



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

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to BODclerk@paradisepspd.com before 1:00 p.m. on the day of the meeting and they will be read into the record. Please use the link to join the webinar: <https://us02web.zoom.us/j/84518561101?pwd=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

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: Arlinda Black (Paradise Piranhas Swim Team Representative)
- 1.4. Special Presentations: Arlinda Black (Paradise Piranhas Swim Team Representative)

2. PUBLIC COMMENT

3. CONSENT AGENDA

- 3.1. Board Minutes: Regular Meeting of March 9, 2022
- 3.2. Correspondence: None
- 3.3. Payment of Bills/Disbursements (Warrants and Checks Report)
Check # 53717-53788 & 900772-900780
- 3.4. Information Items (Acceptance only):
 - A. Approved Safety Committee Minutes from February 17, 2022
 - B. Draft Budget for 2022-23 Fiscal Year
- 3.5. California Environmental Quality Act (CEQA) at Oak Creek- Approve the Oak Creek Park initial CEQA study and authorize the District Manager to sign the Mitigated Negative Declaration on behalf of the District.

4. COMMITTEE REPORTS

- 4.1. Personnel Committee Meeting. – A meeting was held on March 15, 2022, to go over job descriptions and Personnel Rule 20.
- 4.2. Finance Committee Meeting. – A meeting was held on March 17, 2022, to go over the Short- and Long-Term Agreements and the draft budget review for the 2022-23 fiscal year.

5. OLD BUSINESS

- 5.1. Job Descriptions – Staff have updated job descriptions based on comments received by Directors.
Recommendation: *Approve revised job descriptions as presented.*

6. NEW BUSINESS

- 6.1. Piranhas Swim Team Agreement. – The Paradise Piranhas Swim Teams two-year agreement to use the Paradise Recreation and Park District's (PRPD) swimming pool expired October 31, 2021. Staff seeks approval of the new 2022-2023 agreement. **Recommendation:** *Authorize the District Manager to sign the agreement between PRPD and the Paradise Piranhas Swim Team.*

- 6.2. Request for Proposal for Auditor. – Staff seek Board approval of a draft Request for Proposal (RFP) for a new auditor for Fiscal Years 2022-23, 2023-24, 2024-25 and authorization to solicit the RFP. **Recommendation:** *Approve and authorize District Manager to issue a Request for Proposal (RFP) for an auditor as presented.*
- 6.3. Challenge Works Agreement. – District staff are considering the replacement of the ropes course lost at Moore Road Park. Staff propose working with Challenge Works to provide site evaluation and market research on the features and location that will best meet District needs. **Recommendation:** *Authorize the District Manager to sign service proposal from Challenge Works.*

7. REPORTS

- 7.1. District Report
7.2. Board Liaison Reports

8. CLOSED SESSION

- 8.1. 54957.6, employee salary and wage negotiations for Fiscal Year 2021-2022

9. BOARD COMMENT

10. ADJOURNMENT

Adjourn to the next regular meeting on 5/11/2022 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.

2021 PARADISE PIRANHAS INCOME/EXPENSES

1/23/22

Sum of AMOUNT						
SEASON	TYPE	TRANSACTION DESCRIPTION	DESCRIPTION	Total		
Balance				\$ 15,824.72		
Winter 21	EXPENSES	US Postal Service	PO Box fee	\$ (134.00)		
		US Postal Service Total		\$ (134.00)		
		Franchise Tax Board	2019 taxes	\$ (25.00)		
		Franchise Tax Board Total		\$ (25.00)		
	EXPENSES Total				\$ (159.00)	
	COACH & ASSISTANT	Ace Payroll	payroll fees	\$ (150.49)		
		Ace Payroll Total		\$ 262.18		
		Brittany Mittag	Summer payroll - replace payroll ck	\$ (262.18)		
		Brittany Mittag Total		\$ (262.18)		
	COACH & ASSISTANT Total				\$ (150.49)	
	Winter 21 Total				\$ (309.49)	
	Summer 21	EXPENSES	Amazon	notepads, pens, markers dry erase spray cardstock starter battery	\$ (36.07) \$ (15.05) \$ (19.29) \$ (30.45)	
			Amazon Total		\$ (100.86)	
			Andrew Hasek	Certifications NVAL hotel	\$ (303.00) \$ (213.75)	
Andrew Hasek Total			\$ (516.75)			
Oroville Safe			keys for storage unit	\$ (5.41)		
Oroville Safe Total			\$ (5.41)			
Walgreens			batteries for clock senior gifts	\$ (17.84) \$ (100.00)		
Walgreens Total			\$ (117.84)			
Team Unify			annual license fee	\$ (299.00)		
Team Unify Total			\$ (299.00)			
Secretary of State			CI-100	\$ (25.00)		
Secretary of State Total			\$ (25.00)			
Making Waves Swim Shop			swim caps	\$ (245.91)		
Making Waves Swim Shop Total			\$ (245.91)			
Hasty Awards			ribbons	\$ (131.60)		
Hasty Awards Total			\$ (131.60)			
Deposit			swim caps t-shirts	\$ 47.00 \$ 30.00		
Deposit Total			\$ 77.00			
Smart & Final			Welcome BBQ Year end BBQ	\$ (139.87) \$ (188.18)		
Smart & Final Total			\$ (328.05)			
Savemart			Welcome BBQ	\$ (18.07)		
Savemart Total			\$ (18.07)			
Dollar Tree			Welcome BBQ	\$ (23.95)		
Dollar Tree Total			\$ (23.95)			
Dylan Mittag			lifeguard lifeguard/pictures	\$ (40.00) \$ (90.00)		
Dylan Mittag Total			\$ (130.00)			
A Stitch Above			t-shirts	\$ (1,008.35)		
A Stitch Above Total			\$ (1,008.35)			
Crown Awards			awards	\$ (277.25)		
Crown Awards Total			\$ (277.25)			
Big Lots			senior gifts	\$ (29.96)		
Big Lots Total			\$ (29.96)			
NVALS			2021 dues	\$ (168.00)		
NVALS Total			\$ (168.00)			
Hootch Hut			Year end BBQ	\$ (7.05)		
Hootch Hut Total			\$ (7.05)			
PRPD			Summer pool fees	\$ (2,403.90)		
PRPD Total			\$ (2,403.90)			
EXPENSES Total				\$ (5,759.95)		
COACH & ASSISTANT			Ace Payroll	summer payroll	\$ (4,307.45)	
			Ace Payroll Total		\$ (4,307.45)	
			Charli Finch	summer payroll	\$ (448.50)	
			Charli Finch Total		\$ (448.50)	
			Katie Hamilton	summer payroll	\$ (208.00)	
			Katie Hamilton Total		\$ (208.00)	
Rachael Brennan			summer payroll	\$ (443.00)		
Rachael Brennan Total			\$ (443.00)			

COACH & ASSISTANT Total			\$ (5,406.95)	
SUMMER REGISTRATION	Deposit	summer registration	\$ 7,484.00	
		Everybody Healthy Body grant	\$ 3,320.00	
	Deposit Total		\$ 10,804.00	
	Erica Beardsley	refund due to grant money	\$ (90.00)	
	Erica Beardsley Total		\$ (90.00)	
	Elaine Brennan	refund due to grant money	\$ (75.00)	
	Elaine Brennan Total		\$ (75.00)	
	Mishawn Delgado	refund due to grant money	\$ (65.00)	
	Mishawn Delgado Total		\$ (65.00)	
	Christina Husa	refund due to grant money	\$ (65.00)	
	Christina Husa Total		\$ (65.00)	
	Brianna Mirabel	refund due to grant money	\$ (10.00)	
	Brianna Mirabel Total		\$ (10.00)	
	Monica Brown	refund due to grant money	\$ (50.00)	
	Monica Brown Total		\$ (50.00)	
	Ann Moakley	refund due to grant money	\$ (50.00)	
	Ann Moakley Total		\$ (50.00)	
	Maria Resendiz	refund due to grant money	\$ (15.00)	
	Maria Resendiz Total		\$ (15.00)	
	Kyle Shanoff	refund due to grant money	\$ (50.00)	
	Kyle Shanoff Total		\$ (50.00)	
	Sara Jacobson	refund due to grant money	\$ (70.00)	
	Sara Jacobson Total		\$ (70.00)	
SUMMER REGISTRATION Total			\$ 10,264.00	
EQUIPMENT	Amazon	starter stand	\$ (40.70)	
		Mesh bags for fins	\$ (337.65)	
	Amazon Total		\$ (378.35)	
	Lifeguard Store (Keifer)	swim fins	\$ (768.75)	
	Lifeguard Store (Keifer) Total		\$ (768.75)	
	Deposit	Everybody Healthy Body grant	\$ 1,680.00	
	Deposit Total		\$ 1,680.00	
	Swim Outlet	Buoys	\$ (221.46)	
		pace clock	\$ (410.24)	
		pace clock stand	\$ (167.92)	
Swim Outlet Total		\$ (799.62)		
EQUIPMENT Total			\$ (266.72)	
DONATION	Deposit	Donation - Logan	\$ 100.00	
		Donation - Teeter	\$ 140.00	
	Deposit Total		\$ 240.00	
DONATION Total			\$ 240.00	
Summer 21 Total			\$ (929.62)	
Fall 21	EXPENSES	Risk Management	insurance	\$ (710.70)
		Risk Management Total		\$ (710.70)
		K & K Insurance Group	insurance	\$ (395.52)
		K & K Insurance Group Total		\$ (395.52)
		USPS	Postage stamps	\$ (11.60)
		USPS Total		\$ (11.60)
		Matthews, Hutton & Warren	2020 taxes	\$ (225.00)
		Matthews, Hutton & Warren Total		\$ (225.00)
		SNS Registrar	2022 club app	\$ (200.00)
			2022 club app - destroyed	\$ 100.00
		2022 Coach app	\$ (72.00)	
	SNS Registrar Total		\$ (172.00)	
	EXPENSES Total			\$ (1,514.82)
	COACH & ASSISTANT	Ace Payroll	payroll fees	\$ (45.24)
			2021 tax forms	\$ (107.09)
		Ace Payroll Total		\$ (152.33)
	COACH & ASSISTANT Total			\$ (152.33)
	OTHER INCOME	Deposit	Chocolate fest	\$ 500.00
		Deposit Total		\$ 500.00
	OTHER INCOME Total			\$ 500.00
Fall 21 Total			\$ (1,167.15)	
Grand Total			\$ 13,418.46	

PARADISE RECREATION & PARK DISTRICT
COUNTY MONTHLY CHECK REGISTER

Fund 2510
March

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

053700-053716	3/9/2022		Payroll Summary	12,525.85	0.00	0.00	12,525.85	

Direct Deposit	3/9/2022		Payroll Summary	23,450.31	0.00	0.00	23,450.31	

053746-053765	3/23/2022		Payroll Summary	12,799.00	0.00	0.00	12,799.00	

Direct Deposit	3/23/2022		Payroll Summary	23,204.65	0.00	0.00	23,204.65	

053717	3/11/2022		VISION SERVICE PLAN	203.33			203.33	
053718	3/11/2022		VOYA INSTITUTIONAL TRUST CO	175.00			175.00	
053719	3/11/2022		VANTAGEPOINT TRANSFER AGENT	775.00			775.00	
053720	3/11/2022		PARADISE RECREATION & PARKS	23,450.31			23,450.31	B
053721	3/11/2022		NORTH STATE GOCERY INC		239.09		239.09	
053722	3/11/2022		COMCAST		91.45		91.45	
053723	3/11/2022		ANNETTE HOCHLEUTNER		90.00		90.00	Refund
053724	3/11/2022		BUTTE COUNTY ASSESSOR		31.50		31.50	
053725	3/11/2022		DE LAGE LANDEN FINANCIAL		233.68		233.68	
053726	3/11/2022		ACME TOILET RENTALS LLC		414.40		414.40	
053727	3/11/2022		OFFICE DEPOT		237.26		237.26	
053728	3/11/2022		CHICO RENT A FENCE		280.80		280.80	
053729	3/11/2022		KEN'S PARADISE HITCH & WELD		431.01		431.01	
053730	3/11/2022		CARTER LAW OFFICES		2,558.60		2,558.60	
053731	3/11/2022		HERC RENTALS		200.13		200.13	
053732	3/11/2022		VERIZON WIRELESS		524.90		524.90	
053733	3/11/2022		COMPUTERS PLUS		207.50		207.50	
053734	3/11/2022		CARDMEMBER SERVICE		1,702.04		1,702.04	
053735	3/11/2022		FGL ENVIRONMENTAL		63.00		63.00	
053736	3/18/2022		THOMAS ACE HARDWARE		2,723.63		2,723.63	
053737	3/18/2022		UMPQUA BANK		7,124.00		7,124.00	
053738	3/18/2022		WILSON PRINTING		1,888.67		1,888.67	
053739	3/18/2022		SCOTT AMICK		1,286.96		1,286.96	A
053740	3/18/2022		JOSEPH MELLO		200.71		200.71	A
053741	3/18/2022		KELLER SUPPLY COMPANY		969.72		969.72	
053742	3/18/2022		MELTON DESIGN GROUP		714.00		714.00	
053743	3/18/2022		PG&E		115.31		115.31	
053744	3/18/2022		CLARK PEST CONTROL		279.00		279.00	
053745	3/18/2022		MEEK'S LUMBER & HARDWARE		269.84		269.84	
053766	3/25/2022		VOYA INSTITUTIONAL TRUST	175.00			175.00	
053767	3/25/2022		VANTAGEPOINT TRANSFER AGENTS	775.00			775.00	
053768	3/25/2022		PREMIER ACCESS INSURANCE CO	1,175.59			1,175.59	
053769	3/25/2022		PARADISE RECREATION & PARKS	23,204.65			23,204.65	B
053770	3/25/2022		TYLER WOODCOX		4.04		4.04	A
053771	3/25/2022		COMP INC		130.00		130.00	
053772	3/25/2022		COMPUTERS PLUS		147.13		147.13	
053773	3/25/2022		HOLIDAYGOO		432.05		432.05	
053774	3/25/2022		AQUA MENTOR		1,535.04		1,535.04	
053775	3/25/2022		CAPRI		8,468.68		8,468.68	C
053776	3/25/2022		FOOTHILL MILL & LUMBER		133.03		133.03	
053777	3/25/2022		JENNIFER ARBUCKLE		3,895.00		3,895.00	

053778	3/25/2022	JC NELSON SUPPLY		2,020.23		2,020.23
053779	3/25/2022	NORTHERN RECYCLING & WASTE		908.02		908.02
053780	3/25/2022	NORMAC INC		945.95		945.95
053781	3/25/2022	STREAMLINE		360.00		360.00
053782	3/25/2022	PG&E		4,434.56		4,434.56
053783	3/25/2022	NAPA AUTO PARTS		10.44		10.44
053784	3/25/2022	STAPLES CONSTUCTION CO INC		50,473.56		50,473.56
053785	3/25/2022	COMCAST		101.45		101.45
053786	3/25/2022	CHRIS THOMAS		5,940.00		5,940.00
053787	3/25/2022	DAN'S ELECTRICAL SUPPLY		129.54		129.54
053788	3/25/2022	ALHAMBRA		129.84		129.84
900772	3/11/2022	ACH STATE PR TAX	1,428.31			1,428.31
900773	3/11/2022	ACH FED PR TAX	10,609.48			10,609.48
900774	3/11/2022	ACH CALPERS	11,343.53			11,343.53
900775	3/11/2022	ACH CALIFORNIA STATE DISBURS	289.84			289.84
900776	3/25/2022	ACH STATE PR TAX	1,369.27			1,369.27
900777	3/25/2022	ACH FED PR TAX	10,813.54			10,813.54
900778	3/25/2022	ACH CALPERS	6,652.43			6,652.43
900779	3/25/2022	ACH CALPERS	2,726.42			2,726.42
900780	3/25/2022	ACH CALIFORNIA STATE DISBURS	289.84			289.84

TOTALS			95,456.54	103,075.76	0.00	198,532.30
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GRAND TOTALS			120,781.39	103,075.76	0.00	223,857.15
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Notes:

- A) Reimbursement
- B) Direct Deposit Payroll reimbursement to Five Star Bank
- C) Quarterly Payment for Workers' Comp
- D) See details in the District Report Finance section

D

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

- None.

c. ACCIDENT/INCIDENT REPORTS:

- None

d. WORKERS' COMPENSATION REPORTS:

- None

3. **MISCELLANEOUS:**

a. CPR Instructor update.

