

**Paradise Recreation and Park District
Board of Directors - Regular Meeting**
Terry Ashe Recreation Center, Room B
Wednesday, July 8, 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 Board of Director’s Meeting to members of the public and non-essential District staff.

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

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

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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: Representatives from Centerville Recreation and Historical Association and Honey Run Covered Bridge Association; and Jeff Carter, District Legal Counsel.
- 1.4. Special Presentations: None

2. PUBLIC COMMENT

3. PUBLIC HEARING – FINAL BUDGET

OPEN PUBLIC HEARING

At this time the PRPD Board of Directors will open the Public Hearing for public comment and discussion concerning the 2020-2021 PRPD final budget.

PUBLIC HEARING PROCEDURES

- 1. Staff Report
- 2. Open Hearing to the Public (3 minutes maximum per speaker)
- 3. Close Hearing to the Public
- 4. Board Discussion
- 5. Motion
- 6. Vote

CLOSE PUBLIC HEARING

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <ul style="list-style-type: none"> 1. Staff recommends that the PRPD Board of Directors adopt Resolution #20-07-1-482 adopting the Fiscal Year 2020-2021 final budget for Fund 2510 in the amount of \$2,555,010.00; and funds as detailed in Exhibit B, or postpone adopting the final budget until a later date. | <p>Action Adopt or
Postpone
Final Budget</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|

2. Staff recommends that the PRPD Board of Directors adopt Resolution #20-07-2-483 adopting the 2020-2021 PRPD General Reserves of \$610,000.00.	Action
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4. CONSENT AGENDA

- 4.1. Board Minutes: Regular Meeting Minutes of June 10, 2020
- 4.2. Correspondence: Butte County Public Health Department Swim Scholarship confirmation for the 2020 Swim Season.
- 4.3. Payment of Bills/Disbursements (Warrants and Checks Report). Check #051089 to and including #051231 in the total amount of \$130,077.14 including refunds and/or void checks reported.
- 4.4. Information Items (Acceptance only): None

5. COMMITTEE REPORTS

- 5.1 Finance Standing Committee (McGreehan/Rodowick)
The Committee met on June 25, 2020 to (1) Review Investment Strategy; and (2) in Closed Session pursuant to California Government Code Section 54956.9 – Potential Litigation – Action vs. PG&E for Camp Fire Losses. *A written report of this meeting will be reviewed*
- 5.2 Personnel Standing Committee (Van Roekel/Bellefeuille)
The Committee met on July 7, 2020 to (1) Review revisions to job descriptions for recommendation to the full Board of Directors for consideration and possible approval; and (2) Closed Session pursuant to California Government Code Section 54957, Employment Review, Evaluation, and Consideration of Employment Agreement Amendment - District Manager. *An oral report of this meeting will be discussed*

6. REPORT

- 6.1. District Report
- 6.2. Board Liaison Reports (Oral Reports)

7. CLOSED SESSION

- 7.1. Pursuant to Government Code Section 54956.9 – Conference with legal counsel – Potential Litigation – Action vs. PG&E for Camp Fire Losses.
- 7.2. Pursuant to Government Code Section 54956.9 – Conference with legal counsel – Potential Litigation – Gilbert vs. PRPD.
- 7.3. Pursuant to Government Code Section 54957 – Employment Review, Evaluation, and Consideration of Employment Agreement Amendment – District Manager.

8. REPORT ON CLOSED SESSION

9. OLD BUSINESS

- 9.1. Paradise Unified School District (PUSD) Swim Pool Usage Agreement – The PRPD Board of Directors will consider the approval of the PUSD Swim Pool Usage Agreement and authorize the District Manager to sign the agreement on behalf of the District.

Recommendation: *Approve Agreement as presented and authorize the District Manager to sign the Agreement on behalf of the District.*

10. NEW BUSINESS

- 10.1. Centerville Recreation and Historical Association (CRHA) Draft Agreement - Staff recommends the PRPD Board of Directors authorize the District Manager to complete the agreement with the Association concerning the District's continued funding support in the amount of \$4,500.00 for Fiscal Year 2020-2021.

Recommendation: *Authorize the District Manager to complete the Agreement with CRHA.*

- 10.2. Honey Run Covered Bridge Association Agreement (HRCBA) - Staff recommends the PRPD Board of Directors authorize the District Manager to complete the agreement with the Association concerning the District's continued funding support in the amount of \$4,100.00 for Fiscal Year 2020-2021.

Recommendation: Authorize the District Manager to complete the Agreement with HRCBA.

- 10.3. 2019-2020 Draft Ice Rink Report – Staff will present an overview of the 2019-2020 Ice Rink operations and provide considerations for the 2020-2021 season including COVID-19 restrictions.

Recommendation: (1) Review ice rink materials; (2) Provide direction to staff, and; (3) Potentially authorize the District Manager to enter into an agreement with Magic Ice on the same terms as last year's agreement.

- 10.4. Resolution #20-07-3-484 – Authorize staff to open an interest-bearing account with Local Agency Investment Fund (LAIF) and sign necessary documents on behalf of the District. This action follows previous actions to improve and diversify District investment options.

Recommendation: Approve and adopt Resolution #20-07-3-484 authorizing staff to open an interest-bearing account with LAIF and authorize the District Manager or appointed agent to sign necessary documents on behalf of the District.

- 10.5. Swim Blocks – Staff requests BOD consideration to utilize additional funds to replace the concrete deck, anchors, and swim blocks at the Aquatic Park Pool.

Recommendation: Authorize the District Manager to utilize a combination of donations, Impact Fee and General Fund monies to pay for the cost of replacing the concrete deck, anchors, and swim blocks.

- 10.6. District Manager Evaluation and Employment Agreement Amendment – The PRPD Board of Directors will conduct an evaluation of the District Manager and discuss possible amendment to 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 August 12, 2020 at 6:00 p.m., in Conference Room B, at the Terry Ashe Recreation Center (6626 Skyway, Paradise, California).



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

Chico Enterprise-Record

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PARADISE RECREATION DISTRICT
 6626 SKYWAY
 PARADISE, CA 95969

**IN THE SUPERIOR COURT OF THE
 STATE OF CALIFORNIA,
 IN AND FOR THE COUNTY OF BUTTE**

In The Matter Of
**Notice of Public Hearing - Terry Ashe
 Recreation Center**

AFFIDAVIT OF PUBLICATION

STATE OF CALIFORNIA }
 COUNTY OF BUTTE } **SS.**

The undersigned resident of the county of Butte, State of California, says:

That I am, and at all times herein mentioned was a citizen of the United States and not a party to nor interested in the above entitled matter; that I am the principal clerk of the printer and publisher of

**The Chico Enterprise-Record
 The Oroville Mercury-Register**

That said newspaper is one of general circulation as defined by Section 6000 Government Code of the State of California, Case No. 26796 by the Superior Court of the State of California, in and for the County of Butte; that said newspaper at all times herein mentioned was printed and published daily in the City of Chico and County of Butte; that the notice of which the annexed is a true printed copy, was published in said newspaper on the following days:

06/15/2020

Dated June 15, 2020
 at Chico, California

(Signature)

Legal No. **0006491636**

**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	
Total	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 2520-528)	113,000
Reserves for Future Expenditure	941,584
Scholarship Funds (Scholarship Granted (Contra to Acct.4400)	5,500
Vehicles	80,000
Total	1,945,084

Reserves

Accumulated Capital Outlay (ACO)	606,700
General Reserve	3,000
Imprest Reserve	300
Total	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.paradisepdpd.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 Efsseaff, District Manager
 6/15/2020

_____ Date

Preliminary

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



Paradise Recreation and Park District

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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 Sawmill peak at sunset as the West Branch of the Feather pours over a dam. Version: Revision 2 (6/10/20).

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 offset 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.

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.

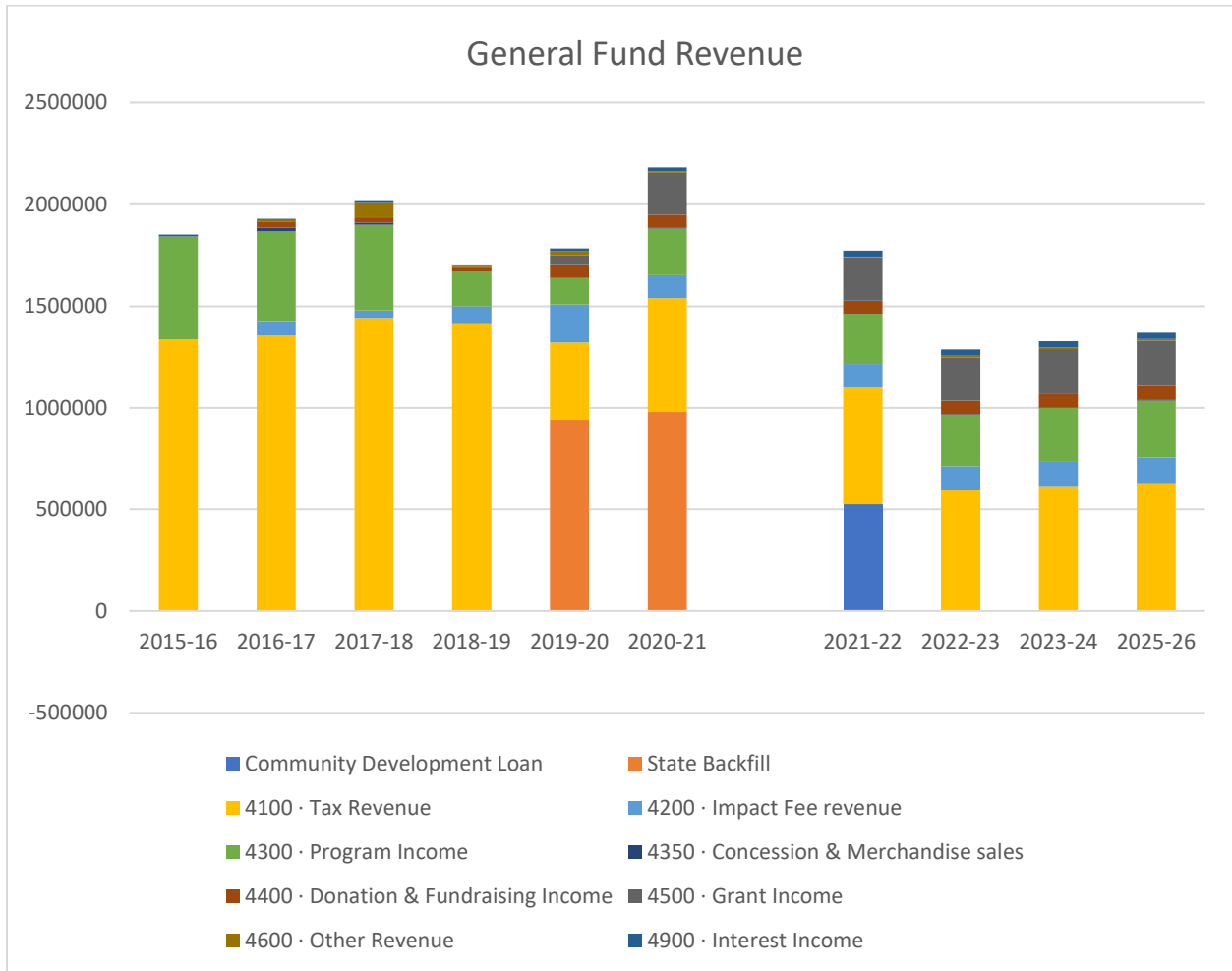


Figure 1. Estimated Revenue Projections

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. Most of these (except for 2) are retained from the last budget. 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 2020-21 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. While the District adopted a financial investment policy in the last FY, we should consider the strategies for investments and long-term reserves. Staff recommends that the District review reserve fund and investment. To develop operating reserve funds over the next 10-20 years that will be required until tax revenues recover. The strategy could provide a set amount (i.e. X% of the operating budget) and the circumstances when funds can be accessed (for example with Board approval and changes to 1. Tax revenue; 2. Local economy downturns; 3. Increased costs; 4. Legislative mandates to provide new or expanded services or programs; 5. One-time Board approved expenses; 6. Increases in inflation; or 7. Natural disasters (earthquakes, fires or other general infrastructure failures).

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.

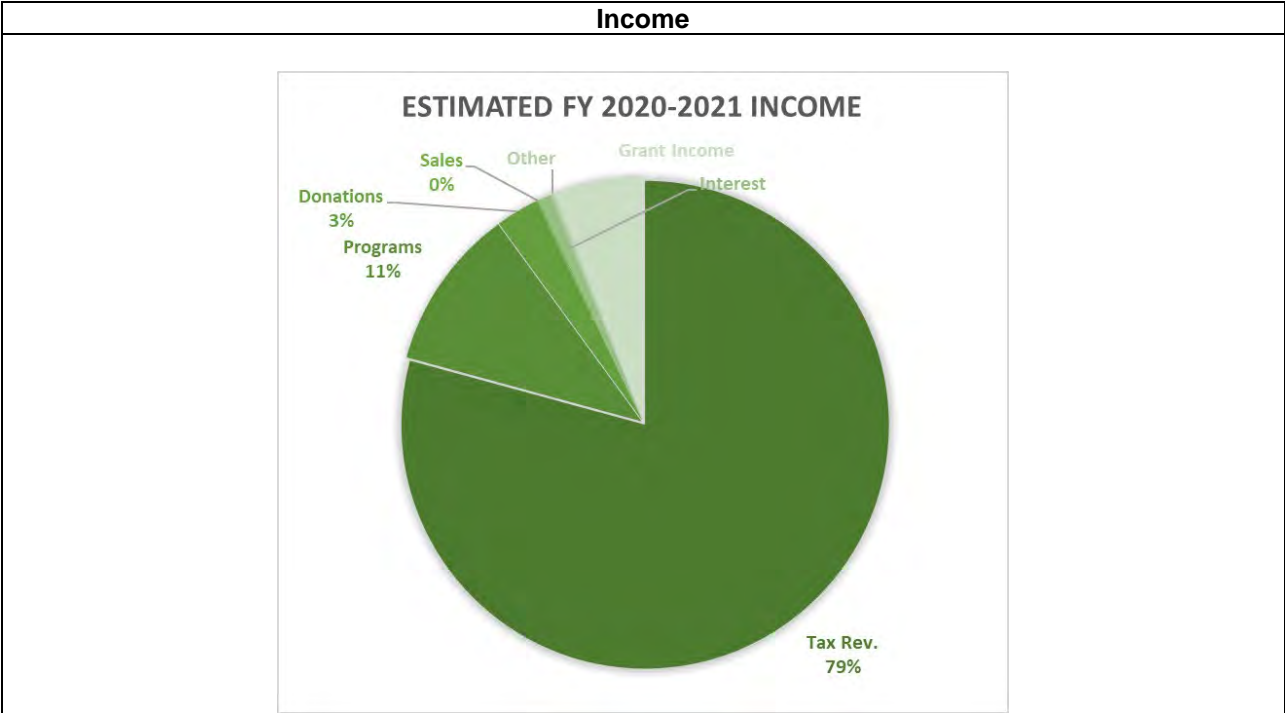


Figure 2. FY 2020-21 Estimated PRPD Income.

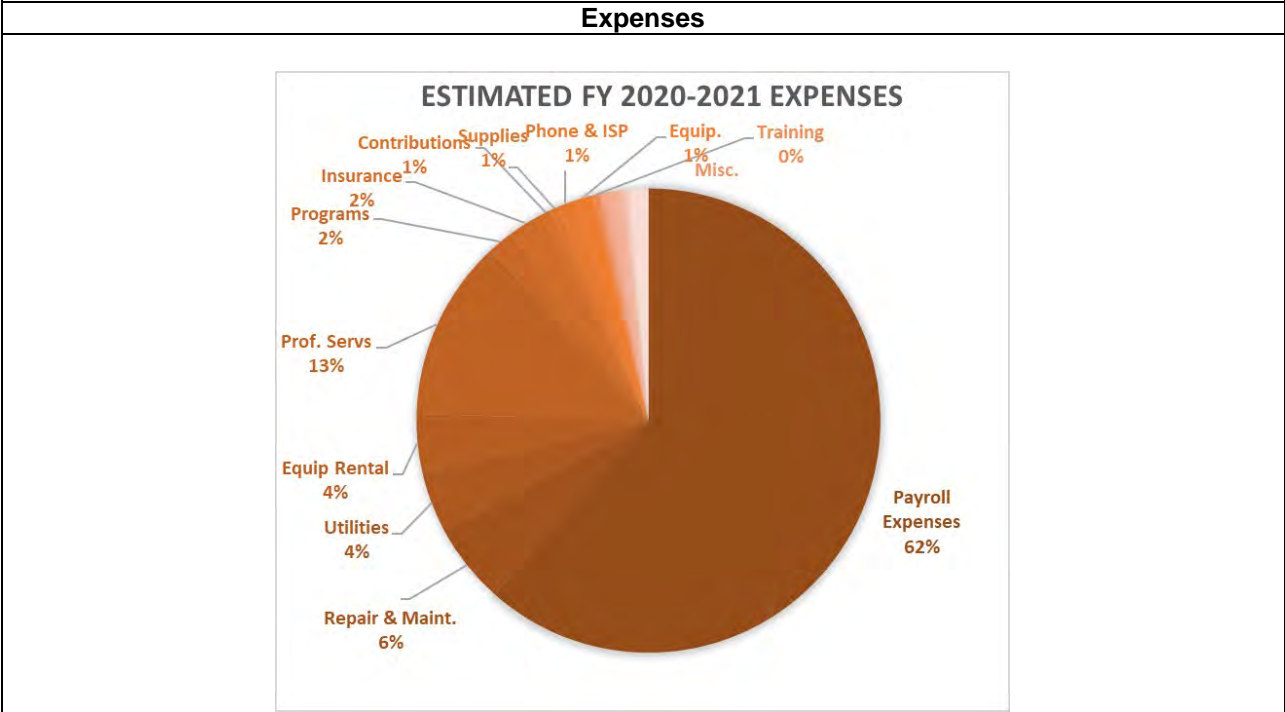


Figure 3. FY 2020-21 Estimated PRPD Expenses.

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

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.

Description	Code	FY 2017 -	FY 2018 -	FY 2019 -	FY 2019 -	FY 2019 -	Remaining	% YTD	FY 2020 -	Difference
		Actual	Actual - as of 6/30/19	Approved	Actual - as of 5/31/20	Budget			FY 20-21 / FY 19-20	
Funding Resources										
Income										
4100 - Tax Revenue	4100	1,437,377	1,411,840	1,445,490	1,794,315.53	348,826	124%		1,677,300	231,810
4200 - Impact Fee revenue	4200	41,902	87,345	62,841	212,023.29	149,182	337%		113,000	50,159
4300 - Program Income	4300	420,167	172,715	483,140	132,485.87	-350,654	27%		227,500	-255,640
4350 - Concession & Merchandise sales	4350	11,366	-500	24,520	55.50	-24,465	0%		2,100	-22,420
4400 - Donation & Fundraising Income	4400	21,101	17,742	57,000	63,096.71	6,097	111%		61,000	4,000
4500 - Grant Income	4500	4,412	1,106	1,500	50,000.00	48,500	3333%		125,000	123,500
4600 - Other Revenue	4600	70,997	7,752	7,400	19,091.24	11,691	258%		5,500	-1,900
4900 - Interest Income	4900	8,411	608	7,000	17,597.30	10,597	251%		18,600	11,600
Total Income		2,015,732	1,698,608	2,081,970	2,288,665	206,695	110%		2,230,000	148,030
Expense										
5000 - Payroll Expenses										
5010 - Wages & Salaries	5010	933,440	827,618	1,085,762	706,162.60	-379,599	65%		1,077,800	-7,962
5020 - Employer Taxes	5020	77,795	61,907	81,900	51,697.10	-30,203	63%		60,000	-21,900
5030 - Employee Benefits	5030	190,350	190,036	198,800	134,157.90	-64,642	67%		180,000	-18,800
5040 - Workers Comp Expense	5040	53,658	44,930	60,000	42,715.00	-17,285	71%		55,000	-5,000
5050 - Accrued Comp, Sick, & Vacation	5050	0	0	4,000	0.00	-4,000	0%		0	-4,000
5060 - Other Personnel Costs	5060	11,211	25,693	3,100	11,362.65	8,263	367%		15,800	12,700
Total 5000 - Payroll Expenses		1,266,454	1,150,183	1,425,862	946,095	-479,766	66%		1,388,600	-37,262
5100 - Program Expenses										
5110 - Concession & Merchandise Exp.	5110	5,838.26	2,453	14,450	-14,450	0%			8,900	-5,550
5120 - Program Contract Labor	5120			0	1,540.00	1,540			5,000	5,000
5130 - Program Supplies	5130	38,836	14,795	26,625	21,862.43	-4,763	82%		26,500	-125

Code	Description	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	FY 2019 - 2020	FY 2019 - 2020	FY 2020 - 2021	Difference FY 20-21 / FY 19-20
		Actual	Actual - as of 6/30/19	Approved	Actual - as of 5/31/20	Remaining	Budget	
5100	Total 5100 - Program Expenses	44,674	17,248	41,075	23,402.43	-17,673	40,400	-675
5140	5140 - Fundraising Expense	0	0	18,000		-18,000	17,600	-400
5200	5200 - Advertising & Promotion	8,088	3,639	11,000	5,864.42	-5,136	10,800	-200
5210	5210 - Bad Debt	0	0	0		0	0	0
5220	5220 - Bank & Merchant Fees	474	241	4,620	4,415.69	-204	4,600	-20
5230	5230 - Contributions to Others	15,111	12,561	15,100	2,540.50	-12,560	15,100	0
5240	5240 - Copying & Printing	5,578	82	840	70.57	-769	3,000	2,160
5260	5260 - Dues, Mbrshps, Subscr, & Pubs	7,428	9,890	5,200	15,714.54	10,515	15,000	9,800
5270	5270 - Education, Training & Staff Dev	3,601	8,568	11,000	1,693.50	-9,307	11,000	0
5280	5280 - Equip., Tools & Furn (<\$5k)							
5282	5282 - Office ET&F	5,772	6,697	18,537	10,134.16	-8,403	15,000	-3,537
5284	5284 - Program ET&F	669	3	3,000	9,503.15	6,503	10,000	7,000
5286	5286 - Small Tools & Equipment	2,116	14,065	2,800	4,089	1,289	5,500	2,700
5280	Total 5280 - Equip., Tools & Furn (<\$5k)	8,557	20,765	12,800	23,727	10,927	30,500	17,700
5290	5290 - Equipment Rental	88,469	113,710	90,000	128,949.79	38,950	92,100	2,100
5300	5300 - Insurance	39,843	46,906	48,576	53,460.00	4,884	56,000	7,424
5310	5310 - Interest Expense	379	2,359	0	499.93	500	900	900
5320	5320 - Miscellaneous Expense	154	2,189	1,300	138.25	-1,162	400	-900
5330	5330 - Professional & Outside services							
5332	5332 - Accounting	13,938	9,500	10,000	20,595.68	10,596	24,000	14,000
5334	5334 - Legal	2,835	6,030	6,000	18,096.20	12,096	25,000	19,000
5336	5336 - Engineering Services	0	400	4,000	1,899.14	-2,101	100,000	96,000
5338	5338 - Other Professional & Outside Labor	25,924	52,445	42,200	56,635.33	14,435	136,000	93,800
5338	Total 5330 - Professional & Outside services	42,697	68,375	62,200	97,226	35,026	285,000	222,800
5340	5340 - Postage & Delivery	54.75	802	3,200.00	269.45	-2,931	2,000	-1,200
5350	5350 - Rent-Facility use fees	6,126	20,189	13,100	5,301.25	-7,799	9,500	-3,600
5360	5360 - Repair & Maintenance			0				

