



SUPPLEMENTAL BENEFITS FUND

STEERING COMMITTEE

REGULAR QUARTERLY MEETING

Oroville City Hall – Council Chambers
1735 Montgomery Street
Oroville, CA. 95965

MAY 20, 2020

2:00 PM

AGENDA

*This meeting may be broadcast remotely via audio and/or video conference at the following addresses:
Cole & Huber, LLP, 2261 Lava Ridge Court, Roseville, CA 95661, (916) 223-3434 Recordings - All meetings are
recorded and broadcast live on cityoforoville.org and YouTube.*

COVID-19 AND PUBLIC ACCESS AND PARTICIPATION

With the Governors Declaration of Emergency for the State of California (Executive Order N-25-20), the Oroville City Council requests the help of the public in preventing the spread of the coronavirus and COVID-19. In light of the social distancing requirements limiting groups to 10 people or less the council chambers will remain closed to the public for the foreseeable future.

To View the Council Meeting:

1. Watch our live feed <https://www.youtube.com/channel/UCAoRW34swYI85UBfYqT7IbQ/>

To Participate in the Council Meeting:

1. Email before the meeting by 4:00 PM your comments to publiccomment@cityoforoville.org
2. Please note, there will not be an in-person mic or active speakers outside the council chambers, in order to help prevent the spread of COVID-19.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Committee Members (voting): Kent Fowler, FRRPD, David Pittman (Vice Chairperson), City of Oroville; Chuck Reynolds, City of Oroville; Sonny Brandt, FRRPD; Scott Thomson (Chairperson), City of Oroville

Advisory Members (non-voting): Committee Members Eric See, Kevin Dossey (alternate) - DWR; Michael Melanson (alternate) - SWC, Steve Rothert, Dave Steindorf (alternate) - American Rivers; Mark Grover, Claudia Knaus (alternate) - Chamber of Commerce

HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS

This is the time to address the Committee about any item not listed on the agenda. All comments must be submitted in writing to publiccomment@cityoforoville.org for this meeting.

CONSENT CALENDAR

1. APPROVAL OF THE MINUTES OF THE JANUARY 22, 2020, REGULAR MEETING

RECOMMENDATION

Approve the minutes from January 22, 2020

2. APPROVAL OF THE MINUTES OF THE MARCH 12, 2020, SPECIAL MEETING

RECOMMENDATION

Approve the minutes from March 12, 2020

3. QUARTERLY SBF ADMINISTRATIVE EXPENSES TO THE CITY OF OROVILLE

The City of Oroville, as SBF Fund Administrator, processed SBF administration expenses in the amount of \$26,661.55 for January, February, March and April 2020. These expenses are within the approved SBF 2019-2020 budget.

RECOMMENDATION

This report is informational only.

4. FEATHER RIVER CENTER AGREEMENT NO. 3280 AMENDMENT

The SBF Steering Committee may consider changing the terms of 2018 NOFA Agreement No.3280 with Feather River Center.

RECOMMENDATION

Amend & Extend Agreement No.3280

5. STAGE AGREEMENT NO.3273 CONTINGENCY REALLOCATION

The SBF Steering Committee may consider changing the terms of 2018 NOFA Agreement No.3273 with State Theatre Arts Guild.

RECOMMENDATION

Amend contingencies on Agreement No.3279

6. OROVILLE AREA CHAMBER OF COMMERCE AGREEMENT NO. 3243-2 EXTENSION

The SBF Steering Committee may consider extending the terms of Agreement No.3243-2 with Oroville Area Chamber of Commerce.

RECOMMENDATION

Extend Agreement No.3243-2

PRESENTATIONS / UPDATES

REGULAR BUSINESS

7. ESTABLISH SBF ADMINISTRATIVE BUDGET FOR 2020-2021

The Committee will consider approving the Administrative Budget in the amount of \$92,000.00 for fiscal year July 1, 2020 through June 30, 2021.

RECOMMENDATION

Approve 2020-2021 Budget

8. SAFETY PATROL AD-HOC COMMITTEE DISCUSSION

The SBF Chairperson may consider a discussion about establishing an Ad Hoc Committee, Safety Patrol

RECOMMENDATION

Establish an Ad Hoc Committee
(or) Provide staff direction

9. REQUEST FROM OROVILLE AREA CHAMBER OF COMMERCE FOR 2021 FUNDING

The Oroville Area Chamber of Commerce (Chamber) has requested consideration for funding in the amount of \$60,000 from the SBF Marketing/Community Benefit Fund.

RECOMMENDATION

Approve 2021 Chamber of Commerce Funding Agreement

STEERING COMMITTEE ADVISORY MEMBERS AND STAFF COMMENTS

DEPARTMENT OF WATER RESOURCES ADVISOR REPORT (Eric See)

STATE WATER CONTRACTORS ADVISOR REPORT

SBF PROGRAM SPECIALIST WRITTEN REPORT (Jordan Daley)

CORRESPONDENCE

- 1.** STAGE Quarterly Report No. 4

SBF CHAIRPERSON CALL FOR AGENDA ITEMS

The SBF Chairperson will request agenda items from the Steering Committee, SBF Advisors, and SBF Staff for the July 22, 2020 Regular Quarterly Meeting.

ADJOURNMENT

The meeting will be adjourned. The next regular quarterly meeting of the Supplemental Benefits Fund Steering Committee will be held on Wednesday, July 22, 2020 at 2:00 p.m.

Accommodating Those Individuals with Special Needs – In compliance with the Americans with Disabilities Act, the City of Oroville encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the City Clerk at (530) 538-2535, well in advance of the regular meeting you wish to attend, so that we may make every reasonable effort to accommodate you. Documents distributed for public session items, less than 72 hours prior to meeting, are available for public inspection at City Hall, 1735 Montgomery Street, Oroville, California.

SUPPLEMENTAL BENEFITS FUND STEERING COMMITTEE



January 22, 2020 – REGULAR MEETING

Note: the following minutes provide a succinct recap of actions taken at the meeting. A complete recorded transcript is available by contacting the SBF Program Specialist at (530) 538-2518 or visiting www.CityofOroville.org (then select) GovernmentSBF Meetings and Agendas. There was not a broadcast remotely via audio and/or video conference to Cole & Huber, LLP, 2261 Lava Ridge Court, Roseville, CA 95661, (916) 223-3434

The agenda for the January 22, 2020, Regular Meeting of the Supplemental Benefits Fund Steering Committee was posted at the front of City Hall and electronically on the City of Oroville website, www.cityoforoville.org on Thursday, October 17, 2019 at 3:50 P.M.

The January 22, 2020, Supplemental Benefits Fund Steering Committee Regular Meeting was called to order by Chairperson Scott Thomson at 2:00 P.M.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson, Scott Thomson.

ROLL CALL

Present: Voting Committee Members: SBF Chairperson Scott Thomson, City of Oroville; Committee Members, Kent Fowler, FRRPD; David Pittman, City of Oroville; Vice Chairperson, Sonny Brandt, FRRPD, Chuck Reynolds, City of Oroville

Absent Voting Committee Members: none

Present Advisory Committee Members (non-voting): DWR - Eric See; Oroville Area Chamber of Commerce – Mark Grover

Absent Advisory Committee Members (non-voting): American Rivers – Steve Rothert, Dave Steindorf (alternate) , State Water Contractors – Tim Haines

Others Present:

Bill LaGrone, SBF Fund Administrator
Jordan Daley, SBF Program Specialist
Jackie Glover, Recording Clerk

RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON NON-AGENDA ITEMS

Barbara Eldridge – Oroville Pickleball Association
Tony Catalano – Feather River Center
Beth Bello – Oroville Pickleball Association

CONSENT CALENDAR

- 1. **APPROVAL OF THE MINUTES OF THE OCTOBER 30, 2019, REGULAR MEETING -**
minutes attached

RECOMMENDATION

Approve the minutes from October 30, 2019

- 2. **QUARTERLY SBF ADMINISTRATIVE EXPENSES TO THE CITY OF OROVILLE –** staff report

SBF Administrative Expenses to the City of Oroville, in the amount of \$22,193.27 covering October 1, 2019 through December 31, 2019.

RECOMMENDATION

Approve the Administrative Expenses from October 2019 through December 2019

- 3. **2018 NOFA AGREEMENT EXTENSION REQUESTS –** staff report

RECOMMENDATION

Extend Agreement No.3267
Amend & Extend Agreement No.3269
Extend Agreement No.3270
Extend Agreement No.3271
Extend Agreement No.3272
Amend & Extend Agreement No.3273

Chairperson Thomson requested to pull item number 3
After discussion of the Consent Calendar. A motion to approve the Consent Calendar was made by Committee Member Pittman and seconded by Committee Member Reynolds.