- Mark informed the committee that he has found someone out of Chico that does CPR classes for approximately 50 dollars a person.

b. Lifeguard Training Update

- Jeff stated that he was having a hard time getting a hold of Emilia to do our lifeguard classes but that he has found some potential classes though CARD and some in Durham.

c. Boat Safety at Paradise Lake

- Kristy made a comment on getting everyone properly trained on kayak and paddle board safety. She also mentioned getting racks to store the kayaks on. Mark then made a brief comment on getting a new boat for the lake maintenance workers.

Next Safety Meeting Date: March 17, 2022, at 8:30 a.m.

Facilitator: Sarah Hoffman, Office Manager

Sarah Hoffman, Safety Committee Secretary

Date:

cc: CAPRI
PRPD Board 02/17/22 – Draft Copy

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/2022/SC_22_0217/Safety.Minutes.DRAFT_2022_0217.docx

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

Fiscal Year: 2022-2023 Final - BOD
4/5/2021

FY 2022 - 2023		
Description	Code	Budget
Operating Budget		
Funding Resources		
Income		
4100 · Tax Revenue	4100	1,010,000
4200 · Impact Fee revenue	4200	128,000
4300 · Program Income	4300	299,000
4350 · Concession & Merchandise sales	4350	2,200
4400 · Donation & Fundraising Income	4400	72,000
4500 · Grant Income	4500	1,158,000
4600 · Other Revenue	4600	105,000
4900 · Interest Income	4900	53,000
Total Income		2,827,200
Expense		
5000 · Payroll Expenses	5000	2,190,100
5100 · Program Expenses	5100	46,400
5140 · Fundraising Expense	5140	6,000
5200 · Advertising & Promotion	5200	13,500
5220 · Bank & Merchant Fees	5220	6,000
5230 · Contributions to Others	5230	10,000
5240 · Copying & Printing	5240	8,700
5260 · Dues, Mbrshps, Subscr, & Pubs	5260	20,400
5270 · Education, Training & Staff Dev	5270	19,000
5280 · Equip., Tools & Furn (<\$5k)	5280	62,000
5290 · Equipment Rental	5290	106,000
5300 · Insurance	5300	84,500
5310 · Interest Expense	5310	1,000
5320 · Miscellaneous Expense	5320	300
5330 · Professional & Outside services	5330	621,600
5340 · Postage & Delivery	5340	2,000
5350 · Rent-Facility use fees	5350	19,600
5360 · Repair & Maintenance	5360	170,000
5370 · Supplies - Consumable	5370	28,200
5380 · Taxes, Lic., Notices & Permits	5380	5,300
5390 · Telephone & Internet	5390	20,000
5400 · Transportation, Meals & Travel	5400	44,000
5410 · Utilities	5410	165,600
Total Expense		3,650,200
Total Net Operating Income and Expenses		-823,000

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

Fiscal Year: 2022-2023 Final - BOD
4/5/2021

FY 2022 - 2023

Description	Code	Budget
Summary		
Grand Total Budget		
Total Income		2,827,200
Expense		
Total Salary and Benefits		2,190,100
Total Services and Supplies		1,460,100
Total Contributions to Others		10,000
Total Expense		3,650,200
Total Net Operating Income and Expenses		-823,000



DATE: 3/30/2022
TO: Board of Directors
FROM: Kristi Sweeney, Assistant District Manager
SUBJECT: Updated Oak Creek Park California Environmental Quality Act (CEQA) Initial Study

Report in Brief

Based on Board comments shared during the March 9, 2022 Board of Directors meeting, staff requested updates to the initial California Environmental Quality Act (CEQA) Initial Study for Oak Creek Park prepared by consultants from Chico Environmental. The initial study has been updated in consideration of the errors identified and edits suggested. The updated study can be found online at the District website Paradiseprpd.com => About Us => Governance => Public Documents, or using the following URL:

https://www.paradisepprd.com/files/7d7582981/FINAL+CEQA+Initial+Study_Oak+Creek%283_10_22%29.pdf

Recommendation: *Accept the Oak Creek Park initial CEQA study and authorize the District Manager to sign the Mitigated Negative Declaration on behalf of the District.*

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0413/Oak.Creek.Park.CEQA.Study.Staff.Report_22.0330.docx
4/7/2022



DATE: 3/23/2022
TO: Board of Directors
FROM: Sarah Hoffman, Administrative Assistant III
SUBJECT: Personnel Committee Report

Attendance:

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

The meeting was called to order at 4:04 pm.

The Committee met to:

1. Review Job Descriptions

Committee members and staff discussed the updated job descriptions. Both committee members agreed to keep reviewing them and sharing comments with staff.

2. Review and Discuss Personnel Rules Manual Update – Rule 20 Paid Time Off

Committee members and staff discussed making changes to the paid time off policy (PTO) and the possibility of setting up a donation pool for sick time that could be shared with staff exceeding their PTO limit. There was also discussion about changing the bereavement time from 3 days to 5 days.

The meeting moved to closed session at 4:37 pm.

CLOSED SESSION:

The Committee met in Closed Session pursuant to California Government Code Section 54957.6, Employee Salary, and Wage negotiations.

The Committee came back from Closed Session at 5:34

REPORT ON CLOSED SESSION:

The Committee returned from Closed Session at 5:00 pm and reported that the Committee reviewed and discussed Employee Salary and Wage Negotiations.

The meeting adjourned at 5:35 pm.

https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2022/PC_22.0315/PC.Staff.Report.2022.0315.docx
4/7/2022



DATE: 3/23/2022
TO: PRPD Board of Directors
FROM: Sarah Hoffman, Administrative Assistant III
SUBJECT: Finance Committee (Rodowick/Anderson)
March 17, 2022, at 4:00 p.m.

Attendance: Committee Members: Steve Rodowick, Chairperson: and Robert Anderson, Member
Staff Members: Dan Efseaff, District Manager and Catherine Merrifield, District Accountant

The Committee meeting was called to order 4:20 p.m.

The Committee met to:

1. Short and Long Term Agreement List.

Committee members suggested edits/revisions to the agreements list. District Manager Efseaff directed staff to update the agreements list per committee members suggestions. Committee members requested the agreements list be brought back to the next Finance Committee meeting to review the updated list.

2. 2022-2023 Draft Budget Update.

Staff advised Committee members that the draft Fiscal Year 2022-2023 budget will be included as part of the April 13, 2022, Board meeting packet.

The Committee adjourned at 4:50 p.m.

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/2022/FC_2022_0317/Finance.Committee.Report_2022.0311.docx
4/6/2022



DATE: 3/30/2022
TO: Board of Directors
FROM: Kristi Sweeney, Assistant District Manager
SUBJECT: Proposed Job Descriptions

Report in Brief:

At the regularly scheduled March 9, 2022 Board of Director's Meeting, staff provided copies of revised job descriptions and invited comments from Directors. Legal Council has reviewed the Administrative Assistant I, II, and III job description, as well as the Park Maintenance I, II, and III job descriptions and found no issues or concerns. The same job description template was then applied to all other revised job descriptions shared with the Board for review and comment. Staff have revised the job descriptions based on comments received from Directors and seek Board approval of the job descriptions.

Recommendation: *Approve proposed job descriptions as presented.*

Attachments:

- A. Draft Job Description – Park Maintenance Supervisor
- B. Draft Job Description – Recreation Supervisor
- C. Draft Job Description – Special Projects Manager
- D. Draft Job Description – Parks Maintenance I, II, and III
- E. Draft Job Description – Park Maintenance Assistant I, II, and III
- F. Draft Job Description – Park Maintenance Aide
- G. Draft Job Description – Recreation Program Specialist
- H. Draft Job Description – Recreation Coordinator
- I. Draft Job Description – Recreation Leader
- J. Draft Job Description – Recreation Aide
- K. Draft Job Description – Lifeguard Instructor
- L. Draft Job Description – Lifeguard
- M. Draft Job Description – Swim Aide

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0413/BOD.Report.Revised.Job.Descriptions_22.0330.docx
4/7/2022

Job Description



Position:	PARK MAINTENANCE SUPERVISOR
Reports to:	Park Superintendent, Assistant District Manager, or District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Full-Time 40 hours/week - 2080 hours/annual (1.0 FTE)

Position Overview

Under general direction of the Park Superintendent, the Assistant District Manager or District Manager performs responsible, professional park maintenance work at a hands-on administrative level by supervising staff and activities as they relate to the park maintenance functions of the District. These functions include supervising the park maintenance operations of District facilities and parks maintenance personnel. Uses professional judgment in initiating and conducting the park maintenance operation which shall conform with community needs, District resources and policy, and other related duties as assigned or required.

Responsibilities and Duties

Duties may include, but are not limited to, the following:

- Plans, coordinates, and directs the District's park maintenance functions
- Makes recommendations on matters of policy and procedure regarding park maintenance operations
- Consults with co-workers, as well as other professionals, on major phases of the park maintenance operation
- Provides direction on District policy, Master Plan, and function to park maintenance staff
- Plans and conducts job skills education, safety and training meetings with park maintenance staff
- Responsible for the safety education of staff and volunteers, as well as, assisting with the Injury and Illness Prevention Program and Safety Committee
- Assists in personnel administration including, but not limited to, hiring, training, evaluating, and directing park maintenance staff and outside vendor contract work crews assisting the District
- Reviews major project plans and specifications to make appropriate recommendations
- Helps design, administrate, construct, or oversee capital improvement projects and major repairs as required
- Responsible for procuring and maintaining equipment and supplies necessary for the successful completion of park maintenance functions, keeps appropriate records and inventory of all equipment
- Responsible for keeping District parks and facilities “as-built” plans current

PARK MAINTENANCE SUPERVISOR

- Prepares or assists in the preparation of District surveys and reports as assigned or required
- Assists in the preparation of budget recommendations and budget control within the park maintenance function
- Plans and supervises the pesticide and chemical use District-wide
- Provides clear and concise instruction
- Assists with maintenance duties as needed
- This position will work a varied work schedule as assigned

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic administrative procedures and practices
- Basic computer skills
- Clear communication in verbal and written form
- Public speaking and presentations
- Basic techniques and methodology of supervising employees in the development of appropriate park maintenance functions
- Equipment and material purchasing methods
- Landscape maintenance procedures including the planting, cultivation, and propagation of trees, shrubs, plants, flowers and turf
- Construction principles including carpentry, concrete, plumbing, irrigation and electrical
- Basic principles of maintenance and safe operation of equipment
- Recruitment and training procedures
- Use of tools and equipment used in landscape and construction
- Perform heavy physical labor
- Review and interpret project plans and specifications
- Supervise and assign staff and volunteers effectively
- Relate and communicate with staff, co-workers, volunteers, outside vendor contract work crews, and District patrons in a respectful manner
- Learn and be accountable for all areas of staff and project supervision, as well as the supervision of regular maintenance

Education, Experience, and Training

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor degree in park management, landscape horticulture, or related field, or an AA degree with at least two (2) years of additional experience
- At least four (4) years of experience in park operations or related field, including three (3) years in a supervisory or mid-supervisory capacity
- Expertise in one (1) of the construction trades, or landscape maintenance
- Basic engineering and design experience

PARK MAINTENANCE SUPERVISOR

License and Certification

Must possess, or ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates
- Qualified Pesticide Applicator certificate
- Certified Swim Pool Operator certificate

Medical Examination and Finger Printing

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 50% of the time and sitting 50% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs and ladders, and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

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Direct Reports

Park Maintenance I, II, and III (Park Foreman), Park Maintenance Assistant I, II, and III, Park Aide, outside vendor contract work crews, and volunteers.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Park Supervisor position approved February 2, 2017. This version updates new job description formatting and job title. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>March 9, 2022</i>

https://paradisepd.sharepoint.com/sites/HumanResources/SharedDocuments/Job.Descriptions/Proposed/Park.Maintenance.Supervisor_2022.0330.docx
3/30/2022

Job Description



Position:	RECREATION SUPERVISOR
Reports to:	Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Full-Time 40 hours/week – 2080 hours/annual (1.0 FTE).

Position Overview

Under general direction of the Assistant District Manager or the District Manager, performs responsible, professional recreation work at a supervisory level by supervising staff and activities as they relate to the recreation functions of the District. These functions include, but are not limited to, children's programming, sport activities, aquatics, youth and adult activities, special community events, adapted programming, senior services, and other related duties as assigned.

Primary Objectives

Supervises a diverse schedule of professional recreation activities and special events which meet the community needs and District goals and objectives.

Responsibilities and Duties

- Initiates, organizes, coordinates, conducts, and evaluates an extensive, inclusive program of recreation activities for people of varied interests and abilities
- Hires, trains, advises, and evaluates recreation staff and volunteers in various activities
- Responsible for equipment and supplies necessary for the successful completion of programs and keeps appropriate records and inventory of all equipment
- Responsible for preparation of budget recommendations and budget control within the assigned area of responsibility
- Cooperates in promoting the highest level of professional standards throughout all District programs, events, and activities
- Prepares reports and other written material as needed to comply with administrative requests
- Represents the District in public meetings and develops positive public relations
- Implements marketing procedures in all areas of responsibility
- Responsible for maintaining a safe environment for both staff and patrons
- Helps coordinate and assist in the District-wide safety and inspection programs
- Provides safety training to staff
- Helps maintain and oversee facility maintenance and upkeep
- This position will work a varied work schedule as assigned

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill,

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and ability required to perform this job.

- Supervise and assign staff and volunteers effectively
- Relate and communicate with staff, co-workers, volunteers, Program and District patrons in a respectful manner
- Learn and be accountable for all areas of staff and program supervision, and patron experience
- Successful supervision of employees in the development of appropriate recreation services for the District
- General knowledge of budgeting and business practices and principles
- Community engagement, public relations, and presentations
- Ability to work harmoniously and cooperatively with fellow employees and the public

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Equivalent to a Bachelor's degree with major course work in Recreation Administration or related field
- A minimum of two years full time, or equivalent, successful and progressive experience in community recreation leadership

License and Certification

Possession of, or ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:

- Throughout the duration of employment, maintain a valid Class C California driver's license with an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- Occasional bending, handling, dexterity, reaching overhead, stretching, kneeling, crawling, or squatting and climbing stairs
- Some bending and occasional work on rough, uneven terrain
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- The estimated working position is standing, walking and sitting approximately 90% of the time
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made

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to enable individuals with disabilities to perform the essential functions.

- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens, use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends
- Work obligations may entail occasional field meetings and inspections
- Occasional work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise

Direct Reports

Recreation Specialist, Recreation Coordinator, Recreational Leader I, II, and III, Recreation Aide; Youth/Adult Program Instructors, Umpires, Officials, Score Keepers, Referees, Program Managers, Intern(s).

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Supervisor position approved February 2, 2017. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>March 9, 2022</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Supervisor.Job.Description_2022.0330.docx
3/30/2022

SPECIAL PROJECTS MANAGER

Job Description



Position:	SPECIAL PROJECTS MANAGER
Reports to:	Park Maintenance Supervisor, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1.0 FTE)

Position Overview

Performs responsible, professional project management work under the direct supervision of the Park Maintenance Supervisor and general supervision of the Assistant District Manager or District Manager. Direct supervision may be reassigned based on project. Develops and manages capital improvement and maintenance projects for park facilities, including the planning, organization, and coordination of design and engineering, construction specifications, bid documents, contracts and change orders. Monitors capital budgets to ensure project expenditures remain within the scope of work. Oversees consultants, contractors and staff performing capital construction work. Conducts field inspections to collect data, verify existing/actual conditions, and monitor conformance with contracts, plans, specifications, and timelines.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Assists with preparation of grant applications
- Prepares project budgets
- Coordinates and prepares construction specifications and drafts Request for Proposals (RFP) and associated scope of work
- Coordinates pre-bid and pre-construction conferences
- Negotiates contracts, selects consultants and administers contracts for consulting architects, engineers, and contractors
- Supervises and coordinates the design and permit process and work of contractors, engineers, architects, design professionals, and other personnel to assure the efficient and economical use of program funds, personnel, materials, facilities, and time
- Reviews work for compliance with contract documents and appropriate guidelines, laws, regulations, construction plans and specifications
- Monitors individual project budget summaries assuring expenditures are within approved budget, tracking changes to the contract documents that may result in change orders
- Makes recommendations to the Park Maintenance Supervisor and/or Assistant District Manager on change orders as necessary

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- Develops and maintains data systems and records to track the process and progress of each project for proper evaluation, control and documentation to ensure compliance with Town, County, State, and Federal requirements
- Monitors and ensures all requirements of grants and contracts are met
- Serves as a resource to the Park Maintenance and Recreation Supervisors and other District staff by consulting on facility issues
- Complete project financial reports, accounting, and grant reimbursement requests on time with supporting conclusions and recommendations
- Communicates project status to staff, the Board of Directors, and other stakeholder groups, keeping staff informed as to the progress of projects and of any developing problems, recommending alternative courses of action to mitigate such problems
- Creates presentation materials; authors written and oral reports and media materials
- Uses speaking engagements, media interviews and other methods to enhance the community's awareness of, and appreciation for, capital projects and to educate community stakeholders regarding each project's function and objectives
- Performs other related work of a similar nature or level as required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Principles and practices of project management and contract administration
- Current construction methods, costs and cost estimating
- Building and land use permits, processes and requirements
- Applicable local, state and federal laws, codes and standards related to construction
- Design and construction management including developing bid specifications, reading blueprints and evaluation of design and construction projects
- Fiscal management including budget preparation, cost and budget analysis, expenditure control and records management
- Planning and organizing, problem analysis and decision-making, interpersonal sensitivity, adaptability and flexibility and time management skills
- The operation of various computer programs including word processing, spreadsheets, database programs including Permitting and Project Management software and other applications specific to the area of assignment
- Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing written reports, materials, correspondence, and procedures

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- Establish and maintain effective working relationships with other employees, District officials, contractors and developers, representatives of other governmental agencies and the general public
- Ability to travel to destinations both in and outside the District

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's Degree in Engineering, Architecture, Construction Management or related field
- Four years progressively responsible experience with commercial and/or agency capital improvement building construction projects required
- Vocational or occupational training in related field plus 5 years of direct construction project management

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- Frequently operate a computer and read a computer screen or typewritten page
- Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle
- Move between work sites, including undeveloped land and project development sites
- Occasionally transports objects (lids, covers, etc.) up to fifty (50) pounds
- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

SPECIAL PROJECTS MANAGER

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens, use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

Direct Reports

None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>New position proposed to facilitate major construction projects in and around the District.</i>
Reviewed:	<i>March 9, 2022</i>

https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Special.Projects.Manager_2022.0330.docx
3/30/2022

Job Description



Position:	PARK MAINTENANCE I, II, III
Reports to:	Park Maintenance Supervisor, Park Superintendent, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1.0 FTE)

Position Overview

Park Maintenance I and II: Under the supervision of Park Maintenance III (Park Foreman), the Park Maintenance Supervisor or Park Superintendent performs a variety of semi-skilled tasks involving the maintenance, construction, repair, and overall upkeep of the District's parks and facilities and is subject to any and all duties assigned at any District Park, facility, or function that is appropriate to the position.

