



**Paradise Recreation and Park District
Board of Directors - Regular Meeting**
Terry Ashe Recreation Center, Room C
Wednesday, June 10, 2020, 6:00 pm

Special Notice:

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, the Paradise Recreation and Park District will be closing the May 13, 2020 Board of Directors Meeting to members of the public and non-essential District staff.

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to squigley@paradisepprd.com before 1:00 p.m. on Wednesday, June 10, 2020 and they will be read into the record.

Please use the link to join the webinar: <https://us02web.zoom.us/j/81136399955>

Or via telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 811 3639 9955

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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: None
- 1.4. Special Presentations: Charles Brooks of Rebuild Paradise will provide a brief overview of the Paradise Welcome Sign.

2. PUBLIC COMMENT

3. CONSENT AGENDA

- 3.1. Board Minutes:
 - A. Regular Meeting Minutes of May 13, 2020
- 3.2. Correspondence: None
- 3.3. Payment of Bills/Disbursements (Warrants and Checks Report)
Check #051007 to and including #051088 in the total amount of \$92,503.24 including refunds and/or void checks reported.
- 3.4. Information Items (Acceptance only):
 - A. 2020 Paradise High School Draft Swim Pool Usage Agreement
 - B. Safety Committee Meeting Draft Minutes for May 21, 2020

4. COMMITTEE REPORTS

- 4.1 Recreation and Park Standing Committee (Rodowick/Anderson)
The Committee met on May 14, 2020 to (1) Complete inspection of key areas of the Paradise

Lake facility; and (2) Discuss and potentially recommend special event rates for the Paradise Lake facility.

A written report of this meeting will be reviewed

4.2 Personnel Standing Committee (Van Roekel/Bellefeuille)

The Committee met on May 19, 2020 to review and discuss for full Board of Directors consideration and possible approval; (1) Revised Salary Scale Schedule; (2) Revised Job Descriptions for Administrative Assistant I, II, and III; (3) District Volunteer Guidebook; and (4) Nondiscrimination Notice Under the Americans With Disabilities Act.

A written report of this meeting will be reviewed

4.3 Finance Standing Committee (McGreehan/Rodowick)

The Committee met on May 21, 2020 to review and discuss for full Board of Directors consideration and possible approval; (1) 2020-2021 Draft Budget narrative; and (2) 2020-2021 Capital Improvement Project [CIP] worksheets.

A written report of this meeting will be reviewed

4.4 Personnel Standing Committee (Van Roekel/Bellefeuille)

The Committee met on June 4, 2020 to review and discuss for full Board of Directors consideration and possible approval; (1) Revised Salary Scale Schedule; and met in Closed Session pursuant to California Government Code Section 54957 concerning the District Manager Evaluation and Employment Agreement.

Committee Members will provide an oral report

5. **REPORT**

5.1. District Report

5.2. Board Liaison Reports (Oral Reports)

6. **CLOSED SESSION** –

6.1 Pursuant to California Government Code Section 54957.6, employee salary and benefit negotiations.

6.2 Pursuant to California Government Code Section 54957, District Manager Evaluation and Employment Agreement.

7. **REPORT ON CLOSED SESSION**

8. **OLD BUSINESS**

8.1. Approve 2020-2021 Paradise Lake Fee Schedule – Staff recommends the PRPD Board of Directors approve the 2020-2021 Paradise Lake Fee Schedule, effective June 1, 2020

Recommendation: Adopt the proposed Paradise Lake Fee Structure as presented

9. **NEW BUSINESS**

9.1. Approve 2020-2021 Preliminary Budget and Set Public Hearing Date – The PRPD Board of Directors will consider adopting the 2020-2021 Preliminary Budget as presented in the Notice of Public Hearing and set a public hearing date for July 8, 2020 during the regularly scheduled Board meeting at which time the adoption of the final budget for 2020-2021 may follow the public hearing

Recommendation: Approve the 2020-2021 Preliminary Budget and set a Public Hearing Date for July 8, 2020.

9.2. Resolution #20-06-1-481 – Appropriation Limit – The PRPD Board of Directors will consider adopting Resolution #20-06-1-481 setting the District Appropriation Limit at \$2,391,164.21 for Fiscal Year 2020-2021 as presented.

Recommendation: Approve resolution as presented.

9.3. Revised Job Descriptions – Staff presents the revised Administrative Assistant I, II, III Job Descriptions for Board review and adoption.

Recommendation: Adopt the Administrative Assistant I, II and III job description as presented.

9.4. Moore Road Lighting Project – Staff is seeking BOD approval to initiate a Request for Proposal [RFP] for lighting upgrade on the small ballfield at Moore Road Ballpark.

Recommendation: Authorize the District Manager to initiate an RFP for lighting upgrade at Moore Road Ballpark.

9.5. 2020-2021 Salary and Benefit Negotiations – The PRPD Board of Directors will provide a response and possible action concerning the Employee Salary and Benefit Negotiations for Fiscal Year 2020-2021. Depending on Personnel Committee recommendations at the June 4, 2020 meeting, this item may be addressed as part of budget action.

Recommendation: Possible Action

9.6. District Manager Evaluation and Employment Amendment – The PRPD Board of Directors will conduct an evaluation of the District Manager and amendment of the Employment Agreement.

Recommendation: Complete the District Manager annual performance evaluation and approve amendment to the employment agreement.

8 BOARD COMMENT

9 ADJOURNMENT

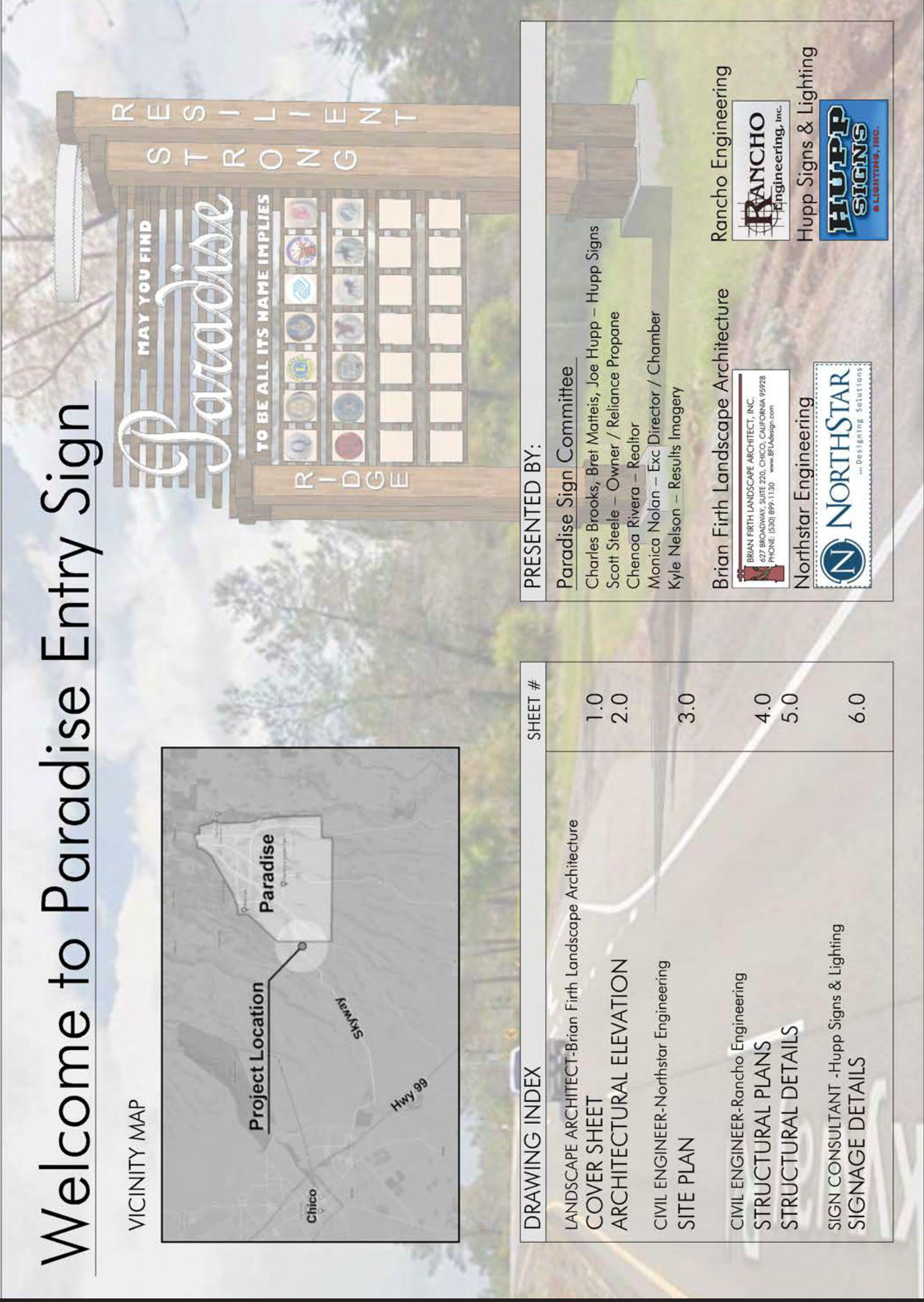
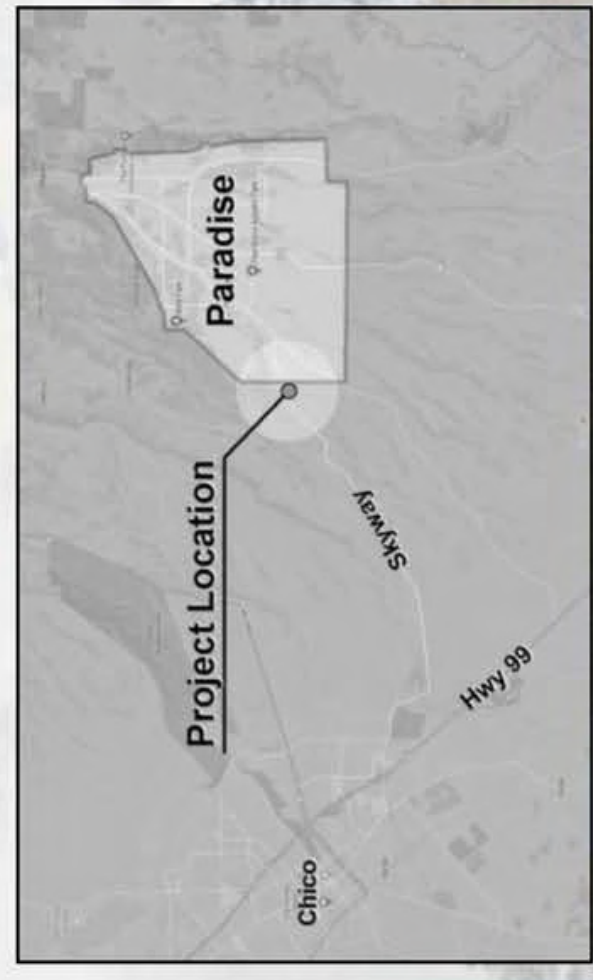
Adjourn to the next regular meeting on July 8, 2020 at 6:00 p.m., in Conference Room B, at the Terry Ashe Recreation Center (6626 Skyway, Paradise, California).



In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at 530-872-6393 or info@paradisepspd.com at least 48 hours in advance of the meeting.

Welcome to Paradise Entry Sign

VICINITY MAP



DRAWING INDEX	SHEET #
LANDSCAPE ARCHITECT-Brian Firth Landscape Architecture	1.0
COVER SHEET	2.0
ARCHITECTURAL ELEVATION	3.0
CIVIL ENGINEER-Northstar Engineering	4.0
SITE PLAN	5.0
CIVIL ENGINEER-Rancho Engineering	6.0
STRUCTURAL PLANS	
STRUCTURAL DETAILS	
SIGN CONSULTANT -Hupp Signs & Lighting	
SIGNAGE DETAILS	

PRESENTED BY:

Paradise Sign Committee
 Charles Brooks, Bret Matteis, Joe Hupp – Hupp Signs
 Scott Steele – Owner / Reliance Propane
 Chenoa Rivera – Realtor
 Monica Nolan – Exc Director / Chamber
 Kyle Nelson – Results Imagery

Brian Firth Landscape Architecture
 BRIAN FIRTH LANDSCAPE ARCHITECT, INC.
 627 BROADWAY, SUITE 220, CHICO, CALIFORNIA 95928
 PHONE: (530) 899-1130 www.BFLAdesign.com

Northstar Engineering

Rancho Engineering

Hupp Signs & Lighting

HUPP SIGNS & LIGHTING, INC.
 70 Loren Ave, Chico, CA 95928
 License #8639948

www.huppsigns.com
 SIGN DESIGN
 MANUFACTURING
 INSTALLATION & SERVICE
 THIS DESIGN IS THE EXCLUSIVE
 PROPERTY OF HUPP SIGNS AND
 CANNOT BE REPRODUCED, IN WHOLE
 OR IN PART, WITHOUT HUPP SIGNS'S
 PRIOR WRITTEN APPROVAL

SALES ASSOCIATE
 Kathy Cunningham

JOB NUMBER

CUSTOMER NAME
 PARADISE ENTRY SIGN

CUSTOMER ADDRESS

CUSTOMER PHONE#

DESIGN PHASE
 1design_

REVISED BY **DATE**
 Kathy C 5-26-2020

APPROVALS INCLUDE
 DESIGN, COLOR, SPELLING

PRINT NAME

SIGN NAME

DATE

PRINT NAME

SIGN NAME

DATE

This sign is intended to be installed in accordance with the requirements of article 800 of the national electric code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

BRIAN FIRTH LANDSCAPE ARCHITECT, INC.
 627 BROADWAY, SUITE 220, CHICO, CALIFORNIA 95928
 PHONE: (530) 899-1130
 FAX: (530) 899-1920
 www.BFLAdesign.com
 www.facebook.com/BFLAdesign



CONSULTANT

CLIENT

BUTTE COUNTY

PROJECT

PARADISE WELCOME SIGN

SHEET TITLE
 COVER SHEET

DATES
 NO DESCRIPTION DATE

PROJECT NUMBERS

MAA PROJECT # 2154
CONSULTANT PROJECT #

SHEET NUMBER

1.0

PARADISE ENTRY SIGN

SALES ASSOCIATE
 Kathy Cunningham

JOB NUMBER

CUSTOMER NAME
 PARADISE ENTRY SIGN

CUSTOMER ADDRESS

CUSTOMER PHONE#

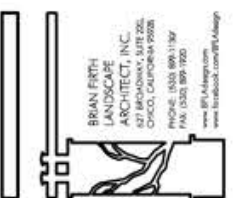
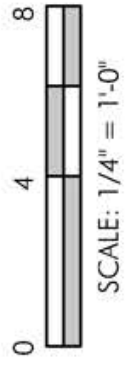
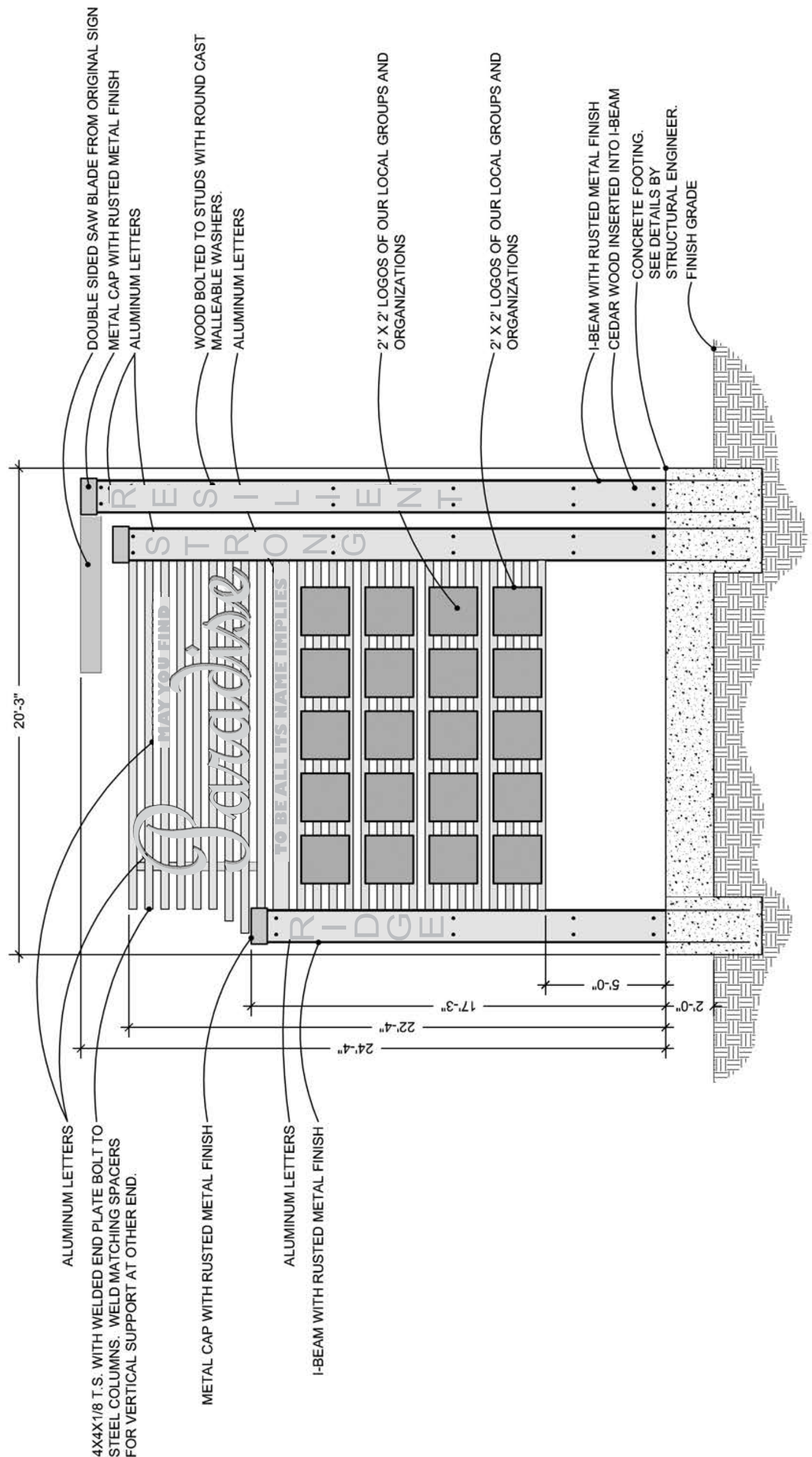
DESIGN PHASE
 1design_

REVISED BY	DATE
Kathy C	5-26-2020

APPROVALS INCLUDE
 DESIGN, COLOR, SPELLING

PRINT NAME	
SIGN NAME	
DATE	
PRINT NAME	
SIGN NAME	
DATE	

This sign is intended to be installed in accordance with the requirements of article 600 of the national electric code and/or other applicable local codes. This includes proper grounding and bonding of the sign.



LICENSE



CONSULTANT

CLIENT

BUTTE COUNTY

PROJECT

PARADISE WELCOME SIGN

SHEET TITLE
 SIGN ELEVATION

NO.	DESCRIPTION	DATE
1		

Rev Date: May 22, 2020
 Rev Time: 10:50 am

PROJECT NUMBERS

SMA PROJECT # 2188.1
 CONSULTANT PROJECT #

SHEET NUMBER

2.0

© BFA 2017 / AL 4010182020

SALES ASSOCIATE	JOE HUPP
JOB NUMBER	
CUSTOMER NAME	REBUILD PARADISE
CUSTOMER ADDRESS	
CUSTOMER PHONE#	
DESIGN PHASE	1 DESIGN
REVISED BY	KC
DATE	5-26-2020
APPROVALS INCLUDE	DESIGN, COLOR, SPELLING
CUSTOMER APPROVAL	PRINT NAME
	SIGN NAME
	DATE
HUPP STAFF APPROVAL	PRINT NAME
	SIGN NAME
	DATE

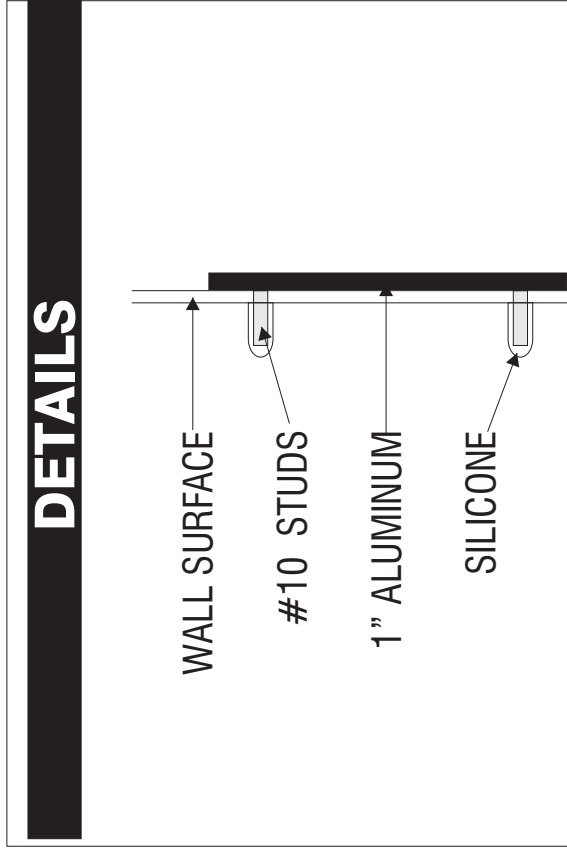
This sign is intended to be installed in accordance with the requirements of article 600 of the national electric code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

1" thick cast aluminum = brushed finish-horizontal brush

CLEAR COAT FONT GIL SANS ULTRA BOLD
FLUSH STUD MOUNT W/ PATTERNS

QTY (1) 67.49"
MAY YOU FIND

QTY (1) 137.31"
6" TO BE ALL ITS NAME IMPLIES



COLOR GUIDE	P1 PAINT: BRUSHED ALUMINUM	TEXTURE: NONE	FINISH: CLEAR COAT
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1" thick cast aluminum = brushed finish-horizontal brush

CLEAR COAT FONT ARIAL NORMAL
FLUSH STUD MOUNT W/ PATTERNS

QTY (1) 76.50"
RIDGE

QTY (1) 109.50"
STRONG

QTY (1) 174.50"
RESILIENT

SALES ASSOCIATE

JOE HUPP

JOB NUMBER

CUSTOMER NAME

REBUILD PARADISE

CUSTOMER ADDRESS

CUSTOMER PHONE#

DESIGN PHASE

1 DESIGN

REVISED BY

KC

DATE

15-26-2020

APPROVALS INCLUDE
 DESIGN, COLOR, SPELLING

CUSTOMER APPROVAL

PRINT NAME

SIGN NAME

DATE

HUPP STAFF APPROVAL

PRINT NAME

SIGN NAME

DATE

This sign is intended to be installed in accordance with the requirements of article 600 of the national electric code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

3" DEEP REVERSE NON-ILLUMINATED PAN CHANNEL LETTERS

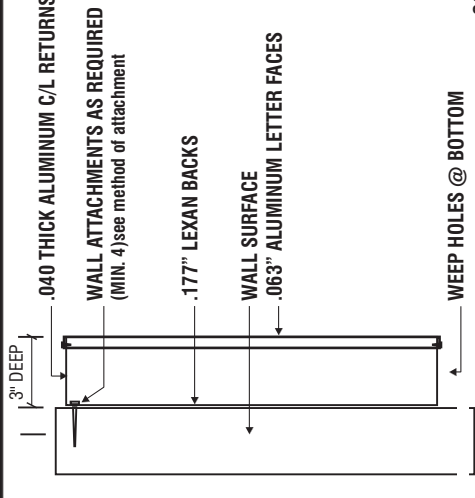
CLEAR COAT FONT FRENCH SCRIPT MT

BRUSHED ALUMINUM-HORIZONTAL BRUSH ALUMINUM BACKS- NO STUDS INSTALL PATTERN

QTY (1)

58" *Savannah* 150.36"

DETAILS

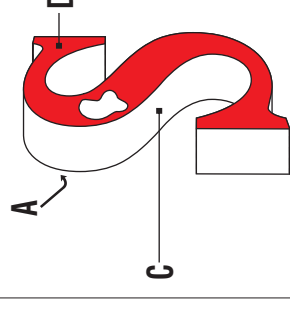


SCALE: NTS

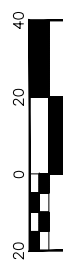
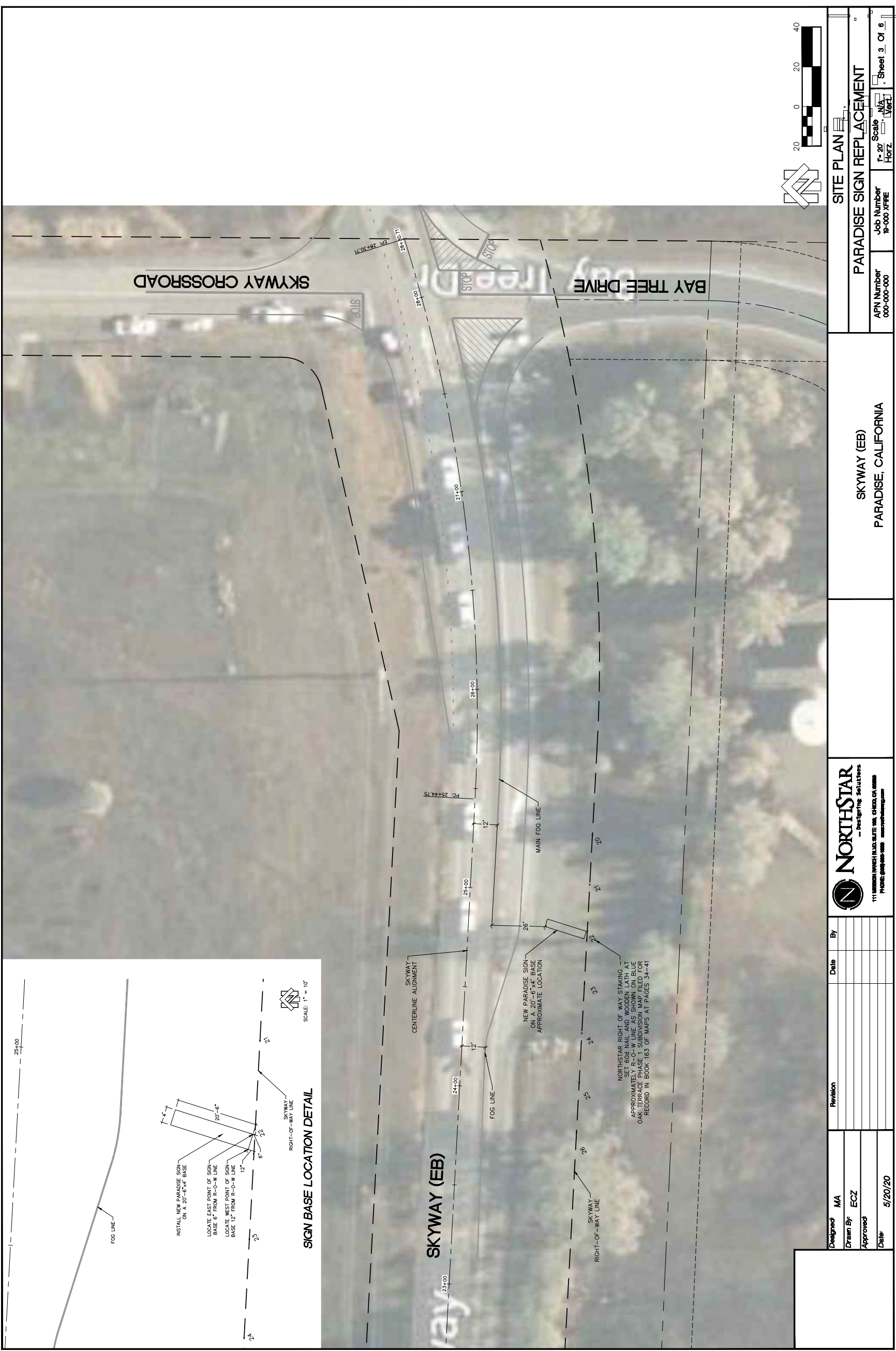
METHOD OF ATTACHMENT FOR RACEWAY/ CHANNEL LETTERS

HARDWARE	BUILDING CONSTRUCTION
MIN. #10X2" MOUNTING SCREWS	MASON WOOD METAL
BOLTS THRU WALL	
LAG BOLTS W/ SHIELD	
LAG BOLTS	
TOGGLE BOLTS	HEAVY WOOD ONLY

COLOR GUIDE



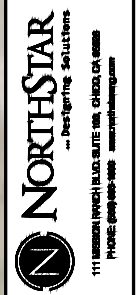
A	177" LEXAN BACK WHITE
B	LED XXXXXXXXXX
C	.040" RETURNS BRUSHED ALUMINUM
D	.063" FACE BRUSHED ALUMINUM



SITE PLAN	
APN Number 000-000-000	Job Number 19-000 XFFE
PARADISE SIGN REPLACEMENT	
Scale 1"=20'	Sheet 3 Of 6

SKYWAY (EB) PARADISE, CALIFORNIA	
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Design	MA	Date	By
Drawn By	ECZ		
Approved			
Date	5/20/20		



Revision	Date	By

S:\PROJECTS\2019\19-000-XFFE\BLUE OAK SKYWAY ROW STAKING - PARADISE SIGN\PARADISE SIGN.DWG 5/20/20 ECR/2

004699

Paradise Recreation and Park District
Board of Directors Regular Meeting
Terry Ashe Recreation Center, Room B
May 13, 2020

MINUTES

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, the Paradise Recreation and Park District will be closing the May 13, 2020 Board of Directors Meeting to members of the public and non-essential District staff.

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Or via Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 811 3639 9955

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1. CALL TO ORDER:

The regular meeting of the Paradise Recreation and Park District Board of Directors was called to order by Board Director Steve Rodowick at 6:05 p.m.

1.1 PLEDGE OF ALLEGIANCE:

Director Rodowick led the Pledge of Allegiance.

1.2 ROLL CALL:

Present: Vice Chairperson Robert Anderson, Director Steve Rodowick
Present via tele-conference: Secretary Julie Van Roekel and Director Bellefeuille
Absent: Chairperson Al McGreehan

PRPD STAFF:

Present: District Manager Dan Efseaff, and Recreation Supervisor Scott Amick

Present via tele-conference: District Accountant Catherine Merrifield, Recreation Supervisor Jeff Dailey, Administrative Assistant I Sunny Quigley and Administrative Assistant II & Management Colleen Campbell.

1.3 WELCOME GUESTS:

Present via tele-conference: Citizen John Stonebreaker, Upper Ridge Community Council

1.4 SPECIAL PRESENTATIONS: None**2. PUBLIC COMMENT:**

Staff reported no public comments were received by the 1:00 p.m. deadline on May 13, 2020

Citizen John Stonebreaker commented he was in attendance to listen only.

District Manager Efseaff provided a video call best practices overview.

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

- a. Regular Meeting of April 8, 2020

3.2 Correspondence: None**3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #050925 to and including #051006 in the total amount of \$97,252.63 including reported refunds and void checks.****3.4 Information Items (Acceptance Only):**

- a. Safety Committee Meeting Draft Minutes for April 30, 2020

Director Rodowick asked if any items should be removed and heard separately. Seeing and hearing none. Director Rodowick stated he would entertain a motion on this item.

MOTION:

Secretary van Roekel moved to approve the Consent agenda as presented. The motion was seconded by Vice Chairperson Anderson and carried unanimously with 4 ayes. 1 absent.

AYES: Anderson, Van Roekel, Rodowick and Bellefeuille

NOES: None

ABSTENTIONS: None

4. COMMITTEE REPORTS:**4.1 Finance Standing Committee (McGreehan/Rodowick)**

The Committee met on April 28, 2020 to review and discuss (1) 2020-2021 Draft Budget for recommendation to the full Board; (2) Estimated Liability costs associated with Paradise Lake operations; (3) FEMA Community Disaster Loan Collateral documentation, and (4) Financial Investment Policy strategies.

District Manager Efseaff summarized the written report presented to the Board. He stated the revised budget calendar indicates the preliminary budget will be presented to the full Board for consideration and possible approval at the June 10th Board meeting with the public hearing and final budget presented in July. District Manager Efseaff further stated the Finance Committee will meet again on May 21st to review the budget narrative and Capital Improvement Projects.

Committee member Rodowick commented the Committee concurred there were no significant changes to the draft budget as presented.

The Board concurred to receive this report as presented.

4.2 Recreation and Park Standing Committee (Rodowick/Anderson)

The Committee met on April 29, 2020 to review and discuss (1) the proposed fee schedule for the Paradise Lake facility for full Board consideration and possible approval; and (2) recommendation to prorate fees for Paradise Lake parking passes for the remainder of 2020.

District Manager Efseaff summarized the written report presented to the Board indicating the proposed fee schedule will be presented during New Business.

The Board concurred to receive this report as presented.

The Board recognized the arrival of Chairperson McGreehan via teleconference at 6:18 p.m. and Director Rodowick turned the meeting over to Chairperson McGreehan to continue.

Chairperson McGreehan directed the Board to 5.1 District Report and asked District Manager Efseaff to comment.

5. REPORTS

5.1 District Report.

District Manager Efseaff provided a brief oral report on the following:

- **District Response to COVID-19** – With the anticipation of Governor Newsom lifting some restrictions and providing more discretion to the counties after the posting of this agenda, staff reported they are waiting for information from Butte County Public Health to provide an outline on reduced restrictions.
- **New Recreation Supervisor** – Staff introduced Scott Amick and Mr. Amick provided a brief overview of his experience. He stated he is excited to be a part of the team.
- **Finance** –
 - The Board reviewed the routine reports and had no comments.
 - District Manager Efseaff provided an update of the revised budget calendar.
 - May 13, 2020 – Present Draft 2020-2021 Budget to the full Board for review in the Manager's Report.
 - June 10, 2020 – Adopt Preliminary Budget and set public hearing date for July 8, 2020
 - July 8, 2020 – Public Hearing and adopt Final 2020-2021 Budget.
- **Parks (Maintenance and Operations)** – District Manager Efseaff briefly summarized that the crew has been working to remove brush from the fence line on the west side of Bille Park and that

he received a call from a citizen who frequents Bille Park and wanted to commend our maintenance staff for the remarkable job of maintaining this facility.

