



**Paradise Recreation and Park District
Board of Directors - Regular Meeting**
Terry Ashe Recreation Center, Room B
Wednesday, July 13, 2022, 6:00 pm

The public may listen to this meeting via computer or telephone. Please use the link to join the webinar: <https://us02web.zoom.us/j/84518561101?pwd=TXRZdUNPTk5MNFM1SWdvdzlmZENUQT09> Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose), +1 346 248 7799 US (Houston), or +1 253 215 8782 US (Tacoma).
Meeting ID: 845 1856 1101 Password: 6626

The public may submit comments prior to the meeting via email to BODclerk@paradisepdpd.com before 1:00 p.m. on the day of the meeting and they will be read into the record. Members of the public may comment on Agenda items at the time the item is presented. Speakers may comment on items not listed on the Agenda under Public Comment. Comments should be limited to a maximum of three (3) minutes. State Law prohibits the PRPD Board of Directors from acting on items not listed on the agenda. Please notify the meeting clerk prior to the start of the meeting if you wish to be heard.

1. CALL TO ORDER

- 1.1. Pledge of Allegiance
- 1.2. Roll Call
- 1.3. Welcome Guests:
- 1.4. Special Presentations:

2. PUBLIC HEARING – FINAL BUDGET

OPEN PUBLIC HEARING

At this time the PRPD Board of Directors will open the Public Hearing for public comment and discussion concerning the Fiscal Year 2022-2023 PRPD final budget.

PUBLIC HEARING PROCEDURES

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

CLOSE PUBLIC HEARING

- | | | |
|----|---|---|
| 1. | Staff recommends that the PRPD Board of Directors adopt Resolution #22-07-1-512 adopting the Fiscal Year 2022-2023 final budget for Fund 2510 in the amount of \$3,756,100; and funds as detailed in Exhibit B, or postpone adopting the final budget until a later date. | Action Adopt
Postpone
Final Budget |
| 2. | Staff recommends that the PRPD Board of Directors adopt Resolution #22-07-2-513 adopting the 2022-2023 PRPD General Reserves of \$37,987,561. | Action |

3. PUBLIC COMMENT

4. CONSENT AGENDA

- 4.1. Board Minutes: Regular Meeting of June 8, 2022
- 4.2. Correspondence: None

- 4.3. Payment of Bills/Disbursements (Warrants and Checks Report)
Check #054023 – 054131 & ACH Payments
- 4.4. CEQA for Bille Park Enhancement - Staff seek Board acceptance of the Billie Park Enhancements Initial Study as required under the California Environmental Quality Act (CEQA). **Recommendation:** *Accept the Bille Park Enhancements Initial Study and authorize the District Manager to sign the Mitigated Negative Declaration on behalf of the District*

4.5. Information Items: Conflict-of-Interest Code

5. COMMITTEE REPORTS

- 5.1. Finance Committee. – The Finance Committee met on June 16, 2022, and discussed Meeder Public Funding, reviewed the Fiscal Year (FY) 2022-2023 Budget, reviewed the Salary Scale, and in Closed Session things 19 Salary and Wage Negotiations were discussed.
- 5.2. Personnel Committee. – The Personnel Committee met on June 21, 2022, to discuss Salary and Wage Negotiations in Closed Session.

6. OLD BUSINESS

- 6.1. Consideration of Investment Management. – On June 16, 2022, the Finance Committee reviewed materials and staff recommendation related to the opening of an account with *Meeder Public Funds (Meeder)* to manage a portion of PRPD investment funds. **Recommendation:** *The Finance Committee recommends approval of the agreement with Meeder to manage a portion of District investment funds and establish a custodial bank account at US Bank for associated transactions.*
- 6.2. Fiscal Year (FY) 2022-2023 Employee Salary Scale. – The BOD will consider approving the revised employee salary scale for the Fiscal Year 2022-2023. Both the Finance and Personnel Committees have reviewed and recommend BOD adoption. **Recommendation:** *Approve as presented.*

7. NEW BUSINESS

- 7.1. Resolution #22-07-3-514 – Appropriation Limit – The PRPD Board of Directors will consider adopting the resolution setting the District Appropriation Limit for Fiscal Year 2022-2023 as presented. **Recommendation:** *Approve resolution as presented setting the District Appropriation Limit at \$4,479,213.00 for Fiscal Year 2022-2023.*

8. REPORTS

- 8.1. District Report
- 8.2. Board Liaison Reports

9. CLOSED SESSION

- 9.1. The Board will meet in Closed Session pursuant to California Government Code: 54957.6, Employee Salary and Wage Negotiations.

10. BOARD COMMENT

11. ADJOURNMENT

Adjourn to the next regular meeting on 8/10/2022 at 6:00 p.m., in Conference Room B, at the Terry Ashe Recreation Center (6626 Skyway, Paradise, California).



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

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.

6/30/2022 REVISION

Paradise Recreation and Park District 2022-2023 Budget and Financial Report



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Board of Directors

Al McGreehan	Chairperson
Steve Rodowick	Vice Chairperson
Mary Bellefeuille	Secretary
Robert Anderson	Director
Dennis Ivey	Director
Dan Efseaff	District Manager

I. BUDGET OVERVIEW

A. Introduction

Paradise Recreation & Park District (PRPD) Staff respectfully submits the Fiscal Year 2022-23 budget for our Board of Directors (BOD) review and consideration.

At the May 23, 2022, Special Meeting, the BOD reviewed a Preliminary budget and set the Notice of Public Hearing for the July Board meeting. Staff posted the Notice of Public Hearing on the District's web page, the local newspaper, and at three public facilities within the District (Terry Ashe Recreation Center, Paradise Town Hall, Magalia Post Office).

The budget reflects our best estimate with uncertainty associated with the continuing repercussions of the Camp Fire, the COVID-19 pandemic, and high rates of inflation and economic uncertainty. The District will be watching revenue and expenditures carefully in FY 2022-23. However, in comparison to past years, we enter this year with more trends to calibrate our budget estimates.

B. Minimum Budget Requirements of California Special Districts

California Code (Section 61110) provides the minimum information required of Districts; these may be summarized as follows:

(a) On or before July 1 of each year (for districts using a biennial budget the process is a little different and tied into every other year), the board of directors may adopt a preliminary budget that conforms to generally accepted accounting and budgeting procedures for special districts.

(b) The board of directors may divide the preliminary budget into categories, including, but not limited to, the following:

- (1) Maintenance and operation.
- (2) Services and supplies.
- (3) Employee compensation.
- (4) Capital outlay.
- (5) Interest and redemption for indebtedness.
- (6) Designated reserve for capital outlay.
- (7) Designated reserve for contingencies.

(c) On or before July 1 of each year, the board of directors shall publish a notice stating:

- (1) Adoption of a preliminary budget or that the general manager has prepared a proposed final budget which is available for inspection at a time and place within the district specified in the notice.
- (2) The date, time, and place when the board of directors will meet to adopt the final budget and that any person may appear and be heard regarding the budget or additional budget items.

(d) The board of directors shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation in the district.

(e) At the time and place specified for the hearing, any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

(f) On or before September 1 of each year, the board of directors shall adopt a final budget that conforms to generally accepted accounting and budgeting procedures for special districts. The general manager forwards a copy of the final budget to the county.

C. Budget Calendar and Process

Several steps involve the development of the budget (Table 1). The budget is 2-3 weeks behind the proposed calendar. Staff anticipates completion at the July 13, 2022, BOD Meeting.

Table 1. Proposed Paradise Recreation and Park District 2022-23 Budget Calendar.

Proposed Date	Milestone
1/28/2022	<ul style="list-style-type: none"> Budget planning kick-off meeting
2/04/2022	<ul style="list-style-type: none"> Develop Budget Framework Supervisors' Fixed Asset request to Manager
2/09/2022	<ul style="list-style-type: none"> Mid-year budget review report presented to the Board of Directors
3/04/2022	<ul style="list-style-type: none"> Supervisors' draft budgets to Manager (rough draft)
3/11/2022	<ul style="list-style-type: none"> Supervisors' budgets to District Manager and Assistant District Manager (final draft)
3/14-3/18/2022	<ul style="list-style-type: none"> Finance Committee reviews rough draft budget and short and long-term capital improvements
4/13/2022	<ul style="list-style-type: none"> Draft Budget presented to the PRPD Board of Directors for review in Manager's Report.
4/13-4/30/2022	<ul style="list-style-type: none"> PRPD Board of Directors budget review period
5/11/2022	<ul style="list-style-type: none"> Present 2022-23 budget to the PRPD Board of Directors for review in Manager's Report. Adopt preliminary budget Set public hearing for June 8, 2022
6/29/2022	<ul style="list-style-type: none"> Public Hearing Adopt final PRPD 2022-23 budget
6/30/2022	<ul style="list-style-type: none"> Submit Budget to Butte County

D. Budget Analysis and Financial Outlook

1. Income

- As of 5/31/22, gross **Total Income** exceeded expectations (103%) of the budget forecast for FY 2021-22.
- Property tax revenue** historically contributed the largest amount to overall District income (approximately 71%). The fiscal year after the Camp Fire, property tax

income plummeted to 55% of pre-fire levels. The State of California provided a tax backfill payment to cover that shortfall (in FY 2020-21 \$987,900).

The County pays the property tax allocations to the District twice per fiscal year (December and May). The balance at the end of June will reflect deposits greater than the projected amount (over \$205 K over last year's budget projections).

County projections (6/1/22), based on a County-wide growth rate of 4%, indicate \$973,383.52 in tax revenue payments. The District forecasts a more robust increase of 12.5% due to a much greater growth rate in the District than the remainder of Butte County.

3. **Impact Fees** exceeded projections (as of 5/31/22, \$132,669 or 110% of projections). Impact fees are restricted to park acquisition, development, and facilities, and cannot be used for operations. The Impact fees represents a considerable slow-down from the FY 2019-20 budget-year high of \$227,012.

Because of considerable uncertainty associated with material and labor supply shortages, inflation, as well as mortgage/construction loan interest rate increases; the District projects a modest growth rate (< 3.5%).

4. **Program income** exceeded expectations, which demonstrates staff commitment to executing programs, classes and events that enrich the community and draw out of town visitors to the Ridge. The relaxation of COVID restrictions and the pent-up demand for community events, recreation opportunities, rentals, and events helped generate \$269,246.55 in program income (130% above budget projections). Also contributing to this amount is the greater collaboration with schools for District staff to lead and facilitate field trips, in-classroom instruction, and social-emotional learning programs.

The District anticipates scaling up these popular programs and offering them more broadly to other schools and the public. The District is also working toward increasing the number of special events throughout the year and expects robust growth (\$319,700). Staffing may be a significant limitation on this growth.

5. **Donation and Fundraising income** is over 131% of projected amounts, a testament to staff gaining support for programs and events and the generosity of sponsors in our community.
6. **Grant income** provided a boost to income (over \$228K or 135% of the projected amount). We anticipate that this will continue over the next 3 years, reflecting a productive cycle of grant writing success. As we are awaiting several outstanding reimbursement requests for grants, this may grow to the end of the year. For FY 2022-23, the District anticipates continued increases in grants (\$1,300,000) based on recent, confirmed awards. We anticipate expenses to track with the increased grant activity over at least the next 3 years.
7. **Other Revenue** also exceeds expectations. The District utilized the \$521,589 Federal Emergency Management Agency (FEMA) Community Disaster Loan

(CDL) approved in June 2020, to bridge operating income losses beginning in FY 2021-22. Congress approved the Extending Government Funding and Delivering Emergency Assistance Act, which forgave \$461,680 of the loan (the amount of the loan drawn by September 30, 2021, when approved). The remaining \$59,909 balance may need to be repaid in 2025 depending upon the District's financial recovery post Camp Fire. While the loan forgiveness translated to higher than anticipated Other Revenue in FY 2021-22, staff significantly reduced expectations for FY 2022-23.

A substantial potential income source related to the insurance settlement related to the Camp Fire could dramatically increase this (more than \$2-3 M). Staff did not count the full estimate because of the delays experienced so far, and the fact that payment may be over several months.

8. **Interest income** fell below expectations, notably due to the historically low interest rates. The end of the fiscal year saw monthly returns shoot up 2-3 times previous months and we expect that to continue moving forward for the year. The District may realize increased revenue once the BOD provides direction on additional investment options.

2. Expenses

1. Overall, the District anticipates closing FY 2021-22 below the **Total Expense** budget forecast for FY 2021-22. A less than anticipated use of professional & outside services contributed the most to below-budget spending.
2. While overall expenses fell under projections, **Payroll Expenses (5000)** will surpass the budgeted amount for FY 2021-22. Continuation of rebuilding staff numbers following the Camp Fire, adding new staff, and increased employee costs contributed to the increase. Remarkably, income is out pacing pre-fire growth expectations, diminishing the importance of this increase in costs.

Staff have executed ambitious recreation programs (events) and recovery projects over the past fiscal year. Currently, most of this gap is served by staff stepping up for additional duties. In the past, this would have been addressed with additional entry level staff (which have been challenging to hire in our area); however, the District has been compelled to hire staff at higher levels for positions that may have been handled by entry level positions. The District will examine ways to develop a more robust entry-level, part-time staff, but this may well be beyond our control and more tied to current national trends.

For FY 2022-23, Staff anticipates increased expenses related to payroll (additional staff and expenses); however, as some of the workload is associated with capital projects, grants, and continuing recovery efforts; costs will be somewhat off-set. The increase workload stems in part from the success of the District to secure grants and build partnerships.

The District payroll budget for FY 2022-2023 compares favorably when we look at the percent of the total budget:

Fiscal Year	% of Total Budget
Pre-fire Average	just under 70%
FY 2020-21	62%
FY 2022-23	58%

In other words, personnel as a percentage of the total budget has been less than historical averages for the last 2 years.

- 3. Professional Outside Services (5330)** will be significant in FY 2022-23 (\$588,700) due to design, planning, engineering, and construction documents for the rebuild and park development. As the hazard trees are removed, the District will need additional assistance (crews) to clean-up slash and reduce fuels on our wildland parks.

The trail grant project will also require work crews to assist with vegetation management and trail building. Environmental compliance, survey, and mapping work will also contribute to the forecast expenditures in this budget category. Grant funding and insurance payments will reimburse the District for much of these costs, but the District needs to anticipate cash flow needs throughout the duration of these projects. Finally, the District is aggressively seeking grant funds, which necessitates development of plans and cost estimates.

- 4. Utility costs (5410)** in FY 2021-22 were higher than forecast due to greater energy costs and a one-time surprise \$47,000 bill from PG&E for 3-years of electrical usage at the pool that they billed in 2022. The District anticipates long-term savings as the District incorporates solar at the Terry Ashe Recreation Center and continues to convert to highly efficient LED lighting. The District has budgeted \$149,300 for FY 2022-23, which is less than what actual utility costs will be at the close of the current fiscal year, but more than forecast in FY 2021-22.
- 5. Equipment, Tools & Furniture (5280)** have significantly increased this FY 2022-23 (\$26,000) due to anticipated staffing increases that necessitate additional office space and equipment.

3. Net Operating Income and Expenses

- When we account for the actual revenue and expenses bottom line, the District had an extraordinary year. Although we anticipated dipping into reserves (-\$591,600), for the FY 2021-22 budget, the District will end up with a substantial net positive position (\$306,560), a swing of nearly \$900K to the positive. While there are several one-time payments, the District starts the next FY in a healthy financial position.
- The District has been quite fortunate in that for the last 2 full Fiscal Years and the one in progress, the District projected dipping into reserve funds (negative net position), and yet at the end of the year, the District ended up in a net positive position.

3. For FY 2022-23, the District plans to utilize reserve funds to erase a projected net operating loss (< \$125 K). The District has set aside substantial resources in the Current Operations (1153) and Future Operations (1155) Reserve Funds.

4. Allocations

This section accounts for funds that will be transferred from reserve accounts to fund Capital Improvement Projects, special projects, technology improvements, and other identified needs, and ensure the District is able to provide continuity of service for residents when the operations budget is insufficient to cover costs.

The District is entering an exciting time with a considerable number of Capital and Program projects. The District has aggressively applied for park and program development grant funding. Grant funding for equipment, infrastructure, or acquisitions will be allocated to the deferred income, cash and Capital Improvement Project (CIP).

While some of these allocations will be carried out in future Fiscal Years, Staff anticipates funding these efforts if the projects need to accelerate in FY 2022-2023. Not all reserves are subject to allocations in the next FY, the ones that are anticipated to be used include:

1. Capital Improvement & Acquisition – funding for capital improvements and additions to parks.
2. Current Operations – Anticipated funding from reserves to cover the anticipated net loss in the next FY.
3. Designated Project/Special Use/Grant Matching – Staff provides an estimate for Capital Projects and planning, but this fund may also provide for any program matching.
4. Technology – To fund technological improvements and efficiencies (hardware costs).
5. Vehicle Fleet & Equipment – for new equipment. In the past, this may have come from the operations budget.
6. Impact & Development- The District will utilize Impact Fee income to expand, enhance and upgrade facilities and parks. With the additional funding from outside District Resources, these funds will be critical to provide additional funding.

5. Challenges and Opportunities

1. The District plays an important role in the rate of rebuild across the area we serve. The Town of Paradise has embraced a Recreation and Technology (Rec & Tech) strategy, trying to attract new residents to the Ridge that can work remotely and choose to live where there are ample recreational opportunities. The Paradise Unified School District made remarkable progress to rebuilding school sites and enhancing or replacing resources on campuses. These new school facilities are

incredibly important to maintaining our current population base and will be an important draw for new families that may choose to call the Ridge home.

Parks, community events and programs/classes also play an important role. The District has been aggressively pursuing grant opportunities and fortunate to have secured grants that will add incredible new parks, facilities, and programs. To execute these grant awards (and to maintain them afterward), the District requires additional staff and expenses. These projects will add value to community residents and will help attract new residents. Thereby expanding our tax base.

2. The District will continue to navigate potential partnerships and funding or donation opportunities as a priority.
3. The pace of new home construction across the District slowed from the initial two-year boom following the fire, but still outpaces growth as a percentage for the State. The recent slowdown of growth could be attributed to supply chain snarls associated with the pandemic shut-down and slow rate of ramping back up production and transportation, higher raw material costs in construction, and labor shortages.

As residents that filed claims against PG&E after the Camp Fire receive disbursements from the Settlement Trust, it is possible that new construction could rise as residents gain financial security to rebuild their homes or sell their lots. Conflicting trends of rising mortgage rates (from historic lows) and demand for housing will influence construction.

The uncertainty of rebuild rates poses challenges when forecasting property tax and impact fee income. We estimated slightly smaller revenue from impact fees than current actual values. The Town of Paradise grew at a rate of 25% between 2020 and 2021. The Town forecasts a growth rate of 14% growth.

4. Though the pace of rebuilding across the District has been higher than District forecasts for FY 2021-22, tax review continues short of pre-fire levels. In FY 2020-21 the District received its final year of State back fill on lost property tax revenue (\$987,500). The value of this State-provided property tax backfill equates to \$1,054,031 when adjusted for inflation (2021 value vs 2022).

The District anticipates that the settlement award from PG&E associated with the Camp Fire will be required over the next 20 years to provide services for residents. To aid current residents and to aid in the recovery, the District continues a strategy of designing and prioritizing our parks and programs as a recreation destination.

5. The ripple effect of increased energy and food costs, labor shortages and supply chain bottlenecks are likely to continue to drive inflation upward in the near term. Inflation is projected to negatively impact the District's operating expenses over the coming fiscal year.

Energy prices will significantly impact the District in FY 2022-2023. The District is committed to transition to more fuel-efficient equipment, vehicles, and facilities.

The District will explore capital improvement projects to gain energy efficiency (such as solar and LED lighting), and water conservation to offset utility costs.

6. One small positive aspect may be that as inflation and higher fuel prices impact citizens, they may seek recreational adventures and community events closer to home, driving local demand higher. Staff have ramped up event-oriented programming to draw both residents and visitors to the District. Post-pandemic demand for outdoor recreation and community events remains high. Therefore, program income is forecast to increase slightly over fiscal year 2021-2022 revenue.
7. The District received several grant awards that bring funding and resources to achieve District goals to help create economic security and stability, safety, and new recreation opportunities for people of all abilities and interests. Drafting competitive grant proposals and applications and the later management of the grants are time-intensive investments and add strains to limited staff capacity. Despite these challenges, grant awards provide opportunities for the community and staff will continue to pursue new opportunities aggressively.

6. What's New in the FY 2022-23 Budget

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

- We added a Full Time Equivalent (FTE) when considering staffing levels
- Revised salary scale and organization chart.
- New ordering of Capital Improvement Projects.

E. Changes from preliminary budget

Staff updated the actuals to 6/30/2022.

Income

- For tax revenue, while numbers did not change, our confidence in them increased. For example, our tax revenue projection is above the 5/23/2022 County Budget estimate of \$973,383.52. The County will update this number in September or October. However, the County value is based on an overall County estimate of 4% growth.
- The District continues a robust recovery in program revenue from COVID-19. In FY 2020-21, program income (and the cancellation of the ice rink) dramatically slashed revenue (\$93,904.76), actual program revenue in FY 2021-22 will land over \$200,000 above that amount. We set a continued ambitious goal for revenue (over 15% growth).
- Staff softened the outlook related to other income, as we now anticipate additional movement and payments in the next FY related to the insurance settlement from the Camp Fire.

- Staff decreased the expectations related to interest income, however, upcoming action from the BOD may provide the opportunity for additional yields with a management account that could yield higher returns than our current approach. This could be an underestimate of return.

Expenses

- Assumed a smaller increase in supply costs and a decrease in repair and maintenance budget based on actuals to date than the preliminary budget.
- We readjusted funds based on actuals Transportation, Meals, and Travel (5400), expenses increased based on the rate of current fuel costs.

Overall

- The total net income and expenses decreased from the preliminary budget reflecting a smaller draw on District reserves.

F. Projections

Staff put this year's budget in context of past budgets and provide the BOD with insight into how this budget fits into long term goals. Figures 1, 2, and 3 provides a comparison with:

- 1) actual income and expenses for past years,
- 2) this year's budget, and
- 3) a simplistic linear model (5 years) to provide

The model assumes a robust 10% growth rate in tax revenue and impact fees, a 7.5% increase in programs, 5% in interest income and 3% in all other categories. Wages and benefits are estimated at 5% along with a 3% rate for services and supplies. The model could be refined for individual years or reduction of efforts (for example, our spending patterns will change further out from recovery), but we took a simple approach.

This approach is very much biased toward recent trends. Certainly, a more rapid rebuild will accelerate income in tax revenue, and a prolonged recession could stifle growth in programs. Still, this provides a bit more context in which to view our decisions.

Based on this trend, we anticipate the need for reserve spending for at least the next 3 years. Tax revenue recovery from the Camp Fire is still years away. Instead, this revenue is based on continued success with program and rental income, securing grants, and investment management. The potential return with the most upside may very well lie in program income, thus explaining the recent approach for the District to become a destination park and recreation district and have programs and facilities that may help generate revenue.

To support these efforts, staff have proposed several recent efforts: increase staffing in critical areas throughout the organization (especially grant funded programs), aggressive approach to securing grant funds and partnerships for both programs and infrastructure, and proposed efforts to garner a more robust return on the District's investments.

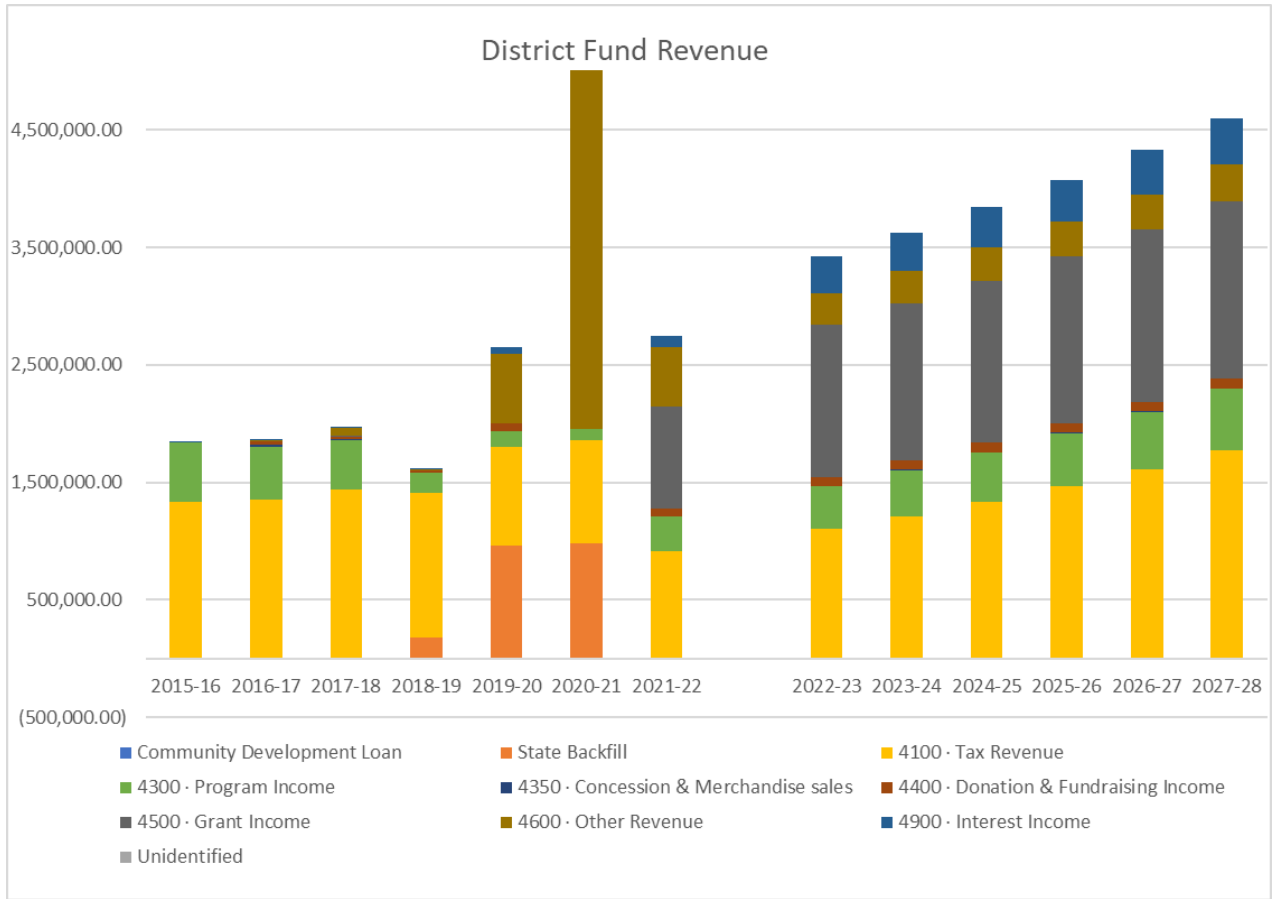


Figure 1. Estimated Revenue Projections

*Note: 2020-21 Other income (settlement) is off the chart.

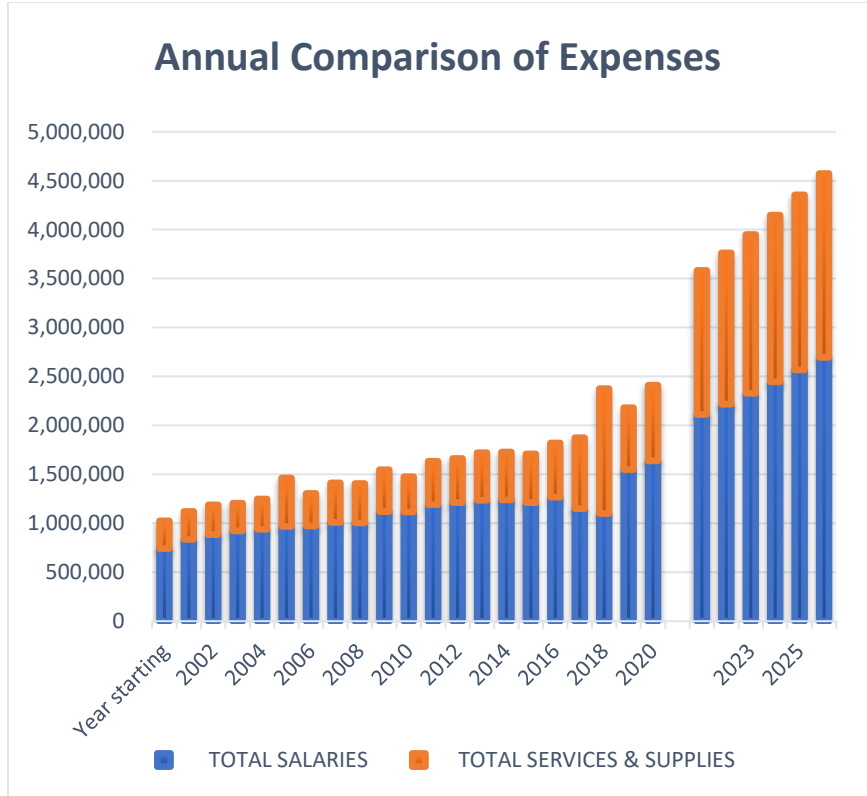


Figure 2. Annual Comparison of Expenses.

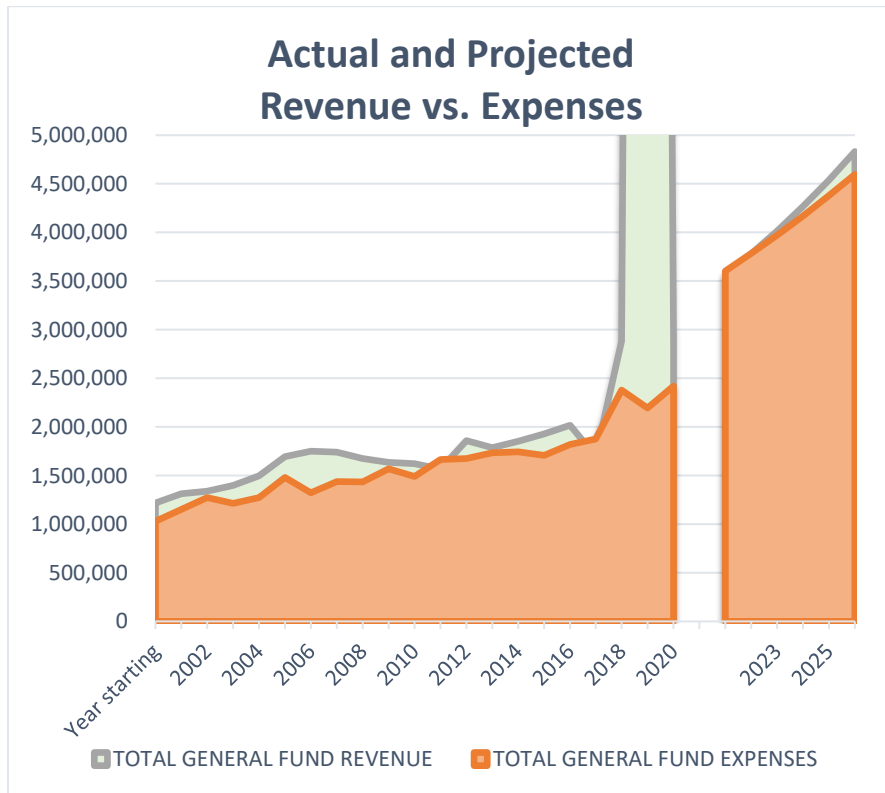


Figure 3. Projection of Revenue vs. Expenses.

Note: the gaps denote a difference between actual and projected values.

G. Budget and Financial Accomplishments

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

1. Continuing to stay up to date with current information and regulations by attending virtual conferences and workshop/webinar trainings.
2. Cross training for other positions to increase staff capacity and skills in key roles in the event of an unexpected absence or planned leave.
3. Submitting and continual efforts on CALOES, FEMA, and insurance requests. Staff anticipate continuing progress on CALOES and FEMA projects within FY 2022-23.

H. Recommendations

To improve the District's financial and budgetary processes, and to improve institutional learning, staff proposes several recommendations for the next FY and in the next budget cycle. These include:

1. Staff will work with the Board to finalize and adopt the District's strategic plan then incorporate and align the vision, goals, and tactics of that plan with the proposed budget and Capital Improvement Projects (in progress).
2. Complete an inventory and system for District Assets including consideration of replacement. This will allow for a rationale assessment of replacement costs over time.
3. Create a portfolio of District acres of land and facilities to share information about the sites and status of management efforts and projects (in progress).
4. Using more updated information to develop better estimates for total population and distribution within the District. Coupled with demographic information, this may also aid in the development of programs and parks.
5. Review fee schedules for rentals and reservations. Complete reservation maps and clear description of assets to aid with event plans. Uniform pricing and contract practices will facilitate planning, forecasting and budgeting.
6. Explore the potential for a 2-year budget cycle as our funding and expenses become more predictable. This could be adjusted every year, but would change the District's approach to longer term projects and commitment to programs.

II. FISCAL YEAR (FY) 2022-23 BUDGET

This section provides an overview and detailed information on the FY 2022-23 budget. The information includes:

- The distribution of income and expenses in comparison to the previous FY (Figures 4 and 5).
- A Budget Summary (Table 2), General Operating Fund Balances, Allocations from the General Fund, and Capital Projects Funding Summary (Tables 3).
- A more detailed breakdown of the FY 2022-23 operations budget expenses and comparison to FY 2020-21 actuals, FY 2021-22 year to date and approved budget (Table 4). The table also provides the percentage that each line item contributes to income or expenses and the dollar amount difference with the last FY.

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

- Financing Sources and Uses by Budget Unit; and
- Compliance with Proposition 4 – FY 2022-23 Appropriation Limit.

Figure 4. Actual Income FY 2021-22 Compared to Estimated Income FY 2022-23

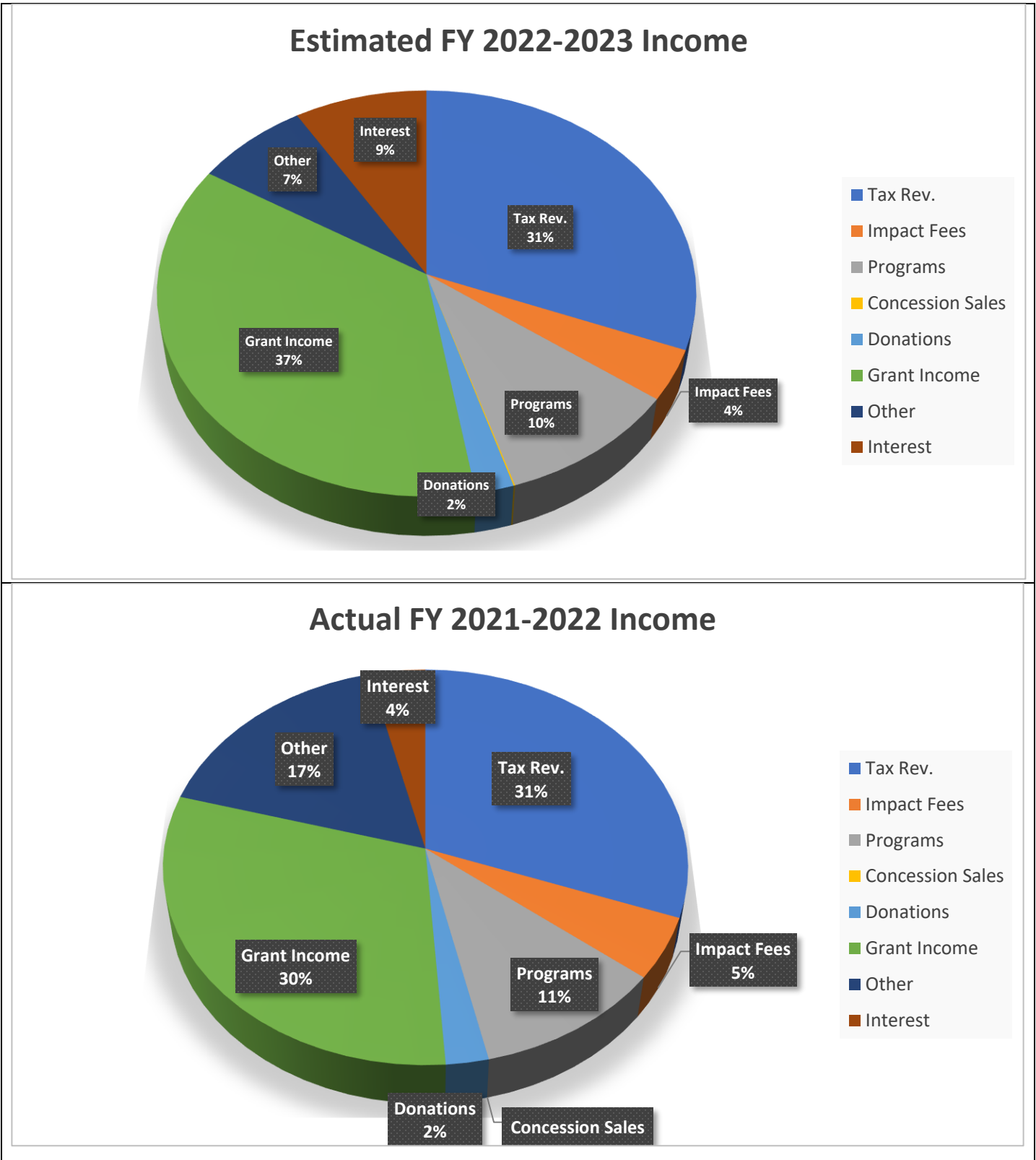


Figure 5. Actual Year to Date Expenses FY 2021-22 Compared to Estimated Expenses FY 2022-23

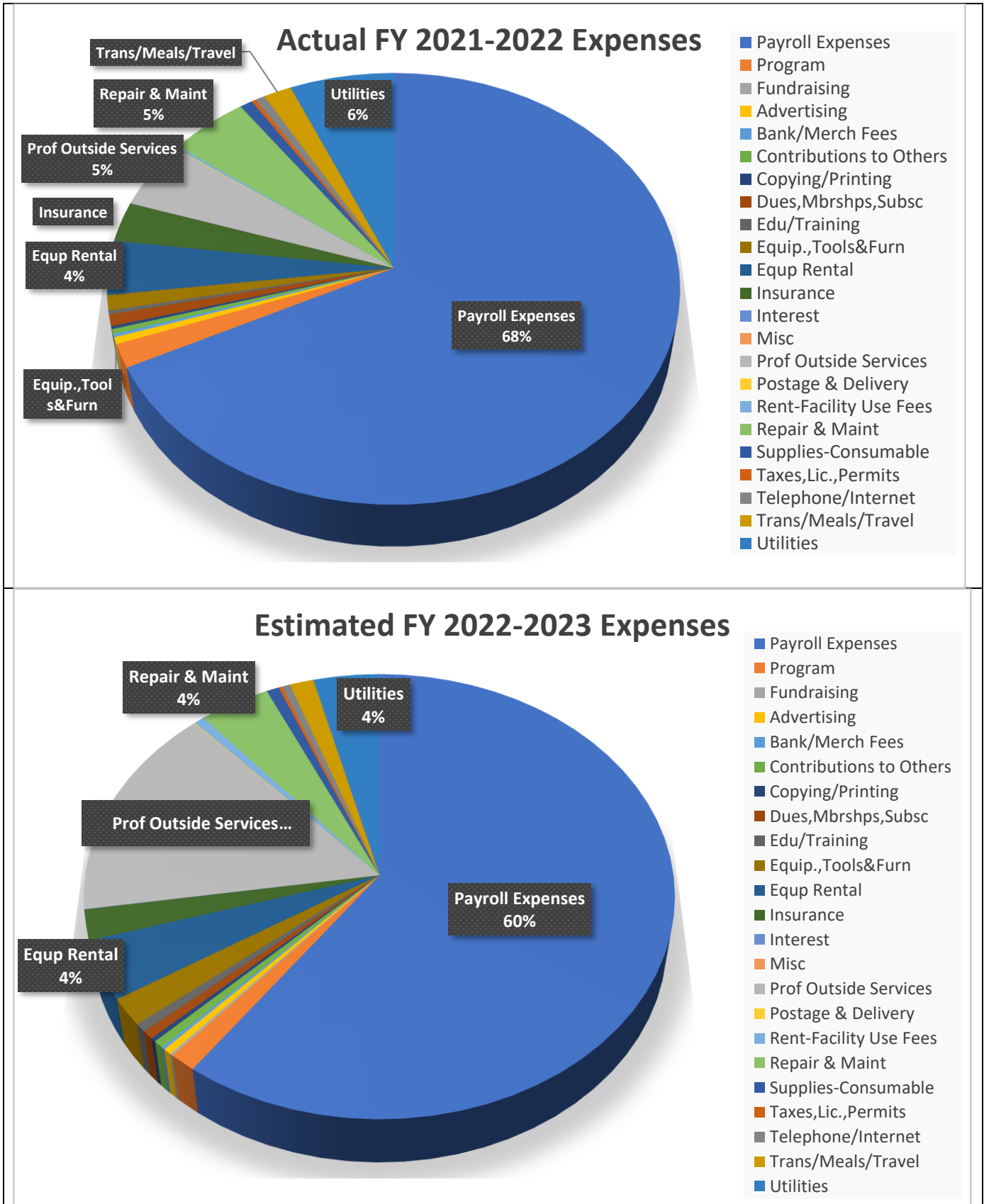


Table 2. FY 2022-23 PRPD District General Fund (2510) Budget and Summary

		<u>FY 2022 - 2023</u>	
	Description	Code	Budget
Operating Budget			
Funding Resources			
Income			
	4100 · Tax Revenue	4100	1,103,000
	4200 · Impact Fee revenue	4200	144,000
	4300 · Program Income	4300	362,750
	4350 · Concession & Merchandise sales	4350	2,700
	4400 · Donation & Fundraising Income	4400	75,000
	4500 · Grant Income	4500	1,300,000
	4600 · Other Revenue	4600	266,000
	4900 · Interest Income	4900	311,600
Total Income			3,565,050
Expense			
	5000 · Payroll Expenses	5000	2,246,800
	5100 · Program Expenses	5100	51,000
	5140 · Fundraising Expense	5140	6,000
	5200 · Advertising & Promotion	5200	15,700
	5220 · Bank & Merchant Fees	5220	7,000
	5230 · Contributions to Others	5230	20,000
	5240 · Copying & Printing	5240	10,100
	5260 · Dues, Mbrshps, Subscr, & Pubs	5260	22,400
	5270 · Education, Training & Staff Dev	5270	22,800
	5280 · Equip., Tools & Furn (<\$5k)	5280	74,500
	5290 · Equipment Rental	5290	162,900
	5300 · Insurance	5300	82,500
	5310 · Interest Expense	5310	1,100
	5320 · Miscellaneous Expense	5320	300
	5330 · Professional & Outside services	5330	588,700
	5340 · Postage & Delivery	5340	2,000
	5350 · Rent-Facility use fees	5350	23,700
	5360 · Repair & Maintenance	5360	160,700
	5370 · Supplies - Consumable	5370	28,200
	5380 · Taxes, Lic., Notices & Permits	5380	7,600
	5390 · Telephone & Internet	5390	18,800
	5400 · Transportation, Meals & Travel	5400	54,000
	5410 · Utilities	5410	149,300
Total Expense			3,756,100
Total Net Operating Income and Expenses			-191,050
Summary			
Grand Total Budget			
	Total Income		3,565,050
	Expense		
	Total Salary and Benefits		2,246,800
	Total Services and Supplies		1,509,300
	Total Contributions to Others		20,000
	Total Expense		3,756,100
Total Net Operating Income and Expenses			-191,050

Table 3. FY 2022-23 Projected Equity in District Funds.

Projected Equity				
Beginning Assigned		FY 2022 - 2023	FY 2022 - 2023	FY 2022 - 2023
Description	Code	Beginning Balance	Fund Allocation	Projected Ending Balance
Accumulated Capital Outlay (ACO)	1012	606,700.00	-	606,700.00
Designated Treasury Funds	1100	148,806.37		
Reserves	1150			
CalPERS 115 Trust	1151	180,000.00		180,000.00
Capital Improvement & Acquisition	1152	9,800,000.00	(5,525,000.00)	4,275,000.00
Current Operations	1153	8,025,880.81	(191,050.00)	7,834,830.81
Designated Project/Special Use/Grant Match	1154	1,000,000.00	(520,000.00)	480,000.00
Future Operations	1155	18,078,769.27		18,078,769.27
Technology	1156	150,485.26	(8,000.00)	142,485.26
Vehicle Fleet & Equipment	1157	752,426.32	(90,000.00)	662,426.32
Impact & Development	1119	790,446.35	216,500.00	1,006,946.00
Ending Assigned		39,533,514.38	(6,117,550.00)	33,267,157.66
		Beginning Balance	Fund Allocation	Projected Ending Balance
Reserve Funds & Unassigned	Code			
General Reserve	1013	3,000	-	3,000
Imprest Reserve	1005	300	-	300
Ending Reserve Funds & Unassigned		3,300.00	-	3,300.00
* Additional income will be distributed per the reserve policy.				

Table 4. FY 2021-22 District General Fund (2510) Budget Detail and Comparison to Past Budgets.

