



# Paradise Recreation & Park District

Agenda Prepared: 8/26/2024  
Agenda Posted: 8/26/2024  
Prior to: 5:00 PM

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## NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

**Committee:** Finance Committee (*McGreehan/Rodowick*)  
**Date:** Tuesday, September 3, 2024  
**Time:** 2:00 PM  
**Location:** Terry Ashe Recreation Center, Room A

Notice:

The public may submit comments prior to the meeting via email to [bodclerk@prpd.com](mailto:bodclerk@prpd.com) before 1:00 p.m. on the day of the meeting and they will be read into the record.

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**AGENDA:**

- The Committee will meet to:
1. Review PATCH Funding Proposal
  2. Review County Check Request

[https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_Committee.Finance/2024/FC\\_24.0903/FC\\_24.0903.Agenda.docx](https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/2024/FC_24.0903/FC_24.0903.Agenda.docx)



DATE: 8/26/2024  
TO: Finance Committee  
FROM: Sarah Hoffman, Board Clerk  
SUBJECT: PATCH Funding Proposal

**Report in Brief**

PATCH is looking for funding to help fund a Community Needs and Market Opportunities Assessment for a Collaborative Arts and Cultural Center in downtown Paradise. PATCH will be presenting a proposal to the Finance Committee in hopes of taking the proposal to the full Board.

**Recommendation:** Give direction to staff.

**Attachments:**

- A. MOU between PATCH and PRPD

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_Committee.Finance/2024/FC\\_24.0903/BOD.PATCH.Funding.Report.24.0826.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/2024/FC_24.0903/BOD.PATCH.Funding.Report.24.0826.docx)  
8/26/2024

**2024 MEMORANDUM OF UNDERSTANDING  
BETWEEN THE PARADISE RECREATION AND PARK DISTRICT AND  
PARADISE ARTS, THEATRE, AND CULTURE HUB**

This Memorandum of Understanding (“MOU”) is executed on the date last set forth below opposite the parties’ signatures by and between Paradise Arts, Theatre, and Culture Hub, a California nonprofit public benefit corporation (“PATCH”) and Paradise Recreation and Park District, a California recreation and park district (“PRPD”) and is based upon the following facts:

A. In December 2020, several organizations – including PRPD – entered in a year-long process to explore potential collaboration to co-locate on a common campus in or near the developing walkable downtown of Paradise and to explore event options. The collaboration is now called the Paradise Arts, Theatre & Culture Hub (PATCH). Each participating organization is represented by one member on the PATCH Board.

B. PATCH has identified a general location and size (a minimum of two acres in or very near the proposed walkable downtown of Paradise), and initial programming needs dedicated space for the Theatre on the Ridge and Norton Buffalo Hall performances, Gold Nugget Museum exhibits and functions, Paradise Arts Center gallery and workshop space, and areas for Mechoopda cultural engagement.

C. Parks and Recreation districts are proven valuable partners for arts and culture-oriented projects and programs across California.

D. Over the decades, PRPD demonstrates the ability to work well with partners to deliver community programs, events, and develop parks and facilities.

E. PRPD can also accept funds from Government grant programs and other funding sources that PATCH may not have access to. PRPD can accept donations and contributions with the same tax advantages as non-profits. On the other hand, non-profit organizations are adept at developing private contributions and private grants. Therefore, as a grant-seeking partnership, PATCH and PRPD can become an irresistible grantee to a wide array of foundations.

F. A collaboration would mean that PATCH can help PRPD fulfill its objectives for community recreation through engagement in the arts, while PRPD can provide PATCH with potential

programs and ability to manage facilities or expertise in those areas. Both entities have strengths and resources to offer. For example, PRPD can access information from other districts, and has a substantial public presence through its activity guide, flyers, website, and social media. Each PATCH member brings a roster of events – theatrical productions and concerts, art workshops and gallery events, museum exhibits and lectures, tribal teach-ins and cultural displays and celebrations, etc.