Further, CalOES is assessing the tree work along the trails in the canyon behind the Pavilion and staff has marked trees for possible removal.

- **Programs** – Recreation Supervisor Dailey reported with the COVID-19 situation staff are looking at having a Virtual Fishing Derby with a kick-off date in the middle of July. In addition, he reported staff had postponed the Gold Nugget Craft Faire to the end of June and this date may need to be re-evaluated.
- **Outreach and Development** –
 - Technical Advisory Committee Launched – Thursday, April 23, 2020 PRPD staff, The Nature Conservancy (TNC), and Conservation Biology Institute (CBI) held the first of many Technical Advisory Committee meetings to seek input from experts across multiple fields and agencies about the Wildfire Risk Reduction Buffers project.
 - Park Icons– Staff are formulating a list of potential icons to associate with each park in the District. These part “mascots” being considered are based on the history of the land and/or current use or feature most representative of the location. Staff will gather public input during this process.
 - District Manager Efseaff expressed his appreciation to the Board of Directors for their support to staff during the 2018 Camp Fire and now during the COVID-19 pandemic.
- **Upcoming** –
 - Paradise Sign – Citizens working on the development of the new and improved welcome sign into Paradise have approached the District about the potential of taking over the maintenance and administration of the sign and immediate surroundings.

5.2 Review 2020-2021 Draft Budget

The Board had open discussion with staff concerning program income versus expenses and the reduction of backfill in 2022. The Board will have until June 1, 2020 to review these documents.

5.3 Board Liaison Reports (Oral)

- Director Bellefeuille – None
- Director Rodowick – None
- Director Anderson – None
- Director Van Roekel – Reported the schools are dealing with a decline in enrollment, COVID-19 restrictions and are seeking recreation options for the students.
- Chairperson McGreehan – None

Director Bellefeuille requested that she be excused from the meeting due to a prior commitment. The Board concurred with Director Bellefeuille’s request.

6. CLOSED SESSION – None

7. OLD BUSINESS – None

8. NEW BUSINESS

8.1 Approve 2020-2021 Paradise Lake Fee Schedule – Staff recommends the PRPD Board of Directors approve the 2020-2021 Paradise Lake Fee schedule, effective June 1, 2020.

Dur to the lack of a report, the Board concurred to table at this time and schedule for the June 10th Board meeting for possible approval.

8.2 Resolution #20-05-1-480 CSDA District Purchasing Card Program – Approve and adopt Resolution authorizing agreement with Umpqua Bank to participate in the CSDA District Purchasing Card program.

District Accountant Merrifield summarized the written report presented to the Board. She stated this will also provide the District with the option of receiving at least 1% cash back rebates on purchases.

The Board had open dialog with staff concerning the statement in the resolution regarding the District policy and procedures regarding the use of credit cards and recommended this policy be reviewed by the Finance Committee. The Board concurred with Chairperson McGreehan's suggestion.

Seeing no further comments, Chairperson McGreehan stated he would entertain a motion.

MOTION:

Director Rodowick moved to approve and adopt Resolution #20-05-1-480 as presented authorizing staff to open an account with Umpqua Bank and authorize the District Manager to sign the necessary documents on behalf of the District. The motion was seconded Vice Chairperson Anderson and carried with 4 ayes and 1 absent.

ROLL CALL VOTE:

Chairperson McGreehan, aye; Vice Chairperson Anderson, aye; Secretary Van Roekel, aye; Director Rodowick, aye; and Director Bellefeuille, absent.

8.3 USDA Equipment Grant – This would improve the District's ability to manage the lands in our care and better ensure public safety through careful stewardship of the properties managed by the District.

District Manager Efseaff summarized the written report presented to the Board stating that authorizing staff to apply for the matching grant would allow the District, if awarded, the ability to purchase heavy machinery, transportation vans for programming, hand tools, and upgrade the District's audio/visual technology at the Terry Ashe Recreation Center through this matching grant.

After a brief discussion, Chairperson McGreehan stated he would entertain a motion.

MOTION:

Secretary Van Roekel moved to authorize the District Manager to (1) apply for the USDA equipment grant; and (2) utilize funds budgeted in FY 2019-2020 for equipment purchases as matching funds. The motion was seconded Vice Chairperson Anderson and carried with 4 ayes and one absent.

ROLL CALL VOTE:

Chairperson McGreehan, abstain; Vice Chairperson Anderson, aye; Secretary Van Roekel, aye; Director Rodowick, aye; and Director Bellefeuille, absent.

9. BOARD COMMENT:

Robert Anderson suggested Park Supervisor Cobb write up recommendations for shop development for Board review at the June meeting

Steve Rodowick suggested staff look into the possibility of possibly acquiring one of the vacant buildings in town for District programming and that staff provide a summary of their findings at a future Board meeting.

Julie Van Roekel asked if staff could provide a report to the Board detailing the program income versus expense. District Manager Efseff stated it is staff's intention to provide the Board with a program report with evaluations that will include the financial information.

Dan Efseff thanked the Board for their patience with the new teleconference platform. He stated the District will continue with this platform allowing the District to broadcast its Board meetings.

10. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 7:52 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on June 10, 2020 at 6:00 p.m. in Conference Room B, at the Terry Ashe Recreation Center,(6626 Skyway, Paradise, California).

Al McGreehan, Chairperson

Julie Van Roekel, Secretary

PARADISE RECREATION & PARK DISTRICT
COUNTY MONTHLY CHECK REGISTER

Fund 2510

May

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
051016-051031	5/8/2020		Payroll Summary	18,024.70	0.00	0.00	18,024.70	
051047-051065	5/20/2020		Payroll Summary	19,983.50	0.00	0.00	19,983.50	

051007	5/1/2020		ACH CALPERS	3,541.77			3,541.77	
051008	5/1/2020		ACH CALPERS	9,915.56			9,915.56	
051009	5/1/2020		KELLER SUPPLY COMPANY		1,746.14		1,746.14	
051010	5/1/2020		CPRS		850.00		850.00	
051011	5/1/2020		AT&T		591.48		591.48	
051012	5/1/2020		NORMAC INC		599.24		599.24	
051013	5/1/2020		OREILLY AUTO PARTS		444.75		444.75	
051014	5/1/2020		AT&T/CALNET		205.07		205.07	
051015	5/1/2020		VERIZON WIRELESS		125.10		125.10	
051032	5/8/2020		ACH STATE PR TAX	545.22			545.22	
051033	5/8/2020		ACH FED PR TAX	4,636.68			4,636.68	
051034	5/8/2020		VOYA INSTITUTIONAL TRUST CO	275.00			275.00	
051035	5/8/2020		CARTER LAW OFFICES		1,012.50		1,012.50	
051036	5/8/2020		CHRISTENSEN TELECOMM		1,286.66		1,286.66	
051037	5/8/2020		THOMAS ACE HARDWARE		2,087.93		2,087.93	
051038	5/8/2020		NORTH STATE GROCERY INC		77.68		77.68	
051039	5/8/2020		OFFICE DEPOT		98.99		98.99	
051040	5/8/2020		CARDMEMBER SERVICE		1,591.57		1,591.57	
051041	5/8/2020		VERIZON WIRELESS		425.28		425.28	
051042	5/8/2020		TIAA COMMERCIAL FINANCE INC		204.29		204.29	
051043	5/8/2020		JC NELSON SUPPLY CO		826.00		826.00	
051044	5/8/2020		COMPUTERS PLUS		1,452.63		1,452.63	
051045	5/8/2020		CHICO STATE ENTERPRISES		496.00		496.00	
051046	5/15/2020		ACH CALPERS	3,227.30			3,227.30	
051066	5/22/2020		ACH STATE PR TAX	609.73			609.73	
051067	5/22/2020		ACH FED PR TAX	5,091.26			5,091.26	
051068	5/22/2020		VOYA INSTITUTIONAL TRUST CO	275.00			275.00	
051069	5/22/2020		PREMIER ACCESS INSURANCE	1,002.34			1,002.34	
051070	5/22/2020		INDUSTRIAL POWER PRODUCTS		44.50		44.50	
051071	5/22/2020		KEVIN SHARRAH DESIGNS		311.03		311.03	
051072	5/22/2020		NORTHSTAR ENGINEERING		1,801.25		1,801.25	
051073	5/22/2020		ALHAMBRA		24.97		24.97	
051074	5/22/2020		STEVEN RODOWICK		25.00		25.00	Refund
051075	5/22/2020		ROBERT ANDERSON		25.00		25.00	Refund
051076	5/22/2020		TYLER WOODCOX		32.84		32.84	A
051077	5/22/2020		VALLEY TRUCK & TRACTOR CO		25.52		25.52	
051078	5/22/2020		PARDISE TREE SERVICE		600.00		600.00	
051079	5/22/2020		NORTHERN RECYCLING & WASTE		1,670.55		1,670.55	
051080	5/22/2020		STREAMLINE		200.00		200.00	
051081	5/22/2020		FGL ENVIRONMENTAL		105.00		105.00	
051082	5/22/2020		NORTH STATE SCREENPRINTING		94.97		94.97	
051083	5/22/2020		NORMAC INC		187.99		187.99	
051084	5/22/2020		O'REILLY AUTO PARTS		17.23		17.23	
051085	5/22/2020		CHICO RENT A FENCE		216.00		216.00	
051086	5/22/2020		INTUIT INC		895.38		895.38	
051087	5/29/2020		ACH CALPERS	3,285.40			3,285.40	
051088	5/29/2020		ACH CALPERS	1,691.24			1,691.24	
TOTALS				34,096.50	20,398.54	0.00	54,495.04	
GRAND TOTALS				72,104.70	20,398.54	0.00	92,503.24	

Notes:

- A) Reimbursement for Cleaning Supplies

**PARADISE RECREATION AND PARK DISTRICT
AND PARADISE UNIFIED SCHOOL DISTRICT**

Draft

2020 SWIM POOL USAGE AGREEMENT

The Paradise Recreation and Park District (PRPD) agrees to allow the Paradise Unified School District (PUSD) the opportunity to use the public swim pool for a fall high school swim team program. This is a unique usage because the pool is usually closed at this time. Because of the high operational cost, the Paradise Recreation and Park District has established a fee structure to help share the cost of this program. This fee covers a portion of the operational expenses. The Paradise Recreation and Park District will cover the remaining financial obligations of the swim pool operation during this time. To help clarify the responsibilities of both agencies, the following conditions will apply:

1. The PRPD will be in charge of the swim pool daily schedule. Hours and usage may vary depending on the yearly demands on this facility. The pool may not be available for all or a major portion of this usage period because of needed repairs and renovations.
2. The term of this agreement will be for the period of August 1, 2020 through October 31, 2020.
3. PUSD will reimburse PRPD for the use of the pool in the following manner:
 - a). \$4.00 per hour (Swim Pool Rental).
 - b). Percentage of Pacific Gas & Electric charges as related to usage.
 - c). Total charges, whether as a shared user with the Paradise Piranhas Swim Team, or as the sole user, will not exceed \$6,000.00.
 - d). The PUSD will pay the above costs for pool usage within 30 days of PRPD's billing at the conclusion of the fall high school swim team program.

4. Paradise Recreation and Park District will set the swim pool water temperature between 75 and 78 degrees checking the temperature Monday through Friday, as needed.

5. Paradise Recreation and Park District will provide the following:

A. Maintenance

Maintenance is under the direct control and supervision of the Paradise Recreation and Park District's Park Supervisor.

- 1) Pool Maintenance
- 2) Pool Chemicals
- 3) Utilities
- 4) Household Supplies

B. Supplies

These items will need to be returned at the end of the season. Lost or broken items will need to be replaced by Paradise Unified School District.

- 1) 24 Kick Boards and 10 pairs of fins
- 2) Emergency Back Board
- 3) Ring Buoy
- 4) First Aid Supplies

6. Paradise Unified School District will need to provide on-site first aid supplies and equipment.

7. Paradise Unified School District will provide a certified coach meeting the American Red Cross standards for lifeguard, first aid, and CPR. A certified lifeguard meeting American Red Cross standards for lifeguarding, first aid, and CPR shall be on duty at all times during practices and meets.

- 8. Paradise Unified School District agrees to inform the Paradise Recreation and Park District Supervisor of any necessary repairs or damage to District facilities by calling the District Office.
- 9. Paradise Unified School District is to inform the Paradise Recreation and Park District, by contacting the District Office, of any facility cancellation prior to the usage. Paradise Recreation and Park District will charge Paradise Unified School District for all dates scheduled, unless canceled as stated.
- 10. This agreement covers only the information stated within and is not for any other usage or purposes. Swim pool may not be sublet or used for other activities under this agreement.
- 11. Paradise Recreation and Park District will allow other swim pool usage at their discretion. This usage will be separate from this agreement and will not interfere with Paradise Unified School District.

SIGNED:

David McCready, PUSD Asst. Superintendent

Date

Dan Efseaff, District Manager

Date



Paradise Recreation & Park District

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Paradise, CA 95969
Email: info@ParadisePRPD.com

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

SAFETY COMMITTEE MEETING

Report/Minutes

DRAFT

- DATE:** May 21, 2020 at 8:30 a.m.
- LOCATION:** Via Microsoft Teams Teleconference
- ATTENDANCE:** Dan Efseaff, District Manager
Kristi Sweeney, Assistant District Manager
Jeff Dailey, Recreation Supervisor
Mark Cobb, Park Supervisor
Colleen Campbell, Administrative Assistant II/Management
- ABSENT:** None
- FACILITATOR:** Recreation Supervisor Jeff Dailey

#####

1. **MINUTES:**

- By unanimous vote of the members present, the April 30, 2020 Safety Committee Minutes were approved.

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

THE FOLLOWING SAFETY MEETINGS WERE HELD:

- May 21, 2020 Wearing PPE Safety Gear around Equipment (Maint. Staff Mtg)
by Mark Cobb, Park Supervisor

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

- **Maintenance Requests: None**
- **Site Inspections completed since last meeting:**
 - Noble Park May 1, 2020
 - Lakeridge Park May 1, 2020

- Drendel Circle May 12, 2020
- Oak Creek Park May 18, 2020
- Bille Park May 18, 2020

- Next inspection(s) due:
 - Aquatic Park (Jeff/Scott/Mark)

c. ACCIDENT/INCIDENT REPORTS:

- The Committee discussed placement of boulders around the perimeter of Drendel Circle and sign placement to discourage illegal dumping.
- Dan reported he had a telephone meeting with District attorneys on May 19, 2020 concerning a potential trip and fall court case.

d. WORKERS' COMPENSATION CLAIMS:

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

3. MISCELLANEOUS: None

Next Safety Meeting Date: June 25, 2020

Facilitator: Kristi Sweeney

Colleen Campbell, Safety Committee Secretary

Date:

cc: CAPRI
PRPD Board 06/10/20 – Draft Copy

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Staff Report

June 10, 2020



DATE: 5/22/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Recreation and Park Committee Meeting (Rodowick/Anderson)
 May 14, 2020 at 2:00 p.m.
 Paradise Lake

Attendance:

Recreation and Park Committee Chairperson Steve Rodowick
 Recreation and Park Committee Member Robert Anderson
 District Manager Dan Efseaff
 Assistant District Manager Kristi Sweeney

The meeting convened at 2:16 pm.

The Park and Recreation Committee met to review and discuss:

1. *Proposed fee schedule for the Paradise Lake Facility.*

Staff and Recreation and Park Committee members met at Paradise Lake to tour the facilities. Staff and Committee members toured the care-takers house, picnic sites, playground, and parking lot. Staff and Committee members discussed options for associating portions of the facility for special event rentals and associated pricing.

Meeting adjourned at 3:18 pm.

Staff Report

June 10, 2020



DATE: 5/21/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Personnel Committee Report for May 19, 2020

Attendance:

Personnel Committee Chairperson Julie VanRockel
 Personnel Committee Member Mary Bellefeuille
 District Manager Dan Efseaff
 Assistant District Manager Kristi Sweeney
 Park Operations and Volunteer Coordinator Sophia Munoz-Oliverez

The meeting convened at 4:32 pm.

The Personnel Committee met to review and discuss the following for full Board of Directors consideration and possible approval:

1. Discuss Revised 2020-21 Salary Scale Schedule

Staff presented current organizational chart demonstrating filled and vacant positions in the District and current salary scale. Staff proposed several scenarios for salary increases for staff. The Committee asked numerous questions and asked that staff provide a calculation of costs associated with proposed increases when presenting to the full Board.

Recommendation: *The committee recommend that the full Board consider a wage increase for staff of 2.5% beginning July 1, 2020, and a second 2.5% increase beginning January 1, 2021.*

2. Revised Job Descriptions

- a. Administrative Assistant I, II, and III
- b. District Volunteer

Staff presented the new, streamlined Administrative I, II, and III as a streamlined series job description. Committee members asked questions of staff. Personnel Committee suggested adding descriptions related to HR tasks associated with the Admin positions and after the edit bring the job description before the full Board for adoption.

Staff also presented a draft of the long-term Park Steward Volunteer job description. The Committee suggested some edits to make the job description applicable to any park and/or event and more clearly identified as a volunteer position.

3. District Volunteer Guidebook

Staff presented a draft copy of the Volunteer Guidebook and invited comments and feedback on the draft guide.

4. Nondiscrimination Notice Under the Americans With Disabilities Act

Staff provided an overview of the need for a named ADA Coordinator on District Staff, the origin of the Nondiscrimination Notice, and District plans to draft a transition plan to ensure ADA compliance across District staff, programs, parks and facilities on a planned schedule of improvement. The Personnel Committee recognized the legal requirements of the notice, ADA Coordinator assignment, and transition plan.

Staff Report

June 10, 2020



DATE: 5/21/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Finance Committee Meeting (McGreehan/Rodowick)
 May 21, 2020 at 2:30 p.m.
 Via Teleconference

Attendance:

Finance Committee Chairperson Al McGreehan
 Finance Committee Member Steve Rodowick
 District Manager Dan Efseaff
 Assistant District Manager Kristi Sweeney
 District Accountant Catherine Merrifield

The meeting convened at 2:30 pm.

The Finance Committee met to review and discuss:

1. Review the 2020-2021 Draft Budget narrative for full Board of Directors review and possible approval.

Staff provided an overview of draft budget narrative. Finance Committee members provided feedback and edit suggestions to staff.

2. Review 2020-2021 Capital Improvement Project [CIP] Worksheets for full Board of Directors review and possible approval.

Staff provided an overview of the CIP draft budget and invited feedback and questions from Finance Committee members. The Committee suggested adding to explanation of grant opportunities in progress and planned that necessitate CIP in the narrative section of the budget. The Finance Committee suggested adding a review of the budget for possible revisions in mid-to-late November 2020 due to uncertainties the District is facing.

Meeting adjourned at 4:17 pm.

Staff Report

June 19, 2019



DATE: 5/27/2020
 TO: Personnel Committee
 FROM: Dan Efseaff, District Manager
 SUBJECT: 2020-2021 Salary Scale

1. Background

At the 5/19/20 Personnel Committee meeting, directors considered the previous actions related to salary increases and reviewed upcoming actions.

As in recent years, the State of California mandates increases to the minimum wage. This must be accounted for in a new salary scale. This increase in turn causes “compaction” that is at positions that require greater requirements will receive relatively less pay if left unchanged. Because of revisions to job descriptions and duties, the salary scale may be subject to future change based on that review.

In 2018, the BOD adopted a 2-year salary schedule and through the Employee Salary and Wage Negotiations approved the following for Fiscal Year 2018-19 and 2019-20 for full-time staff:

- A 5% increase retroactive to July 1, 2018
- An additional 2% increase effective July 1, 2019

Further, the Board also approved the following for regular part-time staff:

- A \$0.60 cent per hour increase retroactive to July 1, 2018
- An additional \$0.40 cent per hour increase effective January 1, 2019

After some discussion on the state mandated increase to minimum wage and staff recommendations, Committee members concurred with the approach for part-time positions: increase all positions by \$1 per hour on 1/1/2021. This is a simple approach to somewhat maintain the structure of payrates between positions. Past actions contend that the part-time Administrative I and II wage rates reflected the state mandated minimum wage increase, although we recommend examination of these levels in the future.

For full-time and permanent positions, staff recommended that the committee examine an increase that reflects the increase in duties of remaining staff and a cost of living increase (the Consumer Price Index for California was 2.5% as of January 2020, from www.BLS.gov/cpi/). After some discussion, Committee members suggested to look at additional scenarios for full-time salaries, namely:

1. a 5% increase, and
2. a 2.5% increase at the beginning of the Fiscal Year followed by a 2.5% increase at the beginning of the calendar year.
3. Staff developed a third scenario: a 5% increase at in January.

The latter would allow for the adoption of one salary schedule for the calendar year, rather than one for the 6 months remaining in 2020 and one to start 2021. The total value is slightly less than that for Scenario #2.

Members directed staff to provide a more refined estimate as to the costs of the scenarios. Committee members raised several questions and requested that staff explore some options:

1. Recent PRPD history of salary and wage actions (Attachment A)
2. Cost of the proposed increases for FT and PT

During the last cycle, both staff and BOD members viewed the 2-year agreement favorably as it added certainty, minimized negotiation time, and generated good-will; however, both staff and members suggested that a 1-year agreement will be the most appropriate given the large uncertainties at this time.

2. Discussion

The \$1/hour increase amounts to a range between and a 4.2% increase for the higher paid part time positions and a 7.6% increase for the lowest paid (minimum wage) positions. Using an average of hours (18,073.2) of FY 2016-17 (20,627.8 for the last full pre-fire year) and FY 2019-20 (15,518.5, utilizing a reduced crew size) this amount to a budget impact of \$9,036.58.

To calculate the fiscal impact of the scenarios on full-time salary costs, we again used the average of total wage cost (\$615,222) of FY 2016-17 (\$750,334) and FY 2019-20 (\$480,109). This amount to the following net budget increases:

- | | |
|---------------------------------------------|-------------------------------------------------------------------|
| 1. No increase -
minimum wage increases) | >\$1 (must increase salary scale at lowest paid positions to meet |
| 2. 2.5% increase on 7/1/20 and 1/1/21 - | \$15,476.67 |
| 3. 5% increase on 1/1/21 - | \$15,380.54 |
| 4. 5% increase on 7/1/20 - | \$30,761.08 |

As of 5/31/20, payroll is 66% of the budgeted amount (34% of expenses). The estimated FY 2020-21 payroll budget accounts for 61% of the total budget. The proposed increases represent less than 1.9% of the total of the FY 2019-20 budget. Increases can be accommodated with the proposed budget and will aid with retention of staff.

Staff will be able to demonstrate Salary Scale models that can show percentage or absolute difference scenarios for the Committee to review.

Staff will also review a proposed organization chart. Notably, the proposed changes simplify the organization structure and condenses work and responsibilities in existing positions.

3. Fiscal Impact

Salary increases are considered within the preliminary 2020-21 Fiscal Year budget allocation.

4. Recommendation

Support revised salary scale and organization chart and direct staff to bring to the full PRPD Board of Directors for consideration and approval.

Attachments:

- A. Historical Salary increase
- B. Approved Organization Chart
- C. Proposed Organization Chart
- D. Revised 2020-21 Salary Scale

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6/3/2020

District Report**Meeting Date: June 10, 2020**

DATE: 5/18/2020
 TO: PRPD Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Monthly District Report

Monthly Report**1. Updates**

- a. District Policy and Procedures regarding the use of credit cards – As requested by Director McGreehan, staff examined District policy for credit card use and found that District purchasing policy governs credit card usage (Attachment A).
- b. LAFCO Service Extension Approval for Paradise Lake Operations – The District has received approval for a service extension to manage recreation at Paradise Lake. (Attachment B)
- c. District Letter of Support for PID funding – Steve Lucas of LAFCO reached out to PRPD to suggest adding the District's "voice" to the request to have state backfill funding restored to PID. PID has at this time, lost its funding pledged by the Governor and State Assembly in 2018 after the Camp Fire. LAFCO sent a letter of support for PID to the Governor stating concerns about what will happen to the Ridge, should PID's \$7 million dollar backfill of pledged support remain cut from the state budget in FY2020-21. LAFCO has encouraged special districts serving the Ridge community to support PID and consider sending a letter as well given the devastating ripple affect PID's failure would have on the entire community. (Attachment C)
- d. Butte County Election Calendar – The District has two Board of Directors positions up for election in the general county election of November 2020; Robert Anderson and Julie Van Roekel. The District has notified the county of the openings as required. A calendar for dates associated with these elections is provided in (Attachment D).

2. Administrative and Visitor Services

- a. Staffing and Organization Chart – After the Camp Fire, PRPD lost over half of our permanent staff. For months after we kept positions open to see how things progress and any additional impact to programs and our organization direction. In order to transform into a leaner organization, staff have taken on new roles and responsibilities and we have stressed the ability of staff to get cross trained in other parts of the organization. Some roles have been absorbed and we propose some modifications to our organizational chart. For example, we previously had an unfilled outreach/marketing/development position that was authorized and funded, but not hired; and a Recreation Supervisor position that was vacant, with funding from the Butte Strong Foundation and the Aaron Rodgers fund, we were planning to hire a part-time Recreation Coordinator. However, after working through the recruitment process, it appeared that we could consolidate the positions into a Recreation Supervisor role, a part-time Volunteer Coordinator and other staff absorbing some functions, and not hire the Outreach and Recreation Coordinators. Likewise, we propose a simplification in Finance and not hire the part-time Finance Assistant and instead extend some of those responsibilities to other Administrative Staff. While in both cases, this will require some additional training, it reduces the total number of positions.

3. Finance

- a. Routine Reports – Balance Sheet (Attachment E), Profit & Loss Budget vs. Actual with May Profit & Loss (Attachment F), and Recovery Project (Attachment G).
- b. Impact Fees – For the month of May, the District received a total of \$8,305.50 in impact fees. Since 11/8/18, the District has received a total of \$257,460.07.
- c. 5-Star Bank – For the month of April, the Investment Money Market received interest of \$1,766.26, the Grant Money Market received \$95.75.
- d. Fiscal Year accomplishments – Development of a Financial Investment policy and the opening of new interest-bearing bank accounts. An update of fixed assets. Submission and continual efforts on CALOES, FEMA, and

insurance requests. The district hopes to receive additional progress in FY 2020-21. In the 2017-18 audit there were 11 findings reported for staff to correct. Of those 11, 9 have been corrected:

- Payroll - All employee files have been reviewed to make sure current PAFs are on file and hours are being double checked to make sure employees are being paid correctly.
- Journal Entries – All journal entries have supporting documentation attached to hard copies of the entries as well as memos in the entry itself.
- GASB 68 – Staff can now prepare and record pension liabilities without the help of an outside accounting firm.
- Deferred Revenues - More support has been added to show deferred revenue.
- Bank Accounts – Bank reconciliations are now done using QuickBooks.
- Accounts Receivable – There was an amount in Accounts Receivable that did not have documentation, the funds were moved to revenue.
- Accrued Expenses – Payroll expenses that are accrued in the current fiscal year and are paid in the next fiscal year are documented in QuickBooks via journal entry.
- Cash in County Treasury – The Counties monthly reports are reconciled in QuickBooks.
- Cash Receipts – Journal entries are no longer used to record income, “Make Deposits” is used instead.

4. Parks (Maintenance and Operations)

- a. TARC Grounds - The Maintenance crew is finishing up painting the inside of the Recreation Center. This was a long over-do project, so if anything, good came out of the COVID-19 Stay at Home order, it was that it allowed us time to paint while patrons were at home.

The landscaping outside also had a thorough maintenance overhaul (trees and bushes trimmed for more opened views). This kind of landscaping promotes a safer environment for patrons.

- b. TARC Office - We have installed plexiglass shields on the front counter for the safety of our staff and patrons, we also have hand sanitizer available for all to use. (wall mounted sanitation units have been ordered and are on back order) these will be mounted throughout the Recreation Center. We will do everything possible to create the safest environment for staff and our patrons. All district staff have been given face masks. ALL handles and counter tops are cleaned and sanitized regularly throughout the day. But no matter what, each person is their own best defense, so please wash hands, practice safe distancing and wear face mask when around people.
- c. Cleaning lots for Defensible Space - The crews have done an excellent job at clearing our undeveloped lots (Nobles and Drendel Cir.). The properties are much more attractive now and safer in time for fire season. Staff are considering placing concrete benches at Drendel Circle to provide our community an opportunity to utilize the pocket park amenity, and to discourage people from dumping trash on the property.
- d. Moore Rd. Ballpark (small field) - The backstop is completed and ready for the cyclone fencing to be installed. After the fencing is complete, we will be building the score booth ASAP. The goal is to be able to host games by mid-summer. The large field has been 100% complete since February. With BOD direction, Staff will be seeking Request for Proposals (RFPs) for replacement lighting at the field. Notably, we will replace the wooden poles with steel, underground wiring, and use LED fixtures.

5. Programs

- a. Recreation Programs-

i. Virtual Fishing Derby/Fish Plant - With PRPD officially taking over the recreation at Paradise Lake on June 1, we are planning a virtual fishing derby photo contest to begin in middle June and run for several weeks. The contest will feature different categories for “best of” photos people can share for a chance to win prizes. We hope that this will also provide valuable marketing photos for the district. Darrah Springs Fish Hatchery sent out a truck load of almost 2,000 pounds of trout on May 27 only to have to turn around because the lake water was too warm at the time. Ideally the water temperature needs to be 70 degrees or lower and it was registering at 75.

ii. Summer Recreation Programming – Unfortunately we are still in a holding pattern for summer programming. Some of the things we are working on include youth sports, day camp, activities at the lake and horse arena, aquatics, exercise classes, and adult sports tournaments. As we wait for the okay, we will continue to monitor best practices and procedures for opening.

b. Volunteer Program –

- i. Paradise Lake – Staff led volunteers on a fuel reduction project on established trail, completing 1.5 mile of trail so far (figure 2). Staff began cleaning and organizing volunteer “Den” at lake to prepare for use by official park steward volunteers and volunteer crews participating in work “party” events, such as clearing broom from the trail. The Volunteer Den had been used by PID as a tool storage and will now be a central location for lake volunteers to gather, store materials and tools, personal items, safety equipment, and volunteer-related documents.
- ii. Program Materials – Staff are reviewing the final draft of the Volunteer Guidebook and received edit suggestions for park steward job description. Staff have also created safety guidelines, documentation to assist volunteers with knowledge of the lake, and duties/responsibility documents.
- iii. Promotional video – Staff compiled a volunteer program promotional video using interviews, video, audio, and photos from the field from February through mid-May.

c. Pools –

- i. Paradise – We are working with the pool manager on swimming pool guidelines for mitigating hazards when we can open. Some of the recommendations might include increasing water sanitation levels, creating visible markers to indicate spacing, eliminating use of low ventilated areas, maintaining spacing in pool, checking symptoms of patrons and staff, and increasing air flow. The swim pool programs will have to be adjusted to meet guidelines as well.
- ii. Concow - Golden Feather provided an update and prepped it to get it ready for use. Our crew is figuring out some details on the classes and providing contingencies for potable water (portapotties and hand washing stations).

d. Healing Through Nature –

- i. Zoom Digital Retreat – Achieve Charter School of Paradise partnered with PRPD through HTN to host a digital retreat through the Zoom Video Platform (figure 5). A total of 50 participants attended 3 sessions. Themes included resilience awareness, connection through technology, journaling in nature and natural settings, recreation opportunities on the Ridge.
- ii. Raising Placer County Youth – Staff are collaborating to host a series of digital experiences that focus on Mental Health, Drug and Alcohol Prevention, wellness through connection, and nature based therapeutic opportunities. Programs run Wednesdays in June, five events total.
- iii. Youth on the Ridge (Chocolate Festival) - “Rediscover the Ridge” is planned to be a short video series highlighting attractions and businesses on the Ridge. The intent is to invite people to come back to the Ridge to rediscover the beauty and opportunities. The project is in the initial stages of information gathering from community stakeholders and grant writing to support the costs of the project.

6. Outreach and Development

- a. NVCF Grant Submitted – The District submitted a Capacity Building grant with the North Valley Community Foundation, Butte Strong Fund. The proposal, just under \$50K, seeks funding to build out programs, event planning and development.
- b. Gold Nugget Museum – Staff met with members of the museum Board of Directors to discuss the status of the lease and property that formerly housed the Gold Nugget Museum. Though the Museum has purchased property and a building to house museum artifacts and events, the Museum Directors expressed interest in redeveloping the lease and utilizing the entire Mallan Lane parcel to create a living history museum experience that may supplement the artifacts at the new Gold Nugget Museum. Staff were open to reviewing an updated lease proposal and potentially shared programming opportunities between the District and Gold Nugget Museum staff and facilities.
- c. Spinitar Donation – A team from Spinitar AV Solutions arrived at Terry Ashe Recreation Center on Tuesday May 26 to deliver and install AV equipment donated to PRPD. The District is incredibly grateful to Spinitar for their incredible advocacy on behalf of PRPD to generate so many equipment donations from their suppliers and network of AV companies. Staff look forward to the opportunity to share these state of the art, amazing new resources with our community through programs and events at TARC.
- d. Acquisitions – The Sierra Nevada Conservancy will consider District acquisitions for additions to Noble and Oak Creek at their June 4, 2020 meeting.

7. Projects

- a. Park Mapping – We are working with Rebuild Paradise to explore the potential of Drone Flights to aid us with Park planning. One of the test flights (Figure 4), of Noble Park will aid us with park planning and saves the cost of elevational surveys. It also provides high resolution aerial photos. On steeper sites, this technology will aid us with trails planning and fuels management. We look forward to working on other sites with this technology.

8. Upcoming

- a. BOD action – Strategic plan, investment strategies, Master Plan RFP, results of Strategic Park Planning (Wildfire Risk Reduction Buffers).

Photographs



Figure 1. PID provided a tutorial on using the pump truck to clean the porta potties at Paradise Lake. Park Supervisor Cobb demonstrates his commitment to clean our parks.



Figure 2. Paradise Lake Trail before Volunteer Crew Clean-up.



Figure 3. Paradise Lake Trail after Volunteer Crew Clean-up.



Figure 4. Volunteer crew pauses to pose on the trail.



Figure 5. Americorps Volunteer Crew helping with the Lakeridge Clean-up.

