

**Paradise Recreation and Park District
Board of Directors - Regular Meeting**
Terry Ashe Recreation Center, Room B
Wednesday, April 10, 2024, 6:00 pm

Members of the public may submit comments prior to the meeting via email to BODclerk@paradisepd.com before 1:00 p.m. on the day of the meeting or they may comment on Agenda items on during 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. The public may access this meeting remotely:
Web Access: <https://us02web.zoom.us/j/84518561101?pwd=TXRZdUNPTk5MNFM1SWdvdzlmZENUQT09>
Telephone Access: **Dial:** +1 669 900 9128. **Meeting ID:** 845 1856 1101 **Password:** 6626

1. CALL TO ORDER

- 1.1. Pledge of Allegiance
- 1.2. Roll Call
- 1.3. Welcome Guests
- 1.4. Special Presentations: Walt Schaffer (HRCBA), Tim Calhoon (CRHA) (note that the guests plan to arrive about 6:30 pm)

2. PUBLIC COMMENT

3. CONSENT AGENDA

- 3.1. Board Minutes: Regular Meeting of March 13, 2024
- 3.2. Payment of Bills/Disbursements (Warrants and Checks Report)
Check # 056906 – 057024 and ACHs
- 3.3. Authorize District Manager to Complete Agreement with Rancho Engineering
- 3.4. Information Items (Acceptance only): Safety Committee Meeting of March 28, 2024.

4. COMMITTEE REPORTS

- 4.1. Finance Committee Meeting of March 14, 2024. – The Committee met to review the Strategic Plan, the 2024-2025 Fiscal Year Budget items, the 2021-2022 District Audit, and to review a section of the Finance Manual (posting income).
- 4.2. Personnel Committee Meeting of March 26, 2024. – The Committee met to discuss the new Sick Leave Law and met in Closed session to discuss Employee Wage and Salary Negotiation and the District Manager Evaluation and Employment Agreement.
- 4.3. Recreation and Park Meeting of March 26, 2024. – The Committee met to discuss the Aquatic Park rebuild and property donations.

5. OLD BUSINESS

- 5.1. Centerville Recreation and Historical Association Agreement. – Staff seeks Board authorization to renew the funding agreement with the Centerville Run Covered Bridge Association for another two-year term. **Recommendation:** *Renew the funding agreement with the Centerville Recreation and Historical Association for July 1, 2024, through June 30, 2026, as presented.*
- 5.2. Honey Run Covered Bridge Association Agreement. – Staff seek Board authorization to renew the funding agreement with the Honey Run Covered Bridge Association for another two-year term. **Recommendation:** *Renew the funding agreement with Honey Run Covered Bridge Association for July 1, 2024, through June 30, 2026, as presented.*

6. NEW BUSINESS

- 6.1. Full-Time Employee Health Stipend - In October 2023, the District's health insurance provider notified staff of premium rate increases for January 1, 2024. Historically, the Board authorized a

health stipend to cover the cost equivalent to the least expensive health insurance premium for benefited employees. The increase resulted in the least expensive premium increasing to \$914.82 or 10.89% (an increase of \$89.82 per month). Staff seeks Board approval to increase the health stipend to this amount retroactive to January 1, 2024. **Recommendation:** *Approve the increased health care stipend for employees as outlined.*

- 6.2. 2024 Strategic Plan. – In December 2023, Staff completed a Draft Strategic Plan and circulated for internal review from staff and BOD members. Staff also solicited comments from the Finance Committee and the Ad Hoc Strategic Plan Committee. The plan calls for annual reviews and a process for more extensive updates. **Recommendation:** *Review and approve the plan.*

7. REPORT

- 7.1. District Report
- 7.2. Board Liaison Report

8. BOARD COMMENT

9. ADJOURNMENT

Adjourn to the next regular meeting on 5/8/2024 at 6:00 p.m., in Conference Room B, at the Terry Ashe Recreation Center (6626 Skyway, Paradise, California).



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

This institution is an equal opportunity provider and employer.

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

005010

Paradise Recreation and Park District
Board of Directors Regular Meeting
 Terry Ashe Recreation Center
 March 13, 2024

MINUTES

1. CALL TO ORDER:

Board Chairperson Robert Anderson called the Regular Meeting of the Paradise Recreation and Park District Board of Directors to order at 6:00 p.m.

1.1 PLEDGE OF ALLEGIANCE:

Chairperson Anderson led the Pledge of Allegiance.

1.2 ROLL CALL:

Present: Robert Anderson (Chairperson), Jen Goodlin (Vice-Chairperson). Steve Rodowick (Secretary), Mary Bellefeuille (Director), Al McGreehan (Director).

PRPD STAFF:

Present: Dan Efseaff (District Manager), Kristi Sweeny (Assistant District Manager), Mark Cobb (Park Supervisor), Catherine Merrifield (District Accountant), Sunny Quigley (Administrative Assistant II) Scott Amick (Recreation Supervisor), Sarah Hoffman (Board Clerk)

1.3 WELCOME GUESTS:

Chairperson Anderson welcomed guests.

Present: Stuart Banister and John Stonebraker

Present via teleconference: None.

2. PUBLIC COMMENT: Citizen Stonebraker made a public comment.

3. CONSENT AGENDA:

3.1. Board Minutes: Regular Meeting of February 14, 2024

3.2. Payment of Bills/Disbursements (Warrants and Checks Report)

Check # 056798 – 056905 and ACHs

3.3. PRPD Investment Policy. –The Investment Policy provides for the prudent investment of District funds to maximize the efficiency of the District cash management and reporting requirements. The Finance Committee reviewed this item and recommended adoption.
Recommendation: Reaffirm the Investment Policy.

3.4. Information Items (Acceptance only):

A. CPS HR Consulting Class/Comp Study Proposal

005011

Board Clerk Hoffman pulled Item 3.1 From the Consent Agenda

MOTION: Approve Consent Agenda items 3.2, 3.3, and 3.4 **MADE BY:** Rodowick. **SECOND:** McGreehan. **Roll Call Vote: AYES:** 5 (Anderson, Goodlin, Rodowick, Bellefeuille, and McGreehan). **NOES:** 0. **ABSENT:** 0.

Items pulled from Consent Agenda

3.1. Board Minutes: Regular Meeting of March 13, 2024.

Board Clerk Hoffman identified corrections to the minutes.

MOTION: Approve meeting minutes from March 13, 2024. **MADE BY:** Rodowick. **SECOND:** Bellefeuille. **Roll Call Vote: AYES:** 5 (Anderson, Goodlin, Rodowick, Bellefeuille, and McGreehan). **NOES:** 0. **ABSENT:** 0.

4. COMMITTEE REPORTS:

4.1 Finance Committee Meeting of February 8, 2024. – The committee met to discuss the Districts Investment Policy and a proposal from CPS HR Consulting firm.

4.2 Personnel Committee Meeting February 20, 2024. – The committee met to discuss a proposal from CPS HR Consulting firm and then met in Closed Session to discuss Government Code 54957(b)(1), District Manager Evaluation and Employment Agreement and Government Code 54957.6, Employee Salary and Wage Negotiations.

4.3 Recreation and Park Committee Meeting February 27, 2024. – The committee met in Concow to tour the Community Day School and Concow Elementary School.

5. OLD BUSINESS: None

6. NEW BUISNESS

6.1 Piranhas Swim Team Agreement. –The Paradise Piranhas Swim Team’s two-year agreement to use the District's swimming pool expired October 31, 2025. Staff seeks approval of the new 2024-2025 agreement. **Recommendation: Authorize the District Manager to complete the agreement.**

MOTION: Authorize the District Manager to complete the agreement **MADE BY:** Bellefeuille. **SECOND:** McGreehan. **Roll Call Vote: AYES:** 5 (Anderson, Goodlin, Rodowick, Bellefeuille, and McGreehan). **NOES:** 0. **ABSENT:** 0.

6.2 Classification and Compensation Study. –The District is looking to have CPS HR Consulting (Consultant) to complete a classification and compensation study on the Districts current job descriptions. The study will provide accurate information on competitive wages for potential future BOD action. **Recommendation: Authorize the District Manager to complete the agreement.**

Public Comment: Citizen Stonebraker

005012

MOTION: Authorize the District Manager to complete the agreement **MADE BY:** Goodlin. **SECOND:** McGreehan. **Roll Call Vote: AYES:** 5 (Anderson, Goodlin, Rodowick, Bellefeuille, and McGreehan). **NOES:** 0. **ABSENT:** 0.

6.3 Neighbors to Neighbors Grant Agreement. – The Governor’s Office of Planning and Research announced the intent to award the District a \$750,000 grant as part of a Connecting Neighbor-to-Neighbor Grant. The project aims to fortify community resilience, volunteer participation, and neighborhoods connections, and raise awareness for climate action and preparation. The program allows for District wide and neighborhood-scale events in Butte Creek Canyon, Concow/Yankee Hill, Paradise, and Magalia. The District envisions working with a variety of community organizations to execute the program. The cost reimbursable grant allows for overhead costs. **Recommendation:** *Authorize the District Manager to complete the agreement.*

Public Comment: Citizen Stonebraker

MOTION: Authorize the District Manager to complete the agreement. **MADE BY:** Goodlin. **SECOND:** McGreehan. **Roll Call Vote: AYES:** 5 (Anderson, Goodlin, Rodowick, Bellefeuille, and McGreehan). **NOES:** 0. **ABSENT:** 0.

7. REPORTS

7.1 District Report

7.3 Board Liaison Reports

8. BOARD COMMENT:

10. ADJOURNMENT:

Chairperson Anderson adjourned the meeting at 8:11 p.m. until the next Regular Board meeting, scheduled for April 10, 2024, at 6:00 p.m. at the Terry Ashe Recreation Center,

Robert Anderson, Chairperson

Steve Rodowick, Secretary

PARADISE RECREATION & PARK DISTRICT
COUNTY MONTHLY CHECK REGISTER

Fund 2510

March

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

056921-056935	3/6/2024		Payroll Summary	12,632.61	0.00	0.00	12,632.61	

Direct Deposit	3/6/2024		Payroll Summary	32,830.45	0.00	0.00	32,830.45	

056974-056992	3/21/2024		Payroll Summary	13,380.90	0.00	0.00	13,380.90	

Direct Deposit	3/21/2024		Payroll Summary	33,050.32	0.00	0.00	33,050.32	

056906	3/1/2024		VISION SERVICE PLAN	256.32			256.32	
056907	3/1/2024		PARADISE RECREATION & PARK DIST	379.18			379.18	
056908	3/1/2024		KELLY MUNSON	2,225.00			2,225.00	
056909	3/1/2024		HARRY BURLESON		1,039.50		1,039.50	C
056910	3/1/2024		C&C PRINTS		1,831.75		1,831.75	
056911	3/1/2024		FGL ENVIRONMENTAL		80.00		80.00	
056912	3/1/2024		VERIZON WIRELESS		94.19		94.19	
056913	3/1/2024		PG&E		3,906.47		3,906.47	
056914	3/1/2024		AT&T		668.04		668.04	
056915	3/1/2024		WEX BANK		1,936.36		1,936.36	
056916	3/1/2024		DEER CREEK RESOURCES		900.00		900.00	
056917	3/1/2024		HARSHWAL & COMPANY LLP		815.00		815.00	
056918	3/1/2024		INLAND BUSINESS SYSTEMS		382.26		382.26	
056919	3/1/2024		PERKINS MOBILE AUTO GLASS		1,125.00		1,125.00	
056920	3/1/2024		JOEL BURKETT'S AUTOMOTIVE		59.75		59.75	
056936	3/8/2024		VOYA INSTITUTIONAL TRUST CO	300.00			300.00	
056937	3/8/2024		MISSION SQUARE RETIREMENT	1,325.00			1,325.00	
056938	3/8/2024		FRANCHISE TAX BOARD	50.00			50.00	
056939	3/8/2024		PARADISE RECREATION & PARKS	32,830.45			32,830.45	A
056940	3/8/2024		MATTHEW WARNER		133.56		133.56	D
056941	3/8/2024		FREEDOM BOWMAN		20.75		20.75	Refund
056942	3/8/2024		JOSE GARIBAY		250.00		250.00	Refund
056943	3/8/2024		THOMAS ACE HARDWARE		2,468.46		2,468.46	
056944	3/8/2024		CHICO ENVIRONMENTAL		2,220.00		2,220.00	
056945	3/8/2024		FOOTHILL MILL & LUMBER CO		46.92		46.92	
056946	3/8/2024		ACME TOILET RENTALS LLC		414.40		414.40	
056947	3/8/2024		DE LAGE LANDEN FINANCIAL SERV		223.49		223.49	
056948	3/8/2024		BUTTE COUNTY NEAL ROAD LANDFILL		124.86		124.86	
056949	3/8/2024		O'REILLY AUTO PARTS		96.90		96.90	
056950	3/8/2024		ACTUARIAL RETIREMENT CONSULTING		550.00		550.00	
056951	3/8/2024	Y	KAYLA WELLS		112.00		0.00	
056952	3/8/2024		JOHNSON LAND SURVEYING		6,000.00		6,000.00	G
056953	3/8/2024		RANDY KNOWLES		93.60		93.60	Refund
056954	3/8/2024		DOBRICH		885.00		885.00	
056955	3/8/2024		ELAN FINANCIAL SERVICES		387.74		387.74	
056956	3/8/2024		JENNIFER ARBUCKLE		1,935.00		1,935.00	
056957	3/15/2024		TOYON LABS INC		10,000.00		10,000.00	B
056958	3/15/2024		MILLIMAN		8,081.25		8,081.25	B
056959	3/15/2024		NHA ADVISORS		4,400.00		4,400.00	B
056960	3/15/2024		RCAC		4,823.99		4,823.99	B
056961	3/15/2024		HARRY BURLESON		1,669.50		1,669.50	C

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
056962	3/15/2024		CHARLES CLICKNER		40.02		40.02	D
056963	3/15/2024		ALYSSA EDINGTON		150.00		150.00	Refund
056964	3/15/2024		STREAMLINE		360.00		360.00	
056965	3/15/2024		STONE RIDGE TERMITE & PEST		150.00		150.00	
056966	3/15/2024		GLENDI POLARIS YAMAHA		198.22		198.22	
056967	3/15/2024		CHICO STATE ENTERPRISES		428.67		428.67	
056968	3/15/2024		VERIZON WIRELESS		793.40		793.40	
056969	3/15/2024		UMPQUA BANK		4,456.91		4,456.91	
056970	3/15/2024		KELLER SUPPLY COMPANY		1,817.81		1,817.81	
056971	3/15/2024		FEATHER RIVER ELECTRIC MOTORS		1,671.59		1,671.59	
056972	3/15/2024		HOLIDAYGOO		703.38		703.38	
056973	3/15/2024		TRI FLAME PROPANE		409.92		409.92	
056993	3/22/2024		VOYA INSTITUTIONAL TRUST CO	300.00			300.00	
056994	3/22/2024		MISSION SQUARE RETIREMENT	1,325.00			1,325.00	
056995	3/22/2024		FRANCHISE TAX BOARD	50.00			50.00	
056996	3/22/2024		PARADISE RECREATION & PARK DIST	758.36			758.36	
056997	3/22/2024		PARADISE RECREATION & PARK	33,050.32			33,050.32	A
056998	3/22/2024		BASIC BENEFITS	50.00			50.00	
056999	3/22/2024		KAYLA WEIL		112.00		112.00	Refund
057000	3/22/2024		CHRISTENSEN TELECOMMUNICATIONS		420.00		420.00	
057001	3/22/2024		CORPORATE PAYMENT SYSTEMS		307.80		307.80	
057002	3/22/2024		NAPA AUTO PARTS		48.13		48.13	
057003	3/22/2024		PG&E		5,621.53		5,621.53	
057004	3/22/2024		JC NELSON SUPPLY CO		1,625.33		1,625.33	
057005	3/22/2024		NORMAC INC		668.48		668.48	
057006	3/22/2024		NOLRTHSTATE AGGREGATE INC		142.24		142.24	
057007	3/22/2024		NORTHERN RECYCLING & WASTE		1,173.84		1,173.84	
057008	3/22/2024		STREAMLINE		360.00		360.00	
057009	3/22/2024		CAPRI		22,373.00		22,373.00	E
057010	3/22/2024		DEPARTMENT OF JUSTICE		32.00		32.00	
057011	3/22/2024		ALHAMBRA		178.85		178.85	
057012	3/29/2024		KELLY MUNSON		367.71		367.71	
057013	3/29/2024		EXTRA SELF STORAGE		1,560.00		1,560.00	
057014	3/29/2024		COMCAST		96.68		96.68	
057015	3/29/2024		MELTON DESIGN GROUP		14,227.26		14,227.26	F
057016	3/29/2024		MAGOON SIGNS		409.19		409.19	
057017	3/29/2024		ODP BUSINESS SOLUTIONS LLC		339.60		339.60	
057018	3/29/2024		AT&T		1,336.08		1,336.08	
057019	3/29/2024		WEX BANK		1,553.21		1,553.21	
057020	3/29/2024		PAPE MACHINERY INC		170.45		170.45	
057021	3/29/2024		NORTH STATE SCREENPRINTING		64.93		64.93	
057022	3/29/2024		INLAND BUSINESS SYSTEMS		439.47		439.47	
057023	3/29/2024		ACME TOILET RENTALS LLC		414.40		414.40	
057024	3/29/2024		PERKINS MOBILE AUTO GLASS		100.00		100.00	
ACH	3/8/2024		ACH STATE PR TAX	1,952.14			1,952.14	
ACH	3/8/2024		ACH FED RP TAX	13,209.92			13,209.92	
ACH	3/8/2024		ACH CALPERS	8,166.05			8,166.05	
ACH	3/8/2024		ACH CALPERS	11,533.46			11,533.46	
ACH	3/19/2024		ACH CALPERS	8,279.73			8,279.73	
ACH	3/22/2024		ACH STATE PR TAX	1,987.22			1,987.22	
ACH	3/22/2024		ACH FED PR TAX	13,464.44			13,464.44	
ACH	3/29/2024		ACH CALPERS	8,326.00			8,326.00	
ACH	3/29/2024		ACH FED PR TAX	2,931.75			2,931.75	

TOTALS				142,750.34	123,097.84	0.00	265,736.18	
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GRAND TOTALS				168,763.85	123,097.84	0.00	291,749.69	
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CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
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Refunds = 376.35

Notes:

- A) Direct Deposit Payroll reimbursement to Five Star Bank
- B) Buffer project studies
- C) Payment for class instructor
- D) Reimbursement
- E) Quarterly Workers' Comp payment
- F) Design and planning for Bille and Lakeridge
- G) Survey for new shop property

Z:\Finance\Reports\Month_End_Reports\[Disbursements report 2024.xlsx]Mar 2024

Staff Report

April 10, 2024



DATE: 4/2/2024
 TO: Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Agreement with Rancho Engineering

Report in Brief

The District is exploring long-term options to expand office and program space, especially in proximity to the Terry Ashe Recreation Center. In conversations with a neighboring property owner (Paradise Lutheran Church) over the past few months, an opportunity for potential office and programing space has arisen. Before this moved forward to the BOD, Staff felt it critical to assess if the space is suitable for District needs and determine the cost magnitude of any improvements and permits. Staff consulted with Rancho Engineering (on the approved consultant short list) on the scope of work and a not to exceed estimate of \$11,200. Funds will come from the general fund budget. Legal review is in process. Staff will be developing master agreements with shortlist applicants to streamline this process for smaller scale projects in the future.

Recommendation: *Authorize District Manager to complete the agreement upon legal review.*

Attachments:

- A. Agreement between PRPD and Rancho Engineering

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2024/2024.0410/BOD.Rancho.Engineering.Report_24.0402.docx
 4/3/2024

SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

This is an Agreement between Paradise Recreation and Park District (Owner) and Rancho Engineering Inc. (Engineer). Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as Abby Place Building, 780 Luther Dr., Paradise, CA 95969 (Project).

Engineer's services under this Agreement (Services) are generally identified as:

1. Rancho Engineering Inc. will provide As-built floor plan of main level and second floor levels of the existing (4) bedroom apartment building currently under construction for use during plan development of item #3 below. It has been determined that the construction present at the site does not match the building plans on file.
2. Rancho Engineering Inc. will provide an initial meeting with PRPD to determine an initial space usage program based on needs and vision of PRPD building usage. Space to include but not limited to, office spaces, meeting spaces, warming kitchen and restrooms sized for proposed usage.
3. Rancho Engineering Inc. will provide additional review meetings with PRPD to review progress floor plans to develop final plans of proposed remodel/infill of existing building for PRPD occupancy.

Note:

- A. This agreement is to develop initial floor plans based on PRPD input for the remodel and infill of the existing Abby Place Building. Once final floor plans are approved by PRPD a proposal for permit documentation will be presented to PRPD for approval.
- B. All additional plan sets requested will be provided at rates per Appendix 1C.
- C. Any additional services requested will be provided at rates per Appendix 1.
- D. Agreement is valid, in whole, for up to 30 days from the date listed on signatory page.

Owner and Engineer further agree as follows:

1.01 Services of Engineer

- A. Engineer shall provide or furnish the Services set forth in this Agreement, and any Additional Services authorized by Owner and consented to by Engineer.

2.01 Owner's Responsibilities

- A. Owner shall provide Engineer with existing Project-related information and data in Owner's possession and needed by Engineer for performance of Engineer's Services. Owner will advise the Engineer of Project-related information and data known to Owner but not in Owner's possession. Engineer may use and rely upon Owner-furnished information and data in performing its Services, subject to any express limitations applicable to the furnished items.

1. Following Engineer's assessment of initially-available Project information and data, and upon Engineer's request, Owner shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Services; or, with consent of Engineer, Owner may authorize the Engineer to obtain or provide all or part of such additional information and data as Additional Services.
- B. Owner shall provide necessary direction and make decisions, including prompt review of Engineer's submittals, and carry out its other responsibilities in a timely manner so as not to delay Engineer's performance. Owner shall give prompt notice to Engineer whenever Owner observes or otherwise becomes aware of (1) any relevant, material defect or nonconformance in Engineer's Services, or (2) any development that affects the scope or time of performance of Engineer's Services.
- 3.01 Schedule for Rendering Services
- A. Engineer shall complete its Services within the following specific time period: As required to meet needs of client. If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
 - B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- 4.01 Invoices and Payments
- A. Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.
 - B. Payment: As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in this Paragraph 4.01, Invoices and Payments. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.
 - C. Failure to Pay: If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; (2) in addition Engineer may, after giving 7 days' written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges, and in such case Owner waives any and all claims against Engineer for any such suspension; and (3) if any payment due Engineer remains unpaid after 90 days, Engineer may terminate the Agreement for cause pursuant to Paragraph 5.01.A.2.
 - D. Reimbursable Expenses: Engineer is entitled to reimbursement of expenses only if so indicated in Paragraph 4.01.E or 4.01.F. If so entitled, and unless expressly specified otherwise, the amounts payable to Engineer for reimbursement of expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced

external expenses allocable to the Project, including Engineer's subcontractor and subconsultant charges, with the external expenses multiplied by a factor of 15%.

E. Basis of Payment

1. Hourly Rates. Owner shall pay Engineer for Services as follows:

- a. An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.
- b. Engineer's Standard Hourly Rates are attached as Appendix 1.
- c. The total compensation for Services and reimbursement of expenses is not to exceed \$ **11,200**.

F. Additional Services: For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by Engineer's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services. Engineer's standard hourly rates are attached as Appendix 1.

5.01 Termination

A. Termination for Cause

1. Either party may terminate the Agreement for cause upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms of the Agreement, through no fault of the terminating party.
 - a. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 5.01.A.1 if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.
2. In addition to its termination rights in Paragraph 5.01.A.1, Engineer may terminate this Agreement for cause upon 7 days' written notice (a) if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional, (b) if Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, (c) if payment due Engineer remains unpaid for 90 days, as set forth in Paragraph 4.01.C, or (d) as the result of the presence at the Site of undisclosed Constituents of Concern as set forth in Paragraph 6.01.I.
3. Engineer will have no liability to Owner on account of any termination by Engineer for cause.

B. Termination for Convenience: Owner may terminate this Agreement for convenience, effective upon Engineer's receipt of notice from Owner.

- C. **Payments Upon Termination:** In the event of any termination under Paragraph 5.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement, and to reimbursement of expenses incurred through the effective date of termination. Upon making such payment, Owner will have the limited right to the use of all deliverable documents, whether completed or under preparation, subject to the provisions of Paragraph 6.01.F, at Owner's sole risk.
1. If Owner has terminated the Agreement for cause and disputes Engineer's entitlement to compensation for services and reimbursement of expenses, then Engineer's entitlement to payment and Owner's rights to the use of the deliverable documents will be resolved in accordance with the dispute resolution provisions of this Agreement or as otherwise agreed in writing.
 2. If Owner has terminated the Agreement for convenience, or if Engineer has terminated the Agreement for cause, then Engineer will be entitled, in addition to the payments identified above, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's subcontractors or subconsultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Paragraph 4.01.F.

6.01 General Considerations

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions of probable construction cost (if any) are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable

construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.

- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by Engineer.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Engineer grants to Owner a limited license to use the deliverable documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the deliverable documents, and subject to the following limitations:
 1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and subconsultants;
 3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
 4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer agree to transmit, and accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. Waiver of Damages; Limitation of Liability: To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's officers, directors, members, partners, agents, employees, subconsultants, and insurers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$10,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of

the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.

- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute will be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the laws of the state in which the Project is located.
- L. Engineer's Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

7.01 Definitions

- A. Constructor—Any person or entity (not including the Engineer, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. Constituent of Concern—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

8.01 Successors, Assigns, and Beneficiaries

- A. Successors and Assigns
 - 1. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 8.01.A.2 the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
 - 2. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

- B. Beneficiaries: Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

9.01 Total Agreement

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Attachments: Appendix 1, Engineer's Standard Hourly Rates

This Agreement's Effective Date is **03/19/2024**.

Owner:

(name of organization)

By:

(authorized individual's signature)

Date:

(date signed)

Name:

(typed or printed)

Title:

(typed or printed)

Address for giving notices:

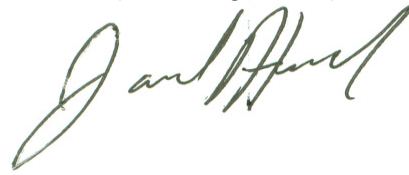
Phone:

Email:

Engineer:

Rancho Engineering Inc.

(name of organization)



By:

(authorized individual's signature)

Date:

03/19/2024

(date signed)

Name:

Jarrod Holliday, P.E.

(typed or printed)

Title:

Owner

(typed or printed)

Address for giving notices:

6067 Skyway

Paradise, CA. 95969

Phone:

530-877-3700

Email:

RanchoEngineering@gmail.com

This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated same as signatory page.

ENGINEER'S STANDARD HOURLY RATES

A. Standard Hourly Rates:

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraph 4.01 and are subject to annual review and adjustment.

B. Schedule of Hourly Rates:

Billing Class	Rate
Principal Engineer	\$ 190.00/hour
Associate Engineer	\$ 160.00/hour
Staff Engineer	\$ 120.00/hour
Principal Designer	\$ 180.00/hour
Staff Designer	\$ 110.00/hour
Technician	\$ 80.00/hour
Clerical	\$ 45.00/hour

C. Reimbursable Fees:

TYPE	RATE
B&W Reproduction	\$.34/sq. ft.
Color Reproduction	\$.69/sq. ft.
Mylar B&W	\$ 1.67/ sq. ft.
Mylar Color	\$ 3.34/ sq. ft.
8 ½ x 11 B&W	\$.10/page
8 ½ x 11 Color	\$.20/page
Sub consultants	\$ Cost + 15%
Field Materials	\$ Cost + 15%
Fees	\$ Cost + 15%



Paradise Recreation & Park District

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

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

SAFETY COMMITTEE MEETING Report/Minutes

DATE: March 28, 2024, at 8:30 a.m.
LOCATION: Teams
ATTENDANCE: Sarah Hoffman, Administrative Assistant III
Dan Efseaff, District Manager
Jeff Dailey, Recreation Supervisor
Kristi Sweeney, Assistant District Manager
Mark Cobb, Park Supervisor

ABSENT:

FACILITATOR: Sarah Hoffman, Administrative Assistant III

#####

1. **CALL TO ORDER:** 8:30 AM

2. **MINUTES:**

- Assistant District Manager Sweeney moved to approve the minutes from the January 25, 2024, Safety Committee meeting. District Manager Efseaff seconded the motion. The rest of the committee members present concurred.

