



**Paradise Recreation and Park District  
Board of Directors (BOD) - Regular Meeting**  
Terry Ashe Recreation Center, Room B  
Wednesday, March 08, 2023, 6:00 pm

Members of the public may submit comments prior to the meeting via email to [BODclerk@paradisepspd.com](mailto:BODclerk@paradisepspd.com) before 1:00 p.m. on the day of the meeting or they may comment on Agenda items on during the time the item is presented. Speakers may comment on items not listed on the Agenda under Public Comment. Comments should be limited to a maximum of three (3) minutes. State Law prohibits the PRPD Board of Directors from acting on items not listed on the agenda. Please notify the meeting clerk prior to the start of the meeting if you wish to be heard. The public may access this meeting remotely: Web Access: <https://us02web.zoom.us/j/84518561101?pwd=TXRZdUNPTk5MNFM1SWdvdzlmZENUQT09>  
Telephone Access: **Dial:** +1 669 900 9128. **Meeting ID:** 845 1856 1101 **Password:** 6626

**1. CALL TO ORDER**

- 1.1. Pledge of Allegiance
- 1.2. Roll Call
- 1.3. Welcome Guests

**2. PUBLIC COMMENT**

**3. CONSENT AGENDA**

- 3.1. Board Minutes: Regular Meeting of February 8, 2023 – Will be included with April Packet
- 3.2. Payment of Bills/Disbursements (Warrants and Checks Report)  
Check #055133 – 055204 And ACH's

**4. COMMITTEE REPORTS**

- 4.1. Finance Committee Meeting of February 16, 2023 (Verbal Report) - The committee met to discuss the 2023-2024 Budget Schedule, review the budget process, review California Class Investment Account, and review Finance Manual- Outline and Proposed Calendar. A written report will be provided in the next packet.
- 4.2. Personnel Committee Meeting of February 21, 2023. The committee met to discuss a hiring staff request and met in a Closed Session to discuss the District Manager Evaluation/Employment Agreement and Employee Salary/ Wage negotiations.

**5. OLD BUSINESS**

- 5.1. Injury and Illness Prevention Program Manual (IIPP). – In November 2022, the Personnel Committee reviewed the draft document. Staff seek BOD approval of the updated Injury and Illness Prevention Program manual. **Recommendation:** *Approve the updated Injury and Illness Prevention Program manual and approve Resolution #23-03-1-523.*

**6. NEW BUSINESS**

- 6.1. Consulting Agreement with American Ramp Company (ARC, Consultant) – At the June 8, 2022 meeting, the BOD approved a Memorandum of Understanding (MOU) between PRPD and Butte County accepting funds (\$20,000) toward the design work of a recreational trail and bike skills feature and other supporting amenities along the YKT Corridor. Consultant provided a responsive proposal (Attachment A), which has been revised into a new Scope of Work. The project will use PRPD's standard agreement (legal reviewed). **Recommendation:** *Authorize District Manager to complete agreement with consultant.*
- 6.2. Consulting Agreement with Deer Creek Resources (DCR, Consultant). – To satisfy a variety of Geographical Information Systems (GIS) Services and other associated needs (field mapping for trails, planning, and fuels work) over the next few years, the District has worked with Consultant to discuss needs for a variety of funded projects, planning, and project development needs. Consultant

will use PRPD's standard agreement with some minor additions that will require legal review.

**Recommendation:** *Authorize District Manager to complete agreement with consultant.*

- 6.3. Rotary Club of Paradise Vocational Services Sponsorship Request - The Rotary Club of Paradise Vocational Services team is looking to put on a Job Fair on May 5th and has asked Paradise Recreation and Park District to be the main sponsor for the event. **Recommendation:** *Approve District sponsorship for the event.*
- 6.4. Authorizing Resolution to Apply for FEMA/CalOES Atmospheric River Disaster Assistance – Staff seek Board approval to submit applications to both FEMA and CalOES for cost reimbursement related to storm-related projects completed during the time period of December 27, 2022-January 31, 2023. **Recommendation:** *1) Direct staff to apply for FEMA and CalOES cost reimbursement for projects related to damages to District facilities due to the atmospheric rivers occurring December 27, 2022-January 31, 2023; and 2) Approve Resolution #23-03-2-524 to provide District Manager and Assistant District Manager with signatory authority.*

## 7. REPORT

- 7.1. District Report  
7.2. Board Liaison Report

## 8. CLOSED SESSION: NONE

## 9. BOARD COMMENT

## 10. ADJOURNMENT

Adjourn to the next regular meeting on 4/12/2023 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@paradisepdpd.com](mailto:info@paradisepdpd.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](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](mailto:program.intake@usda.gov).

**PARADISE RECREATION & PARK DISTRICT**  
**COUNTY MONTHLY CHECK REGISTER**

**Fund 2510**  
**FEBRUARY**

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
*****								
055145-055158	2/8/2023		Payroll Summary	9,608.77	0.00	0.00	9,608.77	
*****								
Direct Deposit	2/8/2023		Payroll Summary	29,657.87	0.00	0.00	29,657.87	
*****								
055192-055204	2/22/2023		Payroll Summary	9,064.58	0.00	0.00	9,064.58	
*****								
Direct Deposit	2/22/2023		Payroll Summary	30,460.43	0.00	0.00	30,460.43	
*****								
055133	2/3/2023		MJB WELDING SUPPLY		5,232.82		5,232.82	A
055134	2/3/2023		CHICO RENT A FENCE		469.80		469.80	
055135	2/3/2023		A STITCH ABOVE EMBROIDERY		28.00		28.00	
055136	2/3/2023		AKILAH SLATER		120.00		120.00	Refund
055137	2/3/2023		AT&T		595.72		595.72	
055138	2/3/2023		VERIZON WIRELESS		91.15		91.15	
055139	2/3/2023		INLAND BUSINESS SYSTEMS		205.80		205.80	
055140	2/3/2023		HEIDI LANGE NOTARY PUBLIC		55.00		55.00	
055141	2/3/2023		ALHAMBRA		141.38		141.38	
055142	2/3/2023		BYSWQC		175.00		175.00	
055143	2/3/2023		JOHN BEEMAN		537.1		537.10	Refund
055144	2/3/2023		DE LAGE LANDEN FINANCIAL SERV		223.49		223.49	
055159	2/10/2023		VOYA INSTIUTIONAL TRUST CO	250.00			250.00	
055161	2/10/2023		FRANCHISE TAX BOARD	50.00			50.00	
055162	2/10/2023		THOMAS ACE HARDWARE		1,396.90		1,396.90	
055163	2/10/2023		NOTH STATE GROCERY INC		34.30		34.30	
055164	2/10/2023		PARADISE RECEATION & PARKS	29,657.87			29,657.87	B
055165	2/10/2023		MAGIC ICE USA INC		13,888.98		13,888.98	C
055166	2/10/2023		AT&T		56.18		56.18	
055167	2/10/2023		MAGALIA COMMUNITY PARK		135.00		135.00	
055168	2/10/2023		NAPA AUTO PARTS		98.57		98.57	
055169	2/10/2023		ODP BUSINESS SOLUTIONS LLC		1,781.91		1,781.91	
055170	2/10/2023		RANCHO ENGINEERING INC		400.00		400.00	
055171	2/10/2023		LINDA GODDARD		16.00		16.00	Refund
055172	2/10/2023		INTUIT INC		1,330.06		1,330.06	
055173	2/10/2023		AWARDS COMPOANY		26.60		26.60	
055174	2/10/2023		COMCAST		101.45		101.45	
055175	2/10/2023		CLARCK PEST CONTROL		279.00		279.00	
055176	2/10/2023		HERC RENTALS		1,419.55		1,419.55	
055177	2/10/2023		PARADISE IRRIGATION DISTRICT		4,146.59		4,146.59	
055178	2/10/2023		GRANICHER APPRAISALS INC		800.00		800.00	
055179	2/10/2023		KEN'S PARADISE HITCH & WELD		53.88		53.88	
055180	2/10/2023		MISSION SQUARE RETIREMENT	2,325.00			2,325.00	
055160	2/10/2023	Y	VANTAGEPOINT TRANSFER	0.00			0.00	
055181	2/17/2023		SCOTT AMICK		358.16		358.16	
055182	2/17/2023		ALPINE PORTABLE TOILET SERV		190.00		190.00	
055183	2/17/2023		COMPUTERS PLUS		1,469.57		1,469.57	
055184	2/17/2023		CARDMEMBER SERVICE		4,009.65		4,009.65	
055185	2/17/2023		UMPQUA BANK		3,857.96		3,857.96	
055186	2/17/2023		SHAWN ROHRBACKER		1,205.53		1,205.53	
055187	2/17/2023		FGL ENVIRONMENTAL		71.00		71.00	
055188	2/17/2023		KELLER SUPPLY COMPANY		27.29		27.29	
055189	2/17/2023		PG&E		3,882.72		3,882.72	
055190	2/17/2023		STREAMLINE		360.00		360.00	
055191	2/17/2023		JENNIFER ARBUCKLE		2,402.50		2,402.50	D

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
ACH	2/7/2023		ACH CALPERS	7,299.19			7,299.19	
ACH	2/7/2023		ACH CALPERS	12,484.47			12,484.47	
ACH	2/10/2023		ACH STATE PR TAX	1,452.16			1,452.16	
ACH	2/10/2023		ACH FED PR TAX	11,361.16			11,361.16	
ACH	2/10/2023		ACH CALIFORNIA STATE DISBURS	168.92			168.92	
*****								
<b>TOTALS</b>				<b>65,048.77</b>	<b>51,674.61</b>	<b>0.00</b>	<b>116,723.38</b>	
<b>GRAND TOTALS</b>				<b>83,722.12</b>	<b>51,674.61</b>	<b>0.00</b>	<b>135,396.73</b>	

Refunds = 673.10

Notes:

- A) Replacing welding equipment/supplies lost in the Camp Fire
- B) Transferring funds to the Five Star Bank account for direct deposit payroll
- C) Final payment for the Ice Rink Rental
- D) Final payment for the Cal Recycle Grant work

Z:\Finance\Reports\Month\_End\_Reports\[Disbursements report 2023.xlsx]Feb 2022

# Staff Report

January 11, 2023



DATE: 3/1/2023  
 TO: Board of Directors  
 FROM: Sarah Hoffman, Administrative Assistant III  
 SUBJECT: February Personnel Committee Report

**Attendance:** Committee Chair, Mary Bellefeuille; Committee Member; Jen Goodlin  
 PRPD Staff: Dan Efseaff, District Manager; Kristi Sweeny, Assistant District Manager; Sarah Hoffman, Administrative Assistant III; Catherine Merrifield, District Accountant; Scott Amick, Recreation Supervisor; Administrative Assistant II, Lorrennis Leeds

**The meeting was called to order at 4:07 pm.**

District Manager Efseaff asked to move closed session to before the regular meeting items. The committee concurred.

Committee Chair Bellefeuille called the meeting to Closed Session at 3:15 PM

**CLOSED SESSION:**

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

**The Committee ended and returned from Closed Session at 4:26 PM**

The District Manager reported that the committee reviewed and discussed Employee Salary and Wage Negotiations and went over the District Managers Evaluation and his Employment Agreement.

**The Committee met to:**

**1. Discuss Hiring Staff Request**

Kristi briefly gave verbal report on what the staffing request report and stated that the District needs to hire an event coordinator. She then went through the 3 options in the report.

There was discussion between all committee members on all the options and the committee agreed that action need to be take and someone needs to be brought on to help with events.

The meeting adjourned at 4:53 pm.

/Users/sarahhoffman/Downloads/PC.Report.23.0221 (1).docx  
 3/2/2023

# Staff Report

March 8, 2023



DATE: 2/28/2023  
 TO: Board of Directors  
 FROM: Kristi Sweeney, Assistant District Manager  
 SUBJECT: Illness and Injury Prevention Program

## Report In Brief

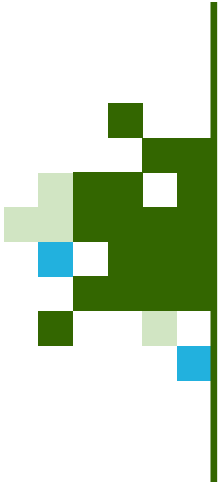
Staff have been updating the District's Injury and Illness Prevention Program (IIPP) manual. As a "living document", the IIPP should be reviewed and potentially updated on a biennial basis. Once approved, the document will be available from the webpage under our district documents at <https://www.paradisepprd.com/public-documents>. The BOD last adopted a complete version of the manual in August 2009. In November 2022, the Personnel Committee reviewed the draft document. Staff now seek approval of the IIPP from the full Board of Directors.

**Recommendation:** Approve the updated Injury and Illness Prevention Program manual.

## Attachments:

- A. Illness and Injury Prevention Program draft manual
- B. Resolution #23-03-1-523

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2023/23.0308/BOD.Report.IIPP.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2023/23.0308/BOD.Report.IIPP.docx)  
 3/3/2023



# Injury and Illness Prevention Program

PARADISE RECREATION AND PARK DISTRICT



Last Revision March, 1998

**Preliminary**

**SECTION A**  
**POLICY INFORMATION AND PROCEDURES**

**DRAFT**



## INTRODUCTION

### Developing a Safe Consciousness

#### *A Message from the Program Coordinator of the Paradise Recreation and Park District.*

Each employee of the Paradise Recreation and Park District is entrusted to ensure a safe environment for patrons, co-workers, and ourselves. We have absolutely no higher responsibility or greater personal obligation than safety.

This Injury and Illness Prevention Program manual (IIPP) is a key element for the District's safety program. We hold each employee responsible to understand the manual's content and maintain an on-going safety ethic.

The District is committed to a principle of safety and provide our employees with the necessary equipment and training to eliminate unreasonable risks from the workplace and maintain quality work production

A successful injury and prevention program require the enthusiastic support and participation of all employees. Participation means a strong involvement in the training program and comfort in making suggestions for continued improvements. Everyone is encouraged to make contribute to enhance the program and to keep it fresh and interesting.

The Paradise Recreation and Park District, with the enthusiastic support and involvement of everyone, should continue to grow and be an example of our "Commitment to Safety."

## BOARD POLICY

### Injury and Illness Prevention

The Paradise Recreation and Park District is committed to providing a safe and healthy workplace for all its employees and to providing safe and healthy facilities for its patrons and visitors.

To fulfill its obligation, the District initiated an Injury and Illness Prevention Program. The intent of this program is to prevent and/or minimize the probability of injuries and illnesses to workers and patrons, and to comply with applicable state, federal, and local health and safety codes, standards and regulations. The District, our Board, and management pledge to support this program to ensure that it remains a viable method of protecting all employees and patrons.

The District's policy promotes an active and aggressive risk control program with the reduction and/or control of safety and health risks as a priority in all District plans and budgets.

The District Manager is directed to develop appropriate procedures to implement this policy.

## PROGRAM COORDINATOR

The Paradise Recreation and Park District hereby assigns the responsibility for implementing and maintaining its Injury and Illness Prevention Program to:

### PARK SUPERVISOR

This appointment will continue until another person is assigned this responsibility.

The safety Committee will assign a Committee Member to review the IIPP annually.

The Program Coordinator is responsible for ensuring that the District provides all employees with a safe and healthy environment and that the District is in compliance with all CAL/OSHA and other applicable federal, state, and local safety and health standards.

In order that the Program Coordinator may successfully fulfill his/her responsibilities, the District grants appropriate authority to the coordinator so that all District program obligations are met.

The District offers its full support to the Program Coordinator and pledges to provide this person with the time and resources necessary to fulfill his/her obligation.

## COMMUNICATION

Communication to employees and between employees and the District on matters relating to occupational safety and health is an important aspect of assuring the success of the District's Injury and Illness Prevention Program. Therefore, through the Program Coordinator, the District implemented a system intended to accomplish the following:

- a) Provide a means for the District to readily communicate to employees, in an understandable form, on matters relating to occupational safety and health; and,
- b) Provide encouragement for employees to inform the District of workplace hazards without fear of reprisal.

The communication portion of this program will consist of any one or combination of the following:

- a) **TRAINING AND RETRAINING PROGRAMS**  
Training programs are considered a key component of the communication system. These programs are fully addressed in Section A, Page 14.
- b) **SAFETY COMMITTEE**  
The District Safety Committee is considered an important part of the overall system of communication. The Committee will include, at all times, representation from management, park, recreational, and admin personnel.

The Safety Committee will do all things necessary to ensure that at least the following are met:

1. The Committee meets regularly, but not less than quarterly.
2. Minutes or written records are prepared for each meeting showing the safety and health issues discussed. These records shall be made available to all affected employees using posters, newsletters, or other appropriate written materials. Records of the meetings will be kept on file with the Safety Committee Secretary for at least five (5) years.
3. Minutes or records of Safety Committee meetings will be made available to the California Division of Industrial Safety should they be requested and mailed to CAPRI.
4. Review the results of all periodic scheduled workplace inspections.
5. Review reports of investigations of occupational accidents and causes of any incident resulting in injury, illness, or exposure to hazardous substances. Where necessary or appropriate, the Committee will submit suggestions to management for the prevention of future incidents.
6. Review investigations of alleged hazardous conditions brought to the attention of any Committee member.

7. When deemed necessary by the Committee, conduct its own inspection and/or investigation to assist in remedial solutions for hazardous conditions made known to any Committee member.
8. Submit recommendations to assist in the evaluation of employee safety suggestions.
9. Communicate with the California State Division of Industrial Safety when requested by the Division to verify abatement action taken by the District pursuant to Division citations.
10. Employees selected for membership on the Safety Committee shall be informed that they or the Committee will not be held liable for any act or omission in connection with the Safety Committee.

DRAFT

## IDENTIFICATION AND EVALUATION OF WORKPLACE HAZARDS

A major component in the effectiveness of the Injury and Illness Prevention Program depends on the ability to properly identify and evaluate workplace hazards. The main system for identifying and evaluating worksite hazards will be scheduled periodic inspections of the worksite. The purpose of these inspections will be to ensure facility is in good repair, identify unsafe conditions and work practices.

Workplace inspections will be scheduled to meet the following minimum requirements:

- i. An initial inspection and completion of the checklist when the program is first established, or a new facility is added.
- ii. An inspection of affected areas whenever new substances processes, procedures or equipment are introduced to the workplace, and which represents a new occupational safety and/or health hazard; and
- iii. An inspection of affected areas whenever the District is made aware of a new or previously unrecognized hazard.

To meet the minimum workplace inspection requirements, periodic inspections will be scheduled as follows:

Workplace hazards are identified in the Paradise Recreation and Park District Job Hazard analysis. These hazards have been identified with the input of the District Safety Committee and all employees. Inspections will be conducted no less than annually. All employees are to be aware of the potential hazards at and around their workplace and in areas of common use and are responsible for immediately correcting or reporting hazardous conditions to the District Safety Committee.

In addition to scheduled inspections and ongoing review, the District Safety Committee Members will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly.

The Committee will arrange for an inspection and investigation whenever Paradise Recreation and Park District is made aware of a new or previously unrecognized hazard.

Employees are required to immediately report to their supervisor any unsafe condition or hazard that they discover in the workplace. No employee will be disciplined or discharged for reporting a workplace hazard or unsafe condition.

Inspections will be documented on the Safety Inspection Report. Reports will be kept on file for no less than three (3) years.

## CORRECTIONS OF UNSAFE OR UNHEALTHY CONDITIONS

The District's Injury and Illness Prevention Program through the use of:

- Employee safety and health training;
- Workplace inspections; and
- Systems of communication;

is designed to identify unsafe or unhealthy conditions, procedures, and work practices. Each identified unsafe or unhealthy condition, procedure or work practice will be addressed in a timely manner.

The Program Coordinator and, if necessary, the Safety Committee, District Manager, and Recreation Supervisor, shall determine the appropriate corrective action to abate, eliminate or correct the identified condition.

Priorities for correction will be based on the severity of the hazard when observed or discovered. Priorities will always be given to safeguard employees from serious injury or illness. If a hazard is discovered which poses an imminent danger to employees or building occupants and the hazard cannot be immediately abated, mitigated, or corrected without endangering personnel and/or property, then all exposed personnel will be evacuated from the area. Employees remaining to correct the identified hazardous condition may do so only if they are properly trained and safeguarded and are fully aware of the condition and precautions necessary to protect themselves.

The supervisors must notify the Program Coordinator as soon as possible after the discovery of a concealed hidden danger. If immediate corrective action cannot be implemented to abate, mitigate, or correct the concealed danger, then notification about the hazard must be given to all employees having the potential for exposure to the concealed hazard.

All work orders generated to correct unsafe or unhealthy conditions shall be given the highest priority. Upon notification of any unsafe or unhealthy condition, it is the District's policy to give full attention to abate said hazard as soon as possible.

- Assess severity of hazard
- If hazard poses imminent danger and cannot be immediately mitigated, evacuate all occupants to a safe area and contact local officials.
- If hazard can be corrected by authorized staff, notify the Program Supervisor or Program Coordinator as soon as it is safe to do so.
- Complete a work order (Pink Slip) to initiate corrective measures to mitigate the hazard.
- All work orders generated to correct unsafe conditions shall be given the highest priority to mitigate hazard.

## ACCIDENT INVESTIGATION

All work-related accidents will be investigated by District in a timely manner and is the responsibility of the immediate supervisor.

- The Supervisor will complete an Accident Investigation Report (Section C).
- A copy of this report will be submitted to the California Association for Park and recreation Insurance (CAPRI) and to the District Safety Committee.
- A primary focus of the investigation report is to determine how to mitigate future expose to accidents.
- If a correctable hazard is discovered during the investigation, it is the intent of the District to mitigate the hazard in a timely manner.
- If the hazard is not correctable, all employees who come in contact with the hazard will be trained in preventative safety measures.
- Information on the hazard will be added to the Safety Training Record and Safety Inspection.

## INJURY AND ACCIDENT REPORTING PROCEDURES

### General:

The purpose of injury and accident reporting procedures is:

- To provide prompt medical treatment for employees requiring it;
- To provide appropriate benefits for compensable injuries;
- To provide information for the prevention of future accidents;
- To provide records required by law.

### Procedure:

In the event of an employee/patron injury, the first concern is proper care for the person. The employee's/patron Supervisor should be notified as soon as possible in all cases, serious or minor.

### Investigation and Reporting Procedure:

Any injury, other than minor injuries, requires a District accident report to be completed as soon as possible. *(See Section C for reporting forms)*



## INJURED EMPLOYEE

If you are injured on or off the job, the District is concerned about your recovery and your return to work. Below is a summary of the procedures that the District and the employee should openly participate in to assist in the recovery and return to work process.

1. The employee shall seek medical attention immediately following an injury and notify the District as soon as possible. If it is a work-related injury, the District will initiate the Workers' Compensation procedure as soon as notified.
2. Once medical treatment has begun and the employee is able to discuss the results of the injury, the Good Faith Interactive Process will begin.
3. The employee will need to have medical verification of the injury and the doctor's recommended restrictions, if any, as a result of the injury. The employee will need to provide a doctor's approved "Return to Work" form before work assignments can be made.
4. If medical help has not been provided and the employee is stating that they are injured, the District will help direct the employee to seek medical attention.
5. The first meeting after the injury will be a discussion between the employee and their immediate supervisor or District Manager to review the doctor's evaluation of the injury, and restrictions, if any, that have been recommended by the doctor. At this time, the District representative will discuss possible accommodations that might satisfy the doctor's recommendations and possible other duties that might be available in order to get the employee back to work.
6. This Good faith Interactive Process needs to be very open and proactive by both the employee and the District in order that the process can be successful.
7. Once the District has a better understanding of the injury, the doctor's recommendations, and the employee's work capabilities, it will evaluate reasonable accommodations and suitable job duties that are available to try to get the employee back to work.
8. If the employee's injuries are too severe to allow them to return to work, the District will stay in contact with the employee until reevaluation from a doctor is provided that would allow that individual to consider appropriate work.
9. An employee should familiarize themselves with the District's Personnel Policy and what is available, such as but not limited to, sick leave or family medical leave that might help the employee during this time of recovery from an injury.
10. All meetings and correspondence are confidential and will be documented to help clarify information and lessen the chance of misunderstanding during the process.
11. Please contact your supervisor or the District Manager if you have any questions about this procedure.

## EMPLOYEE TRAINING

The District will implement and maintain an Occupational Safety and Health Training program for all employees. The training program is intended to train and instruct employees in general safety and health work practices and to provide instruction with regard to hazards specific or unique to each employee's job.

To ensure that all employees receive adequate training, the training program will include the following elements:

- b) All employees will receive training and instruction on the Injury and Illness Prevention Program. All new employees will receive appropriate training prior to assignment to jobs having hazards covered under the training program.
- c) All employees given new job assignments will receive training applicable to new exposures for which training had not been previously provided.
- d) All employees exposed to new hazards due to the introduction of new substances, processes, procedures, or equipment to the workplace will receive training and instruction applicable to the new hazards.
- e) Employees will receive refresher training whenever the District Program Coordinator or Safety Committee is made aware of new previously unrecognized hazards and/or when the District feels it is appropriate.

Training and instruction will be provided in a format or media approved by the Program Coordinator and Safety Committee, and which is readily understandable to all employees. Training formats and/or media may include, but not be limited to:

- Seminars
- Workshops
- Manuals: pesticide applicators, park maintenance and maintenance safety.
- Booklets
- Film or other online visual media
- Meetings

The Program Coordinator will ensure that all training and instruction provided under the Injury and Illness Program is documented. Employees attending or receiving training mandated by this program may be requested to sign an attendance sheet. Supervisors and employees who refuse or fail to attend or participate in District sponsored training will be subject to disciplinary procedures under existing District policy.

## RECORD KEEPING

Record keeping of essential data is important because it documents critical activity taking place as part of the Injury and Illness Prevention Program. Record keeping will be mandatory for the following:

- a) Workplace inspections
- b) Employee occupational safety and health training
- c) Occupational injuries and illness

The Program Coordinator will be responsible for ensuring that all relevant records are completed and kept as required by this program and/or CAL-OSHA.

Workplace inspection records shall be kept for all scheduled, periodic inspections. These records will include at a minimum:

- a) Date of inspection
- b) Work areas inspected
- c) Name of person(s) conducting the inspection
- d) The unsafe conditions and work practices which have been identified
- e) Action taken to correct the identified unsafe conditions

Personnel records shall be kept for all safety and health training provided to employees. These records will be kept for each employee and will include at a minimum:

- a) Employee name
- b) Date of training
- c) Type of training provided
- d) Training provider(s)

Records shall be maintained, at the Terry Ashe Recreation Center, for all recordable occupational injuries and illnesses. Recordable losses are losses which result in lost work time of at least a full day or shift beyond the date of occurrence or which require medical treatment beyond first aid.

## OSHA RECORD KEEPING

Those responsible for keeping records for the District must be supplied with information sufficient to identify the following:

- All fatalities.
- All occupational illnesses (including poison oak).
- All occupational injuries resulting in loss time.
- All incidents in which the employee loses consciousness.
- All incidents in which a physician prescribes restriction of work or motion, even though there are no lost days.
- All incidents which result in the injured employee's hospitalization for more than 24 hours for other than observation.
- All incidents which result in transfer of the injured employee to a different job.

All incidents requiring medical treatment. This does not include first aid treatment, even though such treatment may be given by a physician.

### Vehicle Accidents:

- **Reports:**

Vehicle accidents which result in injuries require both an Accident Injury Report as well as an Accident Investigation Report. Investigation shall be made by the employee's supervisor and shall include.

- A summary of the investigation (description of circumstances)
- A summary of the findings, accident history, any action taken.

### **Procedures:**

The first concern in a vehicle accident is care of injured parties. Review the first aid information in this manual.

The second concern is warning traffic to avoid further collisions. Traffic Reflectors, flashers, or traffic direction may be required until police arrive.

If involved in an accident, turn off the ignition, apply the parking brake, carefully exit the vehicle, and walk carefully to a safe place. If unable to exit your vehicle safely, remain in your vehicle until help arrives.

Contact your Supervisor & Local Authorities as soon as it is safe to do so.

Any vehicle accident in a District vehicle or in a personal vehicle on District business must be reported, regardless of the amount of damage or the location of the accident.

The police must be notified of any accident involving District vehicles if the accident occurs on a public roadway. If the law enforcement officer does not take a report (regardless if in a District vehicle or in a personal vehicle on District business) it is your responsibility to obtain the following information:

- Name(s) of the driver(s) of the other vehicle(s)
- Address of the other driver(s)
- License number and description of the other vehicle(s)
- Driver's license number(s) of the other driver(s)
- Names of passengers in all vehicles.
- Accident Reporting packets are available in all District Vehicles.

Adopted by PRPD Board of Directors **DATE**

**SECTION B**  
**RESPONSIBILITIES**

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## PRPD District Manager Responsibilities

The District Manager shall provide leadership and direction to staff: Initiating and promoting an effective safety program within the District.

- Assigning personnel as necessary to administer various aspects of the District's safety program.
- Being alert for unsafe acts and conditions as observed in the operations of the District.
- Enforcing safety rules, regulations, and procedures.
- Ensuring all accidents are promptly and properly investigated and reported.
- Modeling best practices for safety rules, regulations, and procedures.

The District Manager shall:

- Review reports of accidents experienced and/or unacceptable safety performance for the purpose of developing improved procedures or equipment guarding to reduce hazards in the work environment.
- Shall ensure that prompt, preventative and corrective action is taken when warranted.
- Shall ensure safety training and review is given to employees on a regular basis.

Employees shall be provided with a place of employment free of recognized hazards that might cause serious injury or death.

Ensuring that the Assistant District Manager, Park Supervisor and Recreation Supervisors know and accept their responsibility for the enforcement and continuing effectiveness of the Safety Program shall be the responsibility of the Manager.

## PRPD Park Supervisor Safety Responsibilities

The Park Supervisor is responsible for managing the following District-wide safety procedures:

1. Maintains, updates, and revises District Injury and Illness Prevention manual.
2. Serve as the District Injury and Illness Prevention Coordinator.
3. Lead Maintenance Personnel Safety Training
  - Twice a month safety topic training session.
4. Conduct District-wide Facility Inspections
  - As scheduled by the Safety Committee, but not less than one time per year.
5. Serve as a Safety Committee Representative
  - Regularly, but not less than quarterly.
6. Maintain Pink Slip Record
  - Record keeping of repairs beyond general maintenance
7. Document Maintenance Employee Accidents
  - Emergency procedures
  - Accident reporting
  - Investigation
  - Follow up
8. Coordinates the following personnel professional training:
  - QAC = Qualified Applicator Certificate
  - CPO = Certified Pool Operator
  - CPR = Cardiopulmonary Resuscitation
  - First Aid Certificate



## PRPD Supervisor Safety Responsibilities

Supervisors shall ensure that all assigned personnel implement and conform to all safety and loss control procedures, rules, and regulations applicable to their assignments by:

- Planning, direction, and coordination of all Division activities.
- Assuring equitable enforcement of safety rules and policies.
- Reviewing reports of accidents, losses, and injuries and assuring that such losses are reported and investigated.
- Assisting program leaders in planning of safety programs, training, and other activities.
- Assuring that prompt preventative and corrective action is taken when warranted.
- Monitoring contractors and consultants when they are working on District projects.
- Monitoring safety activities and training requirements in their area of responsibility and providing adequate time and budget support for those activities.
- Assisting assigned leaders in their planning of work methods and procedures to assure safety of operations.
- Conducting regular and on-going safety tailgate meetings to examine loss experience, new procedures, new equipment and other safety circumstances.
- Assuring that everything, reasonably necessary to assure the life, safety, and health of employees in their area of responsibility is being accomplished.
- Maintaining first aid and CPR certification records.
- Assuring all employees are properly trained and currently qualified to perform all operations and to operate all equipment consistent with their job classifications.
- Enrolling their employees in applicable safety training to ensure proper training to work and operate safely.