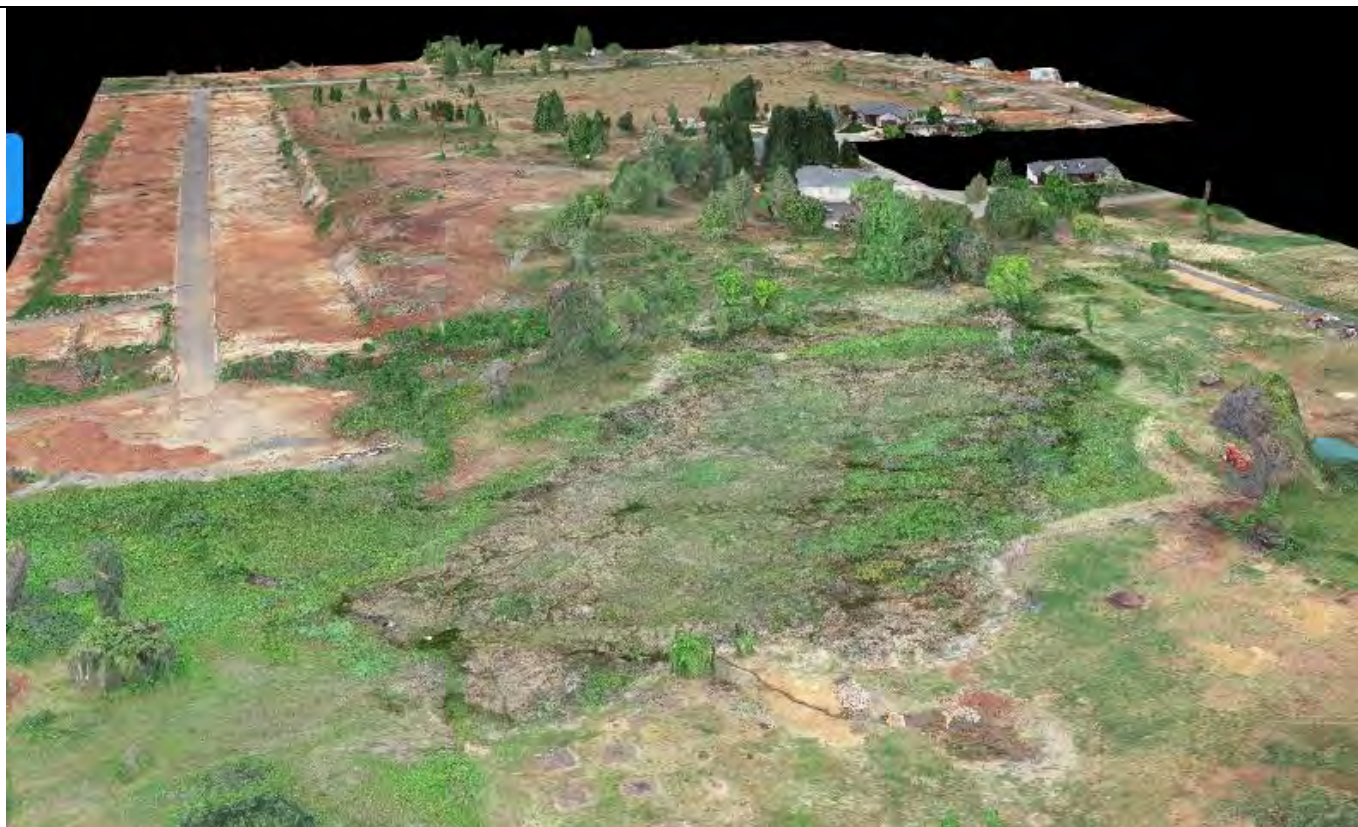


Figure 6. 3-D imagery from the drone flight over Noble Park.

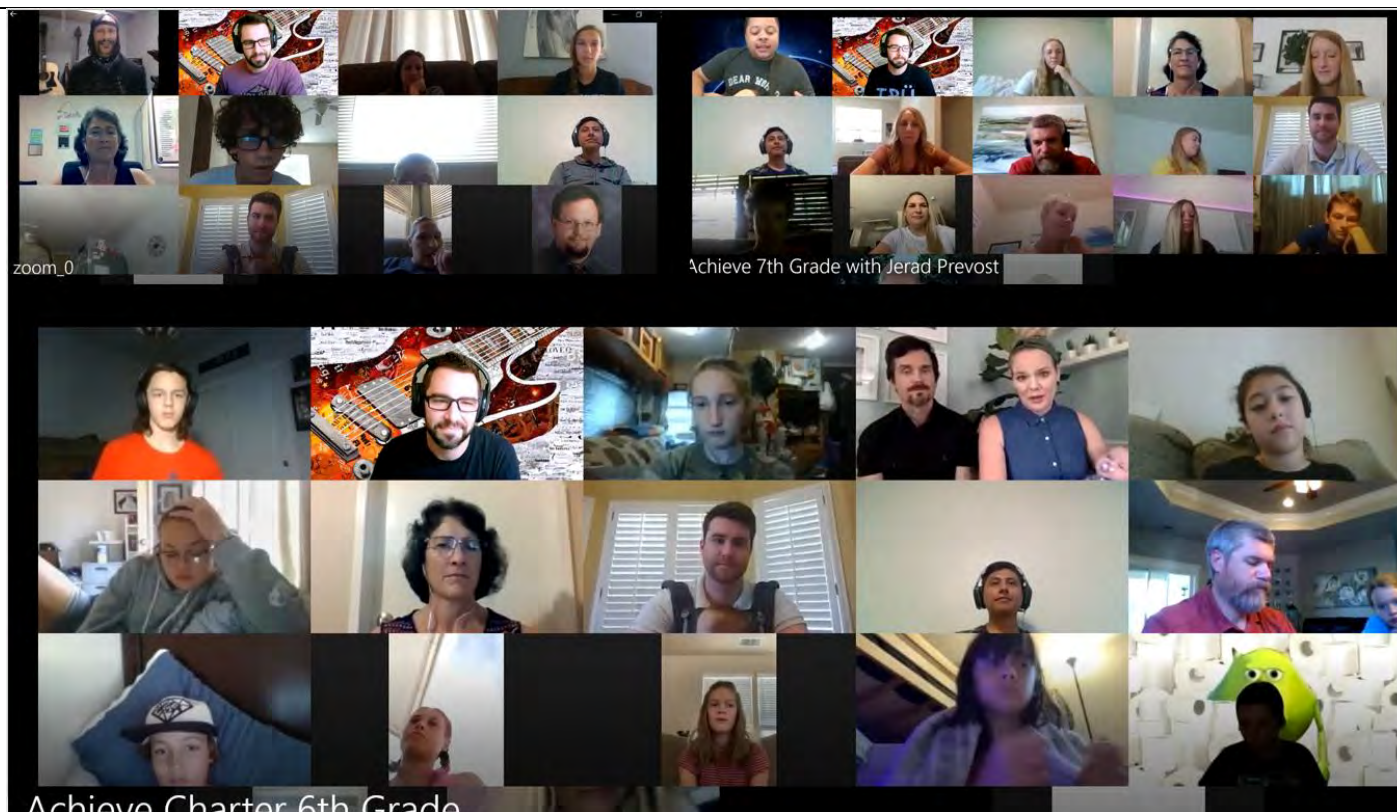


Figure 7. Screenshot from Achieve Charter School of Paradise Digital Retreat.

Attachments:

- A. District Policy and Procedures regarding use of Credit Cards
- B. LAFCO Service Extension approval for Paradise Lake
- C. District Letter of Support for PID Funding
- D. County Election Calendar
- E. Balance Sheet for May 2020
- F. P&L Budget vs. Actual with May P&L
- G. Recovery (November 2018 – May 2020)

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2020_0610/20_0610/2020.0610.BOD.District.Report.docx
6/4/2020

Paradise Recreation and Park District

PURCHASING PROCEDURE POLICY

All expenditures \$500 and over shall require prior approval from the District Manager as outlined in Section 24. Given the authority noted in PRPD (2006), we will use the following approach to formally indicate District Manager Designees for amounts less than \$500:

Dollar Amount	Process	Approval
< \$100	<p>Superintendent and Supervisors may authorize staff members the ability to purchase items under \$100 within their approved budget.</p> <p>To initiate this option, Superintendent and Supervisors must formalize the request in a memo and receive District Manager approval.</p> <p>If not "pre-authorized," daily business expenses will require prior Supervisor authorization. The authority ends with the end of Fiscal Year 2017-18.</p>	<p>District Manager identifies Recreation and Park Supervisors as designees with authority to approve proper receipts for <\$100.</p> <p>Person will initial and submit receipts to Supervisor to approve.</p>
\$100 - <\$500	<p>District Manager designates the Recreation and Park Supervisors with authority to make purchases within their approved budget up to \$500. In addition, District Manager designates Administrative Assistant Campbell to make routine office supply, computer hardware and software purchases within the approved budget up to \$500. These authorities are granted for FY 2017-2018. Other purchases will require prior approval from the Superintendent, Supervisors, or District Manager.</p>	<p>District Manager identifies Recreation and Park Supervisors as designees with authority to approve proper receipts for <\$100.</p> <p>Person will initial and submit receipts to Supervisor to approve.</p>

The authorization as District Manager designee is revocable at any time. This approach may be renewed at the next Fiscal Year and likely considered with the 2018-19 budget.

Attachments

A) Section 24 of the PRPD BOD Administrative Bylaws (PRPD 2006)

Adopted by PRPD Board of Directors 10-10-17

O:\Admin\Policies\Purchasing Policy\Purchasing Policy Procedure. 10.10.17.docx



Paradise Recreation & Park District

Board of Directors and Administrative By-Laws

Section 24

Purchase Procedure Policy:

The following purchase procedures have been established to control the manner in which District personnel spend funds that have been entrusted to the District. As stewards of public money all District employees must comply with this responsibility in the highest standard of trust, professionalism and integrity. All expenditures must have a receipt and all receipts must have a budget classification code or a budget classification description written on it with the District Manager's initialed approval or the District Manager's designee. Expenditure receipts under the authority of a supervisor or superintendent should also have their initialed approval.

The following procedures are applicable for the purchase of materials and supplies, new construction, alterations, maintenance, or repairs. These are general procedures and some exceptions apply. (Example: Service Contracts).

1. All expenditures in these categories must have prior Board of Directors approval, either in the approved operational budget, other approved designated funds, or by special Board action.
2. Expenditures under \$500.00 – Prior superintendent, supervisor, or District Manager authorization or District Manager's designee, in budget classification area of responsibility.
3. Expenditures \$500.00 to \$999.00 – Prior District Manager authorization or District Manager's designee.
4. Expenditures from \$1,000.00 to \$2,000.00 – Have at least three (3) different verified estimates and District Manager authorization or District Manager's designee.
5. Expenditures over \$2,000.00 to \$5,000.00 – Have a written description of expenditure, three (3) written estimates, and District Manager authorization or District Manager's designee.
6. Expenditures over \$5,000.00 to \$24,999.00 – Have a written description of expenditure, three (3) written estimates, professional planning or design, if



Paradise Recreation & Park District Board of Directors and Administrative By-Laws

needed, contract, if required, District Manager authorization or District Manager's designee, and Board of Directors consent to proceed, if requested.

7. Bidding procedure for Expenditures \$25,000.00 and over. (except Service Contracts):
 - a. Prior Board of Directors approval.
 - b. District Manager authorization to proceed or District Manager's designee.
 - c. A Request For Proposal Notice will be placed in a local newspaper of general circulation in the District for a minimum of one (1) time.
 - d. Notice will state the work to be done and where supporting documentation can be picked up, if needed.
 - e. Notice will be posted at least seven (7) days before the time specified for receiving bids.
 - f. District may:
 - i. Accept the lowest bidder;
 - ii. Reject all bids and re-advertise;
 - iii. By a 4/5 vote, elect to purchase the materials or supplies in the open market;
 - iv. By 4/5 vote, elect to construct the building, structure, or improvement by force account.

At the discretion of the Board of Directors or the District Manager or District Manager's designee, any purchase may be subject to a higher procedure category than listed.



BUTTE LOCAL AGENCY FORMATION COMMISSION

1453 Downer Street, Suite C • Oroville, California 95965-4950
 (530)538-7784 • Fax (530)538-2847 • www.buttelafco.org

May12, 2020

Al McGreehan, Chair
 c/o Dan Efseaff, General Manager
 Paradise Recreation and Park District
 6626 Skyway
 Paradise, CA 95969

Sent via Email: defseaff@paradisepspd.com

Re: Extraterritorial Service Extension Request – Paradise Lake

Dear Mr. McGreehan:

Thank you for submitting a service extension request (Attachment 1), to the Butte Local Agency Formation Commission (LAFCo), we appreciate your diligence in securing all necessary approvals. As we understand the request, the Paradise Recreation and Park District (PRPD) desires to extend its services outside its jurisdictional boundaries to assist the Paradise Irrigation District (PID) by providing management of all current and contemplated recreational services at the Paradise Lake. As you know, pursuant to Government Code Section 56133, a city or district may only provide services outside its boundaries only after receiving authorization from LAFCO.

The LAFCO review pursuant to GC56133 involves a number of steps, first of which is to determine whether the services to be extended qualify as an exemption. As described in your letter of April 8, 2020 (Attachment 1), the PRPD and the PID have entered into a Lease Agreement (Attachment 2) that will allow the PRPD to lease the Paradise Lake lands and facilities and to further operate the current and contemplated recreational services provided by the PID. This cooperative arrangement between the two Districts was motivated by fallout of the Camp Fire which requires the PID to focus its limited service capabilities to managing and maintaining its water storage and delivery functions. PRPD does have the service capability to manage and provide ongoing recreational services at the Paradise Lake.

Upon a review of the PRPDs request letter, the executed Lease Agreement between the PRPD and PID and the PRPDs Municipal Service Review, we have determined that pursuant to GC56133(e)(1), the described proposal for the management/maintenance of public lands, specifically, the provision of recreational services outside of the PRPD boundaries, **is exempt** from GC56133 in that the PRPD will be providing a service that is an alternative to, or substitute for, services already being provided by the PID and will be provided at the level of service contemplated by the PID.

This authorization is effective June 1, 2020 for the purposes described in the PRPD's request. Any substantial deviation from this purpose will require additional review by LAFCO for compliance with

state law. Should new or conflicting information become known, the Commission retains the right to further review and/or modify this administrative approval.

As the PRPD indicates this arrangement with PID is to be permanent and that the PRPD may wish to expand the current or contemplated uses in the future, the LAFCo encourages the PRPD to initiate the annexation of these leased lands. This would promote logical jurisdictional boundaries and the efficient delivery services and remove any restrictions to services to be provided by the PRPD.

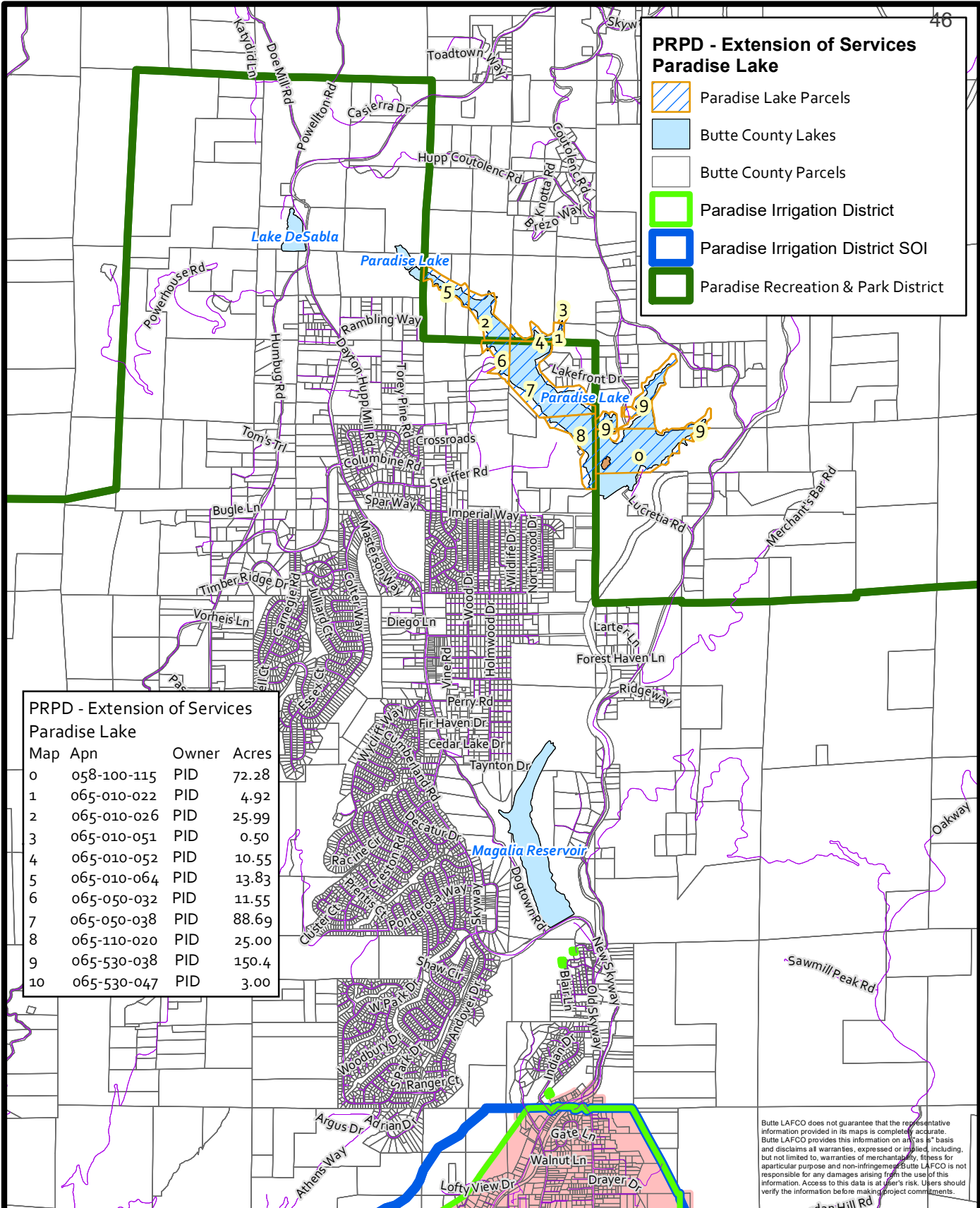
Sincerely,

Steve Lucas

Stephen Lucas
Executive Officer

Attachments: 1. Map of Affected Territory
2. PRPD Service Request Letter of 4/8/20
3. PRPD/PID Lease Agreement

cc: LAFCO
PID



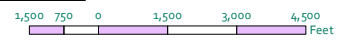
Butte LAFCO does not guarantee that the representative information provided in its maps is completely accurate. Butte LAFCO provides this information on an "as is" basis and disclaims all warranties, expressed or implied, including, but not limited to, warranties of merchantability, fitness for particular purpose and non-infringement. Butte LAFCO is not responsible for any damages arising from the use of this information. Access to this data is at user's risk. Users should verify the information before making project commitments.

BUTTE LOCAL AGENCY FORMATION COMMISSION

Paradise Recreation and Park District - Extension of Services - Paradise Lake



PRPD - Extension of Services Paradise Lake



C:/projects/lafo_projects/
lafo_irrigation_water_sewer_districts/
irrigation_water_districts2/PID/
Lucas_PID_paradise_Lake/
lucas_lake_parcel1.mxd

Data: PID, Butte County & LAFCO



Paradise Recreation & Park District

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

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

April 8, 2020

Butte Local Agency Formation Commission
1453 Downer Street
Oroville, CA

Attention : Steve Lucas, Executive Director

Dear Mr Lucas,

Please accept this letter as a request for an extraterritorial service extension allowing the Paradise Recreation and Park District to conduct lake operations and District programming beyond its jurisdictional boundaries; specifically at Paradise Lake owned by Paradise Irrigation District.

The affects of the Camp Fire has created an undue hardship on Paradise Irrigation District as they continue to work to provide potable water to their consumers. Paradise Irrigation District and Paradise Recreation and Park District have agreed to allow the Recreation District to assume lake operations and it is the District's desire to expand our programming at this facility.

At the April 8, 2020 regularly scheduled Paradise Recreation and Park District Board of Directors meeting, the Board took action to approve this request and authorized the Board Chairperson to sign this letter on behalf of the District.

Respectfully submitted,

Al McGreehan
Board Chairperson

/cc

Attachments: Paradise Irrigation District Lake Operations Agreement

O:\Outreach\Organizations\LAFCO\EXTRATERRITORIAL SERVICE EXTENSION 2020\Service Extension Request_Paradise Lake_2020.docx

**LEASE AGREEMENT BETWEEN PARADISE IRRIGATION DISTRICT
AND PARADISE RECREATION AND PARK DISTRICT**

This Agreement (the "Agreement") is entered into on the date last set forth below opposite the parties' signatures by and between Paradise Irrigation District, a California irrigation district ("PID") and Paradise Recreation and Park District, a California recreation and park district ("PRPD") (PID and PRPD each may also be referred to as a "Party" and collectively as the "Parties").

I. RECITALS

The Parties enter into this Agreement in recognition of the following facts:

A. Paradise Lake is located in Butte County, California. The Lake consists of the land underlying and adjacent to the water stored thereon and the improvements located thereon, including, without limitation, administrative and caretaking facilities, picnic, boat launching, and parking facilities, and hiking and walking trails and paths, (the "Lake"), all as more particularly shown on the attached in Exhibit "A." For purposes hereof, the Lake does not include the impoundment facilities known as Paradise Dam, which capture and store water at the Lake.

B. PID owns the majority of real property underlying and surrounding the Lake ("PID Lands"). The PID Lands are described and depicted in Exhibit B hereto. The United States Forest Service (USFS), Lassen National Forest (administered by Plumas National Forest), owns a portion of the real property surrounding the lake ("USFS Lands"). The USFS Real Property is described and depicted in Exhibit C hereto.

C. The Lake is one of two public water supply reservoirs owned and operated by PID and serves a critical role in supplying water supply to its constituents. As such, the Lake is strictly regulated. PID currently allows fishing and limited recreational uses including boating, hiking, and picnicking, but excluding swimming and other uses not specifically allowed. PID's regulations for recreational use of the Lake (the "Rules") are set forth in the attached Exhibit "D." PID's administration of the USFS Lands for Lake related recreation are subject to the terms of a 2017 USFS Special Use Permit.

D. Due to the Camp Fire of November 2018 which caused widespread destruction and damage to the facilities of PID and PRPD, PID now must focus its rehabilitation, repair, and replacement efforts on its water storage and delivery facilities, and not on managing and operating the Lake for recreation. PRPD, however, has the staff and resources available to it to enable it to assume management and operation of the Lake for recreation in accordance with the Rules and any USFS Special Use Permit it may obtain.

E. Both Parties believe continued management and operation of the Lake for recreation is in the best interests of their constituents and of the residents of the Greater Ridge area and of Butte County and will facilitate and quicken the restoration of the Parties and their communities.

In consideration of the foregoing facts, the recital of which is by this reference incorporated in the agreement of the Parties set forth below, and of the mutual covenants, conditions, and agreements set forth below, the Parties agree as follows:

1. **Leased Premises.** PID hereby leases to PRPD the PID Lands pursuant to the terms and conditions herein set forth.

2. **USFS Use Permit.** As a condition precedent to the effectiveness of this Agreement, PRPD shall obtain a USFS Special Use Permit from the USFS, Plumas National Forest, authorizing PRPD to make the USFS Lands available to the public on terms and conditions similar to those contained in the 2017 Use Permit. PRPD shall at all times during the Term of this Agreement maintain and comply with the terms of any Special Use Permit authorizing its continued use of the USFS Lands. PRPD shall provide to PID a copy of the Special Use Permit and any subsequent renewals or extensions which may be in effect during the Term of this Lease

PRPD shall bear all expenses associated with any such Special Use Permit, including without limitation: (1) the preparation and submittal of any required Operating Plan, (2) all liabilities to the United States, (3) Indemnification obligations to the United States, (4) Insurance obligations, (5) Land Use Fees, (6) Cleanup and Remediation attributable to its actions or failures to act.

3. **Term.** Recognizing that PRPD will be seeking federal, state and/or local grants and funding to operate and maintain this Lake for recreation purposes and the likelihood that any such funding shall require

PRPD to have a long term lease of the Lake, the term of this Lease shall be 20 years, commencing on 6-1 2020 and terminating on 5-31, 2040 unless extended by mutual written agreement of the Parties. Notwithstanding the foregoing, the Parties shall meet not less frequently than annually during the term hereof to review this Agreement and assure it continues to serve their best interests and the interests of their residents. If as a result of any such meeting the Parties agree that this Agreement no longer serves such interests, then they may agree in writing to terminate this Agreement on such terms and conditions as they shall agree.

4. **Use of Premises.**

a. PRPD shall use the Lake for recreation and recreational programs in accordance with the Rules and any applicable Special Use Permit.

b. PRPD shall at all times observe and comply with all laws, ordinances, codes and regulations which pertain to or apply to the use of the Lake now or subsequently imposed, whether federal, state or local.

c. PID reserves exclusive discretion and authority to manage its water system and sources of supply, and shall not, pursuant to this Agreement, be obligated to maintain any certain level or quantity of water in Paradise Lake.

d. If the Lake ceases to be used for the purposes set forth herein for a period of twelve consecutive months, and such use cannot be restored within a reasonable period of time thereafter, this Lease may be terminated by either party on 120 days advance written notice to the other.

e. **Limited Dispute Resolution Proceedings Relating Exclusively to Disputes Concerning Use.** Should either Party wish to amend or otherwise modify any or all of the Rules, it shall meet and confer in good faith with the other Party with respect to its desired changes and the reasons therefor. If the dispute cannot be resolved by negotiation, then by mutual agreement the Parties may initiate mediation by written notice to the other. The Parties shall select a single mediator knowledgeable in the field of dispute, who shall conduct the mediation in Chico, California. The Mediator's decision shall be advisory, and without prejudice to either party's ability to seek any remedy which may be available to them in courts of law possessing jurisdiction. These procedures shall be without prejudice to either party's right and ability to seek a preliminary

injunction or other provisional judicial remedy if such action is necessary to prevent irreparable harm or preserve the status quo.

f. The Parties shall meet and confer if, during the term of this lease, federal, state, or local permits, grants or funding necessary to PRPD's operation and maintenance of the leased premises become unavailable through no fault of PRPD. Upon no less than 90 days' notice from the date such funds or permits are actually terminated, PRPD may terminate this lease.

5. **Consideration.** As consideration for its lease of the Lake, PRPD agrees to pay to PID the sum of \$1.00 upon execution hereof and on each anniversary thereafter during the term of this Lease and to faithfully perform all of those obligations on its part to be performed hereunder.

6. **Utility and Operating Costs.** PRPD shall be responsible for all costs associated with its use of the Lake pursuant to this Lease, including all costs of operating and maintaining the Lake for recreation, such as the costs of all utilities, facility upgrades and maintenance, and seasonal or full-time employees. PID shall be responsible for any and all utility and operating costs relating to its use of the Lake and of Paradise Dam for the storage and delivery of water, including without limitation water testing and treatment.

7. **Repairs, Maintenance, and Alterations.** PRPD shall have exclusive use and possession of the Lake for recreation purposes and shall bear all costs and responsibility for repair and maintenance of recreational facilities at the Lake, excluding Paradise Dam. PRPD shall maintain the Lake and recreational facilities in a clean, safe, sanitary, and useable condition at all times. PRPD agrees to indemnify and hold PID free and harmless from any and all liabilities, claims, liens, encumbrances and judgments created or suffered in connection with labor, services or materials furnished in connection with any alterations, repairs or additions which PRPD causes to be made to the recreational facilities at the Lake. Any improvements or additions made to the Lake will become the property of PID at no cost to PID at the termination of this Agreement unless PID and PRPD enter into a written agreement providing otherwise.

8. **Taxes.** During the term of this Agreement, PRPD shall pay any and all taxes which may be levied upon or assessed by reason of the recreational use of the Lake. Notwithstanding the foregoing, PID hereby acknowledges that, as of the date of this Agreement, no property taxes or possessory interest taxes are

being assessed against the Lake or the recreational facilities located thereon.

9. Indemnification.

a. To the fullest extent permitted by law, during the term of this Agreement and beyond as provided in subsection c. below, PRPD shall defend, indemnify and hold PID, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of PRPD, its officials, officers, employees, sublessees, consultants or agents arising out of or under this Lease including, without limitation, the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. PRPD shall reimburse PID and its officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

b. To the fullest extent permitted by law, during the term of this Agreement and beyond as provided in subsection c. below, PID shall defend, indemnify and hold PRPD, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of PID, its officials, officers, employees, sublessees, consultants or agents in connection with PID's use of the Lake and Paradise Dam for storage and delivery of water under this Lease including, without limitation, the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. PID shall reimburse PRPD and its officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

c. Each Party's responsibility for such defense and indemnity obligations shall

survive the termination of this Lease for the fullest period of time allowed by law.

d. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Lease. Each Party's obligation to indemnify shall not be restricted by insurance proceeds, if any, received by the other Party, its directors, officials, officers, employees, agents, or volunteers.

10. General Liability Insurance.

a. PRPD shall obtain commercial general liability insurance (occurrence policy form) from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of "B" or better or, in the alternative, an unlicensed U.S. domiciled company or companies with an "A" rating, which provides coverage for bodily injury, personal injury and property damage liability in the amount of at least \$2,000,000 per occurrence and \$4,000,000 in the aggregate, with a maximum policy deductible of \$5,000, or as otherwise agreed upon by the Parties. PID shall be named "Additional Insured" to such policy.

b. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specific minimum insurance coverage requirements and/or limits shall be available to PID as the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to PRPD, whichever is greater.

c. The insurance coverage required herein shall be evidenced by a certificate of insurance with policy endorsements and shall be executed by an authorized official of the insurer(s). In addition to the limits of coverage described above, the certificate of insurance shall provide that the insurer shall provide to PID at least 30 days prior notice of cancellation or material change in coverage, or 10 days prior notice of cancellation for non-payment.

d. PRPD acknowledges and agrees that PID, its officers, boards and commissions, and members thereof, its employees and agents, are covered as additional insureds with respect to any liability arising out of the activities of PRPD as the named insured. Such additional insured status shall be

evidenced by a policy endorsement executed by an authorized official of the insurer(s). A blanket endorsement which provides additional insured status to any person or organization with whom PRPD, as named insured, has entered into a written contract, such as this Lease, shall satisfy this requirement.

e. The insurance coverage required herein shall be primary and non-contributory insurance with respect to PID, its officers, officials and employees. Any insurance or self-insurance maintained by PID, its officers, officials or employees shall be in excess of the insurance afforded to the named insured by the insurance coverage required herein and shall not contribute to any loss. Such primary insurance status shall be evidenced by a policy endorsement issued by an authorized official of the insurer(s), and shall be at least as broad as CG 20 10 04 13. In the alternative, a letter issued by an authorized official of the insurer(s) and copies of the pertinent page(s) of the policy shall satisfy this requirement.

f. The limits of insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of PID (if agreed to in a written contract or agreement) before PID's self-insurance shall be called upon to protect it as a named insured.

g. PRPD hereby agrees to waive all rights of subrogation against PID for losses arising from activities performed by PRPD or its contractors, subcontractors, or sublessee(s) for PID under this Agreement.

11. **Fire and Extended Hazards Insurance.**

a. At all times during the term of this Agreement, PRPD shall, at its sole cost and expense, maintain in full force and effect fire insurance obtained from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of "B" or better or, in the alternative, an unlicensed U.S. domiciled company or companies with an "A" rating, insuring all of the recreational facilities at the Lake excluding Paradise Dam against fire, extended coverage hazards, vandalism, and malicious mischief. All such insurance shall be in the form or forms reasonably approved by PID, shall insure such facilities at the Lake in an amount equal to their full replacement value,

and shall provide that the insurer shall give PID at least 30 days' prior notice of cancellation or material change in coverage.

b. Upon execution of this Agreement, a copy of the insurance policy or policies required herein or, in lieu thereof, the face page of such policy or policies and any endorsements which limit or otherwise affect the coverage provided shall be delivered by PRPD to PID for approval as to form and sufficiency. When such insurance policy or policies has been so approved, PRPD may substitute for the same a certificate of insurance issued by the respective insurance company or companies certifying that such insurance policy or policies is in full force and effect and all recreational facilities at the Lake excluding Paradise Dame are insured in the amount required herein.

c. In the event any dispute over whether the amount of such insurance complies with the requirements of this section cannot be resolved by agreement, either Party may request the carrier of the insurance then in force to determine the full replacement value of the recreational facilities at the Lake and the resulting determination shall be conclusive between the parties for purposes of this section.

d. If any of the recreational facilities at the Lake are damaged or destroyed from a risk covered by the insurance policy required by this section, all of the proceeds of such insurance shall be paid to PRPD for the purpose of its repairing or restoring such damaged or destroyed improvements or facilities. Upon such receipt PRPD promptly shall commence such repair or restoration work and thereafter prosecute the same with reasonable dispatch.

12. **Hazardous Materials.**

a. **Definition.** As used in this Agreement, the term "Hazardous Material" shall mean any substance, water, or material which has been determined by any federal, state, or local government authority to be capable of posing a risk of injury to health, safety, and property, including but not limited to, all of those materials, wastes and substances designated as hazardous or toxic by the U.S. Environmental Protection Agency, the U.S. Department of Labor, the U.S. Department of Transportation and/or any other governmental agency now or hereafter authorized to regulate materials and substances in the environment.

b. **Prohibited Without Consent.** Neither Party shall cause or permit any Hazardous Materials to be brought onto, stored, used, generated, recycled, or disposed of in, on, under or about the Lake by its agents, employees, contractors, licensees, sublessees or invitees. Notwithstanding the foregoing, PRPD shall have the right to bring onto, store, use and handle on the Lake (i) minor quantities of generally available Hazardous Materials used for routine cleaning and maintenance of the recreational facilities at the Lake and other operational aspects of its business, and (ii) products containing Hazardous Materials that are used by or in motor vehicles provided that the same are at all times stored, used, handled and disposed of in compliance with all Environmental Laws, and (iii) products commonly used in the ordinary course and scope of PRPD's business.

c. **Indemnity.** Each Party shall be solely responsible for and shall indemnify, hold harmless and defend the other Party, its officers, employees and agents from and against any and all liabilities arising from or in any way relating to its use of Hazardous Materials on or at the Lake, provided that the liabilities are or are reasonably likely to be a result of or related to the receiving, handling, use, storage, accumulation, transportation, generation, spillage, migration, discharge, release or disposal of Hazardous Materials in, on, under or about the Lake at any time after the date of this Agreement but not before the date of PRPD's first taking possession of the Lake, and provided that the Liabilities are or were, caused by that Party or its agents, employees, contractors, licensees, sublessees or invitees. The indemnification under this Section shall survive the termination of this Agreement.

d. **Notice.** If at any time during the term of this Agreement, Hazardous Materials are discovered by either Party to be on or at the Lake, such Party shall immediately notify the other Party in writing of such occurrence. PID and PRPD each further agree to promptly notify the other of any communication received from any governmental entity concerning Hazardous Materials or the violation of any law or regulation that related to such substances.