Description	Code	FY 2020 - 2021	FY 2021 - 2022	FY 2021 - 2022		% YTD	FY 2022 - 2023	%	Difference
		Actual - as of 6/30/21	Approved	Actual - as of 06/30/22	Remaining		Budget	Inc / Exp	FY 22-23 / FY 21-22
Operating Budget									
Funding Resources									
Income									
4100 · Tax Revenue	4100	1,856,350.72	718,000	923,095.30	205,095	129%	1,103,000	30.9%	▲ 385,000
4200 · Impact Fee revenue	4200	173,610.32	120,000	152,631.52	32,632	127%	144,000	4.0%	▲ 24,000
4300 · Program Income	4300	93,904.76	206,500	327,659.77	121,160	159%	362,750	10.2%	▲ 156,250
4350 · Concession & Merchandise sales	4350	158.00	2,100	-2,100	-2,100	0%	2,700	0.1%	▲ 600
4400 · Donation & Fundraising Income	4400	4,652.07	55,300	72,780.48	17,480	132%	75,000	2.1%	▲ 19,700
4500 · Grant Income	4500	0.00	642,000	920,836.63	278,837	143%	1,300,000	36.5%	▲ 658,000
4600 · Other Revenue	4600	39,497,986.41	405,500	509,192.42	103,692	126%	266,000	7.5%	▼ -139,500
4900 · Interest Income	4900	278,993.28	251,900	114,158.33	-137,742	45%	311,600	8.7%	▲ 59,700
Total Income		41,905,656	2,401,300	3,020,354	619,054	126%	3,565,050	100.0%	▲ 1,163,750
Expense									
5000 · Payroll Expenses									
5010 · Wages & Salaries	5010	845,886.21	1,220,400	1,409,914.12	189,514	116%	1,685,700	44.9%	▲ 465,300
5020 · Employer Taxes	5020	48,893.49	61,800	106,464.00	44,664	172%	156,300	4.2%	▲ 94,500
5030 · Employee Benefits	5030	613,813.87	257,100	276,433.65	19,334	108%	330,100	8.8%	▲ 73,000
5040 · Workers Comp Expense	5040	34,768.25	56,700	33,909.47	-22,791	60%	56,700	1.5%	▬ 0
5050 · Accrued Comp, Sick, & Vacation	5050		0	0	0		0	0.0%	▬ 0
5060 · Other Personnel Costs	5060	5,337.96	15,800	9,238.63	-6,561	58%	18,000	0.5%	▲ 2,200
Total 5000 · Payroll Expenses	5000	1,548,700	1,611,800	1,835,960	224,160	114%	2,246,800	59.8%	▲ 635,000
5100 · Program Expenses									
5110 · Concession & Merchandise Exp	5110		6,900	425.96	-6,474	6%	3,300	0.1%	▼ -3,600
5120 · Program Contract Labor	5120	2,000.00	6,500	2,356.00	-4,144	36%	9,200	0.2%	▲ 2,700
5130 · Program Supplies	5130	32,500.03	27,700	45,184.96	17,485	163%	38,500	1.0%	▲ 10,800
Total 5100 · Program Expenses	5100	34,500	41,100	47,967	6,867	117%	51,000	1.4%	▲ 9,900
5140 · Fundraising Expense									
5200 · Advertising & Promotion	5200	3,888.73	11,200	13,602.37	2,402	121%	15,700	0.4%	▲ 4,500
5210 · Bad Debt	5210		0	0	0		0	0.0%	▬ 0
5220 · Bank & Merchant Fees	5220	7,397.30	5,200	6,234.75	1,035	120%	7,000	0.2%	▲ 1,800
5230 · Contributions to Others	5230	12,605.50	25,600	10,000.00	-15,600	39%	20,000	0.5%	▼ -5,600
5240 · Copying & Printing	5240	1,793.78	7,100	5,762.76	-1,337	81%	10,100	0.3%	▲ 3,000
5260 · Dues, Mbrshps, Subscr, & Pubs	5260	39,745.58	32,600	23,525.80	-9,074	72%	22,400	0.6%	▼ -10,200
5270 · Education, Training & Staff Dev	5270	4,429.61	8,500	7,618.51	-881	90%	22,800	0.6%	▲ 14,300
5280 · Equip., Tools & Furn (<\$5k)									
5282 · Office ET&F	5282	3,045.84	10,300	13,774.95	3,475	134%	19,200	0.5%	▲ 8,900
5284 · Program ET&F	5284	964.31	10,300	1,596.16	-8,704	15%	12,100	0.3%	▲ 1,800
5286 · Small Tools & Equipment	5286	20,185	21,200	15,379	-5,821	73%	43,200	1.2%	▲ 22,000
Total 5280 · Equip., Tools & Furn (<\$5k)	5280	24,196	41,800	30,751	-11,049	74%	74,500	2.0%	▲ 32,700

(Continued)

Description	Code	FY 2020 - 2021	FY 2021 - 2022	FY 2021 - 2022	Remaining	% YTD	FY 2022 - 2023	%	Difference
		Actual - as of 6/30/21	Approved	Actual - as of 05/31/22			Budget	Inc / Exp	FY 22-23 / FY 21-22
5290 · Equipment Rental	5290	13,040.67	94,900	109,854.07	14,954	116%	162,900	4.3%	▲ 68,000
5300 · Insurance	5300	72,907.00	76,400	80,848.00	4,448	106%	82,500	2.2%	▲ 6,100
5310 · Interest Expense	5310	321.59	1,100	360.48	-740	33%	1,100	0.0%	▬ 0
5320 · Miscellaneous Expense	5320	5.00	300	200.00	-100	67%	300	0.0%	▬ 0
5330 · Professional & Outside services	5330								
5332 · Accounting	5332	54,910.32	44,800	10,092.24	-34,708	23%	44,800	1.2%	▬ 0
5334 · Legal	5334	6,180.30	25,800	8,862.80	-16,937	34%	17,800	0.5%	▼ -8,000
5336 · Engineering Services	5336	4,185.00	203,000	24.29	-202,976	0%	200,000	5.3%	▼ -3,000
5338 · Other Professional & Outside L	5338	81,412.97	365,000	115,184.31	-249,816	32%	326,100	8.7%	▼ -38,900
Total 5330 · Professional & Outside services		146,689	638,600	134,164	-504,436	21%	588,700	15.7%	▼ -49,900
5340 · Postage & Delivery	5340	1,530.81	2,000	1,613.20	-387	81%	2,000	0.1%	▬ 0
5350 · Rent-Facility use fees	5350	5,595.00	7,800	5,597.00	-2,203	72%	23,700	0.6%	▲ 15,900
5360 · Repair & Maintenance	5360								
5361 · Building R&M	5361	3,776.51	24,000	4,573.99	-19,426	19%	16,900	0.4%	▼ -7,100
5362 · Equipment R&M	5362	3,454.97	19,000	12,359.94	-6,640	65%	16,300	0.4%	▼ -2,700
5363 · General R&M	5363	27,318.83	21,000	7,660.78	-13,339	36%	11,200	0.3%	▼ -9,800
5364 · Grounds R&M	5364	57,061.87	57,000	36,131.07	-20,869	63%	45,900	1.2%	▼ -11,100
5365 · Pool R&M	5365	23,518.85	19,000	49,653.51	30,654	261%	36,600	1.0%	▲ 17,600
5366 · Vehicle R&M	5366	11,278.00	11,000	3,906.28	-7,094	36%	11,000	0.3%	▬ 0
5367 · Janitorial	5367	10,774.89	11,000	14,330.06	3,330	130%	14,400	0.4%	▲ 3,400
5368 · Security	5368	2,506.85	7,000	2,217.82	-4,782	32%	6,000	0.2%	▼ -1,000
5369 · Vandalism	5369	92.90	1,000	2,022.36	1,022	202%	2,400	0.1%	▲ 1,400
Total 5360 · Repair & Maintenance		139,784	170,000	132,856	-37,144	78%	160,700	4.3%	▼ -9,300
5370 · Supplies - Consumable	5370								
5372 · Office Supplies	5372	7,205.41	12,900	10,893.76	-2,006	84%	14,000	0.4%	▲ 1,100
5374 · Safety & staff supplies	5374	11,542.53	16,500	10,649.90	-5,850	65%	14,200	0.4%	▼ -2,300
Total 5370 · Supplies - Consumable		18,748	29,400	21,544	-7,856	73%	28,200	0.8%	▼ -1,200
5380 · Taxes, Lic., Notices & Permits	5380	6,628.32	4,200	7,059.49	2,859	168%	7,600	0.2%	▲ 3,400
5390 · Telephone & Internet	5390	15,665.33	24,800	16,274.78	-8,525	66%	18,800	0.5%	▼ -6,000
5400 · Transportation, Meals & Travel	5400								
5402 · Air, Lodging & Other Travel	5402	144.91	9,000	9,396.06	396	104%	10,000	0.3%	▲ 1,000
5404 · Fuel	5404	16,773.40	16,800	31,803.58	15,004	189%	35,000	0.9%	▲ 18,200
5406 · Meals	5406	1,726.76	5,000	5,328.53	329	107%	7,000	0.2%	▲ 2,000
5408 · Mileage & Auto Allowance	5408	1.35	8,900	575.68	-8,324	6%	2,000	0.1%	▼ -6,900
Total 5400 · Transportation, Meals & Travel		18,646	39,700	47,104	7,404	119%	54,000	1.4%	▲ 14,300
5410 · Utilities	5410								
5412 · Electric & Gas	5412	44,264.57	60,900	138,948.17	78,048	228%	112,000	3.0%	▲ 51,100
5414 · Water	5414	20,027.29	24,200	23,246.32	-954	96%	25,800	0.7%	▲ 1,600
5416 · Garbage	5416	12,449.39	15,200	12,704.08	-2,496	84%	11,500	0.3%	▼ -3,700
Total 5410 · Utilities		76,741.25	100,300	174,898.57	74,599	174%	149,300	4.0%	▲ 49,000
Total Expense		2,193,557	2,992,600	2,713,794	-278,806	91%	3,756,100	100.0%	▲ 763,500
					0				
Total Net Operating Income and Expenses		39,712,098	-591,300	306,560	897,860	N/A	-191,050	-5.1%	▲ 400,250

III. FIXED ASSETS AND CAPITAL IMPROVEMENT PROJECTS (CIP)

This section outlines the District Fixed Asset purchases or Capital Improvement Projects (Tables 5 and 6). However, budget actions are obligated only on the upcoming adopted budget. Changes may be necessary to accommodate successful grant and funding sources.

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

Because of limited funding, most projects require outside resources or grants. We note these as unidentified or unfunded capital needs. The Capital Improvement Program includes unfunded capital projects or portions of projects in which the need for the project has been established, but a funding source has yet to be identified. While some approved projects will take some time to develop and into future FY, we placed some of the projects into the next FY to provide funding flexibility.

This approach creates a list of projects, allows the District to utilize the list for future financial and operational planning and forecasting and provide a mechanism to share this information to the BOD and Community.

We identify potential sources for our potential contribution as this may allow for matching funds if the opportunity arises. In case outside funding is not forthcoming, we can initiate smaller scale, phased projects that may be completed in full as new resources become available.

Priorities for the District in the FY2022-23 include:

1. A District Master Plan.
2. Replacement of large District assets (Shop, and Aquatic Recreation Center) lost in the fire. Nearly all funding may be from insurance, state or federal funds though we may need to develop additional funds to complete as needed.
3. Improvements to existing parks and facilities, especially items that improve access, efficiency, conservation, or user experience.
4. Park development requires large outside funding sources, and we will continue to aggressively look for means to complete these projects and acquisitions. In nearly all cases, these projects require multiple funders and matching funds.
5. Implement critical projects (Lakeridge park development, Magalia Paradise Lake Loop Trail, and improvements to Oak Creek, Noble, and possibly Coutolenc Parks.

Table 5. FY 2021-22 Capital Improvement Projects (CIP) – Summary of Projects

Id #	Project	FY Beginning							Total
		2022	2023	2024	2025	2026	2027	Beyond 2027	
2022-1	District Security, Conservation, and Efficiency Investments	235,000	40,500	34,000	40,000	10,000	10,000	180,000	549,500
2022-2	Land Acquisition	2,860,000	2,365,000	1,602,000	1,339,000	1,061,000	1,575,000	1,600,000	12,402,000
2022-3	New Park and Facility Development	3,327,500	3,781,000	2,829,350	4,175,000	1,476,200	27,500	1,805,000	17,421,550
2022-4	Camp Fire Recovery Projects	1,584,000	1,030,000	-	-	-	-	-	2,614,000
2022-5	Existing Park Improvements and Development	238,500	405,000	545,000	468,500	198,000	25,000	1,025,000	2,905,000
2022-6	Trails Development Project	288,500	328,500	281,750	196,050	90,000	70,000	500,000	1,754,800
2022-7	Planning: Strategic, Master, Park,	367,400	546,600	341,650	251,700	86,760	86,820	100,000	1,780,930
2022-8	Aquatic Park and Concow Pool Improvements	65,000	90,000	120,000	10,000	11,000	13,000	4,000,000	4,309,000
2022-9	Vehicle Fleet and Equipment, and Technology Investments	208,000	150,000	125,000	107,100	123,510	121,041	540,000	1,374,651
Total		9,173,900	8,736,600	5,878,750	6,587,350	3,056,470	1,928,361	9,750,000	45,111,431

Table 6. FY 2021-22 Capital Improvement Projects (CIP) – Summary of Funding Sources.

Task	FY Beginning							Total
	2022	2023	2024	2025	2026	2027	Beyond 2027	
1. Acquisition	2,600,000	2,150,000	1,525,000	1,275,000	1,010,000	1,500,000	1,600,000	11,660,000
2. Planning	647,400	764,100	433,650	315,700	137,760	161,820	130,000	2,590,430
3. Park Development	3,616,000	4,109,500	3,111,100	4,371,050	1,566,200	97,500	2,305,000	19,176,350
4. Park Improvements, Repair and Renovation	518,500	533,000	684,000	518,500	219,000	48,000	5,175,000	7,696,000
5. Equipment Purchases	208,000	150,000	125,000	107,100	123,510	121,041	540,000	1,374,651
6. Insurance Rebuild	1,584,000	1,030,000	-	-	-	-	-	2,614,000
7. Other	-	-	-	-	-	-	-	-
Total	9,173,900	8,736,600	5,878,750	6,587,350	3,056,470	1,928,361	9,750,000	45,111,431

Funding Source	FY Beginning							Total
	2022	2023	2024	2025	2026	2027	Beyond 2027	
ACO	-	-	-	-	-	-	-	-
Capital Improvement & Acquisition Reserve	5,525,000	4,170,000	2,430,000	-	-	-	-	12,125,000
Designated Project/Special Use/Grant Matching Reserve	520,000	378,000	125,000	25,000	-	-	-	1,048,000
Donations	25,000	19,000	15,000	-	-	-	-	59,000
General Fund	299,400	199,600	68,650	56,500	27,260	39,320	-	690,730
Grant	804,750	1,331,223	351,750	76,050	-	-	-	2,563,773
Incorporated Impact Fees (Fund 2526)	135,500	117,500	82,500	60,000	-	-	-	395,500
Technology Reserve	8,000	10,000	11,000	5,500	-	-	-	34,500
Unidentified	1,685,250	2,362,277	2,678,050	6,275,300	2,935,210	1,889,041	9,750,000	27,575,128
Unincorporated Impact Fees (Fund	81,000	69,000	32,800	-	-	-	-	182,800
Vehicle Fleet & Equipment Reserve	90,000	80,000	84,000	89,000	94,000	-	-	437,000
Total	9,173,900	8,736,600	5,878,750	6,587,350	3,056,470	1,928,361	9,750,000	45,111,431

IV. FUNDS

The designation of funds will be provided by resolution. Notable changes in these items are noted below. Current fund balances are shown in Table 7. A couple of definitions may be helpful. We use the terms redesignate to describe the (internal) process of moving funds between established accounts (typically during the budget cycle) and allocation to describe funds that are expended from an account toward its intended purpose (typically external).

A. General Fund

The District has funds with Butte County and Board approved accounts with Five Star Bank and Mechanics Bank. We anticipate to open additional accounts in the next FY (with BOD approval) for our investment accounts. These will become part of future reports.

B. Accumulative Capital Outlay (ACO)

ACO designates funds held in reserve for future capital projects. This reserve provides resources for capital programs that would otherwise adversely impact the General Fund. Under the California Code of Regulations (CCR, 1042 (e). Funds) an Accumulative Capital Outlay (ACO). A fund used to account for the accumulation of revenues restricted for capital outlay under Section 53731 Government Code.

For FY 2022-23, PRPD will designate an ACO fund balance of \$606,700. This is unchanged from the previous year.

C. General Reserve

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

D. Designated Treasury Funds – Donations

Staff have set up a time in the next FY to review these funds and consolidate them (recommendation from last year). Funds that are no longer receiving active or on-going donations will be used for the original purpose or combined with an appropriate account to streamline the accounting of these funds.

E. District Reserves

This budget has allocated funds (Table 5) associated with the Board approved Reserve Policy. Staff propose the following redesignations of funds from the reserves for FY 2022-23 budgeted \$1,310,000 of the Capital Improvement & Acquisition reserve fund to meet short and long-term goals for improvements/upgrades to existing facilities and new acquisitions. This budget redesignates funds from the following:

- The California Employers' Pension Prefunding Trust (CEPPT) Fund is a Section 115 trust fund dedicated to prefunding employer contributions to defined benefit pension systems for eligible California public agencies. The District can help finance pension contributions in part from investment earnings provided by CalPERS. The District set aside \$180,000 to prefund contributions in the last FY.

- Move \$484,315.05 from Future Operations (1155) into the Capital Improvement and Acquisition (1152) fund. The Capital Improvement and Acquisition fund shift is anticipation for future year projects.
- Move \$247,573.68 from Future Operations (1155) into the Designated Project/Special Use/Grant Matching (1154) fund. The Designated Project shift allows for additional matching flexibility to leverage outside funds for matching.
- With the above changes, the Future Operations (1155) fund is reduced by \$731,888.73. The starting balance for this fund is anticipated at \$18,078,769.27.

F. Development Impact and Subdivision Fees

Development Impact fees are required as part of new building construction or expansion. The fees stem from a formula developed during the Nexus study that uses park acquisition, development, and facility improvements. However, as per discussions with the County (citation), while the fees need to be spent within the proper geographical area and within those categories, they need not be strictly partitioned. Staff anticipates growth of these funds as the area rebuilds (Table 9). The District's funds and reserves may be summarized as follows:

- 1) 1000 – Mechanic's Bank – Operating Account
- 2) 1003 – Five Star Bank – Payroll
- 3) 1005 – Petty Cash/Imprest Cash
- 4) 1008 – North Valley Community Foundation

- 5) 1010 - Fund 2510 - General Fund/General Operating (Cash)
 - a. 1011 · General Operating or Cash Reserve
 - b. 1012 · ACO Reserve
 - c. 1013 · General Reserve
 - d. 1014 · Deposits held for others
- 6) 1030 – Investments
 - a. 1031 · Five Star Bank Money Market
 - b. 1032 · Five Star Bank Grant Money Market

- 7) 1100 – Designated Treasury Funds - Donations
 - a. 1112 · Fund 2512 - Grosso Endowment
 - b. 1113 · Fund 2513 - Grosso Scholarship
 - c. 1114 · Fund 2514 - Designated Donations
 - i. 1114-1 · Bille Park Donations
 - ii. 1114-10 · Swim Scholarship Fund
 - iii. 1114-11 · Dog Park Donations
 - iv. 1114-12 · Coutolenc Camp Fund
 - v. 1114-13 · Ice Rink Donations
 - vi. 1114-14 · General Donations
 - vii. 1114-2 · Bike Park Fund
 - viii. 1114-3 · Lakeridge Park Donations
 - ix. 1114-4 · Sports Equipment Donations
 1. 1114-41 · Wrestling Mat Fund

- x. 1114-5 · Pam Young Fund
 - xi. 1114-6 · Easter Egg Scholarships
 - xii. 1114-7 · Child-Youth Scholarships
 - xiii. 1114-8 · McGreehan Children's Scholarship
 - xiv. 1114 · Other
- 8) 1119 – Development Impact and Subdivision Fees
- a. 1120 · Fund 2520 – Sub-Division Fees
 - b. 1121 · Fund 2521 - Park Acquisition Unincorporated
 - c. 1122 · Fund 2522 - Park Development Unincorporated
 - d. 1124 · Fund 2524 - District Facilities Unincorporated
 - e. 1126 · Fund 2526 - Park Acquisition Incorporated
 - f. 1127 · Fund 2527 - Park Development Incorporated
 - g. 1128 · Fund 2528 - District Facilities Incorporated
- 9) 1150 – Reserves – This includes reserve funds such as:
- a. 1151 · CalPERS 115 Trust
 - b. 1152 · Capital Improvement & Acquisition
 - c. 1153 · Current Operations
 - d. 1154 · Designated Project/Special Use/Grant Matching
 - e. 1155 · Future Operations
 - f. 1156 · Technology
 - g. 1157 · Vehicle Fleet & Equipment

Table 7. Current Fund Balances as of 6/30/22.

ASSETS	Amount (\$)
Current Assets	
Checking/Savings	
1000 · Mechanics Bank - Operating	40,817.33
1003 · Five Star Bank - Payroll	30,505.95
1005 · Petty Cash	300.00
1008 · North Valley Community Found	2,890.57
1010 · Treasury Cash - 2510	
1011 · General Operating	-648,762.21
1012 · ACO Reserve	606,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	<u>1,000.00</u>
Total 1010 · Treasury Cash - 2510	-38,062.21
1030 · Investments	
1031 · Five Star Bank Money Market	2,541,707.31
1032 · Five Star Bank Grant M. M.	584,160.59
1033 · Investment Reserves	
1033.02 · Capital Improvment & Acquisit	9,621,433.82
1033.03 · Current Operations	8,030,027.29
1033.04 · Desig Proj/Sp Use/Grant Match	752,815.05

ASSETS	Amount (\$)
1033.05 · Future Operations	18,820,376.47
1033.06 · Technology	150,563.01
1033.07 · Vehicle Fleet & Equipment	<u>752,815.05</u>
Total 1033 · Investment Reserves	<u>38,128,030.69</u>
Total 1030 · Investments	41,253,898.59
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	1,452.89
1114-13 · Ice Rink Donations	116,526.83
1114-14 · General Donations	13,279.23
1114-2 · Bike Park Fund	1,500.00
1114-3 · Lakeridge Park Donations	3,050.00
1114-4 · Sports Equipment Donations	
1114-41 · Wrestling Mat fund	<u>773.60</u>
Total 1114-4 · Sports Equipment Donations	773.60
1114-5 · Pam Young Fund	1,000.00
1114-6 · Easter Egg Scholarships	4,593.61
1114-7 · Child-Youth Scholarships	10.00
1114-8 · McGreehan Children's Schlshp	670.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	<u>223.24</u>
Total 1114 · Designated Donations-2514	<u>150,121.19</u>
Total 1100 · Designated Treasury Funds	210,230.45
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	8,236.81
1121 · Park Acqui Unincorp - 2521	39,624.80
1122 · Park Dev Unincorp - 2522	140,907.72
1124 · District Fac Unincorp - 2524	55,512.02
1126 · Park Acqui Incorp - 2526	184,001.87
1127 · Park Dev Incorp - 2527	541,186.03
1128 · District Fac Incorp - 2528	<u>110,882.38</u>
Total 1119 · Impact Fees	<u>1,080,351.63</u>
Total Checking/Savings	42,580,932.31

V. STAFF AND ORGANIZATION

A. Paradise Recreation and Park District Description

The District occupies roughly 172 square miles within Butte County (Figure 6). The District has mapped sub-areas within our boundaries to provide useful demographic information that will aid with programs and planning. These are not adopted boundaries and essentially based on school district boundaries and mapping from the previous District Manager.

In 2010, the District managed 468.75 acres of park land and facilities (Foothill 2010). This constituted of about 82 acres of developed park land and 374 of undeveloped park land. In 2020, the District added substantial properties under management with the addition of Paradise Lake (under agreement with the Paradise Irrigation District (PID)). In 2021, the District acquired an additional 16.52 acres next to existing parks, and 2.33 acres of new land that will be incorporated into the planned trail routes. As our 2022, the District manages 851 acres.

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

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

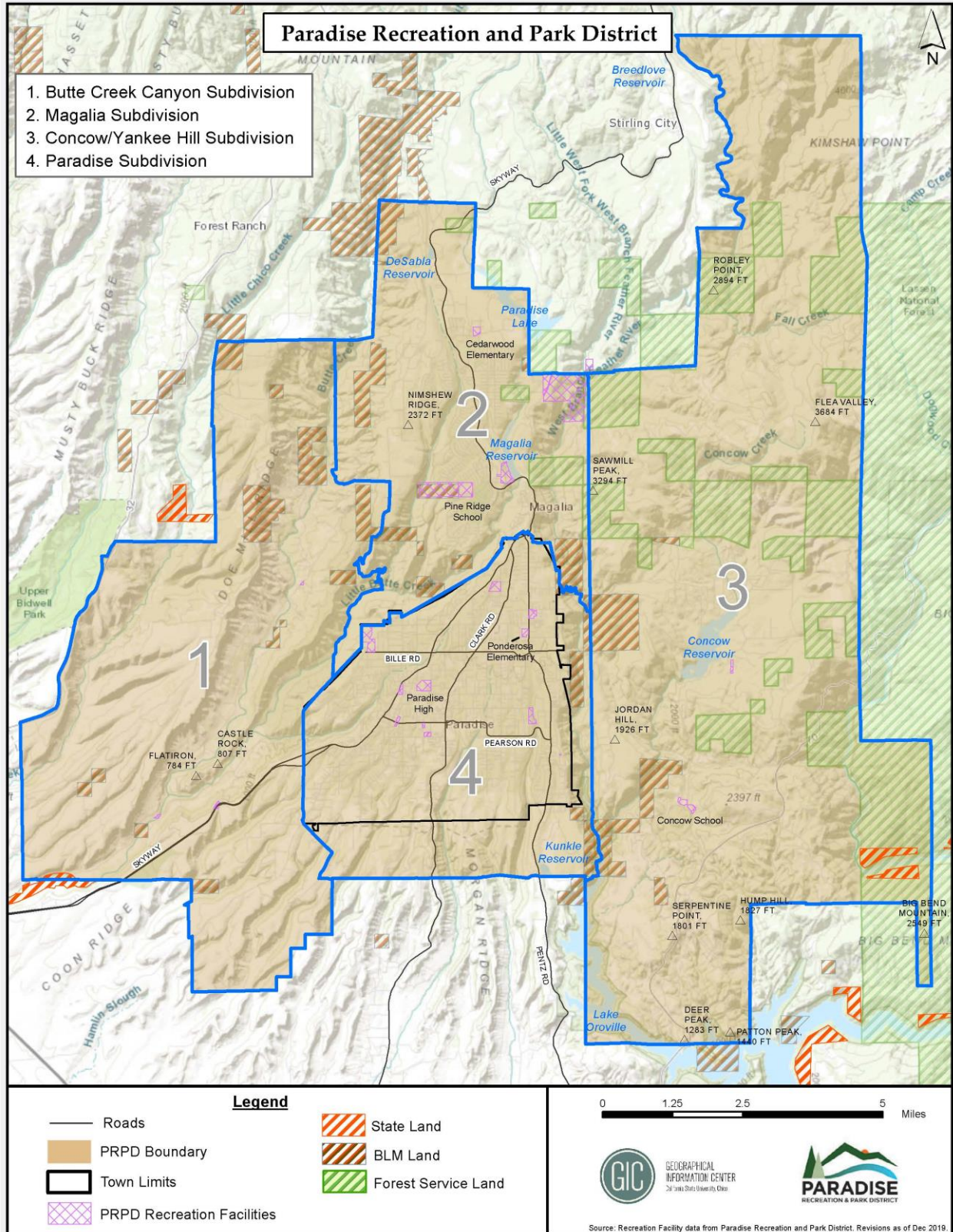


Figure 6. Paradise Recreation and Park District Service Area.

B. Staffing

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

The District anticipates increased staff needs in key areas to contend with current workload and demands. The District has been fortunate to add new grant funded programs and capital projects and new park amenities that will require additional staff. Nearly all items come with revenue opportunities (i.e., Paradise Lake and the new Paradise Welcome sign) that helps off-set some of the associated costs.

These include the following changes in this next Fiscal Year from Part-Time into Full-Time positions:

- Administrative Assistant II
- Volunteer Coordinator
- Recreation Specialist (Trails and Capital Projects)
- Recreation Coordinator (specializing in school programs).

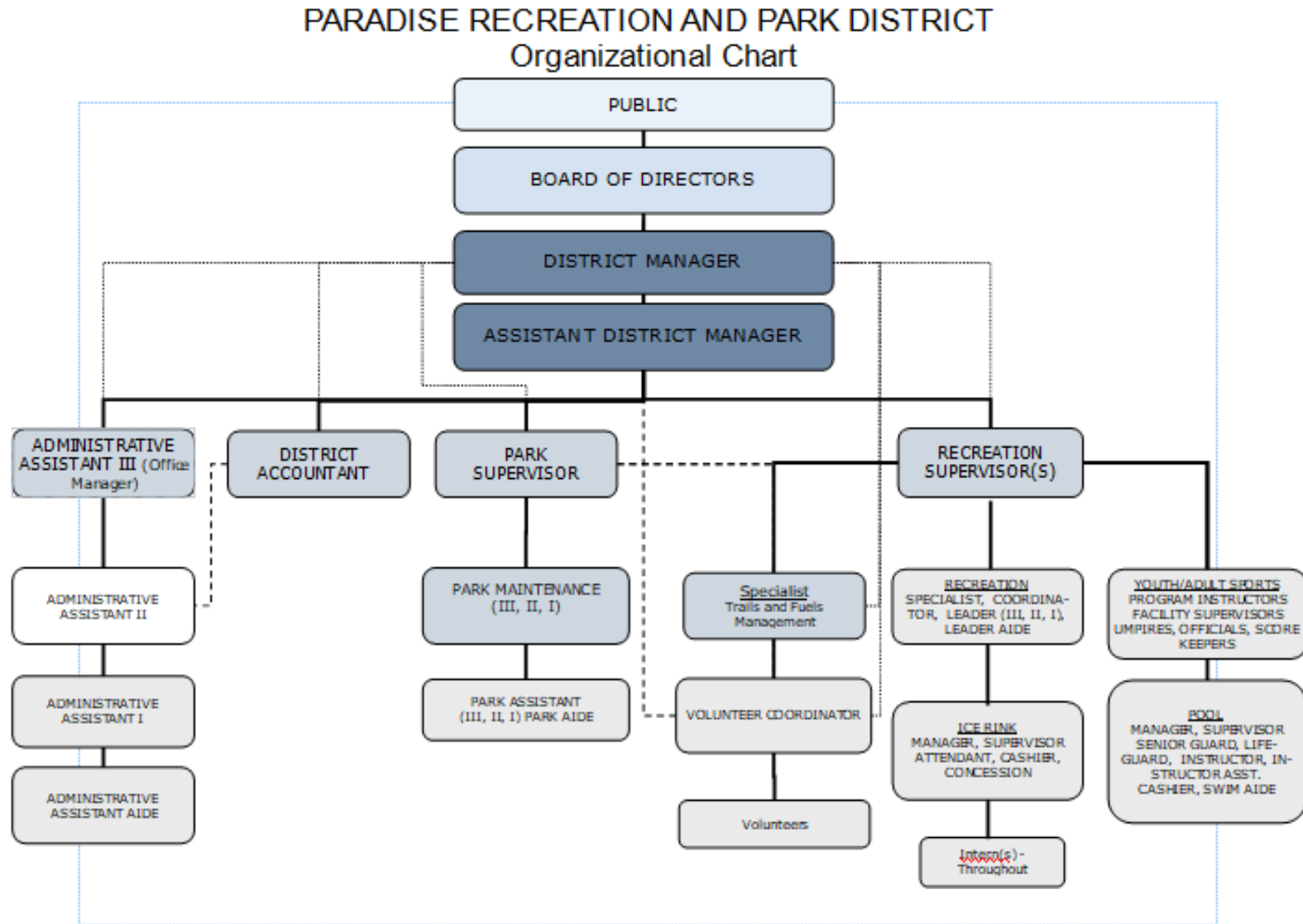
All positions are existing (with the Recreation Specialist relatively new) and will shift from 1600 hours into a 2080-hour positions. The District anticipates additional needs for part time maintenance and programming as well, but will be hired on an as needed or seasonal basis.

In the next year, we will develop some tools to show changes in staffing, one tool is to look at our staffing levels in terms of Full-Time Equivalents (FTE) to allow for a clearer comparison of resources.

Table 8. Staffing Levels Full-Time Equivalent.

	Fiscal Year (FY)	Administration	Parks Maintenance	Recreation	Total
Full-Time Equivalent (FTE)					
Actual					
	2017-18	3.9	9.1	9.9	22.9
	2020-21	5.0	9.0	6.1	20.1
	2021-22*	4.7	11.6	9.2	25.4
Projected					
	2022-23	5.4	13.1	11.2	29.7

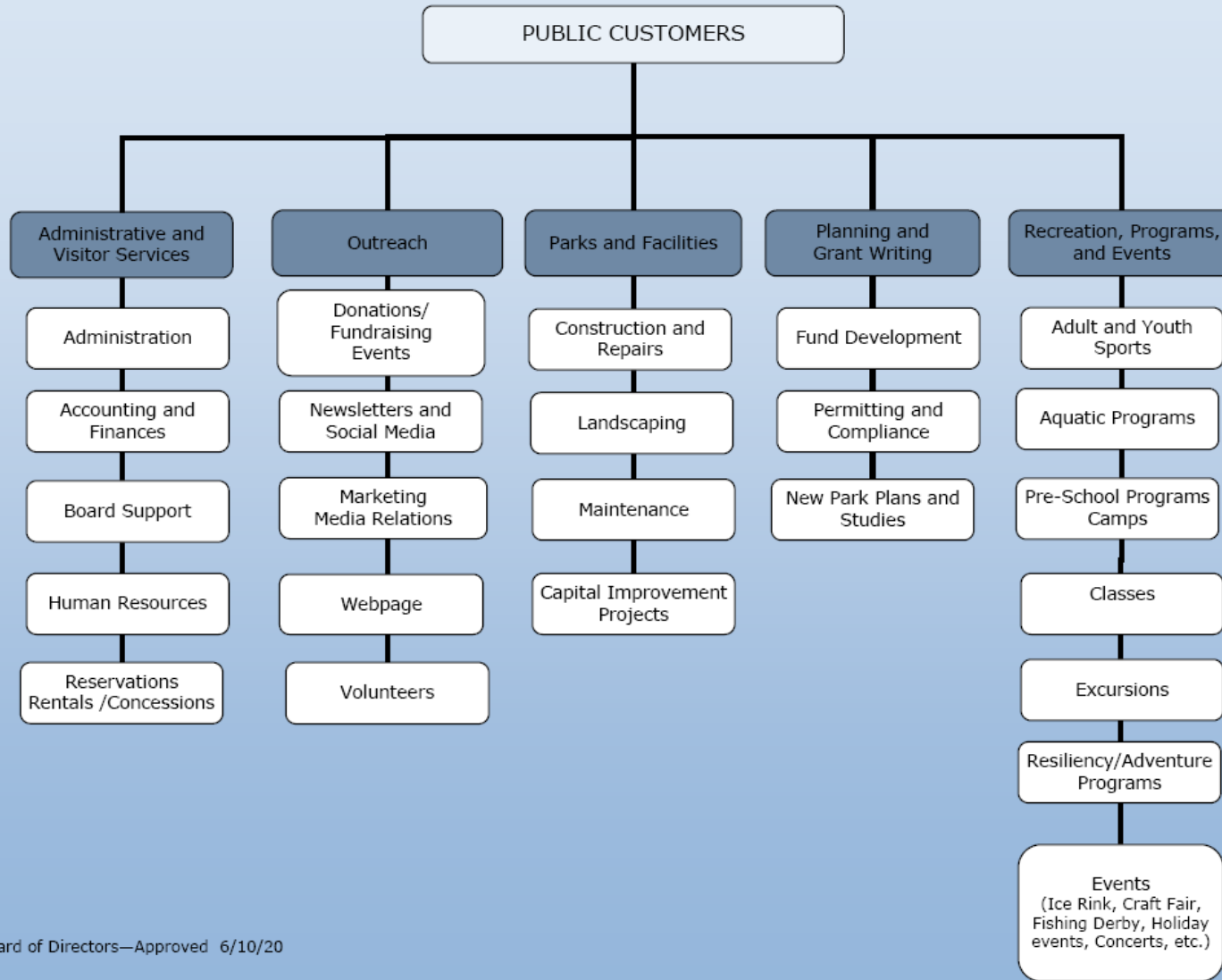
Figure 7. PRPD Organization Charts (General, Functional, and by Name)



PRPD Board of Directors—Proposed 7/13/22
6/14/2022

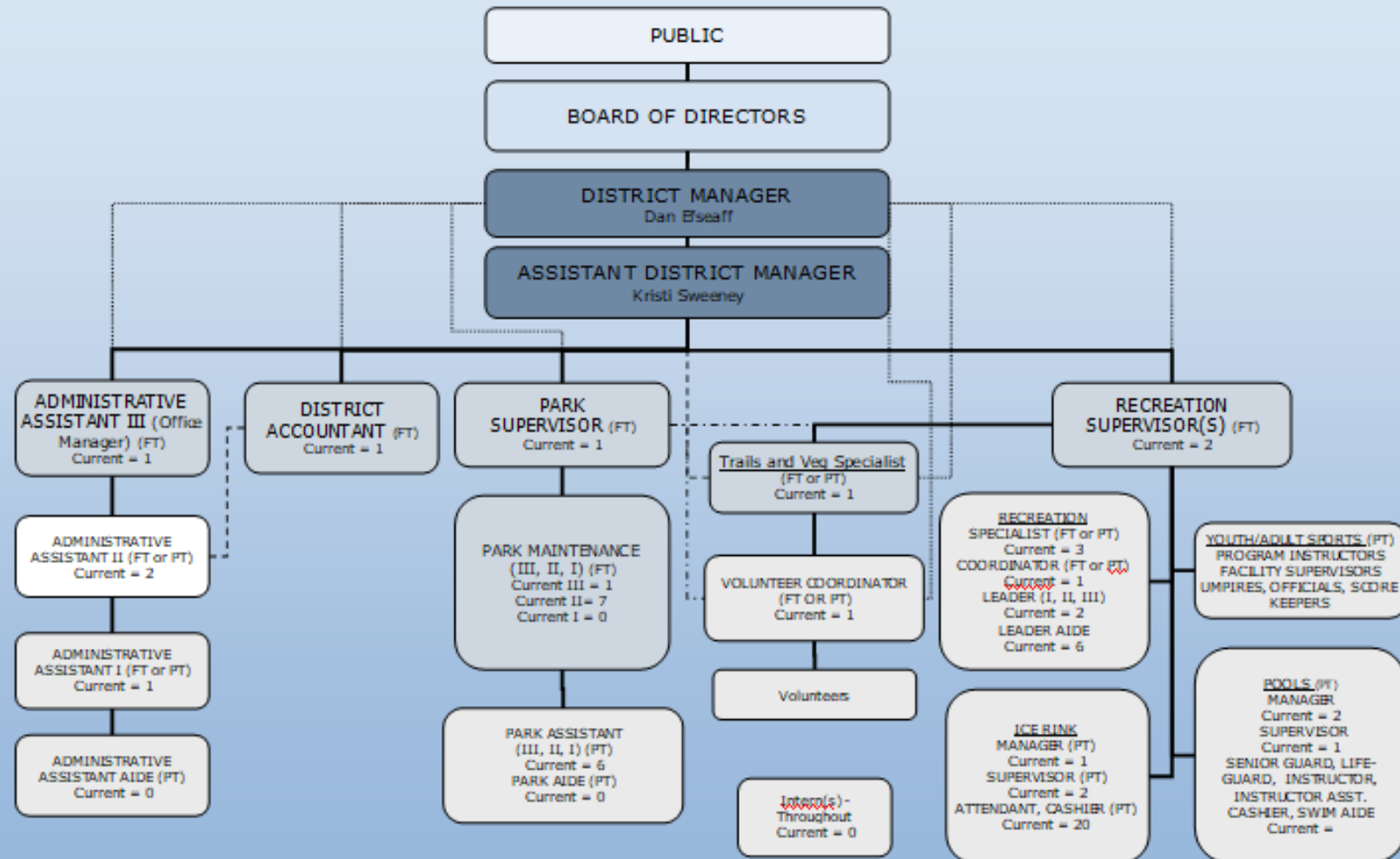
Note: Additional modifications will occur as job descriptions are reviewed. Interns may be applied to any part of the organization, but in particular parks and programming.

PARADISE RECREATION AND PARK DISTRICT Functional Areas Chart



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

PARADISE RECREATION AND PARK DISTRICT Staff Organizational Chart



PRPD Board of Directors — Proposed 7/13/22
Revised with current staff and vacancies
PRPD Board of Directors

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

Table 9. Adopted (6/10/20) 2021 Salary Scale (Subject to Revision).

Paradise Recreation & Park District							Effective Date:	1/1/2023		
Summary Hourly Rate Scale		All Positions					Date Approved:	TBD		
Fiscal Year -		2022-2023					Version Date:	6/21/2022		
Calendar Year:		2023								
CLASSIFICATION	Area	Steps								
		1	2	3	4	5	6 (10 yr)	7 (15 yr)	8 (20 yr)	
FULL-TIME - Hourly Rate										
ADMINISTRATIVE ASSISTANT II	Admin	22.25	22.91	23.60	24.31	25.04	25.79	26.56	27.36	
ADMINISTRATIVE ASSISTANT III	Admin	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30	
ASSISTANT DISTRICT MANAGER	Admin	41.92	43.18	44.48	45.81	47.19	48.60	50.06	51.56	
DISTRICT ACCOUNTANT	Admin	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30	
PARK MAINTENANCE I	Main	16.46	16.95	17.46	17.98	18.52	19.08	19.65	20.24	
PARK MAINTENANCE II	Main	20.87	21.49	22.14	22.80	23.48	24.19	24.92	25.66	
PARK MAINTENANCE III	Main	26.33	27.12	27.93	28.77	29.63	30.52	31.44	32.38	
PARK SUPERVISOR	Main	33.22	34.22	35.25	36.31	37.39	38.52	39.67	40.86	
REC SUPERINTENDENT	Rec	36.17	37.25	38.37	39.52	40.71	41.93	43.19	44.48	
RECREATION SUPERVISOR	Rec	33.22	34.22	35.25	36.31	37.39	38.52	39.67	40.86	
PART-TIME - Hourly Rate							Encumbered Rate Multiplier			
MAINTENANCE							Full-Time	1.3		
PARK AIDE	Main	15.50					Part-Time	1.15		
PARK ASSISTANT I	Main	15.50	16.00	16.50						
PARK ASSISTANT II	Main	16.25	16.75	17.25						
PARK ASSISTANT III	Main	17.00	17.50	18.00	18.50	19.00				
RECREATION										
RECREATION COORDINATOR	Rec	18.25	19.25	20.25	21.25	22.25				
RECREATION LEADER I	Rec	15.50	16.00	16.50						
RECREATION LEADER II	Rec	16.25	16.75	17.25						
RECREATION LEADER III	Rec	17.00	17.50	18.00	18.50	19.00				
RECREATION SPECIALIST	Rec	24.50	25.75	27.00	28.25	29.50				
SWIM POOL										
CASHIER	Rec	16.00	16.50	17.00						
INSTRUCTOR ASSISTANT	Rec	15.50	16.00	16.50						
LIFEGUARD INSTRUCTOR	Rec	16.25	16.75	17.25						
POOL MANAGER	Rec	19.25	19.75	20.25	20.75	21.25				
POOL SUPERVISOR	Rec	18.00	18.50	19.00	19.50	20.00				
SENIOR GUARD	Rec	16.75	17.25	17.75						
SWIM AIDE	Rec	15.50								
OFFICE										
ADMIN ASSISTANT AIDE	Admin	15.50								
ADMINISTRATIVE ASSISTANT I (P)	Admin	18.00	19.00	20.00	21.00	22.00				
ADMINISTRATIVE ASSISTANT II (P)	Admin	20.00	21.00	22.00	23.00	24.00				
INTERN	TBD	15.50	17.50	19.50	21.50	23.50				

Paradise Recreation & Park District						Effective Date: 1/1/2023			
Summary Hourly Rate Scale			All Positions			Date Approved: TBD			
Fiscal Year - 2022-2023						Version Date: 6/21/2022			
Calendar Year: 2023									
CLASSIFICATION	Area	Steps							
		1	2	3	4	5	6 (10 yr)	7 (15 yr)	8 (20 yr)
FULL-TIME - Hourly Rate									
ADMINISTRATIVE ASSISTANT II	Admin	22.25	22.91	23.60	24.31	25.04	25.79	26.56	27.36
ADMINISTRATIVE ASSISTANT III	Admin	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30
ASSISTANT DISTRICT MANAGER	Admin	41.92	43.18	44.48	45.81	47.19	48.60	50.06	51.56
DISTRICT ACCOUNTANT	Admin	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30
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PARK SUPERVISOR	Main	33.22	34.22	35.25	36.31	37.39	38.52	39.67	40.86
RECREATION SUPERVISOR	Rec	33.22	34.22	35.25	36.31	37.39	38.52	39.67	40.86
PART-TIME - Hourly Rate						Encumbered Rate Multiplier			
MAINTENANCE						Full-Time 1.3			
PARK AIDE	Main	15.50							Part-Time 1.15
PARK ASSISTANT I	Main	15.50	16.00	16.50					
PARK ASSISTANT II	Main	16.25	16.75	17.25					
PARK ASSISTANT III	Main	17.00	17.50	18.00	18.50	19.00			
RECREATION									
RECREATION COORDINATOR	Rec	18.25	19.25	20.25	21.25	22.25			
RECREATION LEADER I	Rec	15.50	16.00	16.50					
RECREATION LEADER II	Rec	16.25	16.75	17.25					
RECREATION LEADER III	Rec	17.00	17.50	18.00	18.50	19.00			
RECREATION SPECIALIST	Rec	24.50	25.75	27.00	28.25	29.50			
SWIM POOL									
CASHIER	Rec	16.00	16.50	17.00					
INSTRUCTOR ASSISTANT	Rec	15.50	16.00	16.50					
LIFEGUARD INSTRUCTOR	Rec	16.25	16.75	17.25					
POOL MANAGER	Rec	19.25	19.75	20.25	20.75	21.25			
POOL SUPERVISOR	Rec	18.00	18.50	19.00	19.50	20.00			
SENIOR GUARD	Rec	16.75	17.25	17.75					
SWIM AIDE	Rec	15.50							
OFFICE									
ADMIN ASSISTANT AIDE	Admin	15.50							
ADMINISTRATIVE ASSISTANT I (P)	Admin	18.00	19.00	20.00	21.00	22.00			
ADMINISTRATIVE ASSISTANT II (P)	Admin	20.00	21.00	22.00	23.00	24.00			
INTERN	TBD	15.50	17.50	19.50	21.50	23.50			

VI. REFERENCES

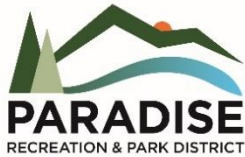
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Memo



Date: 6/13/2022
 To: File
 From: Dan Efseaff, District Manager
 CC:
 Subject: **FY 2022-2023 Capital Improvement Projects**

I. Introduction

This memo outlines the Capital Improvement Projects (CIP) for the next Fiscal Year (FY). The budget narrative provides the official budget amounts, and this document provides insight into each project area. The CIP budgets intend to identify priority projects, but the District is mindful that partnerships and opportunities may develop quickly. Therefore, the District allows for a flexible response to changes in the funding and implementation landscape. Therefore, funding and feasibility for lower priority projects may vault in front of originally higher priority projects. Still, the items below allow the District to develop a project pipeline approach and forecast District needs and progress. The reader may note that many of these projects do not have an identified funding source past 3 years as an acknowledgement of funding cycles and uncertainty.

As part of recommendations in the budgeting process, the District will explore the concept of longer windows for CIP consideration (10 years instead of the current 5-year approach).

II. Project Description

Priority projects for the next Fiscal Year are presented (rearranged according to priority) consistent with the following format:

- Identification number (ID #): Year and sequence (i.e., 2022-1)
- Project: Project Name
- Priority: Low, Medium, High
- Description: What is the project? Provide a brief explanation of the project and goals. Multiple projects may be linked.
- Justification: Why complete the project? Explain connection to District-goals impacts
- Location: Describe geographical location.
- Status: Provide current update (Not started, Pending, In progress or Active, Completed, Deferred, Canceled).
- Notes: Indicate an update on progress report update: status, accomplishments, next steps.

III. Project List

A. 2022-1 District Security, Conservation, and Efficiency Investments

Priority: High

Description: This Project provides funding toward a series of small projects or planning for larger projects to provide water and energy conservation and security measures that provide short term returns on investment or protection of assets. Projects may include, but not restricted to the installation of waterless urinals and water efficient toilets, turf reduction, smaller water meters (and reduced base rates), hardware for facility security, LED replacement lights, smart irrigation controllers or thermostats, motion sensor lights, energy efficient equipment, additional insulation, etc. Projects may also include measures to reduce labor, for example installing surfaces that are easier to maintain in sanitary condition (i.e. install

splash guards, tile, resin or concrete sealants to restrooms). In addition, funding may be used for energy audit services and to evaluate the potential for solar power or to identify additional cost-effective measures for future years. Projects should consider improvements that are consistent with Americans with Disabilities Act (ADA) standards.

Justification: Funding devoted to conservation and efficiency projects will mean a long-term return on investment (labor or energy cost savings). While this includes planning, larger projects, such as solar, will likely require future BOD action. Costs can tie in with a financing instrument to reduce energy costs and pay for the installation over time.

Location: District wide at existing facilities

Status: In progress.

Notes: The District continued significant progress from FY 2021-22. The District completed LED upgrades for TARC and other facilities, including the installation of water conservation restroom fixtures, smart thermostats at TARC. We have awarded the LED light replacement project at the Moore Road Ballpark and the solar installation at TARC. Both should be completed in FY 2022-23. Staff plans to bring other efforts to the BOD as needed.

B. 2022-2 Land Acquisition

Priority: High

Description: Add new park and recreational opportunities or provide space for District operations. Give priority to multi-benefit properties (especially those that expand recreation, improve emergency and public access, facilitate comprehensive fuels and fire management, near existing park or public lands, or to create Community Scale defensible space). The District will prioritize working with our partners to seek recreational opportunities on land already in public ownership, which may require agreements and due diligence. Funding will be set aside or sought for due diligence to support the District's decision-making process. As most acquisitions are opportunity based, some may arise during the next fiscal year. Staff will update the Parks Committee to review potential options and priorities. These may be summarized as follows (in Incorporated (Paradise) or Unincorporated (Butte Creek Canyon, Concow/Yankee Hill, and/or Magalia Areas):

- Butte Creek Canyon – prioritize areas that provide river access, protect biological resources, and adjoin partners such as the Honey Run Covered Bridge Association (HRCBA), Centerville Historic and Recreation Association (CHRA), CSU Chico, California Department of Fish and Wildlife, and/or the Bureau of Land Management).
- Concow/Yankee Hill – Properties in this region may provide additional regional and local recreational opportunities and be important contributors for reducing wildfire risks in the District. They may also help support the development of community (and may include efforts to develop a Community Center or new recreational activities).
- Magalia - Paradise Lake Area – With the new trails project and anticipated use, we expect additional access, trail connections, and new amenities will be needed over the next 5-10 years to develop a robust trail system.
- Paradise – priority areas include parcels adjoining existing parks, in underserved areas, along corridors to help anchor wildfire risk reduction strategies (along creek sides or “Sunrise” or “Sunset Rim” properties). The District will also explore potential rebuild sites for the District shop and classroom, and potentially new sites to serve as a Community Center or program/meeting spaces.

Justification: The multiple benefit approach will meet a variety of community, wildfire risk reduction/climate adaptation, recreation, conservation, and operations goals. Funding will be set aside from the Acquisition Reserve, and the District will need unidentified grants to provide the bulk of funding, although other sources may be available.

Location: Various, in all quadrants of the District.

Status: In progress.

Notes: District has made a remarkable amount of progress during FY 2021-22. Milestones include completion of property acquisition at Lakeridge (the relatively flat land provides opportunities to reduce development costs and provide amenities identified by the public) and the completion of the District's first donation from a private landowner (Jordan Hill Road). Park planning, designs, management plan, and implementation will follow.