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

a. THE FOLLOWING SAFETY MEETINGS WERE HELD:

- January 25, 2024 Safe Snow Removal Technique
Led by Jim Pickett, Park Maintenance II
- January 31, 2024 Personal Safety Awareness
Led by Kevin Peake, Park Maintenance II
- February 14, 2024 Tree Safety
Led by Joe Carney, Park Assistant III
- February 21, 2024 Driving During Inclement Weather
Led by Mark Cobb, Park Supervisor
- February 28, 2024 Communication
Led by Paul Schoewe, Park Maintenance II
- March 6, 2024 Air Pressure on Trailer
Led by Ray Lockridge, Park Maintenance III

- March 13, 2024 Safety Using Chipper
Led by Unknown
- March 13, 2024 Covid-19
Led by Kristi Sweeney, Assistant District Manager
- March 20, 2024 Being Aware of People/ Cars When Blowing/Weed Eating
Led by Robert Neste, Park Assistant III

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

- Site Inspections
 - Terry Ashe Recreation Center- 2/21/24

c. ACCIDENT/INCIDENT REPORTS:

- None

d. WORKERS' COMPENSATION REPORTS:

- Workers Compensation Open Detail Report since February 29, 2024 & March 31,2024
 - Open Claim for 4A2207P8RB50001
 - Open Claim for 4A23036N0290001

4. **MISCELLANEOUS:**

- District Manager Efseaff discussed the ratings from our CAPRI visit.

Next Safety Meeting Date: April 18, 2024, at 8:30 a.m.

Facilitator: Mark Cobb

Adjourned: 8:37 AM

Sarah Hoffman, Safety Committee Secretary

Date:

cc: CAPRI
PRPD Board

https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/2024/SC_24.0328/24.0328.DRAFT.Minutes.Draft.docx

Staff Report

April 1, 2024



DATE: 3/28/2024
 TO: PRPD Board of Directors
 FROM: Sarah Hoffman, Administrative Assistant III
 SUBJECT: March Finance Committee Report

Attendance: Committee Members: Al McGreehan, Chairperson: and Steve Rodowick, Member
 Staff Members: Dan Efseaff, District Manager; Catherine Merrifield, District Accountant; Sarah Hoffman, Administrative Assistant III

The Committee meeting was called to order 3:17 PM

The Committee met to:

1. Review Strategic Plan

District Manager Efseaff went over the Strategic Plan and discussed some of the updates he has made. The committee Chair and Co- Chair then asked questions about the timeline and gave some input.

2. Review 2024-2025 Budget items

District Manager Efseaff and District Accountant Merrifield gave information on the 2024-2025 fiscal Year Budget line items. There was then extensive discussion regarding the line items. The committee Chair and Co- Chair then made suggested edits on the budget narrative and some of the line items.

3. Update on 2021-2022 Audit

District Accountant Merrifield gave a brief update on the audit and when we should be receiving a draft. District Manager Efseaff also provided some information.

4. Review section of Finance Manual (Posting Income)

District Accountant Merrifield went through the process of posting income. There was some brief discussion amongst the committee members.

The Committee adjourned at 4:17 PM

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/2024/FC_24.0314/FC.Report.24.0314.docx
 4/1/2024

Personnel Committee Report

April 10, 2024



DATE: 3/28/2024
 TO: Board of Directors
 FROM: Sarah Hoffman, Administrative Assistant III
 SUBJECT: March Personnel Committee Report

Attendance: Committee Chair, Jen Goodlin; Committee Member, Mary Bellefeuille (present via phone)
 PRPD Staff: Sarah Hoffman, Administrative Assistant III; Dan Efseaff, District Manager; Kristi Sweeney, Assistant District Manager

The meeting was called to order at 9:17 AM.

The Committee met to:

1. Discuss Update Sick Leave Law

Administrative Assistant III Hoffman gave a brief explanation on the new sick leave law that is coming into effect. The committee Chair and Co-Chair asked brief questions, which were answered by Assistant District Manager Sweeney. After the discussion was over the Committee concurred that staff should do whatever is easiest to comply with the law.

The Committee went into Closed Session at 9:17 AM

CLOSED SESSION:

1. The Committee will meet in Closed Session pursuant to California Government Code Section 54957.6, Employee Salary and Wage Negotiations.
2. The Committee will meet in Closed Session pursuant to California Government Code Section 54957, District Manager Evaluation and Employment Agreement.

The Committee returned from Closed Session at 10:04 AM

REPORT ON CLOSED SESSION:

The Committee Chair, Goodlin reported that the committee discussed the requests from staff for the Employee Salary and Wage Negotiations and discussed the District Managers Evaluation.

The meeting adjourned at 10:05 AM.

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2024/PC.24.0319/PC.Report.24.0319.docx
 4/1/2024

Staff Committee Report

April 10, 2024



DATE: 3/29/2024
 TO: Board of Directors
 FROM: Sarah Hoffman, Administrative Assistant III
 SUBJECT: March Recreation and Park Committee Report

Attendance:

Committee Members: Mary Bellefeuille, Chair (present via phone); Robert Anderson, Member
 PRPD Staff Present: Dan Efsseff, District Manager; Kristi Sweeney, Assistant District Manager; Sarah Hoffman, Administrative Assistant III
 Guest Present: Citizen Stonebraker

The meeting convened at 1:00 PM.

The Committee met to:

1. Aquatic Park Rebuild

District Manager Efsseff briefly went over the item. The committee then had a lengthy conversation about the floor plans of the potential new Aquatic Park. Citizen Stonebraker made a public comment on the item.

2. Property Donations

District Manager Efsseff informed the committee that there are 3 property donations (Schott, Knauff, and Reed) being presented to the District. The committee went through the property briefings and gave feedback. Citizen Stonebraker made a public comment.

The meeting adjourned at 2:08 PM.

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Rec.Park/2024/RPC.24.0326/PR.Report_24.0326.docx
 4/1/2024

Staff Report

April 10, 2024



DATE: 3/28/2024
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Agreement and funding Renewal for Centerville Recreation and Historical Association (CRHA)

Report in Brief

At the regularly scheduled July 8, 2020 Board of Directors meeting, staff presented a draft agreement with the Centerville Recreation and Historical Association (CRHA). Board members increased the total annual contribution to \$5,000 per year (paid in 4 equal payments of \$1,250 per quarter). Board members directed staff to conduct a legal review of the draft agreement before signing. In May 2021 staff recommended, and the Board approved, an extension of the agreement through June 2022. In May of 2022, the Board approved a new 2-year agreement (July 1,2022 to June 30,2024). Staff now seeks Board authorization to renew the funding agreement with the CRHA for a new two-year term (July 1, 2024 through June 30, 2026).

Recommendation: *Approve agreement.*

Attachments:

- A. Draft Agreement with CRHA

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0511/2022.0511.BOD.CRHA.Agreement.Staff.Report.docx
4/3/2024

**2024-2026 COOPERATIVE AGREEMENT
BETWEEN THE PARADISE RECREATION AND PARK DISTRICT AND THE
CENTERVILLE RECREATION AND HISTORICAL ASSOCIATION (CRHA)**

This agreement is executed by and between the PARADISE RECREATION AND PARK DISTRICT, a California recreation and park district (the “District”), and CENTERVILLE RECREATION AND HISTORICAL ASSOCIATION, Inc., a California corporation (“CRHA”), and is based upon the following facts:

A. District desires to engage CRHA as an independent contractor to perform services on the terms and conditions set forth below.

B. CRHA desires to accept such engagement as an independent contractor on behalf of District on the terms and conditions set forth below.

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

1. **Scope of Services.** District hereby engages CRHA to provide services as described in the attached scope of work (the “Services”), a copy of which is attached hereto as Exhibit “A.” Upon mutual agreement, the Services may be revised with all other terms hereof remaining in force. In such event, an amended and dated scope of work signed by both parties hereto will be substituted as Exhibit “A” in lieu of the previous Exhibit “A.”

2. **Standard of Care.** CRHA’s services performed under this agreement will be performed in a reasonably good, professional, and workmanlike manner.

3. **Status as Independent Contractor.** District and CRHA agree that CRHA, in performing the above services, is an independent contractor of District. CRHA shall be free to perform similar or other services for other persons during the term hereof so long as such does not interfere with CRHA’s timely performance of the services to be performed by it under this agreement.

4. **Term.** The term of this agreement shall commence July 1, 2024, and shall conclude by June 30, 2026. This agreement may be extended for one year upon mutual agreement of both parties in writing. Notwithstanding the foregoing, this agreement may be terminated by either party by written notice should the other party fail substantially to perform its obligations under this agreement and such default continues thereafter for seven days following delivery of such written notice to it. Either party may terminate this agreement without necessity of cause upon the expiration of 30-days after delivery of written notice thereof to the other. If the District terminates this agreement in the absence of default by CRHA, CRHA shall be paid, upon its provision of written documentation therefor and District's acceptance thereof, for services performed and costs incurred by it prior to its receipt of notice of termination from District, including reimbursement for direct expenses due, plus an additional amount, not to exceed ten percent of charges incurred to the termination notice date, to cover services to orderly close the work and prepare project files and documentation, plus any additional direct expenses incurred by CRHA including but not limited to cancellation fees or charges. CRHA will use reasonable efforts to minimize such additional charges.

5. **Payment.** District agrees to pay CRHA a sum equal to CRHA's actual fees and costs in performing the Services, not to exceed \$5,000 annually. Such sum shall be payable in installments upon completion of each task and delivery of the Deliverables therefor as identified in Exhibit "A." Exhibit B illustrates the cost schedule and or budget used for this project.

6. **Insurance Coverage.** CRHA, at all times during the term hereof, shall keep and maintain Worker's Compensation insurance as required by applicable state laws and employer's liability coverage and provide the District with proof of this coverage upon execution hereof and upon any renewal thereof during the term hereof. During the performance of this agreement CRHA also will maintain commercial general liability and automobile liability insurance each with combined limits of not less than \$2 million on claims made, annual aggregate basis, and on an occurrence basis and provide the District with a certification of such insurance naming the District as additional insured with an additional insured endorsement upon execution hereof and upon renewal of any such coverage.

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

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

9. **Indemnification.** CRHA hereby agrees to indemnify and hold District free and harmless of and from all claims, demands, causes of action, actions, liability, damages, costs and expenses, including attorney's fees incurred by District in enforcing this provision or in defending itself, arising out of or in any way connected with its performance of the above Services, whether resulting from its willful acts or negligence.

10. **General Provisions.**

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

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

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

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

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

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

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

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

DISTRICT:

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

By: _____ Date: ___/___/___
Daniel S. Efseaff, District Manager

CRHA:

Centerville Recreation and Historical Association (CRHA),
a California 501(c) non-profit corporation

By: _____ Date: ___/___/___
Tim Calhoon, CRHA President

https://paradisepdpd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021/21.0512/8.1a_21.0420_PRPD.CRHA.Cooperative.Agreement.docx
Rev. 03/22/2021

COOPERATIVE AGREEMENT
Exhibit A – SCOPE OF WORK

Centerville Recreation and Historical Association (CRHA)

The following describes the role and responsibilities and scope of work and/or services that CRHA will provide to the District.

1. CRHA agrees to provide Community and Recreational Programming Opportunities for the surrounding areas within the District service area in and about Centerville and will advertise these Opportunities in the District activity guides and on website.
2. As part of the Agreement, CRHA will host at least two events, programs, and/or offer its facilities as a venue to host District led events each year in support of the District.
3. CRHA will submit Activity Guide proposals to the District for events and/or programs within two months of the date of the execution of the agreement. Upon District's written acceptance of proposed events and programs and dates thereof, CRHA will provide information the District can use to advertise the events and/or programs in the District Activity Guide. Examples of events discussed between CRHA and the District include Docent led tours, creek clean-up days, guided history presentations/discussions, and a District led Fall Festival.
4. CRHA will provide an annual update as to an overview of the organization and a written report of services and accomplishments, presented annually to the PRPD Board of Directors. The report may include details on the financial status, services, number of patrons, events, and classes and other pertinent information).
5. The agreements can be extended each year contingent on successful completion of services as agreed.

DISTRICT

The following describes the services that District will provide to facilitate CRHA's performance of the above.

1. The District seeks to provide the community with events and programs across the District that celebrate the diverse history, ecology, geography, and culture found in our region. By working in collaboration, the District hopes to cross-promote CRHA events and programs to showcase the plethora of recreation and cultural enrichment opportunities available in our community and to generate interest in CRHA events and programs.
2. The District will designate at least one (1) District Liaison for CRHA who will devote reasonable amount to assist CRHA in planning its overall programs, events, and/or facility usage as related to this agreement.

COOPERATIVE AGREEMENT
Exhibit B – Cost Schedule or Budget

The CRHA will provide services according to the following budget: not to exceed a total cost of \$5,000 annually.

The District agrees to provide funding support to CRHA for General Support and for Community and Recreational Programming Opportunities in the total amount of \$5,000.00 per fiscal year and will be paid in equal quarterly payments (\$1,250) by the following dates:

- a. August 31
- b. January 31
- c. March 31
- d. June 30

Staff Report

April 10, 2024



DATE: 3/28/2024
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Agreement and funding Renewal for Honey Run Covered Bridge Association (HRCBA)

Report in Brief

At the regularly scheduled July 8, 2020 Board of Directors meeting, staff presented a draft agreement with the Honey Run Covered Bridge Association (HRCBA). Board members increased the total annual contribution to \$5,000 per year (paid in 4 equal payments of \$1,250 per quarter). Board members directed staff to conduct a legal review of the draft agreement before signing. In May 2021 staff recommended, and the Board approved, an extension of the agreement through June 2022. In May of 2022, the Board approved a new 2- year agreement (July 1, 2022 to June 30, 2024). Staff now seeks Board authorization to renew the funding agreement with the Honey Run Covered Bridge Association for a two-year term (July 1, 2024 through June 30, 2026).

Recommendation: *Approve agreement.*

Attachments:

- A. Draft Agreement with HRCBA

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0511/2022.0511.BOD.HRCBA.Agreement.Staff.Report.docx 4/3/2024

**2024-26 COOPERATIVE AGREEMENT
BETWEEN THE PARADISE RECREATION AND PARK DISTRICT AND THE
HONEY RUN COVERED BRIDGE ASSOCIATION (HRCBA)**

This agreement is executed by and between the PARADISE RECREATION AND PARK DISTRICT, a California recreation and park district (the “District”), and HONEY RUN COVERED BRIDGE ASSOCIATION, a California corporation (“HRCBA”), and is based upon the following facts:

A. District desires to engage HRCBA as an independent contractor to perform services on the terms and conditions set forth below.

B. HRCBA desires to accept such engagement as an independent contractor on behalf of District on the terms and conditions set forth below.

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

1. **Scope of Services.** District hereby engages HRCBA to provide services as described in the attached scope of work (the “Services”), a copy of which is attached hereto as Exhibit “A.” Upon mutual agreement, the Services may be revised with all other terms hereof remaining in force. In such event, an amended and dated scope of work signed by both parties hereto will be substituted as Exhibit “A” in lieu of the previous Exhibit “A.”

2. **Standard of Care.** HRCBA’s services performed under this agreement will be performed in a reasonably good, professional, and workmanlike manner.

3. **Status as Independent Contractor.** District and HRCBA agree that HRCBA, in performing the above services, is an independent contractor of District. HRCBA shall be free to perform similar or other services for other persons during the term hereof so long as such does not interfere with HRCBA’s timely performance of the services to be performed by it under this agreement.

4. **Term.** The term of this agreement shall commence July 1, 2024 and shall conclude by June 30, 2026. This agreement may be extended for one year upon mutual agreement of both parties in

writing. Notwithstanding the foregoing, this agreement may be terminated by either party by written notice should the other party fail substantially to perform its obligations under this agreement and such default continues thereafter for seven days following delivery of such written notice to it. Either party may terminate this agreement without necessity of cause upon the expiration of 30-days after delivery of written notice thereof to the other. If the District terminates this agreement in the absence of default by HRCBA, HRCBA shall be paid, upon its provision of written documentation therefor and District's acceptance thereof, for services performed and costs incurred by it prior to its receipt of notice of termination from District, including reimbursement for direct expenses due, plus an additional amount, not to exceed ten percent of charges incurred to the termination notice date, to cover services to orderly close the work and prepare project files and documentation, plus any additional direct expenses incurred by HRCBA including but not limited to cancellation fees or charges. HRCBA will use reasonable efforts to minimize such additional charges.

5. **Payment.** District agrees to pay HRCBA a sum equal to HRCBA's actual fees and costs in performing the Services, not to exceed \$5,000 annually. Such sum shall be payable in installments upon completion of each task and delivery of the Deliverables therefor as identified in Exhibit "A." Exhibit B illustrates the cost schedule and or budget used for this project.

6. **Insurance Coverage.** HRCBA, at all times during the term hereof, shall keep and maintain Worker's Compensation insurance as required by applicable state laws and employer's liability coverage and provide the District with proof of this coverage upon execution hereof and upon any renewal thereof during the term hereof. During the performance of this agreement HRCBA also will maintain commercial general liability and automobile liability insurance each with combined limits of not less than \$2 million on claims made, annual aggregate basis, and on an occurrence basis and provide the District with a certification of such insurance naming the District as additional insured with an additional insured endorsement upon execution hereof and upon renewal of any such coverage.

7. **Compliance with Laws.** District and HRCBA shall each use its best efforts to comply with any and all laws, codes, ordinances, and regulations in force at the time of the performance by each

under this agreement, insofar as such laws are applicable to a its performance. Unless otherwise provided for in Exhibit “A” of this agreement or by law, the responsibility for making any disclosures or reports to any third party, for notifying all governmental authorities of the discovery of hazardous materials on the jobsite, and for taking corrective, remedial, or mitigative action shall be solely that of HRCBA.

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

9. **Indemnification.** HRCBA hereby agrees to indemnify and hold District free and harmless of and from all claims, demands, causes of action, actions, liability, damages, costs and expenses, including attorney’s fees incurred by District in enforcing this provision or in defending itself, arising out of or in any way connected with its performance of the above Services, whether resulting from its willful acts or negligence.

10. **General Provisions.**

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

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

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

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

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

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

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

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

DISTRICT:

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

By: _____ Date: ___/___/___
Daniel S. Efseaff, District Manager

HRCBA:

Honey Run Covered Bridge Association (HRCBA),
a California 501(c) non-profit corporation

By: _____ Date: ___/___/___
Walt Schafer, HRCBA President

https://paradisepdpd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021/21.0512/8.2a_21.0420_PRPD.HRCBA.Cooperative.Agreement.docx
Rev. 03/22/2021

COOPERATIVE AGREEMENT
Exhibit A – SCOPE OF WORK

Honey Run Covered Bridge Association (HRCBA)

The following describes the role and responsibilities and scope of work and/or services that HRCBA will provide to the District.

1. HRCBA agrees to provide Community and Recreational Programming Opportunities for the surrounding areas within the District service area in and about Honey Run Covered Bridge and Centerville and will advertise these Opportunities in the District activity guides and on website.
2. As part of the Agreement, HRCBA will host at least two events, programs, and/or offer its facilities as a venue to host District led events each year in support of the District.
3. HRCBA will submit Activity Guide proposals to the District for events and/or programs within two months of the date of the execution of the agreement. Upon District's written acceptance of proposed events and programs and dates thereof, HRCBA will provide information the District can use to advertise the events and/or programs in the District Activity Guide. Examples of events discussed between HRCBA and the District include Docent led tours, creek clean-up days, guided history presentations/discussions, and a District led Fall Festival.
4. HRCBA will provide an annual update as to an overview of the organization and a written report of services and accomplishments, presented annually to the PRPD Board of Directors. The report may include details on the financial status, services, number of patrons, events, and classes and other pertinent information).
5. The agreements can be extended each year contingent on successful completion of services as agreed.

DISTRICT

The following describes the services that District will provide to facilitate HRCBA's performance of the above.

1. The District seeks to provide the community with events and programs across the District that celebrate the diverse history, ecology, geography, and culture found in our region. By working in collaboration, the District hopes to cross-promote HRCBA events and programs to showcase the plethora of recreation and cultural enrichment opportunities available in our community and to generate interest in HRCBA events and programs.
2. The District will designate at least one (1) District Liaison for HRCBA who will devote reasonable amount to assist HRCBA in planning its overall programs, events, and/or facility usage as related to this agreement.

COOPERATIVE AGREEMENT
Exhibit B – Cost Schedule or Budget

The HRCBA will provide services according to the following budget: not to exceed a total cost of \$5,000 annually.

The District agrees to provide funding support to HRCBA for General Support and for Community and Recreational Programming Opportunities in the total amount of \$5,000.00 per fiscal year and will be paid in equal quarterly payments (\$1,250) by the following dates:

- a. August 31
- b. January 31
- c. March 31
- d. June 30

Staff Report

April 10, 2024



DATE: 3/28/2024
 TO: Board of Directors (BOD)
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Full-Time Employee Health Stipend

Summary

In October 2023, the District’s health insurance provider notified staff of premium rate increases for January 1, 2024. Historically, the Board authorized a health stipend to cover the cost equivalent to the least expensive health insurance premium for benefited employees. The increase resulted in the least expensive premium increasing to \$914.82 or 10.89% (an increase of \$89.82 per month). Staff seeks Board approval to increase the health stipend to this amount retroactive to January 1, 2024.

Recommendation: *Approve the increased health care stipend for employees as outlined.*

1. Background

In Fiscal Year 1999-2000, the Board authorized the District’s participation in the CalPERS Health Insurance program and initiated a health stipend for full-time District staff participating in the program. Since then, the Board increased health stipends to match the lowest cost health insurance premium rate nine times. The most recent increase occurred in June 2023 when the Board authorized an increase in the health insurance stipend benefit for full-time employees to match the lowest priced health insurance premium of \$825, which took effect July 1, 2023.

In October 2023, the health insurance provider notified the District of a premium increase scheduled for January 1, 2024. The lowest cost health insurance premium increase (10.89%) leaves the current health insurance stipend of \$825 short by \$89.82 per month. While this item was among items requested as part of the wage and salary discussion, staff and committee suggested that the request come before the Board since it is an adjustment to realign the health insurance stipend with the lowest cost health insurance premium. The District Manager strongly supported the idea of BOD consideration as changes occur, rather than the concept of an automatic escalation.

2. Fiscal Impact

The request fits within the current annual budget. The Board approved an Employee Benefits budget line item at \$504,300. Current expenditures are \$241,241.32 (48% of the total). Currently, 17 full-time staff receive the health insurance stipend. If the Board chooses to approve the increase, the total cost to the District would be \$51,236.64 (\$4,580.82 for the retroactive stipend for January – March 2024 and \$46,655.82 for the remainder of the FY, April-June, 2024).

3. Committee Recommendation

The Personnel Committee recommended the item for full Board for consideration and possible approval.

4. Discussion

After a few years of limited growth, insurance costs have increased over the past year. An increased payment to include a retroactive increased rate will realign this health insurance benefit to match the cost of the lowest priced health insurance premium. Staff will monitor future notifications and bring it to the BOD on a timely basis.

5. Recommendation

Approve an increase in the health care stipend for all full-time employees to match the lowest priced premium cost of \$914.82 retroactive to January 1, 2024.

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2024/2024.0410/BOD.Health.Stipend.Increase.Request.Report_24.0410.docx
 4/3/2024

Staff Report

April 10, 2024



DATE: 3/28/2024
 TO: Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: 2024 Strategic Plan

Report in Brief

In December 2023, Staff completed a Draft Strategic Plan and circulated for internal review from staff and BOD members. Staff also solicited comments from the Finance Committee and the Ad Hoc Strategic Plan Committee. While the 2019 Strategic Plan Report, the May 2019 action (exploration of Camp Fire opportunities), feedback on the draft Strategic Plan (10/14/2020), and other actions have provided staff direction, formal adoption will aid the completion of goals and implementation. New section includes Foundational Statements and an extensive series of Workplan goals to serve as a bridge between larger goals and implementation. Staff plans annual reviews and a timeline for more extensive updates in the plan.

Recommendation: Review and approve the plan.

Attachments:

- A. 2024 Strategic Plan

Document1
 4/3/2024

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Strategic Plan for the Paradise Recreation and Park District

March 25, 2024



Paradise Recreation and Park District

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Suggested citation:

PRRD [Paradise Recreation and Park District]. 2024. Strategic Plan. 3/5/2024 Revised report. Paradise, California.

ACKNOWLEDGEMENTS

Numerous Staff and BOD members since 2019 have contributed significantly to this document:

PRPD Board of Directors

Name	Affiliation
Steve Rodowick	Chairman
Mary Bellefeuille	Vice-Chairman
Robert Anderson	Secretary
Al McGreehan	Director
Jen Goodlin	Director
Julie Van Roekel	Former Director
Dennis Ivey	Former Director

Note: ChatGPT 3.5 was used to edit goals from the initial staff write-up.

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STRATEGIC PLAN PARADISE RECREATION AND PARK DISTRICT

I. INTRODUCTION

A. The Strategic Planning Process

Strategic planning helps organizations define and communicate their direction and priorities. Considering dramatic changes following the Camp Fire, the District developed a planning process and Board direction (notably the District priorities passed shortly following the Camp Fire).

To launch the strategic planning process, the District embarked on a series of meetings, surveys, and needs assessment in August 2019. A Strategic Analysis (Appendix A) and the Strategic Planning Report (Appendix B) serve as a foundation for this document; however, additional information and recent development inform the framework for this document.

The District has embarked on past strategic planning efforts, and is manifested in policy direction and planning documents such as the District Master Management Plan (2016), the District Budget, and specific Board actions. A new Master Management Plan is slated for 2024. One example of policy direction are the measures adopted in May 2019, the BOD adopted the exploration of Camp Fire opportunities, these include:

- 1) Park Acquisition and Development to:
 - a. Enhance Existing Parks (or Partner Recreational Properties) to Improve Fuels Management, Road Connectivity, Public Access, and Recreation.
 - b. Develop a Camp Fire Memorial Park.
 - c. Develop a new Adventure Park.
 - d. Extend Butte County Rail Trail Project and Expand Fuels Management Projects to Paradise Lake and develop a study for additional expansion.
 - e. Develop Magalia Park.
 - f. Support the Development of a Sport Fieldhouse Complex.
 - g. Butte Creek Canyon Park Expansion near the Honey Run Covered Bridge.
- 2) Pursue agreements to link and expand recreation on existing properties owned or managed by the:
 - a. Paradise Irrigation District,
 - b. Bureau of Land Management, and
 - c. Other Potential Partners (such as Town of Paradise, CSU Chico, Thermalito Water and Sewer District, etc.).
- 3) Develop a Feasibility Study and Compliance for the Strategic Development of Parks and Trails and appropriate Land Management within the District (including the Sunrise and Sunset Rim Community Buffers, Watershed (Creeks) Greenways in Paradise, the Concow Region, Butte Creek Canyon, and the Paradise Lake Area).
- 4) Develop new Partnerships and Programs, Classes, and Events to meet community needs and help expand District Offerings.

