

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

Agenda Prepared: 2/28/2022  
Agenda Posted: 3/3/2022  
Prior to: 9:00 AM



**Paradise Recreation and Park District  
Board of Directors - Regular Meeting**  
Terry Ashe Recreation Center, Room B  
Wednesday, March 09, 2022, 6:00 pm

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to [BODclerk@paradisepprd.com](mailto:BODclerk@paradisepprd.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=TXRZdUNPTk5MNFM1SWdvdzlmZENUQT09> 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: 6626

Members of the public may comment on Agenda items at the time the item is presented. Speakers may comment on items not listed on the Agenda under Public Comment. Comments should be limited to a maximum of three (3) minutes. State Law prohibits the PRPD Board of Directors from acting on items not listed on the agenda. Please notify the meeting clerk prior to the start of the meeting if you wish to be heard.

**1. CALL TO ORDER**

- 1.1. Pledge of Allegiance
- 1.2. Roll Call
- 1.3. Welcome Guests: John Lane (PG, QSD, Principal Scientist, Chico Environmental)
- 1.4. Special Presentations: John Lane (PG, QSD, Principal Scientist, Chico Environmental) – Oak Creek Park - The California Environmental Quality Act (CEQA).

**2. PUBLIC COMMENT**

**3. CONSENT AGENDA**

- 3.1. Board Minutes: Regular Meeting of January 12, 2022
- 3.2. Correspondence: None
- 3.3. Payment of Bills/Disbursements (Warrants and Checks Report)  
Check #053591 – 053699 and 900761 - 900771
- 3.4. Information Items (Acceptance only):
  - A. BOD 2022 Standing Committee Assignments (Final).
  - B. Approved Safety Committee Minutes from January

**4. COMMITTEE REPORTS**

- 4.1. Personnel Committee Meeting – A meeting was held on February 15, 2022, to review updated drafts of Paradise Recreation and Park District Job Descriptions and Rule 20 in the PRPD Personnel Manual.

**5. OLD BUSINESS**

- 5.1. Paradise Welcome Sign. – A citizen led ad-hoc group has led the effort to reconstruct a new Paradise Welcome Sign on the Skyway. The group volunteered time to develop the sign and construction drawings and develop donations for construction. Paradise Rotary will be the sign owner and the group has approached the District to handle maintenance and medallion sales. Staff have prepared a maintenance agreement and fee schedule for Board of Directors consideration.  
**Recommendation:** *Approve agreement and adopt fee schedule.*
- 5.2. California Environmental Quality Act (CEQA) at Oak Creek – Staff seek Board approval of the Oak Creek Park initial CEQA study and authorize the District Manager to sign on the Mitigated Negative

Declaration finding on behalf of the District. **Recommendation:** *Approve the Oak Creek Park initial CEQA study and authorize the District Manager to sign the Mitigated Negative Declaration on behalf of the District.*

- 5.3. Introduction of Revised Job Description (Information Only) - The Personnel Committee has been reviewing the updated Paradise Recreation and Park District draft job descriptions. The full Board is invited to review the revised job descriptions and provide comments or edit suggestions by March 25, 2022. Staff will bring the job descriptions back to the full Board for consideration and possible approval at a future Board meeting.

## 6. NEW BUSINESS

- 6.1. Grazing Butte County Fire Safe Council. – The Butte County Fire Safe Council is seeking collaboration with the District as a co-sponsor for a -day Grazing Festival at the Terry Ashe Recreation Center this Spring 2022. **Recommendation:** *Authorize the District Manager to complete an Memorandum of Understanding (MOU) with Butte Fire Safe Council to co-sponsor the inaugural grazing festival.*

## 7. REPORTS

- 7.1. District Report  
7.2. Board Liaison Reports

## 8. CLOSED SESSION: NONE

## 9. BOARD COMMENT

## 10. ADJOURNMENT

Adjourn to the next regular meeting on [Click or tap to enter a date](#) 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@paradisepdpd.com](mailto:info@paradisepdpd.com) at least 48 hours in advance of the meeting.

### **This institution is an equal opportunity provider and employer.**

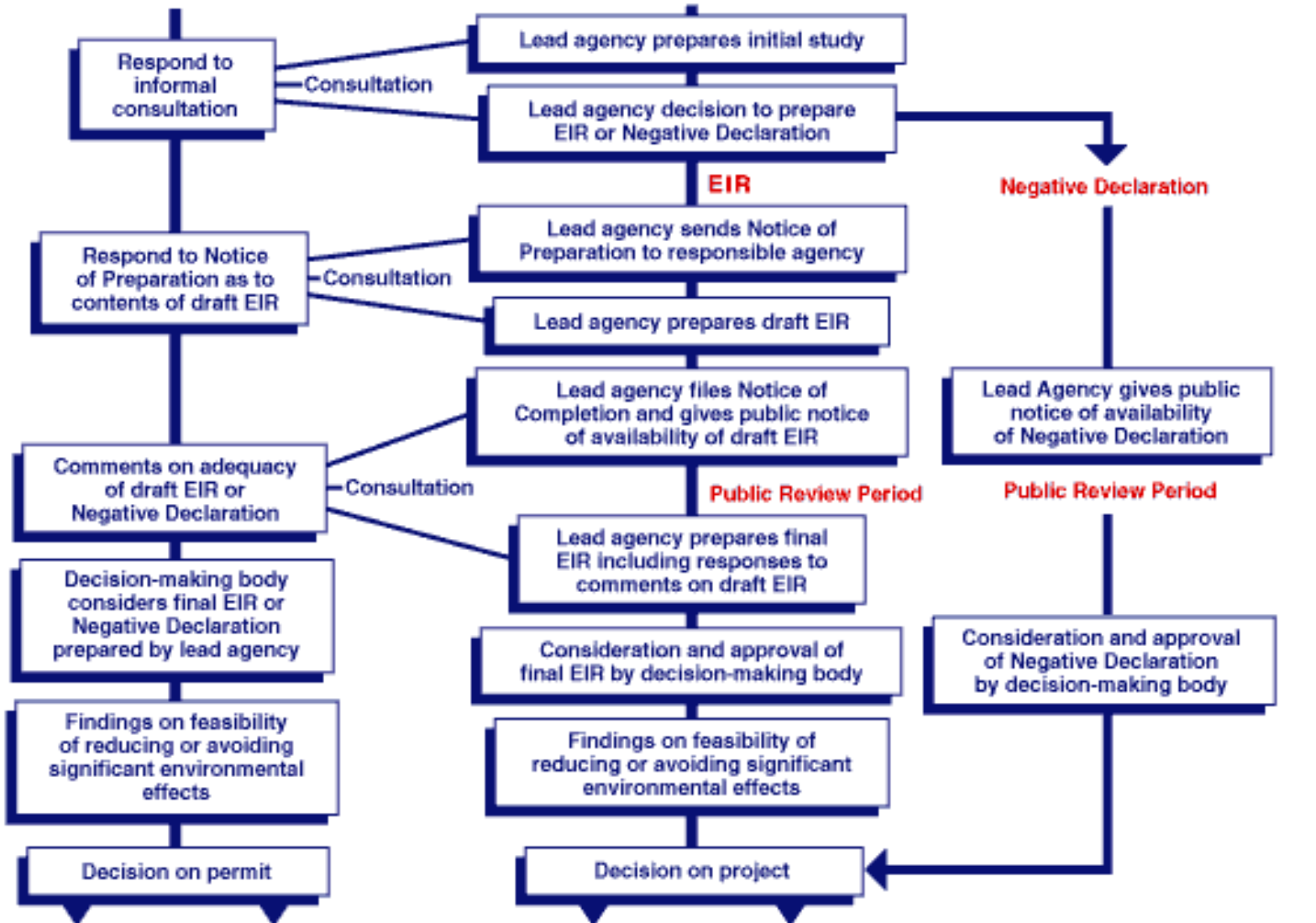
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 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](mailto:program.intake@usda.gov).

# CEQA Process Flow Chart



## RESPONSIBLE AGENCY

## LEAD AGENCY



### State Agencies      Local Agencies



### State Agencies      Local Agencies



**PARADISE RECREATION & PARK DISTRICT**  
**COUNTY MONTHLY CHECK REGISTER**

Fund 2510

FEBRUARY

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
*****								
053611-053628	2/9/2022		Payroll Summary	11,822.30	0.00	0.00	11,822.30	
*****								
Direct Deposit	2/9/2022		Payroll Summary	22,976.31	0.00	0.00	22,976.31	
*****								
053652-053670	2/23/2022		Payroll Summary	11,495.79	0.00	0.00	11,495.79	
*****								
Direct Deposit	2/23/2022		Payroll Summary	23,717.93	0.00	0.00	23,717.93	
*****								
053591	2/4/2022		PARADISE RECREATION & PARK	21,359.46			21,359.46	A
053592	2/4/2022		THOMAS ACE HARDWARE		1,190.72		1,190.72	
053593	2/4/2022		NORTH STATE GROCERY INC		81.87		81.87	
053594	2/4/2022		INDUSTRIAL POWER PRODUCTS		8.14		8.14	
053595	2/4/2022		COMPUTERS PLUS		180.00		180.00	
053596	2/4/2022		AT&T		589.44		589.44	
053597	2/4/2022		DOBRICH		1,175.00		1,175.00	
053598	2/4/2022		CLARK PEST CONTROL		155.00		155.00	
053599	2/4/2022		PARADISE POLICE DEPARTMENT		136.72		136.72	
053600	2/4/2022		LES SCHWAB TIRES		179.13		179.13	
053601	2/4/2022		OFFICE DEPOT		377.30		377.30	
053602	2/4/2022		ALHAMBRA		58.90		58.90	
053603	2/4/2022		JC NELSON SUPPLY CO		139.00		139.00	
053604	2/4/2022		PARADISE IRRIGATION DISTRICT		1,610.08		1,610.08	
053605	2/4/2022		BYSWQC		175.00		175.00	
053606	2/4/2022		DE LAGE LANDEN FINANCIAL SERVICES		233.68		233.68	
053607	2/4/2022		AT&T		75.68		75.68	
053608	2/4/2022		SPUN ORGANIC COTTON CANDY		50.00		50.00	Refund
053609	2/4/2022		ADRIAN TORRES GARCIA		150.00		150.00	Refund
053610	2/4/2022		MARTIN CONSTRUCTION		76.26		76.26	Refund
053629	2/11/2022		CHICO ENVIRONMENTAL		2,000.00		2,000.00	
053630	2/11/2022		HARRY BURLESON		378.00		378.00	B
053631	2/11/2022		ALTERNATIVE ENERGY SOLUTIONS		5,000.00		5,000.00	C
053632	2/11/2022		ACME TOILET RENTALS, LLC		414.40		414.40	
053633	2/11/2022		CARTER LAW OFFICES		2,258.60		2,258.60	
053634	2/11/2022		INLAND BUSINESS SYSTEMS		220.53		220.53	
053635	2/11/2022		RENTAL GUYS CHICO		862.00		862.00	
053636	2/11/2022		SQUYRES FIRE PROTECTION		977.50		977.50	
053637	2/11/2022		STREAMLINE		360.00		360.00	
053638	2/18/2022		VOYA INSTITUTIONAL TRUST CO	175.00			175.00	
053639	2/18/2022		VANTAGEPOINT TRANSFER AGENT	775.00			775.00	
053640	2/18/2022		PARADISE RECREATION & PARKS	22,976.31			22,976.31	A
053641	2/18/2022		JC NELSON SUPPLY CO		894.73		894.73	
053642	2/18/2022		NORTHFORK ENTERPRISES LLC		200.00		200.00	
053643	2/18/2022		THERESA PEABODY		11.06		11.06	D
053644	2/18/2022		HUPP SIGNS AND LIGHTING INC			20,425.16	20,425.16	E
053645	2/18/2022		VERIZON WIRELESS		448.26		448.26	
053646	2/18/2022		CARDMEMBER SERVICE		3,052.01		3,052.01	
053647	2/18/2022		UMPQUA BANK		6,507.21		6,507.21	
053648	2/18/2022		PG&E		55,595.89		55,595.89	F
053649	2/18/2022		CHICO ENVIRONMENTAL		7,185.00		7,185.00	

053650	2/18/2022		BUTTE COUNTY PUBLIC HEALTH		555.00		555.00
053651	2/18/2022		HERC RENTALS		3,442.09		3,442.09
053671	2/25/2022		VOYA INSTITUTIONAL TRUST CO	175.00			175.00
053672	2/25/2022		VANTAGEPOINT TRANSFER AGENT	775.00			775.00
053673	2/25/2022		PREMIER ACCESS INSURANCE CO	1,175.59			1,175.59
053674	2/25/2022		PRINCIPAL LIFE INSURANCE CO	205.89			205.89
053675	2/25/2022		PARADISE RECREATION & PARKS	23,717.93			23,717.93
053676	2/25/2022		TYLER WOODCOX		2.15		2.15
053677	2/25/2022		JOSEPH MELLO		28.29		28.29
053678	2/25/2022		ESPLANADE OFFICE		8,686.57		8,686.57
053679	2/25/2022		FOOTHILL MILL & LUMBER CO		82.98		82.98
053680	2/25/2022		NORMAC INC		1,935.74		1,935.74
053681	2/25/2022		NORTHERN RECYCLING & WASTE		908.02		908.02
053682	2/25/2022		OREILLY AUTO PARTS		61.14		61.14
053683	2/25/2022		JENNIFER ARBUCKLE		3,990.00		3,990.00
053684	2/25/2022		KHSL		360.00		360.00
053685	2/25/2022		NORTHSTATE AGGREGATE INC		408.39		408.39
053686	2/25/2022		RENTAL GUYS CHICO		1,191.55		1,191.55
053687	2/25/2022		DEPARTMENT OF JUSTICE		32.00		32.00
053688	2/25/2022		PAYLESS BUILDING SUPPLY		52.72		52.72
053689	2/25/2022		CHICO STATE ENTERPRISES		1,391.00		1,391.00
053690	2/25/2022		GRANT MANAGEMENT ASSOCIATES		5,850.00		5,850.00
053691	2/25/2022		RECOLOGY BUTTE COLUSA COUNTIES		197.07		197.07
053692	2/25/2022		NORTH STATE SCREENPRINTING		174.44		174.44
053693	2/25/2022		COMPUTERS PLUS		265.25		265.25
053694	2/25/2022		NAPA AUTO PARTS		210.28		210.28
053695	2/25/2022		ALHAMBRA		58.90		58.90
053696	2/25/2022		DOBRICH		750.00		750.00
053697	2/25/2022		AT&T		580.56		580.56
053698	2/25/2022		CLARK PEST CONTROL		265.00		265.00
053699	2/25/2022		INLAND BUSINESS SYSTEMS		305.07		305.07
900761	2/2/2022		ACH CALPERS	6,290.46			6,290.46
900762	2/2/2022		ACH CALPERS	15,915.46			15,915.46
900763	2/14/2022		ACH STATE PR TAX	1,324.49			1,324.49
900764	2/14/2022		ACH FED PR TAX	10,104.32			10,104.32
900765	2/14/2022		ACH CALIFORNIA STATE DISBURS	289.84			289.84
900766	2/22/2022		ACH CALPERS	5,956.83			5,956.83
900767	2/25/2022		ACH STATE PR TAX	1,330.14			1,330.14
900768	2/25/2022		ACH FED PR TAX	10,258.24			10,258.24
900769	2/25/2022		ACH CALPERS	2,726.42			2,726.42
900770	2/25/2022		ACH CALPERS	6,124.01			6,124.01
900771	2/25/2022		ACH CALIFORNIA STATE DISBURS	289.84			289.84

A  
D  
D  
G

*****							
<b>TOTALS</b>				<b>132,284.95</b>	<b>124,791.32</b>	<b>20,425.16</b>	<b>277,501.43</b>

<b>GRAND TOTALS</b>				<b>155,603.04</b>	<b>124,791.32</b>	<b>20,425.16</b>	<b>300,819.52</b>
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Refunds = 276.26

Notes:

- A) Transferring funds to the Five Star Bank account for direct deposit payroll
- B) Payment to Judo instructor
- C) Down payment for Solar Equipment
- D) Reimbursement
- E) Half payment made in advance for new electronic sign
- F) See District Report for Details
- G) Payment for new office furniture in the breakroom

***Paradise Recreation and Park District  
2022 STANDING COMMITTEES***

**COMMITTEE GUIDELINES**

- ❑ Committees will meet on an as needed basis. It is recommended that committee meetings for study or research include staff to insure good communication input and direction. All Committees are comprised of less than a quorum of the Board.
- ❑ Ad-hoc advisory committees can be appointed on an as needed basis and may only meet on items associated with assigned responsibility.
- ❑ Paradise Recreation and Park District Standing Committees meet the definition of a legislative body as indicated in California Government Code known as the Brown Act. These are meetings with a continuing subject matter such as Personnel, Finance, and Recreation and Park.
- ❑ Under California Government Code 54953, all meetings of a legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.
- ❑ Our Ad-hoc Advisory Committees will be formed for a specific purpose and are temporary. Ad-hoc Advisory Committees will contain less than a quorum of Board members and will advise staff on a specific matter. Any decisions subject to Board action will be considered by the full Board and may be reviewed and recommended through one of the standing committees.
- ❑ It is recommended that one current committee member stay on each standing committee to assure continuity on pending issues.

**PERSONNEL:**

**MARY BELLEFEUILLE, Chairperson      DENNIS IVEY, Member**

Committee meets the 3rd Tuesday of each month at 4 p.m.

- *Review and recommend staff salary and wages*
- *Review general staffing needs*
- *Review and recommend other personnel matters as needed*
- *Budget study and review (personnel)*
- *Meet as needed to observe daily operation*
- *Provide Board and Staff Liaison and subjects related thereto.*

**FINANCE:**

**STEVE RODOWICK, Chairperson      ROBERT ANDERSON, Member**

Committee meets the 3rd Thursday of each month at 4 p.m.

- *Review and recommend equipment and projects for Fixed Assets*
- *Review budget and general finance items as needed*
- *Review short- and long-term capital improvement plan*

**Paradise Recreation and Park District  
2022 STANDING COMMITTEES**

- *Budget study and review (income and expense)*
- *Evaluate development and assessment fees as needed*
- *Review Marketing Plan and amend as needed*

**RECREATION AND PARK:**

**AL MCGREEHAN, Chairperson**

**STEVE RODOWICK, Member**

Committee meets the 4th Tuesday of each month at 4 p.m.

- *Visit facilities and review needs*
- *Review Town and County general plan and District master plan, as well as each respective implementation status*
- *Review and recommend various facility use agreements as needed*
- *Meet with Paradise Unified School District as needed*
- *Serve as liaisons to other public agencies*
- *Meet as needed on program and facility related items.*



**AD-HOC ADVISORY COMMITTEE ASSIGNMENTS**

- **Strategic Plan Ad-hoc Committee**  
(McGreehan/Bellefeuille + Staff)  
Established 10-14-20



**COMMUNITY LIAISON ASSIGNMENTS**

- |   |                                     |
|---|-------------------------------------|
| • <b>Town of Paradise</b>   | <b>McGreehan/ Ivey</b>              |
| • <b>Concow/Yankee Hill</b>   | <b>Anderson</b>                     |
| • <b>Golden Feather Union</b>                                       |                                     |
| • <b>Elementary School District</b>                                 | <b>Anderson</b>                     |
| • <b>PUSD Board of Trustees</b>                                     | <b>Ivey</b>                         |
| • <b>Paradise Citizen’s Alliance</b>                                | <b>McGreehan/Bellefeuille</b>       |
| • <b>LAFCO</b>  | <b>McGreehan</b>                    |
| • <b>Paradise Irrigation District</b>                               | <b>Rodowick</b>                     |
| • <b>County Board of Supervisors</b>                                | <b>Rodowick</b>                     |
| • <b>Upper Ridge Com. Council</b>                                   | <b>Bellefeuille/ Ivey</b>           |
| • <b>Strategic Park Planning -<br/>Technical Advisory Committee</b> | <b>Rodowick/McGreehan-Alternate</b> |

Board approved 01-13-2021  
O:\BOD\BOD\_Committees\2022.Standing and Ad-hoc Committee Assignments\_Approved.doc



# Paradise Recreation & Park District

6626 Skyway  
Paradise, CA 95969  
Email: [info@ParadisePRPD.com](mailto:info@ParadisePRPD.com)

Phone: 530-872-6393  
Fax: 530-872-8619  
Website: [www.ParadisePRPD.com](http://www.ParadisePRPD.com)

## SAFETY COMMITTEE MEETING Report/Minutes

**DATE:** January 20, 2022, at 8:30 a.m.

**LOCATION:** Terry Ashe Recreation Center – (Via TEAMS)

**ATTENDANCE:** Dan Efseaff, District Manager  
Kristi Sweeney, Assistant District Manager  
Jeff Dailey, Recreation Supervisor  
Sarah Hoffman, Office Manager

**ABSENT:** Mark Cobb, Park Supervisor

**FACILITATOR:** Sarah Hoffman, Office Manager

#####

**1. MINUTES:**

- Kristi moved to approve the minutes from the December 16, 2021, and Dan seconded. By unanimous vote of the members present, the December 16, 2021, Safety Committee Minutes were approved.

