

- 4.2. Personnel Committee (Van Roekel/Bellefeuille) – The Committee met on September 22, 2020 to (1) Review revisions to job descriptions for Park Maintenance I, II, and III and Park Supervisor; and (2) Closed Session pursuant to California Government Code Section 54957, District Manager Evaluation and Employment Agreement. (Written Report)
- 4.3. Recreation and Park Committee (Rodowick/Anderson) – The Committee met on October 6, 2020 to (1) Continue discussion regarding potential installation of a pet memorial in a District park to honor domestic pets lost to the 2018 Camp Fire; and (2) At Board direction, review conceptual design options for Bille Park and Moore Road Park prepared by Melton Design Group. (Written Report)

5. REPORT

- 5.1. District Report
- 5.2. Board Liaison reports (Oral Reports)

6. CLOSED SESSION:

- 6.1. Pursuant to California Government Code Section 54957, District Manager Employment Agreement.

7. REPORT ON CLOSED SESSION

8. OLD BUSINESS

- 8.1. Introduction of Strategic Plan (Informational Only) – Staff will introduce the draft strategic plan and mission statement, gather input from the Board and then present the final draft of the plan for approval at a future Board meeting.

Recommendation: *Seeking review and comments on the draft Strategic Plan.*

- 8.2. District Manager Employment Agreement – The PRPD Board of Directors will review the District Manager employment agreement for consideration and possible approval.

Recommendation: *Approve as presented.*

9. NEW BUSINESS

- 9.1. Paradise Horsemen's Association Annual Report. – Representatives of the Association will present an annual report on their organization as outlined in Section 7 of the 20-year PRPD/PHA Lease Agreement executed on October 10, 2006.

Recommendation: *Information Only*

- 9.2. Paradise Community Village Promissory Note Extension Amendment – In anticipation of an expiring agreement (December 31, 2020), the Paradise Youth and Family Center (DBA Paradise Community Village) requested an extension of the note. Other partners on the property include the Town of Paradise, the Paradise Ridge Youth Soccer Club and the Community Housing Improvement Program (CHIP). The District previously authorized two, two-year extensions.

Recommendation: *Authorize the District Manager to develop an extension of the existing agreement to expire on December 31, 2022 with the option of a 1-year additional extension.*

- 9.3. Resolution #20-10-1-487 Application for Statewide Park Development and Community Revitalization Program Grant Funds – Noble Park - The Board will consider approving a required resolution authorizing staff to apply for grant funds.

Recommendation: *Approve Resolution as presented and authorize staff to submit application for grant funding.*

- 9.4. Resolution #20-10-2-488 Application for Statewide Park Development and Community Revitalization Program Grant Funds – Lakeridge Park - The Board will consider approving a required resolution authorizing staff to apply for grant funds.

Recommendation: *Approve Resolution as presented and authorize staff to submit application for grant funding.*

- 9.5. CAPRI 2020 Election Ballot – The California Association for Park & Recreation Indemnity [CAPRI] is requesting the PRPD Board of Directors submit one ballot with up to two candidates selected. Deadline to submit ballot is November 2, 2020.

Recommendation: *Vote for up to two candidates represented on the CAPRI ballot or decline invitation.*

10. BOARD COMMENT

11. ADJOURNMENT

Adjourn to the next regular meeting on November 12, 2020 at 6:00 p.m., in Conference Room B, at the Terry Ashe Recreation Center (6626 Skyway, Paradise, California).



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 530-872-6393 or info@paradisepd.com at least 48 hours in advance of the meeting.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

004731

Paradise Recreation and Park District
Board of Directors Regular Meeting
Terry Ashe Recreation Center, Room B
September 23, 2020

MINUTES

Special Notice:

Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, the Paradise Recreation and Park District will be closing the Board of Director's Meeting to members of the public and non-essential District staff.

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to ccampbell@paradisepurd.com before 1:00 p.m. on the day of the meeting and they will be read into the record.

Please use the link to join the webinar: <https://us02web.zoom.us/j/84518561101?pwd=YlBnYlBpM0VMVj4vNzkyd2JXRHQzQT09>
Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose), +1 346 248 7799 US (Houston), or +1 253 215 8782 US (Tacoma)
Meeting ID: 845 1856 1101 Password: 282411

#####

1. CALL TO ORDER:

The regular meeting of the Paradise Recreation and Park District Board of Directors was called to order by Board Chairperson Al McGreehan at 6:15 p.m.

1.1 PLEDGE OF ALLEGIANCE:

Chairperson McGreehan led the Pledge of Allegiance.

1.2 ROLL CALL:

Present: Chairperson Al McGreehan, Vice Chairperson Robert Anderson, Secretary Julie Van Roekel, Director Steve Rodowick, and Director Mary Bellefeuille

Present via tele-conference: None

PRPD STAFF:

Present: District Manager Dan Efseaff, Office Manager Colleen Campbell, and Recreation Supervisor Scott Amick.

Present via tele-conference: District Accountant Catherine Merrifield, Park Supervisor Mark Cobb, Recreation Supervisor Jeff Dailey, and Assistant District Manager Kristi Sweeney

1.3 WELCOME GUESTS:

Chairperson McGreehan welcomed the following guests:

Present: Greg Melton and Patrick Farrar, Melton Design Group

Present via tele-conference: Holly Pladson, Certified Public Accountant; and Citizen John Stonebreaker.

Staff informed the Board no comments were received via electronic mail by the 1:00 p.m. deadline on September 23, 2020.

1.4 SPECIAL PRESENTATIONS:

- A. Greg Melton and Patrick Farrar of Melton Design Group will present information on the Bille Park and Moore Road Ballpark conceptual designs and other locations.

The Board recognized Mr. Melton and Mr. Farrar and welcomed them to the floor.

Mr. Melton provided conceptual design options for Bille Park, Moore Road Ballpark, Noble Park, Lakeridge Park and Oak Creek Park.

The Board had open discussion with staff and the presenters regarding potential design aspects. Staff indicated this initial presentation is the beginning of the process for the Board to provide comments.

After a brief discussion, the Board concurred to assign the Recreation and Park Committee (Rodowick/Anderson) to continue open dialog with staff and the Melton Design Group and to provide periodic updates to the full Board of Directors. Further, the Board of Directors thanked Mr. Melton and Mr. Farrar for their presentation.

Due to time constraints, the Board concurred to defer Recreation Supervisor Dailey's presentation on the overview of District events and youth programs to the October Board meeting.

District Manager Efseaff directed the Board to the Supplemental Agenda published on September 22, 2020 stating staff received time sensitive information after the Board of Directors main agenda was published that required Board consideration and requested the Board of Directors consider amending the agenda to include New Business, item 8.3 Resolution #20-09-1-486 Recreational Trails and Greenways Grant Program.

MOTION:

Chairperson McGreehan moved that the Board finds that due to the time sensitive nature, the September 23, 2020 agenda will be amended to include New Business, item 8.3 – Resolution #20-09-1-486 Recreational Trails and Greenways Grant Program. The motion was seconded by Director Rodowick and carried unanimously with 5 ayes.

ROLL CALL VOTE:

Chairperson Al McGreehan, aye; Vice Chairperson Robert Anderson, aye; Secretary Julie Van Roekel, aye; Director Steve Rodowick, aye; and Director Mary Bellefeuille, aye.

The Board concurred to hear New Business, item 8.1 at this time and Chairperson McGreehan welcomed Ms. Pladson via tele-conference to provide an oral report.

8. NEW BUSINESS

8.1 2018-2019 District Final Audit – The PRPD Board of Directors will review the independent audit for fiscal year ending June 30, 2019 prepared by Holly Pladson, Certified Public Accountant.

Referencing the written audit report presented to the Board, Ms. Pladson provided a brief concise oral report of the audit ending June 30, 2019.

Chairperson McGreehan commented that as a member of the Finance Committee, the Committee had reviewed the audit and recommended the document be presented to the Board of Directors for possible acceptance.

Chairperson McGreehan asked if there were any public comments or additional comments from the Board. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion on this agenda item.

MOTION:

Director Rodowick moved that the PRPD Board of Directors accept 2018-2019 District Audit for the year ending June 30, 2019 prepared by Holly Pladson, Certified Public Accountant as presented. The motion was seconded by Vice Chairperson Anderson and carried unanimously with 5 ayes.

ROLL CALL VOTE:

Chairperson Al McGreehan, aye; Vice Chairperson Robert Anderson, aye; Secretary Julie Van Roekel, aye; Director Steve Rodowick, aye; and Director Mary Bellefeuille, aye.

8.2 Concurrence on Grant Writing Services – Staff seeks concurrence from the Board to procure grant writing services to assist with the development of 3-4 proposals due December 14, 2020.

District Manager Efseaff summarized the written report presented to the Board stating staff is seeking concurrence from the Board to procure grant writing services to assist with the development of multiple grant proposals over the next year and a half. In addition, staff is seeking to establish an ad-hoc committee to support staff in review of potential grant writer qualifications.

The Board concurred to establish a Grant Writer Ad-hoc Committee with Steve Rodowick and Mary Bellefeuille as Committee members along with staff.

Chairperson McGreehan asked if there were any public comments or additional comments from the Board. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion on this agenda item.

MOTION:

Chairperson McGreehan moved to (1) direct staff to work with Grant Writer Ad-hoc Committee members Steve Rodowick and Mary Bellefeuille to support staff in the review of grant writer qualifications; and (2) authorize the District Manager to engage the services of a grant writer(s) or organization(s) to develop proposals to the end of 2021. The motion was seconded by Director Bellefeuille and carried with 4 ayes and 1 no.

ROLL CALL VOTE:

Chairperson Al McGreehan, aye; Vice Chairperson Robert Anderson, no; Secretary Julie Van Roekel, aye; Director Steve Rodowick, aye; and Director Mary Bellefeuille, aye.

- 8.3 Resolution #20-09-1-486 Recreational Trails and Greenways Grant Program – In October 2019 staff submitted a proposal to seek grant funding from the California Natural Resource Agency to create a 20-mile loop multi-use, natural surface trail in Magalia. Funding covers outreach, planning, trail design and construction, and construction of recreational amenities. As a time sensitive item, staff requests the agenda be modified to include consideration of this resolution at the September 23, 2020 Board meeting.**

District Manager Efseaff summarized the written report presented and is seeking approval of the resolution as presented. Staff has been invited to submit the final documentation as part of a third step in candidate selection. The District proposal is highly competitive but is dependent upon completion of several additional requirements such as passing a Board resolution to approve and authorize the District to commit to the project if awarded funding.

Chairperson McGreehan asked if there were any public comments or additional comments from the Board. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion on this agenda item.

MOTION:

Director Rodowick moved to adopt Resolution #20-09-1-486 approving the application for grant funds for the Recreational Trails and Greenways Grant Program as presented. The motion was seconded by Secretary Van Roekel and carried unanimously with 5 ayes.

ROLL CALL VOTE:

Chairperson Al McGreehan, aye; Vice Chairperson Robert Anderson, aye; Secretary Julie Van Roekel, aye; Director Steve Rodowick, aye; and Director Mary Bellefeuille, aye.

2. PUBLIC COMMENT:

Chairperson McGreehan directed the Board's attention to Public Comment and asked if there were any comments. Seeing and hearing none, Chairperson directed the Board's attention to the Consent Agenda and asked if any items should be removed and heard separately.

3. CONSENT AGENDA**3.1 Board Minutes:**

- a. Regular Meeting of July 8, 2020**

3.2 Correspondence:

- a. Butte County Public Health Department Swim Scholarship confirmation for the 2020 Swim Season.**

- 3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #051232 to and including #051427 in the total amount of \$259,991.45 including reported refunds and voided checks.**

3.4 Information Items (Acceptance Only):

a. Safety Committee Meeting Draft Minutes of July 9, 2020

Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion.

MOTION:

Director Rodowick moved to approve the Consent agenda as presented. The motion was seconded by Director Bellefeuille and carried unanimously with 5 ayes.

ROLL CALL VOTE:

Chairperson Al McGreehan, aye; Vice Chairperson Robert Anderson, aye; Secretary Julie Van Roekel, aye; Director Steve Rodowick, aye; and Director Mary Bellefeuille, aye.

4. COMMITTEE REPORTS:

4.1 Finance Committee (McGreehan/Rodowick)

At the August 12, 2020 Board meeting, staff provided an oral report on the August 6, 2020 Finance Committee meeting. Staff is providing the written report for information only.

The Board concurred to receive this report as presented.

4.2 Recreation and Park Committee (Rodowick/Anderson)

The Committee met on September 1, 2020 to perform site visits of District facilities for consideration of the possible installation of a pet memorial honoring animals lost in the 2018 Camp Fire.

After a brief discussion regarding potential locations, the Board concurred to receive this report as presented.

5. REPORTS

5.1 District Report.

Various staff members summarized written information presented to the Board. After a brief discussion, the Board concurred to receive this report as presented.

5.2 Board Liaison Reports (Oral)

- Director Bellefeuille – Reported a meeting is scheduled with staff and the Guild.
- Director Rodowick – Reported Butte County is working with the Upper Ridge groups.
- Director McGreehan – Reported he attended a Zoom meeting with LAFCO and the Commission provided updates. He also stated LAFCO has appointed a Special Districts representative.
- Director Van Roekel – None
- Director Anderson – None

6. CLOSED SESSION – None

7. OLD BUSINESS – None

9. BOARD COMMENT:

Board members provided brief comments on updates with various bodies.

10. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 9:15 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on October 14, 2020 at 6:00 p.m. in Conference Room B, at the Terry Ashe Recreation Center,(6626 Skyway, Paradise, California).

Al McGreehan, Chairperson

Julie Van Roekel, Secretary

PARADISE RECREATION & PARK DISTRICT
COUNTY MONTHLY CHECK REGISTER

Fund 2510
September

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES

051566-051580	9/9/2020		Payroll Summary	22,082.57	0.00	0.00	22,082.57	

051609-051619	9/23/2020		Payroll Summary	20,038.05	0.00	0.00	20,038.05	

051555	9/4/2020		ACH CALPERS	3,430.53			3,430.53	
051556	9/4/2020		ACH CALPERS	11,126.70			11,126.70	
051557	9/4/2020		INDUSTRIAL POWERR PRODUCTS		77.86		77.86	
051558	9/4/2020		HOLLY B PLADSON		22,500.00		22,500.00	A
051559	9/4/2020		INDUSTRIAL POWERR PRODUCTS			26,054.97	26,054.97	B
051560	9/4/2020		AT&T		596.40		596.40	
051561	9/4/2020		FGL ENVIRONMENTAL		53.00		53.00	
051562	9/4/2020		CALIFORNIA SPECIAL DISTRICT ASSOC		706.20		706.20	C
051563	9/4/2020		ROSS RECREATION EQUIPMENT CO		3,458.10		3,458.10	
051564	9/4/2020		MIRACLE PLAYSYSTEMS INC		1,304.09		1,304.09	
051565	9/4/2020		VERIZON WIRELESS		124.76		124.76	
051581	9/14/2020		ACH STATE PR TAX	671.60			671.60	
051582	9/14/2020		ACH FED PR TAX	5,790.06			5,790.06	
051583	9/11/2020		VOYA INSTITUTIONAL TRUST CO	300.00			300.00	
051584	9/11/2020		THOMAS ACE HARDWARE		979.40		979.40	
051585	9/11/2020		NORTH STATE GROCERY INC		232.52		232.52	
051586	9/11/2020		RDO EQUIPMENT CO			43,452.56	43,452.56	B
051587	9/11/2020		UNITED RENTAL INC			46,225.02	46,225.02	B
051588	9/11/2020		MARILYN LODER		20.00		20.00	Refund
051589	9/11/2020		MELTON DESIGN GROUP		7,572.00		7,572.00	D
051590	9/11/2020		OFFICE DEPOT		159.97		159.97	
051591	9/11/2020		MAGOON SIGNS		380.74		380.74	
051592	9/11/2020		ALHAMBRA		114.67		114.67	
051593	9/11/2020		NORTHSTATE SCREENPRINTING		218.95		218.95	
051594	9/18/2020		ACH CALPERS	700.00			700.00	
051595	9/18/2020		ACH CALPERS	4,094.74			4,094.74	
051596	9/18/2020		VERIZON WIRELESS		451.66		451.66	
051597	9/18/2020		O'REILLY AUTO PARTS		101.56		101.56	
051598	9/18/2020		CARDMEMBER SERVICE		257.17		257.17	
051599	9/18/2020		FOOTHILL MILL & LUMBER CO		161.56		161.56	
051600	9/18/2020		KELLER SUPPLY COMPANY		1,875.92		1,875.92	
051601	9/18/2020		UMPQUA BANK		2,144.93		2,144.93	
051602	9/18/2020		REPETITION INDUSTRIES		312.83		312.83	
051603	9/18/2020		RECREONICS		13,537.62		13,537.62	E
051604	9/18/2020		TIAA COMMERCIAL FINANCE INC		204.29		204.29	
051605	9/18/2020		CARTER LAW OFFICES		517.50		517.50	
051606	9/18/2020		PG&E		97.72		97.72	
051607	9/18/2020		WENDEE GEORGE		40.00		40.00	Refund
051608	9/18/2020		RAYMOND YOUNG		20.00		20.00	Refund
051620	9/25/2020		ACH STATE PR TAX	594.59			594.59	
051621	9/25/2020		ACH FED PR TAX	5,222.82			5,222.82	
051622	9/25/2020		PRINCIPAL LIFE INSURANCE COMPANY	133.12			133.12	
051623	9/25/2020		PREMIER ACCESS INSURANCE CO	1,002.34			1,002.34	
051624	9/25/2020		VOYA INSTITUTIONAL TRUST CO	300.00			300.00	
051625	9/25/2020		PARADISE RECREATION & PARK		11,000.00		11,000.00	F
051626	9/25/2020		PARADISE RECREATION & PARK		10,340.09		10,340.09	F
051627	9/25/2020		STREAMLINE		200.00		200.00	
051628	9/25/2020		RENTAL GUYS CHICO		140.34		140.34	
051629	9/25/2020		NORMAC INC		469.84		469.84	
051630	9/25/2020		NORTHERN RECYCLING & WASTE		1,180.43		1,180.43	