C. 2022-3 New Park and Facility Development

Priority: High

Description: The District has several undeveloped properties, while some lend themselves to minimal improvement wildland parks, at least 2 will require major outside funding to complete. In addition, the District is exploring the development of Community Centers that may serve as remarkable features to aid in the rebuilding and reconnection of communities. Finally, upcoming land acquisitions and partnerships will open opportunities for new strategically located parks that meet recreation and multiple purposes and may allow for development of adventure parks, Community field house, trails, and other amenities. The priority areas identified for the District include:

- Lakeridge Park (Magalia) – The District initiated an approved State Parks Program project to develop this park and smaller proposals for vegetation and trails. Not all amenities (i.e. the building and equipment area) are completely funded and the District will seek additional funding to supplement or potentially phase. However, in case they outside funding sources are not available, the District has set aside reserves to complete these projects in an efficient manner with the State Park Funding.
- Noble Park – Like Lakeridge, the District submitted a proposal for development and vegetation, but it was not approved. The District removed hazards and is working on additional needs (signs, fencing, etc.) related to the new property addition from FY2020-21. The District will complete an interim management plan in FY 2022-23. Some funding for interim needs will come from per capita funding. Staff will identify measures that may be completed in the short-term (grading plan, curb and gutter, buffer landscaping, etc.) and develop specifications for park, refine costs, and identify permitting and environmental compliance issues.
- Oak Creek Park – Installation of wildland park amenities: parking lot, signage, kiosk, trails, portable restroom, trash can, doggie pot bags, and potentially water. The project is being developed and funded by per capita funding. We anticipate that the agreement for funding will be completed in FY 2022-23 and the project may start this or the next FY.
- Community Center Development – Our District has substantial needs for places that can serve as community gathering points for events, recreation, classes, and social networking. The District identified Magalia as the top priority and will need to secure additional funding for a larger facility to meet programming needs. Paradise, and Concow/Yankee Hill also have needs (with substantial opportunities in Paradise to work with partners on a multipurpose facility). The findings from the Paradise Community Center feasibility study may influence this effort.
- Jordan Hill Road Park – Explore options to provide new wildland amenities for this park. The District will apply for planning funding.
- Unidentified Wildland Park – Finally, the District is pursuing the development of wildland parks via agreement or acquisition. While management and conceptual plans will pave the way to identify costs and uses, and inform future budget requests, the District anticipates some immediate needs for security, hazards, or other features as park development continues.

Justification: Lack of local facilities. Provide park amenity in underserved areas.

Location: Various. Priorities include Lakeridge Park, Oak Creek, Noble Park Development.

Status: In Progress

Notes: Substantial funding sources will be available to carry out Lakeridge, Oak Creek, and minor site improvements to Noble Park. Staff recommends a phased approach to develop unfunded sites. The phased approach may also allow for the development of interim measures (i.e., portable restrooms) that may allow for public access, while long-term funding is developed. If grant efforts are successful, the District will proceed, if not, the larger development will be deferred. Several partnership grants are currently in the works.

D. 2022-4 Camp Fire Recovery Projects

Priority: High

Description: The District has made remarkable progress on the clean-up and recovery of properties following the Camp Fire. However, there are still some key areas that need to be prioritized for completion over the next few years. These may be summarized as follows:

- Aquatic Park Facility Repairs and Potential Improvements – The reconstruction of the Aquatic Park Recreation building, and restrooms remains the largest outstanding item.
- Bille Park – Remaining efforts: Removal of tree hazards, re-establishment of trails, reduction in fuels loads (woody and annual plants), ADA concrete work to Lower Bille playground, bench and sign replacement, and trail rebuild.
- Coutolenc Park – Following the current CALOES led hazard tree work, the District will need to embark on the removal of fuel loads re-building of the water well, picnic tables, benches, lighting, and trail building.
- Crain – The removal of hazard trees and reducing fuel loads, then design and replace interpretive signs.
- District Shop - Project would rebuild a shop lost during the Camp Fire. Staff anticipates that the current location will have new constraints because of its proximity to the creek. Use of rebuild funds with additional funds and a thoughtful design could provide a potential expansion to meet current and future District needs and potentially serve as meeting or programming space and as a maker's space. Staff is exploring available commercial space or other parcels as well.
- Moore Road Ball Park – many hazards and repairs have been made. However, some significant efforts remain, including removal and replacement of ball field and horse arena lights, and the replacement of the arena fencing. Completion of these projects will depend on the available funding from insurance and FEMA.

While some of these repairs may go hand in hand with improvements, the District will treat them separately for cost tracking for insurance and FEMA funds.

Justification: Remove imminent hazards and rebuild damaged facilities lost in Camp Fire. Much funding will come from insurance or FEMA sources.

Location: Various

Status: In Progress

Notes: One of the most significant efforts that is not funded under the District has been the clean-up of hazard trees and fuels. The District has greatly benefited from the Butte County/CalOES/FEMA hazard tree program and grant funded partners with the Butte County Fire Safe Council and Butte County Resource District.

E. 2022-5 Existing Park Improvements and Development

Priority: High

Description: The District has identified major amenities and improvements to existing parks. This project implements a variety of identified projects and improvements at each of the parks below. Additional funding, donations, and volunteer work will determine the completion of the projects and staff are working with consultants on the plans and cost estimates. Therefore, the list of amenities and cost estimates will be refined. These are focus projects and expect that number of parks and items on the list will expand and contract over the years.

- Aquatic Park - Renovate or improve playground equipment, landscape improvements, complete parking lot seal, repair fences, modernize electrical pad, and concrete repair. Based on application for a permit in 2021, Staff anticipates the need to clean out the pond in 2022. A future pool complex renovation plan may identify other improvements.
- Bille Park - concrete repairs, landscape improvements for water conservation (includes turf reduction), restroom renovation (Upper), seal and restripe parking lots, outside exercise equipment, an all-access play-feature, replacement of pumps and other park features. The management and conceptual plans noted above will unveil an inventory of needs for future work. The plan will propose additional parking, landscaping, play structure, bike features, adventure play area, and ropes course features.
- Coutolenc Park – Following the completion of hazard tree removal, the District will complete the recovery project for the site, but also, we have additional amenity needs for this park: signs, improved and expanded parking lot, portable restroom pads and/or restrooms, trails, and other basic amenities (the management plan may identify additional features).
- Crain Park - Complete park improvements (landscaping and reseeding), signage, additional trails on south side of property (park plan may reveal other improvements and appropriate uses).
- Moore Road Ball Park – Once the recovery project is complete, the District has been working on a conceptual plan to re-locate the playground and better arrange park elements. These may include changes to the parking lot, lighting, modernize the backstop, additional warm up areas, trails and waypoints and creation of a plaza between the ballfield, revised restrooms, concessions, and maintenance storage. The District awaits the Town’s Master Road Plan to see if additional access to the park will be considered. Therefore, the scope of this request may expand next year.
- Paradise Lake - Make additions and improvements to Paradise Lake to support additional revenue and program areas. Items include fuels reduction, trail work, boat launching (floating dock), storage, and improvements to existing facilities. Make repairs to lake house to accommodate rentals, programs, and caretaker use. Add water condition and other amenities to house, including a potential deck expansion. An improved boat ramp will include additional parking, restroom, new surfacing, and other amenities and will require outside funding.

Justification: These requests fall under two categories: replacement of aging infrastructure for safety and to improve efficiency, and addition of new features to make the parks more of an attraction and to provide new programming or revenue opportunities. For example, the Moore Road Maintenance Storage room is limited and requires staff to unpack items before they can be used. The building is shared with the concessions stand.

Location: Various.

Notes: The District submitted a grant application for Bille Park. Other projects have some internal funding assigned, but no large funding sources secured. As the District develops more detailed plans over the next year, the costs and scope of projects will be refined.

F. 2022-6 Trails Development Project

Priority: High

Description: The District kicked off a \$507K state funded trails project (Magalia Paradise Lake Loop

Trail) in FY 2021-22. The three-year project will require additional funding to complete portions of it (bridges and environmental compliance). As one of the main amenities identified by residents, Staff foresees a committed effort over the next decade in our region. Other projects that may arise include continuation of the Butte County Rail Trail, further develop trails at parks, explore new trails and connections on partner properties (such as a natural surface flow trail along the Yellowstone Kelly Trail/Skyway). The vision is to create a new trails system for our region that provides recreation but also fire and fuels management options.

Justification: Lack of local facilities and safe, sanctioned access. Trails are consistently noted as the number one recreational amenity in our area and can provide opportunities for fuels reduction, better emergency and public access to public lands and amenities, and economic opportunities.

Location: Various throughout the District.

Status: In progress.

Notes: Staff selected a consistent funding pattern in the longer term. Future projects will need funding and the needs outstrip available funding. Our volunteer program and partners will be an important part of the long-term maintenance.

G. 2022-7 Planning: Strategic, Master, Park, Recreation, and Management Plans

Priority: High.

Description: Complete Strategic Plan, update District Master Plan and develop park management plans (or interim plans) for each park or facility. Funding also supports acquisition documents, due diligence, and environmental compliance. Planning also includes the potential Buffer Feasibility Study and Plan. In addition, this effort includes exploration of lands already in public ownership that may have a District connection. This effort includes a feasibility study for recreational amenities along the Yellowstone Kelly Bike Trail.

Justification: This project will update community and District's assets and needs. Securing outside funding for planning, in turn helps us prepare proposals for implementation funding. Master Plans are mandated for Districts; deferring may result in lost opportunities for construction funding and community engagement. Individual management plans are needed for all parks and will may help inform the larger planning effort. While the District will make strides to complete management or conceptual plans for every park, Staff will prioritize Oak Creek and Noble (SNC funded), Lakeridge, Coutolenc, Crain, Paradise Lake, and Bille.

Location: Various

Status: In progress.

Notes: Includes Strategic, Master, Parks, and Buffer plans. Planning on park units (Noble and Oak Creek) has begun and anticipated to be completed in 2022. Related to these efforts are conceptual designs and park development for implementation. This includes recreation plans for lands not currently managed by the District.

H. 2022-8 Aquatic Park and Concow Pool Improvements

Priority: Med

Description: Both pools need improvements in basic security and safety hazards. Funds will be used for fence and window repairs (or plywood), lighting, paint, landscaping, table replacement, concrete patches, roof and gutter repairs, etc. This may include improvements to the adjacent play areas and heating and purification systems.

Eventually, major improvements or replacement will be required to bring up to modern standards and enhance the use of the pools. Staff includes this cost for the Paradise Pool but have not identified a likely funding source.

Justification: The pools represent some of the longest running and beloved programs within the District. The Paradise pool represents one of the major costs to the district (labor costs, electricity, chemicals, etc.) and safety is paramount for these facilities. Building is showing signs of age and is difficult to clean and maintain in a satisfactory condition. Concrete walls and floors are eroding and cracking. Upgraded facilities or new amenities would aide in additional programing and rentals at the site and Pool and be consistent with appropriate building codes. Long-term pool replacement costs were estimated at \$2.9 M in 2017. Although we need urgent, basic repairs, Staff want to make sure that adequate planning ensures that repairs are consistent with future plans.

Because the Golden Feather Unified School District owns the Concow Pool and PRPD manages programing for the facility, substantial funds or grants will be directed to GFUSD. However, the District is committed to working with GFUSD toward funding and identifying issues and potential partnerships to develop a major project to remedy issues.

Location: Paradise and Concow Pools

Status: In progress.

Notes: GFUSD has a grant to support planning and may need assistance and support for matching funds.

I. 2022- 9 Additions to Fixed Assets Vehicle Fleet and Equipment, and Technology Investments

Priority: Low

Description: Make purchases for District efficiency and replacement. Post Camp Fire, the District has done a remarkable job of replacing vehicles and equipment, but there are still needs for field and shop equipment. In addition, the District was very successful in securing grants for state-of-the-art technological upgrades for the Terry Ashe Recreation Center. This will need to be replicated as we add parks and staff. In the next Fiscal Year, the District will develop an asset inventory and replacement schedule to aid with that effort.

Justification: Timely purchases and replacement will maintain workflow efficiency and maximize District resources. Priority is low because of the recent successful funding, purchase, and replacement of equipment.

Location: Various

Status: In progress.

Notes: The District completed several equipment purchases (mostly associated with the USDA grant, but also in house funds for vehicles). We also obtained 3 storage containers. nWe anticipate adding equipment (shop and field) and technology infrastructure following the rebuilding of facilities, timing will be dependent on the pace of rebuild. This may therefore be spread over multiple years.

<https://paradiseprrpd.sharepoint.com/sites/Finance/Shared Documents/FY.2021-22/Budget.Report/2021-22.CIP.Memo.Summary.21.0427docx.docx>

Paradise Recreation & Park District

Summary Hourly Rate Scale

All Positions

Effective Date: 7/1/2022

Date Approved: TBD

Fiscal Year -

2022-2023

Version Date: 6/21/2022

Calendar Year:

2022

CLASSIFICATION	Area	Steps							
		1	2	3	4	5	6 (10 yr)	7 (15 yr)	8 (20 yr)

FULL-TIME - Hourly Rate

ADMINISTRATIVE ASSISTANT II	Admin	22.25	22.91	23.60	24.31	25.04	25.79	26.56	27.36
ADMINISTRATIVE ASSISTANT III	Admin	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30
ASSISTANT DISTRICT MANAGER	Admin	41.92	43.18	44.48	45.81	47.19	48.60	50.06	51.56
DISTRICT ACCOUNTANT	Admin	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30
PARK MAINTENANCE I	Main	16.46	16.95	17.46	17.98	18.52	19.08	19.65	20.24
PARK MAINTENANCE II	Main	20.87	21.49	22.14	22.80	23.48	24.19	24.92	25.66
PARK MAINTENANCE III	Main	26.33	27.12	27.93	28.77	29.63	30.52	31.44	32.38
PARK SUPERVISOR	Main	33.22	34.22	35.25	36.31	37.39	38.52	39.67	40.86
RECREATION SUPERVISOR	Rec	33.22	34.22	35.25	36.31	37.39	38.52	39.67	40.86

PART-TIME - Hourly Rate

MAINTENANCE

PARK AIDE	Main	15.00							
PARK ASSISTANT I	Main	15.00	15.50	16.00					
PARK ASSISTANT II	Main	15.75	16.25	16.75					
PARK ASSISTANT III	Main	16.50	17.00	17.50	18.00	18.50			

Encumbered Rate Multiplier

Full-Time	1.3
Part-Time	1.15

RECREATION

RECREATION COORDINATOR	Rec	17.75	18.75	19.75	20.75	21.75			
RECREATION LEADER I	Rec	15.00	15.50	16.00					
RECREATION LEADER II	Rec	15.75	16.25	16.75					
RECREATION LEADER III	Rec	16.50	17.00	17.50	18.00	18.50			
RECREATION SPECIALIST	Rec	24.00	25.00	26.00	27.00	28.00			

SWIM POOL

CASHIER	Rec	15.50	16.00	16.50					
INSTRUCTOR ASSISTANT	Rec	15.00	15.50	16.00					
LIFEGUARD INSTRUCTOR	Rec	15.75	16.25	16.75					
POOL MANAGER	Rec	18.75	19.75	20.75	21.75	22.75			
POOL SUPERVISOR	Rec	17.50	18.00	18.50	19.00	19.50			
SENIOR GUARD	Rec	16.25	16.75	17.25					
SWIM AIDE	Rec	15.00							

OFFICE

ADMIN ASSISTANT AIDE	Admin	15.00							
ADMINISTRATIVE ASSISTANT I (PT)	Admin	17.50	18.50	19.50	20.50	21.50			
ADMINISTRATIVE ASSISTANT II (PT)	Admin	19.50	20.50	21.50	22.50	23.50			
INTERN	TBD	15.00	17.00	19.00	21.00	23.00			

Paradise Recreation & Park District

Summary Hourly Rate Scale

All Positions

Effective Date: 1/1/2023

Date Approved: TBD

Fiscal Year -

2022-2023

Version Date: 6/21/2022

Calendar Year: 2023

CLASSIFICATION	Area	Steps							
		1	2	3	4	5	6 (10 yr)	7 (15 yr)	8 (20 yr)

FULL-TIME - Hourly Rate

ADMINISTRATIVE ASSISTANT II	Admin	22.25	22.91	23.60	24.31	25.04	25.79	26.56	27.36
ADMINISTRATIVE ASSISTANT III	Admin	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30
ASSISTANT DISTRICT MANAGER	Admin	41.92	43.18	44.48	45.81	47.19	48.60	50.06	51.56
DISTRICT ACCOUNTANT	Admin	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30
PARK MAINTENANCE I	Main	16.46	16.95	17.46	17.98	18.52	19.08	19.65	20.24
PARK MAINTENANCE II	Main	20.87	21.49	22.14	22.80	23.48	24.19	24.92	25.66
PARK MAINTENANCE III	Main	26.33	27.12	27.93	28.77	29.63	30.52	31.44	32.38
PARK SUPERVISOR	Main	33.22	34.22	35.25	36.31	37.39	38.52	39.67	40.86
RECREATION SUPERVISOR	Rec	33.22	34.22	35.25	36.31	37.39	38.52	39.67	40.86

PART-TIME - Hourly Rate

MAINTENANCE

PARK AIDE	Main	15.50							
PARK ASSISTANT I	Main	15.50	16.00	16.50					
PARK ASSISTANT II	Main	16.25	16.75	17.25					
PARK ASSISTANT III	Main	17.00	17.50	18.00	18.50	19.00			

Encumbered Rate Multiplier

Full-Time	1.3
Part-Time	1.15

RECREATION

RECREATION COORDINATOR	Rec	18.25	19.25	20.25	21.25	22.25			
RECREATION LEADER I	Rec	15.50	16.00	16.50					
RECREATION LEADER II	Rec	16.25	16.75	17.25					
RECREATION LEADER III	Rec	17.00	17.50	18.00	18.50	19.00			
RECREATION SPECIALIST	Rec	24.50	25.75	27.00	28.25	29.50			

SWIM POOL

CASHIER	Rec	16.00	16.50	17.00					
INSTRUCTOR ASSISTANT	Rec	15.50	16.00	16.50					
LIFEGUARD INSTRUCTOR	Rec	16.25	16.75	17.25					
POOL MANAGER	Rec	19.25	19.75	20.25	20.75	21.25			
POOL SUPERVISOR	Rec	18.00	18.50	19.00	19.50	20.00			
SENIOR GUARD	Rec	16.75	17.25	17.75					
SWIM AIDE	Rec	15.50							

OFFICE

ADMIN ASSISTANT AIDE	Admin	15.50							
ADMINISTRATIVE ASSISTANT I (PT)	Admin	18.00	19.00	20.00	21.00	22.00			
ADMINISTRATIVE ASSISTANT II (PT)	Admin	20.00	21.00	22.00	23.00	24.00			
INTERN	TBD	15.50	17.50	19.50	21.50	23.50			



Paradise Recreation & Park District

6626 Skyway
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Phone: 530-872-6393
Fax: 530-872-8619
Website: www.ParadisePRPD.com

Resolution #22-07-1-512

Resolution of the Board of Directors of the Paradise Recreation and Park District Adopting the Final Budget for the 2022-2023 Fiscal Year

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Paradise Recreation and Park District adopts the Final Fiscal Year 2022-2023 Budget for Fund 2510 (Exhibit A) at their regular meeting on July 13, 2022, as follows:

Salaries and Employee Benefits	\$2,246,800.00	
Services & Supplies	1,509,300.00	
Contributions to Other Agencies	20,000.00	
Debt Service	-0-	
Total Budget		<u>\$3,756,100.00</u>

FURTHER, BE IT RESOLVED that the Board of Directors approves and adopts funds for Fiscal Year 2022-2023 as detailed in Exhibit B.

Resolution #22-07-1-512
July 13, 2022
Page -2-

FURTHER, BE IT RESOLVED that the Board of Directors of the Paradise Recreation and Park District may modify the 2022-2023 Budget as necessary due to additional unanticipated expenses, revenue, tax shift, or unforeseen actions by the legislature.

The final budget was adopted on July 13, 2022, and this resolution was passed and adopted this 13th day of July 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Al McGreehan, Chairperson

ATTEST:

Mary Bellefeuille, Secretary



Paradise Recreation & Park District

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Exhibit B
Resolution #22-07-1-512

To: Graciela Gutierrez, Auditor-Controller
From: Paradise Recreation and Park District
Date: July 13, 2022
Subject: Provision for Reserves for Fiscal Year 2022-2023

Please make reserve provisions for the 2022-2023 budget year as follows for the Paradise Recreation and Park District:

DESCRIPTION

	<i>BALANCE 6/30/21</i>	<i>DECREASE OR CANCEL</i>	<i>INCREASE OR NEW RESERVES</i>	<i>TOTAL 2022-2023 BUDGET</i>
Imprest Cash Reserve	\$ 300.00	\$ -0-	\$ -0-	\$ 300.00
General Reserves	3,000.00	-0-	-0-	3,000.00
Accumulated Capital Outlay	<u>606,700.00</u>	<u>-0-</u>	<u>-0-</u>	<u>606,700.00</u>
TOTAL RESERVES:	\$610,000.00	-0-	-0-	\$610,000.00

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

Al McGreehan, Board Chairperson

Mary Bellefeuille, Board Secretary



Paradise Recreation & Park District

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Resolution #22-07-2-513

RESOLUTION OF THE BOARD OF DIRECTORS OF THE PARADISE RECREATION AND PARK DISTRICT ADOPTING THE FINAL GENERAL RESERVE, ACCUMULATIVE CAPITAL OUTLAY RESERVE, AND IMPREST CASH RESERVE FOR THE 2022-2023 FISCAL YEAR.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Paradise Recreation and Park District desires to make provisions for General Reserve, Accumulative Capital Outlay Reserve (Exhibit A), and Imprest Cash Reserve for the 2022-2023 budget year as follows:

Reserves			
Fund	Code	Amount	
Imprest Reserve	1005	300	
Accumulated Capital Outlay (ACO)	1012	606,700	
General Reserve	1013	3,000	
Designated Treasury Funds	1100	148,806	
Impact & Development	1119	790,446	
Reserves	1150		Maximum Reserve
CalPERS 115 Trust	1151	180,000	500,000
Capital Improvement & Acquisition	1152	9,800,000	25,000,000
Current Operations	1153	8,025,881	8,000,000
Designated Project/Special Use/Grant Matching	1154	1,000,000	1,500,000
Future Operations	1155	18,078,769	25,000,000
Technology	1156	150,485	150,000
Vehicle Fleet & Equipment	1157	752,426	1,000,000
		37,987,561	

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

PASSED AND ADOPTED by the Board of Directors of the Paradise Recreation and Park District the 13th day of July 13, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Al McGreehan, Chairperson

Mary Bellefeuille, Secretary

Exhibit A
Resolution #22-07-2-513

Paradise Recreation and Park District

2022-2023
ACCUMULATIVE CAPITAL OUTLAY RESERVE
(Obligated)

*** 360 STRUCTURES AND IMPROVEMENTS**

STRUCTURES AND IMPROVEMENTS	Obligated
Aquatic Park	\$ 25,000
Bille Park	\$ 10,000
Coutolenc Park	\$ 10,000
Crain Park	\$ 5,000
Lakeridge Park	\$ 411,700
Land Acquisition (Incorporated)	\$ 20,000
Land Acquisition (Unincorporated)	\$ 20,000
Moore Road Facility	\$ 20,000
Noble Park	\$ 50,000
Terry Ashe Recreation Center	\$ 5,000
Vehicle/Equipment	\$ 50,000
<hr/>	
TOTAL STRUCTURES, IMPROVEMENTS, AND EQUIPMENT:	\$ 626,700

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

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

PARADISE RECREATION & PARK DISTRICT
COUNTY MONTHLY CHECK REGISTER

Fund 2510

JUNE

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

054005-054022	6/1/2022		Payroll Summary	10,787.56	0.00	0.00	10,787.56	

Direct Deposit	6/1/2022		Payroll Summary	24,895.06	0.00	0.00	24,895.06	

054066-054085	6/15/2022		Payroll Summary	10,205.61	0.00	0.00	10,205.61	

Direct Deposit	6/15/2022		Payroll Summary	24,529.52	0.00	0.00	24,529.52	

054132-054157	6/29/2022		Payroll Summary	14,906.94	0.00	0.00	14,906.94	

Direct Deposit	6/29/2022		Payroll Summary	30,499.95	0.00	0.00	30,499.95	

054023	6/3/2022		VOYA INSTITUTIONAL TRUST CO	200.00			200.00	
054024	6/3/2022		VANTAGEPOINT TRANSFER AGENT	775.00			775.00	
054025	6/3/2022		PRINCIPAL LIFE INSURANCE CO	617.67			617.67	
054026	6/3/2022		VISION SERVICE PLAN	203.33			203.33	
054027	6/3/2022		PARADISE RECREATION & PARKS	24,895.06			24,895.06	A
054028	6/3/2022		STEVEN RODOWICK		138.00		138.00	Refund
054029	6/3/2022		MARY BELLEFEUILLE		50.00		50.00	Refund
054030	6/3/2022		JEFF DAILEY		100.00		100.00	I
054031	6/3/2022		CANDICE DEPPE		150.00		150.00	Refund
054032	6/3/2022		SARAH HOFFMAN		89.94		89.94	B
054033	6/3/2022		SUSIE HEFFERNAN		500.00		500.00	C
054034	6/3/2022		INDUSTRIAL POWER PRODUCTS		68.98		68.98	
054035	6/3/2022		ROTARY CLUB OF PARADISE		300.00		300.00	
054036	6/3/2022		DEPARTMENT OF JUSTICE		128.00		128.00	
054037	6/3/2022		ALHAMBRA		136.30		136.30	
054038	6/3/2022		COMCAST		91.45		91.45	
054039	6/3/2022		BUTTE COUNTY PUBLIC HEALTH		724.00		724.00	
054040	6/3/2022		HUPP SIGNS & LIGHTING INC		1,664.17		1,664.17	D
054041	6/3/2022		WILSON PRINTING		2,622.26		2,622.26	E
054042	6/3/2022		AT&T		588.65		588.65	
054043	6/3/2022		VERIZON WIRELESS		80.03		80.03	
054044	6/3/2022		PAYLESS BUILDING SUPPLY		77.14		77.14	
054045	6/3/2022		CHRIS THOMAS		3,340.00		3,340.00	F
054046	6/3/2022		INLAND BUSINESS SYSTEMS		583.54		583.54	
054047	6/3/2022		FGL ENVIRONMENTAL		27.00		27.00	
054048	6/3/2022		DE LAGE LANDEN FINANCIAL		223.49		223.49	
054049	6/10/2022		THOMAS ACE HARDWARE		1,967.87		1,967.87	
054050	6/10/2022		KELLER SUPPLY COMPANY		7,054.91		7,054.91	
054051	6/10/2022	Void	NORTH FORK ENTERPRISES LLC		0.00		0.00	
054052	6/10/2022		NORTH STATE GROCERY INC		209.26		209.26	
054053	6/10/2022		BUTTE COUNTY		354.13		354.13	
054054	6/10/2022		JC NELSON SUPPLY CO		2,182.95		2,182.95	
054055	6/10/2022		AT&T		76.08		76.08	
054056	6/10/2022		ALPINE PORTABLE TOILET SERV		897.42		897.42	
054057	6/10/2022		COMPUTERS PLUS		120.00		120.00	
054058	6/10/2022		O'REILLY AUTO PARTS		33.97		33.97	
054059	6/10/2022		NAPA AUTO PARTS		2.77		2.77	
054060	6/10/2022		MARYROSE LOVGREN ILLUSTRATION		2,725.00		2,725.00	G

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
054061	6/10/2022		BRIAN POPE		28.30		28.30	B
054062	6/10/2022		CLARK PEST CONTROL		434.00		434.00	
054063	6/10/2022		CHICO RENT A FENCE		432.00		432.00	
054064	6/10/2022		PARADISE IRRIGATION DISTRICT		3,832.39		3,832.39	
054065	6/10/2022		PARCEL QUEST		2,399.00		2,399.00	
054086	6/17/2022		VOYA INSTITUTIONAL TRUST CO	200.00			200.00	
054087	6/17/2022		VANTAGEPOINT TRANSFER AGENT	775.00			775.00	
054088	6/17/2022		PARADISE RECREATION & PARKS	24,529.52			24,529.52	A
054089	6/17/2022		SCOTT AMICK		1,382.91		1,382.91	B
054090	6/17/2022		JC NELSON SUPPLY CO		1,600.77		1,600.77	
054091	6/17/2022		INDUSTRIAL POWER PRODUCTS		1,553.34		1,553.34	
054092	6/17/2022		MICRSOFT		3,600.00		3,600.00	
054093	6/17/2022		BUTTE COUNTY		31.38		31.38	
054094	6/17/2022		NORMAC INC		618.01		618.01	
054095	6/17/2022		VERIZON WIRELESS		516.54		516.54	
054096	6/17/2022		CARDMEMBER SERVICE		5,336.34		5,336.34	
054097	6/17/2022		UMPQUA BANK		12,581.30		12,581.30	
054098	6/17/2022		KELLER SUPPLY COMPANY		108.21		108.21	
054099	6/17/2022		MELTON DESIGN GROUP		7,679.26		7,679.26	
054100	6/17/2022		PERKINS MOBILE AUTO GLASS		430.00		430.00	
054101	6/17/2022		PG&E		9,982.00		9,982.00	
054102	6/17/2022		HONEY RUN COVERED BRIDGE		1,250.00		1,250.00	
054103	6/17/2022		CENTERVILLE RECREATION & HIST		1,250.00		1,250.00	
054104	6/17/2022		PARADISE POLICE DEPARTMENT		73.58		73.58	
054105	6/24/2022		VISION SERVICE PLAN	203.33			203.33	
054106	6/24/2022		PREMIER ACESS INSURANCE CO	1,175.59			1,175.59	
054107	6/24/2022		PARADISE RECREATION & PARKS	1,338.48			1,338.48	
054108	6/24/2022		EVANS APPRAISAL SERVICE INC		3,500.00		3,500.00	
054109	6/24/2022		KELLER SUPPLY COMPANY		4,438.19		4,438.19	
054110	6/24/2022		BUTTE COUNTY		1,273.75		1,273.75	
054111	6/24/2022		STREAMLINE		360.00		360.00	
054112	6/24/2022		EXPRESS LUBE & OIL		55.00		55.00	
054113	6/24/2022		FOOTHILL MILL & LUMBER		683.82		683.82	
054114	6/24/2022		ENTERPRISE RECORD		338.25		338.25	
054115	6/24/2022		JENNIFER ARBUCKLE		4,877.00		4,877.00	
054116	6/24/2022		NORTHERN RECYCLING		1,590.71		1,590.71	
054117	6/24/2022		NORTHSTATE AGGREGATE INC		67.89		67.89	
054118	6/24/2022		NORTH STATE PARENT		195.00		195.00	
054119	6/24/2022		STAPLES CONSTRUCTION CO		14,014.63		14,014.63	H
054120	6/24/2022		ACME TOILET RENTALS LLC		414.40		414.40	
054121	6/24/2022		ODP BUSINESS SOLUTIONS LLC		394.25		394.25	
054122	6/24/2022		CHOLLET FILMS INC		700.00		700.00	
054123	6/24/2022		PAPE MACHINERY INC		161.58		161.58	
054124	6/24/2022		ALHAMBRA		88.38		88.38	
054125	6/24/2022		DEPARTMENT ON JUSTICE		96.00		96.00	
054126	6/24/2022		COMCAST		91.45		91.45	
054127	6/24/2022		LES SCHWAB TIRES		1,405.29		1,405.29	
054128	6/24/2022		NICHOLAS HARRIS		400.00		400.00	
054129	6/24/2022		MORGAN SMITH		50.00		50.00	Refund
054130	6/24/2022		CHRISTY CHRISTY		150.00		150.00	Refund
054131	6/24/2022		KAITLYN KELLY		40.00		40.00	Refund
ACH	6/3/2022		ACH STATE PR TAX	1,456.25			1,456.25	
ACH	6/3/2022		ACH FED PR TAX	10,807.24			10,807.24	
ACH	6/3/2022		ACH CALPERS	6,657.27			6,657.27	
ACH	6/3/2022		ACH CALPERS	2,726.42			2,726.42	
ACH	6/3/2022		ACH CALIFORNIA STATE DISBURS	287.53			287.53	
ACH	6/14/2022		ACH CALPERS	13,452.48			13,452.48	
ACH	6/14/2022		ACH CALPERS	6,670.94			6,670.94	

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
ACH	6/17/2022		ACH STATE PR TAX	1,306.30			1,306.30	
ACH	6/17/2022		ACH FED PR TAX	10,046.64			10,046.64	
ACH	6/17/2022		ACH CALIFORNIA STATE DISBURS	287.53			287.53	
ACH	6/24/2022		ACH CALPERS	6,464.72			6,464.72	
ACH	6/24/2022		ACH CALPERS	13,466.53			13,466.53	
ACH	6/24/2022		ACH CALPERS	2,726.42			2,726.42	

TOTALS				131,269.25	117,812.23	0.00	249,081.48	
GRAND TOTALS				167,169.36	117,812.23	0.00	284,981.59	

Refund = 578.00

Notes:

- A) Transferring funds to the Five Star Bank account for direct deposit payroll
- B) Staff reimbursement payments
- C) Lease payment for property next to Crain park
- D) Payment for installation of signs on the Welcome sign
- E) Activity Guides printed
- F) Payment for services redered for Mar. & Apr.
- G) Graphic design for Crain Park signs
- H) Payment for energy/water concervation at TARC
- I) Start up money for the Paradise pool

Z:\Finance\Reports\Month_End_Reports\[Disbursements report 2022.xlsx]Jun 2022

004869

Paradise Recreation and Park District
Board of Directors Regular Meeting
 Terry Ashe Recreation Center, Room B
 June 8, 2022

MINUTES

Notice:

Meeting was available to the public via videoconference

webinar: <https://us02web.zoom.us/j/84518561101?pwd=TXRZdUNPTk5MNFM1SWdvdzlmZENUQT09>

1. CALL TO ORDER:

The regular meeting of the Paradise Recreation and Park District Board of Directors was called to order by Board Chairperson Al McGreehan at 6:01 p.m.

1.1 PLEDGE OF ALLEGIANCE:

Director Anderson led the Pledge of Allegiance.

1.2 ROLL CALL:

Present: Chairperson Al McGreehan Secretary Mary Bellefeuille, Director Robert Anderson, and Director Dennis Ivey.

Excused Vice- Chairperson Steve Rodowick.

PRPD STAFF:

Present: District Manager Dan Efseaff, Assistant District Manager Kristi Sweeney, District Accountant Catherine Merrifield Recreation Supervisor Scott Amick, and Board Clerk Sarah Hoffman

Staff present via teleconference: Recreation Supervisor Jeff Dailey

1.3 WELCOME GUESTS:

Board Clerk Hoffman introduced the guest and Chairperson McGreehan welcomed the guest. Guests are as followed:

Present: Tony Everts

Present via teleconference: John Stonebreaker

1.4 SPECIAL PRESENTATIONS: None

2. PUBLIC COMMENT:

004870

Tony asked about the groundbreaking ceremony at Lakeridge. Chairperson McGreehan stated that he was happy about the turnout.

3. CONSENT AGENDA

3.1 Board Minutes: Regular Meeting of May 11, 2022, and Board Minutes: Special Meeting of May 23, 2022

3.2 Correspondence: None

3.3 Payment of Bills/Disbursements (Warrants and Checks Report)

Checks #053818- 054004

MOTION:

Secretary Bellefeuille moved to approve the Consent Agenda. Director Ivey seconded the motion and carried with 4 ayes.

ROLL CALL VOTE:

Chairperson Al McGreehan, aye; Secretary Mary Bellefeuille, aye; Director Robert Anderson, aye; and Director Dennis Ivey, aye.

4. COMMITTEE REPORTS

4.1 Personnel Committee Meeting – The Personnel Committee met on May 17, 2022, to discuss the District Manager Evaluation

Secretary Bellefeuille gave a brief report on what was talked about in the meeting.

Chairperson McGreehan asked for Board concurrence. The Board concurred.

Chairperson McGreehan asked for Board concurrence to move Old Business (Item 5.1) to after Closed Session (Item 8). There was concurrence from the board.

6. NEW BUSINESS:

6.1 Yellowstone Kelly Trail Study - Butte County Memorandum of Understanding (MOU) – Staff seeks approval for an MOU between the County of Butte and the District to utilize up to \$20,000 toward design work of recreational trail and skill building features along the Yellowstone Kelly Trail (YKT). The MOU will continue until June 2023. Recommendation: Authorize District Manager to complete MOU upon legal review.

District Manager Efsseff gave insight on the MOU and the trail and what the plan is. He also notes that the MOU has already gone through legal review.

He explained that the Butte County Board of Supervisors are allowing PRPD to utilize the \$20,000.

004871

Board members took turns asking questions about the trail and what it will include. District Manager Efsaiff responded to the questions.

Chairperson McGreehan mentioned that he was happy that the District Supervisor played a role in making this happen.

MOTION:

Secretary Bellefeuille moved to authorize the District Manager to complete the MOU. Director Anderson seconded the motion and carried with 4 ayes.

ROLL CALL VOTE:

Chairperson Al McGreehan, aye; Secretary Mary Bellefeuille, aye; Director Robert Anderson, aye; and Director Dennis Ivey, aye

6.2. CalPers 115 Trust. – Staff seek Board approval to establish a California Employers’ Retiree Benefit Trust (CERBT) account through the California Public Employees’ Retirement System (CalPERS). Recommendation: Adopt Resolution #22-06-1-511 to approve Agreement and Election to Prefund Other Post-Employment Benefits through CalPERS.

District Manager Efsaiff explained what the CalPers 115 Trust was and what its purpose and benefits were.

District Accountant Merrifield also gave a brief explanation.

Chairperson McGreehan asked when this had been previously discussed and District Accountant Merrifield provided feedback.

There then were questions and a brief conversation about the trust and staff provided answers and feedback.

MOTION:

Director Ivey moved to Adopt Resolution #22-06-1-511 to approve Agreement and Election to Prefund Other Post-Employment Benefits through CalPERS. Chairperson McGreehan seconded the motion and carried with 4 ayes.

ROLL CALL VOTE:

Chairperson Al McGreehan, aye; Secretary Mary Bellefeuille, aye; Director Robert Anderson, aye; and Director Dennis Ivey, aye.

7. REPORTS:

7.1 District Report

District Manager briefly went through part of the report.

004872

Board Clerk Hoffman informed the Board of Directors who is coming up for elections and the timeline they will need to follow if they are running.

District Accountant Merrifield explained how she put some of the grant funding into the budget. Recreation Supervisor Dailey gave insight on the softball tournament that happened the prior weekend.

Assistant District Manager Sweeney commended PRPD Staff members on all their hard work.

Secretary Bellefeuille mentioned the volunteers at the Lakeridge Ground Breaking and that they were amazing.

Director Ivey mentioned how great park staff were when he recently went to the park.

Chairperson McGreehan asked about the Audit and District Accountant Merrifield gave a response.

7.2 Board Liaison Reports

- Secretary Bellefeuille stated that she went to an Upper Ridge Community Council meeting. She mentioned that Mark Thorps brother was in attendance and gave a great presentation on PTSD. There were also updates on what is happening on the Upper Ridge. Bellefeuille also mentioned there was great communication going up there.
- Chairperson McGreehan stated he attended a LAFCO meeting via Zoom on June 2, 2022. He stated that the commission must adopt a continuing resolution pursuant to AB Bill 361 at each meeting to be able to continue having them virtually and in house. There was a hearing about amending service fees for LAFCO processing of projects. He also stated that Executive Director wrote an impartial analysis of a Ballot Measure for the newly created Tuscan Water District, they have to have an election in order to create a Board of Directors. The Ballot Measure was reviewed and approved. The LAFCO Commission also had to reconsider the contractual service agreement between LAFCO and Butte County. The agreement was reviewed, amended, and approved. Lastly, he reported on his attendance at a recent CARPD Board meeting about post 2022 conference items and that most members of both the CARPD and CAPRI boards will be coming to Paradise during late August 2022.

RECESS:

Chairperson McGreehan directed the Board to a short recess at 7:08 p.m.

The public meeting was reconvened by Chairperson McGreehan at 7:18 p.m.

8. CLOSED SESSION:

Chairperson McGreehan called the Board into Closed Session at 7:21 p.m.

004873

- 8.1 The Board met in Closed Session pursuant to California Government Code Section 54957.6, Employee Salary, and Wage negotiations**
- 8.2 54957(b)(1), Public Employee Performance Evaluation- District Manager Evaluation and Employment Agreement.**

REPORT ON CLOSED SESSION:

Chairperson McGreehan reconvened to the regular board meeting at 8:57 p.m.

Chairperson McGreehan reported that the board discussed current wages and salaries and provided direction to staff. He also stated that the board discussed and had concurrence regarding the District Managers Evaluation and Employment Agreement.

5. OLD BUSINESS

- 5.1. District Manager Employment Agreement. – The PRPD Board of Directors evaluated the District Managers performance and directed staff to make changes to the employment agreement. Recommendation: Approve Amendments to Employment Agreement.**

The Boarded discussed this item in Closed Session and concurred on their thought regarding the amended employment agreement.

MOTION:

Director Ivey moved to approve the Amendment to the Employment Agreement. Secretary Bellefeuille seconded the motion and carried with 4 ayes.

ROLL CALL VOTE:

Chairperson Al McGreehan, aye; Secretary Mary Bellefeuille, aye; Director Robert Anderson, aye; and Director Dennis Ivey, aye.

9. BOARD COMMENT:

Secretary Bellefeuille made comments regarding employee and volunteer recognition.

10. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 8:58 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on July 13, 2022, at 6:00 p.m. in Conference Room B, at the Terry Ashe Recreation Center, (6626 Skyway, Paradise, California).

Al McGreehan, Chairperson

Mary Bellefeuille, Secretary

Staff Report

July 13, 2022



DATE: 6/30/2022
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: California Environmental Quality Act (CEQA) - Bille Park Enhancements Initial Study

Summary

Staff seek Board acceptance of the Bille Park Enhancements Initial Study as required under the California Environmental Quality Act (CEQA).

Recommendation: *Accept the Bille Park Enhancements Initial Study and authorize the District Manager to sign the Mitigated Negative Declaration on behalf of the District.*

Background

At the November 10, 2021, Board of Directors meeting the Board approved resolution #21-10-1-506 and authorized the District Manager to submit a proposal for the Proposition 68 Rural Recreation and Tourism (RRT) grant program. Staff updated the Bille Park design plan based on a public input process regarding resident's preferences for Bille Park feature enhancements. The proposal was submitted in December 2021. Since that time staff have met at Bille Park with a representative of the grant agency for an on-site tour and question/answer conversation regarding the RRT proposal. A California Environmental Quality Act (CEQA) study was required as part of the follow-up documentation required by the grant agency to remain in consideration for funding (findings summarized in Table 1). Staff initiated the study through a consultant, Chico Environmental. The full Initial Study may be seen at the District website (under the About Us and Public Documents page):

https://www.paradiseprrpd.com/files/16bbe1d51/FINAL+Bille+Park_CEQA+Initial+Study.pdf

Table 1. Evaluation of Environmental Impacts Summary

Factor	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
1.0 Aesthetics				4
2.0 Agricultural Resources				3
3.0 Air Quality			5	
4.0 Biological Resources		3		3
5.0 Cultural Resources		2		2
6.0 Geology and Soils			1	8
7.0 Greenhouse Gas Emissions			2	
8.0 Hazards and Hazardous Materials			5	3
9.0 Hydrology and Water Quality		2	4	4
10.0 Land Use and Planning				3
11.0 Mineral Resources				2
12.0 Noise			4	2
13.0 Population and Housing				3
14.0 Public Services			2	3
15.0 Recreation			1	1
16.0 Transportation/Traffic			1	6
17.0 Utilities and Service Systems			3	4
18.0 Wildfire				4
19.0 Mandatory Findings of Significance		1	2	
Total	0	8	30	55

Eight items were identified as less than significant with mitigation, and zero items were identified as potentially significant impact. These items are grouped in biological resources, cultural resources and hydrology/water quality. Proper mitigation measures will be implemented to address these concerns to reduce short term environmental risks. Following BOD acceptance, staff will prepare with the consultant a Mitigated Negative Declaration.

Attachments:

A. Bille Park CEQA Initial Study

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0713/BOD.Report.CEQA_Billie.Park_22.0713.docx
7/6/2022

PROJECT INFORMATION

1. **Project Title:**
Bille Park Improvement Project
2. **Lead agency name and address:**
Paradise Recreation and Parks District
6626 Skyway
Paradise, CA 95969
3. **Contact person and phone number:**
Dan Efseaff, District Manager
Paradise Recreation and Parks District
(530) 872-6393
4. **Project location:**
The proposed Bille Park Improvement Project is located in Paradise, CA approximately one mile north of Skyway in Paradise and half a mile east of Little Butte Creek in Butte County, California. The project is situated on Assessor's Parcel Numbers (APN) 051-060-033 and 051-060-007 and located in Township 22, Range 3E, Section 10 and latitude/longitude: 39.771551, 121.6334. The project is located within the fully developed park areas known as Bille Park and Bille Park Expansion. The site has an access point from Bille Road and from West Wagstaff.

The current project area contains many public park amenities such as a counselor's circle, group barbeque area, wedding and reception area, public restroom facilities, two playgrounds, a natural creek side setting, a gazebo, a covered pavilion and outdoor kitchen, winding paved pathways, meadows, a waterfall cascading into a small pond, a bridge overlooking the creek, scenic hiking trail access, a picnic area, and a large grassy area. Prior to 2021, the subject property was closed off due to results of the Camp Fire.
5. **Project sponsor's name and address:**
Paradise Recreation and Parks District
6626 Skyway
Paradise, CA 95969
6. **General plan designation:** Recreational (R)
7. **Zoning:** CF- Community Facilities
8. **Description of project:**
The proposed Bille Park Improvement project will include the construction of new park facilities within the boundaries of the existing Bille Park. New bicycle tracks and track features will be added as part of the proposed project including a flow track with beginner, intermediate, and advanced tracks, a track return loop and turn around, a bicycle track start platform, track spectator seating, a black diamond flow track, a skills

course, and a bicycle pump track. A new adventure play area will be included in the proposed project. The adventure play area will include an adventure play structure, bucket swing, and rope spinner as well as an area with fall material. A dynamic rope course area will be included in the proposed project as well. The rope course area will include an area with fall material, a rope course squirrel, a flying V, a log pole, and a log wall.

The proposed project will include new water resource features including a stormwater capture area in the northern parking lot and a dry riverbed for drainage connecting to a drain inlet located at the northwest side of the park. A new 6' gravel trail with a spiral boulder hill is included in the proposed project and connects to existing trails on the southwestern, eastern, and northern areas of the park. The proposed project will also include infrastructure such as a vegetation screen and fence with vine, an entry gateway on the north side of the park, additional path access from the northwest side of the park, a basalt cliff 4' elevation change, new turf, and interpretive panels focused on geologic, fire ecology, forest ecology, cultural, and groundwater information.

9. Surrounding land uses and setting:

The proposed project is surrounded by both residential properties, businesses and Butte Creek Canyon. Directly west of the subject property is the Little Butte Creek within Butte Creek Canyon. To the east of the subject property is mostly residential homes along with a few businesses such as Jerrilyn Holdridge Tax Services and Conner Landscaping.

10. Other public agencies whose approval is required:

Not Applicable

11. Previous CEQA Documentation for site/surrounding area:

Not Applicable

ENVIRONMENTAL ENFACTORS POTENTIALLY AFFECTED

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

- | | | |
|--|---|--|
| <input type="checkbox"/> Aesthetics | <input type="checkbox"/> Agriculture Resources | <input type="checkbox"/> Air Quality |
| <input checked="" type="checkbox"/> Biological Resources | <input checked="" type="checkbox"/> Cultural Resources | <input type="checkbox"/> Geology /Soils |
| <input type="checkbox"/> Hazards & Hazardous Materials | <input checked="" type="checkbox"/> Hydrology / Water Quality | <input type="checkbox"/> Land Use / Planning |
| <input type="checkbox"/> Mineral Resources | <input type="checkbox"/> Noise | <input type="checkbox"/> Population / Housing |
| <input type="checkbox"/> Public Services | <input type="checkbox"/> Recreation | <input type="checkbox"/> Transportation/Traffic |
| <input type="checkbox"/> Utilities / Service Systems | <input type="checkbox"/> Wildfire | <input checked="" type="checkbox"/> Mandatory Findings of Significance |

DETERMINATION

(To be completed by the Lead Agency) On the basis of this initial evaluation:

- I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Signature

Date

Dan Efseaff
Printed Name

Paradise Recreation and Parks District

For

EVALUATION OF ENVIRONMENTAL IMPACTS

- 1) A brief explanation is required for all answers except "No Impact" answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A "No Impact" answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A "No Impact" answer should be explained where it is based on project-specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
- 2) All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
- 3) Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. "Potentially Significant Impact" is appropriate if there is substantial evidence that an effect may be significant. If there are one or more "Potentially Significant Impact" entries when the determination is made, an EIR is required.
- 4) "Negative Declaration: Less Than Significant With Mitigation Incorporated" applies where the incorporation of mitigation measures has reduced an effect from "Potentially Significant Impact" to a "Less Than Significant Impact." The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from Section XVII, "Earlier Analyses," may be cross-referenced).
- 5) Earlier analyses may be used where, pursuant to the tiering program, EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration. Section 15063(c)(3)(D). In this case, a brief discussion should identify the following:
 - a) Earlier Analysis Used. Identify and state where they are available for review.
 - b) Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
 - c) Mitigation Measures. For effects that are "Less than Significant with Mitigation Measures Incorporated," describe the mitigation measures, which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.
- 6) Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances).

Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.

- 7) Supporting Information Sources: A source list should be attached, and other sources used, or individuals contacted should be cited in the discussion.
- 8) This is only a suggested form, and lead agencies are free to use different formats; however, lead agencies should normally address the questions from this checklist that are relevant to a project's environmental effects in whatever format is selected.
- 9) The explanation of each issue should identify:
 - a) The significance criteria or threshold, if any, used to evaluate each question; and
 - b) The mitigation measure identified, if any, to reduce the impact to less than significance.

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APPENDICES

APPENDIX A: SITE FIGURES

APPENDIX B: SITE PHOTOGRAPHS

APPENDIX C: EDR RADIUS REPORT

APPENDIX D: EDR SANBORN REPORT

APPENDIX E: EDR HISTORICAL AERIAL PHOTOGRAPHS

1.0 AESTHETICS

Would the project:

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Create a new source of substantial light or glare, which would adversely affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Setting:

The proposed Bille Park Improvement project will include the construction of new park facilities within the boundaries of the existing Bille Park. The proposed project is located in northeastern Butte County, approximately a mile east of Little Butte Creek and one mile north of the main road, Skyway, in Paradise. Portions of the existing property were burned in the 2018 Camp Fire, but the majority of the property remained undamaged. The proposed project will include new bicycle tracks and track features, a new adventure play area and structures, new water resources features, a 6' gravel trail with a spiral boulder hill, and new park infrastructure throughout the project area (**Appendix A**). The proposed project is surrounded by both residential properties and businesses. No additional lighting will be installed at the proposed project site. The visual character of the proposed project area will be improved.

Site photographs demonstrating the project area and current site conditions can be found in **Appendix B**.

Discussion of Impacts to Aesthetics:

- a) - c): The new features to the park include new bicycle tracks and track features, a new adventure play area and structures, new water resources features, a 6' gravel trail with a spiral boulder hill, and new park infrastructure throughout the project area. The project may include the removal of limited trees in the eastern and western portions of the proposed project area that are deemed hazardous or dying. If the land used for the construction of the new park features contains hazardous or dying trees, the trees may be removed as a result of project construction while the living trees are expected to be retained. The project is consistent with the Paradise 1994 General Plan. The Paradise 1994 General Plan designates the project site as Recreational, while the Town of Paradise Municipal Code zones the project site as Community Facilities. The existing scenery will be improved. Therefore, there is **no impact**.
- d) The proposed project would not require the installation of additional light sources, therefore, there is **no impact**.

2.0 AGRICULTURAL RESOURCES

Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
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In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland.

Would the project:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Conflict with existing zoning for agricultural use, or a Williamson Act contract? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c) Involve other changes in the existing environment, which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Environmental Setting:

The project is consistent with the Paradise 1994 General Plan. The project is consistent with the Paradise 1994 General Plan. The Paradise 1994 General Plan designates the project site as Recreational, while the Town of Paradise Municipal Code zones the project site as Community Facilities. The two parcels for the proposed park project are not in a Williamson Act contract. According to the Farmland Mapping and Monitoring Program of the California Department of Conservation (CDOC), the site is classified as Urban and Built-Up Land.

Discussion of Impacts to Agricultural Resources:

- a)** According to the Farmland Mapping and Monitoring Program of the California Department of Conservation (CDOC), the site is classified as Urban and Built-Up Land. It does not qualify as Prime Farmland, Unique Farmland or Farmland of Statewide Importance and therefore has **no impact**.
- b)** The project is consistent with the Paradise 1994 General Plan. The Paradise 1994 General Plan designates the project site as Recreational, while the Town of Paradise Municipal Code zones the project site as Community Facilities (Paradise, 1994). The project site is not included in a Williamson Act contract (Butte County, 2015). Therefore, there is **no impact**.
- c).** The parcel does not qualify as Prime Farmland, Unique Farmland or Farmland of Statewide Importance (Farmland) and therefore has **no impact**.

3.0 AIR QUALITY

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
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Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations.

Would the project:

- | | | | | |
|--|--------------------------|--------------------------|-------------------------------------|--------------------------|
| a) Conflict with or obstruct implementation of the applicable air quality plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions, which exceed quantitative thresholds for ozone precursors)? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| d) Expose sensitive receptors to substantial pollutant concentrations? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| e) Create objectionable odors affecting a substantial number of people? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Environmental Setting:

Since 1970, air quality has been regulated at the federal level under the Clean Air Act (CAA). This act authorized the US Environmental Protection Agency (EPA) to set National Ambient Air Quality Standards for air pollutants of nationwide concern. The EPA has established standards for six criteria air pollutants: ozone, carbon monoxide, nitrogen dioxide, sulfur dioxide, suspended particulate matter (PM₁₀), and lead.

The proposed project site lies within the Northern Sacramento Valley Air Basin (NSVAB), which extends from Sacramento and Solano Counties in the south to Shasta County in the north. This air basin is generally situated in the northern portion of the Central Valley and is bounded on the west by the Coastal Range, on the north and east by the Cascade-Sierra Nevada and the Siskiyou foothills and mountains. The southern border is bounded by the San Joaquin Valley Air Basin. The floor of the basin gradually slopes upward from the south to the north. The Northern Sacramento Valley Air Basin is a natural closed basin. To the south and southwest there are two air basins which generate high amounts of ozone and its precursors: the Broader Sacramento Area Air Basin (BSAAB) and the San Francisco Bay Area Basin (SFBAB).

Pollutants from these two basins, BSAAB and SFBAB, are of concern to the NSVAB, since they are carried by wind up to the NSVAB. The "bowl" type terrain of the NSVAB acts as a trap for these pollutants, as well as those generated within the NSVAB.

The two primary agencies responsible for monitoring air quality within the NSVAB within Butte County are the California Air Resources Board (CARB) and the Butte County Air Quality Control District.

Butte County has been designated as a non-attainment area for ozone, PM₁₀ and PM_{2.5}, according to California state standards (CARB 2019). For a County to be classified as non-attainment for ozone air quality goals, the annual fourth-highest daily maximum 8-hour concentration averaged over a three-year period cannot exceed 0.070 ppm. For primary PM_{2.5} air quality goals, the annual mean averaged over a three-year period cannot exceed 12.0 micrograms per meters cubed (μ/m^3). For primary PM₁₀ air quality goals, 150 μ/m^3 cannot be exceeded more than once per year when averaging over a three-year period.

Ozone is considered more of a seasonal problem in the Northern Sacramento Valley Air Basin, with peak concern normally occurring April through October. Ozone production is the result of a chemical reaction that occurs between nitrogen oxides, reactive organic gases, and sunlight. Nitrogen oxides are emitted into the air as a result of fuel combustion at high temperatures (gasoline burning in automobile engines). Reactive organic gases are the result of fuel combustion and through the evaporation of organic solvents. Once these are present in the atmosphere, a photochemical reaction occurs, and ozone is formed.

Suspended particulate matter with particulates of 2.5 microns or less is more commonly known as PM_{2.5}. The primary components of these particulates are organic chemicals, dust, soot and metals. These are released into the air as a result of the fuel combustion of oil, diesel or wood products.

Suspended particulate matter with particulates of 10 microns or less is more commonly known as PM₁₀. The primary components of these particulates are dust, nitrates, and sulfates and diesel exhaust. These are released into the air as a result of fuel combustion, dust from construction sites, agriculture and landfills, as well as brush/waste burning and wildfires, among other sources.

Discussion of Impacts to Air Quality:

a) - c), e) Construction work for the proposed project includes some ground disturbance and it is possible that construction activities may stir up dust and dirt and generate vehicle emissions for a short amount of time. Any activities resulting in release of dust or dirt into the air would be minimal and temporary in nature, resulting in a **less than significant impact**.

d) Potential pollutants generated from the project include minor levels of fugitive dust and exhaust emissions. Minimal use of mechanized equipment would generate little exhaust and Best Management Practices (BMPs) for dust control would limit the amount of dust generated, resulting in a **less than significant impact**.

4.0 BIOLOGICAL RESOURCES

Would the project:

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, and regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Setting:

The project is situated on two parcels within the fully developed park areas known as Bille Park and Bille Park Expansion. Construction activities will impact areas that are largely permeable. A majority of the site will remain permeable post-construction. Native trees occur on the project site and in the project vicinity. No vernal pools or wetlands are present. The 2018 Camp Fire affected portions of the vegetation on the project area.

Special Status Species

The California Department of Fish and Wildlife (CDFW) maintains the California Natural Diversity Data Base (CNDDDB), which lists positive sightings of special status plant and animal species. The database is modeled after the United States Geological Survey 1:24,000 topographic quadrangles. The project site is covered in the Paradise West quadrangle and is approximately 0.4 miles away from the Paradise East quadrangle. Due to the close proximity of the nearby

quadrangle, a search of the CNDDDB has been completed for both the Paradise West and East quadrangles and indicates the potential presence of the following species as presented in **Table 1** and **Table 2**. **Table 1** and **Table 2** also lists if the species is considered threatened or endangered on the state and federal levels, a CDFW listing, and the California Native Plant Society (CNPS) rare plant rank.

TABLE 1: CNDDDB Results for Paradise West Quadrangle

Scientific Name	Common Name	Federal Status	State Status	CDFW Status	CA Rare Plant Rank
<i>Rana boylei</i>	foothill yellow-legged frog	None	Endangered	SSC	-
<i>Aquila chrysaetos</i>	golden eagle	None	None	FP ; WL	-
<i>Falco peregrinus anatum</i>	American peregrine falcon	Delisted	Delisted	FP	-
<i>Laterallus jamaicensis coturniculus</i>	California black rail	None	Threatened	FP	-
<i>Strix nebulosa</i>	great gray owl	None	Endangered	-	-
<i>Stygobromus gallawayae</i>	Gallaway's amphipod	None	None	-	-
<i>Cottus gulosus</i>	rifle sculpin	None	None	SSC	-
<i>Hesperoleucus symmetricus symmetricus</i>	central California roach	None	None	SSC	-
<i>Oncorhynchus mykiss irideus</i> pop. 11	steelhead - Central Valley DPS	Threatened	None	-	-
<i>Oncorhynchus tshawytscha</i> pop. 11	chinook salmon - Central Valley spring-run ESU	Threatened	Threatened	-	-
<i>Atractelmis wawona</i>	Wawona rifle beetle	None	None	-	-
<i>Erethizon dorsatum</i>	North American porcupine	None	None	-	-
<i>Myotis yumanensis</i>	Yuma myotis	None	None	-	-
<i>Emys marmorata</i>	western pond turtle	None	None	SSC	-
<i>Calycadenia oppositifolia</i>	Butte County calycadenia	None	None	-	4.2
<i>Azolla microphylla</i>	Mexican mosquito fern	None	None	-	4.2
<i>Cardamine pachystigma</i> var. <i>dissectifolia</i>	dissected-leaved toothwort	None	None	-	1B.2
<i>Calystegia atriplicifolia</i> ssp. <i>buttensis</i>	Butte County morning-glory	None	None	-	4.2
<i>Rhynchospora californica</i>	California beaked-rush	None	None	-	1B.1
<i>Rhynchospora capitellata</i>	brownish beaked-rush	None	None	-	2B.2
<i>Astragalus pauperculus</i>	depauperate milk-vetch	None	None	-	4.3
<i>Fritillaria eastwoodiae</i>	Butte County fritillary	None	None	-	3.2
<i>Lilium humboldtii</i> ssp. <i>humboldtii</i>	Humboldt lily	None	None	-	4.2
<i>Hibiscus lasiocarpus</i> var. <i>occidentalis</i>	woolly rose-mallow	None	None	-	1B.2
<i>Sidalcea robusta</i>	Butte County checkerbloom	None	None	-	1B.2
<i>Claytonia palustris</i>	marsh claytonia	None	None	-	4.3
<i>Clarkia gracilis</i> ssp. <i>albicaulis</i>	white-stemmed clarkia	None	None	-	1B.2
<i>Erythranthe glaucescens</i>	shield-bracted monkeyflower	None	None	-	4.3
<i>Imperata brevifolia</i>	California satintail	None	None	-	2B.1
<i>Eriogonum umbellatum</i> var. <i>ahartii</i>	Ahart's buckwheat	None	None	-	1B.2
<i>Polygonum bidwelliae</i>	Bidwell's knotweed	None	None	-	4.3

FP = Fully Protected
SSC = Species of Special Concern
WL = Watch List

California Rare Plant Ranks:
1B = Plants rare, threatened, or endangered in California or elsewhere
2B = Plants rare, threatened, or endangered in California but more common elsewhere
3 = Review List: Plants about which more information is needed
4 = Watch List: Plants of limited distribution

Threat Ranks:
0.1 = Seriously threatened in California (over 80% of occurrences threatened / high degree and immediacy of threat)
0.2 = Moderately threatened in California (20-80% occurrences threatened / moderate degree and immediacy of threat)
0.3 = Not very threatened in California (less than 20% of occurrences threatened / low degree and immediacy of threat or no current threats known)

TABLE 2: CNDDDB Results for Paradise East Quadrangle

Scientific Name	Common Name	Federal Status	State Status	CDFW Status	CA Rare Plant Rank
<i>Rana boylei</i>	Foothill Yellow Legged Frog	None	Endangered	SSC	-
<i>Haliaeetus leucocephalus</i>	Bald Eagle	Delisted	Endangered	FP	-
<i>Strix occidentalis occidentalis</i>	California Spotted Owl	None	None	SSC	-
<i>Pekania pennanti</i>	Fisher	None	None	SSC	-
<i>Lasionycteris noctivagans</i>	Silver Haired Bat	None	None	-	-
<i>Emys marmorata</i>	Western Pond Turtle	None	None	SSC	-
<i>Allium jepsonii</i>	Jepson's Onion	None	None	-	1B.2
<i>Allium sanbornii</i> var. <i>sanbornii</i>	Sanborn's Onion	None	None	-	4.2
<i>Calycadenia oppositifolia</i>	Butte County Calycadenia	None	None	-	4.2
<i>Erigeron petrophilus</i> var. <i>sierrensis</i>	Northern Sierra Daisy	None	None	-	4.3
<i>Packera eurycephala</i> var. <i>lewisrosei</i>	Lewis Rose's Ragwort	None	None	-	1B.2
<i>Cardamine pachystigma</i> var. <i>dissectifolia</i>	Dissected-Leaved Toothwort	None	None	-	1B.2
<i>Calystegia atriplicifolia</i> ssp. <i>buttensis</i>	Butte County Morning-Glory	None	None	-	4.2
<i>Hesperocyparis bakeri</i>	Baker Cypress	None	None	-	4.2
<i>Carex xerophila</i>	Chaparral Sedge	None	None	-	1B.2
<i>Arctostaphylos mewukka</i> ssp. <i>truei</i>	True's Manzanita	None	None	-	4.2
<i>Fritillaria eastwoodiae</i>	Butte County Fritillary	None	None	-	3.2
<i>Lilium humboldtii</i> ssp. <i>humboldtii</i>	Humboldt Lily	None	None	-	4.2
<i>Claytonia parviflora</i> ssp. <i>grandiflora</i>	Streambank Spring Beauty	None	None	-	4.2
<i>Clarkia gracilis</i> ssp. <i>albicaulis</i>	White Stemmed Clarkia	None	None	-	1B.2
<i>Clarkia mildrediae</i> ssp. <i>lutescens</i>	Golden Anthered Clarkia	None	None	-	4.2
<i>Clarkia mildrediae</i> ssp. <i>mildrediae</i>	Mildred's Clarkia	None	None	-	1B.3
<i>Cypripedium fasciculatum</i>	Clustered Lady's Slipper	None	None	-	4.2
<i>Erythranthe glaucescens</i>	Shield Bracted Monkeyflower	None	None	-	4.3
<i>Penstemon personatus</i>	Closed Throated Beardtongue	None	None	-	1B.2
<i>Leptosiphon ambiguus</i>	Serpentine Leptosiphon	None	None	-	4.2
<i>Eriogonum umbellatum</i> var. <i>ahartii</i>	Ahart's Buckwheat	None	None	-	1B.2
<i>Polygonum bidwelliae</i>	Bidwell's Knotweed	None	None	-	4.3
<i>Frangula purshiana</i> ssp. <i>ultramafica</i>	Caribou Coffeeberry	None	None	-	1B.2
<i>Brodiaea sierrae</i>	Sierra Foothills Brodiaea	None	None	-	4.3

FP = Fully Protected
 SSC = Species of Special Concern
 WL = Watch List

California Rare Plant Ranks:

1B = Plants rare, threatened, or endangered in California or elsewhere
 2B = Plants rare, threatened, or endangered in California but more common elsewhere
 3 = Review List: Plants about which more information is needed
 4 = Watch List: Plants of limited distribution

Threat Ranks:

0.1 = Seriously threatened in California (over 80% of occurrences threatened / high degree and immediacy of threat)
 0.2 = Moderately threatened in California (20-80% occurrences threatened / moderate degree and immediacy of threat)
 0.3 = Not very threatened in California (less than 20% of occurrences threatened / low degree and immediacy of threat or no current threats known)

Discussion of Impacts to Biological Resources:

a), b) d) Proposed construction activities potentially include the removal of some remaining native trees that were burned in the 2018 Camp Fire and deemed hazardous or dying. The project site currently does not contain habitat supporting the aforementioned species. The project is not in conflict with any established conservation or preservation policies or plans. The proposed project is located below the Watershed Protection Zone on APNs: 051-060-033 and 051-060-007. If a stream bank, bed, channel or riparian habitat will be impacted, Paradise Recreation and Parks Department will file for 1600 permits. The project site contains grasses, shrubs and sparse trees, which could serve as nesting areas for birds. Fish and Game Code section 3503 protects the nests and eggs of all birds, not just migratory birds and birds of prey. The project will include vegetation removal (including grasses) and earthwork during the nesting season (February 1 through August 31), which could have a **potentially significant impact**. This is considered a **less than significant with mitigation incorporated** if the following mitigation is adhered to:

Mitigation Measure #1: A pre-construction nesting bird survey will be conducted by a qualified biologist to identify the absence or presence of active (i.e. with eggs or young) nests. The survey area will include the project site and a minimum 300-foot buffer around the project site. To minimize the chance of nests becoming established between the time the survey is conducted and when construction begins, the preconstruction survey be conducted no more than three (3) days before the start of vegetation removal and/or ground disturbing activities. Fish and Game Code section 3503 protects the nests and eggs of all birds, not just migratory birds and birds of prey. If active nests are observed during the pre-construction survey a species-appropriate no-disturbance buffer should be established to protect the active nest. Nesting birds' tolerance of disturbance varies greatly depending on species, intensity of disturbance, whether the nesting pair is accustomed to disturbance, the location of the nest, the stage of development of nestlings, etc. Disturbance too close to the nest may impact the parents' ability to forage effectively and reduce nestlings' chances of survival. In some cases, disturbance can cause the parents to abandon the nest completely. For these reasons the size of the no-disturbance buffer should be determined by the qualified biologist.

Timing/Implementation: Three days prior to construction activities.

Enforcement/Monitoring: Paradise Recreation and Parks District

Adherence to this mitigation measure ensures that impacts to biological resources as a result of the project are **less than significant with mitigation incorporated**.

c) There are no wetlands or riparian areas located on the subject site, resulting in **no impact**.

e) The Town of Paradise Municipal Code Section 8.12.040 requires a permit for the felling of qualified trees that measure either thirty-one (31) inches or greater in circumference or ten (10) inches or greater in diameter at breast height. It is not anticipated that any trees meeting these qualifications will be felled during the implementation of this project. However, if the PRPD determines that a tree meeting these specifications will need to be felled, PRPD will apply for the appropriate tree felling permit according to the Town of Paradise Municipal Code Section 8.12.050, resulting in **less than significant impact**.

f) The project will not conflict with an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan, resulting in **no impact**.

5.0 CULTURAL RESOURCES

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
Would the project:				
a) Cause a substantial adverse change in the significance of a historical resource as defined in Section 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Cause a substantial adverse change in the significance of a unique archaeological resource pursuant to Section 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Setting:

All parcels are currently utilized as a public park. Project activities include large ground disturbing activities.

Discussion of Impacts to Cultural Resources:

a) – b) The proposed project will not cause any change in significance to known historical or archeological resources in the project vicinity. There are no known historical or archeological resources within the project area, resulting in **no impact**.

c) and d) While project activities do involve large scale grading or ground disturbing activities, trenching for utilities has the potential to expose or disturb buried (unknown) archeological artifacts or human remains, which could have a **potentially significant impact**. This is considered a **less than significant with mitigation incorporated** if the following mitigation is adhered to:

Mitigation Measure #2: In the event that project/construction personnel encounter previously undiscovered prehistoric or historic archaeological deposits or human bone in an area subject to development activity, work in the immediate vicinity of the find should be halted and a professional archaeologist consulted. In the case of human burials, the County Coroner and the appropriate Native American descendants should be contacted.

Timing/Implementation: During construction activities

Enforcement/Monitoring: Paradise Recreation and Parks District

Adherence to this mitigation measure ensures that impacts to cultural resources as a result of the project are **less than significant with mitigation incorporated**.

6.0 GEOLOGY AND SOILS

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
Would the project:				
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii) Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iii) Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iv) Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Setting:

The topography of the site generally ranges from an elevation of approximately 1702 to 1763 to feet above mean sea level (msl) with a western dipping slope towards Little Butte Creek. The site is situated in northwestern Paradise, CA. Topographic map coverage of the site area is provided by the current United States Geological Survey (USGS) 7.5-minute series topographic map (2021 Paradise West Quadrangle).

The subject property is located in the eastern periphery of the Sacramento Valley and the southwestern foothills of the Cascade Range. The Sacramento Valley is the northern one-third of the Central Valley of California, which extends approximately 400 miles from the Tehachapi Mountains on the south to the Klamath Mountains in the north. The Sacramento Valley trough is strongly asymmetric with the deepest part of the trough west of the apparent

surface axis of the valley. The valley is bordered to the east by the Sierra Nevada to the north by the Klamath and Cascade Ranges and to the west by the Coast Ranges.

The Sacramento Valley was formed by downwarping of the west side of the Sierran block contemporaneous to uplift and erosion of the Sierra Nevada to the east, the Klamath and Cascade ranges to the north, and the Coast Ranges to the west. The valley is underlain by a basement complex composed of Paleozoic and Mesozoic granites and metamorphic rocks. The basement complex is overlain by a thick sequence of marine and non-marine sediments ranging in age from Cretaceous to Quaternary. The upper 1000 meters of the non-marine sediments are composed of sediments of volcanic origin, which were transported into the valley from the east as mudflows and stream carried sediments.

Paradise is situated on the eastern rim of the Great Valley, defined today by the floodplains of the Sacramento River and its tributaries. Around Paradise these sediments are dominated by thick fans of Feather River sediments, but just east of this there is a thin, north-south band of late Cretaceous sediments. These sit on top of the Sierran basement, which beneath Paradise comprise greenschist-facies metavolcanic rocks of Jurassic age, giving way to granites of the Sierra batholith to the east. These are manifestations of a vigorous island arc sequence, built out over an east-dipping subduction zone of mid- to late Mesozoic age. The gold veins lace this ancient arc, remobilized by Mesozoic shearing and intrusions of igneous rock. The crystalline foothills are locally overlain by a Cenozoic sequence of Eocene clean beach sands overlain by Neogene volcanics, including the Diamond Head-like profile of Table Mountain.

The stratigraphy of the vicinity generally consists of Tertiary pyroclastic and volcanic mudflow deposits (Cascade Range) (NRCS 2021). Site soils primarily consist of Paradise loam at 2 to 15 percent slopes primarily made up of clay loams. The clayey residuum that makes up the Paradise loam originates from weathered volcanic rock. The soil extends down approximately 84 inches and is well-drained with a medium run-off class (NRCS 2021). These soils are generally moderately well drained with highly available water storage and negligible runoff that results in minimal flooding or ponding.

The project site is mostly located within the Butte Creek hydrologic unit in the Middle Butte Creek watershed. Shallow groundwater in the site vicinity is generally encountered more than six feet below ground surface and mostly flows towards Little Butte Creek, which will eventually flow into the Sacramento River. Groundwater in the site vicinity is encountered in unconfined aquifers, of which the shallow zones generally fluctuate between 200 and 300 feet below ground surface (bgs). Groundwater generally flows from the foothills in the northeast towards the Sacramento River and Feather River to the south-southwest.

The Project Site is not located within the boundaries of an Alquist-Priolo Earthquake Fault Zone, and no active faults are known to cross the site (Jennings and Bryant 2010).

Paradise is situated approximately 50 miles south of the Mount Lassen volcanic area, however hazards associated with regional volcanism are low. The project is unlikely to impact or experience significant seismic shaking. Due to the minimal possibility of a strong intensity earthquake event, low/moderate soil plasticity index, and the depth of the groundwater, it is highly unlikely that liquefaction could occur in the project area. Landslides are typically unlikely as the slope and topography onsite is gentle, although the 2018 Camp Fire and

cleanup program has removed a significant amount of the stabilizing vegetation, resulting in less stable hillsides. There is no historical documentation of asbestos or ultramafic rocks likely to contain asbestos in the site vicinity, though some does exist to the northeast of the site in a steep-sided canyon that contains Little Butte Creek and Middle Butte Creek.

Tsunami is highly unlikely to occur as the project site is not located in close proximity to an ocean. The nearest body of water is Little Butte Creek which is located 2,243 ft west of the subject site. Likewise, the nearest large water bodies are Magalia Reservoir and Lake Concow, which are located approximately 4.5 miles to the northeast and 6 miles to the east, respectively. Additionally, Lake Oroville is located 12 miles southeast. Dam failure and seiche hazards are unlikely. Also, although Lake Oroville is fairly close to the project site, a dam breach at Lake Oroville would occur at the southwest side of the lake, and would not threaten the proposed site, which is north-northwest of the dam and is over 1000 feet higher in elevation.

Discussion of Impacts to Geology and Soils:

a), c) - d) The project area is not located in the vicinity of known active faults, in an area that could be subject to landslides or tsunamis; adverse impacts related to large-scale geologic conditions are considered a **no impact**. Site soils primarily consist of Paradiso loam, which is classified as a Class 3e soil. These soils are not expansive and would not present a risk for the proposed development.

b) Implementation of the proposed project would not result in long-term increases in erosion or soil loss; however, construction-related activities will result in temporary disturbance of the ground surface. These activities may expose disturbed and loosened soils to erosion from wind. Short-term increases in soil erosion could occur due to construction activities, however the site is largely level, will be landscaped and would not result in significant erosion, resulting in a **less than significant** impact. These impacts will be further reduced by the mitigation measure presented in the Water Quality section (Preparation of a Stormwater Pollution Prevention Plan approved of by the Regional Water Quality Control Board (RWQCB)). All exposed soils will be landscaped using native plants to reduce potential for erosion.

e) The site is currently serviced by an existing septic system located near the southern parking lot. It is presumed that soils in this area are adequate to accommodate the existing septic system, and the installation of additional septic systems are not proposed as a part of this project, resulting in **no impact**. The proposed parking lot addition would not impact the septic system.

7.0 GREENHOUSE GAS EMISSIONS

Would the project:

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Environmental Setting:

Several gases in the earth’s atmosphere impact temperatures and play a critical role in determining the earth’s climate. These gases are referred to as “greenhouse gasses” and primarily include carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), sulfur hexafluoride (SF₆), perfluorocarbons (PFCs), and hydrofluorocarbons (HFCs). Although many of these gases occur naturally (via solar radiation and tectonic events), anthropogenic activities such as large-scale mining and fossil fuel consumption greatly contribute to greenhouse gas emissions and expedited changes in the climate.

In 2012 the California Department of Water Resources (DWR) adopted a plan to reduce greenhouses gases and slow human-induced climate change. As part of that plan, construction emission thresholds were established to distinguish between typical construction projects and Extraordinary Construction Projects, which meet either of the following:

- 1) the project emits more than 25,000 metric tons of CO₂ during the construction phase of the project, or
- 2) The project emits more than 12,500 metric tons of CO₂ in any single year of construction.

Discussion of Impacts to Greenhouse Gases:

a) – b) The proposed project includes the installation of recreational facilities and maintained trails and is unlikely to result in significant emissions of greenhouse gases. Construction will require the use of large gas- and diesel- powered equipment, however these additional greenhouse gas emissions will be temporary and minimal. This small project does not conflict with cumulative greenhouse gas reduction goals, plans or policies, resulting in **less than significant impact**.

8.0 HAZARDS AND HAZARDOUS MATERIALS

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
Would the project:				
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Environmental Setting:

The completed project will not generate or store large-quantities of hazardous materials; however, hazardous materials including equipment fuels, lubricants and greases may be used during construction of the structures. Onsite activities may require or result in the use and/or spill of hazardous materials, however the materials would not be used or stored in quantities that would pose a significant safety hazard or environmental threat. Similarly, acutely hazardous materials such as cleaners, solvents and paints may be used in the buildings following construction activities. These materials will be stored in small quantities and in compliance with established state and federal requirements. The closest airport is the Paradise Airport, 4.54 miles southeast of the site.

Discussion of Impacts to Hazards and Hazardous Materials:

a) There is a minor potential for a spill hazard to occur along roads surrounding the project site, and/or along roads within the project site. However, the transportation of hazardous materials is strictly regulated by various state and federal agencies. Thus, the possibility of a spill or leak at any given time is low. In the event of a hazardous material leak or spill, the Paradise Fire Department would respond first to manage the emergency, and other agencies would respond shortly thereafter. Depending upon the type and extent of the leak or spill, remediation action would be taken. Impacts, therefore, are considered **less than significant**.

b) The proposed project does not involve the construction of a facility or structure associated with the routine transport, use, or disposal of significant quantities of hazardous materials. No releases of hazardous materials or substances are expected to occur during the implementation of the proposed project. Construction and maintenance of the project does not involve the use of large quantities of hazardous materials. Impacts are therefore considered **less than significant**.

c) The proposed project area is located approximately 1 mile northwest of Achieve Charter School. Based on the information provided in responses a) and b), and the fact that minimal maintenance of mechanized vehicles and hazardous materials will be used during project activities, the impacts are considered **less than significant**.

d) A review of readily available agency lists was conducted for information regarding hazardous substance releases, landfills, hazardous waste facilities, or environmental investigations at or near the site. Chico Environmental reviewed information gathered from several environmental databases through Environmental Data Resources to evaluate whether activities on or near the subject property have the potential to impact environmental conditions at the subject property. EDR reviews databases compiled by federal, state, and local governmental agencies. The complete list of reviewed databases is provided in the EDR report, included in **Appendix C**. It should be noted that this information is reported as Chico Environmental received it from EDR, which in turn reports information as it is provided in various government databases. It is not possible for either Chico Environmental or EDR to verify the accuracy or completeness of information contained in these databases. Properties located hydraulically down gradient, cross gradient and/or at an excessive distance from the subject property are unlikely to adversely impact the site. Sites that are located within proximity and hydraulically up gradient of the Subject Site were further investigated to determine project status and potential threat of offsite contamination. Many of the databases searched by EDR are informational and do not necessarily indicate incidents of contamination.

All sites, with the exception of one, compiled by the EDR database review occur less than ¼ mile west and at a higher elevation than the subject site. These database listings include Resource Conservation and Recovery Act (RCRA) non-generators, HIST CORTESE, and Notify 65. None of these database listings include any potential source of contamination for the subject site. A review of published Sanborn Fire Insurance Maps (1926) was conducted through EDR (**Appendix D**). No maps were found for the subject site. Additionally a review of historical aerial imagery was conducted through EDR (**Appendix E**). The site has remained developed with orchards and other agricultural uses since at least 1941. The Bille Park Improvement Project proposed site is not listed in any cleanup or hazardous waste databases, resulting with **no impact**.

e) – f) The closest airport is the Paradise Airport, approximately 4.54 miles south of the site. Since the airport is over 2 miles away, Caltrans will not need to be notified of the project as per PUC Section 21655. Since the project involves minimal change in use and there are no private airstrips in the area, there is **no impact**.

g) The implementation of the proposed project would not add any housing or impair or otherwise impede any emergency evacuation or emergency response plans or activities, resulting in **less than significant impact**.

h) The project is located in a rural urban area, which has been identified by Cal-Fire as being within an area containing wildfire threats. The proposed project exists within a high severity burn scar as the result of the 2018 Camp in land classified as very high fire hazard severity zone. The project will not substantially impair emergency response plans or emergency evacuation plans and will not require the installation or maintenance of associated infrastructure. The proposed project includes irrigated landscaping which will reduce the existing risk downslope or downstream flooding or landslides, will reduce the post-fire slope instability, provide better drainage, and reduce the risk of wildfire in this area, resulting in **less than significant impact**.

9.0 HYDROLOGY AND WATER QUALITY

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
Would the project:				
a) Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner, which would result in substantial erosion or siltation on- or off-site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner, which would result in flooding on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9.0 HYDROLOGY AND WATER QUALITY

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Place within a 100-year flood hazard area structures, which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j) Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts to Hydrology and Water Quality:

a) The project site is in the jurisdiction of the Central Valley Regional Water Quality Control Board (CVRWQCB). The area to be disturbed by the proposed project is approximately 7.40 acres. Pursuant to Section 402 of the Clean Water Act, the EPA has established regulations under the NPDES program to control direct stormwater discharges. In California, the State Water Resources Control Board administers the NPDES permitting program and is responsible for developing NPDES permitting requirements. The NPDES program regulates industrial pollutant discharges, including construction activities for sites larger than one acre. The proposed project would disturb a significant area during the course of the project, including paving of surfaces. This could contribute sediment and other pollutants to stormwater runoff, generating a **potentially significant** impact. Implementation of the following mitigation measure will reduce these impacts to **less than significant with mitigation incorporated**:

Mitigation Measure #3: Prepare and implement a Stormwater Pollution Prevention Plan (SWPPP), approved of by the Regional Water Quality Control Board (RWQCB).

The RWQCB will require that, prior to construction activities, a SWPPP be prepared that identifies Best Management Practices (BMPs) to reduce erosion of disturbed soils during construction activities. The SWPPP will describe measures to be used to minimize wind and water erosion and transport of sediments during course construction. The SWPPP is subject to approval by the RWQCB, pursuant to the State's National Pollutant Discharge Elimination System (NPDES) Construction Permit and Clean Water Act, Section 401. The plan will be prepared and approved before construction activities begin. At a minimum, the plan will include the following measures:

- Retain onsite the sediments generated on or brought to the project site, using treatment control or structural BMPs.
- Retain construction-related materials and wastes, spills, and residues at the project site and prevent discharges to streets, drainage facilities, the MS4, receiving waters,

or adjacent properties.

- Contain non-storm runoff from equipment and vehicle washing at the project site.
- Control erosion from slopes and channels through BMPs such as: limitation of grading during the wet season; inspection of graded areas during rain events; planting and maintenance of vegetation on slopes, if any; and covering any slopes susceptible to erosion.
- Surface disturbance of soil and vegetation will be kept to a minimum, existing access and roads will be used wherever feasible.
- Any stockpiled soil would be placed and sloped so that it would not be subject to accelerated erosion.
- After ground-disturbing activities are complete, all disturbed areas will be replanted or covered with paving stones to prevent erosion.

If the aforementioned BMPs and stormwater controls included in **Mitigation Measure #3** are properly implemented at the site, the proposed project would not violate water quality standards or waste discharge requirements, resulting in a **less than significant impact with mitigation incorporated**.

b) The project site is east of the Sacramento Valley Groundwater Basin and is served by Paradise Irrigation District. The proposed project would convert currently pervious area to impervious area through the construction of a parking lot. The project site will remain mostly pervious with a combination of ornamental and native vegetation. There may be old wells on the property as there were homes and orchards there before the land became a park long ago, but currently all of the park water is sourced from Paradise Irrigation District. Therefore, project implementation would not result in net deficit in aquifer volume or a lowering of the local groundwater table. No direct impacts to groundwater would occur. Implementation of the proposed project would not substantially interfere with groundwater recharge, resulting in **less than significant impact**.

c) The proposed project will manage stormwater using bio-swales, pervious surfaces, and grading to direct water to percolation areas. New pervious paving consisting of crushed basalt will be used in the parking lot and directed to a vegetated bioswale that will collect and treat storm water runoff.

The proposed project will include new vegetative cover that will restore the site to capture storm water and reduce run off. Other irrigated areas will be planted with low and medium water use plants and watered with drip irrigation and temporary drip irrigation to establish self-sustaining native plants. The project will add minimal amounts of irrigated turf for free play and passive use. Use of water efficient irrigation systems include a rain sensor, evapotranspiration (ET) controllers, flow sensors, and shut-off valves to manage accidental line ruptures. The site will use point source irrigation to have very efficient subsurface drip (90% efficiency). The design will include an efficient irrigation controller, equipped with a rain sensor and weather monitoring relay service via cellular reception. These additions ensure irrigation does not occur during precipitation. By incorporating weather/wind and evaporation data, the irrigation controller automatically adjusts run times accordingly. The new vegetation cover will slow runoff, increase infiltration, and stabilize soil structure minimizing the potential for erosion.

The project will use on-site soils, no off-haul and/or import of additional soils is needed. Existing soils will be amended with biochar, a recycled soil amendment beneficial to restoring damaged soils; biochar can improve soil structure, moisture retention, and aids carbon sequestration. Except for the free-play turf areas, all soils will be vegetated to proper plant densities to out compete invasive plants, establish, and sustain a succession of populations to build soil depth for infiltration and groundwater recharge; this will reduce reliance on grey infrastructure and retain water on-site.

The additions of the proposed new impermeable and semipermeable developments could result in an increase of stormwater runoff and potential to erode. Implementation of applicable BMPs discussed in **Mitigation Measure #3** would ensure that erosion or siltation impacts are reduced to a less than significant level, resulting in a **less than significant impact with mitigation incorporated**.

d) The increase in impermeable and semipermeable areas at the project site would not substantially alter drainage patterns or increase the volume and rate of stormwater flow, resulting in **less than significant impact**.

e) Due to the conversion of pervious areas to impervious areas, the proposed project would slightly increase the volume and rate of stormwater flow and contribute additional sources of potentially polluted runoff to the drainage system. However, implementation of required BMPs during construction would ensure that impacts are reduced to a less than significant level, resulting in a **less than significant impact**.

f) Provided that standard BMPs are implemented, as discussed in **Mitigation Measure #3**, the proposed project would not substantially degrade the water quality. No additional mitigation measures are required, resulting in **less than significant impact**.

g) and h) The project site is not located within the boundaries of a 100-year flood zone and does not include construction of residences, resulting in **no impact**.

i) The area is outside the 100-year flood plain and not prone to flooding, therefore there is **no impact** in terms of flooding, resulting in **no impact**.

j) Tsunamis are defined as sea waves created by undersea fault movement. A seiche is an oscillation of the surface of a lake or landlocked sea. Tsunami is highly unlikely to occur as the project site is not located in close proximity to an ocean. The nearest body of water is Little Butte Creek which is located 2,243 ft west of the subject site. Likewise, the nearest large water bodies are Magalia Reservoir and Lake Concow, which are located approximately 4.5 miles to the northeast and 6 miles to the east, respectively. Additionally, Lake Oroville is located 12 miles southeast.

Dam failure and seiche hazards are unlikely. Also, although Lake Oroville is fairly close to the project site, a dam breach at Lake Oroville would occur at the southwest side of the lake, and would not threaten the proposed site, which is north-northwest of the dam and is over 1000 feet higher in elevation. The lack of steep slopes at the subject site makes the possibility of mudflow unlikely, as mudflows typically occur in mountainous or hilly terrain. Additionally, remaining vegetation and planned landscaping will work to stabilize the subtle slopes present,

reducing the possibility of a mudflow. Therefore, there is **no impact** related to seiche, inundation, or mudflow.

10.0 LAND USE AND PLANNING

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
Would the project:				
a) Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts to Land Use and Planning:

a) and b) The project would not result in the physical division of an established community, nor would it involve any changes in land use, General Plan designation, or zoning. The project is consistent with the goals and mission of the Paradise 1994 General Plan, therefore there is **no impact**.

c) Currently, there are no adopted Habitat Conservation Plans, Natural Community Conservation Plans, or state habitat conservation plans that apply to the project site, resulting in **no impact**.

11.0 MINERAL RESOURCES

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
Would the project:				
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Setting:

According to the California Department of Resources Conservation, the project area does not extend into a Surface Mining And Reclamation Act (SMARA) study area.

Discussion of Impacts to Mineral Resources:

a)- b) Based upon the absence of evidence of mineral resources on the subject site, the

project would not result in the loss of availability of a known mineral resource that will be of value of the region, resulting in **no impact**.

12.0 NOISE

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
Would the project result in:				
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Setting:

Noise consists of any sound that may produce physiological or psychological damage and/or interfere with communication, work, rest, recreation, and sleep. Noise impacts can be described in three categories: The first is audible impacts that refer to increases in noise levels noticeable to humans. Audible increases in noise levels generally refer to a change of 3.0 decibels (dB) or greater since this level has been found to be barely perceptible in exterior environments. The second category, potentially audible, refers to a change in the noise level between 1.0 and 3.0 dB. This range of noise levels has been found to be noticeable only in laboratory environments. The last category is changes in noise level of less than 1.0 dB that are inaudible to the human ear. Only audible changes in existing ambient or background noise levels are considered potentially significant.

The existing noise environment in the area of the proposed project is minimal as the site is not developed or currently in use. Noise originates from streets and roads in the project vicinity. Noise will be generated in the project area during operational hours; however the noise will not be significantly greater than the noise prior to the proposed project. Temporary noise will be produced during construction activities; however the duration and intensity is minimal.

Discussion of Noise Impacts:

a) - d) The proposed project will result in the generation of temporary construction-related noise and ground borne vibration during utility trenching and construction activities. Residences are located north and east and west of the project area and motorized construction equipment operation will only occur between 8:00 AM and 5:00 PM. Onsite construction workers will wear appropriate hearing protection during noise-generating activities. The proposed project might result in minor long-term or permanent noise level increases (such as increased vehicular traffic, recreational events) that will not likely exceed local noise standards, resulting in **less than significant impact**.

e) The project area is situated approximately 4.54 miles northeast of the Paradise Municipal Airport; however it is outside the flight path and noise survey area, and the proposed project would not impact exposure to noise during or following construction, resulting in **no impact**.

f) The project area is not situated in vicinity to a private airstrip, resulting in **no impact**.

13.0 POPULATION AND HOUSING	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
Would the project:				
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Setting:

There are currently no residential properties on site. At least 8 structures burned in the 2018 Camp Fire along the eastern boundary of the subject property. At least 2 structures were destroyed from the same fire along the southern boundary, and 5 structures to the west. The proposed park will not add any new housing and will not significantly extend road or other infrastructure.

Discussion of Impacts to Population and Housing:

a) - c) The proposed project would not result in the construction of housing or structures that would attract additional residents to the area. The proposed project would not displace existing housing or people, nor would it necessitate the construction of housing elsewhere. Therefore, **no impact** on population and housing would occur.

14.0 PUBLIC SERVICES

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				
Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Setting:

Fire Protection

Fire protection in the Town of Paradise is provided by the Paradise Fire Department, located at 767 Birch St in Paradise, CA. The closest station to the subject property is located at 1250 Wagstaff Road in Paradise, CA.

Police Protection

The Paradise Police Department provides security services for the Town of Paradise. The Paradise Police Department station is located at 5595 Black Olive Drive in Paradise, CA.

Schools

The proposed project is in the Paradise Unified School District and will not result in increased number of students. There are no schools in the vicinity that will be adversely impacted by this project.

Parks

The proposed project would provide improvements on an existing park (Bille Park) in Paradise, CA. There are no parks in the vicinity that would be adversely impacted by the proposed project.

Other Public Facilities

There are no other public facilities that would be adversely impacted by the proposed project.

Discussion of Impacts to Public Services:

a) The proposed project would not extend the service area of the City or County’s fire department, nor would the projects necessitate construction of new fire protection facilities or the alternation of existing facilities. The proposed project would not necessitate the construction of new police protection facilities or the alternation of existing facilities. The proposed project does not include any residential uses, nor would it increase the number of residents in the area, which would in turn increase the number of students or requirements for construction of new school facilities. The proposed project would not add residences to

the project area that could result in increased demand for additional community or county parks or contain any components that would lead to increased demand on other parks in the community. The proposed project has the potential to increase the need for fire and police response, resulting in **less than significant impact**.

15.0 RECREATION	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities, which might have an adverse physical effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Environmental Setting and Discussion of Impacts to Recreation:

- a) The proposed project would not result in an increase in use of existing neighborhood or regional parks or other recreational facilities, resulting in **no impact** to this community resource.
- b) The proposed project would result in the development of a park and recreational facility in Community Facility (CF) zoning, in an area that the Paradise 1994 General Plan designates the project site as Recreational. The proposed project would develop trails and play structures on an existing park that was partially burned in the 2018 Camp Fire. The development is minimal and will not have a significant adverse physical effect on the environment, result in a **less than significant impact**.

16.0 TRANSPORTATION/TRAFFIC	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
Would the project:				
a) Cause an increase in traffic, which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

16.0 TRANSPORTATION/TRAFFIC

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Result in inadequate parking capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Setting:

The site currently includes two parking lots, one paved access road to the north, and southern access is located directly off Bille Rd. No alterations or additions to project access is proposed.

Discussion of Impacts to Transportation/Traffic:

a) The proposed project has the potential to increase traffic upon the local and traffic signaled intersection. The proposed project will not likely cause any largely significant changes in congestion, vehicular traffic, air traffic patterns, or result in inadequate parking, emergency access or police programs. resulting in **less than significant impact**.

b)- g) The proposed project will not likely cause any significant changes in congestion, vehicular traffic, air traffic patterns, or result in inadequate parking, emergency access or police programs. Traffic is not expected to exceed a level of service standard established by the Butte County Engineering Division. The project will not effect air traffic patterns. The project does not substantially increase hazards and includes sufficient emergency access. The project includes adequate parking areas and loading/unloading areas to reduce traffic and congestion. Therefore there is **no impact**.

17.0 UTILITIES AND SERVICE SYSTEMS

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
Would the project:				
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

17.0 UTILITIES AND SERVICE SYSTEMS

significant environmental effects?

d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?

e) Result in a determination by the wastewater treatment provider, which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?

f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?

g) Comply with federal, state, and local statutes and regulations related to solid waste?

Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
--------------------------------	--	------------------------------	-----------

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Setting:

a) The project would not require the installation of additional wastewater infrastructure, resulting in **no impact**.

b) The project would not require expanded natural gas, electrical, water, or septic infrastructure., resulting in **no impact**.

c) The proposed project is sited on sloping terrain that drains towards an adjacent property. The site has burned and has been logged to remove dead and dangerous trees. New vegetative cover will restore the site to capture storm water and reduce run off. The Park will manage stormwater using bio-swales, pervious surfaces, and grading to direct water to percolation areas.

Additionally, the park is designed to manage stormwater using a dry riverbed for drainage, which drains into an inlet on the north side of the property. New pervious paving in the parking lot will be directed to vegetated bioswale to treat runoff. These areas can be used to educate the community and visitors of the importance of treating and infiltrating storm water.

Crushed basalt will be used in around the site for the walking path. This surfacing is less costly, more appropriate for these areas, and will reduce runoff and absorb surface water.

The proposed project will add new stormwater drainage facilities, resulting in **less than significant impact**.

d) The proposed project would not result in significantly more water consumption, existing entitlements and resources. The Park will add minimal amounts of irrigated turf for free play and passive use. Other irrigated areas will be planted with low and medium water use

plants and watered with drip irrigation and temporary drip irrigation to establish self-sustaining native plants.

Use of water efficient irrigation systems include a rain sensor, evapotranspiration (ET) controllers, flow sensors, and shut-off valves to manage accidental line ruptures.

The site will use point source irrigation to have very efficient subsurface drip (90% efficiency) falling well within our MAWA calculations.

The design will include an efficient irrigation controller, equipped with a rain sensor and weather monitoring relay service via cellular reception. These additions ensure irrigation does not occur during precipitation. By incorporating weather/wind and evaporation data, the irrigation controller automatically adjusts run times accordingly.

The site was previously irrigated. The site will receive water from PID which has sufficient water supplies available to serve the project from existing entitlements and resources, and no new or expanded entitlements would be needed, resulting in **less than significant impact**.

e) No wastewater treatment provider currently serves the project area, therefore the site is serviced by septic. The subject site has an existing functioning septic system. No new septic systems will be installed, resulting in **no impact**.

f) – g) The project area is served by the Neal Road Landfill on Neal Road in Paradise. The proposed project would generate minimal additional solid waste in the region; the project will be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs. The site would adhere to the Butte County requirements related to solid waste collection, and the project would comply with federal, state, and local statutes and regulations related to solid waste, resulting in **no impact**.