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

- a. THE FOLLOWING SAFETY MEETINGS WERE HELD:
  - December 15, 2021                      Trailer Hook-up (electrical).  
    Led by Ray, Park Maintenance III
  - December 22, 2021                      Repositioning of Boat House  
    Led by Theresa Casaulong, Park  
    Maintenance II
  - January 13, 2022                        Wearing Safety Gear (PPE) While  
    Operating Power Tools  
    Led by Mark Cobb, Park Supervisor



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

- None.

c. ACCIDENT/INCIDENT REPORTS:

- Jeff stated that there had been some but nothing major, just some small falls. Sarah mentioned that there was accident that happened in the outside restroom with an older gentleman and his use of drugs in there.

d. WORKERS' COMPENSATION REPORTS:

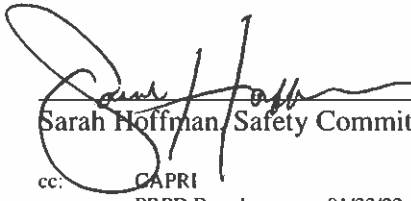
- None

3. MISCELLANEOUS:

- CPR Instructor identified and can be booked to complete to complete recertification of employees.
  - Mark was not present to give a new update on the CPR Instructor
- Jeff discussed getting Emilia Erickson re-certified so she could train the lifeguards. He stated there was a place in Sacramento that has done it in the past. Kristi commented on posting lifeguard jobs on Peach Jar for the upcoming pool season. There was a discussion between all the members present on updating the DOJ fingerprinting form and where the ate Covid test can be purchased.

Next Safety Meeting Date: February 17, 2022, at 8:30 a.m.

Facilitator: Mark Cobb

  
 \_\_\_\_\_  
 Sarah Hoffman, Safety Committee Secretary

2/23/22  
 Date: \_\_\_\_\_

cc: CAPRI  
 PRPD Board            01/22/22 – Draft Copy

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/2022/SC\\_22\\_0120/Safety.Minutes.DRAFT\\_2022\\_0120.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/2022/SC_22_0120/Safety.Minutes.DRAFT_2022_0120.docx)

# Staff Report

## February 15, 2022



DATE: 2/15/2022  
 TO: Board of Directors  
 FROM: Sarah Hoffman, Administrative Assistant III  
 SUBJECT: Personnel Committee Report

### Attendance:

Committee Chair: Mary Bellefeuille, Committee Member; Dennis Ivey,  
 PRPD Staff: Dan Efseaff, District Manager; Kristi Sweeney, Assistant District Manager; Sarah Hoffman, Administrative Assistant III

The meeting convened at 4:04 pm.

The Committee will meet to:

1. Review Job Descriptions

Discussion was had amongst the committee about the updated job descriptions. Dennis asked if their needs to be a legal review, and Kristi informed him that their does and that it had already been done. Dan stated that once the job descriptions are accepted by the counsel, that it will go back out for legal review. Both Mary and Dennis stated that they will review them all before the next committee meeting.

2. Review and Discuss Personnel Rules Manual Update – Rule 20 Paid Time Off

Dan went over recommendations on possible changes to Rule 20 of the Personnel Manual and made comments on sick time sell back. Discussion was had by those present on the accumulation of sick time and vacation time.

The meeting moved to closed session at 4:42 pm.

### CLOSED SESSION:

1. The Committee will meet in Closed Session pursuant to California Government Code Section 54957, (1) District Manager Evaluation and Employment Agreement.

### REPORT ON CLOSED SESSION:

The Committee came back from Closed Session at 5:33

The meeting adjourned at 5:34 pm.

[https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_Committee.Personnel/2022/PC\\_22.0215/PC.Staff.Report.2022.0217.docx](https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2022/PC_22.0215/PC.Staff.Report.2022.0217.docx)  
 3/2/2022

# Staff Report

March 9, 2022



DATE: 3/1/2022  
 TO: BOD  
 FROM: Dam Efseaff, District Manager  
 SUBJECT: Paradise Welcome Sign Agreement

## Summary

A citizen led ad-hoc group has led the effort to reconstruct a new Paradise Welcome Sign on the Skyway. The group volunteered time to develop the sign and construction drawings and develop donations for construction. Paradise Rotary will be the sign owner and the group has approached the District to handle maintenance and medallion sales. Staff have prepared a maintenance agreement and fee schedule for Board of Directors consideration.

**Recommendation:** Approve the maintenance agreement between Rotary of Paradise and Paradise Recreation Department and adopt fee schedule for initial installation and subscriptions.

## 1. Background

At the June 10, 2020 BOD meeting, Charles Brooks (Rebuild Paradise) and Brett Matteis, provided an overview of the Paradise Welcome Sign at Skyway. They reported that an ad-hoc group (the Sign Committee) met periodically over several months to discuss and develop a plan to allow community input and set up a fund through the North Valley Community Foundation to facilitate donations. At the time, the ad-hoc group (Sign Committee) also entertained the concept of a sign on Clark, but that has faded from the current conversation.

The group volunteered time to develop the sign and construction drawings and develop donations for construction. The group noted that the “Sign represents an important milestone and demonstrates the unique partnerships and dedicated volunteers that are accomplishing things in the Community.” The Sign Committee conducted a design competition and public engagement process which yielded a winner with Brian Firth Landscape Architect, Inc, from Chico, received the majority vote.



Figure 1. Artist rendering of the selected Paradise Welcome Sign.



Figure 2. The new Paradise Welcome Sign is nearing completion.

As a condition of a permit process to erect the sign in the right of way, Butte County required that the sign is owned and maintained. The Welcome Sign group brokered a partnership with the Paradise Rotary to own the sign and approached the District about a potential interest in managing the sign and medallion sales.

As of this report, the sign is nearing complete build out and after a few changes to the draft agreement for long-term District management of the sign, staff would like to return for BOD consideration. The group is looking toward an April unveiling.

## 2. Fiscal Impact

Initial discussions with the Sign Committee were that any excess proceeds would be part of the initial fund for the sign upkeep, Paradise Rotary has set aside \$5,000 as an initial "seed" money for maintenance. Each medallion will be paid for by the organization that is adding their logo to the sign.

The medallions potentially provide a mechanism for the annual maintenance of the sign and theoretically, should reflect a no net increase in costs to the District, as long as the proceeds cover cost. The costing for the medallions should reflect:

1. Initial Costs of installation
2. Administrative costs of the program and overhead,
3. Annual maintenance (monthly servicing, vandalism repairs, clean-up, staff time, and equipment)
4. Occasional replacement signs during the first 5 years (costs of sign, installation time, and equipment)

The sign is well engineered and will last many decades, but as of this report date, we do not know the estimated long-term replacement lifespan and replacement value. As the owner of the sign, Rotary would be responsible for any structural work or long-term replacement. We propose that renewal or subscriptions term out at 5 years, so that new medallions may be installed.

Staff proceeded with the conversation with the concept that the sign would not provide an undue burden on the District and that the District will not subsidize sign costs for operations (and by extension, diminish our ability to carry out other functions across District facilities and other obligations. Therefore, staff develop cost models to estimate fees.

While there are considerable uncertainties (vandalism, damage, mid-term replacement, sluggish sales, etc.), staff wanted to develop a cost model for the sign. We developed an "initial year" (Table 1) and Years 2-5 (Table 2) estimates. These may be presented as:

**Table 1. Estimated Sign Costs and Revenue.**

#	Item	Description	Qty	Per unit cost	Unit	Total	Notes
<b>Annual Costs</b>							
1	Medallion Creation	Manufacture cost for a 24" round or square medallion sign	24	95	\$/sign	\$ 2,280.00	Assume 5-year replacement
2	Sales Tax			7.25	%	\$ 165.30	
3	Sign Installation	Installation cost for (1) sign \$250.00	5	250	\$/sign	\$ 1,250.00	Good information for future costs. If all signs installed separately \$6K
4	Annual Maintenance	Installation cost for 6 signs at one time	19	137.5	\$/sign	\$ 2,612.50	Assuming signs installed at 1 time \$3.3K.
		Assume routine inspection and duties (as needed weed eating, pressure washing, graffiti removal, wood treatment, minor sign repair, etc.)					
		Labor	24	72.8	\$/hour	\$ 1,747.20	Estimate 2 workers
		Vehicle	48	0.51	\$/mile	\$ 24.48	
		Equipment and Supplies	24	20	\$/use	\$ 480.00	Assume occasional equipment use and supplies.
<b>Subtotal</b>						<b>\$ 8,559.48</b>	
	Administrative Costs	Costs related to invoicing and managing sign sales.		0.1		\$ 855.95	
	Contingency	Costs associated with unforeseen circumstances		0.1		\$ 855.95	
<b>Total</b>						<b>\$ 10,271.38</b>	

#	Item	Description	Qty	Per unit cost	Unit	Total	Notes
<b>Annual Revenue</b>							
1	Medallion Sales	Sale or subscription for medallion sign	22	\$ 480.00	\$/sign	\$ 10,560.00	Assume program will cover costs of sign program.
2	Donations	Unknown			\$	\$ -	
<b>Total</b>						<b>\$ 10,560.00</b>	
<b>Net (Revenue - Expenses)</b>						<b>\$ 288.62</b>	

Notes: 1) Assume that signs last 5 years with a sign needing replacement every other year. 2) 5% Cost of living adjustment.

**Table 2. Estimated Costs of Years 2-5 for Sign Program**

#	Item	2	3	4	5	Total 5-year cost
<b>Annual Costs</b>						
1	Medallion Creation	\$ 49.88	\$ 52.37	\$ 54.99	\$ 57.74	\$ 2,494.97
2	Sales Tax	\$ 3.62	\$ 3.80	\$ 3.99	\$ 4.19	\$ 180.89
3	Sign Installation	\$ 131.25	\$ 137.81	\$ 144.70	\$ 151.94	\$ 1,815.70
4	Annual Maintenance	\$ 2,364.26	\$ 2,482.48	\$ 2,606.60	\$ 2,736.93	\$ 12,441.95
<b>Subtotal</b>		<b>\$ 2,549.00</b>	<b>\$ 2,676.46</b>	<b>\$ 2,810.28</b>	<b>\$ 2,950.79</b>	<b>\$ 12,441.95</b>
Administrative Costs		\$ 254.90	\$ 267.65	\$ 281.03	\$ 295.08	\$ 1,954.60
Contingency		\$ 254.90	\$ 267.65	\$ 281.03	\$ 295.08	\$ 1,954.60
<b>Total</b>		<b>\$ 3,239.93</b>	<b>\$ 3,401.93</b>	<b>\$ 3,572.02</b>	<b>\$ 3,750.63</b>	<b>\$ 24,235.88</b>
<b>Annual Revenue</b>						
1	Medallion Sales	\$ 3,300.00	\$ 3,520.00	\$ 3,740.00	\$ 3,960.00	\$ 25,080.00
2	Donations					
<b>Total</b>		<b>\$ 3,300.00</b>	<b>\$ 3,520.00</b>	<b>\$ 3,740.00</b>	<b>\$ 3,960.00</b>	<b>\$ 25,080.00</b>
<b>Net (Revenue - Expenses)</b>		<b>\$ 60.07</b>	<b>\$ 118.07</b>	<b>\$ 167.98</b>	<b>\$ 209.37</b>	<b>\$ 844.12</b>
<b>Estimated Sign Pricing (Year 1 \$480)</b>		\$ 150.00	\$ 160.00	\$ 170.00	\$ 180.00	\$ 1,140.00

Notes: 1) assume 1 sign replaced every other year (1/48th), 2) 5% COLA, 3) Estimates of sign pricing is the annual costs for each year divided by the number of signs for sale.

These cost estimates are guidelines only, intended to help thread the needle of forecasting costs to arrive at fair pricing. There are scenarios that make this costing inadequate to cover costs (for example, if many signs require replacement or if the number of re-subscriptions drop before the 5-year term). Just using the "annual" math the program would entail \$480 with annual subscriptions that start at \$150 and increase every year by \$10 (total of \$1,140).

Staff can only recommend approval if there is a no net cost to the District. While there are uncertainties associated with the sign maintenance, staff wanted to provide logical guidance for determining sales and to provide a simple initial structure that helps build the fund at the start, therefore we recommend the following:

- New Medallions (Year 1) - \$500
- Annual Subscription (Year 2-5): \$150

There are other structures and pricing possible, but this seemed like a reasonably simple approach. Organizations requesting new logos would pay the new medallion fee and could reapply for subsequent years up to year 5. They could pre-pay for subsequent years. This results in a total of \$1,100 per medallion for the first five years. Other variations and adjustments to the fees are possible in the future, but this provides a reasonably simple approach to administer.

### 3. Permits and Environmental Review

The Sign Committee and Rotary are responsible for the encroachment permit from the County. We understand, as per that permit, this maintenance agreement is a critical condition.

### 4. Discussion

Staff wanted to commend the sign committee and Rotary for stepping up to take on an important sign of recovery for the Ridge and Paradise.

Staff and proponents have been working on the attached draft Maintenance Agreement. Earlier versions of the document have been reviewed by legal counsel, and we have submitted the most recent for review. We hope to get additional feedback from Paradise Rotary by the BOD meeting date, but in case additional details are necessary to be worked out, we propose the BOD provide direction to staff on intent.

As part of the proposed fee structure is the definition of eligible "Community Service organizations". Staff proposes the following: The District may sell medallions to Community Service organizations that meet the following criteria:

- A 501(c)3 non-profit organization that is based in Paradise or in local communities that substantially serves local citizens.
- Other not for profit organizations (clubs, teams, schools, groups, governmental agencies) that serve the local area.
- Medallions will be sold on a first come first serve basis and locations will be sold in a top to bottom, left to right order of remaining open spots. Because we have an initial list of interested organizations, we will select randomly locations for this cohort once each organization has paid.
- The District will sell open spots on an annual or biennial basis.
- Existing organizations will receive priority to renew their spot and may pre-pay subsequent years up to 5.
- The medallion will consist of the logo of the organization. The District reserves the right to reject artwork or messages that do not reflect the community well.

Staff will incorporate this into our next considered revised organizational fee schedule and recommends regular consideration of fees to ensure that costs remain fair and cover adequate maintenance of the sign.

If there are unused medallion locations, staff suggests that Paradise and Upper Ridge "Icons" (graphic depictions of local landmarks) can occupy those locations. If there is a desire to expand eligibility, then the District and Rotary will determine a mutually agreeable process for selling medallions beyond Community Service organizations. This may result in an additional approach to determine the selection process (which may include fund-raising opportunities, selection criteria (organization type, service area, restrictions on commercial messages, etc). This is not part of the current consideration.

Staff recommends Board action includes authorizing the District Manager to complete the maintenance agreement with Rotary (Attachment A) and the adoption of the fee schedule (Attachment B), so that we may begin selling medallions immediately. This direction will allow staff to move immediately on the steps to lining up the medallion sales and installation.

### Attachments:

- A. Paradise Rotary and Paradise Recreation and Park District Maintenance Agreement
- B. Welcome Sign Medallion Fee Schedule

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3/2/2022

**MAINTENANCE AGREEMENT  
BETWEEN THE ROTARY CLUB OF PARADISE  
AND THE PARADISE RECREATION AND PARK DISTRICT**

This agreement (the “Agreement”) is executed on the date last set forth below opposite the parties’ signatures (the “Effective Date”) by and between the Rotary Club of Paradise, CA (“Rotary”) and Paradise Recreation and Park District, a California recreation and park district (“District”), and is based upon the following facts:

A. Rotary has agreed with the County of Butte, CA (the “County”) to assume ownership of “Welcome to Paradise” sign (“Sign”) located on County property on lower Skyway Road (the “Skyway”) at or near the Town of Paradise limits.

B. The Sign provided an iconic welcome to visitors and returning residents to Paradise and the ridge and highlights some of the organizations that support and serve the community. The Sign was destroyed during the Camp Fire and Rotary has assumed ownership of and the duty to repair and/or reconstruct the sign with the benefit of funds donated to or raised by it.

C. Once the Sign is repaired and reconstructed, Rotary desires to engage the District to maintain the Sign and to manage the sale to and placement of medallions of Paradise Community Service organizations thereon pursuant to the terms and conditions set forth below. If there are unused medallion locations, the District may determine a process for selling medallions beyond Community Service organizations.

D. The District desires to accept such engagement for and on behalf of Rotary on the terms and conditions set forth below.

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

1. **Engagement.** Rotary hereby engages District to provide for the maintenance of the Sign and the management of the sale of and placement of medallions on it. District shall perform these services

in a manner consistent with the care and skill ordinarily exercised by persons engaged in managing sign and billboards under similar circumstances in the County.

2. **Term.** The term of this Agreement shall commence on the Effective Date and shall continue until June 30, 2027, at which time, with mutual consent, the agreement can be extended for an additional 3 year term (June 30, 2030). This agreement may be updated and extended at that time. Either party may terminate this Agreement with no less than six months advance written notice. Notwithstanding the foregoing, this Agreement may be terminated by either party by written notice to the other should the other party fail substantially to perform its obligations under this Agreement and such default continues for seven days following delivery of written notice of such default to it.

3. **Repairs and Reconstruction.** Rotary, at its sole cost and expense, shall be obligated to repair and reconstruct the Sign in a good and workmanlike manner in strict compliance with the designs and engineered plans therefor. Rotary has acquired or shall acquire an encroachment permit from the County to construct and maintain such, which permit shall include the right of District to enter upon County property to maintain the Sign and to sell and manage the placement of medallions thereon. In this regard, District acknowledges and agrees that it may be required to execute a maintenance agreement with County, provided the terms thereof are consistent with the terms of this Agreement and acceptable to the District.

4. **Services.** Once such encroachment permit and/or easement has been obtained and the Sign has reconstructed in the manner set forth in Section 3 above, District shall assume responsibility for maintaining them in good condition and for selling and managing the placement of the medallions of participating community organizations thereon on such terms and conditions, including rent or license fees, as it in its sole and absolute discretion shall determine. In this regard, Rotary and District recognize and agree that each Sign is intended to represent the resiliency of and to greet and welcome all residents of and visitors to the Town of Paradise for years to come.

Rotary shall be solely responsible for any structural work necessary for the Sign due to, among other things, damage, or destruction thereof by accident or acts of God or relocation thereof due to changes in the adjacent roadways or in the encroachment permit or easement therefor.



In performing these services, District shall comply with all laws, ordinances, codes, and regulations of the County and/or of the Town of Paradise applicable to access to the Sign for purposes hereof as well as with the terms of any encroachment permit and/or easement thereto.

5. **Consideration.** The District shall be solely entitled to any and all funds resulting from the sale of medallions placed on the Sign. The District will use sale proceeds for costs and expense in managing and repairing the Sign and administrative costs. The District will maintain the funds in the District's Designated Project/Special Use/Grant Matching Reserve Fund (1154) and shall provide Rotary with an annual accounting of fees and expenses.

In case proceeds are not sufficient, Rotary shall establish and maintain a fund for annual repairs and maintenance of the Sign. During the term hereof from, which funds sufficient to annually repair the Sign Proceeds in excess of anticipated costs of maintenance after the first five years, may be utilized for sign improvements, plantings, community clean-ups, or park or trail improvements.

