



**Paradise Recreation and Park District
Board of Directors - Regular Meeting**
Terry Ashe Recreation Center, Room B
Wednesday, March 13, 2024, 6:00 pm

Members of the public may submit comments prior to the meeting via email to BODclerk@paradisepprd.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:

2. 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 recommends adoption. **Recommendation:** *Reaffirm the Investment Policy.*
- 3.4. Information Items (Acceptance only):
 - A. CPS HR Consulting Class/Comp Study Proposal

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 BUSINESS

- 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.*
- 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.*

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.*

7. **REPORT**

7.1. District Report

7.2. Board Liaison Report

8. **BOARD COMMENT**

9. **ADJOURNMENT**

Adjourn to the next regular meeting on 4/10/2024 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@paradisepprd.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.

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Paradise Recreation and Park District
Board of Directors Regular Meeting
Terry Ashe Recreation Center
February 14, 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), Jeff Dailey (Recreation Supervisor), Catherine Merrifield (District Accountant), Scott Amick (Recreation Supervisor), Sarah Hoffman (Board Clerk)

Present via zoom: None

1.3 WELCOME GUESTS:

Chairperson Anderson welcomed guests.

Present: Connie Wilhite (PCC), Doug Runkle (PCC), Mike Shores (PCC), Jan Keller (PCC), David Leon Zink (PATCH)

Present via teleconference: None.

2. PUBLIC COMMENT: None

Chairperson Anderson asked to move Item 5.1 (Old Business) to before the Consent Agenda with Board concurrence. The Board concurred.

5. OLD BUSINESS:

5.1. Paradise Community Center (PCC) Update. - Representatives from the PCC will provide an update on recent progress on the rebuilding of the Center. Staff wanted to provide BOD members with an opportunity to ask questions about the process and understand changes from the August 2022 Feasibility Study. The Board approved a follow-up Memorandum of

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Understanding (MOU) on August 9, 2023, to support next steps towards the development, construction, and long-term management of the facility. (*Information Only*).

Connie Wilhite gave information on the Paradise Community Center and showed a brief video presentation.

3. CONSENT AGENDA:

3.1. Board Minutes:

A. Regular Meeting of January 10, 2024

B. Special Meeting of January 18, 2024

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

Check # 056641 – 056797 and ACHs

3.3. Information Items (Acceptance only): Safety Committee Minutes of January 25, 2024

MOTION: Approve Consent Agenda items 3.2 and 3.3 **MADE BY:** Rodowick. **SECOND:** Bellefeuille. **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 January 10, 2024, and Special Meeting of January 18, 2024

Corrections to both sets of minutes were discussed.

MOTION: Approve meeting minutes from January 10, 2024, and January 18, 2024. **MADE BY:** McGreehan. **SECOND:** Rodowick. **Roll Call Vote: AYES:** 5 (Anderson, Goodlin, Rodowick, Bellefeuille, and McGreehan). **NOES:** 0. **ABSENT:** 0.

4. COMMITTEE REPORTS: None

6. NEW BUISNESS

6.1. Consider Memorandum of Understanding (MOU) between Paradise, the District, and the Paradise Arts, Theater, and Culture Hub (PATCH) – In December 2023, the District and a collaboration of several non-profit groups initiated an exploratory effort for partnership models and potential locations for a joint facility. Several months ago, PATCH approached the District about a more involved partnership to further the effort. Staff proposed a new MOU to 1) coordinate and collaborate on events, 2) create a feasibility report on partnership and 3) inform the respective boards on the implications of a joint effort. The term concludes 12/31/25 with the potential for a 1-year extension. *Recommendation: Approve the agreement.*

MOTION: Approve the MOU between PRPD and PATCH with the noted corrections. **MADE BY:** Rodowick. **SECOND:** Goodlin. **Roll Call Vote: AYES:** 5 (Anderson, Goodlin, Rodowick, Bellefeuille, and McGreehan). **NOES:** 0. **ABSENT:** 0.

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6.2. Consider Cyber Security Policy - The District proposes a cyber security policy to better ensure continuity of services, avoidance of malware and hacks, data security and privacy. Recommendation: Approval of policy.

MOTION: Approve the Cyber Security Policy. **MADE BY:** Bellefeuille. **SECOND:** Goodlin. **Roll Call Vote: AYES:** 5 (Anderson, Goodlin, Rodowick, Bellefeuille, and McGreehan). **NOES:** 0. **ABSENT:** 0.

6.3. Agreement with Marsha Burch Law- BOD approved the Legal Consultant Request for Proposal (RFP), and staff distributed the RFP. After Staff and an Ad Hoc Committee reviewed and conducted follow up on 4 Submittals, they recommend Marsha Burch Law as a good match for District needs. Recommendation: Approve Agreement.

MOTION: Authorize the District Manager to complete the agreement. **MADE BY:** McGreehan. **SECOND:** Rodowick. **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 7:23 p.m. until the next Regular Board meeting, scheduled for March 13, 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
FEBRUARY

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

056812-056832	2/7/2024		Payroll Summary	15,140.73	0.00	0.00	15,140.73	

Direct Deposit	2/7/2024		Payroll Summary	33,932.52	0.00	0.00	33,932.52	

056866-056880	2/21/2024		Payroll Summary	12,317.72	0.00	0.00	12,317.72	

Direct Deposit	2/21/2024		Payroll Summary	34,563.97	0.00	0.00	34,563.97	

056798	2/2/2024		PRINCIPAL LIFE INSURANCE CO	175.59			175.59	
056799	2/2/2024		INDUSTRIAL POWER PRODUCTS	2,746.31			2,746.31	
056800	2/2/2024		CHICO SPORTS LTD		698.21		698.21	
056801	2/2/2024		KELLY MUNSON		2,048.20		2,048.20	
056802	2/2/2024		SQUYRES FIRE PROTECTION		1,031.43		1,031.43	
056803	2/2/2024		COMCAST		106.68		106.68	
056804	2/2/2024		WEX BANK		1,445.16		1,445.16	
056805	2/2/2024		AT&T		677.55		677.55	
056806	2/2/2024		ALHAMBRA		162.86		162.86	
056807	2/2/2024		PG&E		2,667.72		2,667.72	
056808	2/2/2024		BYSWQC		175		175.00	
056809	2/2/2024		CHICO ENVIRONMENTAL		3,294.25		3,294.25	
056810	2/2/2024		DE LAGE LANDEN FINANCIAL SERV		223.49		223.49	
056811	2/2/2024		VERIZON WIRELESS		94.19		94.19	
056833	2/9/2024		VOYA INSTITUTIONAL TRUST CO	300.00			300.00	
056834	2/9/2024		MISSION SQUARE RETIREMENT	1,325.00			1,325.00	
056835	2/9/2024		FRANCHISE TAX BOARD	50.00			50.00	
056836	2/9/2024		PARADISE RECREATION & PARK DIST.	1,109.54			1,109.54	B
056837	2/9/2024		PARADISE RECREATION & PARK	33,932.52			33,932.52	A
056838	2/9/2024		THOMAS ACE HARDWARE		1,578.31		1,578.31	
056839	2/9/2024		PARADISE RIDGE CHAMBER OF COMM		180.00		180.00	
056840	2/9/2024		STONE RIDGE TERMITE & PEST		300.00		300.00	
056841	2/9/2024		TREE OF LIFE		1,800.00		1,800.00	
056842	2/9/2024		BREWER OFFORD & PEDERSEN LLP		135.00		135.00	
056843	2/9/2024		COMPUTERS PLUS		305.71		305.71	
056844	2/9/2024		CHRISTENSEN TELECOMMUNICATIONS		395.00		395.00	
056845	2/9/2024		O'REILLY AUTO PARTS		229.64		229.64	
056846	2/9/2024		PARADISE IRRIGATION DISTRICT		4,515.92		4,515.92	
056847	2/9/2024		CHICO STATE ENTERPRISES		10,395.54		10,395.54	C
056848	2/9/2024		EMPLOYMENT DEVELOPMENT DEPART		539.58		539.58	
056849	2/9/2024		ELAN FINANCIAL SERVICES		52.98		52.98	
056850	2/16/2024		BUTTE COUNTY		1,385.44		1,385.44	
056851	2/16/2024		ACME TOILET RENTALS LLC		414.40		414.40	
056852	2/16/2024		DURHAM ELEMENTARY SCHOOL		400.00		400.00	Refund
056853	2/16/2024		KELLY MUNSON		201.20		201.20	
056854	2/16/2024		ROBERT ANDERSON		515.90		515.90	D
056855	2/16/2024		VERIZON WIRELESS		1,370.91		1,370.91	
056856	2/16/2024		CONNEY SAFETY PRODUCTS		275.28		275.28	
056857	2/16/2024		HERC RENTALS		1,376.29		1,376.29	
056858	2/16/2024		LASH'S GLASS		200.05		200.05	
056859	2/16/2024		VERIFAX SYSTEMS		832.23		832.23	
056860	2/16/2024		UMPQUA BANK		5,770.89		5,770.89	
056861	2/16/2024		PG&E		301.10		301.10	
056862	2/16/2024		LES SCHWAB TIRES		4,293.06		4,293.06	
056863	2/16/2024		AT&T		216.00		216.00	

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
056864	2/16/2024		MELTON DESIGN GROUP		7,133.00		7,133.00	
056865	2/16/2024		AMERICAN RAMP COMPANY		6,435.00		6,435.00	
056881	2/23/2024		PREMIER ACCESS INSURANCE CO	1,562.39			1,562.39	
056882	2/23/2024		PRINCIPAL LIFE INSURANCE CO	175.59			175.59	
056883	2/23/2024		VOYA INSTITUTIONAL TRUST CO	300.00			300.00	
056884	2/23/2024		MISSION SQUARE RETIREMENT	1,325.00			1,325.00	
056885	2/23/2024		FRANCHISE TAX BOARD	50.00			50.00	
056886	2/23/2024		PARADISE RECREATION & PARKS	34,563.97			34,563.97	A
056887	2/23/2024		MARY BELLEFEUILLE		625.00		625.00	D
056888	2/23/2024		JOHN CARLO MARTINEZ		50.00		50.00	D
056889	2/23/2024		BOYS & GIRLS CLUBS OF THE NORTH VALLEY		2,698.00		2,698.00	E
056890	2/23/2024		ALHAMBRA		125.39		125.39	
056891	2/23/2024		EXTRA SELF STORAGE		1,560.00		1,560.00	
056892	2/23/2024		BUTTE COUNTY NEAL ROAD LANDFILL		14.74		14.74	
056893	2/23/2024		MAGOON SIGNS		151.55		151.55	
056894	2/23/2024		NORMAC INC		269.22		269.22	
056895	2/23/2024		NORTH STATE SCREENPRINTING		121.20		121.20	
056896	2/23/2024		NORTH STATE AGGREGATE INC		250.80		250.80	
056897	2/23/2024		NORTHERN RECYCLING & WASTE		1,173.84		1,173.84	
056898	2/23/2024		RECOLOGY BUTTE COLUSA COUNTIES		237.72		237.72	
056899	2/23/2024		TRI FLAME PROPANE		695.64		695.64	
056900	2/23/2024		BASIC BENEFITS		50.00		50.00	
056901	2/23/2024		CHICO RENT A FENCE		507.60		507.60	
056902	2/23/2024		CEDAR CREEK		2,230.80		2,230.80	
056903	2/23/2024		COMCAST		96.68		96.68	
056904	2/23/2024		ODP BUSINESS SOLUTIONS LLC		505.62		505.62	
056905	2/23/2024		ELLIS ART AND ENGINEERING		112.40		112.40	
ACH	2/9/2024		ACH STATE PR TAX	2,018.34			2,018.34	
ACH	2/9/2024		ACH FED PR TAX	13,927.82			13,927.82	
ACH	2/9/2024		ACH CALPERS	11,533.46			11,533.46	
ACH	2/9/2024		ACH CALPERS	8,076.72			8,076.72	
ACH	2/23/2024		ACH STATE PR TAX	1,988.48			1,988.48	
ACH	2/23/2024		ACH FED RP TAX	13,636.62			13,636.62	
ACH	2/27/2024		ACH CALPERS	2,931.75			2,931.75	

TOTALS				131,729.10	75,649.37	0.00	207,378.47	
GRAND TOTALS				159,187.55	75,649.37	0.00	234,836.92	

Refunds = 400.00

Notes:

- A) Transferring funds to the Five Star Bank account for direct deposit payroll
- B) Pyament from employees for FSA benefit
- C) Elements grant funded ecological training
- D) Reimbursements
- E) CRAG award payment

Staff Report

March 13, 2024



DATE: 3/6/2024
 TO: Board of Directors (BOD)
 FROM: Sarah Hoffman, BOD Clerk
 SUBJECT: Reaffirm District Investment Policy

Report in Brief

At the February 12, 2020, Board of Directors (BOD) meeting, the Board approved Resolution #20-02-2-475 to adopt the Paradise Recreation and Park District Investment Policy. The policy provides for the prudent investment of District funds to maximize the efficiency of the District cash management and reporting requirements. Our CSDA Finance Consultant recently informed us that it is a good practice to annually review and reaffirm the policy. Due to the recommendation of the CSDA consultant, Staff brought the policy to the Finance Committee meeting that was held on February 8, 2024. There was a discussion on the policy amongst the committee, where it was then decided to take the policy to the Full Board.

Recommendation: *Approve reaffirmation of the District's Investment Policy.*

Attachments:

- A. Resolution #20-02-2-475
- B. Investment Policy

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2024/2024.0313/BOD_Investment.Policy.Report_24.0130.docx
 3/6/2024



Paradise Recreation & Park District

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

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

Resolution #20-02-2-475

RESOLUTION OF THE PARADISE RECREATION AND PARK DISTRICT BOARD OF DIRECTORS APPROVE AND ADOPT FINANCIAL INVESTMENT POLICY

WHEREAS, the Board of Directors of the Paradise Recreation and Park District (herein “Board”) is a local non-enterprise special district formed and authorized to provide services within its jurisdiction, pursuant to State of California Public Resources Code, Division 5, Chapter 4, Article 1, commencing with Section 5780; and,

WHEREAS, the District has adopted California Government Code Section 53607 and 53646 et seq to define the District’s reporting responsibilities.

WHEREAS, on June 12, 2019, the Board of Directors approved the development of a Financial Investment Policy to provide guidelines for the prudent investment of District funds and to maximize the efficiency of the District’s cash management and reporting requirements.

NOW, THEREFORE BE IT RESOLVED, the Paradise Recreation and Park District Board of Directors approves and adopts the Financial Investment Policy (Exhibit A) to provide guidelines for the prudent investment of District funds and to maximize the efficiency of the District’s cash management and reporting requirements.

PASSED AND ADOPTED by the Board of Directors of the Paradise Recreation and Park District on the 12th day of February 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Al McGreehan, Chairperson

Julie Van Roekel, Secretary

Paradise Recreation and Park District Financial Investment Policy

Policy

It is the policy of the Paradise Recreation and Park District (“District”) to provide guidelines for the prudent investment of District funds and to maximize the efficiency of the District’s cash management. The ultimate goal is to enhance the economic status of the District consistent with the prudent protection of the District’s investments. This investment policy has been prepared in conformance with all pertinent existing laws of the State of California including California Government Code Sections 53600, *et seq.*

Scope

This policy covers all funds and investment activities of the District except for (1) the proceeds of bond issues, which are invested in accordance with provisions of their specific bond indentures, and (2) funds invested in retirement or deferred compensation plans. All funds covered by this policy are defined and accounted for in the District’s audited annual Basic Financial Statements Report. Further, any new funds created shall be covered by this policy unless specifically excluded by District management and the Board of Directors.

Prudent Investor Standard

The District operates its investment portfolio under the Prudent Investor Standard (California Government Code Section 53600.3) which states, that “when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person in a like capacity and familiar with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principle and maintain the liquidity needs of the District.” This standard shall be applied in the context of managing the overall portfolio. Investment officers, acting in accordance with written procedures and this investment policy and exercising the above standard of diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Investment Objectives

- A. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing the District’s funds,

1. The primary objective is to safeguard the principle of the funds.
2. The secondary objective is to meet the liquidity needs of the District.
3. The third objective is to achieve a reasonable market rate of return on invested funds.

It is the policy of the District to invest public funds in a manner to obtain the highest yield obtainable with the maximum security while meeting the daily cash flow demands of the District as long as investments meet the criteria established by this policy for safety and liquidity and conform to all laws governing the investment of District funds.

B. Safety of Principle

Safety of principle is the foremost objective of the District. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they arise from securities defaults, institution default, broker-dealer default, or erosion of market value of securities. The District shall mitigate the risk to the principle of invested funds by limiting credit and interest rate risks. Credit Risk is the risk of loss due to the failure of a security's issuer or backer. Interest Rate Risk is the risk that the market value of the District's portfolio will fall due to an increase in general interest rates.

1. Credit risk will be mitigated by:
 - a. Limiting investments to only the most creditworthy types of securities;
 - b. Prequalifying the financial institutions with which the District will do business, using a questionnaire or other screening tool, and
 - c. Diversifying the investment portfolio so that the potential failure of any one issue or issuer will not place undue burden on the District.
2. Interest rate risk will be mitigated by:
 - a. Structuring the District's portfolio so that securities mature to meet the District's cash requirements for ongoing obligations, thereby reducing the possible need to sell securities on the open market at a loss prior to their maturity to meet those requirements; and
 - b. Investing a portion of the portfolio in shorter-term securities.

C. Liquidity

Availability of sufficient cash to pay for current expenditures shall be maintained in money market funds, local government investment pools that offer daily liquidity, repurchase agreements, or short-term securities that can easily be converted into cash because they have secondary markets. The accounting management system of the District shall be designed to accurately monitor and forecast expenditures and revenues to ensure the

investment of monies to the fullest extent possible.

D. Rates of Return

Yield on investments shall be considered only after the basic requirements of safety and liquidity have been met. The investment portfolio shall be designed to attain a market average rate of return throughout economic cycles, taking into account the District's risk constraints, the composition and cash flow characteristics of the portfolio, and applicable laws.

Delegation of Authority

A. Responsibilities of the Accounting Department

As delegated on an annual basis by the Board of Directors, and in accordance with California Code Section 53607, the Accounting Department is charged with the responsibility for maintaining custody of all public funds and securities belonging to or under the control of the District, and for the deposit and investment of those funds in accordance with principles of sound treasury management and with applicable laws and ordinances.

B. Responsibilities of the District Accountant

The District Accountant shall perform the monthly review and reconciliation of accounting investments as well as be responsible for the conduct of all Accounting Department functions.

C. Responsibilities of the District Manager

The District Manager is responsible for directing and supervising the assigned designee and is responsible further to keep the Board of Directors fully advised as to the financial condition of the District.

D. Responsibilities of the District's Auditing Firm

The District's auditing firm's responsibilities shall include but not be limited to the examination and analysis of fiscal procedures and the examination, checking and verification of accounts and expenditures. A review of the District's investment program is a part of the responsibility described above.

E. Responsibilities of the Board of Directors

The Board of Directors shall annually review and approve the written Investment Policy. As provided in the Policy, the Directors shall receive, review, and accept quarterly investment reports, as identified in California Code Section 53646 et seq, and monthly investment reports as identified in California Code Section 53607, which may be included in the Consent Calendar of the regularly scheduled meeting of the Board of Directors.

F. Responsibilities of the Finance Committee

There shall be a Finance Committee consisting of two (2) members of the Board of Directors.

No members of the Finance Committee shall profit in any way from activities of the Committee. The District Manager and assigned designee(s) shall serve as staff liaison to the Committee. The Committee shall meet as needed to discuss the investment reports, investment strategy, investment and banking procedures, as well as the anticipated cash flow projection and any other significant investment-related activities being undertaken. The Committee's meetings will be summarized in minutes, which are distributed to the Board of Directors. In the event that a Finance Committee meeting is not held, the Accounting Department will prepare an investment report and send it to the full Board of Directors on a monthly basis.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officers shall disclose any material financial interest in financial institutions that conduct business with this District, and they shall further disclose any large personal financial / investment positions that could be related to the performance of the District's portfolio.

Diversification and Risk

The District recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. To minimize the District's exposure to these types of risk, the portfolio should be diversified among several types of institutions, instruments, and maturities. The District Manager with the Finance Committee shall minimize default risk by prudently selecting only instruments and institutions, which at the time of placement have been evaluated for their financial viability and compliance with this policy. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

Performance Standards

The investment portfolio will be managed in accordance with the standards established within this Investment Policy and should obtain a market rate of return throughout budgetary and economic cycles, taking into account the District's investment risk constraints, cash flow needs, and maturities of the investments.

Reporting

The District has adopted California Government Code 53607 and 53646 et seq to define the District's reporting responsibilities.

BOD Approved and Adopted: February 12, 2020

Staff Report

March 13, 2024



DATE: 2/28/2024
 TO: PRPD Board of Directors
 FROM: Sarah Hoffman, Administrative Assistant III
 SUBJECT: February Finance Committee Report

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

The Committee meeting was called to order 3:00 PM

The Committee met to:

1. Discuss PRPD Investment Policy

District Manager Efseaff introduced the item and gave a brief explanation on why the committee is reviewing the investment policy. The committee took turns asking questions and making recommended changes. Staff took note of the changes. The committee then gave staff direction to take the full Board for review and approval.

2. Discuss CPS HR Consulting Class/Comp Study Proposal

District Manager Efseaff introduced the item and explained the need for the Class/Comp Study. The committee asked questions about the item and there was a conversation about the consultant's prior work with Special Districts and how District Manager Efseaff found this consultant. The conversation proceeded and the committee asked staff to obtain some additional information. The committee then stated that they support the item going to the full Board after obtaining the additional information requested and after it's reviewed by the Personnel Committee.

The Committee adjourned at 3:43 PM

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/2024/FC_24.0208/FC.Report.24.0208.docx
 2/29/2024

Personnel Committee Report

March 13, 2024



DATE: 2/28/2024
 TO: Board of Directors
 FROM: Sarah Hoffman, Administrative Assistant III
 SUBJECT: February Personnel Committee Report

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

The meeting was called to order at 3:05 pm.

The Committee met to:

1. Discuss CPS HR Consulting Class/Comp Study Proposal

District Manager Efseaff introduced the item and stated that the Finance Committee had talked about this item in their meeting and that they felt the Personnel Committee should also look at the study prior to taking it to the full Board. Administrative Assistant III Hoffman then stated the additional questions that the Finance Committee had and that she received the answers back from the consultant. She briefly shared the answers.

There was then a small discussion between the committee. After the discussion, the committee concurred on taking this item to the full Board.

The Committee went into Closed Session at 3:45

CLOSED SESSION:

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

The Committee returned from Closed Session at 3:58 PM

REPORT ON CLOSED SESSION:

The Committee Chair, Goodlin reported that the committee discussed the District Managers review and employee and wage negotiations.

The meeting adjourned at 3:58 PM.

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2024/PC.24.0220/PC.Report.24.0220.docx
 2/29/2024

Staff Committee Report

March 13, 2024



DATE: 2/28/2024
 TO: Board of Directors
 FROM: Sarah Hoffman, Administrative Assistant III
 SUBJECT: February Recreation and Park Committee Report

Attendance:

Committee Members: Mary Bellefeuille, Chair; Robert Anderson, Member
 PRPD Staff Present: Dan Efseaff, District Manager; Mark Cobb, Park Supervisor; Jeff Dailey, Recreation Supervisor; Sarah Hoffman, Administrative Assistant III; Kristen Dehart, Recreation Specialist
 Guest Present: Josh Peete (GFUSD), Pearl Lankford (GFUSD), Kevin Lopez, Roberta Lopez, Meralee Cox, Mike Ashlock, Melissa Contant, Peggy Moke, and Jennifer Johnson.

The meeting convened at 1:00 PM.

The Committee met to:

1. Tour the Concow Community Day School

District Manager Efseaff briefly explained why the Recreation and Park Meeting was being held at the Concow Community Day school. He then had the committee and staff members introduce themselves. Josh Peete (Golden Feather Union Elementary School District- Superintendent) then introduced himself and staff and then gave some information on the sites that would be looking at. The committee and attendees then spent the next hour looking at and asking questions about the Concow Community Day School and the Concow Elementary School.

The meeting adjourned at 2:42 pm.

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Rec.Park/2024/RPC.0227/PR.Report_24.0227.docx
 2/29/2024

Staff Report**March 13, 2024**

DATE: 3/13/2024
 TO: PRPD Board of Directors (BOD)
 FROM: Jeff Dailey, Recreation Supervisor
 SUBJECT: PRPD and Paradise Piranhas Swim Team 2024-2025 Swim Pool Usage Agreement

Report in Brief

The Paradise Piranhas Swim Team (Piranhas) and the Paradise Recreation and Park District (PRPD) have a long-standing history of pool usage agreements. The previous pool usage agreement between the Piranhas and PRPD expired in October 2023. The Piranhas would like to establish an agreement for the 2024-2025 term. The 2024-2025 Swim Pool Usage Agreement is attached for Board review and consideration (attachment A). The agreement is the same as previously vetted by PRPD's former attorney with changes from the 2022-2023 agreement to reflect the new term of the agreement (May 1, 2024, through October 31, 2025) and an increase in the hourly usage fee from \$5.00 to \$6.00.

Recommendation: *Approve the 2024-2025 PRPD and Paradise Piranhas Swim Pool Usage Agreement.*

Attachments:

- A. 2024-2025 PRPD and Paradise Piranhas Swim Pool Usage Agreement.

**PARADISE RECREATION AND PARK DISTRICT
AND PARADISE PIRANHAS SWIM TEAM, INC.**

2024-2025 SWIM POOL USAGE AGREEMENT

Paradise Recreation and Park District (District) hereby agrees to allow the Paradise Piranhas Swim Team, Inc. (Cooperator) to use the District's swimming pool located at 5600 Recreation Drive, Paradise, CA (the "Pool") for the term described in Section 2. below. Since the Pool is usually closed during this time of the year, and because of the high operational costs to keep it open, the District and Cooperator agree to share the operational expenses of the Pool as set forth herein, with the District solely responsible for all remaining ownership and operational costs of the Pool.

Based on the foregoing, the District and Cooperator agree as follows:

1. **Scheduling, Hours and Usage.** The Cooperator's daily schedule for use of the Pool shall be subject to prior approval by the District. Hours and usage may vary as Cooperator may determine in its sole and absolute discretion. Notwithstanding the foregoing, the Pool may not be available for all or a major portion of the Term because of needed repairs to and renovations of it.
2. **Term.** The term of this agreement will be May 1, 2024 through October 31, 2025 (the "Term").
3. **Payment.** Cooperator will pay the District for the Cooperator's use of the Pool as follows:
 - a). \$6.00 per hour for actual use (Swim Pool Rental).
 - b). A percentage of Pacific Gas & Electric charges equal to Cooperator's actual use during the billing period divided by the normal time during a similar period of time during which the Pool is generally open.

- c). Notwithstanding the foregoing, Cooperator's total costs, whether as a shared user with the Paradise Unified School District Swim Team, or as the sole user, shall not exceed the sum of \$6,000.00 for the Term.
 - d). Cooperator will pay the above costs for pool usage within 30 days of District's billing of such at the conclusion of the Term.
4. **Insurance Coverage.** At all times during the Term hereof Cooperator shall keep and maintain in full force and effect Worker's Compensation insurance as required by applicable state laws as well as a commercial general liability insurance with a limit of not less than \$2 million on claims made, annual aggregate basis, and property casualty and automobile liability insurance each with a limit of not less than \$2 million on an occurrence basis and provide the District with a certification of insurance naming the District as an additional insured thereon with an additional insured endorsement.
5. **Indemnification.** Cooperator agrees to defend, indemnify and hold harmless the District and its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, and/or claims for injury or damages arising out of its acts or omissions in performance of this Agreement.
6. **Maintenance and Repair.** Maintenance and repair of the Pool is under the direct control and supervision of the District's Park Supervisor. The District will provide during the Term all required Pool maintenance, Pool chemicals, utilities, and household supplies. In the event Cooperator becomes or is aware of a maintenance issue or concern about the Pool, Cooperator will immediately notify the District thereof. The District likewise will notify Cooperator's Swim Team Coach of any maintenance issue or concern affecting use of the Pool of which it becomes aware.
7. **Supplies.** All supplies provided by the District for the Pool remaining at the end of the Term shall be returned by Cooperator to the District. Cooperator shall also replace all lost or

broken items, fixtures, and/or equipment at the Pool, including, without limitation, the following:

- 1) Emergency Back Board; and,
- 2) Ring Buoy.

8. **First Aid.** Cooperator shall provide and maintain at the Pool at all times during its use thereof all on-site first aid supplies and equipment.

9. **Safety and Lifeguards.** At all times during its use of the Pool during the term hereof, Cooperator shall fully comply with all provisions of the Swimming Pool Sanitation and Safety Code set forth in California Health and Safety Code Sections 116025, et seq. Without limiting the foregoing, Cooperator shall provide at all times during its use of the Pool (i) a certified coach meeting all American Red Cross standards for lifeguard, first aid, as well as CPR and (ii) a certified lifeguard meeting American Red Cross standards for lifeguarding, first aid, and CPR.

10. Cooperator shall inform the District of any need to cancel its usage of the Pool as soon as it learns of such. The District will charge Cooperator for all dates scheduled, unless canceled as above provided.

11. This Agreement covers only Cooperator’s usage of the Pool for the purposes and Term stated herein. The Pool may not be used by Cooperator for any other activity or purpose, without the prior written consent of the District.

SIGNED:

Stuart Bannister, Paradise Piranhas Swim Team, Inc.

Date

Dan Efseaff, District Manager

Date

Staff Report

March 13, 2024



DATE: 2/28/2024
 TO: Board of Directors (BOD)
 FROM: Sarah Hoffman, Administrative Assistant III
 SUBJECT: CPS HR Consulting Proposal- Class. / Comp. Study

Summary

As part of the FY 2023-24 employee negotiations response, the Board of Directors (BOD) directed staff to develop a competitive salary and classification study. Staff began this effort but encountered roadblocks such as not readily finding comparable information and District job titles not matching job titles of other Districts. Staff then reached out to CPS HR Consulting to prepare a proposal to address this effort. The Finance Committee (February 8, 2023) and the Personnel Committee (February 20, 2024) reviewed the proposal from CPS HR Consulting.

Additional questions asked at committee level:

1. Can staff request an additional list of recreation agencies that have used their service? (there is an attached list from CPS HR Consulting)
2. How often should a Class/ Comp Study be done? Kevin Nicholson stated, "On the classification side, you can have ongoing maintenance (single class studies) as new jobs are added and jobs are updated. A wholesale classification study can occur every five years or so. On the compensation side, at least for base salary, it is best to study every year or every other year."

The study will be completed after the current budget cycle. The study is cost-reimbursable and will not exceed \$73,205.00.

Recommendation: *Authorize the District Manager to complete agreement with Consultant.*

Attachments:

- A. CPS HR Consulting Proposal
- B. Special District Client List
- C. CPS HR Consulting Agreement

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2024/2024.0313/BOD.Class.Comp.StudyReport_24.0130.docx
 3/7/2024

PROPOSAL

Paradise Recreation & Park District

Classification and Compensation Consulting Services

Originally submitted: December 13, 2023

Updated: January 29, 2024

SUBMITTED BY:

VICKI QUINTERO BRASHEAR

Director of Products and Services

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
P: 916-471-3481
vbrashear@cpshr.us
Tax ID: 68-0067209

www.cpshr.us



Your Path to Performance

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January 29, 2024

Dan Efseaff
District Manager
Paradise Recreation & Park District
6626 Skyway
Paradise, CA 95969

Sent via e-mail to: defseaff@paradisepd.com

Dear Mr. Efseaff:

CPS HR Consulting (CPS HR) is pleased to submit this updated proposal to Paradise Recreation & Park District (District) to provide classification and compensation consulting services. We are excited to deliver this as your potential partner in achieving organizational excellence. With our comprehensive range of HR services, we combine our unmatched government sector knowledge with a shared perspective to drive impactful results.

We are committed to delivering services that are nothing short of exceptional, and we are eager to discuss how we can tailor our solutions to best serve you. In business since 1985, we pride ourselves in establishing and nurturing long-term relationships with the agencies we serve as we live out our mission of bringing excellence in Human Resources to the public sector.

We look forward to the possibility of working with the District on this important project. Should you have any questions, please do not hesitate to contact me at **(916) 471-3481** or via e-mail at **vbrashear@cpshr.us**.

Sincerely,



Vicki Quintero Brashear
Director of Products and Services

Experience and Qualifications

ORGANIZATION IDENTIFICATION INFORMATION	
Legal Name and DBA	Cooperative Personnel Services dba CPS HR Consulting
Headquarters	Physical: 2450 Del Paso Road, Suite 220, Sacramento, CA 95834 Mailing: 2450 Del Paso Road, Suite 160, Sacramento, CA 95834
Main Phone	(800) 822-4277
Regional Offices	20211 Guadalupe Street, Suite 260, Austin, TX 78705 9233 Park Meadows Dr #139, Lone Tree, CO 80124 1968 S. Coast Hwy # 961, Laguna Beach, CA 92651
Year Established	1985
# of FTEs	108
Type of Organization	Joint Powers Authority
Website	www.cpshr.us

About CPS HR Consulting

CPS HR is a client-centric human resources and management consulting firm specializing in addressing the unique challenges and complexities encountered by government and non-profit organizations. With a history dating back to 1985, **we have consistently served as a trusted advisor to our clients**, understanding their specific needs as self-supporting public agencies.