## PRPD Assigned Leader Safety Responsibilities

An assigned leader is a person who is designated to be in charge of a given task:

- Enforcing all safety rules, regulations, and procedures applicable to their operation or task.
- Planning and layout of work methods and procedures to assure safety of operations.
- Providing direct supervision for jobs, tasks, or procedures which are new or infrequently performed or have high potential for accident.
- Assuring that all personnel assigned to their operations have been properly trained for respective assignment(s) and are following proper procedures.
- Providing safety orientation and training to new and newly assigned personnel.

## PRPD Employee Safety Responsibilities

Employees are responsible for their own safety and for alerting other employees of hazards or improper work procedures by:

- Reporting all injuries, accidents, and hazards.
- Following safe work procedures.
- Use and care of personal protective equipment and safeguards.
- Proper use and care of tools.
- Proper operation of machinery, equipment, and vehicles.
- On-the-job housekeeping.
- Participation and assistance in District safety programs.

Each employee has certain rights under California Occupational Safety and Health Administration in addition to safe and healthy working conditions and training in safety. These include:

- An employee may refuse to perform work which is in violation of California Labor Code or Safety Regulations when such violation is a real and apparent hazard.
- Employees may request from their supervisor and be provided with information and given training about potential hazards of materials and chemicals used or to which they may be exposed. Employees may also see and copy records of exposure to toxic materials or harmful physical agents.

Adopted by PRPD Board of Directors **DATE**

**SECTION C**  
**REPORTING FORMS**

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## Procedure for On-the-Job Injury Reporting Worker's Compensation Insurance

### Sedgwick Insurance Group— No Policy Number Needed

#### Supervisor Reporting Guidelines:

1. The injured employee should California Occupational Medical Professionals:
  - a. Monday, Tuesday, and Wednesday at 505 Wall Street, Chico, CA 95926
  - b. Thursday or Friday at 1940 Feather River Blvd., Ste #0  
Oroville, CA 95965  
or immediately call 911.
2. Notify District Accountant and District Manager ASAP.
3. Supervisor fills out lines 9-17 of the DWC-I form.
4. Employee fills out lines 1-8 of the DWC-1 form as soon after the injury as possible.
5. Supervisor fills out "Supervisor's Report of Employee Injury", Form #WC001 and gives it to the District Accountant.
6. Supervisor fills out "Acknowledgement of Receipt of Employee Claim Form"; Form #WC004 and has employee date and sign. Form is given to the District Bookkeeper.
7. The Supervisor or District Accountant fills out Form #5020.
8. The District Accountant faxes State Form #5020 and State Form DWCI to Sally Town (916)960-0969 report injury. They will assign a claim number upon receipt of all information.
9. Supervisor will take pictures of the accident scene on all major injuries and attach them to Form #WC001.
10. Remember that the immediate care of the injured employee is The Most Important Issue.

**SECTION D**

**SAFETY AND MAINTENANCE  
INSPECTIONS AND REPORTING**

## Introduction

The District's Injury and Illness Prevention Program requires scheduled, periodic inspections of its parks, facilities and work areas.

Typically, these inspections will be conducted by District personnel on an annual basis and by outside specialists on an as-needed basis. This section contains checklists that can be used by District personnel to facilitate the in-house inspections. The checklists in this section include one for general safety and several for specific work areas. The General Safety Checklist should be used for each inspection and it should be supplemented as necessary by appropriate specific checklists. Daily inspections are documented on the "Facility Run" forms.

All items must be answered by checking the appropriate box on the following forms:

### Inspection Checklist:

- Good
- Repair
- Emergency Repair

All repair or emergency repair items must be explained by completing a Maintenance Request Form (Pink Slip). The completed request forms shall be presented to the Park Superintendent with copies sent to the Program Supervisor, if requested. The Safety Committee will review these requests during the Safety Committee meetings each month.

## **Site Inspection Guide Information**

### **For Job Hazard Analysis General Safety Checklist**

- (1) **APPLIANCES:**
  - a. Working properly and clean.
  - b. Clear of tripping hazards.
  
- (2) **AREA LIGHTS:**
  - a. Timers, photocells working properly.
  - b. Lenses, unbroken.
  - c. No hanging wires or disconnected at junction.
  - d. In good working order.
  
- (3) **ASPHALT:**
  - a. Free of potholes, tree roots, oil slicks.
  - b. Properly lined for parking, handicap spaces, and directional crossings.
  
- (4) **BALL PARK DUGOUTS:**
  - a. Benches have no protruding bolts or other objects.
  - b. Surfaces smooth with no rough or sharp edges.
  - c. Fences safe and secure.
  
- (5) **BALL PARK INFIELDS:**
  - a. Free of debris, i.e., rocks, glass, nails, etc.
  - b. No holes or major grade changes.
  - c. Infield to outfield transition smooth without abrupt berming.
  - d. Base anchors, pitcher's mounds and bases secure to footings.
  
- (6) **BASKETBALL COURT:**
  - a. Clean and dry surface.
  - b. Backboards in good repair.
  - c. No trip hazards.
  
- (7) **BLEACHERS:**
  - a. Seats.
  - b. Foot boards.
  - c. Railings.
  - d. Cross braces.
  - e. Bolts/nuts, etc.
  - f. General condition.



- (8) BRIDGES:
- a. No tripping hazards present.
  - b. All surfaces smooth with no sharp or rough edges.
  - c. Tread transition grade flush to surrounding surfaces.
  - d. All surfaces weather treated with 'No Rot'.
- (9) CABINETS:
- a. Not overly crowded.
  - b. Handles and latches working properly.
  - c. No sharp or rough surfaces.
- (10) CHAIRS:
- a. No metal fatigue or stress cracks.
  - b. No sharp or jagged edges.
  - c. Rubber skids at base of legs in good condition and present.
- (11) DESKS/WORKSTATIONS:
- a. Computer work area provides user with keyboard trays inserted at a position where arms are bent at right angles at the elbow, hands held in a straight line with forearms and elbows close to the body for correct arm positioning.
  - b. Drawers are in good working order, opening freely with no restrictions.
  - c. Overall condition of the Desk/Workstation is good, sturdy and free of sharp edges or protruding objects.
  - d. All desk/workstation chairs have a sturdy chair base with casters secure.
- (12) DOORS:
- a. Not sticking, levers in good working order.
  - b. Surfaces non-skid. No blockage surrounding area.
  - c. Information signs present and up to date.
- (13) DRINKING FOUNTAINS/FAUCETS:
- a. Working properly with no leakage for slipping hazard.
  - b. No toxic substance adjacent to potable water.
- (14) ELECTRICAL OUTLETS:
- a. Grounded with no cracked or broken plates.
  - b. Not overloaded.
  - c. Ground Fault Interrupter (GFI), if near water sources
- (15) ELECTRICAL PANEL:
- a. Correct labeling of each breaker.
  - b. No broken or faulty switches.
  - c. Easy access with no blockage.

- (16) ELECTRICAL SWITCHES:
  - a. Covers are not cracked or broken in any way.
  - b. No smoke decolorization of plates or actual smoke present.
  
- (17) FENCES:
  - a. Free of sharp corners and edges.
  - b. Fabric with no large holes or cut pieces.
  - c. Poles and rails unbent and no hazard to pedestrian or vehicle traffic.
  
- (18) FIRE EXTINGUISHERS:
  - a. The right type for the facility.
  - b. Recharge date and if used.
  - c. Marked and have free access for use.
  
- (19) FIRST AID AND SAFETY KITS:
  - a. Complete kit with updated materials within.
  - b. Refer to Inventory Lists in this Section, Pages 64 & 65
  
- (20) FLOORS, FLOOR MATS, OR RUNNERS:
  - a. In good condition.
  - b. Clean of debris with no tripping hazards.
  - c. Dry.
  
- (21) GATES:
  - a. Swing freely.
  - b. All hardware present with no sharp, rough, or jagged edges.
  - c. No bent or projecting poles or cross members.
  
- (22) GAZEBOS, ARBORS, AND GROUP MEETING AREAS:
  - a. Electrical working properly with steps clean of debris.
  - b. Steps and handrails secure.
  - c. Walking surface and benches clean
  - d. Structure intact
  
- (23) GENERAL GROUNDS:
  - a. Look for items that seem out of place or unusual that may cause trouble, such as but not limited to, broken structures, holes, work area debris, barricade placement, legibility of signage, trash, etc.
  
- (24) GROUP PICNIC AREAS:
  - a. Barbecues clean and working properly.
  - b. Picnic tables in proper condition.
  - c. Walkways and surface area clean of debris.

- (25) GUTTERS; RAIN GUTTERS AND DRAINS:
- a. Clean of debris and no rough or sharp surfaces.
  - b. Drains and downspouts clean and draining
- (26) HALLWAYS:
- a. No blockage for passage.
  - b. Floor care in good condition.
  - c. Floor runners or mats allow good footing.
- (27) HORSESHOE PITS:
- a. Free of glass, sharp objects, and debris.
  - b. Metal stakes free of burs or jagged edges.
  - c. Sand area up to grade of perimeter.
  - d. Back boards not broken or splintered.
- (28) KITCHEN:
- a. Stove working properly and clean.
  - b. Dials are easily readable for On/Off settings
  - c. Drawers slide smoothly with handles secure.
  - d. No sharp edges on counter surfaces; clean.
  - e. Refrigerator has only food items in it and is clean.
  - f. Sink, plumbing works correctly with no leaks under sink.
- (29) LIGHTS:
- a. Free of loose wires and secured well to footing.
  - b. All bulbs in proper working order with no dimming or flickering.
  - c. Lenses or lights not shattered or broken.
- (30) OUT BUILDINGS & STORAGE AREAS:
- a. Properly signed, if needed.
  - b. Secured doors, windows, locks, etc.
  - c. Clean and orderly.
  - d. Secure and stable shelves and cupboards
  - e. Adequate workspace
  - f. Proper storage of materials
- (31) PARK MAINTENANCE STORAGE FACILITIES:
- a. Clean and orderly with clear passageways for walking.
  - b. Proper storage of fertilizers, tools, paints, and supplies.
  - c. Workbench surfaces clean and uncluttered.
  - d. Material Safety Data Sheet (MSDS) binder present and up to date (where applicable).

- (32) PARK SIGNS:
- a. In good condition.
  - b. Legible, correct and up-to-date information.
  - c. Free of any hazard such as sharp corners, splinters, etc.
- (33) PARKING LOTS:
- a. Directional markings bright and legible.
  - b. All information to drivers, i.e. signs, striping, etc., correct and up to date.
  - c. Clean of debris, with bumpers in proper location and present.
- (34) PICNIC TABLES / PARK BENCHES:
- a. Seat
  - b. Top
  - c. Legs
  - d. Bolts
  - e. Paint or sealers.
  - f. General condition.
- (35) PLAYGROUND EQUIPMENT MAINTENANCE CHECKLIST
- a. Structure: Bending, warping, cracking, loosening, breaking, etc.
  - b. Surface Finish: No protective coating, rust, other corrosion, cracks, splinters; check harmful preservatives or points, etc.
  - c. Hardware: Missing, bent, broken, loosened, open hooks, etc.
  - d. Edges: Sharp points or edges, protruding bolts, or other protrusions, etc.
  - e. Pinch or Crush Points: Exposed mechanisms, junctures or moving components, etc.
  - f. Mechanical Devices and other moving parts: Worn bearings, lubrication needed, missing protective covers, etc.
  - g. Guard or Handrails: Missing, bent, broken, loosened, etc.
  - h. Ladders and Steps: Missing rungs, or steps, broken, loosened, etc.
  - i. Swing Seats: Missing, damaged, loosened, have sharp corners, etc.
  - j. Footings: Exposed, cracked, loose in ground, etc.
  - k. Protective surfacing, under & around equipment: Compacted, displaced to ineffective level does not extend to potential impact area; unsanitary, poor drainage, broken glass, etc. Media 8" to 12" depth.
  - l. Play Equipment: Needs replacement.
  - m. Swings:
    - i. Seat
    - ii. Seat eyes
    - iii. Seat "S" hooks
    - iv. Chains
    - v. Swivel "S" hooks

- vi. Frame
  - vii. Soft ground landing.
- (36) PONDS AND WATER FEATURES:
- a. Clear of debris or hazards.
  - b. Pumps, fountains, and waterways functional
  - c. Landscape rocks and plants maintained
- (37) a. POOL CHEMICAL PLATFORM:
- i. No blockage with no skid surface.
  - ii. Hand truck dolly present and working correctly.
  - iii. Chemical drums free of leaks or spillage.
  - iv. Platform securely fastened to concrete footings.
  - v. All material properly labeled.
- b. POOL CHEMICAL STORAGE SHED:
- i. Chemical bags not torn or losing material.
  - ii. Liquid containers free of leaks.
  - iii. All materials properly labeled.
  - iv. Ventilation present and plentiful.
  - v. Safety signs present and up to date.
  - vi. Door locked at all times when closed.
  - vii. Proper Material Safety Data Sheets (MSDS) sheets current and available.
- c. POOL CHLORINE, ACID ROOM
- i. Safety information signs in place and current.
  - ii. No leaks in containers or material on the floor.
  - iii. No food, drink, or other personal possessions present.
  - iv. Injector pumps working correctly.
  - v. Ventilation present.
  - vi. Door locked at all times when closed.
- d. POOL DECK:
- i. Clean of debris.
  - ii. No potholes, wide cracks, or gaps.
  - iii. Painted surfaces not slippery when wet.
- e. POOL DEPTH MARKERS:
- i. Clearly legible both above and below surface of water.
- f. POOL FILTER:
- i. No rust present; no leaks present.
  - ii. Surfaces nonskid and no blockage surrounding area

- iii. Information signs present and up to date.
- g. POOL HEATER:
  - i. Thermostat working properly.
  - ii. No leaking water and rust free.
  - iii. Safety information and signs up to date, in place, and correct.
  - iv. Off when not in use.
- h. POOL LIFEGUARD STAND:
  - i. All surfaces smooth.
  - ii. Footings safe with no blockage for access.
  - iii. Structure solid.
- i. POOL LIGHTS:
  - i. Lights should be secure to wall with no loose wires and in proper working order.
  - ii. No cracked or broken lenses.
- j. POOL LINING
  - i. No leaks present
  - ii. Free of rough or sharp surfaces
  - iii. Lane lines clearly visible
- k. POOL PLUMBING ROOM:
  - i. Working properly with no leaks.
  - ii. Pipe secured to footings.
  - iii. Valves not stuck and working correctly.
  - iv. Door locked at all times when closed.
  - v. Fire extinguisher present and charged.
  - vi. Emergency eye wash working correctly.
  - vii. Sump pump working correctly.
- l. POOL PUMP:
  - i. No rattling or loud noise should be generated from pump.
  - ii. Secure to foundation.
  - iii. No loose wires, and switch working properly.
- m. POOL SHOWERS:
  - i. Floor surfaces are non-skid
  - ii. Partitions have no rough or sharp edges
  - iii. Plumbing works properly with no leaks.
- n. POOL SKIMMER COVERS AND BASKETS:
  - i. No cracked or broken parts

- ii. Clean of debris and sharp edges
  - o. POOL STARTING BLOCKS / DIVING BOARD / STEPS:
    - i. Secure to concrete footings
    - ii. No loose, broken, or missing parts
    - iii. No rusting or sharp, jagged edges
    - iv. Textured, non-skid surface in good condition
- (38) PORTABLE TOILETS:
- a. Properly cleaned, stocked, and pumped.
  - b. No broken, sharp, or nonfunctioning elements of the unit.
- (39) POWER ROOM:
- a. No blockage with storage within.
  - b. Proper signage.
  - c. All breakers in working order.
- (40) POWER TOOLS:
- a. Cords are in good condition with no frays or cuts
  - b. Proper safety equipment is attached and in good working order
  - c. Tools are clean and in proper repair.
- (41) RESTROOMS:
- a. Floors clean and dry.
  - b. Plumbing fixtures in good working order.
  - c. Partitions—no jagged or sharp edges.
  - d. Dispensers working properly.
  - e. Privacy doors or curtains working properly.
- (42) RETAINING WALLS:
- a. Wood or masonry in sound structural condition.
  - b. Blocked from upper grade to prevent falling hazards.
- (43) ROADS
- a. No obstructions, holes, large cracks, and drop-off shoulders.
  - b. Clear safety and directional signage and painting.
  - c. Intersections clean and properly marked
  - d. Ditches and culverts clean and in good repair.
- (44) RUGS:
- a. Clean of soil and debris.
  - b. Not torn or tripping hazard.

- (45) SERVICE SAFETY EQUIPMENT:
- a. Test septic alarm
  - b. Inspect indoor sprinkler systems & tanks for power and leakage
- (46) STAGE:
- a. Floor care properly taken care of and uncluttered.
  - b. All doors and exits have clear access.
  - c. Media equipment working properly.
  - d. Only items on floor which should be there.
- (47) STEPS:
- a. Clean with no frayed edges or obstructions.
  - b. Nonskid with no chips or tripping hazards.
  - c. Free of debris.
  - d. Handrails present with secure landings.
  - e. Secure to lock points with no rough or sharp edges on surfaces.
- (48) TABLES—FOLDING
- a. No metal fatigue, broken hinges.
  - b. Top in good condition with good surface.
  - c. No sharp surfaces.
  - d. Rubber skids at base of legs in good condition.
- (49) TRAILS:
- a. Pathway clear of downed trees, limbs, protruding roots, and potholes.
  - b. Marked correctly with good footing.
  - c. Water drains freely off pathway.
- (50) TRASH CANS/DUMPSTERS:
- a. No sharp edges
  - b. Clean
  - c. Working properly
- (51) TURF AREA:
- a. No potholes, ruts, bare area, or overly wet areas.
  - b. No glass, sharp objects, rocks, broken sprinklers, or protruding tree roots.
  - c. All electrical and irrigation boxes to grade level with lids in good repair.
- (52) VEGETATION:
- a. Dead trees or limbs that may fall in or near patron usage areas.
  - b. Roots that may cause trip hazards.
  - c. Poison Oak intruding on walkways or trails.
  - d. Thick brush or weeds near pedestrian areas that may present a fire danger.
  - e. Vegetation touching or having good possibility of falling on power lines.



- f. Sharp or dead lower limbs on plants and trees that could injure a patron.
  - g. Vegetation that blocks users view of safety zones (Example: street intersections.)
  - h. Trees or plants invading roads or sidewalks.
- (53) VOLLEYBALL SAND COURT:
- a. Depth of bedding material 8" to 12" fall zone
  - b. Net poles with no bends or projecting objects.
  - c. Sand free of sharp objects or other debris.
  - d. Perimeter secure and footings fastened
- (54) WALKWAYS—CONCRETE:
- a. Should be non-skid with no protrusions or elevation changes too dramatic.
  - b. Transitions should be smooth to other surfaces, i.e., soil, asphalt, grass, rock areas, etc.
- (55) WARNING TRACKS:
- a. Weed free with no potholes.
  - b. Fences safe and continuous
  - c. Soil grade to bottom of fence
  - d. Track to turf transition smooth grade with no tripping hazard.
- (56) WELLS:
- a. Properly secured (locked in shed or underground)
  - b. If used for irrigation back flow equipment installed as mandated.
  - c. Check for leakage, possible vandalism or unauthorized usage
- (57) WINDOWS:
- a. No broken glass, or loose glazing.
  - b. Locking mechanisms are working properly

Adopted by PRPD Board of Directors **DATE**

**SECTION E**  
**SAFETY RULES AND GUIDELINES**

DRAFT

## Safety Policy

The Paradise Recreation and Park District recognizes that it has a responsibility to provide its employees with a work environment that is safe. A safe environment means that every effort be made to search out recognized hazards that might cause injury, to adopt procedures, safeguard equipment and to adopt procedures that achieve a safe working environment.

The District will comply with all occupational safety and health rules, regulations, and orders to ensure this degree of safety. In addition, the American National Standards Institute (ANSI) for safety and manufacturer's recommendations for the safe use and operation of equipment or product, will be given close consideration in development of the District's work procedures.

It is expected that each employee will perform his/her work using all safety procedures that have been provided and will do all that is necessary to prevent injuries to themselves, to fellow employees, and to the public which we serve.

## Safety Rules

Safety rules have evolved through experience—experience that for many has cost life, limbs or function. Today we benefit from these losses with safety rules that prohibit us from making the same mistakes. The State of California has one of the most comprehensive safety programs and specified many safety orders and regulations. Beyond even these, a general awareness of risks and safety sense is needed to form a protective barrier guarding against the unexpected, unforeseen or uncorrected hazards.

Specific District rules are required for safety in operations not covered by state or local authorities. Rules are to be consistently enforced and habitually followed but may require revision from time to time. A rule that is needless or out of date influences the effect of valid and necessary rules. Procedures additional to, or revisions of, safety rules shall be as follows:

- Employees are encouraged to make suggestions for additions, corrections, or changes to the safety rules. Any suggestions should be made to your Supervisor or the Safety Committee.
- The Safety Committee shall review such suggestions and shall make any appropriate recommendations to the District Manager.
- Upon approval by the District Manager, Division Supervisors shall be responsible for instructing all employees in their division of changes. When these changes are reflected in revisions to the Safety Manual, employees shall again be informed.

If changes are made at the state or local level, orders or regulations which require revisions to the Safety Rules, the Safety Committee shall also recommend changes to the District Manager.

**Enforcement Policy:**

Employees are required to follow all existing District rules. Failure to observe these rules can result in disciplinary action.

## General Rules

1. Any injury, no matter how slight, must be reported to the Supervisor as soon as possible.
2. Any vehicle accidents, regardless of the extent of injury, damage to the vehicles, or damage to personal property, must be reported.
3. Any unsafe condition or practice shall be reported at once to the Supervisor.
4. Work areas shall be maintained in a clean and orderly manner:
  - Good housekeeping shall be the responsibility of all employees.
  - Debris and litter shall be placed in the appropriate waste receptacles.
  - Waste receptacles shall be kept in convenient areas but out of the way of foot traffic.
  - Always empty wastebaskets before they overflow. Trash buildup is a bad housekeeping practice and a violation of fire codes.
  - Working areas shall be kept free of all tripping, slipping, and obstructive hazards.
  - Storage areas must be kept orderly and materials securely piled or stacked with heavier items on lower levels.
  - "Horseplay" by Paradise Recreation and Park District employees shall not be tolerated.
  - Barriers, warnings, or signs shall be installed whenever temporary or permanent uncorrectable hazards exist. Employees shall follow such posted instructions.

## Personal Protective Equipment

Personal protective equipment is intended as an additional safeguard against those hazards for which controls cannot be established. They are not a substitute for proper work procedures and are only effective if used.

Personal protective equipment includes, but is not limited to, the following types:

- Head protection—hard hats.
  - Eye protection—safety glasses, goggles, face shields.
  - Body protection—special protective clothing, rain gear, safety belts, lifelines, flagging vests.
  - Heat protection—limit heat exposure, drink water.
  - Hearing protection—ear plugs, earmuffs.
  - Lung/Respiratory Protection-Masks
1. Program Supervisors are responsible for providing personal protective equipment as required by paragraph 4 below.
  2. Assigned Leaders are responsible for assuring that all personnel wear the proper equipment during those operations for which it is required.
  3. All employees must wear the required personal protective equipment on tasks, or on those sites specified in paragraph 4.
  4. Required personal protective equipment is listed below. The Program Supervisor or Assigned Leader may require additional equipment or specify use of equipment during other operations.

### **Head Protection:**

Head protection of the appropriate type shall be worn:

- Whenever working around overhead equipment or when there is danger of falling or flying objects, electrical shock, or burns.
- Electrical work requires non-conductive head protection.

### **Eye Protection:**

Eye protection is required when working in locations where there is danger of flying particles, hazardous substances, projections or injurious light rays and when operating vehicles or in equipment which does not have enclosed cabs. The following is required:

- Grinding, machining, buffing, chipping, jack hammer or pavement breaker operation: face shield, goggles, or safety glasses with side shields.
- Exposure to dust: goggles with vent screen.

- Handling chemicals: chemical splash cover goggles, face shield.
- Compressed air exposure: goggles with vent screens, safety glasses.
- Arc welding: welding hood.
- Gas welding: welding goggles.
- Working in vicinity of welding: safety glasses with side shields.

**Hand Protection:**

Gloves shall be worn when work involves unusual exposure to cuts, burns, or harmful physical or chemical agents. The following type gloves shall be worn for the tasks indicated:

- Reinforced palm gloves: general protection, handling trash.
- Plastic coated, knit gloves: wet conditions.
- Rubber gloves: handling corrosives, chemicals, immersion in solvents.
- Lineman's gloves: working around power lines.

Wrist watches, rings, or other jewelry shall not be worn while working around any equipment with moving parts in which they may be caught or around electrically energized equipment.

**Body Protection:**

Clothing appropriate for the work being done shall be worn:

- Loose sleeves, cuffs, or shirt tails shall not be worn around moving machinery.
- Clothing saturated or impregnated with flammable liquids, corrosive substances, or irritants, shall be removed as promptly as possible and shall not be worn when personnel are exposed to rain, herbicide, or pesticide spray.
- Special resistant clothing may be required for special operations.

**Heat Protection:**

All employees who work outdoors shall have the following options:

- Access to one quart of water per employee per hour for an entire shift.
- A right to a break in the shade of at least five minutes as a preventative measure or when suffering from heat illness.
- Training on preventative measures for dealing with heat exposure.

## Hazardous Material Emergency Response Procedures

Although the Paradise Recreation and Park District seldom handles or stores hazardous materials in the amounts that would require written procedures for clean-up or emergency response, an emergency response plan has been developed for this agency. Copies may be found in the Park Supervisor's office, stored with the copy of the District's SDS. All maintenance vehicles are also equipped with a copy, as well as the copy found in the District's Injury & Illness Prevention Program manual.

Procedures are mentioned in the guide that will inform staff on how to deal with small spills of hazardous waste, storage locations, amounts, and emergency procedures.

A copy of this plan should be provided to emergency response personnel in the event of an emergency at any park facility.



## Hearing Conservation Program

### **Monitoring:**

Cal-OSHA requires that when any employee's exposure may equal or exceed an eight-hour, time-weighted average of 85 decibels, the employer shall obtain measurements for employees who may be exposed at or above that level. Rather than risk employees working under borderline conditions without hearing protection, the District shall comply with this mandate and shall take a firm stand by requiring that all employees use hearing protection devices whenever operating any piece of equipment which is capable of exposing the employee to 85db regardless of the amount of time that the equipment is being used.

### **Hearing Protection:**

Hearing protection shall be worn on those jobs or during those operations specified by the Program Supervisor. Headphones or earphones for portable radios, tape recorders, or similar equipment shall not be substituted for approved hearing protection devices.

1. Operations requiring ear protection shall include, but not be limited to, jack hammers, tamper or pavement breakers, blowing with compressed air, or backpack blowers. Any other operation of equipment where conversation in a normal voice is difficult, require ear protection.
2. Ear protection shall be issued on an individual basis and shall not be loaned or transferred to another person without first being cleaned and sanitized.
3. Ear protection shall be provided by disposable ear plugs, or earmuffs.



## Safety and Procedures for Cleaning Outside Restrooms and Trash Removal

### **Safety:**

1. Use gloves when cleaning restrooms and doing trash clean up.
2. Never push garbage with your hands.
3. When finished with restrooms and garbage, wash hands with hot water and soap or hand sanitizer.
4. Use care when removing broken glass and be sure you remove it all.
5. If you find any needles or other drug paraphernalia, use extreme care with clean up. Put material in a solid closed container and give to your supervisor.

### **Cleaning Outside Restrooms:**

1. Spray disinfectant on sinks, urinals and toilets. Allow to work a few minutes.
2. Sweep out restrooms.
3. Check paper towels and toilet paper.
4. Dump garbage.
5. With sponge or paper towels, clean sink and urinals. Use toilet brush and clean toilet.
6. Hose out or mop floors with disinfectant. Use extra disinfectant around toilets and urinals.
7. Spray air freshener.
8. Keep supplies stocked; they are in the maintenance shed.
9. Once a week or as needed, wipe walls with disinfectant.

### **General Trash Removal:**

1. Canvas entire park area and pick up any loose trash. This includes cigarette butts, gum wrappers, etc.
2. If the trash can have water in it, tip can to side to drain water. Use the lid or any other suitable tool to hold any trash in can. Do not use your hands.
3. Pull bag out when a quarter full or more. Also pull the bag if there are any baby diapers, deteriorating products, etc., no matter how full. After removing bag, tie closed so garbage will not spill.
4. When you replace the bag, you may need to tie a knot in a corner of the bag before placing it in the can. This is so the bag won't fall in once trash is added.
5. Once a week or as needed, the bottom of the cans should be disinfected and hosed out. Be sure you pick up any loose trash that may fall out.
6. Be sure full trash bags are put in a dumpster.
7. If a trash can is damaged, repair it if possible. If not possible to repair, remove from site and let supervisor know a replacement is needed.

**OUR RESTROOMS AND FACILITIES ARE CLEANED AND SANITIZED DAILY.**

Adopted by the PRPD Board of Directors **DATE**

**SECTION F**  
**DISTRICT VEHICLES**

## District Vehicles

### **Driver Responsibilities:**

Every driver must comply with all laws and regulations. Every driver must use a seat belt while vehicle is in motion and must require all passengers to use seat belts also.

A valid California driver's license must be in possession of the operator any time a District vehicle is operated.

Driving a District vehicle adds additional responsibilities, the first being the care of the property of others. District vehicles belong to the citizens of the District and they have the right to expect care of and respect for their property.

A District vehicle is also highly visible, and its presence is a reminder to all citizens that some District service is in progress. Good public relations require courteous service and driving.

Vehicles are to be maintained in a safe operating condition. Unsafe vehicles are not to be driven, and drivers are responsible for inspecting their vehicles prior to starting operation.

### **Parking District Vehicles:**

All District vehicles shall be properly parked in legal spaces except in an emergency or when necessary for service or repair work.

- Properly curb or block wheels when parked on slope.
- Vehicles are not to be left running or have keys left in the ignition when they are unattended.

### **Emergency Lights and Flashers:**

Emergency lights and flashers have two purposes:

1. To warn motorists of obstructions or hazards.
2. To protect those in and around vehicles with flashers in operation.

The California Vehicle Code permits emergency and service vehicles to display flashing amber lights. If you place your vehicle where it will be an obstruction, you must be certain the emergency lights are operating and are visible to oncoming traffic.

Do not rely only on the emergency flashers for your protection. Use caution in leaving and entering your vehicle. Keep alert for oncoming vehicles at all times.

Turn off flashers when not needed. Indiscriminate use can create confusion among other drivers.

### **Driver's License and Automobile Insurance Requirements:**

District employees driving District vehicles or personal vehicles on District business must have in their possession a current California Driver's License and provide the District Manager with proof of valid automobile insurance. All District employees who operate or who may drive on District business must have at least a Class 3 license, the normal driver's license.

**SECTION G**  
**EMERGENCY PROCEDURES**

DRAFT

## Injury to District Employees

### **First Aid—General:**

First aid is the immediate and temporary care given a sick or injured person until medical attention can be obtained. It is not treatment, but aid, comfort, and the prevention of further injury or damage. Supervisors and other designated staff will be required to be currently certified in cardiopulmonary resuscitation (CPR) and First Aid.

1. Size up the situation:
  - What care is required?
  - Who to care for first?
  - What other dangers exist?
2. Have the victim lie down.
3. Check for injuries.
4. Plan what to do.
5. Administer urgently needed first aid (see below).
6. In case of serious injury, call 911 immediately.

The basic rule is to keep the victim lying down and comfortable. Calm reassurance and competent handling are equally important. In general, there are only four cases where quick action is of importance in saving a life. These are:

- SEVERE BLEEDING
- IMPAIRMENT OF BREATHING
- POISONING
- DROWNING

Hurried transportation frequently involves greater risk than waiting until medical help arrives. If you must transport an injured person, do so safely and observe all traffic laws.