6. **Insurance Coverage.** During the term of this agreement Rotary and District each shall maintain in full force and effect commercial general liability insurance issued from one or more US domiciled insurance companies licensed to do business in California having an A.M. Best Company rating of "B" or better with a single and combined limit of not less than \$2 million on an occurrence basis naming the other as an additional insured and provide the other with a certification of such insurance with an additional insured endorsement upon execution hereof and upon renewal of any such coverage.

7. **Compliance with Laws.** Rotary and District each shall use reasonable care in its efforts to comply with all laws, codes, ordinances, and regulations in force at the time of the performance by each of its obligations under this agreement, insofar as such laws are applicable to its performance. Unless otherwise provided for in the scope of work of this agreement or by law, the responsibility for making any disclosures or reports to any third party, for notifying all governmental authorities of the discovery of hazardous materials on the jobsite, and for taking corrective, remedial, or mitigative action shall be solely that of Rotary.

8. **No Authority to Act as Agent.** Rotary and District acknowledge and agree that it has no actual or implied, inherent, or apparent authority to act as an agent for the other or to bind the other in any manner other than in performing the above services or to in any way to obligate or bind the other. Each party further covenants that it shall not make any implied or actual representations to any other person that it has any such authority.

9. **Indemnification.** Each party (an “Indemnitor”) hereby agrees to indemnify and hold the other (an “Indemnitee”) free and harmless of and from any and all claims, demands, causes of action, actions, liability, damages, costs and expenses, including attorney’s fees incurred by the Indemnitee in enforcing this provision or in defending itself, arising out of or in any way connected with the Indemnitor’s performance of or failure to perform any and all of those obligations on the Indemnitor’s part to be performed under this Agreement, whether arising from its willful acts or negligence.

10. **General Provisions.**

a. This agreement shall constitute the entire agreement between the parties as to the subject matter hereof.

b. This agreement shall not be assigned by either party without advance written permission from the other party.

c. This agreement shall not be revised without the written consent of either party.

d. If any provision or portion thereof contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable and shall not be affected and shall remain in full force and effect.

e. This agreement shall be interpreted and construed in accordance with the laws of the State of California.

f. Either party’s failure to enforce any provision or provisions of this agreement shall not be in any way construed as a waiver of any such provision or provisions or prevent that party thereafter from enforcing each and every other provision of this agreement.

g. Should litigation or arbitration be brought to enforce the terms of this agreement, the prevailing party will be entitled to costs and reasonable attorney’s fees.

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Executed on the date first above written at Paradise, California.

**ROTARY:**

Rotary Club of Paradise

By: \_\_\_\_\_ Date: \_\_\_\_\_, 2022  
Tim Elloway, President

**DISTRICT:**

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

By: \_\_\_\_\_ Date: \_\_\_\_\_, 2022  
Daniel S. Efseaff, District Manager

# Paradise Recreation and Park District

## Fee Schedule - Paradise Welcome Sign Medallions

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### I. Introduction

The Paradise Recreation and Park District (District) will use the following fee schedule to guide the sale of Welcome to Paradise Sign medallions. The sign is owned by Paradise Rotary and the District maintains the sign under a maintenance agreement.

### II. Intent

The sign provides an opportunity for Community Service Organizations to welcome residents and visitors to Paradise and the Ridge. The medallions potentially provide a mechanism for the annual maintenance of the sign and medallions and should reflect a no net increase in costs to the District. The District will administer medallion sales. As the owner of the sign, Rotary would be responsible for any structural work or long-term replacement. The costing for the medallions should reflect:

1. Initial Costs of installation
2. Administrative costs of the program and overhead,
3. Annual maintenance (monthly servicing, vandalism repairs, clean-up, staff time, and equipment)
4. Occasional replacement signs during the first 5 years (costs of sign, installation time, and equipment)

### III. Organization Eligibility

The District may sell medallions to Community Service organizations that meet the following criteria:

1. A 501(c)3 non-profit organization that is based in Paradise or in local communities that substantially serves local citizens.
2. Other not for profit organizations (clubs, teams, schools, groups, governmental agencies) that serve the local area.
3. Medallions will be sold on a first come first serve basis and locations will be sold in a top to bottom, left to right order of remaining open spots. Because we have an initial list of interested organizations, we will select randomly locations for this cohort once each organization has paid.
4. The District will sell open spots on an annual or biennial basis.
5. Existing organizations will receive priority to renew their spot and may pre-pay subsequent years up to 5.
6. The medallion will consist of the logo of the organization. The District reserves the right to reject artwork or messages that do not reflect the community well.

### IV. Fees

This policy adopts the following fee schedule:

1. New Medallions (Year 1) - \$500
2. Annual Subscription (Year 2-5): \$150

Organizations may opt to combine fees up to a five-year prepaid term. Subscriptions will term out at 5 years; in which case a new installation of medallions and subscription will be triggered. These fees will be subject to increases based on regular consideration of organizational fee schedules to ensure that costs remain fair and cover adequate maintenance.

# Staff Report

## March 9, 2022



DATE: 2/28/2022  
 TO: Board of Directors  
 FROM: Kristi Sweeney, Assistant District Manager  
 SUBJECT: California Environmental Quality Act (CEQA) - Oak Creek Park Initial Study

### Summary

Staff seek Board acceptance of the Oak Creek Park Initial Study as required under the California Environmental Quality Act (CEQA).

**Recommendation:** Accept the Oak Creek Park initial CEQA study and authorize the District Manager to sign the Mitigated Negative Declaration on behalf of the District.

### Background

Staff updated the Oak Creek Park design plan through a public input process in support of a Proposition 68 Per Capita Fund grant proposal (December 2021). As part of the Per Capita funding process, the District must complete CEQA study to demonstrate that the proposed park development does not negatively impact the environment. The full Initial Study may be seen at the District website (under the About Us and Public Documents page): [https://paradisepprd.specialdistrict.org/files/50e58c1b1/FINAL+CEQA+Initial+Study\\_Oak+Creek.pdf](https://paradisepprd.specialdistrict.org/files/50e58c1b1/FINAL+CEQA+Initial+Study_Oak+Creek.pdf) The findings are summarized in Table 1.

**Table 1. Evaluation of Environmental Impacts Summary**

Factor	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
1.0 Aesthetics				4
2.0 Agricultural Resources				3
3.0 Air Quality			5	
4.0 Biological Resources		3	1	2
5.0 Cultural Resources		2		2
6.0 Geology and Soils			1	8
7.0 Greenhouse Gas Emissions			2	
8.0 Hazards and Hazardous Materials			5	3
9.0 Hydrology and Water Quality		1	5	4
10.0 Land Use and Planning				3
11.0 Mineral Resources				2
12.0 Noise			4	2
13.0 Population and Housing				3
14.0 Public Services			2	3
15.0 Recreation			1	1
16.0 Transportation/Traffic			1	6
17.0 Utilities and Service Systems			4	3
18.0 Wildfire				4
19.0 Mandatory Findings of Significance		1	2	
<b>Total</b>	<b>0</b>	<b>7</b>	<b>33</b>	<b>53</b>

Only 7 areas were identified to impacts that would require mitigation. These areas include biological resources, cultural resources and hydrology/water quality. Proper mitigation measures will be implemented to address these concerns to reduce short term environmental risks. Following BOD acceptance, staff will prepare with the consultant a Mitigated Negative Declaration.

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2022/22.0309/BOD.Report.CEQA\\_Oak Creek.22.0209.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0309/BOD.Report.CEQA_Oak Creek.22.0209.docx)  
 3/2/2022

# Staff Report

## March 9, 2022



DATE: 3/2/2022  
 TO: Board of Directors  
 FROM: Kristi Sweeney, Assistant District Manager  
 SUBJECT: Revised Draft Job Descriptions (Informational Only)

### Report in Brief

Staff have been updating District job descriptions with review and input from the Personnel Committee over the last two years. Wherever possible, job descriptions were consolidated and/or streamlined into a series format rather than having a separate job description for each position level. For example, Maintenance positions previously had a separate job description for Facilities Maintenance and Park Maintenance, and separate job descriptions for Park Maintenance I, Park Maintenance II, and Park Maintenance III. Streamlining the job descriptions gains efficiency and transparency into respective responsibilities of each position and career advancement opportunities. Legal Council has reviewed two of the revised job descriptions and found no issues or concerns. The same format was then applied to all other revised job descriptions.

Staff invite the full Board to review the revised, draft job descriptions and provide feedback, comments and edit suggestions to staff by March 25, 2022. Staff will further revise the job descriptions based on Directors' comments and bring the updated job descriptions back before the full board for consideration and possible approval at a future Board meeting.

The following tables present a summary of the existing and approved job descriptions and revised, draft job descriptions.

**Table 1. List of Approved Job Descriptions**

Functional Area	Position Title	Date Approved	In Use (Yes or No)
Administration	District Manager	November 30, 2018	Yes
Administration	Assistant District Manager	June 17, 2019	Yes
Administration	Administrative Assistant I, II, and III	June 10, 2020	Yes
Administration	District Accountant	February 12, 2019	Yes
Administration	Administrative Assistant II [Finance Assistant]	February 12, 2019	No
Recreation	Recreation Superintendent	April 14, 2015	No
Parks	Park Superintendent	April 14, 2015	No
Parks	Park Supervisor	February 2, 2017	Yes
Recreation	Recreation Supervisor	February 2, 2017	Yes
Parks	Park Maintenance III	April 14, 2015	Yes
Parks	Park Maintenance II – Facility Maintenance	April 14, 2015	No
Parks	Park Maintenance II	April 14, 2015	Yes
Parks	Park Maintenance I	April 14, 2015	Yes
Parks	Park Maintenance Assistant III	January 2009	Yes
Parks	Park Maintenance Assistant III – Park Time Benefited	January 2009	Yes
Parks	Park Maintenance Assistant II	January 2009	Yes
Parks	Park Maintenance Assistant I	January 2009	Yes
Parks	Park Maintenance Aide	January 2009	No
Recreation	Recreation Specialist	April 14, 2015	Yes
Recreation	Recreation Coordinator	April 14, 2015	Yes
Recreation	Recreation Senior Leader	April 14, 2015	No
Recreation	Recreation Leader III	April 14, 2015	Yes
Recreation	Recreation Leader II	April 14, 2015	Yes
Recreation	Recreation Leader I	April 14, 2015	No
Recreation	Recreation Aide	April 14, 2015	No
Recreation	Pool Supervisor	April 14, 2015	Yes

Functional Area	Position Title	Date Approved	In Use (Yes or No)
Recreation	Pool Manager	April 14, 2015	Yes
Recreation	Lifeguard Instructor	April 14, 2015	Yes
Recreation	Senior Lifeguard	April 14, 2015	Yes
Recreation	Lifeguard	April 14, 2015	Yes
Recreation	Head Pool Cashier	April 14, 2015	Yes
Recreation	Pool Cashier	April 14, 2015	Yes
Recreation	Swim Aide	April 14, 2015	Yes
Any	Intern	June 17, 2019	Yes

**Table 2. Status of Revised Job Descriptions**

Functional Area	Position Title	Reviewed by Personnel Committee (Yes or No)	Purpose of Revised Job Description
Parks	Park Supervisor	Yes	Updated template
Recreation	Recreation Supervisor	Yes	Updated template
Any	Special Projects Manager	Yes	New position
Parks	Park Maintenance I, II, and III	Yes	Streamlining
Parks	Park Maintenance Assistant I, II, and III	Yes	Streamlining
Parks	Park Maintenance Aide	Yes	Updated template
Recreation	Recreation Specialist	Yes	Updated template
Recreation	Recreation Coordinator	Yes	Updated template
Recreation	Recreation Leader	Yes	Consolidation
Recreation	Recreation Aide	Yes	Updated template
Recreation	Lifeguard Instructor	Yes	Updated template
Recreation	Senior Lifeguard	Yes	Updated template
Recreation	Lifeguard	Yes	Updated template
Recreation	Swim Aide	Yes	Updated template

**Attachments:**

- A. Draft Job Description – Park Maintenance Supervisor
- B. Draft Job Description – Recreation Supervisor
- C. Draft Job Description – Special Projects Manager
- D. Draft Job Description – Parks Maintenance I, II, and III
- E. Draft Job Description – Park Maintenance Assistant I, II, and III
- F. Draft Job Description – Park Maintenance Aide
- G. Draft Job Description – Recreation Program Specialist
- H. Draft Job Description – Recreation Coordinator
- I. Draft Job Description – Recreation Leader
- J. Draft Job Description – Recreation Aide
- K. Draft Job Description – Lifeguard Instructor
- L. Draft Job Description – Lifeguard
- M. Draft Job Description – Swim Aide

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2022/22.0309/BOD.Report.Revised.Job.Descriptions.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0309/BOD.Report.Revised.Job.Descriptions.docx)  
3/2/2022

## PARK MAINTENANCE SUPERVISOR

# Job Description



<b>Position:</b>	<b>PARK MAINTENANCE SUPERVISOR</b>
Reports to:	Park Superintendent, Assistant District Manager, or District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

## Position Overview

Under general direction of the Park Superintendent, the Assistant District Manager or District Manager performs responsible, professional park maintenance work at a hands-on administrative level by supervising staff and activities as they relate to the park maintenance functions of the District. These functions include supervising the park maintenance operations of District facilities and parks maintenance personnel. Uses professional judgment in initiating and conducting the park maintenance operation which shall conform with community needs, District resources and policy, and other related duties as assigned or required.

## Responsibilities and Duties

*Duties may include, but are not limited to, the following:*

- Plans, coordinates, and directs the District's park maintenance functions
- Makes recommendations on matters of policy and procedure regarding park maintenance operations
- Consults with co-workers, as well as other professionals, on major phases of the park maintenance operation
- Provides direction on District policy, Master Plan, and function to park maintenance staff
- Plans and conducts job skills education, safety and training meetings with park maintenance staff
- Responsible for the safety education of staff and volunteers, as well as, assisting with the Injury and Illness Prevention Program and Safety Committee
- Assists in personnel administration including, but not limited to, hiring, training, evaluating, and directing park maintenance staff and outside vendor contract work crews assisting the District
- Reviews major project plans and specifications to make appropriate recommendations
- Helps design, administrate, construct, or oversee capital improvement projects and major repairs as required
- Responsible for procuring and maintaining equipment and supplies necessary for the successful completion of park maintenance functions, keeps appropriate records and inventory of all equipment
- Responsible for keeping District parks and facilities “as-built” plans current



## PARK MAINTENANCE SUPERVISOR

- Prepares or assists in the preparation of District surveys and reports as assigned or required
- Assists in the preparation of budget recommendations and budget control within the park maintenance function
- Plans and supervises the pesticide and chemical use District-wide
- Provides clear and concise instruction
- Assists with maintenance duties as needed
- This position will work a varied work schedule as assigned

### Requirements and Qualifications

#### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.*

- Basic administrative procedures and practices
- Basic computer skills
- Clear communication in verbal and written form
- Public speaking and presentations
- Basic techniques and methodology of supervising employees in the development of appropriate park maintenance functions
- Equipment and material purchasing methods
- Landscape maintenance procedures including the planting, cultivation, and propagation of trees, shrubs, plants, flowers and turf
- Construction principles including carpentry, concrete, plumbing, irrigation and electrical
- Basic principles of maintenance and safe operation of equipment
- Recruitment and training procedures
- Use of tools and equipment used in landscape and construction
- Perform heavy physical labor
- Review and interpret project plans and specifications
- Supervise and assign staff and volunteers effectively
- Relate and communicate with staff, co-workers, volunteers, outside vendor contract work crews, and District patrons in a respectful manner
- Learn and be accountable for all areas of staff and project supervision, as well as the supervision of regular maintenance

#### Education, Experience, and Training

*Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

- Bachelor degree in park management, landscape horticulture, or related field, or an AA degree with at least two (2) years of additional experience
- At least four (4) years of experience in park operations or related field, including three (3) years in a supervisory or mid-supervisory capacity
- Expertise in one (1) of the construction trades, or landscape maintenance
- Basic engineering and design experience

## PARK MAINTENANCE SUPERVISOR

### License and Certification

*Must possess, or ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:*

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates
- Qualified Pesticide Applicator certificate
- Certified Swim Pool Operator certificate

### Medical Examination and Finger Printing

- Pass District pre-employment medical examination
- Complete finger-printing and screening

### Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 50% of the time and sitting 50% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs and ladders, and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

### Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

## PARK MAINTENANCE SUPERVISOR

### Direct Reports

Park Maintenance I, II, and III (Park Foreman), Park Maintenance Assistant I, II, and III, Park Aide, outside vendor contract work crews, and volunteers.

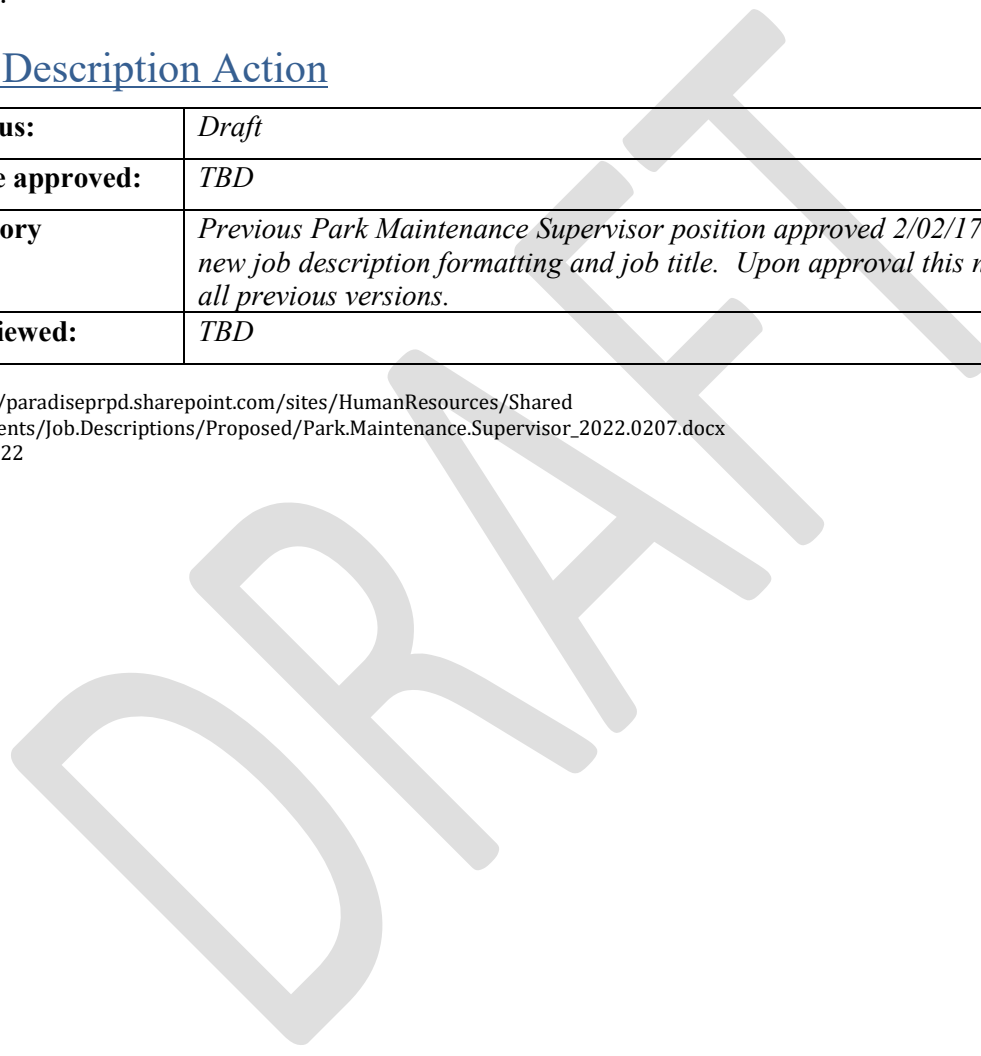
### Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

### Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>
<b>History</b>	<i>Previous Park Maintenance Supervisor position approved 2/02/17. This version updates new job description formatting and job title. Upon approval this new version supersedes all previous versions.</i>
<b>Reviewed:</b>	<i>TBD</i>

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3/2/2022



## RECREATION SUPERVISOR

# Job Description



<b>Position:</b>	<b>RECREATION SUPERVISOR</b>
Reports to:	Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Full-Time 40 hours/week – 2080 hours/annual (1 FTE).