051631	9/25/2020	NATIONAL RECREATION & PARK ASSO		175.00		175.00
051632	9/25/2020	CAPRI		11,711.25		11,711.25
051633	9/25/2020	VALLEY TRUCK & TRACTOR CO		47.60		47.60
051634	9/25/2020	ACME TOILET RENTALS LLC		678.49		678.49
051635	9/25/2020	PG&E		3,055.61		3,055.61
051636	9/25/2020	DEPRATMENT OF JUSTICE		32.00		32.00
051637	9/25/2020	AT&T		35.89		35.89
051638	9/25/2020	COMCAST		89.83		89.83
051639	9/25/2020	CHICO RENT A FENCE		216.00		216.00
051640	9/25/2020	CHICO STATE ENTERPRISES		1,684.00		1,684.00
051641	9/30/2020	VISION SERVICE PLAN	156.19			156.19
051642	9/30/2020	BUTTE COUNTY DEVELOPMENT SERV		800.00		800.00
051643	9/30/2020	TYLER WOODCOX		12.96		12.96
051644	9/30/2020	NORTHSTAR ENGINEERING		212.50		212.50
051645	9/30/2020	COMPUTERS PLUS		1,401.75		1,401.75
051646	9/30/2020	PARADISE IRRIGATION DISTRICT		1,884.22		1,884.22
051647	9/30/2020	AT&T		0.94		0.94
051648	9/30/2020	CLARK PEST CONTROL		155.00		155.00
051649	9/30/2020	MAGOON SIGNS		878.38		878.38
051650	9/30/2020	VERIZON WIRELESS		120.75		120.75
051651	9/30/2020	AT&T		596.40		596.40

TOTALS				33,522.69	105,340.69	115,732.55	254,595.93
---------------	--	--	--	------------------	-------------------	-------------------	-------------------

GRAND TOTALS				75,643.31	105,340.69	115,732.55	296,716.55
---------------------	--	--	--	------------------	-------------------	-------------------	-------------------

Refunds= 80.00

Notes:

- A) Payment for FY 18-19 audit
- B) Equipment purchased (See Finance on District Report)
- C) Payment for CSDA Rick Wood service
- D) Payment for two invoices for planning and design
- E) Payment for swim blocks (4,512.54 PRPD, 4,512.54 PHS, 4,512.54 Piranhas to equal the total paid)
- F) Deposit to Five Star Bank for Payroll
- G) Workers' Comp payment
- H) Reimbursement



Paradise Recreation & Park District

6626 Skyway
Paradise, CA 95969
Email: info@ParadisePRPD.com

Phone: 530-872-6393
Fax: 530-872-8619
Website: www.ParadisePRPD.com

SAFETY COMMITTEE MEETING

Report/Minutes

DRAFT

DATE: September 24, 2020 at 8:30 a.m.

LOCATION: Terry Ashe Recreation Center

ATTENDANCE: Dan Efseaff, District Manager
Kristi Sweeney, Assistant District Manager
Jeff Dailey, Recreation Supervisor
Mark Cobb, Park Supervisor
Colleen Campbell, Administrative Assistant II/Management

ABSENT: None

FACILITATOR: Mark Cobb, Park Supervisor

#####

1. **MINUTES:**

- By unanimous vote of the members present, the August 27, 2020 Safety Committee Minutes were approved.

2. **SAFETY AND HEALTH ISSUES DISCUSSED:**

a. THE FOLLOWING SAFETY MEETINGS WERE HELD:

- Sept. 1, 2020 Harassment Training (Maintenance Staff)
by Mark Cobb, Park Supervisor

b. DOCUMENTED SITE INSPECTIONS, REPAIRS, AND OTHER ACCOMPLISHMENTS RELATED TO SAFETY:

- Site Inspections completed since last meeting:
 - Crain Park September 8, 2020
 - Bille Shop August 28, 2020
 - Vehicle Maintenance August 28, 2020
 - Oak Creek Park September 8, 2020
 - Terry Ashe Recreation Center September 2, 2020
 - Maintenance PPE August 28, 2020

○ Vehicle First Aid Kits August 28, 2020

- Next inspection(s) due:
 - First Aid Kits (Jeff)
 - Paradise Lake (Dan/Kristi/Mark/Jeff/Sophia)
 - Staff will prepare and deliver First Aid Kit and PPE for on site use to Paradise Lake.
- Maintenance Requests:
 - Terry Ashe Fill in stump holes in parking lot Completed 09/04/20

c. ACCIDENT/INCIDENT REPORTS:

- No new accidents or incidents reported since last meeting.

d. WORKERS' COMPENSATION CLAIMS:

- August 2020. It was noted that one claim is open from 2011 and no new claims were reported since last meeting.

3. **MISCELLANEOUS:**

- a. Review proposed revisions to Section A of the Injury and Illness Prevention Program Manual. The Committee was provided Sections B & C for review.
- b. Revisions to the Emergency Action Plan were distributed to Committee members for review and comments.

Next Safety Meeting Date: October 22, 2020

Facilitator: Kristi Sweeney

Colleen Campbell, Safety Committee Secretary

Date:

cc: CAPRI
PRPD Board 10/14/20 – Draft Copy

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/SC_20_0924/Safety.Minutes.DRAFT_2020_0924.docx

Staff Report

September 10, 2020



DATE: 9/11/2020
 TO: PRPD Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Finance Committee (Rodowick/McGreehan)
 September 10, 2020 at 2:00 p.m.

Attendance: Committee Members: Al McGreehan, Chairperson; and Steve Rodowick, Member
 Staff Members: Dan Efseaff, District Manager; Kristi Sweeney, Assistant District Manager; and Catherine Merrifield, District Accountant

The Committee was called to order 2:02 p.m.

The Committee will meet to:

1. Review Reserve Policy for Board consideration.

Staff presented a draft Reserves Policy to the Finance Committee and asked for guidance on categories and amounts of reserve allocations. The Committee members concurred with staff that the policy is important to providing the public with greater transparency into District finances and funding goals. Committee members asked staff to include descriptions of the funding categories and provide suggestions for allocation amounts then bring back to the Finance Committee for further consideration and guidance.

2. Review potential resolution and allocation of investment strategies to maintain District services.

Staff presented the Town of Paradise resolution on investment strategies and suggested using the resolution as a template for the District. The Committee made suggestions for revisions on language to staff. Staff presented several scenarios for investment allocation percentages based on financial forecasting and modeling. The Committee suggested adding language to revisit and possibly update the resolution every five years and bring the resolution back to the Committee with the Strategic Plan.

The Committee adjourned at 3:20 p.m..

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/FC.20.0910/Finance.Committee.Report_2020.0910.docx
 9/15/2020

Staff Report

September 22, 2020



DATE: 9/22/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Personnel Committee Report

Attendance:

Committee Members: Julie Van Roekel Committee Chair; and Mary Bellefeuille, Member
 PRPD Staff: Dan Efseaff, District Manager; Kristi Sweeney, Assistant District Manager

The meeting convened at 4:30 pm.

The Committee will meet to:

1. Continue review of Job Description revisions to for Park Maintenance I, II, and III; and Park Supervisor.

Staff presented an updated draft copy of the revised Park Maintenance I, II, and III job description to Committee members based on feedback received from previous Committee meeting. The Committee provided direction to staff and suggested several formatting revisions. Staff will bring a revised copy of the Park Maintenance and Supervisor job descriptions back to the Personnel Committee next month.

There was a break from 5:12 to 5:17.

The meeting moved to closed session at 5:17 pm.

CLOSED SESSION:

2. Government Code Section 54957, District Manager Employment Agreement.

The meeting exited closed session at 5:37.

REPORT ON CLOSED SESSION:

Members provided District Manager Efseaff comments and direction on revisions to the District Manager Employment Agreement and consideration at a future BOD meeting.

The meeting adjourned at 5:38 pm.

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/PC.2020.0922/PC.Staff.Report.2020.0922.docx
 9/30/2020

Staff Committee Report

October 14, 2020



DATE: 10/7/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Park and Recreation Committee Report
 October 6, 2020

Attendance:

Committee Members: Steve Rodowick, Chair; and Robert Anderson, Member
 PRPD Staff: Dan Efseaff, District Manager; Kristi Sweeney, Assistant District Manager;

The meeting convened at 4:01 pm.

The Committee will meet to:

1. Continue discussion regarding potential installation of a pet memorial in a District park to honor domestic pets lost to the 2018 Camp Fire.

Committee members and staff discussed the proposal for locations provided by Gina Schaeffer, the lead citizen organizing efforts to build a Pet Memorial to recognize the pets and wildlife lost during the 2018 Camp Fire. Committee members suggested meeting onsite at the preferred location to mark the four corners of the top choice location, do underground investigation to determine if utilities would be disrupted and/or available at the location, and prepare a field map sketch of the location before presenting location options before the full Board. The Parks and Recreation Committee and staff will meet at Bille Park for their November 3, 2020 committee meeting to conduct due diligence of the proposed location.

2. At Board direction, the Committee will review conceptual design options for Bille Park and Moore Road Park prepared by Melton Design Group.

Staff shared the conceptual design plans for Bille and Moore Road Ball Park with Committee members and discussed options. The Committee and staff decided that reviewing the design plans with the Landscape Architect at each park location would be helpful to see how the designs could be improved.

The meeting adjourned at 5:27 pm.

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Park.Rec/RPC_2020_0901/PR.Staff.Report_20.0901.docx
 10/8/2020

District Report Meeting**Date:** October 14, 2020

DATE: 10/7/2020
 TO: PRPD Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Monthly District Report

Monthly Report**1. Updates**

- a. FEMA and CalOES Meeting – Staff were invited to present the District’s Wildfire Risk Reduction Buffer study results to local representatives for FEMA and CalOES. District Manager Dan Efseaff shared an overview of use strategically located parks (resiliency parks) to mitigate the risk of wildfires crossing from the wildlands into developed residential areas in Butte Creek Canyon, Paradise, Magalia, Concow, and Yankee Hill, as well as results of the study completed with The Nature Conservancy and Conservation Biology Institute. The meeting participants were very supportive of the idea and will continue to engage with the District to develop the concept more fully.
- b. Planning for Acquisitions -- Staff met with acquisition experts at The Nature Conservancy, and also with Attorney, Jeff Carter, to discuss options for developing a systematic, streamlined process for acquisitions. The Wildfire Risk Reduction Buffer study created by the District, The Nature Conservancy, and Conservation Biology Institute is gaining more widespread attention. The District needs to prepare for the potential acquisition opportunities that would be included as part of a demonstration site project.

2. Administrative and Visitor Services

- a. Community Engagement for Parks Planning – Staff have launched a new online survey through the District website, to solicit public input on their preferences for park locations, features, and themes. There are several grant opportunities that could yield funding to develop Lakeridge Park (Magalia) and/or Noble Park (Paradise), and renovate or update other parks in upcoming grant opportunities. Response has been fairly robust thus far and staff look forward to hosting an online community input call via Zoom on October 10, 2020. Subsequent engagement events will include a tour of each park locations to review conceptual designs on-site and gather input from the public in real-time.
- b. Injury and Illness Prevention Plan – During the July 2020 Capri site inspection visit, the District was informed that review of the District’s Injury and Illness Prevention Plan should occur annually. Staff have begun a comprehensive review of the document and plan to have the updated plan available for review by June 2020.

3. Finance

- a. Routine Reports – Balance Sheet (Attachment A), Profit & Loss Budget vs. Actual (Attachment B), Sept. Profit & Loss (Attachment C), and Recovery Project (Attachment D).
- b. Impact Fees – For the month of September, the District received a total of \$11,521.00 in impact fees. Since 11/8/18, the District has received a total of \$322,204.04.
- a. 5-Star Bank – The September interests for both the Money Market accounts were not posted at the time this report was completed. The interest in August for the Investment Money Market was \$30,882.91 and the Grant Money Market was \$161.97.
- c. CSDA Rick Wood Visit - Rick trained the District Accountant on how to create the GASB 68 journal entry. This saved the district \$2,500.00 that an outside accounting firm would have charged if it had been outsourced. Staff had to reclassify the purchase of equipment and vehicles from the previous year to show an accurate Fixed Assets balance. After receiving the year-end report for FY 19-20 from Butte County, Rick and staff was able to close the year and get the information to the auditor to start the 19-20 audit.
- d. Equipment Purchased – Three checks were created to purchase equipment with the help of the USDA matching grant.

4. Parks (Maintenance and Operations)

- a. Poor Air Quality – The unhealthy to hazardous air quality from the fires has made it unsafe for staff to work outside. Our highest concerns is the SAFETY and HEALTH of all district staff. When the air quality has been safe, maintenance has been very busy on many projects.
- b. Bille Park - Upper Bille has been cleared of ALL Broom, high grasses and trees are being limbed up to 6ft. This is a practice that was put in place prior to the Camp Fire and is one of the reasons our parks fared so well from the fire. (see attachment of before & after) Mallan Ln. has also been cleared of all brush. (Old Shop Property). Staff is underway in exploration of goats on the property (and possibly providing some social media support for grazing). We will elaborate at the meeting if new developments occur.
- c. Lower Bille Pond - Our newest member to the PRPD family (Theresa Casaulong) has done a great job at cleaning the small pond that is part of the water feature by the Gazebo. As soon as the tree work has been completed by CalOES and FEMA we will be working swiftly on restoring the trails along the canyon.
- d. USDA Grant & Pool Starting Blocks - We need to give our Assistant District Manager Kristi Sweeney “A BIG APPLAUSE” for working on two projects that are huge for the District moving forward on bettering our facilities for ALL too enjoy. One of the projects she worked on was the Grant from USDA. This Grant is for equipment that will make much more efficient on or defensible space programs. The second one was seeing through the purchase and install of NEW starting blocks at our Paradise Pool. This was a joint project with the Paradise Piranha swim team, PUSD & PRPD. THANK YOU, KRISTI, FOR YOUR HARDWORK AND DEDICATION TO PRPD AND THE TOWN OF PARADISE! (see attachment of swim blocks installed)
- e. Paradise Pool - When the power was turned off September 9th for PG&E’s PSPS (Public Safety Power Shutoff) this took the pool’s filtering pump system off line and the same day unfortunately we had heavy smoke and ashes from the Bear fire. This created the perfect scenario for gross contamination of the District’s pool. With the poor air quality, the following days that prevented staff from working outside cleaning it caused a delay in re-opening up to the public for safety is always our highest priority. When the air has been safe to work outdoors in the staff has worked on re-opening it diligently and hope to have cleaned ASAP.

5. Programs

- a. Aquatics - The Paradise Swim Pool is currently being used for Aqua Aerobics on Mondays, Wednesdays, and Fridays, and for Functional Fitness on Saturdays. We hope to keep these programs up and running through the middle of October. Staff will continue to monitor the air quality and cancel programming when needed. The Paradise Piranhas Swim Team completed their swim work outs on July 31. With the start of the school year, the Concow Pool was officially closed for the season on August 15.
- b. Tiny Tots - The Tiny Tots Preschool program will start back up at the Terry Ashe Recreation Center with classes beginning on October 5. PRPD is happy to have Recreation Coordinator Lori McCoslin teaching these classes. The classes will run through the fall and winter.
- c. Dancing in the Park - PRPD will be offering this exercise class through a partnership with Paradise Stronger. The class takes place at Bille Park on Tuesdays and Thursdays from 9:00-10:00 am. The class features step, shuffle, bend, and snap moves to upbeat music for all fitness levels.
- d. Fall Sports Programs - PRPD is offering a Youth Sports Skills class this fall to take place at the Moore Road Ball Park. The class will work on soccer and flag football skills. This type of class is allowed under the current rules if certain guidelines are followed.
- e. Softball - Unfortunately, the adult softball league that we had planned will continue to be postponed. These type of competitive team events are still not permitted by the California Department of Public Health.
The Ridge Hiking Association – Considering a name change, the Hiking Club met with Paradise StrongER to discuss member benefits, membership fees, as well as organization structure. Significant progress has been made in uploading the hikes to the www.hikingproject.com website hosted by the National Forest Service.
- f. Outdoor Education for All – Quarterly update newsletter goes out Friday 10/9, complete with announcements for 2020 OEFA Youth Symposium scheduled for digital delivery December 8th, 9th, 10th. In the newsletter we also announced our monthly new podcast platform that compliments our video blog and staff writer column.
 - i. Grant Submitted – Under the leadership of Dr. Anne Stephens, OEFA submitted a grant to obtain \$300,000 of funding from the Prop 64 “War on Drugs” initiative. We hear back in December.
 - ii. Chico State Speech – Director Scott Amick was hired by the Chico State University College of Health and Human Services to speak on the topic of Career Path Resilience. 300 participants attended the digital presentation. Check it out the 20 minute speech here: <https://youtu.be/cSeFztzxGdM>

- iii. Pine Ridge Ropes Course – School administration, in partnership with the Ridgeview Rangers, is interested in resurrecting a long forgotten Ropes Course and Adventure Park on the land behind the school. Staff will walk the site and begin planning next week.
- iv. Interview with WebTech Company – Director Scott Amick will be interviewed by the webtech company, Streamline, which hosts the PRPD Website. The company was impressed by the use of their technology for the Photo Fishing Derby and would like PRPD to speak about the capabilities of their product.
- v. Program Funded – Linda Zorn funded the upcoming Field Guide to Community Resilience seminar scheduled for November 2nd through Nov 6th to the tune of \$5,000. As a “reward” for our decisive action and progress in delivering Community Resilience trainings, Mrs. Zorn was excited to fund future trainings for the benefit of the public.