The motion passed by the following vote:

Ayes: Committee Members, Reynolds, Carter, and Fowler, Vice Chairperson Pittman and Chairperson Thomson.
Noes: None
Abstain: None
Absent: None

- 3. **2018 NOFA AGREEMENT EXTENSION REQUESTS –** staff report

RECOMMENDATION

Extend Agreement No.3267

Amend & Extend Agreement No.3269
Extend Agreement No.3270
Extend Agreement No.3271
Extend Agreement No.3272
Amend & Extend Agreement No.3273

After discussion of item B, regarding the Agreement with Downtown Business Association, a motion to deny the additional funding, but approve the extension of their Agreement was made by Committee Member Reynolds and seconded by Committee Member Brandt.

The motion passed by the following vote:

Ayes: Committee Members, Reynolds, Carter, and Fowler, Vice Chairperson Pittman and Chairperson Thomson.
Noes: None
Abstain: None
Absent: None

After discussion of items A,C- F A motion to approve all Agreement extensions was made by Committee Member Brandt and seconded by Committee Member Reynolds.

The motion passed by the following vote:

Ayes: Committee Members, Reynolds, Carter, and Fowler, Vice Chairperson Pittman and Chairperson Thomson.
Noes: None
Abstain: None
Absent: None

PRESENTATIONS/UPDATES

- Oroville Chamber of Commerce – Amber Marron
2019 Recap, 2020 Plans
- Value of original 2100 Agreement vs current Agreement value.
- Close out of Marciniak Consulting Services Agreement No.3242
Remaining balance will be transferred into non committed funds

REGULAR BUSINESS

4. EVENT COORDINATOR SERVICES RELEASE FOR PROPOSALS

The Committee may provide direction to the Program Specialist on moving forward with Event Coordinator Services for all major community events which include, Wildflower & Nature Festival (April), Feather Fiesta Days (May), Fourth of July (July), Salmon Festival (September) and the Holiday Parade of Lights (December).

RECOMMENDATION

Provide staff with direction

After discussion of the Release for Proposals (RFP). A motion to approve the provided RFP with a three-week acceptance date was made by Committee Member Pittman and seconded by Committee Member Fowler.

The motion passed by the following vote:

Ayes: Committee Members, Reynolds, Carter, and Fowler, Vice Chairperson Pittman and Chairperson Thomson.
Noes: None
Abstain: None
Absent: None

5. FEATHER RIVER CENTER AGREEMENT NO. 3280 CLARIFICATION

RECOMMENDATION

Provide staff with direction

After discussion a motion to request the Feather River Center to bring back a clarification on allocated funds was made by Committee Member Pittman and seconded by Committee Member Brandt.

The motion passed by the following vote:

Ayes: Committee Members, Reynolds, Carter, and Fowler, Vice Chairperson Pittman and Chairperson Thomson.
Noes: None
Abstain: None
Absent: None

After discussion a motion for the SBF Committee to take responsibility for the already awarded employee salary but no more to be funded moving forward was made by Committee Member Reynolds and seconded by Committee Member Fowler.

The motion passed by the following vote:

Ayes: Committee Members, Reynolds, Carter, and Fowler, Vice Chairperson Pittman and Chairperson Thomson.
Noes: None
Abstain: None
Absent: None

STEERING COMMITTEE ADVISORY MEMBERS AND STAFF COMMENTS

- 10. DEPARTMENT OF WATER RESOURCES ADVISOR REPORT (Eric See) a** PowerPoint presentation was made and is attached to these minutes.
- 11. STATE WATER CONTRACTORS ADVISOR REPORT (Tim Haines)**
- 12. SBF PROGRAM SPECIALIST WRITTEN REPORT (Jordan Daley)**

CORRESPONDENCE

- 2019 Letter to FERC approved by City Counsel
- State Theatre Arts Guild Quarterly Report
- Oroville Chamber 3rd Quarter Report
- Oroville Pickleball Association Letter

SBF CHAIRPERSON CALL FOR AGENDA ITEMS

The SBF Chairperson will request agenda items from the Steering Committee, SBF Advisors, and SBF staff for the April 22, 2020, Regular Quarterly Meeting of the SBF.

School Grant Program
Assignment of ad Hoc Safety Patrol Committee

ADJOURNMENT

The meeting was adjourned at 3:50 P.M.

The next regular Quarterly Meeting of the Supplemental Benefits Fund Steering Committee will be held on Wednesday, April 22, 2020 starting at 2:00 P.M. in the Council Chambers of the City of Oroville.

Scott Thomson, Chairperson

Attachments:

1. PowerPoint presented by Chamber of Commerce
2. PowerPoint presented by Eric See, DWR

SUPPLEMENTAL BENEFITS FUND STEERING COMMITTEE



March 12, 2020 – SPECIAL MEETING

Note: the following minutes provide a succinct recap of actions taken at the meeting. A complete recorded transcript is available by contacting the SBF Program Specialist at (530) 538-2518 or visiting www.CityofOroville.org (then select) GovernmentSBF Meetings and Agendas. There was not a broadcast remotely via audio and/or video conference to Cole & Huber, LLP, 2261 Lava Ridge Court, Roseville, CA 95661, (916) 223-3434

The agenda for the March 12, 2020, Special Meeting of the Supplemental Benefits Fund Steering Committee was posted at the front of City Hall and electronically on the City of Oroville website, www.cityoforoville.org on Monday, March 9, 2020 at 10:00 A.M.

The March 12, 2020, Supplemental Benefits Fund Steering Committee Regular Meeting was called to order by Chairperson Scott Thomson at 11:00 A.M.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson, Scott Thomson.

ROLL CALL

Present: Voting Committee Members: SBF Chairperson Scott Thomson, City of Oroville; Committee Members, Kent Fowler, FRRPD; David Pittman, City of Oroville; Vice Chairperson, Sonny Brandt, FRRPD, Chuck Reynolds, City of Oroville

Absent Voting Committee Members: none

Present Advisory Committee Members (non-voting): DWR - Eric See

Absent Advisory Committee Members (non-voting): American Rivers – Steve Rothert, Dave Steindorf (alternate) , State Water Contractors – Tim Haines; Oroville Area Chamber of Commerce – Mark Grover

Others Present:

Bill LaGrone, SBF Fund Administrator
Jordan Daley, SBF Program Specialist
Jackie Glover, Recording Clerk

RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON NON-AGENDA ITEMS

None

REGULAR BUSINESS

1. SBF EVENT COORDINATOR REQUEST FOR PROPOSALS PRESENTATIONS

The SBF Steering Committee will hear from three Request for Proposal (RFP) applicants for Event Coordinator Services.

RECOMMENDATION

- 1. Discuss all three proposals and chose applicant for each event
- 2. Provide Direction

After hearing the first presentation from Oroville Area Chamber of Commerce and their interest in a 1yr contract for Salmon Festival. A motion to award them with a 2021 contract in the amount of \$5,500.00 with the opportunity to come back if their DWR contract falls through was made by Committee Member Reynolds and seconded by Committee Member Pittman.

The motion passed by the following vote:

- Ayes: Committee Members, Reynolds, Carter, and Fowler, Vice Chairperson Pittman and Chairperson Thomson.
- Noes: None
- Abstain: None
- Absent: None

After hearing the last two presentations from Oroville Downtown Business Association (ODBA) and Upstate Community Enhancement Foundation (UCEF). A motion to award ODBA with a 2021 contract in the amount of \$4,500.00 for Feather Fiesta Days was made by Committee Member Reynolds and seconded by Committee Member Fowler.

The motion passed by the following vote:

- Ayes: Committee Members, Reynolds, Carter, and Fowler, Vice Chairperson Pittman and Chairperson Thomson.
- Noes: None
- Abstain: None
- Absent: None

After hearing the last two presentations from Oroville Downtown Business Association (ODBA) and Upstate Community Enhancement Foundation (UCEF). A motion to award ODBA with a 2021 contract in the amount of \$3,000.00 for Holiday Parade of Lights and was made by Committee Member Reynolds and seconded by Committee Member Brandt.

The motion passed by the following vote:

Ayes: Committee Members, Reynolds, Carter, and Fowler, Vice Chairperson Pittman and Chairperson Thomson.
Noes: None
Abstain: None
Absent: None

After hearing the last two presentations from Oroville Downtown Business Association (ODBA) and Upstate Community Enhancement Foundation (UCEF). A motion to award UCEF with a 2021 contract in the amount of \$1,500.00 for Wildflower and Nature Festival and \$3,000 for the 4th of July Fireworks was made by Committee Member Reynolds and seconded by Committee Member Fowler.