Our mission is to advance excellence in human resources within the public sector, and our vision is to empower individuals to fulfill the ideals of public service. CPS HR's core competency lies in our in-depth knowledge and expertise in the public sector landscape. Being a public agency ourselves, we possess a deep understanding of the intricacies and issues faced by our client base.

For nearly four decades, CPS HR has been delivering classification and compensation services to a wide spectrum of clients, ranging from state, federal, and local governments to special districts and non-profit organizations. Our extensive experience includes numerous projects with agencies of similar size and scope. Furthermore, the project portfolio we provide offer additional insights into the nature of our work in classification and compensation. Through these examples, we demonstrate our proficiency in data collection, thorough data analysis, strategic recommendations, and our ability to work effectively with our valued partners and clients.

Core Services

CPS HR believes in an integrated, systems-based approach to talent management and provides consulting in all the key areas listed below.

CPS HR CONSULTING CORE SERVICES



Comprehensive HR solutions for advanced organizational performance.



CLASSIFICATION & COMPENSATION

- Classification
- Compensation



DIVERSITY, EQUITY & INCLUSION (DEI)

- DEI Strategic Planning
- DEI Training



HR CONSULTING

- Audit & Compliance
- HR Outsourcing
- HR Membership
- Complaint Investigations



LICENSING & CERTIFICATION

- Accreditation
- Candidate Management
- Program Management
- Testing Services



ORGANIZATIONAL STRATEGY

- Organizational Assessment
- Change Management
- Employee Engagement
- Performance Management
- Succession Planning
- Workforce Planning



RECRUITMENT & SELECTION

- Executive Search
- Mid-Management and Specialized Recruitment
- General Recruitment
- Employer Branding



TESTING

- Assessment Center
- Job Analysis
- Test Rental
- Test Administration
- Selection Tools Development



TRAINING & DEVELOPMENT

- Executive Coaching
- Training Center
- Open Enrollment Training
- On-Site Training

CORE MARKETS



Federal



State



Local



Special Districts



Education



Non-Profit Organizations

Joint Powers Authority

Cooperative Personnel Services, doing business as CPS HR Consulting, is a national firm and is a governmental Joint Powers Authority (JPA) of the State of California. A JPA is a public agency created pursuant to the Joint Exercise of Powers Act (Government Code 6500 et seq). This Act allows two or more government agencies to establish a new public entity authorized to exercise those powers jointly held. A JPA is an instrumentality of a state or a political subdivision of a state and is not a registered corporation of any state. Cooperative Personnel Services was established under a “Joint Powers Agreement” by the State Personnel Board of the State of California, the counties of Sacramento and Sonoma, the Hayward Unified School District, the City of Anaheim, and the East Bay Municipal Utility District, and its purpose is to provide the opportunity for the joint powers “to discuss, study and solve common or similar problems with respect to modern human resource and related management processes.”

Our Chief Executive Officer (CEO) reports to a Board of Directors representing diverse public sector agencies across the nation. The Board members are listed below.



CPS HR BOARD OF DIRECTORS

1. Linda Andal, HR Director, City of Anaheim (CA)
2. Vincent Zamora, HR Director, City of Las Vegas (NV)
3. Fernando Yañez, Exec Director of Classified HR, Hayward Unified School District (CA)
4. Peggy Rowe, Director of HR, Pinellas County (FL)
5. Keisha Young, Dep Director of HR, County of Mecklenburg (NC)
6. LaShon Ross, HR Director/Risk Management, City of Plano (TX)
7. Joseph Hsieh, Personnel Services Manager, County of Sacramento (CA)

Distinguishing Characteristics

Extensive Public Sector Expertise: We have a profound depth of experience working exclusively with public agencies and non-profit organizations. CPS HR is a joint powers authority, and as such, our charter mandates that **we provide services exclusively to public agencies and non-profits**. Over the years, we have conducted numerous classification and compensation studies for a wide array of public agencies.

Highly Qualified Staff: Our dedicated team members bring a wealth of knowledge, having worked in both public and private sectors in classification and compensation. They are known for their meticulous approach to tasks, active listening to our clients' needs, and hold advanced education and certifications.

Cutting-Edge Technology: At CPS HR, we utilize the power of our proprietary web-based tool, the Comp Calculator, for efficient management and analysis of compensation survey data. This innovative platform allows for agency-specific data entry and generates individual datasheets in Excel for each surveyed classification. Moreover, we facilitate secure and seamless collaboration through shared documents with our clients via Microsoft Teams™.

Tailored Services: CPS HR is committed to delivering top-quality classification and compensation services tailored to the unique objectives of each client's study.

Open and Transparent Communication: Throughout the project, the CPS HR Project Team is dedicated to maintaining open channels of communication with our client's staff. This commitment ensures that the project remains on track, adheres to the established timeline, and remains within budget constraints.

Similar Work

Examples of Completed Projects List

We have conducted hundreds of classification and compensation studies for cities, counties, special districts, and higher education. Due to the significant number of projects, we provided a partial list of agencies for which we have provided classification and compensation services below.

Classification and Compensation Partial Five-Year Listing	
Albert Einstein Academies (CA)	Fort Collins – Loveland Water District & South Fort Collins Sanitation District (CO)
California Department of Food and Agriculture	Fresno Unified School District (CA)
California Department of Industrial Relations	Imperial Irrigation District (CA)
California High-Speed Rail Authority	Inland Empire Utilities Agency (CA)
California Infrastructure and Economic Development Bank	Jefferson Union High School District (CA)
California Office of the State Public Defender	Long Beach Water Department (CA)
California Public Utilities Commission	Mariposa County Unified School District/Mariposa County Office of Education (CA)
California State Controller's Office	McKinleyville Community Services District (CA)
California State Lands Commission	Mendocino County (CA)
CalOptima	Montgomery County (MD)
Chaffey College (CA)	Morgan County (CO)
City of Carlsbad (CA)	North County Transit District (CA)
City of Carpinteria (CA)	Northern California Power Agency (CA)
City of Chicago (IL)	Ojai Valley Sanitary District (CA)
City of Glendora (CA)	Orange County Fire Authority (CA)
City of Long Beach (CA)	Otero County (CO)
City of Menlo Park (CA)	Paradise Irrigation District (CA)
City of Newport Beach (CA)	Paratransit (CA)
City of Palm Desert (CA)	Port of Long Beach (CA)
City of Plano (TX)	Prince George's County (MD)
City of Rancho Cucamonga (CA)	Redlands Unified School District (CA)
City of San Luis (AZ)	Reef-Sunset Unified School District (CA)
City of San Mateo (CA)	San Diego Association of Governments (CA)
City of Santa Cruz (CA)	Santa Clarita Valley Water District (CA)
City of Santa Monica (CA)	Schools Excess Liability Fund (CA)
City of Sheridan (CO)	Seattle City Light Department (WA)
City of Temecula (CA)	Sequoia Union High School District (CA)
Colorado River Fire Rescue	Southwestern Power Administration (GA)
County of Calaveras (CA)	Superior Court of California - Tulare County (CA)

Proposal to Paradise Recreation & Park District (v. 2)
Classification and Compensation Consulting Services

County of Montgomery (MD)	Superior Court of California, County of Sacramento
County of Park (CO)	Town of Eaton (CO)
County of Sonoma (CA)	Tulare County (CA)
Covered California	Vail Recreation District (CO)
Cucamonga Valley Water District (CA)	Ventura County Transportation Commission (CA)
Eagle River Water & Sanitation District (CO)	WAPA (CSO) US DOE/Western Area Power (CO)
El Dorado County Office of Education (CA)	West Valley Water District (CA)
Folsom Cordova Unified School District (CA)	Williams S. Hart Union High School District (CA)

Project Team

We have a uniquely qualified team of professionals who will focus on maintaining open communication with the client’s designated staff to ensure this project preserves its scope, the client’s objectives are met, and all deliverables adhere to the confirmed timeline and budget. The Project Team will be selected upon project award.

Classification and Compensation Division

Staff List

Manager & Technical Leads:

Ellen Fishel
Manager
Located in Ohio

Igor Shegolev
Technical Specialist
Located in Arizona

David Prieto
Principal Consultant
Located in California

Michelle Garbato
Principal Consultant
Located in California

Consulting Team:

Sarah Jansen
Senior Consultant
Located in California

Suzanne Ansari
Senior Consultant
Located in California

Ashley Jacobs
Senior Consultant
Located in California

Jasmine Daniels
Senior Consultant
Located in Florida

Operations Team:

Sheila McAuliff
Principal Prog. Coord.
Located in California

Denise Moran
Program Coordinator
Located in S. Carolina

Chase Sivret
Assoc. HR Consultant
Located in California

Manpreet Kaur
Admin. Technician
Located in California

Staff/Role	Experience/Education
Ellen Fishel, Division Manager <i>Location: Ohio</i>	<p>Human Resources professional with over 12 years of progressive experience in public sector HR at the state and local levels. Ms. Fishel has substantial experience partnering with business units to design, deliver, and implement policy driven, innovative solutions to daily HR issues as well as large scale strategic initiatives.</p> <ul style="list-style-type: none"> • Masters of Labor and Human Resources, Ohio State University • B.S., Business Administration, Ohio State University <p>Certifications: Professional in Human Resources (PHR), Certified Labor Relations Professional (CLRP)</p>

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Classification and Compensation Consulting Services*

Staff/Role	Experience/Education
Michelle Garbato, Principal Consultant <i>Location: California</i>	<p>Michelle brings over 13 years of progressive experience in public sector human resources at the state and local levels. She has extensive experience partnering with clients and creating and implementing innovative solutions to attract and retain highly qualified employees.</p> <ul style="list-style-type: none"> • M.A., Industrial/Organizational Psychology, California State University, Sacramento, CA • B.S., Psychology, Rochester Institute of Technology, Rochester, NY <p>Certifications: Sr. Professional of Human Resources (SPHR), Certified Professional (IPMA-CP), CALPELRA Labor Relations Master (CLRM), and various HR-related certifications from the California Department of Human Resources and State Personnel Board (Selection Analyst, Recruitment & Selection, Class & Compensation, and Workforce and Succession Planning)</p>
Igor Shegolev, Technical Specialist <i>Location: Arizona</i>	<p>Compensation and HR practitioner with over 25 years of experience in managing HR activities and teaching graduate business courses.</p> <ul style="list-style-type: none"> • M.S., Business Science of HR Management, Troy University, Troy, AL <p>Certifications/Memberships: Senior Professional of Human Resources (SPHR). Member of: SHRM, WorldatWork (U.S. Total Rewards Association)</p>
Ashley Jacobs, Senior Consultant <i>Location: Texas</i>	<p>Over 8 years of progressive experience in public sector human resources, as well as 5 years of HR management experience in the private sector.</p> <ul style="list-style-type: none"> • M.B.A., Healthcare Administration, University of Texas at Arlington, Arlington, TX • B.S., Health Ecology, University of Nevada, Reno, NV <p>Membership(s): Society for Human Resource Management (SHRM)</p>
Sarah Jansen, Senior HR Consultant <i>Location: California</i>	<p>Over 12 years of public sector human resources experience, including significant classification and compensation experience. Also served on the Classification and Compensation Committee at a previous employer.</p> <ul style="list-style-type: none"> • B.A., Business Administration, Magna Cum Laude, Humboldt State University, Arcata, CA
Jasmine Daniels, Senior HR Consultant <i>Location: Florida</i>	<p>Ms. Daniels brings over 8 years of progressive experience in public sector human resources at the county level as well as the private sector. She has valuable experience in various human resource functions including high-volume recruitment, labor and employee relations, classification and compensation, performance management, and risk management. She has performed in various public safety capacities and completed extensive classification and compensation projects within these agencies.</p> <ul style="list-style-type: none"> • B.S., Psychology, Bethune-Cookman University, Daytona Beach, FL.
Suzanne Ansari, Senior HR Consultant	<p>Senior-level human resources professional with over 15 years of experience in public, private, and non-profit sectors. Ms. Ansari is highly skilled in</p>

Proposal to Paradise Recreation & Park District (v. 2)
Classification and Compensation Consulting Services

Staff/Role	Experience/Education
<p><i>Location: California</i></p>	<p>classification, compensation, job analysis, and organizational studies. She has prepared over 1,000+ job descriptions for multiple agencies, served as a guest speaker on classification & compensation topics at various conferences and has published several articles for local Orange County based newspapers.</p> <ul style="list-style-type: none"> • B.S., Speech Communication, Cum Laude, minor in Education, University of Alaska, Fairbanks, AK <p>Certifications/Memberships: Merit Academy graduate-California Personnel School Commission (CSPCA), Orange County Sheriff Department Citizen’s Police Academy graduate. Member of: Society for Human Resource Management (SHRM), Western Region Intergovernmental Personnel Assessment Council (WRIPAC), and California Public Employers Labor Relations Association (CALPELRA)</p>
<p>Sheila McAuliff, Principal Program Coordinator <i>Location: California</i></p>	<p>Ms. McAuliff has more than 20 years of HR experience with focus in the areas of recruitment and selection, licensure and certification, and classification and compensation. She has been the project manager for a variety of employment testing and certification programs at the state and local levels. She currently manages the operations team in the classification and compensation division with a focus on quality control, technology solutions, and data management.</p> <ul style="list-style-type: none"> • B.S., Business – Human Resources Management
<p>Denise Moran, Program Coordinator <i>Location: South Carolina</i></p>	<p>Ms. Moran has over 25 years of administrative experience, 14 of which have been in the Human Resources environment including the administration of benefits for CPS HR.</p> <ul style="list-style-type: none"> • Distinction, COBOL Computer Programming and Design, Bolton St. College, Ireland • Grade A, Employee Benefits, UC Davis Extension
<p>Chase Sivret, Associate HR Consultant <i>Location: California</i></p>	<p>Over five years of experience with data analytics, data collection, and quality control, with two years of experience in the human resources environment.</p> <ul style="list-style-type: none"> • B.S. Business Administration Finance, University of Arizona

Methodology

Understanding of the Scope of Work

We understand the District is seeking classification and compensation consulting services within the following parameters:

■ Classification Study for District

- Up to **17** classifications and up to **46** incumbents
- One (**1**) orientation (total) for incumbents/supervisors
- Online position description questionnaire with online, 1-level supervisor review process
- Incumbent/supervisor job evaluation interviews of selected study participants
- Provide bulleted list of suggested updates to the **17** existing classification specifications¹
 - The bulleted list of suggested updates is the total deliverable (a report and presentations are not part of the scope of the study)

■ Total Compensation Study for District

- Base salary² + benefits collection, analysis, and comparison
- Up to **17** benchmark classifications
- Labor market pool of up to **8** agencies (CPS HR will conduct research and provide recommendations to the District)
- Internal equity analysis at the classification level
- Delivery of data sheets showing market results, job matches, and benefits information
- Provide salary recommendations and update the compensation structure itself
 - The data sheets are the total deliverable (a report and presentations are not part of the scope of the study)

To follow is our methodology to accomplish these parameters.

¹ An update to the classification structure, updating the classification specifications, and creating employee allocations will be the responsibility of the District.

² CPS HR collects the minimum and maximum of the salary range; not actual, individual salaries.

Classification Study Work Plan

Task 1 – Receive and Review Background Materials. Upon contract execution, CPS HR will gather background information including the following materials:

- Organizational Charts and Employee Roster
- Memorandums of Understanding, as applicable
- Classification Specifications, preferably in MS Word
- Past Classification and Compensation Studies
- Relevant Policies and Procedures
- Agency’s Mission, Vision, and Values statements

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- The client will upload electronic copies of all requested documents to a shared online site provided by CPS HR.
- The employee roster provided by the client will establish a mutually agreed effective date.
 - Any revisions or discrepancies in the roster will be promptly addressed through close collaboration between CPS HR and the client. Maintaining the accuracy of the roster is of utmost importance as it directly affects the completion of Position Description Questionnaires (PDQs) and the supervisor review process, both critical components of the study. Please note that any modifications initiated by the client to the roster during the study, or any inaccuracies identified in the roster after provision to CPS HR, will necessitate the initiation of a scope change amendment and adjustments to the contract funding to accommodate these changes.

Task 2 – Initial Project Meeting. During the kick-off meeting for the classification study, CPS HR’s Project Manager will convene with the District’s internal project staff and designated key stakeholders. The primary objectives of this meeting are to:

- **Confirm Study Goals and Objectives:** Establish a clear understanding of the study’s overarching goals and specific objectives, ensuring alignment between CPS HR and the client’s expectations.
- **Define Project Tasks:** Outline the comprehensive list of tasks to be performed throughout the study, clarifying roles and responsibilities for all parties involved.
- **Discuss Methodologies:** Delve into the chosen methodologies and tailored approaches for the classification study, promoting transparency and consensus on project deliverables.
- **Develop a Communication Plan:** Collaboratively design a communication plan tailored to the needs of the project. This plan will address communication frequency, channels, and key contacts, emphasizing the importance of open and consistent communication as a cornerstone of project acceptance and success.

This structured meeting will provide a solid foundation for the classification study, ensuring that all stakeholders are on the same page regarding project objectives, methodologies, and communication protocols.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- After the kick-off meeting, CPS HR will provide a project parameters memo for the client’s review and approval, ensuring mutual alignment before progressing with the project.

- CPS HR will furnish an estimated timeline, including key milestones, shortly following the approval of the project parameters document.

Task 3 – Develop Job Evaluation Tool. CPS HR will use a survey tool to ensure valid information is gathered, analyzed, and documented consistently from incumbents regarding their current classifications. This activity includes finalizing a Position Description Questionnaire (PDQ) for approval by the District and distribution of the PDQ to study participants.

The PDQ is designed to capture specific information, and to be used in studies with multiple analytical goals such as position allocation and classification specification development/revisions.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- For purposes of creating a cost-effective response, our pricing assumes the District will use CPS HR's PDQ with minor (3-4) edits. Additional hours spent on the task will be contracted separately.
- The PDQ will be provided in English in online survey format. All surveys will be completed online³.

Task 4 – Conduct Orientation Session. The client will invite relevant stakeholders to attend an online orientation session. For purposes of this scope of work, we have planned for **one (1) virtual, one-hour orientation session** to be conducted, which can be recorded by CPS HR for viewing by individuals who are not able to attend the scheduled session.

The purpose of the orientation session is to (i) **communicate** study goals, methodology, and processes; (ii) **demonstrate** the PDQ and explain to employees how the document should be completed; (iii) **explain** the role of employees, supervisors, and managers in the study; and (iv) **respond** to employee questions regarding the study process.

These tasks and processes are critical in gaining employee understanding, trust, and acceptance of the study. Where possible, we encourage executives, managers, supervisors, employee bargaining unit representatives, and human resources staff to attend the meeting to familiarize themselves with employee questions and the responses to those questions.

Task 5 – PDQ Completion. All study employees will have the opportunity to provide information on the duties and responsibilities as it relates to job specifications, duties not covered in the job specification, minimum qualifications, and other aspects of the classification. Each incumbent's supervisor (*during a 1-level review process*) will then review the collected data to ensure that the incumbent has accurately and sufficiently captured all pertinent information on job context and work output.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- All PDQs will be completed online, including the supervisor/manager review process.
- A unique link to the PDQ will be sent to incumbents via e-mail by CPS HR.

³ We are open to discussing alternatives to online completion should the client desire to accommodate any personnel who do not have web/computer access during the conduct of their job duties. Depending on the alternative chosen, an amendment to the contract for additional funding may be necessary.

- **Responsiveness of study participants is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the online PDQ completion date is pushed out.
- The supervisor review process includes one (1) level of supervisory review.

Task 6 – Receive and Review PDQs/Prepare for Job Evaluation Interviews. The CPS HR Project Team will thoroughly review each completed PDQ⁴ to obtain an understanding of the duties and responsibilities assigned to the position. Job evaluation interview questions for selected study employees will be developed based upon the results of the documentation review. CPS HR Project Team members will develop an interview schedule for selected incumbents and will coordinate the schedule with the Agency’s designated staff member.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

For purposes of creating a cost-effective response, our pricing assumes that:

- up to **90%** of incumbents will provide completed PDQs. Therefore, project staff will review up to **41** returned PDQs⁵
- project staff will create interview questions for up to **70%** of those respondents (or **29** incumbents)
- up to **5** supervisor interviews will be conducted
 - Should the client request review of more PDQs or request extra interviews, these services can be included at an added cost.
- CPS HR will develop an interview schedule in coordination with the client and will send a meeting invitation to incumbents, and then later to supervisors, via e-mail. Staff will have one (**1**) opportunity to request a re-schedule if needed. At the agreed-upon deadline, staff may not change the final selected time slot.

Task 7 – Conduct Job Evaluation Interviews, follow up Supervisor Interviews. In addition to completing PDQs, *selected* incumbents will be interviewed to ensure CPS HR gains a comprehensive understanding of the position's duties and responsibilities. The determination of which incumbents will be interviewed will be made during the PDQ review process by CPS HR.

Additionally, interviews with supervisors or managers may also be held to further clarify information documented on their subordinate employees’ PDQs. For planning purposes, each interview session may take up to sixty (60) minutes via web conference. **For purposes of this costing, reschedules for missed interviews have not been estimated.**

⁴ For single position classifications lacking a completed PDQ, CPS HR will provide an opportunity for the appropriate supervisor to provide commentary on that position’s duties and scope.

⁵ If more than the expected percentage of incumbents provide responses to the PDQ, the client shall identify the appropriate incumbents to be included in the review process at the cap indicated above.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- CPS HR reserves the right to identify the interviewees.
- Interviews will take place over sequential business days and will take place between the hours of 8:30 am and 5:00 pm Local Time via web conference.
- If requested, we can develop a contract amendment to accommodate a reschedule process for missed interviews or to add additional interviewees.

Task 8 – Analyze Classification Data. The Project Team will analyze all information collected from the incumbents and their supervisor, and any job evaluation interviews to identify the job level, scope, typical duties, requisite knowledge, skills, abilities, and other job-related characteristics of each position. This analysis will be used to develop recommendations regarding classification specification updates.

Task 9 – Prepare and Discuss General Findings. The Project Team will facilitate a meeting to discuss the methodology, findings, and preliminary recommendations.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Costs assume one meeting, for up to 1.5 hours, with the client’s project team to discuss.
- A bulleted list (3-5 items) of suggested updates to the 17 existing classification specifications is the total deliverable (a formal report and presentations are not part of the scope of the study)
 - Updating the classification structure, updating the classification specifications, and creating employee allocations will be the responsibility of the District.
 - A review of the physical requirements/environment of each classification is not part of the scope of the study.
 - A review of FLSA determination of each classification is not part of the scope of this study.

Compensation Study Work Plan

Task 1 – Review of the District’s Background Materials. Upon contract execution, CPS HR will request background information from the client to ensure our Project Manager and the CPS HR Project Team are prepared for initial meetings. The CPS HR Project Manager will coordinate activities through and report to the client’s Internal Project Manager and other designated key stakeholders.

Task 2 – Initial Project Meeting. The primary objective of this task is to conduct an initial meeting between the CPS HR Project Manager and the District’s Internal Project Manager along with other designated stakeholders. This meeting will aim to align all parties on the study methodology, deliverables, timelines, communication strategies, and data collection methods. Additionally, the meeting will serve as an opportunity to delve into the specifics of the District’s current compensation philosophy and its market positioning goals.

The following key elements will be discussed:

- Overall scope of the study
- Benefit elements to be collected
- Data gathering methodology and the job matching process
- Review whether the District aims to lag, meet, or lead the market
- Use of median, mean, or other percentiles for market positioning
- Labor market agency selection
- Benchmark classifications, considering skills, competencies, and responsibilities; how benchmark classifications compare to similar roles in competitor agencies or organizations
- Various phases of the study and review of general timelines
- Channels for ongoing communication between CPS HR and the District
- How to engage with other stakeholders such as labor unions, employees, and department heads
- Deliverables and first immediate steps

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- It is assumed that no more than **17** benchmark classifications will be surveyed.
 - CPS HR will complete a benchmark summary matrix describing various components of each job, such as primary duties, minimum qualifications, distinguishing characteristics, etc.
- It is assumed that no more than **8** total labor market agencies will be selected for comparison.
 - CPS HR will research up to **13** comparable labor market agencies and provide recommendations for final selection by the District.
- After the kick-off meeting, CPS HR will provide a project parameters memo for the client's review and approval, ensuring mutual alignment before progressing with the project.
 - CPS HR will furnish an estimated timeline, including key milestones, shortly following the approval of the project parameters document.

Task 3 – Design, Develop, and Distribute the Survey Instrument. The CPS HR Project Team will develop a comprehensive survey instrument to ensure the effective collection of compensation data from each of the survey agencies. The online survey will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each.

For the *base salary* study, the survey instrument will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each. Salaries are retrieved from published salary schedules effective on an agreed upon date.

For the *total compensation* study, the following elements of total compensation are added to the base salary survey:

- 1) Retirement Contributions - Money paid by the employer on behalf of employees (members). The data are collected for reporting and are included in total compensation calculations.
 - a. Employer Retirement Contribution - CPS HR reports and analyze a stated percentage of salary paid by the employer or the employee at the current point in time. The normal cost rate is collected, which excludes unfunded accrued liability.
 - b. Medicare – Contribution rate of 1.45% times the base salary median is used to calculate total compensation, there is no maximum compensation limit.
 - c. Social Security (if agency participates) - Contribution rate is 6.20% of the median compensation and is included in the total compensation calculation.
- 2) Health benefits data are collected for reporting and are included in total compensation calculations.
 - a. Medical, Dental, and Vision benefits, based on the maximum contribution for family coverage (employee + 2 or more dependents)
 - b. Cafeteria Plans (Flex Credit & Health Savings Account)
- 3) These data are collected for reporting purposes only and are not included in total compensation calculations.
 - a. Sick Leave
 - b. Holiday Leave
 - c. Vacation Leave
 - d. Paid Time Off
 - e. Administrative/Management Leave
- 4) Cash Add-Ons are defined as “supplemental pay and benefit components that are equivalent to cash for the employee” and are typically found in a benefit summary document or bargaining agreement. The data are collected for reporting and are included in total compensation calculations.
 - a. Retirement Pick-up (i.e., Employer Paid Member Contribution (EPMC))
 - b. Deferred Compensation (i.e., 457b, 401k, 403b)
 - c. Incentives (only education/certifications, performance)
 - d. Longevity
 - e. Allowances (only vehicle, cell phone, and uniform, as applicable)

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- The District may add other benefits elements, should it desire, at an additional cost.
- The District shall complete a spreadsheet (template provided by CPS HR) detailing the District’s benefits elements and their costs/details.
- Please note that only employer costs are collected; not employee costs.

Task 4 – Review, Analyze, and Validate Labor Market Survey Data. CPS HR begins labor market data collection by researching available information online to make preliminary classification matches and obtain data. The CPS HR Project Team will reach out to labor market agencies to confirm and/or complete survey data after completing as much pre-work as possible. We find that this initial collection effort results in greater participation from the labor market agencies. Once CPS HR has completed their survey analysis tasks, the CPS HR Project Manager will audit the final data as part of our quality review process.

Classification matching includes reviewing agency background materials such as copies of classification specifications, organization charts, staffing information, and other useful materials to substantiate the accuracy of the comparability of the matches. To determine whether a match from a labor market agency is comparable to the District’s benchmark, CPS HR utilizes a whole job analysis methodology; this commonly used methodology analyzes the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications to determine whether the classification is comparable enough to be utilized as a match. The methodology recognizes slight differences in duties assigned to matches from other labor market agencies which do not impact the type, nature, and level of work performed. Matches should not be so broad that they include classifications performing dissimilar work, or work done at a higher or lower level, but they also should not be so narrow that they exclude matches doing comparable work, with slight differences in work that do not change the level and nature of work.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Should any labor market agencies be non-responsive to requests for information, we will provide the client with contact information and request that they use their professional contacts to follow up on CPS HR’s behalf. We have found this approach to be beneficial.
- The District may add additional labor market agencies should any in the initial selection be non-responsive or not provide sufficient matches at an additional cost.
- **Responsiveness of labor market agencies is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the data collection period is pushed out. Any contract amendment needed due to timeline shift will be discussed with the client at the appropriate point.
- The client shall review the job matches made for each of the comparable labor market agencies. An opportunity for two rounds of feedback/updates to the job matches will be provided to the client. The client will provide any changes/edits, if needed, within two (2) weeks of initial receipt of the job matches, if not sooner.

Task 5 – Design and Develop Data Spreadsheets. Once the matches are finalized and approved, CPS HR will develop an individual data sheet for each survey classification that presents the comparable classification used in each agency with the relevant data associated with that classification, such as the position ranking within the labor market and salary range minimum and maximum.

The labor market data analyses will be conducted based upon the labor market position affirmed within the client's compensation philosophy (e.g., median, mean, or other percentile).

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- The data sheets are the total deliverable (a formal report and presentations are not part of the scope of the study).

Task 6 – Conduct Internal Equity Analysis/Prepare Salary Range Recommendations/Update Compensation Structure (optional service). A well-rounded compensation program encompasses an evaluation of external labor market data as well as a careful assessment of internal job relationships aligned with the District's values. The internal equity analysis for non-benchmark classifications involves a series of essential steps to establish fair and consistent relationships. These steps include:

1. **Analysis of Pay Relationships:** This involves evaluating pay relationships based on the hierarchy of jobs and historical pay practices.
2. **Development of Guidelines:** These guidelines encompass factors like span of control and the nature and level of work performed.
3. **Recommendation of Differentials:** Based on the above analysis, we will recommend equitable and appropriate internal relationship differentials between classifications/pay grades.

Our methodology for setting salary range levels for both benchmark and non-benchmark classifications follows these steps, ensuring consistency across all District study classifications:

1. **Benchmark Classifications:** We identify benchmark classifications that serve as reference points for salary setting based on market data.
2. **Salary Recommendations:** Salary levels for benchmark classifications are established in line with market data.
3. **Internal Alignment Review:** We conduct a comprehensive review of the District's existing internal alignment differentials to assess where adjustments are needed.
4. **Internal Differentials:** Recommended internal differentials are applied within job families to determine salaries for classifications with significant relationships due to shared job series or family.
5. **Remaining Classifications:** For non-benchmark classifications or those with limited comparable data, we evaluate their alignment with other classifications based on factors such as job nature, level, and minimum qualifications.

The salary range recommendations for each study classification will include:

- Classification Title
- Current Monthly Range Maximum
- Recommended Monthly Range Maximum
- Percentage or Dollar Amount Differences between Current and Recommended Ranges, including steps within a range if desired.

This detailed information enables the District to assess the percentage and dollar amount of any increase on a classification-by-classification basis. Our approach ensures a thorough and equitable

compensation structure that aligns with both external market data and internal relationships within the organization.

Finally, updating the compensation structure itself is a complex process that involves a thorough evaluation of an organization's pay practices. The first step is to conduct a comprehensive analysis of market data, internal equity, and the organization's strategic goals. This analysis helps in identifying areas that require adjustment within the compensation structure. Some key technical aspects include:

- **Range Type Decision:** Whether to use an open range or a step system for salary scales, considering factors like flexibility and performance-based incentives.
- **Bandwidth Analysis:** Analyzing the width between the minimum and maximum salaries within each pay grade to determine the balance between cost control and talent attraction and retention.
- **Separation Between Pay Grades:** Reviewing the separation between pay grades to ensure clear distinctions in job value and responsibilities, aligning them with market standards, internal equity, and the organization's compensation philosophy. This will help easily spot situations where there is minimal pay difference between employees at different levels.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Determination of exact cost to implement any salary range changes will be the responsibility of the client.
- The compensation structure will also be updated. For example, changes will be made to the *bandwidth* of each pay grade or the *separation* between grades.
- An Excel file with the salary range recommendations within the updated compensation structure is the total deliverable of this optional service (a formal report and presentations are not part of the scope of this phase).

Project Timeline

The CPS HR Internal Project Manager and the District will discuss varying approaches to customize a timeline after the initial kick-off meeting. CPS HR recommends a structured timeline that can be flexible to accommodate varying factors in achieving set milestones. Our timelines are based upon the assumption that

- the District is able to enforce orientation, PDQ deadlines, and the interview schedule within the designated timeframe
- selected labor market agencies will provide the information required within the specified timeframe
- the District will be able to review, comment on, and approve study products within agreed upon deadlines
- CPS HR is available to begin the work upon full contract execution on or after April 1, 2024⁶

We estimate the timeline for this scope of work to be conducted is:

- Classification Study: 3.75-4.75 months
- Total Compensation Study: 5-6 months

⁶ If the project is awarded more than 25 calendar days after the proposal submission date, CPS HR will provide an updated start date.

Cost

Professional Fixed Fee

CPS HR has prepared the following **professional fixed fee** based on the scope of work described.

Description	Price
Classification Study	\$29,900
Total Compensation Study	\$38,170
Develop Salary Recommendations and Update Compensation Structure	\$5,135
Not-to-Exceed Contract Amount: Dependent on client selections	

Pricing Assumptions

Not included in the fixed fee:	
Materials Production	CPS HR provides all documents electronically. Hard copy printing of documents for this engagement will be the responsibility of the client.
Consultant Travel Time and Expenses	We have not included travel costs since all work will be conducted virtually through the use of tele- and web-conferences and the sharing of documents through an online, secure portal provided by CPS HR.