## Position Overview

Under general direction of the Assistant District Manager or the District Manager, performs responsible, professional recreation work at a supervisory level by supervising staff and activities as they relate to the recreation functions of the District. These functions include, but are not limited to, children's programming, sport activities, aquatics, youth and adult activities, special community events, adapted programming, senior services, and other related duties as assigned.

## Primary Objectives

Supervises a diverse schedule of professional recreation activities and special events which meet the community needs and District goals and objectives.

## Responsibilities and Duties

- Initiates, organizes, coordinates, conducts, and evaluates an extensive, inclusive program of recreation activities for people of varied interests and abilities
- Hires, trains, advises, and evaluates recreation staff and volunteers in various activities
- Responsible for equipment and supplies necessary for the successful completion of programs and keeps appropriate records and inventory of all equipment
- Responsible for preparation of budget recommendations and budget control within the assigned area of responsibility
- Cooperates in promoting the highest level of professional standards throughout all District programs, events, and activities
- Prepares reports and other written material as needed to comply with administrative requests
- Represents the District in public meetings and develops positive public relations
- Implements marketing procedures in all areas of responsibility
- Responsible for maintaining a safe environment for both staff and patrons
- Helps coordinate and assist in the District-wide safety and inspection programs
- Provides safety training to staff
- Helps maintain and oversee facility maintenance and upkeep
- This position will work a varied work schedule as assigned

## Requirements and Qualifications

### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill,*

## RECREATION SUPERVISOR

*and ability required to perform this job.*

- Supervise and assign staff and volunteers effectively
- Relate and communicate with staff, co-workers, volunteers, Program and District patrons in a respectful manner
- Learn and be accountable for all areas of staff and program supervision, and patron experience
- Successful supervision of employees in the development of appropriate recreation services for the District
- General knowledge of budgeting and business practices and principles
- Community engagement, public relations, and presentations
- Ability to work harmoniously and cooperatively with fellow employees and the public

### Education and Experience

*Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

- Equivalent to a Bachelor's degree with major course work in Recreation Administration or related field
- A minimum of two years full time, or equivalent, successful and progressive experience in community recreation leadership

### License and Certification

*Possession of, or ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:*

- Throughout the duration of employment, maintain a valid Class C California driver's license with an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates

### Medical Examination and Finger Printing

*Successful candidates must:*

- Pass District pre-employment medical examination
- Complete finger-printing and screening

### Physical Requirements

- Occasional bending, handling, dexterity, reaching overhead, stretching, kneeling, crawling, or squatting and climbing stairs
- Some bending and occasional work on rough, uneven terrain
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- The estimated working position is standing, walking and sitting approximately 90% of the time
- Reasonable accommodations provided

### Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made*

## RECREATION SUPERVISOR

*to enable individuals with disabilities to perform the essential functions.*

- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens, use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends
- Work obligations may entail occasional field meetings and inspections
- Occasional work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise

### Direct Reports

Recreation Specialist, Recreation Coordinator, Recreational Leader I, II, and III, Recreation Aide; Youth/Adult Program Instructors, Umpires, Officials, Score Keepers, Referees, Program Managers, Intern(s).

### Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

### Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>
<b>History</b>	<i>Previous Recreation Supervisor position approved 2/02/17. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
<b>Reviewed:</b>	<i>TBD</i>

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3/2/2022

## SPECIAL PROJECTS MANAGER

# Job Description



<b>Position:</b>	<b>SPECIAL PROJECTS MANAGER</b>
<b>Reports to:</b>	Park Maintenance Supervisor, Assistant District Manager, District Manager
<b>Category:</b>	Non-Exempt
<b>Pay Rate:</b>	See current adopted Salary Schedule.
<b>Weekly Hours:</b>	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

## Position Overview

Performs responsible, professional project management work under the direct supervision of the Park Maintenance Supervisor and general supervision of the Assistant District Manager or District Manager. Direct supervision may be reassigned based on project. Develops and manages all aspects of capital improvement and maintenance projects for park facilities, including the planning, organization, and coordination of design and engineering, construction specifications, bid documents, contracts and change orders. Monitors capital budgets to ensure project expenditures remain within the scope of work. Oversees consultants, contractors and staff performing capital construction work. Conducts field inspections to collect data, verify existing/actual conditions, and monitor conformance with contracts, plans, specifications, and timelines.

## Responsibilities and Duties

*The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:*

- Assists with preparation of grant applications
- Prepares project budgets
- Coordinates and prepares construction specifications and drafts Request for Proposals (RFP) and associated scope of work
- Coordinates pre-bid and pre-construction conferences
- Negotiates contracts, selects consultants and administers contracts for consulting architects, engineers, and contractors
- Supervises and coordinates the design and permit process and work of contractors, engineers, architects, design professionals, and other personnel to assure the efficient and economical use of program funds, personnel, materials, facilities, and time
- Reviews work for compliance with contract documents and appropriate guidelines, laws, regulations, construction plans and specifications
- Monitors individual project budget summaries assuring expenditures are within approved budget, tracking changes to the contract documents that may result in change orders
- Makes recommendations to the Park Maintenance Supervisor on change orders as necessary



## SPECIAL PROJECTS MANAGER

- Develops and maintains data systems and records to track the process and progress of each project for proper evaluation, control and documentation to ensure compliance with Town, County, State, and Federal requirements
- Monitors and ensures all requirements of grants and contracts are met
- Serves as a resource to the Parks and Recreation Supervisors and other District departments by consulting on facility issues
- Complete project financial reports, accounting, and grant reimbursement requests on time with supporting conclusions and recommendations
- Communicates project status to staff, the Board of Directors, and other stakeholder groups, keeping staff informed as to the progress of projects and of any developing problems, recommending alternative courses of action to mitigate such problems
- Creates presentation materials; authors written and oral reports and media materials
- Uses speaking engagements, media interviews and other methods to enhance the community's awareness of, and appreciation for, capital projects and to educate community stakeholders regarding each project's function and objectives
- Performs other related work of a similar nature or level as required

### Requirements and Qualifications

#### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.*

- Principles and practices of project management and contract administration
- Current construction methods, costs and cost estimating
- Building and land use permits, processes and requirements
- Applicable local, state and federal laws, codes and standards related to construction
- Design and construction management including developing bid specifications, reading blueprints and evaluation of design and construction projects
- Fiscal management including budget preparation, cost and budget analysis, expenditure control and records management
- Planning and organizing, problem analysis and decision-making, interpersonal sensitivity, adaptability and flexibility and time management skills
- The operation of various computer programs including word processing, spreadsheets, database programs including Permitting and Project Management software and other applications specific to the area of assignment
- Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing written reports, materials, correspondence, and procedures



## SPECIAL PROJECTS MANAGER

- Establish and maintain effective working relationships with other employees, District officials, contractors and developers, representatives of other governmental agencies and the general public
- Ability to travel to destinations both in and outside the District

### Education and Experience

*Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

- Bachelor's Degree in Engineering, Architecture, Construction Management or related field
- Four years progressively responsible experience with commercial building construction projects required
- Post-secondary vocational or occupational training in related field plus 6 years of direct construction project management

### License and Certification

*Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:*

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

### Medical Examination and Finger Printing

*Successful candidates must:*

- Pass District pre-employment medical examination
- Complete finger-printing and screening

### Physical Requirements

- Frequently operate a computer and read a computer screen or typewritten page
- Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle
- Move between work sites, including undeveloped land and project development sites
- Occasionally transports objects (lids, covers, etc.) up to fifty (50) pounds
- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

## SPECIAL PROJECTS MANAGER

### Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens, use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

### Direct Reports

None

### Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

### Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>
<b>History</b>	<i>New position proposed to facilitate major construction projects in and around the District.</i>
<b>Reviewed:</b>	<i>TBD</i>

[https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Project.Manager\\_2022.0207.docx](https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Project.Manager_2022.0207.docx)  
3/2/2022

## PARKS MAINTENANCE I, II, III

# Job Description



<b>Position:</b>	PARKS MAINTENANCE I, II, III
<b>Reports to:</b>	Parks Supervisor, Park Superintendent, Assistant District Manager, District Manager
<b>Category:</b>	Non-Exempt
<b>Pay Rate:</b>	See current adopted Salary Schedule.
<b>Weekly Hours:</b>	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

## Position Overview

**Parks Maintenance I and II:** Under the supervision of Parks Maintenance III (Parks Foreman), the Parks Supervisor or Parks Superintendent performs a variety of semi-skilled tasks involving the maintenance, construction, repair, and overall upkeep of the District's parks and facilities and is subject to any and all duties assigned at any District Park, facility, or function that is appropriate to the position.

**Parks Maintenance III (Parks Foreman):** Under the general supervision of the Parks Supervisor, Parks Superintendent, Assistant District Manager, or District Manager, performs professional work in the planning, coordinating and performance of maintenance, construction, and overall upkeep of the District's parks and facilities as required or assigned. This position will be responsible for ensuring the direction, performance and quality of work assigned to staff by supervising authority.

## Primary Objectives

Maintenance and repair of District parks and facilities and any and all duties assigned at any District park, facility or function that is appropriate to the position.

## Responsibilities and Duties

*Duties may include, but are not limited to, the following:*

### Parks Maintenance I:

- Custodial maintenance and repair of facilities and equipment
- Provide a clean and safe environment for patrons and co-workers
- Program and facility rental assistance such as the set-up, cleaning, and take-down of chairs, tables, and equipment
- Maintenance and operation of vehicles or equipment related to the performance of assigned duties
- Assisting in carpentry, plumbing, and irrigation services
- Use of landscape tools during the performance of assigned duties such as, digging, raking, mowing, edging, pruning, and fertilizer application
- Assist in coordinating and training staff, outside contract crews, or volunteers
- Safe use and care of District equipment

## PARKS MAINTENANCE I, II, III

- Performs related work as assigned or required

### Parks Maintenance II:

*All of the responsibilities and duties of Parks Maintenance I, as well as:*

- Daily inspection of the park and facilities therein for the purpose of providing a safe, clean, and functional area for recreation
- Pest and weed control, herbicide and pesticide use
- Inventory, documentation, and safe storage of chemicals used for park and facility maintenance including pesticides, herbicides, cleaning/disinfecting supplies, and the maintenance and repair of related equipment
- Observe and report to supervisor construction maintenance needs as they occur
- Small project development including planning, review with supervisor, construction, and ensuing maintenance
- Documentation of hazards, maintenance requirements, and program assistance with record keeping of subsequent action or repair
- Provide training and positive example in the safe use and care of equipment assigned to fellow staff, outside contract crews, and volunteers
- Program and maintenance of heating, ventilation and air conditioning (HVAC) systems
- Create and maintain list for regular building maintenance and custodial service for the direction of staff, outside contract crews, or volunteers
- Minor electrical and plumbing repair and maintenance
- Scheduling equipment and staff for the purpose of patron services
- Maintenance of public pools and related facilities including cleaning, backwashing, pool equipment care, and chemical maintenance
- Performs related work as assigned or required

### Parks Maintenance III (Parks Foreman):

*All of the responsibilities and duties of Parks Maintenance I and II, as well as:*

- In the absence of Park Supervisor, serves in that capacity
- At an advanced level of skill, provide mechanical, construction, and landscape services
- Plan, schedule, and evaluate Park Maintenance I and II and Park Maintenance Assistant I, II, and III staff as well as outside contract work crews, and assist with other District staff as assigned or required
- Responsible for the maintenance, upkeep, safety, and security of the District's corporate yard, shop, and tools
- Provide for the preventative maintenance, general care, and repair of the District vehicle fleet and equipment, document and plan schedule of regular maintenance/upkeep projects
- Assist with supervision and organize tasks for volunteer and outside contract work crews
- Maintain appropriate maintenance and safety records and documentation
- Maintenance, repair and operation of public swim pool systems
- Perform or supervise safe application of pesticides and herbicides
- Equipment operation, as necessary, in the performance of construction, maintenance, and landscape tasks
- Performs related work as assigned or required

## PARKS MAINTENANCE I, II, III

### Requirements and Qualifications

#### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.*

#### Parks Maintenance I:

- Knowledge of maintenance procedures for all upkeep of buildings, parks, playgrounds and other District assets
- Skill in the operation of tools and equipment used for construction, custodial and landscape maintenance
- General carpentry skills
- Custodial skills including floor, restroom and window cleaning
- Ability to perform heavy, physical labor
- Ability to follow written and oral instruction
- Ability to relate and communicate with co-workers and District patrons in a respectful manner
- Ability to complete tasks in a timely manner with quality that meets the professional standard of the District

#### Parks Maintenance II:

*All of the requirements and qualifications of Parks Maintenance I, as well as:*

- Safe use, handling, and storage of chemical products
- Proper and safe operation, care and maintenance of tools, equipment, and supplies needed for regular and on-going maintenance of public parks and facilities
- Basic concepts of construction, electrical and plumbing
- Trouble-shooting building maintenance and repair problems, and safe use of equipment related to construction, electrical and plumbing
- Ability to assign duties to Maintenance I staff, outside contract work crews, and volunteer staff as required
- Pool operations, repairs, and chemical maintenance
- Irrigation systems, clock programming, and sprinkler repair
- Safe operation, care, and maintenance of tools and equipment necessary for landscape maintenance
- Basic concepts of construction
- Turf care, including maintenance, planting and sod installation
- Trouble-shooting pool maintenance and repair problems
- Equipment related to pool maintenance, construction, landscaping

#### Parks Maintenance III (Parks Foreman):

*All of the requirements and qualifications of Parks Maintenance I and II, as well as:*

- Preventative scheduling, maintenance, care, and repair of vehicles and equipment
- General principles of landscape maintenance, irrigation, and pesticide application
- Mechanical skill
- Use, maintain, and repair vehicles, tractors, implements, power and hand tools, and other equipment associated with the maintenance and construction of parks and facilities
- Ability to assign duties to staff as required, providing for efficient use of the District work

## PARKS MAINTENANCE I, II, III

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### Education, Experience, and Training

*Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

#### Parks Maintenance I:

- High school diploma or equivalent
- Two (2) years of experience in park maintenance or related field
- Experience working with the public
- Experience in one or more of the construction trades

#### Parks Maintenance II:

*All the education, experience and training of Parks Maintenance I, as well as:*

- Certification in building care, building equipment repair and maintenance, construction, electrical, plumbing concepts, landscape care, vehicle or equipment repair and maintenance, pool maintenance, metal fabrication, or pesticide application
- Three (3) years of experience in building and/or park maintenance or related field
- Experience in one or more of the construction trades, pesticide application, HVAC or other building mechanical repair; pool care, or irrigation installation and repair

#### Parks Maintenance III (Park Foreman):

*All the education, experience and training of Parks Maintenance II, as well as:*

- AS degree in park related major
- Five (5) years of experience in park maintenance or related field, including two (2) years in a leadership capacity
- Expertise in one of the construction trades or landscape management

### License and Certification

*All Park Maintenance I, II, and III positions must possess, or have the ability to obtain within 30 days of hire, and maintain throughout the duration of employment, the following:*

- A Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates.

### Additional License and Certifications

#### Parks Maintenance II:

*Possess either:*

- Qualified Pesticide Applicator Certificate with a structural pest control endorsement (mandatory for position responsible for pesticide application and documentation); (or)
- Certified Pool Operation Certificate (mandatory for position responsible for swim pool operation).

#### Parks Maintenance III (Parks Foreman):

*Possess both:*

- Qualified Pesticide Applicator Certificate with a structural pest control endorsement

PARKS MAINTENANCE I, II, III

- Certified Pool Operation Certificate

Medical Examination and Finger Printing

Parks Maintenance I, II, III:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

Parks Maintenance I, II, III:

- Lifting, pushing, pulling, or carrying 60 to 100 pounds
- Estimated working position is standing or walking 70% of the time
- Some bending, kneeling, squatting, reaching overhead, climbing of stair and ladders, and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent work in outside weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high, precarious places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud

Direct Reports

Parks Maintenance III (Parks Foreman): Parks Maintenance I and II, and Parks Maintenance Assistants I, II, and III.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>

PARKS MAINTENANCE I, II, III

<b>History</b>	<i>Previous Park and facility maintenance positions approved 4/15/19. This version combines all separate Facility and Parks Maintenance I, II, and III descriptions into one document. Upon approval this new version supersedes all previous versions.</i>
<b>Reviewed:</b>	<i>Personnel Committee reviewed and suggested edits to draft on 5/18/2021.</i>

[https://paradisepd.sharepoint.com/sites/HumanResources/SharedDocuments/Job.Descriptions/Proposed/Parks.Maintenance\\_I\\_II\\_III\\_2021\\_0831.docx](https://paradisepd.sharepoint.com/sites/HumanResources/SharedDocuments/Job.Descriptions/Proposed/Parks.Maintenance_I_II_III_2021_0831.docx)  
3/2/2022

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## PARK MAINTENANCE ASSISTANT I, II, AND III

# Job Description



<b>Position:</b>	<b>PARK MAINTENANCE ASSISTANT I, II, AND III</b>
<b>Reports to:</b>	Park Maintenance III (Park Foreman), Park Maintenance Supervisor, Park Superintendent
<b>Category:</b>	Non-Exempt
<b>Pay Rate:</b>	See current adopted Salary Schedule.
<b>Weekly Hours:</b>	Varied. Part-time (0.75 FTE). Not to exceed 30 hours per week.

## Position Overview

Under supervision of the Park Maintenance I or II, Park Maintenance III, Park Maintenance Supervisor, or Park Superintendent performs a variety of general park maintenance work, including but not limited to, landscape and facility upkeep, custodial functions, general repairs, construction duties, facility supervision, work on special projects, and other duties as assigned.