Description	Code	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	FY 2019 - 2020	FY 2019 - 2020	FY 2020 - 2021	Difference FY 20-21 / FY 19-20
		Actual	Actual - as of 6/30/19	Approved	Actual - as of 5/31/20	Remaining	Budget	
5361 · Building R&M	5361	7,972	24,786	11,000	15,080.72	4,081	13,000	2,000
5362 · Equipment R&M	5362	10,412	11,230	15,000	103,105.93	88,106	18,000	3,000
5363 · General R&M	5363	14,620	39,866	9,400	358,929.91	349,530	10,000	600
5364 · Grounds R&M	5364	24,047	57,482	38,400	44,200.65	5,801	40,000	1,600
5365 · Pool R&M	5365	29,781	18,052	18,500	11,647.86	-6,852	18,000	-500
5366 · Vehicle R&M	5366	5,703	107,906	8,900	78,645.89	69,746	10,000	1,100
5367 · Janitorial	5367	12,092	7,461	10,300	7,908.72	-2,391	10,510	210
5368 · Security	5368	1,310	1,364	1,300	2,999.69	1,700	5,000	3,700
5369 · Vandalism	5369	37	61	0	202.37	202	500	500
Total 5360 · Repair & Maintenance		105,975	268,208	113,950	622,722	508,772	125,010	11,060
5370 · Supplies - Consumable	5370							
5372 · Office Supplies	5372	15,870	15,033	9,460	8,609.21	-851	8,500	-960
5374 · Safety & staff supplies	5374	2,251	5,034	4,200	7,015.72	2,816	5,000	800
Total 5370 · Supplies - Consumable		18,121	20,067	13,500	15,625	2,125	13,500	0
5380 · Taxes, Lic., Notices & Permits	5380	2,546	8,456	3,000	1,957.19	-1,043	3,000	0
5390 · Telephone & Internet	5390	5,662	6,333	26,100	21,525.98	-4,574	25,000	-1,100
5400 · Transportation, Meals & Travel	5400			0				
5402 · Air, Lodging & Other Travel	5402	449	1,820	700	7,337.24	6,637	6,000	5,300
5404 · Fuel	5404	13,200	13,854	13,000	15,290.41	2,290	16,300	3,300
5406 · Meals	5406	604	1,596	1,000	1,632.68	633	2,400	1,400
5408 · Mileage & Auto Allowance	5408	80	929	1,000	194.13	-806	4,300	3,300
Total 5400 · Transportation, Meals & Travel		14,333	18,198	15,700	24,454	8,754	29,000	13,300
5410 · Utilities	5410							
5412 · Electric & Gas	5412	100,559	51,676	81,567	50,040.44	-31,527	66,000	-15,567
5414 · Water	5414	24,392	13,286	25,500	4,652.18	-20,848	20,000	-5,500
5416 · Garbage	5416	11,136	10,087	9,900	12,994.30	3,094	11,000	1,100
Total 5410 · Utilities		136,088	75,049	120,267	67,686.92	-52,580	97,000	-23,267
Total Expense		1,820,412	1,874,016	2,081,970	2,063,340	-18,630	2,275,010	193,040
						0		

Description	Code	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	FY 2019 - 2020	FY 2020 - 2021	Difference FY 20-21 / FY 19-20
		Actual	Actual - as of 6/30/19	Approved	Actual - as of 5/31/20	Remaining	
Total Net Operating Income and Expenses		195,320	-175,408	0	225,326	225,325	-45,010
Total Other Income							
9999 - Misc. Expense	9999		-1,147,483	-1,147,483	1,147,483		-400,000
Beginning Fund Balance							
1000 - Bank (Operating)	1000			0	319,224	319,224	319,224
1011 - General Operating (Cash) - 2510	1011		784,576	784,576	-241,612	-1,026,188	-760,189
1030 - Investment - 1031, 1032	1030		784,576	0	1,244,518	1,244,518	1,246,483
Total Available Funds		0	1,569,152	784,576	1,322,130	537,554	1,990,094
Other Budgeted Expenditures (Allocations from General Fund)							
Accumulated Capital							
Outlay (ACO)	1012			0	0		-20,000
Contingency	1013			100,000	100,000	0	100,000
Construction in Progress (CIP)/Fixed Assets	1800			415,000	0	-415,000	210,000
General Reserve	GR			1,000	1,000	0	-1,000
Imprest Cash Reserve	ICR			0	0	0	0
Sub-Division/Impact Fee Funds (Funds 2520+2528)	4200			62,841	212,023	149,182	50,159
Reserves for Future Expenditure	R			115,000	115,000	0	826,584
Scholarship Funds (Scholarship Granted (Contra to Acct.4400))	4401			7,000	0	-7,000	-1,500
Vehicles	1740			50,000	0	-50,000	30,000
Allocations-Total		2,354	407	1,003,228	428,023	-575,205	941,855
Total Revenue and Funds Available							
Total Revenue and Funds Available			3,267,761	3,085,198	3,610,795	525,597	1,134,896
Total Expenses and Allocations			1,874,423	3,085,198	2,491,363	-593,835	1,134,896
Net Income		0	1,393,338	0	1,119,432	1,119,432	0
Beginning Total Available Fund Balance							
Beginning Total Available Fund Balance		0	1,569,152	784,576	1,322,130		1,990,094

Description	Code	FY 2017 -	FY 2018 -	FY 2019 -	FY 2019 -	FY 2019 -	% YTD	Difference
		2018	2019	2020	2020	2021		
Ending Total Available Fund Balance		Actual	Actual - as of 6/30/19	Approved	Actual - as of 5/31/20	Remaining		
		192,966	1,393,338	248,735	1,334,432			1,141,584
Total Income		2,015,732	1,698,608	2,081,970	2,288,665	206,695	110%	148,030
Expense								
Total Salary and Benefits		1,266,454	1,150,183	1,425,862	946,095	-479,766	66%	-37,262
Total Services and Supplies		538,848	709,044	656,108	1,093,761	437,653	167%	230,302
Total Contributions to Others		15,111	12,561	15,100	2,541	-12,560	17%	0
Total Expense		1,820,412	1,874,016	2,081,970	2,063,340	-18,630	99%	193,040
Total Available Funds		0	1,569,152	1,003,228	1,322,130	318,902	132%	986,866
Total Allocations		2,354	407	1,003,228	428,023	-575,205	43%	941,855
Net Income		192,966	1,393,338	0	1,119,432	1,119,432		0
Accumulated Capital Outlay (ACO)				626,700		-626,700	0%	-20,000
General Reserve				3,000		-3,000	0%	0
Imprest Cash Reserve				300		-300	0%	0
Reserves-Total			0	630,000	0	-630,000	0%	-20,000

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. his 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.

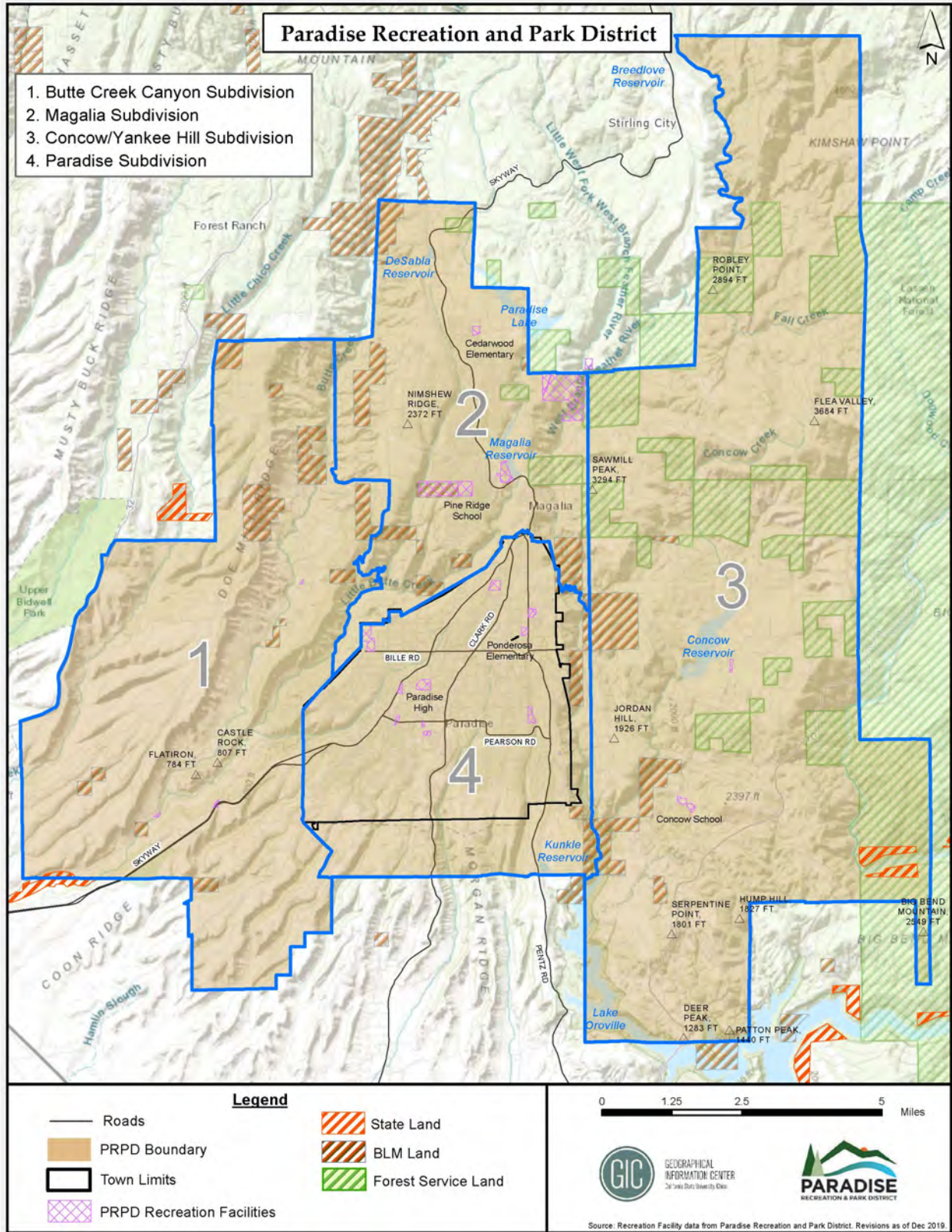
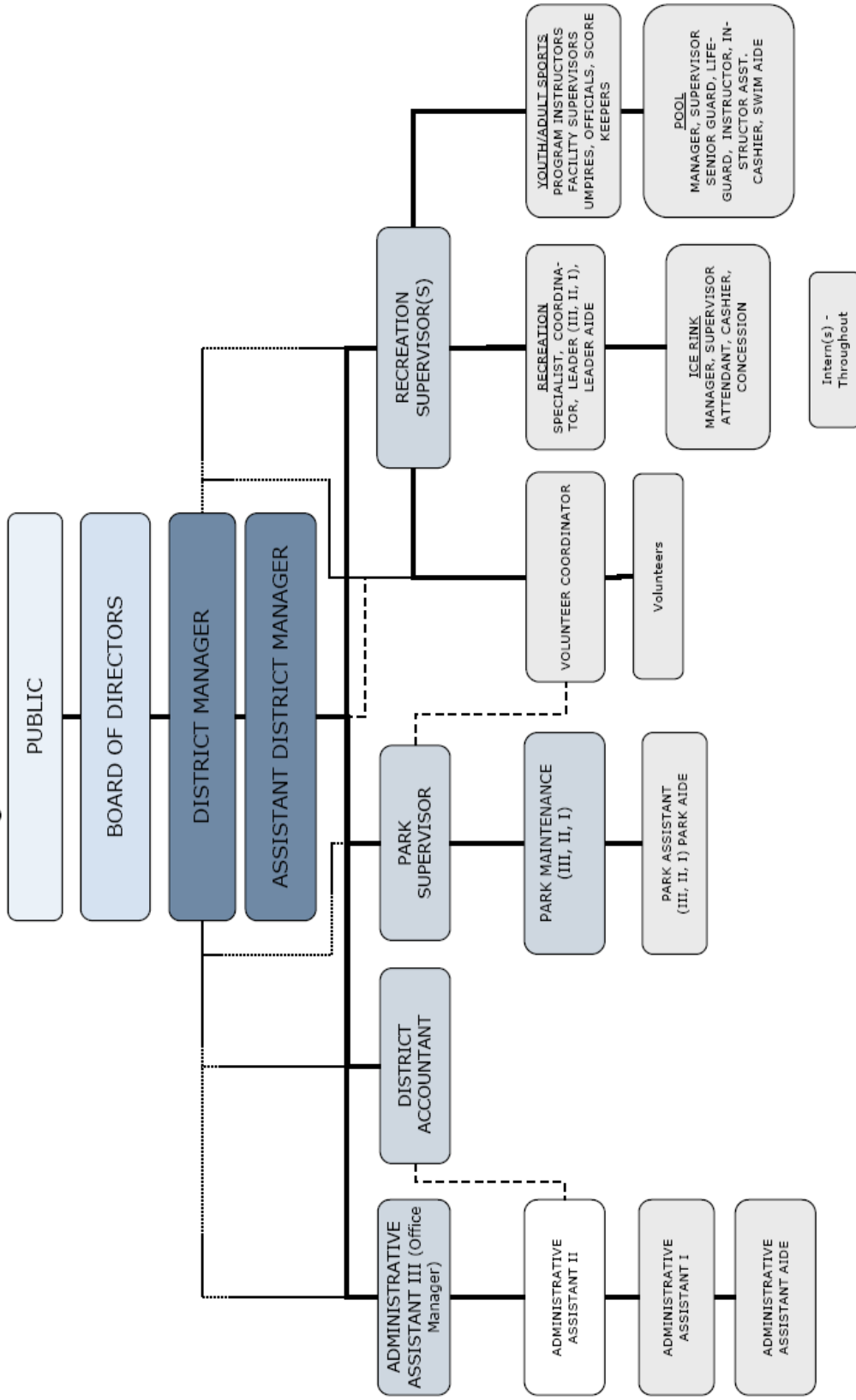


Figure 7. Paradise Recreation and Park District Service Area (Rev. Dec. 2015).

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

PARADISE RECREATION AND PARK DISTRICT Organizational Chart



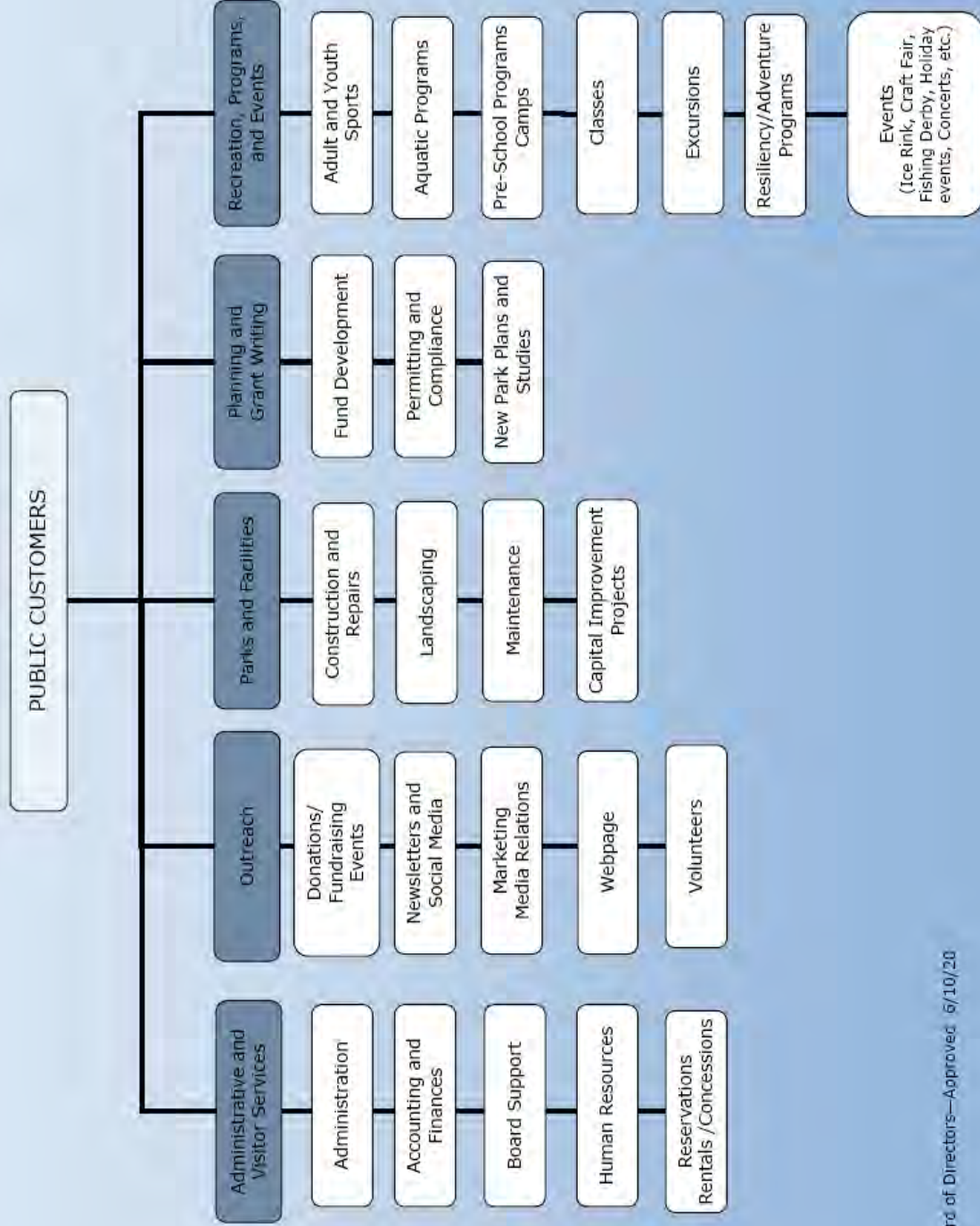
Note: Additional modifications will occur as job descriptions are reviewed. Interns may be applied to any part of the organization, but in particular parks and programming.

PRPD Board of Directors—Approved 6/10/20

6/16/2020

1

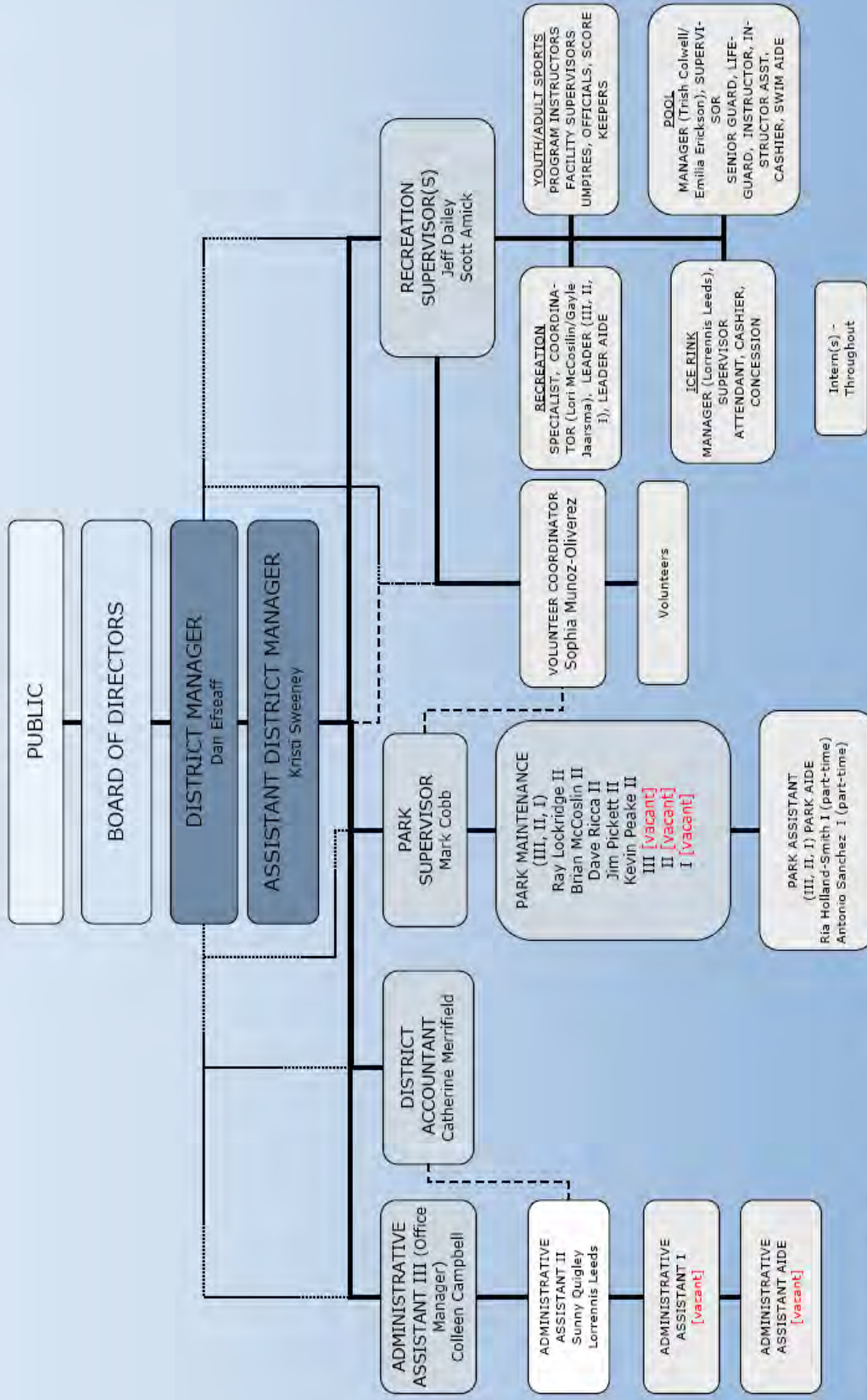
PARADISE RECREATION AND PARK DISTRICT Functional Areas Chart



PRPD Board of Directors—Approved 6/10/20
6/16/2020

PARADISE RECREATION AND PARK DISTRICT Staff Organizational Chart

5/19/20



BOD Approved 6/10/20
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 predominate accounting function. Interns may be applied to any part of the organization, but in particular parks and programming.