Billing Terms

CPS HR will bill in equal installments at the following milestones.

CLASSIFICATION STUDY:

1. After client kick-off meeting
2. Approval of project parameters letter
3. Completion of incumbent interviews
4. Completion of supervisor interviews

5. Discussion of classification analysis/recommendations
6. Provision of bulleted list describing recommended classification specification updates

TOTAL COMPENSATION STUDY:

1. After client kick-off meeting
2. Provision of labor market agency research
3. Approval of project parameters letter
4. Submission of draft matches
5. Submission of data sheets
6. Provision of compensation report

It is assumed that the client will be responsive to the delivery of all draft deliverables and all subsequent revisions as defined in the agreed upon project timeline. **Unanticipated revisions or delays to the project timeline could result in a need for an addendum to the contract related to contract end date, staff assignments, and/or pricing. Any addenda will be discussed in a timely manner with the client.**

Pricing Philosophy

CPS HR is flexible with the proposed work plan; alternate approaches may be discussed with the client which may in turn change the proposed cost of the project. As described in this proposal, the methods, approach, timelines, as well as the proposed fee, have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR.

The proposed professional fees reflect the steps and time necessary to conduct the study in a sound, thorough, and sustainable manner, including important input and review by the client's Internal Project Manager and designated stakeholders to accomplish the study objectives. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or fee proposal.

Potential Customer	Topic	Date Awarded
Vail Recreation District, CO	Compensation Consulting (in progress)	1/31/2024
City of Beverly Hills	Classification and Compensation Services, Park Ranger Series (in progress)	11/17/2023
San Bernardino Valley Water Conservation District	Class and Comp - FLSA Review	11/7/2023
Las Virgenes Municipal Water District	Compensation Refresh	6/26/2023
Imperial Irrigation District (IID)	Total Comp Study	5/15/2023
Ojai Valley Sanitary District	Class-Total Comp Study	3/6/2023
McKinleyville Community Services District	Class and Total Comp	11/29/2022
Foothill Municipal Water District	Base Pay Compensation Services	10/26/2022
Paradise Irrigation District	Salary and Total Comp Study	9/21/2022
Fort Collins-Loveland Water District	Base Comp Study	6/12/2022
Vail Recreation District, CO	Compensation Consulting Services	3/23/2022
West Valley Water District	Class and Comp	11/24/2021
Eagle River Water And Sanitation District, CO	Class and Comp	8/25/2021
North County Transit District	Class and Comp	8/19/2021
Fort Collins-Loveland Water District, CO	Total Comp Survey & Pay Equity Study	8/17/2021
West Bay Sanitary District	Total Comp Study	7/16/2021
Sacramento Municipal Utility District (SMUD)	Total Comp	12/14/2020
Cucharas Sanitation and Water District, CO	Compensation - Equal Pay Project	12/8/2020
Thompson Rivers Parks and Recreation District, CO	Class and Comp Pay Policy	10/21/2020
Watershed Conservation Authority	Comp Study	10/21/2020
Cucamonga Valley Water District	Total Comp	11/12/2019
Turlock Irrigation District	Comp Study	10/23/2019
Salton Community Services District	Compensation Study	7/24/2018

Executive recruitments with Park and Recreation Districts and/or agencies recruiting Park and Recreation positions over the past four years.

Potential Customer	Topic
East Bay Regional Park District (have conducted over 15 recruitments over the past 10 years)	CFO and Chief Communications Officer

Hyland Hills Park and Recreation District (Hyland Hills Metropolitan), CO	Finance Director
City of Rocklin	Parks and Recreation Director
East Bay Regional Park District	Chief of Land Acquisition
City of Oklahoma City, OK	Recreation Manager
City of New Braunfels, TX	Director of Parks and Recreation
City of Golden, CO	Director of Parks and Recreation and Director of Communications
City of West Sacramento	Outreach for Parks and Recreation Director
North of the River Recreation and Park District	General Manager
East Bay Regional Park District	(2) Assistant General Managers
City of Fresno	Parks Recreation Community Director
City of Durango, CO	Parks and Recreation Director
Hayward Area Recreation and Park District	Human Resources Manager
Galveston Island Park Board of Trustees, TX	Chief Financial Officer
Texas Recreation and Park Society (TRAPS), TX	Executive Director

COMMUNITY SERVICE PARTNERSHIP AGREEMENT
BETWEEN CAVE and PARADISE PARKS AND RECREATION DISTRICT

This agreement entered into between the Associated Students of California State University, Chico through its program known as Community Action Volunteers in Education (CAVE) (referred to herein as "Associated Students") and Paradise Parks and Recreation District (referred to herein as "Partner").

Whereas, the Associated Students is an auxiliary of California State University, Chico which offers co-curricular learning experiences delivered through community service programs.

Whereas, Partner wishes to participate and join the Associated Students of California State University, Chico in the deliverance of programs for Associated Students selected students, faculty, and staff referred to as "Participants" and function as a co-facilitator in providing student-focused, on-site learning experiences referred to as "Program" in the form of occasional volunteer experiences with facility improvement projects.

Now therefore, in consideration of the mutual promises and conditions contained herein, Partner and Associated Students ("parties") agree as follows:

Partner Shall

1. Designate a staff member to be the program coordinator who will work closely with Associated Students to ensure goals of Program are being met.
2. Ensure Participants will be supervised while on site.
3. At each volunteer experience give Participants an orientation and overview of all areas to be used, a tour of the portions of the location where they will be working, and ensure that Participants are aware of all emergency procedures and emergency contacts so they are able to act responsibly in the event of an emergency.
4. Ensure that Participants are aware of the unique nature of the volunteer location and have received an orientation and any additional training Partner deems necessary to work with this site.
5. Ensure that Participants abide by all rules as a visitor of the Partner while on the grounds.
6. Contact Associated Students program staff immediately in the event of an emergency on site, and/or injury or illness to a Student.
7. Provide a safe working environment for Participants at all volunteer locations and ensure that the interactions are safe, positive and productive.
8. Provide Participants all personal protective equipment that would be reasonably expected for someone to safely complete each requested task.
9. Ensure drivers are appropriately screened, trained, and licensed to operate any vehicles they operate during the Program.
10. Ensure vehicles used during the Program are well maintained and appropriate for the task(s) being performed.

Associated Students Shall

1. Recruit and train Participants to participate in the Program.
2. Provide Partner program coordinator with goals of Program.
3. Work with Partner to schedule volunteer experience(s).
4. Provide Partner program coordinator with emergency contact information in the event Participants become ill or injured during Program.
5. Program Coordinator will maintain regular contact with the Partner's program coordinator to review volunteer experiences

Participants Shall

1. Abide by Partner's rules, regulations, policies and procedures while on site and when working with Partner at all times.
2. Participate in all relevant trainings required by Partner and/or Program.
3. Model appropriate, professional behavior when working at the Partner site(s).
4. Provide Associated Students and Partner with emergency contact information prior to starting Program.

Length of Agreement Term

This agreement shall become effective when fully executed and end at midnight on April 1, 2024.

General Provisions

Indemnification

Partner shall save harmless and indemnify the State of California, the Trustees of the California State University, California State University, Chico, the Associated Students of California State University, Chico, and the officers, employees, volunteers and agents of each of them from any claims, actions, or judgments arising out of or in connection with an act or omission of Partner or a person or business entity working under the general direction of the Partner on the Program.

Associated Students shall save harmless and indemnify the Partner and the officers, employees, volunteers and agents from any claims, actions, or judgments arising out of or in connection with an act or omission of the Associated Students of CSU, Chico or a person or business entity working under the general direction of the Associated Students of CSU, Chico on the Program.

Insurance

The insurance requirements for this agreement are specified below:

1. General Liability: comprehensive or commercial form minimum limits each occurrence \$2,000,000. General Aggregate \$4,000,000.
2. Business Automobile Liability Insurance: On an occurrence basis, cover owned, scheduled, hired, and non-owned automobiles used by or on behalf of the Service Provider and shall provide insurance coverage for bodily injury, property damage, and contractual liability. Use Insurance Service Office (ISO) Form Number CA 0001 covering any automobile. Limits of Liability: \$2,000,000 Each Accident - combined single limit for bodily injury and property damage.

Evidence of adequate insurance coverage is required by furnishing to the Associated Students a certificate of insurance that includes an additional insured endorsement and each insurer shall have an A.M. Best (or equivalent) rating of at least A:VII unless otherwise agreed to by the Associated Students.

An additional insured endorsement must accompany each certificate. Standard insurance form #CG20 10 10 01 is acceptable. Endorsement is to be on a separate page and the wording on the endorsement is to be exactly as follows:

The State of California; the Trustees of The California State University; California State University, Chico; Associated Students of California State University, Chico and the officers, employees, volunteers and agents of each of them are included as additional insureds.

Any deductible or self-insured retentions must be declared to and approved by the Associated Students. No insurance policy will be cancelled without prior notification. Partner shall be responsible for any premiums or assessments on insurance policy. For any claims related to the service provided, the Partner's insurance coverage shall be primary insurance as respects the State of California, the Trustees of the California State University, California State University, Chico, the Associated Students of California State University, Chico and the officers, employees, volunteers and agents of each of them. Any insurance or self-insurance maintained by the University, the Trustees, the AS, its officers, employees or volunteers shall be in excess of the Partner's insurance and shall not contribute to it.

Status of Participants

Participants shall at no time throughout this agreement be considered officers, employees or agents or of Associated Students.

Assignments

Without written consent of the Associated Students, this agreement is not assignable by Partner, either in whole or in part.

Agreement Alterations & Integration

No alteration or variation of the terms of the agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated here in shall be binding on any of the parties hereto.

Endorsement

Nothing contained in this Agreement shall be construed as conferring on any party hereto, any right to use the other party's name(s) as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the

prior written consent of the other parties. Furthermore nothing in this agreement shall be construed as endorsement of ⁴⁹any commercial product or service by the Associated Students, its officers or employees.

Confidentiality

With the passage of the California State University Auxiliary Organizations Transparency & Accountability Act (SB-8) which took effect on January 1, 2012, the Associated Students of California State University, Chico, which is one of the 93 auxiliaries within the CSU system, cannot honor confidentiality clauses or requests within contracts. As such, any mention of confidentiality must be stricken from all contracts if and where stated.

The passage of SB-8 essentially means that all CSU auxiliary contracts and other communications (subject to very limited exceptions) will, upon request, become available to members of the public. The AS pledges to keep you informed of any request for records that might divulge the terms of our contract with you, and to work with you to protect what information, if any, can and should be protected under the new Act.

Survival

Upon termination of this contract for any reason, the terms, provisions, representations and warranties contained in this agreement shall survive expiration or earlier termination of this agreement.

Severability

If any provision of this agreement is held invalid by any law, rule, order of regulation of any government or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.

Entire Agreement

This agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements, and understandings with respect thereto. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied herein and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not set forth herein.

Partner

Associated Students

By _____

By _____

**TBD
Paradise Parks and Recreation District
6626 Skyway
Paradise, CA 95969**

**Sharleen Krater, Director – AS Programs
Associated Students, CSU Chico 757
Administration Office
400 W 1st Street
Chico, CA 95929**

Date _____

Date _____

Staff Report

March 13, 2024



DATE: 3/6/2024
 TO: Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Neighbors to Neighbors Grant Agreement

Summary

On March 1, 2024, the Governor's Office of Planning and Research announced the recommendation to award the District a \$750,000 grant as part of the Local Government: Connecting Neighbor-to-Neighbor Grant. The District joins nine other awardees (including the Cities of Bell Gardens, Nevada City, Long Beach, Riverside, San Jose, and Richmond and the Counties of Nevada, San Francisco, and Kern). The District began formulating the proposal with a team approach starting in early January with a deadline of 2/9/2024. The project aims to fortify community resilience and connections in neighborhoods. The District identified the following areas:

- Concow/Yankee Hill Area (about 560 residents)
- Butte Creek Canyon (about 700 residents)
- Paradise – (over 9,000 residents) - Further subdivisions related to input from residents and working with the Town of Paradise.
- Magalia (about 9,300 residents) - Further potential subdivisions related to input from residents.

The proposal noted the following:

- This initiative leverages community engagement, innovative resiliency programs, and strategic partnerships to address social isolation, enhance disaster preparedness, and foster a sense of belonging.
- Key objectives of the program are to improve community resilience, increase volunteer participation, foster social bonds and interactions, and raise awareness for climate action and disaster mitigation. The program employs a neighborhood-led framework, emphasizing community-driven activities.
- Key tasks of the project are to work with CA volunteers to 1) Select Neighborhoods and Develop a Project Plan; 2) Survey Selected Neighborhoods to Determine Priorities and Activities of Interest; 3) Host a Kickoff Block Party or Similar Event for Neighbors to Connect with One Another; 4) Develop and Facilitate Projects Neighborhood-specific kickoff Block Parties and events; 5) Attend Quarterly Neighbor-to-Neighbor Grantee Meetings.
- The District envisions a successful project to connect us with a variety of community organizations to provide events or information. Funding may partially fund eligible partner events with District staff assisting to incorporate neighbor to neighbor concepts into the events. Both district-wide and neighborhood-specific events are part of this effort as well as ongoing collaboration with local partners. Activities span from block parties and educational sessions to disaster preparedness events and projects, aligned with the unique needs of each neighborhood.

Because of the scope of the project and long-list of potential partners the District plans to work with staff and key partners to develop the approach and host a meeting with interested organizations that may be a good fit for the program.

This is a cost reimbursable grant that pays for staff time and supplies related to events. The grant allows for overhead costs (at a rate of 15%).

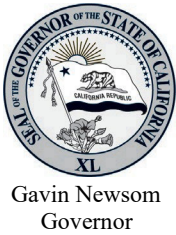
The District lawyer noted that this is a standard agreement with only minor suggestions arising during the review.

Recommendation: *Authorize the District Manager to complete the agreement.*

Attachments:

- A. Grant Award Notice
- B. Grant Award Agreement

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2024/2024.0313/BOD.Negbors.Grant.Report.docx
 3/7/2024



STATE OF CALIFORNIA
Governor's Office of Planning and Research



**PLEASE DO NOT REMOVE THIS NOTICE
FROM THIS BOARD**

Friday, March 01, 2024

NOTICE OF RECOMMENDED AWARDS

Request for Application #CV23-114

Local Government: Connecting Neighbors to Neighbors

The Office of Planning and Research plans to award an agreement to:

AWARDEES
City of Bell Gardens
City of Nevada
City & County of San Francisco
City of Long Beach
City of Riverside
Paradise District
City of San Jose
City of Richmond
Kern County

**This notice shall remain posted from
Friday, March 01, 2024 through Friday, March 08, 2024**

****This Notice is also posted both in the OPR lobby area for public display as well as the online solicitation in the California Volunteers Grants & Funding website page****

Paul Wong, Accounting & Procurement Specialist
paul.wong@californiavolunteers.ca.gov
1400 TENTH STREET SACRAMENTO, CALIFORNIA 95814
TEL 1-916-323-7646 www.opr.ca.gov www.californiavolunteers.ca.gov

STATE OF CALIFORNIA

AGREEMENT SUMMARY

STD 215 (Rev. 04/2020)

AGREEMENT NUMBER CV2311406	AMENDMENT NUMBER
---	-------------------------

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED

1. CONTRACTOR'S NAME Paradise Recreation and Park District		2. FEDERAL I.D. NUMBER 94-6003009
3. AGENCY TRANSMITTING AGREEMENT Office of Planning and Research	4. DIVISION, BUREAU, OR OTHER UNIT California Volunteers	5. AGENCY BILLING CODE 031100
6a. CONTRACT ANALYST NAME Paul Wong	6b. EMAIL paul.wong@cv.ca.gov	6c. PHONE NUMBER (916) 323-7646

7. HAS YOUR AGENCY CONTRACTED FOR THESE SERVICES BEFORE?
 No Yes (If Yes, enter prior Contractor Name and Agreement Number)
 PRIOR CONTRACTOR NAME _____ PRIOR AGREEMENT NUMBER _____

8. BRIEF DESCRIPTION OF SERVICES
 California Volunteers, through the Neighbor-to-Neighbor Program, will increase opportunities that show success in facilitating organic connections through this funding opportunity. It shall focus on locations and activities outlined in the RFA solicitation.

9. AGREEMENT OUTLINE (Include reason for Agreement: Identify specific problem, administrative requirement, program need or other circumstances making the Agreement necessary; include special or unusual terms and conditions.)

The grantee shall build upon an existing neighborhood program that leverages a diverse set of partnerships – including local neighborhood and community groups; neighborhood associations; local, regional, and state government agencies; third places; local business councils; and/or climate and disaster organizations.

Tasks with deliverables involved are:

1. Select Neighborhoods in Under-Resourced Areas and Develop Project Plan
2. Survey Selected Neighborhoods to Determine Priorities and Activities of Interest
3. Host a Kickoff Block Party or Similar Event for Neighbors to Connect with One Another
4. Develop and Facilitate Projects
5. Attend Quarterly Neighbor-to-Neighbor Grantee Meetings

10. PAYMENT TERMS (More than one may apply)

- Monthly Flat Rate Quarterly One-Time Payment Progress Payment
 Itemized Invoice Withhold _____ % Advanced Payment Not To Exceed _____ or _____ %
 Reimbursement / Revenue
 Other (Explain) _____

11. PROJECTED EXPENDITURES

FUND TITLE	ITEM	FISCAL YEAR	CHAPTER	STATUTE	PROJECTED EXPENDITURES
General Fund	0650-001-0001	23/24	12	2023	\$750,000.00

OBJECT CODE 5432500 - Grants and Subventions - Non-Governmental	AGREEMENT TOTAL	\$750,000.00
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OPTIONAL USE Supplier ID: 0000014014 Subtask: 0365000321 (Neighbor to Neighbor S/O)	AMOUNT ENCUMBERED BY THIS DOCUMENT \$750,000.00
	PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$0.00

I certify upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.	TOTAL AMOUNT ENCUMBERED TO DATE \$750,000.00
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ACCOUNTING OFFICER'S SIGNATURE	ACCOUNTING OFFICER'S NAME (Print or Type) Theresa Cesena, Chief Accounting Administrator	DATE SIGNED
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STATE OF CALIFORNIA

AGREEMENT SUMMARY

STD 215 (Rev. 04/2020)

AGREEMENT NUMBER CV2311406	AMENDMENT NUMBER
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12. AGREEMENT

AGREEMENT	TERM FROM	TERM THROUGH	TOTAL COST OF THIS TRANSACTION	BID, SOLE SOURCE, EXEMPT
Original	3/04/2024	1/31/2026	\$750,000.00	Exempt - SCM Vol 1, Section 4.04(A)(4)
Amendment 1				
TOTAL			\$750,000.00	

13. BIDDING METHOD USED

- Request for Proposal (RFP) *(Attach justification if secondary method is used)*
 Use of Master Service Agreement
 Invitation for Bid (IFB)
 Exempt from Bidding *(Give authority for exempt status)*
 Sole Source Contract *(Attach STD. 821)*
 Other *(Explain)* Grant

Note: Proof of advertisement in the State Contracts Register or an approved form STD. 821, Contract Advertising Exemption Request, must be attached

14. SUMMARY OF BIDS *(List of bidders, bid amount and small business status) (If an amendment, sole source, or exempt, leave blank)*

15. IF AWARD OF AGREEMENT IS TO OTHER THAN THE LOWER BIDDER, EXPLAIN REASON(S) *(If an amendment, sole source, or exempt, leave blank)*

16. WHAT IS THE BASIS FOR DETERMINING THAT THE PRICE OR RATE IS REASONABLE?

A scoring session meeting was held and their cost application score was 16.67 out of 50. Their technical criteria scoring kept them in the award pool when combined with their cost score.

17a. JUSTIFICATION FOR CONTRACTING OUT *(Check one)*

- Contracting out is based on cost savings per Government Code 19130(a). The State Personnel Board has been so notified.
 Contracting out is justified based on Government Code 19130(b). When this box is checked, a completed JUSTIFICATION - CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 547.60 must be attached to this document.
 Not Applicable *(Interagency / Public Works / Other Grant)*

17b. EMPLOYEE BARGAINING UNIT NOTIFICATION

- By checking this box, I hereby certify compliance with Government Code section 19132(b)(1).*

AUTHORIZED SIGNATURE	SIGNER'S NAME <i>(Print or Type)</i> Anthony Chavez, Director of Operations	DATE SIGNED
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18. FOR AGREEMENTS IN EXCESS OF \$5,000: Has the letting of the agreement been reported to the Department of Fair Employment and Housing? <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	22. REQUIRED RESOLUTIONS ARE ATTACHED <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
19. HAVE CONFLICT OF INTEREST ISSUES BEEN IDENTIFIED AND RESOLVED AS REQUIRED BY THE STATE CONTRACT MANUAL SECTION 7.10? <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
20. FOR CONSULTING AGREEMENTS: Did you review any contractor evaluations on file with the DGS Legal Office? <input type="checkbox"/> None on file <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
21. IS A SIGNED COPY OF THE FOLLOWING ON FILE AT YOUR AGENCY FOR THIS CONTRACTOR? A. Contractor Certification Clauses <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A B. STD 204 Vendor Data Record <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
23. IS THIS A SMALL BUSINESS AND/OR A DISABLED VETERAN BUSINESS CERTIFIED BY DGS? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes SB/DVBE Certification Number: _____	

24. ARE DISABLED VETERANS BUSINESS ENTERPRISE GOALS REQUIRED? *(If an amendment, explain changes if any)*
 No *(Explain below)* Yes _____ % of Agreement
 N/A - Grant

25. IS THIS AGREEMENT (WITH AMENDMENTS) FOR A PERIOD OF TIME LONGER THAN THREE YEARS?
 No Yes *(If Yes, provide justification below)*

I certify that all copies of the referenced Agreement will conform to the original agreement sent to the Department of General Services.

SIGNATURE	NAME/TITLE <i>(Print or Type)</i> Anthony Chavez, Director of Operations	DATE SIGNED
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STATE OF CALIFORNIA

AGREEMENT SUMMARY

STD 215 (Rev. 04/2020)

AGREEMENT NUMBER CV2311406	AMENDMENT NUMBER
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JUSTIFICATION - CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 547.60

In the space provided below, the undersigned authorized state representative documents, with specificity and detailed factual information, the reasons why the contract satisfies one or more of the conditions set forth in Government Code section 19130(b). Please specify the applicable subsection. Attach extra pages if necessary.

N/A - Grant

The undersigned represents that, based upon his or her personal knowledge, information or belief the above justification correctly reflects the reasons why the contract satisfies Government Code section 19130(b).

SIGNATURE	NAME/TITLE <i>(Print or Type)</i>	DATE SIGNED	
PHONE NUMBER	STREET ADDRESS		
EMAIL	CITY	STATE	ZIP

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER CV2311406	PURCHASING AUTHORITY NUMBER (If Applicable) OPR-0650
--------------------------------------	--

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Office of Planning and Research, California Volunteers, hereinafter referred to as STATE

CONTRACTOR NAME

Paradise Recreation and Park District, hereinafter referred to as CONTRACTOR/GRANTEE

2. The term of this Agreement is:

START DATE

March 04, 2024 or Upon Approval

THROUGH END DATE

January 31, 2026

3. The maximum amount of this Agreement is:

\$ 750,000.00 [Seven Hundred Fifty Thousand Dollars and No Cents]

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	20
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit B.1	Project Budget	2
+ - Exhibit C *	General Terms and Conditions	Online
+ - Exhibit D	Special Terms and Conditions	13
+ - Exhibit E	Resumes	21

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Paradise Recreation and Park District (PRPD)

CONTRACTOR BUSINESS ADDRESS 6626 Skyway	CITY Paradise	STATE CA	ZIP 95973
PRINTED NAME OF PERSON SIGNING Dan Efseaff	TITLE District Manager		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER CV2311406	PURCHASING AUTHORITY NUMBER (If Applicable) OPR-0650
--------------------------------------	--

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME Office of Planning and Research, California Volunteers				
CONTRACTING AGENCY ADDRESS 1400 10th Street		CITY Sacramento	STATE CA	ZIP 95814
PRINTED NAME OF PERSON SIGNING Anthony Chavez		TITLE Director of Operations		
CONTRACTING AGENCY AUTHORIZED SIGNATURE		DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL		EXEMPTION (If Applicable) Exempt - SCM Vol 1, Section 4.04(A)(4)		

SCOPE OF WORK

Connecting Neighbors to Neighbors in Foothill Communities Impacted by Wildfire within the Paradise Recreation and Park District and Beyond

A. SUMMARY

The Paradise Recreation and Park District (District, PRPD) is pleased to present our application for the Neighbor-to-Neighbor Program. The project aims to fortify community resilience and connections in under-resourced neighborhoods, specifically targeting areas impacted by the 2018 Camp Fire in Northern California. This initiative leverages community engagement, innovative resiliency programs, and strategic partnerships to address social isolation, enhance disaster preparedness, and foster a sense of belonging.

Key objectives of the program are to improve community resilience, increase volunteer participation, foster social bonds and interactions, and raise awareness for climate action and disaster mitigation.

The program employs a neighborhood-led framework, emphasizing community-driven activities. Tasks include neighborhood surveys, district-wide and neighborhood-specific events, and ongoing collaboration with local partners. Activities span from block parties and educational sessions to disaster preparedness events and projects, aligned with the unique needs of each neighborhood.

The District brings decades of experience, managing over 1,000 acres of parkland and facilities. Post-Camp Fire, the district has evolved its offerings, incorporating innovative, trauma-informed resiliency programs such as nature and forest therapy, team-building courses, and adventure sports.

The District targets the following areas: 1) Concow/Yankee Hill Area; 2) Butte Creek Canyon, 3) Paradise (subdivided based on input from residents and the Zone Captain concept); and 4) Magalia (subdivided based on resident input). Depending on the identification of neighborhood needs, the Magalia and Paradise area may be a total of 5-6 neighborhoods.

The District requests a budget of \$750,000 to deliver this project. A significant portion of the budget will be made available for partner led events that meet the criteria established with the program plan if funding is awarded.

The program anticipates quarterly updates and active participation in Neighbor-to-Neighbor Grantee Meetings facilitated by California Volunteers.

The Neighbor-to-Neighbor Program stands as a testament to the resilience of communities affected by the Camp Fire. By prioritizing social connections, disaster preparedness, and neighborhood-driven initiatives, this program seeks to not only mend the social fabric but also create a positive model for other rural areas facing similar challenges. The Paradise Recreation and Park District is committed to nurturing social bonds and enhancing the overall resilience of residents and their communities.

B. PROJECT MANAGEMENT PLAN

1. Background

The Paradise Recreation and Park District (PRPD) has been a cornerstone of recreation and community engagement since 1948, serving the residents of Paradise, Butte Creek Canyon, Magalia, Paradise Pines, Concow, and Yankee Hill. Before the devastating Camp Fire, the District catered to a population of 50,000 across a sprawling 170-square mile area, managing over 1,000 acres of diverse parkland and facilities.

SCOPE OF WORK

Offering a wide array of traditional recreation programs, including sports, excursions, youth initiatives, and arts and crafts, the District collaborates with community partners to provide an extensive range of activities such as archery, equestrian pursuits, dance, martial arts, racket sports, and more. Since the Camp Fire, the District has demonstrated resilience by introducing innovative programs tailored to youth and Camp Fire survivors. These programs encompass nature and forest therapy guides, team building courses, gaming, remote-control drone flying, and a focus on adventure sports like kayaking, mountain biking, mountaineering, and hiking.

In the aftermath of the Camp Fire, the community, together with public servants, embarked on a collective journey to reassess individual and community needs for recovery and resilience. This paradigm-shifting event brought to light various inadequacies in climate adaptation, infrastructure, communication, land management, hidden poverty, and Adverse Childhood Experiences (ACES). The District's approach to addressing these challenges has evolved, emphasizing the importance of nurturing social connections, and elevating the knowledge base of citizens to foster community functionality and enhance resident and community resilience.

The District's initiatives immediately after the Camp Fire included events facilitating engagement among former residents. Notably, in 2019, the District sponsored a summit for youth services providers, leading to valuable information and partnerships. This effort resulted in the establishment of a Healing Trauma through Nature Program, associated school programs, the Outdoor Education for All program, and the administrative home for certified Nature and Forest Therapy guides.

The District has an expansive view of community. While there certainly are geographical communities and neighborhood definitions following the Camp Fire (and during the COVID pandemic), we may also include people that feel part of the community—but no longer live in our zip codes. In addition, there are “Interest Communities” that may seek social connections (for example phase of life (i.e. young mothers that do not have the social network that existed pre-COVID and pre-Camp Fire) or retirees new to the community) or interests (i.e. seeking social connections, or exercise/fitness opportunities such as community kayaking or walking programs). These social connections can translate to place connections with programs with the right guidance. Making these connections in rural areas can be challenging and there may be a need in rural areas to cast a wider net geographically to bring people together.

This approach serves as an excellent foundation for the social investment associated with potential neighbor-to-neighbor program funding.

The District envisions its innovative programs and partnerships as a positive model for other rural areas facing high fire risk. The stories of lives saved and neighbors supporting each other underscore the vital role of the social fabric in building and sustaining community resilience. The PRPD remains committed to fostering connections, knowledge-sharing, and innovative approaches to inspire and support communities in navigating challenges and embracing resilience.

Therefore, the District is excited about the California Volunteers program as it fortifies (and validates!) the direction of innovative programs and events over the past few years.

Since the District's founding (incidentally through the leadership of another group, the Paradise Women's Improvement Club), the District has fostered and nurtured a variety of other spin off organizations (that includes a variety of interests, symphony, sports, arts, etc.). While their missions and dedication have remained strong, many of these groups have struggled to retain or attract members and supporters. This

SCOPE OF WORK

funding opportunity provides an opportunity to strengthen ties between organizations and between neighbors. The exposure of these groups to work with the District to provide projects or events may help them attract future supporters or participants with their programs, thereby continuously improving social connections.

In the next few sections, we will describe our approach for melding these efforts with the new grant opportunity and intent and the approach for new projects.

The District has developed robust relationships with a variety of non-profit and community-based organizations that may serve as volunteer sources, organizers of events and projects, and providers of information and connections.

2. Purpose and goals

Our Neighbor-to-Neighbor program is designed to enhance local networks, strengthen community resilience, and safeguard vulnerable populations during crises.

The initiative aims to provide opportunities for inclusion and connectivity and mitigate severe health consequences such as premature death, heart disease, and various mental and physical health issues.

The project has an initial phase of data collection and delivery of neighbor-to-neighbor opportunities within existing events and programs and then shift to development of a planned slate of events and projects with partners that are responsive to the survey.

Emphasizing the role of social connections in repairing the social fabric of communities, the program is driven by a neighborhood-led framework.

Key goals of the program include:

- **Cultivating Social Connection:** The initiative seeks to foster social connections within the community, addressing and mediating instances of community isolation and perceptions of loneliness.
- **Increasing Volunteer Participation:** The program encourages active volunteer engagement at both local and community levels, leveraging the power of community members to support one another.
- **Improving Social Bonds and Interactions:** A primary focus is placed on enhancing social bonds and interactions within neighborhoods, promoting a sense of community and solidarity.
- **Creating a Shared Understanding:** The program aims to establish a shared understanding of critical climate action and disaster mitigation priorities, fostering a collective approach to community challenges.
- **Implementing Evidence-Based Practices:** The Neighbor-to-Neighbor program relies on evidence-based practices to build robust networks within and across neighborhoods, allowing communities to support each other and collaboratively address shared challenges.

By empowering neighborhoods to take the lead in driving activity and connections, the program seeks to build a foundation for resilient communities that can effectively respond to crises and support the well-being of all residents.

SCOPE OF WORK

3. Description of Project Management Plan

The District outlines a project management plan consistent with the goals and objective of this project and will leverage a diversity of partners to achieve our goals.

Even before the Camp Fire and challenges posed by the COVID pandemic, the District has moved toward a variety of community events. There are some themes and concepts that will be folded into the planning for this project:

- Build on existing events and utilize existing infrastructure.
- Fortify and expand partnerships with organizations on the Ridge to create a variety of new opportunities for neighborhood connections,
- Use data informed decisions,
- Promote parks, outdoor spaces, and community facilities (further develop the recently created “Park badges” as a campaign to promote specific parks and a sense of place),
- Develop a Neighbor-to-Neighbor toolbox for partners and to guide new events that will include an approach to hosting events that meet requirements of the program,
- Provide opportunities organizations to share climate and disaster mitigation and preparedness (especially related to wildfire) and conversely for events related to these topics, fold in opportunities for neighbor-to-neighbor connections.

The tasks below will be folded into a Project plan for the overall project and sections that address each identified neighborhood.

- Project plans must include an outreach, marketing and branding strategy for each project and identify owned media assets – email, mobile listserv, network, etc. – that will be leveraged to ensure strong attendance.
- The District will host and manage projects through California Volunteers’ sponsored volunteer management tool Golden Volunteers.
- Project marketing and event collateral must be cobranded with the Grantee, participating organizations, and California Volunteers’ Neighbor-to-Neighbor program.
- Contact information will be collected from project attendees. All neighbors participating in projects will be invited to join the California Volunteer’s Neighbor-to-Neighbor listserv: CAneighbors.com.
- Project Reporting Requirements
 - Provide California Volunteers with a running calendar of projects (Project Plan) and inform California Volunteers of projects at least 2 weeks prior to the start date.
 - Inform California Volunteers of partner organizations and/or elected officials invited to projects prior to project start dates.
 - Share visual content (video and photo) from each project event and upload it to a California Volunteers-provided Box.com account.
 - Complete bimonthly reporting form detailing projects and associated metrics.
 - Summarize number of individuals engaged and number of event participants to date.

