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## BOARD OF DIRECTORS REGULAR MEETING

Thursday, July 25, 2024 – 4:00 P.M.

If you need an accommodation to participate in this meeting, please call (530) 895-4711  
Agenda posted prior to 4:00 PM Monday, July 19, 2024

### **BOARD MEMBERS**

Michael McGinnis, Chair  
Dave Donnan, Vice Chair  
Tom Lando  
Christopher Norden  
Michael Worley

### **CARD STAFF**

Annabel Grimm, General Manager  
Angela Carpenter, Finance Manager  
Holli Drobny, Administrative Director  
Anjie Goulding, Recreation Director  
Scott Schumann, Parks and Facilities Director

### **LEGAL COUNSEL**

Jackson Glick, Sac Valley Law

## **A G E N D A**

### **Zoom Meeting Information:**

<https://card.zoom.us/j/81607636750?pwd=R1NNUkZPYi9ySGNsNVQ3OXh0U1hoZz09>

Meeting ID: 816 0763 6750

Passcode: 156857

### **1. CALL TO ORDER**

1.1. Roll Call

### **2. PUBLIC COMMENTS**

*Members of the public may address the Committee at this time on any matter not already listed on the Agenda, with comments being limited to three minutes. The Committee cannot take any action at this meeting on requests made under this section of the agenda.*

### **3. CONSENT AGENDA** *Action Requested: Board of Directors approve the consent agenda.*

3.1. Minutes of the Regular Meeting of the Board of Directors on June 27, 2024

3.2. Minutes of the Special Meeting of the Board of Directors on July 17, 2024.

3.3. June 2024 Monthly Financial Report (Staff Report FI-24-029)

3.4. Community Park Court Repair and Resurface Project Award (Staff Report FI-24-031)

### **4. REGULAR AGENDA**

4.1. Committees– *Information provided/possible action*

4.1.1. Finance Committee

4.1.2. Facility Committee (meeting summary)

4.2. Aquatic Design Update (Staff Report FA-24-013) *Information provided/possible action*  
District staff will provide an update on the Aquatic Facility Design.

4.3. Capital Campaign Request for Proposal (Staff Report FI-24-030) *Information provided/possible action*  
The Board of Directors will review a draft Request for Proposals to initiate a Capital Campaign Project aimed at raising funds for the future Aquatic Recreation Center.

4.4. Items Removed from the Consent Agenda

## **5. NEW BUSINESS**

5.1. Approving The Application For Grant Funds For The Youth Community Access Grant Program (Resolution 24-014)

The District is seeking approval from the Board to apply for the Youth Community Access Grant, which will provide a 10-week outdoor youth leadership camp from which low-income and underserved youth will participate.

## **6. DIRECTOR COMMENTS**

Opportunity for the Board to comment on items not listed on the agenda.

## **7. STAFF COMMENTS**

Opportunity for District Staff to comment on items not listed on the agenda.

Recreation Update (Staff Report 24-039)

Parks and Facilities Update (Staff Report 24-040)

General Manager Update (Staff Report 24-041)

## **8. CLOSED SESSION**

Pursuant to Government Code 54957.6: Labor Negotiations - General Manager

## **9. ADJOURNMENT**

Adjourn to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.

## BOARD OF DIRECTORS REGULAR MEETING MINUTES

June 27, 2024 – 4:00 P.M.

**DRAFT**

**Board Members Present:** Michael McGinnis, Chair  
Dave Donnan, Vice-Chair  
Michael Worley, Board Member  
Christopher Norden, Board Member

**Board Members Absent:** Tom Lando, Board Member

**Staff Members Present:** Annabel Grimm, General Manager  
Angela Carpenter, Finance Manager  
Holli Drobny, Business Services Manager  
Scott Schumann, Parks and Facilities Manager

**Legal Counsel Present:** Jackson Glick, Attorney at Law

### 1. CALL TO ORDER

The meeting was called to order at 4:00, and a roll call was taken, as noted above.

### 2. PUBLIC COMMENTS

There were no public comments.

### 3. CONSENT AGENDA

3.1. Minutes of the Regular Meeting of the Board of Directors on May 23, 2024

3.2. May 2024 Monthly Financial Report (Staff Report FI-24-024)

**M/S/C/ (Directors Worley/Norden)** Board of Directors approved the consent agenda.

**The motion was unanimously approved.**

Absent: Lando

### 4. REGULAR AGENDA

4.1. Committee Report Out

There was no report.

4.2. Updated Policies (Staff Report 24-033).

- Code of Conduct

**M/S/C/ (Directors Norden/Donan)** Board of Directors approved the updated Code of Conduct policy, with the addition of language that states that the District reserves the right to legal action.

**The motion was unanimously approved.**

Absent: Lando

4.3. Ice Rink Operations (Staff Report 24-034)

**M/S/C/ (Directors McGinnis/Worley)** Board of Directors approved the operating of the Ice Rink in partnership with the City of Chico.

**The motion was unanimously approved.**

Absent: Lando

4.4. Regular Board Meeting Date Change

**M/S/C/ (Directors Worley/Norden)** Board of Directors rescheduled the November and December regular board meetings to combine into one meeting on December 12<sup>th</sup>, 2024.

**The motion was unanimously approved.**

Absent: Lando

**5. NEW BUSINESS**

5.1. Approving Administrative Annexation Procedures Community Facilities District No. 2023-01 (Staff Report FI-24-025 and Resolution 24-012)

**M/S/C/ (Directors McGinnis/Worley)** The Board of Directors approved Resolution 24-012 to conduct proceedings related to the annexation of a Community Facilities District (CFD).

