**

**TO: FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS**

**FROM: GENERAL MANAGER APRYL RAMAGE**

**RE: 2016-17 FISCAL YEAR BUDGET LINE ITEM TRANSFERS (MID-YEAR ADJUSTMENT)**

### SUMMARY

Per Section 21 DISTRICT FINANCES: LINE ITEM TRANSFERS of the Feather River Recreation & Park District Board Policies & Procedures:

*By Resolution the FRRPD Board of Directors has authorized the General Manager to initiate line item transfers in the District budget as needed to conduct District business. Any line item transfer made by the General Manager requires approval by two Board members and will be documented and made available for review and, if necessary, ratification by the Board of Directors at the next Board Meeting.*

The District Finance Committee met on January 18, 2017 to review staff recommended 2016-17 fiscal year budget line item transfers. The Committee recommends approving the following line item transfers to the 2016-17 fiscal year budgets:

<b>G/L (GENERAL LEDGER)</b>	<b>AMOUNT</b>	<b>FROM-TO</b>	<b>REASON</b>
5239 Outside Consulting	\$14K	Admin- Maintenance	SCI Engineers report
5284 Program Food	\$75	Gym-Classes	Adj to appropriate dept
5286 Program Supplies	\$2,100	Adult Sports-Youth	Supplies/Add programs
5300 Telephone	\$4,800	Admin to:	100% allocated Admin
	\$480	Maintenance	Adj to appropriate dept
	\$720	Gym	
	\$120	Preschool	
		Camp	
5322 *Electric	*Allocated budget to Act Center departments using correct expense %		
5326 *Gas			
5329 *Water			

### RECOMMENDATION/REQUEST

Adopt Resolution



**RESOLUTION 1342-17**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT AUTHORIZING GENERAL MANAGER TO INITIATE LINE ITEM TRANSFERS WITHIN THE DISTRICT BUDGET AS NEEDED TO CONDUCT DISTRICT BUSINESS.**

**WHEREAS**, the Feather River Recreation and Park District Board of Directors is responsible for the management of District assets and funds; and

**WHEREAS**, the Board of Directors institutes adequate controls for the safekeeping of District funds which allows for the timely payment of bills and conduct of District business by the General Manager; and

**WHEREAS**, Per Section 21 DISTRICT FINANCES: LINE ITEM TRANSFERS of the Feather River Recreation & Park District Board Policies & Procedures:

*By Resolution the FRRPD Board of Directors has authorized the General Manager to initiate line item transfers in the District budget as needed to conduct District business. Any line item transfer made by the General Manager requires approval by two Board members and will be documented and made available for review and, if necessary, ratification by the Board of Directors at the next Board Meeting.*

**WHEREAS**, The District Finance Committee met on January 18, 2017 to review staff recommended 2016-17 fiscal year budget line item transfers and the Committee recommends approving the following line item transfers to the 2016-17 fiscal year budgets:

<b>G/L (GENERAL LEDGER)</b>	<b>AMOUNT</b>	<b>FROM-TO</b>	<b>REASON</b>
5239 Outside Consulting	\$14K	Admin- Maintenance	SCI Engineers report
5284 Program Food	\$75	Gym-Classes	Adj to appropriate dept
5286 Program Supplies	\$2,100	Adult Sports-Youth	Supplies/Add programs
5300 Telephone		Admin to:	100% allocated Admin
	\$4,800	Maintenance	Adj to appropriate dept
	\$480	Gym	
	\$720	Preschool	
	\$120	Camp	
5322 *Electric	*Allocated budget to Act Center departments using correct expense %		
5326 *Gas			
5329 *Water			



**NOW THEREFORE BE IT RESOLVED**, the Feather River Recreation & Park District Board of Directors hereby authorizes the General Manager initiate line item transfers within the District budget as needed to conduct district business.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 24<sup>th</sup> day of January, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
Victoria Smith, Chairperson

\_\_\_\_\_  
Apyl Ramage, General Manager

Feather River Recreation & Park District Business Manager Staff Report		annual budget					MONTHLY ACTUAL VS. MONTHLY BUDGET Annual Budget divided by "X" amount of				
Compare Nov to December Expenses Review details why Budget Over/Under		YTD	YTD	YTD	YTD	YTD Jul-Dec16	MONTHLY		YTD		
	Nov-16	Dec-16	TOTAL	Annual Budget	50% % used	ACTUAL TOTAL	BUDGET 6	Over (Under)	100%	% used	Staff comments: Under/Over Budget
Ordinary Income/Expense	MONTHS										
Income											
4100 - Tax Revenue	6,862	763,474	844,192	1,504,500	56%	844,192	752,250	91,942	112%		
4150 - Tax Revenue (BAD)		136,582	136,582	261,517	52%	136,582	130,759	5,824	104%		
- Program Income											
4350 - Discounts & Credits	(647)	(636)	(3,808)	(8,000)	48%	(3,808)	(4,000)	192	95%		
4300 - Program Income	83,606	68,480	519,112	998,700	52%	519,112	499,350	19,762	104%		
Total - Program Income	82,959	67,844	515,304	990,700	52%	515,304	495,350	19,954	104%		
4400 - Donation & Fundraising Income		800	874	2,000	44%	874	1,000	(126)	87%		Dec16: private donations for Staff Xmas party \$800
4500 - Grant/Reimbursed Expense Income	1,274	295	6,415	2,000	321%	6,415	1,000	5,415	642%		Dec16 \$295 SDRMA conference reimburse
4600 - Other Income	56	1	439	0		439	0	439			YTD recap: \$141 credit card points Cash Reimbr. \$5400 SBF Trail Project reimbr Melton Design. \$875 conference/education scholarships.
4900 - Interest Income			2,858	8,300	34%	2,858	4,150	(1,292)	69%		
4905 - Interest Income - BAD			80	1,000	8%	80	500	(420)	16%		
Total Income	91,151	968,996	1,506,744	2,770,017	54%	1,506,744	1,385,009	121,736	109%		
Gross Profit	91,151	968,996	1,506,744	2,770,017	54%	1,506,744	1,385,009	121,736	109%		
Expense											
- Payroll Expenses											
5010 - Wages & Salaries	88,670	88,627	600,341	1,299,713	46%	600,341	649,857	(49,516)	92%		
5020 - Employer Taxes	7,905	7,730	55,312	129,346	43%	55,312	64,673	(9,361)	86%		
5030 - Employee Benefits	10,015	10,036	59,751	138,629	43%	59,751	69,315	(9,564)	86%		
5040 - Workers Comp	3,304	3,155	22,346	50,202	45%	22,346	25,101	(2,755)	89%		
5060 Labor/Benefits CIP Projects		(2,638)	(5,477)	(8,000)	68%	(5,477)	(4,000)	(1,477)	137%		
Total - Payroll Expenses	109,894	106,910	732,273	1,609,890	45%	732,273	804,945	(72,672)	91%		
5031 GASB 68 Benefit Expense			17,609	16,500	107%	17,609	8,250	9,359	213%		GASB paid in full
5100 - Advertising & Promotion	7	211	2,270	10,000	23%	2,270	5,000	(2,730)	45%		
5120 - Bank Fees	997	948	6,037	9,000	67%	6,037	4,500	1,537	134%		Over budget trend will continue. Under estimated bank fee expenses, plus program revenue growing results in higher bank fees.
5130 - Charitable Contributions			1,250	3,000	42%	1,250	1,500	(250)	83%		
5140 - Copying & Printing	854	786	5,815	21,000	28%	5,815	10,500	(4,685)	55%		New copier lease: \$800-950 monthly fee will continue. Down from \$1500-2000 monthly lease
5155 - Employment New Hire Screen	486		2,271	3,700	61%	2,271	1,850	421	123%		Nov16: 6 new hires Youth Officials/Fac Attendants to cover new Youth and Adult Sport programs.
5160 - Dues, Mbrshps & Publications	6,904	237	8,781	12,000	73%	8,781	6,000	2,781	146%		Nov16: CSDA annual membership \$6026. CRPS annual membership agency, GM and Rec Sup \$645
5170 - Education & Development	59	280	2,588	5,500	47%	2,588	2,750	(162)	94%		Nov16: Pesticide training T. Gorman \$59. Dec16 Recreation Workshop, Rec Sup \$50. Lifeguard Certification Course Rec Coordinator \$230.
5175 - Equipment Rental		664	1,312	4,450	29%	1,312	2,225	(913)	59%		Dec16 Chipper rental \$664
- Equipment, Tools & Furn (<\$2k)											
5182 - Operating ET&F			0	5,000	0%	0	2,500	(2,500)	0%		
5184 - Program ET&F			15,926	9,050	176%	15,926	4,525	11,401	352%		Board approved \$14k operating expenditure/\$10k Fixed Assets Gymnastic equipment, total \$24k not budgeted.
5186 - Site/Shop ET&F		544	7,726	19,000	41%	7,726	9,500	(1,774)	81%		Dec16 new ladders \$544
5187 - Computers & Technology ET&F			2,069	12,000	17%	2,069	6,000	(3,931)	34%		
Total - Equipment, Tools & Furn (<\$2k)	0	544	25,721	45,050	57%	25,721	22,525	3,196	114%		
5200 - Insurance			34,627	47,000	74%	34,627	23,500	11,127	147%		General/Liability \$34k 100% expensed for year. Budget balance \$11k for Trampoline Insurance to be paid Feb or Mar 2017
5225 - Postage & Delivery	207	28	1,409	2,300	61%	1,409	1,150	259	123%		
- Professional & Outside Svcs											
5232 - Accounting	574	3,500	21,242	25,000	85%	21,242	12,500	8,742	170%		Nov16: Harvest accounting 3rd qtr. Review \$574. Dec16 KCOE 2015-16 annual audit final invoice \$3500, total cost \$20k
5233 - Bands/Recreation			1,000	1,500	67%	1,000	750	250	133%		5 concretes left in 2017: 3 bands Wildflower, 2 bands June Concerts in Park.