SCOPE OF WORK

4. Responsibilities of project team

For the past 75 years, the District has been a leader in forging partnerships to provide services and opportunities for residents. Since the Camp Fire this has only grown in importance. Seeking to rebuild and to develop opportunities and revenue streams for the future, the District has focused on developing its capacity in event management and promotion. The District has long benefited from volunteers but saw a real need to fortify the District’s capacity and focus these efforts, leading to the formalization of a volunteer program and hiring of a volunteer coordinator in 2020. This has led to a robust effort to recruit volunteers and coordinate with outside organizations to deliver meaningful opportunities. The District has also built considerable capacity towards providing resilience and outdoor skill building programs for youth and adults. While these programs are still evolving, we are the home of the Outdoor Education for All and Healing Trauma through Nature programs, providing opportunities to connect youth with nature. The District is also the largest employer of certified Nature and Forest Therapy Guides in the state of California.

In addition, staff have been recognized as authorities for climate adaptation and disaster preparedness. For example, the District Manager has presented at a variety of recent conferences and academic workshops on how districts can prepare for disasters and is leading an innovative effort to explore the role of strategically located and managed open space can provide recreational opportunities while reducing wildfire risks.

In addition, to enshrine efforts to become a learning organization, the District conducts regular events and evaluations (After Action Analysis) to grow and learn from experiences.

The Applicant Team possesses the expertise and competencies needed to carry out the requirements of the program. The District has assembled a talented team of professionals who are well-suited for this project. Key team members include:

Paradise Recreation and Park District Project Team – Key Personnel Assigned to Each Category		
Staff Name	Title	Assigned Category of Minimum Qualification
Dan Efseaff	District Manager	Partnership Development and Disaster Preparedness
Kristi Sweeney	Assistant District Manager	Partnership Development, Community Engagement and Development, Subcontractor Invoice Review and Reimbursement Processing
Kristen Dehart	Event Planner	Event Planning, Management, Promotion, and Execution
Sunny Quigley	Administrative Assistant II – Special Projects Manager	Community Engagement, Event Planning, Logistics Support
Sophia Munoz-Oliverez	Volunteer Coordinator	Volunteer Recruitment and Coordination, Climate Change Education/Preparedness Events/Projects
Jeff Dailey and Scott Amick	Recreation Supervisors	Event/Project Development, Planning, Execution, Staff Management, Data Analysis and Program Evaluation
Jennifer Arbuckle	Project Consultant	Reporting, Contract Management, Program Evaluation

SCOPE OF WORK

Biographies and resumes are included in **Attached 1**.

5. Partner Organizations

This project requires abundant outside support and help and we plan to work with a variety of other organizations (partners) that can draw upon their areas of expertise to deliver services in the identified areas and following input from the surveys. Our interpretation is that the program is seeking local, public input to design the programs; however, we must balance that with our current understanding so that we can provide services more immediately. While we will keep an open mind to the programs neighborhood surveys identify as desired (and required partnerships), we can identify key partners in this effort. The District has a long history of successful partnerships with organizations that provide climate change education and disaster preparedness such as, Camp Fire Restoration Project, Butte Environmental Council, Butte County Firesafe Council, Butte County Resource Conservation District, Town of Paradise, Chico State Enterprises Ecological Reserve, Love Paradise. **Attachment 2** provides a work sample of a volunteer day tree planting event that included many of these partners and included a short forest therapy guided experience, instructions on proper tree planting, use of Biochar soil amendments, followed by actual tree planting and a biochar demonstration.

Partnerships with other important organizations supporting social connection initiatives include Magalia Community Park, Chico State Enterprises Ecotherapy Program, Chico State Enterprises, Passages (services for elderly adults and their caregivers), Ability First, First 5, Mothers On The Ridge, Paradise Ridge Chamber of Commerce, Butte County Office of Education, Love Paradise, Youth On the Ridge Foundation, and Paradise Stronger. These important relationships have supported the Healing Trauma Through Nature program, Outdoor Education for All, the Ridge Hiking Association, Fall Family Funfest, Parties in the Park, and many other events and programs.

After the fire the District deepened collaboration with existing partners and new organizations because there was so much work to be done and the community couldn't afford duplication of effort and resources where shared goals aligned collaboration on important projects and events.

Partner profiles are provided in **Attachment 3**. If we receive funding, we will recruit organizations more widely. Methodology for partner recruitment can be found in **Attachment 4**. Partner organization interest form sample can be found in **Attachment 5**.

C. SCOPE OF WORK

The Scope Of Work provides a written description of the requirements and the work to be performed under the project.

1. METHODOLOGY / APPROACH TO WORK

The District's approach to Tasks 1-4 will be tailored for each identified neighborhood, considering them as nested within a larger framework of the larger community and events. This will be critical to forming connections across the District and a sense of belonging to the community. Events will be scaled based on neighborhood or community relevance, following these streamlined steps:

- 1. Kick-off Meeting:** Initiate a kick-off meeting for community engagement and idea generation.
- 2. Project Selection:** Collaboratively select projects or focus areas aligned with neighborhood needs and interests.

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3. **Project Development:** Develop projects and establish partnerships to facilitate their successful execution.
4. **Project Delivery:** Execute chosen projects, incorporating elements to foster community connections.
5. **Follow-up Feedback:** Conduct post-event feedback sessions or surveys to evaluate and improve future initiatives.

While prioritizing community needs and aligning with Neighbor-to-Neighbor program objectives, our strategy is to fortify existing programs and introduce enhancements, creating opportunities for neighbor connections. This includes incorporating "chatty corners," volunteer sign-ups, or color-coded/place-based imagery identification badges, banners or tablecloths for enhanced neighborhood-level interactions.

Attachment 6 provides a project management methodology summary.

a. Event Categories:

- **Tier 1 – Large Community-Wide Scale Events:** Utilize existing well-attended events, enhancing them for neighbor-to-neighbor connections. Examples include Gold Nugget Craft Fair, Kids' Fishing Day, Halloween, and other large scale established events. Projects added onto this can be related to enhancing connections, chatty corners, or neighbor requirements for activities or volunteer efforts (and many other ideas that we've not thought of yet). The specific actions will be developed in the Project Plan.
- **Tier 2 – PRPD Classes, New Events, and Interest Community Events:** Based on survey feedback, introduce new events and classes aligning with neighborhood-specific and community-wide interests. Examples encompass Battle on the Ridge Softball Tournaments, Community Hikes, health events, and Nature and Forest Therapy Guided Events. Good examples for this effort may be expansion of our Ridge Hiking Association hikes and walks (a partnership with the District and a local non-profit Paradise Stronger), and new events with Moms on the Ridge to connect Moms new to the ridge that may have yet to connect with their community (Interest Community). Events can be further elevated and additional residents reached through virtual platforms such as Facebook Reelz. Livestreaming events or capturing video and photos during the events help expand community connection and bonding through shared memories shared by participants on their own Facebook and Instagram accounts. This participant-led sharing can help to create a sense of FOMO (fear of missing out) on the next event that may result in greater buy-in to future neighbor-to-neighbor events. Successful virtual programs hosted previously by the District, such as the Virtual Photo Fishing Derby during the pandemic, demonstrate the potential for widespread community engagement and promotion of a beautiful Third Place venue (Paradise Lake), community connection and social connection through a shared online experience.
- **Tier 3 – Volunteer Events and Projects:** Leverage the successful District Volunteer Program (started in 2020), engaging neighbors, Climate Action Corps, Chico State and Butte College students, and organizations. Examples include Butte Creek Canyon clean-up, National Trails Day Event, regular invasive plant removal efforts (such as "Doom da Broom" days), Biochar demonstrations. We also hope to amplify other community partner events with our help (such as the Love Paradise clean-up and other service organizations).
- **Tier 4 – Partner Events:** Collaborate with local non-profits to support events meeting criteria. Examples involve the Grazing Festival, Pancake Breakfast for the Honey Run Covered Bridge, and Zone Captain events. We see the potential in aiding organizations (Chico State climate action corps

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fellows, Butte County Fire Safe Council) that may have climate and/or wildfire preparedness information to share with targeted communities.

This approach ensures a cohesive and adaptable strategy, aligning with community interests while fulfilling the goals of the Neighbor-to-Neighbor program. The tiered structure provides flexibility for diverse projects, fostering a sense of community and connection across neighborhoods. The approach also allows for easier communication of options to partners.

2. TASKS / DELIVERABLES

This list outlines the tasks to be undertaken, each associated with specific deliverables, ensuring a structured and accountable approach to the Neighbor-to-Neighbor program. Adjustments can be made based on specific funding levels and program requirements.

1. Task 1: Select Neighborhoods and Develop Project Plan
 - a. Finalize neighborhoods list with neighborhood summary highlighting findings from previous District-led surveys and focus groups.
 - b. Draft Project Plan addressing each identified neighborhood, including partner profiles and roles.
 - c. Submission of proposed Project Plan with a list of all projects to CA Volunteers and update plan as required (see Task 4 for additional details and due dates).
2. Task 2: Survey Selected Neighborhoods, Finalize Project Plan, Partner Development and Engagement
 - a. Develop neighborhood specific surveys and share with CA Volunteers to refine survey questions and response options.
 - b. Deploy Neighborhood Surveys, analyze data and create summary of survey results and actionable insights for Project Plan adjustments.
 - c. Coordinate with partners and invite additional partners where gaps in services are identified by survey results.
 - d. Initiate event planning with partners.
 - e. Update and finalize Project Plan as required.
3. Task 3: Host Kickoff Events
 - a. Share calendar of Tier 1 events with California Volunteers.
 - b. Event planning and management enhancement
 - c. District-wide kickoff event with attendance records, contact details, and feedback.
 - d. Kickoff block parties in each selected neighborhood with attendance data and community feedback.
4. Task 4: Develop and Facilitate Projects, Partnership Engagement
 - a. Implementation of Tier 1, Tier 2, Tier 3, and Tier 4 events based on survey and focus group findings.
 - b. Ongoing projects and events, including detailed documentation of community impact.

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- c. Maintain and develop additional partnerships with local organizations and detailed partner profiles.
5. Task 5: Attend Quarterly Neighbor-to-Neighbor Grantee Meetings/Project Management
- a. Ongoing Activities
 - i. Active participation in quarterly meetings facilitated by California Volunteers.
 - ii. Comprehensive updates, including 2-3 slides highlighting accomplishments within the prior quarter.
 - iii. CA Volunteers Reporting Requirements Satisfy reporting requirements outlined by California Volunteers. Quarterly reporting and reimbursement requests, including documentation, and records, pass through payments to partner organizations.
 - iv. Continuous program evaluation with periodic reports on survey findings and project effectiveness.
 - b. Case Study detailing successes and learnings of the program.
 - c. Event Management Enhancement
 - i. Integrate Incident Command System (ICS) principles into event execution for a streamlined approach.
 - ii. Evaluate events and highlight findings from final surveys and focus groups.
 - iii. Conduct meetings and collaborative events to further development of partnerships and to ensure accurate data collection and reporting for co-branded events.
 - iv. List accomplishments and major changes between the initial and final surveys.
 - v. Complete After-Action Analyses to continuously improve upon neighbor-to-neighbor experiences.

a. Task 1: Select Neighborhoods in Under-Resourced Areas and Develop Project Plan

Because of the dramatic loss of homes and neighborhoods and uneven development of rebuilt homes, the District proposes a dynamic strategy to neighborhood connections and virtual connections with pathways leading to in-person events.

The District has identified 3-5 under-resourced neighborhoods (contingent on funding level) to support for potential projects under this program:

- Concow/Yankee Hill Area (about 560 residents)
- Butte Creek Canyon (about 700 residents)
- Paradise – (over 9,000 residents and growing rapidly) - Further subdivisions (anticipating 3-9 neighborhoods) related to input from residents and informed by Zone Captains and working with the Town of Paradise.
- Magalia (about 9,300 residents) - Further subdivisions (anticipating 2-4 neighborhoods) related to input from residents.

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For planning and budgeting purposes, the District will assume a total of 5-6 neighborhoods. These areas fit within the District’s identified subdivisions to provide services to the District. An important consideration is that while there may be areas that fit within a neighborhood definition, the dearth of third places and basic infrastructure in rural communities, limit opportunities. In some cases, there may be a compelling need to develop unity in the community and fewer neighborhoods in Magalia and Paradise may be warranted. The information developed in this phase may help with future planning efforts related to the District’s upcoming Master Plan.

These areas fit the criteria of disadvantaged along several measures:

- **Wildfire Vulnerability:** All areas were severely impacted by the 2018 Camp Fire, remaining highly vulnerable to wildfire and other climate change impacts (extreme heat, drought, etc.).
- **Disadvantaged Status:** District communities face disadvantages, with a post-fire population well below pre-fire levels. The District is well below half (about 20,000) of its pre-fire population of about 50,000. These numbers do not provide the full story as Paradise for example, is one of the fastest growing areas in CA.
- **Demographic Overview:** While young families are moving in, a significant portion of residents comprises older adults and retirees. The unincorporated community of Magalia households with one or more persons with a disability is 46.8% and Concow at 46.6% versus an overall rate of Butte County of 31.7%. The 2022 PRPD service area age distribution of population of adults aged 45 and older are higher than overall Butte County rates.
- **Economic Status:** The areas are among the poorest in rural Butte County (the County ranks as one of the poorest in California with the percentage of residents under the federal poverty level at 18.3%). Per-capita income and poverty ratios depict economic challenges, with areas like Magalia lacking public infrastructure and services. The data post-fire may skew local resources as residents that can rebuild or moving into the community, typically have more available resources,

Using Census Reporter data (2022), the per-capita income may be summarized as follows:

Place	Per Capita Income	% Persons Below Poverty Line	Median Age	Notes
Butte Creek Canyon, CA	\$45,420	18.4%	61.2	District is working on adding public amenities to this area.
Concow, CA	\$38,381	6.6%	50.2	Pre-fire, this area was one of the poorest in Butte County. Many of these residents were displaced following the fire. Poverty still high among families with school aged children (below).
Magalia, CA	\$29,493	11.2%	47.6	Unincorporated area, very little public infrastructure. District just received funding for the first public park that will be completed in 2028.
Paradise, CA	\$34,255	16.5%	57.9	Over 90% of structures were damaged or destroyed in Camp Fire.

- The Relevant Ages 5 to 17 Poverty Ratio ([Census Tools](#) 2022 data) at the 2 principal school districts may be summarized by the following:
 - Golden Feather Union Elementary School District 30.6%

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- Paradise Unified School District 17.2%
- The 2020 California School Dashboard reports that Magalia schools (Pine Ridge Elementary and Cedarwood Elementary) have Socioeconomically Disadvantaged student populations rates of 82.8% and 80.9% respectively. The 2019-20 Department of Education Student Poverty FRPM Data Reports that 67.7% of overall students in the Paradise Unified School District qualify for free lunch.
- **Lack of Public Investment and Amenities:** The demographic and economic challenges are exacerbated by the low levels of services and infrastructure available. Rural District communities have fewer services available in comparison to more urbanized areas. Most District communities have a dearth of public investment such as roads, public transportation, and community facilities.
- **Adverse Childhood Experiences (ACES):** A 2013 survey revealed Butte County having the highest levels of ACES in California, shaping the District's focus on Positive Childhood Experiences (PCEs) and trauma-informed programming.

This comprehensive approach ensures the selection of neighborhoods aligns with the unique challenges and needs of under-resourced areas, laying the foundation for impactful and tailored projects under the Neighbor-to-Neighbor program.

b. Task 2: Survey Selected Neighborhoods to Determine Priorities and Activities of Interest

In the aftermath of the Camp Fire, the District, in collaboration with partners, has reevaluated its approach to parks and programs, emphasizing the vital role of public outreach and engagement in developing sustainable initiatives. Given the dearth of public facilities for example, particularly in the unincorporated areas of the District, public engagement has demonstrated a critical need for shared, secular public spaces for residents to connect with one another in shared, fun spaces and events that foster a sense of social cohesion and community. Though many residents in these unincorporated rural areas value their independence they also recognize that historic lack of investment has created greater health, education and well-being disparities. Public engagement in the community of Magalia for example, identified a need for a community hub in which to gather. Currently in Magalia, there is no downtown, no centralized, secular gathering space outside of the grocery store or gas station. This contributes to social isolation and poor health outcomes.

To ensure a comprehensive understanding of community needs and interests, the District will:

1. **Review Past Survey Efforts:** Examine previous survey efforts to inform the development of future programs and facilities, ensuring continuity and learning from past engagement efforts.
2. **Collaborate with California Volunteers:** Work closely with California Volunteers to craft survey questions and response options that align with the Neighbor-to-Neighbor program objectives.
3. **Leverage Local Partners:** Collaborate with successful local partners, especially the Town of Paradise and the Paradise Ridge Chamber, known for their expertise in surveys and outreach.
4. **Coordinate Focus Groups:** Engage local neighborhood partners to coordinate focus groups or in-depth interviews, involving neighborhood leaders to glean insights into community interests.
5. **Explore Stewardship Groups:** Explore the potential involvement of stewardship groups to gather insights and input from community members invested in the well-being of their neighborhoods.

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- 6. Address Language Accessibility:** Assess the need for survey translation to accommodate prevalent languages within the overall District, ensuring inclusivity.
- 7. Summarize Data and Provide Analyses:** Summarize collected data and perform basic statistical analyses of responses, tailoring the approach for each chosen neighborhood. Because of the impacts of wildfire, the District recognizes that there are significant changes related to the impacts and recovery and public health and community attitudes, and that outside entities may be interested in studying these impacts and effects of the Neighbor-to-Neighbor program. We would be open to those partnerships if they fit withing the funding program goals.
- 8. Engage External Organizations:** Investigate potential collaboration with external organizations, including academic institutions, for assistance in conducting and analyzing survey information.

To expedite program implementation and underscore preparedness for partnership, the District concurrently introduces Partner Profiles. This initiative is designed to recruit partner organizations and gauge their capacity and interest in the Neighbor-to-Neighbor program. A preliminary set of key partner profiles is provided in **Attachment 3**. Additional profiles are anticipated upon securing funding, creating a larger network of collaborators and project opportunities.

This multifaceted approach ensures a comprehensive understanding of the selected neighborhoods' priorities and interests, fostering a data-driven strategy for the Neighbor-to-Neighbor program. The engagement of local partners, focus groups, stewardship groups, and potential academic collaborations reinforces the District's commitment to inclusive and thorough community outreach.

c. Task 3: Host a Kickoff Block Party or Similar Event for Neighbors to Connect with One Another

To enhance organization and clarity, the District's approach to hosting kickoff events for the Neighbor-to-Neighbor program is detailed as follows:

- 1. District-Wide Kickoff Event:** Conducted annually (Spring or Summer of each year of the program) to recruit interest in the Neighbor-to-neighbor program and associated volunteer opportunities, other events, and neighborhood-level (Tier 3) events.
 - Aims to recruit interest in the Neighbor-to-Neighbor program, volunteer opportunities, Tier 3 events, and other associated activities.
 - Sign-in process, assigning individuals to neighborhoods or Interest Communities, will be co-developed with California Volunteers.
 - Attendance and contact details of all attendees will be reported by the grantee.
 - Invitations extended to other organizations to share information and engagement opportunities beyond the District.
- 2. Neighborhood-Specific Kickoff Block Party:** In addition, the District and potentially local partners will host a block party or similar event for each selected neighborhood that:
 - Is central, easy-to-access, and leverages third places in the local community.
 - Introduces the community lead and partner agencies that will be supporting the project.

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- Provides neighbors with an informal way to meet each other and learn about the Neighbor-to-Neighbor program, community priorities (as identified through surveys and focus groups), and future planning efforts.
 - Collects neighborhood contact data for future updates and correspondence.
- 3. Event Calendar and Coordination:** We will:
- Develop a calendar (Tier 1 and other events will be in our Activity Guide – 3 months prior to the season)
 - Share event details with California Volunteers in advance to provide an opportunity for members of the Neighbor-to-Neighbor team to attend and observe.
- 4. Implementation of Incident Command System (ICS) Approach:** To enhance the efficiency and effectiveness of our events, the District is implementing an ICS approach to events. The effort is intended to:
- Enhance event efficiency and effectiveness.
 - Allow for event planning to have a similar structure and organization framework similar to response and disaster preparedness.
 - Utilization of ICS forms, identification of roles, and addressing safety issues in Event Profiles (**Attachment 6** provides a summary of this system).
 - The modified ICS approach ensures systematic and standardized event management, fostering staff familiarity with roles and procedures, thereby increasing preparedness for emergencies or disasters.
 - Apply the structured and organized framework for response and disaster preparedness to event planning. The proactive adoption of ICS principles ensures staff readiness for emergency responses, aligning with the District's commitment to community safety, disaster resilience, and the seamless execution of events for residents' benefit.
 - This planning will elevate the quality of our regular events and allow our staff and our partners to become familiar with the structure, roles, and procedures, ensuring a higher level of preparedness for emergencies or disasters. This proactive measure ensures that when an ICS structure is employed for emergency response, our staff and our partners will be well-equipped and capable of providing efficient and effective support.
- 5. Develop Event Planning Tools:** As part of this initiative, the District will develop comprehensive Event Profiles, a work product example of which is outlined in **Attachment 7**. We will also utilize some of the standard ICS forms and identify roles for the events (and address safety issues). These documents serve as tools to facilitate event planning, logistics coordination, partner recruitment, and data collection optimization. The integration of ICS principles into our event management not only ensures a streamlined approach to public events but also serves as a crucial step in disaster preparedness.

By incorporating these detailed steps, the District aims to ensure clear and effective execution of kickoff events, promoting community engagement and connection in a systematic and organized manner.

d. Task 4: Develop and Facilitate Projects

Over the past 5 years, the District has actively engaged the community through events, fostering park interest and connectivity. While some of these efforts are related to the development of new parks and amenities and recreational programs, it provides us with considerable experience with community engagement on surveys. To develop and facilitate projects.

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1. **Potential Partner Input:** Soliciting input from key partners that may be ready and able to provide projects, we've initiated a Partner Interest Form (**Attachment 5**) to identify ideas, capacity, and interests in neighborhood service, facilitating event planning and delivery.
2. **Tiered Approach:** Our strategy involves integrating the Neighbor-to-Neighbor program into existing events (Tier 1), interest-based activities (Tier 2), and volunteer initiatives (Tier 3). This approach generates interest and recruits for future events. This allows for a quick implementation of projects in the first year and informs subsequent projects. Once the District has received public input and partner profile information, we will work with CA Volunteers and partner organizations to develop partner led events (Tier 4) but also support for larger events (Tier 1), new classes (Tier 2), volunteer efforts (Tier 3). We can work with the partners to promote the events on the Virtual Community (Tier 5).
3. **Supporting Existing Efforts:** Emphasizing disaster recovery, we plan to fortify existing organizations' work. For instance, we will explore partnerships with programs like the Butte County Camp Fire Zone Captain System, which unites citizens to rebuild their neighborhoods and community (zone captains share rebuilding questions, resources, and needs specific to their neighborhood) to deliver projects that are consistent with the Neighbor-to-Neighbor program. We anticipate that some organizations will be geographically based, while others can provide subject content or unique volunteer opportunities. Coordinating these groups together may allow for a more synergistic approach.
4. **Unified Project Plan:** A comprehensive Project Plan, including all proposed projects, will be submitted, aligning with Task 4 details and due dates. Plans will reflect survey and focus group findings and be a true reflection of hosted events.
5. **Diverse Project Types:** Projects, based on funding levels and the unified project plan, will include community engagement events, climate action or disaster preparedness activities, local volunteer opportunities, neighborhood-specific training, and events beyond these parameters enhancing local resiliency. The projects will focus on climate action or disaster preparedness (such as tree planting, invasive plant removal, or home or community scale defensible space), local volunteer opportunities (such as invasive plant removal or cleanups at local parks), training opportunities (such as wildfire response and preparedness, and first aid/CPR), and creative neighborhood events that fall outside the above parameters that engages neighbors, improves local resiliency, facilitates ongoing neighborhood interaction, and, ideally, leverages third places (this can include music, potlucks, BBQs, fun events).
6. **Requirement:** All District and partner events must submit project plans featuring a diverse mix, ensuring at least one of the following per neighborhood: Community Engagement Event, Climate Action, Disaster Preparedness, or other Community-Needs Meeting Activity, and Volunteer Opportunity.

This streamlined and focused approach aligns with the outlined program requirements, providing clarity and consistency in our project development and facilitation efforts.

e. Task 5: Attend Quarterly Neighbor-to-Neighbor Grantee Meetings

To optimize engagement and collaboration, District staff, and relevant partners, will actively participate in quarterly Neighbor-to-Neighbor Grantee meetings facilitated by California Volunteers. The objectives include:

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- 1. Information Exchange:** Share our insights and information with other grantees regarding neighborhood surveys and projects. Discuss challenges, successes, and best practices to maintain program coherence.
- 2. Comprehensive Update Presentation:** Deliver updates presenting progress, outcomes, and challenges.
- 3. Utilization of Meeting Insights:** Apply insights from discussions and shared experiences to enhance the program delivery and ensure continuous improvement.
- 4. Strategic Input for Case Study:** Contribute to the development of a comprehensive case study to evaluate the effectiveness of the Neighbor-to-Neighbor program.

Participation in these quarterly meetings serves as a component of the District's commitment to ongoing learning, collaboration, and program optimization and aligning with the overarching goals of the Neighbor-to-Neighbor program.

3. WORK PLAN

Please note that this is a general framework, and we will modify and adapt it based on the Project Plan for the project, resource and partner availability, and as additional details are added. The Neighbor-to-Neighbor Program Work Plan is summarized below. Please note that the dates will shift depending on the contracting process and input from CA volunteers and the survey process but provide a general sequence of events. We foresee that a project extension will allow more time between the planning, implementation, and reporting tasks.

Year 1: Program Launch and Setup

Quarter 1: January - March

- Task 1: Select Neighborhoods and Develop Project Plan
 - Identify 4-6 under-resourced neighborhoods.
 - Develop an overview project plan and individual project plans tailored to each neighborhood.

Quarter 2: April - June

- Task 2: Survey Selected Neighborhoods
 - Collaborate with California Volunteers to develop survey questions.
 - Engage local partners for survey execution.
 - Begin data analysis.
- Task 3: Host District-Wide Kickoff Event
 - Plan and execute a district-wide kickoff event to generate interest.
 - Initiate sign-in process and data collection.

Year 1: Community Engagement and Development

Quarter 3: July - September

- Task 3: Host Neighborhood-Specific Kickoff Block Parties

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- Plan and execute block parties in each selected neighborhood.
- Collect contact data for future updates.
- Task 4: Develop and Facilitate Projects
 - Implement Tier 1, Tier 2, and Tier 3 events based on survey and focus group findings.
 - Establish partnerships on projects with local organizations.

Quarter 4: October - December

- Task 5: Attend Quarterly Neighbor-to-Neighbor Grantee Meetings
 - Participate in meetings facilitated by California Volunteers.
 - Present updates and insights.

Year 2: Program Optimization and Expansion

Quarter 1: January - March

- Task 2: Survey Neighborhoods (Continued)
 - Review survey findings and adjust programs accordingly.
 - Explore additional partnerships for expanded impact.
- Task 3: Host District-Wide Kickoff Event (Year 2)
 - Repeat district-wide kickoff event to sustain interest and engagement.

Quarter 2: April - June

- Task 4: Develop and Facilitate Projects (Continued)
 - Implement ongoing and new projects.
 - Evaluate and adjust based on continuous feedback.
- Task 5: Attend Quarterly Neighbor-to-Neighbor Grantee Meetings (Continued)
 - Continue active participation in quarterly meetings.

Quarter 3: July - September

- Task 3: Host Neighborhood-Specific Kickoff Block Parties (Year 2)
 - Repeat block parties to reinforce community connections.
 - Gather additional neighborhood contact data.
- Task 4: Develop and Facilitate Projects (Continued)
 - Scale successful projects and explore innovative initiatives.

Quarter 4: October - December

- Task 5: Attend Quarterly Neighbor-to-Neighbor Grantee Meetings (Continued)
 - Conclude the second year with a focus on continuous improvement.

Ongoing Activities

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- Quarterly reporting and reimbursement requests gathered from partners, compiled with PRPD reporting/reimbursement requests submitted, payments made to partners upon receipt of reimbursement.
- Submit comprehensive event project plans, updates, attendance records, and project outcomes.
- Continuous program evaluation (After Action Analysis Reports).
- Regularly assess survey data, feedback, and project effectiveness.
- Partner engagement (meetings, updates, event analysis and metric tracking, reporting/reimbursement requests).
- Maintain and expand partnerships for sustained community impact.

This work plan provides a framework for the Neighbor-to-Neighbor program, emphasizing community engagement, ongoing learning, and adaptation based on continuous feedback. Adjust timelines and tasks as needed to align with specific program requirements and constraints.

4. WORK SCHEDULE

The District foresees a work schedule as follows:

Task	Deliverables	Start	Finish
Task 1: Select Neighborhoods in Under-Resourced Areas and Develop Project Plan	Quarter 2 Project plan by neighborhood, ICS.	January 2024	March 2024
Task 2: Survey Selected Neighborhoods to Determine Priorities and Activities of Interest	Comprehensive summary results from each neighborhood to inform/update project plan and initiate partner event/project planning and ICS.	April 2024	June 2024
Task 3: Host a Kickoff Block Party or Similar Event for Neighbors to Connect with One Another	Event project plan shared with CA Volunteers, marketing and branding plans developed, event logistics identified, partners and CA Volunteers invited, event execution, after action analysis report.	April 2024	June 2024
Task 4: Develop and Facilitate Projects	Neighborhood-specific kickoff Block Parties and events, data collection, plan and execute Tier 1, Tier 2, and Tier 3, and Tier 4 events, maintain partner relationships.	July 2024	March 2025
Task 5: Attend Quarterly Neighbor-to-Neighbor Grantee Meetings	Active participation in quarterly meetings facilitated by California Volunteers.	March 2024	January 2026

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	<p>Comprehensive updates, including 2-3 slides highlighting accomplishments within the prior quarter, timely reports and reimbursement requests, accurate data collection and reporting for co-branded events.</p>		
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5. BUDGET

The District has prepared an RFA-114 detailed project budget (**Attachment 8**).

Here's a breakdown of the budget justification for each task in the Neighbor-to-Neighbor program:

Task 1: Select Neighborhoods and Develop Project Plan

Budget Justification:

Funds are allocated for initial neighborhood assessments, including travel expenses for on-site visits.

Resources for community engagement sessions to identify under-resourced neighborhoods.

Costs associated with developing tailored project plans for each selected neighborhood.

Task 2: Survey Selected Neighborhoods

Budget Justification:

Allocation for survey development, including consultation with California Volunteers.

Funding for survey execution, covering logistics, materials, and possibly incentives for participants.

Budget for data analysis and reporting tools to derive actionable insights.

Task 3: Host District-Wide Kickoff Event

Budget Justification:

Funding for event planning, venue rental, and promotional materials to ensure a successful district-wide kickoff event.

Resources for the sign-in process, including materials for data collection.

Budget for engaging other organizations, including costs for information-sharing opportunities.

Task 4: Develop and Facilitate Projects

Budget Justification:

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Allocation for implementing Tier 1, Tier 2, and Tier 3 events based on survey and focus group findings.

Funding for partnerships with local organizations, including materials and resources required for community projects.

Budget for community resources such as volunteer coordination, venue rentals, and materials for project implementation.

Task 5: Attend Quarterly Neighbor-to-Neighbor Grantee Meetings

Budget Justification:

Funds allocated for staff attendance, travel expenses, and accommodation during quarterly meetings.

Resources for meeting materials, presentation materials, and other associated costs.

Ongoing Activities

Quarterly Reporting:

Budget allocation for reporting tools, documentation, and materials.

Continuous Program Evaluation:

Resources for evaluation tools, surveys, and data analysis to assess program effectiveness.

Partner Engagement:

Funding for ongoing partnership development, including meetings, collaborative events, and materials.

This detailed breakdown ensures that each task has a specific budget justification to cover associated costs, contributing to the overall success of the Neighbor-to-Neighbor program. Adjustments can be made based on specific funding levels and program requirements.