### **What to do when an injury occurs:**

The main purpose or responsibility of the employee is to provide prompt and appropriate medical treatment. This is accomplished through the immediate Supervisor.

If an employee refuses medical treatment or examination, contact the employee's Supervisor or District Manager. Prompt medical care or an examination will prevent the injury from becoming worse. Labor Code 4056 allows for compensation to be suspended due to

unreasonable refusal of medical treatment. The employee's Supervisor or District Manager will provide counseling regarding necessity for medical treatment.

1. If the injury requires medical treatment, the employee's Supervisor shall ensure that medical treatment is obtained in accordance with the District's policy as follows:
  - *If an employee has on file, prior to the injury, a request to see a personal physician, that request may be granted. If such request is not on file, the injured employee should go to Immediate Care Medical Center, 5910 Clark Road, Paradise, or Dr. Larry Miller, 6585 Clark Road, Paradise. If an injury occurs after 5:00 p.m. or on a weekend or holiday, the injured employee should go to Feather River Hospital, 5974 Pentz Road, Paradise.*
2. If the employee is unable to return to work, then the injury is a lost time case and shall be indicated as such on the employer's report of occupational injury or illness.

NOTE: TIME OFF WORK DUE TO AN INDUSTRIAL INJURY CAN ONLY BE AUTHORIZED BY THE TREATING PHYSICIAN.

**For general first aid and cardiopulmonary resuscitation (CPR) procedures please refer to the American Red Cross First Aid *Fast* reference guide.**

The most common cause of breathing emergency is choking on a foreign object. Everyone should know the Heimlich Maneuver (or abdominal thrust method).

### **Restore Breathing:**

If electric shock is the cause of breathing failure, be sure the victim is no longer in contact with the source of electric current. It could be conducted through the victim to you.

There are several methods of artificial respiration. Mouth-to-mouth resuscitation is the easiest for the rescuer, and can be started immediately.

Size up the situation. Look for obstacles in the airway, e.g., food, dentures, other foreign objects.

There are six (6) simple ways to restore breathing:

1. Check victim's pulse.
2. Place one hand under victim's neck and lift. Tilt the head back as far as possible by holding the crown of the head with the other hand.
3. Pull the chin up until the head is tilted back fully. This is essential for keeping the air passage open.
4. Place your mouth tightly over the victim's mouth. Pinch the nostrils shut. Breathe hard to make chest rise (for an adult, breathe vigorously about 12 time per minute).
5. Remove your mouth. Listen for returning air. If you do not hear it, recheck victim's head position. Repeat breathing, removing your mouth each time to allow the victim to breathe out.
6. Recheck victim's pulse and repeat Steps 2 through 5 if necessary.

### **Poisoning:**

The objectives in treatment of poisoning by mouth are:

1. Dilute or neutralize the poison as quickly as possible.
2. To induce vomiting (except when corrosive poisons are swallowed or if the victim is unconscious or having convulsions).
3. To maintain respiration.
4. To preserve vital functions.
5. To seek medical assistance without delay.

When you know that the victim has not swallowed a strong acid, strong alkali, or petroleum product, but do not have the original container:

1. Dilute the poison with water or milk.
2. Induce vomiting (except for strong acids, strong alkali, and petroleum products).
3. **Get medical help immediately.**



**Treatment of Shock:**

Shock is present to some degree in every injury. It is also deceptive because symptoms may not be readily apparent. The best cure is prevention.

Keep victim lying down and comfortable.

The symptoms of shock are:

1. Shallow, irregular breathing.
2. Weak pulse.
3. Pale (or chalky), moist, clammy skin.
4. Complaints of feeling faint and nausea.

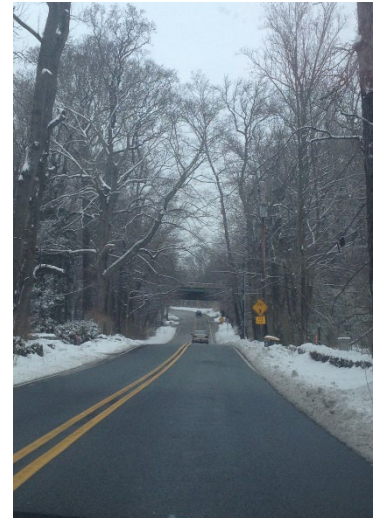
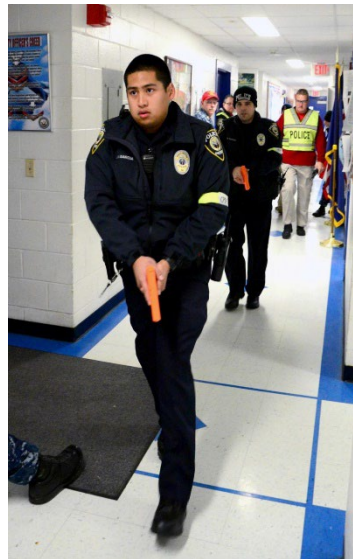
Adopted by the PRPD Board of Directors **DATE**

**SECTION H**  
**EMERGENCY ACTION PLAN**

DRAFT

EMERGENCY ACTION PLAN -DRAFT-

# Emergency Action Plan



**Revised: September 1<sup>st</sup>, 2020**  
Adopted by the PRPD Board of Directors on:



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Paradise Recreation and Park District

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# EMERGENCY ACTION PLAN -DRAFT-

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### Suggested citation:

PRRD [Paradise Recreation and Park District]. 2021. Emergency Action Plan. Revised: DATE. Adopted by PRPD Board of Directors: DATE. Paradise, California.

## EMERGENCY ACTION PLAN -DRAFT-

### I. POLICY

It is the District policy to take every possible action to comply with all emergency regulations and to work directly with the Town of Paradise or other public assigned authority, if necessary, to provide protection to District employees and patrons. Emergency situations require the full participation and cooperation of all District employees. The following assigned responsibilities and procedures will assist in providing a plan of action in case of emergency.

#### **A. EMERGENCY PLAN COORDINATOR**

The Paradise Recreation and Park District [PRPD] District Manager is the Emergency Plan Coordinator and is responsible for making sure this emergency action plan is kept up to date, practiced, and reviewed periodically. The Emergency Plan Coordinator or designee will be the top authority figure in case of an emergency.

The Emergency Plan Coordinator can be contacted at:

Paradise Recreation and Park District

Terry Ashe Recreation Center

6626 Skyway

Paradise, California 95969

(530) 872-6393

### II. EMERGENCY EVACUATION COORDINATORS

1. District Manager
2. Assistant District Manager
3. Park Superintendent
4. Recreation Supervisor(s)
5. Park Maintenance III
6. District Accountant

In case of emergency one of these individuals would be responsible for overseeing the overall evacuation procedure, coordinating the rally points and accounting for employees and patrons.

**EMERGENCY ACTION PLAN -DRAFT-**

**A. EMERGENCY PHONE NUMBERS**

Police, Ambulance and Fire..... 9 – 911

Non-Emergency

Police ..... (530) 872-6241

Fire..... (530) 872-6264

Town of Paradise..... (530) 872-6291

Utility Company Emergency Contacts

Electric and Gas..... (800) 743-5000

Water..... (530) 877-4971

**III. EVACUATION PROCEDURES**

Emergency Escape Procedures and Routes

Emergency escape procedures and route maps are posted at each work site. (Attached herein as Exhibit A-1 through A-5).

Emergency Escape Procedure:

- Remain Calm.
- Assess the situation.
- Help those in need or let others know of your need.
- Exit the facility through the safest route.
- Meet at the Rally Point.
- Be a team player.

The following information is marked on route maps:

- Emergency Exits.
- Primary and Secondary Evacuation Routes.
- Locations of Fire Extinguishers.
- Evacuation Rally Point.

## **EMERGENCY ACTION PLAN -DRAFT-**

### Monitoring Evacuations

Facility evacuation is a standard safety practice and in the event this action is appropriate the listed personnel will monitor the correlating facility areas to ensure complete evacuation. In the event that the listed personnel are not available, and a designee has not been assigned the next authority personnel position will assume that responsibility.

Terry Ashe Recreation Center	District Manager/Assistant District Manager
▪ Aquatic Park	Recreation Supervisor(s)
▪ Moore Road Park	Recreation Supervisor(s)
▪ Bille Park	Park Superintendent
▪ District Shop ( <i>in progress of rebuild</i> )	Park Superintendent

### Evacuation Accountability Procedure

Those assigned or their designee to monitor a facility is responsible for accounting for all employees and patrons to report to the evacuation rally point. Each employee and patron must be accounted for by name. The assigned personnel will report their head count to the Emergency Evacuation Coordinator. Once everyone has assembled at the rally point everyone should stay at that point, if safe, until professional emergency personnel or the Emergency Plan Coordinator gives further instructions.

### Child Patron Responsibilities

In an emergency, evacuated patron(s) under the age of 18 may only leave the rally point by authorization of the parents, guardian, or as directed by professional emergency personnel or the Emergency Plan Coordinator. A written list of the names of all children who are at the rally point and who they were released to and at what time shall be kept.

### **A. ALARM SYSTEM**

The PRPD phone system is the designated means for communicating an emergency. The employee who is the first responder will:

- State the Emergency.
- State the Origin of the Emergency.

## **EMERGENCY ACTION PLAN -DRAFT-**

- State the Need for Immediate Evacuation.

Non-emergency communication of potential problem situations will also be communicated by the PRPD phone system. If an employee needs assistance but is unable to communicate openly the individual should use the intercom to contact another employee and simply say, *“PRPD, and no I’m not available right now.”* The other employee should immediately respond in person to that location and assist as needed. Such situations may be:

- Disgruntled Patron.
- Rude, Hostile, or Violent Individual.
- Potential Harassment.

### **B. MEDICAL EMERGENCY**

In the excitement of an emergency, you may be frightened or confused about what to do. STAY CALM – you can help. An emergency scene might look complicated at first, but the three EMERGENCY ACTION STEPS will help you organize your response to the situation.

#### **EMERGENCY ACTION STEPS**

1. Check the scene and the victim(s). This simple “take a breath” will give you the opportunity to evaluate the problem and will help you organize your action plan. If possible, verbally call for assistance from another employee or patron.
2. Call 911 (at PRPD dial 9 – 911). If it is a true emergency situation you will need to activate a professional emergency response team. Be ready to give:
  - a. Your name and the number from which you are calling.
  - b. Your exact location.
  - c. The number of persons injured.
  - d. The extent of injury.
  - e. Treatment that is being given.
  - f. Stay on the line until the operator tells you to hang up.



## **EMERGENCY ACTION PLAN -DRAFT-**

3. CARE for the victim and administer First Aid (annual training in First Aid is available to all full-time employees). Remember do not endanger yourself; you may be the only means of helping the victim. Open gates and doors so emergency vehicles and personnel can access the injured person(s). Do not transport an injured person(s) in your vehicle.

### Medical Emergency Follow-up

1. Call parents or guardian of minors who have been injured. Be calm about giving information about the injured person and be careful with how you say things. Remember you are not a doctor so do not give out statements concerning the extent of injuries.
2. Call your immediate supervisor and inform them of the accident.
3. Fill out a PRPD Accident Form (Exhibit B) and be sure you get names and phone numbers of witnesses.
4. Do not make any opinionated statements concerning the fault or cause of the accident.

### **C. FIRE EMERGENCY**

When a fire is discovered:

1. Quick, stop, and evaluate the situation.
2. If the fire is localized and manageable and you have the ability, put it out. Use a fire extinguisher or water source and put the fire dead out. Contact your supervisor immediately and report the incident.
3. If the fire is not manageable notify the Fire Department by calling 911 (PRPD at 9 – 911). If possible, have another person do this while you conduct notification as outlined in #4.
4. Notify employees and patrons of the fire danger and initiate the emergency evacuation procedure if needed.

## **EMERGENCY ACTION PLAN -DRAFT-**

5. Help provide the Fire Department personnel with information about the facility and fire that you know will help them control the emergency. Such things as utility shut off locations and fire location and materials that may be dangerous.
6. Help unlock gates and help direct fire personnel to the exact location but do not jeopardize your safety.
7. Take direction from Fire Department personnel or inform them of the District Evacuation Plan that has been initiated.
8. After employees and patrons are safe complete a PRPD Incident Report Form (Exhibit C) and review it with your supervisor.

Town of Paradise or Magalia wildfire emergencies will be coordinated with the Emergency Operations Center [EOC] of the Town of Paradise. If the EOC calls for a mandatory evacuation of a portion of the community the District will cancel all programs that they feel necessary to protect the safety of its patrons. The EOC may give direction to the District on what action it should take. District employees who live in the mandatory evacuation area will be dismissed from work after reporting to their immediate supervisor. Other staff will be directed as necessary to provide for the needs of the District and for the safety of all concerned. It is important that all full-time employees stay in close contact with the main office and their immediate supervisor.

### **D. EARTHQUAKE EMERGENCY**

Stay calm and keep away from overhead fixtures, windows, filing cabinets, appliances, heavy standing furniture, and electrical power. Get out of the kitchen. If you are INDOORS – STAY THERE! Get under a table or desk and hang on to it, or move into a hallway, or get against an inside wall. Don't run outside during the shaking because of falling objects and the danger of falling and injuring yourself. If OUTSIDE get to the open, away from buildings, power lines, or anything else that might fall.

If needed after the earthquake has stopped, initiate the evacuation procedure.

## **EMERGENCY ACTION PLAN -DRAFT-**

### **E. WIND / RAIN / SNOW EMERGENCY**

Paradise periodically has severe storms with high winds, rain or snow that result in emergency situations. During those severe storms' employees should:

- Remain calm and assess the situation.
- Stay inside.
- Stay informed.
- Cancel programs and be sure all patrons are cared for.
- If you are in a vehicle:
  - Get to your destination, if safe, and get inside.
  - Have needed safety equipment in your vehicle (prepared in advance, such as tire chains, first aid kit, blanket, water, cell phone, and additional clothing).
  - If your vehicle is stalled or stuck, stay inside your vehicle until emergency personnel arrive, unless you have the ability and equipment to solve the problem without endangering yourself or others.

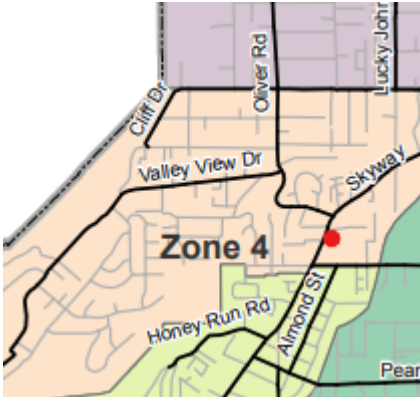
### **F. ACTIVE SHOOTER EMERGENCY**

- RUN and escape if possible.
  - Getting away from the shooter or shooters is the top priority.
  - Leave your belongings behind and get away.
  - Help others escape, if possible, but evacuate regardless of whether others agree to follow.
  - Warn and prevent individuals from entering an area where the active shooter may be.
  - Call 9-1-1 when you are safe and describe the shooter, location and weapons.
- HIDE if escape is not possible.
  - Get out of the shooter's view and stay very quiet.
  - Silence all electronic devices and make sure they won't vibrate.
  - Lock and block doors, close blinds and turn off lights.
  - Don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.

## EMERGENCY ACTION PLAN -DRAFT-

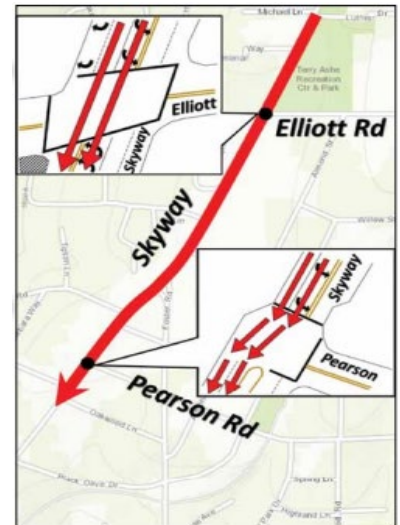
- Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
- FIGHT as an absolute last resort.
  - Commit to your actions and act as aggressively as possible against the shooter.
  - Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
  - Be prepared to cause severe or lethal injury to the shooter.
  - Throw items and improvise weapons to distract and disarm the shooter.
- After
  - Keep hands visible and empty.
  - Know that law enforcement's first task is to end the incident and they may have to pass injured along the way.
  - Officers may be armed with rifles, shotguns or handguns and may use pepper spray or tear gas to control the situation.
  - Officers will shout commands and may push individuals to the ground for their safety.
  - Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed.
  - Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
  - If the injured are in immediate danger, help get them to safety.
  - While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
  - Turn wounded people onto their sides if they are unconscious and keep them warm.

## EMERGENCY ACTION PLAN -DRAFT-



### **G. TOWN/AREA EVACUATION**

- Know PRPD Zone: Zone 4. (image to the left, red dot is PRPD)
- ONE-WAY EVACUATION will be implemented through the Town of Paradise, Paradise Police Department, Fire Department in the event of an evacuation of town or affected area. (image to the right)
- One-Way Evacuation: means the travel lanes on a designated section of road that are normally two way would proceed in one direction, heading away from the approaching wildland fire.



### **H. CHEMICAL/BIOHAZARD**

For the purposes of this Emergency Evacuation Plan, biohazards are defined as any material or agent that may contain infectious or potentially infectious substances, or any agents or substances that are an environmental release risk (i.e., recombinant DNA).

- Examples:
  - Microbiological cultures or stocks (including bacterial, viral, parasitic, fungal, etc.)
  - Recombinant or synthetic nucleic acid molecules (including viral vectors)
  - Organisms or cells that contain recombinant or synthetic nucleic acid molecules (including transgenic organisms and those transiently containing exogenous nucleic acids)
  - Human or animal cell or tissue cultures
  - Anatomical or pathological waste (human or animal tissue or organs)
  - Human clinical specimens (feces, blood, urine or any other bodily fluid)

## **EMERGENCY ACTION PLAN -DRAFT-**

### **I. BOMB THREAT EMERGENCY**

All bomb threats are taken seriously. In the event that PRPD receives a bomb threat, remember to stay calm, be courteous, do not interrupt, and pay close attention to all items:

1. Try to keep the caller on the phone.
2. Pretend difficulty hearing.
3. Keep caller talking.
4. If you are sure you can do so safely, let someone else know a bomb threat is taking place.
5. If caller seems agreeable to further conversation, ask questions like:
  - a. If the building is occupied inform the caller that a detonation could cause injury or death.
  - b. Ask when it will go off. Try to determine the hour and time remaining.
  - c. Ask where it is located. Try and obtain the location in the building, room or area of the facility.
  - d. Ask what kind of bomb.
  - e. Ask what kind of package it is in.
  - f. Ask why the caller knows so much about the bomb.
  - g. Ask the caller for his/her name and address.
6. Did the caller appear familiar with the facility by his/her description of the bomb location?
7. Notify the Police Department by calling 911 (PRPD 9 – 911). Initiate evacuation procedure. After the incident, complete a Telephone Bomb Threat Checklist (Exhibit D) and review it with your supervisor.

### **J. ROBBERY**

During a robbery, employees should take extraordinary measures to ensure their own safety and the safety of others including:

1. Care for your own safety first.
2. Offer no resistance to the robber, if it is possible.

## EMERGENCY ACTION PLAN -DRAFT-

3. Facilitate the robber's demands, if possible.
4. Facilitate the robber's successful completion of the robbery, if it is possible.
5. Remember that if the crime of robbery becomes the personal crime of assault, that you have the right to defend yourself.

### During the robbery:

6. If you are sure you can do so safely, let someone else know the robbery is taking place.
7. Give the robber adequate time to leave. Do not give chase.
8. Note the direction of travel of the robber.
9. If you are sure you can do so safely, try and get a description of the vehicle used in the get-away.

### After the robbery:

10. CALL THE POLICE (Dial 911 or PRPD 9 – 911)
11. Administer First Aid or other assistance as needed.
12. Notify your direct supervisor.
13. All witnesses should complete a Robbery Report Form (Exhibit E) independently before speaking with others.
14. Protect evidence that the robber may have left behind, do not touch anything the robber(s) may have touched and block off the area.
15. When law enforcement arrives, go outside and meet them to show them the premises are secure.
16. Refer any inquiries from outsiders (media, etc.) to the responding law enforcement agency.
17. Do not discuss items or amounts taken with anyone other than the law enforcement officer or the District Manager.

## **EMERGENCY ACTION PLAN -DRAFT-**

### **IV. EMPLOYEE EMERGENCY TRAUMA**

If after any of these emergency situations an employee of the PRPD has any symptoms of fear, nausea, the shakes, anger, excessive perspiration, numbness, rapid breathing, palpitations, depression, or any other abnormal conditions that person should contact their physician immediately.



**EMERGENCY ACTION PLAN -DRAFT-****V. EXHIBIT (A-1 THROUGH A-4) EVACUATION PLANS**

These are the evacuation maps of each PRPD facilities.

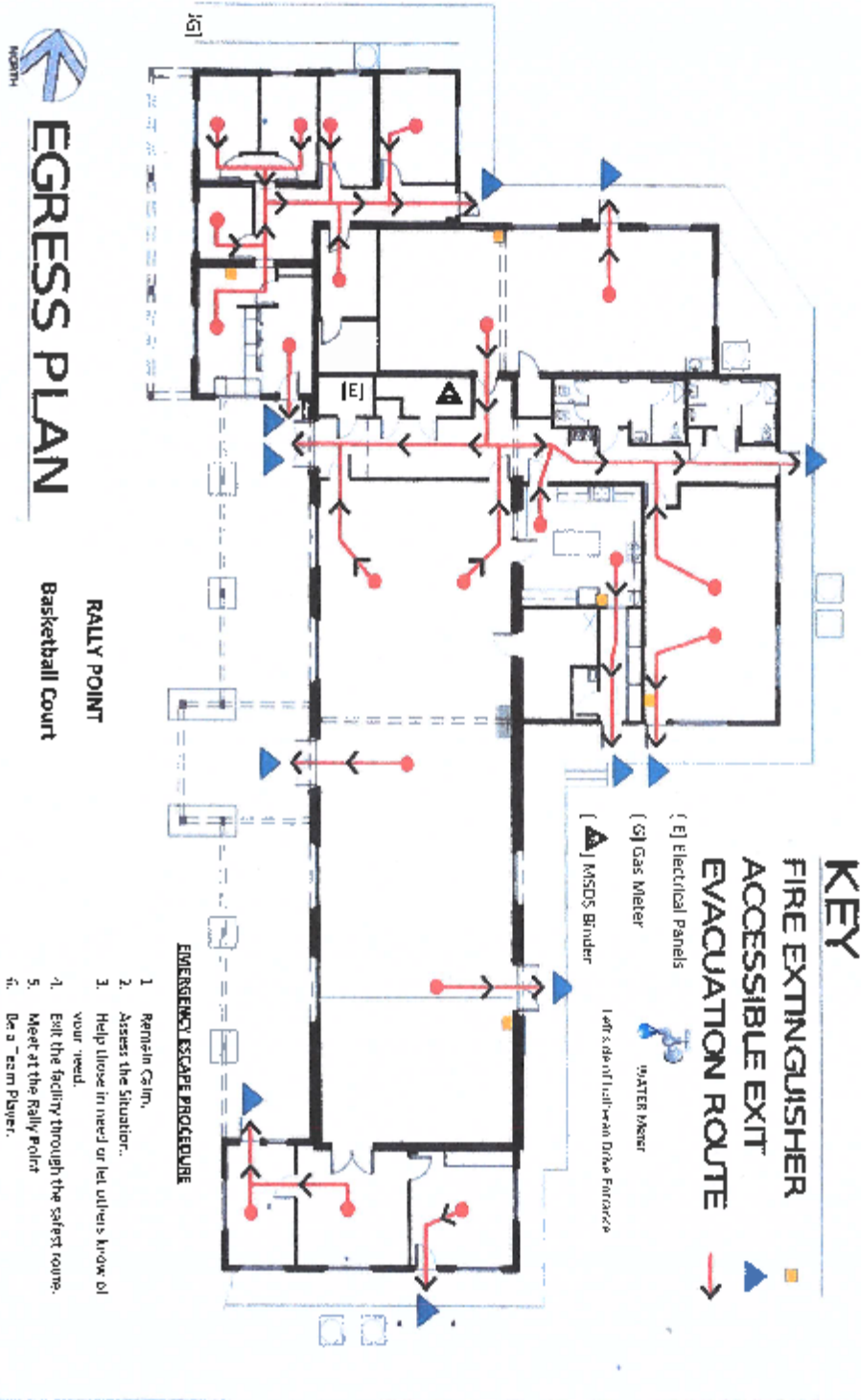
**A. Exhibit A-1: Terry Ashe Recreation Center**

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# EMERGENCY ACTION PLAN -DRAFT-

## Terry Ashe Recreation Center: Evacuation Plan

Exhibit A-1: TARCC



**EMERGENCY ACTION PLAN -DRAFT-**

**B. Exhibit A-2: Aquatic Park**

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**EMERGENCY ACTION PLAN -DRAFT-**

**C. Exhibit A-3: Bille Park**

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# EMERGENCY ACTION PLAN -DRAFT-

Bille Park

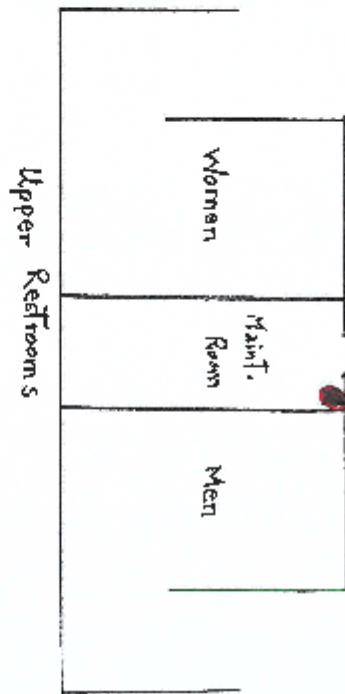
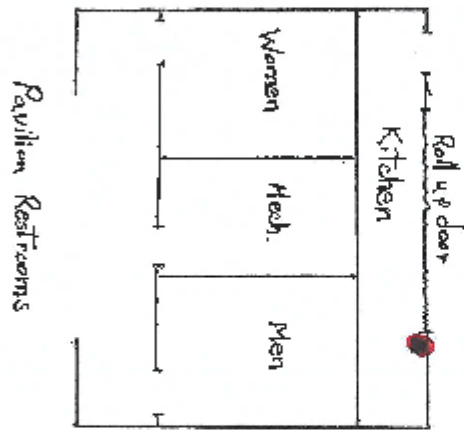
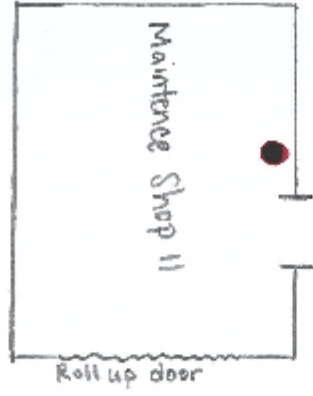
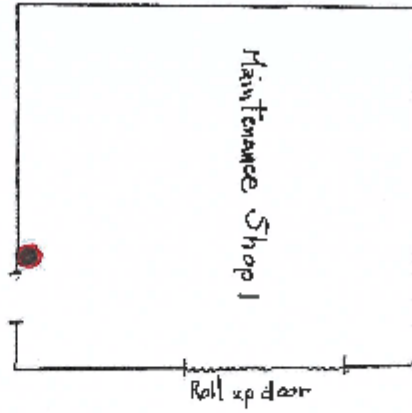


Exhibit A-3

● Fire Extinguishers

Rally Point Upper-Mendocino

**EMERGENCY ACTION PLAN -DRAFT-**

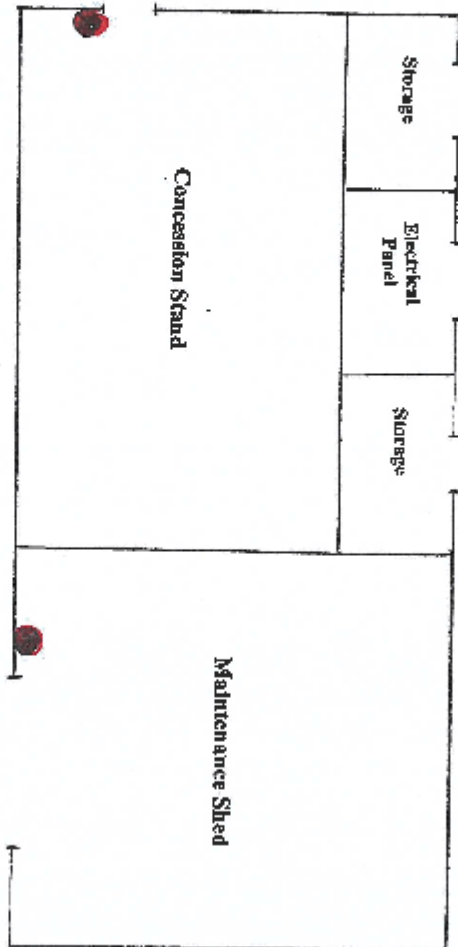
**D. Exhibit A-4: Moore Road Park**

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# EMERGENCY ACTION PLAN -DRAFT-

## Moore Road Park

Exhibit A-4



Fire Extinguishers

**RALLY POINT**  
Concession Stand  
Parking Lot



**EMERGENCY ACTION PLAN -DRAFT-**

**VI. FORMS TO FILL OUT IN CASE OF EMERGENCY**

**A. Exhibit D: Telephone Bomb Threat**

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**EMERGENCY ACTION PLAN -DRAFT-**

**TELEPHONE BOMB THREAT CHECKLIST**

Instructions: Be Calm. Be Courteous. Listen. Do Not Interrupt the Caller.

Your Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Caller’s Identity:

**Sex:** Male / Female Adult / Juvenile

Approximate Age: \_\_\_\_\_

**Origin of the call:** Local / Long Distance / Telephone Booth / Cell

**Voice Characteristics:** Loud / Soft / High Pitched / Raspy / Deep /  
Pleasant / Intoxicated / Other: \_\_\_\_\_

**Accent:** Local / Not Local / Foreign / Region / Race

**Speech:** Fast / Slow / Distinct / Distorted / Stutter /  
Nasal / Slurred / Other: \_\_\_\_\_

**Manner:** Calm / Angry / Rational / Irrational / Coherent Incoherent /  
Deliberate / Emotional / Righteous / Laughing

**Language:** Excellent / Good / Fair / Poor / Foul / Other:  
\_\_\_\_\_

**Background Noises:** Factory / Machines / Music / Office / Street / Traffic /  
Trains / Animals / Quiet / Voices / Airplanes / Party /  
Atmosphere / Other: \_\_\_\_\_

**EMERGENCY ACTION PLAN -DRAFT-**

**B. Exhibit E: Internal Robbery Report**

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**EMERGENCY ACTION PLAN -DRAFT-**

**INTERNAL ROBBERY REPORT**

Instructions: Please print or type.

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Police Report No.: \_\_\_\_\_ Officer in Charge: \_\_\_\_\_

**Vehicle Information:** Make \_\_\_\_\_ Model: \_\_\_\_\_

Color \_\_\_\_\_ Number of Doors: \_\_\_\_\_

License No. \_\_\_\_\_ State: \_\_\_\_\_

Features: \_\_\_\_\_  
(Dents, Bumper Stickers, etc.)