Park Maintenance III (Park Foreman): Under the general supervision of the Park Maintenance Supervisor, Park Superintendent, Assistant District Manager, or District Manager, performs professional work in the planning, coordinating and performance of maintenance, construction, and overall upkeep of the District's parks and facilities as required or assigned. This position will be responsible for ensuring the direction, performance and quality of work assigned to staff by supervising authority.

Primary Objectives

Maintenance and repair of District parks and facilities and any and all duties assigned at any District park, facility or function that is appropriate to the position.

Responsibilities and Duties

Duties may include, but are not limited to, the following:

Park Maintenance I:

- Custodial maintenance and repair of facilities and equipment
- Provide a clean and safe environment for patrons and co-workers
- Program and facility rental assistance such as the set-up, cleaning, and take-down of chairs, tables, and equipment
- Maintenance and operation of vehicles or equipment related to the performance of assigned duties
- Assisting in carpentry, plumbing, and irrigation services
- Use of landscape tools during the performance of assigned duties such as, digging, raking, mowing, edging, pruning, and fertilizer application
- Assist in coordinating and training staff, outside contract crews, or volunteers
- Safe use and care of District equipment

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- Performs related work as assigned or required

Park Maintenance II:

All of the responsibilities and duties of Park Maintenance I, as well as:

- Daily inspection of the park and facilities therein for the purpose of providing a safe, clean, and functional area for recreation
- Pest and weed control, herbicide and pesticide use
- Inventory, documentation, and safe storage of chemicals used for park and facility maintenance including pesticides, herbicides, cleaning/disinfecting supplies, and the maintenance and repair of related equipment
- Observe and report to supervisor construction maintenance needs as they occur
- Small project development including planning, review with supervisor, construction, and ensuing maintenance
- Documentation of hazards, maintenance requirements, and program assistance with record keeping of subsequent action or repair
- Provide training and positive example in the safe use and care of equipment assigned to fellow staff, outside contract crews, and volunteers
- Program and maintenance of heating, ventilation and air conditioning (HVAC) systems
- Create and maintain list for regular building maintenance and custodial service for the direction of staff, outside contract crews, or volunteers
- Minor electrical and plumbing repair and maintenance
- Scheduling equipment and staff for the purpose of patron services
- Maintenance of public pools and related facilities including cleaning, backwashing, pool equipment care, and chemical maintenance
- Performs related work as assigned or required

Park Maintenance III (Park Foreman):

All of the responsibilities and duties of Park Maintenance I and II, as well as:

- In the absence of the Park Maintenance Supervisor, serves in that capacity
- At an advanced level of skill, provide mechanical, construction, and landscape services
- Plan, schedule, and evaluate Park Maintenance I and II and Park Maintenance Assistant I, II, and III staff as well as outside contract work crews, and assist with other District staff as assigned or required
- Responsible for the maintenance, upkeep, safety, and security of the District's corporate yard, shop, and tools
- Provide for the preventative maintenance, general care, and repair of the District vehicle fleet and equipment, document and plan schedule of regular maintenance/upkeep projects
- Assist with supervision and organize tasks for volunteer and outside contract work crews
- Maintain appropriate maintenance and safety records and documentation
- Maintenance, repair and operation of public swim pool systems
- Perform or supervise safe application of pesticides and herbicides
- Equipment operation, as necessary, in the performance of construction, maintenance, and landscape tasks
- Performs related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

Park Maintenance I:

- Knowledge of maintenance procedures for all upkeep of buildings, parks, playgrounds and other District assets
- Skill in the operation of tools and equipment used for construction, custodial and landscape maintenance
- General carpentry skills
- Custodial skills including floor, restroom and window cleaning
- Ability to perform heavy, physical labor
- Ability to follow written and oral instruction
- Ability to relate and communicate with co-workers and District patrons in a respectful manner
- Ability to complete tasks in a timely manner with quality that meets the professional standard of the District

Park Maintenance II:

All of the requirements and qualifications of Park Maintenance I, as well as:

- Safe use, handling, and storage of chemical products
- Proper and safe operation, care and maintenance of tools, equipment, and supplies needed for regular and on-going maintenance of public parks and facilities
- Basic concepts of construction, electrical and plumbing
- Trouble-shooting building maintenance and repair problems, and safe use of equipment related to construction, electrical and plumbing
- Ability to assign duties to Maintenance I staff, outside contract work crews, and volunteer staff as required
- Pool operations, repairs, and chemical maintenance
- Irrigation systems, clock programming, and sprinkler repair
- Safe operation, care, and maintenance of tools and equipment necessary for landscape maintenance
- Basic concepts of construction
- Turf care, including maintenance, planting and sod installation
- Trouble-shooting pool maintenance and repair problems
- Equipment related to pool maintenance, construction, landscaping

Park Maintenance III (Park Foreman):

All of the requirements and qualifications of Park Maintenance I and II, as well as:

- Preventative scheduling, maintenance, care, and repair of vehicles and equipment
- General principles of landscape maintenance, irrigation, and pesticide application
- Mechanical skill
- Use, maintain, and repair vehicles, tractors, implements, power and hand tools, and other equipment associated with the maintenance and construction of parks and facilities
- Ability to assign staff duties as required, oversee efficient use of the District work force

PARK MAINTENANCE I, II, III

Education, Experience, and Training

Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Park Maintenance I:

- High school diploma or equivalent
- Two (2) years of experience in park maintenance or related field
- Experience working with the public
- Experience in one or more of the construction trades

Park Maintenance II:

All the education, experience and training of Park Maintenance I, as well as:

- Certification in building care, building equipment repair and maintenance, construction, electrical, plumbing concepts, landscape care, vehicle or equipment repair and maintenance, pool maintenance, metal fabrication, or pesticide application
- Three (3) years of experience in building and/or park maintenance or related field
- Experience in one or more of the construction trades, pesticide application, HVAC or other building mechanical repair; pool care, or irrigation installation and repair

Park Maintenance III (Park Foreman):

All the education, experience and training of Park Maintenance II, as well as:

- AS degree in park related major
- Five (5) years of experience in park maintenance or related field, including two (2) years in a leadership capacity
- Expertise in one of the construction trades or landscape management

License and Certification

All Park Maintenance I, II, and III positions must possess, or have the ability to obtain within 30 days of hire, and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates.

Additional License and Certifications

Park Maintenance II and III (Park Foreman):

Possess either:

- Qualified Pesticide Applicator Certificate with a structural pest control endorsement
- Certified Pool Operation Certificate (mandatory for position responsible for swim pool operation).

Medical Examination and Finger Printing

Park Maintenance I, II, III:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

PARK MAINTENANCE I, II, III

Physical Requirements

Park Maintenance I, II, III:

- Lifting, pushing, pulling, or carrying 60 to 100 pounds
- Estimated working position is standing or walking 70% of the time
- Some bending, kneeling, squatting, reaching overhead, climbing of stair and ladders, and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud

Direct Reports

Park Maintenance III (Park Foreman): Park Maintenance I and II, and Park Maintenance Assistants I, II, and III.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Park and facility maintenance positions approved April 15, 2019. This version combines all separate Facility and Park Maintenance I, II, and III descriptions into one document. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>March 9, 2022.</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance_I_II_III_2022.0330.docx
3/30/2022

Job Description



Position:	PARK MAINTENANCE ASSISTANT I, II, AND III
Reports to:	Park Maintenance III (Park Foreman), Park Maintenance Supervisor, Park Superintendent
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-time (0.75 FTE). Not to exceed 30 hours per week.

Position Overview

Under supervision of the Park Maintenance I II, or III, Park Maintenance Supervisor, or Park Superintendent performs a variety of general park maintenance work, including but not limited to, landscape and facility upkeep, custodial functions, general repairs, construction duties, facility supervision, work on special projects, and other duties as assigned.

Responsibilities and Duties

- Clean restrooms, sweep and mop floors, clean windows, dump trash, and other duties that relate to keeping parks and facilities clean and orderly
- Sweep walkways, rake tot lots, pick up trash, clean slab, and other outside jobs that will keep the grounds clean and orderly
- Assist in the daily maintenance preparation of ballparks and/or swim pools
- Set up and clean-up of recreation programs, facility or park rentals, and special events
- Dig ditches, plant trees and shrubbery, mow grass, fertilize, prune plants, and other duties related to keeping the landscape in good condition
- Operate light-duty vehicles, power mowers, small power tools, and other equipment related to maintenance duties
- Perform construction tasks as required for District repairs and projects
- This position will work a varied schedule as assigned
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Understanding of methods, tools, and material used in maintenance and cleaning of facilities and caring for park landscape and construction
- Skill in handling tools and light-duty vehicles
- Ability to follow written and oral instructions and complete assigned tasks efficiently and independently
- Ability to perform heavy physical labor

PARK MAINTENANCE ASSISTANT I, II, AND III

- Ability to maintain good working relationship with employees and patrons

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or equivalent
- One (1) year of experience in general maintenance or related work
- Experience in one or more of the construction trades

License and Certification

Must possess, or have the ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 70% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs and ladders and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud

PARK MAINTENANCE ASSISTANT I, II, AND III

- Must be able to travel to locations in, around, or outside the District Boundaries.
- Ability to periodically work evenings or weekends

Direct Reports

- None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Parks Assistant positions approved January 2009. This version updates new job description formatting, position name, and consolidates Park Maintenance Assistant positions I, II, and III into a single, streamlined job description. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>March 9, 2022.</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance.Assistant.I.II.and.III_2022.0207.docx
3/30/2022

Job Description



Position:	PARK MAINTENANCE AIDE
Reports to:	Park Maintenance III (Park Foreman), Park Maintenance Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-time (0.75 FTE). Not to exceed 30 hours per week.

Position Overview

Under direct supervision of the Park Maintenance staff or Recreation staff, the Maintenance Aide will assist in the daily clean up and maintenance of recreation and park facilities, as assigned.

Responsibilities and Duties

- Cleans restrooms, showers, and bathroom areas
- Picks up trash and empties trash containers
- Cleans windows, sidewalks, courts, decks, etc.
- Performs custodial maintenance as needed
- Rakes, digs ditches, cuts weeds, and other manual jobs
- Program set up and take down
- Helps maintain a safe and sanitary environment
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Must have knowledge and ability to demonstrate safe and efficient work habits
- Ability to utilize small tools in a safe and effective manner
- Perform heavy physical labor indoors and outdoors
- Follow oral and written directions

Education and Experience

- Must be at least 15 years of age and have a work permit (if required).

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

PARK MAINTENANCE AIDE

Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 70% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs, and ladders and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to periodically work evenings or weekends

Direct Reports

- None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Park Aide position approved January 2009. This version updates new job description formatting and job title. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>March 9, 2022.</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance.Aide_2022.0330.docx
3/30/2022

Job Description



Position:	RECREATION PROGRAM SPECIALIST
Reports to:	Recreation Supervisors, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Performs responsible, professional recreation work under the general direction of the Recreation Supervisors, Assistant District Manager, or District Manager. Will be responsible for all duties, including but not limited to, administration, marketing, supervision, personnel and financial responsibilities of one or more major special programs or events.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Plans, coordinates, and directs one or more special programs or events
- Initiates, organizes, conducts, and evaluates events or programs
- Responsible for all marketing and promotion elements of program or event assignments
- Plans overall goals and objectives to be achieved in area of responsibility
- Hires, trains, advises, and evaluates part-time staff and volunteers in various activities
- Plans budget and determines expenses and revenue expectations to be met
- Responsible for all equipment and supplies needed for successful completion of work
- Secures revenue, such as, but not limited to, grants, donations, endowments, gifts, fees, fundraising, etc. to cover all costs related to events or programs
- Coordinates District personnel involvement and support in assigned program or event activities
- Represents the District and develops positive public relations in the community
- Responsible for maintaining a safe environment for both staff and patrons
- Helps oversee facility maintenance and upkeep as it relates to assignments

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic techniques, and methods for successful supervision of staff in the development of appropriate program and event services for the District

RECREATION PROGRAM SPECIALIST

- Planning, organizing, and leading participants in a variety of activities
- Work harmoniously with staff, volunteers, and patrons
- Basic understanding of budgeting, business practices and principles
- Knowledge of various programs and events
- Understanding of safety and training protocols and procedures related to programming
- Personnel recruitment, training and evaluation procedures
- Communications and public relations
- Branding, marketing and fund raising
- Proficiency in computer operations and social media platforms
- Ability to utilize the talents and abilities of volunteers and other District staff effectively
- Self-motivated and directed and able to prioritize competing tasks

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A Bachelor's Degree in Recreation Administration, Business Administration or related field
- A minimum of two years of full-time or part-time successful and progressive experience in community programming or event leadership

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

RECREATION PROGRAM SPECIALIST

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

Direct Reports

Recreation Coordinators, Recreation Leaders, Recreation Aides, and Volunteers

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Program Specialist position approved April 14, 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>March 9, 2022.</i>

https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Program.Specialist_2022.0207.docx
3/30/2022

Job Description



Position:	RECREATION COORDINATOR
Reports to:	Recreation Specialist, Recreation Supervisor, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1.0 FTE)

Position Overview

Performs responsible, professional recreation work under the general supervision of a Recreation Specialist, Recreation Supervisor, Assistant District Manager, or District Manager. The nature of the duties often requires the work to be performed independently. Responsible for the coordination and implementation of recreation services including, but not limited to, sport activities, youth and adult programs, special events, children's classes, and senior services. Supervises Recreation Leaders, Recreation Aids, and Volunteers as necessary.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Responsible for coordinating, planning, and conducting assigned recreation activities
- Assist with promotion of program and/or event
- Responsible for selection, training, and evaluation of Direct Reports as assigned
- Responsible for the overall safety of assigned programs
- Drive District vehicle to transport patrons on scheduled trips
- Attend staff meetings and other meetings as assigned
- Evaluate assigned programs and staff
- Handle budget responsibilities directly related to programming
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic techniques, and methods of successful leadership
- Planning, organizing, and conducting recreation activities
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

RECREATION COORDINATOR

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A Bachelor's Degree in Recreation Administration or related field
- One year of successful and progressive experience as a leader in a variety of recreation activities

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, while maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

RECREATION COORDINATOR

Direct Reports

Recreation Leaders, Recreation Aides, and Volunteers

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
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History	<i>Previous Recreation Coordinator position approved April 14, 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
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https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Coordinator_2022.0330.docx
3/30/2022

Job Description



Position:	RECREATION LEADER
Reports to:	Recreation Coordinator, Recreation Specialist or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. (0.75 FTE) Not to exceed 30 hours per week.