6. Outreach and Development

a. Grant Status and Progress –

- i. In 2020, the District submitted approximately \$8,493,145 in grant funds and has received approval on \$411,745. This adds to the \$820,700 secured last year for a 2-year total of \$1,232,445. These funds cover a variety of projects. We anticipate that the number of applications to increase significantly as we are approaching some end of year deadlines. We are likely to hear about the status of these grants in 2021.
- ii. Grant Writer Selection – Staff are working with Grant Management Associates (GMA) on State Parks Program grant proposals. GMA was founded by Kristin Cooper, a local Butte County resident. The firm now operates on a global scale and has a deep bench of talented individuals contributing years of experience to develop compelling, competitive grant proposals. Staff feel confident that GMA will help the District craft highly competitive grant proposals in pursuit of funding to develop Lakeridge and Noble parks.

- b. BRIC funding request – The District submitted (9/18/20) a Notice of Interest (NOI) for consideration of Building Resilient Infrastructure and Communities (BRIC) funding for a scoping project, entitled Promoting Resilience Parks for Wildfire Risk Reduction and Hazard Mitigation in Paradise, CA. On 10/3/20, CALOES notified the District that our project has been selected to complete a full proposal by 12/3/20.

This project builds on a preliminary assessment, conducted in partnership with The Nature Conservancy and the Conservation Biology Institute, on the science of fire risk reduction through buffer establishment and management (the Project). The District requested \$200K to complete the \$266K study, with anticipated in-kind matches from our partners and other grants.

The Project bridges between examining the scientific support of coordinated land management to an innovative model for implementing significant risk reduction. This scoping Project sets the stage for an implementation project to add strategically-located parcels impacted by the Camp Fire and develop them into a network of parks and open space managed as wildfire risk reduction. The scoping project looks at the concept more closely and would:

- (a) identify priority parcels, assess landowner interest, and secure commitments from landowners;
- (b) work with scientists, landowners, and fire practitioners to better document the cross-sectoral knowledge of wildfire risk reduction afforded by managed greenspaces;
- (c) explore innovative open space management practices and develop long-term stewardship plans that maximize wildfire risk mitigation of acquired parcels;
- (d) integrate the proposed park/buffer development into local planning efforts (including plans related to Long-Term Recovery, Local Hazard Mitigation, General Plan, Forest Health, Road Connectivity, etc.);
- (e) refine the business case for this approach, including a refined Benefit-Cost Analysis (BCA); and
- (f) develop an implementation plan to guide the capacity and process needed to execute significant transactions.

- c. Hazard Mitigation Grant Program (HMGP) Notice of Interest (NOI) – On 10/5/20, the District also submitted an NOI for HMGP funding to mitigate wildfire impacts (reduce hazardous fuels, protect lives, and property) through an innovative climate adaptation approach. These efforts support numerous objectives in the Local Hazard Mitigation Plan (2019).

The project consists of 1) fuels reduction near the eastern edge of Magalia CA, and 2) a demonstration project, to establish the feasibility of creating a buffer to reduce and mitigate wildfire risk in Paradise, CA. The components are related but independent and may be separated if desired.

The District requested \$7,387,500 of the \$9,850,000 project. The project would require a a Non-Federal Cost Share of \$2,462,500, which we anticipate coming from a variety of sources.

7. Projects

- a. Air Quality – The TARC now has its own air quality station. District Manager Efseaff reached out to Jason Mandy (Senior Air Quality Planner, Butte County Air Quality Management District) about installing an air quality monitor. With Brian McCoslin’s help he installed the purple air sensor at the office. There are two locations that you can see the data:
 - i. Individual site on Purple Air: <https://www.purpleair.com/map?opt=1/mAQI/a10/cC0#8.97/39.6105/-121.7171> . You can click on the site for a histogram of the past few days. Note that raw purple air data runs a little high. You can apply a correction in the lower left for slightly more accurate data. Use the “AQ&U” conversion.
 - ii. You can also see purple air sensor data and official monitoring data at the Airnow Fire and Smoke Map here:
 - iii. <https://fire.airnow.gov/?lat=39.76922807700863&lng=-121.61178588867189&zoom=10> . The sensor data here is a 1 hour average and has a correction factor applied to it for better accuracy.
- b. ReDiscover the Ridge Initiative – Working with Debbie LaPlant Moseley of the Youth on the Ridge Foundation, videographer Jason Weinrich and Scott Amick have orchestrated the first of a four phased program that aims to bring awareness of cultural and recreational opportunities to The Ridge. For more information on the project, visit www.rediscovertheridge.com and enter code 2020 for a preview. The project launch is scheduled for Feb 2021. (please do not share this project until release in 2021)

SOL Community Garden – Working with the Seeds of Love collaborative, staff have designated space behind the TARC for a community garden. All work and planning have been orchestrated with volunteer hours, special thanks to Greg Melton for donating his time and efforts in designing the space. Site work is scheduled to begin before the end of the calendar year.

8. Upcoming

- a. Presentation by Sophia Munoz-Oliverez on the Volunteer Program progress.

Photographs



Figure 1. Bille before broom removal.



Figure 2. Bille Park after broom removal.

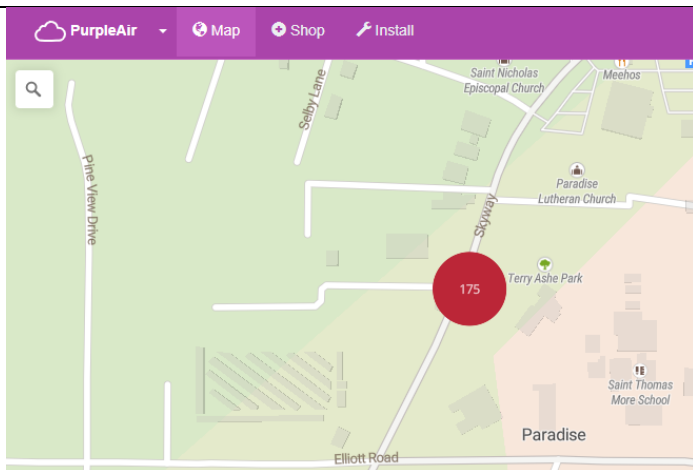


Figure 3. The nearest Purple Air monitor at the Terry Ashe Recreation Center.



Figure 4. Newly installed Pool Starting Blocks.

Attachments:

- A. Balance Sheet
- B. Profit & Loss Budget vs. Actual
- C. Profit & Loss
- D. Recovery

https://paradisepprd-my.sharepoint.com/personal/defseaff_paradisepprd_com/Documents/Dan_OneDrive/Templates/BOD_2017_District_Report_Template_17_0905.docx
10/8/2020

11:11 AM

10/01/20

Accrual Basis

PRPD
Balance Sheet
 As of September 30, 2020

Attachment 5.1a

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 · Mechanics Bank - Operating	112,928.98
1003 · Five Star Bank - Payroll	828.87
1005 · Petty Cash	300.00
1008 · North Valley Community Found	2,177.12
1010 · Treasury Cash - 2510	
1011 · General Operating	-556,339.39
1012 · ACO Reserve	626,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
Total 1010 · Treasury Cash - 2510	74,360.61
1030 · Investments	
1031 · Five Star Bank Money Market	40,464,741.82
1032 · Five Star Bank Grant M. M.	203,727.08
Total 1030 · Investments	40,668,468.90
1100 · Designated Treasury Funds	
1112 · Grosso Endowment-2512	54,619.72
1113 · Grosso Scholarship-2513	4,926.80
1114 · Designated Donations-2514	
1114-1 · Bille Park Donations	125.00
1114-10 · Swim Scholarship Fund	997.82
1114-11 · Dog Park Donations	2,874.61
1114-12 · Coutolenc Camp Fund	1,452.89
1114-13 · Ice Rink Donations	49,213.83
1114-14 · General Donations	3,232.04
1114-2 · Bike Park Fund	1,500.00
1114-3 · Lakeridge Park Donations	3,050.00
1114-4 · Sports Equipment Donations	
1114-41 · Wrestling Mat fund	773.60
Total 1114-4 · Sports Equipment Donations	773.60
1114-5 · Pam Young Fund	1,000.00
1114-6 · Easter Egg Scholarships	4,658.61
1114-7 · Child-Youth Scholarships	10.00
1114-8 · McGreehan Children's Schlshp	1,056.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	1,777.41
Total 1114 · Designated Donations-2514	74,766.17
Total 1100 · Designated Treasury Funds	134,312.69
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	8,419.95
1121 · Park Acqui Unincorp - 2521	57,772.60
1122 · Park Dev Unincorp - 2522	106,367.15
1124 · District Fac Unincorp - 2524	47,810.32
1126 · Park Acqui Incorp - 2526	125,426.04
1127 · Park Dev Incorp - 2527	372,841.69
1128 · District Fac Incorp - 2528	71,808.60
Total 1119 · Impact Fees	790,446.35
Total Checking/Savings	41,783,823.52
Other Current Assets	
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	3,930.53
1512 · FMV Adjustment-2512	343.23
1500 · FMV Adjustments - Other	1,978.92

11:11 AM

10/01/20

Accrual Basis

PRPD
Balance Sheet
As of September 30, 2020

	Sep 30, 20
Total 1500 · FMV Adjustments	6,252.68
Total Other Current Assets	6,252.68
Total Current Assets	41,790,076.20
Fixed Assets	
1710 · Land	750,088.53
1720 · Buildings	5,720,780.38
1730 · Furn., Fixtures & Equip (>\$5k)	667,572.38
1798 · Accum Depr - Furn Fixture Equip	-285,743.70
1799 · Accum Depr - Buildings	-4,242,329.96
1800 · Construction in Progress	
1810 · CIP-Planning	
1811 · CIP-BSF Founder Park Planning	19,126.75
Total 1810 · CIP-Planning	19,126.75
1840 · CIP-Facility	
1841 · CIP-Paradise Pool Swim Blocks	13,537.62
Total 1840 · CIP-Facility	13,537.62
Total 1800 · Construction in Progress	32,664.37
Total Fixed Assets	2,643,032.00
Other Assets	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	159,962.00
Total Other Assets	460,284.00
TOTAL ASSETS	44,893,392.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-10,278.05
Total Accounts Payable	-10,278.05
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Wages Payable	70,400.75
2120 · Payroll Taxes Payable	4,947.60
2130 · Health Benefits Payable	-9,912.74
2140 · FSA payable	-213.76
2170 · CalPers Payable	17,786.70
2190 · Accrued Leave Payable	
2192 · Sick leave payable	10,892.37
2193 · Vacation leave payable	28,930.43
Total 2190 · Accrued Leave Payable	39,822.80
Total 2100 · Payroll Liabilities	122,831.35
2200 · Accrued Expenses	6,463.37
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2430 · Deferred Inflow - Pension	39,239.00
2440 · Deferred CIP Revenue	209,025.08
Total 2400 · Deferred Revenue	248,264.08
Total Other Current Liabilities	378,558.80
Total Current Liabilities	368,280.75
Long Term Liabilities	

11:11 AM
10/01/20
Accrual Basis

PRPD
Balance Sheet
As of September 30, 2020

	Sep 30, 20
2800 · Post Employment benefits	36,310.00
2805 · CalPers Pension Liability	359,790.00
Total Long Term Liabilities	396,100.00
Total Liabilities	764,380.75
Equity	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99
3030 · General Reserve	3,000.00
3050 · Designated Capital Outlay	626,700.00
Total 3000 · General Fund Balances-2510	920,849.99
3100 · Net of Capital Investments	2,795,638.66
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	53,022.07
3213 · Grosso Scholarship-2513	2,878.45
3214 · Donations - 2514	18,155.30
3220 · Impact Fees	440,380.71
Total 3200 · Designated Fund Balances	514,436.53
3900 · Retained Earnings	2,093,705.07
3901 · Net Profit	-403,475.96
3999 · Opening Balance Equity	99.20
Net Income	38,207,457.96
Total Equity	44,129,011.45
TOTAL LIABILITIES & EQUITY	44,893,392.20

11:09 AM

PRPD

Profit & Loss Budget vs. Actual

Attachment 5.1b

10/01/20

July through September 2020

Accrual Basis

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Tax Revenue	0.00	1,677,300.00	-1,677,300.00	0.0%
4200 · Impact Fee revenue	49,755.19	113,000.00	-63,244.81	44.0%
4300 · Program Income	23,843.31	227,500.00	-203,656.69	10.5%
4350 · Concession & Merchandise sales	0.00	2,100.00	-2,100.00	0.0%
4400 · Donation & Fundraising Income	3,118.75	61,000.00	-57,881.25	5.1%
4401 · Scholarships Granted	0.00	0.00	0.00	0.0%
4500 · Grant Income	0.00	12,500.00	-12,500.00	0.0%
4600 · Other Revenue	38,580,202.66	5,500.00	38,574,702.66	701,458.2%
4900 · Interest Income	66,750.00	18,600.00	48,150.00	358.9%
Total Income	38,723,669.91	2,117,500.00	36,606,169.91	1,828.7%
Gross Profit	38,723,669.91	2,117,500.00	36,606,169.91	1,828.7%
Expense				
5000 · Payroll Expenses				
5010 · Wages & Salaries	238,939.13	1,077,800.00	-838,860.87	22.2%
5020 · Employer Taxes	17,269.28	60,000.00	-42,730.72	28.8%
5030 · Employee Benefits	37,111.65	180,000.00	-142,888.35	20.6%
5040 · Workers Comp Expense	24,723.75	55,000.00	-30,276.25	45.0%
5060 · Other Personnel Costs	48,788.72	15,800.00	32,988.72	308.8%
Total 5000 · Payroll Expenses	366,832.53	1,388,600.00	-1,021,767.47	26.4%
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	0.00	8,900.00	-8,900.00	0.0%
5120 · Program Contract Labor	0.00	5,000.00	-5,000.00	0.0%
5130 · Program Supplies	2,929.68	26,500.00	-23,570.32	11.1%
Total 5100 · Program Expenses	2,929.68	40,400.00	-37,470.32	7.3%
5200 · Advertising & Promotion				
5210 · Bad Debt	140.00	10,800.00	-10,660.00	1.3%
5220 · Bank & Merchant Fees	0.00	0.00	0.00	0.0%
5220 · Bank & Merchant Fees	1,716.16	4,600.00	-2,883.84	37.3%
5230 · Contributions to Others	1,252.75	15,100.00	-13,847.25	8.3%
5240 · Copying & Printing	0.00	3,000.00	-3,000.00	0.0%
5260 · Dues, Mbrshps, Subscr, & Pubs	8,843.98	15,000.00	-6,156.02	59.0%
5270 · Education, Training & Staff Dev	0.00	11,000.00	-11,000.00	0.0%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	1,595.20	15,000.00	-13,404.80	10.6%
5284 · Program ET&F	964.31	10,000.00	-9,035.69	9.6%
5286 · Small Tools & Equipment	-1,672.26	5,500.00	-7,172.26	-30.4%
5280 · Equip., Tools & Furn (<\$5k) - Other	279.82			
Total 5280 · Equip., Tools & Furn (<\$5k)	1,167.07	30,500.00	-29,332.93	3.8%
5290 · Equipment Rental				
5290 · Equipment Rental	3,798.19	92,100.00	-88,301.81	4.1%
5300 · Insurance				
5300 · Insurance	36,453.50	56,000.00	-19,546.50	65.1%
5310 · Interest Expense				
5310 · Interest Expense	7.18	900.00	-892.82	0.8%
5320 · Miscellaneous Expense				
5320 · Miscellaneous Expense	0.00	400.00	-400.00	0.0%
5330 · Professional & Outside services				
5332 · Accounting	26,746.00	24,000.00	2,746.00	111.4%
5334 · Legal	2,247.80	25,000.00	-22,752.20	9.0%
5336 · Engineering	1,412.50	100,000.00	-98,587.50	1.4%
5338 · Other Prof. & Outside Labor	7,293.57	136,000.00	-128,706.43	5.4%
Total 5330 · Professional & Outside services	37,699.87	285,000.00	-247,300.13	13.2%
5340 · Postage & Delivery				
5340 · Postage & Delivery	2.60	2,000.00	-1,997.40	0.1%
5350 · Rent-Facility use fees				
5350 · Rent-Facility use fees	0.00	9,500.00	-9,500.00	0.0%
5360 · Repair & Maintenance				
5361 · Building R&M	432.45	13,000.00	-12,567.55	3.3%
5362 · Equipment R&M	1,780.28	18,000.00	-16,219.72	9.9%
5363 · General R&M	10,074.58	10,000.00	74.58	100.7%
5364 · Grounds R&M	3,600.08	40,000.00	-36,399.92	9.0%
5365 · Pool R&M	6,028.91	18,000.00	-11,971.09	33.5%
5366 · Vehicle R&M	622.90	10,000.00	-9,377.10	6.2%

11:09 AM

10/01/20

Accrual Basis

PRPD
Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
5367 · Janitorial	717.19	10,510.00	-9,792.81	6.8%
5368 · Security	499.52	5,000.00	-4,500.48	10.0%
5369 · Vandalism	92.90	500.00	-407.10	18.6%
Total 5360 · Repair & Maintenance	23,848.81	125,010.00	-101,161.19	19.1%
5370 · Supplies - Consumable				
5372 · Office Supplies	1,264.54	8,500.00	-7,235.46	14.9%
5374 · Safety & staff supplies	3,950.16	5,000.00	-1,049.84	79.0%
Total 5370 · Supplies - Consumable	5,214.70	13,500.00	-8,285.30	38.6%
5380 · Taxes, Lic., Notices & Permits	1,900.00	3,000.00	-1,100.00	63.3%
5390 · Telephone & Internet	3,872.17	25,000.00	-21,127.83	15.5%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	0.00	6,000.00	-6,000.00	0.0%
5404 · Fuel	2,701.92	16,300.00	-13,598.08	16.6%
5406 · Meals	256.95	2,400.00	-2,143.05	10.7%
5408 · Mileage & Auto Allowance	0.00	4,300.00	-4,300.00	0.0%
Total 5400 · Transportation, Meals & Travel	2,958.87	29,000.00	-26,041.13	10.2%
5410 · Utilities				
5412 · Electric & Gas	9,895.85	66,000.00	-56,104.15	15.0%
5414 · Water	4,864.48	20,000.00	-15,135.52	24.3%
5416 · Garbage	2,813.56	11,000.00	-8,186.44	25.6%
Total 5410 · Utilities	17,573.89	97,000.00	-79,426.11	18.1%
Total Expense	516,211.95	2,257,410.00	-1,741,198.05	22.9%
Net Ordinary Income	38,207,457.96	-139,910.00	38,347,367.96	-27,308.6%
Other Income/Expense				
Other Expense				
9999 · Misc. Expense	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	38,207,457.96	-139,910.00	38,347,367.96	-27,308.6%