**The motion was unanimously approved.**

Absent: Lando

5.2. Ordering The Levy Of Special Taxes For Fiscal Year 2024-25, Within Community Facilities District No. 2023-01 (Staff Report 24-026 and Resolution 24-013)

**M/S/C/ (Directors Norden/Worley)** The Board of Directors approved Resolution 24-013 to levy special taxes within the Community Facilities District No. 2023-01 for fiscal year 2024-2025.

**The motion was unanimously approved.**

Absent: Lando

5.3. Community Park Maintenance Design Build Award (Staff Report FI-24-027)

**M/S/C/ (Directors Worley/Norden)** The Board of Directors awarded the Community Park Maintenance Building and Restroom project to BCM Construction with a 10% contingency per the District's policy.

**The motion was unanimously approved.**

Absent: Lando

5.4. Community Park Street Connection (Staff Report FI-24-028)

**M/S/C/ (Directors Worley/Donnan)** The Board of Directors approved moving forward with the Community Park Street Connection project, with an additional community input process, in collaboration with the City of Chico. The Board approved moving forward with the traffic study.

**The motion was unanimously approved.**

Absent: Lando

5.5. Asbestos Abatement and Demolition (Staff Report 24-035)

**M/S/C/ (Directors Worley/Norden)** The Board of Directors approved the contract to abate and demolish the building on the Garner Lane property.

**The motion was unanimously approved.**

Absent: Lando

**6. DIRECTORS' COMMENTS**

**7. STAFF COMMENTS**

**8. CLOSED SESSION**

Pursuant to Government Code 54956.9: Conference with Legal Counsel-Existing Litigation – Tarman

CLOSED SESSION ANNOUNCEMENT

Information received, no action taken.

Pursuant to Government Code 54957.6: Labor Negotiations – General Manager

CLOSED SESSION ANNOUNCEMENT

Information received, direction given.

**9. ADJOURNMENT**

Adjourned at **4:46** to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.

## BOARD OF DIRECTORS REGULAR MEETING MINUTES

July 17, 2024 – 2:45 P.M.

**DRAFT**

**Board Members Present:** Michael McGinnis, Chair  
Dave Donnan, Vice-Chair  
Tom Lando, Board Member

**Board Members Absent:** Michael Worley, Board Member  
Christopher Norden, Board Member

**Staff Members Present:** Annabel Grimm, General Manager  
Holli Drobny, Business Services Manager  
Scott Schumann, Parks and Facilities Manager

**Legal Counsel Present:** None

### 1. CALL TO ORDER

The meeting was called to order at 2:45, and a roll call was taken, as noted above.

### 2. PUBLIC COMMENTS

There were no public comments.

### 3. REGULAR AGENDA

#### 3.1. Community Park Well Pump Repair

District staff request the Board's approval of replacing the well pump at Community Park, which failed due to end of life. Board approval is needed since this cost was not allocated in the Fiscal Year budget.

**M/S/C/ (Directors Lando/Donnan)** Board of Directors approved the replacement of the well.  
**The motion was unanimously approved.**

Absent: Norde, Worley

### 4. NEW BUSINESS

None.

### 5. DIRECTORS' COMMENTS

None.

### 6. STAFF COMMENTS

### 7. ADJOURNMENT

Adjourned at **2:50** to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.



## BOARD OF DIRECTORS

### Finance Committee

# STAFF REPORT

**DATE:** July 25, 2024  
**TO:** Board of Directors  
**FROM:** Angie Carpenter  
**SUBJECT:** June Monthly Financials

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### BACKGROUND

June 2024 was a busy and productive month as we prepared for the summer season, adding the approved budget for next fiscal year, year-end close preparations, and completing the financial aspects of our new software implementation. Please find attached the financial reports for May. As discussed in our previous meeting, we value the board's feedback and welcome any suggestions on how we can enhance these reports or if there were specific details you would like to see included in future updates.

### ANALYSIS

**June** represents **100%** of the budget for the year.

- **Revenue is 160.8%** of the budget for the year. The \$7M favorable variance is attributed to the following:
  - Tax revenue was nearly \$3.5M above the projections provided by the County.
  - The City of Chico's contribution to the Chapman Park renovation, Peterson Park and Hooker Oak playgrounds were recorded totaling \$650K.
  - \$1.5M reimbursement from the Prop 68 grant for Chapman Park was received.
  - Investment Income from the GF was \$500K above budget.
  - Ice rink income and expenses were not contemplated in the 23/24 budget.
  - Program and user fees were approximately \$400K higher than projected due to increase programming and user demand.
  
- Community Park impact fees are expected to be lower than projected due to measurement dates ( Jan 1 & Jun 30), and subsequent disbursement dates (Feb 1 & July 31).
  
- **Expense is 93.1%** of budget.
  - Utilities are trending higher than pace due to PG&E increases in January and again in April.
  - Operating expenses (OE) are trending high as some services and supplies for District repairs and maintenance (R&M) are rolled up in OE based on the account code. Please note budget balance in the R&M line.

- As previously, the Program Summary Report has several programs that did not contain a budget or appear to report negative net income. With the implementation of the new accounting system, a new department and program structure was created to improve oversight and activity tracking. These issues will be corrected in July with the new budget year.
  - Overall, all GF income sources produced higher revenue than projected.