Position Overview

Performs responsible, professional recreation work under the general supervision of a Recreation Coordinator, Recreation Specialist, or Recreation Supervisor. The nature of the duties often require the work to be performed independently. Responsible for the coordination and implementation of recreational services including, but not limited to, sport activities, youth and adult programs, special events, children's classes, and senior services. Supervises Recreation Aides and Volunteers as necessary.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Responsible for coordinating, planning, and conducting assigned recreation activities
- Assists with promotion of programs and/or events
- Responsible for selection, training, and evaluation of subordinates as assigned
- Assist in program evaluation
- Responsible for participant and staff safety of assigned programs
- Drive District vehicle to transport patrons on scheduled trips
- Attend staff meetings and other meetings as assigned
- Evaluate assigned programs and staff
- Handle budget responsibilities directly related to programming
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic techniques, and methods of successful leadership
- Planning, organizing, and conducting recreation activities
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

RECREATION LEADER

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A Bachelor's Degree in Recreation Administration or related field
- One year of successful and progressive experience as a leader in a variety of recreation activities

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, while maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

RECREATION LEADER

Direct Reports

Recreation Aides and Volunteers.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Leader position approved April 14, 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>March 9, 2022.</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Leader_2022.0330.docx
3/30/2022

DRAFT

Job Description



Position:	RECREATION AIDE
Reports to:	Recreation Leader, Recreation Coordinator, Recreation Specialist, or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. (0.75 FTE) Not to exceed 30 hours per week.

Position Overview

Under direct supervision of a Recreation Leader, Recreation Coordinator, Recreation Specialist, or Recreation Supervisor the Recreation Aide will assist in leadership of activities, monitor facilities as required, keep supplies and equipment in safe order, perform general program clean-up and other duties as assigned.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Assist in planning, organizing, and conducting recreation activities such as, but not limited to, sports, crafts, special events, games, and cultural events
- Assist in the supervision of all participants and spectators
- Observe necessary precaution to secure the safety of participants and spectators
- Assist with concession service, cashier, act as a program or facility attendant as required
- Additional duties may be required based on program requirements
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Recreation services and a sincere interest towards working with people
- Providing positive and optimistic leadership
- Ability to assist in leading program activities and assist in discipline when required
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Must be at least 15 years of age and have a work permit, if needed
- Successfully complete a Paradise Recreation and Park District Orientation Program

RECREATION AIDE

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing and walking approximately 90% of the time and sitting approximately 10% of the time
- Occasionally climbing stairs, ladders, and crawling
- Some reaching overhead and stretching and some kneeling or squatting
- Bending and working on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

Direct Reports

None.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Aide position approved April 14, 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>

RECREATION AIDE

Reviewed:	<i>March 9, 2022.</i>
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https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Aide_2022.0330.docx
3/30/2022

DRAFT

Job Description



Position:	LIFEGUARD INSTRUCTOR
Reports to:	Pool Supervisor, Pool Manager, or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied (0.75 FTE), Part-Time. Not to exceed 30 hours per week.

Position Overview

Under direct supervision of the Pool Supervisor, Pool Manager, and Recreation Supervisor, the Lifeguard Instructor is responsible for the enforcement of rules and safety regulations at the public pool. Must be able to handle situations such as emergencies, discipline problems, injuries, and other potential problems in a mature and professional manner. Conduct Red Cross certified swimming lessons at all for all ages and abilities. Help train staff, assist with maintenance, swim meets, and other assignments as needed.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Maintains constant watch over all patrons using the pool facility
- Prevents accidents through the enforcement of rules, policies, and regulations
- Warns people against dangerous practices regarding pool use
- Enters water, if necessary, to rescue patrons
- Administers first aid when necessary
- Instructs certified lessons
- Assists in routine pool cleaning and maintenance of facility
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Lifesaving methods and the application of first aid
- Policies, rules and regulations governing the conduct and safe pool use
- Methods and practices of pool cleaning and maintenance
- Ability to rescue drowning swimmers
- Make quick decisions in an emergency
- Instruct swimming classes
- Supervise the conduct of pool staff and patrons
- Follow written and oral instructions

LIFEGUARD INSTRUCTOR

- Be physically fit to swim at an advanced level

Education and Experience

- One or more years of formal swimming instruction
- One or more years experience as a Lifeguard at a public swimming pool

License and Certification

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- Current certification in Lifeguard Training
- Title 22 First Aid
- CPR for the Professional Rescuer
- Any other certificate required by the American Red Cross for this position
- A work permit, if required

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, sitting and walking approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Some reaching overhead and stretching, and frequent kneeling and squatting
- Bending and occasional work on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Must be able to work for extended periods in direct sunlight
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to periodically work evenings or weekends

LIFEGUARD INSTRUCTOR

Direct Reports

- None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Lifeguard Instructor position approved April 14, 2015. This version updates new job description formatting and descriptive work environment. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>March 9, 2022.</i>

https://paradisepdpd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Lifeguard.Instructor_2022.0330.docx
3/30/2022

Job Description



Position:	LIFEGUARD
Reports to:	Pool Supervisor, Pool Manager, or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied (0.75 FTE), Part-Time. Not to exceed 30 hours per week.

Position Overview

Under direct supervision of the Pool Supervisor, Pool Manager, and Recreation Supervisor, the Lifeguard is responsible for the enforcement of rules and safety regulations at the public pool. Must be able to handle situations such as emergencies, discipline problems, injuries, and other potential problems in a mature and professional manner. Assist the Lifeguard Instructor in swim lessons for all ages and abilities. Help with maintenance, cashiering and other assignments as needed.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Maintains constant watch over all patrons using the pool facility
- Prevents accidents through the enforcement of rules, policies, and regulations
- Warns people against dangerous practices regarding pool use
- Enters water, if necessary, to rescue patrons
- Administers first aid when necessary
- Assists in swim lessons as required
- Assists in routine pool cleaning and maintenance of facility
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Lifesaving methods and the application of first aid
- Policies, rules and regulations governing the conduct and safe pool use
- Methods and practices of pool cleaning and maintenance
- Ability to rescue drowning swimmers
- Make quick decisions in an emergency
- Assist in swimming classes
- Supervise the conduct of pool patrons
- Follow written and oral instructions

LIFEGUARD

- Be physically fit to swim at an advanced level

Education and Experience

- One or more years of formal swimming instruction

License and Certification

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- Current certification in Lifeguard Training
- Title 22 First Aid
- CPR for the Professional Rescuer
- Any other certificate required by the American Red Cross for this position
- A work permit, if required

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination.
- Complete finger-printing and screening.

Physical Requirements

- The estimated working position is standing, sitting and walking approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Some reaching overhead and stretching, and frequent kneeling and squatting
- Bending and occasional work on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Must be able to work for extended periods in direct sunlight
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to periodically work evenings or weekends

LIFEGUARD

Direct Reports

- None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Lifeguard position approved April 14, 2015. This version updates new job description formatting and descriptive work environment. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>March 9, 2022.</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Lifeguard_2022.0330.docx
3/30/2022

Job Description



Position:	SWIM AIDE
Reports to:	Lifeguard/Instructor, Pool Supervisor, Pool Manager, or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied (0.75 FTE), Part-Time. Not to exceed 30 hours per week.

Position Overview

Under direct supervision of the Lifeguard/Instructor, Pool Manager, Pool Supervisor, or Recreation Supervisor, the Swim Aide will assist in various functions of the swim lesson program.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Call roll at class time
- Check swimmers in and out of the pool area
- Supervise shower rooms as needed
- Inspect swimmers for cleanliness
- Help with land and water drills for classes
- Serve as a leader for small groups
- Distribute and collect equipment
- Help to keep the facility clean
- Does related work as assigned or required

Requirements and Qualifications

Selection of candidates for this position will be based on swimming and teaching ability, knowledge of skills, a sincere interest, and enthusiasm.

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Knowledge and ability to demonstrate skill progression of levels 1 through 6
- Must be familiar with the rules and regulations governing the conduct and safe use of pools
- Skill in communication and able to exhibit a helpful attitude
- Ability to be punctual, neat and properly dressed

Education and Experience

- Must be at least 15 years of age and have a work permit, if needed
- Must successfully complete the Swim Aide Training Course

SWIM AIDE

License and Certification

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- A work permit, if required.

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, sitting and walking approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Some reaching overhead and stretching, and frequent kneeling and squatting
- Bending and occasional work on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Must be able to work for extended periods in direct sunlight
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in the District Boundaries
- Ability to periodically work evenings or weekends

Direct Reports

- None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Swim Aide position approved April 14, 2015. This version updates new job</i>

SWIM AIDE

	<i>description formatting and descriptive work environment. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>March 9, 2022.</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Swim.Aide_2022.0330.docx
4/6/2022

DRAFT



DATE: 4/5/2022
TO: PRPD Board of Directors
FROM: Jeff Dailey, Recreation Supervisor
SUBJECT: PRPD and Paradise Piranhas 2022/2023 Swim Pool Usage Agreement

Report in Brief

The Paradise Piranhas Swim Team two-year agreement to use the Paradise Recreation and Park District's swimming pool expired October 31, 2021. The new two-year agreement (May 1, 2022- October 31, 2023) presented here reflects the updates in language and insurance recommended by PRPD legal counsel as well as the new dates.

Recommendation: Authorize the District Manager to sign the agreement between PRPD and the Paradise Piranhas Swim Team.

Attachments:

- A. Paradise Recreation and Park District and Paradise Piranhas Swim Team, Inc. 2022/2023 Swim Pool Usage Agreement.

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

2022-2023 SWIM POOL USAGE AGREEMENT

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

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

1. **Scheduling, Hours and Usage.** The Cooperator's daily schedule for use of the Pool shall be subject to prior approval by the District. Hours and usage may vary as Cooperator may determine in its sole and absolute discretion. Notwithstanding the foregoing, the Pool may not be available for all or a major portion of the Term because of needed repairs to and renovations of it.
2. **Term.** The term of this agreement will be May 1, 2022 through October 31, 2023 (the "Term").
3. **Payment.** Cooperator will pay the District for the Cooperator's use of the Pool as follows:
 - a). \$5.00 per hour for actual use (Swim Pool Rental).
 - b). A percentage of Pacific Gas & Electric charges equal to Cooperator's actual use during the billing period divided by the normal time during a similar period of time during which the Pool is generally open.

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

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

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

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

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

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

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

SIGNED:

Eric Rein, Paradise Piranhas Swim Team, Inc.

Date

Dan Efseaff, District Manager

Date



DATE: 4/4/2022
TO: BOD
FROM: Dan Efseaff, District Manager
SUBJECT: Auditor RFP

Report in Brief

The District has used the same Auditor (Holly B. Pladson, CPA) for the past 4 fiscal year audits. Though Auditor Pladson has performed well for the District, staff believe hiring a new auditing consultant would add greater transparency to District audits and ensure that any discrepancies not identified by one auditor may be found by another fresh set of eyes on documentation. Staff seek Board approval of a draft Request for Proposal (RFP) for a new auditor for Fiscal Years 2022-23, 2023-24, 2024-25 and authorization to solicit the RFP.

Recommendation: *Approve and Authorize District Manager to issue a Request for Proposal (RFP) for an auditor as presented.*

Attachments:

- A. Request for Proposal
- B. Consultant Agreement- Blank

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0413/6.2_BODAuditRFPReport.22.0413.docx
4/7/2022

**CLICK TO ENTER YEAR. CONSULTING AGREEMENT
BETWEEN THE PARADISE RECREATION AND PARK DISTRICT AND THE CLICK
TO ENTER TEXT.**

This agreement is executed by and between Paradise Recreation and Park District, a California recreation and park district (the “District”), and Click or tap here to enter text., a California (the “Consultant”), and is based upon the following facts:

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

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

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

1. **Scope of Services.** District hereby engages Consultant to provide services as described in the attached scope of work (the “Services”), a copy of which is attached hereto as Exhibit “A.” Upon mutual agreement, the Services may be amended to allow for changes under this agreement with all other terms remaining in force.

2. **Standard of Care.** Consultant’s services performed under this agreement will be performed in a manner consistent with the care and skill ordinarily exercised by members of Consultant’s profession practicing under similar conditions at the same time and in the same or similar locality. When the findings and recommendations of Consultant are based on information supplied by District and others, such findings and recommendations are correct to the best of Consultant’s knowledge and belief. No person or entity other than District and Consultant shall be construed as a beneficiary to this Agreement.

3. **Status as Independent Contractor.** District and Consultant agree that Consultant, in performing the above services, is an independent contractor of District and is not an employee of the District and nothing herein at any time shall be construed to create the relationship of employer-employee or of

joint venturers between District and Consultant. Under no circumstances shall Consultant look to District as an employer or as a partner. Consultant shall not be entitled to any benefits accorded to District's employees, including, without limitation, Workers' Compensation, disability insurance, vacation or sick pay. Consultant shall be free to perform similar or other services for other persons during the term hereof so long as such does not interfere with Consultant's timely performance of the services to be performed by it under this Agreement.

4. **Term.** The term of this agreement shall commence upon [Click or tap to enter a date.](#) hereof and conclude by [Click to enter the end date.](#) and/or sooner or when the scope of work is completed. Notwithstanding the foregoing, this Agreement may be terminated by either party by written notice should the other party fail substantially to perform its obligations under this agreement and continue such default after the expiration of a seven-day notice period. Either party may terminate this agreement without necessity of cause upon the expiration of a 30-day notice period. If the District terminates this Agreement in the absence of default by Consultant, Consultant shall be paid for services performed and costs incurred by it prior to its receipt of notice of termination from District, including reimbursement for direct expenses due, plus an additional amount, not to exceed ten percent of charges incurred to the termination notice date, to cover services to orderly close the work and prepare project files and documentation, plus any additional direct expenses incurred by Consultant including but not limited to cancellation fees or charges. Consultant will use reasonable efforts to minimize such additional charges. This agreement may be extended for _____ year upon mutual agreement of both parties.

5. **Payment.** District agrees to pay Consultant the total not to exceed sum of \$[Click to enter text or modify to reflect cost arrangement.](#), payable in installments upon completion of each task and delivery of the Deliverables therefor as identified in Exhibit "A." Exhibit B illustrates the cost schedule and or budget used for this project.

6. **Insurance Coverage.** Consultant is protected by Worker's Compensation insurance as required by applicable state laws and will maintain employer's liability coverage and provide the District

with proof of this coverage. During the performance of this Agreement Consultant will maintain professional liability insurance with a limit of \$2 million on claims made, annual aggregate basis, and commercial general liability and automobile liability insurance each with a limit of not less than \$2 million on an occurrence basis and provide the District with a certification of insurance naming the District as additional insured and an additional insured endorsement.

7. **Services by District.** District will provide access to the site of work. If necessary, District shall designate to Consultant the location of all subsurface utility lines and other subsurface man-made objects (in this agreement collectively called “buried utilities”) within the boundaries of the jobsite. Consultant will conduct at District’s expense such additional research as in Consultant’s professional opinion is appropriate to attempt to verify the location of buried utilities at the jobsite, but District shall remain responsible for the accurate designation of their location and, shall indemnify, defend, and hold Consultant harmless from any claims or loss arising from the failure to accurately locate buried utilities.

8. **Compliance with Laws.** District and Consultant shall each use reasonable care in its efforts to comply with laws, codes, ordinances and regulations in force at the time of the performance by each under this Agreement, insofar as such laws are applicable to a party’s performance. Unless otherwise provided for in the scope of work of this agreement or by law, the responsibility for making any disclosures or reports to any third party, for notifying all governmental authorities of the discovery of hazardous materials on the jobsite, and for taking corrective, remedial, or mitigative action shall be solely that of District. It is Consultant’s belief that the work is not subject to California Prevailing Wage Law, unless expressly identified as such within the scope of work. Should it be alleged or determined that some or all of the work is subject to California Prevailing Wage Law, then Consultant shall bear such additional costs associated with Consultant complying with those laws.

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

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

11. **General Provisions.**

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

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

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

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

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

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

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

Executed by signatures on the dates below.

DISTRICT:

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

By: _____ Date: ___/___/___

Daniel S. Efseaff, District Manager

CONSULTANT:

Click here to enter text.,
a California _____

By: _____ Date: ___/___/___
Name, Title

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Rev. 03/22/2021

COOPERATIVE AGREEMENT
Exhibit A – SCOPE OF WORK

CONSULTANT

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

Click here to enter text.

The work will include the following tasks:

- Task 1 - Click here to enter text..
 - Description – Add additional tasks as needed.
 - Completed by Click to enter a date (optional may be included in Exhibit B).

DISTRICT (if needed)

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

Click here to enter text.

The work will include the following tasks:

- Task 1 - Click here to enter text..
 - Description – Add additional tasks as needed.
 - Completed by Click to enter a date (optional may be included in Exhibit B).