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Significant progress has been accomplished on a number of these items, and the exploration of these opportunities have guided the District direction and informed our decisions. However, the District recognizes the need to formalize and approve a strategic plan and work-plan to provide clear direction to staff and the public.

B. Strategic Plan Framework

Once adopted, this plan envisions the following process for strategic planning:

1. The District will conduct a review of the current Strategic Plan with Staff and BOD.
2. District may engage in a Strategic Plan Retreat.
3. The District will review and apply the Foundational Statements to the Strategic Plan.
4. Apply an adaptive management approach to review Strategic Plan and adapt process to future needs.

II. FOUNDATIONAL STATEMENTS

This section provides the District's Vision Statement (What we are tomorrow), Mission Statement (What we are today), Guiding Principles (District's organizational core values), and Goals.

A. Vision Statement

The District envisions a future with an extraordinary and well-managed system of beautiful, inspiring parks and innovative, inclusive recreational opportunities that provides for community and resident health, safety, economic prosperity, and resiliency. BOD and staff members agreed on elements of the vision statement but did not adopt a specific vision statement at the retreat. A suggested statement is:

The District envisions an extraordinary system of well-managed parks and recreation programs to support economically and ecologically sustainable, healthy, safe, fun, and prosperous community.

B. Mission Statement

The District provides beautiful parks and trails, well-managed open spaces, and high-quality recreation programs for the health, inspiration, and education of the people we serve in our foothill communities and beyond. Our practices conserve natural resources and enable extraordinary outdoor experiences. The District improves the quality of life of our people.

At the 2019 retreat, BOD and staff explored some of the themes above, but recommended a short phrase rather than a long descriptive paragraph. A revised statement based on input is:

We Create Community and Improve the Quality of Life Through People, Parks, and Programs for the Foothill Communities that We Serve.

C. Guiding Principals

Our District believes in the importance of embodying and exemplifying our values in every facet of our work. We believe in:

1. **Integrity:** Act with honor, sincerity, and pride; and treat our citizens with respect.

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2. **Community Engagement:** We connect with our communities and solicit feedback, actively listen, involve diverse stakeholders, advocate for our communities, and deliver outstanding customer service.
3. **Playfulness and Celebration:** Foster joy and play, celebrating opportunities for residents to embrace health and happiness.
4. **Health and Wellness:** Promote active lifestyles and immersion in nature; support physical, mental, and emotional health and improve the quality of life.
5. **Respect and Inclusivity:** Provide inclusive, equitable, and accessible parks and programs; respect diversity and the rich cultural experiences that individuals bring to our community.
6. **Leadership:** Draw upon our organizational knowledge, adapt, innovate, and motivate for a resilient and vibrant community.
7. **Accountability:** Uphold transparency and responsibility, learn from experiences, and apply lessons to future actions.
8. **Sustainability:** Commit to sustainable actions considering economic, social, and environmental factors in our plans.
9. **Science and Evidence Based:** Use science and current information for decision-making. Collect data on programs and actions to observe and improve performance.

D. Our Goals:

A goal represents an achievable and expansive outcome that generally spans into the long-term. Goals serve as a foundation for annual strategies executed by each department. In contrast, an objective delineates precise, measurable actions that the District must take to realize the overarching goal. Goals provide directional guidance, while objectives articulate the measurable steps toward that direction. District-wide Performance Goals are intricately linked to the District's Mission and Vision Statements, encapsulating our collective aspirations and purpose. They serve as beacons, illuminating the path toward realizing our overarching mission and vision.

District-wide Performance Goals are linked to the District's Mission and Vision Statements and are summarized below:

1. **Community:**
 - a. Cultivate a fun, healthy, and safe environment.
 - b. Provide a variety of recreational activities to meet community needs.
 - c. Become a destination for authentic outdoor experiences.
2. **Administration and Governance Excellence:**
 - a. Model excellence within the Parks and Recreation Community and local governance.
 - b. Maintain trusted leadership, recruit and train dedicated staff and commit to transparent practices and a culture of learning.
 - c. Develop cross-trained staff to meet a variety of challenges.
 - d. Utilize data-driven decision-making and remain nimble in the face of rapid change.
3. **Financial Sustainability:**

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- a. Review and update systems for efficiency and to maximize fund benefits.
 - b. Provide transparent reporting and ensure fiscal health.
4. **Parks:**
- a. Develop parks and recreation as premier destinations that shape the character of the region and become an important part of daily life on the ridge.
 - b. Provide sustainable, well-maintained, and safe parks with diverse natural, cultural, artistic, historical, and recreational resources.
 - c. Restore, preserve, protect, and maintain scenic, natural, and cultural assets.
 - d. Our Parks will meet the needs of individuals, families, and communities and consider all-abilities access to public parklands where feasible.
5. **Recreation:**
- a. Provide diverse recreational opportunities for people of all abilities, ages, and interests.
 - b. Create programs to meet community needs, attract new residents, and enhance the visitor experience.
 - c. Serve the diverse needs of individuals, families, and communities and conduct outreach to under-represented groups.
6. **Project Development:**
- a. Cultivate diverse funding sources for operations, park and amenity development, and recreational programs.
7. **Outreach:**
- a. Foster and build effective collaborative partnerships.
 - b. Share the District's story with a spirit of fun and adventure.
 - c. Help connect people to the community and each other.
8. **Future Planning:**
- a. Better utilize existing parks and facilities.
 - b. Plan for climate change and contribute to economic stability.
 - c. Enhance the health and safety of residents.

E. Strategies

The District accomplishes its mission in the following ways:

1. Innovate

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

- 1) **Events:** Introduce new and improve existing events at facilities within the District to promote rentals, generate vendor revenue, showcase local parks and activities, to provide social and recreational opportunities, and build a sense of community.
- 2) **Parks:** Acquire strategically located land for park expansion and development that serve as natural buffers against wildfire, while also providing world-class destination

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recreation opportunities that will drive economic sustainability within the District and our community.

- 3) **Sustainable Management:** Develop, expand, and improve existing parks to showcase natural resource management and best practices to address local and global-scale climate change, economic/environmental resiliency.
- 4) **Programs:** Develop new and expand successful programs that reflect trends and demands of the changing demographics and cultural diversity within our District, while ensuring social equity and inclusivity.

2. Collaborate

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

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

3. Execute

The District must efficiently deliver parks, programs, and services.

- 1) **Systems evaluation:** the District will evaluate its approaches to improve efficiency and quality customer experiences.
- 2) **Staffing:** Focus staff talent that best utilizes organizational knowledge and professional core competencies while ensuring the District remains nimble and flexible in order to respond to the needs of our stakeholders and financial constraints. We will provide training and cross training to deepen the capacity of the organization to complete key tasks.

4. Communicate

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

- 1) **Marketing Strategy/Plan:** Develop a marketing strategy and plan to promote the use of parks and programs for community cohesion, disaster mitigation/preparedness, climate change adaptation/mitigation and economic development engines.
- 2) **Phoenix Case Study:** Generate awareness of the District science-based "playbook" for post-disaster recovery, community healing, sustainable redevelopment, and future disaster mitigation techniques.

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- 3) **SMART Talking Points:** Share and promote District plans with local and regional audiences using Specific, Measurable, Achievable, Relevant, Time-based communication.

5. Evaluate

The evaluation of the Strategic Plan and all significant actions is important to inform future direction.

1. We suggest that the plan and objectives (work plan) items are reviewed and updated annually and that a more in-depth review occurs over a 5-year cycle.
2. At the end of the cycle, the organizational performance could be evaluated through a Strengths, Opportunities, Aspirations, and Results (SOAR) framework.
3. The organization has embraced an Incident Command System (ICS) model for significant efforts including an after-action analysis for events.
4. Explore and recommend Key Performance Indicators to show progress toward goals.

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III. IMPLEMENTATION (ACTION) PLAN - OBJECTIVES

The District intends this document as an updatable plan that will be reviewed with informed input from annual reports of PRPD accomplishments and changes (likely timed to review calendar year accomplishments). The items listed should receive prioritization (low, medium, high) and assigned to a department staff member when possible. Please keep in mind that this list is not exhaustive as numerous other items will be completed over the next few years required by existing agreements, board or administrative direction, or law.

A. Administrative Goals

1. **Employee On-boarding:** By 12/31/2024, enhance the employee recruitment and orientation process, implementing a system to authorize new hires based on fiscal year budget constraints, due diligence, training, and review, ensuring a seamless integration into the organization.
2. **Internal Service Request Automation:** By 12/31/2024, automate the internal service request system (pink slips) and establish an online platform for task assignments, tracking, and summaries, categorized by task type and location for all staff.
3. **Communication Systems:** By 12/31/2024, evaluate communication systems for internal and external stakeholders to enhance efficiency, streamline information flow, and ensure timely updates.
4. **Purchasing Policies and Templates:** By 12/31/2024, conduct a comprehensive review of District purchasing policies. Develop streamlined guidance and templates for Request for Proposals, Bids, and Quotes, along with staff training in current state and federal procurement policies. Introduce completion checklists and legally reviewed templates for construction project bids, differentiating between construction and professional services.
5. **Salary Scale and Benefits Review:** By 3/31/2025, conduct a thorough review of the salary scale, job descriptions, and benefits. Present recommendations to the Board of Directors for retaining employees and ensuring fair wages.
6. **Recreation Online Reservation System:** By 6/30/2025, evaluate current systems and provide recommendations for enhancing the recreation online reservation and registration system to meet department goals and needs.
7. **District Fee Schedules:** By 6/30/2026, complete a comprehensive review of District fee schedules. Provide recommendations, including an estimation of actual costs, to better assess the impact on District finances.
8. **Staff Recruitment and Development:** By 6/30/2027, recruit and maintain high-functioning, competent staff with a wide range of skills. Establish a comprehensive professional development program for staff, providing ongoing training opportunities and career advancement pathways. Utilize opportunities for promotion and provide training for professional development aligned with District needs. Ensure appropriate levels and types of resources (technology, equipment, coaching/training) to support staff performance. Define key performance indicators for continuous improvement.
9. **Manuals and Handbooks Review:** By 12/31/2028, conduct a review of existing manuals and handbooks. Provide recommendations for consolidation or an update plan (or retirement) for administrative by-laws, board members handbook, district administrative procedures, finance manual (new), illness and injury prevention/emergency action plan (revised 2023), personnel rules, operations, recreation leader, recreation leisure, and any other manuals.

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B. Board of Directors (BOD) Goals

1. **District Transparency Certification:** By 9/30/2024, fulfill requirements and submit the application for the CSDA District Transparency Certification.
2. **NEXUS Study for Impact Fees:** By 3/31/2025, initiate and consider recommendations from a NEXUS study to assess and potentially revise impact fees.
3. **Board Training Opportunities:** By 6/30/2025, provide comprehensive training opportunities for BOD members, including sessions on the Brown Act, finances, board governance, and networking. Utilize resources from CSDA, CARPD/CAPRI, or other relevant non-profit organizations.
4. **Strategic Plan Retreat:** By 12/31/2027, organize a retreat for the BOD to review the Strategic Plan, discuss priorities for the next update, and schedule the subsequent full revision.
5. **Strategic Plan Reviews and Key Performance Indicators (KPIs):** By 12/31/2028, conduct annual reviews of the Strategic Plan and perform a comprehensive update. Throughout the next cycle, identify and implement Key Performance Indicators to quantitatively measure progress towards goals.

C. Finance Department Goals

1. **Finance Manual Draft:** By 9/30/2024, the District Accountant will develop and present a draft Finance Manual for BOD review.
2. **Financial Transparency:** By 12/31/2024, enhance financial transparency by implementing online tools and reports that provide the public easy access to budgetary information, expenditure details, and financial performance.
3. **Diversification of Funding Sources:** By 6/30/2025, explore and secure additional funding sources, including grants, sponsorships, and partnerships, to diversify revenue streams and ensure financial stability.
4. **Timesheet Review and Update:** By 12/31/2024, review and update, or recommend improvements for a timesheet system (electronic and paper versions). The system should simplify accounting entries, facilitate supervisor review, and associate time with relevant accounting codes, including programs, locations, and grant or funding sources.
5. **District Audit:** By 11/30/2025, facilitate completed audit that is completed within a reasonable proximity to the close of the county books for the fiscal year.

D. Project Development

- 1) **Project and Acquisition Tracking System:** By 6/30/2024, establish a comprehensive tracking system, including a) A dynamic list of new projects and corresponding funding sources. b) An acquisition log/spreadsheet providing real-time updates on current and past acquisitions, detailing status, milestones, due diligence steps, facilitating proactive communication with the BOD, partners, and staff.
- 2) **Grant Management System:** By 12/31/2024, implement a project management system software or create a project dashboard to manage and monitor grants effectively. The system should communicate grant status, payments, and key milestones.
- 3) **Grant Funding for Facilities and Recreational Programs:** By 6/30/2025, actively build a project pipeline and secure new grant funding amounting to \$2,500,000 for new or enhanced facilities and \$750,000 for recreational programs.

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- 4) **Acquisition Pursuit and Strategic Partnerships:** By 12/31/2028, persist in pursuing acquisition or easement opportunities aligning with conservation, recreation, or other District goals. Amplify efforts with additional funding sources or partnerships to enhance additions to existing parks or public land, securing grant funding for strategic locations that reduce fire risk and expand or create new park and recreation opportunities. Prioritize grant and donation funding for acquisitions and partnerships in Butte Creek Canyon, Concow/Yankee Hill, Magalia, and Paradise.

E. Planning

1. **Yellowstone Kelly Trail Feasibility Study:** By 12/31/2024, complete the feasibility study for recreational features along the Yellowstone Kelly Trail and present findings for consideration to the Town of Paradise and Board of Directors.
2. **Trail Development and Mapping:**
 - a. By 12/31/2024, implement a trail maintenance and expansion program, addressing priority areas for repair, enhancing accessibility, and exploring opportunities for new trail development.
 - b. By 9/30/2027, develop or improve approximately 10 miles of new or existing trails within the District.
 - c. By 6/30/2025, explore and identify new and existing trails within the District using a public process and assistance from the National Park Service (NPS). Produce a map of trails within District Boundaries showcasing park amenities.
3. **Building Resilient Infrastructure in Communities (BRIC) Grant:** By 12/31/2025, complete tasks associated with these BRIC Grant. This includes the Buffer Project feasibility study, compliance for the strategic development of parks and trails, and appropriate land management within the District. Secure funding for the next round of studies and submit a funding request to implement recommendations if any.
4. **Unit Management Plans for Parks:** By 12/31/2025, create draft unit management plans to guide activities at Oak Creek, Noble, Coutolenc, Lakeridge, and Crain Parks.
5. **Feasibility Studies:**
 - a. **Paradise Community Center:** By 9/30/2025, report back to the Board of Directors on the status and follow-up actions related to the feasibility study/exploration of a partnership with the Paradise Community Center.
 - a. **Lake Concow Recreational Uses:** By 12/31/2024, complete a feasibility report to explore recreation at Concow Lake. The report should consider recreational activities and amenities, public input, partnerships, ownership/management, a conceptual design, and provide recommendations and outline next steps to ensure long-term operation.
 - b. **Concow School Community Center and Recreational Programs:** By 9/30/2025, report back to the Board of Directors on the status and follow-up actions related to the exploration of a community center and recreational programs at Concow School.
 - c. **Paradise Arts, Theatre & Culture Hub (PATCH) Evaluation:** By 12/31/2025, develop a a feasibility report on partnership to explore the coordination and collaboration on events and inform the respective boards on the implications of a joint effort.

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- d. **Butte Creek Canyon Park Expansion near the Honey Run Covered Bridge.** By 6/30/2025, provide technical support and report on potential mechanisms for long-term management, ownership, and revenue options to support the Honey Run Covered Bridge Association. Tasks outlined in 2023 MOU and as per agreement, may be extended to 6/30/2026.
6. **District Master Management Plan Update:** By 6/30/2028, complete a draft District Master Management Plan outlining priorities for development. The plan may include a facility inventory and replacement/maintenance schedule to incorporate future repair costs into long-term expenditures. These products may include a list of projects and a reasonable timeline and funding plan to repair and replace aging infrastructure) of existing facilities, maintenance schedules, cost estimates, public outreach (community interest surveys, informational meetings), and other considerations. The plan will consider an assessment of infrastructure and conceptual plan for the Paradise Pool.
 7. **ADA Transition Plan and Park Facilities Improvement:** By 6/30/2028, update the ADA transition plan as part of Master Plan efforts. Improve existing park facilities, including signage at existing parks, and incorporate new branding for each park. Implement repairs and additions of ADA accessible facilities and equipment.
 8. **Infrastructure Improvement:**
 - a. TARC: By 12/31/2025, complete bike rack, native plant trail, and walkway concrete work.
 - b. Upper Bille Park Bathrooms: By 12/31/2025, repair bathrooms at Upper Bille Park.
 - c. Additional Projects: By 12/31/2028, develop a master list of projects and replacement schedule for District facilities.
 - d. Aquatic Park: By 9/30/2029, replace the playground structure with an inclusive feature.
 - e. Moore Road Park Infrastructure: By 12/31/2029, develop a timeline to replace bathrooms, concession stand, and playground at Moore Road Park.

F. Parks Goals

- 1) **Recovery Projects related to the Camp Fire:**
 - a) **Trail Work at Bille Park:** By 6/30/2024, complete trail work related to Camp Fire recovery and new trail funding at Bille Park. Tasks include repairing the grotto trail and bridge, establishing a new nature trail, creating an access trail to new acquisitions, installing signs (waypoint and interpretive), and providing maps.
 - b) **Aquatic Recreation Center Replacement:** By 9/30/2025, complete replacement and approved updates related to the rebuilt Aquatic Recreation Center.
 - c) **Master Plan for District Shop Facility:** By 12/31/2025, complete a Master Plan and approved updates for a rebuilt and improved District Shop Facility on Clark Road.
 - d) **Playground Replacement at Moore Road Park:** By 12/31/2025, replace the playground at Moore Road Park in a new location consistent with the approved conceptual plan for the site.

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- e) **Business Loss Claim with Insurers:** By 12/31/2025, secure funds related to the District's business loss claim with insurers.
- 2) **Rental and Parking Revenue:** By 6/30/2025, streamline reservation system for customers and promote and increase revenue for facility rentals and parking revenue by 10%.
- 3) **Playground Safety and Upgrade:** By 6/30/2025, conduct a comprehensive safety audit of all playgrounds, addressing necessary upgrades, and implementing improvements to ensure compliance with safety standards.
- 4) **Office Space and Capacity Expansion:** By 6/30/2025, explore long-term options to expand office space and capacity for programs and administrative functions especially in proximity to the Terry Ashe Recreation Center and present to the BOD.
- 5) **Biodiversity Enhancement:** By 12/31/2025, initiate projects to enhance biodiversity within parks, including planting native species, creating wildlife habitats, and implementing sustainable landscaping practices.
- 6) **Park and Trail Development Projects:** By 12/31/2028, complete the following park and trail development projects:
 - a) Bille Park Enhancements,
 - b) Lakeridge Park (and secure funding for the Resiliency Center/Hub),
 - c) Noble and Oak Creek Parks (Wildland trailhead improvements),
 - d) Magalia Paradise Lake Loop Trail.

G. Recreation Programs

- 1) **Recreation Program Report:** By 9/30/2024, staff will complete a comprehensive Recreation Program Report, reviewing program offerings, outreach and marketing, budget analysis, revenue and cost per program, overall evaluation, and recommendations. The report is intended as a regular presentation to the BOD and Staff will explore the ideal frequency of the report.
- 2) **Evaluation of Incident Command System (ICS):** By 12/31/2024, evaluate the use of the Incident Command System (ICS) as applied to events and emergency actions.
- 3) **Event Planning Document:** By 12/31/2024, create and continuously improve a comprehensive Event Planning Guide to help execute events hosted by the District. This effort includes generating a list of events the District can host, prioritizing quick turn-around events that best showcase District parks and facilities to promote vendor-led events and private rentals; Cross-Promotion of District Programs/Events/Facilities; explore options to monetize events via participation fees, vendor fees, donations, and concessions; development of sponsor packets; social media practices, include events across varied abilities and interests; and develop robust and diverse event offerings throughout the year. Use the calendar and promote events in activity guides, social media, website, posters, and flyers.
- 4) **Update and Modernize "Leisure Manual":** By 12/31/2025, update and modernize the "Leisure Manual" for new class and instructor recruitment. Describe the strategy to solicit individuals, organizations, and agencies to offer District-appropriate programs.

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- 5) **Grant Completion:**
 - a) California Volunteers. By February 28, 2024, complete the application and requirements for the Neighbor to Neighbor program.
 - b) Prop 64 - Youth Community Action Grant: By 3/31/2026, complete the application and necessary steps for the Prop 64 - Youth Community Action Grant. Please note other grants and projects as they arise.
- 6) **Program Review and Evaluation:** By 6/30/2025, review, evaluate, and recommend Board of Directors consideration for the following programs and the District's role in facilitating their use: Healing Trauma Through Nature, Elements, Outdoor Education for All.
- 7) **Zero-Waste Event Program:** By 6/30/2024, establish and implement a zero-waste program for events, promoting sustainability through waste reduction, recycling, and eco-friendly practices.
- 8) **Youth Engagement Initiative:** By 9/30/2024, launch a youth engagement initiative, offering targeted recreational programs and events to attract and involve the younger demographic within the community.
- 9) **Cultural Event Diversity:** By 12/31/2025, diversify cultural events hosted by the district to celebrate the rich cultural tapestry of the community, fostering inclusivity and community pride.
- 10) **Bi-annual Activity Guide:** By 6/30/2026, continue to publish a high-quality bi-annual activity guide showcasing District programs, events, and facilities.
- 11) **New Class Offerings and Partnerships:** By 6/30/2026, introduce at least three innovative recreational programs that align with emerging trends, cater to diverse interests, and attract a broad audience. Provide a list of new class offerings and explore partnerships. Develop new programs, classes, and events to meet community needs and help expand District offerings.
- 12) **Community Feedback Solicitation:** By 12/31/2027, solicit community feedback about desired programs within the District via surveys, outreach events, and partner-led listening sessions.
- 13) **80th Anniversary Celebration:** By 12/31/2027, create an outreach plan, historical summary, and list of events related to a year-long celebration of the District's 80th anniversary.

H. Outreach Goals

1. **Recovery Efforts:** By 6/30/2025, Create an image intensive map story that concisely communicates the District's response to the Camp Fire and rebuild efforts as a Community Protection Case Study.
2. **Social Media Engagement Metrics:** By 12/31/2024, increase social media engagement by 20%, measured through likes, shares, and comments, to effectively communicate with and involve the community.
3. **Community Engagement Strategy:** By 3/31/2025, develop a communication plan and format that ensures a consistent, clear and concise messaging for local and regional audiences that explain how/why the District is redefining its place and mission within our community and our region as a whole, the reason for the tactics we utilize, when to expect measurable results, and how the community can provide input and guidance. Promote programs to communities outside of the District (e.g. Chico, Sacramento, Bay

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Area, etc.). In addition, develop and implement a community engagement strategy to gather input on park and trail development projects, ensuring diverse perspectives are considered in planning efforts.

4. **Partnerships:** By December 2028, identify and establish strategic partnerships with two new organizations that align with the district's mission, enhancing collaborative efforts and resource-sharing. This could include Memoranda of Understanding (MOU) with a variety of organizations (could include, but is not restricted to HRCBA, CHRA, MCP, PCC, PATCH, TOP, Butte County, sports clubs, etc.).
5. **Media Plan:** By April 2025, develop a media engagement and marketing memo. The memo should include a branding strategy for the District and each developed park (park icons).
6. **District Metrics:** By 2025, consider developing a Data Dashboard to share with the public important measures of indicators that align with District goals and benchmarks to monitor progress toward desired outcomes. The update should also provide a review of the District's mission, data and other information were gathered to inform the BOD of current needs, gaps, barriers, and community perspectives.
7. **Community Satisfaction Survey:** By 12/31/2026, conduct a comprehensive community satisfaction survey to gather feedback on park facilities, programs, and services, informing future improvements.
8. **Partnership Exploration.** By December 2028, explore opportunities (and potential agreements) to expand recreation on existing properties owned or managed by other agency or other partners (such as Butte County, Bureau of Land Management, Paradise Irrigation District, Town of Paradise, Thermalito Water and Sewer District, US Forest Service, and others). The effort may meet multiple management objectives, including public engagement/outreach, inventorying recreational resources and opportunities, and identifying next steps (such as further studies, conceptual designs, detailed designs for infrastructure, and environmental compliance). The project will identify opportunities for initial projects or phases and a blueprint for future implementation.

I. Volunteer Program

1. **Regular Calendar of Volunteer Opportunities:** By 6/30/2024, establish and maintain a regular calendar of scheduled volunteer opportunities and events, ensuring diverse options to engage volunteers in meaningful activities.
2. **Volunteer Guide/Manual and Policies:** By 9/30/2024, create a comprehensive volunteer guide/manual along with clear policies to provide guidance and expectations for volunteers, ensuring a positive and consistent volunteer experience.
3. **Tracking System for Volunteer Hours:** By 12/31/2024, implement a robust tracking system to accurately account for volunteer hours, categorizing them by location, activity, and organizations/individuals. This system will facilitate documenting match efforts and quantifying the value provided to the community.
4. **Volunteer Recruitment Drive:** By 9/30/2025, launch a volunteer recruitment drive to increase the number of volunteers by 25%, diversifying the volunteer pool and expanding community involvement.
5. **Specialized Volunteer Training:** By 12/31/2025, implement specialized training programs for volunteers to enhance their skills, ensuring they are well-equipped to contribute effectively to park and recreation initiatives.

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6. **Recognition and Incentives Program:** By 12/31/2025, enhance efforts to recognize and incentivize individual and organizational volunteers. Develop a program to coach volunteer team leaders and park ambassadors, ensuring a supportive and rewarding volunteer experience.

J. Strategic Evaluation and Improvement:

Finally, another goal is the regular evaluation of progress on these items. The District suggests that in the future, the evaluation will provide a status of progress. This could include a simple evaluation (in the future can be a narrative in the main report or a separate document of actions toward goals):

- 1) List the SMART goals for ongoing evaluation, KPIs, and performance indicators.)
- 2) Annual Review: Review and update the plan annually and conduct a more in-depth review over a 5-year cycle. While it depends on the date of adoption, staff initially proposes essentially a Calendar year cycle. This is subject to change.
- 3) Incident Command System (ICS): Embrace the ICS model for significant efforts and conduct after-action analyses for events.

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APPENDIX A – NOTES ON STRATEGIC PLANNING SESSION

These notes were created following the Strategic Planning session in August 2019.

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

Issue Identification:

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

Strategic Stakeholders:

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

Incentives of Stakeholders:

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

Information-Objectives:

The Strategic Plan helps the District with several information objectives. These include:

- Increase depth and breadth of promotional reach.
- Share PRPD vision for parks as recreation/shelter in place/natural buffers to wildfire, economic stimulus within our community.

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- Promote the natural beauty and recreation opportunities in the foothill communities of our District so people outside the community change their perception of the District post-Camp Fire
- Our District has fun and exciting activities, programs and parks.
- PRPD offers meaningful volunteer opportunities.
- We are open to partnerships and collaboration.
- There is a tremendous need and opportunity to make donations, fund scholarships, and bequest assets to expand opportunities for District residents.

Interaction Strategies:

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

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APPENDIX B – STRATEGIC PLANNING MEETING REPORT

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STRATEGIC PLANNING MEETING RESULTS

August 23, 2019

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

Strategic Planning Meeting Report

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

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

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

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

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

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

Purpose and Mission:

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

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

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

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

Serving our community through people, parks and recreation.

