



Paradise Recreation & Park District

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NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Finance Committee (*Rodowick/McGreehan*)
Date: Thursday, May 13, 2021
Time: 2:00 p.m.
Location: Via Teleconference

Special Notice:

Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, the Paradise Recreation and Park District will be closing the Committee Meeting to members of the public and non-essential District staff.

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to ccampbell@paradisepprd.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: Join Zoom Meeting
<https://us02web.zoom.us/j/89394583808?pwd=VHZvSkVaSzI1SVBmR291NllxVHc3dz09>

Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose) (or) +1 346 248 7799 US (Houston)
Meeting ID: 893 9458 3808 Password: 948710

AGENDA:

The Committee will meet to:

1. Review of Fiscal Year 2021-2022 Overall Budget Summary, Capital Improvement Project (CIP) budget details, Organizational Chart, and Salary Scale.
2. Next Meeting: Thursday, June 10, 2021 at 2:00 p.m.

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/2021/_FC_2021_0513/_FC.21.0513_Agenda.docx

Memo



Date: 4/5/2021
To: File
From: Dan Efseaff, District Manager
CC:
Subject: FY 2021-2022 Capital Improvement Projects

I. Introduction

This memo outlines the Capital Improvement Projects (CIP) for the next Fiscal Year (FY). While the budget narrative will provide the official budget amounts and leaves room for flexibility, this document provides insight into our assumptions.

The CIP budgets intend to allow flexibility for funding opportunities and to develop a project pipeline approach to forecast our future needs and progress toward goals. We recognize that while the District may have priorities projects, we may receive funding for other projects. Furthermore, with the quickly evolving landscape in the District following the Camp Fire, aftermath, and responses; we are mindful that partnerships and opportunities may develop quickly. With the that in mind,

II. Project List

A. District-Wide Efforts

Id # **2021-1** **Priority:** **High**
Project: **Planning: Strategic, Master, Park, and Management Plans**

Description: Complete Strategic Plan, update District Master Plan and develop park management plans (or interim plans) for each park or facility. Funding also supports acquisition documents, due diligence, and environmental compliance. Planning also includes the potential Buffer Feasibility Study and Plan.

Justification: This project will update community and District's assets and needs. Information is urgent following the Camp Fire. We are seeking some outside funding for planning, which in turn may help us with proposal preparation for additional funding. District-wide impacts. Project is mandated for Districts; deferring may result in lost opportunities for construction funding and community engagement. Management plans are needed for all parks and may help inform the larger planning effort. While the District will make strides to complete management or conceptual plans for every park, we will prioritize Oak Creek and Noble (SNC funded), Lakeridge, Coutolenc, Crain, Paradise Lake, and Bille.

Location: Various
Notes: Includes Strategic, Master, Parks, and Buffer plans.

Id # **2021-2** **Priority:** **Low**
Project: **Additions to Fixed Assets Vehicle Fleet and Equipment, and Technology Investments**

Description: Make purchases for District efficiency and replacement. Post Camp Fire, the District has done a remarkable job of replacing vehicles and equipment, but there are still needs for field and shop

equipment. In addition, the District was very successful in securing grants for state-of-the-art technological upgrades for the Terry Ashe Recreation Center. This will need to be replicated as we add parks and staff. In the next Fiscal Year, the District will develop an asset inventory and replacement schedule to aid with that effort.

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

Location: Various

Notes: We anticipate adding equipment (shop and field) and technology infrastructure following the rebuilding of facilities, timing will be dependent on the pace of rebuild. This may therefore be spread over multiple years.

Id # 2021-3 **Priority:** High
Project: District Security, Conservation, and Efficiency Investments

Description: Project provides funding toward a series of small projects or planning for larger projects to provide water and energy conservation and security measures that provide short term returns on investment or protection of assets. Projects may include, but not restricted to the installation of waterless urinals and water efficient toilets, turf reduction, smaller water meters (and reduced base rates), hardware for facility security, LED replacement lights, smart irrigation controllers or thermostats, motion sensor lights, energy efficient equipment, additional insulation, etc. Projects may also include measures to reduce labor, for example installing surfaces that are easier to maintain in sanitary condition (i.e. install splash guards, tile, resin or concrete sealants to restrooms). In addition, funding may be used for energy audit services and to evaluate the potential for solar power or to identify additional cost-effective measures for future years. Projects should consider improvements that are consistent with Americans with Disabilities Act (ADA) standards.

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

Location: District wide at existing facilities

Notes:

B. Acquisition and Expansion

Id # 2021-4 **Priority:** High
Project: Land Acquisition in Incorporated (Paradise) or Unincorporated (Butte Creek Canyon, Concow/Yankee Hill, and/or Magalia Areas)

Description: Add new park and recreational opportunities or provide space for District operations. Give priority to multi-benefit properties (especially those that expand recreation, improve emergency and public access, facilitate comprehensive fuels and fire management, near existing park or public lands, or to create Community Scale defensible space). The District will prioritize working with our partners to seek recreational opportunities on land already in public ownership, which may require agreements and due diligence. Funding will be set aside or sought for due diligence to support the District's decision-making process. As most acquisitions are opportunity based, some may arise during the next fiscal year that we cannot foresee, but we can identify some priorities. These may be summarized as follows:

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

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

Location: Various, in all quadrants of the District.