COOPERATIVE AGREEMENT
Exhibit B – Cost Schedule or Budget

The Cooperator will provide services according to the following budget:

Task	Description	Cost	Due Date
Total Cost			

This project will not exceed a total cost of \$[Click or tap here to enter text.](#)

The Cooperator's will bill according to the attached cost schedule. [Attach cost schedule and/or click to enter text.](#)



DATE: 3/25/2022
TO: BOD
FROM: Scott Amick, Recreation Supervisor
SUBJECT: Challenge Works Agreement

Summary

District staff are considering the replacement of the ropes course lost at Moore Road Park. Staff propose working with Challenge Works to provide site evaluation and market research on the features and location that will best meet District needs.

Recommendation: Authorize the District Manager to sign the service proposal from Challenge Works.

1. Background

District staff see the replacement of the ropes course as a crucial component to the resiliency programming offered to heal traumatized youth on The Ridge and in surrounding communities. In addition to being a regional draw and organizational differentiator. An outside entity operated the previous ropes course at Moore Road Park and the associated ropes course programs. The District now has staff that can lead these experiences, which aligns well with District programs offering resiliency skill-building opportunities. Mental health care providers, behavioral health care providers, school districts, and sports teams that once frequented the Moore Road Park ropes course have been forced to travel outside the area for a ropes course experience or seek different services entirely.

PRPD stands to provide a healthy, exciting, "apex" experience that addresses mental health issues, builds community, brings teams together, and creates jobs, while remaining financially viable.

2. Fiscal Impact

The consultant estimates costs for a report that will give insight into site development potential, initial design of ropes course elements, and service capacity predictions at total of \$1,850. The District has remaining funds in the budget for professional services of \$313,000. If constructed, a ropes course could provide long-term revenue and program opportunities.

3. Discussion

The District has previously owned ropes courses that were leased to private organizations and contractors at very inexpensive prices. Moving the operation of the rebuilt ropes course onto the District menu of experiences will result in recapturing revenue that was previously a part of the markup that the lessee would retain. By engaging in outside consultation, PRPD stands to maximize the use of our park landscapes to ensure alignment with District goals to be a Recreation Destination Location while simultaneously serving our healing community.

Upon reflection of the recommendations and findings of the Challenge Works staff, PRPD staff will discuss the varied elements of the evaluation in order to share findings with the BOD at the Parks and Rec Committee and will consult the BOD on the potential future construction of the course.

Attachments:

- A. Procurement of Service Proposal

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2022/22.0413/22.0325.ChallengeWorks.Report.docx
4/7/2022



PROCUREMENT OF SERVICE

FOR

SITE VISIT

PREPARED FOR:
PARADISE RECREATION AND PARKS DISTRICT
6626 SKYWAY
PARADISE, CA 95969

PROPOSAL NO: 221113
FEBRUARY 15, 2022



Challenge Works is a reviewed and approved Professional Vendor Member of the Association for Challenge Course Technology and recognized as a provider of accredited installation, inspection, training and certification services.



SERVICE PROPOSAL

This proposal has been prepared for your specific consideration based upon previous correspondence. Please let us know if there are any questions, comments, or concerns before approving this agreement. Challenge Works Inc seeks to create agreements that are accurate in scope and mutually agreeable.

PARADISE RECREATION AND PARK DISTRICT,

Thank you for your interest and consideration in Challenge Works Inc. for your next aerial adventure service. At Challenge Works we believe in offering high quality services and creating long-lasting relationships. Please review the service proposal provided below to move forward with the outlined project services.

1. LOCATION

The proposed service(s) will be provided on-site at: Paradise, California

2. SERVICE DATES

It is the responsibility of the client to coordinate with Challenge Works to solidify the scheduled service dates. Challenge Works operates on a first-come, first-serve basis. In order to secure your ideal service date(s) return this proposed agreement (signed) along with the requested deposit as soon as possible. Once received you have secured your priority and we will work to schedule your services as available. Any dates requested before the receipt of the agreement and deposit shall be considered tentative. Any change or cancellation of the scheduled dates by the Client prior to the start of the work may result in additional fees.

Challenge Works seeks to complete the service(s) on/by: TBD, 2022



3. SERVICE DETAIL

Challenge Works Inc proposes the following services be provided:

3.1 A Site Visit service that includes:

- On-Site Visit and Professional Consultation by a principal of Challenge Works
The overall objective of the service is to visit with pertinent staff to evaluate your site to explore the potential for a new adventure program/ structure. Goal identification, projected project time/ deadlines and feasibility will be explored during this site visit with the intention to capture the information for a follow-up report.
- Delivery of a Site Visit Report that documents our visit and Feasibility Determination (important to identify some of the challenges of your project idea that you may or may not have considered) Reports are typically delivered within 30 days of your site visit.
- Basic Concept Design (advanced concept design work available for additional fee)
- Brief Outline of Project Process and Next Steps to Proceed

YOUR SITE VISIT:

Challenge Works finds that the best process in planning your adventure course project is to meet at the proposed site and explore your vision or goals with you first hand. This really allows us to ask all of the right questions and understand and define your project. Site visits are typically less than a day for most projects and only require 1-4 hours of your time.



4. CLIENT RESPONSIBILITY

Client is responsible for the following items:

4.1 Prior to your site visit we ask you to::

- Email us the location of your site(s) to be explored and a brief explanation of your goals. If the site is quite large it is helpful to send an address and a google aerial map that is marked up (typically a simple box) that shows us the desired location. If there are any known challenges with the site it is often best to send those in advance as well (especially if ownership or property lines are not clear).
- If the site is not relatively easy to walk/hike, or traverse with a standard vehicle we ask that you provide an on-site vehicle capable of traversing the terrain as needed. If you need us to provide a vehicle to accommodate the challenges of navigating the site please let us know so we can discuss and obtain what is needed (depending on what is needed this may result in additional cost)

4.2 After your Site Visit

- Obtainment and delivery of any necessary answers to important questions asked during the visit
- Review and Comprehension of all items in the Site Visit Report. (If desired, Challenge Works is available to go over any items and answer any questions pertaining to your inspection report after you have reviewed it.)



5. SERVICE EXPENSES

Challenge Works will bill as follows:

5.1 EXPENSE TABLE

ITEM	ADDITIONAL DESCRIPTION	FEE
Service	Service 3.1 - Professional Site Visit (delivery of report)	\$1,200
Expenses	Travel, Lodging, Food - Estimate	\$450
	Requested Deposit (Payment 1)	\$750

Please note: that the estimates above reflect most estimated costs but may not include food and lodging; see below. All amounts shown are in USD. Challenge Works will bill for travel cost and/or mileage. Mileage rate is \$1/ mile.

5.2 OTHER EXPENSE TERMS

Challenge/ Aerial Adventure Course work is considered specialty services and most often requires vendors to travel large distances to serve their clientele. Additional Food, Lodging, and other expenses are typical due to the nature of the circumstances. We do our best to keep these non-extravagant. You will be billed for the following expenses per these terms:

FOOD - Meals may be provided by the client. If meals are not provided; we will make our own arrangements and charge USD \$85.00 per day (or part thereof) per person for meals.

LODGING - Lodging is required for Challenge Works Staff for the duration of the installation. If lodging cannot be provided we will charge, at cost, for non-extravagant accommodations in your area.

RENTAL VEHICLES/ EQUIPMENT - Rental Vehicles and Equipment (including fuel costs), if required, will be paid for by Challenge Works and billed at our cost to the client.

OTHER TRAVEL EXPENSES - Other travel related expenses such as airfare, tolls, transit fares, baggage fees, shipping costs, etc will be paid for by Challenge Works and billed at our cost to the client.



6. ACCEPTANCE AND AUTHORIZATION TO PROCEED

Please sign and date on the lines provided below to fully accept the Terms and Conditions as set forth by this contract and to allow Challenge Works to firmly schedule and begin work on your project.

Official for <u>Paradise Recreation and Parks District</u>	Title	Date
--	-------	------

Challenge Works is dedicated to promoting a culture of stewardship, sustainability and ecologically friendly service while continuing to push the limits of innovative design in the outdoor adventure industry. We look forward to exploring this exciting project with you. Thanks again for your consideration and please let us know if you have any questions.

Sincerely,

Nick Redinger, Chief Executing Officer of Challenge Works Inc

*Please sign and email a copy of this agreement. This proposal is valid for 30 days.
See General Terms attached as part of this agreement, next pages.*



GENERAL INFORMATION

STANDARDS UTILIZED

1. ANS/ACCT 03-2019 Challenge Courses and Canopy/ Zip Line Tours Standards
2. Current Manufacturers Printed or Posted Standard or Operating Instructions and Manuals

Where a conflict exists the most relevant standard shall apply (ex. where a climbing tower is integrated into a greater challenge course structure)

GENERAL TERMS AND CONDITIONS

1. PROJECT APPROVALS

Challenge Works will assist with project approvals by attending meetings, providing consultation and documents as necessary to execute the project. The Client will take direct and ultimate responsibility for obtaining government permits/approvals, verification of property lines, securing proper land use classification and dealing with environmental and/or cultural issues. Prior to providing services the Client must ensure all the preceding approvals and permits are confirmed for the site.

2. THIRD PARTY SERVICES

The Client will be responsible for approving and contracting with any third-party professionals such as engineers, surveyors or other subcontractors that may be required to support the project.

3. CHANGE ORDERS

We will provide you with a "will not exceed budget" for projects. We will never exceed a projected budget for our work with you unless it is the result of a request, by you, for additional service. This shall be considered a CHANGE ORDER. In such cases, a written estimate of the change will be provided and must be signed by the Client prior to the work commencing.

4. DISPUTE AVOIDANCE AND RESOLUTION

Mediation and Arbitration of Disputes. The parties are fully committed to working with each other throughout the Project and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Challenge Works and Client each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays and disruptions to the Services.



5. INSURANCE

Challenge Works agrees, at its sole cost and expense, to maintain appropriate insurance in accordance with generally accepted industry standards. Client agrees, at its sole cost and expense, to maintain separate and adequate insurance that is suitable for the services being performed and to protect its own interests.

6. LIABILITY OF CLIENT

Client retains complete liability for all course operations and recognizes that Challenge Works has no control over how the courses are operated. Client shall assume all liability for accidents or injuries occurred while on any course structure whether or not the course is in operation. Client shall also assume all responsibility for any labor it supplies to aid in services delivered by Challenge Works. Client releases, holds harmless and indemnifies Challenge Works from all damages related to Client's Liability and obligations as noted in this paragraph. However, this paragraph is not intended and does not release Challenge Works from express acts of gross negligence caused exclusively by Challenge Works.

7. SEVERABILITY

If a provision of this Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect: the validity or enforceability in that jurisdiction of any other provision of this Agreement; or the validity or enforceability in other jurisdictions of that or any other provision of this Agreement.

8. MUTUAL INDEMNITY AGREEMENT

Each Party shall hold harmless, and indemnify the other Party and its directors, officers, agents and employees against any and all loss, liability, damage, or expense, including any direct, indirect or consequential loss, liability, damage, or expense, but not including attorneys' fees unless awarded by a court of competent jurisdiction, for injury or death to persons, including employees of either Party, and damage to property, including property of either Party, arising out of or in connection with intentional, willful, wanton, reckless or negligent conduct regarding (a) the engineering, design, construction, maintenance, repair, operation, supervision, inspection, testing, protection or ownership of the Party's facilities, or (b) the making of replacements, additions, or improvements to, or reconstruction of, the Party's facilities. However, neither Party shall be indemnified hereunder for any loss, liability, damage, or expense resulting from its sole and exclusive gross negligence of one party or the willful misconduct of one party. Notwithstanding the indemnity provisions contained herein, except for a Party's willful misconduct or sole exclusive gross negligence, each Party shall be responsible for damage to its own facilities resulting from electrical disturbances or faults.

9. MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES

Challenge Works and the Client waive all claims against each other for all consequential and indirect damages of every kind arising out of or relating to the contract. This mutual waiver includes:

- 1) Damages incurred by the owner for rental expenses for loss of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- 2) Damages incurred by the contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit other than anticipated profits arising directly from the work.

This mutual waiver is applicable, without limitation, to all consequential damages to either party, damages related to termination of this agreement and liquidated damages.



10. STANDARD OF CARE

The standard of care for all professional services shall be no less than the presently accepted practices ordinarily used by members of the adventure course profession practicing under similar conditions at the same time and locality of the Service where it is being performed.

11. WARRANTY

Challenge Works Inc will warranty all installed elements, maintenance, repair work and materials for a period of 1 year from the time of installation. All installed components are designed to meet or exceed current ACCT Standards.

This warranty does not extend to the following:

- 1) Damage or failure that results from vandalism, neglect, unauthorized usage or acts of God.
 - 2) Damage or failure that results from usage in a manner other than for how it was designed and intended
- No other warranty is expressed or implied, and all others are expressly denied, including those of fitness and merchantability.

Challenge Works must receive written notice of a defect, within the 1 year time period, to incur obligation under this warranty. Challenge Works only obligation with respect to defects under this warranty is to correct the defect, which may include providing the labor, materials and parts reasonably considered defective.



DATE: 4/13/2022
TO: PRPD Board of Directors (BOD)
FROM: Dan Efseaff, District Manager
SUBJECT: Monthly District Report

Monthly Report

1. Updates

- a. Paradise Community Center (PCC) – Staff held a kickoff meeting with members of the PCC, Blue Flamingo Marketing, and Melton Design Group to discuss timelines and outreach strategies. Although it's subject to change, staff anticipates sharing the completed report at the July meeting.
- b. Lakeridge Park California Environmental Quality Act (CEQA) Study – At a previous Board of Directors meeting, Directors had asked staff about the CEQA requirements for the new parcel purchased in December 2021 that is directly adjacent to the existing District-owned Lakeridge Circle property. Staff have been advised that an Addendum will be added to the original Lakeridge Park CEQA study since the added changes are minor and will not be altering our original determination. In order to complete the addendum, staff will first need to finalize the updated conceptual design plan for the new parcel, which facilitates a final determination.
- c. 2022 Spring/Summer Activity Guide – Staff published the 2022 Spring/Summer activity guide on Friday March 25. Staff look forward to bringing health, happiness and community to the residents we serve through a variety of fun events, classes, tournaments, and programs.

2. Administrative and Visitor Services

- a. Medallion Sales - Besides Rotary and Paradise Recreation and Park District, 9 spots have been purchased. 7 of the 9 medallions have been created and installed. There are 2 medallions in the process of being made.
- b. Honey Run Covered Bridge Association (HRCBA) Report on Rebuild Progress of the Bridge – On Friday April 1st the HRCBA provided an opportunity for the public to come to the bridge site and learn about the progress of the rebuild. (Figure 1).
- c. Incident Command System (ICS) Training – The Town of Paradise invited District Manager Efseaff to participate in a 3 day ICS training to complete a level 300 course, which provides Emergency Operations Center (EOC) training for large scale emergencies. This may also aid in the consideration of District resources to help with emergency events.

3. Finance

- a. Routine Reports – Balance Sheet (Attachment A and B), Year to Date (YTD) Profit & Loss Budget vs. Actual (Attachment C and D), Monthly Profit & Loss (Attachment E and F), Investment and Reserve (Attachment G and H), and Recovery Project for the Fiscal Year (Attachment I and J)
 - i. The updated February financial reports are list with the March reports.
 - ii. A check made to Staples Construction Co Inc. in the amount \$50,473.56 was to pay for the fencing and lighting project at the horse arena. This is a reimbursable FEMA project with contribution from the Paradise Horsemen's Association.
- b. Impact Fees - For the month of March, the District received a total of \$17,831.30 in impact fees.
- c. Investments – Five Star Bank Interest deposits: Investment Money Market = \$9,425.94 and Grant Money Market = \$63.11.
- d. Updates
 - i. Impact Fees - It has been brought to staff's attention that a Town of Paradise ordinance passed in April 2020 based on State Law requirements prohibit Special Districts (except School Districts) from collecting Impact Fees on accessory dwelling units less than 750 square feet.

17.06.990 - Secondary dwelling unit(s) in areas zoned to allow single-family or multiple family residential use.11. The town, special district, or water corporation shall not impose any impact fee upon the development of a secondary dwelling less than seven hundred fifty (750) square feet.(Ord. No. 594, § 2, 4-14-2020)

- e. District Draft Budget – Staff have prepared a draft budget for fiscal year 2022/23, which is presented as an information-only item on the consent agenda. Please provide any comments questions to staff after review. The budget will be introduced at the May meeting.