**Weapon:** Yes / No / Did not see / Said he had one but did not see

**Type of Weapon:** Gun / Knife / Type / Description: \_\_\_\_\_

Other: \_\_\_\_\_

**Robber:** Male / Female

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Eyeglasses: Yes / No Sunglasses: Yes / No

Body Type: Thin / Fat / Medium / Large

Race: Caucasian / African American / Hispanic / Oriental / Other:

\_\_\_\_\_

Skin Color: Pale / Dark / Light / Fair / Black / Brown

**EMERGENCY ACTION PLAN -DRAFT-**

**C. Exhibit F: Emergency Action Plan-Training**

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# Paradise Recreation & Park District

6626 Skyway  
Paradise, CA 95969  
Email: [info@ParadisePRPD.com](mailto:info@ParadisePRPD.com)

Phone: 530-872-6393  
Fax: 530-872-8619  
Website: [www.ParadisePRPD.com](http://www.ParadisePRPD.com)

## RESOLUTION #23-03-1-523

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE PARADISE RECREATION AND PARK DISTRICT ADOPTING THE REVISED INJURY AND ILLNESS PREVENTION PROGRAM

**WHEREAS**, the Paradise Recreation and Park District Board of Directors is committed to providing a safe and healthy workplace for all its employees and to provide safe and healthy facilities for its patrons and visitors; and

**WHEREAS**, the Paradise Recreation and Park District Board of Directors would like to adopt the Revised March 2023, Injury and Illness Prevention Program as policy to help accomplish this goal; and

**WHEREAS**, this Revised March 2023, Injury and Illness Prevention Program supersedes any other such document.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Paradise Recreation and Park District is committed to providing a safe and healthy workplace for all its employees and to provide safe and healthy facilities for its patrons and visitors, and adopt the Revised March 2023, Injury and Illness Prevention Program as policy to help accomplish this goal, and that this document supersedes any other such document.

**APPROVED AND ADOPTED** at a regular meeting of the Board of Directors of the Paradise Recreation and Park District the 8<sup>th</sup> day of March 2023 by the following vote:

AYES:                      NOES:                      ABSTAIN:                      ABSENT:

\_\_\_\_\_  
Steve Rodowick, Chairperson

\_\_\_\_\_  
Mary Bellefeuille, Secretary

# Staff Report

## March 8, 2023



DATE: 2/23/2023  
 TO: Board of Directors  
 FROM: Sarah Hoffman, Board Clerk  
 SUBJECT: Yellowstone Kelly Trail (YKT) Bike Skills Features and Amenities - Consulting Agreement with American Ramp Company (ARC)

### Report in Brief

At the June 8, 2022 meeting, the Board of Directors approved a Memorandum of Understanding (MOU) between PRPD and Butte County accepting funds (\$20,000) toward the design work of a recreational trail and bike skills feature and other supporting amenities along the YKT Corridor. In January, District issued a Request for Proposals (RFP) and received a responsive proposal (Attachment A) from the American Ramp Company (ARC) (Consultant). District and ARC staff have revised and clarified the Scope of Work (Attachment B). The project will use PRPD's standard agreement (legal reviewed).

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

### Attachments:

- A. Proposal submitted by the American Ramp Company
- B. Consulting Agreement

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2023/23.0308/YSKHT.Bike.Skills.23.0223.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2023/23.0308/YSKHT.Bike.Skills.23.0223.docx)  
3/2/2023





**Request for Proposals (RFP)**  
**Yellowstone Kelly Heritage Trail – Plan for Recreational Trail Amenities & Bike Skills Features**

Proposal Due Date: Friday, February 10th, 2023 at 5:00 pm Pacific Standard Time - Paradise, CA



# COVER LETTER



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MASTER PLAN DESIGN SCOPE & SCHEDULE	6
GREENWAY STATIONS	7
PROJECT TEAM	8
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Safety, all year use, environmental impact, sustainability, and inclusivity – these are a few items American Ramp Company (ARC) considers in all our bike park design. With more than 25 years of experience in the action sports industry, we understand the importance of designing facilities that foster a safe environment, are engineered to stand the test of time, and include features that all users and all skill levels can enjoy.

As outlined below, the district can be confident ARC will design quality bike features your community can enjoy for years to come.

**Established Industry Experts.** Since 1998, ARC has partnered with communities around the world to develop bike parks, skateparks, and pump tracks. As bikers and skaters ourselves, we understand the importance of community input and detailed craftsmanship throughout every step of the design process.

**Construction Driven Approach.** As a full-service design and build company, ARC designs bike parks with construction in mind. With this firsthand construction knowledge, we have a unique understanding of how the bike park should be developed. Additionally, this knowledge gives us a true understanding of project costs, resulting in an accurate estimate.

**Sustainable Features.** Through our dedicated bike brand, Progressive Bike Ramps, we can provide prefabricated trail features that are manufactured inhouse and specially designed for biking. During the design phase, we will incorporate our sustainable skills features that include a natural wood riding surface with durable galvanized steel framework.

**Innovative Designs.** As the action sports industry leader, we are constantly looking for ways to innovate and push the industry forward. We were the first action sports company to combine skateparks with pump tracks, have worked with adaptive use riders to design adaptive bike and skate features, and recently completed the first adaptive use Velosolutions asphalt pump track in Washington.

In this proposal, you will find a description of our firm's qualifications, project approach, and references all showcasing our ability to design a custom bike park which reflects your design priorities. Thank you for considering our team as the designer of this facility. We hope to partner with you to design a world-class bike park for the community of Paradise.

If you have any additional questions, please do not hesitate to reach out.

Maddie Ferson  
Action Sports Development Specialist  
mferson@americanrampcompany.com  
417.206.6816  
417.206.6816

Proud Member:



# PROJECT UNDERSTANDING, APPROACH & SCHEDULE

As a biker owned and operated company, our key staff has a vested interest in the success of your project. As a Professional TrailBuilder Member (PTBA), we understand the industry standards and design requirements and know what it takes to develop an amazing bike park. We have experience working with International Mountain Bicycling Association (IMBA) chapters and bike advocates across the country to help plan and develop bike parks that meet community needs. Our team is excited at the opportunity to work with the district on the design of this bike park.

## SITE REVIEW

One of the first steps in the design process is a site walk with district staff to review the opportunities and constraints of existing site conditions. This in person site walk will allow our team to better understand how the existing path is serving the community and how the new linear trail can maximize the user experience.



## COMMUNITY ENGAGEMENT

With more than 25 years of experience, ARC is fully prepared and excited to work with the district to lead public relations efforts in the bike park design process. Experience has taught us that proper promotion to the local community is an integral part of the development of bike park projects. The success of every project is dependent on feedback from the local bikers and support from the community.

## PUBLIC INPUT & CONCEPT DESIGN

Our team has developed a comprehensive series of workshops which focus not only on the bike park elements but also the perimeter uses and functions as well. As bikers ourselves, we can easily identify with and able to “speak the language” of the bike park users. We provide all meeting materials, hardware, illustrations, etc. needed to facilitate the public meetings. The district only needs to provide a meeting room, tables, chairs, electricity and your ideas. By inviting discussions regarding locations and preferences of spectator viewing, separation of beginner areas, and incorporation of park amenities, we have had success in achieving a sense of ownership with the general public as well as the bike community.

In facilitating public workshops with the younger riders, we have found they can sometimes be intimidated by the more vocal, older crowd. We have designed a portion of our workshop to include an anonymous questionnaire where users can express their ideas without influence from other participants.

## INTERACTIVE DESIGN WEBSITE

Our interactive website allows us to share our design process with your community, district staff, and other parties involved with the project. A username and password can be provided during the first public design workshop so that your community can track our process as designs and 3D concepts are uploaded for viewing. A voting system can be put into place to tally which design is preferred by your community, along with an additional feedback button to receive comments and/or suggestions throughout the design process.

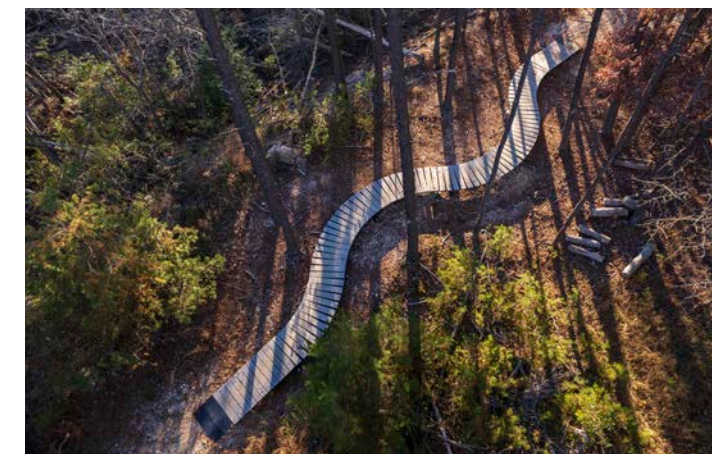
## BUDGET MANAGEMENT

As a national bike park design and build company, our database of project costs is constantly being reviewed and updated. This translates into realistic cost estimates and cost saving solutions that no other bike park company can provide. When the district sets a guaranteed maximum price, our team will ensure that it is met during the design and through the construction of the bike park. We also

have existing national contracts with pricing that can be utilized and reviewed by the district to ensure you get the best price possible for your given design.

## OTHER CONSIDERATIONS

Through our experience, we have had the opportunity to design and build parks that hold national and international racing events, and parks that are made solely for the community they are built in. In any case, there are several staple factors that make for a successful bike park.



**Progression.** Riders come in ages and skill levels, and we want to make sure there is plenty of opportunity for everyone to enjoy the space and progress in their skills as a rider. It is important when designing a bike park that there is space to allow riders to build skill and progress to the next facility within the park.

**Flow.** This factor can make or break a bike park. It is important to consider the flow of the space, where different facilities are positioned, and the connectivity between them. Ensuring spaces like a kid zone or skills area are closer to the parking lot allows for better visibility and quicker access. It is also important to establish connectivity trails that allow all the different facilities to interconnect; these are also the ideal areas for difficulty signage and wayfinding.



**Sustainability.** Maintenance is a necessary topic when designing bike parks and we take a sustainable approach in our designs. Factors like erosion and wear and tear can be alleviated by adding sustainable wood and steel features to problem areas. Features like jump lines and pump track require more maintenance, therefore we can design these facilities with more sustainable elements like dirt stabilizer or asphalt to help offset the required maintenance.



# MASTER PLAN DESIGN SCOPE & SCHEDULE

## Community Engagement

- American Ramp Company will host a meeting with your local riders or project team to formulate ideas for your concept design
- Review of samples designs with group to identify a preferred theme
- Summarize meeting findings with group

## Site Review

- Review location of park for opportunities and constraints
- Discuss potential locations for entry, spectator viewing, and drainage flow

## Design Revisions

- Revise conceptual design based on feedback from initial input (2-revisions included)
- Verify the design is responsive to the site and budget

## Cost Estimate

- Provide cost estimate for construction of approved design

## Material Quantity Take-offs

- Provide breakdown of material types and quantities for various areas of the park.

## Deliverables

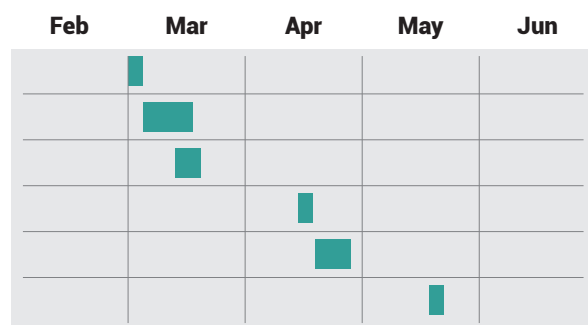
- Large poster size print of final design
- Material Quantity Take-offs
- Cost Estimate

**Total Cost \$19,500**

## SCHEDULE

- Project Kick-Off : March 1st
- Online Survey : March 1st – March 17th
- In Person Community Engagement : Week of March 13th\*
- First Design Draft : April 14th
- Online Survey : April 14th – April 28th
- Final Design : May 19th

\*EXACT DATE TO BE DISCUSSED WITH THE CITY



# GREENWAY STATIONS

Our greenway stations are purpose-built bike amenities designed with children in mind. They are meant to provide kids with an alternative form of recreation that challenges, builds skills, inspires confidence, fosters independence, and offers a whole lot of fun. The Greenway Stations are small areas, 2k-5k square feet; with a variety of different elevated riding features to learn or practice slow technical skills and balance skills. These skills are crucial to the sport of mountain biking and help to build confidence in a controlled environment. The Greenway Stations are designed to be added to greenway or gateway style hike and bike trails. These stations allow the whole family to get out and ride by offering something for everyone.



## BASIC SKILLS

Our basic skills station incorporates a little of everything including Skinny Bridges, A-frames, and Rollers. Build your own berm to create a nice turn and line you up for the next features. Ride it once, twice, or for as long as you like. Time yourself and race your friends.

# PROJECT TEAM

American Ramp Company and our bike focused brand Progressive Bike Ramps is a professional design-build firm geared to create custom bike recreation areas with an emphasis on innovation and sustainability. Having developed more than 250 bike park and pumptrack projects, we have become an industry leader in sustainable bike recreation. We are constantly striving to create world class parks that provide a healthy and active space for cyclists of all ages and skill levels.

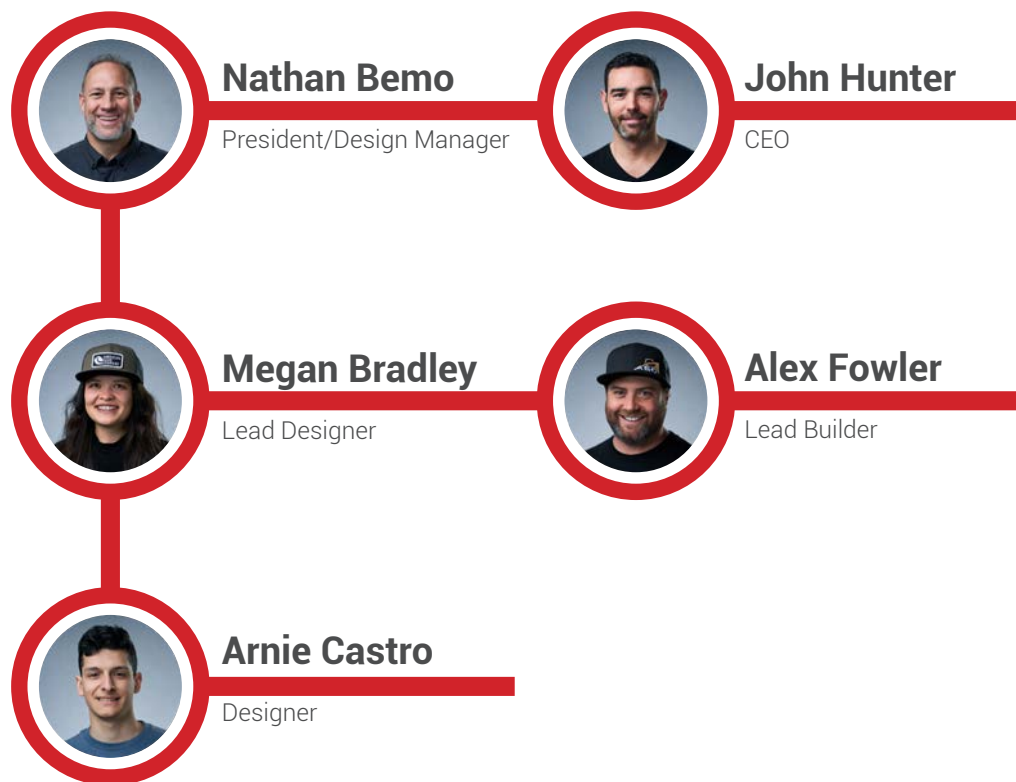
For each project, American Ramp Company provides professional design services to create parks unique to each community. Our design team of bike park specialists and visual artists work directly with stakeholders and community groups to assess opportunities and constraints of the future bike recreation sites. Once completed, this fun and creative process provides each community with an actionable plan to take their project from concept to reality.

We are committed to bringing the full depth of our expertise to each project and offer these turnkey services to ensure each park is designed and built to the highest standards.



### John Hunter CEO/OWNER

Focused on the development of spaces that get more people excited about action sports John has led the creative direction of countless project and product launches. Over the years John has contributed to publications and been a speaker at recreation conferences throughout the country. His development of the Bicycle Playground concept has led to the creation of a new type of facility that acts as an easy first step for any community looking to invest in cycling infrastructure.



- Avid Mountain Biker since 2009
- Over 15 years of experience in the development of parks and recreation infrastructure
- Actively working with Strider Sprots to launch biking program for public schools to make sure all kids can ride by first grade
- Has been a part of hundreds of skate and bike park projects in communities around the world
- Developing the youngest generation of bikers by championing Bicycle Playground parks





## Nathan Bemo PRESIDENT/OWNER

With a passion for skateboarding and a desire to work somewhere that didn't require him wearing a tie, Nathan Bemo founded American Ramp Company (ARC) in 1998. What started out as just a couple of guys in a garage has evolved into an action sports development company with worldwide impact. As an avid skater, Nathan's focus for ARC is to design and build innovative skateparks.



- Skateboarder since 1986, mountain biker since 2009
- Built and ran skatepark from 1994-1998
- Founded American Ramp Company in 1998
- Responsible for thousands of skateparks across 43 countries
- BS Business (and minor in Total Quality Management) from Missouri Southern State University, 1998; Contractor's license holder in multiple states



## Megan Bradley LEAD DESIGNER

Megan brings a unique collection of experience and knowledge to our team. She is a National Champion Mountain Biker with a degree in Landscape Architecture and a Lead Bike Park Designer. Megan will be a critical player in the overall layout and integration of any biking component of this project from both a rider perspective but also as a Landscape Professional. Working with both our professional Skate and Bike consultants and the broader project team, Megan will work to maximize the positive impact this facility brings to the community while minimizing the impact to the environment. Megan is also passionate about creating opportunities to bring more people to mountain biking and helping to diversify the sport.



- Champion Mountain Bicyclist since 2014, rider since 2008
- Master of Landscape Architecture, Berkeley
- Action sports park designer since 2018
- Female Athlete of the Year: University of California, Berkeley 2016; Mountain Bike Rider of the Year: Interbike International Bike Expo 2016; National Champion Cat 1 MX Mountain Biking: Mammoth, CA 2016; Omnium Champion: WCCC Mountain Bike Series 2014, 2105, 2016, 2017.
- Extensive experience in GIS, Rhino, AutoCAD, Photoshop, Illustrator, and InDesign.



## Alex Fowler LEAD BUILDER

Alex grew up going to great lengths in order to race and ride his bike. He would spend countless hours on public transportation, often traveling great distances just to go ride his bike. After his childhood experience and spending a decade traveling the world on the pro BMX race circuit, Alex discovered first-hand how difficult it is for the majority of people to go ride. His goal is to bring cycling closer to every community and he is willing to go to great lengths to ensure that everyone has a safe place to ride locally. Alex graduated from the California State University at Monterey Bay with a Bachelor of Arts degree in Communications & Sport Management. For several years he worked on many of the UCI BMX Supercross tracks, as well as the BMX course used in the Rio 2016, Olympic games.



- Professional BMX rider since 2005
- Founded ASC in 2013
- BS Degree in Communications and Sport Management; California State University

### NOTABLE PROJECTS:

- Rio 2016 Olympic BMX Track
- Built #1 Ranked BMX Track in US 2017-2021
- US Olympic training center
- Sea Otter Classic
- Google
- Subaru
- Fox
- Specialized Bicycles
- Elite level competition venues
- Top notch mountain bike parks and pump tracks around the world.



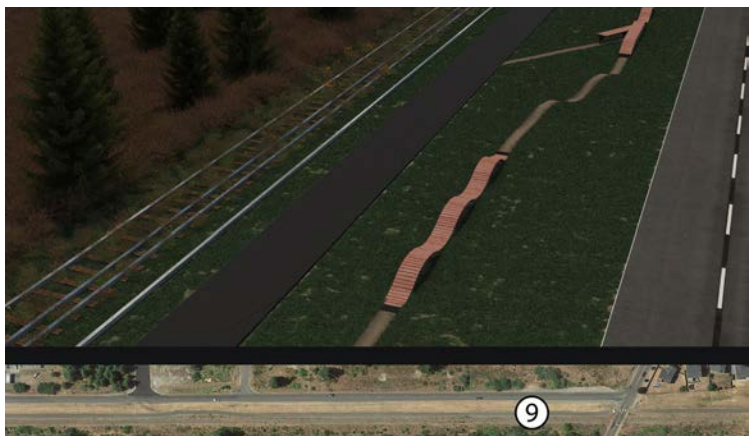
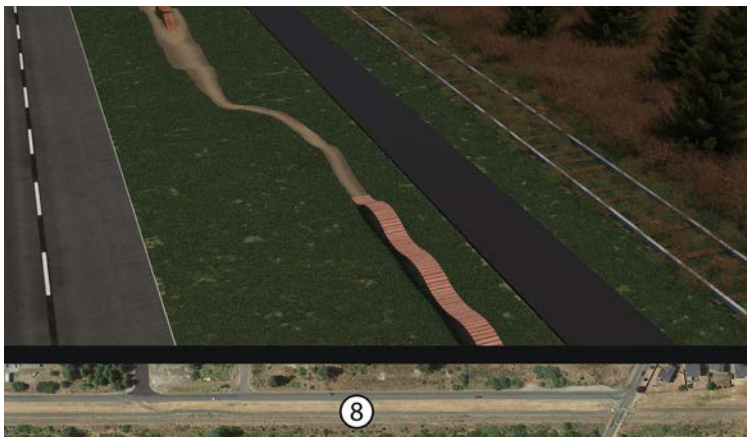
## Arnie Castro DESIGNER

Arnie brings a unique collection of experience and knowledge to our team and is passionate about bringing more people to the sport. He is an avid mountain biker and has firsthand experience in trail construction as a former trail builder in the PNW. Arnie has a degree in Landscape Architecture and uses his knowledge to design parks and trails all riders can enjoy.



- Bachelor of Landscape Architecture, Washington State University
- Former Trail Building Contractor under Twin Oaks Construction
- Oxbow Regional Park - Sherwood, OR
- Forest Park - Portland, OR
- Newell Creek Canyon Nature Park - Oregon City, OR
- Internship at SiteWorkshop, Seattle Office
- Extensive experience in GIS, Rhino, AutoCAD, SketchUp, Photoshop, Illustrator, and InDesign

# REFERENCES



## Yelm Bike Park

Yelm, WA

**Scope of Services:** Conceptual design for 1 mile of trail with 10 bike stations along path.

**Contact:**

Patrick Hughes  
PW Program and Projects Manager  
patrickh@yelmwa.gov  
360-458-8499





## Bijou Bike Park

South Lake Tahoe, CA

**Scope of Services:** Construction of jump lines, flow trails, dirt pump track, and sustainable bike park features.

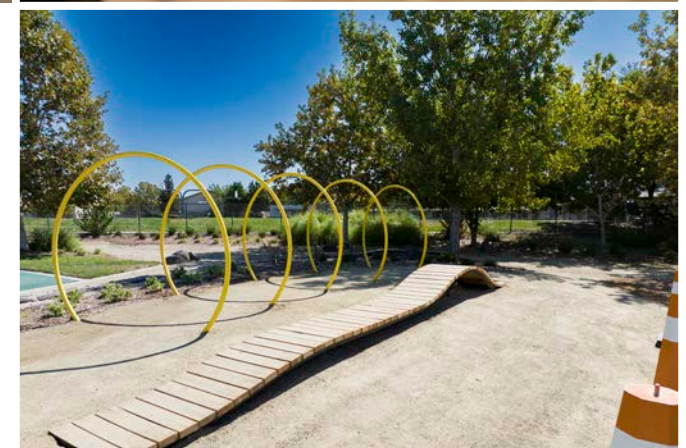
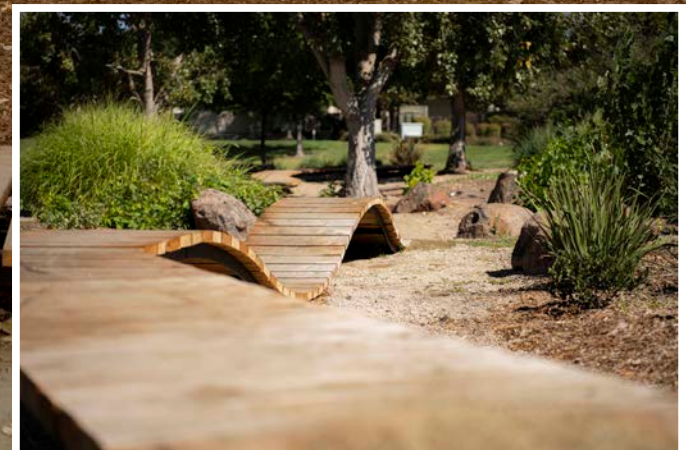
**Contact:**

Ben Fish

TAMBA President

530-416-1786

benfish78@gmail.com



## Regency Community Park

Sacramento, CA

**Scope of Services:** Design and construction of bicycle playground and skills course.

**Contact:**

Jason Wiesemann

Senior Landscape Architect

[jwiesemann@cityofsacramento.org](mailto:jwiesemann@cityofsacramento.org)

916-808-7634



601 S. McKinley Ave.  
Joplin, MO 64801

**2022 CONSULTING AGREEMENT  
BETWEEN THE PARADISE RECREATION AND PARK DISTRICT AND  
THE AMERICAN RAMP COMPANY**

This agreement is executed by and between Paradise Recreation and Park District, a California recreation and park district (the “District”), and American Ramp Company, a Missouri Corporation (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 2/28/2023 hereof and conclude by June 30, 2023, 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 6 months upon mutual agreement of both parties.

5. **Payment.** District agrees to pay Consultant the total not to exceed sum of \$19,500, 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:**  
American Ramp Company,  
a Missouri Corporation

By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
John Hunter, CEO

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Rev. 03/22/2021

## **CONSULTANT AGREEMENT**

### **Exhibit A – SCOPE OF WORK**

#### **CONSULTANT**

The following describes the role and responsibilities and scope of work and/or services that American Ramp Company (Consultant) will provide to the District to provide a design and supporting information for a recreational trail and skills features along the Yellowstone Kelly Trail (YKT) Corridor in Paradise, CA. According to the listed tasks below, Consultant will:

#### **1. Community Engagement**

- Host a meeting with local citizens or Trails Advisory Group (TAG) and project team to formulate ideas for concept design,
- Review of sample designs with TAG to identify preferred themes,
- Summarize meeting findings with to District Board and TAG.

#### **2. Site Review**

- Inventory map, photos, and written summary of existing conditions of YKT Corridor.
- Review location of linear park or features for opportunities and constraints.
- Describe and map desired features for YKT Corridor bike park trail including, but not restricted to potential locations for entry, spectator viewing, and drainage flow, and other supporting recreational amenities (such as drinking fountains, trash receptacles, bench or picnic sites, repair or air fill up stations, play or exercise equipment, or potential linkages with other partners or recreational or school related properties),
- Create an architectural rendering (drawings and photos) of trail features.
- Develop a long-term maintenance plan, cost estimates, schedule, and recommendations.
- Summarize data gaps and information needed for construction (i.e., soil and drainage analysis),
- District will help identify potential resource concerns and environmental compliance issues.

#### **3. Design Revisions**

- Revise conceptual design based on feedback from initial input (2-revisions included)
- Verify the design is responsive to the site and budget

#### **4. Cost Estimate**

- Provide cost estimate (separating out tasks, labor, and materials) for construction of approved design.
- Develop recommended phases of construction.
- List potential funding opportunities and recommendations for funding opportunities or revenue mechanisms to create a financially sustainable model for operation.

#### **5. Material Quantity Take-offs**

- Provide breakdown of material types and quantities for various areas of the park.

#### **6. Deliverables**

Deliverables will consist of a draft submitted to District for comments and a revised version addressing the comments. These include:

- Summary report



- Large poster size print of final design
- Material Quantity Take-offs
- Cost Estimate

This project will not exceed a total cost of \$19,500

# Staff Report

## March 8, 2023



DATE: 3/2/2023  
 TO: Board of Directors  
 FROM: Sarah Hoffman, Board Clerk  
 SUBJECT: Consulting Agreement with Deer Creek Resources (DCR, Consultant) to provide Geographical Information Systems (GIS) Services

### Report in Brief

To satisfy a variety of GIS mapping and other associated needs (field mapping for trails, planning, and fuels work) over the next few years, the District has worked with Consultant to discuss needs for a variety of funded projects, planning, and project development needs. The District has consulted with DCR to examine needs for field mapping for trails, planning, and fuels works (such as for the Magalia Paradise Lake Loop Trail, Lake Concow planning effort, and Jordan Hill Studies). DCR has an impressive background with GIS work, especially related to support for wildland fires (Attachment A). Consultant will use PRPD's standard agreement (Attachment B) with some minor additions that will require legal review.

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

### Attachments:

- A. Deer Creek Resources Statement of Qualifications
- B. Consulting Agreement

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2023/23.0308/YSKHT.Bike.Skills.23.0223.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2023/23.0308/YSKHT.Bike.Skills.23.0223.docx)  
 3/2/2023

## **Statement of Qualifications - Deer Creek Resources, Chico, California.**

Established in 2011, Deer Creek Resources (DCR) is the resource management division of Firestorm Wildland Fire Suppression, Inc. Firestorm has been in the wildland fire and forestry business since 1996, and is California's largest wildland firefighting contractor with over 250 federally-qualified wildland firefighters.

In addition to wildland firefighting, Firestorm/DCR is a leader in prescribed fire, wildland fire hazard mitigation, and forestry services. We have completed 30,000 acres of forestry projects, including thinning, piling, mastication, fuelbreak construction, ecological restoration, postfire erosion control, and trail maintenance, and have successfully implemented over 225,000 acres of ecological burning on forests and rangelands across the United States.

DCR uses [mapping](#), [cutting-edge wildfire](#) analytics, and applied science to help communities and landowners [prepare for wildfire](#), manage watersheds and wildlands, and increase the transparency of land management decision making. We use our expert knowledge of wildfire behavior and land management to develop tangible wildfire hazard mitigation projects that affect real changes on the ground.

### **Our pre-fire plans improve public safety and benefit the landscape by:**

- Identifying places where a wildfire might trap and kill people or destroy property
- Establishing priorities for fuel reduction and habitat restoration
- Integrating wildfire management with other land management objectives
- Reducing the risk of natural resource damage from severe fire and fire suppression activities
- Improving fire suppression effectiveness, as well as firefighter safety
- Preventing infrastructure losses/property damage during wildfire incidents

### **We use the following tools to assess fire hazard across landscapes:**

- Geographic Information Systems (GIS)
- Cartography/mapmaking
- Satellite imagery, aerial photography, and LiDAR
- Tree-ring analyses (dendrochronology)
- Ground-based fuel mapping/surveys
- [Numeric wildfire behavior models](#)
- Qualitative data via interviews with knowledgeable locals
- Application of peer-reviewed science

**Experience:**

DCR's wildfire mitigation experts have helped to develop wildfire pre-plans in the Lassen Foothills, Klamath Mountains, Lake Tahoe Basin, Central Coast, Klamath Mountains, and for Plumas, El Dorado, Amador, Monterey, Nevada, and Yuba Counties. Our staff developed a major [hazardous fuels reduction](#) project for [Lick Observatory](#), on Mount Hamilton, in Santa Clara County, and also developed the [Plumas County Hazardous Fuel Assessment & Strategy](#).

DCR has also provided professional GIS mapping services for major planning efforts including the South Lassen Watersheds Project, the Northern Sacramento Valley Integrated Regional Water Management Plan (NSV-IRWM) and Upper Feather River IRWM projects. Among other things, we have performed vegetation mapping of coastal wetlands for public agencies, developed field mapping applications for petroleum pipeline right-of-way inspectors, built map-based asset catalogs for major winery properties, and used aerial LiDAR data to conduct a timber inventory across 65,000 acres.

**Projects List:** - See <https://www.deercreekgis.com/deer-creek-project-history/>

**City of Chico Community Wildfire Protection Plan (CWPP) - 2021-2022**

DCR mapped wildfire hazards and modeled potential fire spread within the urban area of Chico, California. Our project data scientists developed fire behavior model inputs from aerial LiDAR point cloud data, conducted interviews and public engagement, surveyed high-risk areas by foot and bike, and presented a final report as a [PDF](#) and [web story map](#).