Notes: Park planning, designs, management plan, and implementation will follow.

C. Existing Park Improvements

Id # **2021-5** **Priority:** **High**
Project: **Camp Fire Recovery Projects**

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

- Aquatic Park Facility Repairs and Potential Improvements – The reconstruction of the Aquatic Park Recreation building and restrooms remains the largest outstanding item.
- Bille Park – Remaining efforts: Removal of tree hazards, re-establishment of trails, reduction in fuels loads (woody and annual plants), ADA concrete work to Lower Bille playground, bench and sign replacement, and trail rebuild.
- Coutolenc Park – Following the current CALOES led hazard tree work, the District will need to embark on the removal of fuel loads re-building of the water well, picnic tables, benches, lighting, and trail building.
- Crain – The removal of hazard trees and reducing fuel loads, then design and replace interpretive signs.

- District Shop - Project would rebuild a shop lost during the Camp Fire. We anticipate that the current location will have new constraints because of its proximity to the creek. Use of rebuild funds with additional funds and a thoughtful design could provide a potential expansion to meet current and future District needs and potentially serve as meeting or programing space and as a maker's space. We are exploring available commercial space or other parcels as well.
- Moore Road Ball Park – many hazards and repairs have been made. However, some significant efforts remain, including removal and replacement of ball field and horse arena lights, and the replacement of the arena fencing. Completion of these projects will depend on the available funding from insurance and FEMA.

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

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

Location: Various

Notes:

Id # 2021-6 **Priority:** Med
Project: Aquatic Park and Concow Pool Improvements

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

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

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

While the Concow Pool is owned by the Golden Feather Unified School District, PRPD manages programing for the facility. Substantial funds will need to come via the GFUSD or grants, but PRPD is committing to working with GFUSD and funding may take care of some of the issues, staff will work with the school District to identify issues and potential partnerships, which may result in a major project to remedy issues at the Concow pool.

Location: Paradise and Concow Pools

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

Id # 2021-7 **Priority:** High
Project: Existing Park Improvements Coutolenc Park Plan and Development

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

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

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

Location: Various.

Notes: No main funding source identified for project. As we develop more detailed plans over the next year, the costs and scope of projects will be refined. We see many of these items as potential small grants.

D. New Park Development and features

Id # **2021-8** **Priority:** **High**
Project: **New Park and Facility Development**

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

- Lakeridge Park (Magalia) – The District has submitted a State Parks Program proposal to convert this to a developed park and smaller proposals for vegetation and trails. In case this proposal is not accepted the District will embark on a phased approach and bring immediate wildland amenities to the site. Project is envisioned as phases with basic wildland park amenities, proceeding larger efforts.
- Noble Park – Like Lakeridge, we submitted a proposal for development and vegetation. The District secured funding for an addition to this property. This closed in FY 2020-2021. The addition will need hazards removed and additional needs (signs, fencing, etc.). We will identify measures that may be completed in the short-term (grading plan, curb and gutter, buffer landscaping, etc.) and develop specifications for park, refine costs, and identify permitting and environmental compliance issues.
- Oak Creek Park – Installation of wildland park amenities: parking lot, signage, kiosk, trails, portable restroom, trash can, doggie pot bags, and potentially water.
- Community Center Development – Our District has substantial needs for places that can serve as community gathering points for events, recreation, classes, and social networking. We have identified Magalia as the top priority (but that will depend on securing additional developable land), Paradise, and Concow/Yankee Hill also have needs. We forecast substantial opportunities in Paradise to work with partners on a multipurpose facility.
- Unidentified Wildland Park – Finally, the District is pursuing the development of wildland parks via agreement or acquisition. While management and conceptual plans will pave the way to identify costs and uses, and will inform future budget requests, we know that immediate needs will need to be met for security, hazards, or other basic features, therefore, we propose some anticipated funding for these opportunities.

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

Location: Paradise, Magalia, or Unincorporated Area. Priorities include Lakeridge Park, Noble Park Development

Notes: No main funding source identified for project. Staff recommends a phased approach to develop these sites. The phased approach may also allow for the development of interim measures (i.e. portable restrooms) that may allow for public access; while long-term funding is developed. If grant efforts are successful, we will proceed, if not, the larger development will be deferred.

Id # **2021-9** **Priority:** **High**

Project: Trails Development Project

Description: The District is working on an funding agreement to allow for funding to kick off a trails project (Magalia Paradise Lake Loop Trail). The three-year project will require additional funding to complete portions of it. As one of the main amenities identified by residents, we foresee a committed effort over the next decade in our region. Other projects that may arise include: continue the Butte County Rail Trail, further develop trails on all of our parks, explore new trails and connections on partner properties (such as a natural surface flow trail along the Yellowstone Kelly Trail/Skyway). The vision is to create a new trails system for our region that provides recreation but also fire and fuels management options.

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

Location: Various throughout the District.