4. Parks

- a. Coutolenc Park Clean-up Update – Staff have been working with the Butte Fire Safe Council and the Butte County Resource Conservation District on the next phase of the clean-up. They will be putting it out to bid to do a cleanup of the log decks and mastication of debris and remaining standing trees. They have an ambitious project that will put us in good shape for the next steps. They will put this out to bid in the next couple of weeks with work going over a couple of months. We notified the Paradise Bowhunters of the progress and had them flag any remaining infrastructure on site. The estimated value of this effort will be approximately \$260,000 (130 acres x \$2000/acre).
- b. Paradise Pool – Park Maintenance staff have been working hard to get the Paradise Pool summer ready (Figure 3). The pool water is a lovely sparkling blue and staff look forward to another great summer season.

5. Programs

- a. Spring and Summer Activity Guide - Staff completed the Spring and Summer 2022 Activity Guide. New to this issue: a sleek design, fliers for each event, a larger focus on facilities to encourage rentals and reservations, and a District Map. A digital version of the Activity Guide can be found here:
https://issuu.com/paradisepprd/docs/activityguide.springsummer.version_3.25.2022.final
- b. Spring Events – Staff have been preparing for a busy April with three weekend events planned. We will be holding an Easter celebration at the Terry Ashe Recreation Center on Saturday, April 9. The day will include an egg hunt, 4-H animals on display, and a visit from the Easter Bunny. Next up will be the Gold Nugget Craft Faire on April 23rd and 24th. So far we have 46 craft and 7 food vendors registered for the event. The Kid’s Fishing Day will take place at Paradise Lake on Saturday, April 30. Staff has been lining up sponsors, volunteers, and prizes. The first of several fish plants leading up the event took place on March 30.
- c. Polar Paddfest – Staff were surprised by the support from the local news media as PRPD hosted the first Polar Paddfest. Designed to be a “pop-up” style event, only for the highly adventurous kayaker, half a dozen participants gathered playing cards from staff disbursed around Paradise Lake as part of the poker race competition. See news coverage here: <https://www.msn.com/en-us/news/us/butte-county-ridge-twist-on-the-polar-plunge-aims-to-overcome-rebuild-headlines/ar-AAVheWU?ocid=entnewsntp&pc=U531>
- d. The Ridge Hiking Association – Staff partnered with Paradise StrongER to lead two hikes at Paradise Lake on March 12th. The group led by PRPD Staff started at the trailhead on the picnic side of the lake while StrongER staff led the portion of the hike on the far side of the trail. A total of 45 hikers joined the hikes, a steady start to the first part of the year for this program. Next hike April 9th at Table Mountain, starting at 8:30 am. Ridgehiking.com for more details.
- e. Healing Trauma Through Nature – Elements Grant – Staff attended the initial financial management and grant administration workshop to gain insight into coordinating this multi-year, high impact program. At **\$300,000**, this is the largest grant that Outdoor Education for All has received to date. Recruiting for the 26 seat Youth Advisory Council, a pillar in the grant architecture, will begin this summer and will continue into fall. A thorough presentation on the award and management of this grant and how it differentiates PRPD from other organizations can be expected in coming months.
- f. Healing Trauma Through Nature – Paradise Charter Middle School Field Trips – To date in this calendar year PRPD staff have led 12 after school field trips to 8 distinct sites within the District.
- g. Healing Trauma Through Nature – Butte County Community School (BCCS) Field Trips – To date in this calendar year PRPD staff have led 4 field trips for BCCS, an alternative education school within Butte County Office of Education. 8 more trips are planned before the summer intersession.
- h. Healing Trauma Through Nature – Mesa Verde School – To date this calendar year, PRPD have led 5 field trips with Mesa Verde School, an alternative education and continuation school in Oroville. Participants in this group have enjoyed hiking and kayaking at Paradise Lake, rock climbing in Bidwell Park, hiking on Table Mountain, R/C cars, drone flights, and teambuilding activities at Bille Park. Mesa Verde staff report an increase in engagement as well as a reduction in poor behavior since starting the field trip series. (Figure 4)

- i. Outdoor Education for All – Nature Journaling the Fire Environment Presentation – Through a partnership with the members of the Butte Fire Safe Council, staff presented “Trauma Informed Approaches to Nature Journaling the Fire Environment” to the Fire Adapted Methow Valley organization. 25 participants learned the Trauma Informed approach that PRPD integrates into our successful field trip programs.
- j. Butte Fire Safe Council – Facilitation Support – Staff facilitated a station at the Butte Fire Safe Council workshop. Five rounds of participants engaged in the “Protect Ready Raccoon from Embers” game in which Ready had to dodge flying softballs, ultimately failing miserably to do so. Receiving high marks, participants were thankful for a chance to get up and move around during the workshop.
- k. Kayaks Donated from Adventist Health Feather River Foundation (AHFRF) – Through the Inspire Hope Project, AHFRF aligned the donation of 7 inflatable kayaks, 3 high quality plastic kayaks, 2 paddleboards, 1 surfboard, and 4 inflatable 6 passenger boats. A few days before the scheduled pickup, 6 kayaks were stolen from the storage center. The North Valley Community Foundation has offered to write a check for the total of the 6 stolen kayaks directly to PRPD to ensure the donation can be completed in its entirety as initially promised. PRPD now has a fleet of vessels to be utilized in various public facing programs and private field trips.
- l. The Ted Klemm Memorial Teen Program – in its information gathering stages, staff have received half a dozen letters of support, including monetary donations, to support a teen program honoring the late Ted Klemm, a past Recreation Supervisor at PRPD. Klemm’s Widow, close friends, and community members have begun donating on Mr. Klemm’s behalf in hopes that the funding will be matched by donors (that wish to remain anonymous). This program will be aimed at hard to reach, underprivileged, low income, or otherwise challenged youth – the group that Mr. Klemm sought to impact with his time at PRPD. Staff are currently exploring staffing options to bring this service to life on behalf of Mr. & Mrs. Klemm.

6. Outreach and Development

- a. Wildfire Risk Reduction Project (WRRP) – Staff have prepared letters & brochures about the WRRP to mail out to landowners of properties that would align well with the optimized buffer locations around the ridge. These materials explain the concept of the WRRP and guidance for filling out a interested landowner form on the District website.
- b. Outdoor Education for All – Nature Journaling the Fire Environment Presentation – Through a partnership with the members of the Butte Fire Safe Council, staff presented “Trauma Informed Approaches to Nature Journaling the Fire Environment” to the Fire Adapted Methow Valley organization. 25 participants learned the Trauma Informed approach that PRPD integrates into our successful field trip programs.

7. Volunteer Program

- a. Coutolenc Camp Comeback – Fuel reduction and cleanup of slash continues. March 5th a group of community members helped with oak pruning (Figures 5,6, and 7) and construction of burn piles. Work will continue throughout April with a workday scheduled April 7th 2pm – 4pm
- b. All Hands And Hearts – Non-profit organization has developed roots in paradise for years to come. They work alongside local residents and deploy their unique volunteer model to enable direct impact helping families and communities recover by building safe, resilient schools, homes and other community infrastructure such as parks! Staff has collaborated with All hands and hearts to get volunteer support at Paradise Lake. These volunteers are saw certified and trained with technical skills to help with fuel reduction; they operate with full equipment, personal protective gear, site supervisor, and transportation. A consulting agreement through the District has been signed, and cutting area and parameters flagged. Next step is to lock in volunteer weekly schedule, waiting to hear back.
- c. Planting the Ridge – Community tree planting April 22, 23, 24 at Bille Park and Moore Road Ball Park from 11am – 4pm. We will start planting Earth Day and plant into the weekend. Staff is recruiting local youth groups and community members have actively been signing up through website volunteer registration form. Groups expressing interest; Ridgeview Rangers, Boys and girls club, Butte County Office of Education).
- d. Paradise Lake –
 - i. Belmont Hill School - Through volunteer networks (Hope Crisis Response Network) the District was referred a group of youth volunteers to help with invasive plant removal at Paradise Lake March 14th and 16th. The group

traveled all the way from Massachusetts to support the rebuild of Paradise, great to see some volunteer love spreading across states! BIG shoutout to maintenance crew for leading volunteers out in the field.

- ii. Mile marker project continues.
- iii. Polar Paddlefest – Community members assisted event leadership team with polar paddlefest at Paradise Lake March 19, 2022 (Figure 8)
- e. Kids Fishing Day – Staff is collaborating with recreation events to provide volunteer assistance at 2022 kids fishing day. Paradise Bass Club has accepted volunteering this year and we are excited to welcome their fishing knowledge!
- f. Park Steward – Tim Umenhofer has been taking initiative at Bille Park adding great value to the district and focusing on details that staff may not have time to touch up. Tim will start helping at Terry Ashe Recreation Center two days a week. Roles and expectations consist of; disinfecting railings (main touch zones), playgrounds, litter pick up, wipe down of trash containers and outdoor kitchen, windows, and general maintenance as needed.
- g. Noble Chipping – Staff is collaborating to follow up on chipping piles at Noble following work done by Northern California Indian Development Council.
- h. Total number of Volunteer Hours to Date (VHD) – 2,703.86 Last report of VHD – 2,465.86
 - 1. Paradise Lake: 1,384.26
 - 2. Bille: 388
 - 3. Noble: 73
 - 4. Lakeridge: 72
 - 5. Crain Memorial Park: 379.1
 - 6. Terry Ashe Recreation Center: 290.5
 - 7. Aquatic Park: 30
 - 8. Moore Road Ball Park: 21
 - 9. Coutolenc: 41.5
 - 10. Centerville: 24.5

8. Projects and Project Development

- a. Updated District Map – Staff has updated a map of the District with recent additions (Attachment K). A couple of minor errors will be fixed.

9. Upcoming

- a. May 11, 2022 Board of Directors Meeting – Annual reports and presentations are anticipated from the Honey Run Covered Bridge Association (HRCBA) and the Centerville Recreation and Historical Association (CRHA).
- b. Planting the Ridge - Community tree planting April 22, 23, 24 at Bille Park and Moore Road Ball Park from 11am – 4pm.
- c. Kids' Fishing Day – Saturday April 30th 8:00 am – 3:00 pm
- d. Planning a Design of Recreational Corridor (Yellowstone Kelly Trail) – Staff have been working with the Town of Paradise, Supervisor Teeter's office, and others to explore the potential for a planning effort to explore a recreational trail alongside the paved part of the trail. The plan would explore feasibility, costs, features, and maintenance requirements. Outcomes could include future funding and agreements to move it forward. The Butte County Board of Supervisors will consider funding this planning effort (\$20K requested) at their April meeting.
- e. Paradise Charter Middle School Expanded Learning Summer Program - hosted at the Terry Ashe Recreation Center. This 6-week summer program is the first of its kind for the Expanded Learning Program partnership between Paradise Charter Middle School and PRPD.
- f. The Ridge Agility Camp – two 4-week sessions of physical training, athletic training, and agility training for Middle School aged athletes on the high school football field and track. Supported by local coaches, principals, and athletic directors, there are currently few program options for this age group.

Photographs



Figure 1. Walt Schaffer - HRCBA Informational Presentation for PRPD residents



Figure 2. Sensei Harry Burluson leads the PRPD Judo classes on Wednesday afternoons.



Figure 3. Ray Lockridge has been busy balancing the chemicals at the Paradise Pool.



Figure 4. Field Trip Participants on Paradise Lake in Kayaks.



Figure 5. Before - Black oak pruning.



Figure 6. After - Black oak pruning.



Figure 7. A couple volunteers in action.



Figure 8. Polar Paddlefest crew!

Attachments:

- A. Balance Sheet February
- B. Balance Sheet March
- C. YTD Profit & Loss Budget vs. Actual February
- D. YTD Profit & Loss Budget vs. Actual March
- E. Monthly Profit & Loss February
- F. Monthly Profit & Loss March
- G. Investment and Reserve February
- H. Investment and Reserve March
- I. Recovery Project for the Fiscal Year February
- J. Recovery Project for the Fiscal Year March
- K. Updated District Map

https://paradisepprd-my.sharepoint.com/personal/defseaff_paradisepprd_com/Documents/Dan_OneDrive/Templates/BOD_2017_District_Report_Template_17_0905.docx
4/7/2022

PRPD
Balance Sheet
As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Mechanics Bank - Operating	230,658.95
1003 · Five Star Bank - Payroll	47,977.08
1005 · Petty Cash	300.00
1008 · North Valley Community Found	2,414.77
1010 · Treasury Cash - 2510	
1011 · General Operating	-745,551.22
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	-134,851.22
1030 · Investments	
1031 · Five Star Bank Money Market	2,558,124.80
1032 · Five Star Bank Grant M. M.	252,574.62
1033 · Investment Reserves	
1033.02 · Capital Improvement & Acquisit	9,607,903.13
1033.03 · Current Operations	8,018,615.00
1033.04 · Desig Proj/Sp Use/Grant Match	751,745.15
1033.05 · Future Operations	18,793,628.92
1033.06 · Technology	150,349.03
1033.07 · Vehicle Fleet & Equipment	751,745.15
Total 1033 · Investment Reserves	38,073,986.38
Total 1030 · Investments	40,884,685.80
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	81,063.83
1114-14 · General Donations	9,287.80
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	973.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	223.24
Total 1114 · Designated Donations-2514	110,969.76
Total 1100 · Designated Treasury Funds	171,079.02
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	8,236.81
1121 · Park Acqui Unincorp - 2521	37,696.46
1122 · Park Dev Unincorp - 2522	135,336.96
1124 · District Fac Unincorp - 2524	54,226.46
1126 · Park Acqui Incorp - 2526	166,674.29
1127 · Park Dev Incorp - 2527	491,132.81
1128 · District Fac Incorp - 2528	99,340.78

PRPD
Balance Sheet
As of February 28, 2022

	Feb 28, 22
Total 1119 · Impact Fees	992,644.57
Total Checking/Savings	42,194,908.97
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	42,250,871.57
Fixed Assets	
1710 · Land	750,088.53
1720 · Buildings	5,741,888.45
1730 · Furn., Fixtures & Equip (>\$5k)	1,114,013.81
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)	18,571.50
1820.2 · Buffer (TNC)	25,503.20
Total 1820 · CIP-Acquisition	44,074.70
1830 · CIP-Development	
1830.1 · CIP-Aquatic Park Lighting	580.01
1830.2 · CIP-State Park Grant (SPPG)	215.64
Total 1830 · CIP-Development	795.65
1840 · CIP-Facility & Park Amenities	
1840.1 · CIP-Paradise Pool Swim Blocks	1,247.17
1840.2 · CIP-Cal Recycle	192,566.52
1840.4 · CIP-RTGGP Trails Grant	2,262.25
1840.5 · Existing Park Improvements	17,204.40
1840.6 · CIP-California ReLeaf (CRL)	290.45
Total 1840 · CIP-Facility & Park Amenities	213,570.79
Total 1800 · Construction in Progress	415,713.41
Total Fixed Assets	3,504,426.81
Other Assets	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	164,084.00
Total Other Assets	464,406.00
TOTAL ASSETS	46,219,704.38
LIABILITIES & EQUITY	

PRPD
Balance Sheet
As of February 28, 2022

	Feb 28, 22
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	4,843.33
Total Accounts Payable	4,843.33
Other Current Liabilities	
2100 · Payroll Liabilities	
2120 · Payroll Taxes Payable	-11,049.94
2130 · Health Benefits Payable	-5,377.90
2140 · FSA payable	-754.12
2170 · CalPers Payable	24,969.41
2180 · Garnishments payable	-2.50
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	52,059.58
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	293,369.58
Total Current Liabilities	298,212.91
Long Term Liabilities	
2700 · FEMA Community Disaster Loan	59,909.00
2805 · CalPers Pension Liability	419,464.00
2806 · OPEB Liability	391,761.00
Total Long Term Liabilities	871,134.00
Total Liabilities	1,169,346.91
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	40,912,939.92
3999 · Opening Balance Equity	-354,580.80
Net Income	160,657.97
Total Equity	45,050,357.47
TOTAL LIABILITIES & EQUITY	46,219,704.38