Table 5. Adopted (6/10/20) 2021 Salary Scale.

2020-2021 Salary Schedule

Paradise Recreation & Park District

Summary Hourly Rate Scale

Fiscal Year - 2020-2021

Calendar Year: 2021

Effective Date: 1/1/2021

Date Approved: 6/10/2020

Version Date: 6/10/2020

CLASSIFICATION	Area	Steps							
		1	2	3	4	5	10	15	20
FULL-TIME - Hourly Rate									
ADMINISTRATIVE ASSISTANT II	Admin	20.26	20.87	21.50	22.14	22.81	23.49	24.20	24.92
ADMINISTRATIVE ASSISTANT III	Admin	25.41	26.17	26.95	27.76	28.59	29.45	30.34	31.25
ASSISTANT DISTRICT MANAGER	Admin	34.08	35.10	36.16	37.24	38.36	39.51	40.70	41.92
DISTRICT ACCOUNTANT	Admin	22.52	23.19	23.89	24.61	25.34	26.10	26.89	27.69
PARK MAINTENANCE I	Main	14.37	14.80	15.25	15.70	16.18	16.66	17.16	17.67
PARK MAINTENANCE II	Main	17.19	17.71	18.24	18.78	19.35	19.93	20.53	21.14
PARK MAINTENANCE III	Main	20.74	21.37	22.01	22.67	23.35	24.05	24.77	25.51
PARK SUPERVISOR	Main	26.79	27.59	28.42	29.27	30.15	31.05	31.99	32.95
REC SUPERINTENDENT	Rec	29.26	30.14	31.04	31.97	32.93	33.92	34.94	35.99
RECREATION SUPERVISOR	Rec	26.79	27.59	28.42	29.27	30.15	31.05	31.99	32.95

PART-TIME - Hourly Rate

MAINTENANCE

PARK AIDE	Main	14.00	14.20	14.40
PARK ASSISTANT I	Main	14.00	14.20	14.40
PARK ASSISTANT II	Main	14.60	14.80	15.00
PARK ASSISTANT III	Main	15.20	15.40	15.60

RECREATION

RECREATION COORDINATOR	Rec	16.50	17.50	18.50
RECREATION LEADER I	Rec	14.00	14.15	14.30
RECREATION LEADER II	Rec	14.45	14.60	14.75
RECREATION LEADER III	Rec	14.90	15.05	15.20
RECREATION SPECIALIST	Rec	23.00	24.00	25.00

SWIM POOL

CASHIER	Rec	14.00	14.65	14.80
HEAD CASHIER	Rec	14.50	14.15	14.30
INSTRUCTOR ASSISTANT	Rec	14.00	14.15	14.30
LIFEGUARD INSTRUCTOR	Rec	14.45	14.60	14.75
POOL MANAGER	Rec	17.15	17.30	17.45
POOL SUPERVISOR	Rec	16.50	16.65	16.80
SENIOR GUARD	Rec	14.90	15.05	15.20
SWIM AIDE	Rec	14.00		

OFFICE

ADMIN ASSISTANT AIDE	Admin	14.00	17.60	18.10	18.60	19.10
ADMINISTRATIVE ASSISTANT I (P)	Admin	17.10	19.60	20.10	20.60	21.10
ADMINISTRATIVE ASSISTANT II (P)	Admin	19.10	16.00	18.00	20.00	22.00
INTERN	TBD	14.00				

Encumbered Rate Multiplier	
Full-Time	1.3
Part-Time	1.15

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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Paradise Recreation & Park District

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Resolution #20-07-1-482

Resolution of the Board of Directors of the Paradise Recreation and Park District Adopting the Final Budget for the 2020-2021 Fiscal Year

WHEREAS, the Paradise Recreation and Park District is a legally constituted public agency formed pursuant to the Public Resources Code, State of California; and

WHEREAS, pursuant to Article 9, Section 5788.1 of the Public Resources Code of the State of California, the Board of Directors of the Paradise Recreation and Park District did publish a notice stating that the Preliminary Budget has been adopted and was available for inspection, and did hold and conduct a Public Hearing for the taxpayers of said District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Paradise Recreation and Park District adopts the Final Fiscal Year 2020-2021 Budget for Fund 2510 (Exhibit A) at their regular meeting on July 8, 2020 as follows:

Salaries and Employee Benefits	\$1,388,600.00	
Services & Supplies	871,310.00	
Contributions to Other Agencies	15,100.00	
Debt Service	-0-	
Fixed Assets	80,000.00	
Appropriation for Contingencies	200,000.00	
Total Budget		<u>\$2,555,010.00</u>

FURTHER, BE IT RESOLVED that the Board of Directors approves and adopts funds for Fiscal Year 2020-2021 as detailed in Exhibit B.

Resolution #20-07-1-482

July 8, 2020

Page -2-

FURTHER, BE IT RESOLVED that the Board of Directors of the Paradise Recreation and Park District may modify the 2020-2021 Budget as necessary due to additional unanticipated expenses, revenue, tax shift, or unforeseen actions by the legislature.

The final budget was adopted on July 8, 2020 and this resolution was passed and adopted this 8th day of July 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Al McGreehan, Chairperson

ATTEST:

Julie Van Roekel, Secretary

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

Fiscal Year: 2020-2021 Preliminary - BOD
6/1/2020

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
5310 · Interest Expense	5310	900
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

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

Fiscal Year: 2020-2021 Preliminary - BOD
6/1/2020

FY 2020 - 2021

Description	Code	Budget
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
Total Revenue and Funds Available		4,220,094
Total Expenses and Allocations		4,220,094
Net Income		0
Beginning Total Available Fund Balance		1,990,094
Ending Total Available Fund Balance		1,141,584

Summary**Grand Total Budget**

Total Income	2,230,000
Expense	
Total Salary and Benefits	1,388,600
Total Services and Supplies	886,410
Total Contributions to Others	15,100
Total Expense	2,275,010
Total Available Funds	1,990,094
Total Allocations	1,945,084
Net Income	0

Reserves

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



Paradise Recreation & Park District

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Resolution #20-07-2-483

RESOLUTION OF THE BOARD OF DIRECTORS OF THE PARADISE RECREATION AND PARK DISTRICT ADOPTING THE FINAL GENERAL RESERVE, ACCUMULATIVE CAPITAL OUTLAY RESERVE, AND IMPREST CASH RESERVE FOR THE 2020-2021 FISCAL YEAR.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Paradise Recreation and Park District desires to make provisions for General Reserve, Accumulative Capital Outlay Reserve (Exhibit A), and Imprest Cash Reserve for the 2020-2021 budget year as follows:

Imprest Cash Reserve	300.00
General Contingency Reserve	3,000.00
Accumulative Capital Outlay	<u>606,700.00</u>
Total Reserves	\$610,000.00

FURTHER, BE IT RESOLVED that the Board of Directors approves the reserve provisions as detailed on Exhibit B.

PASSED AND ADOPTED by the Board of Directors of the Paradise Recreation and Park District the 8th day of July, 2020, by the following vote:

AYES: NOES: ABSTAIN: ABSENT:

Al McGreehan, Chairperson

ATTEST:

Julie Van Roekel, Secretary

Exhibit A
Resolution #20-07-2-483

Paradise Recreation and Park District

2020-2021
ACCUMULATIVE CAPITAL OUTLAY RESERVE
(Obligated)

*** 360 STRUCTURES AND IMPROVEMENTS**

STRUCTURES AND IMPROVEMENTS	Obligated
Aquatic Park	\$ 23,000
Bille Park	\$ 10,000
Coutolenc Park	\$ 10,000
Crain Park	\$ 4,000
Lakeridge Park	\$ 401,700
Land Acquisition (Incorporated)	\$ 20,000
Land Acquisition (Unincorporated)	\$ 20,000
Moore Road Facility	\$ 18,000
Noble Park	\$ 45,000
Terry Ashe Recreation Center	\$ 5,000
Vehicle/Equipment	\$ 50,000
<hr/>	
TOTAL STRUCTURES, IMPROVEMENTS, AND EQUIPMENT:	\$ 606,700

* Accumulative Capital Outlay Reserve Funds are being allocated to structures, improvements and equipment to help achieve the District's long term and short term capital improvement plan.

Developed parks should have a minimum allocation of \$5,000.00 and the ACO account should not be less than \$500,000.00.



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Exhibit B
Resolution #20-07-2-483

To: Graciela Gutierrez, Auditor-Controller
From: Paradise Recreation and Park District
Date: July 8, 2020
Subject: Provision for Reserves for Fiscal Year 2020-2021

Please make reserve provisions for the 2020-2021 budget year as follows for the Paradise Recreation and Park District:

<i>DESCRIPTION</i>	<i>BALANCE 6/30/19</i>	<i>DECREASE OR CANCEL</i>	<i>INCREASE OR NEW RESERVES</i>	<i>TOTAL 2020-2021 BUDGET</i>
Imprest Cash Reserve	\$ 300.00	\$ -0-	\$ -0-	\$ 300.00
General Reserves	3,000.00	-0-	-0-	3,000.00
Accumulated Capital Outlay	<u>626,700.00</u>	<u>-20,000</u>	<u>-0-</u>	<u>606,700.00</u>
TOTAL RESERVES:	\$630,000.00	-20,000	-0-	\$610,000.00

The governing Board of Directors, by majority vote, has approved the reserve provisions noted above.

Al McGreehan, Board Chairperson

Julie Van Roekel, Board Secretary

004705

Paradise Recreation and Park District
Board of Directors Regular Meeting
Terry Ashe Recreation Center, Room D
June 10, 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 June 10, 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 squiglev@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/84518561101?pwd=YlBnYlBpM0VMVk4vNzkxd2JXRHQzQT09>

Webinar ID: 845 1856 1101

#####

1. CALL TO ORDER:

The regular meeting of the Paradise Recreation and Park District Board of Directors was called to order by Chairperson Al McGreehan at 6:08 p.m.

1.1 PLEDGE OF ALLEGIANCE:

Chairperson Al McGreehan led the Pledge of Allegiance.

1.2 ROLL CALL:

Present: Chairperson Al McGreehan. Vice Chairperson Robert Anderson
Present via tele-conference: Secretary Julie Van Roekel and Director Steve Rodowick
Absent: Director Mary Bellefeuille: joined meeting during Special Presentation at 6:28 p.m.

PRPD STAFF:

Present: District Manager Dan Efseaff, Recreation Supervisor Scott Amick

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

1.3 WELCOME GUESTS:

Present via tele-conference: Charles Brooks & Brett Matteis, Rebuild Paradise/Paradise Welcome Sign, and Citizen John Stonebreaker, Upper Ridge Community Council

104700

1.4 SPECIAL PRESENTATIONS:

Charles Brooks and Brett Matteis of Rebuild Paradise presented an overview of the newly designed Paradise Welcome sign to request PRPD Maintenance and caretaking of sign.

2. PUBLIC COMMENT:

Staff reported no public comments were received by the 1:00 p.m. deadline on June 10, 2020

Anonymous citizen queried via Zoom, "Can more squares be added?", in reference to the Paradise Sign presentation.

Citizen John Stonebreaker commented via Zoom "Speaking from Magalia – the proposed design for the Paradise sign looks fine to me. Welcoming. not exclusionary. We have put up our own welcome sign inspired by the one lost in the fire and would be happy to see Paradise do the same." (Presented following the Finance District Report by District Manager Dan Efseaff)

3. CONSENT AGENDA**3.1 Board Minutes:****a. Regular Meeting of May 13, 2020****3.2 Correspondence: None****3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #051007 to and including #051088 in the total amount of \$92,503.24 including reported refunds and void checks.****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**

MOTION:

Vice Chairperson Anderson moved to approve the Consent agenda, with 3.4.B removed and heard separately. The motion was seconded by Secretary Van Roekel and carried unanimously with 5 ayes.

AYES: McGreehan, Anderson, Van Roekel, Rodowick and Bellefeuille

NOES: None

ABSTENTIONS: None

Vice Chairperson Anderson had questions regarding the meeting with District attorneys regarding a potential trip and fall court case. District Manager Efseaff will update at a later time.

MOTION:

Secretary Van Roekel moved to approve the Safety Committee Meeting Draft Minutes (3.4.B).
Seconded by Vice Chairperson Anderson.

AYES: McGreehan, Anderson, Van Roekel, Rodowick, and Bellefeuille

NOES: None

ABSTENTIONS: None

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.

District Manager Eiseff summarized the written report presented to the Board.

The Board concurred to receive this report as presented.

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, III; (3) District Volunteer Guidebook; and (4) Nondiscrimination Notice Under the Americans With Disabilities Act.

District Manager Eiseff summarized the written report presented to the Board.

The Board concurred to receive this report as presented.

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; (2) 2020-2021 Capital Improvement Project [CIP] worksheets.

District Manager Eiseff summarized the written report presented to the Board.

The Board concurred to receive this report as presented.

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.

District Manager Eiseff summarized the written report presented to the Board.

The Board concurred to receive this report as presented.

004708

5. REPORTS

5.1 District Report.

District Manager Efsaiff provided an oral report on the following:

- **Updates** – LAFCO Service Extension Approved for Paradise Lake Operations addressed, as well as the Butte County Elections and BOD positions upcoming and general costs.
- **Administrative and Visitor Services**- Summary regarding consolidation and creation of staffing positions.
- **Finance** – District Accountant Merrifield let the Board know about errors on the 2017/2018 Audit and what had been corrected so far. Merrifield also summarized the 2018/2019 Audit proceedings, including the delay from COVID-19. Chairperson McGreehan asked for a timeline from the Auditor regarding completion.
- **Parks (Maintenance and Operations)** – Park Supervisor Cobb briefly gave updates on the work being done at Paradise Lake, acknowledging Volunteer Coordinator Sophia Munoz-Oliverez for the volunteer program work and trail cleanup. Also mentioned were the safety and cleaning efforts at TARC. He also summarized the work being done at Moore Road Ballpark and the Drendel area. District Manager Efsaiff mentioned the AmeriCorp work at Lakeridge. Chairperson McGreehan commended putting up benches at the Drendel Circle property. Vice Chairperson Anderson queried about a Maintenance Shop write-up. Mr. Cobb will follow up.
- **Programs** – Recreation Supervisor Dailey gave updates regarding the Virtual Fishing Derby and the fish delivery to Paradise Lake. Mr. Dailey also addressed recreation programs, detailing efforts for the Paradise and Concow Pools and Day Camps safely opening, with state/local reopening changing daily.

Recreation Supervisor Amick updated the Board on the Healing Trauma Through Nature Digital Retreat, work with Debbie Moseley/Chocolate Fest promoting natural setting videos of the Ridge.

- **Outreach and Development** –
 - Grant Submitted through NVCF – for supporting events, programming
 - Gold Nugget Museum- meeting to discuss tree cleanup
 - Spinitar – Audio/Visual Donations and Improvements to the TARC facility
 - Sierra Nevada Conservancy – Grant funding approved for Noble and Oak Creek Parks

- **Upcoming** –
 - Rebuild Paradise – Intends to do drone mapping over Noble Park

5.2 Board Liaison Reports (Oral)

- Vice Chairperson Anderson – Reports Concow Pool Manager Emilia Erickson commended by County Board of Supervisors for her efforts in the Concow Community.
- Director Rodowick – None
- Director Van Roekel – None
- Director Bellefeuille – None
- Chairperson McGreehan – Gave commendations to PRPD Staff for the CARPD Online Event.

6. CLOSED SESSION – The Board concurred to hear this item at the end of the public meeting.

8. OLD BUSINESS

8.1 Approve 2020-2021 Paradise Lake Fee Schedule

- Staff recommended to be approved as presented.
Presented for the 2020 year, June 1 – Dec 31st. 2020.

Presented fee structure as follows:

- Daily: Parking \$3.00
Boating including parking: \$10.00
Designated PRPD Class: Free
Annual Parking and Boating Pass: \$30
- Picnic Area Reservations:
1-25 persons: \$30
26-50 persons: \$50
51-100 persons: \$100
Gazebo: \$100
- Special Event Reservations:
Picnic area. Boat ramp, or other: Negotiated
Lake House: Day-use meeting space (4 hrs): \$100
Overnight Use: Negotiated rate

Vice Chairperson Anderson did not agree with charging for parking, relative to the absence of fees for all of the other parks. Director Rodowick pointed out the additional upkeep for the gravel and dirt lots at Paradise Lake. Secretary Van Roekel and Director Bellefeuille agreed.

MOTION:

Director Rodowick moved to adopt the Paradise Lake Fee Structure presented, retroactive to June 1st, 2020. Secretary Van Roekel seconded, the motion carried with 4 ayes and 1 no.

004710

ROLL CALL VOTE:

Chairperson McGreehan, aye; Vice Chairperson Anderson, no; Secretary Van Roekel, aye; Director Rodowick, aye; Director Bellefeuille, aye.

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.

District Manager Efseaff presented the Preliminary Budget citing revenue from programs, FEMA, and impact fees. Efseaff also discussed payroll expenses, reduction in future utility costs due to new LED lighting, and allocations.

Chairperson McGreehan brought up a few small discrepancies to amend immediately in meeting.

Pg. 103 Item 6: Off-set, not off-site

Pg. 105: Remove 2nd paragraph

Pg. 106 Item G: Clarify budget documents

Pg. 107 Item 3: Correction 2019/2020 to FY 2020/2021

Pg. 108: Remove incomplete sentence

Pg. 114: Increase Font, change footer to 2020/2021

Pg. 127: Change footer to 2020/2021

Director Bellefeuille requested:

Pg. 98 Table: Line up columns

MOTION:

Director Bellefeuille moved to approve the 2020-2021 Preliminary Budget and the public hearing date for July 8th, 2020. Director Rodowick seconded the motion. Motion carried with 5 ayes.

ROLL CALL VOTE:

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

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.

MOTION:

Chairperson McGreehan moved to approve Resolution #20-06-1-481 as presented. Vice Chairperson Anderson seconded. Motion carried with 5 ayes.

ROLL CALL VOTE:

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

9.3 Revised Job Descriptions – Assistant District Manager Sweeney presented the Job Descriptions for Board review.

MOTION:

Secretary Van Roekel moved to approve the revised Job Descriptions as presented. Director Rodowick seconded. Motion carried with 5 ayes.

ROLL CALL VOTE:

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

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

MOTION:

Chairperson McGreehan moved to approve the Lighting Project, Director Rodowick seconded. Motion carried with 5 ayes.

ROLL CALL VOTE:

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

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

- The Chair directed the Board to Closed Session at 9:01 pm.
- Chairperson McGreehan reconvened the public meeting at 9:50 pm.
- Chairperson McGreehan reported that for
 - Item 6.1: Pursuant to California Government Code Section 54957.6, that the Board reviewed the scenarios and recommendation from the P.C. to adjust the salary scale for FY 2020-21 to increase most part-time positions by \$1/hour and a 5% increase for full-time staff starting 1/1/2021.
 - Item 6.2: Pursuant to California Government Code Section 54957, the Board reviewed and discussed the process laid out for the District Manager review discussed at the P.C. Board provided direction to Secretary Van Roekel and District Manager Efseaff.

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.

- Board discussed the salary scale at length including comments on supporting the approach to review the positions and update according to salary surveys and relative importance of positions to the District.
- Staff noted that the Salary Scale will be part of the adoption of the budget, but that separate action to incorporate it will provide clear direction.

MOTION: Endorse the PC recommendation to adopt the 2021 Salary Survey to go into effect on 1/1/2021 that will increase most Part-Time hourly rates (except for some Administrative Assistant positions) by \$1/hour and increase all Full-Time staff by 5%. Chairperson McGreehan motioned to approve. Director Bellefeuille seconded. Motion carried with 5 ayes.

ROLL CALL VOTE:

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

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.

- Board reported on a process to collect evaluation information on District Manager Efscaff and present. The information will be used for the District Manager's annual performance evaluation. The PC will consider evaluation findings and make recommendations for any amendments to the employment agreement to the full BOD at a later date.

10. BOARD COMMENT: None

11. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 10:03 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on July 8, 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



Public Health Department

Danette York, M.P.H., Director
Andy Miller, M.D., Health Officer

Community Health Division - Chico

2491 Carmichael Drive, Ste 100
Chico, California 95928

T: 530.895.6565
F: 530.891.2873

buttecounty.net/publichealth

June 16, 2020

Mr. Jeff Dailey
Paradise Recreation and Park District
6626 Skyway
Paradise, CA 95969

Dear Mr. Jeff Dailey:

Spring is here and summer is fast approaching, and swim season will be upon us before we know it. Butte County Public Health will again offer the Public Health Swim Scholarship Program for the **2020** swim season. We hope your facility will participate in the Swim Scholarship Program this year.

Butte County Public Health is committed to water safety and physical fitness throughout Butte County. Our goal is to reach children who have never had any swimming instruction and give them the opportunity to take swim lessons. In order to participate in the Swim Scholarship Program, your facility will need to meet the criteria below:

Criteria:

- The funds must be used during the **2020** swim season.
- The funds must be used for children (including infants) who are *first time swimmers*.
- At the end of the **2020** swim season, your facility must submit a list of the children who participated in the 2019 Swim Scholarship Program at your pool. Please include the age and gender of each child. Enclosed is a sample invoice that will also need to be returned, on your letterhead, to receive the funds.