## Monthly Financial Reports

### June 2024

#### KEY TERMS

**Original:** Board adopted budget amount

**Current:** Subsequent Board approved budget changes

**Period Activity:** Financial transactions occurring in the month being reported

**Fiscal Activity:** Year-to-date information

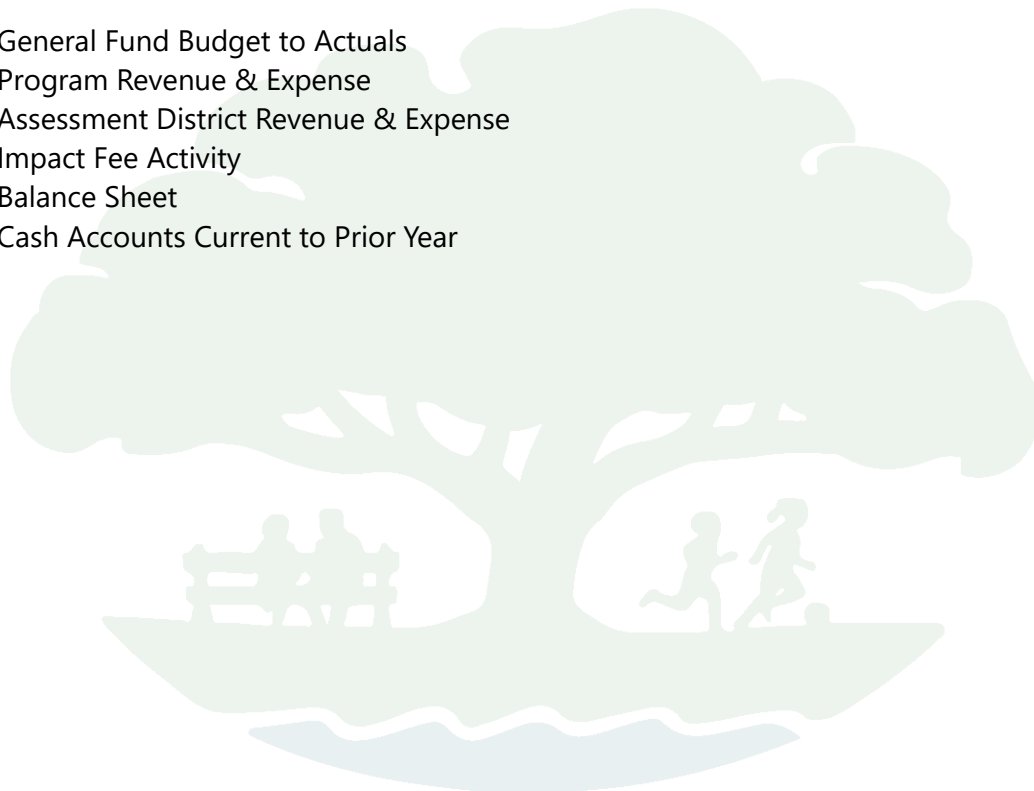
**Variance:** Fiscal Activity less the Current Budget

**Percent Used:** Percentage of Fiscal Activity from the Current Budget.

**Figures:** Surplus is a positive and Deficit is shown as a negative (-) number

#### REPORT SECTIONS

1. General Fund Budget to Actuals
2. Program Revenue & Expense
3. Assessment District Revenue & Expense
4. Impact Fee Activity
5. Balance Sheet
6. Cash Accounts Current to Prior Year





Chico Area Recreation and Park District

# Budget to Actuals Group Summary

For Fiscal: FY 2024 Period Ending: 06/30/2024

Class	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 90 - General Fund</b>						
<b>Revenue</b>						
50 - Taxes & Fees	7,078,500.00	7,078,500.00	336,851.58	12,949,414.62	5,870,914.62	182.94%
51 - Other Income	5,017,500.00	5,017,500.00	540,777.12	6,129,433.63	1,111,933.63	122.16%
52 - Special Event	0.00	0.00	1,020.00	371,319.33	371,319.33	0.00%
<b>Revenue Total:</b>	<b>12,096,000.00</b>	<b>12,096,000.00</b>	<b>878,648.70</b>	<b>19,450,167.58</b>	<b>7,354,167.58</b>	<b>160.80%</b>
<b>Expense</b>						
60 - Salaries and Wages	8,023,977.00	8,023,977.00	531,450.49	6,593,522.58	1,430,454.42	82.17%
61 - Employee Benefits	1,398,069.68	1,398,069.68	108,672.49	1,263,196.62	134,873.06	90.35%
62 - Operating Expenses	2,468,435.00	2,468,435.00	381,200.87	2,784,672.72	-316,237.72	112.81%
63 - Repairs & Maintenance	298,450.00	298,450.00	10,305.44	161,644.52	136,805.48	54.16%
64 - Utilities	539,000.00	539,000.00	66,892.73	648,573.98	-109,573.98	120.33%
68 - Depreciation Expense	0.00	0.00	0.00	406,196.22	-406,196.22	0.00%
69 - Other Expenses	15,000.00	15,000.00	0.00	12,865.49	2,134.51	85.77%
<b>Expense Total:</b>	<b>12,742,931.68</b>	<b>12,742,931.68</b>	<b>1,098,522.02</b>	<b>11,870,672.13</b>	<b>872,259.55</b>	<b>93.15%</b>
<b>Fund: 90 - General Fund Surplus (Deficit):</b>	<b>-646,931.68</b>	<b>-646,931.68</b>	<b>-219,873.32</b>	<b>7,579,495.45</b>	<b>8,226,427.13</b>	<b>-1,171.61%</b>
<b>Report Surplus (Deficit):</b>	<b>-646,931.68</b>	<b>-646,931.68</b>	<b>-219,873.32</b>	<b>7,579,495.45</b>	<b>8,226,427.13</b>	<b>-1,171.61%</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
90 - General Fund	-646,931.68	-646,931.68	-219,873.32	7,579,495.45	8,226,427.13
<b>Report Surplus (Deficit):</b>	<b>-646,931.68</b>	<b>-646,931.68</b>	<b>-219,873.32</b>	<b>7,579,495.45</b>	<b>8,226,427.13</b>



Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Program: 11000 - DST - General</b>						
Revenue	6,868,500.00	6,868,500.00	453,119.95	11,150,598.95	4,282,098.95	162.34%
Expense	8,362,899.68	8,362,899.68	155,332.04	4,290,543.53	4,072,356.15	51.30%
<b>Program: 11000 - DST - General Surplus (Deficit):</b>	<b>-1,494,399.68</b>	<b>-1,494,399.68</b>	<b>297,787.91</b>	<b>6,860,055.42</b>	<b>8,354,455.10</b>	<b>-459.05%</b>
<b>Program: 11010 - Facility Rentals</b>						
Revenue	475,000.00	475,000.00	18,485.50	376,301.71	-98,698.29	79.22%
Expense	87,000.00	87,000.00	23,958.28	167,916.76	-80,916.76	193.01%
<b>Program: 11010 - Facility Rentals Surplus (Deficit):</b>	<b>388,000.00</b>	<b>388,000.00</b>	<b>-5,472.78</b>	<b>208,384.95</b>	<b>-179,615.05</b>	<b>53.71%</b>
<b>Program: 11020 - Picnic Rentals</b>						
Revenue	0.00	0.00	9,259.00	20,466.00	20,466.00	0.00%
<b>Program: 11020 - Picnic Rentals Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>9,259.00</b>	<b>20,466.00</b>	<b>20,466.00</b>	<b>0.00%</b>
<b>Program: 11025 - Large Scale Rental</b>						
Revenue	0.00	0.00	0.00	650.00	650.00	0.00%
<b>Program: 11025 - Large Scale Rental Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>650.00</b>	<b>650.00</b>	<b>0.00%</b>
<b>Program: 11030 - Special Events</b>						
Revenue	50,000.00	50,000.00	1,020.00	81,191.17	31,191.17	162.38%
Expense	30,000.00	30,000.00	6,846.43	136,009.18	-106,009.18	453.36%
<b>Program: 11030 - Special Events Surplus (Deficit):</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>-5,826.43</b>	<b>-54,818.01</b>	<b>-74,818.01</b>	<b>-274.09%</b>
<b>Program: 22100 - Ice Rink Recreation</b>						
Revenue	0.00	0.00	0.00	315,131.58	315,131.58	0.00%
Expense	2,000.00	2,000.00	185,000.00	291,326.57	-289,326.57	14,566.33%
<b>Program: 22100 - Ice Rink Recreation Surplus (Deficit):</b>	<b>-2,000.00</b>	<b>-2,000.00</b>	<b>-185,000.00</b>	<b>23,805.01</b>	<b>25,805.01</b>	<b>-1,190.25%</b>
<b>Program: 22200 - Contracted Camp</b>						
Revenue	0.00	0.00	64,914.70	189,008.12	189,008.12	0.00%
Expense	500.00	500.00	251.26	11,492.38	-10,992.38	2,298.48%
<b>Program: 22200 - Contracted Camp Surplus (Deficit):</b>	<b>-500.00</b>	<b>-500.00</b>	<b>64,663.44</b>	<b>177,515.74</b>	<b>178,015.74</b>	<b>35,503.15%</b>
<b>Program: 22210 - Camp Chi-Da-CA</b>						
Revenue	223,000.00	223,000.00	67,190.00	201,564.00	-21,436.00	90.39%
Expense	130,000.00	130,000.00	31,829.75	118,719.20	11,280.80	91.32%
<b>Program: 22210 - Camp Chi-Da-CA Surplus (Deficit):</b>	<b>93,000.00</b>	<b>93,000.00</b>	<b>35,360.25</b>	<b>82,844.80</b>	<b>-10,155.20</b>	<b>89.08%</b>
<b>Program: 22220 - Summertime Delight</b>						
Revenue	183,200.00	183,200.00	33,118.00	158,375.00	-24,825.00	86.45%
Expense	138,000.00	138,000.00	20,233.16	102,758.63	35,241.37	74.46%
<b>Program: 22220 - Summertime Delight Surplus (Deficit):</b>	<b>45,200.00</b>	<b>45,200.00</b>	<b>12,884.84</b>	<b>55,616.37</b>	<b>10,416.37</b>	<b>123.05%</b>
<b>Program: 22230 - School Year Camps</b>						
Revenue	33,700.00	33,700.00	0.00	4,275.00	-29,425.00	12.69%
Expense	500.00	500.00	1,177.38	5,780.50	-5,280.50	1,156.10%
<b>Program: 22230 - School Year Camps Surplus (Deficit):</b>	<b>33,200.00</b>	<b>33,200.00</b>	<b>-1,177.38</b>	<b>-1,505.50</b>	<b>-34,705.50</b>	<b>-4.53%</b>
<b>Program: 22240 - Camp Chico Creek</b>						
Revenue	0.00	0.00	52,338.32	52,338.32	52,338.32	0.00%
Expense	7,000.00	7,000.00	20,170.49	36,582.51	-29,582.51	522.61%
<b>Program: 22240 - Camp Chico Creek Surplus (Deficit):</b>	<b>-7,000.00</b>	<b>-7,000.00</b>	<b>32,167.83</b>	<b>15,755.81</b>	<b>22,755.81</b>	<b>-225.08%</b>
<b>Program: 22300 - Field Reservations</b>						
Revenue	0.00	0.00	9,098.41	43,421.90	43,421.90	0.00%
Expense	0.00	0.00	3,397.23	16,216.86	-16,216.86	0.00%
<b>Program: 22300 - Field Reservations Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>5,701.18</b>	<b>27,205.04</b>	<b>27,205.04</b>	<b>0.00%</b>
<b>Program: 22310 - Youth Sports</b>						
Revenue	260,000.00	260,000.00	42,078.76	385,905.41	125,905.41	148.43%