A. PROJECT REPRESENTATIVES

The Project Representatives for this agreement are:

Organization:	Office of Planning & Research	Paradise Recreation and Park District (PRPD, District)
Name:	Elissa Lee, Director of Community Engagement	Dan Efseaff, District Manager
Address:	1400 Tenth Street Sacramento, CA 95814	6626 Skyway Paradise, CA 95969
Phone:	N/A	530-872-6393
Email:	elissa.lee@cv.ca.gov	defseaff@ParadisePRPD.com

Direct all contractual inquiries to:

Organization:	Office of Planning & Research	PRPD
Name:	Paul Wong, Accounting & Procurement Specialist	Kristi Sweeney, Assistant District Manager
Address:	1400 Tenth Street Sacramento, CA 95814	6626 Skyway Paradise, CA 95969
Phone:	N/A	530-872-6393
Email:	paul.wong@cv.ca.gov	ksweeney@ParadisePRPD.com

Direct all financial inquiries to:

Organization:	Office of Planning and Research	PRPD
Name:	Accounts Payable	Catherine Merrifield, District Accountant
Address:	1400 Tenth Street Sacramento, CA 95814	6626 Skyway Paradise, CA 95969
Phone:	N/A	530-872-6393
Email:	AccountsPayable@opr.ca.gov	cmerrifield@ParadisePRPD.com

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

A. INVOICING AND PAYMENT

1. For services satisfactorily rendered, and upon receipt and approval of the invoice for each completed task and deliverable, the State agrees to compensate the Grantee for actual expenditures incurred and in accordance with the rates specified in accordance with this agreement. **All costs include items such as but not limited to labor, meetings, reproduction costs, reports, subgrantees, and any miscellaneous items necessary to perform the tasks of this project.**

The total cost of this agreement will not exceed **\$750,000.00**

The following items must be included and all unit rates must be extended and totaled in the invoice:

- Overhead;
 - Personal service costs showing position rates per unit of time;
 - Fringe benefits cost citing actual benefits or a percentage of personal services cost;
 - Operating expenses including rent and supplies;
 - Equipment costs specifying equipment to be bought and the disposition of equipment at the end of the grant;
 - If there are any travel expenses outlined in the budget, then expenses are not to exceed the travel and per diem rates set at the rate specified by CalHR for similar employees or verification supplied that such rates are not available to the contractor. For invoicing: include breakdown of receipts, and the names and title of travelers. For hotel receipts, do not include the confirmation printouts; include the actual receipt that shows payment has been made and there is a zero balance. Do not include tip or gratuity amounts; CalHR prohibits paying for tips and gratuities. For more information visit: <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>
 - Other specific breakdown required.
2. Invoices shall include the Agreement Number and shall be submitted electronically only. Invoices shall not be submitted more frequently than monthly and not less frequently than quarterly in arrears.

Invoices must be submitted via e-mail to:

AccountsPayable@opr.ca.gov

Include the Project Manager in the CC line of the email so they are aware that an invoice has been submitted.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

B. BUDGET CONTINGENCY CLAUSE

1. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
2. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

C. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

D. BUDGET REVISIONS

All changes to the budget for this agreement must come in the form of request and be sent via e-mail directly to the project representative for this agreement and copy the contract officer in the e-mail. All changes to the budget must justify why the revisions are needed. The project representative and contract officer will review the request for approval and processing.

A formal amendment is not required if a budget is being revised to shift line-item funds within the associated task deliverable budget. Prior documented approval of such change shall be made by the project representative and the contracts officer. All other budget revisions are subject to a formal amendment process. All amendment and budget revision requests are to be determined at the discretion of the contract officer.

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Project Budget

Paradise Recreation and Park District

CA Volunteers: Connecting Neighbors to Neighbors Program

Project Lead: Dan Efseaff
 Start Date: 3/4/24

	Amount of	
	BUDGET	Match
Direct	\$ 680,174	\$ 28,000
Indirect	\$ 102,026	\$ 4,200
Total	\$ 782,200	\$ 32,200

CA Volunteers Grant Request	
Direct Expenses	\$ 652,174
Indirect	\$ 97,826
Total	\$ 750,000

WBS	Task	Budget	Match Amount	Organization Funding Match	CA Volunteers	Comments
1	Select Neighborhoods and Develop Project Plan	\$ 15,000	\$ -		\$ 15,000	
1.1	Finalize neighborhoods list and summarize findings from previous District-led surveys and focus groups	\$ 6,000			\$ 6,000	Predominantly Staff time with some material and media expenses.
1.2	Draft Project Plan addressing each identified neighborhood, including partner profiles and roles	\$ 5,000			\$ 5,000	Predominantly Staff time with some material and media expenses.
1.3	Submission of proposed Project Plan with a list of projects to CA Volunteers and update plan as required	\$ 4,000			\$ 4,000	Predominantly Staff time with some material and media expenses.
2	Survey Selected Neighborhoods, Finalize Project Plan, Partner Development and Engagement	\$ 71,000	\$ 11,000	PRPD	\$ 60,000	
2.1	Develop neighborhood specific surveys and share with CA Volunteers to refine survey questions and response options	\$ 6,000			\$ 6,000	Staff time
2.2	Deploy Neighborhood Surveys, analyze data and create summary of survey results and actionable insights for Project Plan adjustments	\$ 5,000			\$ 5,000	Funding for Facebook boost specific to each identified neighborhood, printed promotional materials, Staff time to compile result summaries and share summary findings with survey participants
2.3	Coordinate with partners and invite additional partners where gaps in services are identified by survey results	\$ 15,000			\$ 15,000	PRPD staff and partner staff time for Partner Development, develop MOU agreements for event execution, insurance coverage documentation, event planning, partner engagement and planning meetings
2.4	Event planning with partners	\$ 5,000			\$ 5,000	PRPD and Parnter staff time to plan
2.5	Update and finalize Project Plan as required	\$ 4,000			\$ 4,000	Staff time
2.6	Equipment	\$ 17,000	\$ 4,000	PRPD	\$ 13,000	Towable Propane BBQ Grill, Party Tent, portable AV equipment (grant funded), Truck, Tables and Chairs provided by PRPD (\$4,000)
2.7	Promotional Materials	\$ 3,000			\$ 3,000	Funding for Facebook boost specific to each identified neighborhood, printed promotional materials and mailings
2.8	Transportation	\$ 1,000			\$ 1,000	Mileage (at current IRS mileage rates) and fuel to transport materials, staff to procure materials and supplies for event and transport people and supplies to set up and take down event equipment and supplies
2.9	Event Execution	\$ 15,000	\$ 7,000	PRPD	\$ 8,000	PRPD and partner Staff time, live music, supplies (balloons, bounce houses, ice breaker prompts, etc.) (\$10,000 grant funded), PRPD will provide food and drinks, lawn games, (\$7,000)
3	Host Kickoff Events	\$ 99,000	\$ 17,000	PRPD	\$ 82,000	
3.1	Share calendar of Tier 1 events with California Volunteers	\$ 7,000			\$ 7,000	Staff time
3.2	Event planning	\$ 7,000			\$ 7,000	Incident Command System Integration and Event Profile development for 1 community-wide kickoff event in each year 2024 and 2025 (total 2 quantity ove grant performance period)
3.3	Equipment	\$ 16,000	\$ 4,000	PRPD	\$ 12,000	Towable Propane BBQ Grill, Party Tent, portable AV equipment (grant funded), Truck, Tables and Chairs provided by PRPD (\$4,000)
3.4	Promotional Materials	\$ 4,000			\$ 4,000	Funding for Facebook boost specific to each identified neighborhood, printed promotional materials and mailings
3.5	Transportation	\$ 5,000			\$ 5,000	Mileage (at current IRS mileage rates) and fuel to transport materials, equipment, supplies, and staff to procure materials and supplies for event and transport people for field trip events, and staff, equipment, and supplies to set up and take down event
3.6	District-wide kickoff event with attendance records, contact details, and feedback	\$ 10,000	\$ 7,000	PRPD	\$ 3,000	PRPD and partner staff time, live music, supplies (balloons, bounce houses, ice breaker prompts, etc.) (\$8,000 grant funded), PRPD will provide food, drinks, lawn games (\$7,000)
3.7	Kickoff block parties in each selected neighborhood with attendance data and community feedback	\$ 50,000	\$ 6,000	PRPD	\$ 44,000	1 Neighborhood-level kickoff events in each neighborhood (estimate 6 neighborhoods) in 2024 and 2025 (1 kickoff event in each of the two years of the grant performance period) with a budget of \$2,000 grant funds per neighborhood kickoff event (\$24,000 total (\$12,000 in year 1 and \$12,000 in year 2). PRPD to contribute \$500 in food/drinks to each of the 12 events
4	Develop and Facilitate Projects, Partnership Engagement	\$ 420,174	\$ -	PRPD	\$ 420,174	
4.1	Implementation/Execution of new Tier 1, 2, 3, and 4 events based on survey and focus group findings	\$ 225,174			\$ 225,174	Golden Volunteer Software (enterprise edition) event specific supplies and equipment such as trees for tree planting events, soil amendments, stakes, irrigation supplies,etc. Specific costs to be determined based on project plan and consultation with CA Volunteers staff , PRPD staff and partner staff time for event execution, volunteer coordination
4.2	Ongoing projects and events, including detailed documentation of community impact	\$ 150,000			\$ 150,000	Golden Volunteer Software (enterprise edition) event specific supplies and equipment such as trees for tree planting events, soil amendments, stakes, irrigation supplies,etc. Specific costs to be determined based on project plan and consultation with CA Volunteers staff , PRPD staff and partner staff time for event execution, volunteer coordination
4.3	Maintain and develop additional partnerships with local organizations and detailed partner profiles	\$ 40,000			\$ 40,000	PRPD staff and partner staff time
4.4	Transportation	\$ 5,000			\$ 5,000	Mileage (at current IRS mileage rates) to transport materials, equipment, supplies, and staff to procure materials and supplies for event and transport people for field trip events, and staff, equipment, and supplies to set up and take down event

Expense Projections (Revised)

WBS	Task	Budget	Match Amount	Organization		Comments
				Funding Match	CA Volunteers	
5	Attend Quarterly Neighbor-to-Neighbor Grantee Meetings/Project Management	\$ 75,000	\$ -		\$ 75,000	
5.1	Ongoing Activities, Case study detailing successes and learnings of the program, event management enhancement, reporting and grant management	\$ 75,000			\$ 75,000.00	Includes project initiation tasks such as setting up project management software system to track milestones, tasks, deliverables, review outcomes, After Action Analyses, prepare presentations and materials for Quarterly Neighbor-to-Neighbor grantee meetings
Subtotal (Direct Expenses)		\$ 680,174	\$ 28,000		\$ 652,174	
	Administrative/Overhead Costs (15%)	\$ 102,026	\$ 4,200	PRPD	\$ 97,826	15% Indirect Costs, PRPD will supply the costs associated with the match amount
Total		\$ 782,200	\$ 32,200		\$ 750,000	

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

A. Excise Tax

The State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another state.

B. Settlement of Disputes

1. In the event of a dispute, Grantee shall file a "Notice of Dispute" with OPR within ten (10) days of discovery of the problem. Within ten (10) days, the OPR shall meet with the Grantee and Project Representative for purposes of resolving the dispute.
2. Any dispute concerning a question of fact arising under the terms of this Agreement which is not disposed of within a reasonable period of time by Grantee and State employees normally responsible for the administration of this Agreement shall be brought to the attention of the Director or designated representative of each organization for resolution. The decision of the State Executive Officer or designated representative shall be final.
3. In the event of a dispute, the language contained within this Agreement shall prevail over any other language including that of the proposal.
4. The existence of a dispute not fully resolved shall not delay Grantee to continue with the responsibilities under this Agreement which is not affected by the dispute.

C. Subgrantees

Nothing contained in this Agreement or otherwise, shall create any Grantual relation between the State and any subgrantees, and no subGrant shall relieve the Grantee of its responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the State for the acts and omissions of its subgrantees and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subgrantees is an independent obligation from the State's obligation to make payments to the Grantee. As a result, the State shall have no obligation to pay or to enforce the payment of any monies to any subgrantee.

After the Grant agreement has been executed, if there are subgrants valued at \$2,500.00 or more that are needed to be added, then the Grantee must request the addition of subgrantees. The Grantee shall provide in its request for authorization all particulars necessary for evaluation of the necessity or desirability of incurring such cost and the reasonableness of the price or cost. Three competitive quotations shall be submitted, or adequate justification provided for the absence of bidding.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

D. Stop Work Order

The State reserves the right to issue an order to stop work in the event that a dispute should arise, or in the event that the State gives Grantee a notice that the Agreement will be terminated. The stop-work order will be in effect until the dispute has been resolved or the Agreement has been terminated.

E. Termination

1. In addition to the rights under Exhibit C of the Standard Agreement, State reserves the right to terminate this Agreement at its sole discretion at any time upon thirty (30) days prior written notice to Grantee.
2. In the case of early termination, Grantee shall submit an invoice in triplicate and a report in triplicate covering services to termination date, following the invoice and progress report requirements of this Agreement. A copy and description of any data collected up to termination date shall also be provided to State.
3. Upon receipt of the invoice, progress report, and data, a final payment will be made to Grantee. This payment shall be for all State-approved, actually incurred costs that in the opinion of State are justified, and shall include labor, and materials purchased or utilized (including all non-cancellable commitments) to termination date, and pro rata indirect costs as specified in the proposal budget.
4. If, after award and execution of the Agreement, the Grantee's performance is unsatisfactory, the Agreement may be terminated for default. Default is defined as the Grantee failing to perform services required by the Agreement in a satisfactory manner.
5. OPR reserves the right to terminate this Agreement without cause upon thirty (30) days written notice to the Grantee, or immediately in the event of default or material breach by the Grantee.

F. Amendments

1. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. Amendments must come in the form of a request and be submitted to the Grant Manager for review. The Grant Manager will work with the OPR/CV Grants Office to approve and process the amendment request. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.
2. OPR reserves the right to amend this Agreement through a formal written amendment, signed by the parties, and approved by the Dept. of General Services' Office of Legal Services, if required.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

3. A change to the total agreement amount, whether reducing or increasing, would warrant a formal amendment. A change to the term start and end dates, would warrant a formal amendment.
4. Changes of up to twenty percent (20%) of the total dollar amount in this agreement of the existing line items outlined in Exhibit B.1 – Cost Sheet shall be made by providing a written request to OPR before submission of the affected invoice and shall be effective upon written approval from the Grant Manager and California Volunteers. Total costs cannot exceed the maximum grant fund amount set forth in this Agreement. Once effective, the change shall be deemed incorporated into the Grant Agreement.
5. The Grantee may replace the current subgrantee(s) with new subgrantee(s) during the agreement and must provide written request to the Grant Manager stating:
 - Name of new subgrantee(s) who is replacing the current subgrantee(s)
 - Justification of why this new subgrantee(s) is replacing the current subgrantee(s)
 - Scope of responsibility remains the same as the previous subgrantee(s) which this new subgrantee is replacing
 - The subgrantee(s) hours and rates remain the same
 - No new line items shall be added to Exhibit B.1 – Cost Sheet
 - The costs for the new subgrantee(s) shall not, in any shape or form, modify the costs which is already present in Exhibit B.1 – Cost Sheet
 - Funds allocated in Exhibit B.1 – Cost Sheet for the subgrantee(s) is not overspent
 - A competitive process was done to select a new subgrantee to replace the old subgrantee
6. The Grant Manager will make reasonable efforts to respond in writing within fifteen (15) working days from receipt of request to approve or deny the request for amendment, including the reason for the decision.
7. The Grant Manager will make reasonable efforts to process amendments within thirty (30) days of the approval date. The amendment will not be in effect until both Parties' Authorized Signatories or designees have signed the Grant Agreement amendment.

G. Insurance

1. Commercial General Liability

Grantee must furnish to the State a certificate of insurance to remain in effect at all times during the term of this Grant. Grantee shall maintain general liability on an occurrence for with limits not less than \$1,000,000 per occurrence for bodily injury and \$2,000,000 aggregate for bodily injury and property damage liability. The policy must include coverage for liabilities arising out of premises operations, independent Grantees,

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

products/completed operations, personal & advertising injury and liability assumed under an insured Grant. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Grantee's limit of liability. The policy must include:

The Office of Planning and Research, its officers, agents, employees, and servants are included as additional insured, but only with respect to work performed under this Grant.

This endorsement must be supplied under a form acceptable to the Office of Risk and Insurance Management.

In the case of Grantee's utilization of subgrantees to complete the Granted scope of work, Grantees shall include all subgrantees as insured under Grantee's insurance or supply evidence of insurance to the State equal to policies, coverage and limits required of Grantee.

2. Automobile Liability (if applicable)

Grantee must furnish to the State a certificate of insurance to remain in effect at all times during the term of this Grant. Grantee shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles.

The Office of Planning and Research / Strategic Growth Council, its officers, agents, employees, and servants are included as additional insured, but only with respect to work performed under this Grant.

3. Worker's Compensation and Employers' Liability

Grantee must furnish to the State a certificate of insurance to remain in effect at all times during the term of this Grant. Grantee shall maintain statutory workers' compensation and employers' liability for all its employees who will be engaged in the performance liability limits of \$1,000,000 are required.

When performed on State owned or controlled property the workers' compensation policy shall contain a waiver of subrogation in favor of the State. The waiver of subrogation endorsement shall be provided.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

4. General Provisions Applying to all Policies

- a) Coverage Term – Coverage needs to be in force for the complete term of the Grant. If insurance expires during the term of the Grant, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the Grant.
- b) Policy Cancellation of Termination and Notice of Non-Renewal – Grantee shall provide to the State within five (5) business days following receipt by Grantee a copy of any cancellation or non-renewal of insurance required by this Grant. In the event Grantee fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Grant upon the occurrence of such event, subject to the provisions of this Grant.
- c) Deductible – Grantee is responsible for any deductible or self-insured retention contained within their insurance program.
- d) Primary Clause – Any required insurance contained in the Grant shall be primary, and not excess or contributory to any other insurance carried by the State.
- e) Insurance Carrier Required Rating – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Grantee is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- f) Endorsements – Any required endorsement must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- g) Inadequate Insurance – Inadequate or lack of insurance does not negate the Grantee's obligations under the Grant.

H. Force Majeure

Except for defaults of subgrantees, neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the offending party. Such acts shall include but shall not be limited to acts of God, fire, flood, earthquake, other natural disaster, nuclear accident, strike, lockout, riot, freight embargo, public regulated utility, or governmental statutes or regulations superimposed after the fact. If a delay or failure in performance by the Grantee arises out of a default of its subgrantee, and if such default of its subgrantee, arises out of causes beyond the control of both the Grantee and subgrantee, and without the fault or negligence of either of them, the Grantee shall not be liable for damages of such delay or failure, unless the supplies or services to be furnished by the subgrantee were obtainable from other sources in sufficient time to permit the Grantee to meet the required performance schedule.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

I. Computer Software

Grantee certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this Grant for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

J. Ownership of Work and Copyrightable Materials

Any works developed during and/or pursuant to this agreement by Grantee, including all related copyrights and other proprietary rights therein, as may now exist and/or which hereafter come into existence, shall belong to State upon creation, and shall continue in State's exclusive ownership upon termination of this agreement. Grantee further intends and agrees to assign to State all right, title and interest in and to such materials as well as all related copyrights and other proprietary rights therein.

Grantee's obligations under this provision shall survive the expiration or termination of this Agreement.

- 1) OPR reserves the right to any copyrightable materials developed under this Agreement. Upon acceptance of the copyrightable materials developed under this Agreement, and payment of the sums then due under the terms of the Agreement, OPR shall have the sole and exclusive right, title, and interest (including trade secret and copyright interests) in the copyrightable materials. Grantee and his or her subgrantees hereby assign(s) all rights, title, and interest (including trade secret and copyright interest) in any copyrightable materials developed under this Agreement to OPR.
- 2) OPR, at its discretion, may grant a nonexclusive and paid-up license to Grantee and his or her subgrantees to use said copyrightable materials. Grantee and his or her subgrantees agree to cooperate with and assist OPR to apply for and to execute any applications and/or assignments reasonably necessary to obtain any patent, copyright, trademark, or other statutory protection for all copyrightable materials.
- 3) Grantee and his or her subgrantees shall not disclose any copyrightable materials, any of the deliverables thereof, or any portion thereof, to any other organization or person without the written consent of OPR.
- 4) Grantee and his or her subgrantees shall not use the copyrightable materials, any of the deliverables thereof, or any portion thereof, in any other work performed by this Agreement subject to any license granted without the written consent of OPR.
- 5) Grantee's obligations under this provision shall survive the expiration or termination of this Agreement.

K. Confidentiality of State Information

It is expressly understood and agreed that information Grantee receives from State in performing its obligations under this Agreement may be deemed confidential by State. Therefore, Grantee agrees to:

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SPECIAL TERMS AND CONDITIONS

- 1) Observe complete confidentiality with respect to such information, including without limitation, agreeing not to disclose or otherwise permit access to such information by any person or entity in any manner whatsoever.
- 2) Ensure that Grantee's employees, agents, representatives, and independent Grantees are informed of the confidential nature of such information and ensure by agreement or otherwise that they are prohibited from copying or revealing, for any purpose whatsoever, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this section.
- 3) Not use such information or any part thereof in the performance of services to others or for the benefit of others in any form whatsoever whether gratuitously or for valuable consideration, except as permitted under this Agreement.
- 4) Notify State promptly and in writing of the circumstances surrounding any possession, use or knowledge of such information or any part thereof by any person other than those authorized by this paragraph.

L. Confidentiality of Data and Working Documents

- 1) Grantee shall not disclose data or documents or disseminate the contents of the final or any preliminary report without express written permission of OPR's Grant Manager.
- 2) Permission to disclose information or documents on one occasion or at public hearings or workshops held by OPR relating to the same shall not authorize Grantee to further disclose such information or documents on any other occasion.
- 3) Grantee shall not comment publicly to the press or any other media regarding the data or documents generated, collected, or produced in connection with this Grant, or OPR's actions on the same, except to OPR staff, Grantee's own personnel involved in the performance of this Grant, at a public hearing, or in response to questions from a legislative committee.
- 4) Grantee shall require each of its employees or officers who will be involved in the performance of this Grant to agree to the above terms.
- 5) Each subGrant shall contain the foregoing provisions related to the confidentiality of data and nondisclosure of the same.

M. Evaluation of Consulting Agreements

Pursuant to Public Grant Code (PCC) Sections 10367 and 10369, the Grantee providing consultant services of \$5,000 or more shall be advised in writing that the performance will be evaluated. The evaluation shall be prepared on a Grant/Grantee Evaluation Sheet (STD. 4), within 60 days after completion of the agreement and maintained in the Agreement file. Any negative evaluations will be sent to the Department of General

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Services, Office of Legal Services (DGS/OLS) and a copy sent to the Grantee within 15 days. The Grantee shall have 30 days to prepare a statement defending his or her performance under the Grant and to send it to OPR and DGS/OLS.

N. DVBE AUDIT

Grantee agrees that the State or its delegate will have the right to review, obtain, and copy all records pertaining to Grantee's compliance with the Disabled Veteran Business Enterprise (DVBE) requirements as contained in Public Grant Code sections 10115 et. seq. Grantee agrees to provide State or its delegate with any relevant information requested and shall permit State or its delegate access to its premises, upon reasonable notice, during normal business hours for the purposes of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with the DVBE requirements. Grantee further agrees to maintain such records for a period of three years after final payment under this Agreement.

O. DVBE Subgrantee Participation and Reporting Requirements

1. In the event the Grantee committed to provide DVBE subgrantee participation for this Agreement, the Grantee shall comply with their DVBE subgrantee participation commitment throughout the term of this Agreement. In the event this Agreement is amended to increase the maximum Agreement amount, the Grantee shall comply with their DVBE subgrantee participation commitment for the additional amount.
2. Upon completion of this Agreement, the Grantee shall download from www.dgs.ca.gov, complete, sign, and submit to OPR with the final invoice for payment a Prime Grantee's Certification - DVBE SubGranting Report (STD 817) certifying all of the following:
 - a) The total dollar amount the Grantee received under this Agreement.
 - b) This Agreement number and the name, address, and certification ID number of all DVBE subgrantees that participated in the performance of this Agreement.
 - c) The total dollar amount and percentage of this Agreement's total dollar amount the Grantee committed to each DVBE subgrantee.
 - d) The total dollar amount the Grantee paid each DVBE subgrantee.
 - e) That all payments under this Agreement have been made to the DVBE subgrantee(s).
 - f) The actual percentage of DVBE participation that was achieved. Upon request, the Grantee shall provide proof of payment for the work.
3. OPR will withhold \$10,000.00 (or the full dollar amount if less than \$10,000.00) from the final payment, until the Grantee complies with the certification requirements above. In the event the Grantee fails to comply with the certification requirements above, the Grantee shall be allowed

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to cure the defect after written notice. Notwithstanding any other law, if, after at least 15 calendar days but not more than 30 calendar days from the date of written notice, the Grantee refuses to comply with the certification requirements above, OPR shall permanently deduct \$10,000.00 (or the full dollar amount if less than \$10,000.00) from the final payment (Military and Veterans Code Section 999.7).

4. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation (Military and Veterans Code Section 999.5; Government Code Section 14841).
5. The Grantee agrees to comply with the rules, regulations, ordinances, and statutes that apply to the DVBE program as defined in Section 999 of the Military and Veterans Code, including, but not limited to, the requirements of Section 999.5(d).

P. Replacement of DVBE Subgrantees

1. Per Military and Veterans Code Section 999.5, a DVBE subgrantee may only be replaced by another DVBE subgrantee and must be approved by the Department of General Services (DGS).
2. The Grantee's failure to seek a substitution and adhere to the DVBE participation level identified in the Grantee's bid (when applicable) may be cause for termination of this Agreement, recovery of damages under rights and remedies due to the DMV, and penalties outlined in Military and Veterans Code Section 999.9; Public Grant Code Section 10115.10, or Public Grant Code Section 4110.

Q. DVBE Subgrantee Invoices

To ensure that DVBE participation is applied correctly, all DVBE subgrantee invoices submitted to the Grantee must include this Agreement number.

R. Incompatible Activities

1. Grantee's staff assigned to perform services shall not:
 - a. Participate in a criminal investigation or prosecution.
 - b. Engage in any conduct that is clearly inconsistent, incompatible, or in conflict with his or her assigned duties under this Agreement, including but not limited to, providing services that could be compensated by OPR.
 - c. Use information obtained performing services under the Agreement for personal gain or the advantage of another person.
 - d. Disclose any confidential information to anyone, including but not limited to: materials labeled as confidential, personal identifiable information, legal and criminal documentation.
 - e. Provide or use the name of persons or records of OPR for a mailing list, which has not been authorized by OPR.

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- f. Represent himself or herself as a OPR employee.
- g. All confidential information obtained during the performance of this Agreement shall be held in strict confidence and shall not be provided to persons not authorized to receive the information.
- h. It shall be the Grantee's responsibility to ensure that all staff assigned to provide services under this Agreement is made aware of and abides by these provisions as stated in this section of Exhibit D, Special Terms and Conditions. If an assigned staff is unwilling or unable to, or fails to abide by these provisions, the staff shall no longer be assigned to perform services in this Agreement and OPR shall not reimburse Grantee for expenditures incurred, including staff salary.

S. Operating Expenses

- 1. The Grantee may charge expenses to various line-item allocations as part of its operating expenses, including but not limited to: rent, utilities, postage, and telephone. Such expenses are generally identified as "direct costs".
- 2. The Grantee shall ensure that expenses that are classified as "direct costs" are not also included in the "indirect cost" or "overhead" categories. Indirect costs are those costs that are incurred for a common or joint purpose or a cost that is not readily assignable to a specific operating expense line-item. OPR reserves the right to deny any expenses that are deemed ineligible by the State.
- 3. The Grantee shall submit, upon OPR's request, a copy of the indirect cost allocation plan demonstrating how the indirect cost rate was established. All costs included in the plan shall be supported by formal accounting records, which substantiate the propriety of such charges.
- 4. The Grantee shall submit requests to the Grant Manager or designee via e-mail for review and prior written approval of any budget modification for line items under the operating expense category such as an increase to rent or offsetting savings from one line item to another.

T. Training-Related Reimbursement

- 1. Grantee shall obtain prior approval from OPR for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop or conference and over any reimbursable publicity or educational materials to be made available for distribution. The Grantee shall be required to acknowledge the support of OPR when publicizing the work under the Agreement in any media.
- 2. All such costs must be disclosed in the Budget of this agreement, include in the amount as stated in Exhibit B, Budget Detail and Payment Provisions. Grantee must submit training requests to the Grant Manager for review and approval prior to taking training. Approval for reimbursement for the requested training is at the discretion of OPR.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

U. Travel Reimbursement

The Grantee shall obtain written authorization via email from the Grant Manager or designee at least five (5) business days prior to any in-state travel for which the Grantee intends to seek reimbursement. Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by CalHR. Current travel rates can be found at:

<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>.

No out-of-state travel is authorized under this Agreement.

V. Record Retention and Examination of California Auditor

For the purpose of determining compliance with GC section 8546.7, the Grantee and any Subgrantees shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the performance of the Agreement, including but not limited to, the costs of administering the Agreement and documents as stated in Exhibit B, Budget Detail and Payment Provisions. All parties shall make such materials available at their respective offices at all reasonable times during the Agreement period and for a minimum of three (3) years from the date the record is created. The State, the State Auditor, or any duly authorized representative of the Federal government having jurisdiction under Federal laws or regulations (including the basis of Federal funding in whole or in part) shall have access to any books, records, and documents of the Grantee that are pertinent to the Agreement for audits, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.

W. Ownership of Work Product and Data – Integrity and Security

1. All work product as a result of the work performed by the Grantee under this Agreement, shall be owned by OPR and shall be considered works made for hire by the Grantee to OPR.
2. All intellectual property rights, ownership and title to all reports, documents, plans, and specifications produced as part of this Agreement will automatically be vested in OPR and no further agreement will be necessary to transfer ownership to OPR. The Grantee shall furnish OPR all necessary copies of data needed to complete the review and approval process.
3. Grantee shall comply with the following requirements to ensure the preservation, security, and integrity of State-owned data on portable computing devices and portable electronic storage media:
 - a. Encrypt all State-owned data in transit and where existing technology enables encryption at rest, stored on portable computing devices and portable electronic storage media. Data encryption shall use cryptographic technology that has been tested and approved against exacting standards, such as Federal Information Processing Standard (FIPS) 140-2 Security Requirements for Cryptographic Modules.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

- b. Encrypt, as described above, all State-owned data transmitted from one computing device or storage medium to another.
- c. Maintain confidentiality of all State-owned data by limiting data sharing to those individuals Granted to provide services on behalf of the State, and limit use of State information assets for State purposes only.
- d. Notify the Grant Manager within 24-hours of any actual or attempted violations of security of State-owned data, including lost or stolen computing devices, files, or portable electronic storage media containing State-owned data.
- e. Advise the owner of the State-owned data and the OPR Grant Manager of vulnerabilities that may present a threat to the security of State-owned data and of specific means of protecting that State-owned data.
- f. Grantee shall use the State-owned data only for State purposes under this Agreement.
- g. Grantee shall not transfer State-owned data to any computing system, mobile device, or desktop computer without first establishing the specifications for information integrity and security as established for the original data file(s).
- h. The Grantee's staff assigned to perform services for OPR must adhere to the following provisions. Staff shall NOT do the following when handle State-owned data:
 - Share individual login ID and password with anyone else.
 - Walk away from their computer without locking the screen (Ctrl+Alt+Delete}.
 - Leave documents with Personal Identifiable Information (PII) unattended on printers or fax machines, or in cubicles, offices or conference rooms.
 - Visit untrusted websites or open any attachments or links from untrusted email.
 - Uninstall or disable anti-virus software and automatic updates.
 - Install any unauthorized or unlicensed software.
 - Plug a mobile phone, personal USB drive or other peripheral device into the network system or desktop computer.
 - Disclose any PII information to unauthorized users.
 - Send any PII via email. Staff should use encrypted email if they must send email containing PII.

X. Economic Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law.

All primary Grants and sub-Grantees, primary Grantees, and sub-awardees, agree that they have reviewed Executive Order N-6-22 and attest that they are in compliance with it prior to

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

submitting their response to a solicitation, and prior to entering into a Grantual or grant agreement.

OPR will check the Office of Foreign Assets and Controls Sanctions List to ensure entities are not listed. Any entity found not being in compliance with Executive Order N-6-22 shall have their offer automatically disqualified, or Grant or grant voided.

By submitting an offer against a solicitation, the Grantee or Grantee represents that the Grantee or Grantee nor any of its sub-Grantees or sub-awardees are not a target of Economic Sanctions.

Should the State determine the Grantee, sub-Grantees, Grantee or sub-awardees are a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Grantee's bid/proposal any time prior to grant execution, or, if determined after grant execution, shall be grounds for termination by the State. See more at the following hyperlink to the online directory:

<https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>.

The EO also directs all agencies and departments that are subject to the Governor's authority to take certain steps, including directing that all state Grantees and grantees with agreements valued at \$5 million or more to report to the agency/department regarding their compliance with economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as sanctions imposed under state law, if any.

If the total value of this Agreement is valued at \$5 million dollars or more, the Grantee or Grantee agrees to provide report on their compliance with these economic sanctions. This report will be submitted on the Grantee or Grantee's official letterhead and will identify the actions they have taken to ensure compliance with these sanctions, and that the Grantee of Grantee has verified that all of their sub-Grantees or sub-awardees, if any, are also in compliance with these economic sanctions.

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Biographies of Key Staff Members

Connecting Neighbors to Neighbors in Foothill Communities Impacted by Wildfire within the Paradise Recreation and Park District (PRPD) and Beyond

The project team consists of the following staff members.