This year I will be working with the pools for the Swim Scholarship Program. Please feel free to call me at 552-3956 or 895-6565 if you have any questions.

We are looking forward to an exciting **2020** Swim Season!

Regards,

Angela Smith, Administrative Assistant
Butte County Public Health Department/Community Health Division

Enclosure

PARADISE RECREATION & PARK DISTRICT
COUNTY MONTHLY CHECK REGISTER

Fund 2510

JUNE

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

051089-051105	6/3/2020		Payroll Summary	18,529.16	0.00	0.00	18,529.16	
051159-051184	6/17/2020		Payroll Summary	20,461.24	0.00	0.00	20,461.24	

051106	6/5/2020		ACH STATE PR TAX	593.07			593.07	
051107	6/5/2020		ACH FED PR TAX	4,883.16			4,883.16	
051108	6/8/2020		ACH CALPERS	11,273.86			11,273.86	
051109	6/8/2020		ACH CALPERS	3,232.83			3,232.83	
051110	6/5/2020		VOYA INSTITUTIONAL TRUST CO	275.00			275.00	
051111	6/5/2020		VISION SERVICE PLAN	156.19			156.19	
051112	6/5/2020		PRINCIPAL LIFE INSURANCE COMPANY	133.12			133.12	
051113	6/5/2020		PG&E		3,019.81		3,019.81	
051114	6/5/2020		ROTARY CLUB OF PARADISE		174.75		174.75	
051115	6/5/2020		CEDAR CREEK		1,651.65		1,651.65	
051116	6/5/2020		ALPINE PORTABLE TOILET SERVICES		315.00		315.00	
051117	6/5/2020		OFFICE DEPOT		727.25		727.25	
051118	6/5/2020		PARADISE IRRIGATION DISTRICT		1,732.02		1,732.02	
051119	6/5/2020		NORTH STATE GROCERY INC		87.08		87.08	
051120	6/5/2020		AT&T		591.48		591.48	
051121	6/5/2020		VERIZON WIRELESS		120.10		120.10	
051122	6/5/2020		VALLEY TRUCK & TRACTOR CO		86.00		86.00	
051123	6/5/2020		ACME TOILET RENTALS LLC		264.09		264.09	
051124	6/5/2020		COMPUTERS PLUS		335.00		335.00	
051125	6/5/2020		JC NELSON SUPPLY CO		639.61		639.61	
051126	6/11/2020		ANTONIO D SANCHEZ	149.08			149.08	
051127	6/11/2020		LEIF PEREZ		600.00		600.00	A
051128	6/11/2020		SHELLI LAMADRID		125.00		125.00	A
051129	6/11/2020		TERRI VAN DUSEN		150.00		150.00	A
051130	6/11/2020		ERIC ANDERSON		125.00		125.00	A
051131	6/11/2020		SIRIPORN ARCHER		125.00		125.00	A
051132	6/11/2020		ARJUN BANJARA		250.00		250.00	A
051133	6/11/2020		JENNIFER BOONE		125.00		125.00	A
051134	6/11/2020		KIM BURROWS		125.00		125.00	A
051135	6/11/2020		MICHAEL CAREY		125.00		125.00	A
051136	6/11/2020		DARLENE CULVER		250.00		250.00	A
051137	6/11/2020		SARAH KHALIL		125.00		125.00	A
051138	6/11/2020		PAUL LOGAN		125.00		125.00	A
051139	6/11/2020		REBECCA LOWERS		125.00		125.00	A
051140	6/11/2020		DONALD MCDONALD		125.00		125.00	A
051141	6/11/2020		JENELLE MCDOWELL		125.00		125.00	A
051142	6/11/2020		MELISSA MORTON		125.00		125.00	A
051143	6/11/2020		EFREN NARAG		250.00		250.00	A
051144	6/11/2020		CHUCK OR JUDY OSTRANDER		125.00		125.00	A
051145	6/11/2020		GLENDA OTT		125.00		125.00	A
051146	6/11/2020		AMPLA HEALTH		80.00		80.00	A
051147	6/11/2020		RIDGE PRESBYTERIAN CHURCH		80.00		80.00	A
051148	6/11/2020		JAMES RALSTON		125.00		125.00	A
051149	6/11/2020		LOU RHYNE		125.00		125.00	A
051150	6/11/2020		GAIL SCHUSTER		125.00		125.00	A
051151	6/11/2020		SEARLES, DEB		125.00		125.00	A

051152	6/11/2020		KHRYSTIE SHOEMAKER		250.00		250.00	A
051153	6/11/2020		UBALDO VENTURA		125.00		125.00	A
051154	6/11/2020		CINDY XIONG		125.00		125.00	A
051155	6/11/2020		LAURA ZINE		125.00		125.00	A
051156	6/11/2020		BROCK ENTERPRISES		250.00		250.00	A
051157	6/11/2020		PEE WEE PRESCHOOL		80.00		80.00	A
051158	6/11/2020		MOO CARLSON		125.00		125.00	A
051185	6/12/2020		THOMAS ACE HARDWARE		2,831.65		2,831.65	
051186	6/12/2020	Y	JERAD PREVOST		0.00		0.00	B
051187	6/12/2020		CHICO ENVIRONMENTAL		500.00		500.00	
051188	6/12/2020		CHOLLET FILMS INC		700.00		700.00	B
051189	6/12/2020		CHRISTENSEN TELECOMMUNICATIONS		90.00		90.00	
051190	6/12/2020		CARDMEMBER SERVICE		8,093.71		8,093.71	
051191	6/12/2020		KELLER SUPPLY COMPANY		859.08		859.08	
051192	6/12/2020		SAAKE'S		8,000.00		8,000.00	
051193	6/12/2020		INDUSTRIAL POWER PRODUCTS		31.04		31.04	
051194	6/12/2020		GOLDEN PACIFIC HOMES		674.04		674.04	Refund
051195	6/12/2020		TYLER WOODCOX		88.64		88.64	C
051196	6/12/2020		TIAA COMMERCIAL FINANCE INC		204.29		204.29	
051197	6/12/2020		MAGOON SIGNS		337.84		337.84	
051198	6/12/2020		NORTH STATE SCREENPRINTING		170.53		170.53	
051199	6/12/2020		O'REILLY AUTO PARTS		30.11		30.11	
051200	6/12/2020		NORTHERN RECYCLING & WASTE		1,028.23		1,028.23	
051201	6/12/2020		NORTHSTAR ENGINEERING		575.00		575.00	
051202	6/19/2020		ACH STATE PR TAX	624.62			624.62	
051203	6/19/2020		ACH FED PR TAX	5,256.92			5,256.92	
051204	6/29/2020		ACH CALPERS	3,494.25			3,494.25	
051205	6/29/2020		ACH CALPERS	1,691.24			1,691.24	
051206	6/26/2020		VOYA INSTITUTIONAL TRUST CO	275.00			275.00	
051207	6/26/2020		VISION SERVICE PLAN	156.19			156.19	
051208	6/26/2020		PRINCIPAL LIFE INSURANCE COMPANY	133.12			133.12	
051209	6/26/2020		PREMIER ACCESS INSURANCE CO	1,002.34			1,002.34	
051210	6/26/2020		PARADISE RECREATION & PARK DIST.	1,974.96			1,974.96	
051211	6/26/2020		JERAD PREVOST		300.00		300.00	B
051212	6/26/2020		INDUSTRIAL POWER PRODUCTS		64.32		64.32	
051213	6/26/2020		KELLER SUPPLY COMPANY		1,659.48		1,659.48	
051214	6/26/2020		MARCUS ANDERSON		300.00		300.00	B
051215	6/26/2020		MARCELLO AMBRIZ		300.00		300.00	B
051216	6/26/2020		REX CRIDER		30.00		30.00	Refund
051217	6/26/2020		TOM'S SEPTIC SYSTEMS		825.00		825.00	
051218	6/26/2020		GOLDEN PACIFIC HOMES		537.10		537.10	Refund
051219	6/26/2020		PG&E		4,393.79		4,393.79	
051220	6/26/2020		LINCOLN EQUIPMENT INC		53.13		53.13	
051221	6/26/2020		STREAMLINE		200.00		200.00	
051222	6/26/2020		CARTER LAW OFFICES		2,610.00		2,610.00	
051223	6/26/2020		ALHAMBRA		72.75		72.75	
051224	6/26/2020		NICHOLAS HARRIS		300.00		300.00	B
051225	6/26/2020		CHICO RENT A FENCE		216.00		216.00	
051226	6/26/2020		DSM INC		500.00		500.00	
051227	6/26/2020		RENTAL GUYS CHICO		138.05		138.05	
051228	6/26/2020		ACME TOILET RENTALS LLC		264.09		264.09	
051229	6/26/2020		KEVIN SHARRAH DESIGNS		138.35		138.35	
051230	6/26/2020		SANTA BARBARA CONTROL SYSTEMS		363.20		363.20	
051231	6/26/2020		LILLEY PAD POOLS		3,568.53		3,568.53	

TOTALS				35,304.95	55,781.79	0.00	91,086.74	
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GRAND TOTALS			74,295.35	55,781.79	0.00	130,077.14
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Notes:

- A Refunds for Gold Nugget Craft Fair totaling \$4990.00
- B Payment for the digital program run by Scott Amick
- C Reimburesment

Other Refunds Total 1,241.14

Staff Report

June 25, 2020



DATE: 6/26/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Finance Committee Meeting (McGreehan/Rodowick)
 June 25, 2020 at 2:15 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 2:18 pm.

The Committee will meet to:

1. Review Investment Strategy.

Staff reviewed the District Financial Investment policy with Committee members. Committee members concurred that the policy is sufficient and appropriate for now, but the Finance Committee and staff will review a minimum of once each year to ensure any deficiencies in the policy are identified and corrected.

Meeting went to closed session at 2:29 pm.

CLOSED SESSION:

1. Pursuant to California Government Code Section 54956.9 – Potential Litigation – Action vs. PG&E for Camp Fire Losses.

Meeting came out of closed session at 3:06 pm.

REPORT ON CLOSED SESSION:

Staff dialoged with Committee members regarding the status of PG&E settlement. Committee members gave direction to Staff regarding investment strategies. Committee members recommended drafting investment strategies for possible Board approval at an Emergency Board meeting if necessary.

The meeting adjourned at 3:15 pm.

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/FC.20.0625/20.0626.FC.Staff.Report.docx
 6/29/2020

District Manager's Report

Meeting Date: July 8, 2020



DATE: 6/29/2020
 TO: PRPD Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Monthly District Report

Monthly Report

1) Updates

- a) District Perspective – As we approach the middle of summer, I just wanted to note my appreciation for the initiative that staff have demonstrated over the past few months. As an organization, we seem confident in the direction that we are going and I've noticed staff with a greater initiative to help the District. As we shift to a new level of development of programs and places for the organization, this will increase our capacity to take on new challenges
- b) Paradise and Concow Pools Reopen – Staff developed a Worksite Safety Plan for each pool and trained staff supervisors on COVID-19 prevention and associated safety protocols. Capacity at both pool sites will be reduced to allow for social distancing. Signage at both locations also remind patrons and staff to wear masks when social distancing near household groups is not possible and not to enter if they are experiencing any COVID related symptoms. Masks, gloves, hand sanitizer, cleaning and disinfecting supplies have been provided to staff at each location.
- c) TARC Reopens to the Public – Staff developed a Worksite Safety Plan and trained staff on safety protocols and procedures according to CDC, Cal-OSHA, and county guidance. Signage on the office door reminds patrons to wear a mask when entering/remaining in the front office, and not to enter if they are experiencing any COVID related symptoms.

2) Administrative and Visitor Services

- a) Paradise Lake Annual Pass Sales – As of the date of this report, staff have sold 106 annual parking passes for Paradise Lake. Day use fees are also regularly collected. Day-use payment compliance rates fluctuate greatly from day-to-day. Staff patrolling the lake found a 90% compliance rate on one day, 10% on a different day. Staff are working to build a greater presence at the lake, improve signage, and add electronic payment options.

3) Finance

- a) Routine Reports – Balance Sheet (Attachment A), Profit & Loss Budget vs. Actual (Attachment B), June Profit & Loss (Attachment C), and Recovery Project (Attachment D).
- b) Impact Fees – For the month of June, the District received a total of \$14,988.78 in impact fees. Since 11/8/18, the District has received a total of \$272,448.85.
- c) 5-Star Bank – For the month of May, the Investment Money Market received interest of \$1,685.63, the Grant Money Market received \$91.39. For the month of June, the Investment Money Market received interest of \$1,760.23, the Grant Money Market received \$74.07.
- d) Updates
 - i) Community Disaster Loan Program - FEMA signed the loan and now we're waiting for the account to be established. Once that is done, we will receive a notice with the accounting information required to self-register in the system. We expect the notice in the next few weeks.
 - ii) Audit – The auditor gave an update over the phone stating; she ran into some difficulty reconciling the cash account to the county cash account. It took her longer then she expected it to and hopes to have a draft of the audit done soon. The auditor will be working with staff onsite at TARC Thursday July 2nd, so staff may be able to provide a better estimate for completion date at the regular Board meeting July 8, 2020.

4) Parks (Maintenance and Operations)

- a) COVID-10 Guidelines - Reopening under State and Butte County Guidelines. All District staff have been given a copy of Guidelines along with face mask, hand sanitizer and spray bottles with sanitizer and a roll of paper towels for sanitizing their personal workplace. Maintenance staff will be sanitizing continuously throughout the day at the Rec. center. We have posted all required signage in clear public view.
- b) Moore Rd. Ballpark - The rebuilding of the Moore Rd Ballfields is complete and we should be ready to start having ball games on the large field by Mid. July. I'm sure our ridge ball players are ready to "PLAY BALL". The small field remains closed to the public due to safety concerns related to the old, wooden light poles.
- c) Bille Park - We have started building our 380 sq. ft. storage shed at Bille Park. This will give us much needed room for more storage. We hope to have it completed by the end of August.

5) Programs

a) Volunteer Program

- i) Paradise Lake Trail – Volunteers led by staff completed the first phase of trail work by cutting and piling overgrown vegetation to make the trail wide enough and accessible for a maintenance truck (Figure 1). The second phase is currently in progress and entails removing scotch broom with weed wrenches (Figure 2). Third and final phase is to remove pulled brush piles from the trail. Boy Scout Troop 316 was a great group of young boys who donated their time to help remove scotch broom (Figures 3 & 4).
- ii) Helpful Lake Documents – Staff have prepared information to share with volunteers and visitors to the lake. The information provides guidance on safety mindset, rules and regulations, lake fun facts.
- iii) Information Table at Paradise Lake – During scheduled volunteer times there is an information booth that is accompanied by a volunteer and/or staff who can answer visitor's questions and provide updates about additional District news (Figure 5).
- iv) Outreach – Staff have been in contact with local service organizations such as Dutch Bros., Starbucks, and Boy Scouts to participate in work party activities and/or help the District to through eagle scout projects.

b) Regular Programming

- i) Summer Camp -PRPD Day Camp, that was normally held at the Aquatic Park Recreation Building, is being held at the Terry Ashe Recreation Center this summer. The camp is set to start on July 6 and will run all day from 7:30 am to 5:30 pm.
- ii) Summertime Tots/Tot Soccer - This long running preschool program is set to start on July 6. It is being held at the Terry Ashe Recreation Center on Tuesdays and Thursdays from 9:30 am to 12:30 pm. We also have our Tot Soccer program beginning on Friday, July 10. The soccer program is being held in the outfield at the Moore Road Ball Park.
- iii) Swimming Pools - The Paradise and Concow Swim Pools opened on Monday, June 22 with recreational swimming and lessons. There has been an average of 15 people swimming per day at both pools. A lifeguard training class is being planned to update needed certifications. The Piranhas Swim Team also began practicing in the Paradise Pool on June 18.
- iv) Pinewood Derby - The annual Pinewood Derby event is scheduled to be held on Thursday, July 23 at the Recreation Center. Car kits are now on sale at the district office.

6) Outreach and Development

- a) Magalia Community Park – On Tuesday June 23, 2020, staff and Chairman McGreehan met via Zoom with two members on the Board of Directors for Magalia Community Park (MCP) to share information regarding progress and planning for parks and community center in Magalia. The conversation was extremely fruitful, and all parties left the meeting feeling better informed and understanding of shared vision and goals and opportunities for collaboration. Another follow up meeting is scheduled onsite at the MCP community center facility on August 4, 2020.
- b) The Lyme Center – Debra Folsom from the Chico Lyme Center contacted staff to gauge District interest in receiving free signs to inform trail users of "Tick Smart" protocols (Figure 7). Matt Ball of Butte County Mosquito and Vector Control identified the area around Paradise Lake and the bike trail as hot spots for Borrelia infected ticks (the bacteria the causes Lyme Disease). The signs are 12" w X 18" h, constructed of weatherproof aluminum. The

Lyme Center information line phone number is on the sign so people can reach out if they need more information. The District has requested three signs to post at Paradise Lake and will request additional signs for Coutolenc and Lakeridge Parks once the hazard tree removal project is complete at these locations.

- c) The Ridge Hiking Association and Mountain Bike Association – Developed through a partnership with Paradise Stronger, PRPD will house The Ridge Hiking Association, an interest group that will offer facilitated hikes on the Ridge for a nominal fee (yearly memberships, drop in fees). The hikes will be offered monthly on the 3rd Saturday, year-round. As PRPD continues to develop hiking trails, the Ridge Hiking Association will play an integral role in sharing the splendor of these experiences with the greater Butte County Region.
- d) Social Media Activity Increase in Facebook Activity – Staff produced three videos and two program fliers to announce the opening of our pools and our summer programming. Over 7,000 profiles were reached with this content, a 70% increase in engagement from pre-fire posts of the same nature. (Figure 8)
- e) Health & Wellness Fair – Staff participated in a Paradise Strong Health & Wellness Fair on Saturday June 27. Approximately 100 people attended the fair, including Director Bellefeuille. Staff shared information about programs and facilities available to the public now.

7) Projects

- a) NVCF Grant – Staff were notified that a Planning and Design funding grant proposal staff submitted to the North Valley Community Foundation in March 2020 received high marks and will be awarded to the District. The District is very excited to leverage these funds in the creation of a shovel-ready project pipeline that will make District proposals for State and Federal, multi-million-dollar grant opportunities more competitive. The design and planning funds will also better facilitate public outreach, communication, and vision for park development, thereby generating excitement and support for upcoming projects.
- b) Healing Trauma Through Nature – The Director was a part of a Community Resilience Model 40-hour training hosted through Zoom by the Trauma Resource Institute. The CRM is a valuable set of skills that help individuals and organizations build physical, mental, and emotional resilience. A total of 20 community members were offered scholarships through NVCF to act as Community Resilience Model Teachers. Certification in teaching this model allows PRPD and HTN to host trainings for Paradise School District staff, PRPD staff, and special interest groups within the community. The first training will be held in conjunction with the yearly Outdoor Education for All Symposium in the Fall.
- c) Youth on the Ridge – Rediscover the Ridge Video Project – In collaboration with the Paradise Chocolate Festival, PRPD was a part of a grant conditionally awarded to the Rediscover the Ridge Video project by the Paradise Rotary Foundation. This grant will fund the creation of 30, 60, and 90 second videos highlighting the various businesses, natural resources, and cultural benefits the Ridge has to offer. These videos will be offered to local businesses for customization and for sharing on social media and web platforms for a nominal fee. A second phase of videos is planned for Spring of 2021 that are recreation centric.
- d) Pacific Lands Stewardship Council – In April, Staff submitted a \$444,100 concept grant application (Butte Creek Canyon: Essential Recreation Amenities for Public Use) under the Stewardship Council's Enhancement Program. Council staff informally indicated that the timing of the potential DeSabra sale may sideline consideration of the grant; however, they indicated keen interest in the project and potentially working with us to develop possible future funding. The Enhancement Review Committee liked the recreation ideas and partnership with the Fire Safe Council in particular.

8) Upcoming

- a) BOD meeting – Recreation Supervisor Scott Amick will provide an overview of the Healing Trauma Through Nature Program and the relationship with the Outdoor Education for All effort started several years ago. He will provide a list of accomplishments to date and evolving directions for the program.

Attachments:

- A. Balance Sheet
- B. Profit & Loss - Actual
- C. Profit & Loss - June
- D. Recovery Project

https://paradisepprd-my.sharepoint.com/personal/defseaff_paradisepprd_com/Documents/Dan_OneDrive/Templates/BOD_2017_District_Report_Template_17_0905.docx
7/2/2020

Photographs



Figure 1 Paradise Lake Trail – Before(left) and after (right) facing south.



Figure 2 Paradise Lake Trail – Before (left) and after (right) pulling Scotch Broom.



Figure 3 Staff briefing Troop 316 on environmental hazards, tool safety, and objective for the day before hiking into trail.



Figure 4 Scout taking a moment to smile for the camera while pruning stump sprouts.



Figure 5 Volunteer tending the information table while answering questions to visitors.



Figure 6 Information Table

BE TICK SMART!

- Spray Boots & Pants with Permethrin.
- Use Deet containing repellent on exposed skin.
- Tuck pants in socks & shirt in your pants.
- When you get home: Put all your clothes in a hot dryer for 10 minutes to kill ticks.
- Shower within 2 hours and do a thorough tick check, including your hair.
- Apply monthly tick & flea protection to pets.
- If you find a tick - remove with tweezers by pulling it straight out.
- Send tick to tickreport.com for analysis for the Lyme bacteria.