13. **Assignment.**

a. PRPD shall not voluntarily, or by operation of law, assign, sublet, transfer, mortgage, or otherwise transfer or encumber all or any part of PRPD's interest in this Agreement or in the Lake or any

part thereof, without the prior written consent of the PID. Any attempted assignment, transfer, sublease, encumbering or renting without such consent shall be void and constitute a breach of this Agreement. In the event a receiver, trustee or conservator is appointed to take possession of the assets of PRPD, or the possession of the Lake, or a general assignment is made by PRPD for the benefit of creditors, or any action is taken by or against PRPD under any insolvency law or bankruptcy act, PID, at its option, may forthwith terminate this Agreement.

b. Any consent by PID to the assignment or other transfer of rights hereunder by PRPD shall not release PRPD from any obligations under this Agreement, and PID's consent, unless expressly provided therein, shall not include consent to any subsequent assignment or transfer by PRPD or PRPD's heirs, successors or assigns. Additionally, all the terms, conditions and covenants of this Agreement shall inure to the benefit of and be binding upon the lawful successors and assigns of the Parties hereto.

14. **Entry and Inspection.** PRPD agrees that PID, its agents and employees, may enter upon the Lake at any reasonable time for the purpose of making inspections, surveys and measurements and performing work necessary for its maintenance and operation of Paradise Dam and Lake for purposes of water storage and delivery, all with the understanding that the same will be performed in such a manner as to minimize interference with PRPD's use of the Lake. PID agrees to provide PRPD with reasonable prior notice of any such entry and inspection.

15. **Non-Discrimination.** PRPD herein covenants by and for itself, its successors, and assigns, and all persons claiming under or through it, and that use of the Lake is made and accepted upon and subject to the conditions that there shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex (including all forms thereof), sexual orientation, disability, medical condition, marital status, pregnancy, national origin, ancestry or any other class protected by law, in the leasing, subleasing, transferring, use, occupancy, tenure, or enjoyment of the Lake herein leased. Nor shall PRPD itself, or any person claiming under or through PRPD, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use, or occupancy of the Lake herein leased.

16. **Condition of Lake.** PRPD understands and agrees that no representation, statement or warranty, express or implied, has been made by or on behalf of PID as to the condition of the Lake or the suitability of the Lake for its intended use. PRPD hereby acknowledges that it has had the opportunity to inspect the Lake and hereby agrees to accept the Lake "as is" with respect to all known or obvious conditions which currently exist in and on the Lake.

17. **Waste or Nuisance.** During the term of this Agreement, PRPD shall not commit or allow to be committed any waste on the Lake or maintain or allow to be maintained any nuisance thereon.

18. **Default.** In the event PRPD fails to keep and perform any term, condition or covenant contained within this Agreement, its exhibit, and any subsequent amendments, and PRPD fails or is unable to cure such default within 30 days after being given written notice thereof, then all rights of PRPD under this Agreement and to the use and occupancy of the Lake shall terminate and PID shall have the immediate right of reentry and may remove all unauthorized persons and property therefrom.

19. **Notices.** Any notice required or desired to be given hereunder may be served personally or by registered or certified mail with the United States Postal Service, return receipt requested, postage prepaid, addressed as follows. Notice becomes effective on the date of personal service or five (5) days following date of postmark.

If to PID: Paradise Irrigation District
6332 Clark Road
Paradise, CA 95969
Attn: General Manager

If to PRPD: Paradise Recreation and Park District
6626 Skyway
Paradise, CA 95969
Attn: General Manager

20. **Covenant of Quiet Possession.** PID covenants that it will deliver quiet possession of the PID Lands to PRPD on the date the term of this Agreement is to commence and that PRPD's quiet possession upon the PID Lands will not be disturbed by PID or those claiming under it during the terms of this Agreement unless as otherwise provided for in this Agreement. PRPD understands and agrees that its use of the USFS Lands is subject to, and contingent upon, obtaining and maintaining at all times during the Term,

appropriate Special Use Permits authorizing its use of the USFS Lands consistent with the terms of this Agreement.

21. **Entire Agreement.** This Agreement, and attached exhibits and documents referenced (each of which are expressly incorporated herein), constitutes the entire agreement of the Parties hereto relating to the Lake and shall supersede all prior written or oral negotiations or agreements of the Parties relating to the Lake.

22. **Modification.** This Agreement shall not be modified in any part except by written amendment duly executed by the Parties.

23. **Severability.** If any term, condition or covenant of this Agreement is held by a Court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall remain valid and binding.

24. **Relationship of Parties.** Nothing herein contained shall be deemed to create a partnership or joint venture, nor shall the relationship between the Parties be construed as principal and agent, or other than landlord and tenant.

25. **Mutual Contract.** The Parties agree that this Agreement has been mutually drafted and authored by both Parties and that it shall not be construed against any Party.

26. **Operational Name.** PRPD agrees to operate and refer to its operations at the Lake under the name "Paradise Lake Recreation Facility" or such other reasonably similar name during the term of this Agreement.

Executed by the Parties by their respective duly authorized officers, as of the dates set forth below.

//
//
//

April 27, ~~2019~~ 2020

PID:
Paradise Irrigation District, a California
irrigation district

By: _____
Kevin Phillips, General Manager

Approved as to Form:

By: _____

Andrew McClure,
PID Attorney

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

4-8, ~~2019~~ 2020

By: _____
Doreen Hoff, General Manager

Approved as to Form:

By: _____

John Jeffery Carter,
PRPD Attorney

Exhibit A

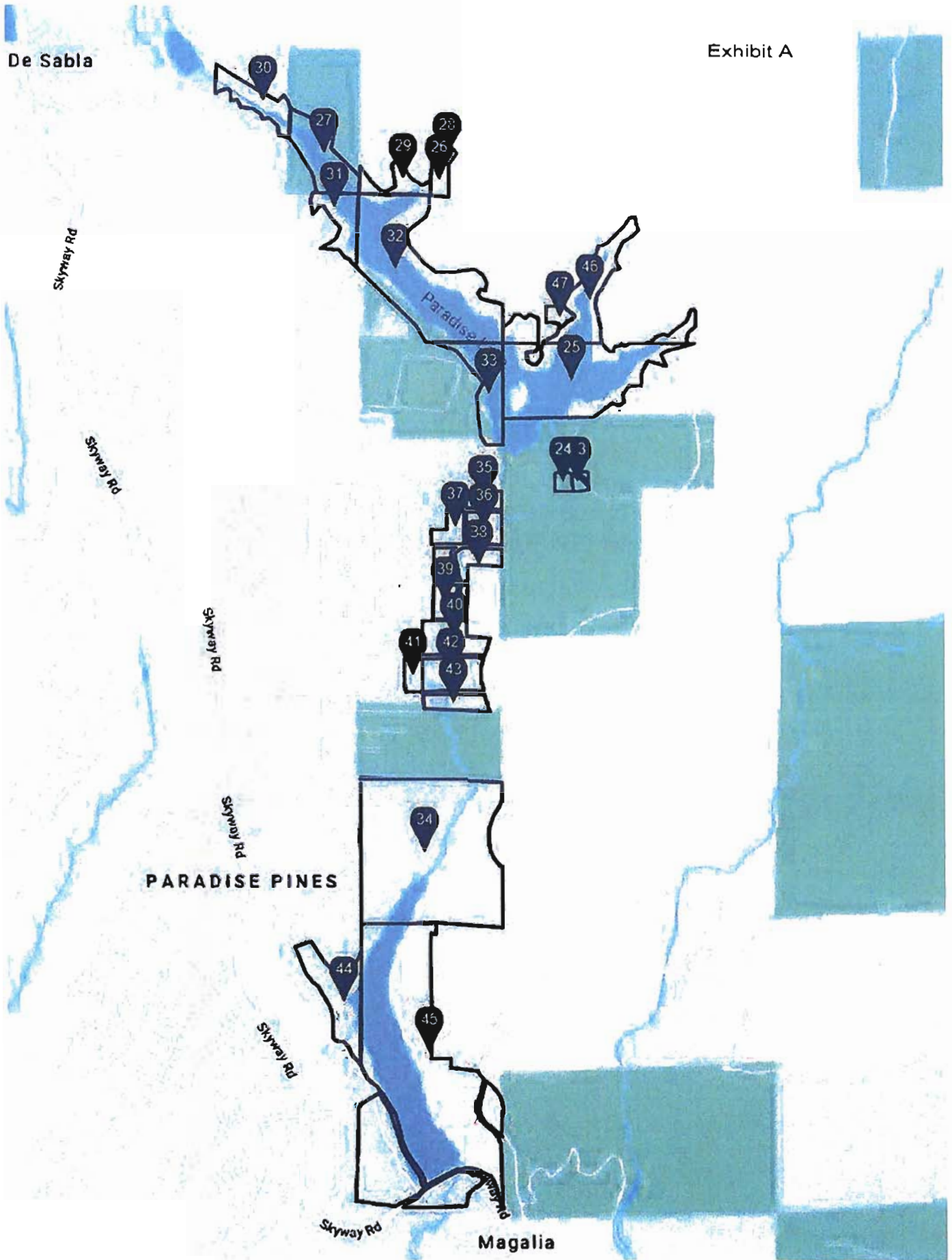
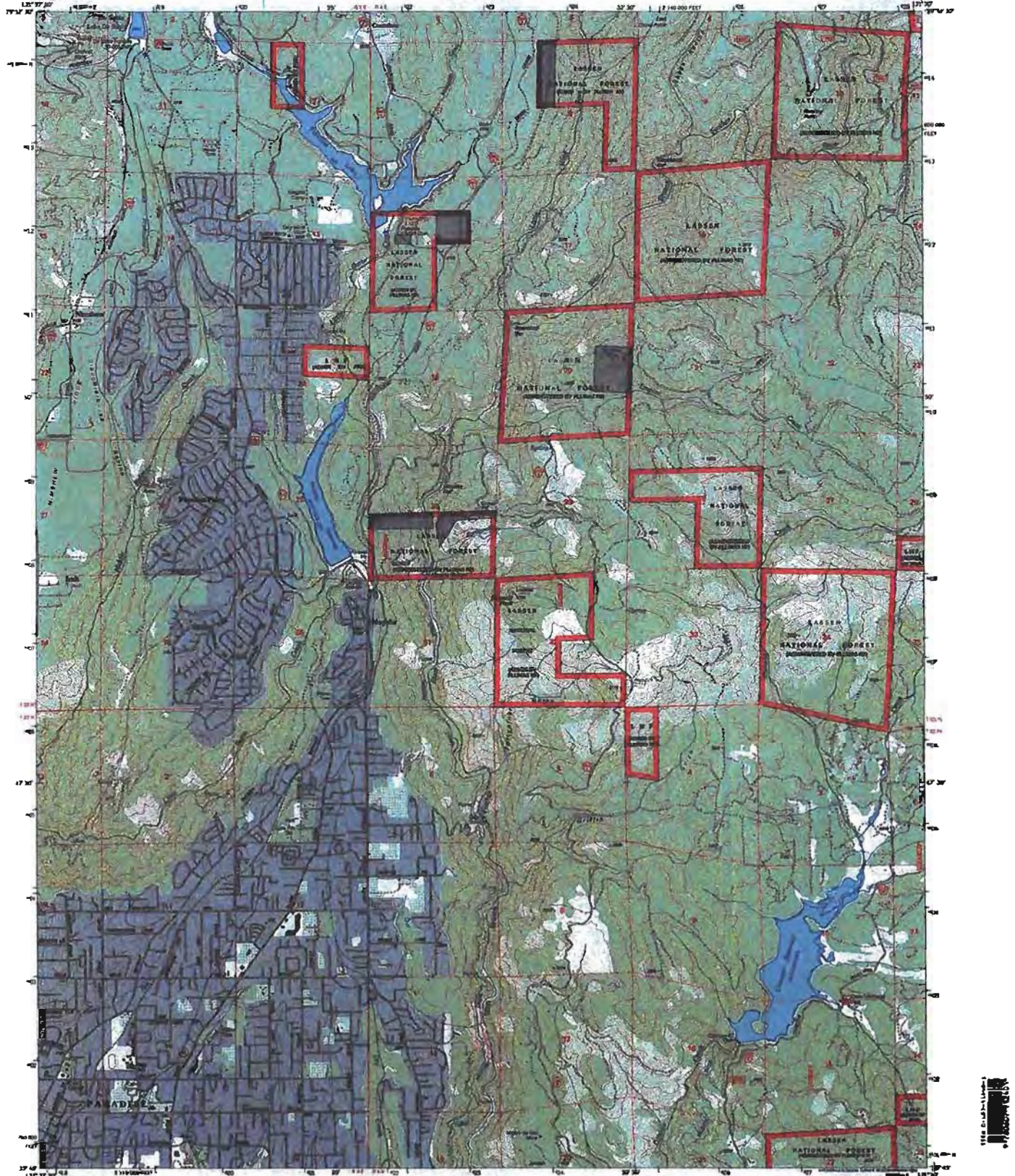


EXHIBIT B

25	BUT	058-100-115-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
26	BUT	065-010-022-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
27	BUT	065-010-026-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
28	BUT	065-010-051-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
29	BUT	065-010-052-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
30	BUT	065-010-064-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
31	BUT	065-050-032-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
32	BUT	065-050-038-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
33	BUT	065-110-020-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
34	BUT	065-110-024-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
35	BUT	065-150-001-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
36	BUT	065-150-002-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
37	BUT	065-150-003-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
38	BUT	065-160-002-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
39	BUT	065-160-003-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
40	BUT	065-180-012-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
41	BUT	065-180-019-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
42	BUT	065-180-020-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
43	BUT	065-180-031-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
44	BUT	065-240-002-000	PARADISE IRRIGATION DISTRICT	
45	BUT	065-260-011-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
46	BUT	065-530-038-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
47	BUT	065-530-047-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
48	BUT	066-010-024-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954
49	BUT	066-440-014-000	PARADISE IRRIGATION DISTRICT	MAGALIA CA 95954



Produced by the U.S. Geological Survey
 Revised by the U.S. Forest Service
 Copyright from United States Geological Survey (USGS). Revised from 1984
 (topographic) and 1984 (topographic) maps. Original maps are in the public domain.
 This map is a high-level base map of the Paradise East area. It is not intended
 for use as a legal document. For more information, contact the U.S. Geological Survey,
 Reston, VA 20192.



SCALE 1:24,000

CONTOUR INTERVAL 40 FEET

NATIONAL GEODESIC SURVEY

7.5-MINUTE SERIES

A POLAR PROJECTION TOPOGRAPHIC MAP AND SERIES IS AVAILABLE ON REQUEST

LEGEND

	1st Class Road		Power Lines
	2nd Class Road		Highways
	3rd Class Road		Unimproved Roads
	4th Class Road		Contours
	5th Class Road		Contour Interval
	6th Class Road		Contour Interval
	7th Class Road		Contour Interval
	8th Class Road		Contour Interval
	9th Class Road		Contour Interval
	10th Class Road		Contour Interval

PARADISE EAST, CA
1994

Paradise Irrigation District

Lakes and Reservoirs and Adjoining Facilities



Paradise Lake Operation Hours:
Located on Lucretia Rd. at Pay to Park Area

Paradise Lake is open from 5 am to Sunset,

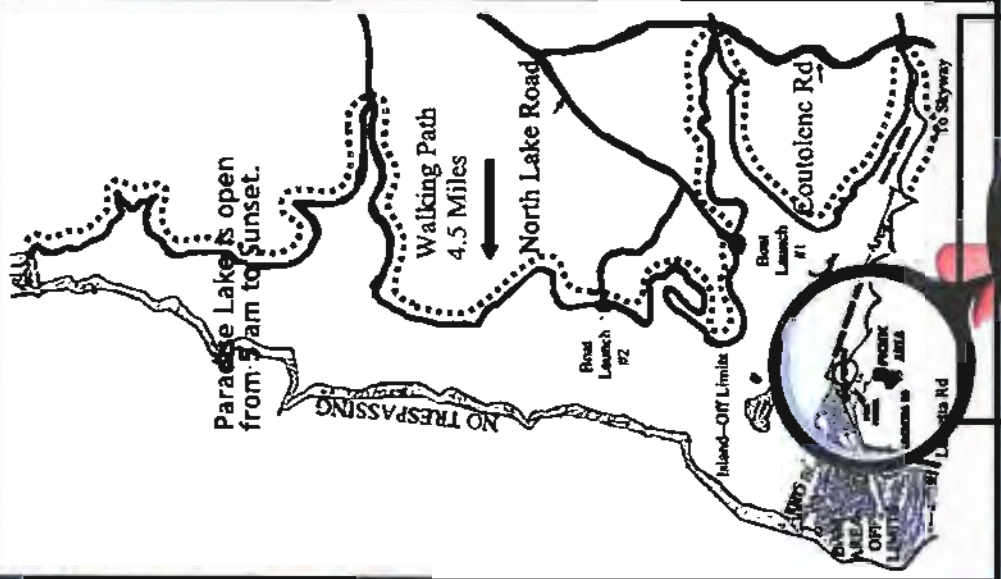
Friday Through Monday

(Closed Tuesday, Wednesday, & Thursday
for Maintenance)

This facility is available to all without discrimination.

6332 CLARK RD, PARADISE
BUSINESS OFFICE—(530) 877-4971
Fax: (530) 876-0483
www.pidwater.com

This facility is operated under a special use permit issued by the US Forest Service, Plumas National Forest.



Recycle and Make a Splash



Save a Can/Buy a Fish - This recycling program promotes recycling while helping to increase the fish habitat at Paradise Lake. Aluminum can containers are located in several areas throughout the lake, including the parking lot and picnic area.

Recyclables Drop-off locations:

PID Office: 6332 Clark Road
Northern Recycling & Waste Services: 920 American Way

Paradise Lake is one of two reservoirs which stores water for our community. It is a source of public water supply; therefore, it is strictly regulated. It covers an area of 244 acres and is surrounded



by beautiful wooded land and has a shoreline of 7.5 miles. Its

function is to store raw water for our community of Paradise. It holds approximately 11,500 acre feet of water. It is our only reservoir that allows fishing and recreation. Magalia Reservoir is located on Little Butte Creek downstream from Paradise Lake and does not allow fishing or recreation. Paradise Dam separates the two reservoirs.

LOCK YOUR VEHICLE. Paradise Irrigation District is NOT RESPONSIBLE for theft of, or damage to, any vehicle or any article left in the same.

For the purpose of permitting the public to enjoy recreational facilities of the Paradise Irrigation District, and in order to extend the privilege to all upon a fair and equitable basis, and at the same time to ensure that the use of the recreational facilities does not detract from the primary objective of the District, that of supplying safe, pure and wholesome water to the District water consumers, and to further ensure the safety of District property, recreation privileges will be in accordance with the following regulations:

Required Permits

Use Fees (effective 01/01/2013)

Annual / Seasonal Fees	
Parking	\$20.00
Parking PID Customer (available at PID office only)	\$15.00
Boating (Parking included)	\$40.00
Additional Single-Occupancy Vessels	\$20.00

Annual / Seasonal Passes available from lake patrol personnel or at District office at 6332 Clark Rd. Paradise, CA.

Day-Use Fees

Parking	\$3.00
Boating (Parking included)	\$10.00
Additional Single-Occupancy Vessels	\$5.00

Available onsite at Pay to Park stations located at Paradise Lake. Parking Pass entitles holder to daily use of Paradise Lake Recreational Facilities. Permits are not exchangeable. Group rates for single occupancy boating and parking are available to officially recognized groups; see Lake Patrol.

Picnic Reservation Area Fee (max 100 persons)

1-25 Persons	— \$30.00
26-50 Persons	— \$50.00
51-100 Persons	— \$100.00
Gazebo	— \$100.00

For more information regarding reserving the group reservation or gazebo area, serving alcohol, required deposits, etc. please call PID at (530) 877-4971.

GENERAL REGULATIONS:

- No person shall by any means foul or pollute the water of Paradise Lake or any adjoining District property.
- All vehicles parking with the intent of using Paradise Lake Recreation Facilities (fishing, biking, walking, picnicking, etc.) are required to purchase either a yearly or daily parking pass that must be displayed in driver's side windshield of vehicle.
- Wading, bathing, or swimming in the Lake is strictly prohibited.
- NO DOGS ALLOWED, EVEN ON LEASHES
- No fires allowed, except in barbecue grills provided in picnic area.
- Hunting or carrying weapons on premises is prohibited.
- No overnight camping on PID property.
- All recreational facilities not otherwise specified, are open at 5 am and close at sunset, and are closed every Tuesday, Wednesday, and Thursday.

- Picnicking allowed in picnic area only.
- Minors less than 12 years of age must be accompanied by an adult provided, however, that each adult shall not accompany more than three such minors.

- Automobiles or other vehicles must be parked at places designated as parking areas.
- Horses and off-road vehicles are prohibited.
- The picking of ferns or shrubs, or defacing or damaging of trees or other vegetation is prohibited.
- Permitted area is located on the Plumas National Forest facility and is operated on a non-discriminatory basis.
- Paradise dam and any other posted restricted areas are OFF LIMITS. NO FISHING OR TRESPASSING WILL BE ALLOWED ON THE WEST SIDE OF THE LAKE. FOOT TRAFFIC AND LANDING OR LAUNCHING OF BOATS IS PROHIBITED IN THIS AREA.
- Magalia Dam and Reservoir and that portion of Little Butte Creek adjoining said Dam and Reservoir to Paradise Lake are OFF LIMITS. FISHING, BOATING, AND TRESPASSING OF ANY TYPE WILL NOT BE ALLOWED AT SUCH LOCATIONS.
- Paradise Irrigation District Lakes and Reservoirs and Adjoining Facilities are patrolled by District personnel who shall enforce the foregoing rules and issue such further instructions as may be necessary to fully protect the purposes of this program. Any violation of instructions issued by District personnel pursuant to this regulation shall constitute a violation of these Rules and Regulations and the application of penalties, fines or remedies explained in these regulations.

FISHING REGULATIONS:

- All Fishing Laws & Limits will be the same as governed by the Fish & Game laws of the State of California.
- A valid State of California fishing license is required of all ages 16 years and over.
- No fish shall be cleaned in or near the reservoir, or on any District property.
- Use of Minnows for bait is prohibited, as is such use of Fish taken from the lake.
- No frogging.
- An individual, who is physically disabled and has a handicap license plate or placard, is not charged to park. Handicapped parking area and wheelchair ramps are located in main parking lot off of Lucrella Road.
- Passes or Permits must be shown to the Lake Patrolman or authorized assistants upon demand.
- Any posted NO FISHING areas are OFF LIMITS.

BOATING REGULATIONS:

- Only approved row boats, sailboats, canoes, kayaks & inflatable boats are allowed. Electric trolling motors are allowed. No motor boats, rafts, inner tubes, paddle-boards, float tubes, inflatable devices other than as herein approved, or floating devices of any kind may be used. Inflatable boats shall have at least two (2) perimeter air chambers, excluding the floor and weight carried shall conform to the manufacturer's recommendation, which shall be permanently and legibly displayed on the craft in a visible location. Personal Pontoon boats are permitted with the following conditions: No fins allowed within thirty (30) feet of the shoreline. Sealed waders in good condition shall be worn at all times (NO BODY CONTACT).
- All boats will be inspected for safety and cleanliness by PID at the time of registration. A daily boat permit shall be purchased at the pay-to-park station, or from District Lake Patrol personnel. A yearly boat/parking permit can be purchased at the District office or Lake Patrol personnel.
- Boating will be permitted during daylight hours between sunrise and sunset. All boats must be off PID property before sunset.
- All boats must be registered to the extent local, County, or state laws require.
- All boats shall conform to USCG boating regulations and shall be equipped with USCG approved flotation devices - one for each occupant. Boat occupants are encouraged to wear a flotation device at all times while on the water. Minor children shall wear flotation devices as required by USCG boating regulations. Minor children aged 12-17 shall wear a flotation device if not accompanied by an adult.
- Each boat shall be equipped with a litter bag.
- Reckless or negligent boat handling will not be permitted.
- Vehicle parking and launching of boats or canoes will be allowed only in areas posted for this purpose. Boat launching from vehicles or trailers is allowed, provided the vehicle or trailer does not enter water to avoid contributing biological, chemical, or other contaminants in the water. Each child under the age of 16 is allowed to operate a single person vessel at no charge when accompanied by an adult operating a paid vessel.

Any violation of these rules and regulations will subject the violator to any and all penalties, fines, or remedies available to Paradise Irrigation District including, without limitation, immediate forfeiture of any annual/seasonal/daily permits held by the violator. Immediate removal from Lake facilities, prosecution of violators in accordance with the civil and criminal laws of the State of California, and/or other remedies available under the law AS AMENDED BY THE BOARD OF DIRECTORS - MARCH 2015
 (Revised July 2019)



Paradise Recreation & Park District

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

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

May 26, 2020

Governor Gavin Newsom
1303 10th Street, Suite 1173
Sacramento, CA 95814

Re : Paradise Irrigation District – Emergency Camp Fire Funding

Dear Governor Newsom,

The Paradise Recreation and Park District [PRPD] has been actively involved with the long-range planning and rebuilding of the Paradise Ridge and the essential viability of the Paradise Irrigation District [PID]. PRPD strongly encourages the legislature to restore funding for **Item 9210-495, “Local Government Financing”** which appropriates \$7.37 million from the state General Fund to the PID. **Restoration of this funding is paramount for the survival of the Town of Paradise and surrounding areas devastated by the November 2018 Camp Fire.** The viability of the PID not only affects its future, but the functions and services of 14 other local agencies who depend on the repopulation of the Paradise Ridge. Cutting funding for the PID will cause extreme hardship on all affected agencies.

PID provides clean potable water to the homes and businesses within the Town of Paradise who in turn support the services of the other local agencies such as the Paradise Recreation and Park District who will suffer if the rebuild process is slowed or stopped. During the 2018 Camp Fire, over 30% of PID’s service connections were burned, leaving the Town of Paradise without a potable water source. Because PID operates on a fee-for-service model, when the service connections burned, so did PID’s ability to remain operational. During the 2019 budget cycle, PID worked with the Governor’s Office, the Legislature, and various stakeholders, to secure two years of backfill funding in order to keep PID operational while it worked on a long-term plan to become economically self-sufficient. These funds have been budgeted almost entirely towards paying its employees, who are members of the Teamsters and the IBEW. It is not overlooked that these same employees must also adapt to the ongoing COVID-19 Pandemic, and any loss or reduction in employment will be extremely difficult to remedy.

While PID is making significant progress towards becoming financially self-sufficient within the next two years, it has budgeted under the assumption that the second year

Governor Gavin Newsom
Paradise Irrigation District – Emergency Camp Fire Funding
May 26, 2020
Page -2-

allocation of funding would remain intact. PID was not aware that a second year of backfill was in jeopardy until release of the 2020 May Revised Budget on May 14, 2020.

We understand that California faces extraordinary strain due to the COVID-19 Pandemic. In the coming months and years, the Legislature will be forced to make enormously difficult and painful cuts to its budget. Even so, we ask that you restore PID's second year of funding as part of the Legislature's budget bill. If the Legislature is serious about rebuilding the Paradise Ridge – as we believe it is – then providing backfill to PID is essential. Without potable water, the Town of Paradise will never recover.

Sincerely,

Daniel S. Efseaff
District Manager

cc: LAFCO
Town of Paradise

Assemblyman James Gallagher
Third Assembly District
2060 Talbert Drive, Suite 110
Chico, CA 95928
<https://ad03.asmrc.org/>

Senator Jim Nielsen
2635 Forest Avenue, Suite 110
Chico, CA 95928
<https://nielsen.cssrc.us/>

Kevin Phillips
Paradise Irrigation District
6332 Clark Road
Paradise, CA 95969
kphillips@paradiseirrigation.com

https://paradiseprpd.sharepoint.com/sites/ParadiseLakeDocs/Shared Documents/Newsom_PID_funding_20_0526.docx

NOTICE TO COUNTY CLERK OF ELECTIVE OFFICES TO BE FILLED
TRANSMITTAL OF MAP AND/OR MEASURES
(Resident Voting Districts - Elections Code§10509, 10514, 10522)

PARADISE RECREATION AND PARK DISTRICT

To: District Manager/Secretary

Please review and confirm the following information and make any necessary changes. **Return this form no later than July 1, 2020.** If you have any questions, please call Kathy Lackey at 552-3400.

Notice is hereby given that the elective offices of the district to be filled at the General District Election to be held 11/3/2020, are as follows:

- 1) The positions up for election:

Director	4 year term	Robert Anderson
Director	4 year term	Julie Van Roekel

- 2) List, confirm or change the names of Directors that are not up for election at this time:

Mary Bellefeuille	Albert "Al" Mc Greehan
Steve Rodowick	

- 3) The candidate must meet the following qualifications:
Candidate must be a voter of the district.

- 4) If there is an election and a candidate submits a Candidate Statement of Qualifications, how will the printing of the statement be paid to the county?
 - By Candidate
 - By District

- 5) The transmittal of map is only necessary if there were changes to the boundary lines of the District or if the boundary lines changed for the division of a director if the director is required to reside within a specific division. Please check the appropriate box:
 - NO, boundary changes
 - YES, boundary changes (if yes, a new map must be submitted with this transmittal)

- 6) Measures to be place on the ballot:
 - NO
 - YES (if yes, please see instructions for properly submitting a measure to be placed on the ballot.)

7) Signature: 
District Manager / District Secretary

Affix District Seal Here

Date: 5/15/2020

ELECTION CALENDAR

November 3, 2020 Presidential General Election



Prepared by:

Gandace J. Grubbs

County Clerk-Recorder/Registrar of Voters

Hall of Records

155 Nelson Avenue, Oroville CA 95965-3411

(530) 552-3400

(800) 894-7761 within Butte County

Fax: (530) 538-6853

<http://buttevotes.net>

This calendar was developed in an effort to provide general information regarding running for elective office. It is for general information only and does not have the force and effect of law, regulation or rule. In the case of conflict, the law, regulation or rule will apply. It is distributed with the understanding that the County Clerk-Recorder/Registrar of Voters is not rendering legal advice and, therefore, this calendar is not to be a substitute for legal counsel for the individual, organization or committee using it. Persons using this calendar must bear full responsibility to make their own determinations as to all legal standards and duties. For information regarding municipal offices, please contact your City/Town Clerk's Office.

Draft: March 20, 2020.

Election Calendar

November 3, 2020 Presidential General Election

Following the date, E will appear along with the number of days prior to (-) or after (+) Election Day

The code sections listed with EC refers to the California Elections Code, and GC refers to the California Government Code. Dates with an Asterisk (*) indicates the deadline falls on a Saturday, Sunday, or a holiday; in most cases, the deadline will move forward to the next business day.