A. District Manager

In June 2017, Dan Efseaff joined PRPD as the District Manager. Dan guides the overall success of the organization. Following the November 2018 Camp Fire, Mr. Efseaff lead the rebuilding effort for the District and has developed innovative community wide protection efforts and worked with partners to develop resiliency programs for the community. He plays a key role in developing strategies for the long-term planning, wildland and wildfire management, and community building. The California Recreation and Park District Association awarded Mr. Efseaff with the 2019 manager of the year for his leadership following the Camp Fire. He has certifications as an Emergency Medical Technician, Nature and Forest Therapy Guide, Sea Kayak Instructor, Whitewater Kayak Instructor, and Wildland Fire Fighter (Red-Card Equivalent). Mr. Efseaff has extensive experience as a wildland and park land manager, riparian restoration ecologist, and leading collaborative conservation efforts. Mr. Efseaff will provide overall management of the program and outreach to other partner agencies.

B. Assistant District Manager

Kristi Sweeney has served as the Assistant District Manager for Paradise Recreation and Park District since October 2019. Before joining the District Ms. Sweeney worked as an Implementation Consultant for a tech company in Portland, Oregon and prior to that as the Executive Director of an educational non-profit with clients based in the US and abroad. Ms. Sweeney has helped secure \$8.2 million in grant awards for the District, manages grant scope deliverables, timelines, budgets, reporting, and reimbursement requests. Perhaps most important, Ms. Sweeney has led public engagement meetings, surveys, site visits, workshops and worked to foster and maintain relationships with other agencies and organizations to better serve residents of the District. Ms. Sweeney will lead public outreach efforts, maintain partner relationships, manage fiscal sponsorship for partners for grant-related projects and/or events, manage grant reporting and reimbursement requests, and support the project team to maintain scope, timelines and budget according to grant contract terms.

Recreation Specialist, Volunteer Coordinator

Sophia Oliverez joined PRPD as a college intern in the spring of 2020 to develop a volunteer program for the District. Upon completion of her internship the District hired Ms. Oliverez to manage the volunteer program, which she has done successfully, developing the volunteer program from nothing into a robust and reliable program serving District land management, recreational programs, and events. Sophia leads various groups ranging from service organizations such as Scouts to individual community members dedicating their time as park stewards to improve and maintain green spaces. Sophia recruits, leads, and follows up with volunteers from start to finish on projects while aligning District goals, and maintains excellent records and metrics of volunteer service. Her experience encompasses knowledge on planning and organizing projects, collaborating with outside organizations, implementing projects (fire

Biographies of Key Staff Members

mitigation/fuel reduction, composting, invasive plant removal, native plant plantings, litter removal, etc.), leading volunteers in the field, providing safety and tool training, project follow up, and tool maintenance. Since joining the District, Sophia's volunteer program has amassed an impressive 5,800 volunteer hours at 10 sites across the District.

Recreation Supervisor

Jeff Dailey has been a recreation and park professional for over 30 years and has spent the last 28 years as a full time Recreation Supervisor for the Paradise Recreation and Park District. His areas of recreational programming have included youth and adult sports, aquatics, special events, camps, and a variety of classes ranging from preschool through adult. He oversees several contracts with community groups and is actively involved with facility rentals and scheduling. Following the 2018 Camp Fire and being the only remaining recreation supervisor at the District, Mr. Daily helped to bring back a wide range of programming to the District. This effort over time has helped to restore a sense of normalcy and pride to the community. Mr. Dailey will assist the project team with event design, logistics, safety planning, and staff management.

Recreation Supervisor

Scott Amick joined the Paradise Recreation and Park District in April of 2020 and has since coordinated grant programs with nearly half a million dollars in grant program funding. Connecting trauma informed, nature-based experiential education with at risk youth, neurodiverse populations, and the general public, Mr. Amick's team has lead over 100 field trips to various sites across the District. In addition to managing these field trips and excursion programs, Scott joined PRPD with event management experience which was quickly put to use. Implementing new events such as the Dive In Movie at the Paradise Pool, Astronomy at the Lake (community kayaking at Paradise Lake followed by an on-shore astronomy tour), Bags and Beans (cornhole tournament and chili cook-off), the Classic Car and Motorcycle Show, the Subaru Sponsored "Subie Special" car show, Polar Paddlefest (a New Year kayak race at Paradise Lake), a drive-in movie theater during the Pandemic when social distancing rules closed down traditional recreational programming, an outdoor Baseball Movie Series which utilized PRPD parks for a free community movie night, the free-to-the-community PRPD 75th Anniversary Celebration (BBQ, live music, ice cream and cake, photo gallery of the District's 75 years of service), and Fall Family Fun Fest, the small but mighty event. Staff have been hard at work bringing new services to the community while supporting the traditional events that the Ridge has become well known for. Mr. Amick will assist this project in event design, marketing, logistics, safety planning, and staff management areas.

Recreation Specialist – Event Coordinator

Kristen Dehart is a newly graduated Chico State student that studied Recreation, Hospitality, and Parks Management with an emphasis in Event Management. Joining the team in October of 2023 she managed the Winter Wonderland Paradise on Ice program while finishing her last months of college. She is excited to assist the execution of all events that Paradise Recreation and Park District Hosts (including those of

Biographies of Key Staff Members

partner organizations), along with creating and executing marketing and social media plans for all events to come. Ms. Dehart supports the project team by creating, planning, and executing events that will foster community cohesion and social bonds, and create life-long memories for residents of the District.

Administrative Assistant II

Sunny Quigley started at the Paradise Recreation and Park District in 2013 as a Recreation Leader working with elementary school children in the District's afterschool program. Ms. Quigley's value to the District was understood quickly and she was promoted into a lead position for both the afterschool program and summer camps. The Camp Fire destroyed the facility used for the afterschool program and summer camp and with the population participating in these programs was reduced by 80%, the District shifted Ms. Quigley to an administrative position, drawing heavily on her skills related to the Natural and Social sciences of her degree. Ms. Quigley has a Bachelor of Science in Geography, with a minor in Anthropology. Ms. Quigley supports the District full-time as a project manager focused heavily on District park expansion utilizing learned GIS technology skills, managing consultants, and assisting with public engagement related to several ongoing District studies and projects. Ms. Quigley has lived in Magalia, an unincorporated area of the District, for more than 20 years, which provides knowledge and connections with the community from years of building relationships with the community, volunteering, and neighborhood resilience training during annual disaster mitigation workshops and events. Ms. Quigley will support the project team with administrative tasks, public outreach, and community event/project implementation and execution.

https://paradisepprd.sharepoint.com/sites/ProjectDevelopment/Shared Documents/2.State/CA_Volunteers/2_RFA-114-Biographies_PRPD_24.0126.docx

DANIEL S. EFSEAFF

1573 Kona Drive | Chico, California 95973
h | 530-891-6301 c | 530-519-6301
danfseaff@sbcglobal.net

Qualifications Summary

Proven leader and environmental professional with over 20 years working in fast-paced environments demanding superior technical expertise, problem solving, and organizational skills. Confident and poised in public presentation settings; experienced working with technical experts and citizens and developing innovative solutions. Enjoy developing effective collaborative teams and partnerships. Expertise in ecological restoration, environmental compliance, and data collection and analysis. Over 10 years of lead executive experience.

Professional Experience and Skills

Administration and Management

I have progressively increased responsibilities and experience with management and the administration of government entities.

- Serves as chief executive for a full-service, independent recreation district that spanned over 170 square miles and serves about 50,000 people in urban and rural settings. Creative and enthusiastic leader that guides the District in successful team leadership, park planning and management, project administration, and development of quality recreation programs. Oversees the efforts of 15 full-time and 125 part-time employees (about 26 FTE).
- Coordinates and develops contracts, requests for proposals, and scope of work for subcontractors, consultants spanning a variety of tasks, including finance, planning, marketing, service, construction, landscaping, maintenance, etc.).
- Negotiated and developed investment plan on a \$47M settlement for the District.
- Oversaw the overhaul of the accounting coding system to improve accuracy and track expenses and revenue by type, program, and location.
- Developed and managed operating and Capital Improvement Project budgets of over \$4 million annually for 2 City Divisions that included over 30 staff members and service contracts. Guided diverse programs related to the management of over 5,000 acres, numerous developed facilities, landscaped areas, and over 35,000 street trees.
- As an Executive Director at the Yolo RCD, I led a well-respected, innovative organization with a staff of 12. Remarkably, as an entrepreneurial and an annual budget over \$1.5 million. Effectively managed multiple projects, partnerships, and deliverables. Trained and mentored staff in project management and technical skills.
- Oversaw CSU Chico Reserves including staff, facilities, environmental compliance, coordination with faculty, and the Reserve Access Management System (RAMS) tracking system.
- Successfully identified and secured over \$7 million in funding for large-scale riparian restoration projects and floodplain studies.

Park Planning and Management

Excellent practical experience applying sustainable, environmental principles and recreation and community goals to park properties.

- Secured funding (over \$5.2M) and overseeing the implementation of a brand new park (Lakeridge in Magalia, CA).
- Developed development plans and oversaw the opening of a 20-acre natural greenway with landscaping, native planting, benches, picnic tables, nature trail, interpretive signs, drinking fountains, bike paths, bridge, parking, etc. Worked closely with a local citizen's group to accommodate neighborhood desires and concerns. The group developed funding to operate and maintain the park.
- Completed the construction of a rural park that included a playground, potable water, parking, nature trail, native plant landscaping, meadow area, and restrooms. The playground has fostered a stronger community and meeting place in this area.
- Designed and developed all aspects of technical, multi-use trails in challenging conditions (steep thin soils, high use) according to a modified approach built on Universal Trail Assessment Process (UTAP), trail building techniques from the International Mountain Bike Association (IMBA), and the Natural Surface Trails by Design Approach (Troy Scott Parker). Developed a system for collection on assessment of trails to establish criteria for objectives and baseline conditions.
- Based on feedback from the local disabled community, developed a trails system signage system (a

nutrition label for trails) to allow park visitors to make their own informed choices on what to expect.

- Managed the planning, design, and implementation of restoration efforts on former gravel mines now converted to parks along Cache Creek.

Conservation Planning and Environmental Compliance

Successful experience with complex projects that require coordination with a variety of state and federal agencies tasked with compliance enforcement.

- Initiated consultation with CDFW and USACE the resultant study brought CSUC into permit compliance and saved the reserves \$80K.
- Evaluated and completed environmental documentation for CEQA/NEPA (categorical exemptions, initial studies, and mitigated negative declarations) and managed Environmental Assessments, Environmental Impact Reports/Environmental Impact Statements. In addition, reviewed CEQA documents as the lead agency representative.
- Secured a Safe Harbor Agreement (SHA) with the U.S. Department of the Interior, Fish and Wildlife Service (Federal Register, Vol. 71, No. 75, Wednesday, April 19, 2006, Notices 20123) for the Valley Elderberry Longhorn Beetle (*Desmocerus californicus dimorphus*).
- Successfully secured a permits for floodplain restoration and flood damage reduction projects. Permits include Encroachment Permits (Central Valley Flood Protection Board and Department of Water Resources), water quality permits (California Water Quality Control Board and US Environmental Protection Agency (USEPA), Section 404 permits (Army Corps of Engineers), Streambank Alteration Permits (California Department of Fish and Wildlife (CDFW), and Incidental Take permits (CDFW, and US Fish and Wildlife).

Natural Resources Management and Ecological Restoration

My experience and education provide a solid theoretical and practical understanding of ecology and implementation of restoration projects.

- Utilized prescribed burns since 2008 as a management tool including complex terrain and conditions on the urban-wildland interface.
- Managed field operations, monitoring, and budget for large-scale projects (over 3,000 acres) riparian and grassland restoration projects in the Sacramento and San Joaquin Valleys. Obtained bids, guided the irrigation design, and installed drip and flood systems on restoration sites.
- Developed native plant material collection protocol, worked with commercial nurseries to develop standards and propagation techniques, and responsible for projecting plant orders for large scale (over 100,000 plants a year).
- Installed biotechnical bank stabilization demonstrations (willow wattles or fascine bundles, brush mattresses, willow wall, etc.) and analyzed and modified several control techniques to local conditions to educate local landowners along Stony Creek.
- Developed management strategies for non-native invasive species (plants and invertebrates) and prescribed a variety of weed control methods, including mowing, burning, grazing, herbicide application, and other cultural practices.
- Designed and installed the initial restoration on the San Joaquin Valley that provided the first documented nesting site (2006) for the Least Bell's Vireo (*Vireo bellii*), a bird extirpated from the Central Valley for 60 years. The creation of habitat for this species was a design target.
- Established one of the first native grass plantings incorporated into riparian restoration at the 110 acre Ord Bend Unit (2000).
- Developed a comprehensive adaptive management program for all organization restoration projects to close the loop between monitoring and management actions.

Partnerships and Collaborative Studies

Led high-profile projects that demanded excellent organization and communication skills to work with the public, as well as a good understanding of the underlying science and political environment. I fostered good relationships with agency contacts, funders, and partner organizations.

- Oversaw the growth of a volunteer program to provide nearly 30,000 hours, over \$175,000 in in-kind services, and initiated a donations program that collect over \$100,000 annually.
- Led an open, science-based, collaborative process (the Riparian Sanctuary Project) to bring together agricultural and conservation interests to developed ecologically sound solutions for river meander, riparian restoration, and pumping plant protection. CALFED funded the second phase of the \$660,000 project as a high priority, directed action.
- Led a high profile project with extensive public outreach and an active 25 member citizen workgroup to

develop a management plan to protect resources while allowing appropriate recreational uses for a 750 acre mitigation bank within City limits.

- Built a collaborative effort with 8 state, federal, and private entities to plan, permit, restore, and provide educational activities at the Del Rio Wildland Preserve.
- Led a comprehensive effort to restore 500 acres, reconnect the flood-plain, reduce flood hazards, and remove fish entrapment hazards associated with gravel mining on the La BARRANCA Unit. The levee removal and restoration of the first 200 acres occurred in 2007.
- Hosted and facilitated faculty field trips, university research activities; and community outreach events.
- Developed a Good Neighbor Policy for restoration projects.

Outreach and Public Meetings

- Primary news contact for organization on parks, tree, and natural resources. Experience with media interviews and news releases with online video, print, radio, and television. Interviewed by media outlets including high profile media such as (CNN, NPR, New York Times, LA Times, Sacramento Bee, etc.). I also served on radio call in shows on KCHO and KQED. Produced dozens of news releases annually.
- Served on Northern California District Resource Advisory Council for the Bureau of Land Management (Term: 2020-2026)
- Managed logo development and the marketing approach for organizations to improve visibility with funders, clients, and citizens.
- Developed agendas and reports for public meetings and hearings under the Brown Act.
- Edited outreach materials, web and social media content, articles, and reports. Developed content for commercial educational multimedia programs.
- Initiated organizational social media presence (Twitter, Facebook, YouTube, and Instagram).
- Conducted workshops on invasive plants, native grass planting, and riparian restoration. Topics include salt cedar (*Tamarisk spp.*) and giant reed (*Arundo donax*) control, biotechnical bank stabilization techniques.
- Hosted public, technical advisory, and citizen workgroup meetings (some as large as 125 people).
- Presented at regional, national, and international conferences including the International Congress of Toxicology, Society for Risk Assessment, Floodplain Management Association, Society for Ecological Restoration, California Native Plant Society, California Native Grassland Association, Riparian Habitat Joint Ventures, and CALFED.

Recreation Management

Practical experience with both leading recreational activities and programs.

- Launched an effort to utilize GIS and US Census data to examine citizen demographics, revenue contribution, and services provided for the District. Part of a larger effort to better match recreational services to population.
- Initiated events to provide fundraising and educational opportunities (National Night Out, gala, auction, fun runs, lunchtime concerts, etc.).
- Developed partnerships and positive public use of troubled park areas.
- Developed new template and edited content and offerings in Recreational Activity Guide.
- Initiated field counts and surveys to provide scientifically sound demographic and park use estimates.
- Trained beginning and advanced raft guides on technical and customer service for University and commercial rafting companies on Class III to V rivers. Facilitated group problem-solving skills for ropes course.
- Certified as an American Canoe Association (ACA) Level 5 whitewater and Level 4 sea kayaking instructor. Apply my organized, creative, enthusiastic, and positive teaching style to teach white-water and sea kayaking students in a variety of settings and classes (paddle stroke clinics, Eskimo rolling, extended trips, sea kayaking instructor courses, advanced surf zone rescue classes). Organized large (up to 50 persons) or complicated (foreign destinations) wilderness trips. Helped develop curriculum for the white-water and sea kayaking programs at Outdoor Adventures, UC Davis.

Fieldwork, Analysis, Reports and Studies

I conducted field and laboratory studies, such as environmental fate, sensitive plant surveys, cattle utilization plots, fish and aquatic invertebrate sampling, and soil sampling. I possess good analytical and writing skills and excellent experience with completing documents on time that meet client needs.

- Develops monitoring plans based on adaptive management to make management decisions using statistical analyses, observations, and performance criteria.

Efseaff Resume

- Proficient in the use of word processing, publishing, project management, spreadsheet, database, statistical, and GIS software.
- Responsible for floodplain management or restoration plans in the Sacramento and San Joaquin Valleys representing over 20 different sites spanning over 3,000 acres.
- Conducted botanical surveys and made recommendations to minimize proposed project impacts on construction and timber harvest projects. Rediscovered a Federally-listed aquatic plant not seen in California since 1928 (see *Fremontia* 25(3): 29-32, July 1997). Developed protocol for surveys, collected baseline data, and prepared a monitoring and management plan. Prepared GIS coverages, digitized geospatial data, and created maps using ARCVIEW and ARCINFO. Rediscovered an additional 6 separate occurrences.
- Completed a thesis on the ecological implications of Fremont Cottonwood and Valley Oak root patterns.
- Authored Adaptive Management programs for riparian projects and monitoring of sensitive plants.
- Incorporated an experimental design into of a 300-acre native grassland and savanna restoration project. The multifactorial design examined plant competition, fertilizer application, and management practices to yield a unique area-survivorship analysis that dramatically increased native plant cover. The project later spawned a graduate-level thesis.
- Used a seine and electro-fished to document anadromous fish use of ephemeral streams. Collected fish and angler data for DFG inland fisheries program.
- Conducted human health and ecological risk assessments on sites in 6 states (including high profile Superfund sites). Interdisciplinary environmental investigations (environmental, chemical exposures and ecological toxicology) required managing up to 10 staff scientists.

Employment Experience

Position	Dates
DISTRICT MANAGER , Paradise Recreation & Park District	2017 - present
WHITEWATER AND SEA KAYAK INSTRUCTOR , <i>various</i> .	1990-present
ECOLOGICAL RESERVES MANAGER , University Foundation, CSU Chico (Appointed, Interim Position).	2017
PARK AND NATURAL RESOURCES MANAGER , City of Chico, Parks, Open Space, Preserves, and Public Landscapes Division and Street Trees Division	2010 – 2017
EXECUTIVE DIRECTOR , Yolo County Resource Conservation District	2008–2010
RESTORATION ECOLOGIST , <i>River Partners</i>	1999-2008

OTHER EXPERIENCE: TOXICOLOGIST, Dames & Moore, Sacramento, CA and Corvallis, OR. PROJECT MANAGER, University Foundation, CSU Chico. ADJUNCT FACULTY, Butte College and Yuba Community College. TECHNICAL WRITER (BIOLOGY), Cyber-Ed. BOTANIST (GS-430-7), US Forest Service, Mendocino National Forest. TEACHING ASSOCIATE, Biology Department, CSU Chico. BIOLOGICAL AID, California Department of Fish and Game. ASSISTANT TOXICOLOGIST, ChemRisk. POST GRADUATE RESEARCHER, Environmental Toxicology, UC Davis.

Education

M.S. (with distinction), Biology, California State University, Chico
 B.S. Environmental Toxicology, University of California, Davis

Honors

Graduate School Project Award	Jim Jokerst Field Botany Award
Representative, Council of Graduate Students	Heritage Club Scholarship
USFS Award for Outstanding Field Work	Vesta Holt Field Studies Merit Award

Professional Affiliations (including past affiliations)

California Native Grass Association	Society for Ecological Restoration
California Native Plant Society	Emergency Medical Technician (EMT #E033508)
California Parks and Recreation Society	Swiftwater Rescue Technician (Expired)
International Arborist Society	ACA Whitewater and Sea Kayak Instructor (#10805316)
National Recreation and Parks Association	
Rotary International	

References available upon request

Kristi Sweeney

71 Sparrow Hawk Ln.
Chico, CA 95928

(530)990-5314
KristiSweeney5886@gmail.com

Qualification for this position is based on 26 years of relevant business administration and project management experience, excellent understanding of budgeting and process improvement for innovation, MBA degree with Finance Emphasis, and applied analytical experience. Strong communication, strategic thinking, diplomacy, and listening competencies. Vast experience in large & small group presentations, technical and grant writing, developing and leading training programs, and multicultural relationship management.

PROFESSIONAL EXPERIENCE

Paradise Recreation and Park District
Assistant District Manager, Paradise, CA

October 2019 – Present

Key Achievements:

- Manage daily internal operations to ensure District policies and objectives are achieved and support staff when they face impediments on progress toward District goals.
- Engage with residents of the District through in-person meetings, workshops, online surveys, and community events to solicit preferences for new park development, existing park improvements, desired programs, classes, activities, and events not currently offered.
- Compile resident engagement responses, rank preferences from most to least requested then follow up with residents at subsequent meetings, workshops, events and publish results to provide a transparent summary of responses.
- Engage with agencies and organizations serving residents of the District to collaborate on projects and programs where shared goals can deliver maximum benefit for residents.
- Write and submit grant proposals with all supporting documentation, ensure grant contract requirements are met, maintain timelines while ensuring deliverables and budget remain within scope, submit timely reports and requests for reimbursement with all necessary documentation.

NAVEX Global
Senior Implementation Manager, Portland OR

July 2015 – January 2019

Key Achievements:

- Assessed and documented client business requirements based on remote client interviews.
- Configured software for clients based on client-specific business requirements.
- Worked collaboratively across all internal business unit teams to procure client system components.
- Managed up to 45 concurrent projects to ensure on-time system deployment for clients.
- Promoted to lead product manager in implementation for a newly released core business product 18 months after hire date.
- Developed internal training program curriculum and course content for new hires and internal team members cross training to new core product.
- Led training for internal team members cross training to new product and/or new hires.
- Analyzed new software versions in queue for release and communicated “Go” or “No Go” decisions to Vice President of Operations.
- Surveyed and interviewed clients during User Acceptance Testing phase to gather feedback, implement changes to configuration, and document upgrades and enhancements required through IT development.
- Worked with IT System Engineers and IT Product Manager to communicate enhancement requests from clients or bugs identified in software.
- Promoted to hiring team committee for new hires of internal team members two years after hire date.
- Trained clients to navigate and successfully utilize NAVEX Global software.
- Successfully supported clients with technical questions or problems via online meeting platforms, phone, email, before Go-Live.

Viridian Sciences, Vancouver, WA
Lead Implementation Consultant

June 2014-March 2015

Key Achievements:

- Studied SAP Business One 9.0, tested and received certification within 3 months of employment.
- Studied and gained proficiency with Crystal Reports to create custom, ad hoc reports.
- Assessed and documented client business requirements based on remote client interviews and onsite visits to observe business operations.
- Configured Viridian Sciences ERP software for clients based on client-specific business requirements.
- Migrated legacy data from existing systems to Viridian Sciences system.
- Wrote User's Guide for Viridian Sciences software.
- Developed a custom training program curriculum and course content for end-users of the software.
- Trained clients in groups of 2 to 8, to navigate and successfully utilize Viridian Sciences software.
- Met with clients during User Acceptance Testing phase to gather feedback, implement changes to configuration, and document upgrades and enhancements required through IT development.
- Successfully supported clients with technical questions or problems via online meeting platforms, phone, email, or onsite post Go-Live.
- Applied knowledge of administrative rules and legislative intent of an Illinois medical program law to write and submit a bid for an Illinois RFP, which resulted in an invitation to present to the State Agency representatives soliciting the RFP.

Association Global View , Chico, CA
Executive Director

July 2001 – June 2014

Key Achievements:

- Researched and analyzed market potential of proposals for new programs.
- Analyzed new program proposals to ensure alignment with organizational mission, policies and objectives.
- Implemented new programs based on positive analysis.
- Hired, trained, managed, and mentored, support personnel, interns, IT staff, and private contractors.
- Coordinated a highly international group of professors, students and executives for collaboration and competition in AGV programs.
- Worked in partnership with instructors to design and implement learning scenarios to generate data for research.
- Performed annual program evaluation to ensure ongoing alignment with organizational mission, objectives and market relevance, including surveying program participants to identify updates and improvements needed.
- Fostered and maintained excellent working relationships with all key stakeholders (professors, students, Board of Directors, as well as government and corporate project partners).
- Applied for and won grants and private funding from donors to support AGV programs.
- Created, monitored, adapted, and amended, as necessary, the strategic plan to accomplish company objectives.
- Created annual organization-wide budgets and analyzed department budgets to ensure consistency with organizational policies and objectives.
- Performed bookkeeping in Quickbooks Pro and coordinated tax preparation with CPA.
- Prepared annual financial statements, report and presentation for Board of Directors meetings.
- Partnered with US and international university professors and students, government agencies and another nonprofit organization (SIFE) to provide import/export advice, identify potential trading partners and organize a tradeshow to demonstrate products for small business owners in the US and Mexico.

Director of Marketing
Association Global View, Chico, CA

June 1996 - July 2001

Key Achievements:

- Worked with Board of Directors and Executive Director to define AGV vision and brand.
- Developed and implemented the strategic marketing plan, marketing campaigns, and design of promotional materials, which generated client base upon which company was founded and maintained.
- Developed and performed presentations for US and international professional and academic audiences.
- Hired, trained, managed, and mentored international sales team.
- Co-created website and developed online instructional support materials for AGV programs.
- Made onsite sales calls across the country and abroad.

EDUCATION

Master Degree in Business Administration – Finance Option
Portland State University 2010, Portland, OR – Graduated with Honors

Bachelor of Arts in Latin American Studies – Spanish Minor
California State University Chico 1996, Chico, CA

SAP Certified Application Associate - SAP Business One 9.0
Certificate ID: 0012206022

RELEVANT TECHNICAL SKILLS

- Microsoft Office: Access, Excel, Outlook, Power Point, Publisher, Word
- Web design: HTML and ASP primarily via Dreamweaver
- Grant Writing
- Technical writing used to create user training guides and job aids
- User training curriculum development
- Online curriculum delivery via Zoom, WebEX, GotoMeeting, Blackboard, WebCT and Website Toolbox
- SAP Business One 9.0 Certified
- Crystal Reports
- SQL queries, database backups and restores
- Quickbooks Pro

VOLUNTEER ACTIVITIES

- Trash/creek cleanup events
- Community garden cleanup and rebuild
- Rotary Club of Paradise volunteer service days for the community
- Tree planting events
- School events

JEFF DAILEY

3157 Middletown Ave
Chico, CA 95973

jdailey@paradisepd.com
530.520.5216

PROFESSIONAL SUMMARY

Accomplished professional with over 28 years of successful recreation program development and administration. Demonstrated success in supervision, innovative programming, and leadership.

SKILLS

Recreation Planning
Budget Management
Sports Coordination

Team Leadership
Administration
Aquatics

Employee Training
Event Planning
Facility Management

PROFESSIONAL EXPERIENCE

Recreation Supervisor

Paradise Recreation and Park District

March 1996 - Current

- Responsible for needs assessment, development, implementation, supervision, and evaluation of recreational programming.
- Areas of responsibility have included aquatics, sports, events, camps, and classes from preschool through adult.
- Provide oversight in the recruitment, training, supervision, and evaluation of program staff.
- Cultivate positive and effective relationships with District staff, local schools, volunteer groups, and community organizations.
- Develop reports and present to District board of directors.

Site Supervisor

Lake Heights Y.M.C.A., Bellevue, WA

September 1992 – June 1994

- Manage and supervise a school based child care site
- Supervise and evaluate staff
- Maintain state child care licensing requirements
- Monitor budget and purchase supplies

EDUCATION

California State University, Chico
Bachelor of Science in Recreation Administration

June 1991

KRISTEN DEHART

☎ 2094957557
✉ Kdehart2817@gmail.com

EDUCATION

California State University , Chico
Graduated in December 2024
BS of Science in Recreation, Hospitality, and Parks
management - Option in Event Management and
Option in Resort and Lodging Management

EXPERTISE

Photography	Microsoft Excel
Adobe Light Room	Poster Design
Adobe Photoshop	Online Organizing
Business Social Media	Canva

RELEVANT EXPERIENCE

Recreation Specialist-Event Coordinator

Oct. 2023 - Present

Paradise Recreation and Park District, Paradise, CA

- Comprehensive understanding of the unique requirements involved in organizing events for diverse audiences.
- Strong ability to engage with the community to understand their preferences and needs for recreational events
- Skills in developing marketing strategies to promote events and increase attendance
- Strong written and verbal communication skills to effectively convey event details and requirements to stakeholders, staff, and volunteers.

Guest Service Representative

Oct. 2022 -Nov. 2023

The Oxford Suites, Chico, CA

- Warmly welcome and greet arriving guests with a professional demeanor.
- Address and resolve guest concerns, complaints, or requests with a focus on guest satisfaction.
- Maintain and update guest records, ensuring accuracy and confidentiality.
- Manage multiple tasks simultaneously, such as answering phones, addressing guest needs, and handling administrative duties.

Server

June 2022- Feb. 2023

Farmers Brewing Company, Chico, CA

- Work collaboratively with other staff to provide a seamless and enjoyable guest experience.
- Explain the brewery's unique offerings and assist guests in choosing the right beer to suit their preferences.
- Assist management in opening restaurant, and demonstrate flexibility with opening process

Senior Server/Barista

May 2020 - May 2021

The Foodie Cafe, Chico, CA

- Provide training and mentorship to new and junior servers, ensuring they understand restaurant policies, service standards, and best practices.
- Handle guest feedback and complaints professionally, seeking opportunities for service recovery.
- Coordinate and oversee special events, private parties, and large reservations, ensuring the smooth and successful execution of each event.

OTHER EXPERIENCE + AWARDS

Recreation, Hospitality, and Parks Society

Aug. 2022-May 2023

Director of Marketing

Directed team on marketing club events, created posters and ads, hosted headshot workshops. Spread word of the RHPM major through social media and tabling.

Alpha Omicron Pi Sorority Aug. 2021-May 2022

Director of Chapter Property

In charge of chapter property and maintaining residents. Historical landmark in Chico with many tenant requirements.
In charge of events relating to chapter property, ensuring safety of attendees.
In charge of set up and take down for all large property events.

Modesto City Schools April 2019

Character compassion award

Awarded for donating over \$30,000 to animal shelters through running a club all 4 years of high school. Club hosted large scale events each year to raise money such as- harvest festivals, car washes. bake sales, and concerts. Most events cost very little to host due to gaining sponsors.

Sophia Munoz-Oliverez

120 Menlo Way Apt. 76 Chico CA 95926 | (530) 586-6010 | sophiaoliverez97@gmail.com

EDUCATION

BACHELOR OF SCIENCE IN RECREATION ADMINISTRATION | CSU, CHICO

- Option: Parks & Natural Resource Management
- Graduation year: May 2020
- GPA: 3.6

MINOR | Managing for Sustainability

WORK EXPERIENCE

VOLUNTEER COORDINATOR | PARADISE RECREATION AND PARK DISTRICT | FEBRUARY 18, 2020 - PRESENT

- Assisted with the maintenance of rural/urban parks, an aquatic park, lake, dog park, horse arena, and trails.
- Supported and supervised volunteer efforts in the parks that included invasive plant removal, debris pick up, maintenance of parks, gardening, conservation work, and much more.
- Prepared news releases, marketing flyers, and other means of publicity such as social media.
- Collected and prepared data for developmental planning projects.
- Collaborated with a variety of staff to get feedback on volunteer program, potential projects, and district goals.
- Developed initial documents for volunteer program that included the volunteer guidebook, release of liability waiver, sign-up sheets, hiring packet, job descriptions, and activity guides.
- Conducted quality programming in all areas of service.
- Developed and maintained cooperative and effective working relationships with patrons, staff, and other program partners.
- Lead field crews on various projects involving fuel reduction, trail work, chipping operations, and landscaping.
- Safely operated a variety of hand and power tools; chainsaws, backpack blower, and brush cutters (string, metal, and triangle trimmers).
- Attended wildfire safety submit 2023.

HERBICIDE APPLICATOR | DEMPSEY VEGETATION MANAGEMENT | AUGUST 2021 – JUNE 2022

- Contract work assisting qualified herbicide applicator with invasives control, integrated pest management, wildland vegetation management, and habitat restoration.
- Herbicide application.
- Plant identification.
- Used a GPS phone to navigate through parks, log hours, and track work.
- Physically demanding carrying 30 pounds maneuvering through poison oak, blackberry thickets, hornets nest.
- Demonstrated safety while working (wore personal protective equipment, appropriately applied herbicide, informed residents of the work being done).

WILDLAND FIREFIGHTER TYPE II | MENDICINO ON CALL PROGRAM | JANUARY 2020 – JUNE 2022 | 5 ASSIGNMENTS

- Performed assignments to develop knowledge of fuels management and fire suppression techniques and practices such as indirect/direct fireline construction.
- Used pumps, hose lays, foam and retardant, safety rules, and fire and fuels terminology.
- Assisted with aircraft support for medical emergency.
- Searched out and extinguished burning materials by moving dirt, applying water by hose or backpack pump, etc.
- Moved dirt, chops brush, or fells small trees to build fireline using various hand tools such as axe, shovel, Pulaski, McLeod and power saws to control spreading wildland fire and to prepare lines prior to prescribed burning.