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

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

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

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

Exhibit A

One Page Action Plan

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

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

Exhibit B

Survey Results
&
Meeting Notes

Paradise Recreation and Parks District's Strategic Planning Session

*Meeting held
8.23.2019*

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

The Changing Environment - External Focus

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

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

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

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

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

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

Have there been any needs analysis studies?

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

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

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

Internal Focus

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

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

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

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

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

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

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

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

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

Revenues

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

Expense

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

Programs

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

Pictures of the flipcharts:

Vision
 Creating & Cultivating a healthy, fun and safe Community environment for Sustainability

Collaborate
 Create, Cultivate, Recreate, Sustain
Community

Helping develop a community understanding of the value of ^{recreational activities} ~~leisure sections~~
 Staying professionally knowledgeable and informed.
 Dedicating ourselves to outstanding community service.
 Keeping programs and facilities safe, clean, and environmentally pleasing.
 Contributing to the physical and mental development of individuals participating in District activities.

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

Collaboration
 * Solutions in the Community

Overlap Mission Statements of the entities that you want to collaborate with to show common mission.

Look @ other groups Mission

New MS.
 Serving our community through people parks and recreation.

PKC give

MISSION

- Project Normalcy - Gives hope
 - We're investing in the future
 Moving forward / Stability

- Communications - Website / Visuals of Upkept Parks
 - Show value of Parks - Outreach increased land value

- Internal Communication to Sustain Staff
 - Flyers
 - Social Media - Well rec'd Facebook
 - Ribbon Cuttings - do mo incl partners

- Focus on Drawing ppl from outside the area

- Campaign - what do you want? Community
 - Constant Contact

* Needs Assessment

* Paradise Lake - Opp
 - Destination: Recl Tourism

- ST (1 yr) - Master Plan
 - Rebuild Parks / Programs / Teen Center
 (Paradise & Surrounding areas)
 - Mktg to Conferences - Invest in Building / Facilities
 - Plan for 2022 Revenues & potential Gaps
 - Sustain Staff
 - Create an assessment district
 - Messaging to include Def. Space

- Pursue short term \$ - Foundation, etc.

- LT (5 yr)
 * We need to be a model
 - Sustain Staff
 - New Park Develop / Acquisition / Re furbish

- Focus on ADA for Special Needs
 - Update ADA Transition Plan
 - More therapeutic recreation
 - Open to new partnerships [ST & LT] Comm Plan
 - Strengthen Relationships w/ Neighbors (Create a Coalition)
 - Consider purchase of a link

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

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

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

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

Rec

⑨

● Programs/Events [Youth/Adult]

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

- Focus on ADA/Therapeutic rec ●● ②

- Paradise Lake ●●● ③

- Sports/Skills Clinics

- Look @ what is new -
* Needs Assessment

Master Plan (Ties w/ Needs Assessment Feasibility Study)

②

RFP for Consultant

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

Administration

Finance

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

Communications

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

District Report

Meeting Date: April 10, 2024



DATE: 4/3/2024
 TO: PRPD Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Monthly District Report

Monthly Report

1. Updates

- a. Updated Fee Schedule – In response to a question that arose during the Park and Recreation Committee meeting on Tuesday March 26th regarding fees for events: Staff are completing an updated draft fee schedule for reservations at District parks and facilities, which will be presented to the Board by fall 2024. The fee schedule discussion may serve as a good place to discuss fees associated with reservations.
- b. California Association of Parks and Recreation Indemnity (CAPRI) Site Visit – CAPRI (the District's insurance agency) visits the District about once a year as a part of an ongoing effort to ensure a safe and healthy operation. The District Visit consists of reviewing documentation pertaining to many insurance-related categories (facility use agreements, safety policies/ manuals, anti-harassment training, etc.) and conducting a walk-through survey of the District sites. This year the District scored a 95% which falls under the "Excellent," category. Way to go PRPD!
- c. 2023 Recreation Program Evaluation- Recreation Supervisors Jeff Dailey and Scott Amick have put together an overview of the 2023 Recreation Programs for the Paradise Recreation and Park District. (Attachment A)

2. Administrative and Visitor Services

- a. Front Office- More and more lake passes, and wedding reservations are coming in daily.

3. Finance

- a. Routine Reports – Balance Sheet (Attachment B), Year to Date (YTD) Profit & Loss Budget vs. Actual (Attachment C), Monthly Profit & Loss (Attachment D), Investment and Reserve (Attachment E), Meeder Investment (Attachment F), and California Class (Attachment G).
- b. Impact Fees - For the month of Mar, the District received a total of \$4,227.58 in impact fees.
- c. Investments –
 - i. Five Star Bank Interest deposits: Investment Money Market = \$3,593.35 and Grant Money Market = \$2,399.52.
 - ii. Meeder Investment: Month of Feb. = \$51,329.14
 - iii. California Class: Month of Mar. = \$4,661.12
 - iv. Tri Counties Bank Month of Feb = \$1,473.46
- d. Audit Update - The auditors have released a draft of the audit for FY 2021-22. Staff will be presenting it to the Finance Committee.
- e. Draft FY 2024-2025 District Budget – Staff provides the Draft budget summary (Attachment G), budget detail (Attachment H), and CIP summary (Attachment I). Additional refinement will occur over the next few weeks at the Finance Committee. The Committee has reviewed the timeline and initial budget information.

4. Parks

- a. PRPD Pool – The pool is running great. Last month the main pump needed some work done to make it run better and it is now operating fine. The new pool heater has been serviced and is working great as well. Maintenance will be doing the annual painting of the gutters as soon as the weather permits. The PRPD staff has been working diligently to ensure a trouble-free swimming season. (Figure 1)

- b. Crain Park – The drip irrigation has been installed for the watering of the new trees that were planted and for providing water to the bioreactor. Big shout out to our volunteer programmer, Sophia Munoz- Oliverez for organizing the tree planting and bioreactor. (Figures 2 through 4)
- c. TARC – The spring landscaping clean-up has been done. The walking trail is now under construction (all done in-house, by PRPD staff). The development of the trail is well overdue. When it is completed, it will provide an easy walking trail for displaying native plants and ideas for residents to incorporate into their own landscaping ideas.
- d. Overall – With the spring weather and events coming up like Gold Nugget days and Chocolate Fest, The District is sure everyone is eager to get outside and spend time at all the Parks. PRPD maintenance staff have been working hard to make sure they are clean and safe for the community to enjoy.

5. Programs

- a. Ridge Hiking Association - March hike explored the Collapsed Mine Trail. It is always great to see so many hikers and outdoor enthusiasts. There were at least 30 hikers, a couple bikers, and we can't furr-get about the fur friends! There is continued support from fellow hikers and new hikers who joined us this past weekend. We look forward to hiking in this perfect spring weather. (Figures 5 and 6).

Next Hike: Table Mountain (waterfall hike) Saturday April 13th, 2024 - (Second Saturday of month).

- b. Events–

- i. The Easter Egg Hunt was held Saturday, March 30 at the Terry Ashe Recreation Center. The Easter Bunny was there along with 3,000 eggs for the hunt and despite the rain, there were many in attendance to hunt for the eggs. The event also featured the 4-H petting zoo. (Figures 7 though 9).
- ii. The first of three fish plants went into Paradise Lake on March 27, with the next two plants happening the week of Kid's Fishing Day on April 20. (Figure 10).
- iii. The Gold Nugget Craft Fair will be April 27th and 28th. There are 62 vendors registered so far to be at the event. Last year's fair had a total of 75 vendors, so with a month to go we are looking good.
- c. Tiny Tots – The Tiny Tots program got a visit from the Easter Bunny prior to the Easter weekend. (Figure 11)
- d. Youth Judo – The Judo program continues to have strong numbers of participants with 33 children at the Terry Ashe site and another 27 participating at the Spring Valley School location. Instructor Harry Burleson will be hosting a Judo Tournament on April 14 at the Concow School Gymnasium.
- e. Outdoor Education for All – Staff focused on planning field trips, meeting with school administrators, continued forensic accounting, and met with Grant Administrators for upcoming grant awards(hopefully).

- i. Elements Youth Advisory Council

- 1) Skill Share – A career development and resource representative from Butte College met with the YAC members to discuss job opportunities for people between the ages of 18 and 26 as well as internship and career technical training opportunities.
- 2) Clubhouse Meeting – Participants prepared a healthy meal consisting of a traditional Mexican seafood dish that had members excited for a second helping before meeting to discuss outreach options, seasonal trip planning, and to discuss old business.
- ii. Healing Trauma Through Nature Program – Staff met with the Butte County Office of Education staff at Mesa Vista School to continue improving program standards for behavior management, safety, and maximizing adventure opportunities for students in these Special Education Programs. An agreement is currently in process between BCOE and PRPD to fortify the relationship between the SEP's and PRPD, moving the program from a fee for service program to an agreement-based service(institutional funding acquired!).
 - 1) Field Trip – Mesa Vista School Teambuilding – participants joined staff at the adjacent park to Mesa Vista School to fly drones, solve teambuilding challenges, and to gain perspective on their local natural environment(from above).
 - 2) Field Trip – Upper Bidwell Park – Monkey Face rock climbing adventure with Butte County Community School. Likely our last trip down to this rock climbing destination, staff are searching for a site on the Ridge that will offer similar “high off the ground” activity sensation in an environment within District boundaries.
- iii. Friends in the Field Program – This adapted and special needs program will be on the shelf until staff capacity increases or funding for special needs programming is aligned. Inclusivity tools such as site maps, ramps, drones,

f. Summer Camps

- i. Camp Courage – Signups have started to trickle in for this expanded camp. Staff are working with community partners such as the Altacal Birding Society to provide exciting programming for the participants as they visit three separate district sites and one partner outside of the district (the Forebay Aquatic Center). Staff are currently recruiting camp counselors to compliment returning staff.

6. Outreach

- a. Spring and Summer Activity Guide – Staff are excited to deliver the 2024 Spring and Summer Activity Guide in both print and digital formats. Printing of the paper copy of the AG was completed by a different vendor at a greatly reduced expense and with some quality tradeoffs, nonetheless, staff have improved the readability of the Event and Class list, created a “Park Spotlight” section for Paradise Lake, and continued to update the digital website presence of classes, events, and park rental spaces. Pick yours up at the front desk or visit paradisepprd.com for a downloadable version.

7. Volunteer Program

- a. Chocolate Fest - Staff have actively been recruiting for chocolate fest. As of right now, we have a team of 6 signed up to volunteer.

Volunteer Opportunity – Chocolate fest team!

Date: May 10 - 11, 2024

Time: 7am – 7pm (Volunteer shifts and hours online at chocolate fest)

Location: Terry Ashe Recreation Center

- b. Doom the Broom – Original date was rescheduled to March 10. Butte County Fire Safe Council, California Climate Action Corps, and Camp Fire Restoration Project all doomed the broom at Crain Memorial Park. We had a full day packed with invasive plant removal, Johnson Su Bioreactor composting system demonstration, and red bud planting. An appreciation lunch was provided to collaborators and volunteers for their dedicated support. (Figures 12 through 14)

Next Volunteer Opportunity – Doom the Broom

Date: April 6, 2024 (First Saturday of the month till May)

Time: 9am – Noon and/or 1pm – 4pm (two shifts)

Location: Moore Road Ball Park

- c. Paradise Lake Trail – Mondays and Wednesdays volunteers have been working on the lake trail reducing fuels, and invasive plant removal. Park stewards from workability and California climate action corps have shown interest in obtaining more service-learning hours and leading projects.

8. Project Development

- a. Outdoor Equity Program (OEP) Round 2 applications – Staff and consultants met (3/26/24) with State Parks to discuss and provide additional information on the District’s Grant Proposal. The \$536,500 grant, entitled “Paradise Recreation and Park District- Outdoor Education for All!” builds on several programs that the District has fostered in the last few years. We anticipate a decision on the grant in the next few months.

Photographs



Figure 1. PRPD Pool all clean and ready for the warm weather.



Figure 2. Ray Lockridge digging a trench for the new irrigation at Crain.



Figure 3. New irrigation pipes being put in.



Figure 4. New irrigation at Crain Park is completed.



Figure 6. Hikers heading off to check out the view.

Figure 5. A hiker and Fur baby ready to go!



Figure 7. Easter attendees getting their picture with the Easter Bunny.



Figure 8. Kids enjoying the animals that were brought by the Pine- Ridge 4-H.



Figure 9. Lambs brought to the Easter event by the Pine Ridge 4-H.



Figure 10. The first fish plant of the season.



Figure 11. The Easter Bunny visiting the Tiny Tots.



Figure 12. Doom the Broom at Crain Park. (Before)



Figure 13. Doom the Broom at Crain Park. (After)



Figure 14. Johnson Su Bioreactor composting system demonstration.

Attachments:

- A. 2023 Recreation Program Evaluation
- B. Balance Sheet
- C. YTD Profit & Loss Budget vs. Actual
- D. Monthly Profit & Loss
- E. Investment and Reserve
- F. Meeder Investment Report
- G. California Class Report
- H. FY 2024-2025 Budget Summary
- I. FY 2024-2025 Budget Detail
- J. FY 2024-2025 Budget CIP Summary

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2024/2024.0410/2024.0410.BOD.District.Report.docx

4/3/2024

Staff Report

April 10, 2024



DATE: 3/25/2024

TO: Board of Directors (BOD)
District Manager

FROM: Recreation Staff Jeff Dailey and Scott Amick

SUBJECT: 2023 Recreation Program Evaluation

1. Introduction

This report provides an overview of Recreation Programs for the Paradise Recreation and Park District (District). District staff will analyze each program area according to the following format:

- Description – Define the program and provide some background.
- Expectations and Goals – Describe either implicit or explicit goals or expectations on the performance of the program.
- Milestones and Accomplishments – List significant progress during the year.
- Participation – Summarize participants and numbers of classes.
- Revenue and Expenses – outline salient details regarding the economics of the program.
- Analysis – integrate the information above into a narrative on what was done well, what could be improved, and what could be done next time.

This document also examines the effectiveness of marketing the overall evaluation of the Recreation Program, and recommendations for next year

2. Overall Budget Comparisons

The reader should note that all budget estimates fall within the Fiscal Year, while this report is for the calendar year. Therefore, any comparisons between the budgeted and actual amounts should reflect this consideration. A summary of income and expenses is provided as Attachment A.

- In FY 2017-18, the total budget for the District was \$2,050,258. While the majority of funding comes from various tax revenue, the District realizes about 25% of income from recreational programs (\$452,932), lease income (\$2,000), and the rental of facilities and equipment (\$59,000).
- In FY 2022-23,
 - Recreation revenue: \$335,504.86 (about 33% of total revenue).
 - Recreational Expenses: \$594,323.45 (57% of total revenue).
 - Net Income/Loss: -\$258,818.59
 - This represents a cost recovery of approximately 56.5%. For many District's or City a cost recovery goal for recreational programs lies between 10% to 40%. The balance of costs have to provide a public benefit and this can be reflected as either an affordable cost to participants (lowers the barriers to participation) or providing a positive service to the community. While some of this may be manifest as improved health and social outcomes, these can be difficult to quantify.

3. Recreation Programs

The section below provides a narrative for each program area. The evaluations for each class are provided in Appendix A.

a. Aquatics (AQ)

1. Description

For decades, PRPD has provided quality aquatics programming at both the Paradise and Concow Swimming Pools. Programming includes recreational swim, swim lessons, aqua aerobics, adult swim, lifeguard training, private rentals, and kayaking. The Paradise Pool also hosts the Piranhas, Home Tech Charter, and Paradise High School Swim Teams. Although participation dropped off dramatically after the Camp Fire, participation at both the Paradise and Concow Pools have increased in each of the last five seasons. Unfortunately, expenses have also increased due to increases in wages, utilities, repairs and maintenance, and pool chemicals. After a shortage of staffing in 2022, 2023 saw an increase in available lifeguards and PRPD was able to offer a lifeguard training class.

2. Expectations and Goals

- Ensuring the safety of participants is a top priority. This includes having well-trained lifeguards, an emergency plan, and proper water quality.
- Public pools should be clean and well-maintained to prevent the spread of water born illnesses.
- The pools should offer a variety of recreation to participants including open swimming, lessons, classes, and events.
- The pools should strive to increase income and reduce costs, while still offering affordable entry and class fees.

3. Milestones and Accomplishments

Some of 2023 milestones include:

- An increase in participation and income at both the Paradise and Concow Pools.
- The aqua aerobics program at the Paradise Pool served over 811 participants.
- Local schools added a third swim team at the Paradise Pool (helps keep the pool busy during low usage periods and subsidizes some costs).
- PRPD's Concow Pool Manager updated her lifeguard instructor trainer certificate so she can train new guards in house.

4. Revenue and Expenses

One thing to keep in mind for the aquatic programs is that expenses include everything that was spent to operate the pool facility for the entire year (the school district handles the Concow Pool during the school year). This includes pool staff, parks maintenance staff, utilities, chemicals, repairs and maintenance, and supplies. Therefore, expenses reflect the total facility costs annually, not just costs associated with aquatics programming. The program runs about a 20% cost recovery rate. The participation and income and costs can be summarized as follows:

Program	Participation #'s	Income	Expense	Net
Paradise Pool	5,188	\$31,934	\$162,439	(\$130,505)
Concow Pool	1,442	\$4,854	\$25,239	(\$20,385)
Totals	6,630	\$36,788	\$ 187,678	(\$150,890)

5. Participation

A summary is provided above. Note; swim teams are accounted for in participant totals. A more detailed breakdown of attendance can be found in the 2023 Paradise and Concow Pool reports. Future reports may be more informative as capturing individual participant attendance multiplied by the number of times this person attended (One registered participant multiplied by the number of and duration of the activity).

6. Analysis of Program

Aquatics continues to be a popular and important program for PRPD. Children enjoy the fun and confidence in learning how to swim, while parents understand the importance of it from a safety perspective. The number of people using both pools has been increasing in each of the last four years. PRPD will try to keep this trend moving in a positive direction. Besides the ongoing operational expenses at the pools, PRPD will need to look at major renovations of the Paradise Pool.

7. Recommendations

- Recruit and train more lifeguards each season as most staff do not return for more than a couple of seasons.
- Explore options to develop additional programming and rentals to encourage more use.
- Add more swim lesson sessions including private lessons.
- Monitor the lifeguard staffing levels during shifts and reduce them as needed to cut expenses.
- Continue to review fees and charges to keep up with inflation and other area swim pools.
- Explore sponsorship and potential joint fundraisers with area organizations to support the pool and swim teams.
- Incorporate an update of the pool and conceptual improvements into the next Master Plan Update.

b. Camps (CA)

1. Description

The District usually holds Camps during the summer months (June and July). Since the Camp Fire, programming consists of adventure-based themes with recent additions including special interest camps such as Drone and RC Camp and Guitar Camp. Camp Courage, our flagship camp, has continued to show the value of the multi-site visit model and has set a foundation for scaling up the camp services in coming years.

2. Expectations and Goals

- Keep students safe – thoroughly trained, returning staff.
- Utilize District resources prudently – multiple site visits using District transportation.
- Scale services according to the needs expressed through BOD input as well as community sources.
- Continuously reflect on communication procedures such as registration, social media marketing, and internal staff operations

3. Milestones and Accomplishments

- Increased the number and variety of camps from 2 Camps in 2022 to 7 Camps and a full capacity Tiny Tots program operating at the same time.
- Hired, trained, and retained a Camp Director as well as Rec Leader support staff
- Camp Courage participants made memories at five separate District Parks, a testament to inventive programming utilizing District resources effectively.
- Children created healthy, happy, Ridge based memories

4. Revenue and Expenses/Participation

Title	Code	Participants	Camp Price	Income	Expense	Year First Offered
Aquatic Camp	CA3	22	200	3600	5592	2023
Camp Courage	CA4	20	175	3517	8481*	2018
Drone Camp	CA4	8	150	1200	-	2020
Guitar Camp	CA4	11	65	715	-	2023
Pony 101	CA4	15	80	1200	-	1978
Nintendo Camp	CA4	5	65	325	-	2023
Saturday Sillies	CL3	17	65	1105	-	2023
Totals/Ave		98	Avg. 114 Median 80	11,662	14,073	

*Aggregate of all other camp expenses

5. Analysis of Program

Camps have become increasingly important for community members on the Ridge. Without a place to send their children during the summer school break, students are left to their own devices at home. Further, parents must invest in childcare at an exorbitant rate if they do not have options for their children. With the addition of Drone/RC camp, PRPD staff are utilizing previously acquired/donated resources in combination with radio-controlled cars that were recently added to the fleet to be used year after year. Though the programming is strong, and the camps well received, until camps are passed from Recreation Supervisors to coordinators or camp directors, they will remain expensive to operate.

6. Recommendations

- **Reduce expenses.** High expenses for the Aquatic Camp(contracting with the Forebay Aquatic Center) prompted staff to change direction in 2024 for this camp. Staff redesigned this camp experience to keep the participants away from large cost centers while ensuring access to water to meet the goals of Aquatic Camp. As we shift from initiating programs to maturing ones, Staff will need to watch expenses and staffing to match student ratios.
- **Additional Camps.** Based on community feedback, Staff increased Summer Camps to include younger age ranges.
- **Initiate earlier recruitment.** It is recommended that staff begin recruiting for the support positions for these camps in early March each year while also continuing to look for partnership opportunities to scale the program services. A year-to-year growth and partnership plan is also recommended.
- **Return of a community favorite.** With the hazard trees removed, the District will explore the **return of Camp Coutolenc for next year.**

c. Classes (CL)

1. Description

PRPD strives to offer a variety of classes that will appeal to a wide range of age groups and interests. In 2023, the District added several new classes to ones that were already up and running. A combination of PRPD staff and contracted employees lead classes. While some classes are seasonal and only offered at certain times of the year, others are year-round and can move from indoors to outdoors, weather permitting.

2. Expectations and Goals

- Offer a variety of classes that will attract a wide range of age groups and interests.
- Hire qualified instructors who are well-trained and knowledgeable.
- Hold classes in a clean organized facility with proper equipment and supplies.
- Depending on the type of class, a goal should be to improve in the class subject. This could be physical fitness, social interaction, stress relief, creativity, and inclusivity.

3. Milestones and Accomplishments

- PRPD grew and expanded on several of its classes in 2023. Yoga is offered in Paradise and now in Magalia (at the community center).
- Judo is now offered at Spring Valley School near Concow and has been very successful. The Judo instructor is now also offering a new Jujitsu class.
- The Dance Fusion class is now being offered year-round while it used to stop in the summer.
- Several of our other classes have grown and are keeping the Terry Ashe Recreation Center busy.

4. Revenue and Expenses

Program	Code	Participation #'s	Income	Expense	Net
Fitness/Dance	CL1	808	\$5,484	\$10,510	(\$5,026)
Tots	CL3	228	\$34,460	\$64,512	(\$30,052)
Spec. Int.	CL4	102	\$3,813	\$1,643	\$2,169
Youth	CL5	369	\$17,247	\$13,653	\$3,594
Forest Therapy	EX99	950	\$27,300	\$18,036	\$9,263
Totals		2,457	\$88,304	\$108,354	(\$20,050)

5. Participation

The table above shows individual registrations in each category of classes. The number of times the individual went to the class varied depending on the class's length and frequency.

- Preschool- Tiny Tots (218), and Forest Friends (10). Tiny Tots continues to get large numbers of kids, while Forest Friends is a new class
- Youth - Judo TARC (176), Judo Spring Valley (160), Jujitsu (8), Ballet (10), Pony 101(15)
- Adult – Dance Fusion (122), Yoga TARC (411), Yoga Magalia (150), Tia Chi (125), Landscaping (32), Kayaking (15), Astronomy (55), Forest Therapy (950)

6. Analysis

Although the District has increased the number and variety of classes over the last couple of years, staff still strives for new programs and to fortify popular offering and will need to recruit new instructors. While the District added some capacity and a variety of programs, this comes at some costs to train staff and get programs off the ground, or in some cases diverts full-time staff into program delivery.

7. Recommendations

- Continue to recruit instructors for needed and requested classes.
- Update Leisure and Instructor Manual to inform new instructors about PRPD policies and procedures and streamline the onboarding process.
- Recruit and contract out to other organizations to expand offerings.
- Better promote and encourage residents to participate in programs.
- Scrutinize class ratios and drop classes that may not be economically viable to run.
- Offer classes in categories that we are lacking including art, music, culinary, and language.
- Keep classes affordable while keeping track of income and expenses.

d. Events (EV)

1. Description

Community events bring people together for fun and entertainment, as well as to promote community involvement and social interaction. 2023 saw the return of popular traditional events including Paradise on Ice, Kid's Fishing Day, Gold Nugget Craft Fair, Pinewood Derby, Hoop Shoot, Halloween, Easter, and the Santa's arrival/Christmas tree lighting. In addition to its traditional events PRPD has added several new events to help showcase the skating rink including Chili Cook Off, Cornhole Tournament, and a Car Show/Pinewood Derby. PRPD has also added some events to showcase the parks and bring new people to the ridge including Astronomy on the Lake, Party at the Pool, National Trails Day, and Family Fun Fest. 2023 also featured a 75th Anniversary event as well as pop-up sized get together in Concow.

2. Expectations and Goals

- Create community through providing traditional annual events that provides the ridge community with something to look forward to.
- Provide a variety of events throughout the year that attract residents and people from out of the District.
- Generate value by designing programming that aligns with the values and goals of larger sponsors and long-term vendor relationships.
- Streamline marketing and outreach operations and define roles.
- Implement staff and community feedback from previous years of events.

3. Milestones and Accomplishments

- Hosted well-run and great participation with signature events such as the 2023 Kids Fishing Day and Gold Nugget Craft Faire (sold out vendor spots).
- Hired a Recreation Specialist (Event Coordinator).
- Increased the amount of staff time invested into the planning, marketing, and execution of staple

events such as Kids Fishing Day, Community Halloween, and Easter Egg Hunt, resulting in increased attendance and a year after year growth in positive participant experience

- Survived challenges associated with the Ice Rink (and new synthetic system).

4. Revenue and Expenses

Event	Participation	Income	Expense	Net
Ice Rink	2,452	65,417	216,325	(150,868)
Holiday Events	X	2,880	12,949	(10,069)
GN Craft Faire	3000	12,535	2428	10,106
Elks Hoop Shoot	25	0	120	(120)
Kids Fishing Day	1200	10,801	9886	914
Pinewood Derbies	140	852	313	538
Astronomy on the Lake	65	1,405	1366	38
Misc Events (FFFF, 75 th . Party at the Pool, etc)	400	0	17,796	(17,796)
Total	7,997	\$93,930	261,187	(167,256)

5. Participation

PRPD has recently attempted better estimates associated with events and while we will get better refinement of these in the future, it does provide a basis of comparison or trends that will inform future events. Each event counts participants based on available metrics based on the multiple factors that affect the counting of participants. For example, estimates for Kids Fishing Day, which is held at Paradise Lake – a location that has multiple entry points and participants coming and going throughout the day, is assumed based on the number of hot dogs we move (in 23 we moved 600 hot dogs @ 1 dog for every 2 people = 1200 attendees). At events where tickets and registrations occur, counting participants is much more straightforward.

- **Very Well Attended** - Kids Free Fishing Day (1200 attendees), Gold Nugget Craft Faire (3000), 75th Anniversary Celebration (300+ attendees), Astronomy on the Lake – Kayaking (Sold out at 30 boats, 65 participants), Tiny Voices Sing/Santa's Arrival (60+ attendees), Community Halloween (500+ attendees), Easter Egg Hunt (500+ attendees), Spring and Fall Pinewood Derbies (Full House on both dates).
- **Good Showing** - Fall Family Fun Fest (200 attendees), Movie at the Pool (70 attendees), Bags and Beans (400 attendees, 3 Chili Vendors, 75 Cornholers), Elks Hoop Shoot (25 attendees).
- **Would like to see more attendees** - Subaru Car Show Cancelled – Weather, Holiday Craft Faire (Low vendor sign up and poor weather, 100 attendees at most), Tree Lighting (25 attendees), Ice Rink – 2,452 (dramatically down from past years).