**[City of Chico Vegetative Fuels Management Plan EIR - 2020-2021](#)**

DCR led the project's wildfire hazard assessment team, using LiDAR survey data, aerial photos, and extensive fieldwork to map wildland vegetation, characterize fuel loading, summarize potential fire behavior, and develop vegetation management objectives for lands owned and managed by the City of Chico. DCR developed a burn plan to increase use of prescribed fire in management of City of Chico-owned lands.

**[Big Chico Creek Forest Management Plan - 2020](#)**

DCR provided fire behavior and prescribed burning specialists for planning and design of a 1,500-acre fuels reduction and forest health project in the Big Chico Creek Watershed, near Forest Ranch, Ca. This project is a collaboration between Butte County Fire Safe Council, CSUC's Big Chico Creek Ecological Reserve, and several local landowners. This CEQA document will support partial implementation of a Forest Management Plan, also to be developed by BCRCD, covering 7,500 acres of the watershed. DCR mapped wildfire fuel loading conditions and developed large prescribed burning units in ponderosa pine and black oak forest areas.

### **Community Wildfire Risk Pilot Project - 2019**

DCR provided a subject matter expert on a CAL FIRE Forest Health Program-funded project that seeks to reduce wildfire risk by providing better analytical methods and information for planning fuel treatments and implementing defensible space in the Wildland Urban Interface (WUI) and intermix.

### **Wildfire: Assessing and Preparing for Risks under Climate Change - 2019**

The California Energy Commission is funding applied research and development to fill gaps in knowledge of fire science and apply that new knowledge to improve models to assess wildfire risk for grid operations and planning. DCR Director Zeke Lunder is contributing to the Extreme Weather & Wildfire Team, delivering advice on fire progression and fire weather events from an operational/field perspective; the Fuel Mapping & Fire Physics Team, delivering advice on field conditions during megafires; and the Wildfire Forecasting Team, delivering advice on the integration of risk forecasts into fire management and wildfire mitigation plans for investor-owned utilities.

### **Lick Observatory Wildfire Safety Project – 2016-17**

*Client: University of California*

DCR designed a wildfire safety vegetation management project, helped select a contractor, and supervised implementation. This project cut and removed hazardous wildfire fuels around a major mountaintop observatory outside of San Jose, California.

\*This project was tested when large wildfires burned across the area in 2020; all of the major buildings at the Observatory survived with minimal air support.

### **Oroville Dam Spillway Response – 2017-18**

*Client: California Department of Water Resources*

DCR provided rapid-assessment mapping on the Oroville Dam project site when Spillway emergency began in February 2017. We created maps for the original emergency response teams, and did technical mapping work to support geological surveys of the bedrock beneath the spillway. Field geologists brought their field data to us, and a DCR geologist and mapping expert turned their field notes and hand-drawn maps into a high-resolution mapping dataset which was used to design the reinforcements and anchors for the new spillway.

### **Klamath River Prescribed Fire Training Exchange (TRES) Ongoing since 2014**

*Client: Mid-Klamath Watershed Council*

We are part of the core team organizing and executing annual prescribed fire projects in the Klamath Mountains. We help provide participants and communities along the Klamath River with experience and training on how to plan and implement controlled burns, protect communities from wildfires, and prepare for managing wildfires for resource benefits.

### **Western Klamath Restoration Partnership – 2015-2016**

*Client: Mid Klamath Watershed Council*

This project used airborne LIDAR data to characterize forest canopy structure for about 25,000 acres in the Klamath Mountains near Somes Bar, California. This mapping will be used to design thinning and prescribed burning projects to improve community and firefighter safety across this fire-prone part of the planet.

### **Upper Feather River Watershed Integrated Regional Water Management Plan –**

*Client: Plumas County and Uma Hinman Consulting*

We provided mapping and website design to support a major planning project to establish priorities for water management-related projects across the watershed that provides 75% of the water used by the California State Water Project. One of our major tasks on this project was the design of a [map-based document library](#).

### **Lake Tahoe Basin Community Wildfire Protection Plan Update – 2015**

*Client: WildlandRx*

Cartography showing completed and proposed hazardous fuels reduction projects for fire districts throughout the Lake Tahoe Basin.

### **Sierra County Community Wildfire Protection Plan – 2015**

*Client: WildlandRx*

We assembled a project GIS, facilitated community collaborative mapping meetings, edited community-provided mapping data, and produced planning and final report maps.

### **Integrating Traditional Ecological Knowledge into Community Wildfire Protection Planning – 2014**

*Client: Orleans/Somes Bar and Happy Camp Fire Safe Councils*

We facilitated collaborative mapping efforts with agency staff, Karuk and Yurok tribal members, and community practitioners of forestry. These meetings identified areas where large-scale cultural burning projects could improve acorn production, open up traditional travel routes, improve elk habitat, and protect communities along the Klamath. In addition, we participated in the 2014 Klamath River 'TRES' [community-based prescribed burning training](#), filling mapping support, ignition, and firefighting roles.

### **Community Wildfire Protection Plan for the Yuba County Foothills – 2014**

*Client: Yuba Watershed Protection and Fire Safe Council*

Mapped wildfire hazard, facilitated collaborative mapping meetings, and established and prioritized hazardous fuels reduction projects for communities in the foothills and mountains of Yuba County, California.

**2023 CONSULTING AGREEMENT  
BETWEEN THE PARADISE RECREATION AND PARK DISTRICT AND  
DEER CREEK RESOURCES**

This agreement is executed by and between Paradise Recreation and Park District, a California Recreation and Park District (the “District”), and Deer Creek Resources (the “Consultant”), a California Corporation 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 2/1/2022 hereof and conclude by 2/28/2024. 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 1 year upon mutual agreement of both parties.

5. **Payment.** District agrees to pay Consultant the total not to exceed sum of \$50,000, 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. Under this agreement, a written and signed Task Order that includes a Scope of Work and a not to exceed cost estimate will be required to access funds and authorize work.

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

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

e. 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.

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

g. 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.

h. 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:**  
Deer Creek Resources,  
a California Corporation

By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Zeke Lunder, Director of Deer Creek Resources

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Rev. 03/22/2021

DRAFT

**CONSULTANT AGREEMENT**  
**Exhibit A – SCOPE OF WORK**

**DESCRIPTION OF COOPERATION**

District desires technical assistance from Deer Creek Resources to achieve planning and land management objectives.

**CONSULTANT**

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

Deer Creek Resources will provide professional services to assist the District in land management.

**TASKS**

The work will include the following tasks:

- Asset surveys, GIS mapping, spatial analysis, data preparation, field mapping, botanical surveys, prescribed fire planning, vegetation management project design and monitoring, graphic design, programming, technical writing, printing, proofreading, and other environmental consulting as requested.
- Trail design and trails program support including services provided through subcontractors.
- GIS data management and data hosting services.
- Web design including Story Maps and public surveys and online service request forms.
- Pre-fire planning and wildfire response support including Resource Advisor services to represent PRPD's interests to incident commanders and firefighters during active wildfires.

Work will be conducted under task orders and completed on a schedule to be determined for each task order.

**DISTRICT**

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

District will provide DCR with access to any applicable/available records or documentation, including GIS mapping layers, paper maps, and other supporting documents. District will provide clear direction and deliverables for consultant. The consultant will provide a scope of work for projects, timeline, and cost- estimate. The District will provide a notice to proceed to allow work to continue.

**CONSULTANT AGREEMENT**  
**Exhibit B – Cost Schedule or Budget**

The Cooperator will provide services according to the following rates:

- Principal Planner/Subject Matter Expert - \$200/hr
- Qualified NWCG or California State Prescribed Burn Boss - \$200/hr
- Registered Professional Forester - \$180/hr
- Trails Planner -
- Senior GIS/LiDAR Analyst - \$180/hr
- Project Coordinator/Landuse/Recreation/Wildfire Planner - \$150/hr
- Biologist - \$150/hr
- Cartographer/GIS Technician - \$150/hr
- Field Mapping Technician - \$105/hr

The contractor will invoice PRPD monthly for services rendered.

Contractor Services shall only be performed if documented in a Task Order Agreement executed directly with the Client. Services performed under a Task Order shall be subject to and governed by the terms and conditions of the accompanying Consulting Contract.

Task Orders executed as part of this umbrella agreement shall specify, at a minimum:

- A. The detailed description of the service(s) necessary to meet the Client's business requirements, consistent with any one or more of the categories of service/rates in the rate schedule, above.
- B. The period for performance, with a due date, and check-in requirements.
- C. The name and contact information for the Client's primary contact for the project.
- D. The maximum amount payable by the Client to Contractor under the Task Order.

The overall project will not exceed a total cost of \$50,000.

# Staff Report

## March 8, 2023



DATE: 1/1/2023  
 TO: Board of Directors (BOD)  
 FROM: Sarah Hoffman, Board Clerk  
 SUBJECT: Rotary Club of Paradise Vocational Services Sponsorship Request

### Report in Brief

The Rotary Club of Paradise Vocational Services team is looking to put on a Job Fair on May 5<sup>th</sup> and has asked Paradise Recreation and Park District to be the main sponsor for the event. This event is being held in the hope to employers with the public to help support the labor shortages we are seeing in the marketplace. This fiscal impact comes to a total of \$409. This is for the use of our facility and maintenance for 7 hours.

**Recommendation:** *Approve District sponsorship for the event.*

### Attachments:

- A. Letter request

[https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2023/23.0208/Rotary.Sponsorship.Report.23.0130.docx](https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2023/23.0208/Rotary.Sponsorship.Report.23.0130.docx)  
3/3/2023



*Creating Bridges between Students, Educators, and Businesses Working to inspire the community to see the Career potential in the local area. Helping Support a thriving local business community.*

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Paradise Recreation and Park District,

The Rotary Club of Paradise Vocational Committee is beginning preparation for our first annual spring Job Fair, scheduled for May 5<sup>th</sup> 2023. We look to Paradise Parks and Rec during this time to seek sponsorship in hosting the fair. The committee would like to request that Paradise Parks and Rec host the Community Job Fair at the Terry Ashe Recreation Center as our major sponsor.

The Vocational Committee will host annually both a fall Career Expo at Paradise High School as well as a spring Job Fair within the community. While the Expo is student focused and not open to the public the Job Fair will be open to 11<sup>th</sup> and 12<sup>th</sup> grade students as well as the community at large. As such we require a community setting to host the Fair.

We are expecting a large showing of local employers as we had over 85 participants in our November 2022 Career Expo. We hope to have not only readily available employment through current job openings available but a variety of employment development opportunities as well. Our Partners at Butte College and Chico State will be present to offer continuing education opportunities and we will also have representation from our local trades unions. They will be available to answer questions related to onboarding and access to prevailing wage jobs currently available in town.


With Paradise Parks and Rec support, we can help to address the needs of our local business community while offering career and educational development opportunities to the community at large as well as our youth. We are excited at the possibilities and encourage you to take a look at our website for more information.  
Paradisevocations.org

We look forward to hearing from you,

*Santino Ventimiglio*


Sonny Ventimiglio

Rotary Club of Paradise Vocational Services Chairman

530-520-8959 

sonnyv@tcbk.com 

Paradisevocations.org 

530-877-1170 





# Staff Report

## March 8, 2023



DATE: 3/3/2023  
 TO: Board of Directors  
 FROM: Kristi Sweeney, Assistant District Manager  
 SUBJECT: Authorizing Resolution to Apply for FEMA/CalOES Atmospheric River Disaster Assistance

### Report In Brief

President Joseph R Biden declared the atmospheric river storms a federal disaster for damages sustained during the period of December 27, 2022 – January 31, 2023. Initially Butte County was not included in the disaster designation but was recently added. Expenses related storm damage during the timeframe of the disaster declaration represent approximately \$17,000 in potentially cost reimbursable expenses from the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES). Staff seek Board approval to submit applications to both FEMA and CalOES for cost reimbursement related to storm-related projects completed during the time period approved.

If the Board directs staff to pursue storm-related cost reimbursement through FEMA and CalOES, the Board is required to do so via the CalOES resolution template provided (Attachment A). Staff investigated whether the District could use the exact language of the CalOES resolution template but paste it onto District resolution template headings, but staff were advised that doing so may make the resolution ineligible. Instead, staff have prepared a resolution for the Board that if authorized, would authorize staff, the Board Chair and the Board Secretary to complete the CalOES resolution template.

**Recommendation:** 1) Direct staff to apply for FEMA and CalOES cost reimbursement for projects related to damages to District facilities due to the atmospheric rivers occurring December 27, 2022-January 31, 2023; and 2) Approve Resolution #23-03-2-524 to provide District Manager and Assistant District Manager with signatory authority.

### Attachments:

- A. Resolution #23-03-2-524
- B. Designation of Applicant's Agent Resolution

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2023/23.0308/BOD.FEMA.Project.Application.Report.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2023/23.0308/BOD.FEMA.Project.Application.Report.docx)  
 3/3/2023



## Paradise Recreation & Park District

6626 Skyway  
Paradise, CA 95969  
Email: [info@ParadisePRPD.com](mailto:info@ParadisePRPD.com)

Phone: 530-662-2037  
Fax: 530-872-8619  
Website: [www.ParadisePRPD.com](http://www.ParadisePRPD.com)

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### RESOLUTION #23-03-2-524

#### A RESOLUTION BY THE BOARD OF DIRECTORS OF THE PARADISE RECREATION AND PARK DISTRICT APPROVING SIGNATORY AUTHORITY

**WHEREAS**, the Paradise Recreation and Park District facilities sustained damages from the atmospheric river storms during the period of December 27, 2022-January 31, 2023 and several other disaster declarations experienced within the District in preceding years; and

**WHEREAS**, The Paradise Recreation and Park District desires to establish a rapid response to request financial assistance during such disasters and future disasters; and

**WHEREAS**, the State of California is seeking the designation of authorized agents for non-state agencies to execute financial assistance through their resolution signed by its Board Chairperson; and

**WHEREAS**, the Paradise Recreation and Park District intends to continue to receive state and federal assistance related to disaster response and recovery;

**BE IT HEREBY RESOLVED** by the Board of Directors of the Paradise Recreation and Park District located in the County of Butte, State of California, that this Board:

Authorizes the District Manager and Assistant District Manager to serve as agents on behalf of the District and grants signatory authority to conduct all matters pertaining to state disaster assistance.

Paradise Recreation and Park District  
Res. 23-03-2-524  
March 8, 2023

**APPROVED AND ADOPTED** at a regular meeting of the Board of Directors of the Paradise Recreation and Park District the 8<sup>th</sup> day of March 2023 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Steve Rodowick, Chairperson

\_\_\_\_\_  
Mary Bellefeuille, Secretary

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR  
NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_,  
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA),** under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the \_\_\_\_\_, a public entity established under the  
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**Cal OES 130**

**Please check the appropriate box below**

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s):\_\_\_\_\_

Passed and approved this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and  
(Name of Applicant)

correct copy of a resolution passed and approved by the \_\_\_\_\_  
(Governing Body)

of the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.  
(Name of Applicant)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**Cal OES 130 - Instructions**

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**Cal OES 130 - Instructions**

**Checking Universal or Disaster-Specific Box:** A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

**Certification Section:**

**Name and Title:** This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."

## District Report

Meeting Date: March 8, 2023



DATE: 2/21/2023  
 TO: PRPD Board of Directors (BOD)  
 FROM: Dan Efseaff, District Manager  
 SUBJECT: Monthly District Report

## Monthly Report

### 1. Updates

- a. Community Recreation and Assistance Grant (CRAG) - After review of the scoring rubric for the inaugural CRAG program offered by the District for non-profit organizations offering recreational opportunities for residents of the District, the Board directed staff to post the grant guidelines and scoring rubric and complete the assessment and funding awards. The District received a total of four proposals. Three staff members reviewed each of the proposals and scored according to the published rubric. Funding award recommendations were presented to the District Manager and award announcements made to grantees on March 1, 2023 (**Attachment F**). The variety of proposals demonstrates the tremendous value of the non-profit organizations awarded funding. Staff look forward to supporting the success of these organizations and hope to offer the CRAG opportunity again in the future.
- b. June Emergency Preparedness – The District will be participating in a Town of Paradise training exercise (6/15/23). The District Manager will explore with supervisors how to involve District staff without impacting operations. Some staff may participate fully (especially more senior staff), partially, or not at all. I would even like to see rec programs involved (i.e., a fire drill at the Terry Ashe Recreation Center (TARC), while other staff are at the EOC).
- c. TARC Solar – The Alternative Energy Systems (AES) project manager contacted the District (3/1) and will be starting next week. Staff have requested a timeline to anticipate any operation impacts.
- d. Brown Act Updates- The District received Brown Act teleconferencing updates from the County describing the changes for the next 3 years. They are as follows:
  - i. January 1, 2023, to January 1, 2024- During this period, local legislative bodies may hold virtual, remote public meetings under one of the following alternatives:
    - a. Through Traditional Brown Act Teleconferencing Rules
    - b. AB 361's abbreviated teleconferencing rules, which require the local agency's legislative body to determine by majority vote that a proclaimed state of emergency exists (not available after February 28, 2023)
    - c. AB 2449's new teleconferencing rules (Just Cause/Emergency Circumstance)
  - ii. January 1, 2024, to January 1, 2026- During this period legislative bodies will be able to engage in remote teleconferencing by utilizing either (1) traditional Brown Act teleconferencing rules or (2) the "just cause" / "emergency circumstances" teleconferencing rules.
  - iii. January 1, 2026, and onward- legislative bodies will be able to engage in remote teleconferencing utilizing only the traditional Brown Act teleconferencing rules. (**Attachment G**)

### 2. Administrative and Visitor Services

- a. The PRPD Office was closed for 3 days in February due to the weather event and staff safety.

### 3. Finance

- a. Routine Reports – Balance Sheet (Attachment A), Year to Date (YTD) Profit & Loss Budget vs. Actual (Attachment B), Monthly Profit & Loss (Attachment C), and Investment and Reserve (Attachment D) Meeder Report (Attachment E)
- b. Impact Fees - For the month of Feb, the District received a total of \$3,712.14 in impact fees.
- c. Investments –
  - i. Five Star Bank Interest deposits: Investment Money Market = \$11,577.53 and Grant Money Market = \$1,230.77.



ii. Meeder Investment Interest (Nov-Jan) = \$10,572.54

d. Updates – Staff have had contact with the new audit firm and have started the process of transferring information to start the audit of FY 2021-22.

#### 4. Parks

a. Paradise Pool - We had our annual Butte Co. Hazardous Material Business Plan Inspection Report conducted and I'm very happy to say that the inspector Samuel Viglietti said that even though we have one of the older facilities that he inspects, ours is one of very few that is as organized and without violations on a consistent basis. I take great pride in this as does our foreman, Ray Lockridge, obviously. The safety of the public as well as the staff is always my highest priority.

We have good news for the Paradise swim team (the Piranhas) and the Paradise High School swim team, that the bids for the pool heater (technically called the boiler) are complete and one has been accepted. We are hoping to have it installed and working by the time swim season begins.

b. TARC– the stump that remained from the large pine tree that fell during the last storm has turned back over (see attachments). We will be cutting down the remaining stump and then grinding it down below grade and reseeded in early spring. When it's all complete it will be like it was never there. I always try to look on the Brightside and on this one, now will have more room for booths during events.

c. Moore Rd. ball Fields – the Moore Rd. ballpark is looking great, and we have already been busy with softball games. We look forward to another successful season.

d. Break in the weather - the last few weeks of beautiful (but a little chilly) have allowed our maintenance staff to get caught up on landscape clean up and regular maintenance. After the storms that came through, there's definitely been plenty to catch up on, but we have a very dedicated and skilled maintenance team that have the parks safe and looking like nothing even happened.

#### 5. Programs

a. Tiny Tots – Lori McCoslin and Trinity Stover continue to do an excellent job teaching the Tiny Tots preschool program at the Terry Ashe Recreation Center. The class runs Monday through Thursday from 9:30am to 1:30pm. There are currently a total of 23 children between the ages of 3 and 4 years participating in the program. See figure 5 for their Valentine's Day celebration.

b. Moore Road Ball Fields – The ball fields at Moore Road began to see usage starting in February. Both Paradise Little League and the Paradise High School Junior Varsity baseball teams are now practicing on the fields Monday through Friday from 3:30 to 7:30pm. Both organizations will schedule games later in the spring.

c. April Events – Staff have been busy preparing for three special events coming up in April. The Easter Egg Hunt will take place at Terry Ashe Park on April 8 with an egg hunt, 4-H animals, and the Easter Bunny. Next up will be the Kid's Fishing Day at Paradise Lake on April 22. Three trout plants are scheduled leading up to the big day. The third event will be the Gold Nugget Craft Fair on the weekend of April 29 and 30<sup>th</sup>. As of the end of February there are 25 craft vendors, 5 food booths, and 5 information tables registered for the fair.

d. Healing Trauma Through Nature – Staff have scheduled a dozen field trips with schools within Butte County for the Spring semester. The HTTN grant through NVCF has been completed and will live on through funding within Butte County Office of Education. Integrating the Forest Therapy group into the field trip program offerings will allow an additional 6 field trips, ensuring momentum for the program continues through the semester and through the summer break.

e. Youth Community Access Grant – Elements Program – 10 participants in the Elements Program were guided through their first excursion in the form of a Snow Shoeing excursion to Lassen National Park. Participants enjoyed pristine weather conditions, complete with a lightly flavored sulfur smell, as they hiked nearly 4 miles through the fresh snow. (See figures) Gaining steam, the program hopes to fill the remaining 5 seats in the council as additional staffing resources emerge.

#### 6. Outreach and Development

a. Supplemental Funding - Staff will be exploring options (including consultants) for additional grant funding for several projects and parks that have received partial funding (Oak Creek, Bille Park, Noble Park, Lakeridge, and studies).

## 7. Project Development

- a. Closing Escrow on Paradise Property Donations - The properties at 6221 Forty Oaks and 5636 Feather River Place in Paradise were donated to the District in 2022. Both properties have been finalized and have closed escrow in February.
- b. Bille Park Lot Line Adjustment - The District is exploring a lot line adjustment (no net difference in area) to an adjoining landowner to improve the functionality of both parcels. Staff and Consultant Chris Thomas are working with a surveyor and the Town for the 2-step process (consolidation of a District owned parcel (0.09 acres) into our existing parcel and adjustment with the neighbor). The Recreation and Park Committee have been informed of the negotiations.

## 8. Upcoming

- a. Ice Rink Recommendations – Staff completed the 2022-2023 Ice Rink Report (**Attachment H**). Staff recommendations regarding future ice rink operations are forthcoming, but delayed while gathering cost estimates associated with ice rink program options.
- b. PRPD Badges – As part of the 75<sup>th</sup> anniversary of the District, staff hired a graphic artist to develop a series of icons and badges that represent parks, trails and facilities managed by the District. The District's 75<sup>th</sup> anniversary badge is available to see in **Figure 7**.
- c. PRPD Easter Egg Hunt – Staff will be hosting the annual Easter egg hunt at the Terry Ashe Recreation Center on April 8<sup>th</sup>, 2023, from 10:00 am – 12:00 noon (**Figure 8**). Kids and their families will get to meet and take photos with the Easter Bunny, and the 4-H club will be showing animals.

### Attachments:

- A. Balance Sheet
- B. YTD Profit & Loss Budget vs. Actual
- C. Monthly Profit & Loss
- D. Investment and Reserve
- E. Meeder Report
- F. CRAG.Recommendations.and.Scores
- G. Brown Act Teleconferencing Rules Memo
- H. 2022-2023 Ice Rink Report

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/BOD.Templates/2023.XX.BOD.Meeting.Example/2023.XXXX.BOD.District.Report.Template\\_22.1207.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/BOD.Templates/2023.XX.BOD.Meeting.Example/2023.XXXX.BOD.District.Report.Template_22.1207.docx)  
3/3/2023

### Photographs



Figure 1. Fallen Tree at the TARC



Figure 2. Maintenance crew working on getting the stump back into the ground.



Figure 3. The tree trunk back in the ground, it will be ground down soon.



Figure 4. Tree stump are at the TARC all cleaned up.



Figure 5. Tiny Tots at their Valentine's Day Party.



Figure 6. Elements Program Snow Shoeing.



Figure 7. PRPD 75th anniversary logo.



Figure 8. Easter egg hunt flier.

10:33 AM  
03/02/23  
Accrual Basis

**PRPD**  
**Balance Sheet**  
As of February 28, 2023

	Feb 28, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Mechanics Bank - Operating	169,064.01
1003 · Five Star Bank - Payroll	5,147.12
1005 · Petty Cash	300.00
1008 · North Valley Community Found	3,085.58
1010 · Treasury Cash - 2510	
1011 · General Operating	-2,554,825.93
1012 · ACO Reserve	606,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
1010 · Treasury Cash - 2510 - Other	20,000.00
<b>Total 1010 · Treasury Cash - 2510</b>	<b>-1,924,125.93</b>
<b>1030 · Investments</b>	
1031 · Five Star Bank Money Market	2,954,552.41
1032 · Five Star Bank Grant M. M.	672,303.60
<b>1033 · Investment Reserves</b>	
1033.02 · Capital Improvment & Acquisit	9,679,082.09
1033.03 · Current Operations	8,078,649.99
1033.04 · Desig Proj/Sp Use/Grant Match	757,373.43
1033.05 · Future Operations	18,934,335.90
1033.06 · Technology	151,474.68
1033.07 · Vehicle Fleet & Equipment	757,373.43
<b>Total 1033 · Investment Reserves</b>	<b>38,358,289.52</b>
<b>Total 1030 · Investments</b>	<b>41,985,145.53</b>
<b>1100 · Designated Treasury Funds</b>	
1112 · Grosso Endowment-2512	54,619.72
1113 · Grosso Scholarship-2513	5,489.54
<b>1114 · Designated Donations-2514</b>	
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	4,361.62
1114-13 · Ice Rink Donations	149,757.83
1114-14 · General Donations	14,886.33
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
<b>Total 1114-4 · Sports Equipment Donations</b>	<b>773.60</b>
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	1,240.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	223.24
<b>Total 1114 · Designated Donations-2514</b>	<b>188,438.02</b>
<b>Total 1100 · Designated Treasury Funds</b>	<b>248,547.28</b>
<b>1119 · Impact Fees</b>	
1120 · Sub Div Fees - 2520	8,522.41
1121 · Park Acqui Unincorp - 2521	41,080.83
1122 · Park Dev Unincorp - 2522	145,114.00
1124 · District Fac Unincorp - 2524	56,482.70
1126 · Park Acqui Incorp - 2526	194,421.87
1127 · Park Dev Incorp - 2527	572,440.23
1128 · District Fac Incorp - 2528	118,060.13

10:33 AM  
03/02/23  
Accrual Basis

**PRPD**  
**Balance Sheet**  
As of February 28, 2023

	Feb 28, 23
Total 1119 · Impact Fees	1,136,122.17
Total Checking/Savings	41,623,285.76
<b>Other Current Assets</b>	
1310 · Miscellaneous Receivables	-0.02
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	2.76
1512 · FMV Adjustment-2512	307.34
1513 · FMV Adjustment-2513	31.28
1500 · FMV Adjustments - Other	4,716.38
Total 1500 · FMV Adjustments	5,057.76
Total Other Current Assets	5,057.74
Total Current Assets	41,628,343.50
<b>Fixed Assets</b>	
1710 · Land	874,863.19
1720 · Buildings	5,750,913.53
1730 · Furn., Fixtures & Equip (>\$5k)	1,114,443.11
1798 · Accum Depr - Furn Fixture Equip	-332,563.00
1799 · Accum Depr - Buildings	-4,441,294.77
1800 · Construction in Progress	
1810 · CIP-Planning	
1810.1 · CIP-BSF Park Planning	157,272.27
1810.2 · CIP-Yellowstone Kelly (YK)	46.00
1810.4 · CIP-OHV Study	780.03
Total 1810 · CIP-Planning	158,098.30
1820 · CIP-Acquisition	
1820.1 · Oak & Noble Acquisition (SNC)	31,398.79
1820.2 · Buffer (TNC)	54,904.66
Total 1820 · CIP-Acquisition	86,303.45
1830 · CIP-Development	
1830.1 · CIP-Aquatic Park Lighting	580.01
1830.2 · CIP-State Park Grant (SPPG)	148,169.89
1830.3 · CIP-Per Capita Program (PCP)	32,231.50
Total 1830 · CIP-Development	180,981.40
1840 · CIP-Facility & Park Amenities	
1840.1 · CIP-Paradise Pool Swim Blocks	1,247.17
1840.2 · CIP-Cal Recycle	248,661.52
1840.4 · CIP-RTGGP Trails Grant	7,443.38
1840.5 · Existing Park Improvements	449,040.70
1840.6 · CIP-California ReLeaf (CRL)	26,230.64
1840.7 · Recovery Projects	79,397.98
1840.8 · CIP-Rotary Grant (PRF)	207.00
Total 1840 · CIP-Facility & Park Amenities	812,228.39
1850 · CIP-Programs	
1850.2 · Elements Grant (CNRA)	1,873.91
Total 1850 · CIP-Programs	1,873.91
Total 1800 · Construction in Progress	1,239,485.45
Total Fixed Assets	4,205,847.51
<b>Other Assets</b>	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	198,681.00
Total Other Assets	499,003.00

10:33 AM

03/02/23

Accrual Basis

**PRPD**  
**Balance Sheet**  
As of February 28, 2023

	Feb 28, 23
<b>TOTAL ASSETS</b>	<b>46,333,194.01</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	16,311.91
<b>Total Accounts Payable</b>	16,311.91
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	
2110 · Wages Payable	95,440.22
2120 · Payroll Taxes Payable	23,694.84
2130 · Health Benefits Payable	-8,455.95
2140 · FSA payable	-626.44
2160 · 457 Retirement Payable	525.00
2170 · CalPers Payable	45,787.39
2180 · Garnishments payable	134.98
2190 · Accrued Leave Payable	
2192 · Sick leave payable	15,754.27
2193 · Vacation leave payable	41,590.04
<b>Total 2190 · Accrued Leave Payable</b>	57,344.31
<b>Total 2100 · Payroll Liabilities</b>	213,844.35
2200 · Accrued Expenses	4,414.58
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2430 · Deferred Inflow - Pension	-89,568.00
2440 · Deferred CIP Revenue	200,000.00
<b>Total 2400 · Deferred Revenue</b>	110,432.00
<b>Total Other Current Liabilities</b>	329,690.93
<b>Total Current Liabilities</b>	346,002.84
<b>Long Term Liabilities</b>	
2700 · FEMA Community Disaster Loan	60,174.29
2805 · CalPers Pension Liability	165,961.00
2806 · OPEB Liability	391,761.00
<b>Total Long Term Liabilities</b>	617,896.29
<b>Total Liabilities</b>	963,899.13
<b>Equity</b>	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99
3020 · Imprest Cash Reserve	300.00
3030 · General Reserve	3,000.00
3050 · Designated Captial Outlay	606,700.00
<b>Total 3000 · General Fund Balances-2510</b>	901,149.99
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	54,619.72
3213 · Grosso Scholarship-2513	5,489.54
3214 · Donations - 2514	77,722.50
3220 · Impact Fees	886,393.39
<b>Total 3200 · Designated Fund Balances</b>	1,024,225.15
3280 · Invest. in General Fixed Assets	3,188,395.18
3900 · Retained Earnings	40,953,626.71
3999 · Opening Balance Equity	-354,580.80

10:33 AM

03/02/23

Accrual Basis

**PRPD**  
**Balance Sheet**  
As of February 28, 2023

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	<u>Feb 28, 23</u>
Net Income	-343,821.35
Total Equity	45,369,294.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>46,333,194.01</b>