TheLymeCenter.org • Help line: 530-877-6666

12" X 18" vinyl on e-panel, single-sided | qty 1

Figure 7 Tick Smart Sign

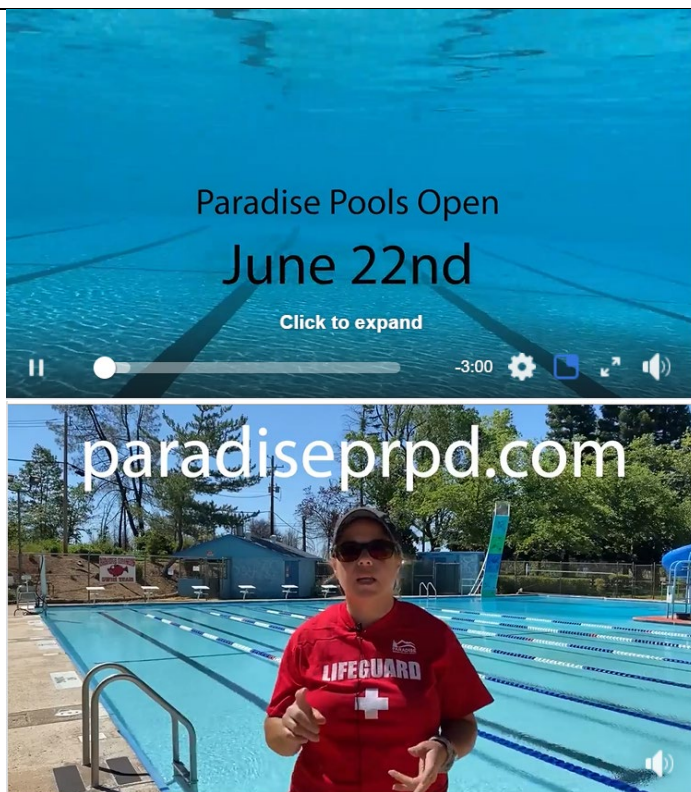


Figure 8 – Social Media Content

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Accrual Basis

PRPD
Balance Sheet
 As of June 30, 2020

Attachment A

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 · Mechanics Bank - Operating	31,298.81
1005 · Petty Cash	300.00
1010 · Treasury Cash - 2510	
1011 · General Operating	-35,215.90
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	595,484.10
1030 · Investments	
1031 · Five Star Bank Money Market	1,839,795.40
1032 · Five Star Bank Grant M. M.	64,362.88
Total 1030 · Investments	1,904,158.28
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	3,232.04
1114-2 · Bike Park Fund	1,500.00
1114-3 · Lakeridge Park Donations	3,050.00
1114-4 · Sports Equipment Donations	
1114-41 · Wrestling Mat fund	773.60
Total 1114-4 · Sports Equipment Donations	773.60
1114-5 · Pam Young Fund	1,000.00
1114-6 · Easter Egg Scholarships	4,658.61
1114-7 · Child-Youth Scholarships	10.00
1114-8 · McGreehan Children's Schlshp	1,056.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	429.28
Total 1114 · Designated Donations-2514	73,418.04
Total 1100 · Designated Treasury Funds	131,470.75
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	8,103.30
1121 · Park Acqui Unincorp - 2521	55,809.21
1122 · Park Dev Unincorp - 2522	102,971.53
1124 · District Fac Unincorp - 2524	46,149.11
1126 · Park Acqui Incorp - 2526	121,471.35
1127 · Park Dev Incorp - 2527	361,014.41
1128 · District Fac Incorp - 2528	69,614.27
Total 1119 · Impact Fees	765,133.18
Total Checking/Savings	3,427,845.12
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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Accrual Basis

PRPD
Balance Sheet
As of June 30, 2020

	Jun 30, 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	3,412,159.68
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	-296,773.38
1799 · Accum Depr - Buildings	-3,981,708.75
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	6,513,959.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	24,042.18
Total Accounts Payable	24,042.18
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Wages Payable	70,400.75
2120 · Payroll Taxes Payable	4,947.60
2130 · Health Benefits Payable	-11,043.68
2140 · FSA payable	-1,200.28
2170 · CalPers Payable	24,258.12
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	178,090.42
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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Accrual Basis

PRPD
Balance Sheet
As of June 30, 2020

	Jun 30, 20
2430 · Deferred Inflow - Pension	21,921.00
Total 2400 · Deferred Revenue	67,250.38
Total Other Current Liabilities	252,804.17
Total Current Liabilities	276,846.35
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	623,359.52
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	765,203.79
Total Equity	5,890,599.74
TOTAL LIABILITIES & EQUITY	6,513,959.26

PRPD
Profit & Loss Budget vs. Actual 19-20
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Tax Revenue	1,804,509.07	1,445,600.00	358,909.07	124.83%
4200 · Impact Fee revenue	227,012.07	63,200.00	163,812.07	359.2%
4300 · Program Income	137,795.15	259,400.00	-121,604.85	53.12%
4350 · Concession & Merchandise sales	55.50	17,000.00	-16,944.50	0.33%
4400 · Donation & Fundraising Income	63,302.75	66,000.00	-2,697.25	95.91%
4401 · Scholarships Granted	0.00	0.00	0.00	0.0%
4500 · Grant Income	50,000.00	144,200.00	-94,200.00	34.67%
4600 · Other Revenue	671,293.24	4,000.00	667,293.24	16,782.33%
4900 · Interest Income	21,208.62	7,000.00	14,208.62	302.98%
Total Income	<u>2,975,176.40</u>	<u>2,006,400.00</u>	<u>968,776.40</u>	<u>148.28%</u>
Gross Profit	2,975,176.40	2,006,400.00	968,776.40	148.28%
Expense				
5000 · Payroll Expenses				
5010 · Wages & Salaries	760,470.82	1,088,580.00	-328,109.18	69.86%
5020 · Employer Taxes	55,557.64	65,300.00	-9,742.36	85.08%
5030 · Employee Benefits	146,643.95	189,000.00	-42,356.05	77.59%
5040 · Workers Comp Expense	42,715.00	60,000.00	-17,285.00	71.19%
5050 · Accrued Leave	0.00	4,000.00	-4,000.00	0.0%
5060 · Other Personnel Costs	11,403.40	3,100.00	8,303.40	367.85%
Total 5000 · Payroll Expenses	<u>1,016,790.81</u>	<u>1,409,980.00</u>	<u>-393,189.19</u>	<u>72.11%</u>
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	0.00	11,200.00	-11,200.00	0.0%
5120 · Program Contract Labor	8,223.85			
5130 · Program Supplies	23,250.50	27,650.00	-4,399.50	84.09%
Total 5100 · Program Expenses	<u>31,474.35</u>	<u>38,850.00</u>	<u>-7,375.65</u>	<u>81.02%</u>
5200 · Advertising & Promotion	6,434.42	16,500.00	-10,065.58	39.0%
5210 · Bad Debt	0.00	0.00	0.00	0.0%
5220 · Bank & Merchant Fees	4,869.91	4,700.00	169.91	103.62%
5230 · Contributions to Others	2,540.50	15,100.00	-12,559.50	16.83%
5240 · Copying & Printing	1,722.22	1,000.00	722.22	172.22%
5260 · Dues, Mbrshps, Subscr, & Pubs	16,303.43	11,600.00	4,703.43	140.55%
5270 · Education, Training & Staff Dev	1,217.50	16,000.00	-14,782.50	7.61%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	10,202.95	18,600.00	-8,397.05	54.86%
5284 · Program ET&F	908.92	5,000.00	-4,091.08	18.18%
5286 · Small Tools & Equipment	11,758.26	4,400.00	7,358.26	267.23%
5280 · Equip., Tools & Furn (<\$5k) - Other	4,089.30			
Total 5280 · Equip., Tools & Furn (<\$5k)	<u>26,959.43</u>	<u>28,000.00</u>	<u>-1,040.57</u>	<u>96.28%</u>
5290 · Equipment Rental	130,551.95	110,000.00	20,551.95	118.68%
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	338.25	2,200.00	-1,861.75	15.38%

Profit & Loss Budget vs. Actual 19-20
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5330 · Professional & Outside services				
5332 · Accounting	20,595.68	10,000.00	10,595.68	205.96%
5334 · Legal	20,706.20	7,000.00	13,706.20	295.8%
5336 · Engineering	3,775.33	5,000.00	-1,224.67	75.51%
5338 · Other Prof. & Outside Labor	83,463.60	93,000.00	-9,536.40	89.75%
Total 5330 · Professional & Outside services	128,540.81	115,000.00	13,540.81	111.78%
5340 · Postage & Delivery	353.84	2,500.00	-2,146.16	14.15%
5350 · Rent-Facility use fees	7,075.00	15,200.00	-8,125.00	46.55%
5360 · Repair & Maintenance				
5361 · Building R&M	16,008.55	26,000.00	-9,991.45	61.57%
5362 · Equipment R&M	104,621.63	17,000.00	87,621.63	615.42%
5363 · General R&M	360,092.78	10,000.00	350,092.78	3,600.93%
5364 · Grounds R&M	44,807.46	43,000.00	1,807.46	104.2%
5365 · Pool R&M	18,225.78	20,000.00	-1,774.22	91.13%
5366 · Vehicle R&M	79,098.39	10,000.00	69,098.39	790.98%
5367 · Janitorial	10,092.01	9,600.00	492.01	105.13%
5368 · Security	2,999.69	1,300.00	1,699.69	230.75%
5369 · Vandalism	202.37	0.00	202.37	100.0%
Total 5360 · Repair & Maintenance	636,148.66	136,900.00	499,248.66	464.68%
5370 · Supplies - Consumable				
5372 · Office Supplies	9,007.26	10,000.00	-992.74	90.07%
5374 · Safety & staff supplies	10,860.76	7,500.00	3,360.76	144.81%
Total 5370 · Supplies - Consumable	19,868.02	17,500.00	2,368.02	113.53%
5380 · Taxes, Lic., Notices & Permits	1,957.19	4,200.00	-2,242.81	46.6%
5390 · Telephone & Internet	22,400.32	25,000.00	-2,599.68	89.6%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	7,337.24	3,000.00	4,337.24	244.58%
5404 · Fuel	16,411.30	13,000.00	3,411.30	126.24%
5406 · Meals	1,682.44	2,000.00	-317.56	84.12%
5408 · Mileage & Auto Allowance	194.13	5,000.00	-4,805.87	3.88%
Total 5400 · Transportation, Meals & Travel	25,625.11	23,000.00	2,625.11	111.41%
5410 · Utilities				
5412 · Electric & Gas	54,434.23	78,000.00	-23,565.77	69.79%
5414 · Water	6,384.20	22,000.00	-15,615.80	29.02%
5416 · Garbage	14,022.53	8,000.00	6,022.53	175.28%
Total 5410 · Utilities	74,840.96	108,000.00	-33,159.04	69.3%
Total Expense	2,209,972.61	2,155,230.00	54,742.61	102.54%
Net Ordinary Income	765,203.79	-148,830.00	914,033.79	-514.15%
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	765,203.79	-148,830.00	914,033.79	-514.15%

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Accrual Basis

PRPD
Profit & Loss
 June 2020

Attachment C

	Jun 20
Ordinary Income/Expense	
Income	
4100 · Tax Revenue	10,193.54
4200 · Impact Fee revenue	14,988.78
4300 · Program Income	5,309.28
4400 · Donation & Fundraising Income	206.04
4600 · Other Revenue	652,202.00
4900 · Interest Income	1,834.30
	684,733.94
Total Income	684,733.94
Gross Profit	684,733.94
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	54,308.22
5020 · Employer Taxes	3,860.54
5030 · Employee Benefits	12,486.05
5040 · Workers Comp Expense	0.00
5060 · Other Personnel Costs	20.75
	70,675.56
Total 5000 · Payroll Expenses	70,675.56
5100 · Program Expenses	
5120 · Program Contract Labor	6,683.85
5130 · Program Supplies	1,388.07
	8,071.92
Total 5100 · Program Expenses	8,071.92
5200 · Advertising & Promotion	570.00
5220 · Bank & Merchant Fees	454.22
5240 · Copying & Printing	1,651.65
5260 · Dues, Mbrshps, Subscr, & Pubs	588.89
5270 · Education, Training & Staff Dev	-476.00
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	68.79
5284 · Program ET&F	908.92
5286 · Small Tools & Equipment	2,255.11
	3,232.82
Total 5280 · Equip., Tools & Furn (<\$5k)	3,232.82
5290 · Equipment Rental	1,602.16
5320 · Miscellaneous Expense	200.00
5330 · Professional & Outside services	
5334 · Legal	2,610.00
5336 · Engineering	1,876.19
5338 · Other Prof. & Outside Labor	26,828.27
	31,314.46
Total 5330 · Professional & Outside services	31,314.46
5340 · Postage & Delivery	84.39
5350 · Rent-Facility use fees	1,773.75
5360 · Repair & Maintenance	
5361 · Building R&M	927.83
5362 · Equipment R&M	1,515.70
5363 · General R&M	1,162.87
5364 · Grounds R&M	606.81
5365 · Pool R&M	6,577.92
5366 · Vehicle R&M	452.50
5367 · Janitorial	2,183.29
	13,426.92
Total 5360 · Repair & Maintenance	13,426.92
5370 · Supplies - Consumable	
5372 · Office Supplies	398.05
5374 · Safety & staff supplies	3,845.04
	4,243.09
Total 5370 · Supplies - Consumable	4,243.09
5390 · Telephone & Internet	874.34

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 Accrual Basis

PRPD
Profit & Loss
 June 2020

	Jun 20
5400 · Transportation, Meals & Travel	
5404 · Fuel	1,120.89
5406 · Meals	49.76
Total 5400 · Transportation, Meals & Travel	1,170.65
5410 · Utilities	
5412 · Electric & Gas	4,393.79
5414 · Water	1,732.02
5416 · Garbage	1,028.23
Total 5410 · Utilities	7,154.04
Total Expense	146,612.86
Net Ordinary Income	538,121.08
Net Income	538,121.08

Profit & Loss by Job
November 8, 2018 through June 30, 2020

	RP1 General (Recovery Project)	RP2 Rentals (Recovery Project)	Total Recovery Project
Ordinary Income/Expense			
Income			
4600 · Other Revenue	652,202.00	0.00	652,202.00
Total Income	<u>652,202.00</u>	<u>0.00</u>	<u>652,202.00</u>
Gross Profit	652,202.00	0.00	652,202.00
Expense			
5000 · Payroll Expenses			
5010 · Wages & Salaries	185,731.42	0.00	185,731.42
5020 · Employer Taxes	13,311.74	0.00	13,311.74
5030 · Employee Benefits	48,244.36	0.00	48,244.36
5060 · Other Personnel Costs	0.00	0.00	0.00
Total 5000 · Payroll Expenses	<u>247,287.52</u>	<u>0.00</u>	<u>247,287.52</u>
5100 · Program Expenses			
5130 · Program Supplies	13,487.94	0.00	13,487.94
Total 5100 · Program Expenses	<u>13,487.94</u>	<u>0.00</u>	<u>13,487.94</u>
5200 · Advertising & Promotion	304.93	0.00	304.93
5240 · Copying & Printing	22.52	0.00	22.52
5270 · Education, Training & Staff Dev	50.00	0.00	50.00
5280 · Equip., Tools & Furn (<\$5k)			
5282 · Office ET&F	65.66	0.00	65.66
5284 · Program ET&F	549.12	0.00	549.12
5286 · Small Tools & Equipment	21,634.32	0.00	21,634.32
5280 · Equip., Tools & Furn (<\$5k) - Other	36.44	0.00	36.44
Total 5280 · Equip., Tools & Furn (<\$5k)	<u>22,285.54</u>	<u>0.00</u>	<u>22,285.54</u>
5290 · Equipment Rental	61,592.26	2,235.05	63,827.31
5320 · Miscellaneous Expense	505.61	0.00	505.61
5330 · Professional & Outside services			
5336 · Engineering	2,874.14	0.00	2,874.14
5338 · Other Prof. & Outside Labor	12,265.29	0.00	12,265.29
Total 5330 · Professional & Outside services	<u>15,139.43</u>	<u>0.00</u>	<u>15,139.43</u>
5350 · Rent-Facility use fees	14,800.00	0.00	14,800.00
5360 · Repair & Maintenance			
5361 · Building R&M	21,503.61	0.00	21,503.61
5362 · Equipment R&M	102,596.04	0.00	102,596.04
5363 · General R&M	374,074.27	0.00	374,074.27
5364 · Grounds R&M	87,840.73	0.00	87,840.73
5365 · Pool R&M	3,672.00	0.00	3,672.00
5366 · Vehicle R&M	86,947.87	0.00	86,947.87
5367 · Janitorial	1,629.16	0.00	1,629.16
5368 · Security	1,197.49	0.00	1,197.49
5369 · Vandalism	108.64	0.00	108.64
Total 5360 · Repair & Maintenance	<u>679,569.81</u>	<u>0.00</u>	<u>679,569.81</u>
5370 · Supplies - Consumable			

Profit & Loss by Job

November 8, 2018 through June 30, 2020

	(Recovery Project)	(Recovery Project)	Total Recovery Project
5372 · Office Supplies	5,609.83	0.00	5,609.83
5374 · Safety & staff supplies	5,207.62	0.00	5,207.62
Total 5370 · Supplies - Consumable	10,817.45	0.00	10,817.45
5380 · Taxes, Lic., Notices & Permits	120.34	0.00	120.34
5390 · Telephone & Internet	2,230.41	0.00	2,230.41
5400 · Transportation, Meals & Travel			
5402 · Air, Lodging & Other Travel	325.37	0.00	325.37
5404 · Fuel	4,702.08	0.00	4,702.08
5406 · Meals	345.22	0.00	345.22
5408 · Mileage & Auto Allowance	17.60	0.00	17.60
Total 5400 · Transportation, Meals & Travel	5,390.27	0.00	5,390.27
5410 · Utilities			
5412 · Electric & Gas	589.11	0.00	589.11
5416 · Garbage	8,675.83	0.00	8,675.83
Total 5410 · Utilities	9,264.94	0.00	9,264.94
Total Expense	1,082,868.97	2,235.05	1,085,104.02

Staff Report

July 8, 2020



DATE: 6/19/2020
 TO: PRPD Board of Directors
 FROM: Jeff Dailey, Recreation Supervisor
 SUBJECT: Paradise Recreation and Park District and Paradise Unified School District
 2020 Final Swim Pool Usage Agreement

Summary

After reviewing the draft 2020 PRPD and PUSD Swim Pool Usage Agreement, PUSD asked for a few minor changes to the agreement. The changes included: notifying the PUSD Athletic Director and Coach of any maintenance issues with the pool, cleaning the pool and pool deck each day before practice, and setting the pool temperature at 77 degrees, a USA Swimming regulation temperature. The agreement previously read that PRPD would set the water temperature between 75 and 78 degrees.

Recommendation:

Staff recommends PRPD Board approval of the final 2020 PRPD and PUSD Swim Pool Usage Agreement with changes.

Attachments:

- A. 2020 Paradise Recreation and Park District and Paradise Unified School District Swim Pool Usage Agreement.

Document1
6/29/2020

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

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 at 77 degrees checking the temperature Monday through Friday, as needed. In the event there is a maintenance issue the Paradise Recreation and Park District will notify the Paradise High School Athletic Director and Swim Team Coach.

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. The pool and pool deck area will be cleaned each day prior to the Paradise High School practice time.

- 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

Staff Report

June 10, 2020



DATE: 6/3/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Agreement and funding for the Centerville Recreation and Historical Association (CRHA)

Report in Brief

The District has provided ongoing financial support to the Centerville Recreation and Historical Association (CRHA) to subsidize facilities and programming within the District where the District lacks its own facilities and programs. Though the District has had an understanding with CRHA that CRHA would provide programming and events that the District could advertise in the District Activity Guide there was never a contract in place to define the expectations between the District and CRHA. The District has drafted a contract agreement to formalize the understanding of financial support and expectations of programming and/or events that CRHA would host on behalf of our community. A Draft Agreement and Addendum are attached (Attachment A). With BOD authority, staff will finalize the agreement with CRHA. Staff seek approval from the Board to complete the agreement and solidify the mutual benefit of District and CRHA collaboration.

Recommendation: *Authorize the District Manager to complete the Agreement with CRHA.*

Attachments:

A. Draft Agreement with CRHA

Document1
6/4/2020

From: [Dan Efseaff](#)
To: [Kristi Sweeney](#); [Colleen Campbell](#)
Subject: FW: CRHA funding request
Date: Thursday, June 4, 2020 12:34:33 PM

Please add to next meetings agenda.

Dan Efseaff

District Manager | Paradise Recreation and Park District (PRPD)
 (530) 872-6393 | defseaff@paradisepd.com | www.paradisepd.com

From: Claudia Lang <vandc.lang@gmail.com>
Sent: Friday, April 17, 2020 12:45 PM
To: Dan Efseaff <defseaff@paradisepd.com>; Claudia Lang <vandclang@gmail.com>
Subject: CRHA funding request

To P.R.P.D.

The Centerville Recreation and Historical Association is requesting that you reinstate and continue your annual support of \$4500.00.

As our long standing partners in keeping this recreation area open, protected and preserved we want to tell and then show you why this unique area is pivotal to the Butte Creek and Paradise areas.

That the Centerville complex is here and still surviving is a good Campfire story.

Perhaps you do not realize that the campfire was only 20 feet from the back of the schoolhouse and museum and if the "Helltown hotshots" had not acted on their own this conversation would not be necessary. A building completed in 1894 and used as a local schoolhouse until 1965-66 school year would be gone like so much other local history. Our museum housing over 1,000 artifacts would be gone along with its storage area full of so much more. The park would have lost more than the fencing around the upper play ground and 1 picnic table. CRHA the group who won the CARPD 2016 award of distinction with you would be retired.

This is definitely a story worth celebrating.

As soon as Centerville road opened so did we. Without electricity or phones we were the source of information about who and what had survived. Where to find help and services. Anything and everything that was questioned we did our best to find answers. We served coffee, cider and sweets. We listened and we heard so many stories, Paradise, Magalia, Concow and Butte Creek stories. We were visited by Santa Rosa and Redding fire victims. A Japanese film crew looking for Paradise and a man from Idaho looking for fire information to take home to his local fire groups.

. We have continually held informational meetings about all things fire, flood, road work, we even got Sheriff Honea for a overview about what happen and when. He received a standing ovation from our standing room only crowd. Our last meeting about county road work was held February 27 2020.

When the rains came the burn scar which surrounds us was an easy target. Flooding the museum 3 times over a 10 day period. Our neighbors, arrived with a generator to work heaters and blowers. Raising artifacts or moving them. Helping to dig and free up our drainage ditches then reseal the museum walls. This flooding also lost us 4 more canyon households on lower Honeyrun, mud flowing from the burn scar on the opposite canyon wall. Now our meetings cover fire and flood.and mud removal.

Somewhere in all of this we found time to concentrate on our smoke/flood damage and our insurance claim which dragged on and on. I am sharing this information so you can understand that we are not asking for your support lightly. We have been working hard to keep our mission going. Preserve and

protect.

At the time of the fire,

Our CRHA president Luke Sherba lost his home and with his wife and new baby boy moved to Chico. When he also lost his business he needed to leave CRHA as well and simply concentrate on his own family.