In consideration of the foregoing facts, the following terms, and conditions PATCH and PRPD agree as follows:

1. **Term.** The term of this MOU shall commence March 1, 2024, and conclude by December 31, 2025, with the option of a 1-year extension. Either party may terminate this MOU without cause with a written 30-day notice.
2. **Coordination of and Collaboration on Events.** PATCH and PRPD will explore opportunities for jointly beneficial promotion, planning, and execution of events. This may provide experience with how to coordinate joint efforts, benefit the community, and draw attention to fund raising efforts.
3. **Feasibility Report.** Before the expiration of the term of the MOU, PATCH and PRPD will compile the information required and develop a report to consider the steps to move forward with collaboration. This written report (“Report”) will explore and provide recommendations on the following and be submitted to PATCH and PRPD boards. The Report will address (but not be restricted to) the following topics:
  - a. Describe Roles and Responsibilities and Identify Additional Collaborators
  - b. Define the Citizens and Organizations Potentially Served
  - c. Identify Criteria and Explore Facility Needs and Site Location(s)
  - d. Develop Designs to Meet Local Demand and Programming Efforts and Detail any Construction Tasks
  - e. Outline the Long-Term Ownership and Management
  - f. Identify and Quantify Funding Mechanisms for Construction

- g. Develop Revenue Streams (including lease rates) and a Business Plan for Operations
- h. Describe the Coordination and Collaboration of Individual and Joint Programs and Events, and
- i. Develop Recommended Next Steps

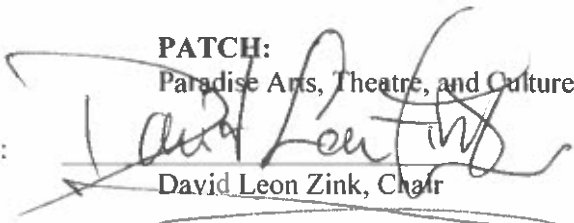
The main point of the Report is to aid PATCH and PRPD to make informed decisions on the next steps with sufficient information to explore a financial sustainable approach that meets mutual needs of the organizations and the benefit of citizens of the Greater Ridge Area. The information may also provide a framework to detail the financial details, and mechanisms that would be required to operate a campus with multiple partners and public uses and to better coordinate programming and event efforts and new joint ventures.

4. **Development of a Follow-up Agreement.** If PATCH and PRPD agree to pursue a joint effort, a more detailed agreement shall be prepared that considers the recommendations and information above for consideration by PATCH and PRPD.

Executed at Paradise, California on the dates set forth below opposite the parties' signatures below.

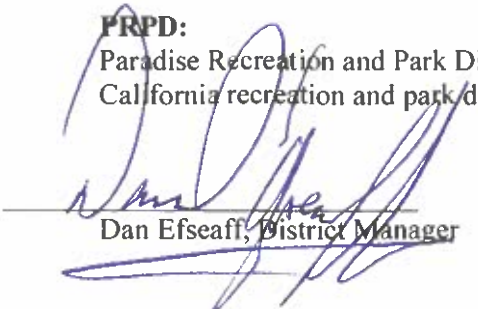
2/21/2024

**PATCH:**  
Paradise Arts, Theatre, and Culture Hub

By:   
David Leon Zink, Chair

1/1

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

By:   
Dan Efseaff, District Manager

10/10/10

## County Check Requests

### Check Photo Request

To request a copy of a cashed check you will need to make a request to the County Treasury.

Open the “Copy of check photo request form Special Districts” in Excel. Fill in the “Date” and “Requested by”.

CHECK PHOTO REQUEST FORM				
				DATE:
Email To: <a href="mailto:TR@buttecounty.net">TR@buttecounty.net</a>				
Or Fax: 538-7648				
Phone: 552-3730				
To: Treasurer's Office				
REQUESTED BY:		DEPARTMENT: Accounting		
PHONE: 530.872.6393				
Please obtain copies of the following checks. IMPORTANT: COMPLETE ALL INFORMATION				
Ten Digit Check Number		PAID DATE	AMOUNT	
-				
-				
-				
-				
-				
-				
-				
-				

Next fill in the check number. The first four numbers will always be 2510. The “Paid Date” is the date on the check. Enter the amount of the check in the “Amount” box. You can request more than one copy at a time.

Ten Digit Check Number		PAID DATE	AMOUNT	
2510	-	055959	08/18/23	\$ 184.35
-				

When you have finished filling out the form, save the file under Check Photocopy X/X/XX (Date). Then email the file to TR@buttecounty.net. They will email you back a copy of the check or tell you the check has not been cashed yet.

You have completed Check Photo Request.