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

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

Paradise Recreation & Park District

Capital Improvement Project (5 Year) Worksheet

FY 2021-2022

ID #	Project	Task	Type	FY Beginning						Total
				2021	2022	2023	2024	2025	2026	
2021-1 Planning: Strategic, Master, Park, and Management Plans										
Project/Fixed Asset Costs										
	1.	Strategic Plan	2. Planning	2,400	1,600	1,650	1,700	1,760	1,820	10,930
	2.	District Master Plan	2. Planning	60,000	25,000					85,000
	3.	Conceptual Designs and Planning	2. Planning	150,000	75,000	50,000	50,000	50,000	50,000	425,000
	4.	Management Site Plans	2. Planning	60,000	50,000	15,000	15,000			140,000
	5.	Environmental Compliance	2. Planning	30,000	60,000	40,000	25,000	10,000	10,000	175,000
	6.	Land Acquisition Plans	2. Planning	25,000	50,000	30,000	25,000	25,000	25,000	180,000
	7.	Strategic Buffer Plan	2. Planning	50,000	150,000	50,000				250,000
	8.	Outreach	2. Planning	10,000	10,000	5,000				25,000
	Total			387,400	421,600	191,650	116,700	86,760	86,820	1,290,930
Source of Funds										
		Designated Project/Special		60,000	30,000	15,000				105,000
		General Fund		54,000	1,600	1,650	1,700	1,760	1,820	62,530
		Grant		114,000	150,000	50,000	-	-	-	314,000
		Incorporated Impact Fees (Fund 2526)		5,000	2,500					7,500
		Unidentified		151,900	235,000	125,000	115,000	85,000	85,000	796,900
		Unincorporated Impact Fees (Fund 2521)		2,500	2,500					5,000
	Total			387,400	421,600	191,650	116,700	86,760	86,820	1,290,930
2021-2 Vehicle Fleet and Equipment, and Technology Investments										
Project/Fixed Asset Costs										
	1.	Technology purchases	5. Equipment	5,000	10,000	11,000	12,100	23,310	15,641	107,051
	2.	Vehicle and equipment	5. Equipment	175,000	80,000	84,000	89,000	94,000	99,000	771,000

	5. Equipment #	5. Equipment #	CIP_Projects					
3. Storage Container or Trailer	10,000	5,000						15,000
4. Replace: Shop Equipment	20,000	50,000	25,000	6,000	6,200	6,400	10,000	123,600
Total	210,000	145,000	120,000	107,100	123,510	121,041	190,000	1,016,651

Source of Funds								
General Fund	35,000	10,000						45,000
Grant	75,000							75,000
Technology Reserve	5,000	10,000	11,000	12,100	23,310	15,641	30,000	107,051
Unidentified	5,000	45,000	25,000	6,000	6,200	6,400	10,000	103,600
Vehicle Fleet & Equipment Reserve	90,000	80,000	84,000	89,000	94,000	99,000	150,000	686,000
Total	210,000	145,000	120,000	107,100	123,510	121,041	190,000	1,016,651

2021-3 District Security, Conservation, and Efficiency Investments

Project/Fixed Asset Costs								
1. Purchase and Install Improvements	100,000	50,000	25,000	13,000				188,000
2. Evaluation of facilities and investigation of solar options	5,000	2,500						7,500
3. Installation of Solar (TBD)		80,000						80,000
Total	105,000	132,500	25,000	13,000	-	-	-	275,500

Source of Funds								
Capital Improvement & Acquisition Reserve	75,000	38,000	19,000					132,000
General Fund	5,000	4,000	3,000	3,000				15,000
Incorporated Impact Fees (Fund 2526)	5,000	2,500	1,300	700				9,500
Unidentified	15,000	85,500	400	8,600				109,500
Unincorporated Impact Fees (Fund 2521)	5,000	2,500	1,300	700				9,500
Total	105,000	132,500	25,000	13,000	-	-	-	275,500

2021-4 Land Acquisition in Incorporated (Paradise) or Unincorporated (Butte Creek Canyon, Concow/Yankee Hill, and/or Magalia Areas)

Project/Fixed Asset Costs								
1. Due Diligence Costs	144,000	147,000	62,000	29,000	8,000	2,000		392,000
2. Planning								

		CIP_Projects						
2. Paradise	1. Acquisition	1,000,000	1,000,000	1,000,000	500,000	130,000	40,000	3,670,000
3. Magalia - Paradise Lake	1. Acquisition	125,000	190,000	95,000	48,000	20,000	-	478,000
4. Butte Creek Canyon	1. Acquisition	250,000	125,000	63,000	32,000	-	-	470,000
5. Concow/Yankee Hill	1. Acquisition	60,000	150,000	75,000	-	-	-	285,000
Total		1,579,000	1,612,000	1,295,000	609,000	158,000	42,000	5,295,000