Feather River Recreation & Park District Business Manager Staff Report							MONTHLY ACTUAL VS. MONTHLY BUDGET Annual Budget divided by "X" amount of					
			YTD	YTD	YTD	YTD Jul-Dec16		MONTHLY	YTD			
Compare Nov to December Expenses				Annual	50%			Over	100%			
Review details why Budget Over/Under			TOTAL	Budget	% used	Staff comments: Expenses		ACTUAL TOTAL	BUDGET 6	(Under)	% used	Staff comments: Under/Over Budget
Nov-16	Dec-16	TOTAL	Annual Budget	% used	Staff comments: Expenses	ACTUAL TOTAL	BUDGET 6	(Under)	% used	Staff comments: Under/Over Budget		
5234 - Board Stipends	800	900	4,900	12,000	41%		4,900	6,000	(1,100)	82%		
5235 - Recreation Instructors	1,894	3,493	18,827	43,750	43%		18,827	21,875	(3,048)	86%		
5236 - Legal	430	338	8,698	20,000	43%		8,698	10,000	(1,302)	87%		
5237 - Contract Janitorial	5,850	5,850	29,380	49,600	59%	effective Nov16 Park restrooms on 7 day/week contract	29,380	24,800	4,580	118%	Board approved 7 days a week park restroom contract, budgeted at 5 days per week. Over budget trend will continue	
5239 - Outside Service Admin/Consult	3,397	3,075	29,191	91,000	32%	Nov16: \$1274 SBF trail project, FRRPD will be reimbursed see Grant income. \$1710 FRRPD Master Plan revisions. IT Support \$413. Dec16: Master Plan revisions \$2550, IT Support \$525	29,191	45,500	(16,309)	64%	YTD \$5400 Melton Design, not budgeted- SBF to reimbursed FRRPD, see Grant Income to off set this expense.	
<b>Total - Professional &amp; Outside Svcs</b>	<b>12,945</b>	<b>17,156</b>	<b>113,238</b>	<b>242,850</b>	<b>47%</b>		<b>113,238</b>	<b>121,425</b>	<b>(8,187)</b>	<b>93%</b>		
5250 - Rent		274	1,318	3,200	41%	Dec16 Lease pymnt, Property behind Act Center	1,318	1,600	(282)	82%		
<b>- Repairs &amp; Maintenance</b>												
5261 - Building R&M	352	393	8,050	35,000	23%		8,050	17,500	(9,450)	46%		
5262 - Equipment R&M	995	1,009	9,113	25,000	36%		9,113	12,500	(3,387)	73%		
5263 - General R&M	275	1,261	10,911	30,000	36%		10,911	15,000	(4,089)	73%		
5264 - Grounds R&M	1,291	113	9,993	65,000	15%	Nov16: \$1162 sprinkler heads all sites, irrigation.	9,993	32,500	(22,507)	31%		
5265 - Janitorial Supplies	1,456	2,012	12,830	27,000	48%		12,830	13,500	(670)	95%		
5266 - Vandalism Repair	1,035	2,179	6,964	12,000	58%	Nov16: \$326 hot water pressure washers. \$340 replace 28 padlocks. \$61 replace stolen truck hitch. \$221 tan paint to cover graffiti. \$85 metal for pump door. Dec16: replace door knobs \$1015. Replace sink \$88. Ballads at dog park \$115. Graffiti remover \$663. Replace locks \$219	6,964	6,000	964	116%		
5267 - Vehicle R&M	1,243	195	7,010	10,000	70%		7,010	5,000	2,010	140%	Discussion regarding replacing several trucks should be a high priority during 2017-18 budget process. Maintenance on older trucks is becoming costly, replacing would be more cost effective.	
5268 - Aquatics Pool R&M	1,152	1,924	19,453	20,000	97%	Dec16 Pool water line repair \$200, both pools chem feed repair total \$950, pool chemicals \$770	19,453	10,000	9,453	195%	Dec-April pool chemical expense will lower during winter months.	
5269 - Outside Contractor/Services R&M	2,105	200	6,939	6,000	116%	Nov16: \$1930 tree trim/removal Riverbend Park.	6,939	3,000	3,939	231%	This account is combined with the entire R&M accounts are monitored as a whole. For all repairs and maint. g/l, the total budget used as of 12/31/16 is under budget \$25k	
<b>Total - Repairs &amp; Maintenance</b>	<b>9,904</b>	<b>9,286</b>	<b>91,263</b>	<b>230,000</b>	<b>40%</b>		<b>91,263</b>	<b>115,000</b>	<b>(23,737)</b>	<b>79%</b>		
5270 - Security			2,024	6,000	34%		2,024	3,000	(976)	67%		
<b>- Supplies - Consumable</b>												
5281 - Misc Staff & Uniform Supplies	359	1,439	3,880	7,000	55%	Dec16 \$889 Staff Xmas party, collected \$800 in donations see revenue acct to offset expense	3,880	3,500	380	111%	Offset expense \$800 see donations revenue collect g/l 4400	
5282 - Office Supplies	487	349	3,059	6,500	47%		3,059	3,250	(191)	94%		
5284 - Program Food	928	636	5,213	12,000	43%		5,213	6,000	(787)	87%		
5286 - Program Supplies	806	641	6,967	18,000	39%		6,967	9,000	(2,033)	77%		
5287 - Safety Supplies	907	132	1,773	2,300	77%	Nov16: \$775 all sites, all locations fire extinguisher inspection and replaced.	1,773	1,150	623	154%		
5289 - Site Supplies		135	1,274	2,500	51%		1,274	1,250	24	102%		
<b>Total - Supplies - Consumable</b>	<b>3,487</b>	<b>3,332</b>	<b>22,166</b>	<b>48,300</b>	<b>46%</b>		<b>22,166</b>	<b>24,150</b>	<b>(1,984)</b>	<b>92%</b>		
5290 - Taxes, Lic., Notices & Permits			3,130	6,000	52%		3,130	3,000	130	104%		
5300 - Telephone/Internet	890	990	5,992	11,000	54%		5,992	5,500	492	109%		
<b>- Transportation, Meals &amp; Travel</b>												
5312 - Air, Lodging, Other Travel			1,579	2,000	79%		1,579	1,000	579	158%	Prepaid conferences and travel. Expenses will lower through out year.	
5314 - Fuel	1,040	989	8,736	25,000	35%		8,736	12,500	(3,764)	70%		
5316 - Meals			0	500	0%		0	250	(250)	0%		
5318 - Mileage	394	15	1,752	4,800	37%		1,752	2,400	(648)	73%		
<b>Total - Transportation, Meals &amp; Travel</b>	<b>1,434</b>	<b>1,004</b>	<b>12,067</b>	<b>32,300</b>	<b>37%</b>		<b>12,067</b>	<b>16,150</b>	<b>(4,083)</b>	<b>75%</b>		
<b>- Utilities</b>												