6. Analysis of Program

Staff continue to receive feedback from attendees and direction from BOD members to prioritize the public interest in developing community sized events - and Staff have delivered. With only a handful of seasonal events in 2020 and 2021, staff have developed and executed 12 NEW events in 2022 and 2023 with similarly low staffing levels. PRPD Recreation Supervisors ran most of the events with little support staff. While some

events utilize part time staff and volunteers, a large amount of time is needed from supervisors to successfully run the events. The addition of additional staff will help run and expand events. Seasonal workload undulations absorbed by staff have provided opportunities to implement crucial planning tools to ensure the financial viability of the events that the community continues to request.

7. Recommendations

- PRPD has built a variety of good special events that should continue in the future. Adding staff will allow recreation supervisors to improve events and expand other programs.
- Events should continue to be evaluated each year to determine how successful they are and ways to improve them. If time allows, events could be improved by additional sponsors, better marketing, using various locations to highlight parks, and collecting feedback from the community.
- Further, continue seeking inventive funding sources to support the expansion of services and include expense tracking systems to support these endeavors. In addition, move outreach and sponsorship efforts in-house.
- Consider additional Recreation Staff to support events.
- Articulate procedures for outreach, media, and social media contacts.
- In 2024, the BOD declined to bring back the synthetic ice rink, staff will embark on some replacement events for the Winter Wonderland theme.

e. Excursions (EX)

Excursions include a variety of Trips, and Tours, in addition covers outdoor experience classes and grant programs.

1. Description

The Excursions designation includes the Healing Trauma Through Nature field trips, the Ridge Hiking Association, the Forest Therapy Program with Chico State Enterprises, the Elements Youth Advisory Council, the Friends in the Field program, and Kayak Tours. Each program consists of components that address multiple goals of the District including, but not limited to; Connection with the land, community building, adventure seeking, trauma informed and aggressively inclusive, and utilizing staff resources prudently.

2. Expectations and Goals

- Continue operating Healing Trauma Through Nature Field Trip series, ensure financial viability through institutional funding.
- Meet the grant requirements and task obligations of the Prop 64 Youth Community Access Grant through operation of the Elements Youth Advisory Council.
- Partner with community stakeholders to offer half and full day adventures, trauma informed programming, and various levels of adventure to meet the individual participant needs as well as the diverse needs of recreation seekers on trails on the Ridge.
- Capture financial resources through scaled, inventive partnerships (Forest Therapy).

3. Milestones and Accomplishments

- Staff trained in inclusivity best practices through Friends in Field Grant, acquired nearly \$10,000 in

inclusivity tools for excursions(drones, ramps, portable video monitors, iPad mini’s).

- Coordinated 13 Excursions and 2 Excursion Retreats for Elements Program – grant extended to 2026
- Hosted 13 Community Hikes through Ridge Hiking Association partnership with Paradise Stronger, which served approximately 156 people
- Coordinated 36 Field Trips for Healing Trauma Through Nature program, agreement with BCOE in progress for institutional funding
- Hosted 120 Forest Therapy sessions
- Hired Kelly Munson as Elements Contracted Coordinator and Dr. Anne Stephens as a Contracted Assessment Coordinator

4. Revenue and Expenses

Program/Code	Code	Participation #'s	Income	Expense	Net	Experience hours
Healing Trauma	EX4	516	\$16,200	\$16,628	(\$428)	252
Friends in Field	1850.3	25	\$29,585	\$29,585	\$0*	285
Forest Therapy	CL4	950	\$27,300	\$18,526	\$8773	240
Elements	1850.2	127	\$85,789	\$85,789	\$0*	1,727
Totals		2,457	\$158,874	\$150,528	\$8,345	2504

Note*:these grants do generate revenue beyond cost offsetting. The terms vary, so reporting our net for these grants is challenging at this point. Future reports will clearly display our “keep”.

5. Participation

- Healing Trauma Through Nature – served 149 participants from Achieve Charter School, Butte County Community School, Chico State Trio, and Mesa Vista School. (36 field trips at 7 hours/trip = **252 experience hours**).
- Friends in the Field - Pleasant Valley Special Education Class - 25 participants.(1 Training of 15 attendees x 4 hours + 3 excursions of 15 people @ 5 hours = **285 experience hours**)
- Forest Therapy - 21 Community Partners/Sites - 950 participants (2 hours each = **240 experience hours**).
- Elements - Retreats/Excursions – 32 participants (7 participants/Excursion and 10 participants /Clubhouse Meeting). . (13 excursions x avg. 7 members = 91 + 2 retreats(12 attendees + 24 attendees = 36 total **1,727 experience hours**)
- Ridge Hiking Association (13 excursions x avg.12 hikers x 6 hours/hike = **936 experience hours**).
- Kayak Tours - 10 participants (Spring/Summer)

6. Analysis of Program

Even though relatively small in terms of participation, excursions continue to grow in popularity and importance. Programs that serve underprivileged, traumatized, and otherwise “recreation access denied” youth, neurodiverse community members, and those with financial barriers have institutional funding

sources and we are positioned well with partners to seek future grant funding. Balancing public facing and small, private (Schools/special population clients), programs ensures that staff offer programming that meets a variety of needs.

Public facing programs, especially the Kayaking Tours, will need to get the word out with a seasonal marketing rhythm to set it up for success. The sustainability and longevity of the programs will stabilize as staff continue to replace Supervisors running these programs with other well-trained staff. Partnerships such as that with Paradise StrongER and Chico State Enterprises are excellent, leveraged partnerships that deliver large amounts of activity time with relatively low staff hours to operate.

7. Recommendations

- Increase effective marketing and promotion efforts.
- As many of these programs are grant funded, there is a natural cycle to the acquisition, kickoff, operation, and culmination of the initiative. The District considers this initial funding “seed money” for initiating these programs and as they complete, the District will be confronted with either pursuing grants or to reallocate staff time towards other priorities.
- Increasing staff to handle seasonal and planning workloads, will ensuring program safety, longevity, and scalability.

f. Sports (SP)

1. Description

PRPD offers a wide range of sports programs for people of all ages and abilities. These programs are designed to promote physical fitness, skill development, social interaction, sportsmanship, and fun for the participants. PRPD has traditionally offered team sports like softball, basketball, and flag football, as well as individual sports such as tennis, swimming, and golf. Sports are an important part of the district's offerings and should be expanded as capacity increases.

2. Expectations and Goals

- Aim to provide a wide range of recreational and competitive sports programs for the community.
- Promote physical fitness by offering programs and classes that offer regular exercise and promote an active lifestyle.
- Provide opportunities for skill development in various sports and activities.
- Contribute to the personal development of athletes while emphasizing sportsmanship and teamwork.
- Optimize the use of recreational facilities and keep them in good condition.

3. Milestones and Accomplishments

- The adult softball leagues grew from 15 teams in 2022 to 20 teams in 2023.
- A new women’s softball league was added in 2023 being the first woman’s league since 2018.
- A new youth golf class was added and will be expanded to adult golf in 2024.
- A new Silly Sports class was added in 2023 to provide more options for preschool age kids.
- PRPD has a solid crew of umpires and scorekeepers for its adult softball program.

4. Revenue and Expenses

Program	Participation #'s	Income	Expense	Net
YouthSports-SP1	104	\$5,511	\$23,356	(\$17,845)
Adult Sports-SP2	805	\$9,857	\$26,074	(\$16,217)
Totals	809	\$15,368	\$49,430	(\$34,062)

5. Participation

The participation numbers represent the total registrations and not the total number of times the individuals had games or a program.

- Adult Sports – Softball (300), Softball Tournaments (405), Pickleball (100)
- Youth Sports – Tot Soccer (23), Cross Country (20), Little Ballers (12), Silly Sports (17), Soccer Skills (8), Flag Football Skills (8), Tennis Camp (8), Golf Lessons (8).

6. Analysis of Program

PRPD has done a good job of reintroducing many of its sports programs and leagues since the Camp Fire. Still the District has been hampered by a lack of staff to carry new programs. The adult softball program is an example of a popular program that has come back and steadily increased in each of the last several years. Youth sports programs such as cross country, tennis, tot-soccer, and sports skills classes are also increasing in popularity.

7. Recommendations

- Although the PRPD sports programming has grown in recent years, there is still a need to expand and develop new programs that have not come back. PRPD should continue to partner with other groups in the community to complement what we can offer in sports. Examples of non-district groups include Paradise Little League, Paradise Piranhas Swim Team, Paradise Ridge Youth Soccer, and the Paradise Unified School District. This may also include recruitment for instructors and coaches.
- Recruit new instructors and coaches.
- We need to embrace new programs like pickleball that have great potential to expand and look into hosting tournaments or leagues to help increase revenue.

g. Facility and Equipment Rental Income (RE)

1. Description

The District derives significant income from the rental of facilities. Income may come from long-term agreements and partner use of facilities and short-term/one-time events. These may include:

- Terry Ashe Recreation Center (TARC) –
 - Annual large-scale events or regular rentals – This includes the Goat Grazing Festival, Paradise Chocolate Fest, and Johnny Appleseed Days. Community based service groups and clubs such as Rotary, the Paradise Garden Club, and the Paradise Quilters are examples of groups that consistently utilize the facility on a regular basis.
 - Rentals - With large capacity multi-purpose rooms, centrally located access, technology for

hybrid meetings, dance floor lighting, and a physical space large enough for community-wide events.

- Ball Fields – Paradise Little League is our largest client for renting ball fields.
- Electronic Sign on Skyway – with thousands of eyes seeing the electronic sign on any given day, this asset is highly visible and a communication tool on the Skyway.
- Paradise Welcome Sign – Staff orchestrated the purchase and production of the badges on the Paradise Welcome Sign while also maintaining the tree and grass around the sign. Repairs were also made after a tree struck the top of the sign, damaging the circular saw blade mounted on its crown.
- Picnic Sites/Barbeque Sites
- Equipment
 - Kayaking Rentals – in 2020 a storage container was acquired through donation to house a small fleet of used kayaks purchased at a discount from the Forebay Aquatic Center. Upon delivery of the container to Boat Launch #2 at Paradise Lake, staff acquired 12 more kayaks through donation from the Adventist Health Hope Gives program. Site improvements continued to fortify the Kayak Rental program, including rock barriers and a rocked boat launch drive path. In 2023 the Volunteer Program also completed the painting of the container with a mural.
 - Sports Equipment Rentals – Staff loan basketballs to players seeking to recreate at the basketball court at the TARC.
 - Nintendo Switches – Once purchased as an asset to teach at a local charter school, these 20 Switches have been utilized at camps, after school programs, and have been rented by schools as part of a “Gaming” curriculum
 - Land and Site Care Tool Rental – Weed wrenches are “rented” out throughout the year as part of our initiative to assist in the caring for our parks and trails.

2. Expectations and Goals

- Provide excellent ball parks that are utilized to maximum capacity.
- Increase presence at Paradise Lake through Kayak Rental program, including the capture of unpaid parking and lake access fees.
- Provide adequate technological equipment for lease/long term rentals for service clubs and other community groups.

3. Milestones and Accomplishments

- Created an **updated Map for Gold Nugget Craft Faire** reservations, will be used for other rentals as well.
- **Upgraded Ball Fields.** Maintenance Staff have invested significant resources into improving the infields at Moore Road Ballpark, into upgrading field lighting, into fortifying the concession stand from vandalism, and to the land surrounding the fields. Teams and coaches start to reach out to Rec Supervisors in November and December to start reserving fields for the following Spring and Summer, which is when the fields are most frequently requested for rental.
- Supported Goat Grazing Festival in first year, now run by Butte Fire Safe Council.
- Johnny Appleseed Days, Paradise Chocolate Festival – large rentals with low/reduced Rec Staff involvement.

- Completed first full season of Kayak Rentals and site improvements (graveled ramp and pathways) to the Rental location at Paradise Lake.
- More pool party rentals than previous year

4. Revenue and Expenses

Rental Type	Income	Expense
Electronic Sign	\$2050	*
Kayak Rentals	\$2595	\$3069
Paradise Welcome Sign	\$3550	
Audio Visual Equipment Use	\$506	*
Ball Park Rentals	INPUT	*
TARC Rentals	INPUT	*
Total		

Note*: rentals that incur setup and maintenance expenses, utility expenses, or have depreciation associated with ongoing usage are challenging to separate between departments and thus report(Room set ups at TARC, expense to illuminate sign, pregame setup and post-game cleaning of ball fields). Capturing as many costs as possible will be the consistent goal of this report and subsequent supporting processes.

5. Participation

The District hosted approximately XX rentals and events from outside parties.

6. Analysis of Program

While this is a significant source of income that the District and we have an interest in keeping facilities busy, the expense comparison should be considered so that not all maintenance or administrative costs are incorporated into the total. Promotion of our facilities may help with regional interest in facility rental and may be attractive to prospective residents.

7. Recommendations

- Event partners. Continue seeking partners to “incubate” large scale rentals and events.
- Ease rental process. Streamline rental process and explore options to include access to affordable rental insurance for events and parties.
- Promote facilities. Better represent rental opportunities through campaign-based marketing strategies (Wedding Season, Graduations, End of Life Ceremonies).
- Organizational Capacity. As the organization gets better at the cycle of promotion, application, and use, this will help as future facilities come on-line.
- Add a space on rental documentation to collect the number of participants expected within the rental period

h. Volunteer Program

[[[add stuff!!!!

1. Description

The District is growing a volunteer program and coordinator to guide it effectively. The program is being developed to meet the needs of the District that includes park operations, recreational programs, and special events. The program is dedicated to helping the district progress by connecting individuals to share, communicate, learn, and grow from each other while also making our parks beautiful and safe. The program provides a range of activities that strongly promote youth development, conservation skill-building, self-confidence, environmental awareness, and connecting people to green spaces.

2. Expectations and Goals

- Program slowed down beginning of year – Coordinator out of work for half the year.
- Project follow up – Trees, Trail work (Chipping/burning material).
- Continue eagle scout project – Invasive plant guide.
- Collaboration with agencies on active projects to create depth on recurring projects and current volunteer retention.
- Create a volunteer program in which individuals, groups, and organizations have an opportunity to help improve the communities served by the District.
- Provide our community with a sense of ownership and caring for the public parks and programs managed by PRPD.
- Create and nurture mutually beneficial partnerships with area businesses, nonprofits, community groups, and governmental organizations.
- Increase the breadth and depth of PRPD's ability to diligently manage and care for the parks and programs that serve our community.
- Increase the public trust and transparency in the work PRPD does to care for the parks and programs that serve our community.
- Provide volunteers with opportunities that offer a positive and worthwhile experience.
- Create awareness for individuals to view the natural world in a holistic view to manifest a sense of mutual respect for natural resources and all life it supports.

3. Milestones and Accomplishments

- Volunteer support for partners –
 - Butte Creek Canyon Clean up (Centerville Historical Association) 19.5 volunteer hours – Rotary interact group, community volunteers.
 - Fall Family Fun Fest (Magalia community center) 25 volunteer hours – Rotary interact.
- Love Paradise, community volunteer event – Host site for public parks. Two projects.
 1. Coutolenc, Forest Health – 39 volunteer hours, Adventist Academy and community volunteers.
 2. Paradise Lake, Kayak container painting – 16 volunteer hours, Rotary interact group.
- Youth Recruitment support – Caroline Maddrix, youth lead for multiple organizations. One of them being Rotary Interact who volunteered at recreation events and park operation activities.
- Paradise Lake Vegetation Memo – Three residential property owners have agreed to assist with fire mitigation along the lake trail to create defensible space between PRPD and residential property. 50 volunteer hours.
- Johnson-Su Introduction/educational video –
 - Collaborated with recreation supervisor to create video. 2/3 interviews done, educational content provided, and other volunteers reached out to follow up on video progress.

- Staff difficult to connect with on work progress and did not communicate that they no longer were working on project.
- The video project was not completed and a last-minute shift to a radio talk through North state Public Radio was completed.

4. Revenue and Expenses

The program reuses, borrows, or purchases program supplies under each department depending on the project. The program strives to reduce its purchasing footprint as much as possible to save costs and keep a sustainable mindset on track.

5. Participation

Facility	Hours of Participation
Paradise Lake	46.5
Bille Park	0
Noble Park	0
Lakeridge Park	0
Crain Memorial Park	0
Terry Ashe Recreation Center	11.45
Aquatic Park	0
Moore Road Ball Park	0
Coutolenc	39
Gold Nugget Property	0
Centerville	19.5
Other	0
Total	116.45

- Note: Lower facility hours in 2023 compared to other years due to coordinator out of work for 5 months.
- Paradise lake has the most hours of any facility due to volunteer interest with the lake, wildlife, shade, and residential neighbors volunteering. The 5-mile trail is a continuous year-round project that requires the most support.

Project Type	Hours of Participation
Events	16.45
Forest Health	39
Litter removal	19.5
Fire Mitigation/Fuel reduction	25.5
Special project – Kayak container painting	16

Total	116.45
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- Fire mitigation/fuel reduction has the most hours of participation each year due to most of the hours being at Paradise Lake.
- Special projects and events usually have lower hours due to special projects being specific and sometimes requiring volunteers of interest. Special projects are also last-minute projects that were not planned into the year but pop up and need volunteer support.

6. Analysis of Program

The volunteer program has increased participation hours each year while working on a variety of project types within each department. The program has been flexible, and versatile to District changes and improvements. There has been a steady group of park stewards who have been volunteering in their area of interest with dedicated support and have brought family or friends to join on volunteer days.

7. Recommendations

- Trainings:
 - CPR training
 - Wilderness First Aid
 - Leadership
- Additional staff – Recruiting/promoting program, lead volunteer groups.
- Staff volunteer day – Staff volunteer hours to a local group/agency. We ask the community to volunteer their time, PRPD can lead by example.
- Open to all recommendations to improve the program.
- Project feedback and follow up – Will help ensure work progress and information is on the right track.

4. Outreach, Marketing, and Engagement

Much of the success of the programs above require the effective use of outreach to promote and engage our residents with the District's efforts. Some highlights include:

- The media and marketing plan for programs, events, and classes are centered around our 1) Spring/Summer and 2) Fall/Winter seasonal Activity Guides (AG). Staff have greatly improved the aesthetics of these publications with a focus on high quality print materials, bright colors, and changes to the format of the guide.

Key to these changes in 2023 was the effort to produce fliers for all PRPD events, classes, and programs and branded with the 75th Anniversary logo, PRPD logo, fundraising incentive, partner logo, and/or QR code for quick online access. Upon completion of the eye-catching print version and subsequent online hosting of the AG, staff begin utilizing the same fliers from the AG to construct, edit, or integrate digital versions on the PRPD website which link directly to sign-up software.

- With the digital home of the program created, staff then utilize social media, the PRPD website, and partner organizations such as the Chamber of Commerce, Growing UP Chico, Northstate Parent, Explore Butte County, Mothers on the Ridge, the Town of Paradise, Rotary, and our list serve to

announce the arrival of the AG and to encourage digital sign-ups as space is limited. Seasonal programming is also announced and marketed through various radio stations, the school digital distribution network – PeachJar, and through word-of-mouth advertising at internal and external meetings in the community.

- In almost all areas was a theme of needing to get the word out earlier on events and classes. Additional staff and assignment of roles will help this become a routine function.
- Instating a tracking system for the AG distribution, staff expect to evaluate the effectiveness of various factors in the distribution process.
- Marketing occurs after events and classes have been planned, so staff recommend moving the planning of Spring and Summer programming to allow for more time for the outreach and marketing to be effective
- **Social Media Outreach.** Though staff does utilize digital outreach efforts, they have been meager in relation to the expected potential attendance for the event. Increasing staff focus on Facebook, Instagram, Snapchat, YouTube, Pokémon Go, and other digital platforms will only increase visibility and the potential for success in each area of programming
 - As dedicated class pages now exist digitally, deeper explorations into the offerings of the classes, including health benefits, structure, instructor bio, and a myriad of other value propositions can be communicated.
 - Staff will be looking at measures to connect with residents though targeted campaigns.
 - The District will be developing an outreach plan to help guide these efforts.
 - [[[we need to be cautious about these points in this report and need to talk about it internally, there is some peril in diving into some of the groups and must be in a certain way. If we have more to say about Moms on the ridge....let's say it and not just a FB example]]]

5. Overall Evaluation of Programs

[[organize the following under subheadings (see if mine below are ok) i.e. Pricing. Challenges of quantitative analysis....

- Staffing and programming expenses for classes, events, excursions, rentals, aquatics, and sports was again skewed by a few key factors: The Ice Rink is traditionally very expensive to operate as are the Pools. Considering that these two large expense items overshadow some of the smaller items, there were a few surprises upon preparation of this report.
 - Tiny Tots was subsidized with \$34,000.
 - Pool operation expenses – chlorine is pricey.
 - Grant reimbursement takes a while (Elements)
 - Forest Therapy generates good income with low staff on-site requirements
- Private funded/Private servicing programs that are grant funded are a big part of the Recreation Department(Elements, Kids Fishing Day, Friends in the Field) and serve a smaller group than public facing programs. The District may choose alternative models for allocating staff time as the increase for public recreation sustains with the growth of the Town
- Classes, in particular – Tiny Tots, Yoga, and Swim Lessons – are very reasonably priced in comparison to similar offerings in the area.

- Camps are also very strong value and could be increased as a strong income generating source that meets a very real public need(seasonal childcare)
- Participation is linked directly to marketing and outreach with Camps, Events(not Ice Rink), and Excursions remaining well attended and poised to grow in 24 with the addition of the Event Coordinator
- The Kids Free Fishing Day, the Gold Nugget Craft Faire, and Astronomy Events were smashing success in 23. Consider close examination of these programs for insight into improved operations for all other programming.
- Programs include social and therapeutic benefits that are difficult to capture and quantify. Efforts to gather positive program reviews, testimonials, and to create “PRPD Community Champions” continues.
- The recreation program netted approximates (\$152,894.28) in 2023. This includes revenue of \$385,461.81 and expenses of \$538,356.09. Except for identified programs, the costs do not include facility costs.
- The Aquatics and Ice Rink generated the greatest revenue for the year, with both relatively similarly providing the lowest net income. Pool (\$150K) Rink (\$150K)
- The District served approximately 14,627 participants, with the Paradise and Concow Pools providing the greatest number of participants and reaching 6,630 participants. The Rink serviced 1,635 skaters and 817 spectators and all other Event Totals accumulating to 7,997 participants.

6. Recommendations

- **Revenue.**
- **Participation.**
- **Streamline Events.**
 - Strategize to remove/alter reservation system of Baseball Fields, TARC rooms, Pool Party rentals, Park Site Rentals from the Recreation Dept to Administrative Staff – digitize where appropriate
 - Collect information on use, move to electronic calendar so that other staff may see use and we can potentially extract summary information on dates of use.
- **Staffing.**
 - Evaluate program staffing needs to incorporate transitions from seasonal employment to year-round employment.
 - Staff recommend allocating time to the Event Coordinator to co-create a media and marketing plan. Include branded advertising campaigns and sponsor recruitment
- **Program evaluation.**
 - Create a standardized program process to include pre- program(or class or event), day of, after action, reporting, and analysis that aligns with seasonal workflow.
 - On a regular basis, staff began to conduct an After-Action Analysis to evaluate events and programs immediately following the event while it is still fresh and foster a learning organization. These have proven valuable for yearly programs and fit well into the evaluation, budgeting, and

planning process

- Continue to fortify safety measures for Classes, Camps, Excursions, and Sports; on trail emergency action plans, inclusivity and trauma informed training, scenario based learning experiences, institution of Incident Command Systems management approach
- **Rec Report Evaluation.** This is the first year with this approach, staff Change dates of the report to reflect the end of the Fiscal Year numbers. This will allow a more precise comparison with income between years and link the evaluations to revisions to the Calendar year programs. For example, the evaluation could occur in Fall 2018, with recommendations We recommend that this
- **Market Analysis for Rentals.** Generate a list of local facility rentals to see how our pricing compares to other facilities, include searching for event insurance companies to forward to interested parties.
- **Revision of Fees.** Staff will be examining rental fee structure and present it to the BOD. Staff may examine a variable schedule to provide increased use during low use time slots.
- **Data Collection.** Utilize technology to continue capturing program information and metrics(digital waivers, mailers, HR monitors, pedometers, cell phones, gps data, engagement data, location services) Future reports should include demographics age, sex, zip reporting for all coded areas.
Future reports will consider a more accurate metric for quantifying user experiences. This report utilized “Experience Hours” per excursion, future reports will have this metric for all appropriate programming
Staff recommends examining the coding of time sheets and expenses to ensure accurate accounting of programs that straddle separate departments
Integrate various forms of post program surveys to better capture and share participant feedback
- **New program offerings.**
 - **???? Come up with an R&D model for programming. – DAN? This was in here when I opened it up**
 - Future Programing Ideas:
 - Staff have been directed to explore new programs and efforts; these may include:
 - A ropes course at Bille Park
 - Experiences for young families in nature
 - A large-scale summer camp reminiscent of Camp Coutolenc
 - Inclusive programming for neurodiverse community members
 - Adult Summer Camps
 - Medium and Large-scale winter programming

7. Attachments:

A. [2023 Income and Expenses Summary](#)

Document2

4/3/2024

9:19 AM

04/02/24

Accrual Basis

PRPD
Balance Sheet
As of March 31, 2024

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · Mechanics Bank - Operating	43,071.43
1001 · Tri Counties Bank Checking	150,488.34
1003 · Five Star Bank - Payroll	40,021.66
1005 · Petty Cash	300.00
1008 · North Valley Community Found	3,154.88
1010 · Treasury Cash - 2510	
1011 · General Operating	-551,333.70
1012 · ACO Reserve	606,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
1010 · Treasury Cash - 2510 - Other	20,000.00
Total 1010 · Treasury Cash - 2510	79,366.30
1030 · Investments	
1031 · Five Star Bank Money Market	181,619.52
1032 · Five Star Bank Grant M. M.	687,803.39
1033 · Investment Reserves	
1033.01 · CalPERS 115 Trust	4,031.15
1033.02 · Capital Improvment & Acquisit	9,740,192.67
1033.03 · Current Operations	6,200,285.04
1033.04 · Desig Proj/Sp Use/Grant Match	777,151.71
1033.05 · Future Operations	19,453,792.99
1033.06 · Technology	155,630.33
1033.07 · Vehicle Fleet & Equipment	802,959.25
Total 1033 · Investment Reserves	37,134,043.14
1034 · US Bank (Meeder Investments)	-88,301.51
1035 · Tri Counties Bank	505,147.99
1036 · California Class	4,356.41
Total 1030 · Investments	38,424,668.94
1100 · Designated Treasury Funds	
1112 · Grosso Endowment-2512	54,619.72
1113 · Grosso Scholarship-2513	5,489.54
1114 · Designated Donations-2514	
1114-1 · Bille Park Donations	125.00
1114-10 · Swim Scholarship Fund	997.82
1114-11 · Dog Park Donations	2,874.61
1114-12 · Coutolenc Camp Fund	5,680.75
1114-14 · General Donations	23,541.25
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	4,593.61
1114-7 · Child-Youth Scholarships	
1114-71 · Summer Camp Scholarship	1,000.00
1114-7 · Child-Youth Scholarships - Other	2,792.50
Total 1114-7 · Child-Youth Scholarships	3,792.50
1114-8 · McGreehan Children's Schlshp	2,035.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	223.24
Total 1114 · Designated Donations-2514	53,231.74