Source of Funds								
Capital Improvement & Designated Project/Special		1,000,000	750,000	570,000	290,000	80,000	20,000	2,710,000
Donations		10,000	8,000	6,000	5,000	4,000	3,000	36,000
General Fund		25,000	19,000	15,000	12,000	-	-	71,000
Grant		72,000	73,500	31,000	14,500	4,000	1,000	196,000
Incorporated Impact Fees (Fund 2526)		75,000	75,000	50,000	-	-	-	200,000
Unidentified		60,000	50,000	20,000	-	-	-	130,000
Unincorporated Impact Fees (Fund 2521)		307,000	611,500	598,000	287,500	70,000	18,000	1,892,000
		30,000	25,000	5,000	-	-	-	60,000
Total		1,579,000	1,612,000	1,295,000	609,000	158,000	42,000	5,295,000

2021-5 Camp Fire Recovery Projects

Project/Fixed Asset Costs								
1. Bille Park- hazard trees/fuels, signs, sidewalk, benches, etc.	6. Insurance Re	200,000	250,000	-	-	-	-	450,000
2. Rebuild or Replace District Shop	6. Insurance Re	400,000	500,000	-	-	-	-	900,000
3. Moore Road	6. Insurance Re	300,000	75,000	-	-	-	-	375,000
4. Aquatic Park Rec Building and Restroom	6. Insurance Re	100,000	400,000	-	-	-	-	500,000
5. Crain Park - Hazard Trees/Fuels and Signs	6. Insurance Re	114,000	50,000	-	-	-	-	164,000
6. Coutolenc Park - Remove hazards and fuels, install water well, picnic tables, and security lighting.	6. Insurance Re	2,050,000	1,000,000	-	-	-	-	3,050,000
Total		3,164,000	2,275,000	-	-	-	-	5,439,000

Note: Substantial costs are associated with tree and hazard reduction

Source of Funds								
General Fund		50,000	47,500	-	-	-	-	97,500

		CIP_Projects		
Unidentified	3,114,000	2,227,500	-	-
Total	3,164,000	2,275,000	-	5,341,500

2021-6 Aquatic Park and Concow Pool Improvements

Project/Fixed Asset Costs				
1. Paradise Pool Repairs	4. Park Improv	30,000	24,000	12,000
2. Paradise Pool Replacement	4. Park Improvements, Repair and Renovation			7,000
3. Concow Pool: basic repairs	4. Park Improv	15,000	50,000	4,000,000
4. Concow Pool (Major repairs supported by GFUSD)	4. Park Improvements, Repair and Renovation			8,000
Total		45,000	74,000	12,000
		8,000	4,000,000	4,152,000

Note: Substantial costs are associated with tree and hazard reduction

Source of Funds

Capital Improvement & Acquisition Reserve	25,000	10,000	5,000	40,000
Designated Project/Special Use/Grant Matching	5,000	5,000		25,000
General Fund	5,000	5,000	5,000	30,000
Grant				-
Incorporated Impact Fees (Fund 2526)	5,000	2,500		7,500
Unidentified	2,500	50,000	2,000	3,975,000
Unincorporated Impact Fees (Fund 2521)	2,500	1,500		4,000
Total	45,000	74,000	12,000	4,152,000

2021-7 Existing Park Improvements and Development

Project/Fixed Asset Costs				
Aquatic Park	4. Park Improv	20,500	170,000	10,000
Bille Park	4. Park Improv	50,000	100,000	35,000
Coutolenc Park	4. Park Improv	60,000	250,000	110,000
Crain Park	4. Park Improv	10,000	15,000	5,000
Moore Road Ball Park	4. Park Improv	400,000	230,000	150,000
Paradise Lake	4. Park Improv	73,000	48,000	20,000
Total		613,500	813,000	330,000
		25,000	1,025,000	1,862,000

Source of Funds

Capital Improvement & Acquisition Reserve	140,000	50,000	20,000	20,000	10,000	5,000	5,000	250,000
Designated Project/Special Use/Grant Matchin	10,000	10,000	5,000	50,000				75,000
General Fund	27,000	5,000	2,500	2,800	3,100	3,500	3,900	47,800
Incorporated Impact Fees (Fund 2526)	20,500	25,000						45,500
Unidentified	408,000	718,000	302,500	95,700	44,900	16,500	1,016,100	2,601,700
Unincorporated Impact Fees (Fund 2521)	8,000	5,000						13,000
Total	613,500	813,000	330,000	168,500	58,000	25,000	1,025,000	3,033,000

2021-8 New Park and Facility Development

Project/Fixed Asset Costs

1. Lakeridge (Phased)	102,000	1,804,200	3,007,000	1,100,800	5,000			6,019,000
2. Noble (Phased)	30,000	2,124,300	3,590,500	1,436,200	5,000			7,186,000
3. Oak Creek	60,000	25,000	5,000					90,000
4. Community Center	100,000	500,000	2,500,000					3,100,000
5. Unidentified Wildland Parks	50,000	150,000	100,000					300,000
6. Paradise Lake	60,000	30,000	15,000					105,000
Total	402,000	4,633,500	9,217,500	2,537,000	10,000	-	-	16,800,000