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## PRPD

## Profit &amp; Loss Budget vs. Actual

03/02/23

July 2022 through February 2023

Accrual Basis

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Bud...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Tax Revenue	652,524.13	1,103,000.00	-450,475.87	59.2%
4200 · Impact Fee revenue	76,300.47	144,000.00	-67,699.53	53.0%
4300 · Program Income	205,834.91	362,750.00	-156,915.09	56.7%
4350 · Concession & Merchandise sales	0.00	2,700.00	-2,700.00	0.0%
4400 · Donation & Fundraising Income	61,894.60	75,000.00	-13,105.40	82.5%
4500 · Grant Income	143,271.99	1,300,000.00	-1,156,728.01	11.0%
4600 · Other Revenue	393,183.40	266,000.00	127,183.40	147.8%
4900 · Interest Income	259,064.31	311,600.00	-52,535.69	83.1%
<b>Total Income</b>	<b>1,792,073.81</b>	<b>3,565,050.00</b>	<b>-1,772,976.19</b>	<b>50.3%</b>
<b>Gross Profit</b>	<b>1,792,073.81</b>	<b>3,565,050.00</b>	<b>-1,772,976.19</b>	<b>50.3%</b>
<b>Expense</b>				
<b>5000 · Payroll Expenses</b>				
5010 · Wages & Salaries	1,021,862.00	1,685,700.00	-663,838.00	60.6%
5020 · Employer Taxes	77,668.00	156,300.00	-78,632.00	49.7%
<b>5030 · Employee Benefits</b>				
5030.1 · Retired Health Premium Employer	9,031.74			
5030.2 · Admin Fee for Active	310.28			
5030.3 · Admin Fee for Retired	93.47			
5030 · Employee Benefits - Other	182,548.28	330,100.00	-147,551.72	55.3%
<b>Total 5030 · Employee Benefits</b>	<b>191,983.77</b>	<b>330,100.00</b>	<b>-138,116.23</b>	<b>58.2%</b>
5040 · Workers Comp Expense	75,063.25	56,700.00	18,363.25	132.4%
5060 · Other Personnel Costs	4,144.06	18,000.00	-13,855.94	23.0%
5000 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 5000 · Payroll Expenses</b>	<b>1,370,721.08</b>	<b>2,246,800.00</b>	<b>-876,078.92</b>	<b>61.0%</b>
<b>5100 · Program Expenses</b>				
5110 · Concession & Merchandise Exp.	3,195.00	3,300.00	-105.00	96.8%
5120 · Program Contract Labor	4,218.80	9,200.00	-4,981.20	45.9%
5130 · Program Supplies	22,426.85	38,500.00	-16,073.15	58.3%
5100 · Program Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 5100 · Program Expenses</b>	<b>29,840.65</b>	<b>51,000.00</b>	<b>-21,159.35</b>	<b>58.5%</b>
5140 · Fundraising Expense	0.00	6,000.00	-6,000.00	0.0%
5200 · Advertising & Promotion	18,684.28	15,700.00	2,984.28	119.0%
5220 · Bank & Merchant Fees	3,700.90	7,000.00	-3,299.10	52.9%
5230 · Contributions to Others	5,000.00	20,000.00	-15,000.00	25.0%
5240 · Copying & Printing	3,031.11	10,100.00	-7,068.89	30.0%
5260 · Dues, Mbrshps, Subscr, & Pubs	22,954.46	22,400.00	554.46	102.5%
5270 · Education, Training & Staff Dev	2,707.34	22,800.00	-20,092.66	11.9%
<b>5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>				
5282 · Office ET&F	4,735.04	19,200.00	-14,464.96	24.7%
5284 · Program ET&F	0.00	12,100.00	-12,100.00	0.0%
5286 · Small Tools & Equipment	9,453.96	43,200.00	-33,746.04	21.9%
5280 · Equip., Tools & Furn (<\$5k) - Other	0.00	0.00	0.00	0.0%
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<b>14,189.00</b>	<b>74,500.00</b>	<b>-60,311.00</b>	<b>19.0%</b>
5290 · Equipment Rental	154,585.09	162,900.00	-8,314.91	94.9%
5300 · Insurance	111,358.00	82,500.00	28,858.00	135.0%
5310 · Interest Expense	367.00	1,100.00	-733.00	33.4%
5320 · Miscellaneous Expense	53.85	300.00	-246.15	18.0%
<b>5330 · Professional &amp; Outside services</b>				
5332 · Accounting	24,198.00	44,800.00	-20,602.00	54.0%
5334 · Legal	2,157.65	17,800.00	-15,642.35	12.1%
5336 · Engineering	0.00	200,000.00	-200,000.00	0.0%
5338 · Other Prof. & Outside Labor	54,539.00	326,100.00	-271,561.00	16.7%
5330 · Professional & Outside services - Other	0.00	0.00	0.00	0.0%
<b>Total 5330 · Professional &amp; Outside services</b>	<b>80,894.65</b>	<b>588,700.00</b>	<b>-507,805.35</b>	<b>13.7%</b>

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03/02/23

Accrual Basis

**PRPD**  
**Profit & Loss Budget vs. Actual**  
**July 2022 through February 2023**

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Bud...
5340 · Postage & Delivery	812.71	2,000.00	-1,187.29	40.6%
5350 · Rent-Facility use fees	2,882.50	23,700.00	-20,817.50	12.2%
5360 · Repair & Maintenance				
5361 · Building R&M	2,566.31	16,900.00	-14,333.69	15.2%
5362 · Equipment R&M	7,662.02	16,300.00	-8,637.98	47.0%
5363 · General R&M	2,937.62	11,200.00	-8,262.38	26.2%
5364 · Grounds R&M	33,434.24	45,900.00	-12,465.76	72.8%
5365 · Pool R&M	28,584.53	36,600.00	-8,015.47	78.1%
5366 · Vehicle R&M	7,514.17	11,000.00	-3,485.83	68.3%
5367 · Janitorial	9,522.26	14,400.00	-4,877.74	66.1%
5368 · Security	605.00	6,000.00	-5,395.00	10.1%
5369 · Vandalism	297.75	2,400.00	-2,102.25	12.4%
5360 · Repair & Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>93,123.90</b>	<b>160,700.00</b>	<b>-67,576.10</b>	<b>57.9%</b>
5370 · Supplies - Consumable				
5372 · Office Supplies	7,603.68	14,000.00	-6,396.32	54.3%
5374 · Safety & staff supplies	4,139.80	14,200.00	-10,060.20	29.2%
5370 · Supplies - Consumable - Other	0.00	0.00	0.00	0.0%
<b>Total 5370 · Supplies - Consumable</b>	<b>11,743.48</b>	<b>28,200.00</b>	<b>-16,456.52</b>	<b>41.6%</b>
5380 · Taxes, Lic., Notices & Permits	60,379.22	7,600.00	52,779.22	794.5%
5390 · Telephone & Internet	10,580.02	18,800.00	-8,219.98	56.3%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	2,612.20	10,000.00	-7,387.80	26.1%
5404 · Fuel	19,723.94	35,000.00	-15,276.06	56.4%
5406 · Meals	3,821.64	7,000.00	-3,178.36	54.6%
5408 · Mileage & Auto Allowance	0.00	2,000.00	-2,000.00	0.0%
5400 · Transportation, Meals & Travel - Other	0.00	0.00	0.00	0.0%
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>26,157.78</b>	<b>54,000.00</b>	<b>-27,842.22</b>	<b>48.4%</b>
5410 · Utilities				
5412 · Electric & Gas	80,277.57	112,000.00	-31,722.43	71.7%
5414 · Water	16,088.87	25,800.00	-9,711.13	62.4%
5416 · Garbage	15,761.70	11,500.00	4,261.70	137.1%
5410 · Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total 5410 · Utilities</b>	<b>112,128.14</b>	<b>149,300.00</b>	<b>-37,171.86</b>	<b>75.1%</b>
<b>Total Expense</b>	<b>2,135,895.16</b>	<b>3,756,100.00</b>	<b>-1,620,204.84</b>	<b>56.9%</b>
<b>Net Ordinary Income</b>	<b>-343,821.35</b>	<b>-191,050.00</b>	<b>-152,771.35</b>	<b>180.0%</b>
<b>Net Income</b>	<b>-343,821.35</b>	<b>-191,050.00</b>	<b>-152,771.35</b>	<b>180.0%</b>

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03/02/23

Accrual Basis

**PRPD**  
**Profit & Loss**  
February 2023

	Feb 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4200 · Impact Fee revenue	3,712.14
4300 · Program Income	16,625.60
4400 · Donation & Fundraising Income	5,031.80
4500 · Grant Income	6,800.00
4600 · Other Revenue	448.00
4900 · Interest Income	24,606.23
	Total Income
	57,223.77
<b>Gross Profit</b>	57,223.77
<b>Expense</b>	
5000 · Payroll Expenses	
5010 · Wages & Salaries	106,956.51
5020 · Employer Taxes	8,042.15
5030 · Employee Benefits	
5030.1 · Retired Health Premium Employer	1,326.02
5030.2 · Admin Fee for Active	36.65
5030.3 · Admin Fee for Retired	14.36
5030 · Employee Benefits - Other	18,258.98
	Total 5030 · Employee Benefits
	19,636.01
5040 · Workers Comp Expense	0.00
5060 · Other Personnel Costs	73.05
	Total 5000 · Payroll Expenses
	134,707.72
5100 · Program Expenses	
5130 · Program Supplies	-21.67
	Total 5100 · Program Expenses
	-21.67
5200 · Advertising & Promotion	680.00
5220 · Bank & Merchant Fees	202.48
5240 · Copying & Printing	502.00
5260 · Dues, Mbrshps, Subscr, & Pubs	457.96
5270 · Education, Training & Staff Dev	2,257.36
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	1,304.57
5286 · Small Tools & Equipment	5,053.23
	Total 5280 · Equip., Tools & Furn (<\$5k)
	6,357.80
5290 · Equipment Rental	13,430.54
5330 · Professional & Outside services	
5332 · Accounting	365.00
5338 · Other Prof. & Outside Labor	5,953.15
	Total 5330 · Professional & Outside services
	6,318.15
5340 · Postage & Delivery	240.95
5360 · Repair & Maintenance	
5361 · Building R&M	91.78
5362 · Equipment R&M	152.45
5363 · General R&M	259.82
5364 · Grounds R&M	860.35
5365 · Pool R&M	27.29
5366 · Vehicle R&M	354.71
5367 · Janitorial	1,732.54
5369 · Vandalism	33.73
	Total 5360 · Repair & Maintenance
	3,512.67
5370 · Supplies - Consumable	
5372 · Office Supplies	780.09
5374 · Safety & staff supplies	331.39

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03/02/23

Accrual Basis

**PRPD**  
**Profit & Loss**  
**February 2023**

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	Feb 23
Total 5370 · Supplies - Consumable	1,111.48
5380 · Taxes, Lic., Notices & Permits	256.59
5390 · Telephone & Internet	659.38
5400 · Transportation, Meals & Travel	
5402 · Air, Lodging & Other Travel	1,071.67
5404 · Fuel	2,754.48
5406 · Meals	200.37
Total 5400 · Transportation, Meals & Travel	4,026.52
5410 · Utilities	
5412 · Electric & Gas	3,882.72
5416 · Garbage	2,738.92
Total 5410 · Utilities	6,621.64
Total Expense	181,321.57
Net Ordinary Income	-124,097.80
Net Income	<b>-124,097.80</b>

**Paradise Recreation & Park District  
Investment & Reserves Report  
28-Feb-23**

Summary	Maximum	6/30/2022	FY 2022-2023	FY 2022-2023	2/28/2023	Annual
Reserve Funds	Target	Balance	Allocated	Interest	Balance	Funding Goal
CalPERS 115 Trust	500,000	0.00	0.00	0.00	0.00	30,000
Capital Improvement & Acquisition	25,000,000	9,520,596.39	0.00	57,593.57	9,578,189.96	100,000
Current Operations	8,000,000	8,030,023.30	0.00	48,576.55	8,078,599.85	50,000
Designated Project/Special Use/Grant Matching	1,500,000	752,814.67	0.00	4,554.05	757,368.73	50,000
Future Operations	25,000,000	18,820,367.13	0.00	113,851.29	18,934,218.42	100,000
Technology	150,000	150,562.93	0.00	910.81	151,473.74	5,000
Vehicle Fleet & Equipment	1,000,000	752,814.67	0.00	4,554.05	757,368.73	75,000
<b>Total Reserves Funds</b>	<b>61,150,000</b>	<b>38,027,179.11</b>	<b>0.00</b>	<b>230,040.32</b>	<b>38,257,219.43</b>	<b>410,000</b>

Detail	2/28/2023	FY 2022 - 2023 Interest Earned
CalPERS 115 Trust	0.00	0.00
Capital Improvement & Acquisition	9,578,189.96	5,096.63
Current Operations	8,078,599.85	4,298.68
Designated Project/Special Use/Grant Matching	757,368.73	403.00
Future Operations	18,934,218.42	10,075.04
Technology	151,473.74	80.60
Vehicle Fleet & Equipment	757,368.73	403.00
General Operating	3,309,941.74	1,783.62
<b>Total Reserve Accounts</b>	<b>41,627,070.17</b>	<b>22,140.57</b>

Five Star	Beginning Balance	Change	Interest Earned	Ending Balance
Grant Money Market Account	675,723.98	(4,651.15)	1,230.77	672,303.60
Five Star Investment Money Market	5,518,484.34	11,577.53		5,530,061.87
Payroll Interest Checking	6,330.86	(1,185.00)	1.26	5,147.12
<b>Total Five Star</b>	<b>6,200,539.18</b>	<b>5,741.38</b>	<b>1,232.03</b>	<b>6,207,512.59</b>

Mechanics	Deposits	Checks
Checking (as of Jan 31, 2023)	47,737.43	58,787.76
<b>Total</b>	<b>47,737.43</b>	<b>58,787.76</b>

<b>Total in interest earning accounts</b>	<b>47,834,582.76</b>	<b>23,372.60</b>
<b>Other Investment Income</b>		<b>0.00</b>
<b>Total</b>		<b>23,372.60</b>

*Paradise Recreation & Park District's (District) Investment Policy describes the District's commitment to managing risk by selecting investment products based on safety, liquidity and yield. Per California Government Code Section 53600 et. seq., specifically section 53646 and section 53607, this investment report details all investment-related activity in the current period. District investable funds are currently invested in Five Star Bank which meets those standards. That being said, the District's Investment Policy remains a prudent investment course, and is in compliance with the "Prudent Investor's Policy" designed to protect public funds.*



## Paradise Recreation & Park District - Operating Account

Monthly Investment Report  
January 31, 2023

### Your Investment Representative:

Jim McCourt

(614) 923-1151

[jmccourt@meederinvestment.com](mailto:jmccourt@meederinvestment.com)

For questions about your account please contact your investment representative or contact [publicfundsoperations@meederinvestment.com](mailto:publicfundsoperations@meederinvestment.com)

**Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | [www.meederpublicfunds.com](http://www.meederpublicfunds.com)**

Paradise Recreation & Park District - Operating Account

**PORTFOLIO SUMMARY**

As of January 31, 2023



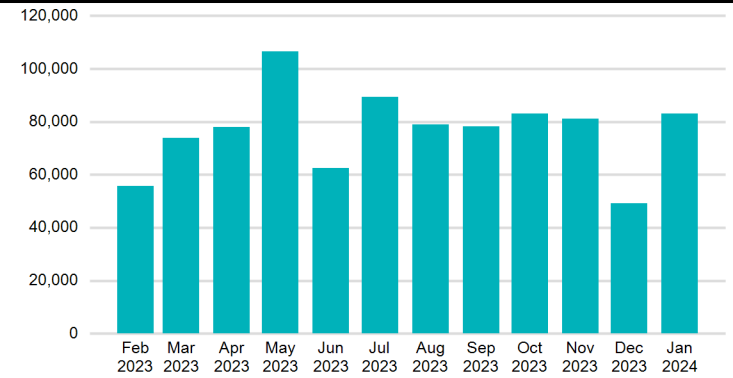
**MONTHLY RECONCILIATION**

<b>Beginning Book Value</b>	<b>32,655,075.41</b>
Contributions	
Withdrawals	
Prior Month Management Fees	(2,195.35)
Prior Month Custodian Fees	(274.88)
Realized Gains/Losses	8,008.22
Purchased Interest	(1,253.34)
Gross Interest Earnings	51,212.48
<b>Ending Book Value</b>	<b>32,710,572.54</b>

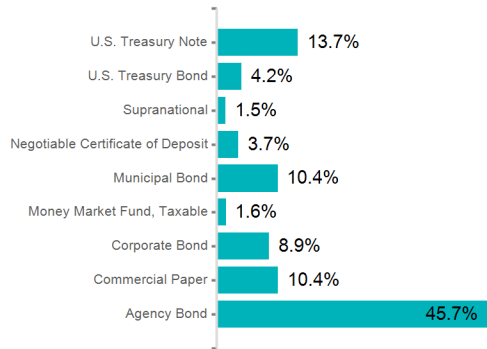
**PORTFOLIO CHARACTERISTICS**

Portfolio Yield to Maturity	4.80%
Portfolio Effective Duration	2.06 yrs
Weighted Average Maturity	2.19 yrs

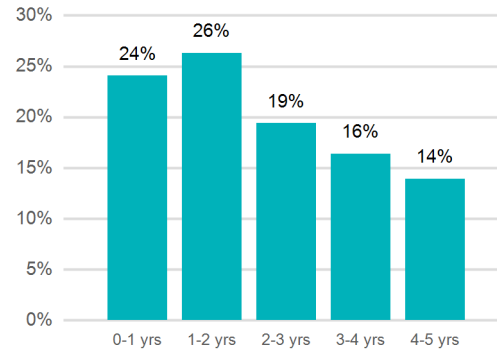
**PROJECTED MONTHLY INCOME SCHEDULE**



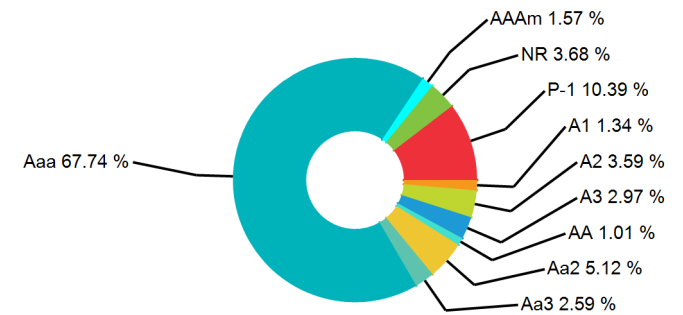
**SECTOR ALLOCATION**



**MATURITY DISTRIBUTION**



**CREDIT QUALITY**



Paradise Recreation & Park District - Operating Account

**PROJECTED INCOME SCHEDULE**

As of January 31, 2023



CUSIP	SECURITY DESCRIPTION	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
037833DB3	Apple Inc. 2.900% 09/12/2027		14,500						14,500				
05531FBB8	Truist Financial Corporation 2.850% 10/26/2024			7,125						7,125			
05531FBJ1	Truist Financial Corporation 2.200% 03/16/2023		9,110										
05580AS39	BMW Bank of North America 4.800% 11/10/2025				5,713						5,807		
06740KRH2	Barclays Bank Delaware 4.950% 11/17/2025				5,891						5,989		
13063D2T4	California, State of 5.500% 10/01/2025			4,094						5,500			
14913R2Y2	Caterpillar Financial Services Corporation 4.900% 01/17/2025						12,250						12,250
166764BX7	Chevron Corporation 1.995% 05/11/2027				3,491						3,491		
178180GS8	City National Corporation 4.900% 11/24/2025				5,905						6,002		
20772KAG4	Connecticut, State of 3.230% 01/15/2025						8,075						8,075
24422EUX5	John Deere Capital Corporation 2.600% 03/07/2024		3,900						3,900				
250375LA8	Desert Community College District 3.000% 08/01/2027	4,800						4,800					
2546732B1	Discover Bank 4.900% 11/30/2027				5,905						6,002		
3130AAAG3	FHLB 2.625% 12/11/2026					4,791						4,791	
3130ALF25	FHLB 0.400% 11/26/2024	1,150						1,150					
3130ALGR9	FHLB 0.85% 02/26/26	1,275						1,275					
3130ALHH0	FHLB 0.960% 03/05/2026		1,560						1,560				
3130ALNU4	FHLB 0.680% 03/24/2025		1,530						1,530				
3130AMHH8	FHLB 0.410% 08/01/2024					882						882	
3130AMWW8	FHLB 1.100% 09/30/2026		1,705						1,705				



## Paradise Recreation &amp; Park District - Operating Account

**PROJECTED INCOME SCHEDULE**

As of January 31, 2023



CUSIP	SECURITY DESCRIPTION	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
3130AN4D9	FHLB 0.750% 06/30/2025					1,594						1,594	
3130AP3A1	FHLB 0.850% 06/29/2026		1,594						1,594				
3130AQBD4	FHLB 1.200% 12/30/2024					2,700						2,700	
3130AQF65	FHLB 1.250% 12/21/2026					2,188						2,188	
3130AQUG6	FHLB 1.770% 11/25/2025				4,425						4,425		
3130ATND5	FHLB 4.375% 09/13/2024		5,413						6,453				
3130ATPW1	FHLB 4.625% 12/08/2023			11,563						11,563		4,648	
3130ATT31	FHLB 4.500% 10/03/2024			9,688						11,250			
3130ATTY3	FHLB 4.750% 11/02/2023				11,875						11,963		
3130ATVC8	FHLB 4.875% 06/14/2024					13,223						10,969	
3130ATZ42	FHLB 4.875% 11/28/2023				12,188						12,558		
313373B68	FHLB 4.375% 03/13/2026		8,422						8,422				
3133EAG44	FFCB 2.630% 08/03/2026	4,050						4,050					
3133EFBJ5	FFCB 2.320% 08/28/2023	6,148						16,120					
3133ELC28	FFCB 0.730% 05/27/2025				1,643						1,643		
3133ELY32	FFCB 0.550% 07/22/2026						825						825
3133EM5W8	FFCB 0.680% 09/22/2025		1,445						1,445				
3133EMQG0	FFCB 0.320% 02/10/2025	680						680					
3133EMUP5	FFCB 0.710% 04/01/2025			1,509						1,509			
3133EN5N6	FFCB 4.000% 01/06/2028						9,400						9,400
3133ENAL4	FFCB 0.290% 10/12/2023			435						12,903			
3133ENEQ9	FFCB 1.640% 05/24/2027				2,870						2,870		
3133ENK33	FFCB 3.625% 03/06/2024		7,703						7,703				
3133ENKG4	FFCB 1.470% 01/11/2027						3,491						3,491
3133ENL99	FFCB 3.375% 09/15/2027		5,906						5,906				

## Paradise Recreation &amp; Park District - Operating Account

**PROJECTED INCOME SCHEDULE**

As of January 31, 2023



CUSIP	SECURITY DESCRIPTION	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
3133ENZ37	FFCB 4.875% 01/10/2025						10,359						10,359
3133XG6E9	FHLB 5.750% 06/12/2026					10,494						10,494	
3133XVDG3	FHLB 4.375% 09/13/2024		3,938						3,938				
3135G06J7	FNMA 0.650% 12/10/2025					1,056						1,056	
3135G0U43	FNMA 2.875% 09/12/2023		4,313						9,103				
3136G4G56	FNMA 0.450% 07/29/2024						900						900
378612AH8	Glendora, City of 1.988% 06/01/2025					4,274						4,274	
459058GL1	IBRD 3.000% 09/27/2023		7,500						15,092				
46640QRA1	J.P. Morgan Securities LLC 04/10/2023			7,185									
46640QVE8	J.P. Morgan Securities LLC 08/14/2023							19,017					
62479MR47	MUFG Bank, Ltd. 04/04/2023			3,039									
62479MSN4	MUFG Bank, Ltd. 05/22/2023				13,889								
62479MTF0	MUFG Bank, Ltd. 06/15/2023					15,711							
692039SE1	Oxnard Union High School District 0.852% 08/01/2024	1,811						1,811					
69371RR57	PACCAR Financial Corp. 0.900% 11/08/2024				2,138						2,138		
70914PW40	Pennsylvania, Commonwealth of 0.950% 08/01/2025	1,900						1,900					
742651DP4	PEFCO 2.450% 07/15/2024						4,288						4,288
76913CBB4	Riverside, County of 2.963% 02/15/2027	7,408						7,408					
795451CJ0	Sallie Mae Bank 5.000% 11/18/2025				6,025						6,125		
799017WC8	San Mateo Union High School District 2.187% 09/01/2027		5,468						5,468				
801139AE6	Santa Ana, City of 1.176% 08/01/2026	2,234						2,234					

Paradise Recreation & Park District - Operating Account

**PROJECTED INCOME SCHEDULE**

As of January 31, 2023



CUSIP	SECURITY DESCRIPTION	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
86787EBC0	Truist Bank 3.200% 04/01/2024			6,400						6,400			
880591EU2	TNNLL 2.875% 02/01/2027	5,031						5,031					
89233HP24	Toyota Motor Credit Corporation 02/02/2023	5,614											
8923A1S28	Toyota Credit de Puerto Rico Corp. 05/02/2023				12,556								
8923A1UU3	Toyota Credit de Puerto Rico Corp. 07/28/2023						19,388						
9128286A3	UST 2.625% 01/31/2026						3,938						3,938
9128286S4	UST 2.375% 04/30/2026			3,859						3,859			
9128286X3	UST 2.125% 05/31/2026				3,453						3,453		
912828B66	UST 2.750% 02/15/2024	6,531						6,531					
912828U24	UST 2.000% 11/15/2026				3,250						3,250		
912828V80	UST 2.250% 01/31/2024						4,781						17,946
912828YQ7	UST 1.625% 10/31/2026			2,438						2,438			
91282CEF4	UST 2.500% 03/31/2027		4,375						4,375				
91282CEK3	UST 2.500% 04/30/2024			6,250						6,250			
91282CEN7	UST 2.750% 04/30/2027			4,813						4,813			
91282CER8	UST 2.500% 05/31/2024				5,313						5,313		
91282CEW7	UST 3.250% 06/30/2027					5,688						5,688	
91282CEY3	UST 3.000% 07/15/2025						6,750						6,750
91282CFB2	UST 2.750% 07/31/2027						4,813						4,813
91282CFE6	UST 3.125% 08/15/2025	7,031						7,031					
91282CFP1	UST 4.250% 10/15/2025			9,563						9,563			
<b>TOTAL</b>		<b>55,663</b>	<b>88,381</b>	<b>77,959</b>	<b>106,527</b>	<b>62,600</b>	<b>89,257</b>	<b>79,039</b>	<b>92,693</b>	<b>83,171</b>	<b>81,028</b>	<b>49,281</b>	<b>83,034</b>

## Paradise Recreation &amp; Park District - Operating Account

**POSITION STATEMENT**

As of January 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
<b>Cash and Cash Equivalents</b>											
31846V567	First American Funds, Inc.	1/31/2023 1/31/2023	\$519,365.96	\$519,365.96	\$519,365.96	4.10%	0.003 0.003	\$1.00 \$519,365.96	\$0.00	1.23%	AAAm
00358CASH	FIVE STAR PAYROLL CHECKING	1/31/2023 1/31/2023	\$6,330.86	\$6,330.86	\$6,330.86	0.10%	0.003 0.003	\$1.00 \$6,330.86	\$0.00	0.01%	
00359CASH	FIVE STAR GRANT MONEY MARKET	1/31/2023 1/31/2023	\$675,723.98	\$675,723.98	\$675,723.98	2.17%	0.003 0.003	\$1.00 \$675,723.98	\$0.00	1.59%	
00360CASH	FIVE STAR INVESTMENT MONEY MARKET	1/31/2023 1/31/2023	\$8,518,484.34	\$8,518,484.34	\$8,518,484.34	2.17%	0.003 0.003	\$1.00 \$8,518,484.34	\$0.00	20.11%	
<b>SubTotal</b>			<b>\$9,719,905.14</b>	<b>\$9,719,905.14</b>	<b>\$9,719,905.14</b>	<b>2.27%</b>		<b>\$9,719,905.14</b>	<b>\$0.00</b>	<b>22.94%</b>	
<b>Agency Bond</b>											
3133EFBJ5	FFCB 2.320% 08/28/2023	11/23/2022 11/25/2022	\$530,000.00	\$520,027.52 \$2,971.53	\$522,999.05	4.87%	0.573 0.555	\$98.55 \$522,325.60	\$2,298.08	1.23%	Aaa AA+
3135G0U43	FNMA 2.875% 09/12/2023	11/7/2022 11/8/2022	\$300,000.00	\$295,209.00 \$1,341.66	\$296,550.66	4.82%	0.614 0.594	\$98.78 \$296,352.00	\$1,143.00	0.70%	Aaa AA+
3133ENAL4	FFCB 0.290% 10/12/2023	11/7/2022 11/8/2022	\$300,000.00	\$287,532.00 \$62.83	\$287,594.83	4.93%	0.696 0.680	\$96.84 \$290,517.00	\$2,985.00	0.69%	Aaa AA+
3130ATTY3	FHLB 4.750% 11/02/2023	10/31/2022 11/2/2022	\$500,000.00	\$499,912.50	\$499,912.50	4.77%	0.753 0.726	\$99.85 \$499,260.00	(\$652.50)	1.18%	Aaa AA+
3130ATZ42	FHLB 4.875% 11/28/2023	11/23/2022 11/28/2022	\$500,000.00	\$499,630.00	\$499,630.00	4.95%	0.825 0.795	\$100.09 \$500,470.00	\$840.00	1.18%	Aaa AA+
3130ATPW1	FHLB 4.625% 12/08/2023	11/4/2022 11/7/2022	\$500,000.00	\$498,500.00 \$1,156.25	\$499,656.25	4.90%	0.852 0.818	\$99.62 \$498,080.00	(\$420.00)	1.18%	Aaa AA+
3133ENK33	FFCB 3.625% 03/06/2024	11/3/2022 11/4/2022	\$425,000.00	\$417,622.85 \$2,482.11	\$420,104.96	4.98%	1.096 1.045	\$98.71 \$419,530.25	\$1,907.40	0.99%	Aaa AA+
3130ATVC8	FHLB 4.875% 06/14/2024	11/4/2022 11/7/2022	\$450,000.00	\$449,968.50	\$449,968.50	4.88%	1.370 1.300	\$100.12 \$450,549.00	\$580.50	1.06%	Aaa AA+
742651DP4	PEFCO 2.450% 07/15/2024	11/21/2022 11/22/2022	\$350,000.00	\$336,353.50	\$336,353.50	4.94%	1.455 1.404	\$96.72 \$338,520.00	\$2,166.50	0.80%	Aaa AA+
3136G4G56	FNMA 0.450% 07/29/2024	11/3/2022 11/4/2022	\$400,000.00	\$370,184.00	\$370,184.00	4.98%	1.493 1.456	\$93.74 \$374,948.00	\$4,764.00	0.88%	Aaa AA+
3130AMHH8	FHLB 0.410% 08/01/2024	11/3/2022 11/4/2022	\$430,000.00	\$397,492.00	\$397,492.00	5.00%	1.501 1.463	\$93.66 \$402,716.50	\$5,224.50	0.95%	Aaa AA+