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04/02/24

Accrual Basis

PRPD
Balance Sheet
As of March 31, 2024

	Mar 31, 24
Total 1100 · Designated Treasury Funds	113,341.00
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	9,910.58
1121 · Park Acqui Unincorp - 2521	44,183.85
1122 · Park Dev Unincorp - 2522	154,078.28
1124 · District Fac Unincorp - 2524	58,551.38
1126 · Park Acqui Incorp - 2526	211,238.19
1127 · Park Dev Incorp - 2527	620,873.77
1128 · District Fac Incorp - 2528	648.03
Total 1119 · Impact Fees	1,099,484.08
Total Checking/Savings	39,953,896.63
Other Current Assets	
1310 · Miscellaneous Receivables	-0.02
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	2.76
1512 · FMV Adjustment-2512	307.34
1513 · FMV Adjustment-2513	31.28
1500 · FMV Adjustments - Other	4,716.38
Total 1500 · FMV Adjustments	5,057.76
Total Other Current Assets	5,057.74
Total Current Assets	39,958,954.37
Fixed Assets	
1710 · Land	975,695.91
1715 · Land Development	19,349.00
1720 · Buildings	5,750,913.53
1730 · Furn., Fixtures & Equip (>\$5k)	1,398,496.78
1740 · Vehicles	110,908.61
1798 · Accum Depr - Furn Fixture Equip	-332,563.00
1799 · Accum Depr - Buildings	-4,441,294.77
1800 · Construction in Progress	
1810 · CIP-Planning	
1810.1 · CIP-BSF Park Planning	157,272.27
1810.2 · CIP-Yellowstone Kelly (YK)	13,004.00
1810.3 · CIP-Buffer Study (BRIC)	32,954.24
1810.4 · CIP-OHV Study	3,208.03
Total 1810 · CIP-Planning	206,438.54
1820 · CIP-Acquisition	
1820.1 · Oak & Noble Acquisition (SNC)	33,551.12
1820.2 · Buffer (TNC)	70,164.34
Total 1820 · CIP-Acquisition	103,715.46
1830 · CIP-Development	
1830.1 · CIP-Aquatic Park Lighting	580.01
1830.2 · CIP-State Park Grant (SPPG)	215,889.25
1830.3 · CIP-Per Capita Program (PCP)	57,615.38
Total 1830 · CIP-Development	274,084.64
1840 · CIP-Facility & Park Amenities	
1840.1 · CIP-Paradise Pool Swim Blocks	1,247.17
1840.2 · CIP-Cal Recycle	248,661.52
1840.4 · CIP-RTGGP Trails Grant	41,888.83
1840.5 · Existing Park Improvements	450,276.63
1840.6 · CIP-California ReLeaf (CRL)	26,230.64
1840.7 · Recovery Projects	11,347.69
1840.8 · CIP-Rotary Grant (PRF)	5,732.22
1840.9 · CIP-Rural Rec & Tourism (RRT)	14,266.00

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04/02/24

Accrual Basis

PRPD
Balance Sheet
As of March 31, 2024

	Mar 31, 24
Total 1840 · CIP-Facility & Park Amenities	799,650.70
1850 · CIP-Programs	
1850.1 · North Valley Com Found -HTTN	173.56
1850.2 · Elements Grant (CNRA)	96,045.38
1850.3 · Far Northern Grant (FNRC)	19,023.35
Total 1850 · CIP-Programs	115,242.29
1800 · Construction in Progress - Other	86,521.96
Total 1800 · Construction in Progress	1,585,653.59
Total Fixed Assets	5,067,159.65
Other Assets	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	225,719.00
Total Other Assets	526,041.00
TOTAL ASSETS	45,552,155.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	7,620.27
Total Accounts Payable	7,620.27
Other Current Liabilities	
2100 · Payroll Liabilities	
2120 · Payroll Taxes Payable	-12,258.75
2130 · Health Benefits Payable	-24,532.50
2140 · FSA payable	-1,200.28
2160 · 457 Retirement Payable	-500.00
2170 · CalPers Payable	32,908.36
2180 · Garnishments payable	-2.50
2190 · Accrued Leave Payable	
2192 · Sick leave payable	15,754.27
2193 · Vacation leave payable	41,590.04
Total 2190 · Accrued Leave Payable	57,344.31
Total 2100 · Payroll Liabilities	51,758.64
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2430 · Deferred Inflow - Pension	193,264.00
2440 · Deferred CIP Revenue	200,000.00
Total 2400 · Deferred Revenue	393,264.00
Total Other Current Liabilities	446,022.64
Total Current Liabilities	453,642.91
Long Term Liabilities	
2700 · FEMA Community Disaster Loan	60,174.29
2805 · CalPers Pension Liability	188,475.00
2806 · OPEB Liability	309,317.00
Total Long Term Liabilities	557,966.29
Total Liabilities	1,011,609.20
Equity	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99

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04/02/24

Accrual Basis

PRPD
Balance Sheet
 As of March 31, 2024

	Mar 31, 24
3020 · Imprest Cash Reserve	300.00
3030 · General Reserve	3,000.00
3050 · Designated Captial Outlay	606,700.00
Total 3000 · General Fund Balances-2510	901,149.99
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	54,619.72
3213 · Grosso Scholarship-2513	5,489.54
3214 · Donations - 2514	77,722.50
3220 · Impact Fees	886,393.39
Total 3200 · Designated Fund Balances	1,024,225.15
3280 · Invest. in General Fixed Assets	3,188,395.18
3900 · Retained Earnings	40,349,588.41
3999 · Opening Balance Equity	-354,580.80
Net Income	-568,532.11
Total Equity	44,540,545.82
TOTAL LIABILITIES & EQUITY	45,552,155.02

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PRPD

Profit & Loss Budget vs. Actual

04/02/24

July 2023 through March 2024

Accrual Basis

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Bu...
Ordinary Income/Expense				
Income				
4100 · Tax Revenue	652,120.75	1,146,000.00	-493,879.25	56.9%
4200 · Impact Fee revenue	74,720.53	103,000.00	-28,279.47	72.5%
4300 · Program Income	206,615.77	314,000.00	-107,384.23	65.8%
4350 · Concession & Merchandise sales	0.00	1,600.00	-1,600.00	0.0%
4400 · Donation & Fundraising Income	24,640.77	75,000.00	-50,359.23	32.9%
4500 · Grant Income	240,585.28	1,250,000.00	-1,009,414.72	19.2%
4600 · Other Revenue	24,135.06	485,000.00	-460,864.94	5.0%
4900 · Interest Income	702,410.91	1,187,200.00	-484,789.09	59.2%
Total Income	1,925,229.07	4,561,800.00	-2,636,570.93	42.2%
Gross Profit	1,925,229.07	4,561,800.00	-2,636,570.93	42.2%
Expense				
5000 · Payroll Expenses				
5010 · Wages & Salaries	1,306,446.80	2,079,700.00	-773,253.20	62.8%
5020 · Employer Taxes	101,204.53	165,900.00	-64,695.47	61.0%
5030 · Employee Benefits				
5030.1 · Retired Health Premium Employer	12,126.57			
5030.2 · Admin Fee for Active	307.73			
5030.3 · Admin Fee for Retired	122.94			
5030 · Employee Benefits - Other	228,684.08	504,300.00	-275,615.92	45.3%
Total 5030 · Employee Benefits	241,241.32	504,300.00	-263,058.68	47.8%
5040 · Workers Comp Expense	101,099.00	97,900.00	3,199.00	103.3%
5060 · Other Personnel Costs	6,624.48	14,400.00	-7,775.52	46.0%
5000 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%
Total 5000 · Payroll Expenses	1,756,616.13	2,862,200.00	-1,105,583.87	61.4%
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	1,093.30	3,400.00	-2,306.70	32.2%
5120 · Program Contract Labor	13,158.40	9,500.00	3,658.40	138.5%
5130 · Program Supplies	31,762.06	36,900.00	-5,137.94	86.1%
5100 · Program Expenses - Other	0.00	0.00	0.00	0.0%
Total 5100 · Program Expenses	46,013.76	49,800.00	-3,786.24	92.4%
5140 · Fundraising Expense	0.00	4,000.00	-4,000.00	0.0%
5200 · Advertising & Promotion	4,230.56	24,500.00	-20,269.44	17.3%
5220 · Bank & Merchant Fees	4,341.32	5,300.00	-958.68	81.9%
5230 · Contributions to Others	9,052.00	20,000.00	-10,948.00	45.3%
5240 · Copying & Printing	13,269.09	17,700.00	-4,430.91	75.0%
5260 · Dues, Mbrshps, Subscr, & Pubs	30,581.56	30,000.00	581.56	101.9%
5270 · Education, Training & Staff Dev	4,910.41	17,800.00	-12,889.59	27.6%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	6,972.46	16,000.00	-9,027.54	43.6%
5284 · Program ET&F	95.25	8,400.00	-8,304.75	1.1%
5286 · Small Tools & Equipment	6,811.32	53,700.00	-46,888.68	12.7%
5280 · Equip., Tools & Furn (<\$5k) - Other	0.00	0.00	0.00	0.0%
Total 5280 · Equip., Tools & Furn (<\$5k)	13,879.03	78,100.00	-64,220.97	17.8%
5290 · Equipment Rental	88,403.39	171,100.00	-82,696.61	51.7%
5300 · Insurance	144,704.00	117,000.00	27,704.00	123.7%
5310 · Interest Expense	4.53	400.00	-395.47	1.1%
5320 · Miscellaneous Expense	0.00	300.00	-300.00	0.0%
5330 · Professional & Outside services				
5332 · Accounting	5,075.28	44,800.00	-39,724.72	11.3%
5334 · Legal	1,485.00	6,000.00	-4,515.00	24.8%
5336 · Engineering	0.00	300,000.00	-300,000.00	0.0%
5338 · Other Prof. & Outside Labor	83,252.35	310,000.00	-226,747.65	26.9%
5330 · Professional & Outside services - Other	0.00	0.00	0.00	0.0%
Total 5330 · Professional & Outside services	89,812.63	660,800.00	-570,987.37	13.6%

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PRPD

Profit & Loss Budget vs. Actual

04/02/24

July 2023 through March 2024

Accrual Basis

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Bu...
5340 · Postage & Delivery	414.68	1,500.00	-1,085.32	27.6%
5350 · Rent-Facility use fees	16,334.53	23,700.00	-7,365.47	68.9%
5360 · Repair & Maintenance				
5361 · Building R&M	2,919.48	7,000.00	-4,080.52	41.7%
5362 · Equipment R&M	3,152.81	20,000.00	-16,847.19	15.8%
5363 · General R&M	2,813.22	8,000.00	-5,186.78	35.2%
5364 · Grounds R&M	28,061.97	72,800.00	-44,738.03	38.5%
5365 · Pool R&M	27,989.33	40,000.00	-12,010.67	70.0%
5366 · Vehicle R&M	12,447.18	15,000.00	-2,552.82	83.0%
5367 · Janitorial	10,073.73	13,400.00	-3,326.27	75.2%
5368 · Security	2,201.30	3,600.00	-1,398.70	61.1%
5369 · Vandalism	848.76	2,400.00	-1,551.24	35.4%
5360 · Repair & Maintenance - Other	0.00	0.00	0.00	0.0%
Total 5360 · Repair & Maintenance	90,507.78	182,200.00	-91,692.22	49.7%
5370 · Supplies - Consumable				
5372 · Office Supplies	10,663.75	15,000.00	-4,336.25	71.1%
5374 · Safety & staff supplies	6,146.73	15,000.00	-8,853.27	41.0%
5370 · Supplies - Consumable - Other	0.00	0.00	0.00	0.0%
Total 5370 · Supplies - Consumable	16,810.48	30,000.00	-13,189.52	56.0%
5380 · Taxes, Lic., Notices & Permits	8,072.47	8,000.00	72.47	100.9%
5390 · Telephone & Internet	16,469.33	19,800.00	-3,330.67	83.2%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	2,267.07	11,000.00	-8,732.93	20.6%
5404 · Fuel	24,717.79	44,000.00	-19,282.21	56.2%
5406 · Meals	6,969.34	9,000.00	-2,030.66	77.4%
5408 · Mileage & Auto Allowance	516.90	2,000.00	-1,483.10	25.8%
5400 · Transportation, Meals & Travel - Other	0.00	0.00	0.00	0.0%
Total 5400 · Transportation, Meals & Travel	34,471.10	66,000.00	-31,528.90	52.2%
5410 · Utilities				
5412 · Electric & Gas	67,620.85	135,700.00	-68,079.15	49.8%
5414 · Water	22,583.03	32,000.00	-9,416.97	70.6%
5416 · Garbage	14,658.52	30,000.00	-15,341.48	48.9%
5410 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 5410 · Utilities	104,862.40	197,700.00	-92,837.60	53.0%
Total Expense	2,493,761.18	4,587,900.00	-2,094,138.82	54.4%
Net Ordinary Income	-568,532.11	-26,100.00	-542,432.11	2,178.3%
Other Income/Expense	0.00			
Net Income	-568,532.11	-26,100.00	-542,432.11	2,178.3%

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04/02/24

Accrual Basis

PRPD
Profit & Loss
March 2024

	Mar 24
Ordinary Income/Expense	
Income	
4200 · Impact Fee revenue	4,227.58
4300 · Program Income	18,416.23
4400 · Donation & Fundraising Income	50.01
4900 · Interest Income	59,583.61
Total Income	82,277.43
Gross Profit	82,277.43
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	122,288.68
5020 · Employer Taxes	9,483.68
5030 · Employee Benefits	
5030.1 · Retired Health Premium Employer	1,390.15
5030.2 · Admin Fee for Active	32.31
5030.3 · Admin Fee for Retired	14.46
5030 · Employee Benefits - Other	23,439.20
Total 5030 · Employee Benefits	24,876.12
5040 · Workers Comp Expense	22,373.00
5060 · Other Personnel Costs	80.80
Total 5000 · Payroll Expenses	179,102.28
5100 · Program Expenses	
5120 · Program Contract Labor	1,669.50
5130 · Program Supplies	306.42
Total 5100 · Program Expenses	1,975.92
5200 · Advertising & Promotion	39.98
5220 · Bank & Merchant Fees	467.20
5240 · Copying & Printing	567.63
5260 · Dues, Mbrshps, Subscr, & Pubs	1,014.06
5270 · Education, Training & Staff Dev	445.92
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	314.42
5286 · Small Tools & Equipment	46.62
Total 5280 · Equip., Tools & Furn (<\$5k)	361.04
5290 · Equipment Rental	828.80
5330 · Professional & Outside services	
5338 · Other Prof. & Outside Labor	4,464.52
Total 5330 · Professional & Outside services	4,464.52
5350 · Rent-Facility use fees	1,560.00
5360 · Repair & Maintenance	
5361 · Building R&M	25.83
5362 · Equipment R&M	498.85
5363 · General R&M	180.89
5364 · Grounds R&M	3,855.18
5365 · Pool R&M	1,835.41
5366 · Vehicle R&M	365.81
5367 · Janitorial	1,625.33
Total 5360 · Repair & Maintenance	8,387.30
5370 · Supplies - Consumable	
5372 · Office Supplies	742.73
5374 · Safety & staff supplies	267.05
Total 5370 · Supplies - Consumable	1,009.78
5390 · Telephone & Internet	2,320.35

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04/02/24

Accrual Basis

PRPD
Profit & Loss
March 2024

	Mar 24
5400 · Transportation, Meals & Travel	
5402 · Air, Lodging & Other Travel	508.23
5404 · Fuel	2,012.87
5406 · Meals	296.20
Total 5400 · Transportation, Meals & Travel	2,817.30
5410 · Utilities	
5412 · Electric & Gas	6,031.45
5414 · Water	4,540.62
5416 · Garbage	1,194.89
Total 5410 · Utilities	11,766.96
Total Expense	217,129.04
Net Ordinary Income	-134,851.61
Net Income	-134,851.61

**Paradise Recreation & Park District
Investment & Reserves Report
31-Mar-24**

Summary	Maximum	6/30/2023	FY 2023-2024	FY 2023-2024	3/31/2024	Annual
Reserve Funds	Target	Balance	Allocated	Interest	Balance	Funding Goal
CalPERS 115 Trust	500,000	180,648.33	0.00	3,376.79	184,025.13	30,000
Capital Improvement & Acquisition	25,000,000	9,659,983.90	0.00	180,570.48	9,840,554.38	100,000
Current Operations	8,000,000	8,147,587.88	0.00	152,299.82	8,299,887.71	50,000
Designated Project/Special Use/Grant Matching	1,500,000	763,836.35	0.00	14,278.11	778,114.46	50,000
Future Operations	25,000,000	19,095,909.13	0.00	356,952.71	19,452,861.84	100,000
Technology	150,000	152,767.27	0.00	2,855.62	155,622.89	5,000
Vehicle Fleet & Equipment	1,000,000	763,836.35	0.00	14,278.11	778,114.46	75,000
Total Reserves Funds	61,150,000	38,764,569.23	0.00	724,611.64	39,489,180.86	410,000

Detail	FY 2023 - 2024	
Reserve Accounts	3/31/2024	Interest Earned
CalPERS 115 Trust	184,025.13	263.41
Capital Improvement & Acquisition	9,840,554.38	14,085.44
Current Operations	8,299,887.71	11,880.18
Designated Project/Special Use/Grant Matching	778,114.46	1,113.77
Future Operations	19,452,861.84	27,844.18
Technology	155,622.89	222.75
Vehicle Fleet & Equipment	778,114.46	1,113.77
General Operating	2,077,980.31	3,060.10
Sub-Total Reserve Accounts	41,627,070.17	59,583.61
Total Reserve Accounts	37,720,759.73	

Five Star	Beginning Balance	Change	Interest Earned	Ending Balance
Grant Money Market Account	687,803.39	0.00	2,399.52	690,202.91
Five Star Investment Money Market	1,030,005.12	(0.00)	3,593.35	1,033,598.47
Payroll Interest Checking	5,457.69	34,563.97	2.50	40,024.16
Total Five Star	1,723,266.20	34,563.97	5,995.37	1,763,825.54

Mechanics	Deposits	Checks/Fees
Checking (as of Feb 29, 2024)	269,646.65	185.44
Total	9,836.74	279,297.95

Tri Counties	Deposits	Checks/Fees
Money Market (as of Feb 29, 2024)	503,674.53	0.00
Checking	50,000.00	0.01
Total	553,674.53	83,842.01

Total in interest earning accounts	39,763,883.22	63,459.09
Other Investment Income		0.00
Total		63,459.09

Paradise Recreation & Park District's (District) Investment Policy describes the District's commitment to managing risk by selecting investment products based on safety, liquidity and yield. Per California Government Code Section 53600 et. seq., specifically section 53646 and section 53607, this investment report details all investment-related activity in the current period. District investable funds are currently invested in Five Star Bank which meets those standards. That being said, the District's Investment Policy remains a prudent investment course, and is in compliance with the "Prudent Investor's Policy" designed to protect public funds.



Paradise Recreation & Park District - Operating Account

Monthly Investment Report
February 29, 2024

Your Investment Representative:

Jim McCourt

(614) 923-1151

jmccourt@meederinvestment.com

For questions about your account please contact your investment representative or contact publicfundsoperations@meederinvestment.com

Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | www.meederpublicfunds.com

Paradise Recreation & Park District - Operating Account

PORTFOLIO SUMMARY

As of February 29, 2024



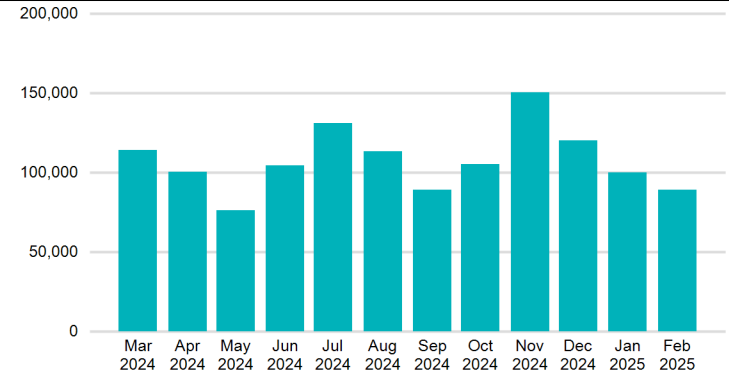
MONTHLY RECONCILIATION

Beginning Book Value	34,803,713.94
Contributions	
Withdrawals	
Prior Month Management Fees	(2,379.12)
Prior Month Custodian Fees	(297.76)
Realized Gains/Losses	
Gross Interest Earnings	54,006.02
Ending Book Value	34,855,043.08

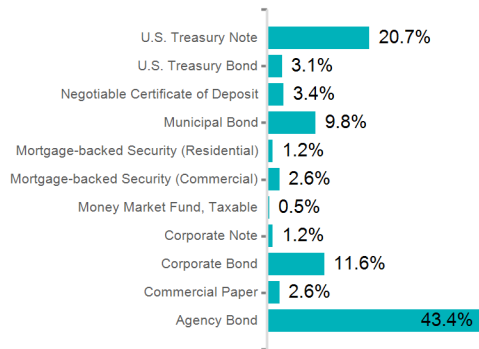
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	4.63%
Portfolio Effective Duration	2.17 yrs
Weighted Average Maturity	2.38 yrs
Weighted Average Life	2.58 yrs

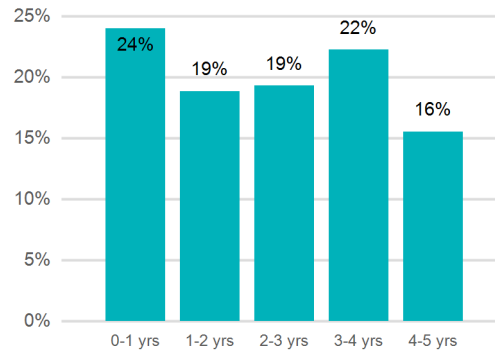
PROJECTED MONTHLY INCOME SCHEDULE



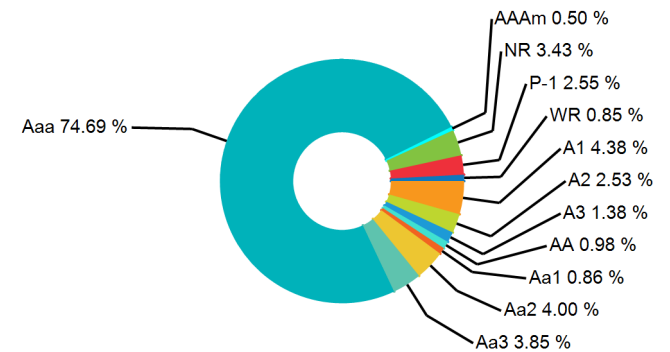
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



Paradise Recreation & Park District - Operating Account

PROJECTED INCOME SCHEDULE

As of February 29, 2024



CUSIP	SECURITY DESCRIPTION	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
023135BR6	Amazon.com, Inc. 1.200% 06/03/2027				4,500						4,500		
037833DB3	Apple Inc. 2.900% 09/12/2027	7,250						7,250					
05531FBB8	Truist Financial Corporation 2.850% 10/26/2024		7,125						27,305				
05580AS39	BMW Bank of North America 4.800% 11/10/2025			5,744						5,807			
06740KRH2	Barclays Bank Delaware 4.950% 11/17/2025			5,924						5,989			
13063D2T4	California, State of 5.500% 10/01/2025		5,500						5,500				
14913R2Y2	Caterpillar Financial Services Corporation 4.900% 01/17/2025					12,250						11,180	
166764BX7	Chevron Corporation 1.995% 05/11/2027			3,491						3,491			
178180GS8	City National Corporation 4.900% 11/24/2025			5,937						6,002			
20772KAG4	Connecticut, State of 3.230% 01/15/2025					8,075						27,505	
24422EUX5	John Deere Capital Corporation 2.600% 03/07/2024	11,988											
250375LA8	Desert Community College District 3.000% 08/01/2027						4,800						4,800
2546732B1	Discover Bank 4.900% 11/30/2027			5,937						6,002			
3130AAAG3	FHLB 2.625% 12/11/2026				4,791						4,791		
3130ALF25	FHLB 0.400% 11/26/2024						1,150			51,417			
3130ALGR9	FHLB 0.85% 02/26/26						1,275						1,275
3130ALHH0	FHLB 0.960% 03/05/2026	1,560						1,560					
3130ALNU4	FHLB 0.680% 03/24/2025	1,530						1,530					
3130AMHH8	FHLB 0.410% 08/01/2024				882		32,802						
3130AMWV0	FHLB 1.000% 07/07/2028					2,500						2,500	

Paradise Recreation & Park District - Operating Account

PROJECTED INCOME SCHEDULE

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CUSIP	SECURITY DESCRIPTION	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
3130AMWW8	FHLB 1.100% 09/30/2026	1,705						1,705					
3130AN4D9	FHLB 0.750% 06/30/2025				1,594						1,594		
3130AP3A1	FHLB 0.850% 06/29/2026	1,594						1,594					
3130AQBD4	FHLB 1.200% 12/30/2024				2,700						36,752		
3130AQF65	FHLB 1.250% 12/21/2026				2,188						2,188		
3130AQUG6	FHLB 1.770% 11/25/2025			4,425						4,425			
3130ATND5	FHLB 4.375% 09/13/2024	6,453						9,085					
3130ATT31	FHLB 4.500% 10/03/2024		11,250						14,205				
3130AXEL8	FHLB 4.750% 09/08/2028	8,336						9,619					
313373B68	FHLB 4.375% 03/13/2026	8,422						8,422					
3133EAG44	FFCB 2.630% 08/03/2026						4,050						4,050
3133ELC28	FFCB 0.730% 05/27/2025			1,643						1,643			
3133ELY32	FFCB 0.550% 07/22/2026					825						825	
3133EM5W8	FFCB 0.680% 09/22/2025	1,445						1,445					
3133EMQG0	FFCB 0.320% 02/10/2025						680						42,054
3133EMUP5	FFCB 0.710% 04/01/2025		1,509						1,509				
3133EN5N6	FFCB 4.000% 01/06/2028					9,400						9,400	
3133ENEQ9	FFCB 1.640% 05/24/2027			2,870						2,870			
3133ENKG4	FFCB 1.470% 01/11/2027					3,491						3,491	
3133ENL99	FFCB 3.375% 09/15/2027	5,906						5,906					
3133ENZ37	FFCB 4.875% 01/10/2025					10,359						10,332	
3133EPFU4	FFCB 3.500% 04/12/2028		9,625						9,625				
3133EPNH4	FFCB 3.875 06/21/2028				9,688						9,688		
3133XG6E9	FHLB 5.750% 06/12/2026				10,494						10,494		
3133XVDG3	FHLB 4.375% 09/13/2024	3,938						5,435					

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CUSIP	SECURITY DESCRIPTION	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
3135G06J7	FNMA 0.650% 12/10/2025				1,056						1,056		
3136G4G56	FNMA 0.450% 07/29/2024					30,716							
3137BLVK1	Federal Home Loan Mortgage Corporation 3.116% 07/25/2025	851	805	759	713	667	620	573	527	480	432	385	337
3137BVZ82	Federal Home Loan Mortgage Corporation 3.430% 01/25/2027	1,154	1,123	1,092	1,060	1,029	997	966	934	902	870	838	806
3137HAST4	Federal Home Loan Mortgage Corporation 4.850% 09/25/2028	1,690	1,662	1,635	1,607	1,578	1,550	1,522	1,493	1,465	1,436	1,407	1,378
378612AH8	Glendora, City of 1.988% 06/01/2025				4,274						4,274		
4497W0FE3	ING (U.S.) Funding LLC 06/14/2024				19,902								
46640PC43	J.P. Morgan Securities LLC 03/04/2024	17,754											
48133U5Z1	JPMorgan Chase Financial Company LLC 5.200% 05/24/2024			11,050									
692039SE1	Oxnard Union High School District 0.852% 08/01/2024						30,919						
69371RR57	PACCAR Financial Corp. 0.900% 11/08/2024			2,138						36,499			
70914PW40	Pennsylvania, Commonwealth of 0.950% 08/01/2025						1,900						1,900
742651DP4	PEFCO 2.450% 07/15/2024					17,934							
742651DZ2	PEFCO 3.900% 10/15/2027		9,263						9,263				
742651EA6	PEFCO 4.300% 12/15/2028				9,272						12,363		
742718GF0	Procter & Gamble Company, The 4.350% 01/29/2029					10,875						10,875	
76913CBB4	Riverside, County of 2.963% 02/15/2027						7,408						7,408
795451CJ0	Sallie Mae Bank 5.000% 11/18/2025			6,058						6,125			