18.0 WILDFIRE

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Substantially impair an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Due to slope, prevailing winds, and other factors, exacerbate wildfire risks, and thereby expose project occupants to pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Require the installation or maintenance of associated infrastructure (such as roads, fuel breaks, emergency water sources, power lines or other utilities) that may exacerbate fire risk or that may result in temporary or ongoing impacts to the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Expose people or structures to significant risks, including downslope or downstream flooding or landslides, as a result of runoff, post-fire slope instability, or drainage changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

a-d) The proposed project exists within a high severity burn scar as the result of the 2018 Camp in land classified as very high fire hazard severity zone. The project will not substantially impair emergency response plans or emergency evacuation plans and will not require the installation or maintenance of associated infrastructure. The proposed project includes irrigated landscaping which will reduce the existing risk downslope or downstream flooding or landslides, will reduce the post-fire slope instability, provide better drainage, and reduce the risk of wildfire in this area, resulting in **no impact**.

19.0 MANDATORY FINDINGS OF SIGNIFICANCE

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Does the project have environmental effects, which will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

a) Without mitigation, the proposed project has the potential (although unlikely) to have short-term significant impacts on cultural resources and hydrology/water quality. Mitigation measures have been developed to address these concerns. Implementation of these measures will reduce potential short-term impacts to **less than significant with mitigation incorporated**. In the long term, the proposed project would not impact the quality of the environment in the project area. No permanent impacts would result from project construction.

b) - c) The proposed project could result in significant impacts to cultural resources and hydrology/water quality; however, implementation of mitigation measures as discussed herein would avoid the effects or mitigate the effects to a point where the effects would appear to be less than cumulatively considerable. In addition, the project does not have potentially negative cumulative impacts and would not cause any substantial adverse environmental effects on human beings either directly or indirectly, resulting in **less than significant impact**.

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Flight Year	Scale	Source
1941	1:500	USGS
1947	1:500	USGS
1952	1:500	USDA
1969	1:500	USGS
1973	1:500	USGS
1975	1:500	USGS
1984	1:500	USDA
1998	1:625	USGS/DOQQ

2006	1:500	USDA/NAIP
2009	1:500	USDA/NAIP
2012	1:500	USDA/NAIP
2016	1:500	USDA/NAIP

Environmental Data Resources, Inc., Certified Sanborn Map Report, “Bille Park Improvement Project” June 14, 2022.

Environmental Data Resources, Inc., Radius Map Report with GeoCheck, “Bille Park Improvement Project” June 14, 2022

FEMA: Federal Emergency Management Agency. 2020. National Flood Hazard Layer (NFHL) Viewer Map. <https://hazards-fema.maps.arcgis.com/apps/webappviewer/index.html?id=8b0adb51996444d4879338b5529aa9cd>. Accessed June 28, 2022.

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APPENDIX A: SITE FIGURES

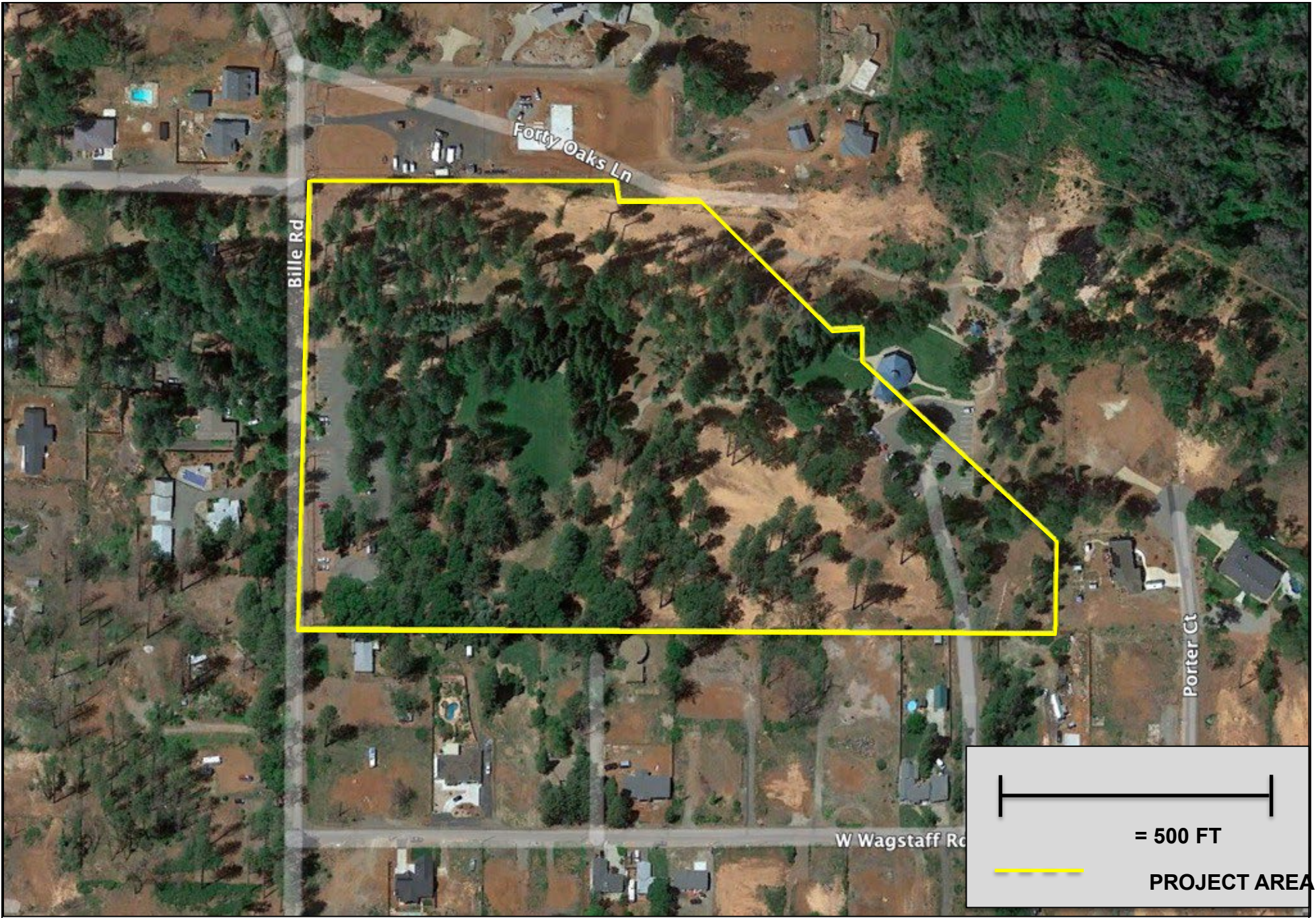


FIGURE 1: PROJECT AREA – CURRENT SITE CONDITIONS
BILLE PARK IMPROVEMENT PROJECT
501 Bille Rd Paradise, CA 95969



Staff Report

July 13, 2022

DATE: 7/7/2022
TO: Board of Directors (BOD)
FROM: Sarah Hoffman, Board Clerk
SUBJECT: Conflict of Interest Review (Information Only)

Summary

Butte County recently notified the District regarding our Conflict-of-Interest Code and requested an annual review of our Code and to note any changes. Review is an annual agency requirement. Staff completed a review and noted no needed changes. The BOD last reviewed and updated the Conflict-of-Interest statement on November 30, 2018. Staff wanted to update the BOD on the action and provide the statement for review.

Recommendation: *No action required.*

Attachments:

- A. Conflict of Interest Code

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0713/2022.0627.Conflict.of.Interest.Report.docx
7/7/2022



Paradise Recreation & Park District

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CONFLICT OF INTEREST CODE FOR THE PARADISE RECREATION AND PARK DISTRICT

The political Reform Act, Government Code sections 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a resolution, 2 Cal Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Reform Act after public notice and hearings. Therefore, the term of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict-of-Interest Code of the Paradise Recreation and Park District.

Pursuant to Section 4 (A) of the Standard Code, designated employees shall file statements of Economic Interest with the Agency. Upon receipt of the statements of the designated officials and employees, the agency shall make and retain a copy and forward the original of these statements to the Clerk-Recorder/Elections Office.

WRITTEN EXPLANATION OF REASONS FOR DESIGNATIONS AND DISCLOSURE RESPONSIBILITIES FOR THE PARADISE RECREATION AND PARK DISTRICT

Designations:

The positions of Member of the Governing Board, District Manager, Park Superintendent, and Consultants have been designated as those positions subject to the provisions of the Conflict of Interest Code in that those positions are the only positions

having any substantial responsibility relative to the Paradise Recreation and Park District (hereinafter referred to as PRPD) decision making process or policy.

Disclosure Responsibilities:

The categories relative to the types of interests that must be disclosed are based upon the types of financial interests relevant to PRPD business which is confined to providing various recreational services and facilities to the community.

APPENDIX

Designated Employees:

- Members of the Governing Board
- District Manager
- Assistant District Manager
- Park Superintendent
- Recreation Superintendent
- Consultants*

Disclosure Categories:

- Designated employees shall file statements of economic interests as to ALL SCHEDULES.

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The Chairperson of the Board may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that are limited in scope, and this are not required to fully comply with the disclosure requirements in the section. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extend of disclosure requirements. The Chairperson's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Approved by PRPD Board of Directors on November 30, 2018

Approved by Butte County Board of Supervisors on April 24, 2019 – Minute Order No.: 042319-3.06

Staff Report

July 13, 2022



DATE: 6/16/2022
 TO: PRPD Board of Directors
 FROM: Sarah Hoffman, Administrative Assistant III
 SUBJECT: Finance Committee (Rodowick/Anderson)
 June 16, 2022, at 4:00 PM

Attendance: Committee Members: Steve Rodowick, Chairperson: and Robert Anderson, Member
 Staff Members: Dan Efseaff, District Manager, Kristi Sweeney, Assistant District Manager, Catherine Merrifield, District Accountant, and Sarah Hoffman, Administrative Assistant III, 1 Citizen of the public

The Committee meeting was called to order 4:02 PM

The Committee met to:

1. Consider Meeder Public Funds Investment

Jim McCourt from Meeder Investments gave a brief presentation on Meeder Investments and what they do. Board members and staff then took turns asking questions. There was also a brief comment by the citizen present. After the questions were asked and discussion was had, the committee board concurred to take the Meeder Investment consideration to the full board at the July 13, 2022, Regular Meeting.

2. Review Fiscal Year (FY) 2022-2023 Budget

District Manager Efseaff gave a brief break down of the 2022-2023 Fiscal Year Draft Budget and District Accountant Merrifield gave updated numbers on the profit/loss portion of the budget. A citizen in attendance then asked questions and District Manager Efseaff gave him an answer.

The committee board concurred to take the 2022-2023 Fiscal Year Draft Budget to the full board at the next Regular Board meeting.

3. Review Salary Scale

The salary scale was reviewed by the committee members and concurred to have the salary scale looked over by the Personnel Committee for further action.

CLOSED SESSION:

The Committee will meet in Closed Session pursuant to California Government Code Section:

- 54957.6, Employee Salary and Wage Negotiations.

The Committee went into Closed Session at 5:02 PM

The Committee returned from Closed Session at 5:14 PM

REPORT ON CLOSED SESSION:

Chairperson Rodowick reported that the committee reviewed the Salary Scale and noted a couple of corrections to staff. He then recommends consideration for Personnel Committee.

The Committee adjourned at 5:15 PM

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/2022/FC_22.0616/Finance.Committee.Report_2022.0616.docx
 6/29/2022

Staff Report

July 13, 2022



DATE: 6/21/2022
 TO: Board of Directors
 FROM: Sarah Hoffman, Administrative Assistant III
 SUBJECT: June Personnel Committee Report

Attendance:

Committee Chair: Mary Bellefeuille, Committee Member; Dennis Ivey,
 PRPD Staff: Dan Efseaff, District Manager; Kristi Sweeny, Assistant District Manager; Catherine Merrifield, District Accountant; Sarah Hoffman, Administrative Assistant III

The meeting was called to order at 4:14 pm.

The meeting moved to closed session at 4:16 pm.

CLOSED SESSION:

The Committee met in Closed Session pursuant to California Government Code Section:

1. 54957.6, Employee Salary, and Wage Negotiations.

The Committee came back from Closed Session at 5:48 pm.

REPORT ON CLOSED SESSION:

Chairperson Mary Bellefeuille noted that the Personnel Committee will recommend a 7% increase for full-time staff effective 7/1/2022 and the \$0.50 increase for part-time staff as outlined in the salary schedules presented. This may be evaluated later in the year. Committee members suggested to staff to look at the possibility to have a third-party resources firm examine our salary scales and in regard to comparable organizations and job descriptions. The request for bereavement will be considered later as part of the in-progress Paid Time Off policy evaluation.

The meeting adjourned at 5:49 pm.

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2022/PC_22.0517/PC.Report.22.0517.docx
 6/22/2022

Staff Report

July 13, 2022



DATE: 6/30/2022
 TO: PRPD Board of Directors (BOD)
 FROM: Catherine Merrifield(District Accountant), Kristi Sweeney (Assistant District Manager)
 SUBJECT: Meeder Public Funds

Summary

On June 16, 2022, the Finance Committee reviewed materials and staff recommendation related to the opening of an account with Meeder Public Funds (Meeder) to manage a portion of PRPD investment funds

Recommendation: *The Finance Committee recommends approval of the agreement with Meeder to manage a portion of District investment funds (Attachment A) and establish a custodial bank account at US Bank for associated transactions (Attachment B).*

1. Background

From 2019 to 2021, the BOD authorized several Financial Investments and Policies for the District. These included:

- 1) A resolution and open new accounts with Five Star Bank,
- 2) A resolution and open CALTRUST accounts,
- 3) A Financial Investment Policy for BOD consideration, and
- 4) A Reserves Policy.

The investment and reserve policies increase transparency and ensure greater compliance with Governmental Accounting Standards Board Statement No. 54. The goal of these moves was to fortify the District's financial position and to add transparency and allow flexibility with fund management to meet those objectives.

The District's Investment Policy states, "It is the policy of the Paradise Recreation and Park District to provide guidelines for the prudent investment of District funds and to maximize the efficiency of the District's cash management. The goal is to enhance the economic status of the District consistent with the prudent protection of the District's investments."

Staff noted at the April 14, 2021, meeting, that a follow-up step will be the review of the District's investment portfolio and investments and diversifying the portfolio and increase returns with different instruments. To that end, staff explored options with Meeder Public Funds (Meeder). Staff provided a recommendation for authorization at the May 11, 2022 BOD meeting. The BOD directed the item for review with the Finance Committee. The Finance Committee reviewed the materials at the June 16, 2022 meeting.

Meeder, founded in 1974 and serving public entities since 1990, is a Security and Exchange Commission (SEC) registered fiduciary investment adviser. Meeder customizes solutions for states, countries, cities, schools, townships, libraries, higher education, and special districts. Currently, they have over \$18 billion in public funds assets under management as of 12/31/21. Meeder provides the following services:

- Investment Policy Review - The Investment Policy would be reviewed to ensure it is in line with state law.
- Cash Flow Review – Regular monitoring of cash flows to determine the proper investment to liquid cash ratio.
- Investment Strategy – A minimum of quarterly meetings with professional investment team that will strategically formulate a custom investment plan to meet District needs and interest rate environment.
- Execution of Trades - Meeder utilizes their purchasing power and expansive broker network to ensure best price execution on trades.
- Monthly Reporting and Review - Monthly and quarterly consolidated reporting of assets, including transactions summaries, and custom reports for the Board to keep everyone up to speed on changes in the portfolio and economy. Annual GASB reporting.
- Compliance Monitoring - Best-in-class compliance monitoring system utilizing rules created for District investments based on investment policy, state law, and any additional restrictions placed on the portfolio. Monitoring allows for both pre- and post-trade compliance monitoring.

- Credit Research - In-house research team monitoring corporate issuers in the marketplace, determining approved issuer list and keeping the District apprised of any changes.
- Banking and Custody – Assistance provided to establish a new banking or custody relationship.

In addition to this account, staff is exploring another option just announced at the California Special Districts Association’s General Manager Leadership Summit the creation of a newly created local government investment pool, California Cooperative Liquid Assets Securities System (California CLASS). See more at: https://www.cstda.net/blogs/vanessa-gonzales/2022/06/27/newest-member-benefit-launched-at-general-manager?_zs=qmG7N1&_zl=jw7m6 . Staff will be exploring this new California Joint Powers Authority. The fundamental purpose of California CLASS is to develop and sustain an investment program wholly committed to the tenets of safety, liquidity, and yield for the benefit of participating public agencies. This will be in addition to this account and will help diversify our funds in accordance with our Investment Policy and likely return to the BOD in the near future.

2. Fiscal Impact

Meeder provided information and scenarios with a presentation to staff. Much of the information below stems from that presentation.

Projected returns (Table 1 and Figure 1) would potentially yield substantially more return than our current arrangement. During the time of the evaluation of investment policy and returns

Under the Meeder and custodial bank agreements, new fees would be added. Although the cost is substantial, they should be offset by increased returns on investment. The investment management fee schedule (Table 2) is 0.08% on the first \$25 million under management and 0.04% on anything over \$25 million. If the number ends up being \$32 million that we’re managing initially, it will equate to approximately 0.07125%.

Hypothetical Portfolio Illustration



Paradise Recreation and Parks District portfolio as of 6/13/2022

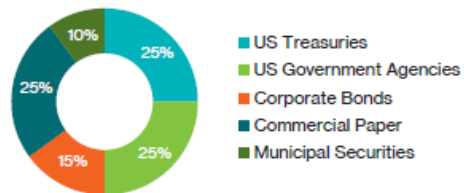
Sample Portfolio

Cash	\$8,184,686
Securities	\$32,700,000
Total Portfolio	\$40,884,686

Sample Securities

Weighted Average Maturity	2.29 years
Weighted Average Yield	3.42%
Estimated Annual Income	\$1,118,418

Sample Asset Allocation



Your Maturity Distribution



PORTFOLIO ILLUSTRATION IS HYPOTHETICAL IN NATURE, DOES NOT REFLECT ACTUAL INVESTMENT RESULTS, AND DOES NOT GUARANTEE FUTURE RETURNS. SEE DISCLOSURE FOR ADDITIONAL INFORMATION.

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Figure 1. Example hypothetical portfolio for PRPD.

Table 1. *Current versus Meeder investment fees and projected returns*

Description	Current	Meeder Sample
Securities	\$32,700,000	\$32,700,000
Securities WAM*	0.01 years	2.29 years
Securities Yield	0.28%	3.42%
Management Fee	-	0.07125%
Net Interest Income	\$90,906	\$1,095,338

* Weighted average maturity

The arrangement would require that PRPD will have to have a bank account with a third-party custodian bank, such as US Bank (we currently have an account with them). The third-party custodian will hold securities in the public entity's account (in the entity's name) at the bank's trust department. The public entity controls the account with a written custodial agreement. There is a 0.01% fee incurred for the custodian bank (fees shown in Table 2).

Table 2. *Proposed total annual fee breakdown on estimated \$32 million invested (divided by 12 when billed monthly).*

Assets Under Management	Advisory Fee	Annual Fees	Custody Fee	Custody Fees	Total Fees
\$25,000,000.00	0.08%	\$20,000.00	0.01%	\$2,500.00	\$22,500.00
\$7,000,000.00	0.04%	\$2,800.00	0.01%	\$700.00	\$3,500.00
\$32,000,000.00		\$22,800.00		\$3,200.00	\$26,000.00

3. Discussion

Staff conducted a reference check with the Town of Paradise, one of Meeder's local clients. Ross Gilb (Finance Director/Town Treasurer) said:

"I can share that I have been very pleased with the service provided by Meeder. They have been very easy to work with and provide great information on a regular basis to both me and Council in a digestible format. It also seems to me that the management of the portfolio has proven to generate competitive rates of return."

Past performance is not necessarily indicative of future rates of return, but the new account is consistent with District policies and provides potentially a greater return, especially with changing economic conditions. In addition, Meeder's professional team monitors compliance with District policy and state laws and will likely yield greater returns than the investment at 5-Star Bank, CALTrust, and LAIF. With our reporting system, the BOD will be kept informed of changes to the investment distribution and returns.

Attachments:

- A. Meeder Public Funds – Investment Management Agreement
- B. US Bank – Custody Application Form

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0511/2022.0511.BOD.Report.Meeder.docx
7/6/2022



Investment Management Agreement

Meeder Public Funds

This Investment Management Agreement (“Agreement”) is effective as of the date executed by and between Meeder Public Funds, Inc. (“Meeder”), its applicable affiliates, and the undersigned account owner (“Client”).

1. **Investment Management Services.** Under this Agreement, Meeder provides discretionary investment management services for public entity clients in accordance with the terms of the applicable state investment code and investment policy.

2. **Appointment.** Client appoints Meeder as discretionary investment manager to manage the assets deposited in any account subject to the terms of this Agreement (“Account”). Meeder accepts the appointment as investment manager and shall invest, reinvest and manage the securities, cash and other assets of the Account subject to any Investment Policy Statement provided by Client. Meeder shall provide advice only with respect to assets in the Account and shall have no responsibility for the actions or non-actions of predecessor investment advisors or for the management of assets other than the assets allocated to the Account.

3. **Trading Authorization.** Client grants Meeder discretionary trading authority and appoints Meeder as agent and attorney-in-fact with respect to investments in the Account. Meeder may direct the purchase, sale, exchange, conversion, delivery or other acquisition or disposition of securities and other investments in the Account and act on behalf of Client in all other matters incidental to the handling of Account investments, all without prior consultation with Client.

4. **Custody.** Meeder will not assume physical custody of the Account or any portion of it. Client shall establish a custodial account with a qualified custodian (“Custodian”). Client will receive from the Custodian account statements and confirmations identifying assets and transactions in the Account. All transactions will be consummated by payment to, or delivery by, the Custodian of all cash, securities and other assets due to or from the Account. The Custodian shall be responsible for investing any daily cash balances in the Account and Meeder will not exercise discretion to select sweep vehicles for the Account.

5. **Investment Objectives and Restrictions.** Client may provide Meeder with an Investment Policy Statement or other written directions setting forth the investment objectives and any specific investment restrictions or limitations which govern the Account. Meeder shall be entitled to rely on such guidelines, objectives and restrictions relating to the Account as it may receive from Client. It is Client’s responsibility to inform Meeder in writing of any changes or modifications to the Investment Guidelines, which shall be given ten days in advance of any such change.

6. **Brokerage.** Unless otherwise directed, Meeder will place trades for the Account through such brokers or dealers as it may select. When selecting brokers, Meeder's primary consideration will be the broker's ability to provide best execution of trades and Meeder may consider the quality and reliability of the brokerage services, trade price and commission, as well as research and other services provided by the broker-dealers.

7. **Trade Aggregation.** Meeder may aggregate trades for multiple clients when, in the adviser’s judgment, aggregation is in the best interests of the clients involved. Orders are aggregated to facilitate best execution and allocate equitably among clients the effects of any market fluctuations that might have otherwise occurred had these orders been placed independently. Where it is not possible to obtain the same execution price for all securities purchased or sold on an aggregated basis, Meeder may allocate trades equitably among its clients using the average execution price.

8. **Fees.** For the services provided in accordance with this Agreement, Client will pay an investment advisory fee as indicated on Schedule A to this Agreement. Investment advisory fees do not include custody fees charged by Client's selected Custodian. Where Client has elected to have fees deducted, Client authorizes the Custodian to deduct fees from the Account and pay them to Meeder.

9. **Solicitor Arrangements.** Meeder accepts Clients referred through unaffiliated introducing advisors ("Solicitors") and Meeder Public Funds, Inc. may pay a referral fee directly or through its affiliate, Meeder Advisory Services, Inc., in connection with Client's Account. Each Client who is introduced to Meeder by a Solicitor will acknowledge the amount of the referral fee in a separate Written Disclosure Statement.

10. **Third-Party Payments.** Meeder or its affiliates receive compensation from unaffiliated third parties for opening, administering or advising certain financial products offered to advisory clients, including STAR Ohio and the Government Insured Deposit Program (GIDP). Asset based advisory fees are not charged for assets invested in products that pay indirect compensation to Meeder.

11. **Proxy Voting.** Meeder does not accept or assume authority to vote proxies for its public fund clients. Clients will receive their proxies or other solicitations directly from their Custodian. Client agrees that Meeder will not advise or act for Client in any legal proceedings, including bankruptcies or class actions, involving securities held or previously held by the Account or the issuers of such securities.

12. **Electronic Delivery.** Client consents to electronic delivery of all documents from Meeder, including but not limited to a copy of the executed Agreement, statements, confirmations, Meeder's Form ADV Part 2, and other general communications.

13. **Confidentiality.** All information and advice furnished by either party to the other, including their respective agents and employees, shall be treated as confidential and shall not be disclosed to third parties except as otherwise required by law or as agreed to in writing by Client. Notwithstanding the foregoing, Client consents to the use of Client's name in sales and marketing material used by Meeder or its affiliates solely for the purpose of identifying the Client as an investment advisory client.

14. **Services to Other Clients.** Client understands that Meeder serves as investment adviser for other clients and will continue to do so. Client also understands that Meeder, its personnel and affiliates ("Affiliated Persons") may give advice or take action in performing their duties to other clients, or for their own accounts, that differ from advice given to or action taken for Client. Meeder is not obligated to buy, sell or recommend for Client any security or other investment that Meeder or its Affiliated Persons may buy, sell or recommend for any other client or their own accounts.

15. **Meeder's Representations.** Meeder represents that it is a registered investment adviser under the Investment Advisers Act of 1940.

16. **Client's Representations.** Client represents and acknowledges that: (i) Client is the sole owner of the Account assets and has full power and authority to enter into this Agreement and to commit the assets to Meeder's management and supervision; (ii) that the person signing this Agreement on behalf of Client is authorized and empowered to establish accounts and commit the assets to Meeder's management and supervision on the entity's behalf; (iii) Client has received Meeder's current Form ADV, Part 2A and B; and (iv) Client has received a copy of Meeder's Privacy Policy.

17. **Term.** This Agreement may be terminated by either party for any or no reason upon delivery by first class U.S. mail, postage prepaid, or delivery by hand, of a written "Notice of Termination" to the other party at least thirty (30) days prior to the date of the intended early termination of this Agreement. Termination of this Agreement will not affect the status, obligations or liabilities of the parties to this Agreement that arose prior to such termination.

18. **Limitation of Liability.** Except for negligence, malfeasance or violation of applicable law, neither Meeder nor its officers, directors or employees shall be liable to Client for any action performed, or omitted to be performed, or for any errors of judgment in managing the Account. Nor shall Meeder be liable to Client for any act or failure to

act by any other third party. The federal securities laws impose liabilities under certain circumstances on persons even when they act in good faith. Therefore, nothing in this Agreement shall in any way constitute a waiver or limitation of any rights that Client may have under any federal or state securities laws.

19. **Assignment.** This Agreement may not be assigned by either party without the consent of the other party. Meeder will provide Client at least thirty (30) days prior written notice of any proposed assignment, and Client's consent will be presumed unless Client notifies Meeder otherwise in writing prior to the date of the assignment indicated on the notice.

20. **Amendment.** This Agreement may be amended by Meeder with thirty (30) days prior written notice to Client and may be amended immediately upon notice to the extent reasonably required to satisfy federal or state regulatory requirements.

21. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of Ohio without giving effect to any conflict or choice of law provisions of that State.

22. **Severability.** If any provision of this Agreement is or should become inconsistent with any law or rule of any governmental or regulatory body having jurisdiction over the subject matter of this Agreement, the provision will be deemed to be rescinded or modified in accordance with any such law or rule. In all other respects, this Agreement will continue and remain in full force and effect.

23. **Affiliates.** To the extent necessary to carry out the terms of this Agreement, any named affiliate of Meeder shall be deemed to be a party to the Agreement for that purpose.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or agents to become effective as of the day and year first written above.

MEEDER PUBLIC FUNDS, Inc.

PARADISE RECREATION & PARKS DISTRICT

BY

BY

TITLE

TITLE

SIGNATURE

SIGNATURE

DATE

DATE



Meeder Public Funds

Schedule of Fees

As of January 2020

This schedule sets forth the standard annual investment advisory fee applicable to the Account under this Agreement. The schedule is tiered and each tier of assets under management will be assessed at the rate set forth in the schedule.

Discretionary Accounts	
Assets Under Management	Annual Advisory Fee
Up to \$25,000,000	0.08%
Over \$25,000,000	0.04%

Investment advisory fees are subject to minimum fee of \$5,000 per year. Fees are calculated and billed monthly in arrears based on the value of the securities, cash and other assets in the account at the end of the billing period. Unless otherwise agreed, fees are deducted directly from the Account.

Custody Fee Schedule

For Clients of Meeder Investment Management

CUSTODIAL SERVICES

FEE: 1 BPS ON MARKET VALUE

- | | |
|--|------------------------------------|
| ■ Safekeeping of assets | ■ Income Collection |
| ■ Transaction settlement | ■ Corporate Action Processing |
| ■ Cash Management (all cash swept daily) | ■ Proxy distribution |
| ■ Online account access | ■ Asset Valuation |
| ■ Consolidated accounting & reporting | ■ Class Action Proceeds collection |

TRANSACTION PROCESSING

- | | |
|--------------------------------------|------------|
| ■ Purchases/Sales/Principal Paydowns | ■ Included |
| ■ Physical Trades | ■ Included |
| ■ Mutual Funds Transactions | ■ Included |
| ■ Security Holding Fees | ■ Included |
| ■ Cash receipts and disbursements | ■ Included |

SERVICE AND FEE ASSUMPTIONS

- Custody Fees are charged to the account monthly
- U.S. Bank does not have investment management responsibility
- Fee schedule assumes exclusive use of U.S. Bank approved products for the investment of short term cash.
- This fee schedule pertains to domestic securities. International securities priced separately

Account Name _____

Client Signature _____ Date _____

All of  serving you™



U.S. Bank reserves the right to adjust the fees quoted in this fee schedule should any of the information and assumptions used to generate these fees change prior to the conversation of the account to U.S. Bank.

Custody Account Application — Institution — CIP Exempt



Please return the following: • Signed application • Copy of formation document (i.e., Inc. = articles of incorporation, non-profit = Form 990)
 • Copy of government issued photo ID for authorized signers and beneficial owners (see page 3) • Signed fee schedule
 • Transfer authorization form (if applicable)

Return to:

Please complete every section.

Account Owner Information

Entity Name

Account title (If different than name above)

Address (Cannot be a PO Box) Designated Agent (Advisor Name)

City, State, Zip

Tax I.D. NAICS Code:

Phone number (required): www.census.gov/eos/www/naics
 (To be used for disbursement authorization, see agreement section)

Are there other DBA or trade names used for the same legal entity? YES NO
 If YES, please provide names:

Check appropriate box for federal tax classification: Exempt payee code (if any) (see bottom of page 3 for code listing)

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)
 Other (see instructions) Government

What is the ownership structure of the entity?

Majority Owned by Government (Provide website address):
 Federally or State Regulated Domestic Financial Institution (Provide regulator):
 Publicly Traded on a Domestic Exchange (Provide Ticker Symbol):

1. Customer is a U.S. Citizen, U.S. Resident Alien or an entity principally registered in the U.S.: YES NO
 If NO, please submit a W-8 BEN and state the Customer's country of residence or principal registration:
 (Note: If no is marked and a W-8 is provided the IRS section on pg. 5 does not apply)

2. Is the entity headquartered outside the United States? YES NO If YES, what country is it located in:

3. Are there physical locations or business addresses for the entity outside the U.S. YES NO
 If YES, list addresses:

Customer Background and Anticipated Activity

Information in this section is required to establish a baseline for account background and anticipated activity. This information is used primarily to detect suspicious activity. Your account activity is not bound to estimates provided.

1. Primary function of the Entity. (Provide specific information about the entity's business activities).

2. Purpose of the account. (Please provide the reason the Customer is establishing the custody account).

3. Entity's annual revenue. (\$)

4. Entity's primary source of revenue.

Customer Background and Anticipated Activity (cont.)

5. Entity's source of funds for initial and future funding (if any) *(Check all that apply)*:
- Group savings and/or investments Earnings from profession or business Sale of business Insurance proceeds
 Charitable donation or gifts Corporate assets or investments Other: _____
6. From where will **initial funding** for this account originate *(Answer all that apply)*:
- Domestic predecessor bank trustee or custodian: name of institution _____
 Domestic predecessor broker/dealer custodian: name of institution _____
 Foreign predecessor bank or broker/dealer: name of institution _____
 Additional Investors _____
 Initial funding - no existing assets held elsewhere
 Other _____
7. From where will **ongoing funding** for this account originate *(Answer all that apply)*:
- Domestic predecessor bank trustee or custodian: name of institution _____
 Domestic predecessor broker/dealer custodian: name of institution _____
 Foreign predecessor bank or broker/dealer: name of institution _____
 Additional Investors _____
 Other _____
8. Method of initial and ongoing funding for this account to be transmitted by *(Check all that apply)*:
- Wire transfer Transfer from existing U.S. Bank Account Check(s) In-kind transfer from predecessor custodian or trustee
 Foreign wire transfer Other _____
9. Transactions
- a) Anticipated number of cash transactions in and out of the account, per year: 0-10 11-50 51-100 100 +
- b) Anticipated dollar range of cash transactions: \$0-\$5,000 \$5,001- \$10,000 \$10,001- \$20,000 \$20,001- \$50,000
 \$50,001- \$100,000 \$100,001- \$500,000 \$500,001+
- c) Method of disbursements. Check all that apply. Wire Check ACH Transfer to another U.S. Bank account
- d) Will any disbursements be sent outside the United States? YES NO
 If YES, please list countries:
10. Trading
- a) Anticipated number of trades in and out of the account, per year: 0-10 11-50 51-100 100 +
- b) Anticipated dollar range of trade transactions: \$0-\$5,000 \$5,001- \$10,000 \$10,001- \$20,000 \$20,001- \$50,000
 \$50,001- \$100,000 \$100,001- \$500,000 \$500,001+

Tax Lot Methods

For the purpose of complying with Internal Revenue Service regulations requiring cost basis reporting, please select the tax lot selection method for the Account. *Bank recommends that Customer consult with Customer's tax advisor if Customer is unsure of the option that is best for them.*

- Minimize Gain** - Shares are sold from tax lots having the highest per unit federal tax cost with a holding period of more than one year.
- First In First Out ("FIFO")** – Shares are sold from tax lots having the earliest federal tax acquisition date.
- Last In First Out ("LIFO")** – Shares are sold from tax lots having the most recent federal tax acquisition date.
- Highest Federal Cost First Out ("HIFO")** – Shares are sold from tax lots having the highest federal tax cost per share.
- Lowest Federal Cost First Out ("LOFO")** – Shares are sold from tax lots having the lowest federal tax cost per share.
- Specify Tax Lot** – Shares are sold from tax lots that you specify.
- Average Federal Tax Cost** – Shares are sold across all tax lots using the average cost. If the Account holds investments for which this method is not permitted, the FIFO default method will be used, unless Bank is directed otherwise.
- Maximize Gain** - Shares are sold from tax lots having the lowest per unit federal tax cost.

If Customer does not specify a particular tax lot or method above, Customer acknowledges that the FIFO method will be used. If Customer wishes to use a tax lot selection method that is different from what is selected above, on an individual investment or transaction basis, Customer may make that selection when executing the trade.

Shareholder Communications Act Election

Under the Shareholder Communications Act of 1985, as amended, Bank must try to permit direct communications between a company that issues a security held in the Account (the "Securities-Issuer") and any person who has or shared the power to vote, or the power to direct the voting of, that security (the "Voter"). Unless the Voter registers its objection with Bank, Bank must disclose the Voter's name, address, and securities positions held in the Account to the Securities-Issuer upon the Securities-Issuer's request ("Disclosure").

To the extent that Customer is the Voter, Customer hereby (i) acknowledges that failing to check one and only one line below will cause Customer to be deemed to have consented to Disclosure, and (ii) registers their:

- Consent to Disclosure Objection to Disclosure

Sweep Designation

To the extent Bank has received no investment direction for cash, commonly referred to as uninvested cash, Bank will use such Assets to purchase the following (*check only one*):

- U.S. Bank Liquidity Plus (Bank List:IAS) CUSIP:
- U.S. Bank Non-Interest- Bearing Deposit
- Other
- First American Government Obligations Fund Class Z
- Other Mutual Fund's Ticker Symbol (Consult with Designated Agent to see what options may be available)

For terms, conditions, and disclosures relating to the end-of-day cash sweep options above, see the Agreement below.

If the foregoing does not designate one and only one sweep investment option (or there is (a) incomplete information in "Other", or (b) a sweep designation that the Designated Agent and Bank have not established as an option for your Account) then Customer is deemed to have designated the

U.S. Bank Liquidity Plus sweep.

The Designated Agent can change the sweep designation at any time by providing such direction to Bank. Changes to sweep designations may result in changes to account fees; consult the Fee Schedule and the Designated Agent for further information.

The following codes identify payees that are exempt from backup withholding:

- 1 – An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2 – The United States or any of its agencies or instrumentalities
- 3 – A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4 – A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5 – A corporation
- 6 – A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7 – A futures commission merchant registered with the Commodity Futures Trading Commission
- 8 – A real estate investment trust
- 9 – An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10 – A common trust fund operated by a bank under section 584(a)
- 11 – A financial institution
- 12 – A middleman known in the investment community as a nominee or custodian
- 13 – A trust exempt from tax under section 664 or described in section 4947

Statements and Online Access

U.S. Bank offers online access to your account. Please provide the following information for those who require online access.

Bank will furnish each Statement Recipient with (i) an Account statement with the frequency designated below (or as subsequently agreed upon by Bank and Customer) within thirty (30) calendar days after the end of the reporting period and (ii) a final Account statement within thirty (30) calendar days after Bank has transferred all Assets from the Account as provided under this Agreement. Such Account statements will reflect Asset transactions during the reporting period and ending Asset holdings. To the extent Customer has established an account in Bank's on-line portal and granted access thereunder to Statement Recipients, Bank will furnish such Account statements by way of such system. If no frequency is so designated or agreed upon, Customer shall be deemed to have designated "Monthly". If Annually is the only frequency selected, client will also receive Quarterly statements.

Name	<input type="text"/>	Phone Number	<input type="text"/>
Address	<input type="text"/>	City, State Zip	<input type="text"/>
Email	<input type="text"/>	Existing PIVOT ID	<input type="text"/>

Statement Frequency: Monthly Quarterly Annually **Delivery Method:** Print Online Print and Online

Name	<input type="text"/>	Phone Number	<input type="text"/>
Address	<input type="text"/>	City, State Zip	<input type="text"/>
Email	<input type="text"/>	Existing PIVOT ID	<input type="text"/>

Statement Frequency: Monthly Quarterly Annually **Delivery Method:** Print Online Print and Online

Name	<input type="text"/>	Phone Number	<input type="text"/>
Address	<input type="text"/>	City, State Zip	<input type="text"/>
Email	<input type="text"/>	Existing PIVOT ID	<input type="text"/>

Statement Frequency: Monthly Quarterly Annually **Delivery Method:** Print Online Print and Online

Authorized Signers

Authorized Individuals – Pursuant to Section 11 of the Custody Agreement, Customer hereby authorizes the following individuals to act on Customer's behalf.

Name/Title	<input type="text"/>	Signature	<input type="text"/>
Name/Title	<input type="text"/>	Signature	<input type="text"/>
Name/Title	<input type="text"/>	Signature	<input type="text"/>
Name/Title	<input type="text"/>	Signature	<input type="text"/>

Agreement and Signature

By signing this Application, I hereby:

- a) acknowledge receipt of a copy of this Application, and the Custody Agreement
- b) acknowledge that the Custody Agreement is incorporated herein by reference
- c) agree to the terms and conditions of this application and Custody Agreement
- d) acknowledge that Non-deposit investment products are not insured by the FDIC, are not deposits or other obligations of or guaranteed by U.S. Bank National Association or its affiliates, and involve investment risks, including possible loss of the principal amount invested
- e) agree to disclose to Bank if Customer is or becomes a "senior political figure, immediate family member or close associate of a senior political figure" (as defined below), during the duration of the Custody Agreement.

A "senior political figure" is a domestic or foreign senior official in the executive, legislative, administrative, military or judicial branches of a government (whether elected or not), a senior official of a major political party, or a senior executive of a government-owned corporation. In addition, a senior political figure includes any corporation, business, or other entity that has been formed by, or for the benefit of, a senior political figure.

- "Immediate family" of a domestic or foreign senior political figure typically includes the figure's parents, siblings, spouse, children, and in-laws.
- A "close associate" of a domestic or foreign senior political figure is a person who is widely and publicly known to maintain an unusually close relationship with the senior political figure, and includes a person who is in a position to conduct domestic and international financial transactions on behalf of the senior political figure..

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person; and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions.

You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signer's Name (please print)	<input type="text"/>	Signature	<input type="text"/>
Title (please print)	<input type="text"/>	Date	<input type="text"/>

To Be Completed By U.S. Bank

Signer's Name (please print)	<input type="text"/>	Signature	<input type="text"/>
Title (please print)	<input type="text"/>	Date	<input type="text"/>



Custody Agreement- CIP Exempt

This Custody Agreement (the "Agreement") is between the entity appearing as Customer on the Application above (the "Customer"), and U.S. Bank National Association, a national banking association organized under the laws of the United States with offices in Minneapolis, Minnesota ("Bank").

The parties hereby agree as follows:

SECTION 1: DEFINITIONS

- 1.1 "Account" means (i) the custody account established in the name of Customer and maintained under this Agreement for the Assets (as defined below) and (ii) where the context requires, one or more Sub-accounts (as defined below).
- 1.2 "Accounting Standards" means Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 820, Fair Value Measurement, or Governmental Accounting Standards Board (GASB) Codification Statement No. 72, *Fair Value Measurement and Application*.
- 1.3 "Assets" means the securities, cash, and other property Customer deposits, or causes to be deposited, from time to time under this Agreement; investments and reinvestments thereof; and income thereon, as provided herein.
- 1.4 "Cash-flow Analysis" means a periodic written analysis of Customer's cash-flow history, short-term financial needs, long-term financial needs, expected levels and timing of deposits, expected levels and timing of distributions, liquidity needs (including but not limited to the anticipated liquidity required to make distributions), ability to provide future funding, and other significant information which could affect cash-flow or the exercise of discretion to manage the Assets.
- 1.5 "CFR" means the Code of Federal Regulations.
- 1.6 "Client-controlled Asset" means an asset that is neither registered in the name of Bank or Bank's nominee nor maintained by Bank at a Depository (as defined below) or with a sub-custodian nor held by Bank in unregistered or bearer form or in such form as will pass title by delivery.
- 1.7 "Code" means the Internal Revenue Code of 1986, as amended.
- 1.8 "Depository" means any central securities depository (such as the DTC), international central securities depository (such as Euroclear Bank SA/NV), or Federal Reserve Bank.
- 1.9 "DTC" means the Depository Trust Company.
- 1.10 "ERISA" means the Employee Retirement Income Security Act of 1974, as amended.
- 1.11 "Guidelines" means the written investment objectives, policies, strategies, and restrictions for the Account (or for any Sub-accounts therein), including but not limited to proxy-voting guidelines, as amended from time to time
- 1.12 "Harm" means claims, costs, damages, delayed payment or non-payment on Assets sold, expenses (including attorneys' and other professional fees), fines, interest, liabilities, losses, penalties, stockholders' assessments (asserted on account of asset registration), and taxes.
- 1.13 "Indemnified Person" means Bank and its affiliates, and their officers, directors, employees, agents, successors, and assigns.
- 1.14 "Investment Advice" means a recommendation, or a suggestion to engage in or refrain from taking a particular course of action, as to (i) the advisability of acquiring, holding, disposing of, or exchanging any Asset or any securities or other investment property or (ii) the Guidelines, the Cash-flow Analysis, the composition of the Account's portfolio, or the selection of persons to provide investment advice or investment management services with respect to the Assets.
- 1.15 "Investment Company Act" means the Investment Company Act of 1940, as amended.
- 1.16 "IRS" means the Internal Revenue Service.
- 1.17 "Legal Action" means any freeze order, garnishment, levy, restraining order, search warrant, subpoena, writ of attachment or execution, or similar order relating to the Account.
- 1.18 "Messaging System" means any financial-messaging system, network, or service acceptable to Bank, such as the Society for Worldwide Interbank Financial Telecommunication messaging system.
- 1.19 "Plan-assets Vehicle" means an investment contract, product, or entity that holds plan assets (as determined pursuant to ERISA Sections 3(42) and 401 and 29 CFR Section 2510.3-101).
- 1.20 "SEC" means the United States Securities and Exchange Commission.
- 1.21 "State" means the State of Minnesota.
- 1.22 "Statement Recipient" means Customer and anyone else Customer so designates.
- 1.23 "Sub-account" means a separate portion of the Account.

SECTION 2: APPOINTMENT AND ACCEPTANCE

- 2.1 Customer appoints Bank to provide custody services in connection with the Assets. Bank hereby agrees to hold the Assets in the Account, upon the terms and conditions set forth below.
- 2.2 Establishment of Account.
- 2.2.1 Customer hereby deposits Assets, or causes Assets to be deposited, with Bank.
- 2.2.2 Customer hereby represents, warrants, and covenants as follows, and Bank may resign immediately if Customer breaches of any such representation, warranty, or covenant:
- 2.2.2.1 Customer holds good and valid legal title to all Assets.
- 2.2.2.2 None of the Assets is (i) an asset of any “plan” as defined in ERISA Section 3(3); any “plan” as defined in Code Section 4975(e)(1); any Plan-assets Vehicle; or any plan or entity not otherwise within the foregoing definitions that is subject to similar restrictions under federal, state, or local law; (ii) subject to SEC Rule 15c3-3; U.S. Commodity Futures Trading Commission Rules 1.20, 22.5, or 30.7; or any similar rule or regulation; or (iii) subject to a public-deposits, public-funds, or other State law that would require Bank to set aside any direct government obligations, government-guaranteed obligations, surety bonds, letters of credit, or other assets as security, regardless of the type or amount of capital of Bank, the amount of public deposits held by Bank, or the extent to which the Assets are not insured by the Federal Deposit Insurance Corporation or exceed federal deposit insurance limits.
- 2.2.2.3 Customer is neither (i) an “investment company” that is subject to registration with the SEC under the Investment Company Act, (ii) an “investment company” that is not subject to such registration pursuant to Section 3(c) thereof, (iii) an insurer, nor (iv) a reinsurer.
- 2.2.2.4 Customer is not a trustee of, and has no duty to engage a trustee for, the Assets.
- 2.2.3 As directed by Customer, Bank will establish one (1) or more Sub-accounts and allocate Assets among Sub-accounts. Customer hereby covenants not to direct Bank to establish any Sub-account for the benefit of any entity having a different tax identification number than Customer and acknowledges that each Sub-Account will have the same tax identification number as Customer.
- 2.2.4 Bank will keep the Assets (other than deposits at Bank) separate and apart from the assets of Bank.

SECTION 3: BOOKS, RECORDS, AND ACCOUNTS

- 3.1 Bank shall maintain proper books of account and complete records of Assets and transactions in the Account.
- 3.2 On at least five business days advance written notice, Bank shall permit Customer and Customer’s independent auditors to inspect during Bank’s regular business hours any books of account and records of Assets and transactions in the Account.

SECTION 4: ASSET DELIVERY, TRANSFER, CUSTODY, AND SAFEKEEPING

- 4.1 Customer will from time to time deliver, or cause to be delivered, Assets to Bank. Bank shall receive and accept such Assets for the Account upon directions from Customer.
- 4.2 Customer has designated the frequency of Account statements in the Application.
- 4.3 Except to the extent that Customer and Bank have entered into a separate written agreement that expressly makes Bank an investment manager of the Assets, the Account statements described above (including their timing and form) serve as the sole written notification of any securities transactions effected by Bank for the Account. Even so, Customer has the right to demand that Bank provide written notification of such transactions pursuant to 12 CFR Sections 12.4(a) or (b) at no additional cost to Customer.
- 4.4 Bank shall forward to any person authorized under this Agreement to direct the purchase or sale of an Asset information Bank receives with respect to the Asset concerning voluntary corporate actions (such as proxies, redemptions, or tender offers) and mandatory corporate actions (such as class actions, mergers, stock dividends, or stock splits).
- 4.4.1 Notwithstanding anything herein to the contrary, Bank will, without providing notice, (i) cause Assets to participate in any mandatory exchange transaction that neither requires nor permits approval by the owner of the Assets and (ii) file any proof of claim received by Bank during the term of this Agreement regarding class-action litigation over a security held in the Account during the class-action period, regardless of any waiver, release, discharge, satisfaction, or other condition that might result from such a filing.
- 4.5 Upon receipt of directions from Customer, Bank shall return Assets to Customer, or deliver Assets to such location or third party as such directions may indicate, provided that in connection therewith it is the sole responsibility of Customer to provide any transfer documentation as may be required by the applicable Depository or third party recipient. Bank shall have no power or authority to assign, hypothecate, pledge or otherwise dispose of any Assets, except as provided herein or pursuant to such directions.