Feather River Recreation & Park District Business Manager Staff Report			annual budget				MONTHLY ACTUAL VS. MONTHLY BUDGET Annual Budget divided by "X" amount of				
Compare Nov to December Expenses			YTD	YTD	YTD	YTD Jul-Dec16		MONTHLY	YTD		
Review details why Budget Over/Under			TOTAL	Annual Budget	50%	ACTUAL TOTAL	BUDGET	Over (Under)	100%	Staff comments: Under/Over Budget	
	Nov-16	Dec-16			% used		6				
5322 - Electric	6,723	5,720	65,512	105,000	62%	65,512	52,500	13,012	125%	Seasonal higher rates in summer. Annual budget \$105k: Budget on target, with lower expense in winter months	
5324 - Garbage	1,861	1,647	10,719	21,000	51%	10,719	10,500	219	102%	Additional homeless camp cleanups, resulting in higher expenses- possible this is a new trend and expenses will continue to climb.** Update: Recology is on contract with City Oroville and provides free transfer station loads for homeless camp cleanups. FRRPD is working with city to utilities this account when doing homeless camp cleanups.	
5326 - Gas/Propane	147	2,400	3,016	4,100	74%	3,016	2,050	966	147%	Dec16 received Gas bill for Oct/November Nelson pool. The budget for the pool heater is in Electric, not gas.	
5328 - Sewer	141	240	1,044	4,600	23%	1,044	2,300	(1,256)	45%		
5329 - Water	5,546	3,302	61,224	110,000	56%	61,224	55,000	6,224	111%	Seasonal higher rates in summer. Annual budget \$110k: Budget is on target Jan-Jun17 estimated costs total \$49k. This does not account for unexpected water leak expense	
<b>Total - Utilities</b>	<b>14,418</b>	<b>13,309</b>	<b>141,515</b>	<b>244,700</b>	<b>58%</b>	<b>141,515</b>	<b>122,350</b>	<b>19,165</b>	<b>116%</b>		
<b>Total Expense</b>	<b>162,486</b>	<b>155,959</b>	<b>1,234,676</b>	<b>2,597,240</b>	<b>48%</b>	<b>1,234,676</b>	<b>1,298,620</b>	<b>(63,944)</b>	<b>95%</b>	Previous income statements had an formula error on the total budgeted expense line. It was reporting the total expense budget \$16,500 less than the approved budget. Formula have been adjusted, error is gone.	
<b>Total Profit (Loss)</b>	<b>(71,335)</b>	<b>813,037</b>	<b>272,068</b>	<b>172,777</b>		<b>272,068</b>	<b>86,389</b>	<b>185,680</b>			
<b>Other Income/Expense</b>						<b>0</b>	<b>0</b>				
<b>Other Income</b>											
4200 - Impact Fee Income	1,106	7,742	24,422			24,422	0				
4910 - Interest Income - Impact Fees			530			530	0				
9990 Gail (Loss) on Asset Disposal			0			0	0				
<b>Total Other Income</b>	<b>1,106</b>	<b>7,742</b>	<b>24,952</b>			<b>24,952</b>	<b>0</b>				
<b>Other Expense</b>											
7000 Year End Adj Fair Value Adjustment			0			0					
7210 - Debt Interest Expense	10,464	10,464	63,240	124,695		63,240	62,348				
<b>Total Other Expense</b>	<b>10,464</b>	<b>10,464</b>	<b>63,240</b>	<b>124,695</b>		<b>63,240</b>	<b>62,348</b>				
<b>Net Other Income</b>	<b>(9,358)</b>	<b>(2,722)</b>	<b>(38,288)</b>			<b>(38,288)</b>	<b>0</b>				
<b>Net Income</b>	<b>(80,693)</b>	<b>810,315</b>	<b>233,780</b>	<b>48,082</b>		<b>233,780</b>	<b>24,041</b>				

Feather River Recreation & Park District  
Balance Sheet  
As of December 31, 2016

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01/19/2017  
Accrual Basis

	Dec 31, 16	Dec 31, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · Treasury Cash				
1010.1 · Treasury Cash - General	958,077.18	1,138,618.94	-180,541.76	-15.86%
1010.2 · Treasury Cash - Reserve	243,594.00	0.00	243,594.00	100.0%
<b>Total 1010 · Treasury Cash</b>	<b>1,201,671.18</b>	<b>1,138,618.94</b>	<b>63,052.24</b>	<b>5.54%</b>
1020 · Imprest Cash	345.67	428.39	-82.72	-19.31%
1030 · BofW - Merchant Acct.	104,303.20	75,506.21	28,796.99	38.14%
1031 · BofW Project Checking	146.38	79,695.22	-79,548.84	-99.82%
1040 · Fund 2610 - BAD	166,270.02	219,022.36	-52,752.34	-24.09%
1050 · Impact Fees				
1051 · Impact - Parklands	139,120.44	89,081.03	50,039.41	56.17%
1052 · Impact - Public Use	52,438.37	45,602.00	6,836.37	14.99%
1053 · Impact - Aquatics	23,599.25	41,547.08	-17,947.83	-43.2%
<b>Total 1050 · Impact Fees</b>	<b>215,158.06</b>	<b>176,230.11</b>	<b>38,927.95</b>	<b>22.09%</b>
<b>Total Checking/Savings</b>	<b>1,687,894.51</b>	<b>1,689,501.23</b>	<b>-1,606.72</b>	<b>-0.1%</b>
<b>Accounts Receivable</b>				
1210 · Accounts Receivable	29,635.20	22,345.71	7,289.49	32.62%
<b>Total Accounts Receivable</b>	<b>29,635.20</b>	<b>22,345.71</b>	<b>7,289.49</b>	<b>32.62%</b>
<b>Other Current Assets</b>				
1300 · Grant/Scholarship Receivable	1,274.30	0.00	1,274.30	100.0%
1301 · A/Net Credit Card Receivable	15.82	-11.89	27.71	233.05%
1310 · Miscellaneous Receivables	1,109.24	616.00	493.24	80.07%
1315 · Prepaid Insurance	0.00	17,089.90	-17,089.90	-100.0%
1320 · Umpqua Bank Project Fund	241,800.00	400,000.00	-158,200.00	-39.55%
1321 · Bank of NY Holding Account	0.00	617.79	-617.79	-100.0%
<b>Total Other Current Assets</b>	<b>244,199.36</b>	<b>418,311.80</b>	<b>-174,112.44</b>	<b>-41.62%</b>
<b>Total Current Assets</b>	<b>1,961,729.07</b>	<b>2,130,158.74</b>	<b>-168,429.67</b>	<b>-7.91%</b>
<b>Fixed Assets</b>				
1410 · Land	627,494.00	627,494.00	0.00	0.0%
1420 · Buildings & Improvements	18,079,648.39	17,818,375.31	261,273.08	1.47%
1430 · Equipment & Vehicles	753,266.11	567,490.87	185,775.24	32.74%
1440 · Construction in Progress				
1442 · CIP Fence Playtown Nov15 PT99	0.00	9,574.90	-9,574.90	-100.0%
1444 · CIP Tennis Courts Oct15 BT99	0.00	1,133.36	-1,133.36	-100.0%
1445 · CIP Fence Palermo Pool	31,897.78	0.00	31,897.78	100.0%
1447 · CIP Berry Creek Bathroom BC99	4,388.44	0.00	4,388.44	100.0%
1448 · CIP Nelson Irrigation SBF NE99	7,943.18	0.00	7,943.18	100.0%
<b>Total 1440 · Construction in Progress</b>	<b>44,229.40</b>	<b>10,708.26</b>	<b>33,521.14</b>	<b>313.04%</b>
1499 · Accumulated Depreciation	-5,455,785.08	-4,946,265.95	-509,519.13	-10.3%
<b>Total Fixed Assets</b>	<b>14,048,852.82</b>	<b>14,077,802.49</b>	<b>-28,949.67</b>	<b>-0.21%</b>
<b>Other Assets</b>				
1550 · GASB 68 CalPERS Valuation				
1551 · GASB68 Deferred Outflow Pencil	59,598.00	28,396.00	31,202.00	109.88%
<b>Total 1550 · GASB 68 CalPERS Valuation</b>	<b>59,598.00</b>	<b>28,396.00</b>	<b>31,202.00</b>	<b>109.88%</b>
<b>Total Other Assets</b>	<b>59,598.00</b>	<b>28,396.00</b>	<b>31,202.00</b>	<b>109.88%</b>
<b>TOTAL ASSETS</b>	<b>16,070,179.89</b>	<b>16,236,357.23</b>	<b>-166,177.34</b>	<b>-1.02%</b>

Feather River Recreation & Park District  
Balance Sheet  
As of December 31, 2016