April 28 E-189	<p>Correspond with Districts holding November Election The Butte County Clerk-Recorder-Elections Division shall correspond with each district holding an election in November regarding offices to be filled and boundary line changes and the deadline to file "Notice of Elective Offices to be Filled and Transmittal of Map".</p> <p style="text-align: right;">Date set by County Elections Official</p>
April 28 E-189	<p>Correspond with County Superintendent of Schools regarding School Districts holding November Election The Butte County Clerk-Recorder-Elections Division shall correspond with the County Superintendent of Schools regarding the resolutions required from each district holding an election in November.</p> <p style="text-align: right;">Date set by County Elections Official</p>
May 25	Office Closed - County Holiday (Memorial Day)
July 1 E-125	<p>County Superintendent of Schools Deliver Specifications of Election Order to County Clerk Last day for the County Superintendent of Schools to deliver to the County Clerk the "Specifications for Election Order" from each school district along with the Notice of School District Governing Board Election.</p> <p style="text-align: right;">Ed. C 5016, 5322, 5324, 5325</p>
July 1 E-125	<p>Special Districts Deliver Notice to County Clerk of Elective Offices to be Filled Last day for districts to complete and file the Notice to County Clerk of Elective Offices to be Filled and Transmittal of Map and/or Measure(s).</p> <p style="text-align: right;">EC 10509, 10522</p>
July 1 E-125	<p>Local Agency Boundary Changes Last day for Local Agency Formation Commission to record annexation and said changes to be effective for the upcoming election.</p> <p style="text-align: right;">EC 12262</p>
July 3 to July 24 E-123 to E-102	<p>Report of Voter Registration (123-Day) The County Clerk-Recorder/Registrar of Voters shall prepare and send to the Secretary of State a summary statement of the number of registered voters in the county by political party preference and in each political subdivision as of July 3, 2020.</p> <p style="text-align: right;">EC 2187(a)(c)(4)</p>
July 3	Office Closed - County Holiday (Independence Day)

November 3, 2020 Presidential General Election Calendar, Continued

<p>July 10 E-116</p>	<p>Final Date for Submission of Resolution Requesting Consolidation of Local Measure Last day for any City, School or Special District to submit resolution calling for consolidation of local measure to be placed on ballot. EC 10401, 10403, 10403.5, 13247</p>
<p>July 14 E-112</p>	<p>Agenda Transmittal – Board of Supervisors Meeting – July 21, 2020 Last day for the County Clerk-Recorder/Registrar of Voters to prepare and submit agenda transmittal to the Board of Supervisors for the July 21, 2020 Board Meeting. Date set by Clerk of the Board of Supervisors</p>
<p>July 6 to August 5 E-120 to E-90</p>	<p>Notice of Election The County Elections Official shall publish one time, in a newspaper of general circulation a notice containing the election date; offices subject to election; qualifications for running for said office; location where forms may be obtained and filed. The notice shall include appointment to elective office may be made pursuant to law in the event there are no nominees or an insufficient number of nominees. EC 12112, Ed. C 5343 The County Elections Official shall forward a copy of the published notice to each district secretary to post in the district office. EC 12113, Ed. C 5363</p>
<p>July 13 to August 7 E-113 to E-88</p>	<p>Candidate Intention Statement (Form 501) Prior to the solicitation or receipt of any contribution or loan, the candidate must file a Candidate Intention Statement (Form 501) of his or her intention to be a candidate. The form shall be filed for each election year a candidate runs for office, or re-election to the same office. For further details contact the Fair Political Practices Commission. If there is an extension period, the candidate would have until the deadline for filing to complete or amend the 501. GC 85200, 85400, 85401, 85600, 85601</p>
<p>July 13 to August 7 E-113 to E-88</p>	<p>Statement of Organization/Campaign Bank Account (Form 410) Any person or group that receives \$2,000 or more in contributions in a calendar year qualifies as a recipient committee (includes candidates & officeholders), and shall file the Statement of Organization Form 410, within 10 days of reaching the \$2,000 threshold. Form 410 must be sent to the Secretary of State along with a copy and payment for \$50. GC 84101, 85201, 91013</p>

Continued, Next Page

November 3, 2020 Presidential General Election Calendar, Continued

<p>July 13 to August 7 E-113 to E-88</p>	<p>Candidate Filing Period Candidates may obtain and file the Declaration of Candidacy. Forms are obtained and filed at the Butte County Clerk-Recorder-Elections Division. EC 10510(a), 10511, 10602, 10603</p> <p>Candidate Statement of Qualifications Candidates may file a Candidate Statement of Qualifications to be printed in the Voter Information Booklet. The cost to print the 200 word statement is paid by the candidate. The statement may be withdrawn, but not changed, up to 5pm of the next working day after the close of the candidate filing period. Refer to the Candidate Guide for details. EC 13307(a)(1)(2)(3)</p> <p>Statements of Economic Interests (Form 700) Candidates are required to file a Form 700. The statements must disclose the candidate's investments, interests in real property, and any income received during the preceding 12 months. These statements are public record. GC 87300 et seq</p> <p>Campaign Disclosure Statements The Political Reform Act requires candidates and committees to file campaign statements by specified deadlines disclosing contributions received and expenditures made. These documents are public and may be audited by the Fair Political Practices Commission (FPPC) to ensure that voters are fully informed and improper practices prohibited. It is the responsibility of candidates and committees to understand the rules regulating their campaigns. Refer to the Candidate Guide for details.</p>
<p>July 28 E-98</p>	<p>Runoff Candidates - Ballot Designation Change Last day for <u>run-off candidates</u> to request, in writing, a change of ballot designation for use in the November 3, 2020 General Election. EC13107 (e)</p>
<p>July 31 E-95</p>	<p>Campaign Finance Semi-Annual Filing 5pm Filing Deadline Last day to file semi-annual campaign finance statements, if required, by all candidates, organizations, committees and slate mailers for the period covering January 1, 2020 to June 30, 2020. GC 84200, 84218</p>
<p>August 4 E-91</p>	<p>Ballot Measure - Notice of Election Submission Deadline 3pm deadline for the Butte County Clerk-Recorder Elections Division to prepare and submit Notice of Election and Notice of Date for Submitting Arguments for any County, School or Special District ballot measure to be printed in a newspaper of general circulation. The legal notice shall be published no later than Friday, August 7th (E-88). Date required by County Clerk-Recorder/Registrar of Voters EC 9162, 9163, 9315, 9316, 9501, 9502</p>

November 3, 2020 Presidential General Election Calendar, Continued

<p>August 5 to November 3 E-90 to E</p>	<p>24-Hour Contribution Reports During the 90 days immediately preceding an election and including Election Day, the following contributions that total in aggregate of \$1,000 or more must be reported within 24 hours to Butte County Clerk-Recorder Elections Division. File by personal delivery, e-mail, guaranteed overnight service, fax or online. GC 82036, 84203, 84203.3, 85204, 85309</p>
<p>August 5 to November 3 E-90 to E</p>	<p>Campaign Finance 24-Hour Reporting Period Independent Expenditures During the 90 days immediately preceding an election and including Election Day, all candidates and committees that make an independent expenditure of \$1,000 or more to support or oppose a single candidate for elective local office or a single local ballot measure must report the expenditure within 24 hours to the Butte County Clerk-Recorder Elections Division. Reports may be filed by personal delivery, e-mail, guaranteed overnight service, fax or online. GC 82036.5, 85204</p>
<p>August 7 E-88</p>	<p>Candidate Filing Period 5pm Filing Deadline Deadline to obtain and file the Declaration of Candidacy. EC 10511, 10603</p> <p>Candidate Statements of Qualifications 5pm Filing Deadline Deadline for candidates for U.S. Congressional; Member of the State Assembly (if voluntary expenditure limit is accepted) and State Senator (if voluntary expenditure limit is accepted) and local candidates to prepare and file a Candidate's Statement of Qualifications. EC 13307</p> <p>Statements of Economic Interests (Form 700) 5pm Filing Deadline Deadline for a candidate to file a Statement of Economic Interests (Form 700) statement. GC 87201</p>
<p>August 7 E-88</p>	<p>Runoff Candidates – Candidate Statement Filing Deadline Last day to file a Candidate Statement of Qualifications and make payment. EC 13307</p>
<p>August 7 E-88</p>	<p>Ballot Measures – Letter Assignment Letter designation assignments for each local measure will be made. EC 13116</p>
<p>August 8* to August 12 E-87 to E-83</p>	<p>Candidate Filing Extension If the incumbent does not file by 5pm on August 7th, there is a 5 day filing extension for any candidate other than the incumbent to file a Declaration of Candidacy. This provision does not apply if there is no incumbent eligible to be elected. EC 10516, 10604</p>

November 3, 2020 Presidential General Election Calendar, Continued

<p>August 12 E-83</p>	<p>Ballot Measures – Amendment or Withdrawal When a governing body places a measure on the ballot, the resolution shall not be amended or withdrawn after the 83rd day prior to the election. The order of election shall be amended or withdrawn upon the filing of a resolution by the legislative body stating the specifics concerning the amendment or withdrawal. The resolution shall be filed with the election official not later than this date. EC 9605</p>
<p>August 12 E-83</p>	<p>Insufficient Number of Nominees – School Districts The County Clerk-Recorder/Registrar of Voters shall prepare a memo to the County Superintendent of Schools to provide the name(s) of persons who have filed the necessary documents during the candidate filing period to be declared elected in lieu of election. If there are no candidates who file for office, the County Clerk-Recorder/Registrar of Voters shall prepare a memo that provides the number of positions and district name so an appointment may be made to fill the vacancy. Ed C 5326, 5328, 5328.5</p>
<p>August 12 E-83</p>	<p>Insufficient Number of Nominees – Special Districts The County Clerk-Recorder/Registrar of Voters shall prepare a Certificate of Facts to submit to the Board of Supervisors the name(s) of persons who have filed the necessary documents during the candidate filing period to be declared elected in lieu of election. If there are no candidates who file for office, the County Clerk-Recorder/Registrar of Voters shall prepare a Certificate of Facts to submit to the Board of Supervisors that provides the number of positions and district name so an appointment may be made to fill the vacancy. EC 10515</p>
<p>August 13 E-82</p>	<p>Random Alphabet Drawing The Secretary of State shall conduct a random alphabet drawing to determine the order in which candidates will appear on the ballot. EC 13112</p>
<p>August 14 E-81</p>	<p>Ballot Measures – Argument Deadline 5pm filing deadline to file arguments for or against any local measure appearing the ballot. Arguments shall not exceed 300 words in length and shall be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Butte County Clerk-Recorder-Elections Division. Date set by County Clerk-Recorder/Registrar of Voters EC 9162 - 9166, 9315, 9316, 9502, 9503, 9600</p>
<p>August 14 E-81</p>	<p>Ballot Measures - Tax Rate Statement or Fiscal Impact Report 5pm filing deadline for Tax Rate Statement or Fiscal Impact Report to be submitted to Butte County Clerk-Recorder-Elections Division. The statement shall not exceed 500 words and shall be printed in the Sample Ballot/Voter Information Booklet. Date set by County Clerk-Recorder/Registrar of Voters EC 9160, 9400 et seq. other statutes may apply</p>

November 3, 2020 Presidential General Election Calendar, Continued

<p>August 14 E-81</p>	<p>Ballot Measures - Impartial Analysis 5pm filing deadline for County Counsel to transmit an Impartial Analysis of each county, community college, school or special district local ballot measure appearing on the ballot, showing the effect on existing law and the operation of the measure. The impartial analysis shall not exceed 500 words and shall be printed in the Ballot Sample Ballot/Voter Information Booklet. EC 9160, 9313, 9500</p>
<p>August 14 E-81</p>	<p>City/Town Clerk to Submit Candidate List Deadline for each city/town clerk to provide list of candidate names that will appear on General Election ballot to County Clerk-Recorder/Registrar of Voters. Date Set by County Elections Official</p>
<p>August 21 E-74</p>	<p>Ballot Measures - Rebuttal Argument Filing Deadline 5pm filing deadline to file rebuttal arguments. If an argument in favor or and an argument against any measure have been filed, the opposing author(s) may, if desired file a rebuttal argument. Arguments shall not exceed 250 words in length and shall be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Butte County Clerk-Recorder-Elections Division. EC 9167, 9317, 9504, 9600</p>
<p>August 25 E-70</p>	<p>Agenda Transmittal – Insufficient Nominees Board of Supervisors Meeting – September 8, 2020 Last day for the County Clerk-Recorder/Registrar of Voters to prepare Certificate of Facts and submit agenda transmittal to the Board of Supervisors for the September 8, 2020 Board Meeting. Date Required by County Elections Official</p>
<p>August 27 E-68</p>	<p>Certified List of Candidates The Butte County Clerk-Recorder/Registrar of Voters shall prepare certified list of local candidates. The Secretary of State shall transmit the certified list of candidate names to the county. EC 8120 – 8125, 8148, 8149</p>
<p>September 4 to September 14 E-60 to E-50</p>	<p>Report of Voter Registration (60 Day) The County Clerk-Recorder/Registrar of Voters shall prepare and send to the Secretary of State a summary statement of the number of registered voters in the county by political party preference and in each political subdivision as of September 4, 2020. EC 2187(a)(c)(5)</p>
<p>September 4 E-60</p>	<p>Military and Overseas Voters Registration & Voting Program The first day County Clerk-Recorder/Registrar of Voters may process applications for military and overseas voters' ballots. Any applications received prior to this date shall be kept and processed on or after this date. If the applicant is not a resident of the county in which they have applied, the application will be forwarded to the proper county. EC 300(b), 3101, et seq</p>

November 3, 2020 Presidential General Election Calendar, Continued

September 7	Office Closed - County Holiday (Labor Day)
September 7 to October 20 E-57 to E-14	Write-In Candidate Filing Period where a write-in candidate for a voter-nominated or nonpartisan office (except Superior Court Judge) must obtain and file a statement of write-in candidacy and nomination paper with the County Clerk-Recorder/Registrar of Voters. EC 8601
September 10 E-54	Voter Registration List (54 Day) Butte County Elections must receive written request from the chair or vice chair of a party state central committee or of the chair of a party county central committee/county council. The County Clerk-Recorder/Registrar of Voters may furnish to each committee, without charge, the index of registration on or after 54 days prior to the primary election. EC 2185 Upon written application, and subject to approval, the County Clerk-Recorder/Registrar of Voters may prepare the 54-day voter registration index that is available for purchase at a cost of \$0.50 per 1,000 names. EC 2184
September 19* E-45	Military and Overseas Voters Registration & Voting - Deadline to Transmit Ballot Packet Last day to transmit a ballot to a military or overseas voter who has made a request on or before this date. If an application is received after this date, the ballot is sent as soon as possible. 52 U.S.C. section 20302 (MOVE Act) EC 3114
September 24 E-40	Campaign Finance – 1st Pre-Election Statement 5pm Filing Deadline Last day to file 1 st pre-election campaign disclosure statement for candidates and committees participating in the election. Period covered: 07/01/20 to 09/19/20. Statements may be filed electronically using the electronic campaign disclosure filing system (Netfile), in person at the Butte County Clerk-Recorder Elections Division or first class mail. GC 84200.8
September 24 E-40	Inmate Registration & Voting Program Contact is made with the Butte County Sheriff's Office to set up inmate registration and voting services. Voter registration cards and vote by mail applications are provided to the Sheriff's Office with special instructions for the Utility Officer. Voting period starts October 5th and ends at 8pm Election Day. Date set by County Clerk-Recorder/Registrar of Voters

November 3, 2020 Presidential General Election Calendar, Continued

<p>September 24 to October 13 E-40 to E-21</p>	<p>State Voter Information Guide Mailing Mailing range for voters to receive the State Voter Guide delivered to their household. The mailing is based on the data file provided by the county with their 60 day report of voter registration.</p> <p style="text-align: right;">EC 9094 (a)</p>
<p>September 24 to October 24* E-40 to E-10</p>	<p>County Voter Information Guide Mailing During this period, voters receive their voter information guide in the mail. The booklet shall also contain vote center locations and the vote center accessibility to disabled citizens.</p> <p style="text-align: right;">EC 13300, 13304</p>
<p>October 5 to October 27 E-29 to E-7</p>	<p>Vote by Mail Ballots During these dates, any voter may pick up a ballot in person, or via authorized representative from the Hall of Records – Elections Division, or request a replacement ballot to be mailed to them.</p> <p>Voters will be mailed a ballot on this date. They must allow 2 to 10 business days to receive their ballot in the mail.</p> <p><u>Returned Voted Ballot</u> Returned vote by mail voted ballots must be:</p> <ul style="list-style-type: none"> • Envelope must be completed and signed by the voter on the back of the envelope. • Sealed in the return envelope. • Signature on the return envelope will be compared to the signature on the voter registration card. • Return envelope by mail, however, envelope must be postmarked by Election Day, Tuesday November 3, 2020, for it to be counted, or • Return it to any vote center or ballot drop box in the County <p style="text-align: right;">EC 3001, 3003, 3005, 3006, 3009, 3017</p>
<p>October 19 E-15</p>	<p>Last Day to Register to Vote 15 days before each election, there is a close of registration. This is the last day to register to vote in this election. A person who has moved or changed his or her name, must re-register by this date.</p> <p style="text-align: right;">EC 2102, 2107, 2115, 2116, 2152</p>
<p>October 19 to October 27 E-15 to E-7</p>	<p>Report of Voter Registration (15 Day) The County Clerk-Recorder/Registrar of Voters shall prepare and send to the Secretary of State a summary statement of the number of registered voters in the county by political party preference and in each political subdivision as of October 19, 2020.</p> <p style="text-align: right;">EC 2187(a)(c)(6)</p>

November 3, 2020 Presidential General Election Calendar, Continued

<p>October 20 E-14</p>	<p>Write-In Candidacy 5pm Filing Deadline Last day for a write-in candidate to file Statement of Write-In Candidacy and Nomination Paper at the Butte County Clerk-Recorder Elections Division. EC 8601</p>
<p>October 20 to November 3 E-14 to E</p>	<p>Conditional Voter Registration Voters may register and vote a provisional ballot during the 14 days prior to the election, including Election Day. Conditional Voter Registration is available at the Butte County Clerk-Recorder Elections Division or at any Voter Assistance Center. EC 2170</p>
<p>October 20 to November 3 E-14 to E</p>	<p>New Citizens – Voter Registration A person who becomes a United States citizen after the 15th day prior to the election may register to vote, and vote in this election. The person must appear in person at the Butte County Clerk-Recorder Elections Division and provide proof of citizenship. EC 331, 3500, 3501</p>
<p>October 21 E-13</p>	<p>Notice of One Percent Manual Tally The County Clerk-Recorder/Registrar of Voters to submit a notice for legal publication specifying the date precincts will be selected and the date the one percent manual tally will commence during the Official Canvass. Official notice will be posted in the lobby. EC 15360</p>
<p>October 21 E-13</p>	<p>Notice to Count Ballots at Central Location The County Clerk-Recorder/Registrar of Voters shall submit a notice for legal publication specifying the public place to be used for Central Location for ballot tabulation. EC 12109</p>
<p>October 22 E-12</p>	<p>Campaign Finance – 2nd Pre-Election Statement 5pm Filing Deadline Last day to file 2nd pre-election campaign disclosure statement for candidates and committees participating in the election. Period covered: 09/20/20 to 10/17/20. Statements may be filed electronically using the electronic campaign disclosure filing system (Netfile), in person at the Butte County Clerk-Recorder Elections Division or guaranteed overnight delivery. GC 84200.8</p>
<p>October 20 E-14</p>	<p>Vote by Mail Ballots Processing First day the Butte County Clerk-Recorder Elections Division will begin to process (open, prepare and tabulate) vote by mail ballots. No results of ballot tabulation may be released until the polls close on Election Day. EC 15101</p>

November 3, 2020 Presidential General Election Calendar, Continued

<p>October 23 E-11</p>	<p>Certified List of Write-In Candidates The Butte County Clerk-Recorder/Registrar of Voters shall prepare certified list of local write-in candidates. The Secretary of State shall transmit the certified list of write-in candidate names to the county. Date Required by County Clerk-Recorder/Registrar of Voters Date Required by California Secretary of State</p>
<p>October 27 E-7</p>	<p>Vote by Mail Ballots – Mailing Deadline Last day the Butte County Clerk-Recorder Elections Division can mail a ballot to the voter. EC 3001</p>
<p>October 27 To November 3 E-7 to E</p>	<p>Vote by Mail Ballots – Late Conditions Any voter may apply in person or send an application and authorization with an authorized representative to obtain a vote by mail ballot from the Butte County Clerk-Recorder Elections Division or any voter assistance center. EC 3021</p>
<p>October 27 E-7</p>	<p>Vote Count Program to Secretary of State The County Clerk-Recorder/Registrar of Voters must complete the logic and accuracy testing, verify the vote count program and complete certification to send along with a copy of the vote count program to the Secretary of State's Office. EC 15000, 15001</p>
<p>November 3 E</p>	<p>ELECTION DAY Vote centers are open from 7:00am to 8:00pm The Butte County Clerk-Recorder Elections Division is open from 7:00am to 8:00pm.</p>
<p>November 3 E</p>	<p>Semi-Unofficial Election Results on Election Night Results will be released beginning at 8:15pm and approximately every hour thereafter until all ballots are tabulated. View results on website: http://Buttevotes.net Call 552-3400 or 800-894-7761 within Butte County.</p>
<p>November 3 E</p>	<p>Superior Court Judge – Unopposed Candidates The County Clerk-Recorder/Registrar of Voters shall declare elected any incumbent Superior Court Judge who has filed for office but whose name did not appear on either the Primary or General election ballots because they were unopposed. EC 8203(c)</p>
<p>November 4 to December 3 E+1 to E+30</p>	<p>Official Canvass and Certification of Final Results The official canvass will begin on 11-04-20, and be completed by 12-03-20. The Butte County Clerk-Recorder will certify the election results, and submit certification to the Board of Supervisors. EC 335.5, 15301,15302,15304,15320,15340 et al, 15360,15370,15371, 15374,15400,15401</p>

November 3, 2020 Presidential General Election Calendar, Continued

November 4 to November 6 E+1 to E+3	Vote by Mail Ballots Postmarked by Election Day State law allows the Butte County Clerk-Recorder Elections Division to receive and process any ballot envelope postmarked by the United States Postal Service or time stamped by a bona fide private mail delivery company by Election Day and received within 3 days of the election. <div style="text-align: right;">EC 3020</div>
November 5 E+2	Randomized Drawing of One Percent Manual Tally Precincts 11am randomized drawing of precincts to be tallied for the One Percent Manual Tally portion of official canvassing process. <div style="text-align: right;">EC 15360</div>
November 11	Office Closed - County Holiday (Veteran's Day)
November 10 E+7	One Percent Manual Tally The One Percent Manual Tally will commence and continue until completed. <div style="text-align: right;">EC 15360</div>
November 23 E+20	Vote by Mail Ballots – No Signature “Cure” Period Deadline for voters who failed to sign their return envelope to return their “unsigned ballot statement” and have their ballot counted in this election. <div style="text-align: right;">EC 3019</div>
November 26 to November 27	Office Closed – County Holiday (Thanksgiving Day)
December 3 E+30	Certified Results Transmitted to County Superintendent of Schools, Community College Districts and School Districts The County Clerk-Recorder/Registrar of Voters shall notify the County Superintendent of Schools, the Governing Board of Community College Districts and the Governing Board of each School District the results of the election. A copy of the Statement of Votes Cast shall be provided to each district where candidates appeared on the ballot and a copy of the certificate of facts to those districts where candidates did not appear on the ballot. <div style="text-align: right;">EC 15372</div>
December 3 E+30	Certified Results Transmitted to Special Districts The County Clerk-Recorder/Registrar of Voters shall notify the District Secretary in each Special District the results of the election. A copy of the Statement of Votes Cast shall be provided to each district where candidates appeared on the ballot and a copy of the certificate of facts to those districts where candidates did not appear on the ballot. <div style="text-align: right;">EC 15372</div>
December 3 E+30	Certified Results Transmitted to City/Town Clerks The County Clerk Recorder/Registrar of Voters shall provide a copy of the Statement of Votes cast to each city/town throughout Butte County. <div style="text-align: right;">EC 10262</div>

November 3, 2020 Presidential General Election Calendar, Continued

<p>December 3 E+30</p>	<p>Tie Votes – Schools The County Superintendent of Schools shall notify the governing board, which in turn shall summon the candidates and determine the winner by lot, except if the governing board provided for runoff election in the event of a tie vote and did so within the proper time.</p> <p style="text-align: right;">Ed. C 5016</p>
<p>December 3 E+30</p>	<p>Tie Votes – Special Districts The County Clerk-Recorder/Registrar of Voters shall notify the governing body, which in turn shall notify candidates involved to appear before it and at such time shall determine the winners by lot.</p> <p style="text-align: right;">EC 10551(b)</p>
<p>December 4 E+31</p>	<p>Assuming Office – School Districts Legal date for Governing Board Members elected or appointed at the General Election to take office for a term of 4 years.</p> <p style="text-align: right;">Ed. C 5017</p> <p>The Butte County Clerk-Recorder Elections Division shall prepare and deliver to each person elected a certificate of election, signed and authenticated by the County Clerk-Recorder/Registrar of Voters.</p> <p style="text-align: right;">EC 15401</p>
<p>December 4 E+31</p>	<p>Assuming Office – Special Districts Legal date for Directors elected or appointed at the General Election to take office at Noon on this date. Directors must execute the Oath of Office and any bond required by the principal act.</p> <p style="text-align: right;">EC 10554</p> <p>The Butte County Clerk-Recorder Elections Division shall prepare and deliver to each person elected a certificate of election, signed and authenticated by the County Clerk-Recorder/Registrar of Voters</p> <p style="text-align: right;">EC 15401</p>
<p>December 4 E+31</p>	<p>Statement of Votes Cast and Supplement to Statement of Votes Cast and Certification to Secretary of State No later than this date, the County Clerk-Recorder/Registrar of Voters shall send, by registered mail, one complete copy of the Statement of Votes Cast and Statement of Votes Cast and Supplement to Statement of Votes Cast forms to the Secretary of State.</p> <p style="text-align: right;">EC 15375</p>
<p>December 25</p>	<p>Office Closed - County Holiday (Christmas Day)</p>
<p>January 1</p>	<p>Office Closed - County Holiday (New Year's Day)</p>
<p>January 4</p>	<p>Assuming Office – Superior Court Judge Term of Office is 6 years and begins the first Monday after January 1st following their election.</p> <p style="text-align: right;">CA. Const. Art. IV 2</p>

November 3, 2020 Presidential General Election Calendar, Continued

January 4	Assuming Office – County Supervisors & County Officers Term of Office is 4 years and begins at 12 o'clock Noon on the first Monday after January 1 st following their election. <p style="text-align: right;">GC 24200</p>
TBA	Swearing-In Ceremonies – County Supervisors & County Officers Swearing-In Ceremonies to be held in the Board of Supervisors Chambers at 25 County Center Drive, Oroville.
Within 30 days of assuming office	Statement of Economic Interests (Form 700) Assuming Office Statement for Newly Elected Officials All newly elected officials are required to complete and file a Statement of Economic Interests (Form 700) within 30 days of assuming office. <p style="text-align: right;">GC 87202</p>

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05/29/20

Accrual Basis

PRPD
Balance Sheet
As of May 31, 2020

Attachment 5.1e

	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 · Mechanics Bank - Operating	24,695.11
1005 · Petty Cash	300.00
1010 · Treasury Cash - 2510	
1011 · General Operating	79,358.42
1012 · ACO Reserve	626,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
Total 1010 · Treasury Cash - 2510	710,058.42
1030 · Investments	
1031 · Five Star Bank Money Market	1,184,147.54
1032 · Five Star Bank Grant M. M.	64,197.42
Total 1030 · Investments	1,248,344.96
1100 · Designated Treasury Funds	
1111 · Aquatic Unicorp-2511	49.41
1112 · Grosso Endowment-2512	53,632.13
1113 · Grosso Scholarship-2513	4,371.17
1114 · Designated Donations-2514	
1114-1 · Bille Park Donations	125.00
1114-10 · Swim Scholarship Fund	997.82
1114-11 · Dog Park Donations	2,874.61
1114-12 · Coutolenc Camp Fund	1,452.89
1114-13 · Ice Rink Donations	49,213.83
1114-14 · General Donations	3,026.00
1114-2 · Bike Park Fund	1,500.00
1114-3 · Lakeridge Park Donations	3,050.00
1114-4 · Sports Equipment Donations	
1114-41 · Wrestling Mat fund	773.60
Total 1114-4 · Sports Equipment Donations	773.60
1114-5 · Pam Young Fund	1,000.00
1114-6 · Easter Egg Scholarships	4,658.61
1114-7 · Child-Youth Scholarships	10.00
1114-8 · McGreehan Children's Schlshp	1,056.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	429.28
Total 1114 · Designated Donations-2514	73,212.00
Total 1100 · Designated Treasury Funds	131,264.71
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	8,103.30
1121 · Park Acqui Unincorp - 2521	54,379.29
1122 · Park Dev Unincorp - 2522	98,840.65
1124 · District Fac Unincorp - 2524	45,195.83
1126 · Park Acqui Incorp - 2526	119,611.05
1127 · Park Dev Incorp - 2527	355,640.21
1128 · District Fac Incorp - 2528	68,374.07
Total 1119 · Impact Fees	750,144.40
Total Checking/Savings	2,864,807.60
Other Current Assets	
1400 · Interest Receivable	
1410 · Interest Receivable	1,361.18
1411 · Interest Receivable - 2511	0.19
1413 · Interest Receivable - 2513	217.91
1420 · Interest Receivable - 2520	30.81
1421 · Interest Receivable - 2521	157.18

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05/29/20

Accrual Basis

PRPD
Balance Sheet
As of May 31, 2020

	May 31, 20
1422 · Interest Receivable - 2522	232.59
1424 · Interest Receivable - 2524	139.34
1426 · Interest Receivable - 2526	243.68
1427 · Interest Recievable - 2527	743.90
1428 · Interest Receivable - 2528	119.64
Total 1400 · Interest Receivable	3,246.42
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	-13,124.68
1512 · FMV Adjustment-2512	-926.25
1500 · FMV Adjustments - Other	-4,880.93
Total 1500 · FMV Adjustments	-18,931.86
Total Other Current Assets	-15,685.44
Total Current Assets	2,849,122.16
Fixed Assets	
1710 · Land	750,088.53
1720 · Buildings	5,731,566.33
1730 · Furn., Fixtures & Equip (>\$5k)	360,422.28
1798 · Accum Depr - Furn Fixture Equip	-261,746.21
1799 · Accum Depr - Buildings	-4,016,735.92
1800 · Construction in Progress	
1801 · CIP-Lakeridge Park Development	82,463.57
Total 1800 · Construction in Progress	82,463.57
Total Fixed Assets	2,646,058.58
Other Assets	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	155,419.00
Total Other Assets	455,741.00
TOTAL ASSETS	5,950,921.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-2,471.25
Total Accounts Payable	-2,471.25
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Wages Payable	70,400.75
2120 · Payroll Taxes Payable	4,947.60
2130 · Health Benefits Payable	-8,836.20
2140 · FSA payable	470.84
2170 · CalPers Payable	23,753.53
2190 · Accrued Leave Payable	
2191 · Comp leave payable	2,121.36
2192 · Sick leave payable	21,534.99
2193 · Vacation leave payable	67,071.56
Total 2190 · Accrued Leave Payable	90,727.91
Total 2100 · Payroll Liabilities	181,464.43
2200 · Accrued Expenses	6,463.37
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2410 · Deferred Services Income	40,648.38
2420 · Deferred Facility Income	4,681.00

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05/29/20

Accrual Basis

PRPD
Balance Sheet
As of May 31, 2020

	May 31, 20
2430 · Deferred Inflow - Pension	21,921.00
Total 2400 · Deferred Revenue	67,250.38
Total Other Current Liabilities	256,178.18
Total Current Liabilities	253,706.93
Long Term Liabilities	
2800 · Post Employment benefits	41,965.00
2805 · CalPers Pension Liability	304,548.17
Total Long Term Liabilities	346,513.17
Total Liabilities	600,220.10
Equity	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99
3030 · General Reserve	3,000.00
3050 · Designated Captial Outlay	626,700.00
Total 3000 · General Fund Balances-2510	920,849.99
3100 · Net of Capital Investments	2,795,638.66
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	53,022.07
3213 · Grosso Scholarship-2513	2,878.45
3214 · Donations - 2514	18,155.30
3220 · Impact Fees	440,380.71
Total 3200 · Designated Fund Balances	514,436.53
3900 · Retained Earnings	1,297,547.53
3901 · Net Profit	-403,475.96
3999 · Opening Balance Equity	99.20
Net Income	225,305.69
Total Equity	5,350,701.64
TOTAL LIABILITIES & EQUITY	5,950,921.74

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PRPD

Attachment 5.1f

05/29/20

Profit & Loss Budget vs. Actual 19-20

Accrual Basis

July 2019 through May 2020

	Jul '19 - Ma...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
4100 · Tax Revenue	1,794,315.53	1,445,600.00	348,715.53	124.1%
4200 · Impact Fee revenue	212,023.29	63,200.00	148,823.29	335.5%
4300 · Program Income	132,485.87	259,400.00	-126,914.13	51.1%
4350 · Concession & Merchandise sales	55.50	17,000.00	-16,944.50	0.3%
4400 · Donation & Fundraising Income	63,096.71	66,000.00	-2,903.29	95.6%
4401 · Scholarships Granted	0.00	0.00	0.00	0.0%
4500 · Grant Income	50,000.00	144,200.00	-94,200.00	34.7%
4600 · Other Revenue	19,091.24	4,000.00	15,091.24	477.3%
4900 · Interest Income	17,597.30	7,000.00	10,597.30	251.4%
Total Income	2,288,665.44	2,006,400.00	282,265.44	114.1%
Gross Profit	2,288,665.44	2,006,400.00	282,265.44	114.1%
Expense				
5000 · Payroll Expenses				
5010 · Wages & Salaries	706,162.60	1,088,580.00	-382,417.40	64.9%
5020 · Employer Taxes	51,697.10	65,300.00	-13,602.90	79.2%
5030 · Employee Benefits	134,157.90	189,000.00	-54,842.10	71.0%
5040 · Workers Comp Expense	42,715.00	60,000.00	-17,285.00	71.2%
5050 · Accrued Leave	0.00	4,000.00	-4,000.00	0.0%
5060 · Other Personnel Costs	11,362.65	3,100.00	8,262.65	366.5%
Total 5000 · Payroll Expenses	946,095.25	1,409,980.00	-463,884.75	67.1%
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	0.00	11,200.00	-11,200.00	0.0%
5120 · Program Contract Labor	1,540.00			
5130 · Program Supplies	21,862.43	27,650.00	-5,787.57	79.1%
Total 5100 · Program Expenses	23,402.43	38,850.00	-15,447.57	60.2%
5200 · Advertising & Promotion	5,864.42	16,500.00	-10,635.58	35.5%
5210 · Bad Debt	0.00	0.00	0.00	0.0%
5220 · Bank & Merchant Fees	4,415.69	4,700.00	-284.31	94.0%
5230 · Contributions to Others	2,540.50	15,100.00	-12,559.50	16.8%
5240 · Copying & Printing	70.57	1,000.00	-929.43	7.1%
5260 · Dues, Mbrshps, Subscr, & Pubs	15,714.54	11,600.00	4,114.54	135.5%
5270 · Education, Training & Staff Dev	1,693.50	16,000.00	-14,306.50	10.6%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	10,134.16	18,600.00	-8,465.84	54.5%
5284 · Program ET&F	0.00	5,000.00	-5,000.00	0.0%
5286 · Small Tools & Equipment	9,503.15	4,400.00	5,103.15	216.0%
5280 · Equip., Tools & Furn (<\$5k) - Other	4,089.30			
Total 5280 · Equip., Tools & Furn (<\$5k)	23,726.61	28,000.00	-4,273.39	84.7%
5290 · Equipment Rental	128,949.79	110,000.00	18,949.79	117.2%
5300 · Insurance	53,460.00	54,000.00	-540.00	99.0%
5310 · Interest Expense	499.93	0.00	499.93	100.0%
5320 · Miscellaneous Expense	138.25	2,200.00	-2,061.75	6.3%
5330 · Professional & Outside services				
5332 · Accounting	20,595.68	10,000.00	10,595.68	206.0%
5334 · Legal	18,096.20	7,000.00	11,096.20	258.5%
5336 · Engineering	1,801.25	5,000.00	-3,198.75	36.0%
5338 · Other Prof. & Outside Labor	52,413.78	93,000.00	-40,586.22	56.4%
5330 · Professional & Outside services - Other	4,339.44			
Total 5330 · Professional & Outside services	97,246.35	115,000.00	-17,753.65	84.6%
5340 · Postage & Delivery	269.45	2,500.00	-2,230.55	10.8%
5350 · Rent-Facility use fees	5,301.25	15,200.00	-9,898.75	34.9%
5360 · Repair & Maintenance				
5361 · Building R&M	15,080.72	26,000.00	-10,919.28	58.0%
5362 · Equipment R&M	103,105.93	17,000.00	86,105.93	606.5%
5363 · General R&M	358,929.91	10,000.00	348,929.91	3,589.3%
5364 · Grounds R&M	44,200.65	43,000.00	1,200.65	102.8%