**Budget Report**

For Fiscal: FY 2024 Period Ending: 06/30/2024

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Expense	188,000.00	188,000.00	40,907.26	276,906.34	-88,906.34	147.29%
<b>Program: 22310 - Youth Sports Surplus (Deficit):</b>	<b>72,000.00</b>	<b>72,000.00</b>	<b>1,171.50</b>	<b>108,999.07</b>	<b>36,999.07</b>	<b>151.39%</b>
<b>Program: 22320 - Adult Sports</b>						
Revenue	200,000.00	200,000.00	25,492.50	251,270.29	51,270.29	125.64%
Expense	151,000.00	151,000.00	20,788.62	184,176.56	-33,176.56	121.97%
<b>Program: 22320 - Adult Sports Surplus (Deficit):</b>	<b>49,000.00</b>	<b>49,000.00</b>	<b>4,703.88</b>	<b>67,093.73</b>	<b>18,093.73</b>	<b>136.93%</b>
<b>Program: 22330 - DFJ Admin</b>						
Revenue	50,000.00	50,000.00	2,814.00	12,921.00	-37,079.00	25.84%
Expense	500.00	500.00	4,138.05	23,287.27	-22,787.27	4,657.45%
<b>Program: 22330 - DFJ Admin Surplus (Deficit):</b>	<b>49,500.00</b>	<b>49,500.00</b>	<b>-1,324.05</b>	<b>-10,366.27</b>	<b>-59,866.27</b>	<b>-20.94%</b>
<b>Program: 22400 - Contract Programs</b>						
Revenue	149,500.00	149,500.00	23,590.18	209,267.20	59,767.20	139.98%
Expense	171,000.00	171,000.00	64,899.45	292,619.57	-121,619.57	171.12%
<b>Program: 22400 - Contract Programs Surplus (Deficit):</b>	<b>-21,500.00</b>	<b>-21,500.00</b>	<b>-41,309.27</b>	<b>-83,352.37</b>	<b>-61,852.37</b>	<b>387.69%</b>
<b>Program: 22510 - Afterschool Program - CARD</b>						
Revenue	2,730,000.00	2,730,000.00	25,344.69	2,891,065.51	161,065.51	105.90%
Expense	1,640,000.00	1,640,000.00	97,641.08	1,493,169.45	146,830.55	91.05%
<b>Program: 22510 - Afterschool Program - CARD Surplus (Deficit):</b>	<b>1,090,000.00</b>	<b>1,090,000.00</b>	<b>-72,296.39</b>	<b>1,397,896.06</b>	<b>307,896.06</b>	<b>128.25%</b>
<b>Program: 22600 - Nature Pre-School</b>						
Revenue	0.00	0.00	0.00	214,990.75	214,990.75	0.00%
Expense	500.00	500.00	232.40	16,549.31	-16,049.31	3,309.86%
<b>Program: 22600 - Nature Pre-School Surplus (Deficit):</b>	<b>-500.00</b>	<b>-500.00</b>	<b>-232.40</b>	<b>198,441.44</b>	<b>198,941.44</b>	<b>39,688.29%</b>
<b>Program: 22610 - Trips</b>						
Revenue	0.00	0.00	0.00	13,266.52	13,266.52	0.00%
Expense	0.00	0.00	0.00	2,800.00	-2,800.00	0.00%
<b>Program: 22610 - Trips Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,466.52</b>	<b>10,466.52</b>	<b>0.00%</b>
<b>Program: 22620 - Seniors</b>						
Revenue	25,000.00	25,000.00	0.00	1,200.05	-23,799.95	4.80%
Expense	0.00	0.00	0.00	1,110.00	-1,110.00	0.00%
<b>Program: 22620 - Seniors Surplus (Deficit):</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>90.05</b>	<b>-24,909.95</b>	<b>0.36%</b>
<b>Program: 22630 - Nature ABC</b>						
Revenue	0.00	0.00	0.00	4,591.76	4,591.76	0.00%
Expense	500.00	500.00	646.29	1,858.90	-1,358.90	371.78%
<b>Program: 22630 - Nature ABC Surplus (Deficit):</b>	<b>-500.00</b>	<b>-500.00</b>	<b>-646.29</b>	<b>2,732.86</b>	<b>3,232.86</b>	<b>-546.57%</b>
<b>Program: 22640 - NC Admin</b>						
Revenue	335,000.00	335,000.00	1,248.00	38,042.65	-296,957.35	11.36%
Expense	189,000.00	189,000.00	11,059.58	155,015.97	33,984.03	82.02%
<b>Program: 22640 - NC Admin Surplus (Deficit):</b>	<b>146,000.00</b>	<b>146,000.00</b>	<b>-9,811.58</b>	<b>-116,973.32</b>	<b>-262,973.32</b>	<b>-80.12%</b>
<b>Program: 22800 - Recreation Swim</b>						
Revenue	165,000.00	165,000.00	33,397.71	57,038.21	-107,961.79	34.57%
Expense	152,000.00	152,000.00	59,513.12	150,009.56	1,990.44	98.69%
<b>Program: 22800 - Recreation Swim Surplus (Deficit):</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>-26,115.41</b>	<b>-92,971.35</b>	<b>-105,971.35</b>	<b>-715.16%</b>
<b>Program: 22810 - Sycamore Pool Rec</b>						
Expense	3,000.00	3,000.00	1,905.48	2,918.54	81.46	97.28%
<b>Program: 22810 - Sycamore Pool Rec Total:</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>1,905.48</b>	<b>2,918.54</b>	<b>81.46</b>	<b>97.28%</b>
<b>Program: 22820 - Swim Lessons</b>						
Revenue	0.00	0.00	0.00	40,920.90	40,920.90	0.00%
<b>Program: 22820 - Swim Lessons Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,920.90</b>	<b>40,920.90</b>	<b>0.00%</b>
<b>Program: 22900 - Youth Leader</b>						
Revenue	8,100.00	8,100.00	5,980.00	5,890.00	-2,210.00	72.72%
Expense	6,000.00	6,000.00	442.01	2,144.13	3,855.87	35.74%
<b>Program: 22900 - Youth Leader Surplus (Deficit):</b>	<b>2,100.00</b>	<b>2,100.00</b>	<b>5,537.99</b>	<b>3,745.87</b>	<b>1,645.87</b>	<b>178.37%</b>
<b>Program: 22910 - Inclusion</b>						
Revenue	50,000.00	50,000.00	10,158.98	50,713.06	713.06	101.43%