Paradise Recreation & Park District - Operating Account

PROJECTED INCOME SCHEDULE

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CUSIP	SECURITY DESCRIPTION	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
799017WC8	San Mateo Union High School District 2.187% 09/01/2027	5,468						5,468					
801139AE6	Santa Ana, City of 1.176% 08/01/2026						2,234						2,234
86787EBC0	Truist Bank 3.200% 04/01/2024		17,872										
880591EU2	TNNLL 2.875% 02/01/2027						5,031						5,031
880591EZ1	TVA 3.875% 03/15/2028	11,625						11,625					
9128284N7	UST 2.875% 05/15/2028			7,188						7,188			
9128286A3	UST 2.625% 01/31/2026					3,938						3,938	
9128286S4	UST 2.375% 04/30/2026		5,047						5,047				
9128286X3	UST 2.125% 05/31/2026			4,516						4,516			
912828U24	UST 2.000% 11/15/2026			5,750						5,750			
912828YQ7	UST 1.625% 10/31/2026		4,469						4,469				
91282CEF4	UST 2.500% 03/31/2027	4,375						4,375					
91282CEN7	UST 2.750% 04/30/2027		4,813						4,813				
91282CEW7	UST 3.250% 06/30/2027				8,125						8,125		
91282CFB2	UST 2.750% 07/31/2027					7,563						7,563	
91282CFE6	UST 3.125% 08/15/2025						7,031						7,031
91282CFM8	UST 4.125% 09/30/2027	11,344						11,344					
91282CFP1	UST 4.250% 10/15/2025		9,563						9,563				
91282CFU0	UST 4.125% 10/31/2027		11,034						11,034				
91282CGC9	UST 3.875% 12/31/2027				10,559						10,559		
91282CGH8	UST 3.500% 01/31/2028					10,063						10,063	
91282CHX2	UST 4.375% 08/31/2028						10,828						10,828
91282CJR3	UST 3.750% 12/31/2028				11,250						11,250		
TOTAL		114,387	100,659	76,156	104,653	131,262	113,276	89,423	105,285	150,570	120,370	100,301	89,133

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POSITION STATEMENT

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	2/29/2024 2/29/2024	\$176,957.82	\$176,957.82	\$176,957.82	5.19%	0.003 0.003	\$1.00 \$176,957.82	\$0.00	0.50%	AAAm
SubTotal			\$176,957.82	\$176,957.82	\$176,957.82	5.19%		\$176,957.82	\$0.00	0.50%	
Agency Bond											
742651DP4	PEFCO 2.450% 07/15/2024	11/21/2022 11/22/2022	\$350,000.00	\$336,353.50	\$336,353.50	4.94%	0.375 0.367	\$98.89 \$346,125.50	\$9,772.00	0.98%	Aaa AA+
3136G4G56	FNMA 0.450% 07/29/2024	11/3/2022 11/4/2022	\$400,000.00	\$370,184.00	\$370,184.00	4.98%	0.414 0.405	\$98.00 \$391,996.00	\$21,812.00	1.11%	Aaa AA+
3130AMHH8	FHLB 0.410% 08/01/2024	11/3/2022 11/4/2022	\$430,000.00	\$397,492.00	\$397,492.00	5.00%	0.422 0.412	\$97.94 \$421,150.60	\$23,658.60	1.19%	Aaa AA+
3130ATND5	FHLB 4.375% 09/13/2024	11/3/2022 11/4/2022	\$295,000.00	\$292,368.60	\$292,368.60	4.88%	0.540 0.518	\$99.64 \$293,946.85	\$1,578.25	0.83%	Aaa AA+
3133XVDG3	FHLB 4.375% 09/13/2024	11/3/2022 11/4/2022	\$180,000.00	\$178,502.22	\$178,502.22	4.85%	0.540 0.517	\$99.53 \$179,148.60	\$646.38	0.51%	Aaa AA+
3130ATT31	FHLB 4.500% 10/03/2024	11/8/2022 11/9/2022	\$500,000.00	\$497,045.00	\$497,045.00	4.83%	0.595 0.570	\$99.57 \$497,870.00	\$825.00	1.40%	Aaa AA+
3130ALF25	FHLB 0.400% 11/26/2024	11/3/2022 11/4/2022	\$575,000.00	\$524,158.50	\$524,158.50	4.97%	0.742 0.725	\$96.56 \$555,202.75	\$31,044.25	1.57%	Aaa AA+
3130AQBD4	FHLB 1.200% 12/30/2024	11/8/2022 11/9/2022	\$450,000.00	\$415,948.50	\$415,948.50	4.97%	0.836 0.813	\$96.80 \$435,613.50	\$19,665.00	1.23%	Aaa AA+
3133ENZ37	FFCB 4.875% 01/10/2025	11/3/2022 11/10/2022	\$425,000.00	\$425,027.20	\$425,027.20	4.88%	0.866 0.834	\$99.85 \$424,358.25	(\$668.95)	1.20%	Aaa AA+
3133EMQG0	FFCB 0.320% 02/10/2025	11/7/2022 11/8/2022	\$425,000.00	\$383,626.25	\$383,626.25	4.93%	0.951 0.928	\$95.62 \$406,402.00	\$22,775.75	1.15%	Aaa AA+
3130ALNU4	FHLB 0.680% 03/24/2025	11/4/2022 11/7/2022	\$450,000.00	\$407,164.50	\$407,164.50	4.97%	1.066 1.034	\$95.27 \$428,719.50	\$21,555.00	1.21%	Aaa AA+
3133EMUP5	FFCB 0.710% 04/01/2025	11/4/2022 11/7/2022	\$425,000.00	\$384,595.25	\$384,595.25	4.96%	1.088 1.058	\$95.73 \$406,848.25	\$22,253.00	1.15%	Aaa AA+
3133ELC28	FFCB 0.730% 05/27/2025	11/7/2022 11/8/2022	\$450,000.00	\$405,544.50	\$405,544.50	4.89%	1.241 1.207	\$94.95 \$427,275.00	\$21,730.50	1.20%	Aaa AA+
3130AN4D9	FHLB 0.750% 06/30/2025	11/7/2022 11/8/2022	\$425,000.00	\$381,947.50	\$381,947.50	4.88%	1.334 1.298	\$94.78 \$402,823.50	\$20,876.00	1.14%	Aaa AA+

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3133EM5W8	FFCB 0.680% 09/22/2025	11/7/2022 11/8/2022	\$425,000.00	\$378,304.83	\$378,304.83	4.82%	1.564 1.518	\$93.84 \$398,803.00	\$20,498.17	1.12%	Aaa AA+
3130AQUG6	FHLB 1.770% 11/25/2025	11/3/2022 11/4/2022	\$500,000.00	\$456,035.00	\$456,035.00	4.90%	1.740 1.671	\$94.67 \$473,345.00	\$17,310.00	1.33%	Aaa AA+
3135G06J7	FNMA 0.650% 12/10/2025	11/7/2022 11/8/2022	\$325,000.00	\$285,935.00	\$285,935.00	4.89%	1.781 1.729	\$92.95 \$302,084.25	\$16,149.25	0.85%	Aaa AA+
3130ALGR9	FHLB 0.85% 02/26/26	11/7/2022 11/8/2022	\$300,000.00	\$263,169.00	\$263,169.00	4.93%	1.995 1.935	\$92.60 \$277,806.00	\$14,637.00	0.78%	Aaa AA+
3130ALHH0	FHLB 0.960% 03/05/2026	11/7/2022 11/8/2022	\$325,000.00	\$286,334.75	\$286,334.75	4.88%	2.014 1.942	\$92.71 \$301,317.25	\$14,982.50	0.85%	Aaa AA+
313373B68	FHLB 4.375% 03/13/2026	11/28/2022 11/29/2022	\$385,000.00	\$385,704.55	\$385,704.55	4.31%	2.036 1.886	\$99.41 \$382,724.65	(\$2,979.90)	1.08%	Aaa AA+
3133XG6E9	FHLB 5.750% 06/12/2026	11/17/2022 11/18/2022	\$365,000.00	\$382,939.75	\$382,939.75	4.25%	2.285 2.102	\$102.44 \$373,906.00	(\$9,033.75)	1.05%	Aaa AA+
3130AP3A1	FHLB 0.850% 06/29/2026	11/8/2022 11/9/2022	\$375,000.00	\$326,250.00	\$326,250.00	4.79%	2.332 2.239	\$91.44 \$342,907.50	\$16,657.50	0.97%	Aaa AA+
3133ELY32	FFCB 0.550% 07/22/2026	11/7/2022 11/8/2022	\$300,000.00	\$257,709.00	\$257,709.00	4.74%	2.395 2.325	\$90.92 \$272,745.00	\$15,036.00	0.77%	Aaa AA+
3133EAG44	FFCB 2.630% 08/03/2026	11/8/2022 11/9/2022	\$308,000.00	\$286,992.55	\$286,992.55	4.64%	2.427 2.308	\$95.61 \$294,484.96	\$7,492.41	0.83%	Aaa AA+
3130AMWW8	FHLB 1.100% 09/30/2026	11/4/2022 11/7/2022	\$310,000.00	\$268,925.00	\$268,925.00	4.87%	2.586 2.451	\$91.16 \$282,586.70	\$13,661.70	0.80%	Aaa AA+
3130AAAG3	FHLB 2.625% 12/11/2026	11/22/2022 11/23/2022	\$365,000.00	\$343,943.15	\$343,943.15	4.19%	2.784 2.623	\$94.93 \$346,476.25	\$2,533.10	0.98%	Aaa AA+
3130AQF65	FHLB 1.250% 12/21/2026	11/7/2022 11/8/2022	\$350,000.00	\$306,731.60	\$306,731.60	4.58%	2.811 2.699	\$91.48 \$320,194.00	\$13,462.40	0.90%	Aaa AA+
3133ENKG4	FFCB 1.470% 01/11/2027	11/3/2022 11/4/2022	\$475,000.00	\$416,513.25	\$416,513.25	4.75%	2.868 2.647	\$91.57 \$434,962.25	\$18,449.00	1.23%	Aaa AA+
880591EU2	TNNLL 2.875% 02/01/2027	11/15/2022 11/16/2022	\$350,000.00	\$333,084.15	\$333,084.15	4.14%	2.926 2.754	\$95.52 \$334,306.00	\$1,221.85	0.94%	Aaa AA+
3133ENEQ9	FFCB 1.640% 05/24/2027	11/9/2022 11/10/2022	\$350,000.00	\$306,701.50	\$306,701.50	4.70%	3.233 2.954	\$90.77 \$317,677.50	\$10,976.00	0.90%	Aaa AA+
3133ENL99	FFCB 3.375% 09/15/2027	11/4/2022 11/7/2022	\$350,000.00	\$333,910.50	\$333,910.50	4.44%	3.545 3.239	\$96.40 \$337,407.00	\$3,496.50	0.95%	Aaa AA+
742651DZ2	PEFCO 3.900% 10/15/2027	4/27/2023 5/3/2023	\$135,000.00	\$135,216.00	\$135,216.00	3.86%	3.627 3.281	\$96.85 \$130,746.15	(\$4,469.85)	0.37%	Aaa AA+

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
742651DZ2	PEFCO 3.900% 10/15/2027	4/28/2023 5/3/2023	\$130,000.00	\$129,792.00	\$129,792.00	3.94%	3.627 3.281	\$96.85 \$125,903.70	(\$3,888.30)	0.35%	Aaa AA+
742651DZ2	PEFCO 3.900% 10/15/2027	6/14/2023 6/16/2023	\$210,000.00	\$207,638.55	\$207,638.55	4.19%	3.627 3.281	\$96.85 \$203,382.90	(\$4,255.65)	0.57%	Aaa AA+
3133EN5N6	FFCB 4.000% 01/06/2028	1/27/2023 1/30/2023	\$470,000.00	\$475,611.80	\$475,611.80	3.73%	3.855 3.507	\$98.52 \$463,039.30	(\$12,572.50)	1.31%	Aaa AA+
880591EZ1	TVA 3.875% 03/15/2028	3/27/2023 3/30/2023	\$600,000.00	\$595,122.00	\$595,122.00	4.06%	4.044 3.630	\$98.35 \$590,094.00	(\$5,028.00)	1.66%	Aaa AA+
3133EPFU4	FFCB 3.500% 04/12/2028	4/14/2023 4/17/2023	\$550,000.00	\$543,339.50	\$543,339.50	3.77%	4.121 3.729	\$96.61 \$531,355.00	(\$11,984.50)	1.50%	Aaa AA+
3133EPNH4	FFCB 3.875 06/21/2028	6/15/2023 6/21/2023	\$500,000.00	\$497,775.00	\$497,775.00	3.97%	4.312 3.890	\$97.92 \$489,575.00	(\$8,200.00)	1.38%	Aaa AA+
3130AMWV0	FHLB 1.000% 07/07/2028	11/14/2023 11/15/2023	\$500,000.00	\$438,260.00	\$438,260.00	4.73%	4.356 4.098	\$89.44 \$447,210.00	\$8,950.00	1.26%	Aaa AA+
3130AXEL8	FHLB 4.750% 09/08/2028	11/14/2023 11/15/2023	\$405,000.00	\$409,179.60 \$2,297.81	\$411,477.41	4.51%	4.529 3.967	\$101.95 \$412,909.65	\$3,730.05	1.16%	Aaa AA+
742651EA6	PEFCO 4.300% 12/15/2028	1/23/2024 1/30/2024	\$575,000.00	\$577,006.75	\$577,006.75	4.22%	4.797 4.271	\$99.58 \$572,602.25	(\$4,404.50)	1.61%	Aaa AA+
SubTotal			\$16,013,000.00	\$15,028,082.30 \$2,297.81	\$15,030,380.11	4.61%		\$15,378,031.56	\$349,949.26	43.36%	
Commercial Paper											
46640PC43	J.P. Morgan Securities LLC 03/04/2024	6/8/2023 6/9/2023	\$440,000.00	\$422,246.00	\$422,246.00	5.63%	0.011 0.013	\$99.94 \$439,740.40	\$17,494.40	1.24%	P-1 A-1
4497W0FE3	ING (U.S.) Funding LLC 06/14/2024	9/19/2023 9/20/2023	\$474,000.00	\$454,098.32	\$454,098.32	5.89%	0.290 0.285	\$98.41 \$466,463.40	\$12,365.08	1.32%	P-1 A-1
SubTotal			\$914,000.00	\$876,344.32	\$876,344.32	5.76%		\$906,203.80	\$29,859.48	2.55%	
Corporate Bond											
24422EUX5	John Deere Capital Corporation 2.600% 03/07/2024	11/15/2022 11/17/2022	\$300,000.00	\$291,912.00	\$291,912.00	4.75%	0.019 0.021	\$99.95 \$299,835.00	\$7,923.00	0.85%	WR A
86787EBC0	Truist Bank 3.200% 04/01/2024	11/7/2022 11/9/2022	\$400,000.00	\$388,528.00	\$388,528.00	5.36%	0.088 0.088	\$99.77 \$399,084.00	\$10,556.00	1.13%	A2 A
05531FBB8	Truist Financial Corporation 2.850% 10/26/2024	11/21/2022 11/23/2022	\$500,000.00	\$479,820.00	\$479,820.00	5.08%	0.658 0.634	\$98.22 \$491,115.00	\$11,295.00	1.38%	A3 A-

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
69371RR57	PACCAR Financial Corp. 0.900% 11/08/2024	11/15/2022 11/17/2022	\$475,000.00	\$440,638.50	\$440,638.50	4.78%	0.693 0.675	\$97.01 \$460,807.00	\$20,168.50	1.30%	A1 A+
14913R2Y2	Caterpillar Financial Services Corporation 4.900% 01/17/2025	11/15/2022 11/18/2022	\$500,000.00	\$501,070.00	\$501,070.00	4.80%	0.885 0.852	\$99.63 \$498,140.00	(\$2,930.00)	1.40%	A2 A
166764BX7	Chevron Corporation 1.995% 05/11/2027	11/17/2022 11/21/2022	\$350,000.00	\$316,627.50	\$316,627.50	4.37%	3.197 2.975	\$92.02 \$322,084.00	\$5,456.50	0.91%	Aa2 AA-
023135BR6	Amazon.com, Inc. 1.200% 06/03/2027	2/10/2023 2/14/2023	\$750,000.00	\$656,025.00	\$656,025.00	4.43%	3.260 3.102	\$89.48 \$671,115.00	\$15,090.00	1.89%	A1 AA
037833DB3	Apple Inc. 2.900% 09/12/2027	1/30/2023 2/1/2023	\$500,000.00	\$473,255.00	\$473,255.00	4.19%	3.537 3.180	\$94.38 \$471,880.00	(\$1,375.00)	1.33%	Aaa AA+
742718GF0	Procter & Gamble Company, The 4.350% 01/29/2029	1/24/2024 1/29/2024	\$500,000.00	\$500,645.00	\$500,645.00	4.32%	4.921 4.360	\$99.08 \$495,395.00	(\$5,250.00)	1.40%	Aa3 AA-
SubTotal			\$4,275,000.00	\$4,048,521.00	\$4,048,521.00	4.66%		\$4,109,455.00	\$60,934.00	11.59%	
Corporate Note											
48133U5Z1	JPMorgan Chase Financial Company LLC 5.200% 05/24/2024	4/20/2023 4/24/2023	\$425,000.00	\$425,000.00	\$425,000.00	5.20%	0.233 0.224	\$99.36 \$422,284.25	(\$2,715.75)	1.19%	A1 A-
SubTotal			\$425,000.00	\$425,000.00	\$425,000.00	5.20%		\$422,284.25	(\$2,715.75)	1.19%	
Mortgage-backed Security (Commercial)											
3137BVZ82	Federal Home Loan Mortgage Corporation 3.430% 01/25/2027	5/18/2023 5/23/2023	\$500,000.00	\$486,093.75	\$486,093.75	4.89%	2.907 1.825	\$96.40 \$482,000.00	(\$4,093.75)	1.36%	Aaa AA+
3137HAST4	Federal Home Loan Mortgage Corporation 4.850% 09/25/2028	10/25/2023 10/31/2023	\$425,000.00	\$411,449.73	\$411,449.73	5.59%	4.575 2.370	\$100.22 \$425,943.50	\$14,493.77	1.20%	Aaa AA+
SubTotal			\$925,000.00	\$897,543.48	\$897,543.48	5.22%		\$907,943.50	\$10,400.02	2.56%	

Paradise Recreation & Park District - Operating Account

POSITION STATEMENT

As of February 29, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Mortgage-backed Security (Residential)											
3137BLVK1	Federal Home Loan Mortgage Corporation 3.116% 07/25/2025	7/20/2023 7/25/2023	\$450,000.00	\$431,718.75	\$431,718.75	5.20%	1.403 1.071	\$97.06 \$436,781.70	\$5,062.95	1.23%	Aaa AA+
SubTotal			\$450,000.00	\$431,718.75	\$431,718.75	5.20%		\$436,781.70	\$5,062.95	1.23%	
Municipal Bond											
692039SE1	Oxnard Union High School District 0.852% 08/01/2024	11/3/2022 11/7/2022	\$425,000.00	\$395,891.75	\$395,891.75	5.03%	0.422 0.413	\$98.23 \$417,460.50	\$21,568.75	1.18%	Aa2 A+
20772KAG4	Connecticut, State of 3.230% 01/15/2025	11/3/2022 11/7/2022	\$500,000.00	\$480,570.00	\$480,570.00	5.13%	0.879 0.851	\$98.36 \$491,815.00	\$11,245.00	1.39%	Aa3 AA-
378612AH8	Glendora, City of 1.988% 06/01/2025	11/8/2022 11/10/2022	\$430,000.00	\$396,894.30	\$396,894.30	5.24%	1.255 1.209	\$96.06 \$413,058.00	\$16,163.70	1.16%	AAA
70914PW40	Pennsylvania, Commonwealth of 0.950% 08/01/2025	11/7/2022 11/9/2022	\$400,000.00	\$359,156.00	\$359,156.00	5.00%	1.422 1.379	\$94.20 \$376,796.00	\$17,640.00	1.06%	Aa3 A+
13063D2T4	California, State of 5.500% 10/01/2025	11/10/2022 11/17/2022	\$200,000.00	\$204,024.00	\$204,024.00	4.74%	1.589 1.474	\$100.75 \$201,494.00	(\$2,530.00)	0.57%	Aa2 AA-
801139AE6	Santa Ana, City of 1.176% 08/01/2026	11/7/2022 11/9/2022	\$380,000.00	\$326,442.80	\$326,442.80	5.40%	2.422 2.331	\$91.32 \$347,004.60	\$20,561.80	0.98%	AA
76913CBB4	Riverside, County of 2.963% 02/15/2027	11/17/2022 11/21/2022	\$500,000.00	\$458,065.00	\$458,065.00	5.19%	2.964 2.787	\$95.37 \$476,825.00	\$18,760.00	1.34%	Aa2 AA
250375LA8	Desert Community College District 3.000% 08/01/2027	11/9/2022 11/14/2022	\$320,000.00	\$293,449.60	\$293,449.60	5.00%	3.422 3.191	\$95.26 \$304,835.20	\$11,385.60	0.86%	Aa1 AA
799017WC8	San Mateo Union High School District 2.187% 09/01/2027	11/4/2022 11/8/2022	\$500,000.00	\$440,145.00	\$440,145.00	5.02%	3.507 3.271	\$92.18 \$460,905.00	\$20,760.00	1.30%	Aaa
SubTotal			\$3,655,000.00	\$3,354,638.45	\$3,354,638.45	5.10%		\$3,490,193.30	\$135,554.85	9.84%	

Paradise Recreation & Park District - Operating Account

POSITION STATEMENT

As of February 29, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Negotiable Certificate of Deposit											
05580AS39	BMW Bank of North America 4.800% 11/10/2025	11/7/2022 11/10/2022	\$240,000.00	\$239,460.00	\$239,460.00	4.88%	1.699 1.591	\$100.01 \$240,026.40	\$566.40	0.68%	
06740KRH2	Barclays Bank Delaware 4.950% 11/17/2025	11/7/2022 11/16/2022	\$240,000.00	\$239,520.00	\$239,520.00	5.02%	1.718 1.608	\$100.32 \$240,758.40	\$1,238.40	0.68%	
795451CJ0	Sallie Mae Bank 5.000% 11/18/2025	11/15/2022 11/18/2022	\$243,000.00	\$243,000.00	\$243,000.00	5.00%	1.721 1.610	\$100.35 \$243,845.64	\$845.64	0.69%	
178180GS8	City National Corporation 4.900% 11/24/2025	11/15/2022 11/23/2022	\$243,000.00	\$242,514.00	\$242,514.00	4.97%	1.737 1.628	\$100.25 \$243,600.21	\$1,086.21	0.69%	
2546732B1	Discover Bank 4.900% 11/30/2027	11/18/2022 11/30/2022	\$243,000.00	\$243,000.00	\$243,000.00	4.90%	3.753 3.367	\$102.62 \$249,356.88	\$6,356.88	0.70%	
SubTotal			\$1,209,000.00	\$1,207,494.00	\$1,207,494.00	4.96%		\$1,217,587.53	\$10,093.53	3.43%	
U.S. Treasury Bond											
9128286A3	UST 2.625% 01/31/2026	11/7/2022 11/8/2022	\$300,000.00	\$282,269.53	\$282,269.53	4.62%	1.923 1.840	\$96.29 \$288,855.00	\$6,585.47	0.81%	Aaa AA+
9128286S4	UST 2.375% 04/30/2026	11/4/2022 11/7/2022	\$325,000.00	\$302,795.90	\$302,795.90	4.52%	2.167 2.059	\$95.45 \$310,196.25	\$7,400.35	0.87%	Aaa AA+
9128286S4	UST 2.375% 04/30/2026	2/13/2023 2/14/2023	\$100,000.00	\$94,710.94	\$94,710.94	4.15%	2.167 2.059	\$95.45 \$95,445.00	\$734.06	0.27%	Aaa AA+
9128286X3	UST 2.125% 05/31/2026	11/7/2022 11/8/2022	\$325,000.00	\$299,228.52	\$299,228.52	4.56%	2.252 2.149	\$94.79 \$308,077.25	\$8,848.73	0.87%	Aaa AA+
9128286X3	UST 2.125% 05/31/2026	2/13/2023 2/14/2023	\$100,000.00	\$93,828.12	\$93,828.12	4.15%	2.252 2.149	\$94.79 \$94,793.00	\$964.88	0.27%	Aaa AA+
SubTotal			\$1,150,000.00	\$1,072,833.01	\$1,072,833.01	4.49%		\$1,097,366.50	\$24,533.49	3.09%	
U.S. Treasury Note											
91282CFE6	UST 3.125% 08/15/2025	11/8/2022 11/9/2022	\$450,000.00	\$433,107.42	\$433,107.42	4.58%	1.460 1.404	\$97.62 \$439,276.50	\$6,169.08	1.24%	Aaa AA+
91282CFP1	UST 4.250% 10/15/2025	11/8/2022 11/9/2022	\$450,000.00	\$446,027.34	\$446,027.34	4.57%	1.627 1.529	\$99.17 \$446,274.00	\$246.66	1.26%	Aaa AA+
912828YQ7	UST 1.625% 10/31/2026	11/9/2022 11/10/2022	\$300,000.00	\$269,812.50	\$269,812.50	4.41%	2.671 2.549	\$92.85 \$278,556.00	\$8,743.50	0.79%	Aaa AA+