## Paradise Recreation &amp; Park District - Operating Account

**POSITION STATEMENT**

As of January 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3130ATND5	FHLB 4.375% 09/13/2024	11/3/2022 11/4/2022	\$295,000.00	\$292,368.60 \$788.72	\$293,157.32	4.88%	1.619 1.526	\$99.73 \$294,194.65	\$1,826.05	0.69%	Aaa AA+
3133XVDG3	FHLB 4.375% 09/13/2024	11/3/2022 11/4/2022	\$180,000.00	\$178,502.22 \$1,115.63	\$179,617.85	4.85%	1.619 1.521	\$99.70 \$179,458.20	\$955.98	0.42%	Aaa AA+
3130ATT31	FHLB 4.500% 10/03/2024	11/8/2022 11/9/2022	\$500,000.00	\$497,045.00 \$687.50	\$497,732.50	4.83%	1.674 1.579	\$100.11 \$500,570.00	\$3,525.00	1.18%	Aaa AA+
3130ALF25	FHLB 0.400% 11/26/2024	11/3/2022 11/4/2022	\$575,000.00	\$524,158.50 \$434.44	\$524,592.94	4.97%	1.822 1.772	\$92.63 \$532,605.25	\$8,446.75	1.26%	Aaa AA+
3130AQBD4	FHLB 1.200% 12/30/2024	11/8/2022 11/9/2022	\$450,000.00	\$415,948.50	\$415,948.50	4.97%	1.915 1.849	\$93.80 \$422,104.50	\$6,156.00	1.00%	Aaa AA+
3133ENZ37	FFCB 4.875% 01/10/2025	11/3/2022 11/10/2022	\$425,000.00	\$425,027.20	\$425,027.20	4.88%	1.945 1.835	\$100.86 \$428,650.75	\$3,623.55	1.01%	Aaa AA+
3133EMQG0	FFCB 0.320% 02/10/2025	11/7/2022 11/8/2022	\$425,000.00	\$383,626.25 \$332.44	\$383,958.69	4.93%	2.030 1.976	\$91.84 \$390,332.75	\$6,706.50	0.92%	Aaa AA+
3130ALNU4	FHLB 0.680% 03/24/2025	11/4/2022 11/7/2022	\$450,000.00	\$407,164.50 \$365.50	\$407,530.00	4.97%	2.145 2.076	\$92.22 \$414,985.50	\$7,821.00	0.98%	Aaa AA+
3133EMUP5	FFCB 0.710% 04/01/2025	11/4/2022 11/7/2022	\$425,000.00	\$384,595.25 \$301.75	\$384,897.00	4.96%	2.167 2.096	\$92.23 \$391,981.75	\$7,386.50	0.93%	Aaa AA+
3133ELC28	FFCB 0.730% 05/27/2025	11/7/2022 11/8/2022	\$450,000.00	\$405,544.50	\$405,544.50	4.89%	2.321 2.243	\$91.79 \$413,037.00	\$7,492.50	0.97%	Aaa AA+
3130AN4D9	FHLB 0.750% 06/30/2025	11/7/2022 11/8/2022	\$425,000.00	\$381,947.50	\$381,947.50	4.88%	2.414 2.333	\$91.63 \$389,414.75	\$7,467.25	0.92%	Aaa AA+
3133EM5W8	FFCB 0.680% 09/22/2025	11/7/2022 11/8/2022	\$425,000.00	\$378,304.83 \$369.28	\$378,674.11	4.82%	2.644 2.545	\$90.87 \$386,206.00	\$7,901.17	0.91%	Aaa AA+
3130AQUG6	FHLB 1.770% 11/25/2025	11/3/2022 11/4/2022	\$500,000.00	\$456,035.00	\$456,035.00	4.90%	2.819 2.620	\$93.00 \$464,975.00	\$8,940.00	1.10%	Aaa AA+
3135G06J7	FNMA 0.650% 12/10/2025	11/7/2022 11/8/2022	\$325,000.00	\$285,935.00	\$285,935.00	4.89%	2.860 2.755	\$90.24 \$293,276.75	\$7,341.75	0.69%	Aaa AA+
3130ALGR9	FHLB 0.85% 02/26/26	11/7/2022 11/8/2022	\$300,000.00	\$263,169.00 \$510.00	\$263,679.00	4.93%	3.074 2.935	\$89.78 \$269,334.00	\$6,165.00	0.64%	Aaa AA+
3130ALHH0	FHLB 0.960% 03/05/2026	11/7/2022 11/8/2022	\$325,000.00	\$286,334.75 \$546.00	\$286,880.75	4.88%	3.093 2.935	\$90.35 \$293,644.00	\$7,309.25	0.69%	Aaa AA+
313373B68	FHLB 4.375% 03/13/2026	11/28/2022 11/29/2022	\$385,000.00	\$385,704.55 \$3,555.90	\$389,260.45	4.31%	3.115 2.839	\$100.81 \$388,099.25	\$2,394.70	0.92%	Aaa AA+
3133XG6E9	FHLB 5.750% 06/12/2026	11/17/2022 11/18/2022	\$365,000.00	\$382,939.75	\$382,939.75	4.25%	3.364 3.028	\$104.98 \$383,180.65	\$240.90	0.90%	Aaa AA+

## Paradise Recreation &amp; Park District - Operating Account

**POSITION STATEMENT**

As of January 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3130AP3A1	FHLB 0.850% 06/29/2026	11/8/2022 11/9/2022	\$375,000.00	\$326,250.00 \$354.17	\$326,604.17	4.79%	3.411 3.241	\$89.34 \$335,025.00	\$8,775.00	0.79%	Aaa AA+
3133ELY32	FFCB 0.550% 07/22/2026	11/7/2022 11/8/2022	\$300,000.00	\$257,709.00	\$257,709.00	4.74%	3.474 3.371	\$88.75 \$266,250.00	\$8,541.00	0.63%	Aaa AA+
3133EAG44	FFCB 2.630% 08/03/2026	11/8/2022 11/9/2022	\$308,000.00	\$286,992.55 \$2,160.11	\$289,152.66	4.64%	3.507 3.265	\$96.98 \$298,692.24	\$11,699.69	0.70%	Aaa AA+
3130AMVW8	FHLB 1.100% 09/30/2026	11/4/2022 11/7/2022	\$310,000.00	\$268,925.00 \$350.47	\$269,275.47	4.87%	3.666 3.436	\$89.40 \$277,133.80	\$8,208.80	0.65%	Aaa AA+
3130AAAG3	FHLB 2.625% 12/11/2026	11/22/2022 11/23/2022	\$365,000.00	\$343,943.15	\$343,943.15	4.19%	3.863 3.607	\$95.57 \$348,815.90	\$4,872.75	0.82%	Aaa AA+
3130AQF65	FHLB 1.250% 12/21/2026	11/7/2022 11/8/2022	\$350,000.00	\$306,731.60	\$306,731.60	4.58%	3.890 3.720	\$90.38 \$316,323.00	\$9,591.40	0.75%	Aaa AA+
3133ENKG4	FFCB 1.470% 01/11/2027	11/3/2022 11/4/2022	\$475,000.00	\$416,513.25	\$416,513.25	4.75%	3.948 3.612	\$90.28 \$428,815.75	\$12,302.50	1.01%	Aaa AA+
880591EU2	TNNLL 2.875% 02/01/2027	11/15/2022 11/16/2022	\$350,000.00	\$333,084.15 \$2,934.90	\$336,019.05	4.14%	4.005 3.674	\$95.86 \$335,520.50	\$2,436.35	0.79%	Aaa AA+
3133ENEQ9	FFCB 1.640% 05/24/2027	11/9/2022 11/10/2022	\$350,000.00	\$306,701.50	\$306,701.50	4.70%	4.312 3.845	\$90.21 \$315,721.00	\$9,019.50	0.75%	Aaa AA+
3133ENL99	FFCB 3.375% 09/15/2027	11/4/2022 11/7/2022	\$350,000.00	\$333,910.50 \$1,706.25	\$335,616.75	4.44%	4.625 4.175	\$97.84 \$342,429.50	\$8,519.00	0.81%	Aaa AA+
3133EN5N6	FFCB 4.000% 01/06/2028	1/27/2023 1/30/2023	\$470,000.00	\$475,611.80 \$1,253.34	\$476,865.14	3.73%	4.934 4.428	\$101.02 \$474,794.00	(\$817.80)	1.12%	Aaa AA+
<b>SubTotal</b>			<b>\$15,913,000.00</b>	<b>\$14,963,155.27</b> <b>\$25,780.78</b>	<b>\$14,988,936.05</b>	<b>4.77%</b>		<b>\$15,168,839.79</b>	<b>\$205,684.52</b>	<b>35.80%</b>	
<b>Commercial Paper</b>											
89233HP24	Toyota Motor Credit Corporation 02/02/2023	10/31/2022 10/31/2022	\$500,000.00	\$494,386.11	\$494,386.11	4.35%	0.005 0.008	\$99.98 \$499,875.00	\$5,488.89	1.18%	P-1 A-1+
62479MR47	MUFG Bank, Ltd. 04/04/2023	11/4/2022 11/4/2022	\$150,000.00	\$146,961.13	\$146,961.13	4.93%	0.173 0.171	\$99.17 \$148,756.50	\$1,795.37	0.35%	P-1 A-1
46640QRA1	J.P. Morgan Securities LLC 04/10/2023	11/7/2022 11/8/2022	\$350,000.00	\$342,815.38	\$342,815.38	4.93%	0.189 0.187	\$99.09 \$346,822.00	\$4,006.62	0.82%	P-1 A-1
8923A1S28	Toyota Credit de Puerto Rico Corp. 05/02/2023	10/31/2022 10/31/2022	\$500,000.00	\$487,444.17	\$487,444.17	5.07%	0.249 0.246	\$98.78 \$493,885.00	\$6,440.83	1.17%	P-1 A-1+

## Paradise Recreation &amp; Park District - Operating Account

**POSITION STATEMENT**

As of January 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
62479MSN4	MUFG Bank, Ltd. 05/22/2023	11/3/2022 11/3/2022	\$500,000.00	\$486,111.11	\$486,111.11	5.14%	0.304 0.299	\$98.51 \$492,540.00	\$6,428.89	1.16%	P-1 A-1
62479MTF0	MUFG Bank, Ltd. 06/15/2023	11/3/2022 11/3/2022	\$500,000.00	\$484,288.89	\$484,288.89	5.21%	0.370 0.362	\$98.16 \$490,775.00	\$6,486.11	1.16%	P-1 A-1
8923A1UU3	Toyota Credit de Puerto Rico Corp. 07/28/2023	10/31/2022 10/31/2022	\$500,000.00	\$480,612.50	\$480,612.50	5.38%	0.488 0.478	\$97.54 \$487,690.00	\$7,077.50	1.15%	P-1 A-1+
46640QVE8	J.P. Morgan Securities LLC 08/14/2023	11/17/2022 11/18/2022	\$500,000.00	\$480,983.19	\$480,983.19	5.29%	0.534 0.523	\$97.28 \$486,405.00	\$5,421.81	1.15%	P-1 A-1
<b>SubTotal</b>			<b>\$3,500,000.00</b>	<b>\$3,403,602.48</b>	<b>\$3,403,602.48</b>	<b>5.05%</b>		<b>\$3,446,748.50</b>	<b>\$43,146.02</b>	<b>8.13%</b>	
<b>Corporate Bond</b>											
05531FBJ1	Truist Financial Corporation 2.200% 03/16/2023	11/23/2022 11/28/2022	\$500,000.00	\$496,390.00 \$2,200.00	\$498,590.00	4.62%	0.121 0.120	\$99.69 \$498,450.00	\$2,060.00	1.18%	A3 A-
24422EUX5	John Deere Capital Corporation 2.600% 03/07/2024	11/15/2022 11/17/2022	\$300,000.00	\$291,912.00 \$1,516.67	\$293,428.67	4.75%	1.099 1.055	\$97.71 \$293,127.00	\$1,215.00	0.69%	A2 A
86787EBC0	Truist Bank 3.200% 04/01/2024	11/7/2022 11/9/2022	\$400,000.00	\$388,528.00 \$1,351.11	\$389,879.11	5.36%	1.167 1.101	\$98.14 \$392,548.00	\$4,020.00	0.93%	A2 A
05531FBB8	Truist Financial Corporation 2.850% 10/26/2024	11/21/2022 11/23/2022	\$500,000.00	\$479,820.00 \$1,068.75	\$480,888.75	5.08%	1.737 1.643	\$97.24 \$486,220.00	\$6,400.00	1.15%	A3 A-
69371RR57	PACCAR Financial Corp. 0.900% 11/08/2024	11/15/2022 11/17/2022	\$475,000.00	\$440,638.50 \$106.88	\$440,745.38	4.78%	1.773 1.720	\$93.90 \$446,029.75	\$5,391.25	1.05%	A1 A+
14913R2Y2	Caterpillar Financial Services Corporation 4.900% 01/17/2025	11/15/2022 11/18/2022	\$500,000.00	\$501,070.00	\$501,070.00	4.80%	1.964 1.853	\$100.85 \$504,245.00	\$3,175.00	1.19%	A2 A
166764BX7	Chevron Corporation 1.995% 05/11/2027	11/17/2022 11/21/2022	\$350,000.00	\$316,627.50 \$193.96	\$316,821.46	4.37%	4.277 3.972	\$91.45 \$320,064.50	\$3,437.00	0.76%	Aa2 AA-
<b>SubTotal</b>			<b>\$3,025,000.00</b>	<b>\$2,914,986.00 \$6,437.37</b>	<b>\$2,921,423.37</b>	<b>4.83%</b>		<b>\$2,940,684.25</b>	<b>\$25,698.25</b>	<b>6.94%</b>	
<b>Municipal Bond</b>											
692039SE1	Oxnard Union High School District 0.852% 08/01/2024	11/3/2022 11/7/2022	\$425,000.00	\$395,891.75 \$965.60	\$396,857.35	5.03%	1.501 1.457	\$94.86 \$403,142.25	\$7,250.50	0.95%	Aa2 A+

## Paradise Recreation &amp; Park District - Operating Account

**POSITION STATEMENT**

As of January 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
20772KAG4	Connecticut, State of 3.230% 01/15/2025	11/3/2022 11/7/2022	\$500,000.00	\$480,570.00	\$480,570.00	5.13%	1.959 1.872	\$98.09 \$490,470.00	\$9,900.00	1.16%	Aa3 AA-
378612AH8	Glendora, City of 1.988% 06/01/2025	11/8/2022 11/10/2022	\$430,000.00	\$396,894.30	\$396,894.30	5.24%	2.334 2.232	\$94.28 \$405,412.60	\$8,518.30	0.96%	AAA
70914PW40	Pennsylvania, Commonwealth of 0.950% 08/01/2025	11/7/2022 11/9/2022	\$400,000.00	\$359,156.00 \$1,034.44	\$360,190.44	5.00%	2.501 2.412	\$92.16 \$368,656.00	\$9,500.00	0.87%	Aa3 A+
13063D2T4	California, State of 5.500% 10/01/2025	11/10/2022 11/17/2022	\$200,000.00	\$204,024.00	\$204,024.00	4.74%	2.668 2.442	\$103.19 \$206,374.00	\$2,350.00	0.49%	Aa2 AA-
801139AE6	Santa Ana, City of 1.176% 08/01/2026	11/7/2022 11/9/2022	\$380,000.00	\$326,442.80 \$1,216.51	\$327,659.31	5.40%	3.501 3.327	\$87.95 \$334,210.00	\$7,767.20	0.79%	AA
76913CBB4	Riverside, County of 2.963% 02/15/2027	11/17/2022 11/21/2022	\$500,000.00	\$458,065.00 \$3,950.66	\$462,015.66	5.19%	4.044 3.688	\$93.77 \$468,855.00	\$10,790.00	1.11%	Aa2 AA
250375LA8	Desert Community College District 3.000% 08/01/2027	11/9/2022 11/14/2022	\$320,000.00	\$293,449.60 \$2,746.67	\$296,196.27	5.00%	4.501 4.073	\$94.19 \$301,414.40	\$7,964.80	0.71%	Aa2 AA
799017WC8	San Mateo Union High School District 2.187% 09/01/2027	11/4/2022 11/8/2022	\$500,000.00	\$440,145.00 \$2,035.13	\$442,180.13	5.02%	4.586 4.236	\$91.25 \$456,255.00	\$16,110.00	1.08%	Aaa
<b>SubTotal</b>			<b>\$3,655,000.00</b>	<b>\$3,354,638.45</b> <b>\$11,949.01</b>	<b>\$3,366,587.46</b>	<b>5.10%</b>		<b>\$3,434,789.25</b>	<b>\$80,150.80</b>	<b>8.11%</b>	
<b>Negotiable Certificate of Deposit</b>											
05580AS39	BMW Bank of North America 4.800% 11/10/2025	11/7/2022 11/10/2022	\$240,000.00	\$239,460.00	\$239,460.00	4.88%	2.778 2.549	\$100.52 \$241,250.40	\$1,790.40	0.57%	
06740KRH2	Barclays Bank Delaware 4.950% 11/17/2025	11/7/2022 11/16/2022	\$240,000.00	\$239,520.00	\$239,520.00	5.02%	2.797 2.562	\$100.92 \$242,196.00	\$2,676.00	0.57%	
795451CJ0	Sallie Mae Bank 5.000% 11/18/2025	11/15/2022 11/18/2022	\$243,000.00	\$243,000.00	\$243,000.00	5.00%	2.800 2.564	\$101.05 \$245,539.35	\$2,539.35	0.58%	
178180GS8	City National Corporation 4.900% 11/24/2025	11/15/2022 11/23/2022	\$243,000.00	\$242,514.00	\$242,514.00	4.97%	2.816 2.582	\$100.79 \$244,919.70	\$2,405.70	0.58%	
2546732B1	Discover Bank 4.900% 11/30/2027	11/18/2022 11/30/2022	\$243,000.00	\$243,000.00	\$243,000.00	4.90%	4.833 4.230	\$101.46 \$246,550.23	\$3,550.23	0.58%	
<b>SubTotal</b>			<b>\$1,209,000.00</b>	<b>\$1,207,494.00</b>	<b>\$1,207,494.00</b>	<b>4.96%</b>		<b>\$1,220,455.68</b>	<b>\$12,961.68</b>	<b>2.88%</b>	



## Paradise Recreation &amp; Park District - Operating Account

**POSITION STATEMENT**

As of January 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
<b>Supranational</b>											
459058GL1	IBRD 3.000% 09/27/2023	11/23/2022 11/28/2022	\$500,000.00	\$492,408.50 \$2,541.67	\$494,950.17	4.88%	0.655 0.633	\$98.74 \$493,680.00	\$1,271.50	1.17%	Aaa AA+
<b>SubTotal</b>			<b>\$500,000.00</b>	<b>\$492,408.50 \$2,541.67</b>	<b>\$494,950.17</b>	<b>4.88%</b>		<b>\$493,680.00</b>	<b>\$1,271.50</b>	<b>1.17%</b>	
<b>U.S. Treasury Bond</b>											
91282CEK3	UST 2.500% 04/30/2024	11/8/2022 11/9/2022	\$500,000.00	\$483,300.78 \$310.77	\$483,611.55	4.87%	1.247 1.230	\$97.32 \$486,620.00	\$3,319.22	1.15%	Aaa AA+
9128286A3	UST 2.625% 01/31/2026	11/7/2022 11/8/2022	\$300,000.00	\$282,269.53	\$282,269.53	4.62%	3.003 2.809	\$96.30 \$288,891.00	\$6,621.47	0.68%	Aaa AA+
9128286S4	UST 2.375% 04/30/2026	11/4/2022 11/7/2022	\$325,000.00	\$302,795.90 \$149.26	\$302,945.16	4.52%	3.247 3.060	\$95.41 \$310,069.50	\$7,273.60	0.73%	Aaa AA+
9128286X3	UST 2.125% 05/31/2026	11/7/2022 11/8/2022	\$325,000.00	\$299,228.52	\$299,228.52	4.56%	3.332 3.155	\$94.52 \$307,177.00	\$7,948.48	0.72%	Aaa AA+
<b>SubTotal</b>			<b>\$1,450,000.00</b>	<b>\$1,367,594.73 \$460.03</b>	<b>\$1,368,054.76</b>	<b>4.67%</b>		<b>\$1,392,757.50</b>	<b>\$25,162.77</b>	<b>3.29%</b>	
<b>U.S. Treasury Note</b>											
912828V80	UST 2.250% 01/31/2024	11/8/2022 11/9/2022	\$425,000.00	\$411,834.96	\$411,834.96	4.88%	1.000 0.962	\$97.52 \$414,443.00	\$2,608.04	0.98%	Aaa AA+
912828B66	UST 2.750% 02/15/2024	11/3/2022 11/4/2022	\$475,000.00	\$462,457.03 \$2,875.17	\$465,332.20	4.90%	1.041 0.998	\$97.94 \$465,219.75	\$2,762.72	1.10%	Aaa AA+
91282CER8	UST 2.500% 05/31/2024	11/4/2022 11/7/2022	\$425,000.00	\$410,291.02	\$410,291.02	4.82%	1.332 1.284	\$97.21 \$413,146.75	\$2,855.73	0.98%	Aaa AA+
91282CEY3	UST 3.000% 07/15/2025	11/8/2022 11/9/2022	\$450,000.00	\$431,736.33	\$431,736.33	4.62%	2.455 2.332	\$97.43 \$438,435.00	\$6,698.67	1.03%	Aaa AA+
91282CFE6	UST 3.125% 08/15/2025	11/8/2022 11/9/2022	\$450,000.00	\$433,107.42 \$3,286.35	\$436,393.77	4.58%	2.540 2.376	\$97.70 \$439,645.50	\$6,538.08	1.04%	Aaa AA+
91282CFP1	UST 4.250% 10/15/2025	11/8/2022 11/9/2022	\$450,000.00	\$446,027.34 \$1,313.53	\$447,340.87	4.57%	2.707 2.504	\$100.52 \$452,353.50	\$6,326.16	1.07%	Aaa AA+
912828YQ7	UST 1.625% 10/31/2026	11/9/2022 11/10/2022	\$300,000.00	\$269,812.50 \$134.67	\$269,947.17	4.41%	3.751 3.561	\$92.34 \$277,032.00	\$7,219.50	0.65%	Aaa AA+
912828U24	UST 2.000% 11/15/2026	11/8/2022 11/9/2022	\$325,000.00	\$296,080.08	\$296,080.08	4.44%	3.792 3.577	\$93.55 \$304,040.75	\$7,960.67	0.72%	Aaa AA+

## Paradise Recreation &amp; Park District - Operating Account

**POSITION STATEMENT**

As of January 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
91282CEF4	UST 2.500% 03/31/2027	11/17/2022 11/18/2022	\$350,000.00	\$328,753.91 \$1,177.88	\$329,931.79	4.03%	4.164 3.863	\$95.09 \$332,815.00	\$4,061.09	0.79%	Aaa AA+
91282CEN7	UST 2.750% 04/30/2027	11/15/2022 11/16/2022	\$350,000.00	\$332,199.22 \$425.41	\$332,624.63	4.01%	4.247 4.006	\$95.99 \$335,972.00	\$3,772.78	0.79%	Aaa AA+
91282CEW7	UST 3.250% 06/30/2027	11/17/2022 11/18/2022	\$350,000.00	\$339,130.86	\$339,130.86	3.99%	4.414 4.052	\$97.96 \$342,863.50	\$3,732.64	0.81%	Aaa AA+
91282CFB2	UST 2.750% 07/31/2027	11/4/2022 11/7/2022	\$350,000.00	\$325,896.48	\$325,896.48	4.38%	4.499 4.113	\$95.93 \$335,741.00	\$9,844.52	0.79%	Aaa AA+
<b>SubTotal</b>			<b>\$4,700,000.00</b>	<b>\$4,487,327.15</b> <b>\$9,213.01</b>	<b>\$4,496,540.16</b>	<b>4.51%</b>		<b>\$4,551,707.75</b>	<b>\$64,380.60</b>	<b>10.74%</b>	
<b>Grand Total</b>			<b>\$43,671,905.14</b>	<b>\$41,911,111.72</b> <b>\$56,381.87</b>	<b>\$41,967,493.59</b>	<b>4.23%</b>		<b>\$42,369,567.86</b>	<b>\$458,456.14</b>	<b>100.00%</b>	

## Paradise Recreation &amp; Park District - Operating Account

**TRANSACTION STATEMENT**

As of January 31, 2023



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
<b>Pending Purchase</b>									
Pending Purchase	1/30/2023	2/1/2023	037833DB3	Apple Inc. 2.900% 09/12/2027	500,000.00	473,255.00	5,598.61	478,853.61	4.19%
<b>Total</b>					<b>500,000.00</b>	<b>473,255.00</b>	<b>5,598.61</b>	<b>478,853.61</b>	
<b>Purchase</b>									
Purchase	1/27/2023	1/30/2023	3133EN5N6	FFCB 4.000% 01/06/2028	470,000.00	475,611.80	1,253.34	476,865.14	3.73%
<b>Total</b>					<b>470,000.00</b>	<b>475,611.80</b>	<b>1,253.34</b>	<b>476,865.14</b>	
Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss	
<b>Maturity</b>									
Maturity	1/20/2023	1/20/2023	69372BNL0	PACCAR Financial Corp. 01/20/2023	380,000.00	377,749.56	380,000.00	2,250.44	
<b>Total</b>					<b>380,000.00</b>	<b>377,749.56</b>	<b>380,000.00</b>	<b>2,250.44</b>	
<b>Sell</b>									
Sell	1/31/2023	1/31/2023	62479MQ63	MUFG Bank, Ltd. 03/06/2023	500,000.00	492,070.00	497,827.78	5,757.78	
<b>Total</b>					<b>500,000.00</b>	<b>492,070.00</b>	<b>497,827.78</b>	<b>5,757.78</b>	

## Paradise Recreation &amp; Park District - Operating Account

**TRANSACTION STATEMENT**

As of January 31, 2023



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
<b>Interest/Dividends</b>					
Interest/Dividends	1/3/2023	1/3/2023	91282CEW7	UST 3.250% 06/30/2027	5,687.50
Interest/Dividends	1/3/2023	1/3/2023	31846V567	First American Funds, Inc.	196.57
Interest/Dividends	1/10/2023	1/10/2023	3133ENZ37	FFCB 4.875% 01/10/2025	3,453.13
Interest/Dividends	1/11/2023	1/11/2023	3133ENKG4	FFCB 1.470% 01/11/2027	3,491.25
Interest/Dividends	1/17/2023	1/17/2023	14913R2Y2	Caterpillar Financial Services Corporation 4.900% 01/17/2025	4,015.28
Interest/Dividends	1/17/2023	1/17/2023	91282CEY3	UST 3.000% 07/15/2025	6,750.00
Interest/Dividends	1/17/2023	1/17/2023	742651DP4	PEFCO 2.450% 07/15/2024	4,287.50
Interest/Dividends	1/17/2023	1/17/2023	20772KAG4	Connecticut, State of 3.230% 01/15/2025	8,075.00
Interest/Dividends	1/23/2023	1/23/2023	3133ELY32	FFCB 0.550% 07/22/2026	825.00
Interest/Dividends	1/30/2023	1/30/2023	3136G4G56	FNMA 0.450% 07/29/2024	900.00
Interest/Dividends	1/31/2023	1/31/2023	912828V80	UST 2.250% 01/31/2024	4,781.25
Interest/Dividends	1/31/2023	1/31/2023	9128286A3	UST 2.625% 01/31/2026	3,937.50
Interest/Dividends	1/31/2023	1/31/2023	91282CFB2	UST 2.750% 07/31/2027	4,812.50
Interest/Dividends	1/31/2023	1/31/2023	00358CASH	FIVE STAR PAYROLL CHECKING	1.67
Interest/Dividends	1/31/2023	1/31/2023	00359CASH	FIVE STAR GRANT MONEY MARKET	1,233.63
Interest/Dividends	1/31/2023	1/31/2023	00360CASH	FIVE STAR INVESTMENT MONEY MARKET	15,551.75
<b>Total</b>					<b>67,999.53</b>

Paradise Recreation &amp; Park District - Operating Account

**TRANSACTION STATEMENT**

As of January 31, 2023



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
<b>Custodian Fee</b>				
Custodian Fee	1/25/2023	1/25/2023	Cash Out	(274.88)
<b>Total</b>				<b>(274.88)</b>
<b>Management Fee</b>				
Management Fee	1/13/2023	1/13/2023	Cash Out	(2,195.35)
<b>Total</b>				<b>(2,195.35)</b>

Paradise Recreation & Park District - Operating Account

## STATEMENT DISCLOSURE

As of January 31, 2023



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

Certain information and data has been supplied by unaffiliated third parties. Although Meeder believes the information is reliable, it cannot warrant the accuracy of information offered by third parties. Market value may reflect prices received from pricing vendors when current market quotations are not available. Prices may not reflect firm bids or offers and may differ from the value at which the security can be sold.

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# Memo



Date: 2/14/2023  
 To: Dan Efseaff, District Manager  
 From: Kristi Sweeney, Assistant District Manager  
 Subject: **PRPD Community Recreation and Assistance Grant - Recommendations**

## I. Background

During the regularly scheduled Board of Directors meeting in October 2022, staff proposed a competitive grant opportunity for non-profit organizations serving residents of the District to utilize funds set aside in the budget to support outside agencies providing recreation for residents. Over the course of two meetings the Board reviewed the criteria and process with the intent that staff would complete the evaluation. The competitive grant was opened and announced in December 2022 with a deadline of January 16, 2023. Proposals could request between \$1,000 up to a maximum of \$5,000 in reimbursable costs associated with the project proposed, or the amount requested as facility use free of charge, or some combination thereof.

## II. Staff Review of Proposals

Staff received four proposals for the inaugural Community Recreation and Assistance Grant by the deadline. Three staff members reviewed each of the proposals and scored each proposal based on the scoring rubric provided in the grant guidelines. Results from all three reviewers were fairly consistent, with minor differences. Though all four proposals were compelling and were quite varied in proposed projects, two of the proposals outperformed the other two. The scores were as follows:

Organization	Average Weighted Score	Request
Youth on the Ridge	1.72	Use of TARC and \$1,500
Magalia Community Park	1.60	\$4,063.98
Paradise Art Center	1.29	\$4,530
Gold Nugget Museum	1.26	\$5,000

## III. Recommendation

All proposals demonstrate valuable contributions to the recreational opportunities for residents of the District. The proposals were all quite different, which further enriches the community and demonstrates the value provided to the community by each of the organizations that submitted a proposal. All proposals indicated acceptance of partial funding. Therefore, upon review of scoring results staff recommend funding allocations as follows:

<b>Organization</b>	<b>Request</b>	<b>Funding Allocation</b>
Youth on the Ridge	Use of TARC and \$1,500	Use of TARC up to \$4,000
Magalia Community Park	\$4,063.98	\$3,250
Paradise Art Center	\$4,530	\$1,375
Gold Nugget Museum	\$5,000	\$1,375

Awards proposed equate to a total value of \$10,000 (\$6,000 in cost reimbursement and \$4,000 in facility use).