**Budget Report**

**For Fiscal: FY 2024 Period Ending: 06/30/2024**

<b>Account Type</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>
Expense	30,500.00	30,500.00	6,777.57	35,256.37	-4,756.37	115.59%
<b>Program: 22910 - Inclusion Surplus (Deficit):</b>	<b>19,500.00</b>	<b>19,500.00</b>	<b>3,381.41</b>	<b>15,456.69</b>	<b>-4,043.31</b>	<b>79.27%</b>
<b>Report Surplus (Deficit):</b>	<b>516,100.32</b>	<b>516,100.32</b>	<b>121,501.77</b>	<b>8,955,236.97</b>	<b>8,439,136.65</b>	<b>1,735.17%</b>

### Fund Summary

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
90 - General Fund	516,100.32	516,100.32	121,501.77	8,955,236.97	8,439,136.65
<b>Report Surplus (Deficit):</b>	<b>516,100.32</b>	<b>516,100.32</b>	<b>121,501.77</b>	<b>8,955,236.97</b>	<b>8,439,136.65</b>



Chico Area Recreation and Park District

# Assessments Report Group Summary

For Fiscal: FY 2024 Period Ending: 06/30/2024

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 60 - Baroni Park</b>						
Revenue	162,300.00	162,300.00	1,949.04	108,893.43	-53,406.57	67.09%
Expense	144,300.00	144,300.00	7,738.73	96,325.03	47,974.97	66.75%
<b>Fund: 60 - Baroni Park Surplus (Deficit):</b>	<b>18,000.00</b>	<b>18,000.00</b>	<b>-5,789.69</b>	<b>12,568.40</b>	<b>-5,431.60</b>	<b>69.82%</b>
<b>Fund: 63 - Indigo Park</b>						
Revenue	30,000.00	30,000.00	0.00	51,657.01	21,657.01	172.19%
Expense	24,500.00	24,500.00	5,775.83	38,877.32	-14,377.32	158.68%
<b>Fund: 63 - Indigo Park Surplus (Deficit):</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>-5,775.83</b>	<b>12,779.69</b>	<b>7,279.69</b>	<b>232.36%</b>
<b>Fund: 65 - Oak Way Park</b>						
Revenue	144,800.00	144,800.00	504.00	23,610.31	-121,189.69	16.31%
Expense	138,800.00	138,800.00	7,303.55	119,461.41	19,338.59	86.07%
<b>Fund: 65 - Oak Way Park Surplus (Deficit):</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>-6,799.55</b>	<b>-95,851.10</b>	<b>-101,851.10</b>	<b>-1,597.52%</b>
<b>Fund: 67 - Peterson Park (Amber Grove)</b>						
Revenue	121,400.00	121,400.00	840.00	143,235.66	21,835.66	117.99%
Expense	121,400.00	121,400.00	7,647.14	104,509.65	16,890.35	86.09%
<b>Fund: 67 - Peterson Park (Amber Grove) Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-6,807.14</b>	<b>38,726.01</b>	<b>38,726.01</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>29,500.00</b>	<b>29,500.00</b>	<b>-25,172.21</b>	<b>-31,777.00</b>	<b>-61,277.00</b>	<b>-107.72%</b>



### Fund Summary

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
60 - Baroni Park	18,000.00	18,000.00	-5,789.69	12,568.40	-5,431.60
63 - Indigo Park	5,500.00	5,500.00	-5,775.83	12,779.69	7,279.69
65 - Oak Way Park	6,000.00	6,000.00	-6,799.55	-95,851.10	-101,851.10
67 - Peterson Park (Amber Grove)	0.00	0.00	-6,807.14	38,726.01	38,726.01
<b>Report Surplus (Deficit):</b>	<b>29,500.00</b>	<b>29,500.00</b>	<b>-25,172.21</b>	<b>-31,777.00</b>	<b>-61,277.00</b>



Chico Area Recreation and Park District

# Impact Fees Report Group Summary

For Fiscal: FY 2024 Period Ending: 06/30/2024

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 70 - City Impact Fees (Community Park)</b>						
Revenue	2,000,000.00	2,000,000.00	0.00	635,757.54	-1,364,242.46	31.79%
<b>Fund: 70 - City Impact Fees (Community Park) Total:</b>	<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>0.00</b>	<b>635,757.54</b>	<b>-1,364,242.46</b>	<b>31.79%</b>
<b>Fund: 80 - County Impact Fees</b>						
Revenue	60,000.00	60,000.00	21,375.00	84,139.53	24,139.53	140.23%
<b>Fund: 80 - County Impact Fees Total:</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>21,375.00</b>	<b>84,139.53</b>	<b>24,139.53</b>	<b>140.23%</b>
<b>Report Total:</b>	<b>2,060,000.00</b>	<b>2,060,000.00</b>	<b>21,375.00</b>	<b>719,897.07</b>	<b>-1,340,102.93</b>	<b>34.95%</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
70 - City Impact Fees (Community	2,000,000.00	2,000,000.00	0.00	635,757.54	-1,364,242.46	31.79%
80 - County Impact Fees	60,000.00	60,000.00	21,375.00	84,139.53	24,139.53	140.23%
<b>Report Total:</b>	<b>2,060,000.00</b>	<b>2,060,000.00</b>	<b>21,375.00</b>	<b>719,897.07</b>	<b>-1,340,102.93</b>	<b>34.95%</b>