Source of Funds

Capital Improvement & Acquisition Reserve	70,000	50,000	50,000	50,000				220,000
Designated Project/Special Use/Grant Matchin	10,000	10,000	10,000					30,000
General Fund	10,000							10,000
Grant	5,000	852,723	125,000					982,723
Incorporated Impact Fees (Fund 2526)	15,000	30,000	60,000	60,000	10,000			165,000
Technology Reserve								10,000
Unidentified	282,000	3,665,777	8,947,500	2,427,000	-	-	-	15,322,277
Unincorporated Impact Fees (Fund 2521)	10,000	25,000	25,000					60,000
Total	402,000	4,633,500	9,217,500	2,537,000	10,000	-	-	16,800,000

2021-9 Trails Development Project

CIP_Projects

Project/Fixed Asset Costs		CIP_Projects						
Magalia Paradise Lake Trail Loop	3. Park Develo	65,700	288,500	131,750	76,050			562,000
Future Trail Projects	3. Park Develo			150,000	120,000	90,000	70,000	930,000
Total		65,700	288,500	281,750	196,050	90,000	70,000	1,492,000

Source of Funds

General Fund	5,000	5,000	5,000	5,000				20,000
Grant	50,700	253,500	126,750	76,050				507,000
Unidentified	8,000	27,500	148,500	115,000	90,000	70,000	500,000	959,000
Unincorporated Impact Fees (Fund 2521)	2,000	2,500	1,500					6,000
Total	65,700	288,500	281,750	196,050	90,000	70,000	500,000	1,492,000

Paradise Recreation & Park District
Capital Improvement Project (5 Year) - Summary of Projects
FY 2021-2022

Id #	Project	FY Beginning					Total		
		2021	2022	2023	2024	2025		2026	Beyond 2026
2021-1	Planning: Strategic, Master, Park, and Management Plans	387,400	421,600	191,650	116,700	86,760	86,820	-	1,290,930
2021-2	Vehicle Fleet and Equipment, and Technology Investments	210,000	145,000	120,000	107,100	123,510	121,041	190,000	1,016,651
2021-3	District Security, Conservation, and Efficiency Investments	105,000	132,500	25,000	13,000	-	-	-	275,500
2021-4	Land Acquisition in Incorporated (Paradise) or Unincorporated (Butte Creek Canyon, Concow/Yankee Hill, and/or Magalia Areas)	1,579,000	1,612,000	1,295,000	609,000	158,000	42,000	-	5,295,000
2021-5	Camp Fire Recovery Projects	3,164,000	2,275,000	-	-	-	-	-	5,439,000
2021-6	Aquatic Park and Concow Pool Improvements	45,000	74,000	12,000	6,000	7,000	8,000	4,000,000	4,152,000
2021-7	Existing Park Improvements and Development	613,500	813,000	330,000	168,500	58,000	25,000	1,025,000	3,033,000
2021-8	New Park and Facility Development	402,000	4,633,500	9,217,500	2,537,000	10,000	-	-	16,800,000
2021-9	Trails Development Project	65,700	288,500	281,750	196,050	90,000	70,000	500,000	1,492,000
Total		6,571,600	10,395,100	11,472,900	3,753,350	533,270	352,861	5,715,000	38,794,081

Paradise Recreation & Park District

Capital Improvement Project (5 Year) - Summary of Funding Sources

FY 2021-2022

Task	FY Beginning						Total	
	2021	2022	2023	2024	2025	2026		Beyond 2026
1. Acquisition	1,435,000	1,465,000	1,233,000	580,000	150,000	40,000	-	4,903,000
2. Planning	536,400	571,100	253,650	145,700	94,760	88,820	-	1,690,430
3. Park Development	467,700	4,922,000	9,499,250	2,733,050	100,000	70,000	500,000	18,292,000
4. Park Improvements, Repair and Rennovatic	758,500	1,017,000	367,000	187,500	65,000	33,000	5,025,000	7,453,000
5. Equipment Purchases	210,000	145,000	120,000	107,100	123,510	121,041	190,000	1,016,651
6. Insurance Rebuild	3,164,000	2,275,000	-	-	-	-	-	5,439,000
7. Other	-	-	-	-	-	-	-	-
Total	6,571,600	10,395,100	11,472,900	3,753,350	533,270	352,861	5,715,000	38,794,081

Funding Source	FY Beginning						Total	
	2021	2022	2023	2024	2025	2026		Beyond 2026
ACO	-	-	-	-	-	-	-	-
Capital Improvement & Acquisition Reserve	1,310,000	898,000	664,000	360,000	90,000	25,000	5,000	3,352,000
Designated Project/Special Use/Grant Matchi	95,000	63,000	36,000	55,000	4,000	3,000	25,000	281,000
Donations	25,000	19,000	15,000	12,000	-	-	-	71,000
General Fund	263,000	151,600	48,150	32,000	13,860	11,320	3,900	523,830
Grant	319,700	1,331,223	351,750	76,050	-	-	-	2,078,723
Incorporated Impact Fees (Fund 2526)	110,500	112,500	81,300	60,700	-	-	-	365,000
Technology Reserve	5,000	10,000	11,000	12,100	33,310	15,641	30,000	117,051
Unidentified	4,293,400	7,665,777	10,148,900	3,055,800	298,100	198,900	5,501,100	31,161,977
Unincorporated Impact Fees (Fund 2521)	60,000	64,000	32,800	700	-	-	-	157,500
Vehicle Fleet & Equipment Reserve	90,000	80,000	84,000	89,000	94,000	99,000	150,000	686,000
Total	6,571,600	10,395,100	11,472,900	3,753,350	533,270	352,861	5,715,000	38,794,081