11:10 AM

10/01/20

Accrual Basis

PRPD
Profit & Loss
September 2020

Attachment 5.1c

	Sep 20
Ordinary Income/Expense	
Income	
4200 · Impact Fee revenue	11,521.00
4300 · Program Income	1,868.79
4400 · Donation & Fundraising Income	85.50
4600 · Other Revenue	-8,947.58
4900 · Interest Income	31,044.88
	35,572.59
Total Income	35,572.59
Gross Profit	35,572.59
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	57,668.51
5020 · Employer Taxes	4,154.44
5030 · Employee Benefits	11,586.82
5040 · Workers Comp Expense	11,711.25
5060 · Other Personnel Costs	22,072.09
	107,193.11
Total 5000 · Payroll Expenses	107,193.11
5100 · Program Expenses	
5130 · Program Supplies	477.01
	477.01
Total 5100 · Program Expenses	477.01
5200 · Advertising & Promotion	70.00
5220 · Bank & Merchant Fees	264.57
5260 · Dues, Mbrshps, Subscr, & Pubs	515.99
5280 · Equip., Tools & Furn (<\$5k)	
5284 · Program ET&F	129.89
5286 · Small Tools & Equipment	220.06
	349.95
Total 5280 · Equip., Tools & Furn (<\$5k)	349.95
5290 · Equipment Rental	1,122.34
5310 · Interest Expense	7.18
5330 · Professional & Outside services	
5332 · Accounting	24,242.40
5336 · Engineering	212.50
5338 · Other Prof. & Outside Labor	3,314.42
	27,769.32
Total 5330 · Professional & Outside services	27,769.32
5340 · Postage & Delivery	1.40
5360 · Repair & Maintenance	
5361 · Building R&M	72.29
5362 · Equipment R&M	47.60
5363 · General R&M	1,684.73
5364 · Grounds R&M	479.54
5365 · Pool R&M	1,908.04
5366 · Vehicle R&M	86.72
5367 · Janitorial	39.02
5368 · Security	161.33
	4,479.27
Total 5360 · Repair & Maintenance	4,479.27
5370 · Supplies - Consumable	
5372 · Office Supplies	708.90
5374 · Safety & staff supplies	364.99
	1,073.89
Total 5370 · Supplies - Consumable	1,073.89
5380 · Taxes, Lic., Notices & Permits	860.00
5390 · Telephone & Internet	1,370.47
5400 · Transportation, Meals & Travel	
5404 · Fuel	1,203.85
	1,203.85

11:10 AM
10/01/20
Accrual Basis

PRPD
Profit & Loss
September 2020

	<u>Sep 20</u>
Total 5400 · Transportation, Meals & Travel	1,203.85
5410 · Utilities	
5412 · Electric & Gas	3,153.33
5414 · Water	1,884.22
5416 · Garbage	1,180.43
Total 5410 · Utilities	<u>6,217.98</u>
Total Expense	<u>152,976.33</u>
Net Ordinary Income	<u>-117,403.74</u>
Net Income	<u><u>-117,403.74</u></u>

PRPD
Recovery Project
 November 8, 2018 through September 30, 2020

	Total Recovery Project
Ordinary Income/Expense	
Income	
4600 · Other Revenue	652,202.00
Total Income	652,202.00
Gross Profit	652,202.00
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	185,731.42
5020 · Employer Taxes	13,311.74
5030 · Employee Benefits	48,244.36
5060 · Other Personnel Costs	0.00
Total 5000 · Payroll Expenses	247,287.52
5100 · Program Expenses	
5130 · Program Supplies	13,487.94
Total 5100 · Program Expenses	13,487.94
5200 · Advertising & Promotion	304.93
5240 · Copying & Printing	22.52
5270 · Education, Training & Staff Dev	50.00
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	65.66
5284 · Program ET&F	1,412.32
5286 · Small Tools & Equipment	23,480.68
5280 · Equip., Tools & Furn (<\$5k) - Other	36.44
Total 5280 · Equip., Tools & Furn (<\$5k)	24,995.10
5290 · Equipment Rental	66,255.03
5320 · Miscellaneous Expense	505.61
5330 · Professional & Outside services	
5336 · Engineering	3,086.64
5338 · Other Prof. & Outside Labor	13,143.67
Total 5330 · Professional & Outside services	16,230.31
5350 · Rent-Facility use fees	14,800.00
5360 · Repair & Maintenance	
5361 · Building R&M	21,503.61
5362 · Equipment R&M	8,953.98
5363 · General R&M	371,577.60
5364 · Grounds R&M	87,975.80
5365 · Pool R&M	3,882.43
5366 · Vehicle R&M	11,463.48
5367 · Janitorial	1,629.16
5368 · Security	1,288.63
5369 · Vandalism	108.64
Total 5360 · Repair & Maintenance	508,383.33
5370 · Supplies - Consumable	
5372 · Office Supplies	5,609.83

PRPD
Recovery Project
 November 8, 2018 through September 30, 2020

	Total Recovery Project
5374 · Safety & staff supplies	6,954.31
Total 5370 · Supplies - Consumable	12,564.14
5380 · Taxes, Lic., Notices & Permits	120.34
5390 · Telephone & Internet	2,266.30
5400 · Transportation, Meals & Travel	
5402 · Air, Lodging & Other Travel	325.37
5404 · Fuel	4,880.38
5406 · Meals	345.22
5408 · Mileage & Auto Allowance	17.60
Total 5400 · Transportation, Meals & Travel	5,568.57
5410 · Utilities	
5412 · Electric & Gas	589.11
5416 · Garbage	8,675.83
Total 5410 · Utilities	9,264.94
Total Expense	922,106.58
Net Ordinary Income	-269,904.58
Other Income/Expense	
Other Income	
9900 · Gain/(Loss) on Assets	0.00
Total Other Income	0.00
Other Expense	
9990 · Prior Period Audit Adjustment	0.00
9999 · Misc. Expense	-1,000,000.00
Total Other Expense	-1,000,000.00
Net Other Income	1,000,000.00
Net Income	730,095.42

Staff Report

October 14, 2020



DATE: 10/8/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Introduction of Draft Strategic Plan (Informational Only)

Summary

Staff will introduce the draft strategic plan and mission statement, gather input from the Board and then present a the final draft of the plan for approval at a future Board meeting.

Recommendation: *Seeking review and comments on the draft Strategic Plan.*

Background

In August 2019, Staff and BOD members assembled to develop information to help the District craft a strategic plan. BOD reviewed a copy of the report on the meeting at the September 2019 meeting (Attachment A). Since then, staff and BOD members have reviewed elements of this report.

Staff have prepared a draft strategic plan (Attachment B) based on present state analysis, goals and vision assessment (future state), and gap analysis between present and future state. Formalizing the strategic plan will ensure that staff are focused on goals identified as District priorities and can make appropriate decisions to achieve these goals. The plan will also provide guidance on District needs and priorities when crafting the investment portfolio.

The strategic plan will need to be updated on a regular basis to ensure that goals that have been met are confirmed, and new goals and objectives are identified and incorporated into the updated plan to guide District decisions and actions going forward. This cycle of regularly updating the strategic plan ensures that the District is positioned for continuous improvement and evolution as our population, parks, programs, and economic environment will be in dynamic change for the foreseeable future.

Staff seek Board comment and suggestions on the draft strategic plan before it is finalized. Staff will receive comments over the next month and a revised version will be brought before the full Board for consideration and approval.

Attachments:

- A. Strategic Planning Meeting Report (August 2019)
- B. Draft Strategic Plan

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/20_1014/2020_1014.Draft.Strategic.Plan.Staff.Report.docx
 10/8/2020



STRATEGIC PLANNING MEETING RESULTS

August 23, 2019

Rick Brush, CSAC EIA
Rbrush@csac-eia.org

Strategic Planning Meeting Report

The Paradise Recreation and Park District (PRPD) desired to create strategic objectives and a plan of action. In light of the Camp Fire, there is an immediate need to ensure staff has an understanding of the Board's short term and long term priority issues. A survey was sent to the Board and all staff members to assess internal strengths and weaknesses, as well as external environmental opportunities and threats. The survey results were compiled and used as the basis for discussion. The survey included specific existing program and service questions as well as general questions regarding organizational strengths, weaknesses, efficiency, vision, etc. (Survey results and meeting notes are included in this report as Exhibit B.)

Survey results were compiled and shared with the Board and staff prior to the strategic planning session and on August 23rd, a one-day strategic planning session was held at Richardson Springs.

After review of the survey results and much deliberation and discussion, the group arrived at four key areas of concentration:

1. Parks focus including use of parks as defensible space
2. Recreation Programs and Events
3. Administrative focus (including finance, staffing and communications)
4. Development of a Master Plan

Areas of concentration were discussed and milestones were prioritized, all of which is documented in Exhibit A, the Strategic Action Plan. Responsible parties, timelines and underlying milestones will be added by staff.

Additionally the group took time to review the Mission of PRPD. A group's Mission Statement tells the public "Why" the organization exists. The current Mission Statement is:

Purpose and Mission:

The mission of the Paradise Recreation and Park District, as the recreational leader of the community, is to provide a diverse selection of recreation activities and park facilities for all members of our district. The Board of Directors and staff are committed to:

- Offering a diversity of leisure services and activities for all age groups.
- Providing our patrons with well-organized and wholesome recreation activities and park facilities.
- Helping develop a community understanding of the value of leisure services.
- Staying professionally knowledgeable and informed.
- Dedicating ourselves to outstanding community service.
- Keeping programs and facilities safe, clean, and environmentally pleasing.
- Contributing to the physical and mental development of individuals participating in District activities.

The purpose of the Paradise Recreation and Park District is to provide a well-rounded, wholesome program of leisure time activities for the people residing in the district. This shall be accomplished by the development of supervised programs, construction and maintenance of recreation facilities, park facilities, and cooperative efforts with other agencies in the area which provide like-services.

While changes to the existing Mission Statement were discussed, such as adding the phrase “and the surrounding communities” to the last sentence, and changing the words “leisure services” to “recreational activities” throughout, the group suggested changing the **Mission Statement** to something shorter and more memorable, namely:

Serving our community through people, parks and recreation.

The Mission Statement was not approved at the meeting as it was not an action item in accordance with the Brown Act, therefore, an item will be placed on the next Board meeting agenda for consideration.

The creation of a **Vision Statement** was discussed to use as an internal guideline when developing goals and objectives in the future, and while the exact wording was not decided upon, the group did agree for the statement to be based on the following:

Creating and cultivating a healthy, fun and safe environment for our community.

The group contemplated how to incorporate the notion of sustainability into the Vision Statement as well, which will be worked on at another time.

Exhibit A

One Page Action Plan

		Number of votes	Responsible Party	Due Date	Complete
Objective #1	To provide parks that are safe, accessible, and enjoyable for the community				
Strategic Action Plan - Milestones	Conduct a needs assessment for what the community wants	Priority Issue			
	Build a park(s) in Magalia (Lakeridge and Golf Course possible locations)	8			
	Use Parks as Defensible Space	7			
	* Build a coalition with the City, County and other interested parties to jointly fund a feasibility study				
	* Commission a feasibility study (ties with Master Plan and Needs Assessment)				
	* Conduct Community Outreach				
	Build new shop	6			
	Build Bike, Skate, Disc Golf activities at parks	5			
	Investigate land acquisition and development in the next 24 months	3			
	Refurbish existing parks	1			
Notes					
Claims Objective #2	Provide Recreation Programs and Events to our community				
Strategic Action Plan - Milestones	Conduct a needs assessment for what the community wants	Priority Issue			
	Continue the ice rink at least for one more year and look at potential sponsorships/grants for future years	3			
	Finalize the Paradise Lake Project	3			
	Focus on ADA Compliance and Therapeutic Recreation	2			
	Build a teen center	2			
	Consider creating a Farmer's Market	1			
	Host tournaments for pickleball, basketball, etc	1			
	Look at new activities, skills courses, etc				
Notes					

Claims Objective #3	Focus on Administration to ensure maximum efficiencies in the areas of finance, staffing and communications				
Strategic Action Plan - Milestones	Finance				
	Create a plan to diversify income	3			
	Invest in technology (efficiencies)	3			
	Conduct a rate review of existing agreements	1			
	Draft a 2022 Budget Plan that addresses the sunset of subsidized revenue	1			
	Explore creating an assessment district	1			
	Staffing				
	Invest in staff training	4			
	Incorporate grant writing into the Assistant GM job description or hire a specific grant writer	1			
	Utilize internships for staffing	1			
	Create staff succession plans				
Communications					
Create a Master Communications Plan (internal/external focus) inclusive of collaboration with other entities					
Notes					
Claims Objective #4	Develop a Master Plan by 2020/21				
Strategic Action Plan - Milestones	Conduct an RFP for a Consultant				
	Create a Plan to oversee operations starting in FY 2020/21				
Notes					

Exhibit B

Survey Results
&
Meeting Notes

Paradise Recreation and Parks District's Strategic Planning Session

*Meeting held
8.23.2019*

Board members and staff completed a survey prior to the session which asked questions to set short term priorities, consider industry trends, explore potential new services/programs, as well as questions about the mission and vision of PRPD. A summary of the survey responses as well as pictures of the working flipcharts are on the following pages.

The Changing Environment - External Focus

1. From your perspective, what are the priority issues that PRPD must address in the next 12 months?
 - Offer safe programs and services to enrich residents lives (2)
 - Help ridge residents progress thru the rebuilding of our community (2)
 - Determine what recreational programs will be needed/wanted by the community
Determine how we can create sustainable future for the district with limited tax revenues (2)
 - Develop and maintain park facilities for public use (2)
 - Re-establish some of the prior existing programs
 - Take over the management of Paradise Lake from PID
 - Staff recovery – maintain a consistent workforce to keep facilities up and running
 - Sustain staff

2. What park industry trends can you model to positively influence your future?
 - Family based programs to encourage a sense of community as the town rebuilds
 - Programs where people don't need to commit to a full schedule/league, like drop in pickle ball, basketball and volleyball
 - New facilities that will attract people from outside of the area
 - More community involved activities, such as pumpkin patches, etc
 - Tournaments might be more popular
 - Sustainable parks, xeriscaping, solar and recycling

3. What new services/programs will the community expect from you in the next 2-5 years?
 - More outdoor recreation such as hiking, fishing and outdoor exercise classes – depending if we get the lake or not (2)
 - New park development (2) in the upper ridge area
 - Develop parks that have been in the planning stages for years
 - More walking trails
 - A workout center with exercise equipment
 - Perhaps a geo-caching park facility
 - Rebuilding assistance
 - Mental health and wellbeing programs as residents rebuild their lives
 - Kids, teen, adult, and senior programs
 - Programs for special needs populations
 - After school programs for kids still in the area

4. What local trends will likely impact the District and our ability to complete our mission?
 - The local rate of rebuilding community housing (2)
 - The lack of population we serve (2)
 - There may be a younger population that moves in to town with a higher income level (2)
 - Reaching out to the community
 - People are more health conscious and into healthy living
 - Hopefully as the town rebuilds, the property taxes will continue to increase

Economic studies should be available or are being developed to address these concerns.

5. What is the ONE thing that PRDP must accomplish in the next year to move us towards our mission?
 - Convince all parties that we are an integral part of the community, and not just the Parks and Rec Department
 - Continue to grow with the community and it's needs
 - Increase programming revenue by offering new, fresh programming options to draw in the patrons who normally would not use our services
 - Figure out how to get programming started for kids and maybe for families
 - Rebuild our parks so they can be enjoyed by the community
 - Offer quality programming that is needed on the Ridge
 - Provide programs everyone will want to use
 - Show everyone we will not become stagnant and we'll continue moving forward by improving parks and developing new ones

Have there been any needs analysis studies?