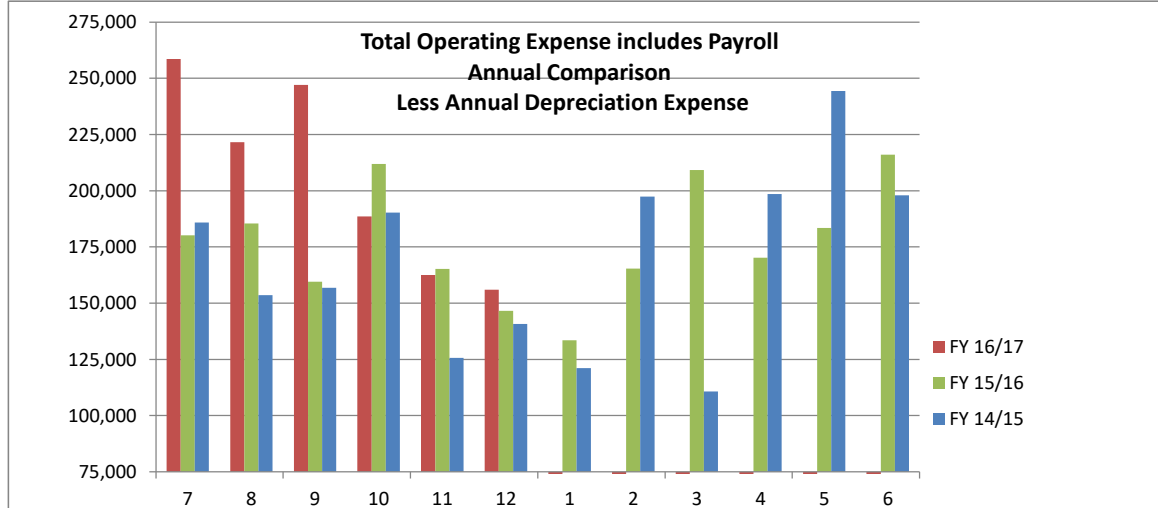
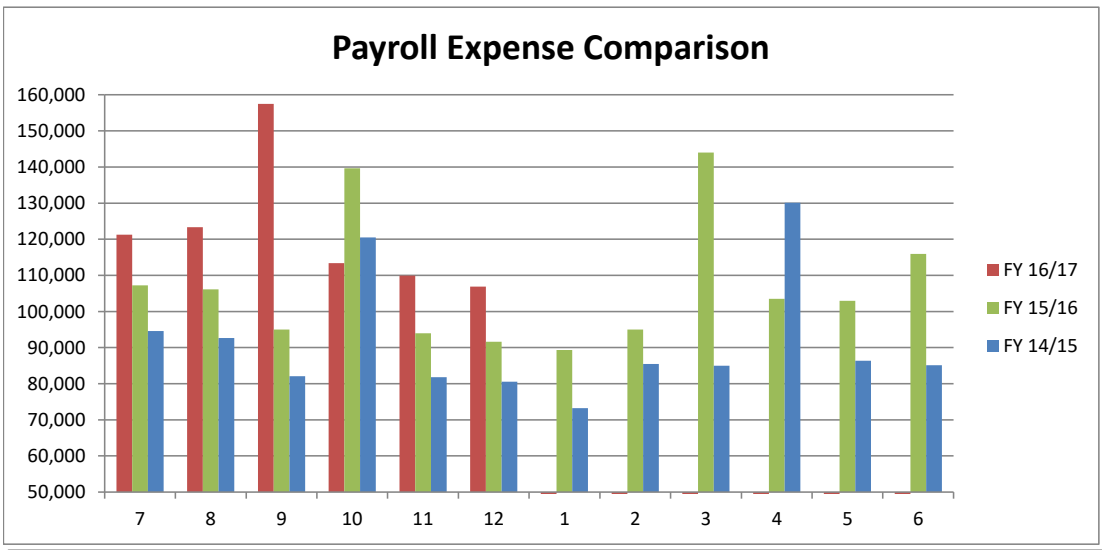
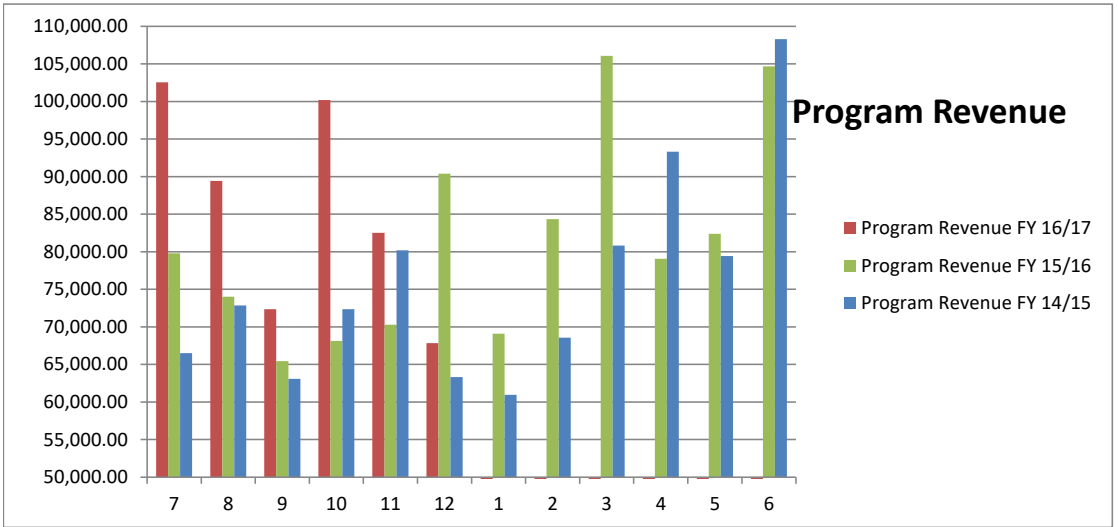
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01/19/2017  
Accrual Basis

	Dec 31, 16	Dec 31, 15	\$ Change	% Change
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	56,794.37	43,997.55	12,796.82	29.09%
<b>Total Accounts Payable</b>	<b>56,794.37</b>	<b>43,997.55</b>	<b>12,796.82</b>	<b>29.09%</b>
<b>Credit Cards</b>				
<b>2300 · Credit Cards Payable</b>				
2335 · BofW CC 2122 GM	260.17	1,092.87	-832.70	-76.19%
2336 · BofW CC 0018 General	0.00	174.76	-174.76	-100.0%
2337 · BoW CC 4607 Preschool	248.79	0.00	248.79	100.0%
2339 · BoW CC 8111 General	37.63	0.00	37.63	100.0%
<b>Total 2300 · Credit Cards Payable</b>	<b>546.59</b>	<b>1,267.63</b>	<b>-721.04</b>	<b>-56.88%</b>
<b>2350 · Supplier Accounts</b>				
2353 · Walmart	0.00	143.24	-143.24	-100.0%
2354 · Home Depot	0.00	337.73	-337.73	-100.0%
<b>Total 2350 · Supplier Accounts</b>	<b>0.00</b>	<b>480.97</b>	<b>-480.97</b>	<b>-100.0%</b>
<b>Total Credit Cards</b>	<b>546.59</b>	<b>1,748.60</b>	<b>-1,202.01</b>	<b>-68.74%</b>
<b>Other Current Liabilities</b>				
<b>2100 · Payroll Liabilities</b>				
2160 · Workers Comp Payable	-12,933.45	-14,410.42	1,476.97	10.25%
2180 · Health Insurance Payable	5,915.64	5,290.99	624.65	11.81%
2185 · Dental Insurance Payable	995.40	703.97	291.43	41.4%
2186 · Life Insurance Payable	81.00	62.00	19.00	30.65%
2187 · Aflac Payable	1,028.54	972.36	56.18	5.78%
2199 · Accrued Leave Payable	26,077.44	19,076.02	7,001.42	36.7%
<b>Total 2100 · Payroll Liabilities</b>	<b>21,164.57</b>	<b>11,694.92</b>	<b>9,469.65</b>	<b>80.97%</b>
2200 · Sales Tax Payable	0.00	38.93	-38.93	-100.0%
2205 · Accrued Expenses	0.00	2,779.56	-2,779.56	-100.0%
2410 · Gift Certificate Liability	190.00	190.00	0.00	0.0%
<b>Total Other Current Liabilities</b>	<b>21,354.57</b>	<b>14,703.41</b>	<b>6,651.16</b>	<b>45.24%</b>
<b>Total Current Liabilities</b>	<b>78,695.53</b>	<b>60,449.56</b>	<b>18,245.97</b>	<b>30.18%</b>
<b>Long Term Liabilities</b>				
2955 · Umpqua Bank Tax Exempt Bond	3,541,468.00	3,729,856.00	-188,388.00	-5.05%
2960 · Umpqua Bank Taxable Bond B	200,000.00	222,000.00	-22,000.00	-9.91%
<b>2975 · GASB 68 CalPERS Liab Valuation</b>				
2976 · GASB 68 Deferred Inflow Pensi	147,641.00	251,090.00	-103,449.00	-41.2%
2977 · GASB 68 Net Penison Liability	522,135.00	482,362.00	39,773.00	8.25%
<b>Total 2975 · GASB 68 CalPERS Liab Val</b>	<b>669,776.00</b>	<b>733,452.00</b>	<b>-63,676.00</b>	<b>-8.68%</b>
<b>Total Long Term Liabilities</b>	<b>4,411,244.00</b>	<b>4,685,308.00</b>	<b>-274,064.00</b>	<b>-5.85%</b>
<b>Total Liabilities</b>	<b>4,489,939.53</b>	<b>4,745,757.56</b>	<b>-255,818.03</b>	<b>-5.39%</b>
<b>Equity</b>				
3010 · Imprest Cash Reserve	1,000.00	617.52	382.48	61.94%
3020 · General Reserve	20,000.00	20,000.00	0.00	0.0%
3030 · Investment in Assets	11,217,061.82	11,139,232.82	77,829.00	0.7%
3040 · General Fund Balance	-111,251.09	-322,334.19	211,083.10	65.49%
3050 · Benefit Assessment District	29,608.18	86,984.34	-57,376.16	-65.96%
3060 · Impact Fees (general)	190,206.56	219,718.21	-29,511.65	-13.43%