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

Fiscal Year: 2021-2022 Preliminary - BOD

4/6/2021

FY 2021 - 2022

Description	Code	Budget
Operating Budget		
Funding Resources		
Income		
4100 · Tax Revenue	4100	718,000
4200 · Impact Fee revenue	4200	120,000
4300 · Program Income	4300	206,500
4350 · Concession & Merchandise sales	4350	2,100
4400 · Donation & Fundraising Income	4400	55,300
4500 · Grant Income	4500	642,000
4600 · Other Revenue	4600	405,500
4900 · Interest Income	4900	251,900
Total Income		2,401,300
Expense		
5000 · Payroll Expenses	5000	1,611,800
5100 · Program Expenses	5100	41,100
5140 · Fundraising Expense	5140	18,200
5200 · Advertising & Promotion	5200	11,200
5220 · Bank & Merchant Fees	5220	5,200
5230 · Contributions to Others	5230	25,600
5240 · Copying & Printing	5240	7,100
5260 · Dues, Mbrshps, Subscr, & Pubs	5260	32,600
5270 · Education, Training & Staff Dev	5270	8,500
5280 · Equip., Tools & Furn (<\$5k)	5280	41,800
5290 · Equipment Rental	5290	94,900
5300 · Insurance	5300	76,400
5310 · Interest Expense	5310	1,000
5320 · Miscellaneous Expense	5320	300
5330 · Professional & Outside services	5330	638,600
5340 · Postage & Delivery	5340	2,000
5350 · Rent-Facility use fees	5350	7,800
5360 · Repair & Maintenance	5360	170,000
5370 · Supplies - Consumable	5370	29,400
5380 · Taxes, Lic., Notices & Permits	5380	4,200
5390 · Telephone & Internet	5390	24,800
5400 · Transportation, Meals & Travel	5400	39,700
5410 · Utilities	5410	100,300
Total Expense		2,992,500
Total Net Operating Income and Expenses		-591,200

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

Fiscal Year: 2021-2022 Preliminary - BOD
4/6/2021

FY 2021 - 2022

Description	Code	Budget
Summary		
Grand Total Budget		
Total Income		2,401,300
Expense		
Total Salary and Benefits		1,611,800
Total Services and Supplies		1,380,700
Total Contributions to Others		25,600
Total Expense		2,992,500
Total Net Operating Income and Expenses		-591,200

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

Fiscal Year: 2021-2022 Preliminary - BOD
4/6/2021

FY 2021 - 2022				
Description	Code	Budget		
Projected Equity				
Beginning Assigned		FY 2021 - 2022	FY 2021 - 2022	FY 2021 - 2022
Description	Code	Beginning Balance	Budget Allocation	Projected Ending Balance
ACO	1012	606,700.00	-	606,700.00
Designated Treasury Funds	1100	134,733.74		
Reserves	1150			-
CalPERS 115 Trust	1151	180,000.00		180,000.00
Capital Improvement & Acquisition	1152	9,485,000.00	1,310,000.00	8,175,000.00
Current Operations	1153	8,000,000.00		8,000,000.00
Designated Project/Special Use/Grant Matching	1154	750,000.00	95,000.00	655,000.00
Future Operations	1155	18,750,000.00		18,750,000.00
Technology	1156	150,000.00	5,000.00	145,000.00
Vehicle Fleet & Equipment	1157	750,000.00	90,000.00	660,000.00
Impact & Development	1119	856,200.46	170,500.00	960,946.00
Ending Assigned		39,662,634.20	1,670,500.00	38,132,646.00
		Beginning Balance	Budget Allocation	Projected Ending Balance
Reserve Funds & Unassigned	Code			
General Reserve	1013	3,000		3,000
Imprest Reserve	1005	300		300
Ending Reserve Funds & Unassigned		3,300.00	-	3,300.00

* Additional income will be distributed per the reserve policy.

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Paradise Recreation & Park District
Summary Hourly Rate Scale
 Fiscal Year - 2021-22
Calendar Year: 2021