Our CRHA vice president Andrew Burke (now president) lost his home and with wife and new baby girl moved to Chico. He is now back in the canyon and we all have the pleasure of watching Baby Winter toddle around the schoolhouse at potlucks.

John Westlin one of our story tellers and wonderful fundraiser lost his home as did his son and his daughter and 2 of his nephew's. All docents, board members, and good neighbors.

Jack Pawledge who at 90 was still riding his bike, delivering eggs and docenting at the museum lost his canyon home as did his daughter and her young family. Jack sadly passed away at Christmas after the fire.

Now a year later our campfire memorial was well received. Our flag raising by the boy scouts, memorial speeches, food and drinks well received by almost 100 people. Our 49r fair completed and our canyon clean up done. Two very successful fashion shows over. BUT we seem to have lost you in all of this.

We need your support and help back. We need your help with money to preserve and protect, We also need your help with volunteers, advertisement, transportation.

For all of these reasons and much more CRHA asks that you restore our pre campfire funding \$4,500.00 just \$12.32 a day.

Please do not allow us to become another campfire victim.

Sincerely presented by

Claudia Lang Curator Centerville Colman Museum

CRHA board member

Staff Report

June 10, 2020



DATE: 6/3/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Agreement and funding for Honey Run Covered Bridge Association (HRCBA)

Report in Brief

The District has provided ongoing financial support to the Honey Run Covered Bridge Association (HRCBA) to subsidize facilities and programming within the District where the District lacks its own facilities and programs. Though the District has had an understanding with HRCBA that HRCBA staff would provide programming and events that the District could advertise in the District Activity Guide there was never a contract in place to define the expectations between the District and HRCBA. The District has drafted a contract agreement to formalize the understanding of financial support and expectations of programming and/or events that HRCBA would host on behalf of our community. A Draft Agreement and Addendum are attached (Attachment A). With BOD authority, Staff seek approval from the Board to finalize the agreement and solidify the mutual benefit of District and HRCBA collaboration.

[[[need information on request and funding and authorization amount (note historical amounts too)

Recommendation: *Authorize the District Manager to complete the Agreement with HRCBA and provide \$4,100 in annual funding.*

Attachments:

- A. 2020 Request for Funding For HRCBA
- B. 2020 HRCBA Officers and Board members
- C. Draft Agreement with HRCBA

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 7/1/2020

2020 Request for Funding For Honey Run Covered Bridge Association



On November 8, 2018, as the Camp Fire Roared through Paradise and Butte Creek Canyon, the iconic Honey Run Covered Bridge was destroyed and the adjacent park suffered significant damage. All that was left standing of the Bridge were the supporting pilons and heaps of twisted metal and charred wood which fell into the creek and in the footprint of the structure. The Honey Run Covered Bridge Park sustained minor damage to the bathroom building, the pump house, and the Park's perimeter fencing and gates. The visitor center and the caretaker's mobile home were totally destroyed.



During the Honey Run Covered Bridge Association (HRCBA) meetings of November and December 2018, it was decided to go forth with inquiries as to how best rebuild the Bridge and repair the Park and form a plan to go forward. During those two months we received hundreds of e-mails and inquiries through social media from all over the USA and California asking the HRCBA if we were going to rebuild the Bridge or not and offering us support if we chose to do so. The outpouring of support from these inquiries and vocal support we received from the community cemented our decision to start the process of developing a plan to rebuild the Honey Run Covered Bridge and Park. During this time, Karen Wilhoite, a Chico resident, as well as Ames Tiedeman and Tyler Colwell, two graduates of PV high school now living elsewhere, got together and developed a plan to help raise funds for the Rebuild. Karen developed the hearts made from the tin from the Bridge roofing material. Ames and Tyler made a website and Facebook page where merchandise titled "Rebuild the Bridge" could be bought with all profits going to the Rebuild account we opened at the Rabo Bank (now Mechanic's Bank) on Forest Ave. in Chico.

On January 9, 2019, a meeting was held at the Butte Creek Country Club to discuss ways to move forward toward rebuilding the Bridge. Attendees included interested parties from California, Federal and Butte County officials as well as interested parties from the business community, Paradise Recreation and Parks District (PRPD) and the HRCBA. Public Works Director Dennis Schmidt suggested there were two ways to go forward: 1. Looking into receiving FEMA funding which could pay for 94% of the costs for the Rebuild, and 2. If FEMA would not support this, the HRCBA could go forward and rebuild the Bridge as a private sector project. The unanimous agreement among attendees of this meeting that the Honey Run Covered Bridge was a Butte County icon and rebuilding it was a necessary part of the community recovering from the Camp Fire.

In April, FEMA notified Butte County it would only allocate funds for rebuilding the Bridge as a reimbursement if the county first allocated funds to rebuild the Bridge and rebuilt it according to FEMA standards. As a result of the monetary losses Butte County incurred from the Camp Fire and the number of infrastructure projects which had greater priority and would indefinitely delay rebuilding the Bridge, the HRCBA decided to investigate ways we could go forward with the Rebuild.

At this time the HRCBA was contacted by Todd Thalhamer of Cal Recycle to see if we could get the Bridge rebuilt under the emergency statutes brought about as a result of the Camp Fire. Because time was of the utmost importance, we decided to see if we could get Butte County to transfer the ownership of the right-of-way (ROW) across the Bridge. He also said we should contract with an engineering firm which had experience with bridge building to begin the pursuit of the necessary permits to begin the project. We contracted with Quincy Engineering of Rancho Cordova, CA. Mr. Thalhamer was counting on this moving forward quickly because he would be asking for donations from the contractors who were cleaning up the rubble on Paradise in labor, materials and money as a community project. Since the clean-up work would be finished in October, he wanted to get the repairs started before the contractors left the area.

In late May HRCBA President Robert Catalano wrote a letter to Butte County PWD Schmidt asking if the county would consider deeding the HRCBA the right of way across Butte Creek where the Honey Run Covered Bridge had stood. He also asked for an encroachment permit so that preliminary testing could be done to facilitate the building permit process for the Rebuild.

Shortly thereafter, Jason Jurens of Quincy Engineering and Mr. Thalhamer had a conference call with representatives of the Army Corps of Engineers and other state and federal agencies to get approval to rebuild the Bridge under the emergency statutes. It was then decided because the Bridge was built without a foundation, the Rebuild could not be done as an 'emergency' repair. Although the agency representatives supported rebuilding the Bridge, it would have to progress as a new rebuild of a historic structure. Although this decision slowed down the process, testing and drilling began on September 23, 2019.

As a result of the meeting with the Army Corps, Mr. Thalhammer's role changed from leading the Rebuild effort to advising the HRCBA and helping to obtain monetary donations from the contractors involved with the Paradise clean-up. Because of the need for a new foundation to be built, the timeline for completion was lengthened past October 2019. This was the date projected for the Camp Fire clean-up to be completed and the necessary equipment and manpower would no longer be available.

At that point, the plan was altered to have the foundation (Phase 1) super-structure and floor (Phase 2) of the new Honey Run Covered Bridge across Butte Creek by the end of the Summer 2020. The actual covering (Phase 3) was to be completed about a year later.

As with any construction project, there were a number of permits from governmental agencies which needed to be obtained. In addition, there were land use issues which were created by the destruction of the Bridge. The HRCBA hired Quincy Engineering to draw the necessary architectural plans (based on the original plans from 1886) to be submitted for approval to the necessary agencies. Quincy hired Galloway Associates of Chico to steer the project through the permitting processes while Quincy formed a plan and estimated timeline for completion. The HRCBA hired Chris Souder, Chairman of the CSU-Chico Construction Management Program as Project manager in June 2019. Mr. Souder agreed to the position pro-bono. Since June 2020, the project has moved forward. As of the end of June 2020, all the permits have been applied for and some have already been approved, with the remaining permits near their final completion. These include permits from the State and County water agencies, The US Army Corps of Engineers, fisheries, waterways and Department of Interior, State historical preservation, fish and wildlife, and several Butte County building and planning agencies.

The land use questions are also close to being resolved. The easement across Butte Creek, granted to Butte County for the Bridge is in the process of being vacated. The county easement also includes the land from the original approach to the Bridge to Honey Run Road which has been used as park grounds since 1972. Butte County has indicated they will either cede or grant a permanent easement for the land to the HRCBA. This process of course, will take time and they have agreed to allow for temporary construction easement so the Rebuild process is not delayed. The land on the other side of Butte Creek is owned by members of the Alm Family Trust. They have signed an agreement which allows access to the area for construction and have assented to a future permanent easement to the HRCBA for the land area between the Butte Creek Volunteer Fire Company land and the former Bridge easement as additional HRCBA Park space.

During June and July, we requested bids from several contractors with bridge building experience for the Phase 1 construction (the new foundation) for the Rebuild. Those bids included the necessary RFP's to aid the companies in their bidding process. Three companies submitted bids and the HRCBA and Quincy Engineering are now considering the eventual bid winner. Plans are now to start construction of the foundation on or about the beginning of July 2020 to the end of August 2020. The beginning time is dependent upon receiving approval of all of the necessary permits.

The HRCBA, along with students and faculty from the CSU-Chico Construction Management Program began planning a new Caretaker residence. This was finished in June 2020 with the aid of several local contractors who donated time and materials. A new fence around the area was also constructed for the safety and privacy of the caretaker. The HRCBA is also planning to replace the old fencing around the park grounds, creating new signage with educating visitors to the history and biological aspects of the park and Butte Creek Canyon. Once Bridge construction is completed, we will be redesigning the park to include the land we will be using on the other side of Butte Creek for picnicking and possibly a venue site.

Contributions, for the sake of transparency, have been separated; one account is donations earmarked for rebuilding the Bridge and another account is for donations received specifically for the park rebuild and/or

HRCBA operating expenses. Since the Camp Fire, donations for these specific projects have been helpful but until the park is re-opened we do not have any other income besides donations nor can we generate any from park use until after Covid-19 restrictions are lifted. We may be able to open for a limited time between July 1 and the beginning of construction but any income will be limited to parking donations. We are also willing to partner with PRPD in having limited-sized classes with programs explaining Canyon History, Legends and facts about the Honey Run Covered Bridge, and plans for the Bridge rebuild. These could occur at either the Bridge or at the Terry Asche Center or wherever scheduling and space are mutually agreed upon.

I am willing to answer any questions concerning this report, either at the meeting or elsewhere. We are proud of what we have accomplished but we are far from being finished. Our main operating expenses are liability insurance, volunteer insurance, Workman's Comp and, now, Builder's risk. In the past, the PRPD grants to us have been used to help pay these insurance and other operating expenses so that our board can concentrate on raising money and allowing the donations we get to be specifically earmarked for projects which donors can more easily identify with. We are looking forward to cooperating with PRPD on any project which is mutually beneficial or will help our Rebuilding cause.

Plans for Rebuilding

The following pages are illustrations of plans to rebuild the honey Run Covered Bridge and Park:

Page 7 - These are the original plans submitted to the National Historic Place Register. The new Honey Run Covered Bridge will be built as it was in 1886 with some modifications. The Bridge will have a foundation and will comply with new building standards and requirements. It will be adjusted to look as close as possible to the original. The second photo is a rendering of what the new bridge will look like upon completion.

Page 8 - This is a map of the right-of-way owned by Butte County. The land on the upper creek side of the map is owned by the HRCBA. The land between the south side of the creek and the right of way is owned by Butte County. The HRCBA would like ownership of the right-of-way and have a lease on the land between the creek and the right-of way which is not part of the Fire Station area.

Page 9 - This is the HRCB Park site plan which will soon be submitted to the Planning and Development Services Department. It indicates where the new Caretaker's Cottage and the new storage building will be placed.

Page 10 - This is a preliminary plan to redo the Park submitted by the Rainforest Art Project and a landscape architect. It is not to scale nor accurate. The plan is to have a trail along the Park perimeter and across to the other side of the new bridge with markers for history and wildlife and benches and/or picnic tables on both sides of the creek. The mosaics would be made by students from Paradise schools at the direction of the Rainforest Art Project. Benches and tables are to be donated.

Page 11 - Pictures of 900 square foot caretaker's residence to replace destroyed mobile home. The frame of the house is pre-fabricated. The house was built by students of the Construction Management Program at CSU-Chico and several local contractors donated time and materials to complete the job. Most appliances were donated. This was completed on June 5, 2020 and the new caretaker has moved into the residence.

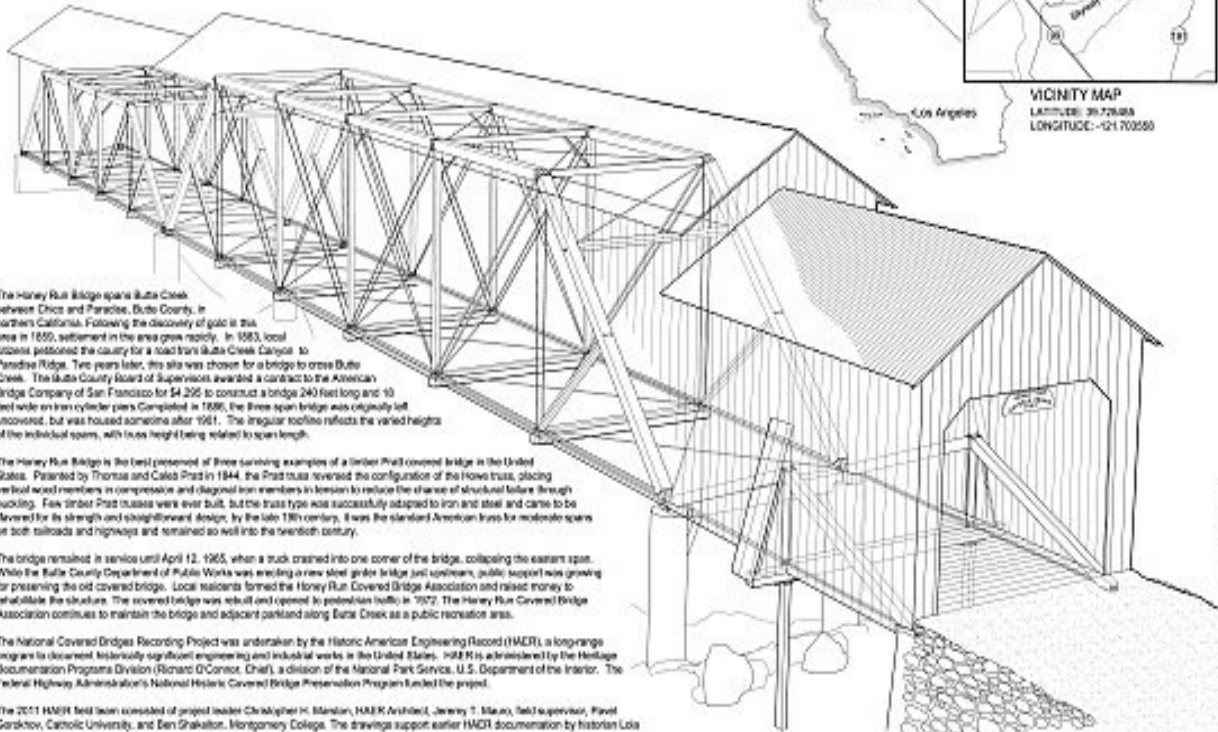
REBUILDING ENGINEERS - Quincy Engineering, point persons, Jason Jurens and Max Katt

PROJECT MANAGER - Chris Souder of CSU-Chico Construction Management Program

HRCBA Board of Directors - Robert Catalano, Walt Schafer, Ric Newton, Colene Newton, Susan Critchlow, Claudia Lang, Andrew Burke, Mike Fitzsimmons

Honey Run Bridge

Spanning Butte Creek
Paradise vicinity, California



The Honey Run Bridge spans Butte Creek between Chico and Paradise, Butte County, in northern California. Following the discovery of gold in this area in 1850, settlement in the area grew rapidly. In 1883, local citizens petitioned the county for a road from Butte Creek Canyon to Paradise Ridge. Two years later, this site was chosen for a bridge to cross Butte Creek. The Butte County Board of Supervisors awarded a contract to the American Bridge Company of San Francisco for \$4,295 to construct a bridge 240 feet long and 10 feet wide on iron cylinder piers. Completed in 1886, the three span bridge was originally left uncovered, but was housed sometime after 1961. The irregular roofline reflects the varied heights of the individual spans, with truss height being related to span length.

The Honey Run Bridge is the best preserved of three surviving examples of a timber Pratt covered bridge in the United States. Patented by Thomas and Caleb Pratt in 1844, the Pratt truss reversed the configuration of the Howe truss, placing vertical wood members in compression and diagonal iron members in tension to reduce the chance of structural failure through buckling. Few timber Pratt trusses were ever built, but the truss type was successfully adapted to iron and steel and came to be favored for its strength and straightforward design. By the late 19th century, it was the standard American truss for moderate spans on both railroads and highways and remained so well into the twentieth century.

The bridge remained in service until April 12, 1965, when a truck crashed into one corner of the bridge, collapsing the eastern span. While the Butte County Department of Public Works was erecting a new steel girder bridge just upstream, public support was growing for preserving the old covered bridge. Local residents formed the Honey Run Covered Bridge Association and raised money to rehabilitate the structure. The covered bridge was repainted and opened to pedestrians (only) in 1972. The Honey Run Covered Bridge Association continues to maintain the bridge and adjacent parkland along Butte Creek as a public recreation area.

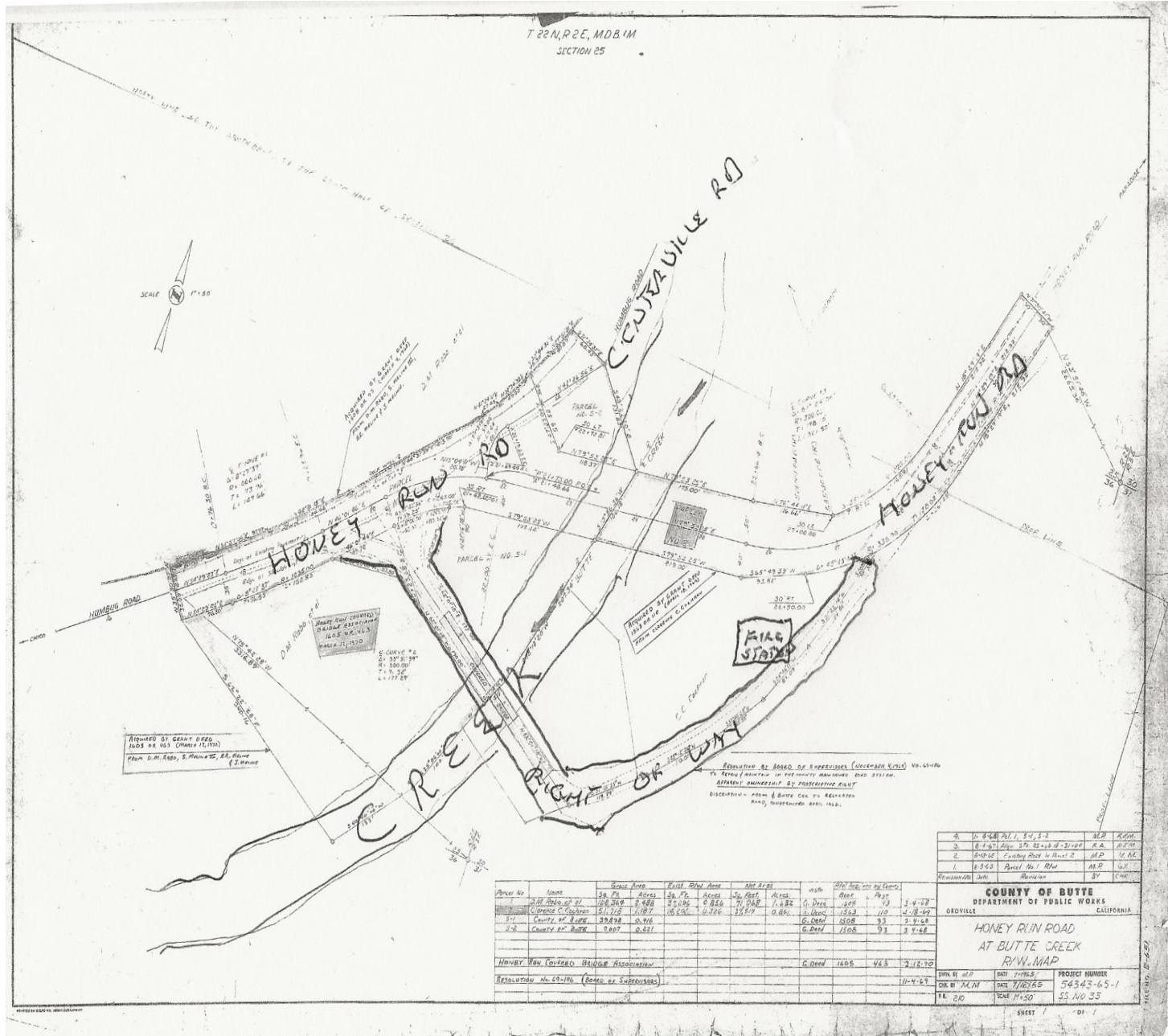
The National Covered Bridges Recording Project was undertaken by the Historic American Engineering Record (HAER), a long-range program to document historically significant engineering and industrial works in the United States. HAER is administered by the Heritage Documentation Programs Division (Richard O'Connor, Chief), a division of the National Park Service, U.S. Department of the Interior. The Federal Highway Administration's National Historic Covered Bridge Preservation Program funded the project.

The 2011 HAER field team consisted of project leader Christopher H. Stanton, HAER Archivist, Jeremy T. Staw, field supervisor, Pavel Gorkhov, Catholic University, and Ben Shakleton, Montgomery College. The drawings support earlier HAER documentation by historian Lois Bennett and HAER photographer Jeff Lowe, completed in 2004. The Honey Run Bridge was documented using high definition surveying (HDS) technology. The data was collected with a Leica ScanStation 2 and Cyclone v7.3 software. The drawings were rendered using CloudWork, an HDS plug-in for AutoCAD 2012.