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PRPD

Profit & Loss Budget vs. Actual 19-20

05/29/20

July 2019 through May 2020

Accrual Basis

	Jul '19 - Ma...	Budget	\$ Over Bud...	% of Budget
5365 · Pool R&M	11,647.86	20,000.00	-8,352.14	58.2%
5366 · Vehicle R&M	78,645.89	10,000.00	68,645.89	786.5%
5367 · Janitorial	7,908.72	9,600.00	-1,691.28	82.4%
5368 · Security	2,999.69	1,300.00	1,699.69	230.7%
5369 · Vandalism	202.37	0.00	202.37	100.0%
Total 5360 · Repair & Maintenance	622,721.74	136,900.00	485,821.74	454.9%
5370 · Supplies - Consumable				
5372 · Office Supplies	8,609.21	10,000.00	-1,390.79	86.1%
5374 · Safety & staff supplies	7,015.72	7,500.00	-484.28	93.5%
Total 5370 · Supplies - Consumable	15,624.93	17,500.00	-1,875.07	89.3%
5380 · Taxes, Lic., Notices & Permits	1,957.19	4,200.00	-2,242.81	46.6%
5390 · Telephone & Internet	21,525.98	25,000.00	-3,474.02	86.1%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	7,337.24	3,000.00	4,337.24	244.6%
5404 · Fuel	15,290.41	13,000.00	2,290.41	117.6%
5406 · Meals	1,632.68	2,000.00	-367.32	81.6%
5408 · Mileage & Auto Allowance	194.13	5,000.00	-4,805.87	3.9%
Total 5400 · Transportation, Meals & Travel	24,454.46	23,000.00	1,454.46	106.3%
5410 · Utilities				
5412 · Electric & Gas	50,040.44	78,000.00	-27,959.56	64.2%
5414 · Water	4,652.18	22,000.00	-17,347.82	21.1%
5416 · Garbage	12,994.30	8,000.00	4,994.30	162.4%
Total 5410 · Utilities	67,686.92	108,000.00	-40,313.08	62.7%
Total Expense	2,063,359.75	2,155,230.00	-91,870.25	95.7%
Net Ordinary Income	225,305.69	-148,830.00	374,135.69	-151.4%
Other Income/Expense				
Other Expense				
9999 · Misc. Expense	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	225,305.69	-148,830.00	374,135.69	-151.4%

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05/29/20

Accrual Basis

PRPD
Profit & Loss
May 2020

Attachment 5.1e

	<u>May 20</u>
Ordinary Income/Expense	
Income	
4100 · Tax Revenue	320,852.00
4200 · Impact Fee revenue	8,305.50
4300 · Program Income	510.00
4600 · Other Revenue	-25.00
4900 · Interest Income	246.85
	<hr/>
Total Income	329,889.35
	<hr/>
Gross Profit	329,889.35
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	51,991.31
5020 · Employer Taxes	3,736.97
5030 · Employee Benefits	11,672.60
5040 · Workers Comp Expense	-2,957.00
	<hr/>
Total 5000 · Payroll Expenses	64,443.88
5200 · Advertising & Promotion	70.00
5220 · Bank & Merchant Fees	184.23
5260 · Dues, Mbrshps, Subscr, & Pubs	422.75
5270 · Education, Training & Staff Dev	-1,665.00
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	1,452.63
5286 · Small Tools & Equipment	635.97
	<hr/>
Total 5280 · Equip., Tools & Furn (<\$5k)	2,088.60
5290 · Equipment Rental	216.00
5330 · Professional & Outside services	
5334 · Legal	1,012.50
5336 · Engineering	1,801.25
5338 · Other Prof. & Outside Labor	1,011.32
5330 · Professional & Outside services - Other	105.00
	<hr/>
Total 5330 · Professional & Outside services	3,930.07
5340 · Postage & Delivery	128.04
5360 · Repair & Maintenance	
5361 · Building R&M	704.42
5362 · Equipment R&M	61.73
5363 · General R&M	622.91
5364 · Grounds R&M	325.47
5365 · Pool R&M	97.36
5366 · Vehicle R&M	83.51
5367 · Janitorial	150.62
5368 · Security	107.00
	<hr/>
Total 5360 · Repair & Maintenance	2,153.02
5370 · Supplies - Consumable	
5372 · Office Supplies	2,074.31
5374 · Safety & staff supplies	252.59
	<hr/>
Total 5370 · Supplies - Consumable	2,326.90
5390 · Telephone & Internet	2,348.52
5400 · Transportation, Meals & Travel	
5402 · Air, Lodging & Other Travel	25.00
5404 · Fuel	631.16
5406 · Meals	-7.50
	<hr/>
Total 5400 · Transportation, Meals & Travel	648.66
5410 · Utilities	
5412 · Electric & Gas	3,019.81

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05/29/20

Accrual Basis

**PRPD
Profit & Loss
May 2020**

	<u>May 20</u>
5416 · Garbage	<u>1,670.55</u>
Total 5410 · Utilities	<u>4,690.36</u>
Total Expense	<u>81,986.03</u>
Net Ordinary Income	<u>247,903.32</u>
Net Income	<u><u>247,903.32</u></u>

PRPD
Profit & Loss by Job
November 8, 2018 through May 31, 2020

Expense	<u>Total Recovery Project</u>
5000 · Payroll Expenses	
5010 · Wages & Salaries	185,731.42
5020 · Employer Taxes	13,311.74
5030 · Employee Benefits	48,244.36
5060 · Other Personnel Costs	0.00
Total 5000 · Payroll Expenses	247,287.52
5100 · Program Expenses	
5130 · Program Supplies	13,487.94
Total 5100 · Program Expenses	13,487.94
5200 · Advertising & Promotion	304.93
5240 · Copying & Printing	22.52
5270 · Education, Training & Staff Dev	50.00
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	65.66
5286 · Small Tools & Equipment	20,791.14
5280 · Equip., Tools & Furn (<\$5k) - Other	36.44
Total 5280 · Equip., Tools & Furn (<\$5k)	20,893.24
5290 · Equipment Rental	62,654.61
5320 · Miscellaneous Expense	505.61
5330 · Professional & Outside services	
5336 · Engineering	2,201.25
5338 · Other Prof. & Outside Labor	8,394.01
5330 · Professional & Outside services - Other	3,011.89
Total 5330 · Professional & Outside services	13,607.15
5350 · Rent-Facility use fees	14,800.00
5360 · Repair & Maintenance	
5361 · Building R&M	21,105.22
5362 · Equipment R&M	102,308.95
5363 · General R&M	373,646.58
5364 · Grounds R&M	87,324.77
5365 · Pool R&M	3,672.00
5366 · Vehicle R&M	86,947.87
5367 · Janitorial	1,629.16
5368 · Security	1,197.49
5369 · Vandalism	108.64
Total 5360 · Repair & Maintenance	677,940.68
5370 · Supplies - Consumable	
5372 · Office Supplies	5,609.83
5374 · Safety & staff supplies	5,158.00
Total 5370 · Supplies - Consumable	10,767.83
5380 · Taxes, Lic., Notices & Permits	120.34
5390 · Telephone & Internet	2,230.41

PRPD
Profit & Loss by Job
November 8, 2018 through May 31, 2020

	<u>Total Recovery Project</u>
5400 · Transportation, Meals & Travel	
5402 · Air, Lodging & Other Travel	325.37
5404 · Fuel	4,546.35
5406 · Meals	345.22
5408 · Mileage & Auto Allowance	17.60
Total 5400 · Transportation, Meals & Travel	<u>5,234.54</u>
5410 · Utilities	
5412 · Electric & Gas	589.11
5416 · Garbage	8,162.55
Total 5410 · Utilities	<u>8,751.66</u>
Total Expense	<u>1,078,658.98</u>

Staff Report

June 10, 2020



DATE: 5/26/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Proposed Paradise Lake Fee Structure

Report in Brief

On April 28, 2020 staff discussed the proposed Paradise Lake fee structure with the Recreation and Parks Committee. Committee members provided feedback on the staff proposal and adjustments were made. The updated Paradise Lake Fee Structure proposal is presented for your consideration:

DAILY	
Parking: (envelope drop box)	\$ 3.00
Daily Boating and Parking: (envelope drop box)	\$10.00
Designated PRPD Class (needs placard):	Free with pre-registration
Annual Parking and Boating Pass:	\$30.00
PICNIC AREA RESERVATIONS	
1-25 Persons:	\$ 30.00
26-50 Persons:	\$ 50.00
51-100 Persons:	\$100.00
Gazebo:	\$100.00
SPECIAL EVENT RESERVATION (Exclusive Use, except Wednesdays)	
Picnic Area, Boat Ramp, or other areas:	Negotiated Rate
Lake House Reservation	
Day-Use Meeting Space (4 hours):	\$100.00
Overnight Use:	Negotiated Rate

We anticipate a further examination of the Special Event as we learn more about the demand and type of events that we need to attract.

Recommendation: *Adopt the proposed Paradise Lake Fee Structure as presented.*

Paradise Recreation and Park District
2020-2021
Budget and Financial Report



Paradise Recreation and Park District

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Paradise, CA 95669

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Board of Directors

Al McGreehan	Chairperson
Robert Anderson	Vice Chairperson
Steve Rodowick	Director
Mary Bellefeuille	Director
Julie Van Roekel	Secretary
Dan Efseaff	District Manager

About the Cover: A view of Saw Mill peak at sunset as the West Branch of the Feather pours over a dam.

I. BUDGET OVERVIEW

A. Introduction

Paradise Recreation & Park District (PRPD) Staff respectfully submits the Fiscal Year 2020-21 budget for our Board of Directors (BOD) review and consideration.

The PRPD Board of Directors adopted a Preliminary budget and staff posted a Notice of Public Hearing for the regularly scheduled June Board meeting (June 10, 2020). At the regular July 8, 2020 meeting, the Board will consider the final PRPD 2020-21 budget. The Finance Committee reviewed the preliminary budget at the April 28, 2020 meeting and provided detailed comments and general direction at the May 21, 2020 for revision to the entire board.

The Notice of Public Hearing was posted on the District's web page, the local newspaper, and at six public facilities within the District (Terry Ashe Recreation Center, Paradise Town Hall, Paradise Post Office, Magalia Post Office, Concow School and Centerville Museum.)

The budget reflects our best estimate with considerable uncertainty associated with the repercussions of the Camp Fire and COVID-19 pandemic. The District will be watching revenue and expenditures carefully in FY 2020-21.

B. Budget Calendar and Process

Several steps involve the development of the budget (Table 1). First, supervisors submitted requests (Staff Worksheet) to the District Manager. The District Manager reviewed and modified these initial numbers based on actual expense and income numbers and projections and this became the Draft District budget.

After review and input from Staff and the Finance Committee, the draft became the preliminary budget (introduced at the May 13, 2020 BOD meeting). After a 30-day comment period, the BOD reviews the preliminary budget (which may reflect revisions) and once adopted becomes the Final Fiscal Year Budget.

Table 1. Proposed Paradise Recreation and Park District 2020-21 Budget Calendar.

Proposed Date	Milestone
12/17/2019	<ul style="list-style-type: none"> Budget planning meeting
2/14/2020	<ul style="list-style-type: none"> Develop Budget Framework Supervisors' Fixed Asset request to Manager
3/02/2020	<ul style="list-style-type: none"> Supervisors' budgets to Manager (rough draft)
3/13/2020	<ul style="list-style-type: none"> Supervisors' budgets to Manager (final draft)
3/15-3/31/2020	<ul style="list-style-type: none"> Finance Committee reviews rough draft budget and short and long-term capital improvements
5/13/2020	<ul style="list-style-type: none"> Budget (rough draft) presented to the PRPD Board of Directors for review in Manager's Report.
5/13 - 6/1/2020	<ul style="list-style-type: none"> PRPD Board of Directors budget review period

Proposed Date	Milestone
6/10/2020	<ul style="list-style-type: none"> • Present 2020-21 budget binders to the PRPD Board of Directors for review in Manager's Report. • Adopt preliminary budget • Set public hearing for July 8, 2020
7/08/2020	<ul style="list-style-type: none"> • Public Hearing • Adopt final PRPD 2020-21 budget

In comparison to the proposed calendar (Table 1), the District is approximately 1-2 months behind schedule. The impacts related to the COVID-19 pandemic subsequently delayed the audit and budget process.

C. Budget Analysis and Financial Outlook

1. Income

1. The District's overall income (as of 5/31/20), is approximately \$200K over expectations, owing to a conservative approach to estimate tax revenue last year. The State backfill eased the low expectation assumed for the budget. Overall budget income is estimated just below the current actual amount to date.
2. The Camp Fire will result in a dramatic decrease in property tax revenue for the District for the next 15-20 years. Tax revenue historically contributed the largest amount to overall District income. Fortunately, the legislature provided a 3-year backfill on lost property tax revenue (FY 18-19, FY 19-20, and FY 20-21) to bridge that gap. District staff and BOD members will analyze this shortfall this FY year to plan for FY 2021-2022 and address the forecast shortfall in revenue when the state backfill of lost property tax ends. Staff estimate tax revenue just slightly smaller than the current year to date amount for the FY 2020-21 budget.
3. The Camp Fire, and now COVID-19, have dramatically curtailed program income. Program income is a little more than ¼ of historic program revenue. To May 31st 2020, program income was only just over \$132K (the actual amount in FY 2017-18 was over \$400K) The District estimated revenue for an ambitious \$95K increase, but well below historic income. The COVID-19 pandemic and restrictions may substantially dampen annual event, program, and rental income and introduces considerable uncertainty.
4. One potential bridge for income loss is use of the Community Disaster Loan (CDL) a Federal Emergency Management Agency (FEMA) program to provide operating loans and may be forgiven if revenues do not return. The BOD has approved, and District applied for this program, which could provide over \$500,000.
5. Impact fees are restricted funds that can only be used for park acquisition, development, and facilities. These fees cannot be used for operations. Actual impact fees in FY 2019-20, substantially exceeded expectations, totaling \$212,023.29 as of May 31, 2020. The District moderated the impact fee estimates for FY 2020-21 because of the pandemic's impact on the rate of rebuild. If building proceeds more rapidly, this will increase the funds available for new park acquisition and development.

6. We set significant goals for increased donation, fundraising and grant income.

2. Expenses

1. The District will finish FY 2019-20 under the expense budget for the year, with lower payroll expenses making the largest contribution. The combination of higher estimated income and lower expenses (as of 5/31/20), contributed to a net of approximately \$200K. The amount may diminish as we pay year end expenses; however, the remaining will increase District reserves.
2. A substantial amount of expenses will be off set with insurance reimbursements related to the Camp Fire. The amount of reimbursement should be determined in FY 2020-21. As of 5/31/20, the recovery project expenses potentially eligible for reimbursement is \$1,078,659. Because we show the expenses, these funds will improve our cash reserve.
3. Payroll expenses continue as the largest expense category for the District (although at 61% of the total budget, is substantially below pre-fire levels). FY 2019-20 payroll expenses were only about 70% of what had been budgeted for the year, mainly due to attrition from the District post-fire. We anticipate actual payroll costs to increase in FY 2020-21 because of the mandatory minimum wage increase, and as the District takes management of new facilities (i.e. Paradise Lake) and rebuilds internal capacity. Still, the FY 2019-20 budget reflects a 3% decrease from the previous years budgeted amount.
4. Utility costs in FY 2019-20 were lower than FY 2018-19 due in part to reduced facility usage post fire and PG&E outages. As facilities such as the Moore Road Ball Parks come back on-line, we anticipate that our utility costs will increase over FY 2019-20 levels. We also anticipate some long-term savings as the District is converting to highly efficient LED lighting.
5. With increased need for outside labor and the development of projects for grants, we anticipate a substantial increase in professional services (5330). For example, we expect to use outside services to aide with engineering, design and planning. In addition, costs will increase associated with the election.
6. Program expenses such as contractor/instructor wages are scalable, and we will need to balance class income with the need to restart programs for the community.

3. Allocations

This section accounts for funds that need to be reserved for other purposes or fund transfers (more of a balance sheet transaction). As we developed a budget with the idea that income and expenses would balance, this considers the cash fund balance that may carry over between years.

1. The budget sets aside \$200,000 for contingencies.

2. Approximately \$625,000 of the cash balance will be available for Capital Improvement Projects (CIP) and \$80,000 for new equipment/vehicles.
3. Impact Fee income will be transferred into the appropriate impact fee fund.
4. The District has aggressively applied for park and program grant funding. Grant funding for equipment, infrastructure, or acquisitions will be allocated to the appropriate Capital Improvement Project (CIP). Funding for staff or programs will be considered operational income.
5. The Reserves for Future Expenditures is an estimate of the remaining balance in the fund after expenses and allocations have been made. In the past, much of this balance would go into Accumulative Capital Outlay (ACO) funds; however, we recommend that funds remain unrestricted to allow for cash flow and flexibility for expenditures during this budget cycle. The District anticipates grant awards that will require match funds for use in launching planned Capital Improvement Projects and therefore recommends a reduction in the ACO fund (\$20,000).

4. Challenges and Opportunities

1. The most significant challenges in the next FY will be uncertainties in program revenue due to the restart of programs and the ongoing pandemic. The District is focusing on social outreach and marketing to increase rental income, such as wedding packages at Paradise Lake, and creating new programs that can safely accommodate social distancing while attracting recreational tourism income. Development of alternative revenues and strategies will be critical for the long-term success of the organization.
2. The District will need to look at the financial support and contributions to other organizations in the future. This evaluation should include an examination of deliverables, services and benefits provided to District residents to ensure alignment between District and partner organization needs. Staff believe that timely review and new expectations will better serve residents and these organizations can quantify and measure defined outcomes.
3. The District has formed a wide network of new partnerships and collaborations with local government and non-profit organizations in the District and across the US. These collaborations will make grant proposals more competitive and the District will continue cultivating these efforts.
4. The District is aggressively pursuing grant revenue that would facilitate development of a project pipeline to better prepare for shovel-ready capital improvement projects. This in turn will make District proposals for upcoming Proposition 68 grant funding more competitive.

As the cost and scope associated with full-scale renovations and development of new park facilities may not match grant funding support, the District will use a

phased approach to make incremental improvements if improvements are not forthcoming.

Staff proposes the development (or update) of management plans for Coutolenc, Lakeridge, Crain, Noble, and Bille Parks. These plans will have a similar planning phase to determine a scope of work, appropriate activities, costs, and in some cases, specifications. For undeveloped parks, we will specify appropriate interim uses. While additional more detailed plans may have to be developed, these plans lay the foundation for grant proposals and may satisfy environmental compliance requirements that must be completed. They will also outline an implementation timeline.

5. The District has been fortunate to receive the benefits of Alliance For Workforce Development (AFWD) crews, which have substantially reduced District wage costs in the last fiscal year and greatly facilitated clean-up and repairs required after the Camp Fire. Access to these crews may cease altogether in FY 2020-21. This will increase maintenance costs and/or reduce upkeep levels of parks.
6. Taking on the management and maintenance of new parks and facilities in FY 2020-21 may necessitate increased staffing levels; however, this may be off-site by the District's comprehensive Volunteer Program. To date volunteers have contributed over 124 hours to District projects and the District is working diligently to grow the program further. Volunteer support offsets labor costs, and offers engagement and outreach opportunities.

5. What's New in the FY 2020-21 Budget

The following section highlights changes in this budget approach in comparison to last year.

1. The FY 2020-21 budget completes the transition from the previous accounting code system into a new one that provides a decidedly "big picture" approach.
2. Capital Improvement Projects also reflect this big picture approach. While several identified projects went into the development of the budget request, we simplified the approach to only a few categories. Because of our limited funding, most of the projects will require outside resources or grants but we wanted to identify potential sources for our contribution. In many cases, funding opportunities and restrictions may shift the priorities and this more general approach to funding may provide the flexibility to complete the efforts.
3. Staff made several assumptions regarding staffing levels for the next Fiscal Year. These may be summarized as follows:
 - The salary and payroll estimates reflect increases in the minimum wage. It may not cover the potential of increased maintenance needs as the District opens new parks and facilities.

- Using interpolated values from FY 2016-2017 (full pre-Camp Fire staffing) and FY 2019-2020 (skeleton staffing), we estimated that salary increases will be no more than \$40,000. Assumptions:
 - The proposed budget includes a \$1/hour increase for all part-time hourly staff. Using an estimated total hour of 18,100 (the total part time hours in FY 2016-2017 (20,628) and FY 2019-2020 (as of 5/20/20, 15,519), yields an increase of approximately \$9,000 (the increase comes halfway through the Fiscal Year.
 - Following a similar approach with full-time staff (multiplying the estimated total expenses of \$615,221 (for comparison, the total salaries in FY 2016-2017 (\$750,333) and FY 2019-2020 (as of 5/20/20, \$480,109) by the percent increase. For example, assuming a proposed salary increase (either a two-step 2.5% increase at the beginning of the Fiscal and Calendar years, or a 5% increase at the beginning of the FY, or a combination) will cost between \$15-\$30K.
- The District foresees an increased need for contract labor, particularly engineering and landscape architect work. Though some engineering costs may ultimately be reimbursed by insurance where the work pertains to assets being replaced after Camp Fire losses, the capital improvement plans necessitate expansion of these vital services to bring the projects to fruition.

D. Changes from preliminary budget

1. We refined costs and cut payroll from the draft version narrowing the difference in net operating income and expenses. Estimated income rose slightly and estimated expenses dropped significantly (about \$200K).
2. The District anticipates the use of cash balance funds to balance the operating budget.
3. We accessed additional funds from our ACO to apply to use for potential Capital Improvements.
4. The CIP budget reflects an increase in potential Construction In Progress/Capital Projects. This will likely be triggered in order to supplement successful acquisitions or grants. Grant opportunities have accelerated under the current funding cycle.

E. Projections

Historically, the District has considered only an annual budget, new to this narrative is consideration of future projections of revenue. We anticipate as the budget picture becomes clear these projections may aid us anticipating changes and responses between years. Projections are imperfect especially considering the uncertainty that the District faces, but this remains a useful exercise and may help identify the areas of greatest uncertainty.

The figure below assumes the following, a 3% growth rate in tax revenue and impact fees, a 5% increase in programs, and 2% in all other categories. Certainly, a more rapid rebuild will accelerate income in tax revenue, and a prolonged recession could stifle growth in programs as well.

To approach pre-fire levels by 2026, would require a combination of greater than 10% growth across the board, and budget cuts that provide savings year to year. The difference is on the order of over \$700K annually. The potential return with the most upside may very well lie in program income, thus explaining the recent approach for the District to become a destination park and recreation district and have programs and facilities that may help generate revenue. One way of viewing this is that we have a base revenue and additions can allow us to

Another unknown factor is any potential settlement from PG&E, we should stress that majority of proceeds are intended to replace the massive loss of program and tax revenue over the next 10-20 years.

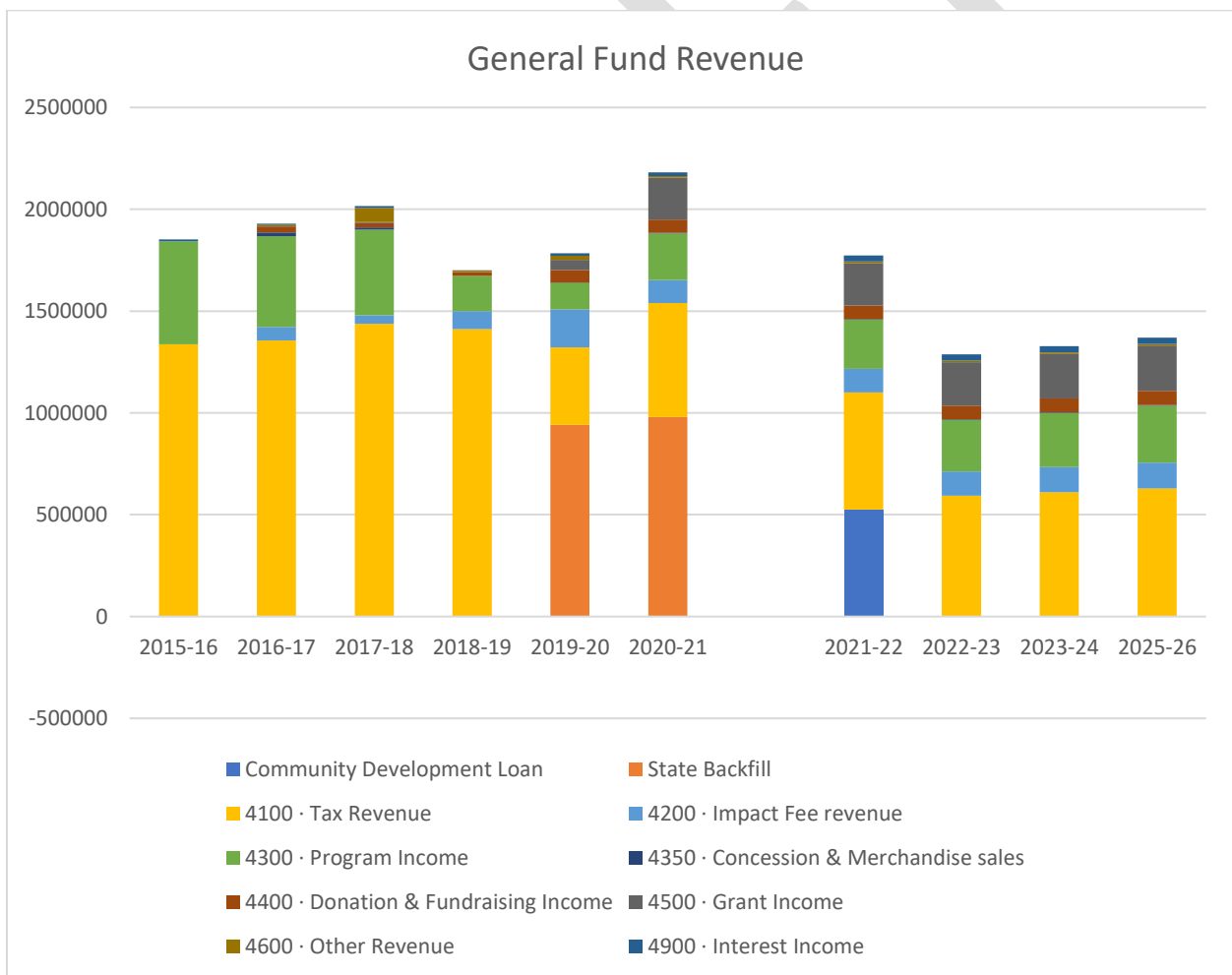


Figure 1. Estimated Revenue Projections

F. Budget and Financial Accomplishments

A prominent focus of the District has been to improve our financial practices and we have completed several items including:

1. In the 2017-18 audit there were 11 findings reported for staff to correct. Of those 11, 9 have been corrected. These include:
 - a. Payroll - All employee files have been reviewed to make sure current PAFs are on file and hours are being double check to make sure employees are being pay correctly.
 - b. Journal Entries – All journal entries have supporting documentation attached to hard copies of the entries as well as memos in the entry itself.
 - c. GASB 68 – Staff can now Prepare and record pension liabilities without the help of an outside accounting firm.
 - d. Deferred Revenues - More support has been added to show deferred revenue.
 - e. Bank Accounts – Bank reconciliations are now done using QuickBooks.
 - f. Accounts Receivable – There was an amount in Accounts Receivable that did not have documentation, the funds were moved to revenue.
 - g. Accrued Expenses – Payroll expenses that are accrued in the current fiscal year and are paid in the next fiscal year are documented in QuickBooks via journal entry.
 - h. Cash in County Treasury – The Counties monthly reports are reconciled in QuickBooks.
 - i. Cash Receipts – Journal entries are no longer used to record income, “Make Deposits” is used instead.
2. Development of a Financial Investment policy and the opening of new interest-bearing bank accounts.
3. An update of fixed assets.
4. Submission and continual efforts on CALOES, FEMA, and insurance requests. We hope to receive additional progress in FY 2020-21.

G. Recommendations

To improve the District’s financial solvency and budgetary processes, and to improve institutional learning, staff proposes several recommendations for the next FY and in the next budget cycle. Note that some of these are retained from the last budget document. These may be summarized as follows:

1. Staff will work with the Board to finalize and adopt the District's strategic plan then incorporate and align the vision, goals, and tactics of that plan with the proposed budget.
2. Staff will analyze and evaluate rental and reservations pricing and potential for value added packages for use of District assets. Uniform pricing and contract practices will facilitate planning, forecasting and budgeting.
3. Last year's budget noted a focus to consider formalizing a CIP process. The steps could resemble the following:
 - Establish a capital planning committee/BOD evaluate projects
 - Take inventory of existing capital assets
 - Evaluate previously approved, unimplemented or incomplete projects
 - Assess financial capacity
 - Solicit, compile and evaluate new project requests
 - Prioritize projects
 - Develop a financing plan
 - Adopt a capital improvement program
 - Monitor and manage approved projects within the CIP
 - Update existing/ongoing capital programs

Associated with that effort, the District could 1) update the Inventory of District Facility Projects, Improvements, and Equipment needs and 2) review the District Master Management Plan needs. These efforts will support the next Master Plan revision and develop updated priorities and inform decisions for the FY 2019-20 budget cycle and/or grant applications.

The District worked on several of these options in the past year, and we retain these to allow us to improve our capacity for the FY 2021-22 cycle.

4. Review the structure and organization of Donations and the Designated Funds (2514) to simplify and remove defunct funds. Consider a separate General Reserve account number for internal tracking.
5. In past budget cycles, the District reserves remaining funds as a cash reserve that provides maximum flexibility. Staff recommends that in the future, the District review reserve fund policies and actions and develop reserve funds (especially an operating reserve fund). This fund could provide a set amount (i.e. X% of the operating budget) and the circumstances when it can be accessed (an example could be the fund could be accessed under the following circumstances, with Board approval: 1. Federal/State budget cuts resulting in loss of grant funding; 2. Local revenue shortfalls due to a downturn in the local economy; 3. Increase in demand for specific service without another source of recovery; 4. Legislative or judicial mandates to provide new or expanded services or programs without new or fully off-setting revenues; 5. One-time Board approved expenses; 6.

Unexpected increases in inflation (Consumer Price Index); or 7. Natural disasters (earthquakes, fires or other general infrastructure failures).

In addition, while the District adopted a financial investment policy, we should also consider actions that may consider any unanticipated funds that may serve

DRAFT

II. 2020-21 BUDGET

This section provides an overview and detailed information on the FY 2020-21 budget. The information includes:

- The distribution of income and expenses (Figures 1 and 2).
- A Budget Summary, General Operating Fund Balances, Allocations from the General Fund, and Capital Projects Funding Summary (Table 2).
- A more detailed breakdown of the FY 2020-21 operations budget expenses and comparison to FY 2018-19 actuals, FY 2019-20 year to date and approved budget (Table 3). The table also provides the percentage that each line item contributes to income or expenses and the dollar amount difference with the last FY.

Fund information will help complete forms required by Butte County, such as the:

- Financing Sources and Uses by Budget Unit; and
- Compliance with Proposition 4 – FY 2020-21 Appropriation Limit.

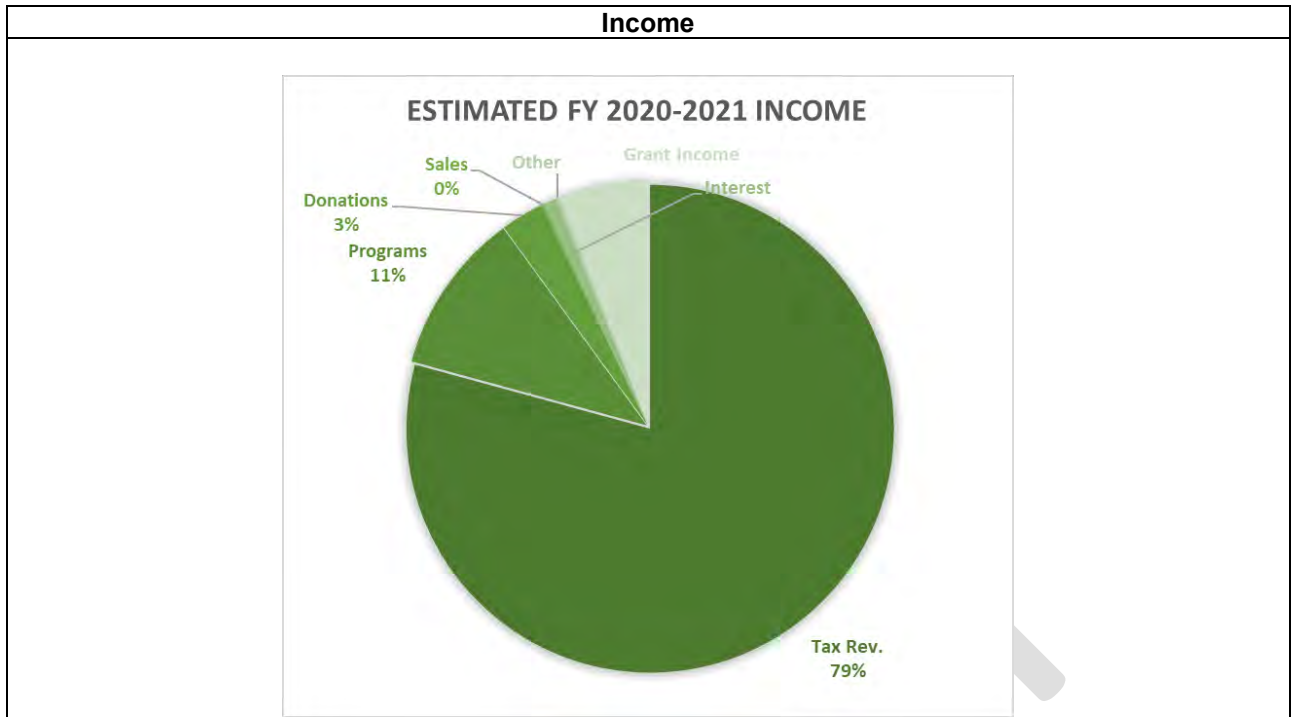


Figure 2. FY 2020-21 Estimated PRPD Income.