Feather River Recreation & Park District  
 Balance Sheet  
 As of December 31, 2016

2:25 PM  
 01/19/2017  
 Accrual Basis

	Dec 31, 16	Dec 31, 15	\$ Change	% Change
Net Income	233,614.89	346,380.97	-112,766.08	-32.56%
Total Equity	11,580,240.36	11,490,599.67	89,640.69	0.78%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,070,179.89</b>	<b>16,236,357.23</b>	<b>-166,177.34</b>	<b>-1.02%</b>



2016-17 Operating expense includes \$17k 100% GASB, previous year expensed monthly  
 2016-17 Operating expenses includes \$35k Insurance, previous year expensed monthly  
 2016-17 Dec15 Revenue included \$19k Gym Meet & \$8k Youth Sports.  
 2016-17 Gym Meet Revenue posted Oct16 & Youth Sport revenue will post in Jan17

Feather River Recreation & Park District Income Statement 2016-17 f/year							ANNUAL BUDGET COMPARISON					MONTHLY ACTUAL VS. MONTHLY BUDGET								
							Annual Budget divided by "X" amount of months				Annual Budget divided by "X" amount of months									
Dec-16							YTD	YTD	YTD	YTD	Dec-16	Dec-16	MONTHLY	YTD						
							TOTAL	Annual Budget	Over (Under)	50% % used	ACTUAL	BUDGET	Over (Under)	100% % used						
							Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	TOTAL	6 MONTHS	(Under)	% used				
Ordinary Income/Expense																				
Income																				
4100 - Tax Revenue										73,856	6,862	763,474	844,192	1,504,500	(660,308)	56%	844,192	752,250	91,942	112%
4150 - Tax Revenue (BAD)												136,582	136,582	261,517	(124,935)	52%	136,582	130,759	5,824	104%
- Program Income																				
4350 - Discounts & Credits							(579)	(508)	(602)	(836)	(647)	(636)	(3,808)	(8,000)	4,192	48%	(3,808)	(4,000)	192	95%
4300 - Program Income							103,117	89,943	72,956	101,010	83,606	68,480	519,112	998,700	(479,588)	52%	519,112	499,350	19,762	104%
Total - Program Income							102,538	89,435	72,354	100,174	82,959	67,844	515,304	990,700	(475,396)	52%	515,304	495,350	19,954	104%
4400 - Donation & Fundraising Income							27	26	21			800	874	2,000	(1,126)	44%	874	1,000	(126)	87%
4500 - Grant/Reimbursed Expense Income								4,266		580	1,274	295	6,415	2,000	4,415	321%	6,415	1,000	5,415	642%
4600 - Other Income							272	80		30	56	1	439	0	439		439	0	439	
4900 - Interest Income										2,858			2,858	8,300	(5,442)	34%	2,858	4,150	(1,292)	69%
4905 - Interest Income - BAD										80			80	1,000	(920)	8%	80	500	(420)	16%
Total Income							102,837	93,807	72,375	177,578	91,151	968,996	1,506,744	2,770,017	(1,263,273)	54%	1,506,744	1,385,009	121,736	109%
Gross Profit							102,837	93,807	72,375	177,578	91,151	968,996	1,506,744	2,770,017	(1,263,273)	54%	1,506,744	1,385,009	121,736	109%
Expense																				
- Payroll Expenses																				
5010 - Wages & Salaries							98,913	101,056	131,430	91,645	88,670	88,627	600,341	1,299,713	(699,372)	46%	600,341	649,857	(49,516)	92%
5020 - Employer Taxes							9,898	9,675	11,810	8,294	7,905	7,730	55,312	129,346	(74,034)	43%	55,312	64,673	(9,361)	86%
5030 - Employee Benefits							8,870	8,855	11,978	9,997	10,015	10,036	59,751	138,629	(78,878)	43%	59,751	69,315	(9,564)	86%
5040 - Workers Comp							3,609	3,762	5,080	3,436	3,304	3,155	22,346	50,202	(27,856)	45%	22,346	25,101	(2,755)	89%
5060 Labor/Benefits CIP Projects									(2,839)			(2,638)	(5,477)	(8,000)	2,523	68%	(5,477)	(4,000)	(1,477)	137%
Total - Payroll Expenses							121,290	123,348	157,459	113,372	109,894	106,910	732,273	1,609,890	(877,617)	45%	732,273	804,945	(72,672)	91%
5031 GASB 68 Benefit Expense							16,309	1,300					17,609	16,500	1,109	107%	17,609	8,250	9,359	213%
5100 - Advertising & Promotion							10	1,911	131		7	211	2,270	10,000	(7,730)	23%	2,270	5,000	(2,730)	45%
5120 - Bank Fees							1,020	1,315	922	835	997	948	6,037	9,000	(2,963)	67%	6,037	4,500	1,537	134%
5130 - Charitable Contributions									1,250				1,250	3,000	(1,750)	42%	1,250	1,500	(250)	83%
5140 - Copying & Printing							1,559	2,059	1,144	(587)	854	786	5,815	21,000	(15,185)	28%	5,815	10,500	(4,685)	55%
5155 - Employment New Hire Screen							213	977	167	428	486		2,271	3,700	(1,429)	61%	2,271	1,850	421	123%
5160 - Dues, Mbrshps & Publications							558	615	220	247	6,904	237	8,781	12,000	(3,219)	73%	8,781	6,000	2,781	146%
5170 - Education & Development							635	549		1,065	59	280	2,588	5,500	(2,912)	47%	2,588	2,750	(162)	94%
5175 - Equipment Rental							233		415			664	1,312	4,450	(3,138)	29%	1,312	2,225	(913)	59%
- Equipment, Tools & Furn (<\$2k)																				
5182 - Operating ET&F													0	5,000	(5,000)	0%	0	2,500	(2,500)	0%
5184 - Program ET&F							1,493	261		14,172			15,926	9,050	6,876	176%	15,926	4,525	11,401	352%
5186 - Site/Shop ET&F							1,061	4,381	1,059	681		544	7,726	19,000	(11,274)	41%	7,726	9,500	(1,774)	81%
5187 - Computers & Technology ET&F							1,180	75		814			2,069	12,000	(9,931)	17%	2,069	6,000	(3,931)	34%
Total - Equipment, Tools & Furn (<\$2k)							3,734	4,717	1,059	15,667	0	544	25,721	45,050	(19,329)	57%	25,721	22,525	3,196	114%
5200 - Insurance							34,627						34,627	47,000	(12,373)	74%	34,627	23,500	11,127	147%
5225 - Postage & Delivery							185	814		175	207	28	1,409	2,300	(891)	61%	1,409	1,150	259	123%
- Professional & Outside Svcs																				
5232 - Accounting							595		16,573		574	3,500	21,242	25,000	(3,758)	85%	21,242	12,500	8,742	170%
5233 - Bands/Recreation							600	400					1,000	1,500	(500)	67%	1,000	750	250	133%
5234 - Board Stipends							900	900	700	700	800	900	4,900	12,000	(7,100)	41%	4,900	6,000	(1,100)	82%
5235 - Recreation Instructors							2,687	3,058	4,762	2,933	1,894	3,493	18,827	43,750	(24,923)	43%	18,827	21,875	(3,048)	86%
5236 - Legal							1,600	5,360	0	970	430	338	8,698	20,000	(11,302)	43%	8,698	10,000	(1,302)	87%
5237 - Contract Janitorial							4,920	4,920	3,920	3,920	5,850	5,850	29,380	49,600	(20,220)	59%	29,380	24,800	4,580	118%
5239 - Outside Service Admin/Consult							2,771	12,019	4,135	3,794	3,397	3,075	29,191	91,000	(61,809)	32%	29,191	45,500	(16,309)	64%
Total - Professional & Outside Svcs							14,073	26,657	30,090	12,317	12,945	17,156	113,238	242,850	(129,612)	47%	113,238	121,425	(8,187)	93%
5250 - Rent								652	118	274		274	1,318	3,200	(1,882)	41%	1,318	1,600	(282)	82%
- Repairs & Maintenance																				
5261 - Building R&M							304	2,391	3,409	1,201	352	393	8,050	35,000	(26,950)	23%	8,050	17,500	(9,450)	46%
5262 - Equipment R&M							1,687	1,482	569	3,371	995	1,009	9,113	25,000	(15,887)	36%	9,113	12,500	(3,387)	73%
5263 - General R&M							4,971	3,436	880	88	275	1,261	10,911	30,000	(19,089)	36%	10,911	15,000	(4,089)	73%
5264 - Grounds R&M							1,514	937	6,037	101	1,291	113	9,993	65,000	(55,007)	15%	9,993	32,500	(22,507)	31%
5265 - Janitorial Supplies							2,770	2,083	2,511	1,998	1,456	2,012	12,830	27,000	(14,170)	48%	12,830	13,500	(670)	95%