6. What do you see as the biggest opportunities for PRDP in the next several years?
 - We have a blank slate. We can look at changing the way we do things and to do them better (2)
 - Paradise Lake could be a huge opportunity for the District (2)
 - Post Camp Fire funding opportunities both locally and externally that were not existing or available prior to the Camp Fire
 - To provide programs to enrich the lives of the residents who want to make the Ridge their home again
 - Communicate with the residents. Find out their needs and what they really want
 - Renting facilities and parks will be important
 - Rebuilding of the pool and rec building will open up some opportunities for programming and rentals
 - Opportunities for park land acquisition

7. What do you see as the greatest threats of hurdles to overcome?
 - Negative thinking and dissension actions
 - Not knowing the programs and events that the "New" Paradise community is looking for
 - Having enough people in the community
 - Getting enough people to come to our programs

- The clean-up and reproduction of the town
- No facilities to have programming at no foods spots
- Funding. We need a healthy budget to take care of parks, facilities, supplies and staff (2)
- Producing income with a reduces population
- No tax base
- Attracting talented staff

Internal Focus

8. How effective has PRDP been at meeting its mission statement?
 - Highly successful (2) despite limited budget and small staff
 - Very effective (2) at achieving the mission statement – and, beautiful parks which are maintained well, great ballpark, horse arena and programs that help adults, kids and all
 - A good job (3) – working without precedent and still learning the needs and wants of the community
 - Sufficient, but seems tired – needs an update (I believe this refers to the mission statement itself)
 - People love our parks and programs

9. Does the mission need to be revised and if so, what would you suggest?
 - No (4)
 - The outcome of the strategic planning process may dictate that we revise, or not, our mission statement
 - Perhaps it could contain something about helping with the physical and mental development and health of individuals
 - In the aftermath of the Camp Fire, there should be new direction, not that the District should hold homage to the fire, but the community is understandably changed. Unclear however on how to articulate that in a mission statement

10. What should be the vision statement for PRDP?
 - A Healthy and Safe family based community
 - More fun with new beginnings
 - As the Paradise Ridge rebuilds PRPD will be an important part of the process. We are ready to meet the parks and recreation needs of the community in these changes times.
 - Through provision of recreation and parks services, we enhance the quality of life and nurture the health and well-being of our people, our community, our environment and our economy.
 - United. A United Community

11. Who are the partners that can help move us towards our vision?

- Town of Paradise (5)
- PUSD (4)
- PID (3)
- Butte County
- Sierra Conservancy
- BLM
- Community leaders
- Community Involvement
- Gold Nugget Museum
- Odyssey Teams (ropes courses)
- Independent contractors and specialists
- Residents, business, developers

12. What are the things PRDP has done in the past that should be discontinued to refocus resources?

- None
- Evaluate continuing to operate the Ice Rink (4) – major loss financially which doesn't make good business sense, but a major boost to community moral and sense of tradition
- Continue what we have done for consistency. Discontinuing programs may send the wrong message
- Serve the community with new, exciting and diversified programs. We have a clean slate to start with

Could the Ice Rink be Underwritten/sponsored by private partnership?

13. With a budget backfill that will cease in 2022, what do we need to change so that we can survive as an organization?

Revenues

- Create a local assessment funding mechanism (requires successful electorate vote passage) that is not subject to raiding by the State
- Find more grant programs to supplement revenues (3)
- More fundraising opportunities

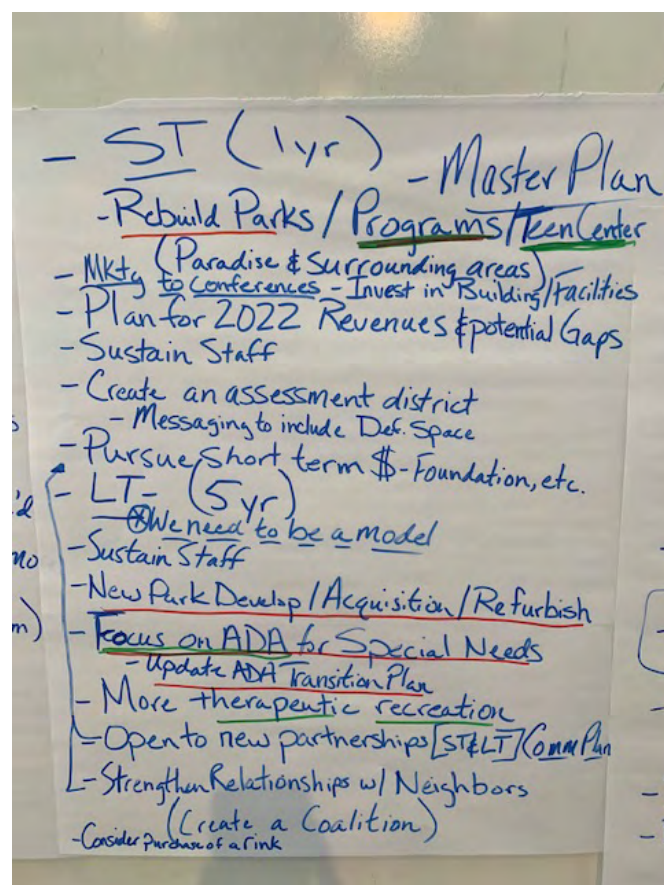
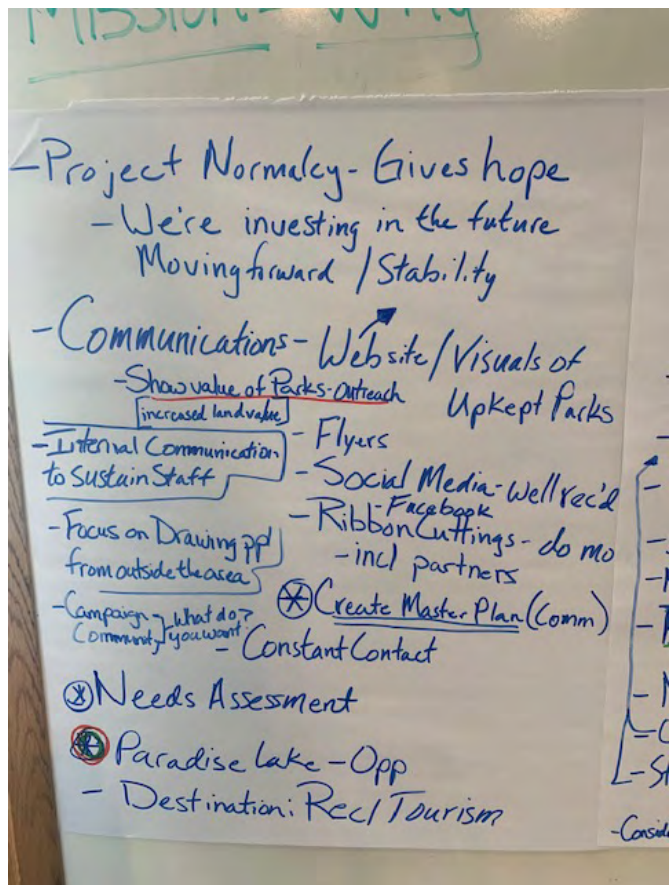
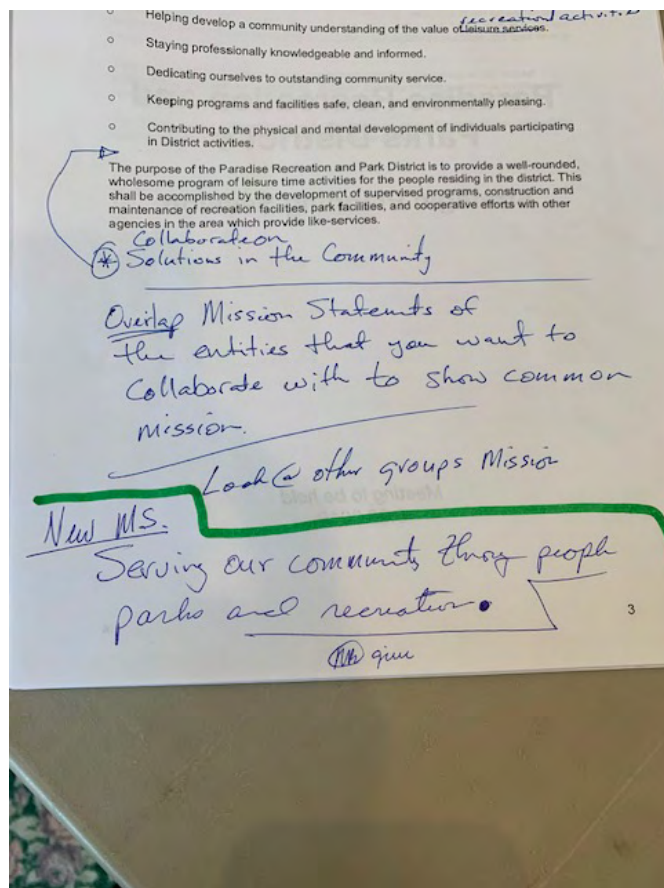
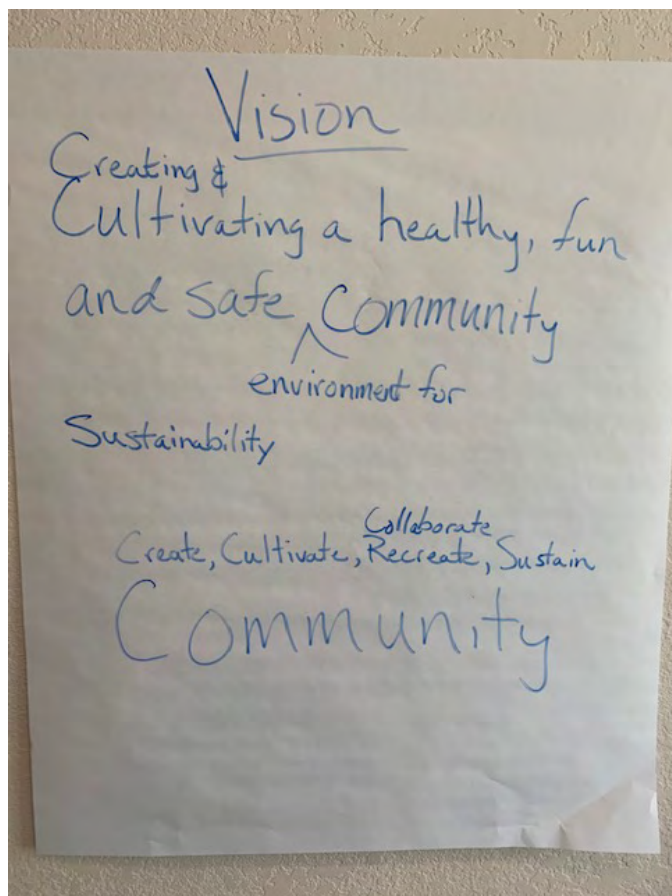
Expense

- Reduce full time staff overhead costs and utilize more part time staff
- Keep community award of costs involved in certain programs
- Look for efficiency in operations - using more energy and time saving products and techniques (solar, sustainable parks, xeriscaping)

Programs

- Increase marketing efforts to drive program income
- Increase revenue streams through diversified programming and events that will draw patrons from outside of Paradise
- Look at programs that make a profit
- Create new attractions such as ropes courses, water slides, aqua center, skate park, gym/workout facility, swimming and boat rentals at the lake
- Build more programs to get more of the community involved
- Cater to special groups such as seniors and people with disabilities
- Self-funding programs

Pictures of the flipcharts:



- Trends/Opps
- Use Parks as Defensible Space
 - Wellness Parks - Integrate Healthcare
 "Ask Your Doctor if its right 4 U."
 - Consider Billy Park
 - Consider demographics (teen to Snr)
 - Investigate facilities in Megalia
- Info from County/Town on Economic Study
- Workout center - w/ Row Stream
 - Partner w/ existing space/Vacant Bldg
 - Farmer's Market - Lease space to them
 - Fees for tournaments (Pickleball/Basketball etc)

- ⊗ Financials
- Partners/Grants/State Prop \$
 - NEED: Grantwriting
 - Mostly in-house
 - Hire a grant writer
 - Potential Acquisitions
 - Need: Soccer Field
 - Community Center in Megalia
 - Paradise Field House
 - Investigate Shared Use Agreements re: Equipment
 - Investment in Technology (LED lighting etc)
 - Rev/Exp by Program (incl. admin)
 - Analysis of "Free use" of facilities/Storage Space
 - Diversify our income
 - Rental income / Event rates / Lease facilities
 - Donations
 - Corporate Donors
 - lease (st) non used space
 - Interest bearing account

- Less Paper - More technology
 - Long term lease w/ Butte County
 - Renegotiate or Purchase
 - inquire re Annex Bldg use in future
 - Xeriscape non-utilized space
- Parks
- New Shop ●●●●● (6)
 - Refurbish of existing parks ● (1)
 - Megalia (Lakeridge, Golf Course) ●●●●● (5)
 - Land acquisition/Development ●●●●● (3)
 - Bike/Skate/Disc golf ●●●●● (5)
 - ⊗ Needs assessment for what the Community wants ●●●●● (4)

- Use of Parks (7) as Defensible Space
- Feasability Study ●●
 - Conceptual design
 - Coalition Bldg ●
 - Community Outreach
 - Funding ●●●●

Rec

⑨

● Programs/Events [Youth/Adult] ●

- Rink ● ● ● ● ● ③ Afterschool
- Teen Center ● ● ● ● ● ②
- Farmers Market ● ● ● ● ● ①
- Pickleball/Basketball ● ● ● ● ● ①
- Tournaments ● ● ● ● ● ①

- Focus on ADA/Therapeutic rec ● ● ● ● ● ②

- Paradise Lake ● ● ● ● ● ③

- Sports/Skills Clinics

- Look @ what is new -
* Needs Assessment

Master Plan (Ties w/ Needs Assessment Feasibility Study) ● ● ● ● ● ②

RFP for Consultant

- Span over 2 years
- Start in FY 2020/21

Administration

Finance

- Diversify Income [Plans to] ● ● ● ● ● ③
- 2022 Budget Plan ● ● ● ● ● ①
- Explore Creating an Assessment District ● ● ● ● ● ①
- Investing in Technology [Efficiencies] ● ● ● ● ● ③
- Investing in Staff training ● ● ● ● ● ④
- Conduct rate review/agreements ● ● ● ● ● ①
- Sustain Staff ● ● ● ● ● ①
- Staff transitions/Succession plans ● ● ● ● ● ①
- Internships for staffing ● ● ● ● ● ①
- Assistant GM to include Grant Writing ● ● ● ● ● ①
- Specific Grant writer position ● ● ● ● ● ①

Communications

- Create a master Communications Plan ● ● ● ● ● ②
- Internal / External ● ● ● ● ● ②
- inclusive of collaboration

-DRAFT-

2020 Strategic Plan for the Paradise Recreation and Park District



Paradise Recreation and Park District

6626 Skyway
Paradise, CA 95669
info@ParadisePRPD.com

Phone: 530-872-6393
Fax: 530-872-8619
www.paradiseprpd.com

Contents:

- I. Mission, Vision, Organizational Values, and Goals 3**
 - A. Mission Statement: 3
 - B. Vision Statement: 3
 - C. Our Values: 3
 - D. Our Goals: 3
- II. Strategic Analysis 4**
- III. Strategies 5**
 - A. Innovate 5
 - B. Collaborate 6
 - C. Communicate 6
- IV. Action Plan 6**
 - A. Events 6
 - B. Parks 7
 - C. Programs 7
 - D. Staffing 8
 - E. Volunteer Program 8
 - F. Partnership Template 8
 - G. Strategic Alliances 8
 - H. Marketing Strategy/Plan 8
 - I. Phoenix Case Study 8
 - J. SMART Talking Points 8

Suggested citation:

PRRD [Paradise Recreation and Park District]. 2020. Strategic Plan. 6626 Skyway, Paradise, CA 95969. 10/8/2020. Draft report. Kristi Sweeney, Dan Efsseff. Paradise, California.

ACKNOWLEDGEMENTS

The following individuals contributed significantly to this document:

Name	Affiliation
Colleen Campbell	Administration III/Office Manager
Jeff Dailey	Recreation Supervisor
Scott Amick	Recreation Supervisor
PRPD Staff	

PRPD Board of Directors

Name	Affiliation
Al McGreehan	Chairman
Robert Anderson	Vice-Chairman
Julie Van Roeckel	Secretary
Steve Rodowick	Director
Mary Bellefeuille	Director

-DRAFT-

STRATEGIC PLAN PARADISE RECREATION AND PARK DISTRICT

I. MISSION, VISION, ORGANIZATIONAL VALUES, AND GOALS

A. **Mission Statement:**

To provide beautiful, sustainable, well-maintained park facilities, natural areas, and opportunities to build community, inspire, and heal the people in the foothill communities we serve, and beyond.

B. **Vision Statement:**

Using science-based, innovative approaches collaborative partnerships, and leadership; the District will build and maintain beautiful and inspiring parks that protect our community, and deliver innovative, inclusive recreational opportunities to support our community's health, safety, economic prosperity, and resiliency.

C. **Our Values:**

1. **Integrity:** We act with honor, sincerity, and pride in our work, programs and properties. We treat our citizens with respect.
2. **Community Service:** We engage our communities, solicit feedback and actively listen to suggestions, involve diverse stakeholders, advocate for our community, and provide outstanding customer service.
3. **Playfulness and Celebration:** We foster joy and play through our work, and celebrate opportunities to promote healthy, happy residents engaged in active play.
4. **Health and Wellness:** Through our work, programs, and parks we promote active lifestyles and immersion in nature. We improve the quality of life and facilitate physical, mental, emotional health for our community and beyond.
5. **Diversity:** Diversity fuels our spirit. We strive to provide inclusive, equitable, and accessible parks and programs, and serve people across race, gender, age, religion, identity, experience, and abilities.
6. **Leadership:** We draw upon our deep organizational knowledge and apply new things we learn to adapt, innovate, and motivate community members and partners.
7. **Accountability:** We are transparent, responsible, and take ownership of our decisions and actions.
8. **Sustainability:** We are committed to the sustainability of our actions. Our plans, stewardship, and improvements to our programs and facilities consider economic, social, and environmental factors.

D. **Our Goals:**

Our District will:

1. Maintain our status as a trusted leader within our community;
2. Aspire to a model of excellence;
3. Become a parks and recreation destination;
4. Utilize data and best practices;

-DRAFT-

5. Support economic stability, opportunities, and resiliency for the District and community;
6. Enhance the health and wellness in our community;
7. Streamline practices and better utilize existing facilities; and
8. Include people of all abilities and interests.

II. STRATEGIC ANALYSIS

Strategic analysis allows an understanding of our present state PRPD to refine its mission, vision, values, and goals (our future state) by truly. To fully understand PRPD as it exists today we must consider PRPD's processes, service offerings, technologies, business development, and staffing. In looking to our future state from our current state, the gaps that exist in the operational mechanisms that will enable our achievement to future state must be identified. Only when the gaps have been clearly laid out can the strategy and tactics required to bridge these gaps be made clear.