## Responsibilities and Duties

- Clean restrooms, sweep and mop floors, clean windows, dump trash, and other duties that relate to keeping parks and facilities clean and orderly
- Sweep walkways, rake tot lots, pick up trash, clean slab, and other outside jobs that will keep the grounds clean and orderly
- Assist in the daily maintenance preparation of ballparks and/or swim pools
- Set up and clean-up of recreation programs, facility or park rentals, and special events
- Dig ditches, plant trees and shrubbery, mow grass, fertilize, prune plants, and other duties related to keeping the landscape in good condition
- Operate light-duty vehicles, power mowers, small power tools, and other equipment related to maintenance duties
- Perform construction tasks as required for District repairs and projects
- This position will work a varied schedule as assigned
- Does related work as assigned or required

## Requirements and Qualifications

### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.*

- Understanding of methods, tools, and material used in maintenance and cleaning of facilities and caring for park landscape and construction
- Skill in handling tools and light-duty vehicles
- Ability to follow written and oral instructions and complete assigned tasks efficiently and independently
- Ability to perform heavy physical labor

## PARK MAINTENANCE ASSISTANT I, II, AND III

- Ability to maintain good working relationship with employees and patrons

### Education and Experience

*Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

- High school diploma or equivalent
- One (1) year of experience in general maintenance or related work
- Experience in one or more of the construction trades

### License and Certification

*Must possess, or have the ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:*

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates

### Medical Examination and Finger Printing

*Successful candidates must:*

- Pass District pre-employment medical examination
- Complete finger-printing and screening

### Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 70% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs and ladders and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

### Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud

## PARK MAINTENANCE ASSISTANT I, II, AND III

- Must be able to travel to locations in, around, or outside the District Boundaries.
- Ability to periodically work evenings or weekends

### Direct Reports

- None

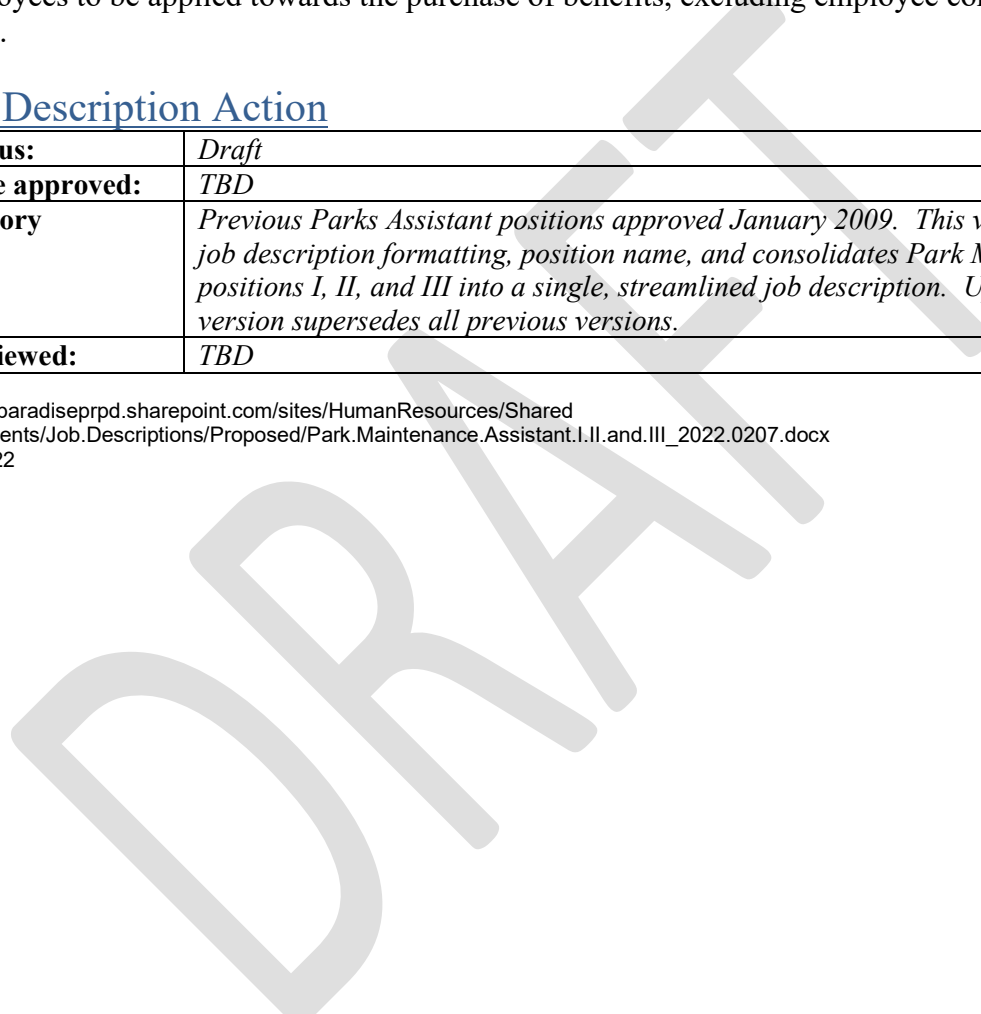
### Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

### Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>
<b>History</b>	<i>Previous Parks Assistant positions approved January 2009. This version updates new job description formatting, position name, and consolidates Park Maintenance Assistant positions I, II, and III into a single, streamlined job description. Upon approval this new version supersedes all previous versions.</i>
<b>Reviewed:</b>	<i>TBD</i>

[https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance.Assistant.I.II.and.III\\_2022.0207.docx](https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance.Assistant.I.II.and.III_2022.0207.docx)  
3/2/2022



# Job Description



<b>Position:</b>	<b>PARK MAINTENANCE AIDE</b>
Reports to:	Park Maintenance III (Park Foreman), Park Maintenance Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-time (0.75 FTE). Not to exceed 30 hours per week.

## Position Overview

Under direct supervision of the Park Maintenance staff or Recreation staff, the Maintenance Aide will assist in the daily clean up and maintenance of recreation and park facilities, as assigned.

## Responsibilities and Duties

- Cleans restrooms, showers, and bathroom areas
- Picks up trash and empties trash containers
- Cleans windows, sidewalks, courts, decks, etc.
- Performs custodial maintenance as needed
- Rakes, digs ditches, cuts weeds, and other manual jobs
- Program set up and take down
- Helps maintain a safe and sanitary environment
- Does related work as assigned or required

## Requirements and Qualifications

### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.*

- Must have knowledge and ability to demonstrate safe and efficient work habits
- Ability to utilize small tools in a safe and effective manner
- Perform heavy physical labor indoors and outdoors
- Follow oral and written directions

### Education and Experience

- Must be at least 13 years of age and have a work permit (if required).

### Medical Examination and Finger Printing

*Successful candidates must:*

- Pass District pre-employment medical examination
- Complete finger-printing and screening

PARK MAINTENANCE AIDE

Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 70% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs, and ladders and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to periodically work evenings or weekends

Direct Reports

- None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>
<b>History</b>	<i>Previous Park Aide position approved January 2009. This version updates new job description formatting and job title. Upon approval this new version supersedes all previous versions.</i>
<b>Reviewed:</b>	<i>TBD</i>

[https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance.Aide\\_2022.0207.docx](https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance.Aide_2022.0207.docx)  
3/2/2022

## RECREATION PROGRAM SPECIALIST

# Job Description



<b>Position:</b>	<b>RECREATION PROGRAM SPECIALIST</b>
<b>Reports to:</b>	Recreation Supervisors, Assistant District Manager, District Manager
<b>Category:</b>	Non-Exempt
<b>Pay Rate:</b>	See current adopted Salary Schedule.
<b>Weekly Hours:</b>	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

## Position Overview

Performs responsible, professional recreation work under the general direction of the Recreation Supervisors, Assistant District Manager, or District Manager. Will be responsible for all duties, including but not limited to, administration, marketing, supervision, personnel and financial responsibilities of one or more major special programs or events.

## Responsibilities and Duties

*The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:*

- Plans, coordinates, and directs one or more special programs or events
- Initiates, organizes, conducts, and evaluates events or programs
- Responsible for all marketing and promotion elements of program or event assignments
- Plans overall goals and objectives to be achieved in area of responsibility
- Hires, trains, advises, and evaluates part-time staff and volunteers in various activities
- Plans budget and determines expenses and revenue expectations to be met
- Responsible for all equipment and supplies needed for successful completion of work
- Secures revenue, such as, but not limited to, grants, donations, endowments, gifts, fees, fundraising, etc. to cover all costs related to events or programs
- Coordinates District personnel involvement and support in assigned program or event activities
- Represents the District and develops positive public relations in the community
- Responsible for maintaining a safe environment for both staff and patrons
- Helps oversee facility maintenance and upkeep as it relates to assignments

## Requirements and Qualifications

### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.*

- Basic techniques, and methods for successful supervision of staff in the development of appropriate program and event services for the District

## RECREATION PROGRAM SPECIALIST

- Planning, organizing, and leading participants in a variety of activities
- Work harmoniously with staff, volunteers, and patrons
- Basic understanding of budgeting, business practices and principles
- Knowledge of various programs and events
- Understanding of safety and training protocols and procedures related to programming
- Personnel recruitment, training and evaluation procedures
- Communications and public relations
- Branding, marketing and fund raising
- Proficiency in computer operations and social media platforms
- Ability to utilize the talents and abilities of volunteers and other District staff effectively
- Self-motivated and directed and able to prioritize competing tasks

### Education and Experience

*Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

- A Bachelor's Degree in Recreation Administration, Business Administration or related field
- A minimum of two years of full-time or part-time successful and progressive experience in community programming or event leadership

### License and Certification

*Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:*

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

### Medical Examination and Finger Printing

*Successful candidates must:*

- Pass District pre-employment medical examination
- Complete finger-printing and screening

### Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

## RECREATION PROGRAM SPECIALIST

### Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

### Direct Reports

Recreation Coordinators, Recreation Leaders, Recreation Aides, and Volunteers

### Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

### Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>
<b>History</b>	<i>Previous Recreation Program Specialist position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
<b>Reviewed:</b>	<i>TBD</i>

[https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Program.Specialist\\_2022.0207.docx](https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Program.Specialist_2022.0207.docx)  
3/2/2022



## RECREATION COORDINATOR

# Job Description



<b>Position:</b>	<b>RECREATION COORDINATOR</b>
Reports to:	Recreation Specialist, Recreation Supervisor, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

## Position Overview

Performs responsible, professional recreation work under the general supervision of a Recreation Specialist, Recreation Supervisor, Assistant District Manager, or District Manager. The nature of the duties often requires the work to be performed independently. Responsible for the coordination and implementation of recreation services including, but not limited to, sport activities, youth and adult programs, special events, children's classes, and senior services. Supervises Recreation Leaders, Recreation Aids, and Volunteers as necessary.

## Responsibilities and Duties

*The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:*

- Responsible for coordinating, planning, and conducting assigned recreation activities
- Assist with promotion of program and/or event
- Responsible for selection, training, and evaluation of Direct Reports as assigned
- Responsible for the overall safety of assigned programs
- Drive District vehicle to transport patrons on scheduled trips
- Attend staff meetings and other meetings as assigned
- Evaluate assigned programs and staff
- Handle budget responsibilities directly related to programming
- Does related work as assigned or required

## Requirements and Qualifications

### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.*

- Basic techniques, and methods of successful leadership
- Planning, organizing, and conducting recreation activities
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

## RECREATION COORDINATOR

### Education and Experience

*Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

- A Bachelor's Degree in Recreation Administration or related field
- One year of successful and progressive experience as a leader in a variety of recreation activities

### License and Certification

*Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:*

- A valid Class C California driver's license, while maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

### Medical Examination and Finger Printing

*Successful candidates must:*

- Pass District pre-employment medical examination
- Complete finger-printing and screening

### Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

### Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

RECREATION COORDINATOR

Direct Reports

Recreation Leaders, Recreation Aides, and Volunteers

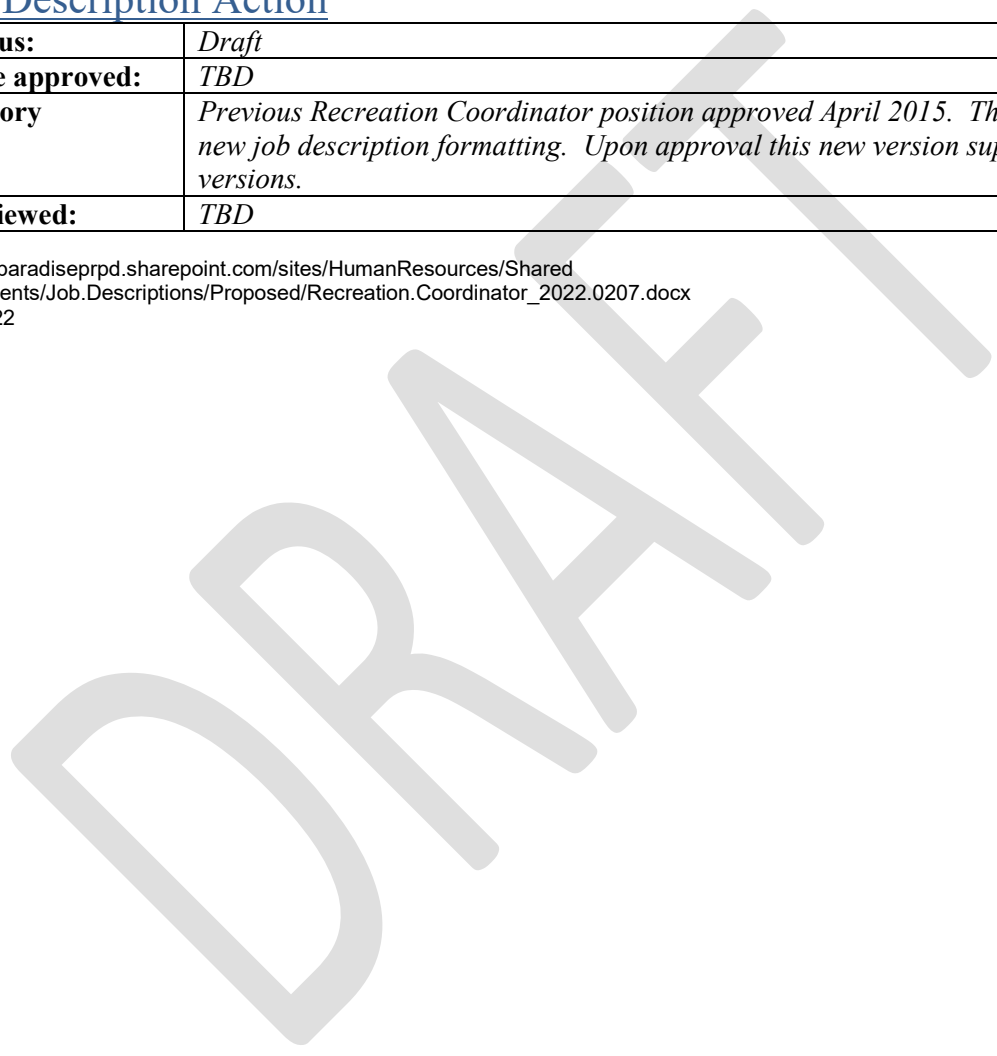
Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>
<b>History</b>	<i>Previous Recreation Coordinator position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
<b>Reviewed:</b>	<i>TBD</i>

[https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Coordinator\\_2022.0207.docx](https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Coordinator_2022.0207.docx)  
3/2/2022



## RECREATION LEADER

# Job Description



<b>Position:</b>	<b>RECREATION LEADER</b>
Reports to:	Recreation Coordinator, Recreation Specialist or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. (0.75 FTE) Not to exceed 30 hours per week.

## Position Overview

Performs responsible, professional recreation work under the general supervision of a Recreation Coordinator, Recreation Specialist, or Recreation Supervisor. The nature of the duties often require the work to be performed independently. Responsible for the coordination and implementation of recreational services including, but not limited to, sport activities, youth and adult programs, special events, children's classes, and senior services. Supervises Recreation Aides and Volunteers as necessary.

## Responsibilities and Duties

*The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:*

- Responsible for coordinating, planning, and conducting assigned recreation activities
- Assists with promotion of programs and/or events
- Responsible for selection, training, and evaluation of subordinates as assigned
- Assist in program evaluation
- Responsible for participant and staff safety of assigned programs
- Drive District vehicle to transport patrons on scheduled trips
- Attend staff meetings and other meetings as assigned
- Evaluate assigned programs and staff
- Handle budget responsibilities directly related to programming
- Does related work as assigned or required

## Requirements and Qualifications

### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.*

- Basic techniques, and methods of successful leadership
- Planning, organizing, and conducting recreation activities
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

## RECREATION LEADER

### Education and Experience

*Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

- A Bachelor's Degree in Recreation Administration or related field
- One year of successful and progressive experience as a leader in a variety of recreation activities

### License and Certification

*Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:*

- A valid Class C California driver's license, while maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

### Medical Examination and Finger Printing

*Successful candidates must:*

- Pass District pre-employment medical examination
- Complete finger-printing and screening

### Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

### Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

RECREATION LEADER

Direct Reports

Recreation Aides and Volunteers.

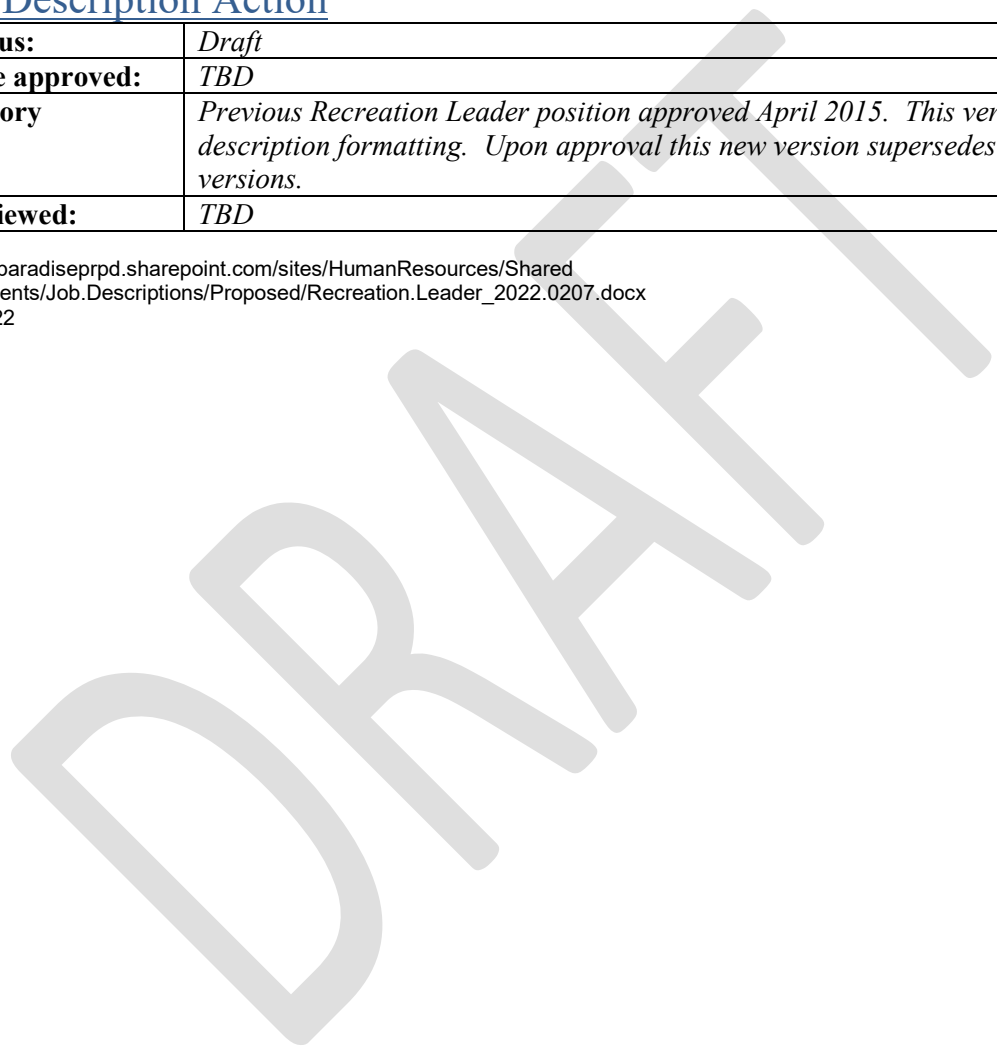
Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>
<b>History</b>	<i>Previous Recreation Leader position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
<b>Reviewed:</b>	<i>TBD</i>

[https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Leader\\_2022.0207.docx](https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Leader_2022.0207.docx)  
3/2/2022



## RECREATION AIDE

# Job Description



<b>Position:</b>	<b>RECREATION AIDE</b>
Reports to:	Recreation Leader, Recreation Coordinator, Recreation Specialist, or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. (0.75 FTE) Not to exceed 30 hours per week.

## Position Overview

Under direct supervision of a Recreation Leader, Recreation Coordinator, Recreation Specialist, or Recreation Supervisor the Recreation Aide will assist in leadership of activities, monitor facilities as required, keep supplies and equipment in safe order, perform general program clean-up and other duties as assigned.

## Responsibilities and Duties

*The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:*

- Assist in planning, organizing, and conducting recreation activities such as, but not limited to, sports, crafts, special events, games, and cultural events
- Assist in the supervision of all participants and spectators
- Observe necessary precaution to secure the safety of participants and spectators
- Assist with concession service, cashier, act as a program or facility attendant as required
- Additional duties may be required based on program requirements
- Does related work as assigned or required

## Requirements and Qualifications

### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.*

- Recreation services and a sincere interest towards working with people
- Providing positive and optimistic leadership
- Ability to assist in leading program activities and assist in discipline when required
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

### Education and Experience

*Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

- Must be at least 13 years of age and have a work permit, if needed
- Successfully complete a Paradise Recreation and Park District Orientation Program

RECREATION AIDE

Medical Examination and Finger Printing

*Successful candidates must:*

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing and walking approximately 90% of the time and sitting approximately 10% of the time
- Occasionally climbing stairs, ladders, and crawling
- Some reaching overhead and stretching and some kneeling or squatting
- Bending and working on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

Direct Reports

None.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>
<b>History</b>	<i>Previous Recreation Aide position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>



RECREATION AIDE

<b>Reviewed:</b>	<i>TBD</i>
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3/2/2022

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## LIFEGUARD INSTRUCTOR

# Job Description



<b>Position:</b>	<b>LIFEGUARD INSTRUCTOR</b>
Reports to:	Pool Supervisor, Pool Manager, or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied (0.75 FTE), Part-Time. Not to exceed 30 hours per week.