Sophia Munoz-Oliverez

- Chopped, carried, and piled logging slash.
- Patrolled the fireline to locate and extinguish sparks, flareups, and hot spot fires that may threaten developed firelines.
- Cleaned, reconditioned, and stored fire tools and equipment.
- Conducted oneself in a professional manner by maintaining positive relations with all crew members.

LAND STEWARD 1 | CSU, CHICO ECOLOGICAL RESERVES | SEPTEMBER 30, 2019 – FEBRUARY 14, 2020

- Manual and physical labor performed such as invasive plant eradication, road, trail, and facilities maintenance using compact track-driven equipment and various hand and power tools. Minimal supervision needed when performing duties.
- Naturalized sites where necessary in order to maintain use and prevent resource damage.
- Demonstrated safe efficiency with power equipment: saws, pole saws, and string, metal, and triangle trimmers.
- Participated in preparation work for prescribed burns by cutting brush and moving debris to manually thin vegetation, developed shaded fuel breaks, and laid hoses while using various hose connectors and heads to ensure proper water availability.
- Conducted fire control, prevention, and suppression work by leading prescribed burns using a drip torch.
- Worked safely and independently in remote areas.
- Assisted in cultural and community efforts that included hosting events, programs, and facilitating groups.
- Cleaned and sharpened common hand tools: mcleod, pick axe, shovel, pulaski.
- Safely operated non motor vehicles such as a Kubota and 6-speed motorized vehicles.
- Served as a crew member on range improvement construction and re-vegetation projects (native grasses and plants).

LANDSCAPE ASSISTANT | FACILITIES MANAGEMENT AND SERVICES | CSU, CHICO | AUGUST 2017 - SEPTEMBER 2019

- Worked independently to perform site maintenance that included watering plants, weeding, grubbing, and removing thatch; trimmed and edged lawns, pruned bushes/trees, and waste disposal.
- Changed over 40 trash cans daily.
- Operated utility vehicles and state motor vehicles.
- Operated gas-powered tools: mower, edger, hedge trimmer, weed trimmers, backpack blower.
- Operated common hand tools: shears, loppers, grass/dirt rake, shovel, pitch fork, hand pruning shears.
- Maintained tools by sharpening them when needed and washed equipment after each use.
- Occasionally worked on a crew of 10-12 on major projects such as: laying sod at the Gateway Science Museum, and outdoor graduation logistics.

YCC CREW LEADER | SACRAMENTO NATIONAL WILDLIFE REFUGE COMPLEX | U.S. FISH AND WILDLIFE SERVICE | MAY 20 – JULY 19, 2019

- With minimal supervision, I instructed a crew of 4-10 YCC enrollees that engaged in a wide variety of land resource improvement projects.
- Manual skills and physical effort needed to perform job functions on fish and wildlife habitat, watershed diversion structures, repairing and constructing fences, invasive plant eradication, and road, trail and facilities maintenance.
- Installed and maintained travel signs, regulatory signs and other signs associated with recreational sites, travel management, and safety.
- Provided technical guidance and direction in all phases of field projects to ascertain proper performance and to satisfactorily answer enrollees questions about projects.
- Assigned duties on a rotating basis to ensure an even coverage of experience.
- Maintained a constant alert for unsafe situations at each site to avoid any injuries and performed safety hazard analysis; took or recommended corrective action if needed.

Sophia Munoz-Oliverez

- Assisted in the educational portion of the enrollee's work day by conducting presentations and demonstrations on assigned subjects. Provided direction and information to enrollees at the work site for environmental awareness, and participatory activities.
- Reported crews' hours, work programs, and overall performance evaluations to supervisor.
- Counseled enrollees on personal and/or group matters.
- Responsibly operated federally owned motor vehicles on a daily basis to transport crew and materials.
- Operated and maintained a variety of common hand and power tools: edgers, pole saws, blowers, weed trimmers, shears, loppers, Mcleod, bow saw, t-post pounder.
- Assisted with preparation for field work that included reviewing GPS locations and historical data on valley oaks, and collected new 2019 data on 10 valley oaks (tree growth and mortality as well as height and width).

PARK AIDE | OROVILLE, CA | CALIFORNIA STATE PARKS | MAY 21 - AUGUST 24 2018

- Provided detailed information about recreation opportunities to State Park visitors and explained rules and regulations.
- Patrolled camp grounds and boat launch to ensure that areas were operated, used, and maintained in accordance with state park regulations.
- Staffed park entrance stations: refilled brochures, visitor information, marina fees, and currency drawer.
- Communicated with a wide variety of groups by providing visitors with information about fees and resource management practices, answered any questions volunteers may have, and informed staff of daily shift reports.
- Kept kiosk and check stations clean and orderly.
- Operated utility vehicles and State Park motor vehicles.
- Collected fees and distributed cash back.
- Worked in a fast paced environment in a crew of four.

FIELD SURVEY INTERVIEWER | NATIONAL VISITOR USE MONITORING PROGRAM | CHICO STATE ENTERPRISES | OCTOBER 2017-2018

- Gathered, compiled, and reported data for monitoring and assessing recreational use at multiple different locations according to Forest Service standardized protocol and field procedures.
- Conducted interviews for six-hour periods.
- Inspected recreation areas and performed Job Hazard Analysis prior to set up of survey site.
- Patrolled wilderness and recreation areas to ensure locations were accessible for a pull off location with appropriate signs and traffic cones.
- Assisted in locating sites through the use of GPS and topographic maps.
- Set up traffic counters on roads and retrieved 24 hours later.
- Set up trail cameras on trailheads and retrieved 24 hours later.
- Conducted voluntary traffic stops and recorded data required on interview forms.
- Reviewed all data forms for clarity and completeness prior to leaving site.
- Thorough and proper breakdown of survey site.
- Organized equipment by keeping cones, signs, traffic counters, cameras, and documents neat, clean, and in order.

BAY ATTENDANT | BLUE BEACON | MAY - AUGUST 2017

- Worked in a team atmosphere in order to wash semi trucks and trailers using high pressure sprayers.
- Managed time independently in order to complete each wash in under five minutes.
- Provided customers with quality and efficient service.
- Detailed oriented in order to ensure every truck was washed to the highest standard.

OUTSIDE SERVICE ATTENDANT | THE LINKS AT ROLLING HILLS | MAY - AUGUST 2016

- Provided information to golfers, helped guests with any pace of play issues, and assisted with emergencies on the course.
- Trained new employees in job duties and expectations.
- Ensured golf carts were working properly and performed minor repairs as needed.
- Self-managed to clean and account for all rental clubs, cleaned cart barn, staging area, driving range, and organized putting and chipping green areas.

Sophia Munoz-Oliverez

CASHIER | PETRO TRUCK STOPS | MAY 2015 - AUGUST 2017

- Processed large diesel fuel transactions, handled payments in cash, checks, and credit cards.
- Processed customers' transactions involving merchandise, truck scales, and personal check-cashing while providing excellent customer service.
- Received and sorted company and customers' incoming and outgoing mail/faxes.
- Maintained office files such as deposit and cat scale weight slips.
- Answered phone calls on a regular basis to answer additional questions and direct the phone call to the appropriate department.

COMMUNITY INVOLVEMENT

BUTTE COUNTY PRESCRIBE BURN ASSOCIATION

- Current member since 2019.
- Participated in numerous prescribed/cultural burns, and pile burns in oak woodlands and chaparral habitat to promote various objectives.
- Butte prescribed fire training exchange (TREX) 2021, 2023.
- Plumas prescribed fire training exchange (TREX) 2018, 2019, 2020.

TRADITIONAL ECOLOGICAL KNOWLEDGE | CHICO CA

- Community workdays at Verbena field every Friday.
- Volunteer to learn about indigenous land management concepts and ecological stewardship practices.
- Assisted with habitat pile construction, deer grass transplant, creek restoration, and willow propagation.

NORTH STATE ROOTS | CORNING, CA | SEPTEMBER 2019 – SEPTEMBER 2021

- Currently on a project team of CSU, Chico representatives from different disciplines working with Corning Union High School on the Rogers Ranch project to improve the development and sustainability of 200 acres.
- Work includes developing interpretive material about the ranch to implement a tour, establish a local farmers market, restore creek riparian habitat, and build a regenerative agriculture curriculum.
- Assisting Corning Union High School to develop programs to promote youth development and provide them with a wide variety of skills and experiences for future employment.

CAMP WILDCAT WEEKEND | RED BLUFF, CA | SEPTEMBER 20-22, 2019

- Assisted the Chico States' recreation department on helping the newest Chico State freshmen get out of their comfort zone by providing a safe and judge free zone to network, break barriers, and experience camping.
- Directed and accounted 80 Chico State freshmen to each workshop station, and helped serve breakfast and dinner.
- Leave No Trace presenter for camping 101 station that included discussing the 7 principles of LNT and their importance not only to the natural environment but also in daily activities.

NATIONAL PUBLIC LANDS DAY EVENT | CHICO SEED ORCHARD | 2018

- Designated crew leader
- Inspected recreational area clean-up operations and performed safety hazardous analysis.
- Rebuilt 8-foot ramp leading to manufactured office.
- Took apart and 8 rebuilt picnic tables to stain and paint.
- Laid bark along water trail to renew uneven footing.

SPECIAL OLYMPICS | PV HIGH SCHOOL | CHICO, CA | 2018

- In charge of making 600 lunches for the basketball tournament players.
- Set up included putting out tables and chairs, score boards, water for players.
- Coordinated players game times and directed them to the proper court and cafeteria.

Sophia Munoz-Oliverez

- Ran scoreboard table.
- Informed teams of rules.

DO IT LEISURE | CHICO, CA | 2018

- Valentine's dance set up and take down: tables/chairs, decorated ball room, threw away trash, and cleaned kitchen.
- Organized merchandise counter.
- Assisted individuals at the photo booth and collected money.

CSU, CHICO FIELD SCHOOL WEEKEND | GOLDEN GATE NATIONAL RECREATION AREA, CA | 2017

- Worked alongside Golden Gate National Parks Conservancy in restoring natural areas and creating important wildlife corridors within the Presidio of San Francisco.
- Hiked five miles in total on headland terrain to participate in noxious plant control while carrying tools; weed wrench, backpack, and shovel.
- Assigned camp leader; organized meals, accounted for people and tool, and directed people to assigned working areas.

EXTRACURRICULAR

- Hiking/walking
- Wildlife viewing

COMPUTER SKILLS

- Proficient in Microsoft Office (Word, PowerPoint, Excel)
- Streamline

Sophia Munoz-Oliverez

References

Garrett Spaan
Visitor Services Specialist
Sacramento National Wildlife Refuge Complex
752 County Rd.
Willows CA 95988
(530)934-2801
garrett_spaan@fws.gov

Diane Gutierrez
Director of Social Services
Red Bluff Health Care Center
555 Luther Road
Red Bluff CA 96080
(530) 366-2221
Gutierrez17425@gmail.com

Kristi Sweeney
Assistant District Manager
Paradise Recreation and Park District
6626 Skyway Rd.
Paradise CA 95969
(530) 872 - 6393
ksweeney@paradisepdpd.com

SCOTT AMICK

Successful Experienced Entrepreneurial Leader

CONTACT

209-603-4660
Scottamick_balance@me.com

PROFILE

With 20 years of entrepreneurial experience rooted in personal growth, positive mindset, and business development, Scott will consistently bring his best effort and high energy while executing intentional communication strategies within the goals and systems of any project or organization.

SKILLS

Critical Thinker
Reflective Communicator
Goal Oriented
Team Player
Organization Developer
Systems Analyzer
Humility

EXPERIENCE

Recreation Supervisor, Paradise Recreation and Park District

2020 - Present

Developed and executed recreation programming such as community events, special interest programming, children's summer camps, trauma informed grant programs, field trip programs, and other experiential education. Managed nearly half a million dollars in grant programming.

Youth Programs Director, Odyssey Teams

2017 - 2020

Design, facilitate, and sell programs that range from small groups to groups as large as 1,200. Programs include philanthropic team building, assembly speaking, ropes courses, and custom designed programs. Included community outreach, web and media design, and personnel training and management.

Owner, Advanced Body Dynamics

2012-2017

Design and implement Advanced Biomechanical Video Analysis, physical therapy, and personal training programs.

EDUCATION

*California State University,
Chico* **2011**
Graduate Degree in
Kinesiology

*California State University
Chico* **2008**
BA in Kinesiology



Sunny Quigley

ADMINISTRATIVE ASSISTANT

WORK EXPERIENCE

Administrative Assistant II

Paradise Recreation and Park District (2019-2021)

In my current position, I am responsible for all front desk duties including: handling of money and payments, multi-line phone transactions, email correspondence, facilities reservations, community contracts, daily reports, and patron registration. In addition to front desk duties, I assist supervisors and managers in preparing documents as needed, in researching new acquisitions for facility and technology improvements, in researching properties and cartographic queries, and with community collaboration and correspondence.

I've been trained in employee payroll disbursement, audio/visual updates and usage, and most recently in Board clerk duties for assisting with the Board of Director's meetings and preparation.

Recreation Lead III

Paradise Recreation and Park District (2013-2018)

As a recreation lead, I was responsible for running various youth programs including after-school programs and summer camps. Under direction of the Recreation Supervisor, I created activity and program scheduling, managed other recreation staff, directed youth in active play and passive instruction, communicated with parents and teachers, and handled site and public challenges. In addition to running programs, I assisted the Recreation Coordinator for special events and preschool programs.

Office Clerk / Reservationist and Sales

Paradise Performing Arts Center (2007-2008)

At the PPAC, I was responsible for ticket and reservation sales, venue sales, secretarial duties, handling of monies and payments, artist and Board of Director communications,

ABOUT ME

I'm a competent and creative individual who thrives on taking on new personal and workplace challenges. My strengths are amplified in customer/client communication, technical assistance, and projects that explore the realms of science and nature.

CONTACT INFORMATION

Home/Cell:

530-513-4442

Email:

sunskyedesert@aol.com

Address:

15058 Pinehurst Way
Magalia, CA 95954

REFERENCES

Sherry Belden
Accountant,
Feather River Tribal Health
Phone: 530-227-4790

David Gregory
Political Science Student,
Student Government, CSU Chico
Phone: 530-514-1179

Data Entry Clerk / Quality Assurance Auditor
National Heritage Insurance Company/ EDS
(2000-2004)

I started this job as a temp employee, quickly progressing into full-time work. The position entailed data entry and claim verification for Medicare Part B insurance claims. I advanced into an quality assurance position which included: teaching new employees the data program and the expectations of the position, auditing employees for quality of work within the various programs, and providing customer service to patrons with questions and difficulties with their medical claims.

EDUCATION

Butte College (Ongoing)

Started GIS Certificate program

- Intro to GIS - 4.0

Florida State University

Bachelor of Science in Geography

Minor in Anthropology

Class of 1996

A.C. Moseley High School

Graduated Class of 1993

GPA 4.25

- National Honor Society Scholarship Recipient
- Naval Science Scholarship/Intern Recipient
- Walmart Scholarship Recipient
- Offered full scholarship to New College, Sarasota, FL

SKILLS

Typing: 61 wpm

Data entry: 9132 Gross Key Strokes per hour

District Report**Meeting Date: March 13, 2024**

DATE: 3/5/2024
 TO: PRPD Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Monthly District Report

Monthly Report**1. Updates**

- a. PRPD Word of the Year – Build - District Manager Efseaff sent out a message to BOD and staff earlier this year, the following are excerpts from that message:

Some people know that I pick a focus word of the year. I pick these for myself but in the last couple of years as people find out about it, they also find it helpful to have an organization application.

Last year, I picked the word Balance - As we were striving for equilibrium and moved the District toward some changed to help ensure a more harmonious existence. I felt it important that staff apply it to their personal life as well. We added staff capacity last year and added some benefits like the Employee Assistance Program.

For 2024, I selected Build - We need to construct a strong foundation for the future of the organization and the ridge, piece by piece, with intention and skill. We will build new infrastructure, skills, staff, and processes to allow us to achieve great things.

Thanks for all that you do for the community and organization and let's build something special in 2024.

- b. Concow School Tour- On February 27,2024 at the Recreation and Park Committee meeting, PRPD Staff and the committee met with Josh Peete and Pearl Lankford in Concow to tour the Community Day School and the Concow Elementary School. There was many wonderful spaces available for use and the District hopes to utilize the spaces to partner with other Concow organizations to provide programming to the area. (Figures 1 through 4)

2. Administrative and Visitor Services

- a. Front Office – The Front office is working on getting all the new activities from the Activity Guide into Sportsman, sending out annual contracts to groups using TARC, and creating the new Program Book for the fiscal year.
- b. Workers Comp Update – Admin. Assistant III Sarah Hoffman is in the process of connecting with a new Workers Comp office to send workers to when there are on site injuries, or new hire physical exams.

3. Finance

- a. Routine Reports – Balance Sheet (Attachment A), Year to Date (YTD) Profit & Loss Budget vs. Actual (Attachment B), Monthly Profit & Loss (Attachment C), Investment and Reserve (Attachment D), Meeder Investment (Attachment D), and California Class (Attachment E).
- b. Impact Fees - For the month of February, the District received a total of \$32,534.61 in impact fees.
- c. Investments –
- i. Five Star Bank Interest deposits: Investment Money Market = \$3,266.18 and Grant Money Market = \$2,181.05.
 - ii. Meeder Investment: January \$143,959.65
 - iii. California Class: February \$4,356.41

4. Parks

- a. PRPD Pool - The pump for the pool needed to have some work done to it. The main pump shaft had to be replaced and new seals installed. (Figures 5 through 7)

- b. Bille Park - The lightning storm caused a power surge at the Bille Park upper restrooms, which took out all the lights, so they had to be replaced. (Figures 8 through 11). The high winds also caused trees to fall. The most notable one was in the group picnic area. We were lucky that it was held up by a nearby tree, allowing it to be taken down safely. (Figures 12 through 14)
- c. Horse Arena – The maintenance crews spent two days cleaning and taking down dead trees, making the arena safe and ready for their riding season. (Figures 15 through 18)
- d. Camp Coutolenc – The maintenance crews used the logs from the trees that were taken down from Bille Park to fortify the entrance to Camp. This was much needed do to unauthorized entry into that area, which was causing damage. (Figures 19 and 20)
- e. Overall – The last two months have kept our maintenance staff crews busy. The heavy rains and high winds took a toll on the parks. Without hesitation our maintenance crews went to work removing debris and making sure the parks were safe and clean for all to enjoy.

5. Programs

- a. The Spring and Summer Activity Guide – Staff have sent the Activity Guide to the printer in hopes that printing will be complete by the time this is read at the BOD meeting. Staff are delivering the AG one month earlier than in the previous years since the fire, a huge effort on the part of Kristen Dehart. Please notice the colorful pages, initial demonstration of the Paradise Lake logo, and sponsorship recruitment throughout the guide and on the back cover. Many great ideas were received through staff feedback for the continued improvement of this valuable publication and specifically for our upcoming Fall and Winter AG.
- b. Spring Events – First up this spring will be the Easter Egg Hunt on Saturday, March 30 at the Terry Ashe Recreation Center. The event will feature photographs with the Easter Bunny, the 4-H petting zoo, and the egg hunt. Next up will be the Kid's Free Fishing Day on April 20 at Paradise Lake. A \$5,000.00 grant has been secured through the Butte County Fish and Game Commission to fund the purchase of trout. Three different fish plants are scheduled leading up to the event. The next event to kick off the spring is the Gold Nugget Craft Fair on the weekend of April 27th and 28th. There are currently 30 vendors registered for the fair.
- c. Tiny Tots Preschool – Teacher Lori has been busy this winter running Tiny Tots Monday through Thursday at the Terry Ashe Recreation Center. There are currently 30 children participating. The program will continue through the spring and summer. Other preschool activities include the new Forest Friends program. This new program takes place at Bille Park and will get children exploring and learning about nature through activities and projects. (Figure 21)
- d. Baseball/Softball – Currently three groups are scheduling use at the Moore Road Ball Parks including Paradise Little League, Paradise High School JV Baseball, and the Nuggets travel baseball team. Although the start date has been delayed several times due to rain, they were finally able to get started on February 23. Special thanks go out to PRPD parks maintenance for putting in extra work to get the fields ready.
- e. Outdoor Education for All - All three programs under the umbrella of OEFA had positive progress in February. From a high level, OEFA partners are hoping to host another symposium, like the youth services summit held in 2019, to bring together Experiential Educators and BCOE administration to report program achievements and explore scaling the successful programs across Butte County public and charter schools. Save the dates will go out for May 17th, 2024, soon.
 - i. Elements Youth Advisory Council
 - 1) Skill Share – Participants met to learn about group dynamics, interpersonal communication strategies, and introspective skills that will benefit young people entering professional environments.
 - 2) Clubhouse Meeting – Participants met to discuss the administrative duties, tasks, and responsibilities required by the grant. Welcoming two prospective members, Elements participants enjoyed a peer-prepared meal of shrimp tacos that were very well received.
 - 3) Snow Shoeing Trip to Lassen National Park – A frigid 22 degree drive up to the trailhead quickly turned into a very warm, beautiful trek through the freshly fallen snow from the Kohm Yah-mah-nee visitor center up towards Sulfur Works. Breaking for lunch of a freshly prepared backcountry pizza, drone flying, and avalanche safety education, students were safely back in Butte County with tired legs, red cheeks, and big smiles. (Figures 22 through 23)

- ii. Healing Trauma Through Nature – Staff have been building inclusivity tools such as the Paradise Lake map (Live in room prototype) while also scheduling trips with Mesa Vista School and Butte County Community School. As part of our continued efforts to communicate clearly and to be prepared for unforeseen circumstances, staff have been developing detailed Emergency Action Plans for all field trip related sites in partnership with the administration at each school site. The creation of these plans has been well received by site administration.
- iii. Friends in the Field – Staff have begun networking with Ridge Schools and special needs programs, moving the program focus up from the Skyway from the Pleasant Valley connections that this grant had previously been serving. Staff hope to onboard one Ridge school this year for the FITF program.
- f. Summer Camps – Staff have been working to expand the number of participants as well as the age ranges that our summer camp programming can serve. Here is what they came up with
 - i. Camp Courage – Two sections of Camp Courage will be held this year, each hosting 54 total participants. This will effectively increase the capacity of the camp from 20 in 2023 to 108 in 2024.
 - 1) Kinder Courage – Otters Ages 5 – 7, 18 participants
 - 2) Camp Courage – Bears Ages 8 – 10, 18 participants
 - 3) Camp Courage – Eagles Ages 11 – 15, 18 participants.
 - g. Ridge Hiking Association – This month's hike was snowshoeing at Jonesville. We had a blast experiencing the warm sun, cool snow, and exploring Jonesville. Even though a few of us busted snowshoe straps that didn't stop us. A couple of people brought extra snowshoes to share with others. A few of us pushed ourselves to the limit and felt the burn, but that didn't stop us. After a good hike the In and Out was well enjoyed. (Figure 24)

Next hike - Collapsed mine trail Saturday March 9th, 2024.

6. Outreach

- a. Community Engagement Meeting (BRIC / Buffer Project) – PRPD hosted a public meeting in February to update and inform the community about Wildfire Resiliency Projects and future Buffer Project goals. The presenters were from Toyon Labs, CoreLogic, NHA Advisors, Town of Paradise, and RCAC. The meeting was well attended.
- b. Virtual Community Input Meeting (Yellowstone Kelly Trail) – PRPD is working with the American Ramp Company and the Town of Paradise to update the Yellowstone Kelly Trail. The virtual meeting on March 8th will discuss plans and gather input from the community.
- c. Bille Park Bike Park Survey (Bille Park Enhancements) – This survey, also by the American Ramp Company, has received much interest from the Biking community on the Ridge. The survey closes on March 7th, and results should be available soon.

7. Volunteer Program

- a. Doom the Broom – Community volunteers, California Climate Action Corps, Workability, Butte County Fire Safe Council, and California Conservation Corps all volunteered to doom the broom at Paradise Lake. We removed thousands of broom plants and cleared ~500 feet of trail. (Figure 25)

Volunteer Opportunity – Doom the Broom

Date: March 2, 2024 (First Saturday of the month till May)

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

Location: Crain Memorial Park

- b. Eagle Scout Project – Eagle Scout, Emily Carr, is on the last design phase for the invasive plant guide. There has been a delay in the completion date for the project, but she is working to have it completed by spring 2024. The invasive plant guide will benefit the volunteer program by providing easy, quick, off-line plant identification when we are out in parks. The guide will also be a take-home option to encourage people to continue to lookout for invasives and how they can help mitigate them.
- c. Boys and Girls Club, Teen Center – Staff met with the Club to talk about getting their members out in parks at volunteer opportunities. This summer we plan to bring back the Career Readiness Empowerment Workforce (CREW) program to PRPD. This opportunity will provide youth with job experience, community engagement, and a way to connect to nature through service. The program encourages gratitude, attitude, and confidence to equal

competence. This month staff attended a job preview to provide introductions, PRPD updates, and upcoming opportunities.

- d. Chocolate festival 2024 – Staff attended a chocolate fest meeting as a 2024 beneficiary. We plan to recruit a chocolate fest team of volunteers!

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

8. Project Development

- a. Bille Park LLA Finalized – The Lot Line Adjustment for the Forty Oak Parcel at Bille Park has been finalized. The County sent the Resultant Grant Deed for final paperwork to PRPD.
- b. Project Development Update - With the announcement of the Neighbor-to-Neighbor grant (\$750,000), the District has had a successful run of project development stretching back from 2019 to 2024. While we are eagerly awaiting a couple of big grants, the efforts will pay off over the next 3-4 years with unprecedented levels of outside support for programs and new facilities.

Summary of Project Development (Proposals).

Status	Count	%	Total	%
03-Submitted	4	8%	\$11,219,971	16%
04-Approved	27	51%	\$12,856,410	18%
05-Denied	17	32%	\$36,706,274	53%
06-Not-Submitted	5	9%	\$8,825,000	13%
Total Submitted	53	100%	\$69,607,655	100%

9. Upcoming

- a. Easter Egg Hunt – The Easter Egg Hunt event will take place on Saturday, March 30 beginning at 9:00am at the Terry Ashe Recreation Center.

Photographs



Figure 1. The Concow Elementary School Bell.



Figure 2. The Concow Elementary School Gym



Figure 3. The Concow Elementary School Playground.



Figure 4. Sarah checking if the swings still work.



Figure 5. The pool pump getting a much-needed tune up.



Figure 6. The pool pump getting a much-needed tune up.



Figure 7. Park Maintenance using a tractor to lift the pool pump.



Figure 8. After the recent storm there were several lights that needed fixing at Bille Park.



Figure 9. After the recent storm there were several lights that needed fixing.



Figure 10. Lights after being replaced at Bille Park.

O



Figure 11. Lights after being replaced at Bille Park.



Figure 12. A broken tree at Bille Park.



Figure 13. Maintenance worked on clearing the broken tree to avoid accidents and further broken trees.



Figure 14. Maintenance worked on clearing the broken tree to avoid accidents and further broken trees.



Figure 15. Maintenance clearing trees at the Horse Arena.



Figure 16. Maintenance clearing logs at the horse arena.



Figure 17. After all the logs were cleared.



Figure 18. Theresa Casaulong spreading wood chippings at the horse arena.



Figure 19. Logs from the trees that were taken down from Bille Park to fortify the entrance to Camp.



Figure 20. The fortified entrance to Camp.



Figure 21. Tiny Tots enjoying their Valentines Day Lunch



Figure 22. Snow Shoeing Trip to Lassen National Park



Figure 23. Recreation Supervisor Amick serving up pizza.



Figure 24. Ridge Hiking Association hiking in Jonesville.



Figure 25. Volunteers and other Paradise organizations after clearing broom at Paradise Lake.

Attachments:

- A. Balance Sheet
- B. YTD Profit & Loss Budget vs. Actual
- C. Monthly Profit & Loss
- D. Investment and Reserve
- E. Meeder Investment Report
- F. California Class Report

https://paradiseprpd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2024/2024.0313/2024.0313.BOD.District.Report.docx
3/6/2024

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03/04/24

Accrual Basis

PRPD
Balance Sheet
As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · Mechanics Bank - Operating	280,048.39
1001 · Tri Counties Bank Checking	132,913.45
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	-492,211.72
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	138,488.28
1030 · Investments	
1031 · Five Star Bank Money Market	77,726.69
1032 · Five Star Bank Grant M. M.	687,803.39
1033 · Investment Reserves	
1033.01 · CalPERS 115 Trust	3,767.74
1033.02 · Capital Improvment & Acquisit	9,927,772.67
1033.03 · Current Operations	6,188,404.86
1033.04 · Desig Proj/Sp Use/Grant Match	776,037.94
1033.05 · Future Operations	19,425,948.81
1033.06 · Technology	155,407.58
1033.07 · Vehicle Fleet & Equipment	801,845.48
Total 1033 · Investment Reserves	37,279,185.08
1034 · US Bank (Meeder Investments)	-88,301.51
1035 · Tri Counties Bank	503,674.53
1036 · California Class	4,356.41
Total 1030 · Investments	38,464,444.59
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	15,987.00
1114-2 · Bike Park Fund	1,500.00
1114-3 · Lakeridge Park Donations	3,050.00
1114-4 · Sports Equipment Donations	
1114-41 · Wrestling Mat fund	773.60
Total 1114-4 · Sports Equipment Donations	773.60
1114-5 · Pam Young Fund	1,000.00
1114-6 · Easter Egg Scholarships	4,593.61
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	45,677.49

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Accrual Basis

PRPD
Balance Sheet
As of February 29, 2024

	Feb 29, 24
Total 1100 · Designated Treasury Funds	105,786.75
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	9,910.58
1121 · Park Acqui Unincorp - 2521	43,937.61
1122 · Park Dev Unincorp - 2522	153,366.92
1124 · District Fac Unincorp - 2524	58,387.22
1126 · Park Acqui Incorp - 2526	210,818.43
1127 · Park Dev Incorp - 2527	619,661.13
1128 · District Fac Incorp - 2528	368.19
Total 1119 · Impact Fees	1,096,450.08
Total Checking/Savings	40,261,608.08
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	40,266,665.82
Fixed Assets	
1710 · Land	874,863.19
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)	5,649.00
1810.4 · CIP-OHV Study	3,208.03
Total 1810 · CIP-Planning	179,133.30
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)	207,368.39
1830.3 · CIP-Per Capita Program (PCP)	57,615.38
Total 1830 · CIP-Development	265,563.78
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)	4,486.80
1840.9 · CIP-Rural Rec & Tourism (RRT)	8,559.60

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03/04/24

Accrual Basis

PRPD
Balance Sheet
As of February 29, 2024

	Feb 29, 24
Total 1840 · CIP-Facility & Park Amenities	792,698.88
1850 · CIP-Programs	
1850.1 · North Valley Com Found -HTTN	173.56
1850.2 · Elements Grant (CNRA)	94,640.84
1850.3 · Far Northern Grant (FNRC)	19,023.35
Total 1850 · CIP-Programs	113,837.75
1800 · Construction in Progress - Other	86,521.96
Total 1800 · Construction in Progress	1,541,471.13
Total Fixed Assets	4,922,144.47
Other Assets	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	225,719.00
Total Other Assets	526,041.00
TOTAL ASSETS	45,714,851.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	28,002.58
Total Accounts Payable	28,002.58
Other Current Liabilities	
2100 · Payroll Liabilities	
2120 · Payroll Taxes Payable	-12,258.75
2130 · Health Benefits Payable	-24,340.34
2140 · FSA payable	-821.10
2160 · 457 Retirement Payable	-500.00
2170 · CalPers Payable	41,353.94
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	60,775.56
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	455,039.56
Total Current Liabilities	483,042.14
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	1,041,008.43
Equity	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99

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Accrual Basis

PRPD
Balance Sheet
As of February 29, 2024

	Feb 29, 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	-435,235.07
Total Equity	44,673,842.86
TOTAL LIABILITIES & EQUITY	45,714,851.29