PRPD
Profit & Loss Budget vs. Actual
 July 2021 through February 2022

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4100 · Tax Revenue	497,954.36	718,000.00	-220,045.64	69.4%
4200 · Impact Fee revenue	98,715.09	120,000.00	-21,284.91	82.3%
4300 · Program Income	205,247.12	206,500.00	-1,252.88	99.4%
4350 · Concession & Merchandise sales	0.00	2,100.00	-2,100.00	0.0%
4400 · Donation & Fundraising Income	71,399.66	55,300.00	16,099.66	129.1%
4500 · Grant Income	579,259.22	642,000.00	-62,740.78	90.2%
4600 · Other Revenue	504,323.91	405,500.00	98,823.91	124.4%
4900 · Interest Income	54,352.51	251,900.00	-197,547.49	21.6%
Total Income	2,011,251.87	2,401,300.00	-390,048.13	83.8%
Gross Profit	2,011,251.87	2,401,300.00	-390,048.13	83.8%
Expense				
5000 · Payroll Expenses				
5010 · Wages & Salaries	931,951.10	1,220,400.00	-288,448.90	76.4%
5020 · Employer Taxes	71,838.43	61,800.00	10,038.43	116.2%
5030 · Employee Benefits				
5030.1 · Retired Health Premium Employer	9,606.13			
5030.2 · Admin Fee for Active	245.92			
5030.3 · Admin Fee for Retired	453.44			
5030 · Employee Benefits - Other	174,499.88	257,100.00	-82,600.12	67.9%
Total 5030 · Employee Benefits	184,805.37	257,100.00	-72,294.63	71.9%
5040 · Workers Comp Expense	25,440.79	56,700.00	-31,259.21	44.9%
5060 · Other Personnel Costs	11,197.07	15,800.00	-4,602.93	70.9%
5000 · Payroll Expenses - Other	10,159.96	0.00	10,159.96	100.0%
Total 5000 · Payroll Expenses	1,235,392.72	1,611,800.00	-376,407.28	76.6%
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	425.96	6,900.00	-6,474.04	6.2%
5120 · Program Contract Labor	878.00	6,500.00	-5,622.00	13.5%
5130 · Program Supplies	22,202.30	27,700.00	-5,497.70	80.2%
5100 · Program Expenses - Other	0.00	0.00	0.00	0.0%
Total 5100 · Program Expenses	23,506.26	41,100.00	-17,593.74	57.2%
5140 · Fundraising Expense	0.00	18,200.00	-18,200.00	0.0%
5200 · Advertising & Promotion	8,120.06	11,200.00	-3,079.94	72.5%
5220 · Bank & Merchant Fees	3,399.17	5,200.00	-1,800.83	65.4%
5230 · Contributions to Others	2,500.00	25,600.00	-23,100.00	9.8%
5240 · Copying & Printing	4,229.22	7,100.00	-2,870.78	59.6%
5260 · Dues, Mbrshps, Subscr, & Pubs	12,286.21	32,600.00	-20,313.79	37.7%
5270 · Education, Training & Staff Dev	4,766.38	8,500.00	-3,733.62	56.1%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	11,481.83	10,300.00	1,181.83	111.5%
5284 · Program ET&F	61.12	10,300.00	-10,238.88	0.6%
5286 · Small Tools & Equipment	14,387.81	21,200.00	-6,812.19	67.9%
5280 · Equip., Tools & Furn (<\$5k) - Other	0.00	0.00	0.00	0.0%
Total 5280 · Equip., Tools & Furn (<\$5k)	25,930.76	41,800.00	-15,869.24	62.0%
5290 · Equipment Rental	106,626.80	94,900.00	11,726.80	112.4%
5300 · Insurance	80,848.00	76,400.00	4,448.00	105.8%
5310 · Interest Expense	250.41	1,100.00	-849.59	22.8%
5320 · Miscellaneous Expense	0.00	300.00	-300.00	0.0%
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	49,664.14	365,000.00	-315,335.86	13.6%
5330 · Professional & Outside services - Other	217.18	0.00	217.18	100.0%
Total 5330 · Professional & Outside services	68,860.65	638,600.00	-569,739.35	10.8%

PRPD
Profit & Loss Budget vs. Actual
July 2021 through February 2022

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of B...
5340 · Postage & Delivery	1,489.82	2,000.00	-510.18	74.5%
5350 · Rent-Facility use fees	2,548.50	7,800.00	-5,251.50	32.7%
5360 · Repair & Maintenance				
5361 · Building R&M	1,851.05	24,000.00	-22,148.95	7.7%
5362 · Equipment R&M	4,417.85	19,000.00	-14,582.15	23.3%
5363 · General R&M	6,354.63	21,000.00	-14,645.37	30.3%
5364 · Grounds R&M	27,790.42	57,000.00	-29,209.58	48.8%
5365 · Pool R&M	23,895.27	19,000.00	4,895.27	125.8%
5366 · Vehicle R&M	2,071.80	11,000.00	-8,928.20	18.8%
5367 · Janitorial	6,018.93	11,000.00	-4,981.07	54.7%
5368 · Security	1,553.72	7,000.00	-5,446.28	22.2%
5369 · Vandalism	1,768.46	1,000.00	768.46	176.8%
5360 · Repair & Maintenance - Other	0.00	0.00	0.00	0.0%
Total 5360 · Repair & Maintenance	75,722.13	170,000.00	-94,277.87	44.5%
5370 · Supplies - Consumable				
5372 · Office Supplies	8,101.62	12,900.00	-4,798.38	62.8%
5374 · Safety & staff supplies	8,393.53	16,500.00	-8,106.47	50.9%
5370 · Supplies - Consumable - Other	0.00	0.00	0.00	0.0%
Total 5370 · Supplies - Consumable	16,495.15	29,400.00	-12,904.85	56.1%
5380 · Taxes, Lic., Notices & Permits	5,732.03	4,200.00	1,532.03	136.5%
5390 · Telephone & Internet	11,101.40	24,800.00	-13,698.60	44.8%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	4,597.92	9,000.00	-4,402.08	51.1%
5404 · Fuel	19,373.47	16,800.00	2,573.47	115.3%
5406 · Meals	4,122.62	5,000.00	-877.38	82.5%
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	28,669.69	39,700.00	-11,030.31	72.2%
5410 · Utilities				
5412 · Electric & Gas	109,662.50	60,900.00	48,762.50	180.1%
5414 · Water	15,601.51	24,200.00	-8,598.49	64.5%
5416 · Garbage	6,854.53	15,200.00	-8,345.47	45.1%
5410 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 5410 · Utilities	132,118.54	100,300.00	31,818.54	131.7%
Total Expense	1,850,593.90	2,992,600.00	-1,142,006.10	61.8%
Net Ordinary Income	160,657.97	-591,300.00	751,957.97	-27.2%
Net Income	160,657.97	-591,300.00	751,957.97	-27.2%

PRPD
Profit & Loss
February 2022

	Feb 22
Ordinary Income/Expense	
Income	
4200 · Impact Fee revenue	12,216.38
4300 · Program Income	16,158.09
4400 · Donation & Fundraising Income	52.25
4500 · Grant Income	60,000.00
4900 · Interest Income	6,933.38
Total Income	95,360.10
Gross Profit	95,360.10
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	93,960.91
5020 · Employer Taxes	7,245.73
5030 · Employee Benefits	
5030.1 · Retired Health Premium Employer	1,275.94
5030.2 · Admin Fee for Active	33.85
5030.3 · Admin Fee for Retired	9.75
5030 · Employee Benefits - Other	20,066.71
Total 5030 · Employee Benefits	21,386.25
5040 · Workers Comp Expense	0.00
5060 · Other Personnel Costs	72.00
5000 · Payroll Expenses - Other	4,729.66
Total 5000 · Payroll Expenses	127,394.55
5100 · Program Expenses	
5120 · Program Contract Labor	378.00
5130 · Program Supplies	809.60
Total 5100 · Program Expenses	1,187.60
5200 · Advertising & Promotion	360.00
5220 · Bank & Merchant Fees	-430.24
5240 · Copying & Printing	305.07
5260 · Dues, Mbrshps, Subscr, & Pubs	722.96
5270 · Education, Training & Staff Dev	4,676.98
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	9,909.10
5286 · Small Tools & Equipment	967.79
Total 5280 · Equip., Tools & Furn (<\$5k)	10,876.89
5290 · Equipment Rental	6,374.37
5310 · Interest Expense	38.00
5330 · Professional & Outside services	
5338 · Other Prof. & Outside Labor	7,564.75
Total 5330 · Professional & Outside services	7,564.75
5340 · Postage & Delivery	232.00
5360 · Repair & Maintenance	
5361 · Building R&M	1,538.61
5362 · Equipment R&M	14.06
5363 · General R&M	1,165.10
5364 · Grounds R&M	3,728.05
5366 · Vehicle R&M	676.71
5367 · Janitorial	626.91
5368 · Security	172.21
5369 · Vandalism	40.73
Total 5360 · Repair & Maintenance	7,962.38
5370 · Supplies - Consumable	
5372 · Office Supplies	456.18

PRPD
Profit & Loss
February 2022

	<u>Feb 22</u>
5374 · Safety & staff supplies	263.07
Total 5370 · Supplies - Consumable	719.25
5380 · Taxes, Lic., Notices & Permits	555.00
5390 · Telephone & Internet	1,108.88
5400 · Transportation, Meals & Travel	
5404 · Fuel	2,138.69
5406 · Meals	203.53
Total 5400 · Transportation, Meals & Travel	2,342.22
5410 · Utilities	
5412 · Electric & Gas	60,595.89
5414 · Water	1,610.08
5416 · Garbage	1,105.09
Total 5410 · Utilities	63,311.06
Total Expense	235,301.72
Net Ordinary Income	-139,941.62
Net Income	<u><u>-139,941.62</u></u>

**Paradise Recreation & Park District
Investment & Reserves Report
28-Feb-22**

Summary	Maximum Target	6/30/2021 Balance	2021/2022 Allocated	2021/2022 Interest	2/28/2022 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	13,950.93	9,507,070.98	100,000
Current Operations	8,000,000	8,006,848.74	0.00	11,766.73	8,018,615.47	50,000
Designated Project/Special Use/Grant Matching	1,500,000	750,642.06	0.00	1,103.13	751,745.19	50,000
Future Operations	25,000,000	18,766,051.76	0.00	27,578.28	18,793,630.04	100,000
Technology	150,000	150,128.41	0.00	220.63	150,349.04	5,000
Vehicle Fleet & Equipment	1,000,000	750,642.06	0.00	1,103.13	751,745.19	75,000
Total Reserves Funds	61,150,000	37,917,433.08	0.00	55,722.84	37,973,155.92	410,000

Detail		
Five Star Investment Money Market	2/28/2022	2021 - 2022 Interest Earned
CalPERS 115 Trust	0.00	0.00
Capital Improvement & Acquisition	9,507,070.98	1,574.55
Current Operations	8,018,615.47	1,328.04
Designated Project/Special Use/Grant Matching	751,745.19	124.50
Future Operations	18,793,630.04	3,112.59
Technology	150,349.04	24.90
Vehicle Fleet & Equipment	751,745.19	124.50
General Operating	3,594,005.25	605.16
Sub-Total Five Star	41,627,070.17	6,894.24
Add/Subtract Changes	-1,160,741.72	
Total Five Star	40,538,330.67	

Five Star	Beginning Balance	Change	Interest Earned	Ending Balance
Grant Money Market Account	215,927.01	36609.24	38.37	252,574.62
Payroll Interest Checking	3,226.09	21032.29	0.77	24,259.15
Total Five Star	219,153.10	57641.53	39.14	276,833.77

Mechanics	Deposits	Checks
Checking (as of December 31, 2021)	148,067.39	49,875.22
Total	148,067.39	49,875.22

Total in interest earning accounts	41,013,107.05	6,933.38
Other Investment Income		0.00
Total		6,933.38

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 February 2022

	Total 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	4,555.07
Total 5280 · Equip., Tools & Furn (<\$5k)	4,555.07
5290 · Equipment Rental	5,794.10
5330 · Professional & Outside services	
5338 · Other Prof. & Outside Labor	1,274.20
5330 · Professional & Outside services - Other	217.18
Total 5330 · Professional & Outside services	1,491.38
5360 · Repair & Maintenance	
5362 · Equipment R&M	185.51
5363 · General R&M	552.50
5364 · Grounds R&M	7,499.41
Total 5360 · Repair & Maintenance	8,237.42
5370 · Supplies - Consumable	
5374 · Safety & staff supplies	276.33
Total 5370 · Supplies - Consumable	276.33
5390 · Telephone & Internet	181.28
Total Expense	21,175.81
Net Ordinary Income	-21,175.81
Net Income	-21,175.81

PRPD
Balance Sheet
As of March 31, 2022

	Mar 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Mechanics Bank - Operating	294,793.93
1003 · Five Star Bank - Payroll	25,002.37
1005 · Petty Cash	300.00
1008 · North Valley Community Found	2,414.77
1010 · Treasury Cash - 2510	
1011 · General Operating	-969,408.37
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	-358,708.37
1030 · Investments	
1031 · Five Star Bank Money Market	2,558,950.24
1032 · Five Star Bank Grant M. M.	275,614.04
1033 · Investment Reserves	
1033.02 · Capital Improvement & Acquisit	9,610,056.38
1033.03 · Current Operations	8,020,431.13
1033.04 · Desig Proj/Sp Use/Grant Match	751,915.41
1033.05 · Future Operations	18,797,885.47
1033.06 · Technology	150,383.08
1033.07 · Vehicle Fleet & Equipment	751,915.41
Total 1033 · Investment Reserves	38,082,586.88
Total 1030 · Investments	40,917,151.16
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	81,063.83
1114-14 · General Donations	9,287.80
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	973.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	223.24
Total 1114 · Designated Donations-2514	110,969.76
Total 1100 · Designated Treasury Funds	171,079.02
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	8,236.81
1121 · Park Acqui Unincorp - 2521	37,696.46
1122 · Park Dev Unincorp - 2522	135,336.96
1124 · District Fac Unincorp - 2524	54,226.46
1126 · Park Acqui Incorp - 2526	166,674.29
1127 · Park Dev Incorp - 2527	491,132.81
1128 · District Fac Incorp - 2528	99,340.78

PRPD
Balance Sheet
As of March 31, 2022

	Mar 31, 22
Total 1119 · Impact Fees	992,644.57
Total Checking/Savings	42,044,677.45
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	42,100,640.05
Fixed Assets	
1710 · Land	750,088.53
1720 · Buildings	5,741,888.45
1730 · Furn., Fixtures & Equip (>\$5k)	1,114,013.81
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)	18,571.50
1820.2 · Buffer (TNC)	31,474.70
Total 1820 · CIP-Acquisition	50,046.20
1830 · CIP-Development	
1830.1 · CIP-Aquatic Park Lighting	580.01
1830.2 · CIP-State Park Grant (SPPG)	408.48
Total 1830 · CIP-Development	988.49
1840 · CIP-Facility & Park Amenities	
1840.1 · CIP-Paradise Pool Swim Blocks	1,247.17
1840.2 · CIP-Cal Recycle	196,461.52
1840.4 · CIP-RTGGP Trails Grant	2,268.66
1840.5 · Existing Park Improvements	17,204.40
1840.6 · CIP-California ReLeaf (CRL)	1,404.36
Total 1840 · CIP-Facility & Park Amenities	218,586.11
Total 1800 · Construction in Progress	426,893.07
Total Fixed Assets	3,515,606.47
Other Assets	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	164,084.00
Total Other Assets	464,406.00
TOTAL ASSETS	46,080,652.52
LIABILITIES & EQUITY	

PRPD
Balance Sheet
As of March 31, 2022

	Mar 31, 22
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	5,577.76
Total Accounts Payable	5,577.76
Other Current Liabilities	
2100 · Payroll Liabilities	
2120 · Payroll Taxes Payable	-11,049.96
2130 · Health Benefits Payable	-3,022.74
2140 · FSA payable	-531.04
2170 · CalPers Payable	31,679.31
2180 · Garnishments payable	-2.50
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	61,347.70
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	302,657.70
Total Current Liabilities	308,235.46
Long Term Liabilities	
2700 · FEMA Community Disaster Loan	59,909.00
2805 · CalPers Pension Liability	419,464.00
2806 · OPEB Liability	391,761.00
Total Long Term Liabilities	871,134.00
Total Liabilities	1,179,369.46
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	40,912,939.92
3999 · Opening Balance Equity	-354,580.80
Net Income	11,583.56
Total Equity	44,901,283.06
TOTAL LIABILITIES & EQUITY	46,080,652.52