## Position Overview

Under direct supervision of the Pool Supervisor, Pool Manager, and Recreation Supervisor, the Lifeguard Instructor is responsible for the enforcement of rules and safety regulations at the public pool. Must be able to handle situations such as emergencies, discipline problems, injuries, and other potential problems in a mature and professional manner. Conduct Red Cross certified swimming lessons at all for all ages and abilities. Help train staff, assist with maintenance, swim meets, and other assignments as needed.

## Responsibilities and Duties

*The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:*

- Maintains constant watch over all patrons using the pool facility
- Prevents accidents through the enforcement of rules, policies, and regulations
- Warns people against dangerous practices regarding pool use
- Enters water, if necessary, to rescue patrons
- Administers first aid when necessary
- Instructs certified lessons
- Assists in routine pool cleaning and maintenance of facility
- Does related work as assigned or required

## Requirements and Qualifications

### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.*

- Lifesaving methods and the application of first aid
- Policies, rules and regulations governing the conduct and safe pool use
- Methods and practices of pool cleaning and maintenance
- Ability to rescue drowning swimmers
- Make quick decisions in an emergency
- Instruct swimming classes
- Supervise the conduct of pool staff and patrons
- Follow written and oral instructions

## LIFEGUARD INSTRUCTOR

- Be physically fit to swim at an advanced level

### Education and Experience

- One or more years of formal swimming instruction
- One or more years experience as a Lifeguard at a public swimming pool

### License and Certification

*Possession of, or ability to obtain and maintain throughout the duration of employment, the following:*

- Current certification in Lifeguard Training
- Title 22 First Aid
- CPR for the Professional Rescuer
- Any other certificate required by the American Red Cross for this position
- A work permit, if required

### Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

### Physical Requirements

- The estimated working position is standing, sitting and walking approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Some reaching overhead and stretching, and frequent kneeling and squatting
- Bending and occasional work on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Must be able to work for extended periods in direct sunlight
- Reasonable accommodations provided

### Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to periodically work evenings or weekends

# LIFEGUARD INSTRUCTOR

## Direct Reports

- None

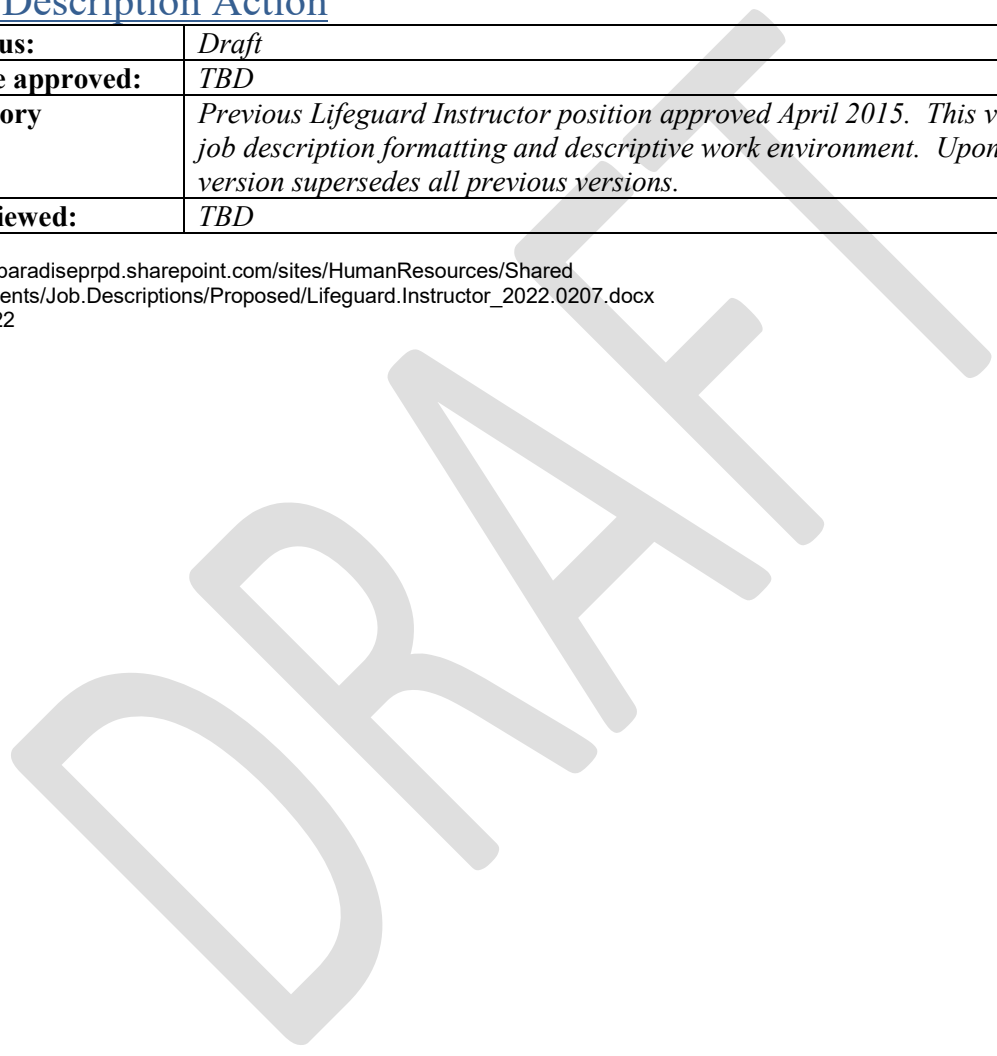
## Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

## Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>
<b>History</b>	<i>Previous Lifeguard Instructor position approved April 2015. This version updates new job description formatting and descriptive work environment. Upon approval this new version supersedes all previous versions.</i>
<b>Reviewed:</b>	<i>TBD</i>

[https://paradisepspd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Lifeguard.Instructor\\_2022.0207.docx](https://paradisepspd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Lifeguard.Instructor_2022.0207.docx)  
3/2/2022



## LIFEGUARD

# Job Description



<b>Position:</b>	<b>LIFEGUARD</b>
Reports to:	Pool Supervisor, Pool Manager, or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied (0.75 FTE), Part-Time. Not to exceed 30 hours per week.

## Position Overview

Under direct supervision of the Pool Supervisor, Pool Manager, and Recreation Supervisor, the Lifeguard is responsible for the enforcement of rules and safety regulations at the public pool. Must be able to handle situations such as emergencies, discipline problems, injuries, and other potential problems in a mature and professional manner. Assist the Lifeguard Instructor in swim lessons for all ages and abilities. Help with maintenance, cashiering and other assignments as needed.

## Responsibilities and Duties

*The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:*

- Maintains constant watch over all patrons using the pool facility
- Prevents accidents through the enforcement of rules, policies, and regulations
- Warns people against dangerous practices regarding pool use
- Enters water, if necessary, to rescue patrons
- Administers first aid when necessary
- Assists in swim lessons as required
- Assists in routine pool cleaning and maintenance of facility
- Does related work as assigned or required

## Requirements and Qualifications

### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.*

- Lifesaving methods and the application of first aid
- Policies, rules and regulations governing the conduct and safe pool use
- Methods and practices of pool cleaning and maintenance
- Ability to rescue drowning swimmers
- Make quick decisions in an emergency
- Assist in swimming classes
- Supervise the conduct of pool patrons
- Follow written and oral instructions

## LIFEGUARD

- Be physically fit to swim at an advanced level

### Education and Experience

- One or more years of formal swimming instruction

### License and Certification

*Possession of, or ability to obtain and maintain throughout the duration of employment, the following:*

- Current certification in Lifeguard Training
- Title 22 First Aid
- CPR for the Professional Rescuer
- Any other certificate required by the American Red Cross for this position
- A work permit, if required

### Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination.
- Complete finger-printing and screening.

### Physical Requirements

- The estimated working position is standing, sitting and walking approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Some reaching overhead and stretching, and frequent kneeling and squatting
- Bending and occasional work on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Must be able to work for extended periods in direct sunlight
- Reasonable accommodations provided

### Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to periodically work evenings or weekends

LIFEGUARD

Direct Reports

- None

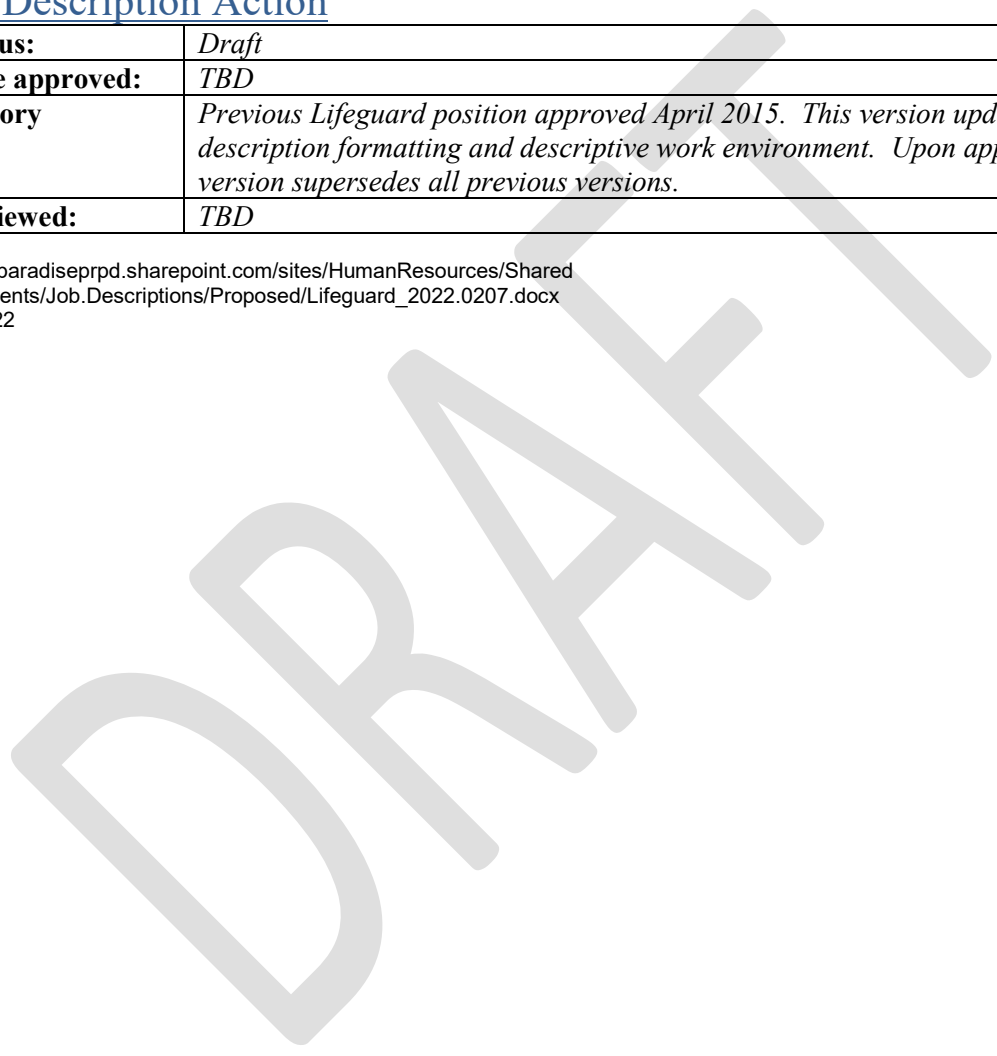
Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>
<b>History</b>	<i>Previous Lifeguard position approved April 2015. This version updates new job description formatting and descriptive work environment. Upon approval this new version supersedes all previous versions.</i>
<b>Reviewed:</b>	<i>TBD</i>

[https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Lifeguard\\_2022.0207.docx](https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Lifeguard_2022.0207.docx)  
3/2/2022



## SWIM AIDE

# Job Description



<b>Position:</b>	<b>SWIM AIDE</b>
<b>Reports to:</b>	Lifeguard/Instructor, Pool Supervisor, Pool Manager, or Recreation Supervisor
<b>Category:</b>	Non-Exempt
<b>Pay Rate:</b>	See current adopted Salary Schedule.
<b>Weekly Hours:</b>	Varied (0.75 FTE), Part-Time. Not to exceed 30 hours per week.

## Position Overview

Under direct supervision of the Lifeguard/Instructor, Pool Manager, Pool Supervisor, or Recreation Supervisor, the Swim Aide will assist in various functions of the swim lesson program.

## Responsibilities and Duties

*The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:*

- Call roll at class time
- Check swimmers in and out of the pool area
- Supervise shower rooms as needed
- Inspect swimmers for cleanliness
- Help with land and water drills for classes
- Serve as a leader for small groups
- Distribute and collect equipment
- Help to keep the facility clean
- Does related work as assigned or required

## Requirements and Qualifications

*Selection of candidates for this position will be based on swimming and teaching ability, knowledge of skills, a sincere interest, and enthusiasm.*

### Knowledge, Skills, and Abilities

*Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.*

- Knowledge and ability to demonstrate skill progression of levels 1 through 6
- Must be familiar with the rules and regulations governing the conduct and safe use of pools
- Skill in communication and able to exhibit a helpful attitude
- Ability to be punctual, neat and properly dressed

### Education and Experience

- Must be at least 14 years of age and have a work permit, if needed
- Must successfully complete the Swim Aide Training Course



## SWIM AIDE

### License and Certification

*Possession of, or ability to obtain and maintain throughout the duration of employment, the following:*

- A work permit, if required.

### Medical Examination and Finger Printing

*Successful candidates must:*

- Pass District pre-employment medical examination
- Complete finger-printing and screening

### Physical Requirements

- The estimated working position is standing, sitting and walking approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Some reaching overhead and stretching, and frequent kneeling and squatting
- Bending and occasional work on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Must be able to work for extended periods in direct sunlight
- Reasonable accommodations provided

### Work Environment

*The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in the District Boundaries
- Ability to periodically work evenings or weekends

### Direct Reports

- None

### Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

### Job Description Action

<b>Status:</b>	<i>Draft</i>
<b>Date approved:</b>	<i>TBD</i>
<b>History</b>	<i>Previous Swim Aide position approved April 2015. This version updates new job</i>

SWIM AIDE

	<i>description formatting and descriptive work environment. Upon approval this new version supersedes all previous versions.</i>
<b>Reviewed:</b>	<i>TBD</i>

[https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Swim.Aide\\_2022.0207.docx](https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Swim.Aide_2022.0207.docx)  
3/2/2022

DRAFT

# Staff Report

## March 9, 2022



DATE: 3/2/2022  
 TO: Board of Directors  
 FROM: Kristi Sweeney, Assistant District Manager  
 SUBJECT: Butte Fire Safe Council- Grazing Festival

### Summary

The Butte County Fire Safe Council (BCFSC) is seeking collaboration with the District as a co-sponsor for a 1-day Grazing Festival at the Terry Ashe Recreation Center (TARC) this Spring 2022. As a co-sponsor, the District would help with some of the planning efforts and facility use in exchange for any proceeds from fundraising. The District will work with the BCFSC to complete a Memorandum of Understanding (MOU) for the effort.

**Recommendation:** *Authorize the District manager to complete a Memorandum of Understanding (MOU) with Butte Fire Safe Council to co-sponsor the inaugural grazing festival.*

### 1. Background

The Butte Fire Safe Council (BFSC) sought collaboration with the District on a proposed annual event (Grazing Festival) to help increase public awareness of wildfire mitigation best practices and the need for, and methods of, vegetation management and hazard fuels reduction. The BFSC is increasing their use of grazing herds on the Ridge as a method of reducing fuels and would like to celebrate these furry heroes and bring attention to their important work in wildfire mitigation. BFSC approached District staff about a possible collaboration on the event and discussions have since been ongoing.

Staff have been brainstorming ideas with BFSC related to the event (goatee contest, goats on the big screen, petting zoo, wool-to-yarn demonstration, Billy Goats Gruff craft beer garden, Goat Yoga, and food). Staff view the festival as another fun community event. Undoubtedly the short timeline will force simply recording the brainstorming ideas in exchange for a more compact inaugural event.

The proposed MOU would divide the work and proceeds evenly between the District and BFSC. The hope is to merge some of the strengths of both organizations to share some of the workload of a new event. Essentially, PRPD would host the event at the TARC, provide marketing support through our website, activity guide and social media, assist with vendor solicitation and registration, and provide the event and maintenance staff. BFSC would be providing planning, the animals, vendor procurement, lead activities and fundraising/donation efforts, provide education materials on the multi-benefits of grazing animals for ecology, vegetation, goats/sheep milk and meat products, and provide marketing/promotion through their network.

### 2. Fiscal Impact

As a co-sponsor of the grazing festival, the District would receive 50% of any proceeds made from the event. District costs would primarily be associated with personnel to help organize, set up, manage, and close down/clean up the event, as well as some marketing and promotion.

### 3. Discussion

Overall, District staff are working toward a more robust event schedule to bring in residents and visitors to support and promote our community and diversify our income. BFSC and their grazing partners provide a valuable service for the entire community and District staff would enjoy the opportunity to further educate the public about the work being done to keep the community fire safe. Grazing festivals are becoming increasingly popular fire-ready educational opportunities for communities across the Western United States where drought and wildfire risks continue to decimate communities. The Grazing Festival could be a fun community event that provides valuable information with levity and joy. The Draft MOU is attached (Attachment A) and will need some fine tuning before ready for signature.

### Attachments:

- A. Draft Grazing Festival Memorandum of Understanding

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2022/22.0309/2022.0301.BCFS.Grazing Festival.Report.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0309/2022.0301.BCFS.Grazing Festival.Report.docx)  
 3/2/2022

## MEMORANDUM OF UNDERSTANDING

### Butte County Fire Safe Council And

### Paradise Irrigation District

### Grazing Forest Management Project

This **Memorandum of Understanding (MOU)** sets forth the terms of a working relationship between the Butte County Fire Safe Council (BCFSC) and Paradise Park and Recreation District (PRPD) to undertake a grazing festival, with the intention that it will happen annually after the first year.

**Whereas** Wildfire devastation resulting from 2018 and ongoing wildfires to the ridge has resulted in heightened awareness of the need for fuels reduction measures, including grazing as a maintenance solution.

**Whereas** PRPD recognizes the need to continue education regarding fuels reduction. Whereas PRPD and BCFSC share a common interest in reducing fire hazardous fuels and providing public benefit of fire safety, through a recreational approach.

**Now, therefore,** for good and valuable consideration, the receipt and sufficiency of which is hereby stipulated, the parties agree as follows:

PRPD will co-host a yearly grazing festival and will allow the BCFSC access to the Terry Ashe Recreation Center (Skyway), Paradise Community Park (Black Olive Dr) and Moore Park (Moore Rd) facilities in Paradise, CA to coordinate an annual Grazing Festival.

**PRPD** takes responsibility for being the lead agency through the following tasks:

1. Take lead on appropriate steps for organizing the event; promotion, securing vendors, booth setup, and any other required items.
2. Offer the Terry Ashe Recreation Center and Moore Park facilities as the site of the festival, with morning access to Paradise Community Park on Black Olive on Saturday to walk with goats to Terry Ashe Recreation Center.
3. Provide staffing for the event and coordinate vendors.
4. Work with BCFSC and its contractor's equipment to ensure necessary space is available

**BCFSC** takes responsibility as the partnering organization through the following tasks.

1. Holding monthly meetings via zoom or in person as allowed to finalize content, take input from the Grazing Committee and oversee the general event calendar.
2. Organizing and enlisting grazing and other fuels reduction vendors to bring animals and other tools to the sites as applicable
3. Social media and digital promotion via BCFSC Website, Facebook, Instagram, and other available platforms.
4. Lead activities, fundraising/donation efforts and vendor procurement.
5. Coordinate school field trips for the Friday of event weekend to Moore Park area to further promote attendance at Sat/Sun event at all locations.