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PRPD

Profit & Loss Budget vs. Actual

03/04/24

July 2023 through February 2024

Accrual Basis

	Jul '23 - Feb 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	70,492.95	103,000.00	-32,507.05	68.4%
4300 · Program Income	188,199.54	314,000.00	-125,800.46	59.9%
4350 · Concession & Merchandise sales	0.00	1,600.00	-1,600.00	0.0%
4400 · Donation & Fundraising Income	24,590.76	75,000.00	-50,409.24	32.8%
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	641,353.84	1,187,200.00	-545,846.16	54.0%
Total Income	1,841,478.18	4,561,800.00	-2,720,321.82	40.4%
Gross Profit	1,841,478.18	4,561,800.00	-2,720,321.82	40.4%
Expense				
5000 · Payroll Expenses				
5010 · Wages & Salaries	1,184,158.12	2,079,700.00	-895,541.88	56.9%
5020 · Employer Taxes	91,720.85	165,900.00	-74,179.15	55.3%
5030 · Employee Benefits				
5030.1 · Retired Health Premium Employer	10,736.42			
5030.2 · Admin Fee for Active	275.42			
5030.3 · Admin Fee for Retired	108.48			
5030 · Employee Benefits - Other	205,244.88	504,300.00	-299,055.12	40.7%
Total 5030 · Employee Benefits	216,365.20	504,300.00	-287,934.80	42.9%
5040 · Workers Comp Expense	151,078.00	97,900.00	53,178.00	154.3%
5060 · Other Personnel Costs	6,543.68	14,400.00	-7,856.32	45.4%
5000 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%
Total 5000 · Payroll Expenses	1,649,865.85	2,862,200.00	-1,212,334.15	57.6%
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	1,093.30	3,400.00	-2,306.70	32.2%
5120 · Program Contract Labor	11,488.90	9,500.00	1,988.90	120.9%
5130 · Program Supplies	31,455.64	36,900.00	-5,444.36	85.2%
5100 · Program Expenses - Other	0.00	0.00	0.00	0.0%
Total 5100 · Program Expenses	44,037.84	49,800.00	-5,762.16	88.4%
5140 · Fundraising Expense	0.00	4,000.00	-4,000.00	0.0%
5200 · Advertising & Promotion	4,190.58	24,500.00	-20,309.42	17.1%
5220 · Bank & Merchant Fees	3,874.12	5,300.00	-1,425.88	73.1%
5230 · Contributions to Others	9,052.00	20,000.00	-10,948.00	45.3%
5240 · Copying & Printing	12,701.46	17,700.00	-4,998.54	71.8%
5260 · Dues, Mbrshps, Subscr, & Pubs	29,567.50	30,000.00	-432.50	98.6%
5270 · Education, Training & Staff Dev	4,464.49	17,800.00	-13,335.51	25.1%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	6,442.33	16,000.00	-9,557.67	40.3%
5284 · Program ET&F	95.25	8,400.00	-8,304.75	1.1%
5286 · Small Tools & Equipment	6,764.70	53,700.00	-46,935.30	12.6%
5280 · Equip., Tools & Furn (<\$5k) - Other	215.71	0.00	215.71	100.0%
Total 5280 · Equip., Tools & Furn (<\$5k)	13,517.99	78,100.00	-64,582.01	17.3%
5290 · Equipment Rental	87,574.59	171,100.00	-83,525.41	51.2%
5300 · Insurance	72,352.00	117,000.00	-44,648.00	61.8%
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	78,787.83	310,000.00	-231,212.17	25.4%
5330 · Professional & Outside services - Other	0.00	0.00	0.00	0.0%
Total 5330 · Professional & Outside services	85,348.11	660,800.00	-575,451.89	12.9%

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PRPD

Profit & Loss Budget vs. Actual

03/04/24

July 2023 through February 2024

Accrual Basis

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Bu...
5340 · Postage & Delivery	414.68	1,500.00	-1,085.32	27.6%
5350 · Rent-Facility use fees	14,774.53	23,700.00	-8,925.47	62.3%
5360 · Repair & Maintenance				
5361 · Building R&M	2,893.65	7,000.00	-4,106.35	41.3%
5362 · Equipment R&M	2,653.96	20,000.00	-17,346.04	13.3%
5363 · General R&M	2,632.33	8,000.00	-5,367.67	32.9%
5364 · Grounds R&M	24,206.79	72,800.00	-48,593.21	33.3%
5365 · Pool R&M	26,153.92	40,000.00	-13,846.08	65.4%
5366 · Vehicle R&M	12,162.48	15,000.00	-2,837.52	81.1%
5367 · Janitorial	8,448.40	13,400.00	-4,951.60	63.0%
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	82,201.59	182,200.00	-99,998.41	45.1%
5370 · Supplies - Consumable				
5372 · Office Supplies	9,921.02	15,000.00	-5,078.98	66.1%
5374 · Safety & staff supplies	5,879.68	15,000.00	-9,120.32	39.2%
5370 · Supplies - Consumable - Other	0.00	0.00	0.00	0.0%
Total 5370 · Supplies - Consumable	15,800.70	30,000.00	-14,199.30	52.7%
5380 · Taxes, Lic., Notices & Permits	8,072.47	8,000.00	72.47	100.9%
5390 · Telephone & Internet	14,148.98	19,800.00	-5,651.02	71.5%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	1,758.84	11,000.00	-9,241.16	16.0%
5404 · Fuel	22,704.92	44,000.00	-21,295.08	51.6%
5406 · Meals	6,673.14	9,000.00	-2,326.86	74.1%
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	31,653.80	66,000.00	-34,346.20	48.0%
5410 · Utilities				
5412 · Electric & Gas	61,589.40	135,700.00	-74,110.60	45.4%
5414 · Water	18,042.41	32,000.00	-13,957.59	56.4%
5416 · Garbage	13,463.63	30,000.00	-16,536.37	44.9%
5410 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 5410 · Utilities	93,095.44	197,700.00	-104,604.56	47.1%
Total Expense	2,276,713.25	4,587,900.00	-2,311,186.75	49.6%
Net Ordinary Income	-435,235.07	-26,100.00	-409,135.07	1,667.6%
Other Income/Expense				
Other Expense				
9999 · Misc. Expense	0.00			
Total Other Expense	0.00			
Net Other Income	0.00			
Net Income	-435,235.07	-26,100.00	-409,135.07	1,667.6%

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03/04/24

Accrual Basis

PRPD
Profit & Loss
February 2024

	Feb 24
Ordinary Income/Expense	
Income	
4200 · Impact Fee revenue	32,534.61
4300 · Program Income	29,906.20
4400 · Donation & Fundraising Income	26.00
4500 · Grant Income	25,975.94
4600 · Other Revenue	2,383.54
4900 · Interest Income	153,764.87
	244,591.16
Total Income	244,591.16
Gross Profit	244,591.16
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	127,120.03
5020 · Employer Taxes	9,849.72
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	24,444.01
	25,880.93
5040 · Workers Comp Expense	0.00
5060 · Other Personnel Costs	567.63
	163,418.31
5100 · Program Expenses	
5120 · Program Contract Labor	1,039.50
5130 · Program Supplies	1,046.23
	2,085.73
5220 · Bank & Merchant Fees	601.30
5230 · Contributions to Others	2,698.00
5240 · Copying & Printing	4,596.36
5260 · Dues, Mbrshps, Subscr, & Pubs	314.95
5270 · Education, Training & Staff Dev	4,417.10
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	163.77
5286 · Small Tools & Equipment	394.91
	558.68
5290 · Equipment Rental	922.00
5330 · Professional & Outside services	
5332 · Accounting	1,365.00
5338 · Other Prof. & Outside Labor	9,155.00
	10,520.00
5340 · Postage & Delivery	204.00
5350 · Rent-Facility use fees	1,560.00
5360 · Repair & Maintenance	
5361 · Building R&M	138.03
5362 · Equipment R&M	31.76
5363 · General R&M	281.91
5364 · Grounds R&M	2,111.20
5365 · Pool R&M	1,771.07
5366 · Vehicle R&M	1,604.59
5367 · Janitorial	22.18
	5,960.74
5370 · Supplies - Consumable	
5372 · Office Supplies	2,112.46

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03/04/24

Accrual Basis

PRPD
Profit & Loss
February 2024

	Feb 24
5374 · Safety & staff supplies	550.37
Total 5370 · Supplies - Consumable	2,662.83
5380 · Taxes, Lic., Notices & Permits	1,428.39
5390 · Telephone & Internet	2,445.82
5400 · Transportation, Meals & Travel	
5402 · Air, Lodging & Other Travel	2.00
5404 · Fuel	2,125.67
5406 · Meals	359.67
5408 · Mileage & Auto Allowance	516.90
Total 5400 · Transportation, Meals & Travel	3,004.24
5410 · Utilities	
5412 · Electric & Gas	4,903.21
5416 · Garbage	1,551.16
Total 5410 · Utilities	6,454.37
Total Expense	213,852.82
Net Ordinary Income	30,738.34
Net Income	30,738.34

**Paradise Recreation & Park District
Investment & Reserves Report
29-Feb-24**

Summary	Maximum	6/30/2023	FY 2023-2024	FY 2023-2024	2/29/2024	Annual
Reserve Funds	Target	Balance	Allocated	Interest	Balance	Funding Goal
CalPERS 115 Trust	500,000	180,648.33	0.00	3,113.76	183,762.10	30,000
Capital Improvement & Acquisition	25,000,000	9,659,983.90	0.00	166,505.17	9,826,489.06	100,000
Current Operations	8,000,000	8,147,587.88	0.00	140,436.62	8,288,024.50	50,000
Designated Project/Special Use/Grant Matching	1,500,000	763,836.35	0.00	13,165.93	777,002.29	50,000
Future Operations	25,000,000	19,095,909.13	0.00	329,148.32	19,425,057.46	100,000
Technology	150,000	152,767.27	0.00	2,633.19	155,400.46	5,000
Vehicle Fleet & Equipment	1,000,000	763,836.35	0.00	13,165.93	777,002.29	75,000
Total Reserves Funds	61,150,000	38,764,569.23	0.00	668,168.92	39,432,738.15	410,000

Detail	FY 2023 - 2024	
Reserve Accounts	2/29/2024	Interest Earned
CalPERS 115 Trust	183,762.10	669.16
Capital Improvement & Acquisition	9,826,489.06	35,782.51
Current Operations	8,288,024.50	30,180.30
Designated Project/Special Use/Grant Matching	777,002.29	2,829.40
Future Operations	19,425,057.46	70,735.07
Technology	155,400.46	565.88
Vehicle Fleet & Equipment	777,002.29	2,829.40
General Operating	2,134,423.02	7,990.51
Sub-Total Reserve Accounts	41,627,070.17	151,582.24
Total Reserve Accounts	37,720,759.73	

Five Star	Beginning Balance	Change	Interest Earned	Ending Balance
Grant Money Market Account	685,622.34	0.00	2,181.05	687,803.39
Five Star Investment Money Market	1,026,738.94	0.00	3,266.18	1,030,005.12
Payroll Interest Checking	40,020.08	(34,563.97)	1.58	5,457.69
Total Five Star	1,752,381.36	(34,563.97)	5,448.81	1,723,266.20

Mechanics	Deposits	Checks/Fees
Checking (as of Jan. 31, 2024)	57,386.04	212,448.72
Total		188.11

Tri Counties	Deposits	Checks/Fees
Money Market (as of Jan. 31, 2024)	502,104.36	1,570.17
Checking	0.00	50,000.00
Total	502,104.36	51,570.17

Total in interest earning accounts	39,713,672.58	155,335.04
Other Investment Income		0.00
Total		155,335.04

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
January 31, 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 January 31, 2024



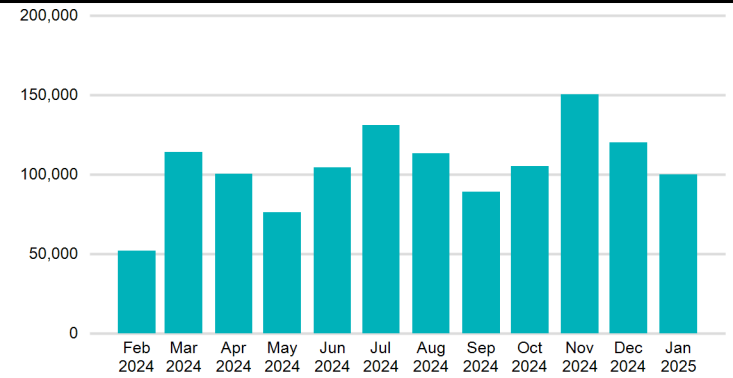
MONTHLY RECONCILIATION

Beginning Book Value	34,659,754.29
Contributions	
Withdrawals	
Prior Month Management Fees	(2,366.19)
Prior Month Custodian Fees	(297.00)
Realized Gains/Losses	37,753.42
Purchased Interest	(1,050.82)
Gross Interest Earnings	109,920.24
Ending Book Value	34,803,713.94

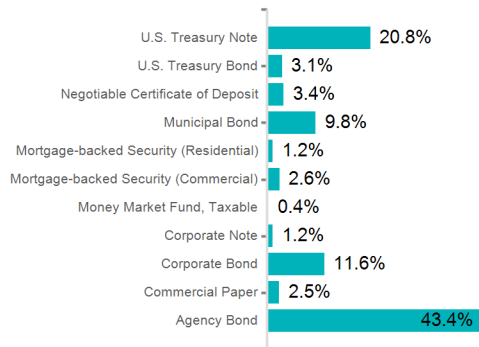
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	4.63%
Portfolio Effective Duration	2.31 yrs
Weighted Average Maturity	2.48 yrs
Weighted Average Life	2.67 yrs

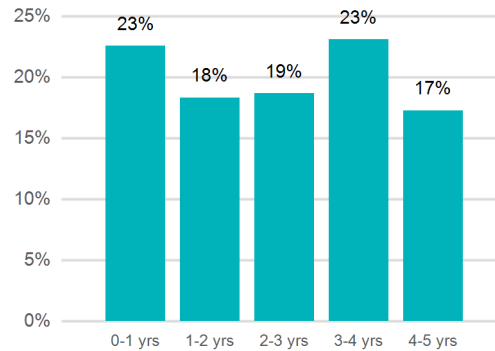
PROJECTED MONTHLY INCOME SCHEDULE



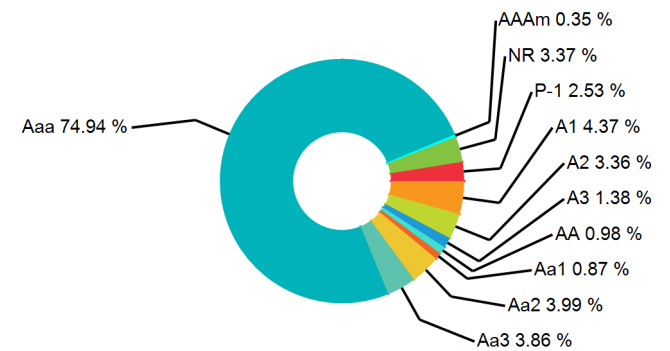
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



Paradise Recreation & Park District - Operating Account

PROJECTED INCOME SCHEDULE

As of January 31, 2024



CUSIP	SECURITY DESCRIPTION	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 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						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

As of January 31, 2024



CUSIP	SECURITY DESCRIPTION	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 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						680					
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				

Paradise Recreation & Park District - Operating Account

PROJECTED INCOME SCHEDULE

As of January 31, 2024



CUSIP	SECURITY DESCRIPTION	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 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	897	851	805	759	713	667	620	573	527	480	432	385
3137BVZ82	Federal Home Loan Mortgage Corporation 3.430% 01/25/2027	1,185	1,154	1,123	1,092	1,060	1,029	997	966	934	902	870	838
3137HAST4	Federal Home Loan Mortgage Corporation 4.850% 09/25/2028	1,718	1,690	1,662	1,635	1,607	1,578	1,550	1,522	1,493	1,465	1,436	1,407
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	1,811						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

As of January 31, 2024



CUSIP	SECURITY DESCRIPTION	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 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		51,998	114,387	100,659	76,156	104,653	131,262	113,276	89,423	105,285	150,570	120,370	100,301

Paradise Recreation & Park District - Operating Account

POSITION STATEMENT

As of January 31, 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
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	1/31/2024 1/31/2024	\$125,628.68	\$125,628.68	\$125,628.68	5.21%	0.003 0.003	\$1.00 \$125,628.68	\$0.00	0.35%	AAAm
SubTotal			\$125,628.68	\$125,628.68	\$125,628.68	5.21%		\$125,628.68	\$0.00	0.35%	
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%	0.455 0.458	\$98.73 \$345,569.00	\$9,215.50	0.97%	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%	0.493 0.497	\$97.68 \$390,736.00	\$20,552.00	1.10%	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%	0.501 0.502	\$97.60 \$419,697.20	\$22,205.20	1.18%	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%	0.619 0.609	\$99.50 \$293,533.85	\$1,165.25	0.82%	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%	0.619 0.609	\$99.52 \$179,143.20	\$640.98	0.50%	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%	0.674 0.664	\$99.63 \$498,131.00	\$1,086.00	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%	0.822 0.820	\$96.33 \$553,914.75	\$29,756.25	1.55%	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%	0.915 0.914	\$96.71 \$435,186.00	\$19,237.50	1.22%	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%	0.945 0.933	\$100.02 \$425,093.50	\$66.30	1.19%	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%	1.030 1.025	\$95.49 \$405,811.25	\$22,185.00	1.14%	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%	1.145 1.145	\$95.44 \$429,466.50	\$22,302.00	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%	1.167 1.164	\$95.35 \$405,237.50	\$20,642.25	1.14%	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%	1.321 1.319	\$94.82 \$426,676.50	\$21,132.00	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%	1.414 1.411	\$94.72 \$402,543.00	\$20,595.50	1.13%	Aaa AA+

Paradise Recreation & Park District - Operating Account

POSITION STATEMENT

As of January 31, 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
3133EM5W8	FFCB 0.680% 09/22/2025	11/7/2022 11/8/2022	\$425,000.00	\$378,304.83	\$378,304.83	4.82%	1.644 1.634	\$94.03 \$399,640.25	\$21,335.42	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%	1.819 1.792	\$95.28 \$476,380.00	\$20,345.00	1.34%	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%	1.860 1.851	\$93.32 \$303,277.00	\$17,342.00	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%	2.074 2.050	\$92.89 \$278,676.00	\$15,507.00	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%	2.093 2.072	\$92.85 \$301,775.50	\$15,440.75	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%	2.115 2.015	\$100.17 \$385,646.80	(\$57.75)	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%	2.364 2.234	\$103.50 \$377,771.35	(\$5,168.40)	1.06%	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%	2.411 2.386	\$91.93 \$344,726.25	\$18,476.25	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%	2.474 2.463	\$91.19 \$273,570.00	\$15,861.00	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%	2.507 2.410	\$96.11 \$296,006.48	\$9,013.93	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%	2.666 2.623	\$91.88 \$284,840.40	\$15,915.40	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%	2.863 2.766	\$96.05 \$350,575.20	\$6,632.05	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%	2.890 2.843	\$92.41 \$323,438.50	\$16,706.90	0.91%	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%	2.948 2.890	\$92.18 \$437,869.25	\$21,356.00	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%	3.005 2.853	\$96.45 \$337,568.00	\$4,483.85	0.95%	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%	3.312 3.228	\$91.80 \$321,286.00	\$14,584.50	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%	3.625 3.396	\$97.47 \$341,148.50	\$7,238.00	0.96%	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%	3.707 3.447	\$98.82 \$133,407.00	(\$1,809.00)	0.37%	Aaa AA+

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742651DZ2	PEFCO 3.900% 10/15/2027	4/28/2023 5/3/2023	\$130,000.00	\$129,792.00	\$129,792.00	3.94%	3.707 3.447	\$98.82 \$128,466.00	(\$1,326.00)	0.36%	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%	3.707 3.447	\$98.82 \$207,522.00	(\$116.55)	0.58%	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%	3.934 3.668	\$99.79 \$469,007.36	(\$6,604.44)	1.32%	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%	4.123 3.796	\$99.38 \$596,298.00	\$1,176.00	1.67%	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%	4.200 3.898	\$97.99 \$538,961.50	(\$4,378.00)	1.51%	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%	4.392 4.062	\$99.45 \$497,240.00	(\$535.00)	1.40%	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%	4.436 4.290	\$90.18 \$450,875.00	\$12,615.00	1.27%	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%	4.608 4.135	\$102.78 \$416,246.45	\$7,066.85	1.17%	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%	4.877 4.450	\$100.68 \$578,881.25	\$1,874.50	1.62%	Aaa AA+
SubTotal			\$16,013,000.00	\$15,028,082.30 \$2,297.81	\$15,030,380.11	4.60%		\$15,461,839.29	\$433,756.99	43.39%	
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%	0.090 0.094	\$99.52 \$437,881.40	\$15,635.40	1.23%	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%	0.370 0.378	\$97.90 \$464,065.91	\$9,967.59	1.30%	P-1 A-1
SubTotal			\$914,000.00	\$876,344.32	\$876,344.32	5.76%		\$901,947.31	\$25,602.99	2.53%	
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%	0.099 0.103	\$99.73 \$299,199.00	\$7,287.00	0.84%	A2 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%	0.167 0.169	\$99.56 \$398,220.00	\$9,692.00	1.12%	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%	0.737 0.732	\$98.07 \$490,360.00	\$10,540.00	1.38%	A3 A-

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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%	0.773 0.770	\$96.74 \$459,534.00	\$18,895.50	1.29%	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%	0.964 0.952	\$99.98 \$499,915.00	(\$1,155.00)	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%	3.277 3.173	\$92.93 \$325,262.00	\$8,634.50	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%	3.340 3.275	\$90.32 \$677,377.50	\$21,352.50	1.90%	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%	3.616 3.416	\$95.51 \$477,525.00	\$4,270.00	1.34%	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%	5.000 4.545	\$100.56 \$502,775.00	\$2,130.00	1.41%	Aa3
SubTotal			\$4,275,000.00	\$4,048,521.00	\$4,048,521.00	4.66%		\$4,130,167.50	\$81,646.50	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%	0.312 0.315	\$99.29 \$421,991.00	(\$3,009.00)	1.18%	A1 A-
SubTotal			\$425,000.00	\$425,000.00	\$425,000.00	5.20%		\$421,991.00	(\$3,009.00)	1.18%	

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%	2.986 1.825	\$97.23 \$486,128.00	\$34.25	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%	4.655 2.385	\$101.65 \$432,002.30	\$20,552.57	1.21%	Aaa AA+
SubTotal			\$925,000.00	\$897,543.48	\$897,543.48	5.22%		\$918,130.30	\$20,586.82	2.58%	

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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
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%	1.482 1.066	\$97.69 \$439,626.15	\$7,907.40	1.23%	Aaa AA+
SubTotal			\$450,000.00	\$431,718.75	\$431,718.75	5.20%		\$439,626.15	\$7,907.40	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%	0.501 0.501	\$97.71 \$415,267.50	\$19,375.75	1.17%	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%	0.959 0.950	\$98.52 \$492,589.00	\$12,019.00	1.38%	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%	1.334 1.321	\$95.70 \$411,514.73	\$14,620.43	1.15%	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%	1.501 1.488	\$94.64 \$378,548.40	\$19,392.40	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%	1.668 1.591	\$101.45 \$202,903.60	(\$1,120.40)	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%	2.501 2.456	\$92.08 \$349,915.02	\$23,472.22	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%	3.044 2.887	\$95.64 \$478,216.50	\$20,151.50	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%	3.501 3.296	\$96.57 \$309,036.48	\$15,586.88	0.87%	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%	3.586 3.430	\$93.15 \$465,760.00	\$25,615.00	1.31%	Aaa
SubTotal			\$3,655,000.00	\$3,354,638.45	\$3,354,638.45	5.10%		\$3,503,751.23	\$149,112.78	9.83%	

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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
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%	1.778 1.712	\$99.99 \$239,983.20	\$523.20	0.67%	
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%	1.797 1.729	\$100.54 \$241,300.80	\$1,780.80	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%	1.800 1.731	\$97.99 \$238,118.13	(\$4,881.87)	0.67%	
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%	1.816 1.748	\$99.47 \$241,712.10	(\$801.90)	0.68%	
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%	3.833 3.521	\$98.46 \$239,262.66	(\$3,737.34)	0.67%	
SubTotal			\$1,209,000.00	\$1,207,494.00	\$1,207,494.00	4.96%		\$1,200,376.89	(\$7,117.11)	3.37%	
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%	2.003 1.937	\$96.98 \$290,941.50	\$8,671.97	0.82%	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%	2.247 2.190	\$96.24 \$312,787.15	\$9,991.25	0.88%	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%	2.247 2.190	\$96.24 \$96,242.20	\$1,531.26	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%	2.332 2.280	\$95.61 \$310,730.55	\$11,502.03	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%	2.332 2.280	\$95.61 \$95,609.40	\$1,781.28	0.27%	Aaa AA+
SubTotal			\$1,150,000.00	\$1,072,833.01	\$1,072,833.01	4.49%		\$1,106,310.80	\$33,477.79	3.10%	
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%	1.540 1.497	\$98.10 \$441,439.65	\$8,332.23	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%	1.707 1.646	\$99.86 \$449,384.85	\$3,357.51	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%	2.751 2.687	\$93.77 \$281,296.80	\$11,484.30	0.79%	Aaa AA+

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912828YQ7	UST 1.625% 10/31/2026	2/13/2023 2/14/2023	\$250,000.00	\$229,013.67	\$229,013.67	4.09%	2.751 2.687	\$93.77 \$234,414.00	\$5,400.33	0.66%	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%	2.792 2.715	\$94.67 \$307,683.68	\$11,603.60	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%	2.792 2.715	\$94.67 \$236,679.75	\$4,716.86	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%	3.164 3.035	\$95.64 \$334,742.10	\$5,988.19	0.94%	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%	3.247 3.107	\$96.27 \$336,956.90	\$4,757.68	0.95%	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%	3.414 3.251	\$97.76 \$342,152.30	\$3,021.44	0.96%	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%	3.414 3.251	\$97.76 \$146,636.70	\$2,578.11	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%	3.499 3.312	\$96.07 \$336,246.05	\$10,349.57	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%	3.499 3.312	\$96.07 \$192,140.60	\$3,835.91	0.54%	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%	3.666 3.395	\$100.61 \$553,351.70	\$580.22	1.55%	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%	3.751 3.479	\$100.62 \$286,759.02	\$189.29	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%	3.751 3.479	\$100.62 \$251,543.00	\$3,466.83	0.71%	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%	3.918 3.660	\$99.80 \$543,893.11	(\$2,554.55)	1.53%	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%	4.003 3.701	\$98.43 \$565,963.88	\$2,418.96	1.59%	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%	4.290 4.037	\$95.95 \$479,726.50	(\$6,093.81)	1.35%	Aaa AA+
91282CHX2	UST 4.375% 08/31/2028	11/14/2023 11/15/2023	\$495,000.00	\$493,839.84 \$4,521.63	\$498,361.47	4.43%	4.586 4.132	\$102.04 \$505,093.55	\$11,253.71	1.42%	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%	4.921 4.520	\$99.46 \$596,765.40	\$2,273.21	1.67%	Aaa AA+

Paradise Recreation & Park District - Operating Account

POSITION STATEMENT

As of January 31, 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 \$5,572.45	\$7,341,482.40	4.13%		\$7,422,869.54	\$86,959.59	20.83%	
Grand Total			\$36,716,628.68	\$34,803,713.94 \$7,870.26	\$34,811,584.20	4.63%		\$35,632,638.69	\$828,924.75	100.00%	

Paradise Recreation & Park District - Operating Account

TRANSACTION STATEMENT

As of January 31, 2024



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Purchase									
Purchase	1/16/2024	1/17/2024	91282CJR3	UST 3.750% 12/31/2028	600,000.00	594,492.19	1,050.82	595,543.01	3.96%
Purchase	1/24/2024	1/29/2024	742718GF0	Procter & Gamble Company, The 4.350% 01/29/2029	500,000.00	500,645.00		500,645.00	4.32%
Purchase	1/23/2024	1/30/2024	742651EA6	PEFCO 4.300% 12/15/2028	575,000.00	577,006.75		577,006.75	4.22%
Total					1,675,000.00	1,672,143.94	1,050.82	1,673,194.76	

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Sell								
Sell	1/16/2024	1/17/2024	91282CER8	UST 2.500% 05/31/2024	425,000.00	410,291.02	420,750.00	10,458.98
Sell	1/24/2024	1/24/2024	62479LDW2	MUFG Bank, Ltd. 04/30/2024	600,000.00	575,920.00	591,302.33	15,382.33
Sell	1/25/2024	1/26/2024	912828B66	UST 2.750% 02/15/2024	475,000.00	462,457.03	474,369.14	11,912.11
Total					1,500,000.00	1,448,668.05	1,486,421.47	37,753.42

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	1/2/2024	1/2/2024	91282CGC9	UST 3.875% 12/31/2027	10,559.38
Interest/Dividends	1/2/2024	1/2/2024	91282CEW7	UST 3.250% 06/30/2027	8,125.00
Interest/Dividends	1/2/2024	1/2/2024	3130AQBD4	FHLB 1.200% 12/30/2024	2,700.00
Interest/Dividends	1/2/2024	1/2/2024	3130AN4D9	FHLB 0.750% 06/30/2025	1,593.75
Interest/Dividends	1/2/2024	1/2/2024	31846V567	First American Funds, Inc.	1,761.33

Paradise Recreation & Park District - Operating Account

TRANSACTION STATEMENT

As of January 31, 2024



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	1/8/2024	1/8/2024	3130AMWV0	FHLB 1.000% 07/07/2028	2,500.00
Interest/Dividends	1/8/2024	1/8/2024	3133EN5N6	FFCB 4.000% 01/06/2028	9,400.00
Interest/Dividends	1/10/2024	1/10/2024	3133ENZ37	FFCB 4.875% 01/10/2025	10,359.38
Interest/Dividends	1/11/2024	1/11/2024	3133ENKG4	FFCB 1.470% 01/11/2027	3,491.25
Interest/Dividends	1/16/2024	1/16/2024	742651DP4	PEFCO 2.450% 07/15/2024	4,287.50
Interest/Dividends	1/16/2024	1/16/2024	20772KAG4	Connecticut, State of 3.230% 01/15/2025	8,075.00
Interest/Dividends	1/16/2024	1/17/2024	91282CER8	Treasury, United States Department of 2.50% 05/31/2024	1,393.44
Interest/Dividends	1/17/2024	1/17/2024	14913R2Y2	Caterpillar Financial Services Corporation 4.900% 01/17/2025	12,250.00
Interest/Dividends	1/22/2024	1/22/2024	3133ELY32	FFCB 0.550% 07/22/2026	825.00
Interest/Dividends	1/25/2024	1/25/2024	3137BLVK1	Federal Home Loan Mortgage Corporation 3.116% 07/25/2025	1,168.50
Interest/Dividends	1/25/2024	1/25/2024	3137BVZ82	Federal Home Loan Mortgage Corporation 3.430% 01/25/2027	1,429.17
Interest/Dividends	1/25/2024	1/25/2024	3137HAST4	Federal Home Loan Mortgage Corporation 4.850% 09/25/2028	1,717.71
Interest/Dividends	1/25/2024	1/26/2024	912828B66	Treasury, United States Department of 2.75% 02/15/2024	5,821.33
Interest/Dividends	1/29/2024	1/29/2024	3136G4G56	FNMA 0.450% 07/29/2024	900.00
Interest/Dividends	1/31/2024	1/31/2024	9128286A3	UST 2.625% 01/31/2026	3,937.50
Interest/Dividends	1/31/2024	1/31/2024	91282CFB2	UST 2.750% 07/31/2027	7,562.50
Interest/Dividends	1/31/2024	1/31/2024	91282CGH8	UST 3.500% 01/31/2028	10,062.50
Total					109,920.24

Paradise Recreation & Park District - Operating Account

TRANSACTION STATEMENT

As of January 31, 2024



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	1/26/2024	1/26/2024	Cash Out	(297.00)
Total				(297.00)
Management Fee				
Management Fee	1/17/2024	1/17/2024	Cash Out	(2,366.19)
Total				(2,366.19)

Paradise Recreation & Park District - Operating Account

STATEMENT DISCLOSURE

As of January 31, 2024



Meeder provides monthly statements for its investment management clients to provide information about the investment portfolio. The information should not be used for audit or confirmation purposes. Please review your custodial statements and report any inaccuracies or discrepancies.

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Paradise Recreation & Park District
6626 Skyway
Paradise, CA 95969

California CLASS

California CLASS

Average Monthly Yield: 5.4395%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01-0077-0001	CC Reserve Fund	1,010,768.30	0.00	0.00	4,356.41	9,041.08	1,010,918.52	1,015,124.71
TOTAL		1,010,768.30	0.00	0.00	4,356.41	9,041.08	1,010,918.52	1,015,124.71



CC Reserve Fund

Account Summary

Average Monthly Yield: 5.4395%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,010,768.30	0.00	0.00	4,356.41	9,041.08	1,010,918.52	1,015,124.71

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2024	Beginning Balance			1,010,768.30	
02/29/2024	Income Dividend Reinvestment	4,356.41			
02/29/2024	Ending Balance			1,015,124.71	



California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
02/01/2024	0.000148976	5.4510%
02/02/2024	0.000446835	5.4514%
02/03/2024	0.000000000	5.4514%
02/04/2024	0.000000000	5.4514%
02/05/2024	0.000148944	5.4514%
02/06/2024	0.000148843	5.4476%
02/07/2024	0.000148742	5.4439%
02/08/2024	0.000148606	5.4390%
02/09/2024	0.000446043	5.4417%
02/10/2024	0.000000000	5.4417%
02/11/2024	0.000000000	5.4417%
02/12/2024	0.000148672	5.4414%
02/13/2024	0.000148685	5.4419%
02/14/2024	0.000148484	5.4345%
02/15/2024	0.000148334	5.4290%
02/16/2024	0.000594416	5.4389%
02/17/2024	0.000000000	5.4389%
02/18/2024	0.000000000	5.4389%
02/19/2024	0.000000000	5.4389%
02/20/2024	0.000148465	5.4338%
02/21/2024	0.000148439	5.4329%
02/22/2024	0.000148458	5.4336%
02/23/2024	0.000444978	5.4287%
02/24/2024	0.000000000	5.4287%
02/25/2024	0.000000000	5.4287%
02/26/2024	0.000148458	5.4336%
02/27/2024	0.000148489	5.4347%
02/28/2024	0.000148564	5.4374%
02/29/2024	0.000148566	5.4375%

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.**