Feather River Recreation & Park District Income Statement 2016-17 f/year							ANNUAL BUDGET COMPARISON					MONTHLY ACTUAL VS. MONTHLY BUDGET			
							Annual Budget divided by "X" amount of months				YTD	YTD	YTD	YTD	Dec-16
Dec-16							TOTAL	Annual Budget	Over (Under)	50% % used	ACTUAL TOTAL	BUDGET 6	Over (Under)	100% % used	
Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	TOTAL	Annual Budget	Over (Under)	50% % used	ACTUAL TOTAL	BUDGET 6	Over (Under)	100% % used		
5266 · Vandalism Repair	509	385	2,203	653	1,035	2,179	6,964	12,000	(5,036)	58%	6,964	6,000	964	116%	
5267 · Vehicle R&M	2,293	1,069	702	1,508	1,243	195	7,010	10,000	(2,990)	70%	7,010	5,000	2,010	140%	
5268 · Aquatics Pool R&M	6,638	5,728	2,149	1,862	1,152	1,924	19,453	20,000	(547)	97%	19,453	10,000	9,453	195%	
5269 · Outside Contractor/Services R&M	450	341	1,719	2,124	2,105	200	6,939	6,000	939	116%	6,939	3,000	3,939	231%	
<b>Total · Repairs &amp; Maintenance</b>	<b>21,136</b>	<b>17,852</b>	<b>20,179</b>	<b>12,906</b>	<b>9,904</b>	<b>9,286</b>	<b>91,263</b>	<b>230,000</b>	<b>(138,737)</b>	<b>40%</b>	<b>91,263</b>	<b>115,000</b>	<b>(23,737)</b>	<b>79%</b>	
5270 · Security	914	98		1,012			2,024	6,000	(3,976)	34%	2,024	3,000	(976)	67%	
· Supplies - Consumable															
5281 · Misc Staff & Uniform Supplies	430	789	420	443	359	1,439	3,880	7,000	(3,120)	55%	3,880	3,500	380	111%	
5282 · Office Supplies	628	744	456	395	487	349	3,059	6,500	(3,441)	47%	3,059	3,250	(191)	94%	
5284 · Program Food	802	1,191	825	831	928	673	5,250	12,000	(6,750)	44%	5,250	6,000	(750)	88%	
5286 · Program Supplies	1,787	1,433	607	1,693	806	641	6,967	18,000	(11,033)	39%	6,967	9,000	(2,033)	77%	
5287 · Safety Supplies	44	463	227		907	132	1,773	2,300	(527)	77%	1,773	1,150	623	154%	
5289 · Site Supplies	608	259	95	177		135	1,274	2,500	(1,226)	51%	1,274	1,250	24	102%	
<b>Total · Supplies - Consumable</b>	<b>4,299</b>	<b>4,879</b>	<b>2,630</b>	<b>3,539</b>	<b>3,487</b>	<b>3,369</b>	<b>22,203</b>	<b>48,300</b>	<b>(26,097)</b>	<b>46%</b>	<b>22,203</b>	<b>24,150</b>	<b>(1,947)</b>	<b>92%</b>	
5290 · Taxes, Lic., Notices & Permits	2,946	118	66				3,130	6,000	(2,870)	52%	3,130	3,000	130	104%	
5300 · Telephone/Internet	939	952	1,095	1,126	890	990	5,992	11,000	(5,008)	54%	5,992	5,500	492	109%	
· Transportation, Meals & Travel															
5312 · Air, Lodging, Other Travel	497	392		690			1,579	2,000	(421)	79%	1,579	1,000	579	158%	
5314 · Fuel	1,419	1,831	1,659	1,798	1,040	1,160	8,907	25,000	(16,093)	36%	8,907	12,500	(3,593)	71%	
5316 · Meals							0	500	(500)	0%	0	250	(250)	0%	
5318 · Mileage	433	575	109	226	394	15	1,752	4,800	(3,048)	37%	1,752	2,400	(648)	73%	
<b>Total · Transportation, Meals &amp; Travel</b>	<b>2,349</b>	<b>2,798</b>	<b>1,768</b>	<b>2,714</b>	<b>1,434</b>	<b>1,175</b>	<b>12,238</b>	<b>32,300</b>	<b>(20,062)</b>	<b>38%</b>	<b>12,238</b>	<b>16,150</b>	<b>(3,912)</b>	<b>76%</b>	
· Utilities															
5322 · Electric	14,389	15,190	12,406	11,084	6,723	5,720	65,512	105,000	(39,488)	62%	65,512	52,500	13,012	125%	
5324 · Garbage	1,987	1,921	1,570	1,733	1,861	1,647	10,719	21,000	(10,281)	51%	10,719	10,500	219	102%	
5326 · Gas/Propane	104	107	129	129	147	2,367	2,983	4,100	(1,117)	73%	2,983	2,050	933	146%	
5328 · Sewer	141	141	240	141	141	240	1,044	4,600	(3,556)	23%	1,044	2,300	(1,256)	45%	
5329 · Water	14,928	12,671	14,329	10,448	5,546	3,302	61,224	110,000	(48,776)	56%	61,224	55,000	6,224	111%	
<b>Total · Utilities</b>	<b>31,549</b>	<b>30,030</b>	<b>28,674</b>	<b>23,535</b>	<b>14,418</b>	<b>13,276</b>	<b>141,482</b>	<b>244,700</b>	<b>(103,218)</b>	<b>58%</b>	<b>141,482</b>	<b>122,350</b>	<b>19,132</b>	<b>116%</b>	
<b>Total Expense</b>	<b>258,578</b>	<b>221,641</b>	<b>247,387</b>	<b>188,625</b>	<b>162,486</b>	<b>156,134</b>	<b>1,234,851</b>	<b>2,597,240</b>	<b>(1,362,389)</b>	<b>48%</b>	<b>1,234,851</b>	<b>1,298,620</b>	<b>(63,769)</b>	<b>95%</b>	
<b>Total Profit (Loss)</b>	<b>(155,741)</b>	<b>(127,834)</b>	<b>(175,012)</b>	<b>(11,047)</b>	<b>(71,335)</b>	<b>812,862</b>	<b>271,893</b>	<b>172,777</b>	<b>99,116</b>		<b>271,893</b>	<b>86,389</b>	<b>185,505</b>		
Other Income/Expense															
Other Income															
4200 · Impact Fee Income	5,530	6,726	1,106	2,212	1,106	7,742	24,422				24,422	0			
4910 · Interest Income - Impact Fees				530			530				530	0			
9990 Gail (Loss) on Asset Disposal							0				0	0			
<b>Total Other Income</b>	<b>5,530</b>	<b>6,726</b>	<b>1,106</b>	<b>2,742</b>	<b>1,106</b>	<b>7,742</b>	<b>24,952</b>				<b>24,952</b>	<b>0</b>			
Other Expense															
7000 · Year End Adj Fair Value Adjustment							0				0				
7210 · Debt Interest Expense	10,616	10,616	10,616	10,464	10,464	10,464	63,240	124,695			63,240	62,348			
<b>Total Other Expense</b>	<b>10,616</b>	<b>10,616</b>	<b>10,616</b>	<b>10,464</b>	<b>10,464</b>	<b>10,464</b>	<b>63,240</b>	<b>124,695</b>			<b>63,240</b>	<b>62,348</b>			
<b>Net Other Income</b>	<b>(5,086)</b>	<b>(3,890)</b>	<b>(9,510)</b>	<b>(7,722)</b>	<b>(9,358)</b>	<b>(2,722)</b>	<b>(38,288)</b>				<b>(38,288)</b>	<b>0</b>			
<b>Net Income</b>	<b>(160,827)</b>	<b>(131,724)</b>	<b>(184,522)</b>	<b>(18,769)</b>	<b>(80,693)</b>	<b>810,140</b>	<b>233,605</b>	<b>48,082</b>			<b>233,605</b>	<b>24,041</b>			