Paradise Recreation & Park District - Operating Account

POSITION STATEMENT

As of February 29, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
912828YQ7	UST 1.625% 10/31/2026	2/13/2023 2/14/2023	\$250,000.00	\$229,013.67	\$229,013.67	4.09%	2.671 2.549	\$92.85 \$232,130.00	\$3,116.33	0.65%	Aaa AA+
912828U24	UST 2.000% 11/15/2026	11/8/2022 11/9/2022	\$325,000.00	\$296,080.08	\$296,080.08	4.44%	2.712 2.576	\$93.73 \$304,625.75	\$8,545.67	0.86%	Aaa AA+
912828U24	UST 2.000% 11/15/2026	2/13/2023 2/14/2023	\$250,000.00	\$231,962.89	\$231,962.89	4.10%	2.712 2.576	\$93.73 \$234,327.50	\$2,364.61	0.66%	Aaa AA+
91282CEF4	UST 2.500% 03/31/2027	11/17/2022 11/18/2022	\$350,000.00	\$328,753.91	\$328,753.91	4.03%	3.085 2.887	\$94.52 \$330,820.00	\$2,066.09	0.93%	Aaa AA+
91282CEN7	UST 2.750% 04/30/2027	11/15/2022 11/16/2022	\$350,000.00	\$332,199.22	\$332,199.22	4.01%	3.167 2.955	\$95.11 \$332,871.00	\$671.78	0.94%	Aaa AA+
91282CEW7	UST 3.250% 06/30/2027	11/17/2022 11/18/2022	\$350,000.00	\$339,130.86	\$339,130.86	3.99%	3.334 3.096	\$96.48 \$337,669.50	(\$1,461.36)	0.95%	Aaa AA+
91282CEW7	UST 3.250% 06/30/2027	7/28/2023 7/31/2023	\$150,000.00	\$144,058.59	\$144,058.59	4.36%	3.334 3.096	\$96.48 \$144,715.50	\$656.91	0.41%	Aaa AA+
91282CFB2	UST 2.750% 07/31/2027	11/4/2022 11/7/2022	\$350,000.00	\$325,896.48	\$325,896.48	4.38%	3.419 3.202	\$94.81 \$331,831.50	\$5,935.02	0.94%	Aaa AA+
91282CFB2	UST 2.750% 07/31/2027	7/28/2023 7/31/2023	\$200,000.00	\$188,304.69	\$188,304.69	4.36%	3.419 3.202	\$94.81 \$189,618.00	\$1,313.31	0.53%	Aaa AA+
91282CFM8	UST 4.125% 09/30/2027	2/13/2023 2/14/2023	\$550,000.00	\$552,771.48	\$552,771.48	4.00%	3.586 3.239	\$99.15 \$545,297.50	(\$7,473.98)	1.54%	Aaa AA+
91282CFU0	UST 4.125% 10/31/2027	2/13/2023 2/14/2023	\$285,000.00	\$286,569.73	\$286,569.73	3.99%	3.671 3.322	\$99.13 \$282,506.25	(\$4,063.48)	0.80%	Aaa AA+
91282CFU0	UST 4.125% 10/31/2027	7/28/2023 7/31/2023	\$250,000.00	\$248,076.17	\$248,076.17	4.32%	3.671 3.322	\$99.13 \$247,812.50	(\$263.67)	0.70%	Aaa AA+
91282CGC9	UST 3.875% 12/31/2027	2/6/2023 2/7/2023	\$545,000.00	\$546,447.66	\$546,447.66	3.81%	3.838 3.499	\$98.27 \$535,571.50	(\$10,876.16)	1.51%	Aaa AA+
91282CGH8	UST 3.500% 01/31/2028	2/13/2023 2/14/2023	\$575,000.00	\$563,544.92	\$563,544.92	3.95%	3.923 3.603	\$96.93 \$557,347.50	(\$6,197.42)	1.57%	Aaa AA+
9128284N7	UST 2.875% 05/15/2028	5/15/2023 5/16/2023	\$500,000.00	\$485,820.31	\$485,820.31	3.50%	4.211 3.866	\$94.42 \$472,090.00	(\$13,730.31)	1.33%	Aaa AA+
91282CHX2	UST 4.375% 08/31/2028	11/14/2023 11/15/2023	\$495,000.00	\$493,839.84	\$493,839.84	4.43%	4.507 3.962	\$100.25 \$496,237.50	\$2,397.66	1.40%	Aaa AA+
91282CJR3	UST 3.750% 12/31/2028	1/16/2024 1/17/2024	\$600,000.00	\$594,492.19 \$1,050.82	\$595,543.01	3.96%	4.841 4.341	\$97.64 \$585,846.00	(\$8,646.19)	1.65%	Aaa AA+

Paradise Recreation & Park District - Operating Account

POSITION STATEMENT

As of February 29, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
SubTotal			\$7,575,000.00	\$7,335,909.95 \$1,050.82	\$7,336,960.77	4.13%		\$7,325,424.00	(\$10,485.95)	20.65%	
Grand Total			\$36,767,957.82	\$34,855,043.08 \$3,348.63	\$34,858,391.71	4.63%		\$35,468,228.96	\$613,185.88	100.00%	

Paradise Recreation & Park District - Operating Account

TRANSACTION STATEMENT

As of February 29, 2024



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	2/1/2024	2/1/2024	70914PW40	Pennsylvania, Commonwealth of 0.950% 08/01/2025	1,900.00
Interest/Dividends	2/1/2024	2/1/2024	880591EU2	TNNLL 2.875% 02/01/2027	5,031.25
Interest/Dividends	2/1/2024	2/1/2024	692039SE1	Oxnard Union High School District 0.852% 08/01/2024	1,810.50
Interest/Dividends	2/1/2024	2/1/2024	801139AE6	Santa Ana, City of 1.176% 08/01/2026	2,234.40
Interest/Dividends	2/1/2024	2/1/2024	250375LA8	Desert Community College District 3.000% 08/01/2027	4,800.00
Interest/Dividends	2/1/2024	2/1/2024	31846V567	First American Funds, Inc.	1,492.41
Interest/Dividends	2/5/2024	2/5/2024	3133EAG44	FFCB 2.630% 08/03/2026	4,050.20
Interest/Dividends	2/12/2024	2/12/2024	3133EMQG0	FFCB 0.320% 02/10/2025	680.00
Interest/Dividends	2/15/2024	2/15/2024	76913CBB4	Riverside, County of 2.963% 02/15/2027	7,407.50
Interest/Dividends	2/15/2024	2/15/2024	91282CFE6	UST 3.125% 08/15/2025	7,031.25
Interest/Dividends	2/25/2024	2/25/2024	3137BLVK1	Federal Home Loan Mortgage Corporation 3.116% 07/25/2025	1,168.50
Interest/Dividends	2/26/2024	2/26/2024	3130ALGR9	FHLB 0.85% 02/26/26	1,275.00
Interest/Dividends	2/26/2024	2/26/2024	3130ALF25	FHLB 0.400% 11/26/2024	1,150.00
Interest/Dividends	2/26/2024	2/26/2024	3137HAST4	Federal Home Loan Mortgage Corporation 4.850% 09/25/2028	1,717.71
Interest/Dividends	2/26/2024	2/26/2024	3137BVZ82	Federal Home Loan Mortgage Corporation 3.430% 01/25/2027	1,429.17
Interest/Dividends	2/29/2024	2/29/2024	91282CHX2	UST 4.375% 08/31/2028	10,828.13
Total					54,006.02

Paradise Recreation & Park District - Operating Account

TRANSACTION STATEMENT

As of February 29, 2024



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	2/23/2024	2/23/2024	Cash Out	(297.76)
Total				(297.76)
Management Fee				
Management Fee	2/12/2024	2/12/2024	Cash Out	(2,379.12)
Total				(2,379.12)

Paradise Recreation & Park District - Operating Account

STATEMENT DISCLOSURE

As of February 29, 2024



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Paradise Recreation & Park District
6626 Skyway
Paradise, CA 95969

California CLASS

California CLASS

Average Monthly Yield: 5.4210%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01-0077-0001	CC Reserve Fund	1,015,124.71	0.00	0.00	4,661.12	13,702.20	1,015,726.14	1,019,785.83
TOTAL		1,015,124.71	0.00	0.00	4,661.12	13,702.20	1,015,726.14	1,019,785.83



CC Reserve Fund

Account Summary

Average Monthly Yield: 5.4210%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,015,124.71	0.00	0.00	4,661.12	13,702.20	1,015,726.14	1,019,785.83

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
03/01/2024	Beginning Balance			1,015,124.71	
03/31/2024	Income Dividend Reinvestment	4,661.12			
03/31/2024	Ending Balance			1,019,785.83	



California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
03/01/2024	0.000444378	5.4205%
03/02/2024	0.000000000	5.4205%
03/03/2024	0.000000000	5.4205%
03/04/2024	0.000147959	5.4153%
03/05/2024	0.000148078	5.4197%
03/06/2024	0.000148193	5.4239%
03/07/2024	0.000148169	5.4230%
03/08/2024	0.000444372	5.4214%
03/09/2024	0.000000000	5.4214%
03/10/2024	0.000000000	5.4214%
03/11/2024	0.000148114	5.4210%
03/12/2024	0.000148002	5.4169%
03/13/2024	0.000148175	5.4232%
03/14/2024	0.000148087	5.4200%
03/15/2024	0.000443682	5.4129%
03/16/2024	0.000000000	5.4129%
03/17/2024	0.000000000	5.4129%
03/18/2024	0.000148029	5.4179%
03/19/2024	0.000148058	5.4189%
03/20/2024	0.000147904	5.4133%
03/21/2024	0.000147958	5.4153%
03/22/2024	0.000444009	5.4169%
03/23/2024	0.000000000	5.4169%
03/24/2024	0.000000000	5.4169%
03/25/2024	0.000148154	5.4224%
03/26/2024	0.000148198	5.4240%
03/27/2024	0.000148382	5.4308%
03/28/2024	0.000593772	5.4330%
03/29/2024	0.000000000	5.4330%
03/30/2024	0.000000000	5.4330%
03/31/2024	0.000000000	5.4330%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

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

Fiscal Year: 2024-2025 Draft
4/2/2024

Description	Code	2025	FY 2025-2026
		Budget	Budget
Operating Budget			
Funding Resources			
Income			
4100 · Tax Revenue	4100	1,186,000	1,227,600
4200 · Impact Fee revenue	4200	90,000	93,200
4300 · Program Income	4300	276,000	289,800
4350 · Concession & Merchandise sales	4350	1,600	1,700
4400 · Donation & Fundraising Income	4400	60,000	64,500
4500 · Grant Income	4500	1,350,000	1,552,500
4600 · Other Revenue	4600	500,000	517,500
4900 · Interest Income	4900	1,110,200	1,110,200
Total Income		4,573,800	4,857,000
Expense			
5000 · Payroll Expenses	5000	3,018,000	3,108,700
5100 · Program Expenses	5100	178,200	183,700
5140 · Fundraising Expense	5140	2,000	2,100
5200 · Advertising & Promotion	5200	17,500	18,100
5220 · Bank & Merchant Fees	5220	5,300	5,500
5230 · Contributions to Others	5230	20,000	20,600
5240 · Copying & Printing	5240	20,000	20,600
5260 · Dues, Mbrshps, Subscr. & Pubs	5260	35,000	36,100
5270 · Education, Training & Staff Dev	5270	6,700	7,000
5280 · Equip., Tools & Furn (<\$5k)	5280	36,000	37,200
5290 · Equipment Rental	5290	30,000	30,900
5300 · Insurance	5300	160,600	165,500
5310 · Interest Expense	5310	200	300
5320 · Miscellaneous Expense	5320	300	400
5330 · Professional & Outside services	5330	717,000	738,700
5340 · Postage & Delivery	5340	1,500	1,600
5350 · Rent-Facility use fees	5350	15,000	15,500
5360 · Repair & Maintenance	5360	199,000	205,500
5370 · Supplies - Consumable	5370	33,000	34,100
5380 · Taxes, Lic., Notices & Permits	5380	34,000	35,100
5390 · Telephone & Internet	5390	24,000	24,800
5400 · Transportation, Meals & Travel	5400	66,500	68,700
5410 · Utilities	5410	150,000	154,600
Total Expense		4,769,800	4,915,300
Total Net Operating Income and Expenses		-196,000	-58,300

Summary

Grand Total Budget			
Total Income		4,573,800	4,857,000
Expense			
Total Salary and Benefits		3,018,000	3,108,700
Total Services and Supplies		1,731,800	1,786,000
Total Contributions to Others		20,000	20,600
Total Expense		4,769,800	4,915,300
Total Net Operating Income and Expenses		-196,000	-58,300
Allocations from Reserve Funds		196,000	58,300
Total Adjusted Net		0	0

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

Fiscal Year: 2024-2025 Draft
4/2/2024

Description	Code	2025	FY 2025-2026
		Budget	Budget
Projected Equity			
Beginning Assigned		FY 2024-2025	FY 2024-2025
		FY 2024-2025	FY 2024-2025
Description	Code	Beginning Balance	Projected Ending Balance
Treasury Reserve Funds			
Accumulated Capital Outlay (ACO)	1012	496,700	-
General Reserve	1013	3,000	3,000
Imprest Reserve	1005	300	300
Ending Treasury Reserve Funds		500,000	3,300
Investment Reserves 1033			
CalPERS 115 Trust	1033.01	180,000	180,000
Capital Improvement & Acquisition	1033.02	9,849,728	6,614,728
Current Operations	1033.03	8,000,000	7,804,000
Designated Project/Special Use/Grant Ma	1033.04	1,000,000	582,000
Future Operations	1033.05	19,000,000	19,000,000
Technology	1033.06	150,000	140,500
Vehicle Fleet & Equipment	1033.07	770,000	610,000
Ending Investment Reserve Funds		38,949,728	34,931,228
Designated Treasury Funds 1100		274,600	(72,000)
Impact & Development 1119		1,177,300	(389,000)
Ending Assigned		40,901,628	34,545,528

Notes:

Additional income will be distributed per the reserve policy.

Above does not show the District's cash and operating accounts.

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

Fiscal Year: 2024-2025

Version Date 4/2/2024

Budget Detail

Actual Through 66.7%

Description	Code	Current				Proposed				Projected
		Approved	Actual - as of 3/31/24	Remaining (Difference)	% YTD	FY 2024-2025 Budget	% Inc / Exp	% of FY 2023-2024	Difference Proposed - Approved	FY 2025-2026 Budget
Operating Budget										
Funding Resources										
Income										
4100 · Tax Revenue	4100	1,146,000	652,120.75	-493,879	57%	1,186,000	25.9%	103.5%	40,000	1,227,600
4200 · Impact Fee revenue	4200	103,000	74,720.53	-28,279	73%	90,000	2.0%	87.4%	-13,000	93,200
4300 · Program Income	4300	314,000	206,615.77	-107,384	66%	276,000	6.0%	87.9%	-38,000	289,800
4350 · Concession & Merchandise sales	4350	1,600	0.00	-1,600	0%	1,600	0.0%	100.0%	0	1,700
4400 · Donation & Fundraising Income	4400	75,000	24,640.77	-50,359	33%	60,000	1.3%	80.0%	-15,000	64,500
4500 · Grant Income	4500	1,250,000	240,585.28	-1,009,415	19%	1,350,000	29.5%	108.0%	100,000	1,552,500
4600 · Other Revenue	4600	485,000	24,135.06	-460,865	5%	500,000	10.9%	103.1%	15,000	517,500
4900 · Interest Income	4900	1,187,200	702,410.91	-484,789	59%	1,110,200	24.3%	93.5%	-77,000	1,110,200
Total Income		4,561,800	1,925,229.07	-2,636,571	42%	4,573,800	100.0%	100.3%	12,000	4,857,000
Expense										
5000 · Payroll Expenses										
5010 · Wages & Salaries	5010	2,079,700	1,306,446.80	-773,253	63%	2,219,700	46.5%	106.7%	140,000	2,286,300
5020 · Employer Taxes	5020	165,900	101,204.53	-64,695	61%	117,800	2.5%	71.0%	-48,100	121,400
5030 · Employee Benefits	5030	504,300	241,241.32	-263,059	48%	560,000	11.7%	111.0%	55,700	576,800
5040 · Workers Comp Expense	5040	97,900	101,099.00	3,199	103%	105,000	2.2%	107.3%	7,100	108,200
5050 · Accrued Comp, Sick, & Vacat	5050	0	0.00	0		0	0.0%		0	0
5060 · Other Personnel Costs	5060	14,400	6,624.48	-7,776	46%	15,500	0.3%	107.6%	1,100	16,000
Total 5000 · Payroll Expenses	5000	2,862,200	1,756,616	-1,105,584	61%	3,018,000	63.3%	105.4%	155,800	3,108,700
5100 · Program Expenses										
5110 · Concession & Merchandise E	5110	3,400	1,093.30	-2,307	32%	3,000	0.1%	88.2%	-400	3,100
5120 · Program Contract Labor	5120	9,500	13,158.40	3,658	139%	124,000	2.6%	1305.3%	114,500	127,800
5130 · Program Supplies	5130	36,900	31,762.06	-5,138	86%	51,200	1.1%	138.8%	14,300	52,800
Total 5100 · Program Expenses	5100	49,800	46,014	-3,786	92%	178,200	3.7%	357.8%	128,400	183,700
5140 · Fundraising Expense	5140	4,000	0.00	-4,000	0%	2,000	0.0%	50.0%	-2,000	2,100
5200 · Advertising & Promotion	5200	24,500	4,230.56	-20,269	17%	17,500	0.4%	71.4%	-7,000	18,100
5210 · Bad Debt	5210		0	0		0	0.0%		0	0
5220 · Bank & Merchant Fees	5220	5,300	4,341.32	-959	82%	5,300	0.1%	100.0%	0	5,500
5230 · Contributions to Others	5230	20,000	9,052.00	-10,948	45%	20,000	0.4%	100.0%	0	20,600
5240 · Copying & Printing	5240	17,700	13,269.09	-4,431	75%	20,000	0.4%	113.0%	2,300	20,600
5260 · Dues, Mbrshps, Subscr, & Pubs	5260	30,000	30,581.56	582	102%	35,000	0.7%	116.7%	5,000	36,100
5270 · Education, Training & Staff Dev	5270	17,800	4,910.41	-12,890	28%	6,700	0.1%	37.6%	-11,100	7,000
5280 · Equip., Tools & Furn (<\$5k)										
5282 · Office ET&F	5282	16,000	6,972.46	-9,028	44%	9,000	0.2%	56.3%	-7,000	9,300
5284 · Program ET&F	5284	8,400	95.25	-8,305	1%	8,400	0.2%	100.0%	0	8,700
5286 · Small Tools & Equipment	5286	53,700	6,811	-46,889	13%	18,600	0.4%	34.6%	-35,100	19,200
Total 5280 · Equip., Tools & Furn (<\$5k)	5280	78,100	13,879.03	-64,221	18%	36,000	0.8%	46.1%	-42,100	37,200
5290 · Equipment Rental	5290	171,100	88,403.39	-82,697	52%	30,000	0.6%	17.5%	-141,100	30,900
5300 · Insurance	5300	117,000	144,704.00	27,704	124%	160,600	3.4%	137.3%	43,600	165,500
5310 · Interest Expense	5310	400	4.53	-395	1%	200	0.0%	50.0%	-200	300
5320 · Miscellaneous Expense	5320	300	0.00	-300	0%	300	0.0%	100.0%	0	400
5330 · Professional & Outside services										
5332 · Accounting	5332	44,800	5,075.28	-39,725	11%	44,000	0.9%	98.2%	-800	45,400
5334 · Legal	5334	6,000	1,485.00	-4,515	25%	11,000	0.2%	183.3%	5,000	11,400
5336 · Engineering Services	5336	300,000	0.00	-300,000	0%	300,000	6.3%	100.0%	0	309,000
5338 · Other Professional & Outside	5338	310,000	83,252.35	-226,748	27%	362,000	7.6%	116.8%	52,000	372,900
Total 5330 · Professional & Outside services	5330	660,800	89,812.63	-570,987	14%	717,000	15.0%	108.5%	56,200	738,700
5340 · Postage & Delivery	5340	1,500	414.68	-1,085	28%	1,500	0.0%	100.0%	0	1,600
5350 · Rent-Facility use fees	5350	23,700	16,334.53	-7,365	69%	15,000	0.3%	63.3%	-8,700	15,500
5360 · Repair & Maintenance										
5361 · Building R&M	5361	7,000	2,919.48	-4,081	42%	7,000	0.1%	100.0%	0	7,300
5362 · Equipment R&M	5362	20,000	3,152.81	-16,847	16%	18,000	0.4%	90.0%	-2,000	18,600
5363 · General R&M	5363	8,000	2,813.22	-5,187	35%	7,000	0.1%	87.5%	-1,000	7,300
5364 · Grounds R&M	5364	72,800	28,061.97	-44,738	39%	65,000	1.4%	89.3%	-7,800	67,000
5365 · Pool R&M	5365	40,000	27,989.33	-12,011	70%	60,000	1.3%	150.0%	20,000	61,800
5366 · Vehicle R&M	5366	15,000	12,447.18	-2,553	83%	18,000	0.4%	120.0%	3,000	18,600
5367 · Janitorial	5367	13,400	10,073.73	-3,326	75%	18,000	0.4%	134.3%	4,600	18,600
5368 · Security	5368	3,600	2,201.30	-1,399	61%	4,000	0.1%	111.1%	400	4,200
5369 · Vandalism	5369	2,400	848.76	-1,551	35%	2,000	0.0%	83.3%	-400	2,100
Total 5360 · Repair & Maintenance	5360	182,200	90,507.78	-91,692	50%	199,000	4.2%	109.2%	16,800	205,500

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

Fiscal Year: 2024-2025

Version Date 4/2/2024

Budget Detail

Actual To 66.7%

Description	Code	Current				Proposed				Projected
		2024				FY 2024-2025		%	Difference	FY 2025-2026
		Approved	Actual - as of 3/31/24	Remaining (Difference)	% YTD	Budget	% Inc / Exp	of FY 2023-2024	Proposed - Approved	Budget
5370 · Supplies - Consumable	5370									
5372 · Office Supplies	5372	15,000	10,663.75	-4,336	71%	21,000	0.4%	140.0%	6,000	21,700
5374 · Safety & staff supplies	5374	15,000	6,146.73	-8,853	41%	12,000	0.3%	80.0%	-3,000	12,400
Total 5370 · Supplies - Consumable		30,000	16,810	-13,190	56%	33,000	0.7%	110.0%	3,000	34,100
5380 · Taxes, Lic., Notices & Permits	5380	8,000	8,072.47	72	101%	34,000	0.7%	425.0%	26,000	35,100
5390 · Telephone & Internet	5390	19,800	16,469.33	-3,331	83%	24,000	0.5%	121.2%	4,200	24,800
5400 · Transportation, Meals & Travel	5400									
5402 · Air, Lodging & Other Travel	5402	11,000	2,267.07	-8,733	21%	9,000	0.2%	81.8%	-2,000	9,300
5404 · Fuel	5404	44,000	24,717.79	-19,282	56%	45,500	1.0%	103.4%	1,500	46,900
5406 · Meals	5406	9,000	6,969.34	-2,031	77%	11,000	0.2%	122.2%	2,000	11,400
5408 · Mileage & Auto Allowance	5408	2,000	516.90	-1,483	26%	1,000	0.0%	50.0%	-1,000	1,100
Total 5400 · Transportation, Meals & Travel		66,000	34,471.10	-31,529	52%	66,500	1.4%	100.8%	500	68,700
5410 · Utilities	5410									
5412 · Electric & Gas	5412	135,700	67,620.85	-68,079	50%	95,000	2.0%	70.0%	-40,700	97,900
5414 · Water	5414	32,000	22,583.03	-9,417	71%	30,000	0.6%	93.8%	-2,000	30,900
5416 · Garbage	5416	30,000	14,658.52	-15,341	49%	25,000	0.5%	83.3%	-5,000	25,800
Total 5410 · Utilities	5410	197,700	104,862.40	-92,838	53%	150,000	3.1%	75.9%	-47,700	154,600
Total Expense		4,587,900	2,493,761.18	-2,094,139	54%	4,769,800	100.0%	104.0%	181,900	4,915,300
Total Net Operating Income and Expenses		-26,100	-568,532	-542,432	2178%	-196,000	-4.1%		-169,900	-58,300

Summary

Grand Total Budget

Total Income	4,561,800	1,925,229	-2,636,571	42%	4,573,800	100.0%	100.3%	12,000	4,857,000
Expense									
Total Salary and Benefits	2,862,200	1,756,616	-1,105,584	61%	3,018,000	63.3%	105.4%	155,800	3,108,700
Total Services and Supplies	1,705,700	712,603	-993,097	42%	1,731,800	36.3%	101.5%	26,100	1,786,000
Total Contributions to Others	20,000	9,052	-10,948	45%	20,000	0.4%	100.0%	0	20,600
Total Expense	4,587,900	2,493,761	-2,094,139	54%	4,769,800	100.0%	104.0%	181,900	4,915,300
Allocations from Reserve Funds	26,100	26,100	0	100%	196,000	100.0%	751.0%	169,900	58,300
Total Adjusted Net	0	-542,432	-542,432		0				0

Paradise Recreation & Park District

Capital Improvement Project (10 Year) - Summary of Projects FY 2024-2025

Id #	Project	FY Beginning					Subtotal	Year X	Total
		2024	2025	2026	2027	2028	2029-2032	>2033	
		1	2	3	4	5	Yrs 6-9	>10	
2024-1	District Security, Conservation, and Efficiency Investments	112,500	88,500	77,500	58,200	43,800	100,700	125,000	706,900
2024-2	Land Acquisition	3,754,000	1,035,000	919,000	669,000	493,000	638,000	578,000	8,724,000
2024-3	New Park and Facility Development	1,183,750	4,012,500	5,819,500	5,168,000	781,000	679,000	7,000,000	25,322,750
2024-4	Camp Fire Recovery Projects	2,870,000	3,042,500	725,000	100,000	-	-	-	6,737,500
2024-5	Existing Park Improvements and Development	558,000	1,466,600	418,500	305,100	151,900	180,300	2,450,000	5,710,700
2024-6	Trails Development Project	258,500	273,500	147,250	117,500	87,750	40,300	630,000	1,595,100
2024-7	Planning: Strategic, Master, Park, and Management Plans	655,000	655,000	285,000	180,650	119,000	300,200	791,000	3,286,050
2024-8	Aquatic Park and Concow Pool Improvements	80,000	83,000	86,000	89,000	92,000	193,000	8,011,000	8,827,000
2024-9	Vehicle Fleet and Equipment, and Technology Investments	170,000	225,200	202,500	181,800	187,300	394,100	295,000	2,050,000
Total		9,641,750	10,881,800	8,680,250	6,869,250	1,955,750	2,525,600	19,880,000	62,960,000

Paradise Recreation & Park District

Capital Improvement Project (10 Year) - Summary of Funding Sources

FY 2024-2025

Task	FY Beginning					Subtotal	Year X	Total
	2024	2025	2026	2027	2028	2029-2032	>2033	
1. Acquisition	3,575,000	985,000	875,000	637,000	469,000	607,000	550,000	8,305,000
2. Planning	836,500	707,500	339,000	220,150	148,700	338,800	844,000	3,773,450
3. Park Development	1,442,250	4,286,000	5,966,750	5,285,500	868,750	719,300	7,630,000	26,917,850
4. Park Improvements, Repair and Renovation	748,000	1,635,600	572,000	444,800	282,000	466,400	10,561,000	15,176,200
5. Equipment Purchases	170,000	225,200	202,500	181,800	187,300	394,100	295,000	2,050,000
6. Insurance Rebuild	2,870,000	3,042,500	725,000	100,000	-	-	-	6,737,500
7. Other	-	-	-	-	-	-	-	-
Total	9,641,750	10,881,800	8,680,250	6,869,250	1,955,750	2,525,600	19,880,000	62,960,000

Funding Source	FY Beginning					Subtotal	Year X	Total
	2024	2025	2026	2027	2028	2029-2032	>2033	
ACO	-	-	-	-	-	-	-	-
Capital Improvement & Acquisition Reserve	3,235,000	1,913,000	1,482,000	1,086,500	807,800	-	-	8,524,300
Designated Project/Special Use/Grant Matching Reserve	418,000	312,300	132,800	123,400	94,100	-	-	1,080,600
Donations	105,000	4,000	3,000	-	-	-	-	112,000
General Fund	177,500	91,100	45,700	35,250	18,400	9,650	-	387,250
Grant	4,386,000	5,242,000	2,508,000	386,000	25,000	-	-	12,547,000
Incorporated Impact Fees (Fund 2526)	260,000	125,000	85,000	-	-	-	-	470,000
Technology Reserve	9,500	9,700	11,900	10,300	-	-	-	41,400
Unidentified	761,750	2,952,400	4,188,450	5,052,900	830,250	2,515,950	19,880,000	38,697,650
Unincorporated Impact Fees (Fund	129,000	67,500	32,800	-	-	-	-	229,300
Vehicle Fleet & Equipment Reserve	160,000	164,800	169,800	174,900	180,200	-	-	849,700
Total	9,641,750	10,881,800	8,659,450	6,869,250	1,955,750	2,525,600	19,880,000	62,939,200

Notes: Year X are future projects without a set time or necessary projects beyond current budget projections.