Chico Area Recreation and Park District

**Balance Sheet**  
**Account Summary**  
 As Of 06/30/2024

Account	Name	Balance
<b>Fund: 90 - General Fund</b>		
<b>Assets</b>		
<a href="#">90-1016</a>	Petty Cash	800.00
<a href="#">90-1021</a>	Claim On Cash - General	14,328,421.43
<a href="#">90-1210</a>	Land	11,634,790.52
<a href="#">90-1212</a>	Land Improvements	29,167,208.26
<a href="#">90-1215</a>	Leasehold Improvements	2,011,183.52
<a href="#">90-1230</a>	Construction in Progress	2,941,075.68
<a href="#">90-1235</a>	Equipment	1,136,727.63
<a href="#">90-1240</a>	Vehicles	616,518.61
<a href="#">90-1250</a>	Technology Hardware	296,192.00
<a href="#">90-1270</a>	Accumulated Depreciation	-17,678,831.71
<a href="#">90-1310</a>	Accounts Receivable	901,168.75
<a href="#">90-1320</a>	Due From Other Funds	4,858,396.91
<a href="#">90-1340</a>	Suspense - NEW	-77,829.98
<a href="#">90-1350</a>	Allocation to Other Funds	-448,993.65
<a href="#">90-1360</a>	Deferred Outflows of Resources	2,446,222.00
	<b>Total Assets:</b>	<b>52,133,049.97</b>
		<b><u>52,133,049.97</u></b>
<b>Liability</b>		
<a href="#">90-2004</a>	Deferred Inflows of Resources	82,007.00
<a href="#">90-2006</a>	Accounts Payable	8,970.00
<a href="#">90-2010</a>	Vouchers Payable	138,646.93
<a href="#">90-2014</a>	Accrued Wages and Salaries Payable	115,789.38
<a href="#">90-2016</a>	Compensated Absences Payable	225,688.24
<a href="#">90-2018</a>	457 Employee Contribution	4,168.60
<a href="#">90-2020</a>	457 ROTH Employee Contribution	2,325.00
<a href="#">90-2022</a>	CALPERS - Employee	45,336.48
<a href="#">90-2024</a>	CALPERS - Employer	23,435.00
<a href="#">90-2026</a>	Federal Withholding	96,381.06
<a href="#">90-2030</a>	Garnishments	2,797.35
<a href="#">90-2031</a>	HSA	-15,279.58
<a href="#">90-2032</a>	Medical Insurance - Employee	2,734.02
<a href="#">90-2036</a>	Medicare and Social Security - Employee	111,877.15
<a href="#">90-2038</a>	Medicare and Social Security - Employer	27,924.09
<a href="#">90-2040</a>	State Withholding	73,041.58
<a href="#">90-2042</a>	SDI	9,507.64
<a href="#">90-2044</a>	Union Dues - Parks Staff	1,793.97
<a href="#">90-2046</a>	Union Dues - Supervisor	494.81
<a href="#">90-2048</a>	Voluntary Life/AD&D - Employee	2,643.59
<a href="#">90-2052</a>	Deferred Revenue	697,536.73
<a href="#">90-2054</a>	Due To Other Funds	4,858,396.01
<a href="#">90-2056</a>	Other Liability - Class Clearing Acct	-14,142.95
<a href="#">90-2058</a>	Net Pension Liability	3,016,897.00
<a href="#">90-2060</a>	Time Expired Holding Acct	8,403.11
<a href="#">90-2062</a>	Prepaid Facilities Transfer	-1,091.00
<a href="#">90-2066</a>	Security Deposits	60,428.29
<a href="#">90-2099</a>	Due To- General	238,462.82
	<b>Total Liability:</b>	<b>9,825,172.32</b>
<b>Equity</b>		
<a href="#">90-3010</a>	Fund Balance - NonSpendable	20,702,193.72
<a href="#">90-3050</a>	Fund Balance - Unassigned	14,206,843.04
	<b>Total Beginning Equity:</b>	<b>34,909,036.76</b>

**Balance Sheet****As Of 06/30/2024**

<b>Account</b>	<b>Name</b>	<b>Balance</b>
Total Revenue		19,450,167.58
Total Expense		<u>12,051,326.69</u>
<b>Revenues Over/Under Expenses</b>		<b>7,398,840.89</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>42,307,877.65</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>52,133,049.97</u></b>



Chico Area Recreation and Park District

# Balance Sheet Cash Summary

As Of 06/30/2024

Account	Name	Balance
<b>Fund: 99 - POOLED CASH</b>		
<b>Assets</b>		
<a href="#">99-1010</a>	Cash In Bank-US Bank Treasurer	4,965,798.19
<a href="#">99-1011</a>	Cash In Bank-Golden Valley Bank	6,677,348.69
<a href="#">99-1012</a>	Cash In Bank-California Class	2,639,535.39
<a href="#">99-1014</a>	Cash In Bank - GVB Money Market	7,301,035.62
<a href="#">99-1018</a>	Cash In Bank - Tri Counties Bank - MM	877,473.42
<a href="#">99-1384</a>	Due From Other Funds-General	238,462.82
	<b>Total Assets:</b>	<b>22,699,654.13</b>
		<b><u>22,699,654.13</u></b>
<b>Liability</b>		
<a href="#">99-2006</a>	Accounts Payable (Pooled Cash)	238,462.82
<a href="#">99-2054</a>	Due To Other Funds (Pooled Cash)	22,461,191.31
	<b>Total Liability:</b>	<b>22,699,654.13</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>0.00</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>22,699,654.13</u></b>



## Cash Accounts Current to Prior Year

<b>Current Year</b>	<b>Balance</b>	<b>Prior Year</b>	<b>Balance</b>
As of 06/30/2024		As of 06/30/2023	
Petty Cash	800	Petty Cash	800
US Bank - County Treasurer	4,965,798	US Bank - County Treasurer	11,644,008
Golden Valley Bank - Operations	6,677,349	Golden Valley Bank - Operations	5,165,106
California CLASS - MM	2,639,535	California CLASS - MM	2,511,097
Golden Valley Bank - MM	7,301,036	Golden Valley Bank - MM	-
Tri Counties Bank - MM	877,473	Tri Counties Bank - MM	-
<b>TOTAL</b>	<b>22,461,991</b>	<b>TOTAL</b>	<b>19,321,011</b>