SECTION 5: POWERS OF BANK

In the performance of its duties under this Agreement, Bank shall have the power to:

- 5.1 Make, execute, acknowledge, and deliver any and all documents of transfer and conveyance and any or all other instruments that may be necessary or appropriate to the proper discharge of its duties under this Agreement.
- 5.2 Hire service providers (including, but not limited to, attorneys, depositories, and sub-custodians) to assist Bank in exercising Bank's powers under this Agreement, including any service provider that is affiliated with Bank.
- 5.3 Perform other acts necessary to the proper discharge of its duties under this Agreement.
- 5.4 Hold Assets un-invested pending cash investment, distribution, resolution of a dispute, or for other operational reasons and to deposit the same in an interest-bearing or noninterest-bearing deposit account of Bank, notwithstanding any sweep direction for the Account or Bank's receipt of "float" income from such un-invested cash.
- 5.5 As directed by Customer, bring, defend, or settle lawsuits involving the Account or the Assets at the sole expense of the Account.
- 5.6 Withhold delivery or distribution of Assets that are the subject of a dispute pending final adjudication of the dispute by a court of competent jurisdiction.
- 5.7 Distribute Assets as set forth herein.
- 5.8 Safe-keep Assets as set forth herein.
- 5.9 Register any Asset in the name of Bank or Bank's nominee or to hold any Asset in unregistered or bearer form or in such form as will pass title by delivery, provided that Bank's records at all times show that all such assets are part of the Account.
- 5.10 Maintain Assets that are (i) book-entry securities at any Depository or with any sub-custodian and to permit such Assets to be registered in the name of Bank, Bank's nominee, the Depository, the Depository's nominee, the sub-custodian, or the sub-custodian's nominee and (ii) physical securities at Bank's office in the United States and in a safe place.
- 5.11 Collect all income, principal, and other distributions due and payable on Assets. If Customer directs Bank to search the DTC's Legal Notice System for notice that a particular Asset is in default or has refused payment after due demand, then Bank will conduct such a search and notify Customer of any such notice Bank finds therein.
- 5.12 Exchange foreign currency into and out of United States dollars through customary channels, including Bank's foreign exchange department.
- 5.13 Pledge the Account or any Asset as provided in any separate written control agreement among Customer, Bank, and any secured party identified therein.
- 5.14 Advance funds or securities in furtherance of settling securities transactions and other financial-market transactions under this Agreement.

SECTION 6: PURCHASES

- 6.1 Upon the receipt of directions from Customer, Bank shall settle Customer's purchases of securities on a contractual settlement basis. For the purposes of §9-206 of the Uniform Commercial Code, Customer acknowledges that its legal obligation to pay the purchase price to Bank for such purchases arises immediately at the time of the purchase. Customer hereby covenants and agrees that (i) it shall not instruct Bank to sell any Asset until such Asset has been fully paid for by Customer, and (ii) Customer shall not engage in any practice whereby Customer relies on the proceeds from the sale of an Asset to pay for the earlier purchase of the same Asset.

SECTION 7: SALES

- 7.1 Upon receipt of directions from Customer, Bank will deliver Assets held by it as Bank under this Agreement and sold by or for Customer against payment to Bank of the amount specified in such directions in accordance with the then current securities industry practices and in form satisfactory to Bank. Customer acknowledges that the current securities industry practice for physical securities is for physical delivery of such securities against later payment on delivery date. Bank agrees to use commercially reasonable efforts to obtain payment therefor during the same business day, but Customer confirms its sole assumption of all risks of payment for such deliveries. Bank assumes no responsibility for the risks of collectability of checks received for the Account.

SECTION 8: SETTLEMENTS

- 8.1 Bank shall provide Customer with settlement of all purchases and sales of Assets in accordance with Bank's instruction-deadline schedule provided that Bank has all the information necessary and the Account has all the Assets necessary to complete the transaction.

8.2 To avoid a deficiency in the Account, if the Account does not have sufficient funds to pay for an Asset, Customer covenants and agrees that (i) it shall not initiate any trade without sufficient Assets to settle such trade, and (ii) Customer shall not notify any third party that Bank will settle the purchase of an Asset. Customer covenants and agrees that it will not allow or direct anyone else to act contrary to (i) and (ii) above.

8.3 Bank shall not be liable or responsible for or on account of any act, omission, default, or insolvency of any broker, bank, trust company, person, or other agent designated by Customer to purchase or sell securities for the Account.

SECTION 9: VALUATION; CLIENT-CONTROLLED ASSETS

9.1 For purposes of reporting the value of an Asset on an Account statement:

9.1.1 Bank will report a value that is (i) provided to Bank by a third-party pricing vendor or (ii) readily determinable on an established market, if such value is available to Bank when preparing the statement.

9.1.2 If such value is unavailable, Customer will, upon Bank's request, direct Bank as to the value; Bank will then report such value. Absent such a direction, Bank will report the most recent value that Bank received from the Asset's broker, fund accountant, general partner, issuer, investment manager, transfer agent, or other service provider (commonly known as a pass-through price).

9.1.2.1 To the extent the value of an Asset is so reported, Customer hereby represents and warrants as follows: (i) Customer received, read, and understood any governing documents (such as a limited liability company agreement, limited partnership agreement, trust agreement, or declaration of trust), offering documents (such as a fact sheet, offering circular, offering memorandum, private placement memorandum, prospectus, or summary description), and subscription documents (such as an adoption agreement or subscription agreement) for the Asset; understands the Asset's eligibility requirements, fees and expenses, transfer and withdrawal limitations, type, category, issuer, objectives, principal strategies and risks, current underlying investments, and the identity of the Asset's administrator, investment advisor, auditor, and other service providers (and any affiliations among them) and the services they provide, respectively, to the Asset and the compensation they receive therefor.

(ii) Such value reflects such documents, investment-related information, service-provider information, and fee-and-expense information.

9.1.2.2 Customer covenants and agrees that it will under no circumstances provide Bank with a security issued by Customer or Customer's affiliates, or direct Bank to purchase a security issued by Customer or Customer's affiliates, unless the value of such security is readily determinable on an established market.

9.1.3 Customer hereby acknowledges that Bank is performing a routine, ministerial, non-discretionary valuation function; that the reported value might be neither fair market value nor fair value (under Accounting Standards or applicable law); and that the reported value is not a substitute for (i) investigating the Asset's value in connection with a decision to acquire, hold, dispose of, or exchange any securities or other investment property; (ii) obtaining and ensuring the reliability of an independent third-party appraisal with respect to such a decision; or (iii) obtaining Investment Advice.

9.1.4 Upon Customer's request, Bank will provide Customer with information about Bank's pricing sources and methodologies.

9.2 Customer may direct Bank from time to time to include in the Account statements specific Client-controlled Assets that are registered in the name of Customer. In such a case, Bank has the right to exclude such assets from the Account statements or to include them with a notation about control. To the extent Bank includes them, Customer hereby acknowledges that:

9.2.1 Customer is responsible for reviewing (i) the Account statements to ensure that they include notations about the control of each such asset and (ii) any third-party reports made accessible by Bank to ensure that they do not inaccurately identify the holder of any such assets;

9.2.2 Bank is not responsible for performing any duties under this Agreement (other than statement-reporting duties, as limited herein) with respect to such assets, and Customer assumes all such duties.

9.2.3 When furnishing Account statements or making third-party reports accessible, Bank may rely on information provided by Customer or by Customer's agents, affiliates, or representatives with respect to such assets (including, but not limited to, information on the units, value, or marketability of such assets) without questioning the information. To that end, Customer will cause each holder of such assets to provide Bank with a copy of such holder's periodic Customer account statements with respect to such assets.

9.2.4 Such assets are subject to the Fee Schedule between Customer and Bank.

SECTION 10: LIMITATIONS ON DUTIES

10.1 Customer hereby acknowledges that Bank does not provide any services under this Agreement (i) in a "fiduciary capacity" within the meaning of 12 CFR Section 9.2(e) or (ii) as a "fiduciary" as such term may be defined in State law or otherwise.

- 10.2 The duties of Bank will be strictly limited to those set forth in this Agreement, and no implied covenants, duties, responsibilities, representations, warranties, or obligations shall be read into this Agreement against Bank. Without limiting the generality of the foregoing, Bank shall have no duty to:
- 10.2.1 Evaluate or to advise anyone of the prudence, suitability, or propriety of action or proposed action of Customer in any particular transaction involving an Asset or the suitability or propriety of retaining any particular investment as an Asset; review, question, approve, or make inquiries as to any investment directions received under this Agreement; or review the securities or other property held in the Account with respect to prudence or diversification.
- 10.2.2 Act as trustee of the Assets.
- 10.2.3 Act as custodian of any assets other than the Assets.
- 10.2.4 Act as investment manager of the Assets, except to the extent the Assets are subject to Bank's discretion to manage under a separate written investment-management agreement (if any).
- 10.2.5 Provide Investment Advice.
- 10.2.6 Determine, monitor, or collect any contributions to the Account or monitor compliance with any applicable funding requirements.
- 10.2.7 Inspect, review, or examine any Client-controlled Asset or governing, offering, subscription, or similar document with respect thereto, to determine whether the asset or document is authentic, genuine, enforceable, properly signed, appropriate for the represented purpose, is what it purports to be on its face, or for any other purpose, or to execute such document, regardless of whether Bank has physical possession of such asset or document.
- 10.2.8 (i) Collect any income, principal, or other distribution due and payable on an Asset if the Asset is in default or if payment is refused after due demand or (ii) except as expressly provided herein, to notify Customer in the event of such default or refusal.
- 10.2.9 Provide notice of, or forward, mini-tenders (which are tender offers for less than 5% of an outstanding equity or debt issue) for any equity issue or, if any of the following is true, for any debt issue: The debt is not registered with the SEC. The debt issue has a "first received, first buy" basis with no withdrawal privilege and includes a guarantee of delivery clause. Or, the tender offer includes the statement that "the purchase price includes all accrued interest on the note and has been determined in the sole discretion of the buyer and may be more than or less than the fair market value of the notes" or similar language.
- 10.2.10 Question whether any direction received under this Agreement is prudent or contrary to applicable law; to solicit or confirm directions; or to question whether any direction received under this Agreement by email or Messaging System, or entered into Customer's account in Bank's on-line portal, is unreliable or has been compromised, such as by identity theft.
- 10.2.11 Calculate, withhold, prepare, sign, disclose, file, report, remit, or furnish to any taxing authority or any taxpayer any federal, state, or local taxes, tax returns, or information returns that may be required to be calculated, withheld, prepared, signed, disclosed, filed, reported, remitted, or furnished with respect to the Assets or the Account, except to the extent such duties are required by law to be performed only by Bank in its capacity as custodian under this Agreement or are expressly set forth herein.
- 10.2.12 Monitor agents hired by Customer.
- 10.2.13 Maintain or defend any legal proceeding in the absence of indemnification, to Bank's satisfaction, against all expenses and liabilities which it may sustain by reason thereof.
- 10.2.14 Advance funds or securities or otherwise expend or risk its own funds or incur its own liability in the exercise of its powers or rights or performance of its duties under this Agreement.

SECTION 11: AUTHORIZED PERSONS; DELIVERY OF DIRECTIONS

- 11.1. Customer has identified the "Designated Agent", who is authorized to act on Customer's behalf, on the Application. Customer has also identified each employee of Customer who is authorized to act on Customer's behalf, by providing such information on the Application. After the execution of this Agreement, Customer may add employees who are authorized to act on Customer's behalf by notifying Bank of the identity thereof on a form provided by Bank. Customer shall provide to bank in writing any limits on the Designated Agent's authority or any additional agent's authority to act on Customer's behalf hereunder. Absent any such limits to the contrary, the Designated Agent and any additional agent is authorized to exercise any right and fulfill any duty of Customer hereunder, including, but not limited to, any authority to direct Bank. Customer consents to Bank providing any agent access to customer account information and other confidential information relating to Customer upon such agent's request. For the avoidance of doubt, any agent shall have the right to self-impose more restrictive limitations on their authority than what Customer has authorized, for regulatory purposes or otherwise, by providing such additional self-imposed limitations to Bank in writing and Bank's written confirmation of acceptance of such limitations. In no event is any agent authorized to amend the Agreement or terminate the Agreement.

- 11.2 In the event that the Designated Agent sends an invoice to Bank and instructs Bank to have the Account pay the invoice, Customer directs Bank to pay any such invoice as presented. Bank is hereby protected and shall incur no liability for acting on such direction and Bank shall have no duty or obligation to establish or investigate whether such invoice was limited to the payment of adviser fees (as agreed between Customer and the Designated Agent or otherwise) or for other purposes.
- 11.3 Bank may assume that any such employee or agent continues to be so authorized, until Bank receives notice to the contrary from Customer.
- 11.4 Customer hereby represents and warrants that any such employee or agent is duly appointed and is appropriately monitored and covenants that Customer will furnish such employee or agent with a copy of this Agreement, as amended from time to time, and with a copy of any communications given under this Agreement to Customer. Customer hereby acknowledges that (i) such employee's or any agent's actions or omissions are binding upon Customer as if Customer had taken such actions or made such omissions itself and (ii) Bank is indemnified, released, and held harmless accordingly.
- 11.5 Any direction, notice, or other communication provided for in this Agreement will be given in writing and (i) unless the recipient has timely delivered a superseding address under this Agreement, addressed as provided under this Agreement, (ii) entered into Customer's account in Bank's on-line portal, or (iii) sent to Bank by Messaging System.
- 11.6 Any direction received under this Agreement by email or Messaging System, entered into Customer's account in Bank's on-line portal, or confirmed by phone as provided below, is deemed to be given in a writing signed by the sender. Customer hereby represents and warrants that Customer maintains commercially reasonable security measures for preventing unauthorized access to its phone designated in the Application, to its portal account; to the email accounts of its agents, and agents' employees; and to any Messaging System used by its agents, and agents' employees, and Customer hereby assumes all risk to the Account of such unauthorized access. Customer hereby acknowledges that Customer is fully informed of the protections and risks associated with the various methods of transmitting directions to Bank and that there may be more secure methods of transmitting directions than the methods selected by Customer and Customer's agents.
- 11.7 In the event that the Designated Agent directs Bank to send data elements listed under the U.S. Bank Information Security Policy as U.S. Bank Customer Confidential Data Elements and other regulatory protected data (collectively, "Protected Data") using something other than Bank's own secure encryption transmission mechanism ("Bank Encryption"), Customer agrees that (a) Bank has no responsibility or liability for questioning, evaluating, or monitoring any vendor, software, or process utilized by the Designated Agent to send Protected Data, (b) any substitute for Bank Encryption that the Designated Agent directs Bank to use is deemed to be at least as protective as Bank Encryption regardless of the vendor, service, or process used, and (c) Bank is fully released, held harmless, and indemnified by Customer in all aspects relating to any direction from the Designated Agent to communicate information about the Account without using Bank Encryption.
- 11.8 Customer acknowledges that, in certain circumstances, Bank may need or elect to contact Customer via phone to confirm an instruction relating to the Account. In such circumstances, Customer understands that Bank will use the phone number designated in the Application and Customer expressly authorizes the Bank to act on any confirmation or instruction provided by the individual with such telephone number. In the event that Customer wishes to add additional phone contacts who are authorized relating to the Account, Customer shall contact Bank for its then-current authorization form for such purposes. Customer understands that Bank shall not be liable for any act taken upon an oral instruction received by Bank when Bank has called such number.

SECTION 12: FEES AND EXPENSES

- 12.1 Customer shall pay Bank compensation for providing services under this Agreement as agreed between Bank and Customer. Bank may also receive compensation from certain mutual funds as outlined in the Mutual Fund Compensation Disclosure.
- 12.2 Customer shall reimburse Bank for expenses, fees, costs, and other charges incurred by Bank in providing services under this Agreement (including, but not limited to, compensation, expenses, fees, costs, and other charges payable to service providers hired under this Agreement).
- 12.3 To the extent of (i) any outstanding compensation, expenses, fees, costs, or other charges incurred by Bank in providing services under this Agreement or (ii) Customer's other indebtedness to Bank, Customer hereby grants Bank a first-priority lien and security interest in, and right of set-off against, the Assets. Bank may execute that lien and security interest, and exercise that right, at any time.
- 12.4 To the extent of any advance of funds or securities under this Agreement, Customer hereby grants Bank a first-priority lien and security interest in, and right of set-off against, the Assets. Bank may execute that lien and security interest, and exercise that right, at any time. Furthermore, nothing in this Agreement constitutes a waiver of any of Bank's rights as a securities intermediary under Uniform Commercial Code §9-206.

SECTION 13: RELEASE

- 13.1 No party is liable for any delay or failure in performing its obligations under this Agreement caused by wars (whether declared or not and including existing wars), revolutions, insurrections, riots, civil commotion, acts of God, accidents, fires, explosions; stoppages of labor, strikes, or other differences with employees (other than Bank's disputes with its employees); laws, regulations, orders, or other acts of any governmental authority; or any other circumstances beyond its reasonable control. Nor will any such failure or delay give any party the right to terminate this Agreement.
- 13.2 To the extent permitted by law, Customer shall be solely liable for its own actions that result in any obligation, loss, claim, and damage whatsoever, regardless of cause thereof, and all expenses in connection therewith, including, without Limitation, expenses, penalties, and interest (collectively, "Losses") arising out of or resulting from the entering into this Agreement, the establishment hereunder of the Account, the acceptance of the Assets deposited therein and the acquisition of any Assets to be purchased hereunder, the retention of such Assets or the proceeds thereof, and any sale, transfer or other application of Assets by Bank in accordance with directions received from Customer, provided, however, that Customer shall not indemnify the Bank for any Losses arising out of this Agreement, and Customer shall not be liable to Bank for Losses arising out of or resulting from Bank's own willful or negligent conduct. The liability arising under this Section shall survive the termination of this Agreement.

SECTION 14: TERMINATION

- 14.1 This Agreement terminates upon the effective date of Bank's resignation or removal under this Agreement.
- 14.2 Bank may resign under this Agreement by notice to Customer. Customer may remove Bank under this Agreement by notice to Bank. The resignation or removal shall be effective thirty (30) calendar days after delivery of the notice, except to the extent the parties agree in writing to a different effective date. By such effective date, Customer shall appoint a new custodian and notify Bank of the appointment. If Customer fails to do so, Bank shall have the right to petition a court at Account expense for appointment of a new custodian. Upon receiving notice of such appointment, Bank will transfer Assets to the new custodian as directed by Customer or the court, as the case may be. However, Bank shall not be required to transfer any Assets until Bank has received payment or reimbursement for all (a) compensation, expenses, fees, costs, or other charges incurred by Bank in providing services under this Agreement and (b) funds or securities advanced under this Agreement.

SECTION 15: MISCELLANEOUS

- 15.1 Freedom to Deal with Third Parties. Bank is free to render services to others, whether similar to those services rendered under this Agreement or of a different nature.
- 15.2 Binding Obligations. Customer and Bank each represent and warrant that (i) it has the power and authority to transact the business in which it is engaged and to execute, deliver, and perform this Agreement and has taken all action necessary to execute, deliver, and perform this Agreement and (ii) this Agreement constitutes its legal, valid, and binding obligation enforceable according to the terms hereof.
- 15.3 Complete Agreement; Amendment.
- 15.3.1 Complete Agreement. This Agreement contains a complete statement of all the arrangements between the parties with respect to its subject matter and supersedes any existing agreements between them concerning the subject.
- 15.3.2 Amendment. This Agreement may be amended at any time, in whole or in part, by a written instrument signed by Customer and Bank. Notwithstanding the foregoing, if the terms of the Fee Schedule between Customer and Bank set forth a method for amending such exhibit, then such terms alone govern amendments thereto.
- 15.3.3 Control Agreements. If Customer requests that Bank execute a "control agreement" (or similarly titled agreement) with a third-party which pledges, hypothecates, or assigns rights in the Assets to that third-party and involves obligations of Bank to that third-party (which may be affiliates of Bank or Bank's lending divisions), then the terms and requirements of such agreement concerning such Assets shall supersede and control the provisions of this Agreement. Notwithstanding the foregoing, nothing in such Agreement shall be deemed to alter Bank's rights under Section 12.4 of this Agreement.
- 15.4 Governing Law; Venue. This Agreement will be governed, enforced, and interpreted according to the laws of the State without regard to conflicts of laws, except where pre-empted by federal law. All legal actions or other proceedings directly or indirectly relating to this Agreement will be brought in federal court (or, if unavailable, state court) sitting in the State. The parties submit to the jurisdiction of any such court in any such action or proceeding and waive any immunity from suit in such court or execution, attachment (whether before or after judgment), or other legal process in or by such court. To the extent that Bank or Customer may be entitled to claim, for itself or its assets, immunity from suit, execution, attachment (whether before or after judgment) or other legal process, each hereby irrevocably agrees not to claim, and hereby waives, such immunity.

15.5 Successors and Assigns.

15.5.1 This Agreement binds, and inures to the benefit of, Customer, Bank, and their respective successors and assigns.

15.5.2 No party may assign any of its rights under this Agreement without the consent of the other party, which consent will not be unreasonably withheld. Customer hereby acknowledges that Bank will withhold consent unless and until Bank verifies an assignee's identity according to Bank's Customer Identification Program and, to that end, Customer hereby agrees to notify Bank of such assignment and provide Bank with the assignee's name, physical address, EIN, organizational documents, certificate of good standing, and license to do business, as well as other information that Bank may request. No consent is required if a party merges with, consolidates with, or sells substantially all of its assets to another entity, provided that such other entity assumes without delay, qualification, or limitation all obligations of that party under this Agreement by operation of law or by contract.

15.6 Severability. The provisions of this Agreement are severable. The invalidity of a provision herein will not affect the validity of any other provision.

15.7 No Third-Party Beneficiaries. This Agreement is made solely for the benefit of the parties. No person other than such parties has any rights or remedies under this Agreement.

15.8 Solvency. Customer hereby represents and warrants that Customer is neither insolvent nor subject to any pending bankruptcy proceeding. Customer will promptly notify Bank of any such insolvency or proceeding.

15.9 Tax-Lot Selection Method. Customer has made its designation in the Application.

15.10 Shareholder Communications Act Election. Customer has made its election in the Application.

15.11 Abandoned Property. Bank will escheat Assets pursuant to the applicable state's abandoned property, escheat, or similar law, and Bank shall be held harmless therefrom. The provisions of this Section shall survive the termination of this Agreement.

15.12 Legal Advice. Customer hereby acknowledges that it (i) did not receive legal advice from Bank concerning this Agreement, (ii) had an adequate opportunity to consult an attorney of its choice before executing this Agreement, and (iii) executed this Agreement upon its own judgment and, if sought, the advice of such attorney.

15.13 Waiver of Jury Trial. Each party hereby irrevocably waives all right to a trial by jury in any action, proceeding, claim, or counterclaim (whether based on contract, tort, or otherwise) directly or indirectly arising out of or relating to this Agreement.

15.14 Legal Action. If Bank is served with a Legal Action, then Bank will, to the extent permitted by law, use commercially reasonable efforts to notify Customer of such service. Customer will reimburse Bank for any expenses, fees, costs, or other charges incurred by Bank in responding to the Legal Action, including, but not limited to, any fees charged by an attorney of Bank's choice. If Customer notifies Bank that Customer is seeking a protective order to resist the Legal Action, then Bank will provide reasonable cooperation at Customer's request and sole cost and expense. In any event, Bank may comply with the Legal Action at any time, except to the extent Bank has received a protective order that prevents Bank from complying. Any Legal Action is subject to Bank's right of setoff and Bank's security interest in the Account. Bank may assess a service fee against the Account for any Legal Action served on Bank regardless of whether the process is subsequently revoked, vacated, or released. Unless expressly prohibited by law, Bank will set off or enforce Bank's security interest against the Account for such fee prior to Bank's honoring the Legal Action. Bank will not be liable to Customer if an attachment, a hold, or the payment of Bank's fee from the Account leaves insufficient funds or results in the sale of Assets.

15.15 Interpleader. With respect to Assets that are the subject of a dispute, Bank may file an interpleader action or other petition with a court of competent jurisdiction for directions with respect to the dispute. Customer will reimburse Bank for any expenses, fees, costs, or other charges incurred by Bank in filing such petition and implementing such directions, including, but not limited to, any fees charged by an attorney of Bank's choice. Before disbursing Assets pursuant to such directions, Bank will deduct therefrom an amount in payment or reimbursement for all (i) compensation, expenses, fees, costs, or other charges incurred by Bank in providing services under this Agreement and (ii) funds or securities advanced under this Agreement.

15.16 Representations and Warranties. Customer hereby covenants that, if any of the representations or warranties that it provides in this Agreement becomes inaccurate or incomplete, it will promptly notify Bank thereof and of any fact, omission, event, or change of circumstances related thereto.

15.17 Publicity. No party will disclose the existence of this Agreement or any terms thereof in advertising, promotional, or marketing materials without obtaining, in each case, the prior written consent of each other party.

15.18 Counterparts and Duplicates. This Agreement may be executed in any number of counterparts, each of which shall be considered an original, but all of which together shall constitute the same instrument. This Agreement and any administrative form under this Agreement may be proved either by a signed original or by a reproduced copy thereof (including, not by way of limitation, a microfiche copy or an electronic file copy).

15.19 Effective Date. This Agreement will become effective when all parties have signed it. The date of this Agreement will be the date this Agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature).

SECTION 16: PATRIOT ACT

16.1 By signing above, Customer acknowledges that they have received the following important information:

16.2 To help the United States fight the funding of terrorism and money laundering activities, U.S. law requires U.S. Bancorp, like other financial institutions, to obtain, verify, and record information that identifies each customer that opens an account.

16.3 When you open an account with us, we will ask for your legal name, address, date of birth, tax identification number, and other identifying information that will assist us with identifying you. We may also ask to see your photo identification (driver's license) or other identifying documents.

SECTION 17: Executing Broker Referral

17.1 Bank has created a broker-dealer referral network with various independent broker-dealers. Pursuant to separate agreements between Bank and each broker, Bank has agreed to introduce these brokers to independent registered investment advisers whose clients have, or may have in the future, custody accounts with Bank and who may wish to engage a broker to execute trades and effect securities transactions for its clients' custody accounts. Bank will receive compensation from the relevant broker in connection with such referrals.

17.2 To the extent that transactions for your account are executed by a broker-dealer that participates in Bank's broker-dealer referral network, Bank will receive a referral fee from such broker as described in more detail below:

17.3 **Broker:** Jones Trading

Referral fee payable to U.S. Bank: 50% of the brokerage fees generated by transactions executed on behalf of your account.

17.4 Bank's introduction of independent registered investment advisers to broker is not a recommendation of such broker or its services or in any way an endorsement of such broker or its services. Bank's introduction is based solely upon the broker's agreement to pay the referral fees noted above and Bank's determination that Bank can interface with the broker to provide custody services to the independent registered investment adviser's clients.

17.5 Bank is not affiliated in any manner with any broker that participates in Bank's broker-dealer referral network other than the relationship created by the referral agreement between them.

17.6 For more information regarding the referral arrangement, a current list of broker-dealers that participate in the Bank referral network, and the compensation that Bank expects to receive therefor, please contact your Account's customer service manager.

SECTION 18: FOREIGN ASSETS; FOREIGN CURRENCY EXCHANGE TRANSACTIONS

18.1 Customer hereby directs Bank to convert into U.S. Dollars any entitlement payments received by the Account with respect to foreign securities (such as corporate actions, maturities, income posting, credit interest, or tax reclamation) and execute any foreign-currency exchange transactions with respect thereto through Bank's Foreign-Exchange Department ("USBFX").

18.2 Customer hereby directs Bank to execute any foreign-currency exchange transactions with respect to purchases or sales of foreign securities in the Account through USBFX, except to the extent market circumstances in certain countries require the use of a global custodian unaffiliated with Bank (an "Unaffiliated Agent")

18.3 Customer hereby acknowledges that Bank receives compensation when Bank executes foreign-currency exchange transactions related to Account assets. Such compensation does not exceed 0.5% of the amount of the foreign-currency exchange transaction.

18.4 Customer hereby acknowledges that an Unaffiliated Agent receives compensation when the Unaffiliated Agent executes foreign-currency exchange transactions with respect to purchases or sales of foreign securities in the Account. Such compensation may be more or less than the compensation Bank would have received for executing the same foreign-currency exchange transaction.

18.5 Customer hereby acknowledges that investments in foreign securities and foreign-currency exchange transactions entail additional risks, such as default by counter-parties, currency fluctuations, political and economic instability, accounting-translation adjustments, and foreign taxation. Bank has no liability for any risks relating to Customer's investments in foreign securities or foreign-currency exchange transactions.

18.6 Customer understands that the holding of certain foreign securities or American Depositary Receipts ("ADRs") requires disclosure of Customer's personal information to vendors, sub-custodians, or local tax authorities in foreign jurisdictions to avoid tax penalties on such foreign securities or ADRs. Customer consents to any and all disclosures or releases of information by Bank (including private information about Customer, the Account, the amount of holdings) to third parties relating to foreign securities or ADRS and releases, holds harmless, and indemnifies Bank from any cost and all liability for doing so. Bank is not hereby obligated to make any such disclosure to third parties, so any failure to do so shall not constitute a breach hereunder. Customer accepts all risk and loss arising from holding foreign securities and ADRs, including tax consequences, regardless of whether Bank discloses Customer's information to third parties or not.

18.7 Cash held in foreign currency constitutes a direct obligation of the foreign sub-custodian or depository holding such cash and is not

directly or indirectly an obligation of Bank.

SECTION 19: AUTOMATIC INVESTMENT OF END-OF-DAY CASH

Customer's Sweep Direction has been made in the Application. The following provisions apply if the corresponding sweep investment option was selected in the Application.

19.1 U.S. BANK LIQUIDITY PLUS

This Section of the Agreement covers the U.S. Bank Liquidity Plus, disclosures, terms, and conditions ("**Program Terms**") in the event that the U.S. Bank Liquidity Plus Program ("**Program**") is selected as the end-of-day cash sweep option for the Account

19.1.1 Introduction to the Program

The maximum amount of Federal Deposit Insurance Corporation ("**FDIC**") deposit insurance coverage available for funds swept under the Program is currently \$2,500,000, subject to certain exceptions and the ability to place such cash balances, as more fully explained below ("**Deposit Limit**").

The Program sweeps Customer's anticipated end-of-day cash balances in the Account up to the Deposit Limit into money market deposit accounts and transaction accounts at banks that are participating in the Program ("**Program Banks**"). The cash balances that are swept into accounts at Program Banks ("**Deposits**") are insured by the FDIC, subject to the limits described below.

To the extent Customer has cash balances in the Account that are in excess of the Deposit Limit or that are otherwise unable to be fully placed with Program Banks on a given day (for example, if funds are received after amounts are in the process of sweeping to Program Banks or if there is an inability to get funds to a Program Bank), the Program sweeps such excess cash balances into the First American Government Obligations Fund designated in the Application, above ("**Money Market Fund**"). For information about cutoff timing for transfer to Program Banks, contact Customer's account manager. Customer's cash balances that are placed into the Money Market Fund are not insured by the FDIC, but as securities, they are segregated from the assets of Bank.

Bank has appointed Promontory Interfinancial Network, LLC ("**Promontory**") to provide certain services with respect to the operation of the Program. Customer hereby appoints Promontory as Customer's authorized agent pursuant to these Program Terms.

CUSTOMER HEREBY INSTRUCTS BANK TO ALLOCATE THE CASH BALANCES IN THE ACCOUNT PURSUANT TO THE PROGRAM. CUSTOMER ACKNOWLEDGES THAT CUSTOMER HAS RECEIVED AND CAREFULLY READ THESE PROGRAM TERMS BEFORE ENROLLING IN THE PROGRAM.

19.1.2 Account Eligibility

In order to obtain FDIC insurance on Deposits in the Program, Customer must provide proper and correct tax identification information to Bank.

There is no minimum deposit amount to participate in the Program and no minimum balance to maintain Customer's participation in the Program. There also is no minimum period that Customer's funds must remain on deposit in the Program. There is no penalty or fees for withdrawal of Customer's entire balance, or any part thereof, at any time

19.1.3 Role of Bank and Promontory

Bank is acting as Customer's agent in establishing and maintaining Program Bank accounts, including depositing or placing Customer's funds in and withdrawing Customer's funds from the Program Bank accounts and the Money Market Fund. Customer also appoints Promontory as Customer's agent to effect deposits to and withdrawals from Program Bank accounts.

Bank uses Promontory to allocate Customer's funds to the Program Banks and to perform certain other administrative tasks related to the Program. Promontory is not, itself, a bank, broker-dealer, or investment adviser and does not hold any of Customer's Deposits.

19.1.4 Deposits with Program Banks up to the Deposit Limit

This Section contains the terms and conditions applicable to the sweep of cash balances in the Account up to the Deposit Limit into FDIC-insured Program Banks.

A. Deposits

Customer agrees to have cash balances up to the Deposit Limit automatically deposited into interest-bearing FDIC-

insured omnibus deposit accounts at the Program Banks that hold Customer's and Bank's other customers' funds, and in which Customer will hold a beneficial interest. Except as otherwise provided herein, each business day, Bank, utilizing the services of Promontory, will deposit the cash balances in the Account up to the Deposit Limit to one or more omnibus deposit accounts maintained at the Program Banks held in the name of "U.S. Bank National Association acting as agent

for customer, each acting for themselves and others" or a similar title. To accommodate for accruing interest, the initial amount swept to each Program Bank will be capped at \$249,000. Customer's ownership of Deposits will be evidenced by an entry on records maintained by Bank for each of the Program Banks at which Customer's funds are on deposit. Customer will not be issued any evidence of ownership of a Program Bank account, such as a passbook or certificate. However, Customer's Account statement will reflect Program Bank deposit balance(s).

B. FDIC Deposit Insurance: Operation and Limitations

Customer's Deposits are deposited into interest-bearing omnibus deposit accounts at the Program Banks in a manner currently designed to provide Customer with up to \$2,500,000 of FDIC deposit insurance coverage, subject to certain exceptions described herein. FDIC deposit insurance coverage is normally available for Customer's Deposits up to the FDIC standard maximum deposit insurance amount ("**SMDIA**"), which is currently \$250,000 per legal category of account ownership at each participating Program Bank when aggregated with all other deposits held by Customer in the same Program Bank and in the same legal category of account ownership. Customer's coverage under the Program will be limited to the extent that Customer holds deposits directly, or through others, in the same recognized legal category of ownership at the same Program Banks as Customer holds Deposits through the Program. Thus, the maximum amount of Deposits eligible for FDIC insurance coverage would not exceed the SMDIA per legal category of account ownership multiplied by the number of participating Program Banks that Customer has not excluded from receiving Customer's Deposits under the Program, less any funds that Customer may hold in a Program Bank outside of the Program in the same legal category of account ownership.

In general, the FDIC-recognized categories of account ownership include single ownership accounts; accounts held by an agent, escrow agent, nominee, guardian, custodian, or conservator; annuity contract accounts; certain joint ownership accounts; certain revocable trust accounts; accounts of a corporation, partnership, or unincorporated association; accounts held by a depository institution as the trustee of an irrevocable trust; certain irrevocable trust accounts; certain retirement and other employee benefit plan accounts; and certain accounts held by government depositors ("**Ownership Categories**"). For the purposes of the Program, any custody accounts with the same tax ID will be grouped by types in the following categories for the purpose of determining deposit flow to Program Banks: trusts, personal (sole owner or joint owner), business/government (corporations, partnerships, LLCs, and similar types of entities), and benefit plan accounts (for example, IRA custody accounts, to the extent that Customer has completed additional documentation to enroll such accounts in the Program).

Until Customer's funds are actually received by the Program Banks, Customer's funds may be insured at Bank, or at its Settlement Agent, The Bank of New York Mellon, while they are held by such institution up to \$250,000 in total (to the extent that Customer do not have other deposits with Bank or the Settlement Agent). Promontory, as Customer's agent, allocates Customer's cash balance up to the Deposit Limit among the Program Banks to seek to maximize the potential FDIC deposit insurance coverage available under the Program up to the Deposit Limit.

Bank and Promontory will use commercially reasonable efforts to ensure that no more than \$250,000 of Customer's swept cash balances will be deposited in any single Program Bank through the Program. If Customer holds deposits in a Program Bank outside of the Program, Bank and Promontory will not take those deposits into account in determining whether to allocate Customer's funds in the Program to a particular Program Bank. Because Bank and Promontory would not be aware of deposits made by Customer outside of this Program, Customer is solely responsible for monitoring the total amount of all deposits Customer has at each Program Bank for purposes of calculating Customer's FDIC coverage and directing Bank to exclude particular Program Banks using the form provided.

If, for any reason, the amount deposited in any Program Bank account exceeds the applicable SMDIA, the excess Deposit amount would not be insured by the FDIC. Neither Bank nor Promontory, shall have any liability for any insured or uninsured portion of Customer's Deposits in any of the Program Banks.

The FDIC protects Customer against the loss of Customer's insured Deposits in the event a Program Bank fails. FDIC deposit insurance is backed by the full faith and credit of the United States. In the event that FDIC deposit insurance payments become necessary, Bank will assist Customer in completing required FDIC paperwork or filing on Customer's behalf by providing Customer's account information to the FDIC. However, there is no specific time period during which the FDIC must make insurance payments available. Furthermore, Customer may be required to provide certain documentation to the FDIC before insurance payments are made.

For questions about FDIC insurance coverage, Customer may call the FDIC at 877-275-3342 or visit the FDIC's web site at www.fdic.gov.

C. Program Banks

Customer acknowledges that it has received a list of the Program Banks that will be used for the Account and understands that such is also available at www.usbank.com/LiquidityPlus (or such other web address identified from time to time on Customer's Account statement, "**Program Website**"). Contact Customer's account manager at Bank or Customer's investment manager for the current web address of the Program Website or for questions regarding any change to the

Program Website. Customer may obtain a current list of Program Banks at any time by contacting Bank or visiting the Program Website. Customer's periodic Account statements also list the Program Banks that hold Customer's Deposits

and the amount in each of those Program Banks as of the statement date. In the event a Program Bank rejects additional deposits, withdraws entirely, or is terminated from participation in the Program, then Customer hereby authorize and direct that Customer's Deposits be moved to another FDIC-insured Program Bank. As such, the Program Banks that hold Customer's Deposits will typically be in the order appearing on the list of Program Banks ("**Bank List**"). Customer understands that the Bank List may change during a statement period. Visit the Program Website frequently to view the current Bank List. If Customer wants to know the Program Banks at which Customer's Deposits are located at any particular time, contact Customer's account manager.

Each Program Bank is a separate FDIC-insured depository institution. Customer can obtain publicly available financial information for all Program Banks at the FDIC's website at www.fdic.gov; or by contacting the FDIC Division of Depositor and Consumer Protection by letter at 550 17th Street, N.W., Washington, D.C. 20429-9990 or by phone at 877-275-3342. Neither Bank nor Promontory guarantees the financial condition of any Program Bank, or the accuracy of any publicly available information concerning a Program Bank. Customer expressly consent to Bank, Promontory, and their service providers providing Customer's customer account information to Program Banks for purposes of Customer's involvement in the Program, as required by applicable law or FDIC regulations.

Bank may add additional Program Banks or delete Program Banks without prior notice to Customer. The order of Program Banks on the Bank List may be changed without prior notice to Customer. Cash balances will be automatically deposited in the Program Banks in the order set forth in the Bank List, subject to Customer's instructions to exclude a particular Program Bank and Bank's ability to place such cash balances with a particular Program Bank. Promontory may transfer balances between Program Banks in such manner as it determines to be appropriate and consistent with the objectives of the Program, subject to Customer's instructions to exclude a particular Program Bank. Customer hereby agree to receive notice of Program Bank list changes (additions, deletions, or reordering) by consulting the Program Website periodically or by referencing the Account statement to see a breakdown of where Customer's Deposits in the Program are held.

The Program Bank accounts established by Bank as Customer's agent constitute direct obligations of the Program Bank(s) and are not directly or indirectly an obligation of Promontory. The Program Bank accounts established by Bank as Customer's agent, other than at U.S. Bank National Association are not directly or indirectly an obligation of Bank.

D. Ability to Exclude Program Banks

Customer may exclude any Program Bank from holding Customer's Deposits by notifying Bank using the opt-out form provided by Bank. Requests to exclude a Program Bank typically will be processed on the next business day after received by Bank, or promptly thereafter. If Customer exclude any Program Banks, the maximum level of FDIC insurance available under the Program may decrease.

E. Interest

Customer receives interest on the balance of Customer's Deposits held at the Program Banks. The amount of paid interest applicable to Customer's Deposits will be stated on the Account statement. The interest rate paid to Customer is subject to change at any time. Changes in interest rates applicable to Customer's Deposits will be posted on the Program Website. Bank strongly encourages Customer to regularly check the Program Website for information about current rates or changes, especially whenever the Federal Reserve has announced or is expected to announce a change in rates.

Interest will be posted monthly to the Program Bank account unless an event occurs that results in interest posting sooner. Interest will accrue on deposits from the day they are received in investible form by the Program Bank through the business day preceding the date of withdrawal from the Program Bank. The "daily balance method" is used to calculate interest. This method applies a daily periodic interest rate to the principal in the account for the period. The daily rate is 1/365 (or 1/366 in a leap year) of the applicable annual rate.

The interest rate Customer earns on Customer's Deposits may be higher or lower than the rates available to depositors making non-Program deposits with Program Banks directly, through other types of accounts at Bank, or with other depository institutions in comparable accounts. Customer should compare the terms, rates of return, required minimum amounts, charges and other features of a Deposit with other accounts and investment alternatives.

F. Compensation and Fees

Each Program Bank may profit from the difference between the interest it pays on Deposits and the income it earns on loans, investments, and other business operations.

Each Program Bank may pay Bank and/or Promontory fees for its services related to Customer's Deposits equal to a percentage of the average daily Deposit balance in the accounts at the Program Bank. Bank may share such fees with Promontory. The amount of any fees a Program Bank pays could directly affect the interest rate paid by the Program Bank on Customer's Deposits. The fees paid to Bank and/or Promontory by each Program Bank may vary. Bank and

Promontory may earn a higher fee if Customer participate in the Program than if Customer invest in other investment products.

19.1.5 Money Market Fund Investment for Amounts not Held by Program Banks

This Section contains the terms and conditions applicable to the sweep of any cash balances in the Account into the Money Market Fund. Any cash balance in the Account in excess of the Deposit Limit will not be swept into Program Banks (as described above), but will be swept into the Money Market Fund. Customer's deposits that are placed in the Money Market Fund are not FDIC-insured.

The Money Market Fund is registered with the U.S. Securities and Exchange Commission ("**SEC**") as a registered open-end investment company under the Investment Company Act of 1940 and its shares are registered for public distribution under the Securities Act of 1933. Although the Money Market Fund's net asset value ("**NAV**") is normally expected to be \$1.00 per share, there is no guarantee that the Money Market Fund will be able to preserve the NAV per share and Customer could lose money by investing in the Money Market Fund.

Customer acknowledges that Customer has received the Money Market Fund prospectus and understands the information in the prospectus regarding the Money Market Fund's fees and expenses. U.S. Bancorp Asset Management, Inc. is the Money Market Fund's investment adviser and provides shareholder services, U.S. Bancorp Fund Services, LLC provides

accounting, administration, and transfer-agent services, and Bank is the custodian of the Money Market Fund's assets. U.S. Bancorp Asset Management, Inc. and U.S. Bancorp Fund Services, LLC are affiliated with the Bank. Customer acknowledges that investment advisory, custodial, distribution and other services will be provided, for compensation, to the Money Market Fund by Bank and its affiliates. The fees received by Bank and its affiliates are described in the Money Market Fund prospectus. Please see the prospectus for the Money Market Fund for additional information, including the Money Market Fund's investment objective and strategy and the risks of investing in the Money Market Fund.

CUSTOMER UNDERSTANDS THAT THE MONEY MARKET FUND IS NOT INSURED BY THE FDIC AND THAT THE FUNDS ARE NOT OBLIGATIONS OF NOR GUARANTEED BY BANK, PROMONTORY, ANY OF THEIR AFFILIATES, OR ANY BANK. CUSTOMER FURTHER UNDERSTANDS THAT INVESTMENT IN THE MONEY MARKET FUND INVOLVES RISKS, INCLUDING THE POSSIBLE LOSS OF PRINCIPAL.

While a registered investment company, such as a money market mutual fund, is bound by fiduciary obligations to its shareholders to seek the highest rates prudently available, Bank, Promontory, and the Program Banks are under no such obligation.

19.1.6 Withdrawals

Each business day, as needed to pay for purchases made in the Account or other withdrawals from the Account, Bank or its agent bank will withdraw Customer's cash from the Program Bank accounts and Money Market Fund (if applicable). Customer consents to have Customer's funds automatically withdrawn from the Money Market Fund and/or the Program Bank accounts in the event of a debit in the Account. Withdrawals will generally be processed on a "Last In First Out" basis, meaning the amounts in the Money Market Fund or the lowest Program Bank on Customer's bank list will be withdrawn first.

Under federal regulations, Program Banks may reserve the right to require seven (7) days' notice before permitting a transfer of funds out of a money market deposit account or certain transaction accounts. While the Program Banks have not indicated their intention to implement such a policy, a Program Bank may, at any time, choose to do so.

Redemption of Customer's holdings in the Money Market Fund (if any) will be processed in accordance with the policies described in the Money Market Fund's prospectus.

Customer cannot directly withdraw funds allocated through the Program from any of the Program Banks or the Money Market Fund.

If Customer request a complete withdrawal or the Account is closed for any reason, Customer may have to wait a period of time for all of the interest to be posted to the Account since interest can only be credited to the Account once interest is credited by the Program Banks to the Program Bank accounts. Depending on when the Program Banks post interest to the Program Bank accounts, there could be a delay between the date of Customer's withdrawal request and the date on which

Customer receives all of the interest that accrued in the Program Bank account up to the effective date of Customer's withdrawal.

19.1.7 Account Statements

Activity with respect to Customer's participation in the Program, including interest earned for the period, dividends received for the period, and the total of Customer's Deposit balances and Customer's shares of the Money Market Fund, will appear on Customer's periodic Custody Account statement. If Customer receives consolidated account statements for multiple accounts, such statement will not include a breakdown by Program Bank. Customer will not receive a separate statement from the Program Banks or the Money Market Fund

19.1.8 Customer's Responsibility to Monitor Automatic Cash Investment Options

Customer is responsible for, and should speak with Customer's investment manager about, monitoring this automatic sweep option for the Account. As returns on the Deposits, the Money Market Fund, Customer's personal financial circumstances and other factors change, it may be in Customer's financial interest to invest in other investment vehicles. Contact Customer's investment manager for other investments that may be available. Bank is not Customer's investment manager and does not exercise any discretion when administering the Program and Customer acknowledges that it has not relied on any investment advice from Bank in selecting the Program for the Account's automatic sweep option.

19.1.9 Risks of the Program

Customer may receive a lower rate of return on funds swept through the Program than on other types of investments. Under Federal regulations, Program Banks are permitted to impose a seven (7) day delay on any request to withdraw Deposits from a money market deposit account or certain transaction accounts; Program Banks may choose to do so at any time. In the event of a failure of a Program Bank, there may be a time period during which Customer may not be able to access Customer's Deposits.

If Customer holds deposits at a Program Bank outside the Program, this may reduce the availability of FDIC insurance for the total amount of Customer's funds held within and outside the Program. If Customer exclude a Program Bank, the amount of deposit insurance available to Customer under the Program (currently \$2,500,000) may decrease.

Customer's investment in the Money Market Fund is not insured by the FDIC and are not obligations of nor guaranteed by Bank, Promontory, or any of their affiliates. Money market mutual funds are subject to investment risks and may lose value, including possible loss of principal. There is no guarantee that money market mutual funds will maintain a stable net asset value. Read the Money Market Fund's prospectus before investing.

19.1.10 Other Terms

Ordinary Care: Customer agrees that any act or omission made by Bank or any Program Bank in reliance upon, or in accordance with, any provision of the Uniform Commercial Code as adopted in the State of Minnesota, or any rule or regulation of the State of Minnesota, or a federal agency having jurisdiction over such party shall constitute ordinary care.

Alternatives to the Program: Customer understands that, at any time, Customer may opt-out of the Program. Consult with Customer's investment manager to opting out of the Program to see what alternatives may be available to Customer. If Customer does not designate a replacement automatic end-of-day cash investment option for the Account that is agreed to by Bank, the amounts in the Account will remain in the Account as non-interest-bearing uninvested cash to the extent that Customer does not manually manage end-of-day cash balances with daily purchase transactions.

Aggregation of Funds in Multiple Accounts: If Customer has more than one custody account in the Program with the same tax identification information and Ownership Category type (for example, personal, trust, business), the funds in all such custody accounts may be aggregated for the purpose of determining how Customer's cash balances are placed in the Program. As a result, the cash balances in each of the custody accounts, when viewed separately, may appear to be placed with Program Banks in a different order than is set forth in the Bank List for each particular custody account. Cash balances placed at Program Banks through multiple custody accounts with the same tax identification information and Ownership Category typically will not rebalance up the Bank List even if another similar custody account's Deposits are fully withdrawn. Customer should review each separate custody account statement together in the aggregate. In the event that Customer has multiple investment managers each handling different custody accounts, each of Customer's custody accounts in the Program may be subject to a different Bank List. If the same Program Bank appears on the Bank List for more than one of Customer's custody accounts in the Program, then to exclude the Program Bank from all of Customer's custody accounts in the Program Customer will need to separately complete the Program Bank opt-out form for each custody account.