**Project Description: "Paradise Grazing Festival"** will be a three-day event in Paradise highlighting grazing as a method of fuels reduction; inclusion of vendors highlighting ecology, vegetation, fiber arts, education about Goats (and sheep) as grazing animals as well as the full life cycle including uses for wool/animal hair, meat, milk and other related items. 2022 dates are proposed as June 10, 11 and 12. All three days at Moore Park (main location for animal pens, fuels reduction tools); Saturday only – "walking of

2022 Grazing Festival MOU PRPD/BCFSC

the goats” from Paradise Community Park to TARC, and Saturday/Sunday at Terry Ashe Recreation Center – fair event similar in style to Gold Nugget Days, Johnny Appleseed Days with vendor booths, food, drinks, activities. Dates subject to change per creator, COVID guidance etc.

**Throughout** this agreement BCFSC and PRPD acknowledge their individual responsibilities and agree to provide the following services necessary to host an annual Grazing Festival.

**Project Goal:**

1. Raise awareness and provide education to the local and surrounding communities about grazing as a method of fuels reduction by way of a family-oriented weekend event.
2. Cost sharing – PRPD to offer the facility locations at no cost to BCFSC, with fundraising revenue split between the two organizations at the rate of 50/50 (PRPD/BCFSC) with the primary goals being to support PRPD and BCFSC future grazing work.
3. Improve awareness of alternative fuels reduction by way of livestock
4. Continue efforts to build an annual grazing festival into the community.

**Term:** The term of this MOU is to December 31<sup>st</sup>, 2022.

**Whole Agreement:** This MOU constitutes the entire agreement between the contracting parties concerning the subject matter hereof. All prior agreements, discussions, representations, warranties, and covenants are merged herein. There are no warranties, representations, covenants, or agreements, expressed or implied, between the parties except those expressly set forth in this MOU.

**Amendments:** This MOU may be amended with the written approval of BCFSC and PRPD.

**Cancellation:** either party, upon the giving of thirty (30) day's advance written notice may cancel this MOU.

Butte County Fire Safe Council:

Authorized Representative:     Darrel Wilson    

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

Paradise Park and Recreation District:

Authorized Representative:     Dan Efseaff    

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

## District Report

Meeting Date: March 9, 2022



DATE: 3/2/2022  
 TO: PRPD Board of Directors (BOD)  
 FROM: Dan Efseaff, District Manager  
 SUBJECT: Monthly District Report

## Monthly Report

### 1. Updates

- a. Trails Update – In February staff met with US Forrest Service staff to consider requirements for trails planning across USFS lands included in the 20-mile loop Upper Ridge trails plan.

### 2. Administrative and Visitor Services

- a. Magalia Community Park – In February 2022, Director McGreehan and staff met with two members of the Magalia Community Park Board to discuss opportunities for collaboration and share organizational updates.

### 3. Finance

- a. Routine Reports – Balance Sheet (Attachment A), Year to Date (YTD) Profit & Loss Budget vs. Actual (Attachment B), Monthly Profit & Loss (Attachment C), and Recovery Project for the Fiscal Year (Attachment D),
- i. There is no Investment & Reserve Report this month.
  - ii. PG&E – Since 11/9/19 to 1/31/22, PG&E was not charging PRPD for the electricity at the Paradise Pool. This was discovered in January 2022. They corrected the mistake and charged PRPD for back payment for use.
- b. Impact Fees - For the month of February, impact fees will be updated in the March board report.
- c. Investments –
- i. Five Star Bank Interest deposits: will be updated in the March board report.
- d. Updates
- i. The finance reports are dated as of February 25 and will be updated in the March board report. The District Accountant was out of the office from February 24<sup>th</sup> to March 7<sup>th</sup> and created the reports before she left.

### 4. Parks

- a. TARC- crews have finished installing the last two new trash/recycle bins, that were on Luthran Dr. (**Figure 4**).
- b. Moore Rd.-Ballfield #2 (large field) had the turf renovator run on it and has been reseeded. We are looking forward to having a full schedule of games this season (**Figure 5**).
- c. Horse Arena- the railing around the horse arena is near completion. Just in time for Spring events.
- d. Lakeridge Park- The footings for the sign at Lakeridge Park are installed. The Paradise Eagle Scouts have shown entrance in building the sign. I'll keep you updated.
- e. Billie Park- crews have been busy rebuilding the irrigation system (destroyed by the Campfire) at Bille Park, along Bille road, the drip system will be used to irrigate the trees that will be planted along Bille Rd, replacing the many that were lost to the Campfire.
- f. Aquatic Park- I saved the bad news for last. We have had severe vandalization occurring at Aquatic Park, including a lot of Graffiti and the pump shed door was broken into (**Figure 7**). The Paradise Junior High had \$30,000 worth of vandalism in January, so this seems to be an increasing, community-wide vandalism spree. It has been frustrating to witness first-hand, the damaged caused. District maintenance staff take great pride in keeping our residents' parks well cared for, clean, safe, and beautiful so it's hurt morale for staff. Maintenance staff have worked so hard to help rebuild our town, and to have persons destroy it, is literally sickening. I'm working with the Paradise Police Department and local residents near the park, to hopefully identify those involved.

## 5. Programs

- a. Gold Nugget Craft Faire – PRPD is currently taking registration for craft and food vendors for the 2022 Gold Nugget Craft Faire scheduled for April 23<sup>rd</sup> and 24<sup>th</sup>. There are 35 registered vendors so far. People seem excited with the faire going back to a two-day format and the benefit of the parade happening Saturday on Skyway.
- b. Kid's Fishing Day – Staff has begun regular meetings for the planning of the 2022 Kid's Fishing Day to take place at Paradise Lake on April 30. PRPD is happy to be receiving our full allotment of 7,000 pounds of trout from the CA Department of Fish and Wildlife to be delivered in two shipments. This is in addition to fish we will be purchasing with money received from the Butte County Fish and Game Commission grant. These fish plants not only help the fishing event, but also help to sustain fishing at Paradise Lake throughout the year.
- c. Baseball – The Moore Road Ball Park large field has been busy with local youth baseball teams renting the field for practices and games. Youth teams will continue to use the field until the pitching mound is removed for adult softball play in early June.
- d. Spring/Summer Activity Guide – Staff has been busy lining up of the programming for the spring and summer activity guide due out in March. We are excited to be offering some new events, classes, sports, and activities in addition to traditional programs we have offered in the past.

## 6. Outreach and Development

- a. Concow Site Tour with North Valley Community Foundation – On Friday February 25<sup>th</sup> staff met with representatives of the North Valley Community Foundation (NVCF), Butte Strong Fund (BSF), Yankee Hill Firesafe Council, Golden Feather School District, From the Ground Up, and the Konkow Valley Band Maidu. The group visited several sites including the Concow School facility, the Concow campground, Firesafe Council fuels reduction sites, and the Concow pool. Staff appreciated the NVCF and BSF for including District staff on the site tour to keep up-to-date on local initiatives and assess where the District can support and collaborate on initiatives that align with District goals in serving our residents of Concow and Yankee Hill.
- b. Volunteer Program
  - i. Break a Difference: Staff has collaborated with Break A Difference to get volunteer support for wildfire recovery and fuel reduction in January and March 2022. Due to COVID concerns and traveling the group has decided to cancel their March alternative break and will reconnect for 2023 alternative breaks. Break A Difference has expressed interest in volunteering in Paradise for years to come.
  - ii. Belmont Hill School: Through volunteer networks (Hope Crisis Response Network) the District was referred a group of youth volunteers to help with fuel reduction and invasive plant removal at Paradise Lake. They will also help with Lakeridge clean up. Staff is collaborating with Belmont Hill School arriving from Boston, Massachusetts to align volunteer support for a full week March 14<sup>th</sup> – 18<sup>th</sup>, 2022. Maintenance staff is stepping up to lead volunteers out in the field day of.
  - iii. Paradise Lake: AmeriCorps, and Ridgeview Rangers assisted staff at Paradise Lake with fuel reduction, trail work, and invasive plant removal during the month of February coming out once a week for a full day (**Figures 9-12**). Community members also joined in a volunteer day to pull broom.
    - a) Mile marker project: Staff along with the assistance of a volunteer are working to redo mile markers on Paradise Lake Trail. Currently staff is working on the metal number plaques that will include every quarter mile mark (mi/km), PRPD logo, and trail name.
  - iv. Planting the Ridge: Community tree planting April 22, 23, 24 at Bille Park and Moore Road Ball Park from 11am – 4pm. We will start planting Earth Day and plant into the weekend. Staff is recruiting local youth groups (Boys and girls, Ridgeview Rangers, girl scouts, Paradise 4-H, and high school leadership) to get kids outside interacting with nature, but of course everyone is welcome.
  - v. Coutolenc Camp: Fuel reduction and clean up of slash is continuing. Chip and burn piles will be used to reduce fuels as needed. Community members from Paradise and property neighbors have helped staff with prep work and construct of burn/chip piles. Next volunteer day is scheduled for March 5<sup>th</sup>, 2022 from 10am – 1pm.
  - vi. Kids Fishing day 2022: Staff is collaborating with recreation events to provide volunteer assistance at this year's kids fishing day. Last year, community volunteers from paradise and Magalia helped and this year we are looking to launch it off even better with volunteer support. Staff has been in contact with Paradise Bass Club.
  - vii. Total number of Volunteer Hours to Date (VHD) – 2,465.86 Last report of VHD – 2,282.36
    1. Paradise Lake: 1,267.76
    2. Bille: 302
    3. Noble: 73



- 4. Lakeridge: 72
- 5. Crain Memorial Park: 379.1
- 6. Terry Ashe Recreation Center: 274
- 7. Aquatic Park: 30
- 8. Moore Road Ball Park: 21
- 9. Coutolenc: 22.5
- 10. Centerville: 24.5

**7. Projects and Project Development**

- a. State Park Program Grant Agreement – Staff are still awaiting the State Park Program grant agreement for development of Lakeridge Park. Staff met with Landscape Architects from the Melton Design Group to develop a timeline for the project and look forward to sharing refined conceptual design plans with the public at the June 4, 2022 ceremonial ground breaking.

**8. Upcoming**

- a. April 9, 2022 – Easter Fun Day

**Dashboard**

The dashboard provides a snap-shot of district activities to show program participation, rentals, financial information, and revenue goals status. This month’s dashboard shows Park Density Maps.

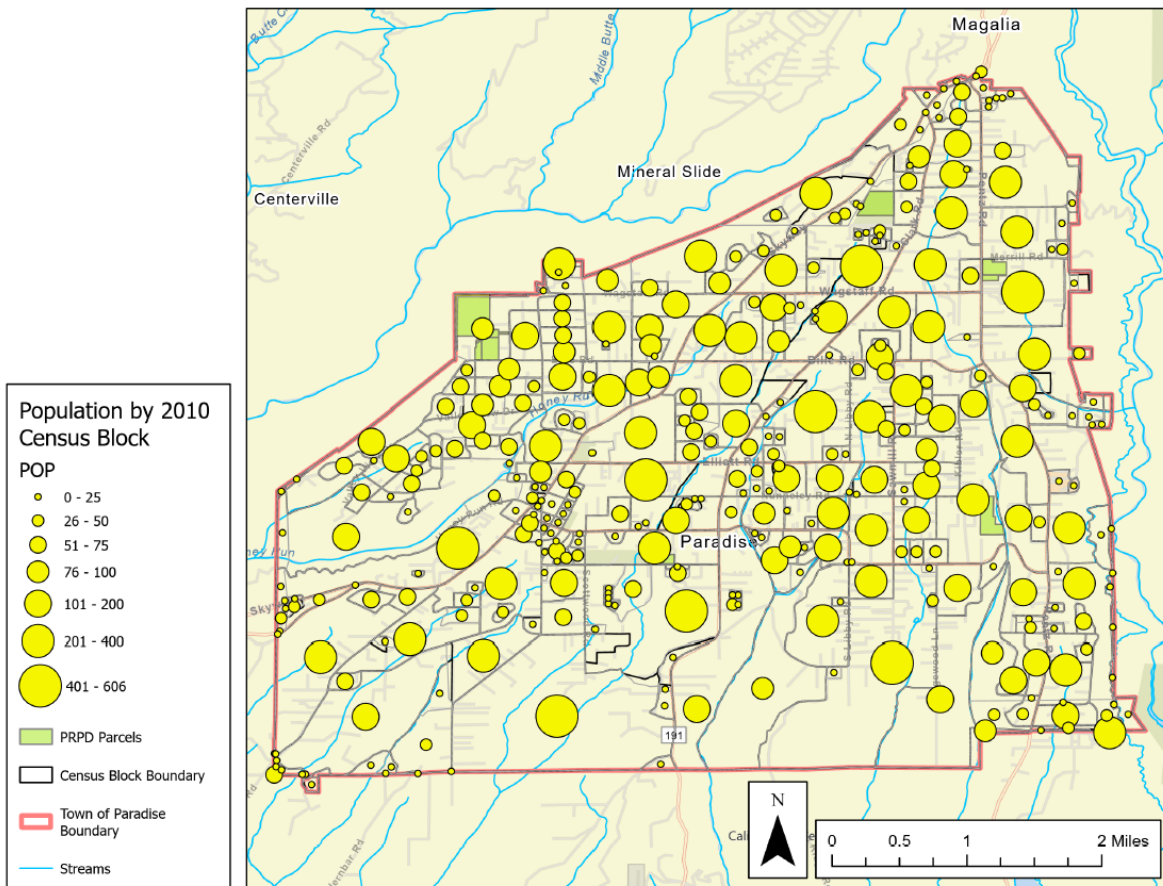


Figure 1. 2010 Population Cluster by Census Block.



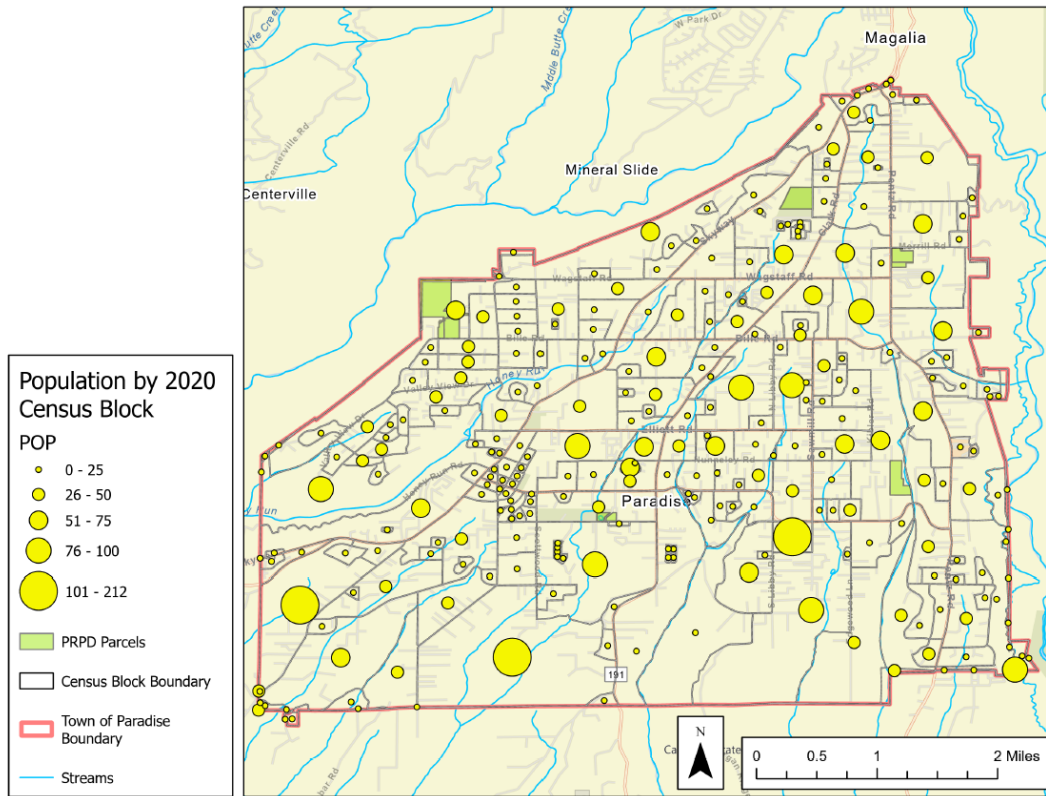


Figure 2. 2020 Population by Census Block.

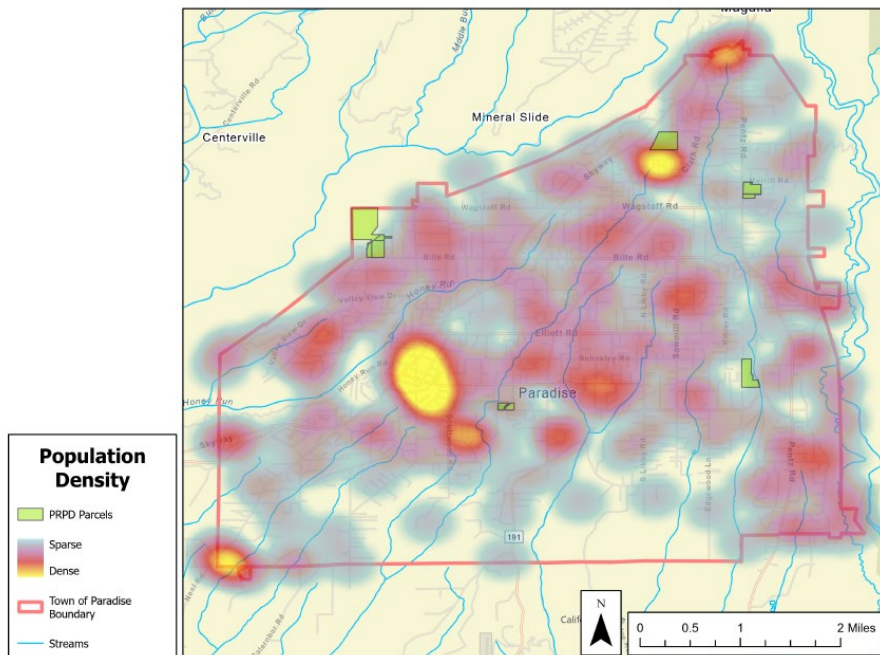


Figure 3. 2020 Population Density.

### Photographs





Figure 4. New Trash/Recycle Bin at TARC.



Figure 5. Turf renovator at work on the baseball field.



Figure 6. Footings for sign at Lakeridge Park.



Figure 7. Damaged pump house door at Aquatic Park.



*Figure 8. The Tiny Tots program had a surprise visit when one of the families brought two baby goats to share.*





Figure 9. Paradise Lake – Invasive plant removal. Community members and AmeriCorps volunteers.



Figure 10. Paradise Lake – Fuel Reduction. Ridge Rangers and AmeriCorps after a day of trail work.



Figure 11. Paradise Lake - Trail Work. Staff providing education on plant ID, cutting techniques, and tool use/safety.



Figure 12. Volunteers taking a moment to enjoy the beauty of Paradise Lake.