The motion passed by the following vote:

Ayes: Committee Members, Reynolds, Carter, and Fowler, Vice Chairperson Pittman and Chairperson Thomson.
Noes: None
Abstain: None
Absent: None

SBF CHAIRPERSON CALL FOR AGENDA ITEMS

The SBF Chairperson will request agenda items from the Steering Committee, SBF Advisors, and SBF staff for the April 22, 2020, Regular Quarterly Meeting of the SBF.

Mini Grant Program; special events, marketing, school trips, museum tours.
Assignment of ad Hoc Safety Patrol Committee
Budget Preparation for future

ADJOURNMENT

The meeting was adjourned at 12:06 P.M.

The next regular Quarterly Meeting of the Supplemental Benefits Fund Steering Committee will be held on Wednesday, April 22, 2020 starting at 2:00 P.M. in the Council Chambers of the City of Oroville.

Scott Thomson, Chairperson

Attachments:

1. PowerPoint presented by Chamber of Commerce
2. PowerPoint presented by Oroville Downtown Business Association

DRAFT

SUPPLEMENTAL BENEFITS FUND STEERING COMMITTEE STAFF REPORT

TO: SBF CHAIRPERSON AND COMMITTEE MEMBERS

**FROM: JORDAN DALEY, SBF PROGRAM SPECIALIST
BILL LAGRONE, SBF FUND ADMINISTRATOR**

**RE: QUARTERLY SBF ADMINISTRATIVE EXPENSES TO THE CITY
OF OROVILLE**

DATE: MAY 20, 2020

SUMMARY

The City of Oroville, as SBF Fund Administrator, processed SBF administration expenses in the amount of \$26,661.55 for January, February, March and April 2020. These expenses are within the approved SBF 2019-2020 budget.

DISCUSSION

The expenses are within the guidelines of Contract # 460007302, Exhibit A, Attachment 1, Page 10 "...administrative duties include, but are not limited to, activities associated with management of the Fund." The amount of \$26,661.55 represents actual expenses verified against City of Oroville Sungard electronic financial system charges from January, February, March and April 2020.

FISCAL IMPACT

Reduces previously approved 2019-2020 Administrative Budget of \$98,000 by \$26,661.55 with \$28,764.77 remaining until June 30, 2020.

RECOMMENDATION

This report is informational only.

ATTACHMENTS

Analysis of Administrative Expenses
Budget to Actual Expenses Analysis

**Supplemental Benefits Fund (SBF)
Analysis of Administrative Expenses
1st Quarter Fiscal Year 2019-2020**

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	
Revenues					
DWR	\$ -	\$ -	\$ -	\$ -	
Interest	-	-	-	-	
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Expenses					
Program Specialist Salary and Benefits	8,161.07	6,085.42	6,085.42	6,085.42	
Postage Due/FedEX					
Office Supplies	19.65	5.50	51.96		
Postage/Xerox					
Meeting Expenses					
Transcription Services					
Travel					
Printing					
Legal					
Medical/Physical					
Advertising/Legal Notices		115.15			
Training Expense					
Use of City vehicle					
Telecommunication expense					
Credit: Fees collected for records search					
Total Expenses	<u>\$ 8,180.72</u>	<u>\$ 6,206.07</u>	<u>\$ 6,137.38</u>	<u>\$ 6,085.42</u>	
Total from report	<u>\$ 8,180.72</u>	<u>\$ 6,206.07</u>	<u>\$ 6,137.38</u>	<u>\$ 6,137.38</u>	<u>26,661.55</u>
Difference	-	-	-	-	

**Supplemental Benefits Fund (SBF)
Budget to Actual Expense Analysis
1st Quarter Fiscal Year 2019-2020**

<u>Month</u>	<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Variance</u>
July	2019	8,166.66	(4,449.96)	3,716.70
August	2019	8,166.66	(9,193.37)	(1,026.71)
September	2019	8,166.66	(6,789.04)	1,377.62
October	2019	8,166.66	(6,099.90)	2,066.76
November	2019	8,166.66	(6,088.08)	2,078.58
December	2019	8,166.66	(10,005.29)	(1,838.63)
January	2020	8,166.66	(8,180.72)	(14.06)
February	2020	8,166.66	(6,206.07)	1,960.59
March	2020	8,166.66	(6,137.38)	2,029.28
April	2020	8,166.66	(6,085.42)	2,081.24
May	2020	8,166.66		
June	2020	8,166.74		
Totals:		<u><u>98,000.00</u></u>	<u><u>(69,235.23)</u></u>	<u><u>12,431.37</u></u>

Administrative Expenses* 1 Year Budget: \$98,000.00

SUPPLEMENTAL BENEFITS FUND STEERING COMMITTEE STAFF REPORT

TO: SBF CHAIRPERSON AND COMMITTEE MEMBERS

**FROM: JORDAN DALEY, SBF PROGRAM SPECIALIST
BILL LAGRONE, SBF FUND ADMINISTRATOR**

RE: FEATHER RIVER CENTER AGREEMENT NO. 3280 AMENDMENT

DATE: MAY 20, 2020

SUMMARY

The SBF Steering Committee may consider changing the terms of 2018 NOFA Agreement No.3280 with Feather River Center.

DISCUSSION

On January 16, 2019 the SBF Steering Committee approved a NOFA request from Feather River Center (FRC) in the amount of \$300,000 from the Project Fund for construction elements at the Forebay Aquatic Center in Oroville, CA. The SBF Steering Committee requested a revised budget and project plan from FRC at the January Quarterly Meeting. Feather River Center has requested that the agreement be extended and revised until May 2021 by the SBF Steering Committee.

FISCAL IMPACT

None

RECOMMENDATION

Amend & Extend Agreement No.3280

ATTACHMENTS

Feather River Center's Request for Extension and Amendment Letter
Melton Contract Amendment



LANDSCAPE ARCHITECTURAL STATEMENT OF WORK

BETWEEN

Feather River Center
Tony Catalano, Executive Director
2485 Notre Dame Boulevard, Suite 370, Box 109
Chico, CA 95928
Programs@featherrivercenter.org / 530-961-3767

AND

Melton Design Group, Inc. (MDG)
820 Broadway Street
Chico, CA 95928

Project: AMENDMENT #1 TO ORIGINAL CONTRACT – Feasibility Study for the Thermalito Forebay – Feather River Center

PROJECT UNDERSTANDING

The Owner has requested for the Melton team to provide Grant Writing Services.

SECTION 1 – SCOPE OF SERVICES

Amendment 1: Task 1 – Grant Writing

SECTION 2 - BASIS OF COMPENSATION

AMEND 1: TASK 1 – GRANT WRITING	\$30,000.00
<hr/>	
TOTAL (Not to exceed)	\$30,000.00

Sincerely,

Greg Melton, President/CEO
Melton Design Group

I hereby authorize Melton Design Group, Inc. to proceed with the work as set forth in this proposal.

Date: _____ Signature: _____

Print Name & Title: _____

Company Name: _____





FEATHER RIVER CENTER
Aquatics ◦ Education ◦ Recreation

*Promoting education, recreation, boating and water safety, competitive water sports and tourism
in and beyond the Feather River Watershed.*

Forebay Aquatic Center Garden Drive @ Hwy. 70 Oroville CA
Mail: 2485 Notre Dame Blvd., Ste. 370 Box 109, Chico CA 95928
programs@featherrivercenter.org 530-570-2866

A California Nonprofit Public Benefit Corporation
501c3: 17053079315008
EIN: 82-3383740

April 11, 2020

Supplemental Benefits Fund Committee
City of Oroville
1735 Montgomery Street
Oroville CA 95965

Reference SBF Contract #3280

Dear SBF Committee Members:

We would like to thank you very much for your support of the Feather River Center's programs. Your generosity and confidence in us allows for our continued growth with the goal of increased economic development and recreation for the community.

At this time, we have completed much of the work outlined in our Contract.

- Completed initial surveys and Preliminary EIR for the peninsula project creating the Rowing Sprint Course; the initial report suggests another two years of permitting work.

- Purchased three safety launches, three rafts, a pick up truck, trailers, carport, and various other safety equipment related to our programs. See attached breakdown of purchases by program.
- As of this writing we have a fund balance of \$155,056.63 of which \$84,013.00 is committed. This leaves **\$71,043.63** available for reallocation.

We'd like to reallocate our resources in the following manner:

Grants Research/MDG	\$19,200.00*	New Total MDG Allocation \$83,513.00
Marketing	\$6,500.00	Advertising, Staff Logo Clothing, Merchandise
Boatyard Expansion	\$30,000.00	Grading, Fencing, Materials, Permitting
Website	\$10,000.00	To professionally upgrade/maintain our websites.
Contingency	\$5,343.63	Unexpected allowed expenses, with SBF approval.