Issue Identification:

- Limited funding, staff, facilities, tax base, and local populations;
- Negative outside perceptions of the area post-fire
- High level of ACEs, which is exacerbated by the Camp Fire;
- Traumatized population with limited access to counseling;
- New and evolving crises beyond our control.

Strategic Stakeholders:

- Communities and citizens served by the District;
- Local governmental agencies and districts;
- School Districts;
- Non-profits and other partner organizations;
- Local Businesses and the Chamber of Commerce;
- Funding agencies and donors;
- Lease holders and programing partners;
- Board of Directors; and
- Staff.

Incentives of Stakeholders:

- Community design;
- Cross-promotion of programs;
- Economic stimulus;
- Grant opportunities;
- Health and wellness;
- Increased property values near parks and recreation;
- Mentoring through collaboration;
- Organizational knowledge and reach to resolve problems in the communities we serve;
- Recreation experiences;
- Sense of community, familiarity, normalcy, safety, place, and belonging;
- Shared mission/target audiences for collaboration.
- Sustainability and natural resource conservation;

-DRAFT-

- Synergy in shared goals;

Information-Objectives:

- Increase depth and breadth of promotional reach;
- Share PRPD vision for Parks as recreation/shelter in place/natural buffers to wildfire/economic stimulus within the communities we serve;
- Still a plethora of beauty and recreation opportunities in the foothill communities of our District;
- Our District has fun and exciting activities, programs and parks;
- PRPD offers meaningful volunteer opportunities;
- We are open to partnerships and collaboration;
- There is a tremendous need and opportunity to make donations, fund scholarships, and bequest assets to expand opportunities for District residents.

Interaction Strategies:

- Public events;
- Public and virtual meetings;
- Social media;
- Surveys;
- Media interviews;
- Media releases;
- Marketing/outreach;
- Volunteer program;
- Partner organization coordination and presentations.

III. STRATEGIES**A. Innovate**

Develop new approaches and methods to quickly, carefully, and responsibly respond to emerging trends and meet the varied needs and changes within our District.

- **Events:** Introduce new and improve existing events at facilities within the District to promote rentals, generate vendor revenue, and showcase local parks and activities.
- **Parks:** Acquire strategically located land for park expansion and development that serve as natural buffers against wildfire while also providing world-class destination recreation opportunities that will drive economic sustainability within the District and our community.
- Develop, expand and improve existing parks to showcase natural resource management and best practices to address local and global-scale climate change, economic/environmental resiliency, and a model for inclusivity and social equity.
- **Programs:** Develop new, and expand successful, programs that reflect trends and demands of the changing demographics and cultural diversity within our District while ensuring social equity and inclusivity.
- **Staffing:** Focus staff talent that best utilizes organizational knowledge and professional core competencies while ensuring the District remains nimble and flexible to respond to the needs of our stakeholders and financial constraints.

-DRAFT-

B. Collaborate

Engage partner organizations, community members, educators, policymakers, interest groups, corporate sponsors, and service providers in collaborative efforts to leverage resources, meet broader community needs and maximize outcomes.

- **Volunteer Program:** Develop and promote a robust volunteer program for small, large, and ongoing projects that will expand the breadth, depth, and diversity of our workforce, engage our community in ownership and stewardship of our parks, and draw insight into trending priorities within the communities we serve.
- **Partnership Template:** Expand existing, and sustainably foster new, partnerships with organizations that are advocating for common issues that advance shared goals while best leveraging resources.
- **Strategic Alliances:** Foster key alliances with organizations that may otherwise be viewed as competing organizations to expand the District's depth and breadth of programs, parks and facilities.

C. Communicate

Communicate the vision and value of parks, programs and events to our community, stakeholders, partners, and grant agencies to raise awareness of destination parks and recreation benefits.

- **Marketing Strategy/Plan:** Develop a marketing strategy and plan to promote the use of parks and programs for community cohesion, disaster mitigation/preparedness, climate change adaption/mitigation, and economic development engines.
- **Phoenix Case Study:** Generate awareness of the District science-based "playbook" for post-disaster recovery, community healing, sustainable redevelopment, and future disaster mitigation techniques.
- **SMART Talking Points:** Share and promote District plans with local and regional audiences using specific, measurable, achievable, relevant, time-based communication.

IV. ACTION PLAN

A. Events

- Create and continuously improve a planning document to guide planning and execution of events hosted by the District.
- Generate list of events the District can host:
 - Prioritize quick turn-around events that best showcase District parks and facilities to promote vendor-led events and private rentals.
 - Utilize every event opportunity to cross-promote other PRPD programs/events/facilities.
 - Monetize events via participation fees, vendor fees, donations, raffles, and concessions.
 - Include events across varied abilities and interests.

-DRAFT-

- Develop robust and diverse event offerings throughout the year and calendar/promote in activity guides, social media, website, posters, fliers.

B. Parks

- Solicit community feedback about the parks/facilities desired within the District via survey, outreach events, partner-led listening sessions.
- Pursue grant and foundation funding for new parks and facilities:
 - Magalia
 - Concow
 - Butte Creek Canyon
 - Paradise
- Pursue grant funding for land acquisitions adjacent to existing parks.
- Pursue grant funding for land acquisitions in strategic locations that expand or create new parks and recreation opportunities while also providing buffers/mitigate wildfire risk within the communities we serve.
- Develop RFP for pumpkin patch at Noble Park.
- Develop branding for each developed park within the District.
- Create a map of existing parks within District Boundaries showcasing park amenities.
- Improve existing park facilities:
 - Increase signage at existing parks and incorporate new branding for each park.
 - Improve ADA accessible facilities and equipment.
 - Replace bathrooms in Upper Bille Park.
 - Replace bathrooms, concession stand, and playground at Moore Road Park.
 - Develop/improve new/existing trails within the District.

C. Programs

- Solicit community feedback about the programs desired within the District via survey, outreach events, partner-led listening sessions.
- Publish high-quality bi-annual activity guide to showcase District programs, events and facilities.
- Focus on the populations that exist now within the District:
 - Magalia residents
 - Concow/Yankee Hill residents
 - Paradise residents
 - Butte Creek Canyon residents
 - Temporary workforce crews
- Ensure program offerings are well balanced among various levels of ages and abilities, and interests.
- Promote programs to communities outside of the District.

-DRAFT-

D. Staffing

- Redefine job descriptions to more broadly define associated responsibilities within each role to ensure staff are nimble and flexible to meet the varied demands of the District operating with minimal staffing levels.
- Maintain high-functioning, competent, multi-skilled staff via financial incentives, opportunities for promotion, training for professional development that align with District needs and appropriate levels/types of resources that support staff performance (technology, equipment, coaching/training, defined KPIs).
- Utilize existing staff talents to expand program offerings within the District.

E. Volunteer Program

- Create a volunteer guide and policies to share with prospective volunteer individuals and organizations.
- Establish a Volunteer Coordinator.
- Design/create volunteer appreciation/incentives.
- Promote the volunteer program to individuals, organizations and groups.
- Develop and maintain a regular calendar of scheduled volunteer opportunities and events.
- Coach volunteers team leaders to become PRPD ambassadors.

F. Partnership Template

- Develop a framework from which to codify and define partnerships.
- Establish a defined process that prioritizes projects based on ROI for achieving District goals.
- Emphasize partnerships that offer cross-sector, multi-agency/organization collaboration working toward shared goals to better-leverage resources, drive higher and more thorough levels of impact, and attract grant funding.

G. Strategic Alliances

- Solicit individuals, organizations and agencies that offer and/or manage District-appropriate programs to offer sample courses through the District.

H. Marketing Strategy/Plan

- Budget for cost of a marketing plan.
- Put out an RFP for a marketing plan.
- Ensure alignment between Strategic Plan, Master Plan, and Marketing Plan.

I. Phoenix Case Study

- Create an image intensive Prezi that concisely communicates the District's response to the Camp Fire and rebuild efforts and actions.

J. SMART Talking Points

- Develop a communication plan and format that ensures a consistent, clear and concise message for local and regional audiences that explain how/why the District is redefining its place and mission within our community and our region

-DRAFT-

as a whole, the reason for the tactics we utilize, when to expect measurable results, and how the community can provide input and guidance.

DRAFT

**AMENDED AND RESTATED
EMPLOYMENT AGREEMENT**

This Agreement (the “Agreement”) is executed on the date last set forth below opposite the parties’ signatures but effective as of July 1, 2020 (the “Effective Date”) by and between Paradise Recreation and Park District, a California recreation and park district (the “District”) and Dan Efseaff (“Efseaff”) and amends and restates in its entirety the Employment Agreement previously executed by the parties effective June 9, 2017 as previously amended.

In consideration of the mutual conditions, covenants, and agreements set forth below, the parties agree as follows:

1. **Employment.** District hereby employs Efseaff as District Manager of District to perform the functions and duties customary for a district manager of a similarly sized recreation and park district to perform, including those specified from time to time by District in the job description for the position and such other legally permissible and proper duties and functions as the Board of Directors of District (the “Board”) shall from time to time assign him. The current job description for the position is attached hereto as Exhibit “A.” Upon any amendment of the job description, the new job description shall be dated and initialed by the parties and attached hereto as Exhibit “A” in lieu of that setting forth the previous job description.

Efseaff is employed on a full-time basis and shall work such hours as necessary to satisfactorily perform his duties as District Manager, it being understood that he shall be generally available during business hours of District. However, it is also recognized that Efseaff shall be required to devote time outside of normal business hours to the business of District.

2. **Term; Termination.**

a. The term of this Agreement shall be at will, and it can be terminated by District or by Efseaff at any time without cause upon not less than four months written notice to the other party. In lieu of such notice, District may terminate Efseaff’s employment without cause immediately, provided that it, at the date of such termination, either (i) pays Efseaff in lump sum an amount equal to four months’ salary and benefits or (ii) continues to pay Efseaff his then salary and benefits in bi-weekly

installments for four months thereafter. At the date of termination, Efseaff also shall be compensated for all accrued sick leave, vacation, holidays and such other accrued benefits as may be vested in him. By his signature below, Efseaff agrees that such sums shall be the full, complete, and exclusive amount to which he shall be entitled for termination of this Agreement by District without cause.

In the event this Agreement is terminated for cause, written notice of such termination setting forth the grounds supporting such termination for cause shall be delivered by the party terminating the Agreement to the other party. The Agreement shall be deemed terminated upon personal delivery of such notice. For purposes hereof, "cause" shall include, but not be limited to, breach by a party of a material term hereof, conviction of Efseaff for any criminal act, or, subject to Section 2.b. below, his refusal or inability to perform the material duties of his job under this Agreement. A singular failure by Efseaff to meet performance standards or objectives without prior written notice of such by District and opportunity to Efseaff to cure such, by itself, does not constitute cause.

b. If Efseaff is permanently disabled so as to be unable to perform those duties on his part to be performed under this Agreement or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period beyond his entitlement to medical leave of absence under the Family Medical Leave Act, District shall have the option to terminate this Agreement, which termination shall be deemed without cause, thus entitling Efseaff to the severance pay set forth in Section 2.a. above. If District and Efseaff are unable to agree as to whether he is permanently disabled, such determination shall be made by a panel of three physicians, including Efseaff's regularly attending physician, a physician selected by District, and a physician selected by the foregoing two physicians, or if they are unable to agree, by a physician appointed by the Butte County Superior Court upon petition by either District or Efseaff. The decision of two of the three physicians shall be binding and determinative.

3. **Salary and Benefits.**

a. District shall pay Efseaff an annual salary in such amount as it and Efseaff shall agree from time to time, payable at the same times and in the same manner as other employees of District

are paid. As of the date hereof, Efseaff's annual salary is \$105,000.00. Efseaff's annual salary shall be reviewed annually during the Board's consideration of the District's budget for the next fiscal year and may be adjusted by the Board based upon its assessment of his job performance and such other factors as the District in its discretion may consider appropriate, including, without limitation, changes in the State's economy and cost of living since Efseaff's last salary adjustment, the proposed budget of the District for its next fiscal year, and Efseaff's performance since his last evaluation.

b. In addition, Efseaff shall be entitled to the same holiday, sick, and vacation leave benefits as all other full-time employees of District during the term of this Agreement. Efseaff shall also be entitled to 80 hours paid administrative leave per year, some or all of which Efseaff, at his written election may surrender to District in consideration for which District shall pay to Efseaff the pro rata amount of his salary therefor.

c. Efseaff shall be entitled to enroll in the same comprehensive medical, vision, life, and dental insurance on the same terms as provided all other full-time employees of District. If Efseaff confirms that he has healthcare equal to or better than the District's PERS Select healthcare benefit program, the District will contribute the monthly allocation devoted to employee healthcare to Efseaff in lieu of healthcare benefits.

d. Efseaff shall also be entitled to participate in the California Public Employees Retirement System, 457(b) Deferred Compensation Plan, and the Federal Social Security System on the same terms as all other full-time employees of District.

4. **Performance Evaluations.** At least annually, the Board shall review and evaluate the performance of Efseaff in closed session at the regular meeting of the Board or a special meeting set by the Board for such purpose. Such review and evaluation shall be based on Efseaff's performance of the duties described in Section 1. above and Exhibit "A" hereto and in accordance with any performance goals and objectives previously established by the Board. Such evaluation shall include an informal discussion between the Board and Efseaff as to his performance of his job duties. The Board and Efseaff shall discuss and may establish goals and objectives for his accomplishment and the time frame therefor.

Efseaff shall generate and submit goals and objectives to the Board at this time for its consideration, which the Board shall consider and may include among any goals and objectives it establishes for Efseaff's performance for the next fiscal year of the District, which, in the Board's discretion, may result in additional pay for Efseaff's attainment of the performance objectives.

5. **District Automobile.** District shall provide an automobile for Efseaff for his use for District business. District shall pay for all costs of ownership, operation, and maintenance of such vehicle. Efseaff shall be entitled to use such automobile for commuting to and from work.

6. **Professional Affiliations and Development.**

a. District agrees to budget for and to pay the dues and subscriptions necessary for Efseaff's participation in national, regional, state and local associations and organizations as are desirable for his professional growth and advancement and for the good of the District, provided, however, the amount of such dues and subscriptions shall not exceed the amount appropriated therefor in District's annual budget. District shall pay all of Efseaff's membership expenses for any civic organizations provided his membership therein has been approved in advance by the Board.

b. District and Efseaff acknowledge and agree that Efseaff shall pursue actively professional development in such areas that will better enable him to perform his duties as District Manager. District agrees to budget for and to pay for tuition, fees, costs, travel and subsistence expenses of Efseaff for his professional development, provided, however, the amount of such shall not exceed the amount appropriated therefor in the annual budget.

7. **Reimbursement of Professional Expenses.** District recognizes that certain expenses of a non-personal and generally job-affiliated nature shall be incurred by Efseaff, and hereby agrees upon submission of documentation thereof to reimburse or to pay such general expenses.

8. **Indemnification.** In addition to the requirements of state and local law, District shall defend, save harmless and indemnify Efseaff against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the proper course and scope of Efseaff's duties as District Manager, except for any civil action or

proceeding brought against Efseaff for actual fraud, corruption or actual malice. District, at its sole discretion, shall compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

9. **Bonding.** District shall bear the full cost of any fidelity or other bonds required of Efseaff under any law or ordinance.

10. **Other Terms and Conditions of Employment.**

a. The Board may fix other terms and conditions of employment as it may determine from time to time relating to the performance of Efseaff, following consultation with him, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or such rules, regulations and procedures of the District as may have been adopted by Board or any applicable statute and are set forth in writing in an addendum hereto signed by both parties.

b. Efseaff shall be subject to all rules, regulations, and policies of the District applicable to employees and management as they may be modified from time to time.

11. **Notices.** Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

a. TO DISTRICT: Chair, Board of Directors, Paradise Recreation and Park District, 6626 Skyway, Paradise, CA 95969.

b. TO EFSEAFF: Dan Efseaff, at his permanent residence address on record with the District.

Alternatively, notices required pursuant to this Agreement may be personally served to the same persons as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States Postal Service.

12. **General Provisions.**

a. This Agreement shall constitute the entire agreement between the parties.

b. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Efseaff.

- c. This Agreement shall not be assigned by Efseaff or District.
- d. This Agreement shall not be modified without the written consent of Efseaff and District.
- e. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

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

DISTRICT:

Paradise Recreation and Park District

September__, 2020

By: _____
Al McGreehan, Chair
Board of Directors

EFSEAFF:

September__, 2020

By: _____
Dan Efseaff

APPROVED AS TO FORM:

John Jeffery Carter, District Counsel

Approved by the Board of Directors of Paradise Recreation and Park District by resolution adopted at its regular meeting held on September__, 2020.

PARADISE HORSEMEN'S ASSOCIATION
PO BOX 672
PARADISE, CA 95967

September 25, 2020

Paradise Recreation and Park District

Subject: Paradise Horsemen's Association Annual Report

Dear PRPD Board Members,

Paradise Horsemen's Association is a non-profit organization dedicated to preserving the Paradise Horse Arena located on Moore Road. Our arena has been in use since the 1960's and had been threatened by town officials in the 1990's to demolish it for other recreational purposes. PHA rallied back with horse owners and equine enthusiasts from all over Northern California to show the Park District what an asset Paradise Horse Arena is to the community.

It has been an incredibly tough last few years for our Association as we struggled to rebuild our arena and replace all our equipment after the Camp Fire in 2018. We were finally able to hold just a few events towards the end of 2019 and had a very busy event schedule for 2020 only to be once again, thwarted by circumstances beyond our control with the Coronavirus outbreak.

We are not just an equine club...we are a family here in Paradise and many of us have raised our children riding in this arena. We miss our town and our little piece of "Paradise" ...our gathering place for laughter, memories and friendships. We miss our beautiful arena with wooden fences and want it restored to its pre-fire condition!

We are still a flourishing, active club in 2020, even though we have only been able to hold a few small events this year. Currently, we have 77 family memberships with over 160 individual members who have renewed their membership and commitment to seeing our Paradise Arena rebuilt.