Effective Date: 7/1/2021
 Date Approved: TBD
 Version Date: 5/10/2021

CLASSIFICATION	Area	Steps							
		1	2	3	4	5	10	15	20

FULL-TIME - Hourly Rate

ADMINISTRATIVE ASSISTANT II	Admin	20.26	20.87	21.50	22.14	22.81	23.49	24.20	24.92
ADMINISTRATIVE ASSISTANT III	Admin	25.67	26.44	27.23	28.05	28.89	29.76	30.65	31.57
ASSISTANT DISTRICT MANAGER	Admin	34.08	35.10	36.16	37.24	38.36	39.51	40.70	41.92
DISTRICT ACCOUNTANT	Admin	25.67	26.44	27.23	28.05	28.89	29.76	30.65	31.57
PARK MAINTENANCE I	Main	14.37	14.80	15.25	15.70	16.18	16.66	17.16	17.67
PARK MAINTENANCE II	Main	17.19	17.71	18.24	18.78	19.35	19.93	20.53	21.14
PARK MAINTENANCE III	Main	21.37	22.01	22.67	23.35	24.05	24.77	25.51	26.28
PARK SUPERVISOR	Main	26.79	27.59	28.42	29.27	30.15	31.05	31.99	32.95
REC SUPERINTENDENT	Rec	29.26	30.14	31.04	31.97	32.93	33.92	34.94	35.99
RECREATION SUPERVISOR	Rec	26.79	27.59	28.42	29.27	30.15	31.05	31.99	32.95

PART-TIME - Hourly Rate
MAINTENANCE

PARK AIDE	Main	14.00							
PARK ASSISTANT I	Main	14.00	14.20	14.40					
PARK ASSISTANT II	Main	14.60	14.80	15.00					
PARK ASSISTANT III	Main	15.20	15.40	15.60	15.80	16.00			

RECREATION

RECREATION COORDINATOR	Rec	16.50	17.50	18.50	19.50	20.50			
RECREATION LEADER I	Rec	14.00	14.15	14.30					
RECREATION LEADER II	Rec	14.45	14.60	14.75					
RECREATION LEADER III	Rec	14.90	15.05	15.20	15.35	15.50			
RECREATION SPECIALIST	Rec	23.00	24.00	25.00	26.00	27.00			

SWIM POOL

CASHIER	Rec	14.00							
HEAD CASHIER	Rec	14.50	14.65	14.80					
INSTRUCTOR ASSISTANT	Rec	14.00	14.15	14.30					
LIFEGUARD INSTRUCTOR	Rec	14.45	14.60	14.75					
POOL MANAGER	Rec	17.15	17.30	17.45	17.60	17.75			
POOL SUPERVISOR	Rec	16.50	16.65	16.80	16.95	17.10			
SENIOR GUARD	Rec	14.90	15.05	15.20					
SWIM AIDE	Rec	14.00							

OFFICE

ADMIN ASSISTANT AIDE	Admin	14.00							
ADMINISTRATIVE ASSISTANT I (PT)	Admin	17.10	17.60	18.10	18.60	19.10			
ADMINISTRATIVE ASSISTANT II (PT)	Admin	20.60	21.10	21.60	22.10	22.60			
INTERN	TBD	14.00	16.00	18.00	20.00	22.00			

Encumbered Rate Multiplier	
Full-Time	1.3
Part-Time	1.15

Paradise Recreation & Park District
Summary Hourly Rate Scale
 Fiscal Year - 2021-22

Effective Date: 1/1/2022
 Date Approved: TBD
 Version Date: 5/10/2021

2022

CLASSIFICATION	Area	Steps							
		1	2	3	4	5	10	15	20

FULL-TIME - Hourly Rate

ADMINISTRATIVE ASSISTANT II	Admin	20.26	20.87	21.50	22.14	22.81	23.49	24.20	24.92
ADMINISTRATIVE ASSISTANT III	Admin	25.67	26.44	27.23	28.05	28.89	29.76	30.65	31.57
ASSISTANT DISTRICT MANAGER	Admin	34.08	35.10	36.16	37.24	38.36	39.51	40.70	41.92
DISTRICT ACCOUNTANT	Admin	25.67	26.44	27.23	28.05	28.89	29.76	30.65	31.57
PARK MAINTENANCE I	Main	14.37	14.80	15.25	15.70	16.18	16.66	17.16	17.67
PARK MAINTENANCE II	Main	17.19	17.71	18.24	18.78	19.35	19.93	20.53	21.14
PARK MAINTENANCE III	Main	21.37	22.01	22.67	23.35	24.05	24.77	25.51	26.28
PARK SUPERVISOR	Main	26.79	27.59	28.42	29.27	30.15	31.05	31.99	32.95
REC SUPERINTENDENT	Rec	29.26	30.14	31.04	31.97	32.93	33.92	34.94	35.99
RECREATION SUPERVISOR	Rec	26.79	27.59	28.42	29.27	30.15	31.05	31.99	32.95

PART-TIME - Hourly Rate
MAINTENANCE

PARK AIDE	Main	15.00							
PARK ASSISTANT I	Main	15.00	15.20	15.40					
PARK ASSISTANT II	Main	15.60	15.80	16.00					
PARK ASSISTANT III	Main	16.20	16.40	16.60	16.80	17.00			

RECREATION

RECREATION COORDINATOR	Rec	17.50	18.50	19.50	20.50	21.50			
RECREATION LEADER I	Rec	15.00	15.15	15.30					
RECREATION LEADER II	Rec	15.45	15.60	15.75					
RECREATION LEADER III	Rec	15.90	16.05	16.20	16.35	16.50			
RECREATION SPECIALIST	Rec	24.00	25.00	26.00	27.00	28.00			