* The new MDG Contract, from February 2020, indicates \$30,000 in compensation for grant writing targeting the Sprint Course development. However, this was prior to COVID-19 and its consequences, hence only a \$19,200 allocation request for that work. Things could still change, given the national uncertainty and further discussion might be necessary.

We are also formally requesting an extension of Grant funds and that they are held in reserve to be applied in 2020-21. We hope you can grant these modifications to our earlier proposal.

Sincerely,

Tony Catalano
 Executive Director, Feather River Center
 Forebay Aquatic Center
 530-570-2866
Programs@featherrivercenter.org

**Feather River Center
Report of SBF Expenditures**

Outdoor Education and Recreation - Invoice #'s included

Invoice #	Items	Expenditures	Balance
			\$70,800.00
SBF Invoice #1018	11 Kayaks/Paddles	\$5,893.98	\$64,906.02
SBF Invoice #1031	SUP Board	\$741.53	\$64,164.49
	SUP Board, Leash, Fin, Plate	\$757.38	\$63,407.11
SBF Invoice #1038	10 SUP, Paddles, Skegs	\$1,027.64	\$62,379.47
	Drain Plugs	\$59.94	\$62,319.53
SBF Invoice #1042	Paddle Rack	\$935.00	\$61,384.53
	PDF Rack, Trailer hitch	\$107.30	\$61,277.23
	4 Pedal Boats	\$11,096.00	\$50,181.23
	2 Quik Shades	\$159.48	\$50,021.75
	Bungees/Carabiners	\$62.00	\$49,959.75
	HD Tarp	\$88.93	\$49,870.82
SBF Invoice #1044	Whaler Rescue Equip	\$75.09	\$49,795.73
SBF Invoice #1050	Whaler Maintenance	\$590.67	\$49,205.06
SBF Invoice #1066	Whaler Maintenance-share	\$11.47	\$49,193.59
	Carport Down Pymt	\$224.50	\$48,969.09
SBF Invoice #1069	Pick Up Truck	\$6,000.00	\$42,969.09
	P/U Truck Tow Equipment	\$66.36	\$42,902.73
SBF Invoice #1073	P/U Accessories	\$152.70	\$42,750.03
	P/U Oil Change	\$52.20	\$42,697.83
	P/U wipers, oil, hdwe.	\$97.10	\$42,600.73
	Drill Set, Blower, Safety Radios	\$458.53	\$42,142.20

	Truck Insurance	\$1,641.00	\$40,501.20
	Carport Pymt	\$2,020.50	\$38,480.70
	Carport Final Pymt	\$125.00	\$38,355.70
	3 Rafts	\$2,800.00	\$35,555.70
SBF Invoice #1075	PFD's/Paddles, Dry Bags, Raft Tube	\$3,261.64	\$32,294.06
	Paddle Barrel Storage	\$37.53	\$32,256.53
	Dolly, Cable Lighting	\$132.26	\$32,124.27
	Oblong Buckets	\$38.00	\$32,086.27
	Combos, Tools	\$99.54	\$31,986.73
	Rope, Pulleys, etc.	\$96.70	\$31,890.03
	3 Used Rafts	\$2,800.00	\$29,090.03
	Home Depot, etc., Misc.	\$404.03	\$28,686.00
SBF Invoice#1076	Les Schwab-tire repairs	\$65.82	\$28,620.18
SBf Invoice #1077	PFD's, Paddles, Tiedowns	\$1,533.46	\$27,086.72
	Amazon - Moving Dolly	\$61.12	\$27,025.60
	Amazon Floating Island	\$407.54	\$26,618.06
SBF Invoice#1079	2 Used Boat Trailers	\$450.00	\$26,168.06
SBF Invoice #1082	2 Paddle Barrels	\$75.07	\$26,092.99
	Shelving	\$262.70	\$25,830.29
	Refurbish Trailers	\$132.56	\$25,697.73
SBF Invoice # 1086	Kayak Seats, Scupper Stoppers	\$398.57	\$25,299.16
Total Spent			\$45,500.84

Butte Sailing Club

	Expenditures	Balance
Opening		\$40,000.00
1 Trailer	\$378.86	\$39,621.14
2 Trailers	\$569.88	\$39,051.26
Safety Launch	\$5,250.00	\$33,801.26
Racing Marks	\$312.28	\$33,488.99
Safety Launch Registration	\$396.00	\$33,092.99
Safety Launch Refit Parts	\$329.63	\$32,763.36
Safety Launch Refit	\$288.28	\$32,475.08
Total Spent		\$7,524.93

TMRC and CSUC Rowing

	Expenditures	Balance
Opening		\$58,000.00
Merc. 9.9	\$2,155.00	\$55,845.00
Whaler Repair	\$295.33	\$55,549.67
Whaler Repair	\$37.55	\$55,512.12
Racing Marks	\$312.28	\$55,199.85
Whaler Repair-share	\$11.47	\$55,188.38
Still Water Designs	\$25,420.00	\$29,768.38
Total Spent		\$28,231.63

Peninsula Project for Rowing Sprint Course/Project Mgmt.

	Expenditures	Balance
Opening		\$101,200.00
MDG	\$13,772.00	\$87,428.00
MDG	\$17,869.00	\$69,559.00
MDG	\$15,246.00	\$64,313.00
Total Spent		\$46,887.00

Executive Director Payments	Expenditures	Balance
Opening		\$30,000.00
6/10/19	\$2,400.00	\$17,600.00
7/21/19	\$2,400.00	\$15,200.00
8/5/19	\$2,400.00	\$12,800.00
9/5/19	\$2,400.00	\$10,400.00
10/5/19	\$2,400.00	\$8,000.00
11/5/19	\$2,400.00	\$5,600.00
12/5/19	\$2,400.00	\$3,200.00
Total Spent		\$16,800.00

SUPPLEMENTAL BENEFITS FUND STEERING COMMITTEE STAFF REPORT

TO: SBF CHAIRPERSON AND COMMITTEE MEMBERS

**FROM: JORDAN DALEY, SBF PROGRAM SPECIALIST
BILL LAGRONE, SBF FUND ADMINISTRATOR**

RE: STAGE AGREEMENT NO.3273 CONTINGENCY REALLOCATION

DATE: MAY 20, 2020

SUMMARY

The SBF Steering Committee may consider changing the terms of 2018 NOFA Agreement No.3273 with State Theatre Arts Guild.

DISCUSSION

On January 16, 2019 the SBF Steering Committee approved a NOFA request from State Theatre Arts Guild (STAGE) in the amount of \$375,000 from the Project Fund for replacement of the roof and upgrade of the solar system at the Historic State Theatre in Oroville, CA. STAGE is requesting the contingency on these funds to be lifted due to the transfer of ownership being delayed by Covid-19. The SBF Steering Committee had placed these funds on hold until the title of ownership was officially transferred to STAGE. They have provided a budget and cost proposal.

FISCAL IMPACT

None

RECOMMENDATION

Amend contingencies on Agreement No.3279

ATTACHMENTS

STAGE Agreement No. 3273 Proposal

Proposed Revised Scope of Work

State Theatre Arts Guild, Inc.

HISTORIC OROVILLE STATE THEATRE

REPLACEMENT OF THE ROOF/REPAIR OF EXTERIOR WALLS and UPGRADE OF SOLAR SYSTEM

Summer 2020

NOTE: ALL PROJECTS AND SCHEDULES ARE SUBJECT TO DELAYS AND OR MODIFICATIONS COMPELLED BY THE CURRENT COVID-19 RESTRICTION COMPLIANCE OR THE IMPLICATIONS OF THOSE RESTRICTIONS AS WE PROCEED.

The purpose of this document is to amend the original proposal presented to the Supplemental Benefit Fund Committee in October 2018. That proposal was a comprehensive series of projects. A number of those original projects have now been completed (SBF Contract #3273). This revision is drafted to present the projects for which the SBF Committee awarded funds in the amount of \$375K (SBF Contract #3279) April 2019.

STAGE is currently publishing solicitations for new pricing on these projects. The final determination of what may be accomplished will depend upon the relevant and current cost of the projects in the world post Camp Fire and the implications of the COVID-19 restrictions as noted above. The projected costs are those provided to STAGE by our architectural firm Russell Galloway. These projected costs serve STAGE to understand what may be undertaken with the funds granted and the STAGE match to those funds. They are certainly an update to the original submission and even the revised submission provided in April 2019.