Combination Pratt Truss, ca. 1886

SHEET NO. 100
 PROJECT NO. 100
 DATE 10/15/11
 DRAWN BY J. STANTON
 CHECKED BY J. STANTON
 SCALE 1/8" = 1'-0"
 PROJECT LOCATION
 CALIFORNIA | BUTTE COUNTY | PARADISE | HONEY RUN BRIDGE
 SHEET NO. 100 OF 100





APPROVED BY COUNTY ENGINEER
 (SEE DEED RECORD 11,753)
 FROM D.M. RAGO, S. MARRAS, R.L. BLAINE
 & S. BLAINE

RESOLUTION BY BOARD OF SUPERVISORS (ORDINANCE 1912) NO. 61-116
 TO DEFINE (HEREINAFTER) THE COUNTY HIGHWAY AND BRIDGE.
 ATTACHED HERETO IS A PROPOSED PLAN.
 DISPOSITION - FROM & BUTTE CO. TO RECEIVED
 ROAD, IMPROVED AREA, 140.

Parcel No	Name	Grass Area	Exist. Right of Way	AM AREA	with	Area	Per Sq. Foot	Per Sq. Foot
1	City of Butte Co	128,368	8,488	136,856	7,026	7,826	1.25	1.25
2	County of Butte	39,878	0,716	40,594	0,886	0,886	1.00	1.00
3	County of Butte	8,007	0,231	8,238	0,000	0,000	1.00	1.00
HONEY RUN COVERED BRIDGE ASSOCIATION					0,000	1,408	468	3,18,70
RESOLUTION NO. 61-116 (BOARD OF SUPERVISORS)								11-4-64

4	11-8-68	PL 1, 5-4-5-2	MR	AL
5	8-1-67	276 21-21-21-21-21-21	KA	AL
6	8-10-58	Existing Right of Way 2	MR	AL
7	8-5-65	Parcel No 1 R/W	MR	AL

COUNTY OF BUTTE
 DEPARTMENT OF PUBLIC WORKS
 OROVILLE CALIFORNIA
HONEY RUN ROAD
AT BUTTE CREEK
R/W MAP

DATE	11-4-64	PROJECT NUMBER	56343-65-1
CHK BY	M.M.	DATE	7/10/65
PL	D.D.	SCALE	1"=50'
SHEET 1		OF 1	

Map of Honey Run Covered Bridge Right of Way

Site Plan for Honey Run Covered Bridge Park and Topo Map

TOPOGRAPHIC SURVEY NOTES

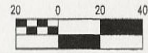
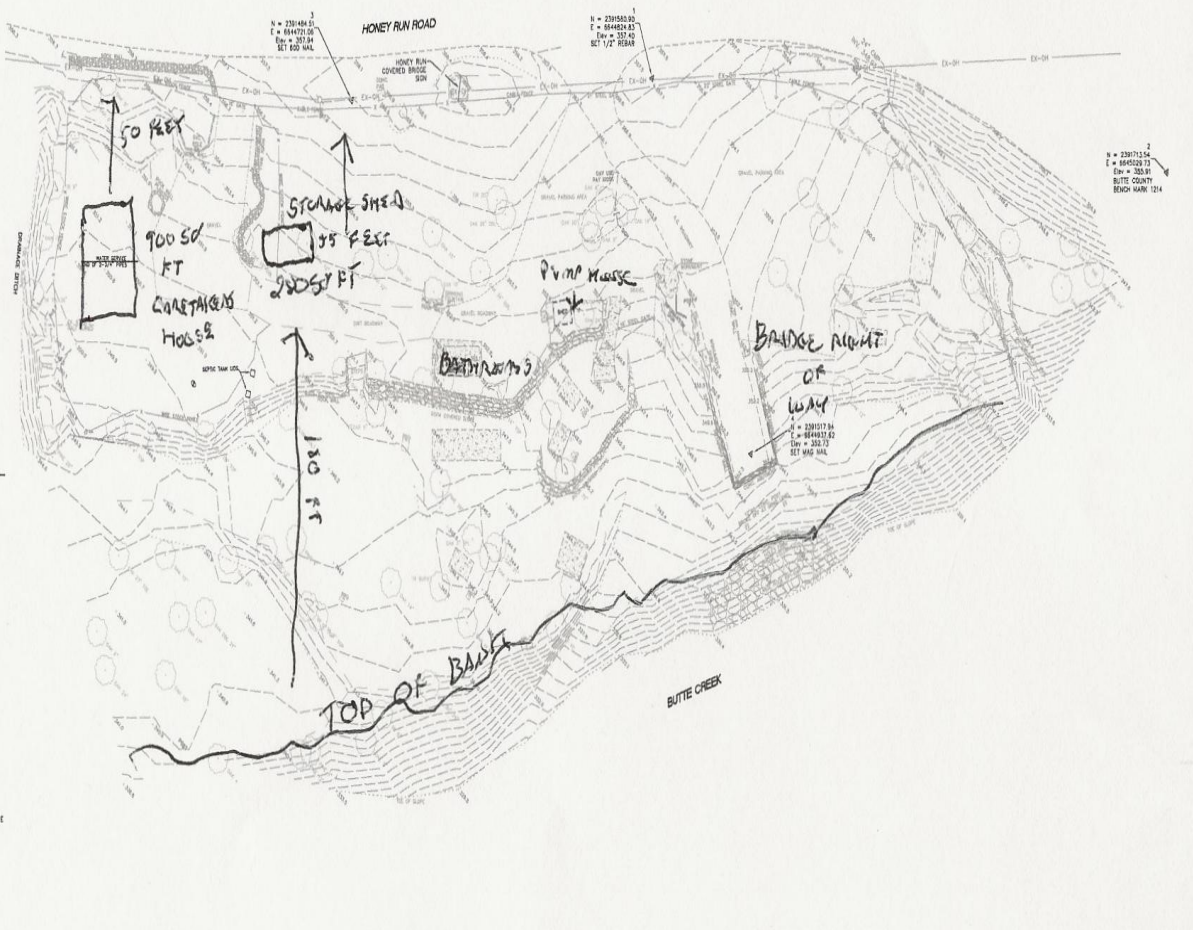
- THIS IS NOT A BOUNDARY SURVEY. NO LIABILITY IS ASSUMED BY NORTHSTAR FOR THE EXISTENCE OF ANY EASEMENTS, ENCUMBRANCES AND DISCREPANCIES IN BOUNDARY OR TITLE RECORDS.
- PHYSICAL ITEMS SHOWN ON THIS TOPOGRAPHIC SURVEY ARE LIMITED TO THOSE ITEMS VISIBLE BY SURFACE INSPECTION AS OF THE DATE OF THIS SURVEY. SUBSURFACE STRUCTURES, IF ANY, ARE NOT SHOWN.
- THE TYPES, LOCATIONS, SIZES AND/OR DEPTHS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS TOPOGRAPHIC SURVEY WERE OBTAINED FROM SURFACE FEATURES AND SOURCES OF KNOWING RELIABILITY. ONLY ACTIVE EXHAUSTION WELLS BEING THE TYPES, EXTENT, DEPTH, LOCATIONS AND TOPPINGS OF SUCH UNDERGROUND UTILITIES. NORTHSTAR ASSUMES NO RESPONSIBILITY FOR THE COMPLETENESS OR ACCURACY OF THE DELINEATION OF SUCH UNDERGROUND UTILITIES WHICH MAY BE ENCOUNTERED.
- BENCHMARK ELEVATIONS ARE BASED ON GROUND OBSERVATION AND AN OPUS SOLUTION DATED MAY 28, 2019 ON CONTROL POINT # 1, ELEV = 337.41' (NAVD83 DATUM)
- THE BASIS OF BEARINGS SHOWN HEREIN ARE BASED UPON THE CALIFORNIA COORDINATE SYSTEM OF 1983, ZONE 3, EPOCH 2010.0000 BASED ON GROUND SURVEY AND AN OPUS SOLUTION REPORT WITH TIES TO FOLLOWING CALIFORNIA SPATIAL REFERENCE NETWORK:
 PD: DATUM DESIGNATION: NAD83/NAVD83/2011 COGS
 PD: DATUM DESIGNATION: 8908 NAVD83/2011 COGS
 PD: DATUM DESIGNATION: 8344 NAVD83/2011 COGS
 THE MAPPING ANGLE IS 0.0111" AND THE COMBINED GRID FACTOR IS 0.9999488 AT CONTROL POINT NUMBER 1. COORDINATES AND DISTANCES SHOWN HEREIN ARE GRID. TO OBTAIN GROUND DISTANCES DIVIDE GRID DISTANCES BY THE ABOVE STATED COMBINED FACTOR.
- FIELD SURVEY COMPLETED ON 05-29-2019

ABBREVIATIONS

- AC ASPHALT CONCRETE
- ALM ALUMINUM
- ANP ANGLE POINT
- APN ABBREVIATED PARCEL NUMBER
- BLDG BUILDING
- BOM BUILDING CORNER
- C CONCRETE
- CC CONCRETE CORNER
- CE CONCRETE EDGE
- CONC CONCRETE
- CONC CONCRETE METAL PIPE
- CTL CONTROL
- CF CORRUGATED IR
- DMV DRIVEWAY
- EB ELECTRIC BOX
- EM ELECTRIC METER
- EPAN ELECTRIC PANEL
- FC FACE OF CURB
- FF FINISHED FLOOR
- G GAS
- GB GROUND BREAK
- GP GRAY PIPE
- GRD GRASS
- GM GAS METER
- HS HOSE BOX
- ICV IRRIGATION CONTROL VALVE BOX
- IRV IRON
- IP IRON PIPE
- IS IRON SINK
- MOC MIDDLE OF CURVE
- MT METAL TRUNK
- NS NORTHSTAR
- OH OVER HEAD PIPE
- PC POINT OF CURVATURE
- POC POINT ON CURVE
- PP POLYPROPYLENE PIPE
- PCV POLYETHYLENE CORUGATED PIPE
- RB REBAR
- SD STORM DRAIN
- SDSI STORM DRAIN SILENT
- SDMH STORM DRAIN MANHOLE
- SSD SANITARY SEWER
- SSCS SANITARY CLEANOUT
- SSMH SANITARY MANHOLE
- CS CONCRETE
- TL TOP OF CURB
- TR TREE
- TRM TOP BACK OF WALL
- W WATER
- WAL WALL
- WM WATER METER
- WD WHITE DIRT

LEGEND

- FOUND MONUMENT AS NOTED
- ▲ NORTHSTAR CONTROL POINT
- EXISTING SANITARY SEWER MANHOLE
- EXISTING SANITARY SEWER CLEAN OUT
- EXISTING STORM DRAIN MANHOLE
- EXISTING STORM DRAIN INLET
- EXISTING WATER VALVE
- EXISTING HOSE BOX
- EXISTING UTILITY VALVE/BOX AS NOTED
- EXISTING UTILITY POLE
- EXISTING STREET LIGHT
- EXISTING GUY ANCHOR
- EXISTING TREE WITH THRE AND SIZE AS NOTED
- EXISTING BUILDING
- EXISTING CONCRETE
- EXISTING EDGE OF PAVEMENT
- EXISTING UNDERGROUND SANITARY SEWER
- EXISTING UNDERGROUND STORM DRAIN
- EXISTING UNDERGROUND WATER LINE
- EXISTING UNDERGROUND GAS LINE
- EXISTING UNDERGROUND TELECOMMUNICATION LINE
- EXISTING OVERHEAD UTILITY
- EXISTING TOP OF BANK
- EXISTING TOE OF BANK
- EXISTING FLOORLINE
- EXISTING VALOR CONTOUR AT 5' INTERVALS
- EXISTING WASH CONTOUR AT 5' INTERVALS
- EXISTING SPOT ELEVATION

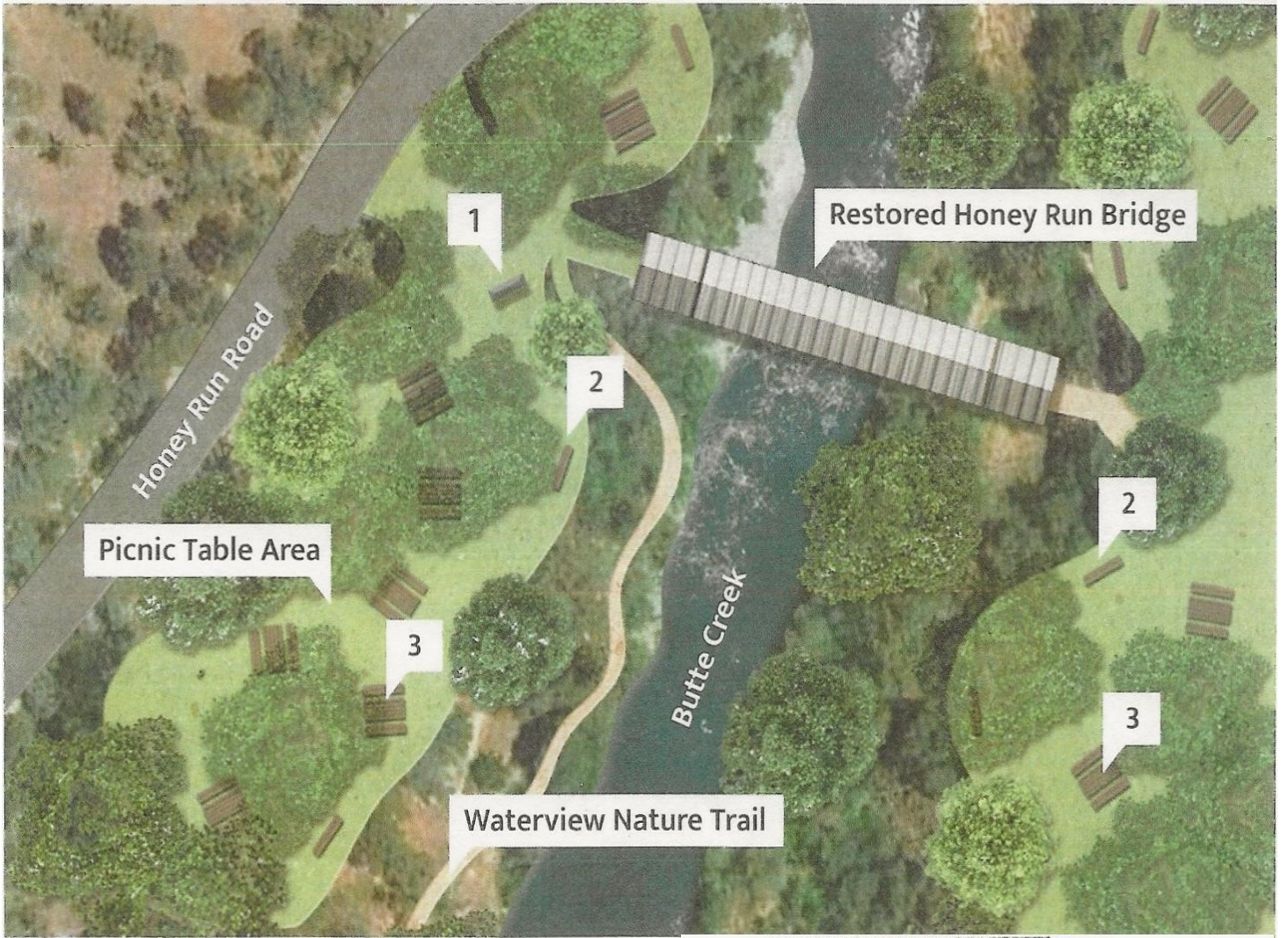


Designed	Revision	Date	By
Drawn By: MLM			
Approved			
Date: 6/8/19			

NORTHSTAR
Engineering Solutions
111 MISSION RANCH BLVD SUITE 100, CHICO, CA 95926
PHONE: (530) 890-1800 www.northstar.com

HONEY RUN COVERED
BRIDGE ASSOCIATION
CHICO, CALIFORNIA

TOPOGRAPHIC SURVEY				
HONEY RUN COVERED BRIDGE PARK				
APN Number 000-000-000	Job Number 19-000X	Scale 1"=20' Horz.	N/A Vert.	Sheet 1 of 1





New Caretaker House at Honey Run Covered Bridge Park
Completed June 2020



Honey Run Covered Bridge Association
PO Box 5701, Chico CA 95927

HRCBA List of Officers and Board Members for 2020

President – Robert B. Catalano (530) 588-4541

Vice-President – Walt Schafer (530) 518-5265

Secretary (as of 5-2020) – Andrew Burke (650) 868-9655

Treasurer – Michael Fitzsimmons (530) 864-7118

Event Coordinator – Colene Newton (530) 521-9969

Board Member – Claudia Lang (530) 570-9339

Board Member -Ric Newton (530) 570-4998

Board Member – Susan Critchlow (530) 342-1485

Staff Report

July 8, 2020



DATE: 7/1/2020
 TO: PRPD Board of Directors
 FROM: Jeff Dailey, Recreation Supervisor
 Lorrennis Leeds, Ice Rink Manager
 SUBJECT: 2019-2020 Ice Rink Report and Actions for 2020-2021 Season

Summary

Staff will present an overview of 2019-2020 Ice Rink operations and provide considerations for the 2020-2021 season including COVID-19 restrictions.

Recommendation: 1) Review ice rink materials, 2) Provide direction to staff, and, potentially, 3) Authorize the District Manager to enter into an agreement with Magic Ice on the same terms as last year's agreement.

1. Fiscal Impact

The total seven-year net income of the Paradise on Ice Program is -\$412,871, or -\$58,981 annually.

- The District's fixed costs are significant on this effort with the rental of the ice rink itself at \$84,000 and the utilities at approximately \$20,000.
- The payroll of part-time and full-time staff is another significant cost of the rink averaging \$80,400 per year.

2. Recommendations

Moving forward toward the 2020-2021 ice rink season, there are several things that we will want to add and improve on.

- With minimum wage increases, we will need to streamline staffing to run more efficiently.
- Try to retain previous years staff to cut down on training and hiring process.
- Increase ice rink social media presence and possibly use other platforms.
- Continue to explore ways to eliminate rain days such as a cover or new location.
- Explore new sponsorships and levels of sponsors.
- Be prepared to follow all COVID-19 restrictions without taking away from the enjoyment of the rink.

3. Discussion

In the second season following the Camp Fire, the Paradise Recreation and Park District was able to put together a successful Paradise on Ice program. The rink featured programming that included teen skate night, Saturday morning lessons, Santa's arrival, food trucks, live music, and community skating. Response from the general public was very positive. Most importantly we had our highest level of sponsorships since the first year of the ice rink.

The Ice Rink operated from November 7, 2019 - January 20, 2020 (75 days in operation, 15 rain days).

The Draft Ice Rink report is attached (Attachment A). Staff will be making changes to the report, notably adding information on participation and re-organization the report, before a final report is shared with the BOD. Staff can provide information on potential sponsors and a sense of what current COVID-19 restrictions may look for operations. Staff is also exploring other options related to the rink and can provide an oral update.

Staff requests BOD direction on whether to proceed with the ice rink given the challenges. Depending on BOD direction, the BOD may authorize the District Manager to complete the agreement with Magic Ice.

Despite the popularity of the ice rink, the net loss associated with the program continues to be a significant concern. Current economic conditions will make this more difficult than in the past. COVID-19 restrictions could also make operations more challenging. If PRPD decides to proceed with the Paradise on Ice program, we will have to find ways to keep current sponsors and attract new ones. With, staff is confident we can keep the enthusiasm going forward to produce a positive 2020-2021 Paradise on Ice season.

Attachments

A – Ice Rink Report (Draft)

2019-2020 Draft Ice Rink Report

Terry Ashe Recreation Center, Paradise, California

July 8, 2020



Prepared for:

Paradise Recreation and Park District



Paradise Recreation and Park District

6626 Skyway
Paradise, CA 95669
info@ParadisePRPD.com

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

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Suggested citation:

PRRD [Paradise Recreation and Park District]. 2020. 2019-2020 Ice Rink Report. Terry Ashe Recreation Center. Final report. Lorrennis Leeds and Jeff Dailey. Paradise, California.

2019-2020 ICE RINK REPORT PARADISE RECREATION AND PARK DISTRICT

I. EXECUTIVE SUMMARY

The seventh season of the Paradise on Ice program continued to bring enthusiastic crowds to skate and enjoy the festive atmosphere between November 7, 2019 and January 20, 2020 at the Terry Ashe Recreation Center. We had an increased number of sponsors for the ice rink, which helped to offset lost revenue due to inclement weather and a Zamboni problem that necessitated extended closure of the Rink over the season. Despite the popularity of the rink, the net loss associated with the program continues to be a significant concern.

II. SPONSORS/DASHER BOARD ADS

Our biggest sponsor this season was California Health and Wellness, which contributed \$20,000 to the ice rink. Our second top sponsor was Al McGreehan with a generous donation of \$13,443.82. We have had a total of 12 sponsors from local businesses in or around the surrounding community. The District introduced a new level of Sponsorship this season titled, "Sponsored Skate Day". This new sponsorship level costs \$1,500.00 and reduces admittance fees for patrons to \$6 per person (half price). Sponsors and the community both benefit from the Sponsored Skate Day offering. The Sponsor gets a dasher board and recognition throughout the day of their choosing via microphone announcements. The community benefits from half-off admission for the day. Six Sponsors elected to fund a Sponsored Skate Day. Dasher board sales totaled 26 this season, with several sponsors purchasing multiple boards. The combined sponsorship revenue for this season totals \$56,765.82. Wilson Printing continues to partner with us in producing the dasher board ads and banners.

III. STAFFING

The Ice Rink Manager managed the day-to-day operations of the ice rink with Recreation Supervisor Dailey assisting in providing the daily financial necessities for daily operation. 24 new part-time, seasonal staff were hired and 5 returning seasonal employees worked as cashiers, skate guards, ice-maintenance technicians, and security. The Ice Rink Manager provided training for all positions to ensure the rink ran efficiently, while PRPD Maintenance staff provided the training for the maintenance of the rink itself. The newly hired staff were paid \$12.00 per hour, and the returning staff were paid based on the step increase appropriate with the District pay scale. The minimum wage increased \$1.00 as of January 1, 2020, which added to staffing costs. Another \$1.00 minimum wage increase is required January 1, 2021.

IV. MAGIC ICE AGREEMENT

We renewed our agreement with Magic Ice, Inc. for the 2019-2020 season with the rental fee being \$84,000.00 which was the same as the previous season (Magic Ice has the option to raise fees by as much as 5% each season). The original rental fee was \$78,600.00. PRPD must

renegotiate the lease with Magic Ice before May 31st for the 2020-2021 season to ensure exclusive rental rights within a 100-mile radius of the Rink location.