**Attachments:**

- A. Balance Sheet
- B. YTD Profit & Loss Budget vs. Actual
- C. Monthly Profit & Loss
- D. Recovery Project for the Fiscal Year

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3/2/2022

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Accrual Basis

**PRPD**  
**Balance Sheet**  
As of February 25, 2022

	Feb 25, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Mechanics Bank - Operating	212,156.92
1003 · Five Star Bank - Payroll	24,584.60
1005 · Petty Cash	300.00
1008 · North Valley Community Found	2,414.77
1010 · Treasury Cash - 2510	
1011 · General Operating	-745,551.22
1012 · ACO Reserve	606,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
<b>Total 1010 · Treasury Cash - 2510</b>	<b>-134,851.22</b>
<b>1030 · Investments</b>	
1031 · Five Star Bank Money Market	2,557,519.64
1032 · Five Star Bank Grant M. M.	215,887.51
1033 · Investment Reserves	
1033.02 · Capital Improvement & Acquisit	9,606,328.58
1033.03 · Current Operations	8,017,286.96
1033.04 · Desig Proj/Sp Use/Grant Match	751,620.65
1033.05 · Future Operations	18,790,516.33
1033.06 · Technology	150,324.13
1033.07 · Vehicle Fleet & Equipment	751,620.65
<b>Total 1033 · Investment Reserves</b>	<b>38,067,697.30</b>
<b>Total 1030 · Investments</b>	<b>40,841,104.45</b>
<b>1100 · Designated Treasury Funds</b>	
1112 · Grosso Endowment-2512	54,619.72
1113 · Grosso Scholarship-2513	5,489.54
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	81,063.83
1114-14 · General Donations	9,287.80
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
<b>Total 1114-4 · Sports Equipment Donations</b>	<b>773.60</b>
1114-5 · Pam Young Fund	1,000.00
1114-6 · Easter Egg Scholarships	4,593.61
1114-7 · Child-Youth Scholarships	10.00
1114-8 · McGreehan Children's Schlshp	973.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	223.24
<b>Total 1114 · Designated Donations-2514</b>	<b>110,969.76</b>
<b>Total 1100 · Designated Treasury Funds</b>	<b>171,079.02</b>
<b>1119 · Impact Fees</b>	
1120 · Sub Div Fees - 2520	8,236.81
1121 · Park Acqui Unincorp - 2521	37,696.46
1122 · Park Dev Unincorp - 2522	135,336.96
1124 · District Fac Unincorp - 2524	54,226.46
1126 · Park Acqui Incorp - 2526	166,674.29
1127 · Park Dev Incorp - 2527	491,132.81
1128 · District Fac Incorp - 2528	99,340.78

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Accrual Basis

**PRPD**  
**Balance Sheet**  
As of February 25, 2022

	Feb 25, 22
Total 1119 · Impact Fees	992,644.57
Total Checking/Savings	42,109,433.11
<b>Other Current Assets</b>	
1310 · Miscellaneous Receivables	20,504.10
1400 · Interest Receivable	
1410 · Interest Receivable	2,786.80
1413 · Interest Receivable - 2513	222.58
1420 · Interest Receivable - 2520	2,452.18
Total 1400 · Interest Receivable	5,461.56
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	13,599.33
1512 · FMV Adjustment-2512	2,420.78
1513 · FMV Adjustment-2513	11,997.91
1500 · FMV Adjustments - Other	1,978.92
Total 1500 · FMV Adjustments	29,996.94
Total Other Current Assets	55,962.60
Total Current Assets	42,165,395.71
<b>Fixed Assets</b>	
1710 · Land	750,088.53
1720 · Buildings	5,741,888.45
1730 · Furn., Fixtures & Equip (>\$5k)	1,114,013.81
1798 · Accum Depr - Furn Fixture Equip	-276,237.45
1799 · Accum Depr - Buildings	-4,241,039.94
1800 · Construction in Progress	
1810 · CIP-Planning	
1810.1 · CIP-BSF Park Planning	157,272.27
Total 1810 · CIP-Planning	157,272.27
1820 · CIP-Acquisition	
1820.1 · Oak & Noble Acquisition (SNC)	18,571.50
1820.2 · Buffer (TNC)	25,503.20
Total 1820 · CIP-Acquisition	44,074.70
1830 · CIP-Development	
1830.1 · CIP-Aquatic Park Lighting	580.01
1830.2 · CIP-State Park Grant (SPPG)	132.17
Total 1830 · CIP-Development	712.18
1840 · CIP-Facility & Park Amenities	
1840.1 · CIP-Paradise Pool Swim Blocks	1,247.17
1840.2 · CIP-Cal Recycle	192,566.52
1840.4 · CIP-RTGGP Trails Grant	2,262.25
1840.5 · Existing Park Improvements	17,204.40
Total 1840 · CIP-Facility & Park Amenities	213,280.34
Total 1800 · Construction in Progress	415,339.49
Total Fixed Assets	3,504,052.89
<b>Other Assets</b>	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	164,084.00
Total Other Assets	464,406.00
<b>TOTAL ASSETS</b>	<b>46,133,854.60</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	



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02/23/22

Accrual Basis

**PRPD**  
**Balance Sheet**  
As of February 25, 2022

	Feb 25, 22
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	-156.43
<b>Total Accounts Payable</b>	-156.43
<b>Other Current Liabilities</b>	
<b>2100 · Payroll Liabilities</b>	
2120 · Payroll Taxes Payable	-11,049.94
2130 · Health Benefits Payable	-5,377.90
2140 · FSA payable	-754.12
2170 · CalPers Payable	24,969.41
2180 · Garnishments payable	-2.50
2190 · Accrued Leave Payable	
2192 · Sick leave payable	13,125.81
2193 · Vacation leave payable	31,148.82
<b>Total 2190 · Accrued Leave Payable</b>	44,274.63
<b>Total 2100 · Payroll Liabilities</b>	52,059.58
<b>2300 · Deposits - refundable</b>	1,000.00
<b>2400 · Deferred Revenue</b>	
2430 · Deferred Inflow - Pension	40,310.00
2440 · Deferred CIP Revenue	200,000.00
<b>Total 2400 · Deferred Revenue</b>	240,310.00
<b>Total Other Current Liabilities</b>	293,369.58
<b>Total Current Liabilities</b>	293,213.15
<b>Long Term Liabilities</b>	
2700 · FEMA Community Disaster Loan	59,909.00
2805 · CalPers Pension Liability	419,464.00
2806 · OPEB Liability	391,761.00
<b>Total Long Term Liabilities</b>	871,134.00
<b>Total Liabilities</b>	1,164,347.15
<b>Equity</b>	
2030 · Designated for Petty Cash	300.00
<b>3000 · General Fund Balances-2510</b>	
3010 · General Fund Available	291,149.99
3030 · General Reserve	3,000.00
3050 · Designated Captial Outlay	606,700.00
<b>Total 3000 · General Fund Balances-2510</b>	900,849.99
3100 · Net of Capital Investments	2,646,058.58
<b>3200 · Designated Fund Balances</b>	
3212 · Grosso Endowment-2512	54,619.72
3213 · Grosso Scholarship-2513	4,926.80
3214 · Donations - 2514	74,766.17
3220 · Impact Fees	790,446.35
<b>Total 3200 · Designated Fund Balances</b>	924,759.04
3280 · Invest. in General Fixed Assets	-140,627.23
3900 · Retained Earnings	40,912,939.92
3999 · Opening Balance Equity	-354,580.80
Net Income	79,807.95
<b>Total Equity</b>	44,969,507.45
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>46,133,854.60</b>

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PRPD

## Profit &amp; Loss Budget vs. Actual

02/23/22

July 1, 2021 through February 25, 2022

Accrual Basis

	Jul 1, '21 - Fe...	Budget	\$ Over Budget	% of Bu...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Tax Revenue	497,954.36	718,000.00	-220,045.64	69.4%
4200 · Impact Fee revenue	91,249.79	120,000.00	-28,750.21	76.0%
4300 · Program Income	194,565.03	206,500.00	-11,934.97	94.2%
4350 · Concession & Merchandise sales	0.00	2,100.00	-2,100.00	0.0%
4400 · Donation & Fundraising Income	71,377.66	55,300.00	16,077.66	129.1%
4401 · Scholarships Granted	0.00	0.00	0.00	0.0%
4500 · Grant Income	519,259.22	642,000.00	-122,740.78	80.9%
4600 · Other Revenue	504,323.91	405,500.00	98,823.91	124.4%
4900 · Interest Income	47,378.68	251,900.00	-204,521.32	18.8%
<b>Total Income</b>	<b>1,926,108.65</b>	<b>2,401,300.00</b>	<b>-475,191.35</b>	<b>80.2%</b>
<b>Cost of Goods Sold</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>1,926,108.65</b>	<b>2,401,300.00</b>	<b>-475,191.35</b>	<b>80.2%</b>
<b>Expense</b>				
5000 · Payroll Expenses				
5010 · Wages & Salaries	933,311.00	1,220,400.00	-287,089.00	76.5%
5020 · Employer Taxes	71,838.43	61,800.00	10,038.43	116.2%
5030 · Employee Benefits				
5030.1 · Retired Health Premium Employer	9,606.13	0.00	9,606.13	100.0%
5030.2 · Admin Fee for Active	245.92	0.00	245.92	100.0%
5030.3 · Admin Fee for Retired	453.44	0.00	453.44	100.0%
5030 · Employee Benefits - Other	174,499.88	257,100.00	-82,600.12	67.9%
<b>Total 5030 · Employee Benefits</b>	<b>184,805.37</b>	<b>257,100.00</b>	<b>-72,294.63</b>	<b>71.9%</b>
5040 · Workers Comp Expense	25,440.79	56,700.00	-31,259.21	44.9%
5050 · Accrued Leave	0.00	0.00	0.00	0.0%
5060 · Other Personnel Costs	11,197.07	15,800.00	-4,602.93	70.9%
5070 · (Subsidized Personnel Costs)	0.00	0.00	0.00	0.0%
5000 · Payroll Expenses - Other	8,800.06	0.00	8,800.06	100.0%
<b>Total 5000 · Payroll Expenses</b>	<b>1,235,392.72</b>	<b>1,611,800.00</b>	<b>-376,407.28</b>	<b>76.6%</b>
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	425.96	6,900.00	-6,474.04	6.2%
5120 · Program Contract Labor	878.00	6,500.00	-5,622.00	13.5%
5130 · Program Supplies	22,176.47	27,700.00	-5,523.53	80.1%
5100 · Program Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 5100 · Program Expenses</b>	<b>23,480.43</b>	<b>41,100.00</b>	<b>-17,619.57</b>	<b>57.1%</b>
5140 · Fundraising Expense	0.00	18,200.00	-18,200.00	0.0%
5200 · Advertising & Promotion	8,120.06	11,200.00	-3,079.94	72.5%
5210 · Bad Debt	0.00	0.00	0.00	0.0%
5220 · Bank & Merchant Fees	3,111.19	5,200.00	-2,088.81	59.8%
5230 · Contributions to Others	2,500.00	25,600.00	-23,100.00	9.8%
5240 · Copying & Printing	4,229.22	7,100.00	-2,870.78	59.6%
5250 · Depreciation	0.00	0.00	0.00	0.0%
5260 · Dues, Mbrshps, Subscr, & Pubs	12,148.21	32,600.00	-20,451.79	37.3%
5270 · Education, Training & Staff Dev	4,766.38	8,500.00	-3,733.62	56.1%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	11,481.83	10,300.00	1,181.83	111.5%
5284 · Program ET&F	61.12	10,300.00	-10,238.88	0.6%
5286 · Small Tools & Equipment	14,387.81	21,200.00	-6,812.19	67.9%
5280 · Equip., Tools & Furn (<\$5k) - Other	0.00	0.00	0.00	0.0%
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<b>25,930.76</b>	<b>41,800.00</b>	<b>-15,869.24</b>	<b>62.0%</b>
5290 · Equipment Rental	105,731.47	94,900.00	10,831.47	111.4%
5300 · Insurance	80,848.00	76,400.00	4,448.00	105.8%
5310 · Interest Expense	212.41	1,100.00	-887.59	19.3%
5320 · Miscellaneous Expense	0.00	300.00	-300.00	0.0%
5330 · Professional & Outside services				
5332 · Accounting	10,092.24	44,800.00	-34,707.76	22.5%



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## PRPD

## Profit &amp; Loss Budget vs. Actual

July 1, 2021 through February 25, 2022

02/23/22

Accrual Basis

	Jul 1, '21 - Fe...	Budget	\$ Over Budget	% of Bu...
5334 · Legal	8,862.80	25,800.00	-16,937.20	34.4%
5336 · Engineering	24.29	203,000.00	-202,975.71	0.0%
5338 · Other Prof. & Outside Labor	48,679.64	365,000.00	-316,320.36	13.3%
5330 · Professional & Outside services - Other	217.18	0.00	217.18	100.0%
<b>Total 5330 · Professional &amp; Outside services</b>	<b>67,876.15</b>	<b>638,600.00</b>	<b>-570,723.85</b>	<b>10.6%</b>
5340 · Postage & Delivery	1,431.82	2,000.00	-568.18	71.6%
5350 · Rent-Facility use fees	2,548.50	7,800.00	-5,251.50	32.7%
5360 · Repair & Maintenance				
5361 · Building R&M	1,749.05	24,000.00	-22,250.95	7.3%
5362 · Equipment R&M	4,417.85	19,000.00	-14,582.15	23.3%
5363 · General R&M	6,354.63	21,000.00	-14,645.37	30.3%
5364 · Grounds R&M	26,411.08	57,000.00	-30,588.92	46.3%
5365 · Pool R&M	23,895.27	19,000.00	4,895.27	125.8%
5366 · Vehicle R&M	1,933.84	11,000.00	-9,066.16	17.6%
5367 · Janitorial	6,018.93	11,000.00	-4,981.07	54.7%
5368 · Security	1,553.72	7,000.00	-5,446.28	22.2%
5369 · Vandalism	1,768.46	1,000.00	768.46	176.8%
5360 · Repair & Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>74,102.83</b>	<b>170,000.00</b>	<b>-95,897.17</b>	<b>43.6%</b>
5370 · Supplies - Consumable				
5372 · Office Supplies	8,004.70	12,900.00	-4,895.30	62.1%
5374 · Safety & staff supplies	8,362.39	16,500.00	-8,137.61	50.7%
5370 · Supplies - Consumable - Other	0.00	0.00	0.00	0.0%
<b>Total 5370 · Supplies - Consumable</b>	<b>16,367.09</b>	<b>29,400.00</b>	<b>-13,032.91</b>	<b>55.7%</b>
5380 · Taxes, Lic., Notices & Permits	5,732.03	4,200.00	1,532.03	136.5%
5390 · Telephone & Internet	11,021.34	24,800.00	-13,778.66	44.4%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	4,597.92	9,000.00	-4,402.08	51.1%
5404 · Fuel	19,329.48	16,800.00	2,529.48	115.1%
5406 · Meals	4,128.47	5,000.00	-871.53	82.6%
5408 · Mileage & Auto Allowance	575.68	8,900.00	-8,324.32	6.5%
5400 · Transportation, Meals & Travel - Other	0.00	0.00	0.00	0.0%
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>28,631.55</b>	<b>39,700.00</b>	<b>-11,068.45</b>	<b>72.1%</b>
5410 · Utilities				
5412 · Electric & Gas	109,662.50	60,900.00	48,762.50	180.1%
5414 · Water	15,601.51	24,200.00	-8,598.49	64.5%
5416 · Garbage	6,854.53	15,200.00	-8,345.47	45.1%
5410 · Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total 5410 · Utilities</b>	<b>132,118.54</b>	<b>100,300.00</b>	<b>31,818.54</b>	<b>131.7%</b>
9500 · Fair Value Adjustment Exp	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,846,300.70</b>	<b>2,992,600.00</b>	<b>-1,146,299.30</b>	<b>61.7%</b>
<b>Net Ordinary Income</b>	<b>79,807.95</b>	<b>-591,300.00</b>	<b>671,107.95</b>	<b>-13.5%</b>
<b>Other Income/Expense</b>				
Other Income	0.00	0.00	0.00	0.0%
Other Expense	0.00	0.00	0.00	0.0%
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>79,807.95</b>	<b>-591,300.00</b>	<b>671,107.95</b>	<b>-13.5%</b>

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Accrual Basis

**PRPD**  
**Profit & Loss**  
**February 1 - 25, 2022**

	<u>Feb 1 - 25, 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4200 · Impact Fee revenue	4,751.08
4300 · Program Income	5,476.00
4400 · Donation & Fundraising Income	30.25
<b>Total Income</b>	<u>10,257.33</u>
<b>Gross Profit</b>	10,257.33
<b>Expense</b>	
<b>5000 · Payroll Expenses</b>	
5010 · Wages & Salaries	94,116.91
5020 · Employer Taxes	7,245.73
<b>5030 · Employee Benefits</b>	
5030.1 · Retired Health Premium Employer	1,275.94
5030.2 · Admin Fee for Active	33.85
5030.3 · Admin Fee for Retired	9.75
5030 · Employee Benefits - Other	20,066.71
<b>Total 5030 · Employee Benefits</b>	<u>21,386.25</u>
5040 · Workers Comp Expense	0.00
5060 · Other Personnel Costs	72.00
5000 · Payroll Expenses - Other	4,573.66
<b>Total 5000 · Payroll Expenses</b>	<u>127,394.55</u>
<b>5100 · Program Expenses</b>	
5120 · Program Contract Labor	378.00
5130 · Program Supplies	783.77
<b>Total 5100 · Program Expenses</b>	<u>1,161.77</u>
<b>5200 · Advertising &amp; Promotion</b>	360.00
5220 · Bank & Merchant Fees	-718.22
5240 · Copying & Printing	305.07
5260 · Dues, Mbrshps, Subscr, & Pubs	584.96
5270 · Education, Training & Staff Dev	4,676.98
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	9,909.10
5286 · Small Tools & Equipment	967.79
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<u>10,876.89</u>
5290 · Equipment Rental	5,479.04
<b>5330 · Professional &amp; Outside services</b>	
5338 · Other Prof. & Outside Labor	6,580.25
<b>Total 5330 · Professional &amp; Outside services</b>	<u>6,580.25</u>
5340 · Postage & Delivery	174.00
<b>5360 · Repair &amp; Maintenance</b>	
5361 · Building R&M	1,436.61
5362 · Equipment R&M	14.06
5363 · General R&M	1,165.10
5364 · Grounds R&M	2,348.71
5366 · Vehicle R&M	538.75
5367 · Janitorial	626.91
5368 · Security	172.21
5369 · Vandalism	40.73
<b>Total 5360 · Repair &amp; Maintenance</b>	<u>6,343.08</u>
<b>5370 · Supplies - Consumable</b>	
5372 · Office Supplies	359.26
5374 · Safety & staff supplies	231.93
<b>Total 5370 · Supplies - Consumable</b>	<u>591.19</u>

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Accrual Basis

**PRPD**  
**Profit & Loss**  
February 1 - 25, 2022

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	Feb 1 - 25, 22
5380 · Taxes, Lic., Notices & Permits	555.00
5390 · Telephone & Internet	1,028.82
5400 · Transportation, Meals & Travel	
5404 · Fuel	2,094.70
5406 · Meals	209.38
	2,304.08
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>2,304.08</b>
5410 · Utilities	
5412 · Electric & Gas	60,595.89
5414 · Water	1,610.08
5416 · Garbage	1,105.09
	63,311.06
<b>Total 5410 · Utilities</b>	<b>63,311.06</b>
<b>Total Expense</b>	<b>231,008.52</b>
<b>Net Ordinary Income</b>	<b>-220,751.19</b>
<b>Net Income</b>	<b>-220,751.19</b>

**PRPD**  
**Recovery Project**  
 July 1, 2021 through February 25, 2022

	<b>Total Recovery Project</b>
<b>Ordinary Income/Expense</b>	
<b>Expense</b>	
<b>5000 · Payroll Expenses</b>	
5010 · Wages & Salaries	502.36
5020 · Employer Taxes	41.36
5030 · Employee Benefits	96.51
<b>Total 5000 · Payroll Expenses</b>	640.23
<b>5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	
5286 · Small Tools & Equipment	4,555.07
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	4,555.07
<b>5290 · Equipment Rental</b>	5,379.70
<b>5330 · Professional &amp; Outside services</b>	
5338 · Other Prof. & Outside Labor	1,274.20
5330 · Professional & Outside services - Other	217.18
<b>Total 5330 · Professional &amp; Outside services</b>	1,491.38
<b>5360 · Repair &amp; Maintenance</b>	
5362 · Equipment R&M	185.51
5363 · General R&M	552.50
5364 · Grounds R&M	7,499.41
<b>Total 5360 · Repair &amp; Maintenance</b>	8,237.42
<b>5370 · Supplies - Consumable</b>	
5374 · Safety & staff supplies	276.33
<b>Total 5370 · Supplies - Consumable</b>	276.33
<b>5390 · Telephone &amp; Internet</b>	181.28
<b>Total Expense</b>	20,761.41
<b>Net Ordinary Income</b>	-20,761.41
<b>Net Income</b>	<b>-20,761.41</b>