PROPOSED SCOPE OF WORK

The full re-roof plan including retail suites, south tower wall repair/resurface, drainage system, repair and painting of south Theatre wall and solar array upgrade. Comprehensive cost of this project \$829K

Demolition

- Removal of current solar system
- STAGE would prefer not to remove the ducting mounted on the south-facing wall. (However, if this becomes necessary, it will have to be coordinated with the HVAC company responsible for the installation of the current HVAC system (installed summer 2018)
- Removal of current roofing down to the underlayment on main theater roof
- Scrape retail suites and fly tower to create a surface upon which to apply three (3) layers of sprayed snow coat
- De-construction of the scupper Drainage System
- Remove current elastomer on both fly tower south-facing wall and south-facing Theatre wall
- Sandblast both fly tower and Theatre south-facing walls to create even surface (final step in demolition above)
- Clean Up

Repair of Fly Tower South-facing Wall

- Seal wall including any subsequent patching of erosions
- Re-coat with elastomer (2)
- Install flashings to prevent water migration

Repair South-Facing Theatre wall

- Seal wall including any subsequent patching of erosions
- Re-coat with elastomer (2)
- Install cap flashings to prevent water migration

Construction of new drainage system (entirely outside the Theatre, straight into the drainage spouts)

- Eliminate current water evacuation paths permanently
- Core drill/cut parapet wall to provide direct drainage to down spout pipes
- Construct any connections appropriate
- Secure and seal any migration paths
- Cut or core overflow scuppers

Retail Suites Roof

- Inspect surface, especially around equipment mounts
- Patch if necessary
- Thoroughly wash and clean roofing surface
- Apply three consecutive sprayed coats of snow coat
- Install walk path overlays to minimize traffic on coated surface

Fly Tower Roof

- Inspect surface, especially around equipment mounts
- Patch if necessary
- Thoroughly wash and clean membrane surface
- Apply three consecutive sprayed coats of snow coat
- Install walk path overlays to minimize traffic on coated surface

Main Theatre Roof

- *Inspect for water damage and investigate the migration, identify source of water if possible. If necessary and/or appropriate, strip out plywood and install new RBS or OSB as underlayment for new roof materials
- If replacement of underlayment is not indicated, patch anything appropriate
- STAGE will consider options for roof replacement and will consider based on the warranty for a watertight roof; durability or recommendations to protect effective but vulnerable options such as foam. Materials the Board will consider are: synthetic rubber, thermoplastic (TPO, PVC or similar material), or modified bitumen. Selection will be based on the cost effective MOST secure protection available.
- Install new roof
- Install any additional requirements such as walk path overlays & catwalks to allow safe and efficient traffic on the roof.
- Install new solar system (separate contract)

PROJECT COSTS

In the event that the actual costs are significantly different from our projected project costs, we will scale back to optimize the benefits within the funds available. If that is necessary, STAGE will advise the Committee of those alterations.

Contract (#3279) SBF Award =	\$375,000
SBF Contract #3273 Reserve =	\$188,000
STAGE Match to Both =	<u>\$269,000</u>
Total:	\$832,000 versus current projected costs \$829K

NOTE: Any differential may be absorbed by STAGE fund raising if required.
We are hoping that the actual costs will be less.

SCHEDULE

Current plan is for the roof/solar projects of summer 2020 to begin on July 8th and will be completed by October 16th 2020. However as noted above if implications of current COVID-19 restrictions delay the launch of these projects, the completion date may move out by necessity and worst case could be delayed such that it will not be possible to complete them in 2020 due to the Theatre production schedule (20/21).

Therefore, STAGE requests that the contract #3279 stipulate a completion date of December 31st 2021, to ensure completion within the covenants of the contract without a revision to the contract due to the COVID-19 situation – should it become a factor.

STAGE will be conducting other projects at the Theatre this summer as part of our match to these contracts during the summer of 2020. Those projects will not likely interfere with the work on the roof or the walls. They will run within the timeline of the roof/solar project. The roof/solar projects are the critical path for all the work to be conducted at HOST this summer. Even if the roof/solar projects must be delayed, the other match projects are likely to take place this summer.

CEQUA AND PERMITS

STAGE has had preliminary meeting with the planning department. No CEQUA response is required. Several permits will be required. For this set of projects two permits will be required:

- Building permit for the roof replacement

- Permit for the sandblasting of the south wall

Also, two encroachment permits will be required:

- Restricted use of the east parking lot for the duration of the summer

- Restricted use of the sidewalk along the north side of Robinson Street east of Myers

(And possibly restricted traffic on Robinson during the sand blasting, depending upon the procedures to be used) This will be presented to Planning once we have details.

SUPPLEMENTAL BENEFITS FUND STEERING COMMITTEE STAFF REPORT

TO: SBF CHAIRPERSON AND COMMITTEE MEMBERS

**FROM: JORDAN DALEY, SBF PROGRAM SPECIALIST
BILL LAGRONE, SBF FUND ADMINISTRATOR**

**RE: OROVILLE AREA CHAMBER OF COMMERCE AGREEMENT NO.
3243-2 EXTENSION**

DATE: MAY 20, 2020

SUMMARY

The SBF Steering Committee may consider extending the terms of Agreement No.3243-2 with Oroville Area Chamber of Commerce.

DISCUSSION

On April 24, 2019 the SBF Steering Committee approved a request from Oroville Area Chamber of Commerce in the amount of \$60,000 from the Marketing/Community Benefit Fund. Funds were to be used to promote the Historic Downtown District using digital marketing. Oroville Area Chamber of Commerce has requested that the agreement be extended until June 30, 2020 by the SBF Steering Committee.

FISCAL IMPACT

None

RECOMMENDATION

Extend Agreement No.3243-2

ATTACHMENTS

Oroville Area Chamber of Commerce Request for Extension Letter



May 14, 2020

Jordan Daley
City of Oroville / Program Specialist
Supplemental Benefits Fund (SBF)
1735 Montgomery Street Oroville, CA 95965
(Direct) 530-538-2518

RE: Contract Extension

Dear Jordan Daley;

Due to the impacts of Covid 19 the chamber is respectfully requesting an extension of contract #3243-2 through June 30 2020.

Sincerely,

A handwritten signature in black ink, appearing to read "Amber Marron", is written over a light blue horizontal line.

Amber Marron
Oroville Chamber of Commerce

SUPPLEMENTAL BENEFITS FUND STEERING COMMITTEE STAFF REPORT

TO: SBF CHAIRPERSON AND COMMITTEE MEMBERS

**FROM: JORDAN DALEY, SBF PROGRAM SPECIALIST
BILL LAGRONE, SBF FUND ADMINISTRATOR**

RE: ESTABLISH SBF ADMINISTRATIVE BUDGET FOR 2020-2021

DATE: MAY 20, 2020

SUMMARY

The Committee will consider approving the Administrative Budget in the amount of \$92,000.00 for fiscal year July 1, 2020 through June 30, 2021.

DISCUSSION

In 2007 the City of Oroville and the Supplemental Benefits Fund Steering Committee approved a position to fulfill the needs. The position was filled June 23, 2008 as part of a full-time position that the City of Oroville established. The position initially was titled SBF/RDA Coordinator with an appropriate job description and non-exempt salary classification. In 2012, the position was reclassified to a 20hr per week Program Specialist, an exempt from overtime position. In 2018 the position became full-time.

The recommended 2020 – 2021 SBF Administrative Budget of \$92,000.00 includes SBF Program Specialist 40 hours per week/salary and benefits; office supplies, printing, mailing and copies, meeting expense, legal, legal advertising and other expenses.

FISCAL IMPACT

Establishes a budget for the current fiscal year (07.01.2020 – 06.30.2021); funding is available from the 2020 unencumbered SBF balance \$183,230.58.

The SBF currently has \$2,378,976.41 on deposit with the City of Oroville and \$135,000.00 with DWR. Commitments of \$1,983,945.37 and \$200,000 in a Revolving Loan Fund.