Clearinghouse Rules: Unless otherwise provided herein, Bank may comply with applicable clearinghouse, Federal Reserve and correspondent bank rules in processing transactions related to the Program. Customer agree that Bank is not required to notify Customer of a change in those rules, except to the extent required by law.

19.2 U.S. BANK NON-INTEREST BEARING DEPOSIT

This Section of the Agreement applies if the U.S. Bank Non-Interest-Bearing Deposit sweep option is selected as the end-of-day cash sweep option for the Account. Customer hereby acknowledges that uninvested cash is swept to a non-interest bearing deposit account at U.S. Bank National Association for the benefit of Bank's customers. Customer acknowledges that (i) the Non-Interest-Bearing Deposit Account is owned by Bank on behalf of its customers, (ii) all deposits and withdrawals from such account are performed and controlled by Bank, and (iii) cash shall be insured by the FDIC, as determined under FDIC regulations, subject to applicable limits (typically, up to \$250,000 per depositor for all deposits such depositor holds at U.S. Bank National Association).

19.3 OTHER (MUST BE AGREED TO BY BANK AND DESIGNATED ADVISOR; MAY IMPACT ACCOUNT FEES)

19.3.1 This Section of the Agreement applies if Customer was approved to use an investment other than U.S. Bank Liquidity Plus or the Non-Interest Bearing Deposit as their end-of-day cash sweep option for the Account.

19.3.2 Customer hereby acknowledges and confirms that Customer has received and read any prospectus or other documentation relating to such investment, understands any fees or affiliations of such investment with Bank, and has reviewed the materials below referred to U.S. Bank Important Investment Disclosures.

19.3.3 This authorization and direction shall continue in effect with respect to the identified investment should investment be merged with or into another investment.

SECTION 20: E-SIGN AUTHORIZATION AND CONSENT

20.1 E-SIGN COMPLIANCE AND CONSENTS

If this Agreement is executed using a third-party e-sign service, Customer agrees that this Agreement and its execution comply with the Electronic Signatures in Global and National Commerce Act, and with any applicable state and local law governing the electronic formation and signature of contracts, as amended from time to time, and will not be denied legal effect, validity, or enforceability solely because the Agreement is in electronic form or an electronic signature or electronic record was used in its formation. Customer consents to the provision of Customer's personal information to any third-party e-sign service and Customer consents such service's permanent retention of such data on behalf of Bank. Customer assumes all risk and liability relating to the electronic formation or electronic signature of this Agreement, whether resulting from or in (a) a denial of legal effect, validity, or enforceability of the Agreement; (b) a breach of confidentiality, privacy, or security; or (c) any other cause or in any other consequence. Customer hereby waives any defense that the Agreement is ineffective, invalid, or unenforceable solely because the Agreement is in electronic form or an electronic signature or electronic record was used in its formation.

Information as of June 2020

U.S. Bank Public- Meeder Specific Agreement



U.S. Bank Important Investment Disclosures

Mutual fund compensation and related mutual fund disclosures

Mutual funds are open or closed end, pooled investment vehicles that are considered investment companies. They must be registered with, and are regulated by, the Securities Exchange Commission under the Investment Company Act of 1940. U.S. Bancorp, or its affiliates, including U.S. Bancorp Asset Management, Inc. (USBAM), U.S. Bank N.A. (USBNA) and U.S. Bancorp Fund Services, LLC dba U.S. Bank Global Fund Services (USBFS) (hereafter together U.S. Bank) have entered, and will from time to time enter, into agreements with mutual funds and/or their sponsors, service providers and affiliates whereby U.S. Bank receives compensation, as applicable, for investment advisory services, shareholder services, administration, custody, securities lending, accounting, transfer agency, sub-transfer agency, National Securities Clearing Corporation (NSCC) networking, distribution, principal underwriting and other services rendered to, or on behalf of, mutual funds. For these services, U.S. Bank generally receives a percentage compensation (basis points), based on account assets invested in a mutual fund and determined using the average daily net assets held by the account in that fund. This compensation does not increase the fees paid by an account beyond the fees described in the account fee schedule and the fund's prospectus. This Disclosure describes the compensation U.S. Bank receives for services it performs. This Disclosure should not be considered investment advice.

First American Funds, Inc. money market funds: The First American Funds, Inc. money market funds are U.S. Bank affiliated funds managed by USBAM. U.S. Bank provides services to these funds, which may include providing administration, custody, shareholder, transfer agent, accounting, distribution and principal underwriting services.

U.S. Bank receives fees for these services as shown in the schedule below. U.S. Bank may waive a portion of the fees it is entitled to receive for providing services to the First American Funds, Inc. (Total Fees). Total Fees equal the Gross Advisory Fees and Gross Other Fees & Expenses and are stated before any waivers. Net Fees & Expenses shown below are stated after any contractual waivers. Contractual fee waivers may be terminated with the approval of the fund's board of directors. Gross Other Fees & Expenses may vary slightly based on charges for services rendered, but the basis for calculating these amounts does not change. You authorize the fees paid by the funds and received by U.S. Bank up to the Total Annual Fund Operating Expenses disclosed in the prospectuses.

Affiliated fund name	Gross advisory fees	Gross other fees & expenses received by U.S. Bank					Net fees & expenses received by U.S. Bank					
		Class X/Z/V/Y/A	Class X	Class Z	Class V	Class Y	Class A	Class X	Class Z	Class V	Class Y	Class A
First American Funds												
Government Obligations	0.10%	0.14%	0.14%	0.24%	0.39%	0.67%	0.14%	0.18%	0.30%	0.45%	0.75%	
Institutional Prime Obligations	0.10%	0.45%	0.20%	0.30%	0.45%	N/A	0.14%	0.20%	0.30%	0.45%	N/A	
Retail Prime Obligations	0.10%	0.16%	0.16%	0.26%	0.41%	0.70%	0.14%	0.20%	0.30%	0.45%	0.75%	
Retail Tax Free Obligations	0.10%	N/A	0.22%	0.32%	0.47%	0.77%	N/A	0.20%	0.30%	0.45%	0.75%	
Treasury Obligations	0.10%	0.14%	0.14%	0.24%	0.39%	0.69%	0.14%	0.18%	0.30%	0.45%	0.75%	
U.S. Treasury Money Market	0.10%	N/A	0.17%	0.27%	0.42%	0.72%	N/A	0.20%	0.30%	0.45%	0.75%	



Fees and expenses above may be found in the fund prospectuses.

Investment products and services are:

**NOT A DEPOSIT • NOT FDIC INSURED • MAY LOSE VALUE • NOT BANK GUARANTEED •
NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY**

Fidelity and Federated money market mutual funds: U.S. Bank may receive custody, shareholder servicing, accounting, administration, sub-transfer agency and other fees of up to 60 basis points, though more generally, fees range from zero to 25 basis points, from the following funds. Load fees described in prospectuses are waived.

Fund name	Fund name
Federated California Municipal Cash Trust – Institutional Shares	Fidelity Institutional Money Market Treasury Only Portfolio – Class I
Fidelity Institutional Money Market Government Portfolio – Class I	Fidelity Institutional Money Market Treasury Portfolio – Class I
Fidelity Institutional Money Market Prime Portfolio – Class I	Fidelity Money Market Portfolio – Class I
Fidelity Institutional Money Market Tax-Exempt Portfolio – Class I	

Nuveen Mutual Funds: Firststar Capital Corporation (Firststar Capital), an affiliate of U.S. Bancorp, holds a less-than- 10 percent ownership interest in Windy City Investments Holdings, LLC, which was formerly the parent of Windy City Investment, Inc. and the indirect parent of Nuveen Fund Advisors, LLC, which is the investment advisor to the Nuveen Mutual Funds. On October 1, 2014, Windy City Investments, Inc. was sold to Teachers Insurance and Annuity Association of America. As a result of the sale, U.S. Bancorp no longer has an indirect ownership interest in Nuveen Fund Advisors, LLC. Depending on the outcome of certain factors, Firststar Capital might in the future receive an earn-out payment related to its interest in Windy City Investment IRA account, to the extent the earn-out payment is attributable to the account’s interest in Nuveen Mutual Funds, U.S. Bank will credit to the account a proportionate amount of the payment. Importantly, the sale changed neither the services that U.S. Bank expects to provide to the accounts holding Nuveen Mutual Funds nor the compensation that U.S. Bank expects to receive for providing such services.

Other Mutual Funds: U.S. Bank has entered into agreements with mutual funds other than First American Funds, including the Nuveen Mutual Funds (Other Mutual Funds) or with Other Mutual Funds’ service providers (including investment advisors, administrators, transfer agents or distributors) whereby U.S. Bank provides services for a fee to, or on behalf of, the Other Mutual Funds. Services may include, as applicable, custody and shareholder services provided by USBNA (fee rates for these services may be up to 100 basis points, though more generally fees range from one to 40 basis points), networking services provided by NSCC (fee rates for these services may be up to 140 basis points), accounting, administration and sub-transfer agency services provided by USBFS (fee rates for these services may be up to 30 basis points) and USBFS employees may also serve on the board of directors or as officers of Other Mutual Funds at no additional charge.

U.S. Bank has also entered into an agreement with National Financial Services, LLC (NFS) to provide shareholder and administration services for, or on behalf of, NFS, Fidelity Brokerage Services, LLC and the Other Mutual Funds available on the NFS platform (fee rates for these services may be up to 36 basis points). The fees received by U.S. Bank include 12b-1 fees.

U.S. Bank will receive shareholder servicing compensation of up to 12.5 basis points on account assets invested in the Nuveen Mutual Funds.



Fees received by U.S. Bank from Nuveen Mutual Funds, Fidelity and Federated Money Market Mutual Funds, Other Mutual Funds and NFS are not in addition to, and do not increase, fund operating expenses or other fees and expenses as described in the applicable prospectuses.

Securities lending: U.S. Bank receives fees from the First American Funds, Inc. for securities lending services, as applicable, of up to 20 percent of each fund's net income from securities lending transactions as addressed in the prospectuses. U.S. Bank receives fees from Nuveen Mutual Funds and Other Mutual Funds for securities lending services, which are generally calculated as a percentage of each fund's net income from securities lending transactions, as addressed in the prospectus.

Other important information: USBAM is a registered investment advisor and a wholly-owned subsidiary of USBNA. USBAM serves as investment advisor to First American Funds, Inc. U.S. Bank is not responsible for and does not guarantee the products, services or performance of USBAM.

If investing in mutual funds, each fund's investment objectives, risks, charges and expenses must be considered carefully before investing. The prospectus contains this and other important information. Please contact the fund or a member of your relationship team for a copy. Read the prospectus carefully before investing.

Mutual fund investing involves risk and principal loss is possible. Investing in certain funds involves special risks, such as those related to investments in small- and mid-capitalization stocks, foreign, debt and high yield securities and funds that focus their investments in a particular industry. Please refer to the fund prospectus for additional details pertaining to these risks.

Income from tax-exempt funds may be subject to state and local taxes and a portion of income may be subject to the federal and/or state alternative minimum tax for certain investors. Federal and/or state income tax rules will apply to any capital gains distribution.

An investment in **money market funds** is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency. It is possible to lose money by investing in these funds.

See the applicable fund prospectuses, which may be found on the fund companies' websites, for a complete description, including calculation formulas, for management, custody and other fees associated with the mutual funds. For more information, including whether a fund is affiliated with, or pays U.S. Bank fees, contact a member of your relationship team. www.federatedinvestors.com | www.fidelity.com | www.firstamericanfunds.com | www.nuveen.com

Private Investment Fund disclosure

"Private Investment Funds" or "Private Funds" are pooled investment vehicles that are excluded from the definition of investment company under the Investment Company Act of 1940 by section 3(c)(1) or 3(c)(7) of that Act. The term Private Fund generally includes funds commonly known as hedge funds and private equity funds. USBNA and USBFS may enter into agreements with Private Funds or with their service providers, whereby USBNA and USBFS provide services to such funds and receive fees or compensation for these services from the funds or the funds' sponsors or agents. USBNA services provided include, as applicable, trust and administrative services including collateral custody, collateral agent, administrative and reporting functions, registrar, paying agent, loan administration, escrow, document custody, back-up servicer services, deposit account services, and various lending services to the fund and/or its investments including direct loans, revolving credit facilities and other extensions of credit and loan administration. USBFS services provided include, as applicable, fund administration including accounting, shareholder services, transfer agency and reporting services. For the types of fees charged to any Fund, see the Fund issuer's private placement offering documents. Fees received by U.S. Bank from Private Funds are not in addition to, and do not increase, fund operating expenses or other fees and expenses as described in the applicable Fund's offering documents.

Other important information: Private Investment Funds are speculative and involve a substantially more complicated set of risk factors than traditional investments such as stocks or bonds, including use of derivatives, leverage and short sales which can magnify potential losses or gains.

Restrictions may exist on the ability to redeem or transfer interests in a Private Investment Fund. Investors considering an investment in Private Investment Funds must be fully aware that these investments are illiquid by nature, typically represent a long-term binding commitment and are not readily marketable. The valuation procedures for these holdings are often



subjective in nature.

Private Investment Funds are not suitable for every investor even if the investor meets the financial eligibility requirements. It is important to consult with your tax and investment professional to determine how these investments might fit your asset allocation, risk profile and tax situation.

Private Investment Funds are offered to you by the Fund issuer with a private placement memorandum ("PPM"), which a prospective investor must carefully read for a more complete description of fees, risks and restrictions. For more information, contact your Portfolio Manager or a member of your relationship team.

Staff Report

July 13, 2022

DATE: 6/29/2022
TO: Board of Directors (BOD)
FROM: Sarah Hoffman, Board Clerk
SUBJECT: Fiscal Year 2022-2023 Salary Scale

Report in Brief

As part of the budget cycle and wage and salary negotiation, the District seeks board approval to adopt the revised Fiscal Year 2022-2023 Salary Scale. Finance Committee (June 16, 2022) reviewed the request in terms of budget and agreed that staff forward it for Personnel Committee review and action. After review and a closed session, the Personnel Committee (June 21, 2022), recommended full BOD consideration and adoption of the Revised Salary Scale for the 2022-2023 Fiscal Year.

Recommendation: *Adopt the Fiscal Year 2022-2023 Revised Salary Scale.*

Attachments:

- A. Fiscal Year 2022-2023 Revised Salary Scale

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0713/2022.0629.Salary.Scale.Report.docx
7/6/2022

Paradise Recreation & Park District

Summary Hourly Rate Scale

All Positions

Fiscal Year -

2022-2023

Effective Date: 7/1/2022

Date Approved: TBD

Version Date: 6/21/2022

Calendar Year:

2022

CLASSIFICATION	Area	Steps							
		1	2	3	4	5	6 (10 yr)	7 (15 yr)	8 (20 yr)

FULL-TIME - Hourly Rate

ADMINISTRATIVE ASSISTANT II	Admin	22.25	22.91	23.60	24.31	25.04	25.79	26.56	27.36
ADMINISTRATIVE ASSISTANT III	Admin	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30
ASSISTANT DISTRICT MANAGER	Admin	41.92	43.18	44.48	45.81	47.19	48.60	50.06	51.56
DISTRICT ACCOUNTANT	Admin	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30
PARK MAINTENANCE I	Main	16.46	16.95	17.46	17.98	18.52	19.08	19.65	20.24
PARK MAINTENANCE II	Main	20.87	21.49	22.14	22.80	23.48	24.19	24.92	25.66
PARK MAINTENANCE III	Main	26.33	27.12	27.93	28.77	29.63	30.52	31.44	32.38
PARK SUPERVISOR	Main	33.22	34.22	35.25	36.31	37.39	38.52	39.67	40.86
RECREATION SUPERVISOR	Rec	33.22	34.22	35.25	36.31	37.39	38.52	39.67	40.86

PART-TIME - Hourly Rate

MAINTENANCE

PARK AIDE	Main	15.00							
PARK ASSISTANT I	Main	15.00	15.50	16.00					
PARK ASSISTANT II	Main	15.75	16.25	16.75					
PARK ASSISTANT III	Main	16.50	17.00	17.50	18.00	18.50			

Encumbered Rate Multiplier

Full-Time	1.3
Part-Time	1.15

RECREATION

RECREATION COORDINATOR	Rec	17.75	18.75	19.75	20.75	21.75			
RECREATION LEADER I	Rec	15.00	15.50	16.00					
RECREATION LEADER II	Rec	15.75	16.25	16.75					
RECREATION LEADER III	Rec	16.50	17.00	17.50	18.00	18.50			
RECREATION SPECIALIST	Rec	24.00	25.00	26.00	27.00	28.00			

SWIM POOL

CASHIER	Rec	15.50	16.00	16.50					
INSTRUCTOR ASSISTANT	Rec	15.00	15.50	16.00					
LIFEGUARD INSTRUCTOR	Rec	15.75	16.25	16.75					
POOL MANAGER	Rec	18.75	19.75	20.75	21.75	22.75			
POOL SUPERVISOR	Rec	17.50	18.00	18.50	19.00	19.50			
SENIOR GUARD	Rec	16.25	16.75	17.25					
SWIM AIDE	Rec	15.00							

OFFICE

ADMIN ASSISTANT AIDE	Admin	15.00							
ADMINISTRATIVE ASSISTANT I (PT)	Admin	17.50	18.50	19.50	20.50	21.50			
ADMINISTRATIVE ASSISTANT II (PT)	Admin	19.50	20.50	21.50	22.50	23.50			
INTERN	TBD	15.00	17.00	19.00	21.00	23.00			

Paradise Recreation & Park District

Summary Hourly Rate Scale

All Positions

Fiscal Year -

2022-2023

Effective Date: 1/1/2023

Date Approved: TBD

Version Date: 6/21/2022

Calendar Year:

2023

CLASSIFICATION	Area	Steps							
		1	2	3	4	5	6 (10 yr)	7 (15 yr)	8 (20 yr)

FULL-TIME - Hourly Rate

ADMINISTRATIVE ASSISTANT II	Admin	22.25	22.91	23.60	24.31	25.04	25.79	26.56	27.36
ADMINISTRATIVE ASSISTANT III	Admin	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30
ASSISTANT DISTRICT MANAGER	Admin	41.92	43.18	44.48	45.81	47.19	48.60	50.06	51.56
DISTRICT ACCOUNTANT	Admin	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30
PARK MAINTENANCE I	Main	16.46	16.95	17.46	17.98	18.52	19.08	19.65	20.24
PARK MAINTENANCE II	Main	20.87	21.49	22.14	22.80	23.48	24.19	24.92	25.66
PARK MAINTENANCE III	Main	26.33	27.12	27.93	28.77	29.63	30.52	31.44	32.38
PARK SUPERVISOR	Main	33.22	34.22	35.25	36.31	37.39	38.52	39.67	40.86
RECREATION SUPERVISOR	Rec	33.22	34.22	35.25	36.31	37.39	38.52	39.67	40.86

PART-TIME - Hourly Rate

MAINTENANCE

PARK AIDE	Main	15.50							
PARK ASSISTANT I	Main	15.50	16.00	16.50					
PARK ASSISTANT II	Main	16.25	16.75	17.25					
PARK ASSISTANT III	Main	17.00	17.50	18.00	18.50	19.00			

Encumbered Rate Multiplier

Full-Time	1.3
Part-Time	1.15

RECREATION

RECREATION COORDINATOR	Rec	18.25	19.25	20.25	21.25	22.25			
RECREATION LEADER I	Rec	15.50	16.00	16.50					
RECREATION LEADER II	Rec	16.25	16.75	17.25					
RECREATION LEADER III	Rec	17.00	17.50	18.00	18.50	19.00			
RECREATION SPECIALIST	Rec	24.50	25.75	27.00	28.25	29.50			

SWIM POOL

CASHIER	Rec	16.00	16.50	17.00					
INSTRUCTOR ASSISTANT	Rec	15.50	16.00	16.50					
LIFEGUARD INSTRUCTOR	Rec	16.25	16.75	17.25					
POOL MANAGER	Rec	19.25	19.75	20.25	20.75	21.25			
POOL SUPERVISOR	Rec	18.00	18.50	19.00	19.50	20.00			
SENIOR GUARD	Rec	16.75	17.25	17.75					
SWIM AIDE	Rec	15.50							

OFFICE

ADMIN ASSISTANT AIDE	Admin	15.50							
ADMINISTRATIVE ASSISTANT I (PT)	Admin	18.00	19.00	20.00	21.00	22.00			
ADMINISTRATIVE ASSISTANT II (PT)	Admin	20.00	21.00	22.00	23.00	24.00			
INTERN	TBD	15.50	17.50	19.50	21.50	23.50			



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 #22-07-3-514

FISCAL YEAR 2022-23 APPROPRIATION LIMIT

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

WHEREAS, the Board of Directors has established the Fiscal Year 2022-23 PRPD Appropriation Limit.

NOW, THEREFORE BE IT RESOLVED, that the Fiscal Year 2022-2023 PRPD Appropriation Limit is \$4,479,213.00

PASSED AND ADOPTED by the Board of Directors of the Paradise Recreation and Park District the 13th day of July 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Al McGreehan, Chairperson

Attest:

Mary Bellefeuille, Secretary

PARADISE RECREATION AND PARK DISTRICT
6626 Skyway, Paradise, CA 95969
(530) 872-6393



DATE: 7/1/2022
 TO: Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Compliance with Proposition #4 (Resolution. #22-07-3-514)

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

The basis for establishing the 2022-23 appropriation limit is as follows: (Information provided by the State of California Department of Finance, May 2022 at www.dof.ca.gov (see Statewide Responsibilities / Research / Demographic Research Unit, Price and Population factors used for Appropriations Limit calculations.)

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

Per Capita Personal Income 7.55

- b. Population Percentage Change: The attached city and county population percentage changes were prepared pursuant to Sections 2227 and 2228 of the Revenue and Taxation Code and are calculated as of January 1, 2022. The change from January 1, 2021, to January 1, 2022, is used in setting the 2022-23 appropriation limit. The percent factor to be used is the Butte County Paradise figure of 31.21.

- c. Growth Factor Example:

Price:	7.55 converted to a ratio	1.0755
Population:	22.55 converted to a ratio	1.2555
Ration of Change:	1.0755 x 1.02555	1.3503

The change factor of 1.3503 is to be applied to the 2021-22 appropriation limit of \$3,317,222.25.

This means that the actual revenues from the Proceeds of Taxes cannot exceed \$4,479,213 for the 2022-23 Fiscal Year for the District. Revenues from the Proceeds of Taxes in excess of this amount would have to be returned to the taxpayers.

The District's expectation in tax revenue for 2022-23 is \$1,103,000, which is far below this appropriation limit.

District Report**Meeting Date: July 13, 2022**

DATE: 6/28/2022
 TO: PRPD Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Monthly District Report

Monthly Report**1. Updates**

- a. Paradise Welcome Sign- A new row is going to be added so that we can sell an additional 6 spots all of which, are already spoken for.

2. Administrative and Visitor Services – None Reported.**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), and Recovery Project for the Fiscal Year (Attachment E) and Since 11/08/18 (Attachment F).
- b. Impact Fees - For the month of June, the District received a total of \$13,495.30 in impact fees.
- c. Investments –
- i. Five Star Bank Interest deposits: Investment Money Market = \$21,564.16 and Grant Money Market = \$299.43.
 - ii. PRPD received grant revenue from the Butte Strong Fund – North Valley Community Foundation (BSF-NVCF) in the amount of \$50,000.
- d. Updates
- i. The auditor has completed a draft audit for FY 2020-2021 and submitted it to staff. The draft will be presented to the Finance Committee at the next upcoming meeting.

4. Parks

- a. Defensible space clearing - Well its summertime in Northern California, which means high temperatures, and red flag warnings. This has delayed some of our defensible space clearing projects, (high temps. Make it unhealthy for hours of working in the sun) then with the late rains that influenced even more brush and weed growth, this has made clearing PRPD properties even more challenging, but our hard-working maintenance staff has still been making progress. **(Figures 1-3)**
- b. Moore Rd. Ballpark - It's exciting times for the Moore Rd. ballpark facility. The old wooden poles that were condemned after the Campfire on field # 1 (small field) have been removed and new metal poles with LED lighting are being installed. This is a huge improvement over the previous lighting that was over forty years old. We will be installing the new score board ASAP once the poles are in place. With both fields having updated lighting and new scoreboards, we will have one of the better ballparks for everyone to enjoy. **(Figures 4-8)**
- c. Aquatic Park - We have been working on a facelift at Aquatic Park that was well overdue. Crews have been refurbishing the railing and picnic tables. The Picnic tables have been sanded, painted, and stained. The damaged wooden planks were replaced. **(Figures 9-12)**.
- d. Coutolenc Park - The well at Coutolenc Park has been replaced. **(Figures 13-16)** It was 100% destroyed from the Campfire. The whole system is being replaced from the well its self to the spickets. After this has been completed, the water will be tested to see if it is potable. We are feeling confident that by replacing the entire system this will be accomplished.

5. Programs

- a. First Annual Goat Grazing Festival – The Butte Fire Safe Council partnered with PRPD Staff for the First Annual Goat Grazing Festival. After scarfing a delicious pancake breakfast cooked and served by our Butte County Sheriff's Office at Community Park, the goats lead the trek up the Yellowstone Kelly Memorial Trail for the first "Running of the Goats". PRPD staff captured arial video with a drone for use in promotion at next years event. Several hundred enthusiasts visited with various natural resource agencies and fire related organizations to learn about fuel mitigation techniques, advanced spray technologies, and of course – to learn about goats and their myriad of benefits in fuel reduction and land care. (See [This LINK for short video of Running of the Goats](#))
- b. Summer Preschool program – Lori McCoslin continues to run the Summertime Tots program at the Terry Ashe Recreation Center Monday through Thursday. The special summer program runs from 9:30am to 1:30pm and includes a free lunch provided by the PUSD Food Services program. The Tot Soccer class is happening every Friday at the Moore Road Ball Parks. (**Figures 17 & 18**)
- c. The Ridge Hiking Association – Staff partnered with Paradise StrongER for another successful adventure in Magalia. Exploring the "Lil Falls Hike", Staff members Sophia and Lorrennis enjoyed hiking with over a dozen participants in search of the elusive waterfall. The June hike will be to Rattlesnake Hill in Oroville on July 9th. (Figure 19)
- d. Kayaking Rentals at Paradise Lake – Off to a strong start, the kayak rental program, led and developed by staff member Joe Mello, saw 20 rentals in its first open weekend. With a revamped pre-registration system allowing for no cash exchanged on site, participants were pleased with the ease and customer service of the experience.
- e. Community Paddle – In line with the success of the Kayak Rental Program, half a dozen participants arrived at the second seasonal community paddle to enjoy the twilight period on Paradise Lake. Several small families enjoyed the experiences stating "this is a great evening activity that gets us out of the house and on the water. There really isn't anything else quite like this in our area." (**Figure 20**)
- f. Aquatics - The 2022 PRPD Aquatics programs got off to a good start the week of June 6 at both the Paradise and Concow Swimming Pools. Although both pools are experiencing staff shortages, the veteran lifeguards are working hard to keep both facilities open and running smoothly. Turn out has been good for adult swim, recreational swim, aqua aerobics, and swim instruction. With the hiring of a new instructor, we are proud to be offering aqua aerobics at the Concow Pool this year.
- g. PRPD Softball – The adult slow pitch softball program got underway with the Coed A League beginning June 27 on the large lighted field at the Moore Road Ball Parks. In addition to the five teams in Coed A, there are an additional five teams in the Men's League on Wednesdays and five in the Coed B league to start July 11 on the small field.
- h. Movie Night at the Pool – Staff hosted a movie night at the Paradise pool on Saturday June 25th. The event was a fundraiser for the Paradise Piranhas, which was able to generate \$510 in donations. Visitors were able to enjoy the movie "Finding Nemo" while floating in the pool. The Piranhas hope to have another movie night at the pool at some point in the future. Jaws at the pool anyone?

6. Outreach and Development

- a. Assistance with Senior Project – Staff provided information to support a senior intensive project for a student (Zachary Wallpe, Tahoe Expedition Academy). He did a lot of work at a level impressive for a high school senior. He is furthering his education at Cal Poly. His project may be viewed at: <https://sites.google.com/tahoexpeditionacademy.org/classof2022seniorintensive/class-of-2022-senior-intensive/zachary-wallpe> .
- b. Introduction to Lakeridge – Staff hosted an introduction to Lakeridge Park at the future park development property on June 4, 2022. Melton Design Group participated alongside staff during the event to field questions and comments from residents in attendance. Approximately 25 people attended the event, provided great information and most were quite pleased with the park development project and excited to see it come to fruition.
- c. Volunteer Program
 - i. Volunteer Spotlight – Tim Umenhofer is a dedicated park steward at Bille Park. Taking the time and care to provide detail cleaning/disinfecting on high traffic areas (playground, rails, bathrooms, trash cans). He has also helped with events, trash removal, and special projects such as tree planting. Tim is a great asset to the PRPD team and his can do attitude has shown through all his help with maintenance to events. (**Figure 21**)
 - ii. All Hands and Hearts – The crew has helped with fire mitigation at Crain Memorial Park, Coutolenc Camp, and Paradise Lake during red flag warning days. To show volunteer appreciation staff has collaborated with

recreation to provide the crew with passes to PRPD pools. During the hot summer the crew can enjoy swimming after a long day's work while enjoying recreational facilities PRPD has to offer.

- iii. Paradise Lake Mile Marker Signs – Number plaques have arrived and maintenance is working on assembling them to post. Once completed volunteers will install on lake trail.
- iv. Composting Project – Collaboration between Sol Sanctuary and community volunteers. Bille Park was selected as the initial build site because it is a high trafficked park. The intent is to spark community interest on the composting system and provide educational material to view. Staff is collaborating with recreation to develop an educational video on the building process, volunteer interviews, and composting system. Johnson-Su Bioreactor build took place at the beginning of June and will be monitored throughout the year. Two bioreactors are built; one big with a mix of materials and one small with only scotch broom. Staff shout out to maintenance for leveling platform and providing timed irrigation! (**Figures 22-24**)
- v. Total number of Volunteer Hours to Date (VHD) – 3,563.36 Last report of VHD – 3,131.86
 - Paradise Lake: 1,512.26
 - Bille: 511.75
 - Noble: 73
 - Lakeridge: 72
 - Crain Memorial Park: 637.1
 - Terry Ashe Recreation Center: 290.5
 - Aquatic Park: 30
 - Moore Road Ball Park: 93.25
 - Coutolenc: 319
 - Centerville: 24.5

7. Projects and Project Development

- a. Per Capita Grants – Staff met with the California State Parks grant administrator regarding the Per Capita grant proposals submitted for Lakeridge, Oak Creek, and Noble Parks. The State has delayed release of contracts for these grants but anticipates finalizing the necessary paperwork by July 2022. The grant administrator also advised that the State will most likely extend the deadline for this grant program by up to a year due to the delay in finalizing contracts. The grant deadline was originally scheduled for March 31, 2024.

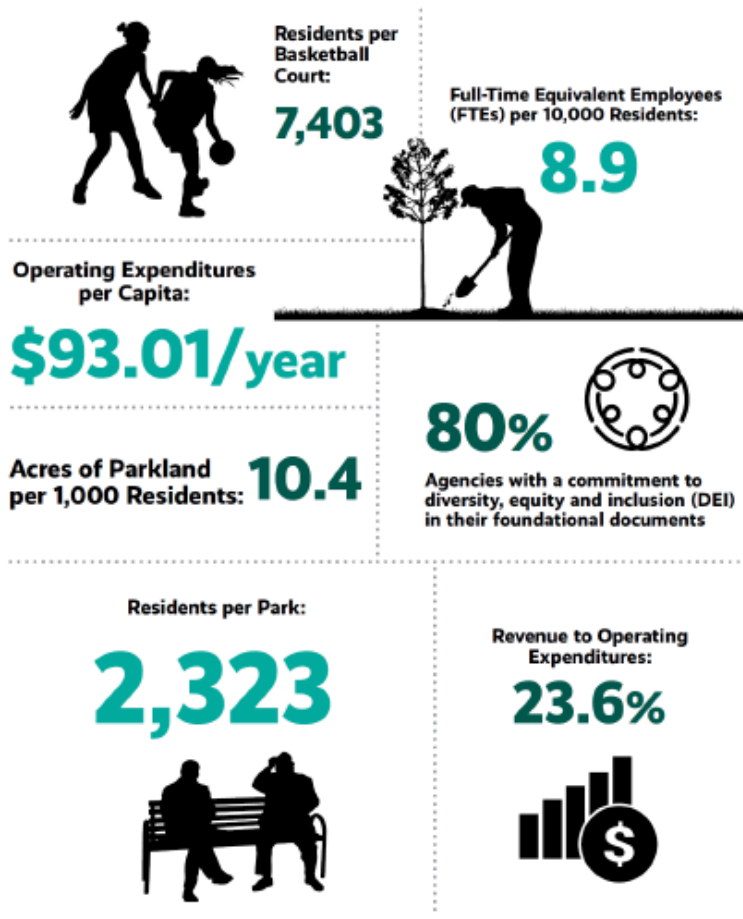
8. Upcoming

- a. Battle on the Ridge softball tournaments:
 - i. Men's tournament – July 9-10, 2022
 - ii. Women's tournament – July 23-24, 2022
 - iii. Co-ed tournament – August 6-7, 2022
- b. Ridge Hiking Association hike up Rattlesnake Ridge and paddle at Forebay Aquatic Center – Saturday July 9, 2022
8:30 am-3:30 pm
- c. Pinewood Derby – July 21, 2022 from 6:30-8:30 pm
- d. Community Kayaking Paddle – July 21, 2022 at 6:00 pm

Dashboard

This month's dashboard shows the 2022 National Recreation and Park Association (NRPA) Agency Performance Review for the District. The report provides an assessment of our parks and recreation services compare to peer agencies across the United States. The results of this comparison to peer agencies provide insights into the District's strengths, weaknesses and improvement opportunities so we can make informed decisions about how to better-serve our residents. The full report can be found in **Attachment F**, but here are some highlights:

2022 NRPA Agency Performance Review Key Findings



Agency Effectiveness Ratios

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
1. Operating expenditures per capita	\$99.75	\$93.01	\$57.53
2. Revenue per capita	\$56.11	\$22.08	\$14.67
3. Total revenue to total operating expenditures	56.2%	23.6%	24.8%
4. Total tax expenditures per capita	\$43.64	\$64.75	\$35.88
5. Park operating expenditures per acre of parkland	\$1,494	\$3,708	\$2,476
6. Operating expenditures per acre of parkland	\$3,736	\$9,236	\$5,571
7. Operating expenditures per acres of parks and non-park sites	\$3,718	\$7,823	\$4,747
8. Operating expenditures per FTE	\$130,113	\$102,530	\$94,393
9. FTE's per 10,000 population	7.7	8.9	5.8
10. Acres of parks per 1,000 residents	26.7	10.4	10.6
11. Number of residents per park	3,000	2,323	3,333
12. Number of acres per park	80.1	22.5	33.3
13. Number of participants per program	7	48	51
14. Ratio of fee programs to all programs	92.5	81.4	80.0
15. Ratio of building attendance to park attendance	100.0	38.7	39.9

Agency Operations: Operating Budget

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
3. Percentage of agency's total operating expenditures for the following categories:			
<i>Number of Responses</i>		832	153
Personnel services	55.0%	54.4%	53.4%
Operating expenses	40.0%	38.2%	37.7%
Capital expense not in CIP	5.0%	5.2%	6.0%
Other	0.0%	2.2%	3.0%
4. Percentage of agency's total operating expenditures from the following sources:			
<i>Number of Responses</i>		818	147
General Fund Tax Support	32.0%	61.2%	61.6%
Dedicated Levies	0.0%	7.9%	7.6%
Earned/Generated Revenue	9.0%	22.8%	23.0%
Other Dedicated Taxes	0.0%	2.8%	2.7%
Sponsorships	2.0%	0.8%	0.7%
Grants	28.0%	1.9%	2.5%
Other	29.0%	2.6%	1.9%

Photographs



Figure 1. Drendle Circle after defensible space clearing



Figure 2. Noble Park after defensible space clearing



Figure 3. Mallan Ln property after defensible space clearing



Figure 4. Workers deconstructing old light poles



Figure 5. Pole removal project



Figure 6. Old pole components



Figure 7. Trenching for undergrounding electrical for new light poles



Figure 8. First metal pole base installed



Figure 9. Railing at Aquatic Park before repainting



Figure 10. Freshly painted railings



Figure 11. Picnic table before resurfacing



Figure 12. Picnic table beautifully resurfaced



Figure 13. Old well pad



Figure 14. New well pad prep



Figure 15. New well pad



Figure 16. Well being drilled



Figure 17. Teacher Lori McCoslin leads the summer Tot Soccer class on Fridays at the Moore Road Ball Park.



Figure 18. Children from 3 to 5 years old learn the basic fundamentals of soccer.



Figure 19. Ridge Hiking Association trek to Lil Falls



Figure 20. Folks enjoying an evening community paddle on Paradise Lake



Figure 21. Tim in action!



Figure 22. Janel (Sol Sanctuary) measuring big bioreactor.



Figure 23. Inside big bioreactor as material is added to top off



Figure 24. As volunteers came and went these are the last standing five!

Attachments:

- A. Balance Sheet
- B. YTD Profit & Loss Budget vs. Actual
- C. Monthly Profit & Loss

- D. Investment and Reserve
- E. Recovery Project for the Fiscal Year
- F. Recovery Project since 11/08/18
- G. 2022 National Recreation and Parks Association Report

https://paradisepd-my.sharepoint.com/personal/defseaff_paradisepd_com/Documents/Dan_OneDrive/Templates/BOD_2017_District_Report_Template_17_0905.docx
7/6/2022

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07/01/22

Accrual Basis

PRPD
Balance Sheet
As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Mechanics Bank - Operating	40,817.33
1003 · Five Star Bank - Payroll	30,505.95
1005 · Petty Cash	300.00
1008 · North Valley Community Found	2,890.57
1010 · Treasury Cash - 2510	
1011 · General Operating	-648,762.21
1012 · ACO Reserve	606,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
Total 1010 · Treasury Cash - 2510	-38,062.21
1030 · Investments	
1031 · Five Star Bank Money Market	2,541,707.31
1032 · Five Star Bank Grant M. M.	584,160.59
1033 · Investment Reserves	
1033.02 · Capital Improvement & Acquisit	9,621,433.82
1033.03 · Current Operations	8,030,027.29
1033.04 · Desig Proj/Sp Use/Grant Match	752,815.05
1033.05 · Future Operations	18,820,376.47
1033.06 · Technology	150,563.01
1033.07 · Vehicle Fleet & Equipment	752,815.05
Total 1033 · Investment Reserves	38,128,030.69
Total 1030 · Investments	41,253,898.59
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	1,452.89
1114-13 · Ice Rink Donations	116,526.83
1114-14 · General Donations	13,279.23
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	10.00
1114-8 · McGreehan Children's Schlshp	670.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	223.24
Total 1114 · Designated Donations-2514	150,121.19
Total 1100 · Designated Treasury Funds	210,230.45
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	8,236.81
1121 · Park Acqui Unincorp - 2521	39,624.80
1122 · Park Dev Unincorp - 2522	140,907.72
1124 · District Fac Unincorp - 2524	55,512.02
1126 · Park Acqui Incorp - 2526	184,001.87
1127 · Park Dev Incorp - 2527	541,186.03
1128 · District Fac Incorp - 2528	110,882.38

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Accrual Basis

PRPD
Balance Sheet
As of June 30, 2022

	Jun 30, 22
Total 1119 · Impact Fees	1,080,351.63
Total Checking/Savings	42,580,932.31
Other Current Assets	
1310 · Miscellaneous Receivables	20,504.10
1400 · Interest Receivable	
1410 · Interest Receivable	2,786.80
1413 · Interest Receivable - 2513	222.58
1420 · Interest Receivable - 2520	2,452.18
Total 1400 · Interest Receivable	5,461.56
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	13,599.33
1512 · FMV Adjustment-2512	2,420.78
1513 · FMV Adjustment-2513	11,997.91
1500 · FMV Adjustments - Other	1,978.92
Total 1500 · FMV Adjustments	29,996.94
Total Other Current Assets	55,962.60
Total Current Assets	42,636,894.91
Fixed Assets	
1710 · Land	750,088.53
1720 · Buildings	5,741,888.45
1730 · Furn., Fixtures & Equip (>\$5k)	1,134,438.97
1798 · Accum Depr - Furn Fixture Equip	-276,237.45
1799 · Accum Depr - Buildings	-4,241,039.94
1800 · Construction in Progress	
1810 · CIP-Planning	
1810.1 · CIP-BSF Park Planning	157,272.27
Total 1810 · CIP-Planning	157,272.27
1820 · CIP-Acquisition	
1820.1 · Oak & Noble Acquisition (SNC)	33,282.19
1820.2 · Buffer (TNC)	54,541.70
Total 1820 · CIP-Acquisition	87,823.89
1830 · CIP-Development	
1830.1 · CIP-Aquatic Park Lighting	580.01
1830.2 · CIP-State Park Grant (SPPG)	36,278.65
1830.3 · CIP-Per Capita Program (PCP)	5,898.00
Total 1830 · CIP-Development	42,756.66
1840 · CIP-Facility & Park Amenities	
1840.1 · CIP-Paradise Pool Swim Blocks	1,247.17
1840.2 · CIP-Cal Recycle	239,443.43
1840.4 · CIP-RTGGP Trails Grant	2,934.79
1840.5 · Existing Park Improvements	31,194.20
1840.6 · CIP-California ReLeaf (CRL)	9,032.68
1840.7 · Recovery Projects	79,397.98
Total 1840 · CIP-Facility & Park Amenities	363,250.25
Total 1800 · Construction in Progress	651,103.07
Total Fixed Assets	3,760,241.63
Other Assets	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	164,084.00
Total Other Assets	464,406.00

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Accrual Basis

PRPD
Balance Sheet
As of June 30, 2022

	Jun 30, 22
TOTAL ASSETS	46,861,542.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	93,367.84
Total Accounts Payable	93,367.84
Other Current Liabilities	
2100 · Payroll Liabilities	
2120 · Payroll Taxes Payable	3,455.30
2130 · Health Benefits Payable	-18,236.19
2140 · FSA payable	-1,088.74
2160 · 457 Retirement Payable	475.00
2170 · CalPers Payable	28,449.74
2180 · Garnishments payable	317.33
2190 · Accrued Leave Payable	
2192 · Sick leave payable	13,125.81
2193 · Vacation leave payable	31,148.82
Total 2190 · Accrued Leave Payable	44,274.63
Total 2100 · Payroll Liabilities	57,647.07
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2430 · Deferred Inflow - Pension	40,310.00
2440 · Deferred CIP Revenue	200,000.00
Total 2400 · Deferred Revenue	240,310.00
Total Other Current Liabilities	298,957.07
Total Current Liabilities	392,324.91
Long Term Liabilities	
2700 · FEMA Community Disaster Loan	60,005.02
2805 · CalPers Pension Liability	419,464.00
2806 · OPEB Liability	391,761.00
Total Long Term Liabilities	871,230.02
Total Liabilities	1,263,554.93
Equity	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99
3030 · General Reserve	3,000.00
3050 · Designated Captial Outlay	606,700.00
Total 3000 · General Fund Balances-2510	900,849.99
3100 · Net of Capital Investments	2,646,058.58
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	54,619.72
3213 · Grosso Scholarship-2513	4,926.80
3214 · Donations - 2514	74,766.17
3220 · Impact Fees	790,446.35
Total 3200 · Designated Fund Balances	924,759.04
3280 · Invest. in General Fixed Assets	-140,627.23
3900 · Retained Earnings	41,314,667.66
3999 · Opening Balance Equity	-354,580.80
Net Income	306,560.37
Total Equity	45,597,987.61

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Accrual Basis

PRPD
Balance Sheet
As of June 30, 2022

	Jun 30, 22
TOTAL LIABILITIES & EQUITY	<u>46,861,542.54</u>

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PRPD

Profit & Loss Budget vs. Actual

07/01/22

July 2021 through June 2022

Accrual Basis

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4100 · Tax Revenue	923,095.30	718,000.00	205,095.30	128.6%
4200 · Impact Fee revenue	152,631.52	120,000.00	32,631.52	127.2%
4300 · Program Income	327,659.77	206,500.00	121,159.77	158.7%
4350 · Concession & Merchandise sales	0.00	2,100.00	-2,100.00	0.0%
4400 · Donation & Fundraising Income	72,780.48	55,300.00	17,480.48	131.6%
4500 · Grant Income	920,836.63	642,000.00	278,836.63	143.4%
4600 · Other Revenue	509,192.42	405,500.00	103,692.42	125.6%
4900 · Interest Income	114,158.33	251,900.00	-137,741.67	45.3%
Total Income	3,020,354.45	2,401,300.00	619,054.45	125.8%
Gross Profit	3,020,354.45	2,401,300.00	619,054.45	125.8%
Expense				
5000 · Payroll Expenses				
5010 · Wages & Salaries	1,409,914.12	1,220,400.00	189,514.12	115.5%
5020 · Employer Taxes	106,464.00	61,800.00	44,664.00	172.3%
5030 · Employee Benefits				
5030.1 · Retired Health Premium Employer	15,985.83			
5030.2 · Admin Fee for Active	392.36			
5030.3 · Admin Fee for Retired	502.19			
5030 · Employee Benefits - Other	259,553.27	257,100.00	2,453.27	101.0%
Total 5030 · Employee Benefits	276,433.65	257,100.00	19,333.65	107.5%
5040 · Workers Comp Expense	33,909.47	56,700.00	-22,790.53	59.8%
5060 · Other Personnel Costs	9,238.63	15,800.00	-6,561.37	58.5%
5000 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%
Total 5000 · Payroll Expenses	1,835,959.87	1,611,800.00	224,159.87	113.9%
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	425.96	6,900.00	-6,474.04	6.2%
5120 · Program Contract Labor	2,356.00	6,500.00	-4,144.00	36.2%
5130 · Program Supplies	45,184.96	27,700.00	17,484.96	163.1%
5100 · Program Expenses - Other	0.00	0.00	0.00	0.0%
Total 5100 · Program Expenses	47,966.92	41,100.00	6,866.92	116.7%
5140 · Fundraising Expense	0.00	18,200.00	-18,200.00	0.0%
5200 · Advertising & Promotion	13,602.37	11,200.00	2,402.37	121.4%
5220 · Bank & Merchant Fees	6,234.75	5,200.00	1,034.75	119.9%
5230 · Contributions to Others	10,000.00	25,600.00	-15,600.00	39.1%
5240 · Copying & Printing	5,762.76	7,100.00	-1,337.24	81.2%
5260 · Dues, Mbrshps, Subscr, & Pubs	23,525.80	32,600.00	-9,074.20	72.2%
5270 · Education, Training & Staff Dev	7,618.51	8,500.00	-881.49	89.6%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	13,774.95	10,300.00	3,474.95	133.7%
5284 · Program ET&F	1,596.16	10,300.00	-8,703.84	15.5%
5286 · Small Tools & Equipment	15,379.44	21,200.00	-5,820.56	72.5%
5280 · Equip., Tools & Furn (<\$5k) - Other	0.00	0.00	0.00	0.0%
Total 5280 · Equip., Tools & Furn (<\$5k)	30,750.55	41,800.00	-11,049.45	73.6%
5290 · Equipment Rental	109,854.07	94,900.00	14,954.07	115.8%
5300 · Insurance	80,848.00	76,400.00	4,448.00	105.8%
5310 · Interest Expense	360.48	1,100.00	-739.52	32.8%
5320 · Miscellaneous Expense	200.00	300.00	-100.00	66.7%
5330 · Professional & Outside services				
5332 · Accounting	10,092.24	44,800.00	-34,707.76	22.5%
5334 · Legal	8,862.80	25,800.00	-16,937.20	34.4%
5336 · Engineering	24.29	203,000.00	-202,975.71	0.0%
5338 · Other Prof. & Outside Labor	107,454.10	365,000.00	-257,545.90	29.4%
5330 · Professional & Outside services - Other	7,730.21	0.00	7,730.21	100.0%
Total 5330 · Professional & Outside services	134,163.64	638,600.00	-504,436.36	21.0%