PRPD
Profit & Loss Budget vs. Actual
July 2021 through March 2022

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Bud...
Ordinary Income/Expense				
Income				
4100 · Tax Revenue	497,954.36	718,000.00	-220,045.64	69.4%
4200 · Impact Fee revenue	116,546.39	120,000.00	-3,453.61	97.1%
4300 · Program Income	225,594.28	206,500.00	19,094.28	109.2%
4350 · Concession & Merchandise sales	0.00	2,100.00	-2,100.00	0.0%
4400 · Donation & Fundraising Income	71,449.66	55,300.00	16,149.66	129.2%
4500 · Grant Income	602,240.13	642,000.00	-39,759.87	93.8%
4600 · Other Revenue	504,323.91	405,500.00	98,823.91	124.4%
4900 · Interest Income	63,843.16	251,900.00	-188,056.84	25.3%
Total Income	2,081,951.89	2,401,300.00	-319,348.11	86.7%
Gross Profit	2,081,951.89	2,401,300.00	-319,348.11	86.7%
Expense				
5000 · Payroll Expenses				
5010 · Wages & Salaries	1,029,144.41	1,220,400.00	-191,255.59	84.3%
5020 · Employer Taxes	79,271.93	61,800.00	17,471.93	128.3%
5030 · Employee Benefits				
5030.1 · Retired Health Premium Employer	10,882.07			
5030.2 · Admin Fee for Active	271.00			
5030.3 · Admin Fee for Retired	463.19			
5030 · Employee Benefits - Other	194,646.35	257,100.00	-62,453.65	75.7%
Total 5030 · Employee Benefits	206,262.61	257,100.00	-50,837.39	80.2%
5040 · Workers Comp Expense	33,909.47	56,700.00	-22,790.53	59.8%
5060 · Other Personnel Costs	8,928.07	15,800.00	-6,871.93	56.5%
5000 · Payroll Expenses - Other	13,811.48	0.00	13,811.48	100.0%
Total 5000 · Payroll Expenses	1,371,327.97	1,611,800.00	-240,472.03	85.1%
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	425.96	6,900.00	-6,474.04	6.2%
5120 · Program Contract Labor	878.00	6,500.00	-5,622.00	13.5%
5130 · Program Supplies	24,776.46	27,700.00	-2,923.54	89.4%
5100 · Program Expenses - Other	0.00	0.00	0.00	0.0%
Total 5100 · Program Expenses	26,080.42	41,100.00	-15,019.58	63.5%
5140 · Fundraising Expense	0.00	18,200.00	-18,200.00	0.0%
5200 · Advertising & Promotion	10,089.17	11,200.00	-1,110.83	90.1%
5220 · Bank & Merchant Fees	3,924.50	5,200.00	-1,275.50	75.5%
5230 · Contributions to Others	2,500.00	25,600.00	-23,100.00	9.8%
5240 · Copying & Printing	4,510.51	7,100.00	-2,589.49	63.5%
5260 · Dues, Mbrshps, Subscr, & Pubs	12,749.17	32,600.00	-19,850.83	39.1%
5270 · Education, Training & Staff Dev	5,684.38	8,500.00	-2,815.62	66.9%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	11,653.45	10,300.00	1,353.45	113.1%
5284 · Program ET&F	1,596.16	10,300.00	-8,703.84	15.5%
5286 · Small Tools & Equipment	14,430.70	21,200.00	-6,769.30	68.1%
5280 · Equip., Tools & Furn (<\$5k) - Other	0.00	0.00	0.00	0.0%
Total 5280 · Equip., Tools & Furn (<\$5k)	27,680.31	41,800.00	-14,119.69	66.2%
5290 · Equipment Rental	106,626.80	94,900.00	11,726.80	112.4%
5300 · Insurance	80,848.00	76,400.00	4,448.00	105.8%
5310 · Interest Expense	250.41	1,100.00	-849.59	22.8%
5320 · Miscellaneous Expense	0.00	300.00	-300.00	0.0%
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	51,521.23	365,000.00	-313,478.77	14.1%
5330 · Professional & Outside services - Other	217.18	0.00	217.18	100.0%
Total 5330 · Professional & Outside services	70,717.74	638,600.00	-567,882.26	11.1%

PRPD
Profit & Loss Budget vs. Actual
July 2021 through March 2022

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Bud...
5340 · Postage & Delivery	1,489.82	2,000.00	-510.18	74.5%
5350 · Rent-Facility use fees	2,548.50	7,800.00	-5,251.50	32.7%
5360 · Repair & Maintenance				
5361 · Building R&M	2,847.53	24,000.00	-21,152.47	11.9%
5362 · Equipment R&M	4,605.57	19,000.00	-14,394.43	24.2%
5363 · General R&M	6,753.33	21,000.00	-14,246.67	32.2%
5364 · Grounds R&M	79,196.47	57,000.00	22,196.47	138.9%
5365 · Pool R&M	25,183.14	19,000.00	6,183.14	132.5%
5366 · Vehicle R&M	2,936.24	11,000.00	-8,063.76	26.7%
5367 · Janitorial	9,833.19	11,000.00	-1,166.81	89.4%
5368 · Security	2,136.72	7,000.00	-4,863.28	30.5%
5369 · Vandalism	2,010.85	1,000.00	1,010.85	201.1%
5360 · Repair & Maintenance - Other	0.00	0.00	0.00	0.0%
Total 5360 · Repair & Maintenance	135,503.04	170,000.00	-34,496.96	79.7%
5370 · Supplies - Consumable				
5372 · Office Supplies	8,384.89	12,900.00	-4,515.11	65.0%
5374 · Safety & staff supplies	8,481.16	16,500.00	-8,018.84	51.4%
5370 · Supplies - Consumable - Other	0.00	0.00	0.00	0.0%
Total 5370 · Supplies - Consumable	16,866.05	29,400.00	-12,533.95	57.4%
5380 · Taxes, Lic., Notices & Permits	5,768.98	4,200.00	1,568.98	137.4%
5390 · Telephone & Internet	11,914.35	24,800.00	-12,885.65	48.0%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	5,102.61	9,000.00	-3,897.39	56.7%
5404 · Fuel	21,933.78	16,800.00	5,133.78	130.6%
5406 · Meals	4,287.29	5,000.00	-712.71	85.7%
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	31,899.36	39,700.00	-7,800.64	80.4%
5410 · Utilities				
5412 · Electric & Gas	114,212.37	60,900.00	53,312.37	187.5%
5414 · Water	19,413.93	24,200.00	-4,786.07	80.2%
5416 · Garbage	7,762.55	15,200.00	-7,437.45	51.1%
5410 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 5410 · Utilities	141,388.85	100,300.00	41,088.85	141.0%
Total Expense	2,070,368.33	2,992,600.00	-922,231.67	69.2%
Net Ordinary Income	11,583.56	-591,300.00	602,883.56	-2.0%
Net Income	11,583.56	-591,300.00	602,883.56	-2.0%

PRPD
Profit & Loss
March 2022

	Mar 22
Ordinary Income/Expense	
Income	
4200 · Impact Fee revenue	17,831.30
4300 · Program Income	20,351.16
4400 · Donation & Fundraising Income	46.00
4500 · Grant Income	22,980.91
4900 · Interest Income	9,490.65
Total Income	70,700.02
Gross Profit	70,700.02
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	97,193.31
5020 · Employer Taxes	7,433.50
5030 · Employee Benefits	
5030.1 · Retired Health Premium Employer	1,275.94
5030.2 · Admin Fee for Active	25.08
5030.3 · Admin Fee for Retired	9.75
5030 · Employee Benefits - Other	20,146.47
Total 5030 · Employee Benefits	21,457.24
5040 · Workers Comp Expense	8,468.68
5060 · Other Personnel Costs	-2,269.00
5000 · Payroll Expenses - Other	3,651.52
Total 5000 · Payroll Expenses	135,935.25
5100 · Program Expenses	
5130 · Program Supplies	2,574.16
Total 5100 · Program Expenses	2,574.16
5200 · Advertising & Promotion	1,969.11
5220 · Bank & Merchant Fees	525.33
5240 · Copying & Printing	281.29
5260 · Dues, Mbrshps, Subscr, & Pubs	462.96
5270 · Education, Training & Staff Dev	918.00
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	171.62
5284 · Program ET&F	1,535.04
5286 · Small Tools & Equipment	42.89
Total 5280 · Equip., Tools & Furn (<\$5k)	1,749.55
5330 · Professional & Outside services	
5338 · Other Prof. & Outside Labor	1,857.09
Total 5330 · Professional & Outside services	1,857.09
5360 · Repair & Maintenance	
5361 · Building R&M	996.48
5362 · Equipment R&M	187.72
5363 · General R&M	398.70
5364 · Grounds R&M	51,406.05
5365 · Pool R&M	1,287.87
5366 · Vehicle R&M	864.44
5367 · Janitorial	3,814.26
5368 · Security	583.00
5369 · Vandalism	242.39
Total 5360 · Repair & Maintenance	59,780.91
5370 · Supplies - Consumable	
5372 · Office Supplies	283.27
5374 · Safety & staff supplies	87.63
	371.90

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Accrual Basis

PRPD
Profit & Loss
March 2022

	<u>Mar 22</u>
Total 5370 · Supplies - Consumable	370.90
5380 · Taxes, Lic., Notices & Permits	36.95
5390 · Telephone & Internet	812.95
5400 · Transportation, Meals & Travel	
5402 · Air, Lodging & Other Travel	504.69
5404 · Fuel	2,560.31
5406 · Meals	164.67
	<hr/>
Total 5400 · Transportation, Meals & Travel	3,229.67
5410 · Utilities	
5412 · Electric & Gas	4,549.87
5414 · Water	3,812.42
5416 · Garbage	908.02
	<hr/>
Total 5410 · Utilities	9,270.31
Total Expense	<hr/> 219,774.43
Net Ordinary Income	<hr/> -149,074.41
Net Income	<hr/> -149,074.41 <hr/>

**Paradise Recreation & Park District
Investment & Reserves Report
31-Mar-22**

Summary	Maximum Target	6/30/2021 Balance	2021/2022 Allocated	2021/2022 Interest	3/31/2022 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	16,103.69	9,509,223.74	100,000
Current Operations	8,000,000	8,006,848.74	0.00	13,582.45	8,020,431.19	50,000
Designated Project/Special Use/Grant Matching	1,500,000	750,642.06	0.00	1,273.35	751,915.41	50,000
Future Operations	25,000,000	18,766,051.76	0.00	31,833.87	18,797,885.63	100,000
Technology	150,000	150,128.41	0.00	254.67	150,383.08	5,000
Vehicle Fleet & Equipment	1,000,000	750,642.06	0.00	1,273.35	751,915.41	75,000
Total Reserves Funds	61,150,000	37,917,433.08	0.00	64,321.40	37,981,754.48	410,000

Detail		
Five Star Investment Money Market	3/31/2022	2021 - 2022 Interest Earned
CalPERS 115 Trust	0.00	0.00
Capital Improvement & Acquisition	9,509,223.74	2,153.25
Current Operations	8,020,431.19	1,816.13
Designated Project/Special Use/Grant Matching	751,915.41	170.26
Future Operations	18,797,885.63	4,256.55
Technology	150,383.08	34.05
Vehicle Fleet & Equipment	751,915.41	170.26
General Operating	3,585,406.69	825.44
Sub-Total Five Star	41,627,070.17	9,425.94
Add/Subtract Changes	-1,160,741.72	
Total Five Star	40,547,756.62	

Five Star	Beginning Balance	Change	Interest Earned	Ending Balance
Grant Money Market Account	252,574.62	22976.31	63.11	275,614.04
Payroll Interest Checking	24,259.15	-22463.03	1.60	1,797.72
Total Five Star	276,833.77	513.28	64.71	277,411.76

Mechanics	Deposits	Checks
Checking (as of February 28, 2022)	197,942.61	29,587.39
Total	197,942.61	0

Total in interest earning accounts	41,052,698.38	9,490.65
Other Investment Income		0.00
Total		9,490.65

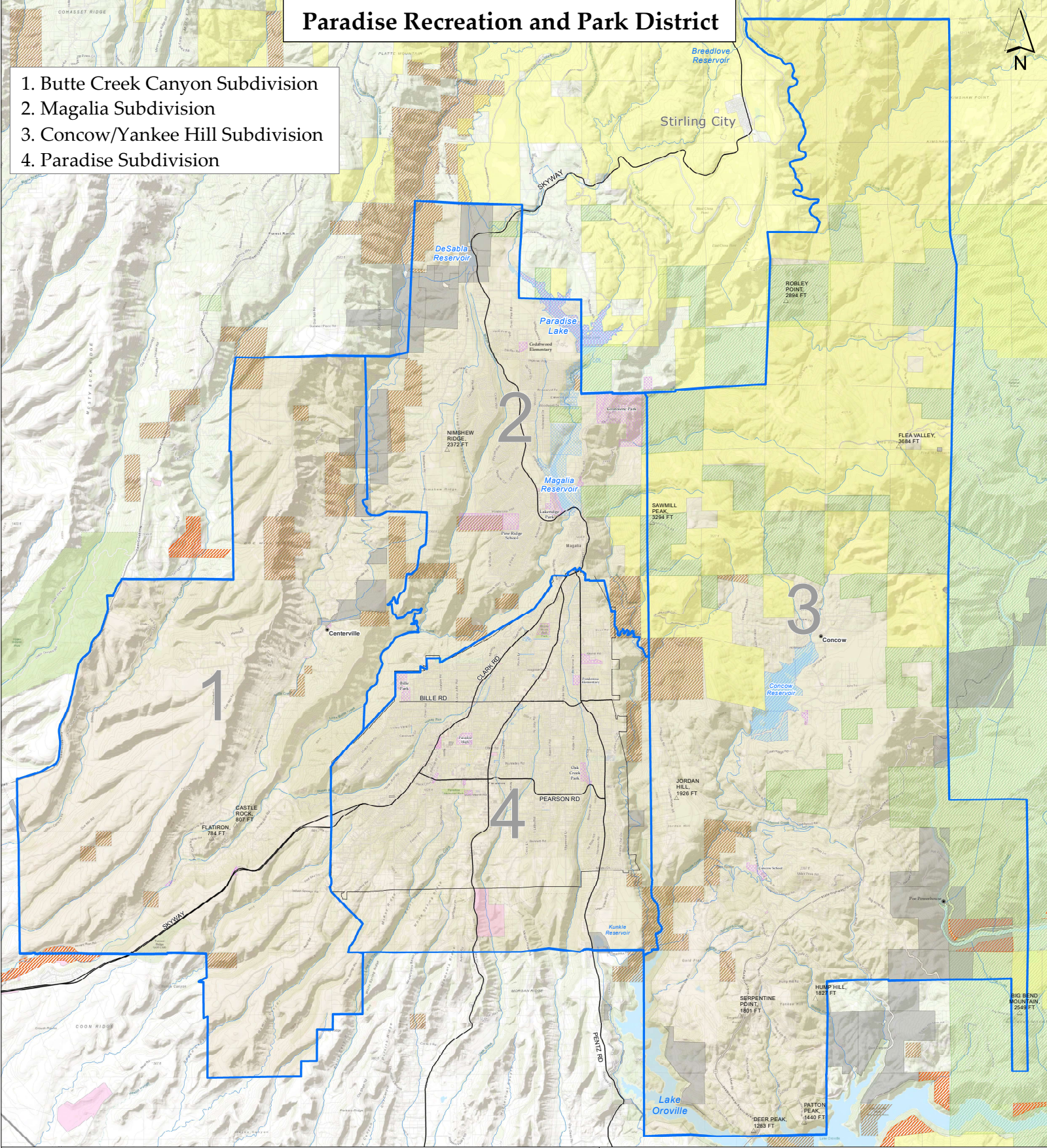
Paradise Recreation & Park District's (District) Investment Policy describes the District's commitment to managing risk by selecting investment products based on safety, liquidity and yield. Per California Government Code Section 53600 et. seq., specifically section 53646 and section 53607, this investment 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 March 2022

	<u>Total Recovery Project</u>
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	<u>640.23</u>
5280 · Equip., Tools & Furn (<\$5k)	
5286 · Small Tools & Equipment	4,555.07
Total 5280 · Equip., Tools & Furn (<\$5k)	<u>4,555.07</u>
5290 · Equipment Rental	5,794.10
5330 · Professional & Outside services	
5338 · Other Prof. & Outside Labor	1,274.20
5330 · Professional & Outside services - Other	217.18
Total 5330 · Professional & Outside services	<u>1,491.38</u>
5360 · Repair & Maintenance	
5362 · Equipment R&M	185.51
5363 · General R&M	552.50
5364 · Grounds R&M	57,972.97
Total 5360 · Repair & Maintenance	<u>58,710.98</u>
5370 · Supplies - Consumable	
5374 · Safety & staff supplies	276.33
Total 5370 · Supplies - Consumable	<u>276.33</u>
5390 · Telephone & Internet	181.28
Total Expense	<u>71,649.37</u>
Net Ordinary Income	<u>-71,649.37</u>
Net Income	<u><u>-71,649.37</u></u>

Paradise Recreation and Park District

1. Butte Creek Canyon Subdivision
2. Magalia Subdivision
3. Concow/Yankee Hill Subdivision
4. Paradise Subdivision



Legend

- Roads
- PID Land
- PRPD Boundary
- BLM Land
- Town Limits
- Forest Service Land
- PRPD Recreation Facilities
- State Land
- Butte County Land
- Sierra Pacific Land
- PG&E Land
- Thermalito Water & Sewer District Land
- PID Land Managed by PRPD