RECOMMENDATION

Approve 2020-2021 Budget

ATTACHMENTS

2019-2020 approved budget
2019-2020 actual vs budget analysis
Proposed 2020-2021 budget

**Supplemental Benefits Fund (SBF)
Budget to Actual Expense Analysis
1st Quarter Fiscal Year 2019-2020**

<u>Month</u>	<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Variance</u>
July	2019	8,166.66	(4,449.96)	3,716.70
August	2019	8,166.66	(9,193.37)	(1,026.71)
September	2019	8,166.66	(6,789.04)	1,377.62
October	2019	8,166.66	(6,099.90)	2,066.76
November	2019	8,166.66	(6,088.08)	2,078.58
December	2019	8,166.66	(10,005.29)	(1,838.63)
January	2020	8,166.66	(8,180.72)	(14.06)
February	2020	8,166.66	(6,206.07)	1,960.59
March	2020	8,166.66	(6,137.38)	2,029.28
April	2020	8,166.66		
May	2020	8,166.66		
June	2020	8,166.74		
Totals:		<u>98,000.00</u>	<u>(63,149.81)</u>	<u>10,350.13</u>

Administrative Expenses* 1 Year Budget: \$98,000.00

**SBF Administrative Budget
July 1, 2019 to June 30, 2020**

Month:	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total Year
	(3 pay periods)									(3 pay periods)			
Program Specialist Salary*	4,486.00	6,729.00	4,486.00	4,486.00	4,486.00	4,486.00	4,486.00	4,486.00	4,710.00	4,710.00	7,065.00	4,710.00	59,326.00
Meeting Clerk	200.00	0.00	0.00	200.00	0.00	0.00	200.00	0.00	0.00	200.00	0.00	0.00	800.00
Medicare	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	480.00
PERS	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
PersBond	475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	5,700.00
Health Insurance**	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00
Workers Compensation	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
PERS/Survivor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unemployment Insurance	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00
Sub total personnel:	6,146.00	8,189.00	5,946.00	6,146.00	5,946.00	5,946.00	6,146.00	5,946.00	6,170.00	6,370.00	8,525.00	6,170.00	77,646.00
Office Supplies	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Special Supplies	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
Printing, Mailing & Copies	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
Meeting Expense	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Legal	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Legal Advertising	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
SBF Consultant (MCS)***	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	2,880.00
Other/plaques/advertising/Misc	551.00	551.00	551.00	551.00	551.00	551.00	551.00	551.00	551.00	551.00	551.00	553.00	6,614.00
Sub total overhead:	1,696.00	1,696.00	1,696.00	1,696.00	1,696.00	1,696.00	1,696.00	1,696.00	1,696.00	1,696.00	1,696.00	1,698.00	20,354.00
Grand total personnel/overhead:	7,842.00	9,885.00	7,642.00	7,842.00	7,642.00	7,642.00	7,842.00	7,642.00	7,866.00	8,066.00	10,221.00	7,868.00	98,000.00

Note: Program Specialist salary & benefits are based on 40 hours per week, currently the SBF Program Specialist is compensated for 36 hours per week with 4 hours per week considered as furlough time with those funds being transferred to the City of Oroville PERS Trust as required by the employment provisions for this position.

*Base salary includes a step increase due 05/2020 and \$250.00 BA incentive pay.

**Health Insurance includes Health, Dental Life and Vision Insurance

***Assumes one four hour day per week

**SBF Administrative Budget
July 1, 2020 to June 30, 2021**

Month:	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total Year
	(3 pay periods)				(3 pay periods)								
Program Specialist Salary*	6,907.00	4,605.00	4,605.00	4,605.00	4,605.00	6,907.00	4,605.00	4,605.00	4,835.00	4,835.00	4,835.00	4,835.00	60,784.00
BA Incentive Pay	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
Meeting Clerk	100.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	400.00
Medicare	66.00	66.00	66.00	66.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	800.00
PERS	316.66	316.66	316.66	316.66	316.67	316.67	316.67	316.67	316.67	316.67	316.67	316.67	3,800.00
Health Insurance**	958.33	958.33	958.33	958.33	958.33	958.33	958.33	958.33	958.34	958.34	958.34	958.34	11,500.00
Workers Compensation	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	450.00
Unemployment Insurance	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Sub total personnel:	8,660.49	6,258.49	6,258.49	6,358.49	6,259.50	8,561.50	6,359.50	6,259.50	6,489.51	6,589.51	6,489.51	6,489.51	81,034.00
Office Supplies	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Printing, Mailing & Copies	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Meeting Expense	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Legal	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Other/plaques/advertising/Misc	263.83	263.83	263.83	263.83	263.83	263.83	263.83	263.83	263.84	263.84	263.84	263.84	3,166.00
Sub total overhead:	913.83	913.83	913.83	913.83	913.83	913.83	913.83	913.83	913.84	913.84	913.84	913.84	10,966.00
Grand total personnel/overhead:	9,574.32	7,172.32	7,172.32	7,272.32	7,173.33	9,475.33	7,273.33	7,173.33	7,403.35	7,503.35	7,403.35	7,403.35	92,000.00

*Base salary includes a step increase due 05/2021

**Heath Insurance includes Health, Dental Life and Vision Insurance

SUPPLEMENTAL BENEFITS FUND STEERING COMMITTEE STAFF REPORT

TO: SBF CHAIRPERSON AND COMMITTEE MEMBERS

**FROM: JORDAN DALEY, SBF PROGRAM SPECIALIST
BILL LAGRONE, SBF FUND ADMINISTRATOR**

RE: SAFETY PATROL AD-HOC COMMITTEE DISCUSSION

DATE: MAY 20, 2020

SUMMARY

The SBF Chairperson may consider a discussion about establishing an Ad Hoc Committee, Safety Patrol

DISCUSSION

In past SBF Meetings, Committee Members have shown interest in an informal discussion regarding the necessity of coming up with a solution or partnering with another agency in hopes for more patrolling along the Feather River, trails, parks and special event activities. It has been suggested that an ad Hoc Committee be established to research, discuss, and provide possible recommendations.

Chairperson may consider appointing two committee members, one from the City of Oroville voting members and one from the Feather River Park and Recreation voting members to an Ad Hoc Committee. If this Ad hoc Committee is established, it will be facilitated by the SBF Program Specialist.

FISCAL IMPACT

None

RECOMMENDATION

Establish an Ad Hoc Committee
(or) Provide staff direction

ATTACHMENTS

2014 Safety Patrol Staff Report

SUPPLEMENTAL BENEFITS FUND STEERING COMMITTEE STAFF REPORT

TO: SBF CHAIRPERSON & COMMITTEE MEMBERS

FROM: RANDY MURPHY, SBF FUND ADMINISTRATOR
BOB MARCINIAK, SBF PROGRAM SPECIALIST

RE: SAFETY PATROL

DATE: OCTOBER 1, 2014

SUMMARY

The Chairperson may consider establishing an ad Hoc Committee for the purpose of researching how multiple agencies with jurisdiction in and along the Feather River trails and parks might work together to establish a permanent solution to providing a Safety Patrol.

DISCUSSION

The SBF Steering Committee on July 2, 2014 approved allocating one-time funds to the City of Oroville to allow for hiring two, part-time, reserve police officers that would be assigned to park, trail, and special event patrol activities.

Since that approval there has been informal discussion regarding the necessity of coming up with a permanent solution to the patrolling the Feather River, trails, parks and special event activities. It has been suggested that an ad Hoc Committee be established to research, discuss, and provide possible recommendations regarding:

- What are the geographic boundaries of which agency responds for emergencies?
- Who currently coordinates those responses?
- Who responds to criminal activity?
- How can a joint long-term, funded, agreement be established.

An archived letter from the State of California Department of Parks and Recreation provides information as to how they viewed the patrol issues in 2006.

FISCAL IMPACT

None

RECOMMENDATION

Establish an ad Hoc Committee (or) provide direction to staff

ATTACHMENTS

- January 22, 2006 State Parks letter

SUPPLEMENTAL BENEFITS FUND STEERING COMMITTEE STAFF REPORT

TO: SBF CHAIRPERSON AND COMMITTEE MEMBERS
FROM: JORDAN DALEY, PROGRAM SPECIALIST
**RE: REQUEST FROM OROVILLE AREA CHAMBER OF COMMERCE
FOR 2021 FUNDING**
DATE: MAY 20, 2020

SUMMARY

The Oroville Area Chamber of Commerce (Chamber) has requested consideration for funding in the amount of \$60,000 from the SBF Marketing/Community Benefit Fund.

DISCUSSION

The request is attached it details how the funds would be utilized to continue and expand the program of work at the community's tourism and communication center. Funds would be used to promote the Historic Downtown District using multiple resources of Digital Marketing. The Chamber received a previous allocation for this purpose in 2018 and provided a quarterly report detailing the reaches and benefits of such a program.

FISCAL IMPACT

Decrease Revolving Loan Fund by \$60,000.00

RECOMMENDATION

Approve 2021 Chamber of Commerce Funding Agreement

ATTACHMENTS

Request Letter
Activities Budget



Scott Thompson, Chairperson
Supplemental Benefits Fund
1735 Montgomery Street
Oroville, CA 95965

May 14, 2020

Dear Scott,

The Oroville Area Chamber of Commerce has been the leading agency for communication within and promotion of the community of Oroville for over 100 years. In years past, part of this effort was funded by the City of Oroville, however the city is no longer able to provide funding for this endeavor. Fortunately, the Supplemental Benefits Fund provided by the Department of Water Resources has stepped in for the last several years and provided funding for the Chamber to continue as the primary organization for all tourism related matters, including printed media, billboard advertising, digital marketing and providing a physical location where tourism and community related information is disseminated.