<https://paradisepd.sharepoint.com/sites/RecPrograms/Shared>

Documents/Outreach/23.0214\_RECOMMENDATIONS.Community.Recreation.and.Assistance.Grant.docx



## Youth On The Ridge

Scoring Criteria	Maximum Points	Reviewer 1	Reviewer 2	Reviewer 3	Weighted Average Score
Number of Participants	3 points	3	3	3	0.45
Basis for participation estimate	1 point	1	1	1	0.1
Participants from underserved populations	3 points	3	3	1	0.47
Participants from underserved locations within the District	2 points	1	1	1	0.2
Coordination/Collaboration with additional partners	2 points	2	2	2	0.3
Project not offered by the District	1 point	1	1	1	0.1
Project not offered by the District	1 point	1	1	1	0.05
Events that could continue in the future without additional financial support from the District	1 point	1	1	1	0.05
				<b>Total Score</b>	<b>1.72</b>

## Gold Nugget Museum

Scoring Criteria	Maximum Points	Reviewer 1	Reviewer 2	Reviewer 3	Weighted Average Score
Number of Participants	3 points	3	3	3	0.45
Basis for participation estimate	1 point	1	1	0	0.07
Participants from underserved populations	3 points	1	2	2	0.33
Participants from underserved locations within the District	2 points	1	1	1	0.20
Coordination/Collaboration with additional partners	2 points	0	1	0	0.05
Project not offered by the District	1 point	1	1	1	0.10
Project not offered by the District	1 point	1	0	0	0.02
Events that could continue in the future without additional financial support from the District	1 point	1	0.5	1	0.04
				<b>Total Score</b>	<b>1.26</b>

## Magalia Community Park

Scoring Criteria	Maximum Points	Reviewer 1	Reviewer 2	Reviewer 3	Weighted Average Score
Number of Participants	3 points	2	2	2	0.3
Basis for participation estimate	1 point	1	1	1	0.1
Participants from underserved populations	3 points	3	2	3	0.53
Participants from underserved locations within the District	2 points	1	1	1	0.2
Coordination/Collaboration with additional partners	2 points	2	2	2	0.3
Project not offered by the District	1 point	1	1	1	0.1
Project not offered by the District	1 point	0	0	1	0.02
Events that could continue in the future without additional financial support from the District	1 point	1	1	1	0.05
				<b>Total Score</b>	<b>1.6</b>

## Paradise Art Center

Scoring Criteria	Maximum Points	Reviewer 1	Reviewer 2	Reviewer 3	Weighted Average Score
Number of Participants	3 points	3	3	2	0.40
Basis for participation estimate	1 point	0	1	1	0.07
Participants from underserved populations	3 points	2	3	1	0.40
Participants from underserved locations within the District	2 points	1	0	1	0.13
Coordination/Collaboration with additional partners	2 points	1	1	1	0.15
Project not offered by the District	1 point	1	1	1	0.10
Project not offered by the District	1 point	0	0	1	0.02
Events that could continue in the future without additional financial support from the District	1 point	0	0.5	1	0.03
				<b>Total Score</b>	<b>1.29</b>



**OFFICE OF THE COUNTY COUNSEL**  
**COUNTY OF BUTTE**  
 PHONE: (530) 552-4070 FAX: (530) 538-6891

**INTER-DEPARTMENTAL MEMORANDUM**  
**CONFIDENTIAL-ATTORNEY CLIENT PRIVILEGE**

TO: Brian Ring, Administration Department  
 Kayla Reaster, Assistant Clerk of the Board

FROM: Kathleen Kehoe Greeson, Assistant County Counsel

DATE: January 25, 2023

SUBJECT: Recent Changes to Brown Act Teleconferencing Rules

**I. Summary**

The California legislature has amended the Brown Act remote teleconferencing laws. As of February 28, 2023, legislative bodies will no longer be able to utilize AB 361 remote teleconferencing via resolution. The amended rules are time-based and retain the possibility of teleconferencing options utilizing the pre-pandemic traditional framework, the emergency-based resolution exception or a new exception described more fully below.

**II. Revised Brown Act Teleconferencing Requirements**

Prior to the COVID-19 pandemic, the Brown Act contained burdensome teleconferencing rules that were not commonly used by legislative bodies. During the pandemic, the legislature amended the Brown Act teleconferencing rules with AB 361, which allowed for teleconferencing during a proclaimed state of emergency when the legislative body made certain findings by resolution. Governor Newsom has announced that the COVID-19 pandemic emergency proclamation will terminate on February 28, 2023. As a result, a proclaimed state of emergency will not be in effect and the exception to the traditional Brown Act teleconferencing rules will no longer be available to legislative bodies. AB 2449 recently amended the Brown Act to provide a framework for teleconferencing as the pandemic-related state of emergency comes to an end. The amendments are found in California Government Code section 54953<sup>1</sup> and are described more fully below.

**A. January 1, 2023 to January 1, 2024:**

AB 2449 amended the Brown Act to provide a teleconferencing alternative that does not require an emergency proclamation. During this period, local legislative bodies may hold virtual, remote public meetings under one of the following alternatives:

1. Traditional Brown Act teleconferencing rules that require a quorum of the legislative body to meet in person in the agency's jurisdiction, the posting of the member's remote location

<sup>1</sup> All statutory references in this memorandum are to the California Government Code.

on the legislative body’s meeting notice and agenda, and public access to each teleconferencing location; or

2. AB 361’s abbreviated teleconferencing rules, which require the local agency’s legislative body to determine by majority vote that a proclaimed state of emergency exists, and either 1) State or local officials have imposed or recommended social distancing measures, or 2) as a result of a proclaimed state of emergency, meeting in person would present imminent risks to the health and safety of attendees. Please note this option will not be available after February 28, 2023, when the COVID-19 pandemic emergency proclamation terminates unless the Governor proclaims a state of emergency for a different situation; or

3. AB 2449’s new teleconferencing rules summarized below.

As a threshold matter, AB 2449 requires that at least a quorum of members of the local legislative body participate in person from a single physical, public location clearly identified on the agenda and within the local agency’s territorial jurisdiction.<sup>2</sup> If the physical attendance quorum requirement is met, a member who is not physically present may teleconference into the local legislative body’s meeting under two circumstances: (1) notification to the body for “just cause” or (2) request to teleconference due to “emergency circumstances” with majority approval by the body.

- (a) “Just Cause”: To attend remotely for just cause, a member must (1) notify the local agency’s legislative body at the earliest opportunity of their need for such participation, and (2) provide a general description of the circumstances justifying their virtual attendance.<sup>3</sup> Just cause is limited to one or more of the following:
- (i) There is a childcare or caregiving need (for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner) that requires the member to participate remotely<sup>4</sup>;
  - (ii) a contagious illness prevents the member from attending the meeting in person<sup>5</sup>;
  - (iii) there is a need related to a defined physical or mental disability that is not otherwise accommodated for<sup>6</sup>; or
  - (iv) the member is traveling while on official business of the legislative body or another state or local agency.<sup>7</sup>

Members of legislative bodies are limited to two virtual attendances based on “just cause” per calendar year.<sup>8</sup>

- (b) “Emergency Circumstances”: Emergency circumstances is a physical or family medical emergency that prevents a member from attending the meeting in person.<sup>9</sup> A member of the legislative body must make a request to the body to allow the member to meet remotely due to an emergency circumstance, and must also provide a general description of the circumstance justifying such attendance, which the

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<sup>2</sup> §54953(f)(1)

<sup>3</sup> §54953(f)(2)(A)(i)

<sup>4</sup> §54953(j)(2)(A)

<sup>5</sup> §54953(j)(2)(B)

<sup>6</sup> §54953(j)(2)(C)

<sup>7</sup> §54953(j)(2)(D)

<sup>8</sup> §54953(f)(2)(A)(i)

<sup>9</sup> §54953(j)(1)

legislative body must vote to approve.<sup>10</sup> The member seeking to appear remotely must make the request “as soon as possible,” and must make a separate request for each meeting in which they seek to participate remotely.<sup>11</sup> If the request does not allow sufficient time to be placed on the agenda as a proposed action item, then the legislative body may take action at the beginning of the meeting to consider the request for approval by a majority vote.<sup>12</sup>

In addition to making a request either for “just cause” or due to “emergency circumstances” for remote appearance, Section 54953 imposes the following three additional requirements:

1. Before any action is taken during the meeting, the teleconferencing member must publicly disclose whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.<sup>13</sup>
2. A member of the legislative body participating from a remote location must participate through both audio and visual technology.<sup>14</sup>
3. A member’s remote participation cannot be for more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year, or more than two meetings if the legislative body regularly meets fewer than 10 times per year.<sup>15</sup>

Additionally, the legislative body must provide either a two-way audiovisual platform or a two-way telephonic service and a live webcasting of the meeting so that the public may remotely hear, observe, and address the legislative body during the meeting.<sup>16</sup> The legislative body must also provide notice and post agendas as otherwise required under the Brown Act and must indicate on the notice how the public may access the meeting and offer comment.<sup>17</sup> The agenda must identify and include an opportunity for all persons to attend via a call-in option, an internet-based service option, and at the in-person location of the meeting.<sup>18</sup> The agenda does not need to be posted at all teleconferencing locations. Public access only needs to be assured at the teleconference location identified as the singular physical location at which a quorum of the legislative body will conduct the meeting, and the notices and agenda do not need to list the individual remote locations that members of the legislative body might attend the meeting from.<sup>19</sup>

#### **B. January 1, 2024 to January 1, 2026:**

On January 1, 2024, legislative bodies will be able to engage in remote teleconferencing by utilizing either (1) traditional Brown Act teleconferencing rules or (2) the “just cause” / “emergency circumstances” teleconferencing rules.

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<sup>10</sup> §54953(f)(2)(A)(ii)

<sup>11</sup> §54953(f)(2)(A)(ii)(I)

<sup>12</sup> §54953(f)(2)(A)(ii)(II)

<sup>13</sup> §54953(f)(2)(B)

<sup>14</sup> §54953(f)(2)(C)

<sup>15</sup> §54953(f)(3)

<sup>16</sup> §54953(f)(1)(A)

<sup>17</sup> §54953(f)(1)(B)

<sup>18</sup> §54953(f)(1)(C)

<sup>19</sup> §54953(f)(1)

**C. January 1, 2026 and onward:**

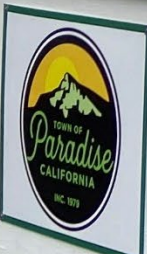
On January 1, 2026, the “just cause” / “emergency circumstances” teleconferencing rules will terminate. At that time, legislative bodies will be able to engage in remote teleconferencing utilizing only the traditional Brown Act teleconferencing rules.

These rules may change if the legislature amends the law in the interim period. If you have questions or if this office can provide additional assistance, please contact me.



# 2022-2023 Ice Rink Report

Terry Ashe Recreation Center, Paradise, California  
February 1, 2023



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### Suggested citation:

PRRD [Paradise Recreation and Park District]. 2023. 2022-2023 Ice Rink Report. Terry Ashe Recreation Center. Final report. Lorrennis Leeds and Jeff Dailey. Paradise, California.

# FISCAL YEAR (FY) 2022-2023 ICE RINK REPORT PARADISE RECREATION AND PARK DISTRICT

## EXECUTIVE SUMMARY

The ninth season of the Paradise on Ice program implemented many events themed as an all-inclusive Winter Wonderland experience to continue its efforts to bring enthusiastic crowds to skate and enjoy the festive atmosphere. The season began November 11, 2022, and ended on January 1, 2023, at the Terry Ashe Recreation Center. Significant milestones for this year include:

- A significant increase in rental cost for the ice rink from Magic Ice and a shortened 2022-2023 season.
- An increased number of sponsors for the ice rink, approximately 43 sponsors donated \$50,923.85, and for in-kind donations we had an estimated total of \$15,505.86. The use of a real Christmas tree led to the donation of \$1,500 for new decorations. This amazing outreach of support and advertising helped offset lost revenue due to inclement weather, post COVID-19 and a neighboring city's return of their Ice Rink addition.
- Approximately, 4,428 skaters and an estimated 2,757 spectators participated in this season's ice rink. Numerous additional visitors came for the winter wonderland events that took place.
- The District continued to account for full costs of the ice rink and began tracking maintenance labor associated with the ice rink for this year's expenses, providing more accurate accounting in comparison to past years. We should note that this is not an additional expense, but does represent an opportunity cost. Staff estimates gross revenue at \$110,730.85, the total expenses to be \$282,540.16 and the net income loss for this season to be at \$171,809.31. The estimated electricity cost to run the chiller is approximately \$20,700.00. Despite the popularity of the rink, the net loss associated with the program continues to be a significant concern. Considering just costs associated with the ice rink (as in past years) would make this a smaller net loss.

## INTRODUCTION

This report provides a summary of the FY 2022-2023 Paradise on Ice and Winter Wonderland programs and events. The intent is to provide a picture of the services provided, sponsor participation, and revenues and expenses. This report provides some highlights from the season, although it should be considered a high-level summary.

### A. Staffing

Staffing the Paradise on Ice Winter Wonderland program is critical to running efficiently and providing a great customer experience and Recreation Staff prioritized the primary concern to get a head start on ice rink staff recruitment. Recreation staff utilized Facebook and Indeed to recruit new seasonal employees. The program maintained a staff of thirty to help with the day-to-day operations. The main challenge of this season was the overnight security staff. This is a position that is always hard to fill. The ice rink staff and manager worked several overnight security shifts to maintain coverage and protection of the ice rink because overnight security staff quit or were fired for repeated, uncommunicated absenteeism. The Ice Rink Manager hired two new employees to finish out the season.

Twelve previous PRPD part-time seasonal employees returned to help train new hires, and to staff the cashier and skate guard positions. The Ice Rink Manager provided training for all program positions to ensure the rink ran consistently and efficiently for a positive customer experience. PRPD Maintenance staff provided training for ice rink maintenance.

The maintenance staff worked diligently to ensure the ice rink was installed in time for the opening day. Even with the understaffed crew and new hires, a crew of experienced staff allowed for the efficient assembling of the ice rink. Blow-up decorations were added to give the rink a more winter holiday ambience.

## B. Marketing

This season, the district contracted the services of Blue Sky Festival and Events to advertise, promote the Ice Rink Winter Wonderland, and assist with the recruitment of sponsors. With Blue Sky's help, we used the new logo and created some ice rink swag with Kleen Kanteen to brand the events and ice rink this season.

- Blue Sky Events, ice rink manager and staff negotiated media sponsorship of full or partial trades for radio, television, and print ads in exchange for dasher boards and tickets.
- Staff updated the PRPD website and Facebook media pages weekly.
- Several newspaper articles and television news broadcasts featured stories on the ice rink and associated Winter Wonderland events.

The promotional media used are summarized in Table 1.

## OUTREACH

Table 1. Promotional Tools Utilized

Type of Media	Type of Advertising
Television and Radio	Paid and in-kind donation
Newspaper and Magazine	Paid and in-kind
6'x8' Banners (Ridge, Chico, Oroville)	Paid
Yard Signs (Ridge, Chico, Oroville)	Paid
Posters (Ridge, Chico, Oroville)	Paid
Fliers (Ridge, Chico, Oroville)	Paid
Digital Media (Electronic sign, Facebook, website, community calendars, & Chamber of Commerce e-blasts.)	Free and in-kind

## C. Sponsors

Dedicated staff efforts facilitated a much-improved Sponsor Packet, highlighting new events associated with Winter Wonderland, which resulted in an increased number of sponsors compared to 2021-2022. Unfortunately, the increase in the number of sponsors did not yield higher sponsorship revenues due to increased state taxes and wages.

Table 2. Paid Sponsorship Summary

PAID SPONSORSHIP SUMMARY	TOTAL
Total Number of Sponsors	43
Personal Donations from Community Members (\$5.00-\$100)	2
Dasher Board Sponsorships (\$400 - \$750)	26
Sponsors of \$1,000 - \$1,100	2
Half-Priced Sponsored Skate Day (\$2,500-\$3,000)	6
Sponsors of \$3,750 -\$6,000	4
Pending Payment of Sponsorship (\$10,500 total)	3
<b>Total Sponsorship Dollars Received</b>	<b>\$58,960.42</b>

Staff estimates an approximately 7,300 participants and spectators (using cashiers to tally at the register at the time of purchase of an admission ticket who visit the rink). November yielded the highest revenue and levels of participants on and off the ice rink (events, field trips, and private parties). (See Tables 3 and 4)

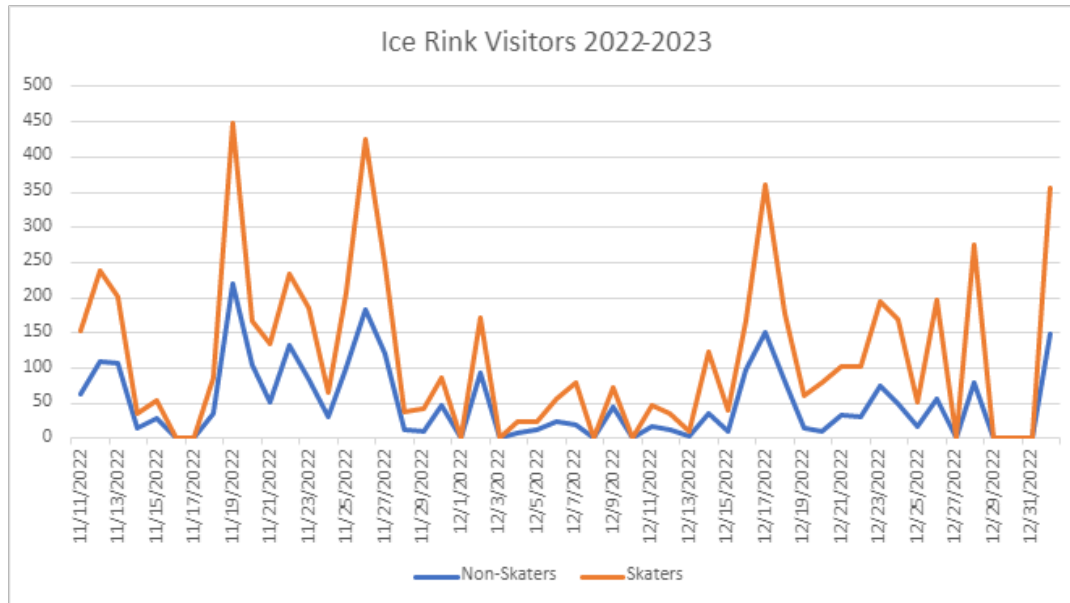
## PARTICIPATION

Table 3. Participation Summary

Activity	Schedule	Description	Revenue	Notes
Adult Skate	Sunday Morning (10:00-11:30am)	Adults only skate time.	\$406	Adults ages 18+ were given the opportunity to skate without many other skaters on the ice.
Private Parties	All Season	Private rental of the TARC room A, B or D and skate time prior to public rink hours.	\$1,490	Private rentals for holidays and families on the ridge to enjoy before public open session.
Field Trips	All Season	Private rental of the ice rink for schools around the community.	\$7,200	16 field trips this season took place & filled every available spot throughout the season.
Skate Sharpening	All Season	Skate sharpening for patrons' personal skates. (\$5.00)	\$45	Skate sharpening was provided to ensure the safety of patrons all around.
Special Events	Throughout the Season	Cornhole Tournament, Chili-Cookoff, Craft beer/wine Gardens, Pinewood Derby Races (children & adults), Santa Workshop & Holiday Craft Faire, Santa's Arrival & Tree Lighting.	\$3,480	Participants enjoyed the events in addition to the ice rink. People expressed appreciation for the work put in to set up special events tailored to all ages, i.e.: Kid's Zone (New this season).

Graph to show the correlation of visitors and spectators during this 2022-23 season.

Table 4. Ice Rink Visitors



## REVENUE AND EXPENSES

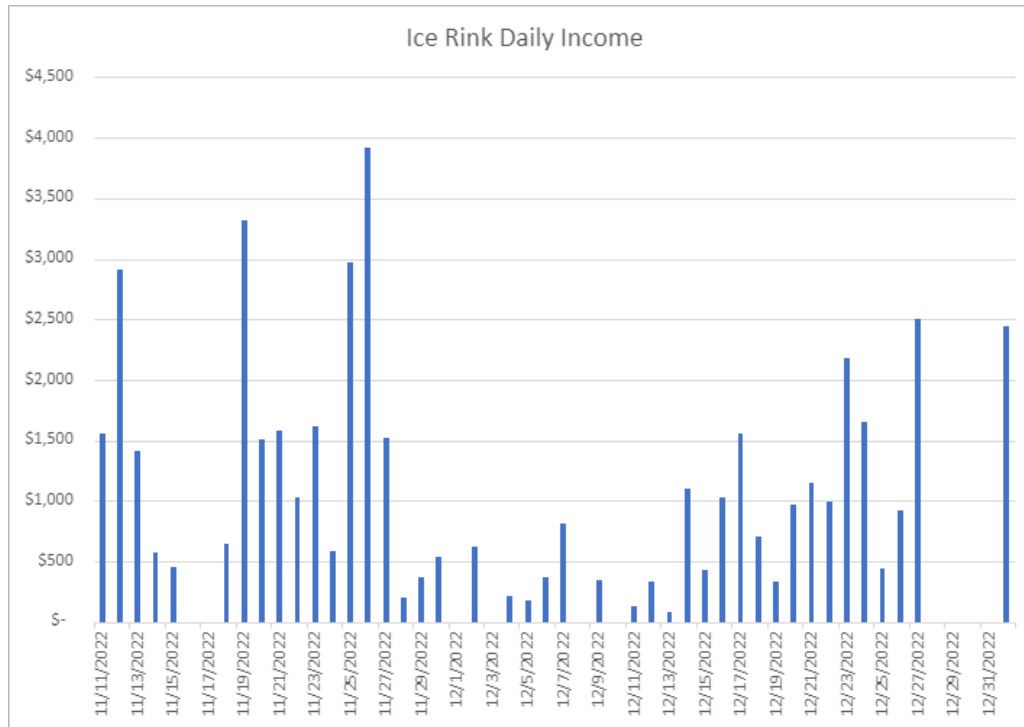
### A. Fees/Discount Nights

Table 5. Admission Fees

Services Provided	Service Fee	Revenue Collected
Regular Admissions	\$14	34,565
Gift Certificates	\$14	\$98
Pre-Ticket Sales	\$14	\$448
10-Visit Skate Pass Card	\$120	\$3,360
5-Visit Skate Pass Card	\$60	\$3,660
Family Season Pass (up to 4 people)	\$350	\$1,500
Individual Season Pass	\$175	\$525
Souvenir Cups (Beer not included)	\$10	\$550
1/2 Price Sponsored Skate Days	\$7	\$5,054
<b>TOTAL</b>		

## B. Daily Ice Rink Income

Table 6. Ice rink daily income



## C. Food Truck Vendors

This season we relied on food trucks vendors to serve the community with refreshments, rather than hosting a District concession stand. We had five vendors respond to our invitation to stage their food truck operations at the rink during different weekends or weekdays throughout the season:

- Pumped Coffee Co.
  - Tommy Osteberg was widely loved by the visitors and staff for his variety of hot and cold beverages and welcoming personality. (See Figure 7)
- Dave's Dogs
- Lovely Layers Cakery
  - This vendor left after serving one weekend, because they didn't recover costs. (We may need to focus on Ridge Vendors, given the higher fuel and labor costs.)
- Spun Organic Cotton Candy (see Figure 10)
- Adelaida's Tacos

Visitors requested more hot food options in the future.

## D. Magic Ice Agreement

We renewed our agreement with Magic Ice, Inc. for the 2022-2023 season (costs summary Table 7).

Table 7. Payments made to Magic Ice

Payments Made to Magic Ice	Total Cost
Initial Deposit	\$32,230
Delivery of the rink	\$83,798
Removal of the rink	\$12,890
Sales tax of the rink	\$9,991.14
<b>Grand Total Paid</b>	<b>\$138,909.14</b>

### E. Staff Expenses

We should note that the expenses reflect the cost of maintenance staff assembling and servicing the ice rink, decorations, set up for events and the disassembling of the ice rink. This provides a much more accurate accounting of expenses associated with the program, although it will appear to skew the comparisons to past years, which didn't account for maintenance staff labor costs. Total payroll expense for maintenance, permanent part-time and seasonal staff was \$102,305.41.

### INFLUENCING FACTORS

- The city of Chico opened the second season of their ice rink in downtown Chico. They opened on November 17, 2022, to January 9, 2023. Staff believe that with the option of having another ice rink in the neighboring cities such as Chester and Chico, participation at the District rink was diluted.
- In-kind and fully sponsored marketing support greatly facilitated promotion of the rink this year. The Chamber of commerce was an excellent partner in sending out promotional email blasts to their constituents to highlight the rink opening and all associated events. Explore Butte County was also a huge support to the district by awarding a grant for promotional advertisements in the amount of \$4,042.85.
- We experienced ten weather related shutdowns this season. Unfortunately, two of the big events anticipated to draw large crowds had to be canceled as well.
- With the significant increase in the rental cost of the ice rink and a shortened season, the program experienced a drop in patron attendance which resulted in less program income overall.
- The state's inflation, fuel costs and fears of recession may have contributed to the decline in this program's visitor participation.

### SUMMARY AND RECOMMENDATIONS

After nine seasons, we have seen large variances in net revenue related sponsor support and weather conditions. Following the second year of COVID-19 shutdowns and a significantly diminished population across the Ridge, PRPD staff had to increase efforts to promote the ice rink to patrons and sponsors by offering big events to coincide with the ice rink operation this season. Staff planned events during holiday breaks and the weather played a key role in the success or cancelation of these events.



It's encouraging to note that we have had our highest numbers of sponsors to date. As we attempt to meet District revenue objectives of cost recovery for recreation programming, staff are maintaining seasonal staff for on-going events that may facilitate greater efficiency and less turnover next season. Staff are also continuing to engage with sponsors to maintain relationships and get ahead of fundraising efforts. Staff are also increasing use of social and print media resources and intend to include and expand the same winter events held this season that appropriately complement the ice rink.

The district will continue to solicit additional vendors to return next season, rather than return to the previous model of a District hosted concession stand. The district is considering sales of small merchandise, as there were quite a few inquiries for items such as hand warmers and socks. There is also a potential for sales and branding of PRPD's Paradise on Ice Winter Wonderland new logo to be merchandised on sweatshirts and t-shirts in the upcoming seasons in addition to the sales of the metal Kleen Kanteen cups.

**Recommendations for the 2023-2024 season include:**

- Add a PRPD newsletter for previous and potential new sponsors to highlight District programs and events twice each year.
- Better utilize social media platforms to advertise upcoming events/programs.
- Enhance complementary events during the Ice Rink Season.
- Increase holiday lighting and décor for a more expansive Winter Wonderland experience.
- Retain experienced seasonal staff to increase efficiency and assist with training new hires.
- Explore options to buy an outdoor rink, either synthetic or real ice.
- Longer season based on a decision to buy or rent from another company.
- Offer classes Monday through Thursday to teach lessons from 12-2pm, to encourage the growth of the unexperienced skater.



Figure 1. Staff working together to squeegee water after having several days of rainfall in a row.



Figure 2. The appreciation of staff at the holiday party on December 18, 2022.

**PHOTOS**



Figure 3. Nicole Sanchez and her First-Grade class posing after having a fun field trip skating with their big



with their little buddies during a class field trip.

Figure 4. Mrs. Holman and her Fifth-Grade class (Big Buddies) posing for their photo after skating



Figure 5. Santa with Recreation Supervisors, Jeff Dailey and Scott Amick and Ice Rink Manager, Lorrennis Leeds.

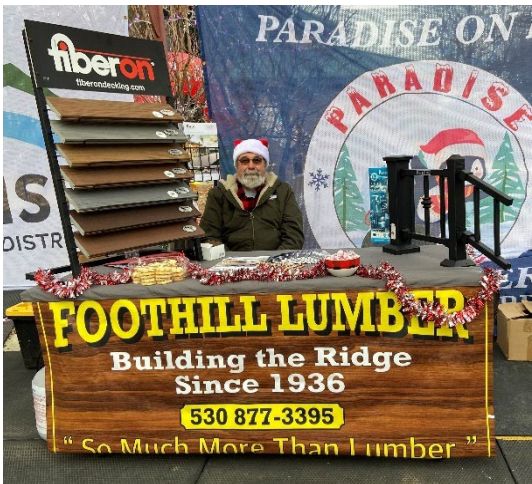


Figure 6. Marshall Ely of Foothill Mill and Lumber, giving out cookies on their Sponsor Skate Day, December 19, 2022.



Figure 7. Tommy Ostberg serving patrons hot drinks through his truck, Pumped Coffee Co.



Figure 8. Ice Rink Manager, Lorrennis Leeds and Danicka Leeds, showing love for the ice rink while monitoring skaters for safety during a field trip.



Figure 9. The Nice list that represents the Sponsors



Figure 10. Irene Galvany of Spun Organic Cotton Candy



Figure 11. The Community Tree, 20ft high, was part of the fuels reduction program at Paradise Lake on the Upper Ridge.



Figure 12. Krisiti Sweeney, A Helping Elf on Dec. 18<sup>th</sup>, 2022

Table 8. FY 2022-2023 Skater Ticket Revenue per Month Summary

Month	Total Days	Days Open	Total Revenue	Average Daily-per Month Revenue
November	20	18	\$27,689.00	\$3,955.57
December	31	23	\$19,110.00	\$2,730.00
January	2	1	\$2,438.00	\$1,219.00
Totals:	53	42	\$49,237.00	\$7,904.57

Note: The average revenue per month during days open for the season.

Table 9. FY 2022-2023 Skater Ticket Revenue per Day Average

Day	Total Days	Days Open	Total Revenue	Average Revenue Per Days Open
Monday	8	7	\$4,164.00	\$594.86
Tuesday	7	6	\$3,268.00	\$544.67
Wednesday	7	6	\$7,731.00	\$1,288.50
Thursday	7	3	\$2,014.00	\$671.33
Friday	8	7	\$9,343.00	\$1,334.71
Saturday	8	5	\$13,337.00	\$2,667.40
Sunday	8	8	\$9,380.00	\$1,172.50
Total:	53	42	\$49,237.00	\$8,273.97

Note: The average revenue per days that were open during the 2022-2023 season.

Table 10. FY2021-2022 Summary of Participation

Category	Participants	Notes
Skating Tickets	3,443	Paid admissions to skating, sharpening, sessions, etc.
Field Trips	653	16 schools from Paradise to Live Oak
Events	2,085	The opening & event weekends: 11/11, 11/19 & 11/25
Private Parties	332	3 private parties: Youth for Change, BCOE, & BCESS
Spectators	2,757	Talley count at the register during the ticket purchase
Total	7,300	This is an estimated amount due to #ppl of Spectators & Skaters

Table 11. By The Numbers 2022-2023 Season

<b>Years in Operation</b>	<b>9</b>
Dates Open	11/11/2022-01/01/2023
Number of Donors	43
Value of In-Kind Donations	\$58,960.42
Rink Income	\$59,432.00
Expenses	\$251,215.63
Number of Skaters	4,428
Number of Spectators	2,757

Note: Table 11 shows the total rink income, which involves income received from private parties, cornhole tournament & beer sales, field trips and souvenir cups.

## Appendix I – Ice Rink Timeline

### April:

*(Lorrennis/Forrest)*

- Update ice rink sponsorship packet and dasher board template.
- Advocate for sponsorships (using an updated ice rink sponsor packet) beginning five months before the opening date of the Ice Rink. Ex: opening in November, start making calls, lunch dates, emails for dasher boards, and sponsorships ahead of time by April.

### May:

*(Scott/Lorrennis)*

- Update fliers about the upcoming season and how to schedule field trips. Provide fliers to schools before they let out for the summer so teachers can coordinate field trips to the rink the following school year.

*(Mark)* orders the ice rink for the upcoming season. The contract should be amended to exclude the skate helpers now that we own our own.

**July-August:** *(Jeff & Lorrennis)* Hiring for the ice rink. Look at previous employees and place an advertisement on social media and internet sources. To be hired by the end of September.

*(Lorrennis/Forrest/Lori)*

- Call media sources schedule another season of ad runs. CN&R, Action News, Deer Creek Radio, Growing Up Chico., ETC.
- Plan events throughout the season, chocolate fest, skate fest, demos, tournaments, hockey games etc... Build a schedule for events and book providers.

### September: *(Lorrennis/Mark)*

- Book travel and accommodations for Magic Ice staff who help assemble the ice rink.

### October: *(Lorrennis)*

- Staff training during the last week of the month and the first week of November.
- Once staff availability has been established create and post a weekly schedule during the staff training meeting. Schedule to be updated weekly.
- Maintenance staff assemble the ice rink. *(Mark)*

### November:

Opening day, the first week of November

### November – January: *(Lorrennis/Jeff/Scott/Kristi)*

- Monitor staff, events, and scheduling for field trips, private parties.
- Regularly update social media sources (ie, Facebook, website, etc.).
- Maintain communication with current sponsors.
- Maintain the Zamboni maintenance and skate sharpening logs.
- Daily reconciliation of rink revenues, ensuring adequate cash for cashier change bags.
- Maintain accident/incident reports.