V. MARKETING

All radio and print ads incorporated at least a partial (and most times full) trade for dasher board ads and tickets. We had this relationship with Deer Creek Broadcasting, Chico News & Review, and North State Parent Magazine. We also had television spots on KHSL-TV and KNVN-TV running on a regular basis throughout the season through a partial trade for dasher boards and tickets. The front office displayed many different flyers that outlined the hours and prices of the rink, field trips/private parties, and how to sponsor the rink. Lorrennis Leeds, Administrative Assistant 1 and Ice Rink Manager, working in the main office helped to advocate for the ice rink this season. The electronic sign on the Skyway was extensively used to promote the rink and we received 730 new “likes” on our ice rink Facebook page. We utilized the Facebook ice rink page and the Paradise Recreation and Park District website to provide continuous information on upcoming events, half price days or anticipation of closed days due to bad weather. To increase the ice rink social media presence, staff suggest that the District expand our social outreach platforms to include: SnapChat, Twitter & Instagram to promote the next season. We were also able to capitalize on some anticipated “free advertising” as several newspaper articles and television news broadcasts featured stories on the ice rink, and we utilized the community calendar of the Chamber of Commerce. If the District elects to maintain the ice rink program, the ice rink Manager and supporting staff will meet at least once each month to plan, implement and execute outreach for sponsorship, donations, private rentals and parties with previous and new sponsors, donors, advertisers, schools, and community groups.

VI. FOOD TRUCK VENDORS

This season we relied on food trucks vendors to serve the community with refreshments, rather than hosting a District concession stand. Despite efforts to recruit a wide variety of food trucks to come to our rink, we only had two vendors respond to our invitation to stage their food truck operations at the rink, Donna Vidal of Fiesta Fresh, and Jen Trzaskalski of Green Paradise Café on Wheels. Donna Vidal offered burritos, tacos, and nachos while Jen Trzaskalski offered whole food, veggie plates, and fajita bowls. Due to numerous inclement weather days that necessitated closure of the rink, Donna was unable to serve the community on days she had reserved. Overall, it was a success for the two vendors, and they had fun being a part of the experience. The District would continue to work with previous food truck vendors and solicit additional vendors to return next season, rather than return to the previous model of a District hosted concession stand. The District is considering sales of small merchandise, as there were quite a few inquiries for items such as hand warmers and socks that are not easy to find on the Ridge given the current lack of major retail stores. There is also a potential for sales of PRPD and ice rink branded merchandise such as sweatshirts and t-shirts.

VII. LESSONS

Lessons were offered free to every ticket holder each Saturday morning from 10:30-11:30am. Initially the lessons were popular with good turnout, but as the season pressed on attendance decreased. We offered a senior skate time during the same hour each Saturday as lessons, which was popular with our regulars, some of whom were season pass holders. Some of the ladies participating in an indoor fitness class offered at TARC would come out to skate afterward. Staff introduced a teen skate night this season, offering exclusive use of the rink to teams each Friday from 9:00-11:00 pm.

VIII. RENTALS

Rental revenue and attendance improved this year due to the extended season. We had a total of seven private rentals: birthday parties or holidays parties that rented the rink out sometimes with Room D, which brought in \$925.00 in revenue. There was a total of 20 field trips which contributed \$4,975.00 in revenue. Schools participating in field trip events to the rink were from Forest Ranch, Palermo, Paradise, and Chico. Staff provided a thank you card and group photo to each class participating in the field trip and were often rewarded with thank you cards and drawings from the children. To increase the number of school field trip rentals for next season, staff recommend reducing hours offered to the public Monday through Thursday to 3pm-8pm, which then allows enough time to accommodate up to two school fields trips each day Monday through Thursday.

IX. FEES/DISCOUNT NIGHTS

Daily admission fee was \$12.00, season passes \$150.00, and family passes were \$300.00. The five-punch pass card was \$50.00, and the ten-visit punch card sold for \$100.00. Sponsored Skate Days reduced daily admission rates to \$6.00. We also offered a Buy one Get one Half off Tuesdays.

X. SANTA'S ARRIVAL

Santa's Arrival event was held on Saturday, December 7th which was timed to coincide with the Truck Light Parade coordinated by the Chamber of Commerce. Our primary sponsor provided free flu shots all day to anyone (skater or not) who showed up. Flu shots were administered from a mobile health RV parked on the pavement across from the rink admission booth. This event was successful but drew a much smaller crowd than normal due to inclement weather conditions which necessitated rink closure. Recreation Coordinator Lori McCoslin coordinated the event with support from Marketing Coordinator Gayle Jaarsma, and the Ice Rink Manager Lorrennis Leeds. Santa's was played by former Board Member Morgan, who dressed the part with a fabulous costume and passed out toys to the Tiny Tots, who later performed Christmas carols under the awning stage overlooking the ice rink.

XI. MUSIC AND ENTERTAINMENT

Regular music for the rink was provided via a Spotify subscription at a cost of \$9.99 per month. Music selections were diverse, inoffensive, and generally upbeat. "Holiday music" was included during the time between Thanksgiving and New Year's Day. Spotty Wi-Fi service at times interrupted reception. Therefore, we downloaded music playlists to the Spotify account, in order to have uninterrupted music during hours of operation. While we tried to attract more live music, weather only allowed for one band to perform live music, though we had scheduled three bands play at different times during the season. Performers worked in trade for advertising, and tickets.

XII. SPONSOR PARTY

Our sponsor party was held on Wednesday, November 16th from 5:30-7:30pm. Approximately 4 out of the 14 sponsors (the number of sponsors at the time of the sponsor party) attended in addition to some PRPD staff and Board Members; a total of 13 people. The event featured food provided by Nic's Restaurant, and wine provided by Topsy Horse. In addition to the food and drink, we had personalized awards and certificates for all who sponsored.

XIII. COMPETITION

City of Chico Partnership with Chico Business Association has recently inquired about the day-to-day operations of our ice rink program as they consider the possibility to open their own version of an ice rink. Staff suggest getting the word out as quickly as possible to the public, to decrease the chance of another ice rink program setup in close proximity to the District.

XIV. SUMMARY/RECOMMENDATIONS

After seven seasons we have seen large variances in net revenue related principally to factors such as, the initial launch of the program, sponsor support, and weather conditions. Following the Camp Fire and a significantly diminished and discouraged population across the Ridge, staff had to increase efforts significantly to promote the ice rink to patrons, sponsors, donors and advertisers. Despite these challenges, it is encouraging that we had our second highest earnings for the ice rink program, thanks in large part to sponsors. With the experience of the previous six seasons and now a seventh under our belts, staff see a positive trend taking hold through our sponsorships. Staff continue to improve and streamline the efforts to get the rink in the black. As we attempt to meet District revenue objectives to accomplish a 100% recovery of all cost related to recreation programming, staff are keeping a list of potential seasonal staff re-hires, sponsors, and intend to more fully utilize social and print media resources and winter events that compliment the ice rink to expand the marketability of this program beyond our county.

Photos



Figure 1 Field trip at the rink



Figure 2 Sunset at the rink



Figure 3 Snow on the rink



Figure 4 Skaters enjoying sun at the rink



Figure 5 Truck Parade



Figure 6 Healthnet flu shot bus



Figure 7 Sponsor appreciation party



Figure 8 Ice rink manager, Lorrennis Leeds



Figure 9 Nice list



Figure 10 Kids playing at activity table

Table 1 – Annual Financial Comparison

ICE RINK FINANCIAL SUMMARY - FIVE YEAR COMPARISON							
INCOME							
ITEM	THRU13-14	14-15	15-16	16-17	17-18	19-20	
RINK INCOME	183,803.18	123,230.90	115,591.11	81,580.12	110,611.79	61,306.71	
SPONSORS/ADS	60,734.00	19,040.00	21,601.00	17,400.00	14,800.00	56,765.82	
RENTALS	4,527.01	5,095.00	5,343.75	3,876.00	5,375.00	5,900.00	
CONCESSIONS	17,686.10	19,618.76	17,942.20	16,318.51	13,741.40	0.00	
MAT GRANT	22,413.75	0.00	0.00	0.00	0.00	0.00	
TOTAL	289,164.04	166,984.66	160,478.06	119,174.63	144,528.19	123,972.53	
EXPENSES							
PAYROLL	THRU13-14	14-15	15-16	16-17	17-18	19-20	
TOTAL	116,271.55	108,613.06	85,398.71	69,882.30	78,702.17	87,441.68	
GENERAL EXP.	THRU13-14	14-15	15-16	16-17	17-18	19-20	
MARKETING	7,733.04	3,600.47	7,883.60	5,135.84	5,010.77	1,150.00	
RENTAL FEE	80,745.00	80,172.00	80,172.00	84,000.00	84,000.00	88,421.35	
RINK SUPPLIES*	15,022.97	3,766.48	1,656.60	471.62	2,827.88	8,163.82	
CONCESSION*	0.00	11,483.70	8,470.38	9,163.36	7,319.00	0.00	
SET UP	6,167.03	3,851.41	2,020.20	2,955.63	5,420.93	1,970.78	
EVENTS/MUSIC	5,444.98	19.98	84.88	29.97	29.97	19.98	
UTILITIES	14,538.00	10,764.72	8,889.00	19,505.92	21,500.00	15,548.16	
TOTAL	129,651.02	113,658.76	109,176.66	121,262.34	126,108.55	115,274.09	
FIXED ASSETS	THRU13-14	14-15	15-16	16-17	17-18	19-20	
PG&E UPGRADE	62,757.49	0.00	0.00	0.00	0.00	0.00	
MATS	22,413.24	0.00	0.00	0.00	0.00	0.00	
TOTAL	85,170.73	0.00	0.00	0.00	0.00	0.00	
TOTAL INCOME	289,164.04	166,984.66	160,478.06	119,174.63	144,528.19	123,972.53	
TOTAL EXPENSES	331,093.30	222,271.82	194,575.37	191,144.64	204,810.72		
TOTAL NET INCOME	-41,929.26	-55,287.16	-34,097.31	-71,970.01	-60,282.53	-78,743.24	
TOTAL 5 YEAR NET INCOME		-342,309.51					

Appendix I – Ice Rink Timeline

April:

(Lorrennis)

- Update ice rink sponsorship packet and dashboard template.
 - Dashboard template: Z:\Recreation\Events\Ice_Rink\2019-2020.Ice.Rink\Ice Rink Season 2019-2020\ICE RINK Sponsor Packet INFO 2019 (it will be needed to be updated-before handing it out)
 - List of 2019-2020 sponsors with pertinent information: Z:\Recreation\Events\Ice_Rink\2019-2020.Ice.Rink\Ice Rink Season 2019-2020\Ice Rink- Sponsorships 2019-2020
 - Sponsorship packet: Z:\Recreation\Events\Ice_Rink\2019-2020.Ice.Rink\Ice Rink Season 2019-2020\ICE RINK Sponsor Packet INFO 2019 (needs to be updated annually)

(All staff)

- Advocate for sponsorships (using an updated ice rink sponsor packet) beginning five months before the opening date of the Ice Rink. Ex: opening in November, start making calls, lunch dates, emails for dashboards, and sponsorships ahead of time by April.

May:

(Lorrennis)

- Update fliers about the upcoming season and how to schedule field trips. Provide fliers to schools before they let out for the summer so teachers can coordinate field trips to the rink the following school year.
- Public Flyert: O:\Recreation\Events\Ice_Rink\Ice Rink 2020-2021

(Mark) orders the ice rink for the upcoming season. Contract should be amended to exclude the skatehelpers, now that we own our own.

July-August:

(Jeff & Lorrennis) Hiring for the ice rink. look at previous employees and place an advertisement on social medias and internet sources. To be hired by the end of September.

(Lorrennis/Gayle/Lori)

- Call media sources, schedule another season of ad runs. CN&R, Action News, Deer Creek Radio, Growing Up Chico., ETC.
- Plan events throughout the season, chocolate fest, skate fest, demos, tournaments, hockey games etc.. Build a schedule for events and book providers.

September:

(Lorrennis)

- Book travel and accommodations for Magic Ice staff who helps assemble the ice rink.

October:

(Lorrennis)

- Staff training during the last week of the month and the first week of November.
- Once staff availability has been established create and post a weekly schedule during the staff training meeting. Schedule to be updated weekly. O:\Recreation\Events\Ice_Rink\2019-2020.Ice.Rink\Ice Rink Season 2019-2020\Job Descriptions & Staff Info\Ice Rink Schedule 2019-20

(Mark) Maintenance staff assembles the ice rink.

November:

Opening day the first week of November

November – January:

(Lorrennis/Jeff)

- Monitor staff, events, and scheduling for field trips, private parties.
- Regularly update social media sources (ie, Facebook, website, etc.).
- Maintain communication with current sponsors.
- Maintain the Zamboni maintenance and skate sharpening logs.

- Daily reconciliation of rink revenues, ensuring adequate cash for cashier change bags.
- Maintain accident/incident reports.

O:\Recreation\Events\Ice_Rink\Reports\20.0701_Ice.Rink.Report.docx
Last printed 12/27/2017 11:49 AM

Staff Report

July 8, 2020



DATE: 6/22/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: LAIF Interest-Bearing Account

Report in Brief

At the June 12, 2019 regularly scheduled Board meeting, the BOD authorized Staff to:

- 1) develop a resolution and open new accounts with Five Star Bank,
- 2) develop a resolution and open CALTRUST accounts, and
- 3) Develop a Financial Investment Policy for BOD consideration.

The BOD approved the resolution for the Five Star Bank account (7/10/2019) and adopted the Financial Investment Policy (2/12/2020). The action on the CALTRUST account was approved at the regular Board meeting on March 11, 2020.

Due to limitations on FDIC accounts, the District would like to further diversify its investment portfolio beyond the Five Star and CALTRUST accounts by opening a Local Agency Investment Fund (LAIF).

Under Federal Law, the State of California cannot declare bankruptcy, thereby allowing the Government Code Section 16429.3 to stand. This Section states that "moneys placed with the Treasurer for deposit in the LAIF by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following: (a) transfer or loan pursuant to Sections 16310, 16312, or 16313, or (b) impoundment or seizure by any state official or state agency."

During the 2002 legislative session, California Government Code Section 16429.4 was added to the LAIF's enabling legislation. This Section states that "the right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited moneys from the LAIF, upon demand, may not be altered, impaired, or denied in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year."

The LAIF has grown to 2,365 participants and \$31.4 billion at the end of May 2020.

To open the account, the District Manager must sign the LAIF New Account Form on behalf of the District.

Recommendation: *Approve and adopt Resolution #20-07-3-484 authorizing staff to open an interest-bearing account with LAIF and authorize the District Manager or appointed agent to sign necessary documents on behalf of the District.*

Attachments:

- A. Resolution #20-07-3-484 and LAIF New Account Form



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 #20-07-3-484

RESOLUTION OF THE PARADISE RECREATION AND PARK DISTRICT BOARD OF DIRECTORS AUTHORIZING THE OPENING OF AN ACCOUNT AT LOCAL AGENCY INVESTMENT FUND (LAIF)

WHEREAS, The Local Agency Investment Fund (herein “LAIF”) is established in the State Treasury under Government Code section 16429.1 et. Seq. for the deposit of money of a local agency for purposes of investment by State Treasurer; and,

WHEREAS, the Board of Directors of Paradise Recreation & Park District (herein “Board”) hereby finds that the deposit and withdrawal of money in the LAIF in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein is in the best interests of the District;

NOW, THEREFORE BE IT RESOLVED, that the Board hereby authorizes the deposit and withdrawal of District monies in the LAIF in the State Treasury in accordance with Government Code Section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following district officers holding the title(s) specified herein below **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the LAIF and may execute and deliver any and all documents necessary of advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Daniel S Efseaff, District Manager

Kristi Sweeney, Assistant District Manager

Section 2. This resolution shall remain in full force and effect until rescinded by the Board by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer’s Office.

Resolution #20-07-3-484 - LAIF Fund

July 8, 2020

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PASSED AND ADOPTED by the Board of Directors of the Paradise Recreation and Park District Butte County of State of California on the 8th day of July 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Al McGreehan, Chairperson

Julie Van Roekel, Secretary



**California State Treasurer's Office
Local Agency Investment Fund (LAIF)**

New Regular Account

Date: _____
 Agency Legal Name: Paradise Recreation & Park District
 Attention (title only): District Manager
 Address: 6626 Skyway
 Paradise CA 95969
 Telephone: 530.872.6393 Fax: _____

Only the following individuals of this agency whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF.

Name	Title
Daniel Efseaff	District Manager
Kristi Sweeney	Assistant District Manager

Banking Information

Bank Name, Branch Number, Address & Telephone	Account & ABA (Routing) Number*	Intermediary Bank
Five Star Bank 1370 East Lassen Ave. Suite 100 Chico CA 95973 530.924.5121	Account #: 7508514 ABA #: 121143037	
	Account #: ABA #:	

*Subject to verification by the State Treasurer's Office. **Attach voided check or deposit slip for account verification and complete wiring instructions, if applicable.**

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

 Signature
Daniel Efseaff

 Print Name and Title
530.872.6393

 Telephone

 Signature
Kristi Sweeney

 Print Name and Title
530.872.6393

 Telephone

Please provide email address to receive LAIF email notifications.

Name	Email
Daniel Efseaff	defseaff@paradisepd.com
Kristi Sweeney	ksweeney@paradisepd.com

**Mail completed form to: State Treasurer's Office
 Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001**

Staff Report

July 8, 2020



DATE: 6/26/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Paradise Pool Swim Block Replacement Project

Summary

The existing swim blocks and anchor system at the Paradise Pool are beyond their useful life and need replacement. The District, the Paradise Unified School District, and the Paradise Piranha's Swim Team agreed to equally share the cost of new swim blocks, with District installation. Staff requests BOD consideration for additional funds to replace the concrete deck and anchors at the Paradise Pool.

Recommendation: *Authorize the District Manager to utilize a combination of donations, Impact Fee, and General Fund monies to pay for the cost of replacing the concrete deck, anchors, and swim blocks.*

1. Background

The Paradise Pool is a beautiful District asset for area residents. The pool is home to the Paradise Piranha's Swim Team (PPST) and the Paradise Unified School District (PUSD) high school swim team. Pre-Camp Fire, the PPST and PUSD had hosted swim meets at the Paradise Pool that drew competing teams from across the North State. PPST and PUSD would like to begin hosting swim meets on their home turf once again. Unfortunately, the current swim blocks have outlived their useful life and this significantly reduces the swim teams' ability to practice for competition and may preclude them from hosting swim meets.

Former Assistant District Manager Dean Moore had made arrangements for the District to share equally in the cost to replace the swim blocks at Paradise Pool with PUSD and PPST. Staff procured quotes for replacement swim blocks, from three suppliers, the cheapest bid was selected, and partner organizations set aside funds to pay their third of the cost for the new blocks.

At the time the arrangement for cost sharing for new blocks was made it was unknown that the anchor bolts for the swim blocks were stripped and would also need to be replaced. Replacing the existing anchors requires that concrete around the anchor be removed, new anchors and new concrete set within the pool deck. Due to the liability and risk associated with improper installation of the blocks, Park Supervisor Cobb suggested that the work should be contracted out rather than performed by maintenance staff.

2. Fiscal Impact

The District's share of the cost to replace the swim block, safety covers and anchors total \$4,512.54. Staff received a bid to remove and replace the swim block anchors and concrete work, which totaled \$16,595.53. Therefore, the total cost to the District to replace the swim blocks, safety covers, and anchors is approximately \$21,108.

The Fiscal Year 2020/21 budget sets aside \$5,000 to contribute to the purchase of swim blocks and deck repair. However, this did not include the total District share to purchase the blocks and contractor work required to replace the anchors and concrete. Therefore, staff will seek approval to utilize Incorporated Facility Impact Fee funds and General Fund monies to cover the cost and move this project forward.

3. Permits and Environmental Review

No permits appear to be required; however, staff are conferring with the Town of Paradise on the need for a permit or inspection. We may have more information at the meeting.

4. Discussion

PUSD and PPST team use provides the largest source of income for the District to off-set pool costs. Both teams pay per hour of use of the pool. Despite a hugely diminished population on the Ridge, the team total hours of use at Paradise Pool in 2019 was 127 hours.

Total Attendance		7,279	6,688	5,711	6,961	6,665	6,083	1,443	5832.9
Additional Information (#)									
Swim Season (days)								21	21.0
Days Open								21	21.0
Swim Sessions								21	21.0
Classes								5	5.0
Private Lessons		145	161	183	178	170	79	35	135.9
Rentals		4	64	55	80	66	94	11	53.4
Total Team Hours		0	214	322	320	301	217	127	250.2
PHS Team Hours				106	90	86	84	70	87.2
Piranaha Team Hours			214	216	230	215	133	57	177.5

These are well-run programs that help fulfill some District goals. Participation in sports programs provide the youth of our community with constructive, healthy opportunities to build self-confidence and life skills that will serve them well into the future. By continuing District support of facilities appropriate for competition, we are actively working toward our goal of rebuilding a safer, healthier, happier Ridge community.

Excerpt from Resolution 05-04-1-250 APPROPRIATION OF PARK FACILITY FEE REVENUES FOR THE ACQUISITION AND DEVELOPMENT OF PARK FACILITIES

All revenues from the park facility fees assessed and levied pursuant to the provisions of this policy and received by the District and deposited in a separate park fund shall be appropriated by the District Board of Directors in a manner

consistent with the comprehensive and current adopted District Master Plan and only for the acquisition and/or development of:

(1) Neighborhood park facilities that are determined by said Board to be of benefit to all persons residing within the zone

of benefit established for the neighborhood park for which fees were paid; in making such determination, said Board

may consider the special recreational needs, if any, of those persons residing within said zone of benefit;

(2) Community park facilities that are determined by the Board to be of benefit to all persons residing within the District;

(3) Aquatic facilities that are determined by the Board to be of benefit to all persons residing within the District;

(4) District facilities that are determined by the Board to be of benefit to all persons residing within the District; and

(5) Park land that is determined by the Board to be of benefit to all persons residing within the District.

Residents of the District will benefit as a whole from moving forward with the project to replace the swim blocks and anchors because of:

- The ripple effect of economic stimulus to a local economy hosting sports competition events;
- Healthy programming opportunities for Ridge youth provide incentive for previous and new residents to rebuild in our community.
- The 2016 Master Plan notes several areas for repair at the pool and this helps initiate some of those efforts.

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/20_0708/2020.0708.Paradise.Pool.Swim.Blocks.Staff.Report.docx
7/2/2020