The SBF Settlement Agreement will not become a reality until the new licensing of the Oroville Dam, Project 2100, is accomplished, and at that time the Chamber will be provided with a fixed stipend of \$60,000 per year for tourism related activities. In the meanwhile the Department of Water Resources has provided good faith funding through the SBF under the categories of "Projects" and "Marketing and Community Benefit". The Chamber's request falls under the latter category.

The Chamber's current SBF contract ends on April 30, 2020 but it's scope of work as the community's go-to organization does not end there. With that in mind, Chamber staff has prepared a plan and a budget and is requesting a new contract for the time period of July 1, 2020 to June 30, 2021. The request is for \$60,000 to continue and expand the program of work as the community's tourism and communication center. A new marketing plan and budget are provided with this request and we respectfully ask for your support in the continuing mission to tell the world about the gold mine of a town in which we live: Oroville, California.

Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Amber Marron". The signature is fluid and cursive.

Amber Marron
Chamber Team Member

**OROVILLE AREA CHAMBER OF COMMERCE
SBF ACTIVITIES BUDGET 2020-2021**

ACTIVITIES

BUDGET

\$5,000.

WEBSITE: The Visit Oroville page will be continued to be maintained with new content added to the various pages.

\$10,000.

DIGITAL MARKETING

Social Media: Create and maintain associated tourism related social media presence based on best practices in social media including video and blogs.

Drip Email Marketing: Send out emails to segmented markets based on user selected interests.

Blogs: Create blogs on the website featuring recreation and community events.

\$20,000.

DIGITAL ADVERTISING

Billboards: Two monthly outdoor digital displays of pertinent community information including, but not limited to, activities, events and special effects. Includes development and production of board materials.

Advertising: We will be working with community partners to create video and digital advertisements to promote tourism in the community.

\$25,000.

VISITOR SERVICE:

The Chamber will continue to disseminate tourism information (i.e. phone calls, emails, mailings, walk-ins and visitor packets) on the recreational and tourism opportunities of Oroville and re-print existing, non-specified tourism brochures.

TOTAL:

\$60,000.

**SUPPLEMENTAL BENEFITS FUND STEERING COMMITTEE
STAFF REPORT**

TO: SBF CHAIRPERSON & COMMITTEE MEMBERS

FROM: JORDAN DALEY, SBF PROGRAM SPECIALIST

RE: SBF UPDATE (JANUARY, FEBUARY, MARCH 2020)

DATE: MAY 20, 2020

1. SBF FINANCIAL SUMMARY

The SBF currently has \$2,378,976.41 on deposit with the City of Oroville and \$135,000.00 with DWR. Commitments of \$1,983,945.37, \$200,000 in a Revolving Loan Fund leaving \$183,230.58 as a reserve. A spreadsheet detailing NOFA's, Administrative Grants, Matching Funds, and Administrative Expenses is attached.

2. SBF PROGRAM SPECIALIST SUMMARY OF ACTIVITIES:

- **JANUARY 2020:** Regular Meeting was held January 22th, Steering Committee extended several 2018 NOFA Agreements. Approved the Event Coordinator Request for Proposal (RFP) to be released until February 12th.
- **FEBRUARY 2020:** Followed up with all 2018 NOFA applicants on project progress. legal research; attending meetings; process of payment reimbursements; filing; correspondence & email. Prepared for Special Meeting in March.
- **MARCH 2020:** A Special Meeting was held March 12th, Steering Committee heard from all applicants interested the Event Coordinator RFP. Awarded one-year contracts for 2021 downtown events to Oroville Area Chamber of Commerce, Oroville Downtown Business Association and Upstate Community Enhancement Foundation.

3. AD HOC COMMITTEE UPDATES:

- **Update:** ad Hoc Safety Patrol Committee: No recent committee meeting.

SBF Fund Reconciliation

DWR Released

2002	Direct to FRRPD for Riverbend Park	\$3,000,000.00	9/26/2002
2006	Direct to FRRPD for Riverbend Park	\$2,200,000.00	3/9/2006
2006	Contract Amount	\$1,935,000.00	7/21/2006
2011	2011 DWR Release	\$100,000.00	(December)
2012	2012 DWR Release	\$100,000.00	(January)
2013	2013 DWR Release	\$100,000.00	(January)
2014	2014 DWR Release	\$100,000.00	(January)
2015	2015 DWR Release	\$100,000.00	(January)
2016	2016 DWR Release	\$100,000.00	(January)
2017	2017 DWR Release	\$100,000.00	(January)
2017	2017 DWR Special Advance Release	\$3,000,000.00	(06/15/2017)
2017	2017 Interest earned as of 10/31/2017	\$8,629.62	(10/31/2017)
2018	2018 DWR Release	\$100,000.00	(03/06/2018)
2018	Interest from 11/01/2017 to 06/30/2018	\$31,553.65	(06/30/2018)
2019	2019 DWR Release	\$100,000.00	(01/14/2019)
2019	Interest from 09/30/2018 to 12/31/2018	\$32,814.49	(12/31/2018)
2019	Interest from 3/31/2019 to 6/30/2019	\$43,767.22	(06/30/2019)
2020	2020 DWR Release	\$100,000.00	(05/05/2020)
2020	Interest from 9/30/2019 to 12/31/2019	\$27,944.71	(12/31/2019)
	Total Contract & Interest to date:	\$6,079,709.69	



Fund Commitments

	Funded	Status	Committed	Not Committed	Total
2019 Event Coordinator (USCEF)(2019-2020)	-24,500.00	Open	-27,000.00		-51,500.00
2018 STAGE NOFA Approval	-456,118.57	Open	-182,381.43		-638,500.00
2018 FRRPD NOFA/ Nelson Pool	-4,938.05	Open	-745,061.95		-750,000.00
2018 FRRPD NOFA/ Bradfreeman Trail	-1,920.00	Open	-258,840.00		-260,760.00
2018 Veterans Memorial NOFA		Open	-92,098.00		-92,098.00
2018 Upstate Community NOFA Marketing	-22,420.96	Open	-2,579.04		-25,000.00
2018 Birdcage Theatre NOFA Marketing	-14,178.44	Open	-10,821.56		-25,000.00
2018 ODBA NOFA Marketing	-12,541.20	Open	-28,958.80		-41,500.00
2018 STAGE NOFA Approval (pending contract)			-375,000.00		-375,000.00
2018 Feather River Center	-128,804.31	Open	-171,195.69		-300,000.00
2019 SBF Administrative Budget (07/01/2019 to 06/30/2020)	-42,625.64	Open	-55,374.36		-98,000.00
2019 Allocation to the Oroville Area Chamber of Commerce	-42,365.46	Open	-17,634.54		-60,000.00
2019 Revolving Loan Fund Allocation 4.24.19		Open		200,000.00	
2019 Reserve Fund 4.24.19 (Not Committed)		Open		150,000.00	
2020 SBF Administrative Budget (07/01/2020 to 06/30/2021)		Pending			0.00
2021 Event Coordinator (Chamber)		Open 2021	-5,000.00		-5,000.00
2021 Event Coordinator (ODBA)		Open 2021	-7,500.00		-7,500.00
2021 Event Coordinator (UCEF)		Open 2021	-4,500.00		-4,500.00
	(Funded)		(Committed)	(Not Committed)	
Sub totals/excluding Riverbend Park:	-750,412.63		-1,983,945.37	350,000.00	-2,734,358.00

FUNDS ON DEPOSIT:

RECAP:			
Total Funds at City	\$2,378,976.41	At DWR	135,000.00
Committed	-\$1,983,945.37		
Reserve (established 07/25/2018)	-\$150,000.00		
Revolving Loan Fund (established 07/25/2018)	-\$200,000.00		

Total/Contract/to date: **\$45,031.04**

SUPPLEMENTAL BENEFIT FUND QUARTERLY REPORT



STATE THEATRE ARTS GUILD, INC. (STAGE)

SUMMER PROJECTS 2019 Contract #3273

April 22nd, 2020



The purpose of this report is to apprise the SBF Committee of the status of the subject projects associated with grant contract #3273 in the amount of \$638K. This report will *Summarize Status Of The Projects* associated with this contract, primarily the *STAGE Match* of for the April quarterly meeting of the SBF Committee. Note: items whose status is unchanged and that have not been updated are in Light type to economize the reviewer's time.

Summary Status of The Projects

Blade sign and Marquee Restoration – Complete (exception below)

- Restoration of the façade (scar of the old UA marquee) has been winterized and will be repaired when weather permits next summer. STAGE will be paying for this restoration as part of the match of funds.
- The roofing tiles on top of the parapet wall have been replaced.