We have recently noticed an increase in brand new memberships in our Association as more people move to the Ridge with horses and are looking for equine activities. There have been more horseback riders using the Paradise Memorial Trailway than in years past. We are so grateful that we have a horse arena here in Paradise that can help these new residents with equine recreational opportunities and look forward to holding many different events again.

Although we have only held a few public PHA events this year due to the Coronavirus Restrictions, our arena is being used almost on a daily basis by our members coming to practice and ride. Our Equestrian Drill Team has recently began practicing again bi-weekly to hopefully participate in rodeos and competitions around Northern California this Fall. We have held several practice, member-only, limited rider events so our members can come together, social distance and ride and exercise their horses.

We have also held a few member-only arena cleanup days where we have raked and mowed all of the weeds from the parking area, cut back dead branches, cleaned up fallen branches, raked the gravel roadway and performed necessary maintenance to the facility. We would like to clear the back

trails behind the arena so that they can once again be accessed for horseback riding and hiking. Right now, there are many fallen logs and debris that are blocking the trails.

We tentatively have a few Fall Events planned at our arena and the awards, ribbons and children's prizes have already been purchased. We are hoping, with safety protocols set in place, that we will be able to hold these much-anticipated events.

PHA is still trying to return our arena to pre-fire conditions and are waiting on updates from PRPD and the FEMA claim for replacing our wooden railing around the arena perimeter. Right now, we have temporary metal panels around the 2/3 of the arena where the wooden railing was burned. The wood railing is what truly made our arena the most beautiful arena anywhere in California and so many have commented on what a tragic loss it is. We believe we might have enough funds with our donations, to help purchase the needed lumber and materials. Our Arena Maintenance Committee has attained the square footage, poles, and rails that will be needed to complete this, and we have submitted these calculations to Dan Efseaff. According to Dan, the insurance claim for the arena losses which include lighting and arena railing is moving forward and we truly hope this will come to fruition this Fall so we can begin to re-construct the arena railing. It has been a long two years with temporary, unsafe panels.

Once our arena railing is replaced, we will be adding additional sand as we lost most of our topsoil after the Campfire due to the cleanup and rains. We recently had to purchase a new tractor implement to groom our arena as our old one was too compromised from the heat of the fire to withstand the rigorous needs of our hard, compact clay dirt. Once we know the final cost for the arena railing and whether or not the FEMA settlement will help cover the loss, we will begin to update our snack bar and our announcer booth with roll-up metal windows.

In Closing, on behalf of the Paradise Horsemen's Association Board and its members, I wish to thank the Paradise Recreation and Park District for their continuing support throughout the years. Thank you for your involvement in the stability and longevity of our organization to provide a variety of equine events and to help us preserve our equine heritage on the Ridge.

The Paradise Horsemen's Association is highly appreciative for the time the staff of Paradise Recreation and Park District has given to the Paradise Horse Arena in helping us bring our arena back as one of the best equestrian facilities here in the North State. This facility not only fills a need for the community on the ridge, but those in the surrounding communities as well. The Paradise Horsemen's Association looks forward to this continued partnership in order to make our community proud to boast of having such a beautiful facility at the Paradise Horse Arena.

Respectfully,

Scarlett Miller
President
Paradise Horsemen's Association

Paradisehorsemenpresident@gmail.com

www.paradisehorsemenassoc.com

(530)519-0455

PARADISE RECREATION AND PARK DISTRICT
PARADISE HORSEMEN'S ASSOCIATION
LEASE AGREEMENT
2006 - 2026

WHEREAS, the Paradise Recreation and Park District, hereinafter the "District", finds Paradise Horsemen's Association, hereinafter the "Horsemen's" to be a significant provider of education and recreation to District residents; and

WHEREAS, the District and the Horsemen's entered into yearly agreements approximately thirty-five (35) years ago, wherein the Horsemen's leased a portion of Moore Road Park, owned by the District, on which both organizations built and operated a Horse Arena; and

WHEREAS, both the District and the Horsemen's desire to replace the current lease with a new lease agreement.

NOW, THEREFORE, in consideration of the premises hereinbefore set forth, it is mutually covenanted and agreed between the parties hereto as follows:

This lease agreement (hereinafter the "Lease") is entered into on October 10, 2006 by and between the District and the Horsemen's. The District is the owner of certain real property in the Town of Paradise, State of California. The Horsemen's desire to lease a portion of this property in order to operate as a Horse Arena and provide various community events. Accordingly, the District and the Horsemen's agree as follows:

1. **Premises.** The District hereby leases to the Horsemen's that certain land area, hereinafter called the leased premises, situated in the Town of Paradise, State of California, as described in attached Exhibit "A."
2. **Term of Lease.** The term of this Lease shall be for a period of twenty (20) years.
3. **Termination / Amendment of the Lease.** If the Horsemen's does not operate a Horse Arena and related services at the location of the leased premises or does not comply with the conditions set forth in this Lease, then this Lease may be terminated by either party providing written notice to the other party one hundred twenty (120) days in advance of the date selected in said notice for termination. The notice must state the reason for cause and if submitted by the District, the Horsemen's will have the opportunity to correct the cause within the 120 days to avoid termination of the Lease. Additionally, the lease may be amended or terminated by mutual written agreement of the two parties at any time.
4. **Rent.** Rent for this Lease will be paid by the Horsemen's to the District annually based on a calendar year. Said rent shall be \$100.00 per year. Said rent paid by the Horsemen's to the District shall be increased every fifth year during the term of this Lease by an additional \$10.00.
5. **Use of the Premises.** The leased premises are leased to the Horsemen's for Horse Arena operations, related educational and program events, and uses incident thereto. Horsemen's will be granted full access to these premises to conduct programs, activities, and facility services. It is agreed that the scheduling of the Arena, the ball parks, and the Ropes Course will be done to minimize use of the facilities for large events on the same day. The Horsemen's will provide

the District with a yearly schedule of activities annually by November 1. If the Horsemen's wishes to offer additional activities they will need to notify the District a minimum of thirty (30) days prior to the event.

6. **Utilities.** The District will pay 50% of the water cost up to and not to exceed \$200.00 per month for the Horse Arena area and cover 100% of the electrical cost for power currently provided. Additional improvements made by the Horsemen's to the property, such as but not limited to, concession stand or arena lighting that will result in increased electrical cost will be paid for by the Horsemen's. Horsemen's will keep the facility clean and place garbage and rubbish in the provided trash cans, During large events, the Horsemen's will be responsible for removing garbage and rubbish from the facility. The District will be responsible for the septic system.
7. **Compliance with Law and Standards.** The lease agreement will be reviewed and revised as needed to make the agreement compliant with any legally mandated issues. All existing Horsemen-owned improvements, alterations, programs and/or maintenance on the Premises shall be performed in compliance with all applicable laws, ordinances, regulations, and orders of all federal, state, county or local government agencies or entities having jurisdiction over the Premises. All improvements, alterations, and/or maintenance performed on the Premises pursuant to this Lease or authorized by this Lease, shall be done in a good workmanlike manner and only with materials of good quality and high standard. Any notification of the District by any governmental entity either federal, state, or local (municipal or county) that any structure located upon the

Premises is not in compliance with any law, code, or regulation may be grounds for termination of the Lease if not brought into compliance within one hundred twenty (120) days beyond the date of District notification.

The Horsemen's are responsible for all safety elements concerning the Horse Arena and its usage to the specifications recommended by the National Horsemen's Association and the District.

In addition to the above stated provisions, any future improvements to be constructed or installed on the Premises shall be coordinated with proper notification and mutually agreed upon by both parties prior to construction or installation of such improvement. The District will consider, on a case-by-case basis, the possibility of helping with future improvements.

No trees may be removed from the premises without prior approval from the District.

All food preparation or sale of food must meet or exceed all requirements of the Butte County Department of Public Health.

The Horsemen's shall have and maintain a non-profit status and provide the District with a current copy of their By-laws and Articles of Incorporation or recognition of non-profit status throughout the life of this agreement. The Horsemen's shall also maintain, at the discretion of the District, an acceptable number of community programs and/or memberships and community attendance.

The Horsemen's will provide the District Board of Directors with an annual written report on the anniversary date of the agreement's execution. This written report shall include the number of community programs and/or memberships and

community attendance and is to be presented in person by a Horsemen's representative at the next regularly scheduled District Board meeting.

8. **Liens.** At all times during the terms of this Lease, the Horsemen's shall keep the Premises and all improvements, now or hereafter located on the Premises, free and clear of all liens and claims for labor, services, material, supplies, or equipment performed on or furnished to the Premises. Should the Horsemen's fail to pay and discharge or otherwise cause the Premises to be released from any such lien or claim of lien within twenty (20) days after service on the District of written request for the District to do so, the District may pay, adjust, compromise, and discharge any such lien or claim of lien on any terms and in any manner that the District may deem appropriate. In that event, the Horsemen's shall, on or before the first day of the next calendar month following such payment by the District, reimburse the District for the full amount paid by the District in paying, adjusting, compromising and discharging that lien or claim of lien, including any attorney's fees or either costs expended by the District, together with interest and the then legal rate from the date of payment by the District to the date of repayment by the Horsemen's.
9. **Ownership of Improvements.** Title of all improvements made or installed or existing above ground by the Horsemen's on the Premises shall be owned by the Horsemen's. Above ground improvements placed or constructed or maintained on the Premises by the Horsemen's must be removed, at the sole expense of the Horsemen's, within one hundred twenty (120) days of the termination date of this Lease unless the Horsemen's and the District agree in writing to another

disposition. If the Horsemen's does not remove such improvements from the Premises within one hundred twenty (120) days following termination of the Lease, such improvements may be removed by the District. In that event, the Horsemen's agree to reimburse and indemnify the District for any and all costs or liabilities associated with the removal of that structure.

10. **Notices.** Any notice, demand or request that may be permitted, required or desired to be given pursuant to this Lease shall be given in writing and shall be directed to the District and the Horsemen's as follows:

District: DISTRICT MANAGER

Address: PARADISE RECREATION AND PARK DISTRICT
6626 SKYWAY
PARADISE, CA 95969

Horsemen's: PRESIDENT

Address: PARADISE HORSEMEN'S ASSOCIATION
~~5196 BENNETT ROAD~~ P.O. Box 672
PARADISE, CA 95967

Notice shall be deemed duly served when sent via United States Postal Service's certified mail with return receipt requested, first class postage and fees prepaid, addressed to the District or the Horsemen's at the above address.

11. **Maintenance of the Horse Arena by the Horsemen's.** At all times during the term of this Lease, the Horsemen's shall, at the Horsemen's own cost and expense, keep and maintain the Premises and all appurtenances in good order and

repair, and in a safe and clean condition. The District will provide normal daily maintenance and upkeep to the restroom facilities adjacent to these premises. The District will repair and maintain the current underground water pipes to this facility. During large events the Horsemen's will be responsible for additional restroom maintenance. The District will grade (float) the arena ten (10) times per year free of charge. Any additional times, the Horsemen's will be charged at the Paradise Recreation and Park District current maintenance service fee for the hourly rate of a laborer.

12. **Loss of Improvements.** If at any time during the term of this Lease any improvements now or hereafter located on the Premises are destroyed in whole or in part by fire, theft, the elements or any other cause not the fault of the District, if not repaired or replaced, this lease may terminate at the District's or the Horsemen's option within one hundred twenty (120) days written notice to the other party. "Destroyed" shall be defined as damage in excess of 50% of the total replacement value of those improvements identified in paragraph 9 of this agreement.
13. **Indemnity Agreement.** (a) The Horsemen's agree to indemnify, hold harmless, and defend the District, its agents, servants, officers, board members and employees from any and all claims, actions, lawsuits, damages, judgments, or liabilities of any kind arising from any accident or injury to any person or property that occurs as the result of the Horsemen's comparative negligence or willful misconduct.

(b) The District agrees to indemnify, hold harmless, and defend the Horsemen's, its agents, servants, officers, board members and employees from any and all claims, actions, lawsuits, damages, judgments, or liabilities of any kind arising from any accident or injury to any person or property that occurs as the result of the District's comparative negligence or willful misconduct.

14. Liability Insurance.

The Horsemen's shall procure and maintain for the duration of this Lease, insurance against claims for injuries to persons or damages to property that may arise from, or be in connection with the performance of the Horsemen's, Horsemen's agents, representatives, employees, and/or sub-contractors. The Horsemen's will carry, and pay all premiums upon a policy of General Liability Insurance for bodily injury and property damage in the sum of one million dollars (\$1,000,000.00) combined single limit for each occurrence which policy shall name the District as additional insured, and proof of sufficient insurance shall be given to the District by the Horsemen's with certificate of such insurance and additional insured endorsement. The Horsemen's shall take out and maintain during the Lease, Worker's Compensation Insurance for all employees connected with the Horsemen's and provide the District with a copy of such insurance. All insurance policies shall be required to contain a provision providing notice to the District in the event of cancellation or termination of said policy.

15. Fire and Casualty Insurance. The Horsemen's shall, at the Horsemen's own cost and expense, at all times during the term of this Lease, keep all improvements on the Premises insured for the full replacement value by insurance

companies authorized to do business in the State of California against loss or destruction by fire and the perils commonly covered under the standard extended coverage endorsement to fire insurance policies in the County where the Premises are located. Each such insurance policy shall be required to contain a provision providing notice to the District in the event of cancellation or termination of said policy.

16. **Assignment of Sublease.** The Horsemen's may not assign this Lease or any interest in this Lease or effect a sublease of the Premises, without the prior express written consent of the District. After securing written consent from the District, other groups or organizations may use the Horse Arena, but must provide the District with a certificate of insurance naming the District as additional insured and additional insurance endorsement and sign and indemnify and hold harmless statement prior to usage. An additional fee may be charged depending on the usage.
17. **Remedies On Breach Or Default.** Each party to this Lease shall give the other party written notice of any claimed breach or default of the provisions of this Lease. Failure to cure the breach or default within one hundred twenty (120) days of such written notice may immediately terminate this Lease.
18. **Waiver of Breach.** The waiver of the District or the Horsemen's of any breach of any of the provisions of this Lease shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Lease.

19. **Surrender of Premises.** On the expiration or earlier termination of this Lease, the Horsemen's shall surrender the Premises to the District in a good, safe and clean condition.
20. **Attorney's Fees.** Should any litigation be commenced between the parties to this Lease concerning the Premises, this Lease, or the rights and duties of either in relation thereto, the party prevailing in that litigation shall be entitled, in addition to any other relief that may be granted in the litigation, to a reasonable sum as and for that party's attorney's fees in that litigation and as are incurred in the course of collection and/or satisfaction of any judgment obtained in said litigation.
21. **Governing Law.** This Lease, in all matters relating to this Lease, shall be governed by the laws of the State of California.
22. **Entire Agreement and Priority of Provisions.** This Lease along with its Attachments contains the entire agreement among the parties hereto with respect to the matters covered hereby, and supersedes all prior agreements, written or oral, among the parties. No other agreement, statement or promise made by any party not contained herein, shall be binding or valid. In the event of a conflict between the terms and provisions of this lease and its Attachments hereto, the terms and provisions of this lease shall prevail.
23. **Time of the Essence.** Time is of the essence of this Lease and the performance by each party hereto of the obligation on that party's part to be performed.
24. **Recitals and Captions.** The recitals and captions of the paragraphs of this Lease are for convenience and reference only; the words contained therein shall in no

way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of the Lease.

25. **Construction.** The parties agree that each party has reviewed and revised this Lease and that this Lease shall be deemed for all purposes to have been jointly drafted by all parties hereto, and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in any interpretation of this Lease or any amendment or exhibits thereto.
26. **Severability.** If any provision of this Lease shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining portions hereof shall not in any way be affected or impaired thereby.
27. **Informed Consent.** Each party declares that prior to the execution of this Lease it and/or its duly authorized representatives have appraised themselves of sufficient relevant data, either through expert or other sources of their own selection in order to intelligently exercise their judgment in decision whether to execute, and in deciding on the contents of this Lease. Each party declares that the decision to execute this lease is not predicated on or influenced by any declaration or representations of the other parties except as expressly set forth herein.
28. **Good Faith.** All actions required pursuant to this Lease that are necessary to effectuate the transaction contemplated herein will be taken promptly and in good faith by the District and the Horsemen's, and the District and the Horsemen's shall furnish to the other such documents or further assurances as the other may reasonably require.

29. **Lease Extension.** The Horsemen's will have first right to continue this Lease at the end of its twenty (20) year term for an additional time period as mutually agreed upon by the District and the Horsemen's.
30. **Use of Alcoholic Beverages.** Possession and consumption of alcoholic beverages will not be allowed on the leased premises.