## Stop Payment on Checks

### Voiding Checks

To void a check, you must have possession of the check and it must have been submitted in Positive Pay. Open Void Check Certification Form.pdf.



Office of the Auditor-Controller

Graciela Gutierrez, Auditor-Controller

25 County Center Drive Ste. 120  
Oroville, California 95965

T: 530.552.3600  
F: 530.538.7693

[buttecounty.net/auditor](http://buttecounty.net/auditor)

#### Void Check Certification Form

Date: \_\_\_\_\_ Fund Number: 2510

Requested By: \_\_\_\_\_

Payee(s): \_\_\_\_\_

Check Number(s): \_\_\_\_\_

Check Amount(s): \_\_\_\_\_

Reason for Void(s):

I certify under penalty of perjury §118 PC, that the above is true and correct and that all physical check(s) listed have been destroyed.

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Fill in the "Date" with today's date. "Requested By" your name. "Payee(s)" is the name on the check. "Check Number(s)" should be the last six numbers on the check. "Check Amount(s)" is the amount of the check. Give a brief description why you want to void the check(s) in the "Reason for Void(s)".



You can list multiple checks on one form by separating the names, check numbers, check amounts, and reasons with a comma.

Payee(s): Foothill Mill & Lumber, Kayla Wells, Charles [REDACTED]

Check Number(s): 2510056945, 2510056951, 2510056975

Check Amount(s): 46.92, 112.00, 440.73

Reason for Void(s):

Foothill - overpayment Kayla - Last name is incorrect, need to reissue Charles - Printer missprinted and printed two checks
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Type in your name and title on the "Print Name" and "Title" lines. Print the form and sign it on the "Signature" line.

Once the form is completed and signed. Scan it and the check(s) you are voiding. You need to email the everything to the Butte County Auditor's office at [AUD-SpecialDistricts@buttecounty.net](mailto:AUD-SpecialDistricts@buttecounty.net). Once you are notified that the checks have been cancelled, you can reissue the checks if needed.

You have completed Voiding Checks.

## Lost or Damaged Check

For checks that were lost, stolen, or damaged you will need to open the Declaration of Lost or Destroyed Check.pdf file.

### DECLARATION OF LOST OR DESTROYED CHECK/WARRANT

Check/Warrant Information: (To be completed by issuing agency)

Check/ Warrant Number \_\_\_\_\_  
Dated \_\_\_\_\_  
Amount \_\_\_\_\_  
Payee Name \_\_\_\_\_

Fact of loss or destruction of warrant: (to be completed by declarant only):

Please Check One:

- Lost  
 Destroyed  
 Stolen  
 Never Received  
 Other (Please Explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct.

Executed at \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Declarant \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

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

Butte County Auditor-Controller  
25 County Center Dr. Suite 120  
Oroville, Ca 95965-3383

(Government Code Section 29851 and C.C.P Section 2015.5)

You will fill in the top portion of this form. The 10-digit check number, "Date" is the date on the check, amount of the check, and to whom the check is written to.

### DECLARATION OF LOST OR DESTROYED CHECK/WARRANT

Check/Warrant Information: (To be completed by issuing agency)

Check/ Warrant Number 2510055095  
Dated 1/20/23  
Amount 150.00  
Payee Name Pumped Coffee

The remainder of the form should be filled out by the declarant (person in which the check was written). Check one of the boxes to indicate what happened to the check. "Declarant" is the person's name. Their address and phone number are needed. They must sign on the "Signature" line.

Fact of loss or destruction of warrant: (to be completed by declarant only):

Please Check One:

- Lost
- Destroyed
- Stolen
- Never Received
- Other (Please Explain)

NEVER CASHED,

I declare under penalty of perjury that the foregoing is true and correct.

Executed at PARADISE, California, this 13TH day of NOVEMBER, 2023

Declarant [REDACTED]

Mailing Address [REDACTED]

Phone Number [REDACTED]

Signature: [REDACTED]

(Government Code Section 29851 and C.C.P Section 2015.5)

**Butte County Auditor-Controller**  
**25 County Center Dr. Suite 120**  
**Oroville, Ca 95965-3383**

Once the form is completed, you will need to scan it and email it to the Butte County Auditor's office at AUD-SpecialDistricts@buttecounty.net. Once you are notified that the check has been cancelled, you can reissue the check.

You have completed Lost or Damaged Checks.