Lobby work Phase II - Complete

- Phase II lobby detail was conducted and completed in January 2020 and paid for by STAGE as part of their matching funds. Invoices attached. See also STAGE Match Status below
 - Artist Work Bruhl Design \$15,200
 - Scaffold Equipment \$ 616
 - Project Admin & Mgmt \$ 2,372
 - \$18,188
- Interim lighting will be replaced by restoration of the original designed chandeliers which are in the process of fabrication and will be paid for by STAGE as part of their match. Anticipated installation summer 2020. Invoice attached. See also STAGE Match Status below
 - Design approval \$ 2,836

Roof/Attic work - Complete

NOTE: The remainder of the roof/attic work will be conducted summer 2020 when the roof (attic) and solar system upgrade will be the focus of a second SBF grant.

Residual from this contract #3273 in the amount of \$188,000 approved by the SBF Committee to be held in reserve for projects currently scheduled for summer 2020 (pending implications if any

from the COVID-19 restrictions). See also scope of work submitted to the committee for the roof/solar projects in anticipation of the 2nd SBF contract #TBD.

SUMMARY: \$450K in invoices/documentation have been presented and paid on the above projects. The residual amount \$188K of this contract (#3273) has been placed in reserve and will be applied to the roof/solar projects scheduled for summer 2020 pending the implications if any of the COVID-19 restrictions. See also scope of work submitted for preparation of 2nd SBF contract #TBD

STAGE MATCH STATUS TO CONTRACT #3273

Contract #3273 is for \$638K. The amount expended on work to date is \$450K. The STAGE 50% match requirement to the funds extended is \$225K. Some of this work has been completed and/or engaged. Section in gray type have previously been submitted and have not changed at this time. The articulation of the STAGE matching funds status is as follows:

STAGE VOLUNTEER CONTRIBUTION

The January Lobby work and planning for the winter projects required STAGE volunteers. These hours are recorded and valued based on the Independent Sector Organization which accumulates and establishes value for volunteer contributions on a nationwide basis. For the purposes of verification see website: https://independentsector.org/resource/vovt_details/ The valuation STAGE has used is \$29/hour consistent with the valuation of volunteer labor in the state of California.

Addition to the previously reported volunteer hours: \$33,350

- Total volunteer hours December 2019 and January 2020 = 98 hours @ \$29/hr = \$ 2697

Updated total STAGE volunteer hour valuation \$ 36,047

STAGE DIRECT PROJECT COST CONTRIBUTION

During the summer projects, STAGE paid for elements of the project directly without submitting invoices to the SBF. Those invoices are submitted hereby as part of the STAGE matching funds.

Additions to original submitted amount of \$70,037 (see also project specific notes above)

- Lobby Restoration Phase II art detail on walls and ceiling___\$15,816
- Lobby Chandelier Restoration: Design approval and initiation of fabrication with anticipated installation summer 2020 _____\$ 2,836

Total updated value of STAGE funded project direct costs: \$ 88,689

STATE THEATRE OPERATION EXPENSES

During capital projects, STAGE pays for operating costs at the Theatre without offsetting revenue and without submitting invoices to the SBF.

Addition to original submitted amount of \$12,373 operating expenses for summer 2019

- Two weeks of December and January Operating Expenses___\$2674

Total Theatre Operating Costs to date during capital projects: \$15,047

STAGE POST SUMMER 2019 DIRECT PROJECT EXPENSE CONTRIBUTION

Chandelier Restoration: The interim lighting in the Theatre lobby will be replaced by restoration replica chandeliers and sconces. The mezzanine chandeliers will be replicated at a later date when the mezzanine restoration is undertaken. This work has been commissioned and they are being fabricated with installation expected in the spring or summer of 2020. STAGE has added contingency to the contract for installation expenses. **Chandeliers Projected Installed: \$30,000, less the design approval initiation of fabrication cost of \$2836; remaining fabrication and installation costs are anticipated to be \$27,164 yet to be expended on this project.**

Phase II Art Detail Projected: \$20,000 The lobby restoration phase II commissioned in January of 2020 is complete and paid for by STAGE as part of the matching funds. STAGE has also acquired a rolling scaffold to allow the artist to work – not only on the walls, but also the ceiling of the lobby. **Art Detail Projection: \$20,000, less the \$18,188 = \$1818** (Although this project expenditure came in slightly below projection, other projects on this list may exceed their estimates and will fill in this amount.)

Façade Restoration: \$10,000 Scheduled for Summer 2020

Sound System Upgrade: This upgrade is complete. The projected amount = \$27,000; Actual cost of the upgrade = \$33,770 = **\$6770**

POST SUMMER 2019 DIRECT PROJECT EXPENSES of \$21,024; remaining projects to be completed in the amount of \$55,976

STAGE In-Kind Donations to 2019 Summer Projects

In the process of completing the summer 2019 projects, our contractors were very generous. First, pricing of the projects were favorable to the Miracle on Myers. Second, scopes of work were expanded without change orders that would have increases the cost. We requested a donation invoice for the latter. This generosity allowed the work to be done for less than originally anticipated.

Donation invoice: \$28,500

STAGE Ongoing Strategic Restoration of Theatre

In order to the restoration, renovation and repair work on the Theatre and its facility, Russell Galloway Architects have been engaged to prepare an update to the Historic Oroville State Theatre Master Plan. This will include the work to be done on the Theatre in summer 2020, and beyond into the future.

Master Plan Phase I: \$9,500

TOTAL PROJECTED STAGE MATCHING FUNDS = \$227,541 ACTUAL STAGE MATCH TO DATE = \$216,206 - See also detail of match elements which follows:

STAGE CONTRACT #3273 MATCH DETAIL					Actual To Date	Projected
STAGE Match =					\$216,206	\$227,541
STAGE Volunteer Contribution						
Element	Description	Hours	Update	Rate	Cost	
			\$2,697		\$30,131	
Board		489	30	29	\$15,051	
Non Board		630	63	29	\$14,181	
Non STAGE		31		29	\$899	
STAGE Direct Project Cost Contribution						
Element	Description	Hours	Update	Rate	Cost	
			\$15,000		\$70,037	
Project Management	Project planning, quotes, contracts, coordination and on-site management not directly factored into the projects per the report above)	1116	300	50	\$55,800	
Lobby Restoration Ph I	Hardware Replacement				\$281	
Home Depot	Paint				\$78	
Home Depot	Paint				\$19	
Home Depot	Paint				\$254	
	Furnishings & Table Covering				\$300	
Blade Sign	Façade Wall Winterization (pending façade repair)				\$2,140	
	Façade Wall Repair (Summer 2020)			Proposal	\$10,000	
Marquee	Relighting celebration of the restoration of marquee				\$1,165	
STAGE Operation Expense Contribution						
Element	Description	Hours	Update	Rate	Cost	
					\$ 12,373	
General Operating	Preliminary Estimate		\$ 2,674		\$ 12,373	
Maintenance	Included in Operation Expenses Above					
STAGE Lobby Phase II, Sound & Back House Upgrade Expense Contribution						
Element	Description	Timeline	Update	Rate	Cost	
	Implementation 2020				\$77,000	
Chandeliers	Restoration of the Pfluegher cut glass chandeliers custom designed and fabricated* plus \$5K contingency	Ordered. Installation Spring 2020	\$ 2,836	See Update Above	\$30,000	
Phase II Art Detail	Art detail hand painted onto the newly painted lobby walls plus \$5K contingency	January	\$ 18,188	See Update Above	\$20,000	
Sound System Upgrade	Although the application scoped a much larger project these upgrades became urgent and had to be addressed The estimates above contain some contingency	TBD	\$ 33,770	See Update Above	\$27,000	
STAGE In-Kind Donations to 2019 Summer Projects						
Element	Description		Update		Amount	
					\$28,500	
Big D Plumbing	Donated work on Theatre's public plumbing				\$3,500	
Ron Hawkins	Work for which STAGE was not charged during either the roof pigeon restriction project or the Lobby Restoration Ph I				\$25,000	
Strategic Restoration of Theatre						
Russell Galloway Architects (RGA)	Master Plan development for the long-term restoration and renovation of the Historic Oroville State Theatre (HOST)				\$9,500	

STAGE requests that the 2nd SBF Contract #TBD be approved to allow the roof and solar projects to be conducted this summer. Failure to do this will preclude the work from being done and will delay repairs to the roof for another year which is a significant risk to the Theatre, a historic building and all the restoration work that has already taken place.

The match detail of this work will be provided to the SBF Committee after the summer projects are complete. Close out of both contracts expected latest January 2022.

As always, STAGE wishes to express the gratitude of our volunteers, membership, board and the Oroville Community who stand with us in the Miracle on Myers, to the members of the Supplemental Benefit Fund Committee for their faith in us and for your continued belief in MIRACLES!