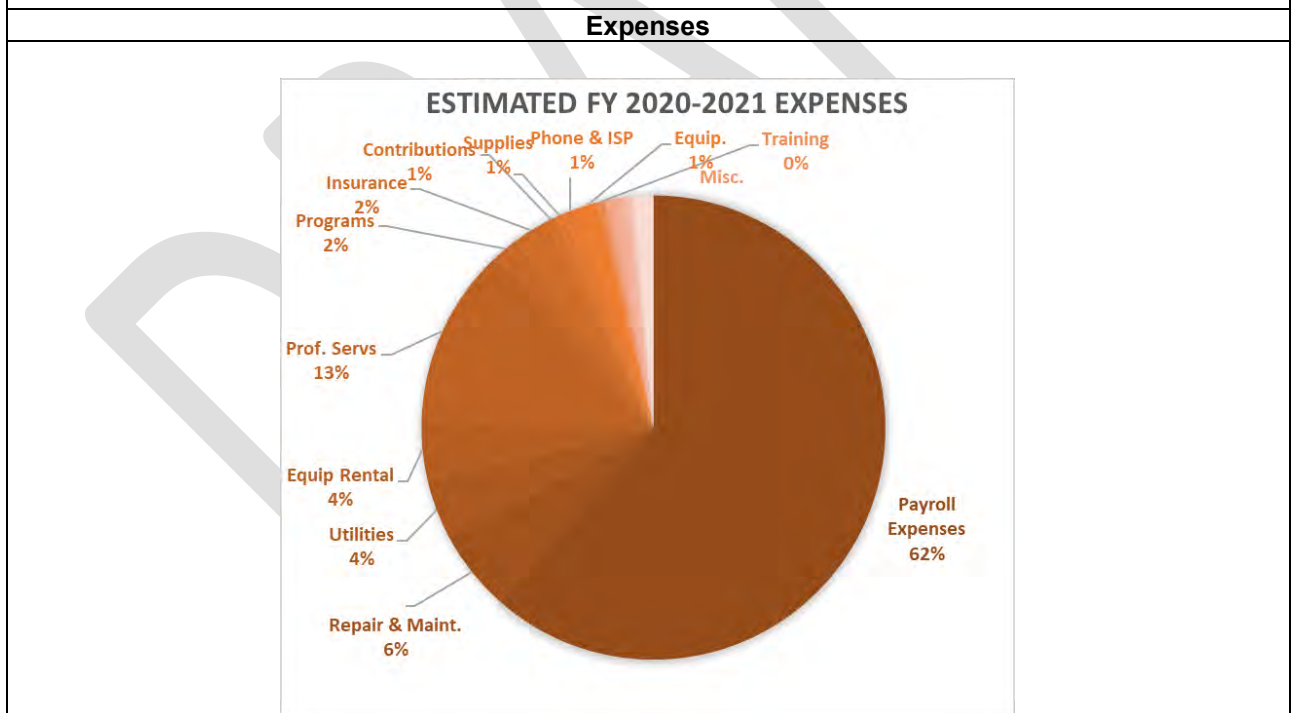


Figure 3. FY 2020-21 Estimated PRPD Expenses.

Table 2. FY 2020-21 PRPD District General Fund (2510) Budget and Summary

			FY 2020 - 2021
	Description	Code	Budget
Operating Budget			
Funding Resources			
Income			
	4100 · Tax Revenue	4100	1,677,300
	4200 · Impact Fee revenue	4200	113,000
	4300 · Program Income	4300	227,500
	4350 · Concession & Merchandise sales	4350	2,100
	4400 · Donation & Fundraising Income	4400	61,000
	4500 · Grant Income	4500	125,000
	4600 · Other Revenue	4600	5,500
	4900 · Interest Income	4900	18,600
Total Income			2,230,000
Expense			
	5000 · Payroll Expenses	5000	1,388,600
	5100 · Program Expenses	5100	40,400
	5140 · Fundraising Expense	5140	17,600
	5200 · Advertising & Promotion	5200	10,800
	5220 · Bank & Merchant Fees	5220	4,600
	5230 · Contributions to Others	5230	15,100
	5240 · Copying & Printing	5240	3,000
	5260 · Dues, Mbrshps, Subscr, & Pubs	5260	15,000
	5270 · Education, Training & Staff Dev	5270	11,000
	5280 · Equip., Tools & Furn (<\$5k)	5280	30,500
	5290 · Equipment Rental	5290	92,100
	5300 · Insurance	5300	56,000
	5320 · Miscellaneous Expense	5320	400
	5330 · Professional & Outside services	5330	285,000
	5340 · Postage & Delivery	5340	2,000
	5350 · Rent-Facility use fees	5350	9,500
	5360 · Repair & Maintenance	5360	125,010
	5370 · Supplies - Consumable	5370	13,500
	5380 · Taxes, Lic., Notices & Permits	5380	3,000
	5390 · Telephone & Internet	5390	25,000
	5400 · Transportation, Meals & Travel	5400	29,000
	5410 · Utilities	5410	97,000
Total Expense			2,275,010
Total Net Operating Income and Expenses			-45,010
Beginning Fund Balance			
	1000 · Bank (Operating)	1000	319,224
	1011 · General Operating (Cash) - 2510	1011	24,387
	1030 · Investment - 1031, 1032	1030	1,246,483
Total Available Funds			1,990,094

Other Budgeted Expenditures (Allocations from General Fund)

Accumulated Capital Outlay (ACO)	1012	-20,000
Contingency	1013	200,000
Construction in Progress (CIP)/Fixed Assets	1800	625,000
General Reserve		0
Imprest Cash Reserve		0
Sub-Division/Impact Fee Funds (Funds 2520-2528)	4200	113,000
Reserves for Future Expenditure		941,584
Scholarship Funds (Scholarship Granted (Contra to Acct.4400))	4401	5,500
Vehicles	1740	80,000

Allocations-Total		1,945,084
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Total Revenue and Funds Available		4,220,094
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Total Expenses and Allocations		4,220,094
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Net Income		0
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Beginning Total Available Fund Balance		1,990,094
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Ending Total Available Fund Balance		1,141,584
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Summary**Grand Total Budget**

Total Income		2,230,000
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Expense

Total Salary and Benefits		1,388,600
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Total Services and Supplies		886,410
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Total Contributions to Others		15,100
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Total Expense		2,275,010
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Total Available Funds		1,990,094
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Total Allocations		1,945,084
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Net Income		0
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Reserves

Accumulated Capital Outlay (ACO)		606,700
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General Reserve		3,000
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Imprest Cash Reserve		300
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Reserves-Total		610,000
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Other Budgeted Expenditures (Allocations from General Fund)

Accumulated Capital Outlay (ACO)	1012	-20,000
Contingency	1013	200,000
Construction in Progress (CIP)/Fixed Assets	1800	500,000
General Reserve		0
Imprest Cash Reserve		0
Sub-Division/Impact Fee Funds (Funds 2520-2528)	4200	110,000
Reserves for Future Expenditure		1,071,994
Scholarship Funds (Scholarship Granted (Contra to Acct.4400))	4401	5,500
Vehicles	1740	80,000

Allocations-Total		1,947,494
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Total Revenue and Funds Available		4,173,194
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Total Expenses and Allocations		4,173,194
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Net Income		0
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Beginning Total Available Fund Balance		1,990,094
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Ending Total Available Fund Balance		1,271,994
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Summary**Grand Total Budget**

Total Income		2,183,100
Expense		
Total Salary and Benefits		1,345,300
Total Services and Supplies		880,400
Total Contributions to Others		15,100
Total Expense		2,225,700
Total Available Funds		1,990,094
Total Allocations		1,947,494

Net Income		0
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Reserves

Accumulated Capital Outlay (ACO)		606,700
General Reserve		3,000
Imprest Cash Reserve		300
Reserves-Total		610,000

Figure 4. FY 2020-21 District General Fund (2510) Budget Detail and Comparison to Past Budgets.

Budget Summary										
Version Preliminary - BOD										
Version Date 8/1/2020										
Paradise Recreation & Park District - General Fund (2510) Budget										
Fiscal Year: 2020-2021										
Description	Code	FY 2018 - 2017		FY 2018 - 2018		FY 2018 - 2020		FY 2020 - 2021		
		Actual	Actual	Actual - as of 8/30/18	Approved	Actual - as of 6/31/20	Remaining	% YTD	Budget	Difference FY 20-21 / FY 19-20
Operating Budget										
Funding Resources										
Income										
4100 - Tax Revenue	4100	1,355,485	1,437,377	1,411,840	1,445,450	1,794,315.53	348,826	124%	1,577,300	▲ 231,810
4200 - Impact Fee revenue	4200	65,149	41,902	87,345	62,841	212,023.29	149,182	337%	113,000	▲ 50,159
4300 - Program Income	4300	445,301	420,167	172,715	483,140	132,485.87	-350,654	27%	227,500	▼ -355,640
4350 - Concession & Merchandise sales	4350	18,412	11,366	-500	24,520	55.50	-24,465	0%	2,100	▼ -22,430
4400 - Donation & Fundraising Income	4400	29,352	21,101	17,742	57,000	63,095.71	6,097	111%	61,000	▲ 4,000
4500 - Grant Income	4500	200	4,412	1,105	1,500	50,000.00	48,500	3333%	125,000	▲ 123,500
4600 - Other Revenue	4600	7,015	70,937	7,752	7,400	19,051.34	11,691	258%	5,500	▼ -1,900
4800 - Interest Income	4800	5,447	8,411	508	7,000	17,597.30	10,597	251%	18,500	▲ 11,500
Total Income		1,929,360	2,015,732	1,896,508	2,081,970	2,288,665	205,695	110%	2,250,000	▲ 148,630
Expense										
5000 - Payroll Expenses	5000	862,689	933,440	827,518	1,085,752	706,162.60	-379,599	65%	1,077,600	▼ -7,962
5010 - Wages & Salaries	5010	73,312	77,795	61,907	81,900	51,697.10	-30,203	63%	60,000	▼ -21,900
5030 - Employer Benefits	5030	199,585	190,350	190,036	198,800	134,157.90	-64,642	67%	180,000	▼ -18,900
5040 - Workers Comp Expense	5040	71,636	53,658	44,930	60,000	42,715.00	-17,285	71%	55,000	▼ -5,000
5050 - Accrued Comp, Sick, & Vacation	5050	0	0	0	4,000	0.00	-4,000	0%	0	▼ -4,000
5060 - Other Personnel Costs	5060	3,386	11,211	25,633	3,100	11,362.65	8,263	367%	15,800	▲ 12,700
Total 5000 - Payroll Expenses	5000	1,210,607	1,266,454	1,150,183	1,425,862	946,095	-479,766	66%	1,388,600	▼ -37,262
5100 - Program Expense	5100	13,316	5,838.26	2,453	14,450	0	-14,450	0%	8,500	▼ -5,550
5110 - Concession & Merchandise Exp.	5110	0	0	0	0	1,540.00	1,540	0%	5,000	▲ 5,000
5120 - Program Contract Labor	5120	23,222	38,836	14,795	26,625	21,862.43	-4,763	82%	26,500	▼ -135
5130 - Program Supplies	5130	36,538	44,574	17,248	41,075	23,402.43	-17,673	57%	40,400	▼ -673
Total 5100 - Program Expenses	5100	53,076	49,248	32,496	72,150	25,004.43	-16,928	57%	59,900	▼ -6,928
5200 - Advertising & Promotion	5200	5,922	8,068	3,539	11,000	5,864.42	-5,136	53%	17,600	▼ -400
5210 - Bad Debt	5210	0	0	0	0	0	0	0%	10,800	▼ -200
5220 - Bank & Merchant Fees	5220	3,995	474	241	4,520	4,415.69	-204	96%	4,600	▼ -200
5230 - Contributions to Others	5230	14,211	15,111	12,561	15,100	2,540.50	-12,560	17%	15,100	0
5240 - Copying & Printing	5240	544	5,578	82	840	70.57	-769	8%	3,000	▲ 2,160
5250 - Dues, Memberships, Subscr, & Publs	5250	4,390	7,428	9,890	5,200	15,714.54	10,515	302%	15,000	▲ 9,800
Total 5200 - Advertising & Promotion		14,211	15,111	12,561	15,100	2,540.50	-12,560	17%	15,100	0
Total 5000 - Expense		1,277,023	1,371,532	1,185,240	1,504,012	971,600	-523,212	68%	1,504,000	▼ -23,212
Total 2020-2021 Budget Worksheet (Preliminary) 20.0522										6/1/2020

Budget Summary

Paradise Recreation & Park District - General Fund (2510) Budget

Version Preliminary - BOD

Fiscal Year: 2020-2021

Version Date 8/1/2020

Description	Code	FY 2017 - 2017	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	FY 2018 - 2020	FY 2018 - 2020	Remaining	% YTD	FY 2020 - 2021	Difference
		Actual	Actual	Actual - as of 8/30/18	Approved	Actual - as of 6/31/20	Budget			FY 20-21 / FY 19-20	
6270 - Education, Training & Staff Dev	5270	7,773	3,601	8,568	11,000	1,693.50	-9,307	15%		11,000	0
6280 - Equip., Tools & Furn (458)	5280										
5282 - Office ET&F	5282	1,908	5,772	6,697	16,537	10,134.16	-8,403	55%		15,000	-3,537
5284 - Program ET&F	5284	153	669	3	3,000	9,503.15	6,503	317%		10,000	7,000
5286 - Small Tools & Equipment	5286	1,489	2,116	14,065	2,800	4,089	1,289	145%		5,500	2,706
Total 6280 - Equip., Tools & Furn (458)	5280	3,550	9,557	20,765	12,800	23,727	10,927	185%		30,500	17,700
6290 - Equipment Rental	5290	88,234	88,489	113,710	90,000	128,949.79	38,950	143%		92,100	2,100
6300 - Insurance	5300	38,249	39,843	46,906	46,976	53,460.00	4,884	110%		56,000	7,424
6310 - Interest Expense	5310	0	379	2,359	0	499.93	500			900	900
6320 - Miscellaneous Expense	5320	0	154	2,169	1,300	138.25	-1,162	11%		400	-900
6330 - Professional & Outside services	5330	5,900	13,938	9,500	10,000	20,595.68	10,596	206%		24,000	14,000
5332 - Accounting	5332	27,180	2,835	6,030	6,000	18,096.20	12,096	302%		25,000	19,000
5334 - Legal	5334	172	0	400	4,000	1,899.14	-2,101	47%		100,000	96,000
5336 - Engineering Services	5336	48,332	25,924	52,445	42,200	56,635.33	14,435	134%		136,000	93,800
5338 - Other Professional & Outside Labor	5338	81,584	42,697	68,375	62,200	97,226	35,026	156%		285,000	222,800
Total 6330 - Professional & Outside services	5340	2,176	54,75	802	3,200.00	269.45	-2,931	8%		2,000	-1,200
6340 - Postage & Delivery	5350	6,784	5,126	20,189	13,100	5,301.25	-7,799	40%		9,500	-3,600
6350 - Rent-Facility use fees	5360										
6360 - Repair & Maintenance	5360	3,847	7,972	24,786	11,000	15,080.72	4,081	137%		13,000	2,000
5361 - Building R/M	5361	8,571	10,412	11,230	15,000	103,105.93	88,106	687%		18,000	3,000
5362 - Equipment R/M	5362	9,460	14,620	39,866	9,400	358,929.91	349,530	3818%		10,000	600
5363 - General R/M	5364	17,450	24,047	57,482	38,400	44,200.65	5,801	115%		40,000	1,600
5364 - Grounds R/M	5365	15,948	29,781	18,052	18,500	11,647.86	-6,852	63%		18,000	-900
5365 - Pool R/M	5366	6,712	5,703	107,906	8,900	78,645.89	69,746	884%		10,000	1,100
5366 - Vehicle R/M	5367	9,594	12,092	7,461	10,300	7,908.72	-2,391	77%		10,510	210
5367 - Janitorial	5368	1,265	1,310	1,364	1,300	2,999.69	1,700	231%		5,000	3,700
5368 - Security	5369	0	37	61	0	202.37	202			500	500
5369 - Vandalism											
Total 6360 - Repair & Maintenance	5370	72,848	105,975	368,208	113,950	622,722	508,772	546%		125,010	11,060
6370 - Supplies - Consumable	5370	8,872	15,870	15,033	9,460	8,609.21	-851	91%		8,500	-960
5372 - Office Supplies	5374	3,017	2,251	5,034	4,200	7,015.72	2,815	167%		5,000	800
5374 - Safety & staff supplies											
Total 6370 - Supplies - Consumable	5380	0	18,121	20,067	13,500	15,625	2,125	116%		13,500	0
6380 - Taxes, Lic., Notices & Permits	5380	2,920	2,546	8,456	3,000	1,957.19	-1,043	65%		3,000	0

6/1/2020

2020-2021 Budget Worksheet(Preliminary).20.0522 2

Budget_Summary
Paradise Recreation & Park District - General Fund (2510) Budget
 Version: Preliminary - BOD
 8/1/2020
 Fiscal Year: 2020-2021

Description	Code	FY 2017 - 2018		FY 2018 - 2019		FY 2018 - 2020		FY 2018 - 2020 FY 2018 - 2020 Actual - as of 8/31/18	Approved	Actual - as of 8/31/20	Remaining	% YTD	FY 2020 - 2021	
		Actual	Actual	Actual - as of 8/31/18	Actual - as of 8/31/18	Budget	Difference FY 20-21 / FY 18-20							
6380 - Telephone & Internet	5390	3,997	5,662	6,333	21,525.98	26,100	21,525.98				-4,574	82%	25,000	-1,100
6400 - Transportation, Meals & Travel	5400													
5402 - Air, Lodging & Other Travel	5402	0	449	1,800	7,337.24	700	7,337.24				6,637	1048%	6,000	5,300
5404 - Fuel	5404	12,633	13,200	13,954	15,290.41	13,000	15,290.41				2,290	118%	16,300	3,300
5405 - Meals	5405	153	504	1,596	1,632.68	1,000	1,632.68				633	163%	2,400	1,400
5408 - Mileage & Auto Allowance	5408	0	80	929	194.13	1,000	194.13				-806	19%	4,300	3,300
Total 6400 - Transportation, Meals & Travel		12,786	14,333	18,158	34,454	15,700	34,454				8,754	156%	29,000	13,300
6410 - Utilities	5410													
5412 - Electric & Gas	5412	73,923	100,559	51,676	50,040.44	81,567	50,040.44				-31,527	61%	66,000	-15,567
5414 - Water	5414	22,040	24,392	13,286	4,652.18	25,500	4,652.18				-20,848	18%	20,000	-5,500
5416 - Garbage	5416	9,877	11,136	10,067	12,994.30	9,900	12,994.30				3,094	131%	11,000	1,100
Total 6410 - Utilities		105,841	136,088	75,049	67,686.92	120,267	67,686.92				-52,580	56%	97,000	-23,267
Total Expense		1,708,084	1,820,412	1,874,016	2,063,340	2,081,970	2,063,340				-18,630	99%	2,275,010	193,040
Total Net Operating Income and Expenses		221,276	195,320	-175,408	0	225,326	225,325	N/A			-45,010		-45,010	
Total Other Income														
8888 - Misc. Expense	8888										1,147,483		-400,000	
Beginning Fund Balance														
1000 - Bank (Operating)	1000	0	0	0	319,224	0	319,224				319,224		319,224	319,224
1011 - General Operating (Cash) - 2610	1011	0	0	784,576	-241,612	784,576	-241,612				-1,026,188	-31%	34,387	-760,189
1030 - Investment - 1031, 1032	1030	0	0	784,576	1,244,518	0	1,244,518				1,244,518		1,246,483	1,246,483
Total Available Funds		0	0	1,569,152	1,322,130	784,576	1,322,130				537,554	169%	1,990,094	1,205,518

Budget_Summary

Paradise Recreation & Park District - General Fund (2510) Budget

Fiscal Year: 2020-2021 Version: Preliminary - 80D Version Date: 8/1/2020

Description	Code	FY 2018 - 2017	FY 2017 - 2018	FY 2018 - 2018	FY 2018 - 2020	FY 2018 - 2020	FY 2020 - 2021	Difference
		Actual	Actual	Actual - as of 8/30/18	Approved	Actual - as of 6/31/20	Budget	FY 20-21 / FY 19-20
Other Budgeted Expenditures (Allocations from General Fund)								
Accumulated Capital Outlay (AOC)	1012	0	0	0	0	0	-20,000	-20,000
Contingency	1013	0	0	100,000	100,000	100,000	200,000	100,000
Construction in Progress (CIP)/Fried Assets	1800	270,757	0	0	415,000	0	625,000	210,000
General Reserve	GR	0	0	1,000	1,000	0	0	-1,000
Impared Cash Reserve	JCR	0	0	0	0	0	0	0
Sub-Division/Impact Fee Funds (Funds 2520-2528)	4200	66,149	0	62,841	212,023	149,182	113,000	50,159
Reserves for Future Expenditure	R	0	0	115,000	115,000	0	941,594	826,594
Scholarship Funds (Scholarship Granted (Contra to Acct.4400))	4401	5,109	2,354,000	-407,000	7,000	0	5,500	-1,500
Vehicles	1740	0	0	50,000	50,000	0	80,000	30,000
Allocations-Total		342,015	2,354,000	407,000	1,003,228	428,023	1,945,054	941,835
Total Revenue and Funds Available		1,929,360	3,267,761	3,085,198	3,610,795	525,997	4,220,094	1,134,896
Total Expense and Allocations		2,050,099	1,874,423	3,085,198	2,491,363	-593,835	4,220,094	1,134,896
Net Income		-120,738	0	1,989,998	1,119,432	1,119,432	0	0
Beginning Total Available Fund Balance		0	0	1,688,152	784,678	1,322,130	1,890,894	1,890,894
Ending Total Available Fund Balance		-120,738	182,898	1,989,998	248,735	1,894,432	1,141,694	1,141,694
Summary								
Grand Total Budget		1,929,360	2,015,732	1,698,508	2,081,970	2,288,665	2,230,000	148,030
Total Income		1,929,360	2,015,732	1,698,508	2,081,970	2,288,665	2,230,000	148,030
Expense		1,210,807	1,266,454	1,150,183	1,425,862	946,095	1,388,600	-37,252
Total Salary and Benefits		483,266	538,848	705,044	656,108	1,093,761	886,410	230,302
Total Services and Supplies		14,211	15,111	12,561	15,100	2,541	15,100	0
Total Contributions to Others		1,708,084	1,820,412	1,874,016	2,081,970	2,063,340	2,275,010	193,040
Total Expense		0	0	1,565,152	1,003,228	1,322,130	1,990,094	886,956
Total Available Funds		342,015	2,354,000	407,000	1,003,228	428,023	1,945,054	941,835
Total Allocations		-120,738	182,898	1,989,998	248,735	1,894,432	1,141,694	1,141,694
Net Income		-120,738	0	1,989,998	1,119,432	1,119,432	0	0

6/1/2020

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2020-2021 Budget Worksheet(Preliminary) 20.0522

Budget_Summary

Paradise Recreation & Park District - General Fund (2510) Budget

Fiscal Year: 2020-2021 Version: Preliminary - BOD Version Date: 8/1/2020

Description	Code	FY 2018 - 2017	FY 2017 - 2018	FY 2018 - 2019	FY 2018 - 2020	FY 2018 - 2020	FY 2018 - 2020	FY 2020 - 2021	Difference
		Actual	Actual	Actual - as of 8/31/18	Approved	Actual - as of 6/30/20	Remaining	% YTD	FY 20-21 / FY 19-20
Reserves									
Accumulated Capital Outlay (ACU)		702,300			635,700			605,700	-20,000
General Reserve		2,000			3,000			3,000	0
Interest Cash Reserve		300			300			300	0
Reserve-Total		704,600		0	639,000	0	-850,000	610,000	-20,000

6/1/2020

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2020-2021 Budget Worksheet (Preliminary) 30.0522

III. FIXED ASSETS AND CAPITAL IMPROVEMENT PROJECTS (CIP)

This section outlines the District Fixed Asset purchases or Capital Improvement Projects over the next 5 years. However, budget actions are obligated only on the upcoming adopted budget. Changes may be necessary to accommodate successful grant and funding sources.

Identified projects influenced the budget request, however, the approach simplifies the request to only a few categories. This more general approach to funding may provide the flexibility needed to support funding opportunities, or a shift in the timing of projects.

Because of limited funding, most projects require outside resources or grants and we wanted to identify potential sources for our potential contribution as this may allow for matching funds if the opportunity arises. In case outside funding is not forthcoming, we can apply the funds to smaller scale projects that may be completed with available resources.

Priorities for the District in the FY2020-21 include:

1. A District Master Plan and park planning to help create a project pipeline and prepare the District for upcoming grant funding.
2. Replacement of large District assets (lighting, shop, and Aquatic Recreation Center) lost in the fire. Nearly all funding may be from insurance or state or federal funds; however, we may likely need to develop additional funds to complete as needed.
3. Improvements to existing parks and facilities, especially items that improve efficiency, conservation, or user experience.
4. Park development requires large outside funding sources and we will continue to aggressively look for means to complete these projects. In nearly all cases, these projects require multiple funders and matching funds.
5. Purchase of needed equipment (vehicles, tractors, trailers, tools, etc.). Funding may come from insurance, grants, and District Funds.

This section contains the following information (some existing information will be added after the full document is completed).

_____ Fixed Assets – Five-Year Project Implementation Plan

_____ Short & Long-Term Capital Improvements (Inventory)

_____ Fixed Assets and Controllable Assets Policy

_____ Purchasing Procedure

Figure 5. Capital Improvement Projects (CIP) Summary.

Paradise Recreation & Park District											
Capital Improvement Project (5 Year) - Summary of Funding Sources											
FY 2020-2021											
Task	FY Beginning						Total				
	2020	2021	2022	2023	2024	2025		Beyond 2024			
1. Acquisition	1,840,000	470,000	1,250,000	1,700,000	-	-	1,500,000	6,760,000			
3. Planning	295,000	133,500	35,000	130,000	-	-	-	593,500			
4. Park Development	750,000	8,050,000	6,100,000	750,000	1,000,000	2,000,000	3,000,000	21,650,000			
5. Park Improvements, Repair and Renovation	617,000	567,000	238,500	1,065,000	2,128,000	260,000	35,000	4,910,500			
6. Equipment Purchases	540,000	50,000	50,000	50,000	60,000	60,000	70,000	880,000			
7. Insurance Rebuild	900,000	100,000	-	-	-	-	-	1,000,000			
Other	-	-	-	-	-	-	-	-			
Total	4,942,000	9,370,500	7,673,500	3,695,000	3,188,000	2,320,000	4,605,000	28,440,500			
Funding Source											
Funding Source	FY Beginning						Total				
	2020	2021	2022	2023	2024	2025		Beyond 2024			
ACO	20,000	20,000	13,000	12,000	25,000	5,000	7,000	102,000			
Donations	5,500	1,000	500	-	-	-	-	7,000			
General Fund	625,000	135,500	8,500	10,000	-	-	6,000	785,000			
Grant/Unidentified	4,005,500	9,292,500	7,697,000	3,749,500	3,197,000	2,410,000	4,610,000	34,961,500			
Incorporated Impact Fees (Fund 2526)	340,000	77,000	17,000	16,000	55,000	5,000	2,000	512,000			
Unincorporated Impact Fees (Fund 2521)	186,000	40,000	57,500	17,500	10,000	-	-	311,000			
Total	5,182,000	9,566,000	7,793,500	3,805,000	3,287,000	2,420,000	4,625,000	36,569,500			

IV. FUNDS

The District's funds and reserves may be summarized as follows:

- 1) 1000 - Mechanic's Bank – Operating Account
- 2) 1005- Petty Cash/Imprest Cash

- 3) 1010 - Fund 2510 - General Fund/General Operating (Cash)
 - a. 1011 · General Operating or Cash Reserve
 - b. 1012 · ACO Reserve
 - c. 1013 · General Reserve
 - d. 1014 · Deposits held for others

- 4) 1100 · Designated Treasury Funds - Donations
 - a. 1111 · Aquatic Unicorp-2511
 - b. 1112 · Fund 2512 - Grosso Endowment
 - c. 1113 · Fund 2513 - Grosso Scholarship
 - i. 1114 · Fund 2514 - Designated Treasury Funds (Donations) - This includes a variety of donation funds such as: Bille Park Donations, Bike Park Fund, Lakeridge Park Donations, Wrestling Mat Fund, Pam Young Fund, Easter Egg Scholarships, Child-Youth Scholarships, McGreehan Children's Scholarship, Skate Park Fund, Swim Scholarship Fund, Dog Park Donations, and Coutolenc Camp Fund.

- 5) 1119 · Development Impact and Subdivision Fees
 - a. 1120 · Fund 2520 – Sub-Division Fees
 - b. 1121 · Fund 2521 - Park Acquisition Unincorporated
 - c. 1122 · Fund 2522 - Park Development Unincorporated
 - d. 1124 - Fund 2524 - District Facilities Unincorporated
 - e. 1126 · Fund 2526 - Park Acquisition Incorporated
 - f. 1127 · Fund 2527 - Park Development Incorporated
 - g. 1128 · Fund 2528 - District Facilities Incorporated

Table 3. Current Fund Balances as of 5/28/20.

Checking/Savings	
1000 · Mechanics Bank - Operating	350,863.18
1005 · Petty Cash	300.00
1010 · Treasury Cash - 2510	
1011 · General Operating	-31,039.45
1012 · ACO Reserve	626,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	<u>1,000.00</u>
Total 1010 · Treasury Cash - 2510	599,660.55
1030 · Investments	
1031 · Five Star Bank Money Market	1,184,147.54
1032 · Five Star Bank Grant M. M.	<u>64,197.42</u>
Total 1030 · Investments	1,248,344.96
1100 · Designated Treasury Funds	
1111 · Aquatic Unicorp-2511	49.41
1112 · Grosso Endowment-2512	53,632.13
1113 · Grosso Scholarship-2513	4,371.17
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	6,191.83
1114-14 · General Donations	1,186.00
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	<u>773.60</u>
Total 1114-4 · Sports Equipment Donations	773.60
1114-5 · Pam Young Fund	1,000.00
1114-6 · Easter Egg Scholarships	4,658.61
1114-7 · Child-Youth Scholarships	10.00
1114-8 · McGreehan Children's Schlshp	1,056.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	<u>429.28</u>
Total 1114 · Designated Donations-2514	28,350.00
Total 1100 · Designated Treasury Funds	86,402.71
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	8,103.30
1121 · Park Acqui Unincorp - 2521	47,166.73

1122 · Park Dev Unincorp - 2522	78,005.24
1124 · District Fac Unincorp - 2524	40,531.66
1126 · Park Acqui Incorp - 2526	90,064.05
1127 · Park Dev Incorp - 2527	270,701.71
1128 · District Fac Incorp - 2528	<u>48,779.34</u>
Total 1119 · Impact Fees	<u>583,352.03</u>
Total Checking/Savings	2,868,923.43

The designation of funds will be provided by resolution. Notable changes in these items are noted below.

A. General Fund

The District has funds with Butte County and Board approved accounts with Five Star Bank and Mechanics Bank.

B. Accumulative Capital Outlay

The Accumulated Capital Outlay (ACO) designates funds held in reserve for future capital projects. This reserve provides resources for capital programs that would otherwise adversely impact the General Fund.

Under the California Code of Regulations (CCR, 1042 (e). Funds) an Accumulative Capital Outlay (ACO). A fund used to account for the accumulation of revenues restricted for capital outlay under Section 53731 Government Code.

1. For FY 2020-21, PRPD will designate an ACO fund balance of \$606,700.

C. General Reserve

Staff recommends the funds set aside for General Reserves to maintain at \$3,000.

D. Designated Treasury Funds – Donations

Staff will explore consolidation of these funds (recommendation from last year). Funds that are no longer receiving active or on-going donations will be used for the original purpose or combined with an appropriate account to streamline the accounting of these funds.

E. Development Impact and Subdivision Fees

Development Impact fees are required as part of new building construction or expansion. The fees stem from a formula developed during the Nexus study that uses park acquisition, development, and facility improvements. However, as per discussions with the County (citation), while the fees need to be spent within the proper geographical area and within those categories, they need not be strictly partitioned. We anticipate growth of these funds as the area rebuilds (Table 5).

Table 4. Current Impact Fee Balances (as of 5/28/20)

▼ 1119 · Impact Fees	
1120 · Sub Div Fees - 2520	8,103.30
1121 · Park Acqui Unincorp - 2521	47,166.73
1122 · Park Dev Unincorp - 2522	78,005.24
1124 · District Fac Unincorp - 2524	40,531.66
1126 · Park Acqui Incorp - 2526	90,064.05
1127 · Park Dev Incorp - 2527	270,701.71
1128 · District Fac Incorp - 2528	48,779.34
Total 1119 · Impact Fees	583,352.03

V. STAFF AND ORGANIZATION

A. Paradise Recreation and Park District Description

The District occupies roughly 172 square miles within Butte County (Figure 6). The District manages 468.75 acres of park land and facilities (Foothill 2010, plus staff information on the addition of Noble Park). This splits up to about 82 acres of developed parkland and 374 of undeveloped park land. The District has developed a sub-division of our border to provide useful demographic information that will aid with programs and planning. This is reflected in the Figure.

The District provides customer and administrative services, park operations, recreation services and assists with community development. The District maximizes available resources to deliver well-maintained parks, a variety of high-quality recreation programs and activities. We believe in building community and positive experiences by providing and supporting recreational opportunities and programs. We build effective partnerships with other service providers thus helping meet the quality of life expectations, building community pride, and supporting the economic goals of the community. We will measure our success by providing adequate access and connections to trails, parks, sports and recreation facilities that meet the needs of our citizens and visitors to our community.

As the budget is a statement of District priorities, over the next year, the organization will update a number of items (strategic plan, inventory, programing review) that will aide in the developing priorities in the future. The information generated, such as history; the area served and population demographics; inventory of facilities; the core values, vision, and mission of the District; partnerships; etc. may be helpful for the public to assess the context for budget decisions and should be referenced (or potentially included in the budget document).

B. Staffing

The District suffered considerable loss of experienced staff after the Camp Fire (about ½ of all permanent employees). Since that time the District has hired some key positions to help rebuild and develop new capacity.