**Feather River Recreation & Park District**  
**Detail Fixed Asset & Bonds**  
**As of December 31, 2016**

1:16 PM  
 01/12/2017  
 Accrual Basis

Date	Source Name	Memo	Amount	Balance
<b>1320 · Umpqua Bank Project Fund</b>				<b>241,800.00</b>
Total 1320 · Umpqua Bank Project Fund				241,800.00
<b>1410 · Land</b>				<b>627,494.00</b>
Total 1410 · Land				627,494.00
<b>1420 · Buildings &amp; Improvements</b>				<b>18,079,648.39</b>
Total 1420 · Buildings & Improvements				18,079,648.39
<b>1430 · Equipment &amp; Vehicles</b>				<b>753,266.11</b>
Total 1430 · Equipment & Vehicles				753,266.11
<b>1440 · Construction in Progress</b>				<b>27,755.96</b>
<b>1445 · CIP Fence Palermo Pool</b>				<b>23,367.52</b>
12/01/2016	Home Depot	CONCRETE FENCE PROJECT	54.10	23,421.62
12/07/2016	Del-Mar Rental & Landscape Supply	CONCRETE	298.31	23,719.93
12/07/2016	Del-Mar Rental & Landscape Supply	AUGER	63.80	23,783.73
12/21/2016	Fastenal	DRILL BITS FENCE PROJECT	20.32	23,804.05
12/23/2016	GE-General:GE7-Capital	DEC16 WAGES FENCE PALERMO POOL CIP	2,637.59	26,441.64
12/23/2016	Builders Fence Co, Inc.	FENCE PANELS/BRACKETS	5,456.14	31,897.78
Total 1445 · CIP Fence Palermo Pool			8,530.26	31,897.78
<b>1447 · CIP Berry Creek Bathroom BC99</b>				<b>4,388.44</b>
Total 1447 · CIP Berry Creek Bathroom BC99				4,388.44
<b>1448 · CIP Nelson Irrigation SBF NE99</b>				<b>0.00</b>
12/24/2016	Ewing	IRRIGATION CONTROLLERS SBF UPGRADE	7,943.18	7,943.18
Total 1448 · CIP Nelson Irrigation SBF NE99			7,943.18	7,943.18
<b>Total 1440 · Construction in Progress</b>				<b>44,229.40</b>
<b>2955 · Umpqua Bank Tax Exempt Bond A</b>				<b>-3,541,468.00</b>
Total 2955 · Umpqua Bank Tax Exempt Bond A				-3,541,468.00
<b>2960 · Umpqua Bank Taxable Bond B</b>				<b>-200,000.00</b>
Total 2960 · Umpqua Bank Taxable Bond B				-200,000.00



Feather River Recreation & Park District  
 Check Register  
 December 2016

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 Accrual Basis

Date	Num	Name	Memo	Credit
<b>1010 - Treasury Cash</b>				
<b>1010.1 - Treasury Cash - General</b>				
12/08/2016	77817	Aflac	JRF86 NOV16 AFLAC PREMIUMS	1,246.26
12/08/2016	77818	Blue Shield of California	4004625 DEC16 HEALTH PREMIUMS	5,915.53
12/08/2016	77819	Bankcard Center	STATEMENT 2122	936.72
12/08/2016	77820	Bankcard Center	STATEMENT 4607	1,138.61
12/08/2016	77821	Aramark	UNIFORMS	354.47
12/08/2016	77822	AT&T - Calnet 2	CALNET 2 C602225148777	55.99
12/08/2016	77823	Butte County Special Districts' Assn.	ANNUAL DUES 2017	25.00
12/08/2016	77824	Calif. Water Service	Acct 520857777 10/12/16-11/8/16	4,125.40
12/08/2016	77825	California Special Districts Association	2017 MEMBERSHIP 652	6,026.00
12/08/2016	77826	Comcast	Acct# 8155 60 019 0233893	116.04
12/08/2016	77827	CPRS	MEMBERSHIP	645.00
12/08/2016	77828	Hobbs Pest Solutions, Inc.	PEST CONTROL	175.00
12/08/2016	77829	Melton Design Group	SBF TRAIL PROJECT, FRRPD TO BE REIMBR	1,274.30
12/08/2016	77830	North Yuba Water District	2695 OCT16 WATER	70.75
12/08/2016	77831	Recology Butte Colusa Counties	TRASH SERVICE	1,861.25
12/08/2016	77832	South Feather Water & Power	007771-000	33.10
12/08/2016	77833	Tractor Supply Co.	NOV16 STATEMENT	85.98
12/08/2016	77834	Whirlwind Enterprises	XMAS WINDOW PAINTING	100.00
12/08/2016	77835	Carter, Marcia	BOD MONTHLY STIPEND	100.00
12/08/2016	77836	Fowler, Scott Kent	MONTHLY BOD STIPEND	100.00
12/08/2016	77837	Smith, Victoria	MONTHLY BOD STIPEND	200.00
12/08/2016	77838	All Things Carpet & Upholstery	PARKS RESTROOMS JANITORIAL	5,850.00
12/08/2016	77839	CBL Enterprises	TREE REMOVAL	490.00
12/08/2016	77840	Cintas	JANITORIAL SUPPLIES	869.33
12/08/2016	77841	Cresco Equipment Rentals	HOT WATER PRESSURE WASHERS	326.45
12/08/2016	77842	Del-Mar Rental & Landscape Supply	CONCRETE FENCE PROJECT	245.10
12/08/2016	77843	Endeavor Homes, Inc.	DANCE BARRE BOARD	14.08
12/08/2016	77844	Ewing	PESTICIDE TRAINING	59.00
12/08/2016	77845	Excel Plumbing Co.	SEWER MAINLINE DRAIN	180.00
12/08/2016	77846	Foothill Fire Proections, Inc.	FIRE EXTINGUISHER ALL SITES/VEHICLES	775.70
12/08/2016	77847	Harvest Accounting & Management System	JUL-SEP16 QTRLY REVIEW	573.75
12/08/2016	77848	Lincoln Equipment, Inc.	POOL CHEMICALS	1,098.06
12/08/2016	77849	Melton Design Group	MASTER PLAN REVISIONS	1,710.00
12/08/2016	77850	Oroville Ford	TRUCK REPAIR	1,210.93
12/08/2016	77851	P.G. & E.	PGE ALL LOCALITONS 10/22/16-11/22/16	6,870.55
12/08/2016	77852	Sharp's Locksmithing	LOCKS	344.97
12/08/2016	77853	Strang Electric & Pump	REWIRE LIGHT FIXUTRE	80.00
12/08/2016	77854	Conn, Devin	DOJ REIMBR	68.00
12/08/2016	77855	Nicholls, John	DOJ REIMBR	68.00
12/08/2016	77856	Obrigewitsch, Francine	DOJ REIMBR	68.00
12/08/2016	77857	Parisi, Dominic	DOJ REIMBR	52.00
12/08/2016	77858	Patterson, ZaCorry	DOJ REIMBR	52.00
12/08/2016	77859	Peltzer, Deborah	AUG-NOV16 MILEAGE	26.96
12/08/2016	77860	York, Justin	DOJ REIMBR	68.00
12/08/2016	77861	Brault, Melissa	INSTRUCTOR CARDIO FUSION	598.00
12/08/2016	77862	Ronnie Smith Enterprises	INSTRUCTOR KARATE	1,849.12
12/08/2016	77863	Stampanoni, Jennifer	INSTRUCTOR DANCE	974.68
12/08/2016	77864	Gray Nurse Hawrdware Land Holding LLC	STAFF XMAS PARTY	750.00
12/08/2016	77865	Staples	NOV16 STATEMENT 8608	652.39
12/08/2016	77866	U.S. Bank Equipment Finance	NOV16 COPIER LEASE	854.46
12/08/2016	77867-77945	PAYROLL	PAYROLL ITEMS	39,728.90
12/22/2016	77946	All Metals Supply, Inc.	METAL SIGN	124.42
12/22/2016	77947	AT&T - Calnet 2	PHONE/ALARMS	37.79
12/22/2016	77948	Bankcard Center	NOV16 STATEMENT 8111	1,682.76
12/22/2016	77949	Better Deal Exchange	Acct#701960 NOV16	177.10
12/22/2016	77950	Builders Fence Co, Inc.	FENCE TOOLS	400.74
12/22/2016	77951	Carter Law Office	LEGAL	337.50
12/22/2016	77952	D. O. Noble & J. A. Noble Living Trust	Monthly Lease Payment Nov/Dec16	273.62
12/22/2016	77953	Dawson Oil Company	NOV16 FUEL	1,039.54
12/22/2016	77954	Ewing	IRRIGATION SUPPLIES	1,161.75
12/22/2016	77955	Fastenal	MISC PARTS/SUPPLIES	758.91
12/22/2016	77956	Hobbs Pest Solutions, Inc.	ACT CENTER PEST CONTROL	75.00
12/22/2016	77957	Home Depot	NOV16 STATEMENT HOME DEPOT	1,188.89
12/22/2016	77958	J.W. Wood	LUMBER	123.66
12/22/2016	77959	Oroville Power Equipment	GRASSHOPPER MOWER PARTS	619.20
12/22/2016	77960	Riebes Auto Parts	TRUCK REPAIR	124.61
12/22/2016	77961	TWSD	4-112.01 WATER NELSON	300.66
12/22/2016	77962	Verizon Wireless	842045253-00001	2.11
12/22/2016	77963	Wal-Mart Community	NOV16 STATEMENT	128.80
12/22/2016	77964	Brazda, Kevin	CELL REIMBR	50.00
12/22/2016	77965	Carter, Shaw	CELL PHONE REIMBR	40.00
12/22/2016	77966	Gorman, T.	CELL PHONE REIMBR	30.00
12/22/2016	77967	Gray, Jason	MONTHLY CELL REIMBR	30.00
12/22/2016	77968	Quigley, G.	CELL PHONE REIMBR	30.00
12/22/2016	77969	Ramirez, Zerimar	MONTHLY CELL REIMBR	30.00
12/22/2016	77970	Sinor, Nina	CELL PHONE REIMBR	40.00
12/22/2016	77971	Teague, Victoria	CELL/MILEAGE REIMBR	303.35
12/22/2016	77972	Terry, Kayla.	CELL/MILEAGE REIMBR	38.66
12/22/2016	77973	Valencia Estela	CELL REIMBR	40.00
12/22/2016	77974	Valencia Justin	CELL PHONE REIMBR	30.00
12/22/2016	77975	Vang, H.	CELL PHONE REIMBR	30.00
12/22/2016	77976	Vasquez, Sam.	CELL PHONE REIMBR	30.00