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PRPD

Profit & Loss Budget vs. Actual

07/01/22

July 2021 through June 2022

Accrual Basis

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of B...
5340 · Postage & Delivery	1,613.20	2,000.00	-386.80	80.7%
5350 · Rent-Facility use fees	5,597.00	7,800.00	-2,203.00	71.8%
5360 · Repair & Maintenance				
5361 · Building R&M	4,573.99	24,000.00	-19,426.01	19.1%
5362 · Equipment R&M	12,359.94	19,000.00	-6,640.06	65.1%
5363 · General R&M	7,660.78	21,000.00	-13,339.22	36.5%
5364 · Grounds R&M	36,131.07	57,000.00	-20,868.93	63.4%
5365 · Pool R&M	49,653.51	19,000.00	30,653.51	261.3%
5366 · Vehicle R&M	3,906.28	11,000.00	-7,093.72	35.5%
5367 · Janitorial	14,330.06	11,000.00	3,330.06	130.3%
5368 · Security	2,217.82	7,000.00	-4,782.18	31.7%
5369 · Vandalism	2,022.36	1,000.00	1,022.36	202.2%
5360 · Repair & Maintenance - Other	0.00	0.00	0.00	0.0%
Total 5360 · Repair & Maintenance	132,855.81	170,000.00	-37,144.19	78.2%
5370 · Supplies - Consumable				
5372 · Office Supplies	10,893.76	12,900.00	-2,006.24	84.4%
5374 · Safety & staff supplies	10,649.90	16,500.00	-5,850.10	64.5%
5370 · Supplies - Consumable - Other	0.00	0.00	0.00	0.0%
Total 5370 · Supplies - Consumable	21,543.66	29,400.00	-7,856.34	73.3%
5380 · Taxes, Lic., Notices & Permits	7,059.49	4,200.00	2,859.49	168.1%
5390 · Telephone & Internet	16,274.78	24,800.00	-8,525.22	65.6%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	9,396.06	9,000.00	396.06	104.4%
5404 · Fuel	31,803.58	16,800.00	15,003.58	189.3%
5406 · Meals	5,328.53	5,000.00	328.53	106.6%
5408 · Mileage & Auto Allowance	575.68	8,900.00	-8,324.32	6.5%
5400 · Transportation, Meals & Travel - Other	0.00	0.00	0.00	0.0%
Total 5400 · Transportation, Meals & Travel	47,103.85	39,700.00	7,403.85	118.6%
5410 · Utilities				
5412 · Electric & Gas	138,948.17	60,900.00	78,048.17	228.2%
5414 · Water	23,246.32	24,200.00	-953.68	96.1%
5416 · Garbage	12,704.08	15,200.00	-2,495.92	83.6%
5410 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 5410 · Utilities	174,898.57	100,300.00	74,598.57	174.4%
Total Expense	2,713,794.08	2,992,600.00	-278,805.92	90.7%
Net Ordinary Income	306,560.37	-591,300.00	897,860.37	-51.8%
Net Income	306,560.37	-591,300.00	897,860.37	-51.8%

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07/01/22

Accrual Basis

PRPD
Profit & Loss
June 2022

	Jun 22
Ordinary Income/Expense	
Income	
4100 · Tax Revenue	425,140.94
4200 · Impact Fee revenue	13,495.30
4300 · Program Income	33,113.96
4400 · Donation & Fundraising Income	108.00
4500 · Grant Income	50,000.00
4600 · Other Revenue	3,288.51
4900 · Interest Income	21,865.28
	547,011.99
Total Income	547,011.99
Gross Profit	547,011.99
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	154,228.09
5020 · Employer Taxes	11,877.75
5030 · Employee Benefits	
5030.1 · Retired Health Premium Employer	2,551.88
5030.2 · Admin Fee for Active	60.68
5030.3 · Admin Fee for Retired	19.50
5030 · Employee Benefits - Other	29,069.88
	31,701.94
Total 5030 · Employee Benefits	31,701.94
5040 · Workers Comp Expense	0.00
5060 · Other Personnel Costs	182.50
	197,990.28
Total 5000 · Payroll Expenses	197,990.28
5100 · Program Expenses	
5120 · Program Contract Labor	1,100.00
5130 · Program Supplies	4,681.90
	5,781.90
Total 5100 · Program Expenses	5,781.90
5200 · Advertising & Promotion	533.25
5220 · Bank & Merchant Fees	506.14
5240 · Copying & Printing	375.13
5260 · Dues, Mbrshps, Subscr, & Pubs	4,957.01
5270 · Education, Training & Staff Dev	119.40
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	376.70
5286 · Small Tools & Equipment	552.01
	928.71
Total 5280 · Equip., Tools & Furn (<\$5k)	928.71
5290 · Equipment Rental	1,485.15
5310 · Interest Expense	14.05
5330 · Professional & Outside services	
5338 · Other Prof. & Outside Labor	14,232.83
5330 · Professional & Outside services - Other	7,513.03
	21,745.86
Total 5330 · Professional & Outside services	21,745.86
5350 · Rent-Facility use fees	1,773.75
5360 · Repair & Maintenance	
5361 · Building R&M	419.43
5362 · Equipment R&M	7,662.71
5363 · General R&M	564.40
5364 · Grounds R&M	4,678.24
5365 · Pool R&M	12,938.82
5366 · Vehicle R&M	839.43
5367 · Janitorial	2,923.41
5368 · Security	45.58
	30,072.02
Total 5360 · Repair & Maintenance	30,072.02
5370 · Supplies - Consumable	

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07/01/22

Accrual Basis

PRPD
Profit & Loss
June 2022

	Jun 22
5372 · Office Supplies	1,227.54
5374 · Safety & staff supplies	1,120.05
Total 5370 · Supplies - Consumable	2,347.59
5380 · Taxes, Lic., Notices & Permits	385.51
5390 · Telephone & Internet	1,357.88
5400 · Transportation, Meals & Travel	
5402 · Air, Lodging & Other Travel	2,672.22
5404 · Fuel	3,822.71
5406 · Meals	541.89
Total 5400 · Transportation, Meals & Travel	7,036.82
5410 · Utilities	
5412 · Electric & Gas	9,982.00
5414 · Water	3,832.39
5416 · Garbage	1,590.71
Total 5410 · Utilities	15,405.10
Total Expense	292,815.55
Net Ordinary Income	254,196.44
Net Income	254,196.44

**Paradise Recreation & Park District
Investment & Reserves Report
30-Jun-22**

Summary	Maximum Target	6/30/2021 Balance	2021/2022 Allocated	2021/2022 Interest	6/30/2022 Balance	Annual Funding Goal
Reserve Funds						
CalPERS 115 Trust	500,000	0.00	0.00	0.00	0.00	30,000
Capital Improvement & Acquisition	25,000,000	9,493,120.05	0.00	27,476.34	9,520,596.39	100,000
Current Operations	8,000,000	8,006,848.74	0.00	23,174.56	8,030,023.30	50,000
Designated Project/Special Use/Grant Matching	1,500,000	750,642.06	0.00	2,172.61	752,814.67	50,000
Future Operations	25,000,000	18,766,051.76	0.00	54,315.37	18,820,367.13	100,000
Technology	150,000	150,128.41	0.00	434.52	150,562.93	5,000
Vehicle Fleet & Equipment	1,000,000	750,642.06	0.00	2,172.61	752,814.67	75,000
Total Reserves Funds	61,150,000	37,917,433.08	0.00	109,746.03	38,027,179.11	410,000

Detail

Five Star Investment Money Market	2021 - 2022	
	6/30/2022	Interest Earned
CalPERS 115 Trust	0.00	0.00
Capital Improvement & Acquisition	9,520,596.39	4,931.97
Current Operations	8,030,023.30	4,159.81
Designated Project/Special Use/Grant Matching	752,814.67	389.98
Future Operations	18,820,367.13	9,749.55
Technology	150,562.93	78.00
Vehicle Fleet & Equipment	752,814.67	389.98
General Operating	3,539,982.06	1,864.85
Sub-Total Five Star	41,627,070.17	21,564.16
Add/Subtract Changes	-1,160,735.15	
Total Five Star	40,597,520.98	

Five Star	Beginning	Change	Interest	Ending
	Balance		Earned	Balance
Grant Money Market Account	535,361.16	48500.00	299.43	584,160.59
Payroll Interest Checking	29,004.26	-28999.95	1.69	6.00
Total Five Star	564,365.42	19500.05	301.12	584,166.59

Mechanics	Deposits		Checks	
	Beginning	Change	Beginning	Change
Checking (as of May 31, 2022)	352,058.07	60,559.45	287,795.64	124,821.88
Total	352,058.07	60,559.45	287,796	124,821.88

* Funds transferred to Butte County for General Funds Operating

Total in interest earning accounts	41,306,509.45	21,865.28
Other Investment Income		0.00
Total		21,865.28

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.

PRPD
Recovery Project
 July 2021 through June 2022

	RP1 General (Recovery Project)
Ordinary Income/Expense	
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	502.36
5020 · Employer Taxes	41.36
5030 · Employee Benefits	96.51
Total 5000 · Payroll Expenses	640.23
5280 · Equip., Tools & Furn (<\$5k)	
5286 · Small Tools & Equipment	4,566.67
Total 5280 · Equip., Tools & Furn (<\$5k)	4,566.67
5290 · Equipment Rental	7,609.39
5330 · Professional & Outside services	
5338 · Other Prof. & Outside Labor	1,434.20
5330 · Professional & Outside services - Other	7,730.21
Total 5330 · Professional & Outside services	9,164.41
5360 · Repair & Maintenance	
5362 · Equipment R&M	185.51
5363 · General R&M	890.99
5364 · Grounds R&M	9,944.16
Total 5360 · Repair & Maintenance	11,020.66
5370 · Supplies - Consumable	
5374 · Safety & staff supplies	276.33
Total 5370 · Supplies - Consumable	276.33
5390 · Telephone & Internet	181.28
5410 · Utilities	
5416 · Garbage	657.75
Total 5410 · Utilities	657.75
Total Expense	34,116.72
Net Ordinary Income	-34,116.72
Net Income	-34,116.72

PRPD
Recovery Project
November 8, 2018 through June 30, 2022

	Total Recovery Project
Ordinary Income/Expense	
Income	
4600 · Other Revenue	1,587,992.78
Total Income	1,587,992.78
Gross Profit	1,587,992.78
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	186,233.78
5020 · Employer Taxes	13,353.10
5030 · Employee Benefits	48,340.87
Total 5000 · Payroll Expenses	247,927.75
5100 · Program Expenses	
5130 · Program Supplies	13,487.94
Total 5100 · Program Expenses	13,487.94
5200 · Advertising & Promotion	304.93
5240 · Copying & Printing	22.52
5270 · Education, Training & Staff Dev	50.00
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	65.66
5284 · Program ET&F	1,412.32
5286 · Small Tools & Equipment	31,505.43
Total 5280 · Equip., Tools & Furn (<\$5k)	32,983.41
5290 · Equipment Rental	79,230.00
5320 · Miscellaneous Expense	505.61
5330 · Professional & Outside services	
5336 · Engineering	5,859.14
5338 · Other Prof. & Outside Labor	17,852.37
5330 · Professional & Outside services - Other	7,730.21
Total 5330 · Professional & Outside services	31,441.72
5350 · Rent-Facility use fees	14,800.00
5360 · Repair & Maintenance	
5361 · Building R&M	21,503.61
5362 · Equipment R&M	9,787.56
5363 · General R&M	379,558.05
5364 · Grounds R&M	133,121.38
5365 · Pool R&M	3,882.43
5366 · Vehicle R&M	11,463.48
5367 · Janitorial	1,767.46
5368 · Security	2,004.49
5369 · Vandalism	108.64
Total 5360 · Repair & Maintenance	563,197.10
5370 · Supplies - Consumable	
5372 · Office Supplies	5,707.63
5374 · Safety & staff supplies	7,230.64
	12,938.27

PRPD
Recovery Project
November 8, 2018 through June 30, 2022

	<u>Total Recovery Project</u>
Total 5370 · Supplies - Consumable	12,938.27
5380 · Taxes, Lic., Notices & Permits	120.34
5390 · Telephone & Internet	2,537.41
5400 · Transportation, Meals & Travel	
5402 · Air, Lodging & Other Travel	325.37
5404 · Fuel	5,046.18
5406 · Meals	345.22
5408 · Mileage & Auto Allowance	17.60
Total 5400 · Transportation, Meals & Travel	<u>5,734.37</u>
5410 · Utilities	
5412 · Electric & Gas	589.11
5416 · Garbage	11,355.76
Total 5410 · Utilities	<u>11,944.87</u>
Total Expense	<u>1,017,226.24</u>
Net Ordinary Income	570,766.54
Other Income/Expense	
Other Expense	
9999 · Misc. Expense	-1,148,000.00
Total Other Expense	<u>-1,148,000.00</u>
Net Other Income	<u>1,148,000.00</u>
Net Income	<u><u>1,718,766.54</u></u>

2022 NRPA

AGENCY PERFORMANCE REVIEW



PARADISE RECREATION AND PARK DISTRICT



NATIONAL RECREATION AND PARK ASSOCIATION

Introduction

Using Data to Drive Optimal Decision Making

You have many questions about how to best lead your parks and recreation agency. The questions may be about budget size, optimal staffing or revenues generated from agency activities. Perhaps you are looking towards the future and seeking opportunities where your agency can better serve its community while also outperforming its peers elsewhere in the U.S.

In your hands is one resource that can assist you with answering these many questions. The customized Parks and Recreation Agency Performance Report shows you how your community's parks and recreation services compare to those of its peers throughout the U.S. The data in this report comes from what your agency and other agencies entered in [NRPA's Park Metrics](#) website and compares specific measures of parks and recreation efficiency and effectiveness against thousands of other parks and recreation agencies across the country. Use this report to make informed decisions about your parks and recreation agency. Capitalize on your strengths and address your weaknesses – and increase the positive impact of your parks and recreation offerings on those in the community you serve.

Of course, data itself does not provide complete answers to your many questions. But combined with the collective knowledge of yourself, your team, your external partners and other resources, the insights contained within this report are an important step to lead your agency into the future.

About this Report

Earlier this year, your agency submitted operational information into the National Recreation and Park Association's (NRPA) *Park Metrics* website by completing your Agency Performance Survey. Thanks to the participation of park and recreation agencies throughout the U.S., NRPA is providing the field with key data on the management and operation of park and recreation agencies. The [Agency Performance Review](#) is a customized look at your agency in comparison to all agencies that responded to the survey and a subset of agencies that serve a similar population density (the online NRPA Park Metrics system allows you to create much more detailed data aggregations to **compare your agency to agencies that meet specific criteria of your choice**). The results contained in this report offer broad “yardsticks” on your agency's management and operations, allowing you to gauge your agency's strengths, weaknesses and improvement opportunities.

The aggregated data contained in this report was derived from 2019 – 2021 data in the *NRPA Park Metrics* database as of February 2022. As the NRPA Park Metrics system is available 24/7/365, the data can and will change throughout the year. [NRPA Park Metrics](#) allows you to run reports on-demand, based on real-time data, so the reports you create will always be based on the most current data available. To run additional reports, simply login to your account and go to the “Reports” tab to use *Agency Performance Reports* or *Agency Performance Dashboards* to drill-down into the full data set to compare your agency alongside agencies that meet your search criteria in areas such as Jurisdiction Population, Budget Size, State, Population Density, etc.

For a broader view of park and recreation agency benchmark and performance data, check out the *2022 NRPA Agency Performance Review* and its accompanying interactive tools. This report is the most comprehensive resource of data and insights for park and recreation agencies in the United States. The report and interactive tools present *NRPA Park Metrics* data from 2019 through 2021 with 24 figures that highlight critical park and recreation metrics on park facilities, programming, responsibilities of park & recreation agencies, staffing, budget and agency funding. [Explore the 2022 NRPA Agency Performance Review.](#)

Using this Report

The *Agency Performance Report* is designed to assist you in evaluating your own agency's results relative to other *Agency Performance Survey* participants. The information in this report is designed to be a tool for helping you to better evaluate your agency and its offerings. Spotting significant differences between your own figures and the composites can be the first step toward identifying improvement opportunities. Please keep in mind:

1. A deviation between your figures and figures in the report is not necessarily good or bad. It merely indicates additional analysis may be required. As a rule, the larger the difference, the greater the need for further investigation.
2. In situations where large deviations do exist, it may be helpful to go back and calculate the same measure over the past several years to identify any trends that may exist.
3. The information in this report should be used as a tool for informed decision making rather than absolute standards. Since agencies differ as to their location, size, and other factors, any two agencies can be successful yet have very different experiences with regard to certain measures.

If you have any questions or comments about this report, please contact Greg Manns of Industry Insights at gmanns@industryinsights.com or 614-389-2100.

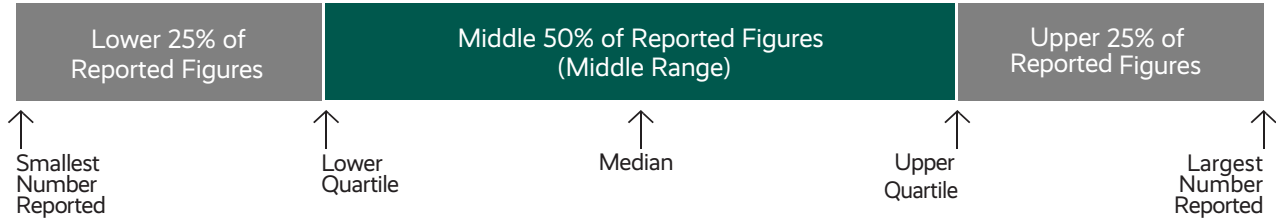
2022 NRPA Agency Performance Review Key Findings



Interpreting the Numbers

Most of the results included in this study are reported on the basis of medians rather than arithmetical averages or means. Unlike the mean, the median is not distorted by a few unusually high or low values that may exist in the sample due to special circumstances. The “median” value represents the mid-point of the data for a particular measure, with one-half of the respondents reporting figures above it and one-half below. Each median was computed independently based on the agencies that reported for that item. As a result, mathematical relationships do not always exist when different ratios are used together in the calculation.

Figures reported were not used unless they were in accordance with the survey instructions and definitions. In cases where the number of respondents was considered inadequate for the computation of a meaningful figure, “ISD” appears in the tables.



If you see “no data” in the table of data under a graph, you haven’t answered the required Agency Performance Survey questions to generate this comparison.

Definitions

Median (or 50th percentile):

The center value of the total distribution of the data that was reported (e.g., it is the value at which 50% of the responses are above and 50% are below). This measure is less likely than an average to be distorted by a few outlying responses.

Lower Quartile (or 25th Percentile):

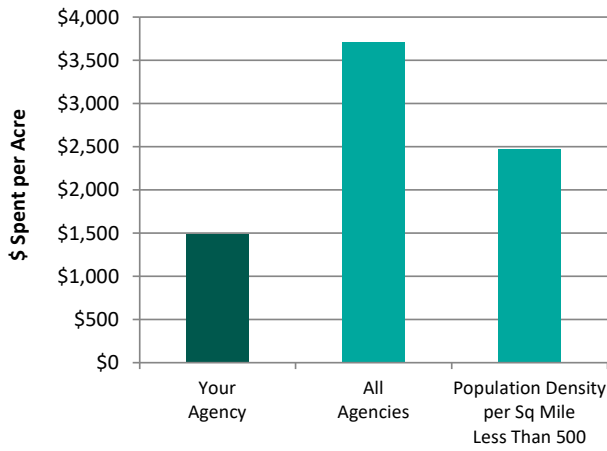
The observation point below which 25% of the responses lie (e.g., 25% of the respondents reported a figure less than this amount and 75% a figure higher than this amount).

Upper Quartile (or 75th Percentile):

The observation point below which 75% of the responses lie (e.g., 75% of the respondents reported a figure less than this amount and 25% a figure higher than this amount).

Executive Summary

Park Operating Expenditures per Acre of Parkland



	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
Lower Quartile		\$1,721	\$1,090
Median	\$1,494	\$3,708	\$2,476
Upper Quartile		\$7,708	\$4,736

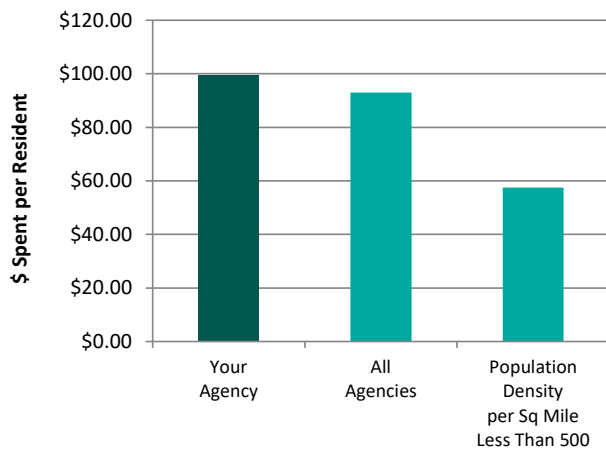
Two metrics that can be used to gauge whether a community is adequately funded to manage, operate, and maintain its parks and recreation areas are “park related operating expenditures per acre of parkland managed” and “operating expenditures per capita.” The first metric, operating expenditures per acre, is calculated by dividing total park related operating expenditures by total parkland acres managed by the agency. The second metric, operating expenditures per capita, is calculated by dividing total operating expenditures by the population of the jurisdiction served by the agency.

Operating expenditures include all of the costs to provide parks and recreation services to the community, including personnel salaries, benefits, utilities, equipment, and materials. Operating expenditures may also include debt service if it is paid out of the annual operating budget, as well as any expenditures incurred as part of a special or enterprise fund (such as a golf course) managed by the public agency.

It is important to note that operating costs can vary widely between communities due to differences in parks and recreation facility standards, types of equipment, repair and replacement schedules, types and topography of parkland, degree of maintenance required, levels of use, and other variables. Operating costs and efficiencies can also vary with the number of acres managed and/or the size of the population served. For example a community that manages extensive conservation lands will have a lower ratio of expenditures/acre than a community that primarily manages developed parkland.

Communities that benchmark operating expenditures should conduct follow-up research to analyze and document the specific reasons for differences in operating expenditures. For example it may be helpful to find a similar agency in Park Metrics (formerly PRORAGIS), then visit and photograph the facilities at benchmarked communities, and meet with agency staff to document key differences in facility quality or levels of maintenance. It may also be helpful to determine if a community is serving a larger population than its own residents. Elected officials, managers, and residents may be more supportive of increased operation budgets if they clearly understand the reasons for variations in funding between communities, and/or the implications of different funding levels.

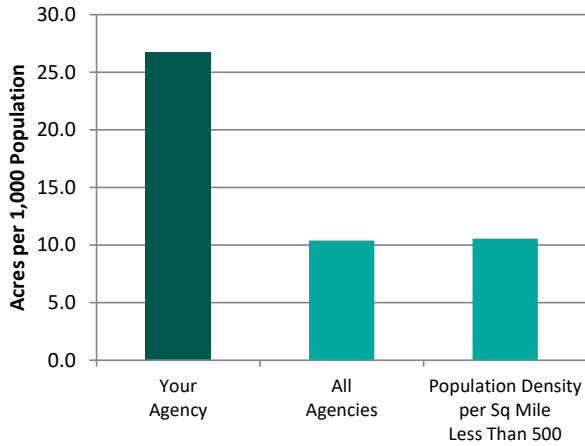
Operating Expenditures Per Capita



	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
Lower Quartile		\$51.40	\$23.38
Median	\$99.75	\$93.01	\$57.53
Upper Quartile		\$171.18	\$118.04

Are you adequately funded?

Acres of Parkland per 1,000 Population



	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
Lower Quartile		5.1	5.0
Median	26.7	10.4	10.6
Upper Quartile		18.2	18.3

Do you have enough parkland?

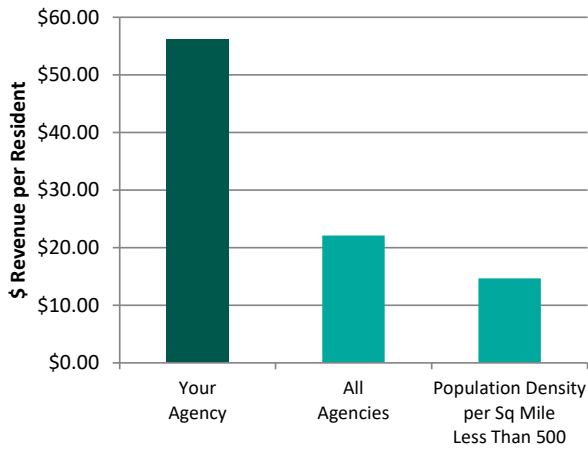
The “acres of parkland per 1,000 population” metric is the most common technique for determining whether a community has “enough” parkland. It is also known as a community’s “acreage level of service (LOS).” There is no standard acreage LOS in the United States, and LOS can vary widely due to a community’s history, culture, demographics, density, development patterns, and other factors. For example the acreage LOS of communities within the Park Metrics (formerly PRORAGIS) database ranges from less than 2 acres per 1,000 citizens to over 100 acres per 1,000 citizens.

An often-asked question is “what should be counted in an acreage LOS?” Unfortunately there is no standard answer. Some communities include public golf courses and beaches, while others include publicly accessible lakes and wetlands. Some cities and counties also include public parkland owned by other agencies, such as state parks and national forests. Some communities also count private recreation areas, owned and managed by homeowners associations, because these areas help meet residents’ local recreation needs. Since the primary purpose of acreage LOS is to determine a community’s need for parkland, it is recommended that communities only count developable, publicly accessible parkland within their jurisdiction.

Open space lands that are undevelopable, such as privately owned open spaces, private golf courses, or private beaches; or open space lands that are permanently protected such as wetlands, water bodies, or protected conservation lands, cannot be used in calculations to determine how much open space is needed for future community needs for facilities such as parks, playgrounds, athletic fields, or community recreation centers. Privately owned parkland is not open to the public, and could be sold or redeveloped. Public parkland owned by another jurisdiction (such as state or county-owned land within a municipality) should be counted only for the population served by that jurisdiction.

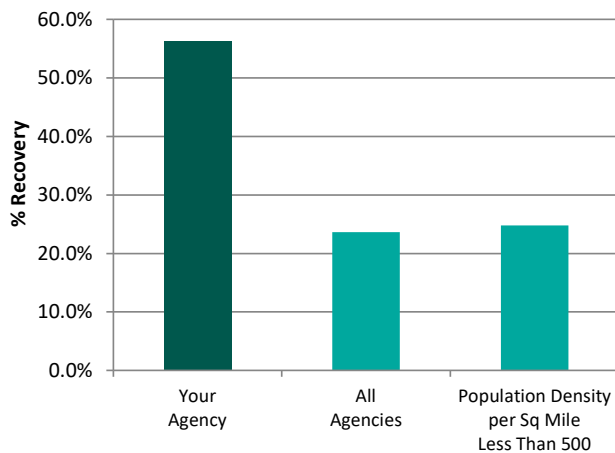
Acreage LOS should be used in conjunction with other needs assessment techniques to gauge a community’s need for additional parkland. For example a community may conclude that it is not necessary to acquire additional parkland after comparing its acreage LOS to other communities. However other needs assessment techniques such as surveys, focus group meetings, and population projections may indicate that residents’ needs are not being met, and additional parkland may be required.

Revenue per Capita



	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
Lower Quartile		\$6.24	\$2.72
Median	\$56.11	\$22.08	\$14.67
Upper Quartile		\$54.36	\$41.09

Revenue as a % of Operating Expenditures (Cost Recovery)



	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
Lower Quartile		11.1%	10.7%
Median	56.2%	23.6%	24.8%
Upper Quartile		43.4%	46.1%

Revenues (also known as “annual direct revenues”) include all of the monies generated directly from parks and recreation classes, programs, memberships, concessions, permits, rentals, and other non-tax sources. Revenues do not include funding from taxes, grants, foundations, bonds, assessments, or other indirect sources.

Two metrics that can be used to track revenues, and/or compare revenue generation to other agencies, are “revenue per capita” and “revenue as a percentage of total operating expenditures.” The first metric, revenue per capita, is calculated by dividing the total revenues generated by the agency by the population of the jurisdiction served by the agency. The second metric, revenue as a percentage of total operating expenditures (also known as “cost recovery”), is calculated by dividing the total revenues generated by the agency by the total operating expenditures of the agency.

In addition to using these metrics for revenue tracking and benchmarking, they can also be used to establish cost recovery policies and goals. There are no industry standards for cost recovery; for example, some communities have established different cost recovery policies for senior, adult, and youth programs, while others have established overall cost recovery goals as a percentage of operating expenses. NRPA Park Metrics (formerly PRORAGIS) can help agencies to determine reasonable and realistic cost recovery goals based on data from other agencies.

How much are you making?

Agency Effectiveness Ratios

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
1. Operating expenditures per capita	\$99.75	\$93.01	\$57.53
2. Revenue per capita	\$56.11	\$22.08	\$14.67
3. Total revenue to total operating expenditures	56.2%	23.6%	24.8%
4. Total tax expenditures per capita	\$43.64	\$64.75	\$35.88
5. Park operating expenditures per acre of parkland	\$1,494	\$3,708	\$2,476
6. Operating expenditures per acre of parkland	\$3,736	\$9,236	\$5,571
7. Operating expenditures per acres of parks and non-park sites	\$3,718	\$7,823	\$4,747
8. Operating expenditures per FTE	\$130,113	\$102,530	\$94,393
9. FTE's per 10,000 population	7.7	8.9	5.8
10. Acres of parks per 1,000 residents	26.7	10.4	10.6
11. Number of residents per park	3,000	2,323	3,333
12. Number of acres per park	80.1	22.5	33.3
13. Number of participants per program	7	48	51
14. Ratio of fee programs to all programs	92.5	81.4	80.0
15. Ratio of building attendance to park attendance	100.0	38.7	39.9

Agency Operations: Operating Budget

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
1. Agency's total annual operating expenditures			
<i>Number of Responses</i>		874	161
Lower Quartile		\$1,969,110	\$848,000
Median	\$2,992,600	\$5,079,256	\$2,220,000
Upper Quartile		\$14,157,797	\$5,740,096
2. Percentage of agency's total operating expenditures for the following categories:			
<i>Number of Responses</i>		819	156
Parks	40.0%	44.7%	47.8%
Recreation	30.0%	42.0%	41.4%
Other	30.0%	13.3%	10.8%
3. Percentage of agency's total operating expenditures for the following categories:			
<i>Number of Responses</i>		832	153
Personnel services	55.0%	54.4%	53.4%
Operating expenses	40.0%	38.2%	37.7%
Capital expense not in CIP	5.0%	5.2%	6.0%
Other	0.0%	2.2%	3.0%
4. Percentage of agency's total operating expenditures from the following sources:			
<i>Number of Responses</i>		818	147
General Fund Tax Support	32.0%	61.2%	61.6%
Dedicated Levies	0.0%	7.9%	7.6%
Earned/Generated Revenue	9.0%	22.8%	23.0%
Other Dedicated Taxes	0.0%	2.8%	2.7%
Sponsorships	2.0%	0.8%	0.7%
Grants	28.0%	1.9%	2.5%
Other	29.0%	2.6%	1.9%
5. Agency's total annual non-tax revenues			
<i>Number of Responses</i>		811	148
Lower Quartile		\$344,450	\$117,735
Median	\$1,683,300	\$1,178,229	\$557,000
Upper Quartile		\$3,809,564	\$1,692,782

Capital Budget

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
1. Agency's total capital budget for the next 5 years and total capital budget for the fiscal year:			
a. Capital budget for next 5 years			
<i>Number of Responses</i>		708	125
Lower Quartile		\$1,481,250	\$700,000
Median	\$26,507,481	\$8,000,000	\$2,920,000
Upper Quartile		\$24,498,169	\$13,713,952
b. Capital budget for the fiscal year			
<i>Number of Responses</i>		781	138
Lower Quartile		\$220,000	\$100,000
Median	\$6,571,600	\$1,229,495	\$537,650
Upper Quartile		\$5,705,000	\$2,988,095
2. Agency's current year's capital budget expenditures from the following sources:			
<i>Number of Responses</i>		595	105
Bonds (general obligation and/or revenue) tied directly to the park and recreation agencies	0.0%	12.4%	7.5%
Bonds (general obligation and/or revenue) tied to my jurisdiction (e.g., city, town, county)	0.0%	11.1%	8.7%
Federal and/or state grants	20.0%	9.5%	10.8%
Nonprofit group grants/fundraising (e.g., friends groups, foundations)	1.0%	2.1%	2.2%
Private sector grants/gifts raised directly by the park and recreation agency	1.0%	1.4%	2.5%
General fund tax support	5.0%	42.7%	47.9%
Other	73.0%	20.8%	20.4%
3. Percentage of agency's current fiscal year's capital budget designated for the following purposes:			
<i>Number of Responses</i>		714	125
Renovation	12.0%	55.8%	49.2%
New Development	7.0%	29.9%	33.5%
Acquisition	21.0%	7.1%	8.0%
Other	60.0%	7.2%	9.2%
4. Value of deferred maintenance projects your agency faces:			
<i>Number of Responses</i>		587	114
Lower Quartile		\$0	\$0
Median	\$7,453,000	\$480,500	\$172,500
Upper Quartile		\$5,000,000	\$3,000,000
5. Dollar value of authorized general obligation bonds and revenue bonds authorized for the agency this year			
a. Value of general obligation bonds authorized			
<i>Number of Responses</i>		595	104
Lower Quartile		\$0	\$0
Median	\$0	\$0	\$0
Upper Quartile		\$537,383	\$38,995
b. Value of revenue bonds authorized			
<i>Number of Responses</i>		544	97
Lower Quartile		\$0	\$0
Median	\$0	\$0	\$0
Upper Quartile		\$0	\$0

Personnel

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
1. Number of funded employees at your agency:			
a. Number of full-time employees			
<i>Number of Responses</i>		822	156
Lower Quartile		10	6
Median	15	30	17
Upper Quartile		77	42
b. Number of non-full-time employees			
<i>Number of Responses</i>		790	147
Lower Quartile		25	12
Median	32	85	44
Upper Quartile		234	91
c. Total annual hours worked by non-full-time employees			
<i>Number of Responses</i>		728	140
Lower Quartile		9,599	3,369
Median	16,000	35,000	14,830
Upper Quartile		114,430	40,099
d. Total number of full-time equivalent employees (FTEs)			
<i>Number of Responses</i>		825	156
Lower Quartile		17.3	9.5
Median	23.0	49.4	24.4
Upper Quartile		127.3	64.3
2. Percentage of total full-time equivalents (FTEs) involved in the following operational areas:			
<i>Number of Responses</i>		778	147
Administration	15.0%	17.3%	21.0%
Operations/Maintenance	75.0%	44.6%	44.3%
Programmers	10.0%	30.9%	26.8%
Capital Development	0.0%	2.9%	3.4%
Other	0.0%	4.4%	4.6%
3. Number of volunteers and number of annual hours worked by the volunteers at the agency			
a. Number of volunteers			
<i>Number of Responses</i>		730	134
Lower Quartile		25	20
Median	20	125	55
Upper Quartile		500	250
b. Total hours worked by volunteers			
<i>Number of Responses</i>		670	127
Lower Quartile		681	600
Median	3,000	2,960	2,055
Upper Quartile		11,925	8,026
4. Percentage of agency's that have staff covered by collective bargaining (i.e., are union members)			
<i>Number of Responses</i>		820	152
Yes		37.7%	32.2%
No	X	62.3%	67.8%

Workload

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
1. Number of individual parks or non-park sites the department/ agency maintains and/or has management responsibility over:			
a. Total number of parks			
<i>Number of Responses</i>		801	148
Lower Quartile		10.0	6.0
Median	10.0	21.0	12.0
Upper Quartile		47.0	26.3
b. Total park acres			
<i>Number of Responses</i>		785	143
Lower Quartile		173.5	126.0
Median	801.0	496.0	460.0
Upper Quartile		1,600.0	1,500.0
c. Total number of non-park sites			
<i>Number of Responses</i>		801	148
Lower Quartile		0.0	0.0
Median	1.0	3.0	1.0
Upper Quartile		10.0	6.3
d. Total acres of non-park sites			
<i>Number of Responses</i>		785	143
Lower Quartile		0.0	0.0
Median	4.0	9.9	5.0
Upper Quartile		100.0	78.0
Total number of parks + non-park sites			
<i>Number of Responses</i>		801	148
Lower Quartile		13.0	7.0
Median	11.0	29.0	16.0
Upper Quartile		64.0	36.3
Total acres of parks + non-park sites			
<i>Number of Responses</i>		785	143
Lower Quartile		205.5	172.5
Median	805.0	635.0	625.0
Upper Quartile		2,053.0	1,904.0
2. Number of acres of developed and undeveloped open space for which the agency has management responsibility or maintains:			
a. Developed			
<i>Number of Responses</i>		712	123
Lower Quartile		100.0	66.5
Median	331.0	309.1	200.0
Upper Quartile		925.8	722.0
b. Undeveloped			
<i>Number of Responses</i>		699	122
Lower Quartile		30.0	21.0
Median	473.0	191.0	172.5
Upper Quartile		816.0	888.5
3. Total number of trail miles managed or maintained by the agency			
<i>Number of Responses</i>		740	137
Lower Quartile		5.0	4.0
Median	10.0	14.0	11.0
Upper Quartile		39.3	25.7

Workload (continued)

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
4. Number of buildings and the square footage of the buildings operated by the agency:			
a. Number of operated buildings			
<i>Number of Responses</i>		719	131
Lower Quartile		3	3
Median	5	7	6
Upper Quartile		19	15
b. Square footage of operated buildings			
<i>Number of Responses</i>		628	113
Lower Quartile		27,668.0	15,000.0
Median	15,000.0	80,047.0	38,310.0
Upper Quartile		219,915.3	107,000.0
5. Number of programs the agency offers annually and the number of people (i.e., contacts) served by these programs:			
a. Total number of programs offered			
<i>Number of Responses</i>		665	124
Lower Quartile		50	30
Median	67	179	74
Upper Quartile		934	315
b. Number of fee based programs			
<i>Number of Responses</i>		644	123
Lower Quartile		25	15
Median	62	102	43
Upper Quartile		628	163
c. Total program contacts (estimate as necessary)			
<i>Number of Responses</i>		626	114
Lower Quartile		4,163	1,200
Median	500	15,816	5,752
Upper Quartile		54,332	25,000
6. Number of contacts (e.g. participants, users) of the agency's parks and facilities per year:			
a. Total building facility contacts			
<i>Number of Responses</i>		593	113
Lower Quartile		5,000	1,000
Median	25,000	54,398	15,000
Upper Quartile		263,000	100,000
b. Total park facility contacts			
<i>Number of Responses</i>		593	113
Lower Quartile		10,000	7,800
Median	25,000	100,000	50,000
Upper Quartile		670,080	500,000
c. Total facilities and parks contacts			
<i>Number of Responses</i>		593	113
Lower Quartile		50,000	16,000
Median	50,000	285,000	102,500
Upper Quartile		1,062,424	750,000

Agency Responsibilities

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
1. Agency Responsibilities			
a. Operate and maintain park sites	X	97.8%	98.1%
b. Operate and maintain indoor facilities	X	91.1%	83.1%
c. Operate, maintain, or contract golf courses		35.7%	18.1%
d. Operate, maintain, or contract campgrounds		18.2%	25.6%
e. Operate, maintain, or contract indoor swim facilities/water parks	X	32.3%	24.4%
f. Operate, maintain, or contract outdoor swim facilities/water parks	X	67.3%	46.9%
g. Operate, maintain, or contract racquet sport activities/courts/facilities	X	63.1%	50.6%
h. Operate, maintain, or contract tourism attractions	X	36.3%	35.0%
i. Provide recreation programming and services	X	94.3%	89.4%
j. Operate and maintain non-park sites	X	69.1%	59.4%
k. Operate, maintain, or manage trails, greenways, and/or blueways (TGB)	X	81.5%	80.0%
l. Operate, maintain, or manage special purpose parks and open spaces	X	73.3%	67.5%
m. Manage or maintain fairgrounds		6.4%	10.0%
n. Maintain, manage or lease indoor performing arts center		19.8%	13.1%
o. Administer or manage farmer's markets		21.2%	7.5%
p. Administer community gardens	X	45.5%	30.6%
q. Manage large performance outdoor amphitheaters		37.0%	21.3%
r. Administer or manage professional or college-type stadium/arena/racetrack		9.1%	4.4%
s. Administer or manage tournament/event quality indoor sports complexes		19.6%	13.1%
t. Administer or manage tournament/event quality outdoor sports complexes		56.3%	40.6%
u. Conduct jurisdiction wide special events	X	81.0%	69.4%
v. Have budgetary responsibility for your administrative staff	X	86.7%	83.8%
w. Include in its operating budget the funding for planning and development functions	X	71.0%	68.8%
x. Operate, maintain or contract marinas	X	11.0%	11.3%
y. Maintain or manage beaches (inclusive of all waterbody types)	X	22.4%	28.1%

Facilities

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
1. Median jurisdiction population per facility or activity areas within facilities			
a. Recreation centers	30,000	31,239	20,000
b. Community centers		29,036	29,352
c. Senior centers		59,603	33,697
d. Teen centers		57,109	16,473
e. Stadiums		75,026	37,206
f. Ice rink		50,863	26,135
g. Arena		65,466	80,758
h. Performance amphitheater		68,181	63,000
i. Nature centers		114,696	105,729

Facilities (continued)

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
2. Median jurisdiction population per outdoor facility			
a. Playgrounds	6,000	3,750	6,000
b. Totlots		11,983	16,823
c. Community gardens		30,140	29,673
d. Basketball courts		7,403	8,713
e. Multiuse courts -basketball, volleyball	30,000	18,232	22,960
f. Diamond fields: baseball - youth	30,000	7,000	7,313
g. Diamond fields: baseball - adult		20,127	18,434
h. Diamond fields: softball fields - youth	30,000	11,339	10,158
i. Diamond fields: softball fields - adult		14,302	16,916
j. Skate park		53,708	37,500
k. Dog park	30,000	43,586	44,435
l. Ice rink (outdoor only)	30,000	16,887	10,698
m. Rectangular fields: multi-purpose		9,622	11,678
n. Rectangular fields: cricket field		129,840	167,929
o. Rectangular fields: field hockey field		26,409	23,131
p. Rectangular fields: football field		26,493	24,418
q. Rectangular fields: lacrosse field		28,786	13,333
r. Rectangular fields: soccer field - adult		13,200	13,692
s. Rectangular fields: soccer field - youth		7,382	5,930
t. Overlay field		16,044	11,807
u. Multipurpose synthetic field		39,736	32,761
3. Median jurisdiction population per golf facility			
a. Driving range stations		23,977	37,014
b. Regulation 18-hole courses		86,277	86,075
c. Regulation 9-hole courses		152,108	70,714
d. Executive 9-hole courses		225,520	ISD
e. Executive 18-hole courses		136,115	ISD
f. Par 3; 18-hole courses		234,883	ISD
g. Par 3; 9-hole courses		128,500	80,538
4. Median jurisdiction population per swimming facility			
a. Aquatics centers		53,025	33,697
b. Swimming pools (outdoor only)	15,000	38,000	31,398
c. Indoor competitive swimming pools: 50 meters		154,840	60,148
d. Indoor competitive swimming pools: 25 meters		58,373	50,012
e. Other indoor competitive swimming pools		94,374	ISD
f. Indoor separated diving well		82,917	ISD
g. Total indoor competitive swimming pools		56,163	39,735
h. Indoor pool designated exclusively for leisure (i.e. non-competitive)		57,295	33,697
i. Therapeutic pool		75,525	45,308
5. Median jurisdiction population per racquet sports facility			
a. Tennis courts (outdoor)		5,608	7,769
b. Tennis courts (indoor)		15,600	ISD
c. Pickleball (outdoor)	10,000	14,714	9,542
d. Pickleball (indoor)		16,813	9,498
e. Multiuse courts- Tennis, Pickleball (outdoor)		15,802	9,454
f. Multiuse courts- Tennis, Pickleball (indoor)		14,950	8,750
g. Racquetball/handball/squash courts (outdoor)		47,330	ISD
h. Racquetball/handball/squash courts (indoor)		35,757	22,871

Activities

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
1. Percentage of agencies offering the following activities:			
a. Health and wellness education	X	80.3%	69.9%
b. Safety training	X	72.2%	62.2%
c. Fitness enhancement classes	X	82.2%	68.5%
d. Team sports	X	86.9%	79.7%
e. Individual sports		75.9%	64.3%
f. Running/cycling races		50.2%	48.3%
g. Racquet sports	X	71.2%	55.2%
h. Martial arts	X	58.8%	40.6%
i. Aquatics	X	70.2%	56.6%
j. Golf		47.9%	28.7%
k. Social recreation events	X	88.4%	80.4%
l. Cultural crafts		61.6%	43.4%
m. Performing arts		63.5%	39.2%
n. Visual arts		62.6%	46.9%
o. Natural and cultural history activities	X	61.6%	49.0%
p. Themed special events		89.9%	80.4%
q. Trips and tours	X	61.2%	44.8%
r. eSports/eGaming		12.2%	7.0%
2. Percentage of agencies offering the following Out-of-School Time (OST) activities:			
a. Summer camp	X	83.2%	76.9%
b. Before school programs		19.0%	15.2%
c. After school programs		54.5%	39.7%
d. Preschool	X	34.5%	27.3%
e. Full daycare		7.1%	3.2%
f. Specific teen programs		66.3%	44.7%
g. Specific senior programs		78.6%	63.1%
h. Programs for people with disabilities		62.4%	46.0%
i. STEM programs	X	57.6%	44.2%

Policies

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
1. Does your agency have a policy barring the use of all tobacco products in its parks and at its facilities and grounds?			
<i>Number of Responses</i>		727	137
Yes, at all locations	X	52.0%	49.6%
Yes, at select locations		28.3%	26.3%
No		18.4%	21.9%
N/A		1.2%	2.2%
2. Does your agency have a policy that allows the consumption of alcohol by legal-aged adults on its premises?			
<i>Number of Responses</i>		725	136
Yes, at all locations		15.0%	19.9%
Yes, at select locations	X	58.5%	48.5%
No		25.8%	30.2%
N/A		0.7%	1.5%
3. Does your agency sell alcoholic beverages to legal-aged adults on its premises (sold either by the agency or by a concessionaire authorized by the agency)?			
<i>Number of Responses</i>		727	137
Yes, at all locations		3.0%	2.2%
Yes, at select locations	X	45.8%	35.0%
No		49.2%	59.1%
N/A		1.9%	3.7%
4. Does your agency provide healthy food options in its vending machines?			
<i>Number of Responses</i>		720	135
Yes, at all locations		16.5%	14.1%
Yes, at select locations		27.6%	14.8%
No		21.5%	22.2%
N/A	X	34.3%	48.9%
5. Does your agency provide healthy food options at its concession stands?			
<i>Number of Responses</i>		715	134
Yes, at all locations		18.0%	12.7%
Yes, at select locations		34.8%	23.9%
No		20.1%	27.6%
N/A	X	27.0%	35.8%
6. Does your agency charge a parking fee at its parks or facilities?			
<i>Number of Responses</i>		729	135
Yes, at all locations		0.8%	0.0%
Yes, at select locations	X	15.5%	17.8%
No		80.7%	77.8%
N/A		3.0%	4.4%
7. Does your agency charge an admission fee to enter its parks?			
<i>Number of Responses</i>		730	137
Yes, at all locations		1.0%	2.9%
Yes, at select locations		16.2%	16.8%
No	X	81.0%	76.6%
N/A		1.9%	3.7%
8. Does your agency have an expressed commitment to diversity, equity and inclusion (DEI) in vision, mission and/or strategic plan documents?			
<i>Number of Responses</i>		339	61
Yes, at all locations	X	73.8%	63.9%
Yes, at select locations		2.1%	0.0%
No		19.2%	31.2%
N/A		5.0%	4.9%

Policies (continued)

9. Does your agency have hiring practices and policies that promote a diverse agency workforce?

<i>Number of Responses</i>		342	63
Yes, at all locations	X	88.0%	90.5%
Yes, at select locations		0.9%	1.6%
No		7.6%	4.8%
N/A		3.5%	3.2%

Jurisdiction Information

	Your Agency	All Agencies	Population Density per Sq Mile Less Than 500
1. Agency/department's jurisdiction type			
<i>Number of Responses</i>		1,054	203
Borough		0.5%	1.0%
Village		2.4%	3.5%
City		55.5%	19.7%
Town		9.9%	15.8%
Township		3.4%	3.9%
County		14.7%	42.4%
State		0.1%	0.0%
Special District	X	10.1%	10.3%
Regional/Metro Authority		0.4%	1.0%
Independent District/Authority		1.5%	2.0%
School District		0.5%	0.0%
Military Department		0.4%	0.5%
Tribal Lands/Reservation		0.0%	0.0%
Other		0.8%	0.0%
2. Country			
<i>Number of Responses</i>		1,054	203
United States	X	99.5%	99.5%
Canada		0.5%	0.5%
Mexico		0.0%	0.0%
Other		0.0%	0.0%
3. Jurisdiction's total annual operating and capital budget			
a. Jurisdiction annual total operating budget			
<i>Number of Responses</i>		975	187
Lower Quartile		\$4,240,175	\$1,621,889
Median	\$2,992,600	\$20,060,135	\$7,280,995
Upper Quartile		\$103,847,582	\$42,322,396
b. Jurisdiction annual capital budget			
<i>Number of Responses</i>		942	176
Lower Quartile		\$536,309	\$248,000
Median	\$6,571,600	\$3,912,264	\$1,428,031
Upper Quartile		\$22,936,575	\$7,286,125
4. Square mileage and population of the incorporated jurisdiction the agency serves			
a. Square mileage of incorporated jurisdiction			
<i>Number of Responses</i>		1,023	203
Lower Quartile		12.0	70.0
Median	172.0	32.3	404.0
Upper Quartile		143.0	806.5
b. Population of jurisdiction			
<i>Number of Responses</i>		1,036	203
Lower Quartile		19,398	12,598
Median	30,000	44,106	39,500
Upper Quartile		134,300	110,693



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