SWIM POOL

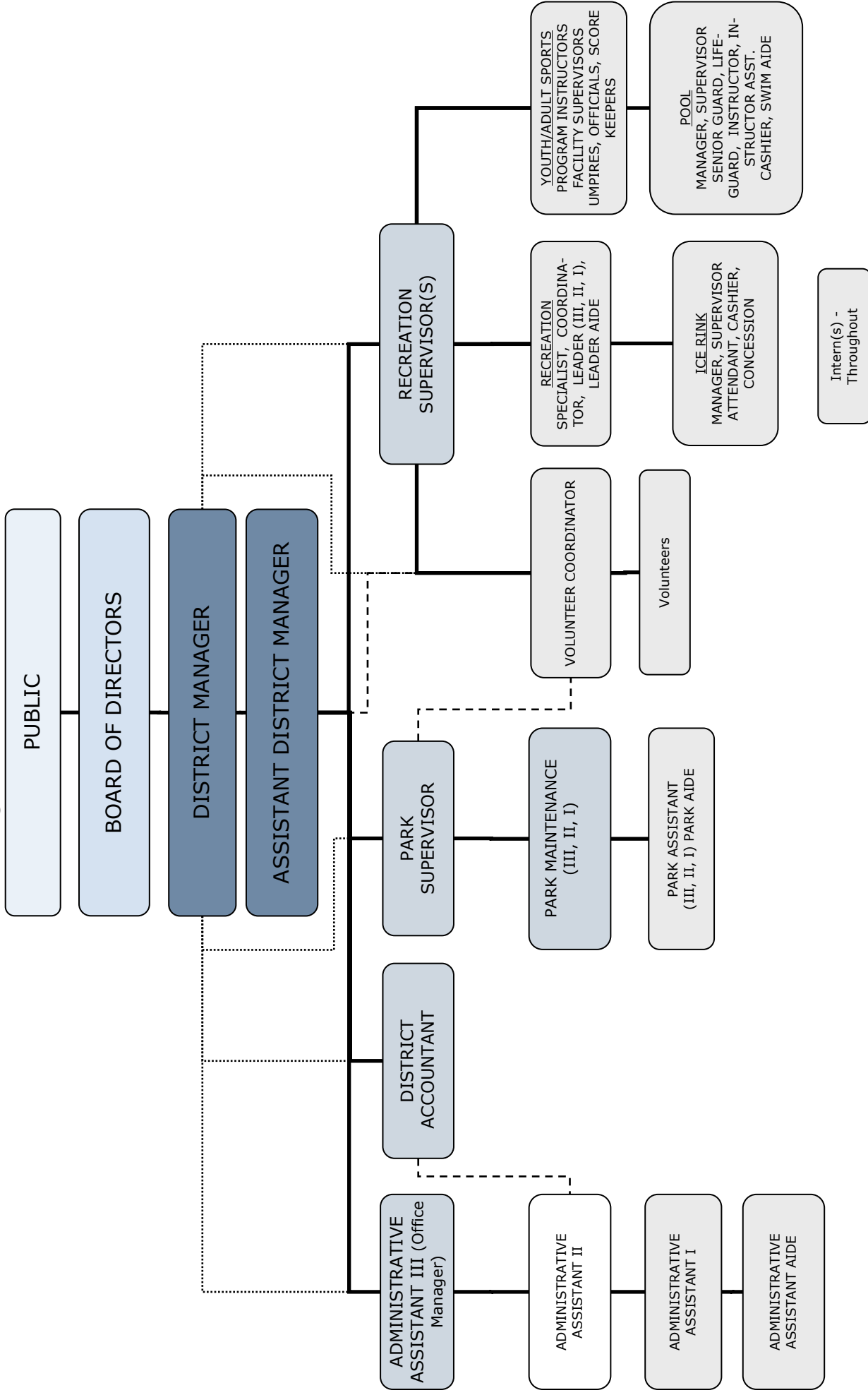
CASHIER	Rec	15.00							
HEAD CASHIER	Rec	15.50	15.65	15.80					
INSTRUCTOR ASSISTANT	Rec	15.00	15.15	15.30					
LIFEGUARD INSTRUCTOR	Rec	15.45	15.60	15.75					
POOL MANAGER	Rec	18.15	18.30	18.45	18.60	18.75			
POOL SUPERVISOR	Rec	17.50	17.65	17.80	17.95	18.10			
SENIOR GUARD	Rec	15.90	16.05	16.20					
SWIM AIDE	Rec	15.00							

OFFICE

ADMIN ASSISTANT AIDE	Admin	15.00							
ADMINISTRATIVE ASSISTANT I (PT)	Admin	18.10	18.60	19.10	19.60	20.10			
ADMINISTRATIVE ASSISTANT II (PT)	Admin	21.60	22.10	22.60	23.10	23.60			
INTERN	TBD	15.00	17.00	19.00	21.00	23.00			

Encumbered Rate Multiplier	
Full-Time	1.3
Part-Time	1.15

PARADISE RECREATION AND PARK DISTRICT Organizational Chart



Intern(s) -
Throughout

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

PARADISE RECREATION AND PARK DISTRICT

Functional Areas Chart