LESSOR**DISTRICT****PARADISE RECREATION AND PARK DISTRICT**

By Dianne Harmacek Date: 10-10-06
 Dianne Harmacek, Chairperson
 Board of Directors
 Paradise Recreation and Park District

LESSEE**HORSEMEN'S****PARADISE HORSEMEN'S ASSOCIATION**

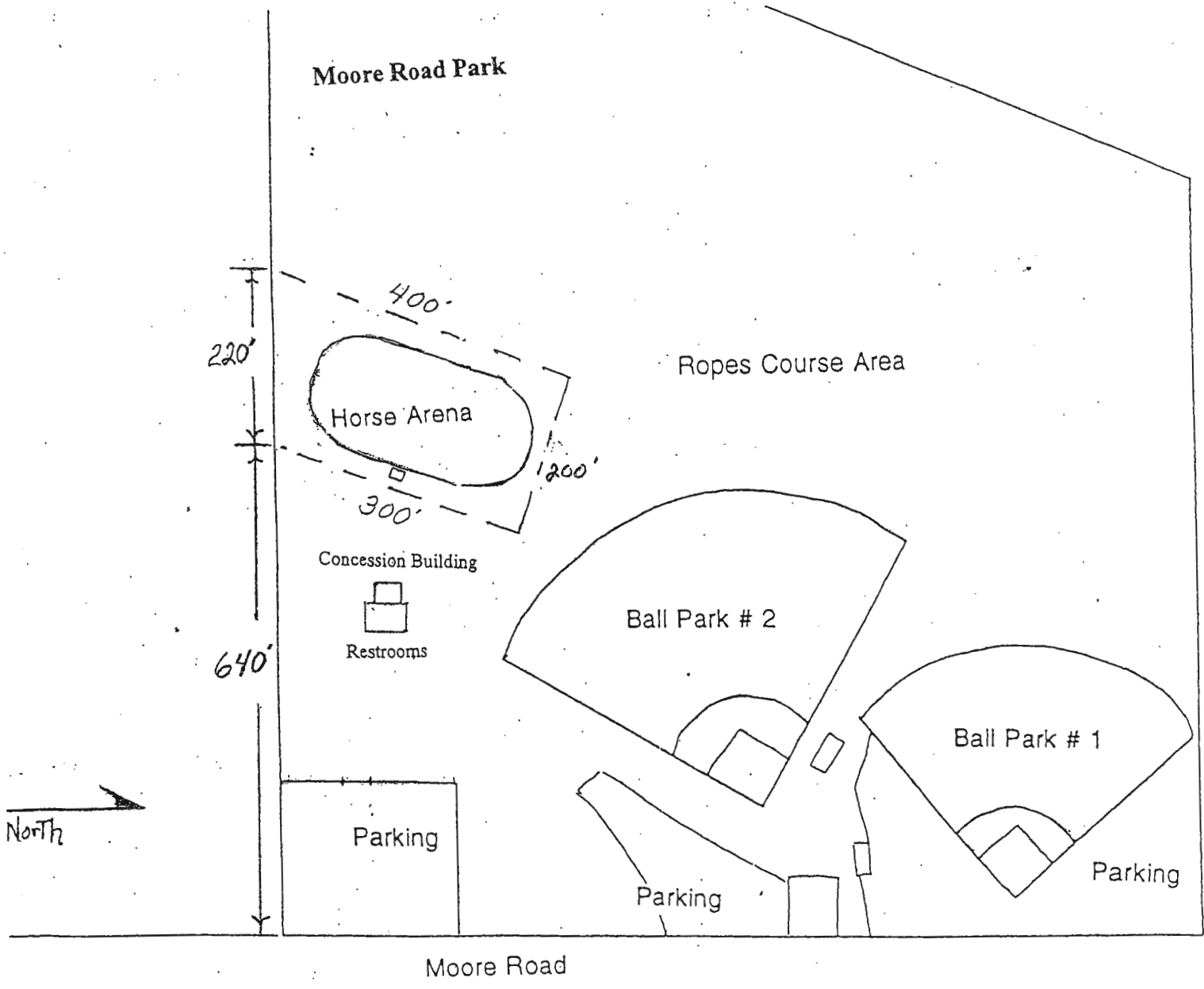
By Gary D. Hartley Date: 10-11-06
 Gary Hartley, President
 Paradise Horsemen's Association

EXHIBIT A

Property description of land leased to the Paradise Horsemen's Association by the Paradise Recreation and Park District:

The land leased is located on a site known as Moore Road Park, identified as SE¼ of SW¼ of Section 1, T22N, R3E, M.D.B. & M., AP #050-070-041. The portion of this parcel that is leased to the Paradise Horsemen's Association is located 640 feet west on the southern boundary line from the southeastern corner of the property, extending 220 feet west, then 400 feet northeast, then 200 feet southeast, then 300 feet southwest ending at the point of origin. This is approximately 1.6 acres of land represented by a fenced horse arena with approximately a twenty-foot buffer. The lease also includes the concession building that is attached to the restroom facility.

Outline description below:



Staff Report

October 14, 2020



DATE: 10/1/2020
 TO: Board of Directors
 FROM: Dan Efseaff, District Manager
 SUBJECT: Paradise Community Village - Promissory Note Extension Request

Report in Brief

In 2011, PRPD entered into a Phase 1 Development agreement and subsequent Amendment to Phase 1 agreement with the Paradise Youth and Family Center (DBA Paradise Community Village), the Town of Paradise, the Paradise Ridge Youth Soccer Club and the Community Housing Improvement Program [CHIP]. The original agreement stipulated that PRPD would provide a loan to the corporation of \$200,000 and, upon receipt of grant funds from the Town of Paradise, loan an additional \$100,322 for the cost of Phase 1 infrastructure, excepting the wastewater system. The District has loaned approximately \$300,322.

A promissory note documented the PRPD loan. The terms provided for no interest, and fully due and payable on the fifth anniversary of the effective date of the agreement (August 22, 2016) or upon the sale of all or a portion of the remaining parcels, excluding two parcels transferred to the Town of Paradise. The funding secured the purchase of the unimproved property for development and in exchange, as development proceeded, recreational features would be added that would allow the District to provide additional recreational opportunities. However, the real estate crisis prompted the suspension of the development plans. In August 2016, and later in July 2018, the District granted two-year extensions. The current extension ends December 31, 2020. The last extension was granted as the prospect of a lease with a charter school was well underway. The Camp Fire abruptly halted those efforts.

District Manager Efseaff and Director Al McGreehan participated in the 9/3/2020 PCV meeting. At that meeting PCV Board members indicated the desire for an extension. We have a letter requesting the extension (Attachment A).

Staff supports the extension of the agreement to allow the development of a lease that would allow for cash flow for payments and/or explore potential development options of recreational facilities that may satisfy District recreational purposes.

Recommendation: *Authorize the District Manager to develop an extension of the existing agreement to expire on December 31, 2022 with the option of a 1-year additional extension.*

Attachments:

- A. Paradise Community Village – Request for Extension (September 18, 2020)
- B. Amendment to Promissory Note Secured By Deed of Trust – matures December 31, 2020
- C. Proposed Amendment to Promissory Note Secured By Deed of Trust – matures December 31, 2022

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/20_1014/PCV_2020.1014_PCV_Extension_Request.Staff.Report.docx
 10/7/2020

Paradise Youth Sports and Family Center

DBA: Paradise Community Village

1001 Willow Street
Chico, CA 95928
530-891-6931
530-891-8547 Fax

September 18, 2020

Mr. Dan Efseaff
Paradise Recreation and Park District
6626 Skyway
Paradise, CA 95969
(530) 872-6393

Re: PRPD Loan Agreement Extension

Dear Dan:

The Board of Paradise Youth and Family Center (DBA: Paradise Community Village) is formally requesting a 2-year extension of the loan due to expire December 8, 2020. We further request that the terms and conditions remain the same.

It is our intent to repay this loan. As discussed in our recent board meeting on September 3, 2020, we are contemplating options given current environment with changes to due to fire, financial, and health conditions that we are experiencing. We are asking all members of PCV with existing loans to extend their loans under the same terms and conditions.

We appreciate the District's support of our organization, the previous extension of the loan, and participation at our board meetings.

Sincerely,


Maximilian Barteau
President

**AMENDMENT TO
PROMISSORY NOTE SECURED BY DEED OF TRUST**

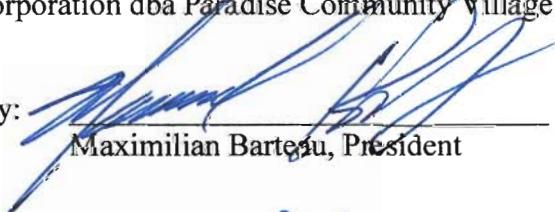
Paradise Youth and Family Center, Inc., a California non-profit, public benefit corporation doing business as Paradise Community Village (the "Maker") and Paradise Recreation and Park District, a California recreation and park district ("Holder") hereby agree that that original Promissory Note Secured by Deed of Trust dated March 15, 2012 not to exceed \$300,322.00 (the "Original Note") between Maker and Holder as first amended on August 22, 2016, together with the Loan Agreement and deed of trust of even date therewith referenced in the Original Note as also first amended on August 22, 2016, are each amended by extending the Maturity Date set forth in the Original Note from August 22, 2018 to December 31, 2020.

The Original Note and Loan Agreement as amended hereby, shall remain in full force and effect and the obligation to Maker therein stated shall remain and continue to be secured by the deed of trust of even date referenced therein.

Executed effective on the date first above set forth at Paradise, California.

MAKER:


Paradise Youth and Family Center, Inc.
a California non-profit, public benefit
corporation dba Paradise Community Village

By: 
Maximilian Barteau, President

By: 
George Siler, Secretary

HOLDER:

Paradise Recreation and Park District,
a California recreation and park district

By: 
Steve Rodowick, Chairperson
Board of Directors

By: 
Dan Elseaff, District Manager

**AMENDMENT TO
PROMISSORY NOTE SECURED BY DEED OF TRUST**

Paradise Youth and Family Center, Inc., a California non-profit, public benefit corporation doing business as Paradise Community Village (“Maker”) and Paradise Recreation and Park District, a California recreation and park district (“Holder”) hereby agree that that original Promissory Note Secured by Deed of Trust dated March 15, 2012 not to exceed \$300,322.00 between Maker and Holder (the “Note”), as first amended on August 22, 2016, together with the Loan Agreement and deed of trust of even date therewith referenced in the Note, as also amended on August 22, 2016 and on July 11, 2018, are each amended again by extending the Maturity Date set forth therein from December 31, 2020 to December 31, 2022.

The Maturity Date may be extended for one additional year upon written request therefor by Maker delivered to Holder not less than 30 days before the Maturity Date and Holder’s written acceptance thereof.

The Note and Loan Agreement, as amended hereby, shall remain in full force and effect and the obligation to Maker therein stated shall remain and continue to be secured by the deed of trust of even date referenced therein.

Executed effective on the date last set forth below opposite the parties’ signatures at Paradise, California.

MAKER:

Paradise Youth and Family Center, Inc.
a California non-profit, public benefit
corporation dba Paradise Community Village

By: _____
Maximilian Barteau, President

Date: ___/___/___

HOLDER:

Paradise Recreation and Park District,
a California recreation and park district

By: _____
Al McGreehan, Chairperson
Board of Directors

Date: ___/___/___

By: _____
Dan Efseaff, District Manager

Date: ___/___/___

Staff Report

October 14, 2020



DATE: 9/17/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Statewide Park Development and Community Revitalization Program of 2018
 Project: Noble Park - Development Project
 Resolution #20-10-1-487 and Resolution #20-10-2-488

1. BACKGROUND

The District submitted proposals (in 2012 and 2019) to the Statewide Park Program (SPP) to fund the Lakeridge Park development. Unfortunately, our proposals were not selected under the highly competitive program. For example, in 2019, the agency received \$2.9 billion in submitted requests, with only \$368 million awarded (only 10% of projects). A fourth and final round of funding through this program is underway, with \$395 million available.

This round will likely be as competitive as the first three rounds; however, the District is prepared to submit competitive, more fully developed proposals to develop Lakeridge Park (Magalia) and Noble Park. These parks have received significant community input and design efforts, and therefore, provide our best opportunities for creating compelling, competitive proposals. While the District has prioritized Lakeridge, we feel confident that we can submit competitive funding proposals for both to better-ensure the District's chances in securing funding. We plan to have a grant writing contractor assist us with the proposals.

- Project Names (Working Titles):
 - Noble Park – Park Development Project, Magalia, Butte County, CA; and
 - Lakeridge Park – Park Development Project, Paradise, Butte County, CA.

The Noble Park project builds on the previous design with “the Barn” event structure, natural and adventure play areas, multi-use meadow, and community gardens and also incorporate the new acquisition to bring in some natural elements. Post-fire, staff received considerable input about additional community needs not addressed in the previous conceptual design for Lakeridge Park and new features. Our request includes the original concept design amenities plus the exploration of a larger buffer between the wildland and urban interface, trails, adventure park, playground, event space, open fields, community center, courts, and multi-use playfields. Fire adaptations will be folded into the design. The Proposals require conceptual design information and community input.

RECOMMENDATION: Approve resolutions #20-10-1-487 and #20-10-2-488 as presented.

2. Fiscal Impact

The State Parks Program grant does not require matching funds, so fiscal impact to the District, if awarded funding, is minimal. Additional funds to complete the projects, may be used to develop additional amenities, or to reduce the requested amount (which may increase the competitive nature of the projects). If awarded funding, the District would have five years to complete the project(s). The grant is based on reimbursement, so expenditures for the project would reduce the District's cash reserves (and potentially interest rates) until the Grant Agency processes the quarterly reimbursement request (approximately 6-8 weeks). The State of California would pay for the overall costs of the development projects.

Staff are working on conceptual plans and actively seeking community input on the final designs and features of each park. The conceptual design plans and cost estimates will be finalized after considerable community input and engagement. Staff discussed with grant agency representatives that competitive proposals funded in the last round averaged \$4.1 M. We anticipate that the funding request will likely not exceed \$4.8 M and likely fall under the past average of \$4.1 M.

Development of the parks will incur additional annual operating costs between \$60 K and \$100 K for each facility, which may be off-set by additional revenue for rentals, ropes course classes and admission, public events, and commercial leases or concessionaire income to help generate additional income. Program opportunities expand with each facility.

3. Permits and Environmental Review

If accepted, the District will have to complete CEQA documentation and various permits (depending on jurisdiction, either the Town or County). The District will budget for the cost of permits and environmental review.

4. Discussion

The program requires authorization for the organization to submit resolutions for the project. As the projects mature, the BOD will have opportunities to review design and amenity features and collect public input on the project.

Attachments:

- A) Resolution #20-10-1-487
- B) Resolution #20-10-2-488

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/20_1014/2020_1014.BOD.Grant.SPP.Lakeridge.and.Noble.Report.docx
10/8/2020



Paradise Recreation & Park District

6626 Skyway
Paradise, CA 95969
Email: info@ParadisePRPD.com

Phone: 530-872-6393
Fax: 530-872-8619
Website: www.ParadisePRPD.com

Resolution #20-10-1-487

RESOLUTION OF THE BOARD OF DIRECTORS OF PARADISE RECREATION AND PARK DISTRICT OF Approving the Application for STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Development and Community Revitalization Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby: APPROVES THE FILING OF AN APPLICATION FOR THE NOBLE PARK - DEVELOPMENT PROJECT; AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to the District Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Resolution #20-10-1-487
October 14, 2020
Page -2-

Approved and adopted the 14TH day of October, 2020 by the following vote.

AYES: **NOES:** **ABSENT:** **ABSTAIN:**

Al McGreehan, Board Chairperson

ATTEST:

Julie Van Roekel, Board Secretary

I, the undersigned, hereby certify that the foregoing Resolution Number 20-10-1-487 was duly adopted by the Board of Directors following a roll call vote:

Ayes: Noes: Absent:

_____ (Clerk)



Paradise Recreation & Park District

6626 Skyway
Paradise, CA 95969
Email: info@ParadisePRPD.com

Phone: 530-872-6393
Fax: 530-872-8619
Website: www.ParadisePRPD.com

Resolution #20-10-2-488

RESOLUTION OF THE BOARD OF DIRECTORS OF PARADISE RECREATION AND PARK DISTRICT OF Approving the Application for STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Development and Community Revitalization Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby:
APPROVES THE FILING OF AN APPLICATION FOR THE LAKERIDGE PARK - DEVELOPMENT PROJECT; AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to the District Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Resolution #20-10-2-488
October 14, 2020
Page -2-

Approved and adopted the 14TH day of October, 2020 by the following vote.

AYES: **NOES:** **ABSENT:** **ABSTAIN:**

Al McGreehan, Board Chairperson

ATTEST:

Julie Van Roekel, Board Secretary

I, the undersigned, hereby certify that the foregoing Resolution Number 20-10-2-488 was duly adopted by the Board of Directors following a roll call vote:

Ayes: Noes: Absent:

_____ (Clerk)



1075 Creekside Ridge Drive, Suite 240
Roseville, CA 95678

Phone: (916) 722-5550
Fax: (916) 722-5715
Website: capri-jpa.org

October 2, 2020

TO: CAPRI Members

FROM: Matthew Duarte, Executive Director

RE: CAPRI Election Ballot for 2020

As you know, this is an election year for the CAPRI Board of Directors. Nominations for the two At Large seats closed on September 30, 2020 and we received five (5) nominations from our members.

Enclosed please find the CAPRI Election Ballot for 2020 for terms of office commencing in 2021. Per the CAPRI Bylaws, each participating member district shall have one vote for each position to be elected. Therefore, **your District may submit one ballot with up to two candidates selected.** The two individuals receiving the highest number of votes shall be elected to serve on the CAPRI Board.

The date of the election is **November 2, 2020**. Your district may choose to return its ballot by mail, fax, or email, but the ballot must be received prior to the close of business, 5:00 P.M., on November 2, 2020 to be considered valid and be counted. **You must return an executed/signed ballot.** Ballots can be sent to:

Via Mail: CAPRI
1075 Creekside Ridge Drive,
Suite 240
Roseville, CA 95678

Via Fax: (916) 722-5715

Via Email: mduarte@capri-jpa.org

Thank you for your participation and cooperation in the continued success of CAPRI. If you have any questions about the election process, please do not hesitate to contact our office at (916) 722-5550.

Sincerely,

Matthew Duarte
Executive Director



**2020 CAPRI Board of Directors
Election Ballot**

At Large (vote for two)

James Blocker.....
Board Member, Hesperia Recreation and Park District

Mathew Fuzie.....
General Manager, Livermore Area Recreation and Park District
(Incumbent)

Scott Holbrook.....
Board Member, Auburn Area Recreation and Park District

Jill Nunes
Director of Parks and Recreation, Cordova Recreation and Park District

Dean Wetter.....
General Manager, Valley-Wide Recreation and Park District
(Incumbent)

Please Return by November 02, 2020. Thank you.

X _____
District Name

X _____
Signature