In 2019 and 2020, the Finance and Personnel Committees of the PRPD Board initiated review of the organizational structure, job classifications, and salary scale of the District. This has continued and will be fully addressed in the next FY. The proposed organization charts reflect these changes.

Additional efforts will look at our staffing levels in each area and analyze our workforce in terms of Full-Time Equivalents (FTE) this will allow for a clearer comparison of resources. We anticipate some additional needs for maintenance and programing over the next few months but staffing levels will remain below pre-Camp Fire levels.

Figure 6. District Boundaries and Sub-Divisions.

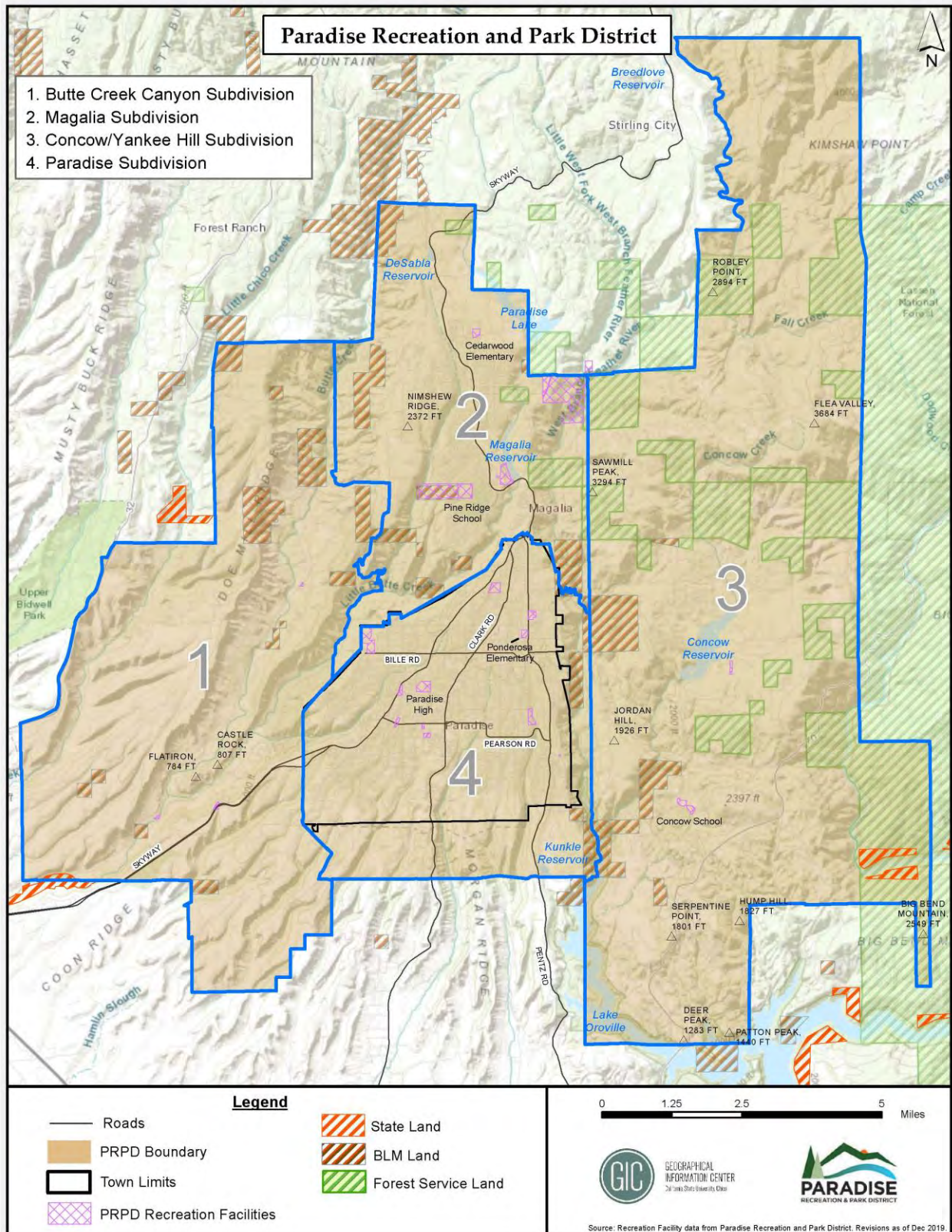
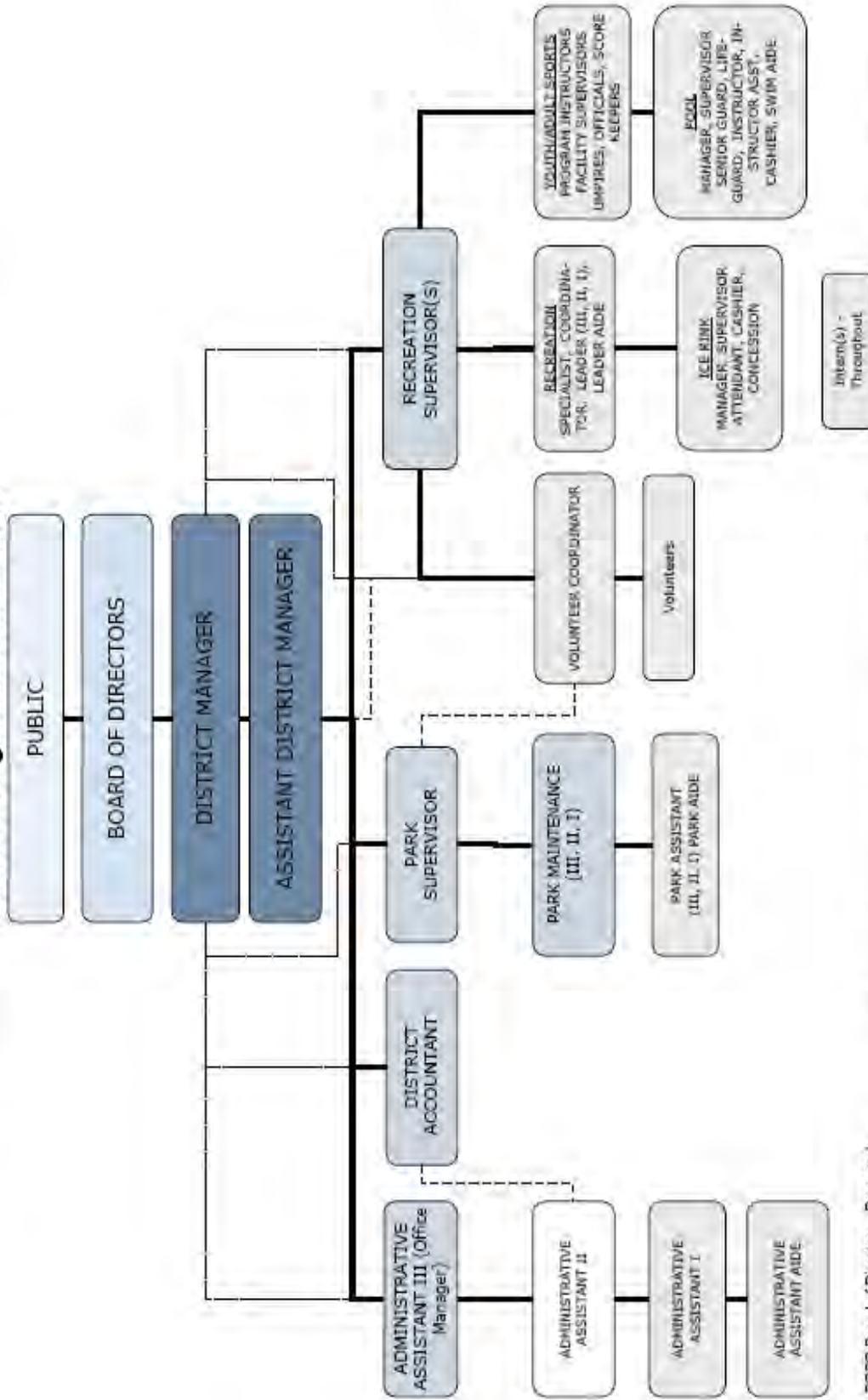


Figure 7. Paradise Recreation and Park District Service Area (Rev. Dec. 2015).

Figure 8. PRPD Organization Charts (General, Functional, and by Name)

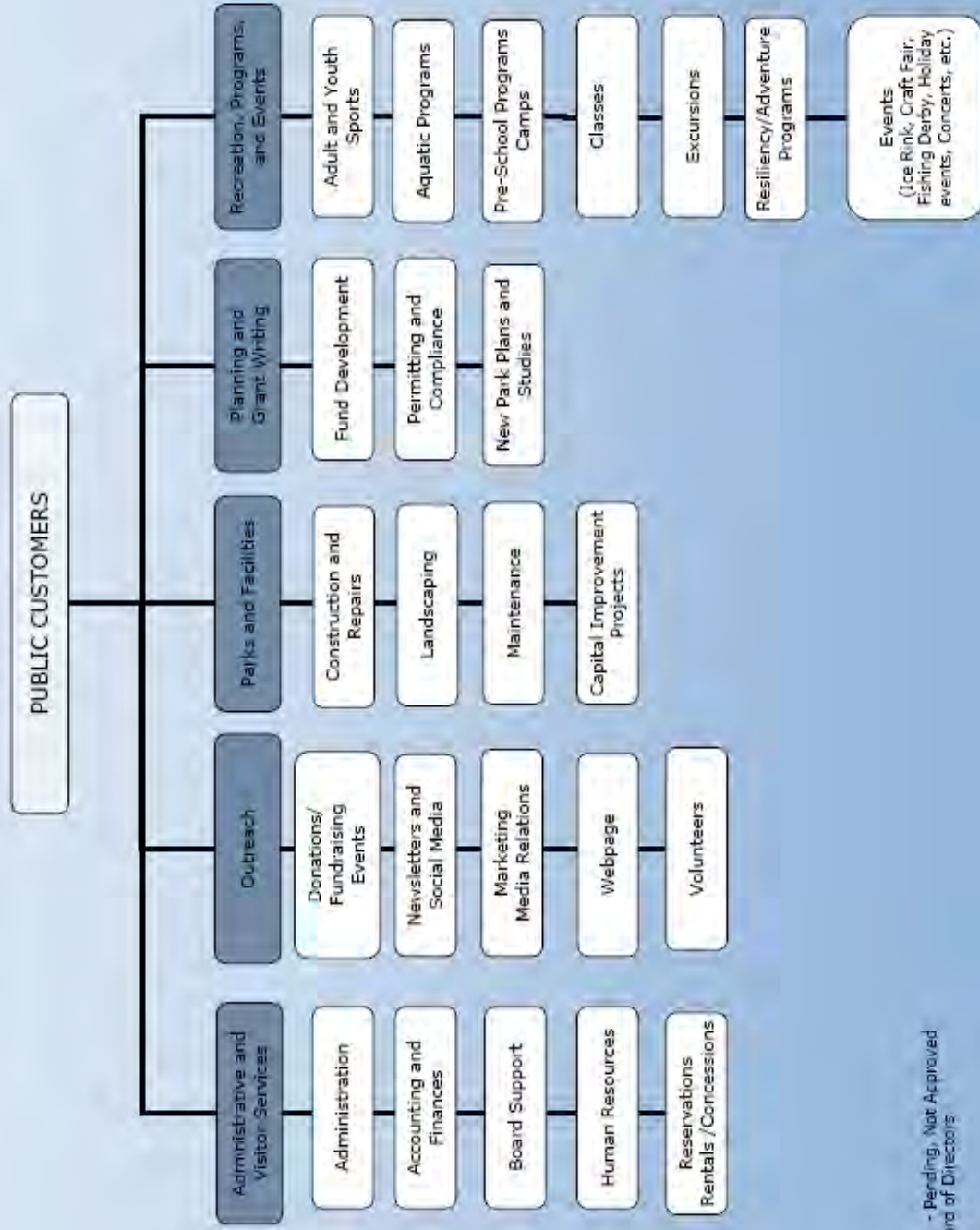
DRAFT—PARADISE RECREATION AND PARK DISTRICT Revised Organizational Chart



PRPD Board of Directors - Proposed
6/2/2020

Note: Additional modifications will occur as job descriptions are reviewed. Interns may be applied to any part of the organization, but in particular parks and programming.

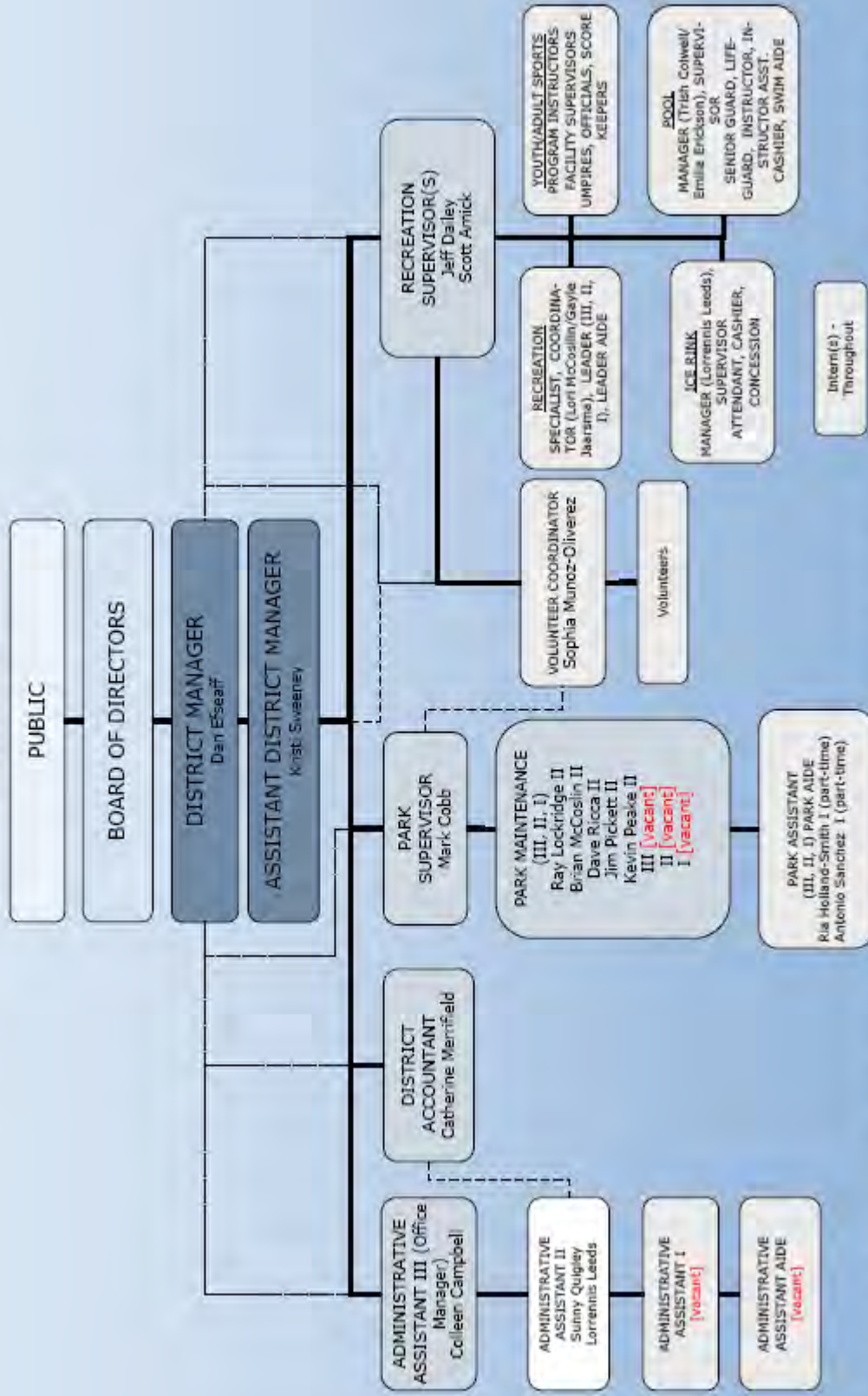
DRAFT—PARADISE RECREATION AND PARK DISTRICT Functional Areas Chart



Proposed - Pending, Not Approved
PRPD Board of Directors
6/2/2020

PARADISE RECREATION AND PARK DISTRICT Staff Organizational Chart

5/19/20 (Draft)



BOD Approved 11/30/18
Revised with current staff
PRPD Board of Directors

Note: Current Titles used. Modifications will occur as job descriptions are reviewed. For example, the recreation specialist may be combined into the Outreach Coordinator position, the Admin Assistant II position may change as it will conduct more oversight, and the Admin Assistant I position may change to reflect the predominant accounting function. Interns may be applied to any part of the organization, but in particular parks and programming.

VI. REFERENCES

[CSCO] California State Controller's Office. 1976. Special Districts Uniform Accounting and Reporting Procedures. Effective August 1, 1976. Sacramento, California.

Foothill Associates. 2010. Paradise Recreation and Park District, Master Plan Update, 2010-2020. August 2010. Rocklin, California.

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Last printed 6/3/2020 5:05 PM

**Notice of Public Hearing
Paradise Recreation and Park District
Terry Ashe Recreation Center, Room B
6626 Skyway, Paradise, California
Wednesday, July 8, 2020 – 6:00 p.m.**

FY 2020-21 Paradise Recreation & Park District Preliminary Operations Budget

Fund 2010	
Salaries and Employee Benefits	1,388,600
Services and Supplies	871,310
Contributions to Others	15,100
Debt Service	
	2,275,010

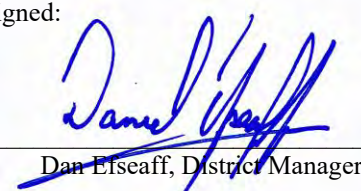
Allocations from General Fund (FY 2020-21 Funds)	
Accumulated Capital Outlay (ACO)	-20,000
Contingency	200,000
Construction in Progress (CIP)/Fixed Assets	625,000
General Reserve	0
Sub-Division/Impact Fee Funds (Funds 2520-2528)	113,000
Reserves for Future Expenditure	941,584
Scholarship Funds (Scholarship Granted (Contra to Acct.4400)	5,500
Vehicles	80,000
	1,945,084

Reserves	
Accumulated Capital Outlay (ACO)	606,700
General Reserve	3,000
Imprest Reserve	300
	610,000

The preliminary budget above has been adopted and is available at the Paradise Recreation and Park District Business Office, 6626 Skyway, Paradise, CA from 9:00 a.m. to 3:00 p.m., Monday through Friday; on the District's website at www.paradisepprd.com; and at the Town of Paradise, 5555 Skyway, during business hours, for inspection by interested taxpayers.

On July 8, 2020 at 6:00 p.m. at the Terry Ashe Recreation Center in Room B, 6626 Skyway, Paradise, California, during a regular meeting of the Board of Directors, a Public Hearing has been set. Any taxpayer may appear and be heard regarding the increase, decrease, or omission of any item, or for the inclusion of additional items concerning the budget. After the Public Hearing, the Board of Directors may approve the Final Budget.

Signed:



Dan Etseaff, District Manager

Date



Paradise Recreation & Park District

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

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

Resolution #20-06-1-481

FISCAL YEAR 2020-21 APPROPRIATION LIMIT

WHEREAS, the Board of Directors of the Paradise Recreation and Park District desires to comply with California Department of Finance regulations under Proposition 4; and,

WHEREAS, the Board of Directors has established the Fiscal Year 2020-21 PRPD Appropriation Limit.

NOW, THEREFORE BE IT RESOLVED, that the Fiscal Year 2020-201 PRPD Appropriation Limit is \$2,391,164.21.

PASSED AND ADOPTED by the Board of Directors of the Paradise Recreation and Park District the 10th day of June 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Al McGreehan, Chairperson

Attest:

Julie Van Roekel, Secretary

PARADISE RECREATION AND PARK DISTRICT

6626 Skyway, Paradise, CA 95969

(530) 872-6393

Staff Report #20-06-1-481

DATE: June 2, 2020
TO: Paradise Recreation and Park District Board of Directors
FROM: Dan Efseaff, District Manager
SUBJECT: Compliance with Proposition #4 - Appropriation Limit

In compliance with California Department of Finance regulations under Proposition #4, the PRPD Board of Directors must adopt an appropriation limit by June each year.

The basis for establishing the 2020-21 appropriation limit is as follows: (Information provided by the State of California Department of Finance, May 2020 at www.dof.ca.gov (see Statewide Responsibilities / Research / Demographic Research Unit, Price and Population factors used for Appropriations Limit calculations.)

- a. Price Factor: Section 7901 of the Government Code specifies that the percentage change in the lesser of the March to March U.S. All Urban Consumer Price Index (CPI) or California 4th quarter per capita personal income is to be used as an annual percent change in determining the appropriation limit. The percent change to be used is:

Per Capital Personal Income 3.73

- b. Population Percentage Change: The attached city and county population percentage changes were prepared pursuant to Sections 2227 and 2228 of the Revenue and Taxation Code and are calculated as of January 1, 2020. The change from January 1, 2019 to January 1, 2020 is used in setting the 2020-21 appropriation limit. The percent factor to be used is the Butte County Paradise figure of 0.47.

- c. Growth Factor Example:

Price:	3.73 converted to a ratio	1.0373
Population:	0.22 converted to a ratio	1.0022
Ration of Change:	1.0373 x 1.0022	1.0396

The change factor of 1.0396 is to be applied to the 2019-20 appropriation limit of \$2,300,081.00.

This means that the actual revenues from the Proceeds of Taxes cannot exceed \$2,391,164.21 for the 2020-21 fiscal year for the District. Revenues from the Proceeds of Taxes in excess of this amount would have to be returned to the taxpayers.

The District's expectation in tax revenue for 2020-21 is approximately \$714,000.00 less than this appropriation limit.



May 2020

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER
Director

Attachment

May 2020

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

2020-21:

Per Capita Cost of Living Change = 3.73 percent
 Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio: $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21: $1.0373 \times 1.0022 = 1.0396$

Fiscal Year 2020-21

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2019-2020	1-1-19	1-1-20	1-1-2020
Butte				
Biggs	-9.79	2,053	1,852	1,852
Chico	0.58	109,688	110,326	110,326
Gridley	-9.29	7,058	6,402	6,402
Oroville	-8.78	21,311	19,440	19,440
Paradise	3.26	4,485	4,631	4,631
Unincorporated	-12.07	76,926	67,640	67,640
County Total	-5.07	221,521	210,291	210,291

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Staff Report**June 10, 2020**

DATE: 6/3/2020
 TO: PRPD Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Job Description for Admin I, II, and III

REPORT IN BRIEF

At a March 8, 2017 meeting the Board of Directors (BOD) approved the recommended concept and title of 4 proposed part-time office positions; District Accountant, Administrative Assistant (Financial Assistant), Administrative Assistant II (Office Computer Technician), and Administrative Assistant I. The measures were adopted to reduce employee costs related to full-time versus part-time employees.

At a November 9, 2017 Personnel Committee Meeting, staff reviewed results related to the conversion of full to part-time positions, and job duties for clerical and financial office positions. Though these measures were taken to reduce employee costs, there were deficiencies with the minimized staffing approach due to scheduling overlap, cross training with front desk staff; and insufficient time for accounting staff to complete tasks.

At a January 2018 Personnel Committee meeting staff recommended increasing the District Accountant position to full-time to ensure complete fiscal oversight of the District.

On June 17, 2019 Personnel Committee met with staff and supported the revised organizational chart and understood from staff that staff would provide revised Administrative Assistant I, II, III job descriptions at a future meeting.

On May 19, 2020 staff presented to the Personnel Committee, a streamlined Administrative I, II, and III job description that differentiates between part and full time positions and increasing levels of responsibility as a series within the overall Administrative positions. Personnel Committee members suggested including HR responsibilities associated with the Administrative position series, which staff has now included in the job description. Staff now present the Administrative I, II, and III job description series for Board consideration and possible adoption.

RECOMMENDATION

Staff recommends the Board adopt the proposed job description for Admin I, II, and III as presented.

Attachments:

- A) Job Description: Administrative Assistant I, II, and III

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/20_0610/20_0610/20.0603_Job.Description.Admin.I-III.Report.docx
6/4/2020

ADMINISTRATIVE ASSISTANT I, II, III

Job Description



Position:	ADMINISTRATIVE ASSISTANT I, II, III
Reports to:	District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	I, II - PT – to be determined, not to exceed 30 hours/week (0.75 FTE). III - Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

The series identifies positions of increasing difficulty that perform administrative and clerical tasks for the District.

Administrative Assistant I:

Under the general supervision of the Assistant District Manager and/or the District Manager and direct supervision of the Administrative Assistant III, performs a variety of moderate administrative assignments, receptionist duties and provides specialized office support services for staff. Performs other related duties as assigned.

Administrative Assistant II:

Similar to the duties above with the addition of technical support services for the District and staff. Performs other related duties as assigned.

Administrative Assistant III:

Under general supervision of the District Manager, performs duties similar to the above with the addition of a variety of advanced administrative assignments and specialized office support services for the District Manager, serves as the Clerk Recorder for the Board of Directors, and various committees, provides direct supervision of Administrative Assistant I and II. Performs other related duties as assigned.

Responsibilities and Duties

The list below provides a representative summary of major duties and responsibilities:

Administrative Assistant I:

- Serve as a front office receptionist to assist the public and perform clerical duties;
- Provide guidance to patrons assisting and processing program registration, facility rentals, refunds, and Development Impact Fees;
- Document reservations and notify maintenance staff of setup requirements;
- Assist with the writing and production of the District Activity Guide;
- Prepare program data, schedules, and materials;

ADMINISTRATIVE ASSISTANT I, II, III

- Prepare documents for special projects, reports, evaluations, marketing materials and correspondence;
- Balance daily cash and make bank deposits;
- Schedule and coordinate meetings and/or special events.
- Manage contracts and partnership agreements coordinating with staff and vendors; track requirements and deadlines, develop invoices against contracts; receive and process payments;
- Maintain the front office filing system and online documents;
- Maintain the webpage, program registration software, online marketing and social media, electronic timesheet system; and
- Be a collaborative, flexible team player, keen to engage in positive professional relationships with patrons, staff and vendors.

Administrative Assistant II:

All Administrative Assistant I responsibilities and duties as well as;

- Responsible for the computer information systems of the District and other computer related tasks;
- Working with IT support, identify, troubleshoot, and resolve computer and network problems; Install, update, and maintain software systems;
- Responsible for an inventory and understanding of the District's computer equipment and make recommendations on equipment purchase needs;
- Responsible for file management and backup systems on the server;
- Transition files from paper to electronic, performs purges, organizes, and archives all while maintaining integrity of electronic file system;
- Analyze documents, ensures accuracy and compliance with policy; enters a variety of information in databases and/or computerized systems;
- In the absence of the Administrative Assistant III (Management), serves in that capacity;

Administrative Assistant III:

All Administrative Assistant I and II responsibilities and duties as well as;

- Serve as recorder for Board of Directors and committee meetings, prepare and distribute public agendas, prepare back up material and supporting documentation for Board meetings and committees, assuring proper content, format, order, supporting documentation, and preparation of the official minutes for review, approval, distribution, and upload to the District website;
- Maintain the District's file on approved minutes including all original supporting documents complying with legal requirements and District policy;
- Review, analyze, record, manage, and track contracts and agreements for the District in accordance with state law, including keeping up to date with law and policy changes, seeking legal advice, and coordinating District purchasing activities;
- Prepare routine and complex purchasing and procurement documents including Requests for Proposals (RFPs) and contracts, while coordinating with departments to ensure specifications within purchasing and procurement documents are accurate;
- Develop and update procurement policies to ensure compliance with state law, including

ADMINISTRATIVE ASSISTANT I, II, III

researching, interpreting, and analyzing policy issues and recommending policies and practices, and developing purchasing procedures;

- Provide guidance and training for staff on purchasing procedures, RFPs, and contracts;
- Streamline the hiring process for new employees including the enrollment and processing of paperwork for new employees, and serve as the contact for questions on benefits and other related questions.
- Receive, review and process paperwork in assigned area of responsibility, which may include contracts, work orders, invoices, and other documents and codes appropriately for District Accountant;
- Maintain appropriate inventory levels within assigned area of responsibility;
- Maintain and update the manuals and policies to remain in compliance of all laws and regulations;
- Administer and maintain the property and liability insurance program and policies, working with insurance companies, processing and managing claims and property loss, maintaining the insurance asset and property valuation list, and providing recommendations on insurance matters and risk assessment;
- Assist District Manager and provide direction to other Administrative staff in support of required applications and reporting procedures to ensure grant compliance.
- Prepare confidential employee correspondence concerning Family Medical Leave, Workers' Compensation, and other personnel related matters;
- Maintain the District's confidential administrative files on the District server;
- Prepare and compose a wide variety of reports, documents, and correspondence;
- Submit recommendations to District Manager on annual budget expenses for District office operation concerning equipment, supplies, staffing, and service agreements;
- Consolidate final budget requests from all departments to create final full District budget proposal to be presented to the District Board of Directors for approval; and
- Coordinate, schedule, track, and maintain records of District staff and Board of Directors' compliance with state mandated training requirements, such as but not limited to, Sexual Harassment Training, Ethics Training, and Conflict of Interest Statements.

Requirements and Qualifications

Knowledge, Skills, and Abilities

Administrative Assistant I:

- Strong understanding of policies, procedures, and practices of the District;
- Knowledge of office administrative processes, procedures and functions;
- Ability to maintain filing systems, and computer data systems;
- Strong knowledge of basic math, spelling, English and grammar;
- Ability to work independently while also able to work cooperatively with others;
- Excellent time management skills with the ability to appropriately plan, organize, prioritize, delegate and review work in order to meet schedules, competing tasks, assignments, and ongoing projects;
- Good listening, diplomacy, and analytical skills;

ADMINISTRATIVE ASSISTANT I, II, III

- Effectively communicate with tact and diplomacy verbally and in writing, while always representing the District in the best light;
- Ability to navigate difficult conversations while keeping rapport;
- Apply District rules, policies, and legal requirements, maintaining confidentiality;
- Proficient bookkeeping skills relating to cash reconciliation and deposits;
- Exercise good judgment, initiative, and strategic thinking;
- Computer competency in Microsoft Office applications; and
- Ability to develop and maintain a professional and collaborative working relationship with District staff, vendors and patrons.

Administrative Assistant II:

All of Administrative Assistant I knowledge, skills and abilities, as well as;

- Advanced understanding of current information technology systems; and
- Principles and practices of project management and prioritization, solution strategy development and implementation.

Administrative Assistant III:

All of Administrative Assistant I and II knowledge, skills and abilities, as well as;

- Principles and practices of public administrative processes, procedures and functions;
- Knowledge of the public meeting process and recorder duties and requirements;
- Federal, state, and local laws, rules and regulations pertaining to public contracting, public procurement, and keeping current with law changes and new best practices; and
- Financial principles and practices in local government for budget preparation and administration techniques;

Education and Experience

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

Administrative Assistant I:

- High school diploma or equivalent.
- A minimum of two (2) years of administrative experience.

Administrative Assistant II:

- Associates degree or equivalent in office administration, business or related field.
- Three (3) years of increasingly responsible experience in the performance of a variety of administrative, business analysis, or technical services.

Administrative Assistant III:

- Bachelors degree or equivalent in office administration, business or related field.
- Four (4) years of increasingly responsible experience in professional public agency administration, supervising staff, budgeting, and office management.

License and Certification

- Possession of, or ability to obtain within 30 days of hire, a valid Class C California driver's

ADMINISTRATIVE ASSISTANT I, II, III

license; and

- Throughout the duration of employment, maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles.

Medical Examination and Finger Printing

Successful candidates must:

- Individual must pass District pre-employment medical examination and pass a DOJ Live Scan background check.

Physical Requirements and Work Environment

Reasonable accommodations provided:

- Occasional bending, handling, dexterity, reaching overhead, stretching, kneeling or squatting and climbing stairs;
- Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull or otherwise move objects;
- Remain in a stationary position (sitting or standing) for extended periods of time (approximately 75% of the time), move about the office occasionally (approximately 25% of the time);
- Must be able to travel to locations in, around, or outside the District Boundaries.
- Expressing or exchanging ideas by means of the spoken word;
- Perceiving the nature of sounds at normal speaking levels with or without correction and having the ability to receive detailed information through oral communication and making fine discriminations in sound;
- Making substantial movements (motions) of the wrists, hands, and/or fingers;
- 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; and
- Work obligations may entail occasional field meetings and inspections;

Direct Reports

Administrative Assistant III: Administrative Assistant I and II.

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.

ADMINISTRATIVE ASSISTANT I, II, III

Administrative Assistant III (FT)

- Medical, Dental, Vision, Life Insurance, CalPERS Retirement (Employee Share of Cost at 7%)
- Vacation
- Paid Holidays

Administrative Assistant I, II, and III

- 457 Retirement (Optional employee contribution plan)
- Flex Plan (Optional employee contribution plan)
- Sick Leave, Longevity Increases
- Employee Discount on District Programming and Facility Rentals

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>Click to enter date approved.</i>
History	
Reviewed:	<i>Date when the job description was reviewed and by whom.</i>

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6/4/2020

Staff Report**June 10, 2020**

DATE: 6/1/2020
 TO: PRPD Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Moore Rd. Ballpark Lighting Project

Report in Brief

In 2012 the District hired an Electrical Engineering consultant to design a lighting plan and render construction drawings for upgrading the baseball and softball fields at Moore Road Ballpark. The plans were drawn for demolition of existing lighting at both fields and to erect new metal poles, LED lights with underground wiring to a new switchboard. The District lacked the funds to upgrade lighting at both the baseball and softball fields, so in Fall 2014 the District put out an RFP to contractors to perform the upgraded lighting project for the baseball field only. The work was completed for the baseball field and the switchboard and conduit leading to the small field was stubbed out in anticipation of a future lighting project for the softball field.

After the Camp Fire the existing wooden light poles and fixtures around the softball field were deemed a hazard. Insurance adjusters determined that the poles could not be replaced with like-kind poles and fixtures due to code restrictions in the Town of Paradise. The insurance company has agreed to reimburse the District for a new lighting system on the softball field with upgraded poles, fixtures, and underground wiring.

In preparation for seeking Board approval of a formal RFP for the softball field lighting upgrade project, staff seek approval to initiate an RFP. Once the draft RFP has been completed and reviewed staff will present the formal RFP for Board approval before putting the RFP out to bid.

Recommendation

Authorize the District Manager to initiate an RFP for lighting upgrade at Moore Road Ballpark.

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6/4/2020