Feather River Recreation & Park District  
Check Register  
December 2016

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Accrual Basis  
Credit

Date	Num	Name	Memo	Credit
12/22/2016	77977	Ronnie Smith Enterprises	INSTRUCTOR KARATE	71.50
12/22/2016	77978-78049	PAYROLL	PAYROLL ITEMS	39,426.59
<b>TOTAL</b>				<u>139,870.99</u>



## December 2016 Staff Reports

### Park Supervisor-Kevin Brazda

#### Vandalism

- Nolan: 12-5-16
  - Painted Graffiti
    - Parts \$15                      labor \$15
- Skate park: 12-5-16
  - Removed and Painted graffiti
    - Parts \$30                      labor \$25
- Tennis courts: 12-2-16
  - Painted Graffiti
    - Parts \$ 15                      Labor \$15
- Nolan: 12-6-16
  - Replaced broken sink in restroom
    - Parts \$150                      Labor \$200
- Skate Park: 12-7-16
  - Removed Graffiti
    - Parts \$15                      Labor \$15
- All Restroom sites: 12-8-16
  - Repaired and replaced door latches
    - Parts \$ 1000                      Labor \$250
- Riverbend: 12-9-16
  - Removed Knocked over bollard pole at dog park and replaced
    - Parts \$ 250                      Labor \$200
- Nelson: 12-9-16
  - Tamped lawn job ruts from truck on T-ball field
    - Parts \$                              Labor \$40
- Riverbend: 12-14-16
  - Replaced 4 stolen trash cans
    - Parts \$ 80                      Labor \$20
- Riverbend: 12-30-16
  - Replaced 2 stolen trash cans
    - Parts \$ 40                      Labor \$20
- Tennis courts: 12-31-16
  - Repainted the restroom and removed graffiti on toilets and lights
    - Parts \$75                      Labor \$100



### Meetings/ Commitments

- Set up tables and Chairs for Breakfast with Santa
- Built structure for Parade float
- Received quotes and ordered Irrigation controllers for Nelson
- Quotes on replacement Drinking faucets for Activity Center
- Researching wetland areas for Riverbend Park for brush clearing
- Took measurements for skate park fence to get quotes
- Started to research vacuums and get quotes
- Ordered new kiddie pool sand filter for Palermo pool and Strainer for main pool
- Part-time staff interviews
- Last of Palermo fence material delivered
- Checking in periodically on the status of PGE fence repair at Playtown
- Call OPD throughout the month to inform of Transient camps.
- Safety Meeting
- Homeless encampment clean up at Riverbend with OPD and SWAP.

### Irrigation/ Plumbing

- Repaired leaking toilet at tennis courts
- Worked on modifying and upgrading pool chemical feed systems
- Septic tanks at Palermo and Riverbend pit toilets pumped
- Snaked drain at Palermo bathrooms to get it to flow
- Turned off water to Brandt field snack bar building at Nolan
- Irrigation checks and repairs
- Turned off drinking fountains for winter
- Irrigation timers set for three days a week and three cycles through the night, now down to 0% of normal with season change.
- Vacuumed pools and maintain chemicals
- Checked functionality of all faucets, toilets and drinking fountains.

### Clean up

- Removed tree in gutter at Nelson
- Removed broken concrete bench seat at Nelson
- Cleaned up and hauled away transient camp that were found during brush clearing
- Cleaned out kiosk shacks at Riverbend
- Cleaned up shop at Maintenance Yard
- Cleaned out trash enclosure, disinfected and drilled holes in cans for drainage.
- Cleaned out gutters on all buildings
- Cleaned holiday paintings off Activity Center windows
- Check for fallen Limbs and storm debris from winter storms
- Cleaning Activity Center 7 days a week
- Continued pulling weeds around trees and elderberry site



### Turf/ Trees/ shrubs

- Cut down some Mistletoe for the holiday parade
- Worked with Sheriff tree crew chipping brush at Riverbend
- Blowing, picking up and hauling leaves throughout month
- Continued spraying weeds
- Mowing, weed eating, edging and blowing on a regular basis.
- Watering and checking Elderberry's three times a week.

### Projects

- Poured and finished concrete around post at Palermo pool fence
- Painted and replaced boards on pavilion benches at Rieverbend
- Set 25 post at Palermo pool fence and hauled off dirt
- Installed 2/3 of the fence panels at Palermo pool
- Repaired and replaced restroom door latches around all sites
- Trouble shot wet network wire at Activity Center and removed old wiring from roof and patched hole
- Tied up down fence at MLK
- Painted restrooms at Nolan
- Replace lights and ballasts throughout the Activity Center building
- Repaired section of roof that was leaking at Activity Center
- Cleaned out and repaired downspouts on front of Activity Center
- Painted restrooms at Riverbend
- Ongoing maintenance on Bedrock skate park ramps. Tightening screws
- Contracts for rentals handled every weekend. Cleaning and prepping pavilions.
- Playground inspections

### Equipment and vehicles

- Repaired ½ of the oil leaks on the Chevy 2500
- Repaired and serviced grasshopper mowers.
- Replaced tires on Husqvarna mower and replaced front wheel bearings
- Smogged both vans
- Got UTV Back from getting repaired, oil leak, gear shift, thermostat, sensors
- Monthly maintenance logs.
- Cleaning trucks on a regular basis.
- Maintenance checks on mowers and equipment

### Executive Assistant-Victoria Anton-Teague

December was a crazy month! I organized the annual District holiday party and assisted Kayla with our Breakfast with Santa event. The event was a huge success and we sold out 150 tickets! I attended monthly Oroville Tourism and Oroville Downtown Business Association committee meetings. Daily operations were successful throughout the month. Recreation and Marketing Staff worked hard to decorate the District float for the annual Parade of Lights. I walked with



the float and handed out candy canes and mistletoe. I also worked close with our Marketing Specialist to re-design our Activity Guide that will be printed in January.

#### **Director of Children's Services-Estela Valencia**

Our preschool enrollment was at about 70 children. Our Holiday program was a huge success. The children did a great job performing. Following the performances families joined us for hot cocoa, cookie decorating and a craft station. Most of the preschool staff was present and we all enjoyed the fun evening. Winter Camp enrollment was at 30 children. School age enjoyed the visit of a private author, who writes children's books. Children learned about the process of how to publish a book and how anyone can become an author. Children were encouraged to write their own book. A special thanks to author Dianna Wyles who is also one of our preschool teachers. Some of the activities the children participated in were building a gingerbread village, pie face and outdoor games. I am working with Assistant Director Zee on creating our new Jr. Rec Leader program which will start this summer. More details will come as we continue to work on it.

#### **Gymnastics Supervisor-Shaw Carter**

The boy's home meet went very good and we should be receiving a rental fee of \$4600 from OGBC. We are adding a parent tot class on Saturdays starting in February. Our New Year's Eve sleepover turned out over 20 participants and was a success. The Boys and Girls optional teams are in their competition season. Our girl's home meet is February 4<sup>th</sup>. We have added basic classes to our program on Mondays, Wednesdays and Fridays.

#### **Recreation Supervisor-Nina Sinor**

December was another busy month in the world of Recreation. Lots of time was spent planning out all things Recreation for 2017 including: confirming existing class schedules, new class schedules, aquatics schedule and planning and prep for all of the new adult and youth sports programs. New Adult Sports programs include: 3 Softball seasons, Soccer & Volleyball. New Youth Sports programs include: Soccer (instructional program and school league) and Sporty Camp. New aquatic programs/schedule include: increased swim lesson sessions, adult lap swim, family swim night twice weekly and a lifeguard training course. Along with all the new programs comes new budget sheets to ensure we are prepared and understand what each program will cost. Finally, December wrapped up with continued program entry into our new registration softball system Blue Rec, which launch in January. Another great month in the Recreation Department.