## BOARD OF DIRECTORS

### Finance Committee

# STAFF REPORT

**DATE:** July 25, 2024  
**TO:** Board of Directors  
**FROM:** Scott Schumann, Parks and Facilities Director  
**SUBJECT:** Community Park Court Repair and Resurface Project Award

---

### BACKGROUND

An RFP was published on July 1, 2024, for repairing cracks, resurfacing, and repainting 75% of the existing courts at Community Park (the newly converted 8 courts are not included with this project's scope). A bid walk was held on-site July 10, 2024, and attended by 2 bidders. Linear feet of crack repair was agreed upon by all parties and materials for installation were discussed in addition to areas for saw cutting and removal of root intrusion.

### DISCUSSION

Two bidders attended the bid walk and submitted bids:

<b><u>Company Name</u></b>	<b><u>Bid Amount</u></b>
J & S Asphalt:	\$168,840
First Serve Productions, Inc:	\$139,888

Staff obtained and interviewed three references for the bidders. References confirmed that First Serve Productions' work was typical of court installers producing good results with intentional and consistent internal oversight by a project manager.

### Recommendation

The Board has already approved an allocation of \$200,000 for the court repair project in the 2024/2025 budget. Staff recommendation is to award the project to First Serve Productions. Cost savings from this project could be used to conduct asphalt repairs in the adjacent parking area accessing the courts.



**FACILITY COMMITTEE MEETING**

Michael McGinnis and Dave Donnan  
Wednesday, July 17 – 3:00 P.M.

**Board Members Present:** Michael McGinnis, Board Member  
Dave Donnan, Board Member  
**Staff Members Present:** Annabel Grimm, General Manager  
Holli Drobny, Administrative Director  
Scott Schumann, Parks and Facilities Director  
**Legal Counsel Present:** None

---

**Call to Order**

The meeting was called to order at 3:00 PM, and a roll call was taken, as noted above.

**1. Public Comments**

None

**2. Naming and Donation Policy** (Staff Report FA-24-011)

The Committee reviewed the draft policy and the three correlating sample policies. The Committee agreed with the proposed update to the policy which defines the difference between naming something due to a tribute/memorial or by selling the naming rights, which would need to be renewed on a specific cadence. The tribute/memorial clause would live in perpetuity.

**3. Review Current Facility Names** (Staff Report FA-24-012)

The Committee reviewed and discussed the facilities currently named by the District, which mostly fall under the tribute/memorial clause to be proposed in the updated Naming and Donation Policy.

Director Donnan shared a proposal by a Veteran’s group that Wildwood, which does not fall under tribute/memorial clause, to be renamed as Veteran’s Memorial Park in time for Veteran’s Day 2024. This item will be placed on the agenda for the August regular Board meeting.

**4. Aquatic Facility Design Update** (Staff Report FA-24-013)

District staff provided an update on the Aquatic Facility Design, which included the removal of the climbing wall and the restructuring of the building for cost effectiveness. The Committee approved the direction of the design.

**5. Camp Lassen Discussion** (Staff Report FA-24-014)

District staff toured Camp Lassen and are reviewing a proposed business model related to programming at Camp Lassen, with an investor buying the property and providing

upgrades. Staff will provide an update at the next Facility Committee meeting.

**6. Capital Improvement Projects** (Staff Report FA-24-015)

District staff provided updates on current capital improvement projects. The Committee requested that staff review the feasibility of adding a roofing structure over courts at Community Park.

**7. Directors' Comments**

The Committee requested an update on the City's estimated impact fee allocation to the District so that capital projects can be planned accordingly.

**8. Adjournment**

Adjourned at 3:49 to the next scheduled Facilities Committee Meeting.



## BOARD OF DIRECTORS

### Facility Committee

# STAFF REPORT

**DATE:** July 17, 2024  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Aquatic Facility Design Updates

---

### BACKGROUND

Confluence Inc., the design firm retained by the District to design the Aquatic Recreation Facility, has been coordinating bi-weekly meetings with the design team and District staff. The project is progressing with significant amenity development focused on optimizing the scope and cost.

### DISCUSSION

Recently, staff were made aware of a commercial project to build a climbing wall facility which is set to be completed well before the aquatics center. Based on the size and magnitude of that project, having a climbing wall in the aquatics center no longer made sense.

Removing that feature had other positive implications for the building and overall cost of construction. With the climbing wall out of the design, the buildings were able to be consolidated. The overall layout is now more efficient, allowing for a reduction in staffing needs. Other changes include consolidation of bathrooms and changing rooms, reducing pool deck areas, reduction in lazy river length, and eliminating the plunge pool.

**Finance Committee**

# STAFF REPORT

**DATE:** July 25, 2024  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Capital Campaign RFP Review

---

**BACKGROUND**

At the December 2023 meeting the results of the Feasibility Study for a Capital Campaign for the Aquatic Recreation Facility conducted by Baker Street Consulting were presented to the Board. The direction to staff was to release a Request for Proposals (RFP) for an organization to implement a Capital Campaign.

**RECOMMENDATION**

The Board review and approve the attached RFP.



# CARD

## REQUEST FOR PROPOSALS FOR CAPITAL CAMPAIGN PROGRAM

FOR CHICO AREA RECREATION AND PARK DISTRICT

SUBMITTAL LOCATION: 545 VALLOMBROSA AVE, CHICO, CA 95926

SUBMITTAL DEADLINE: **INSERT**

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Chico Area Recreation and Parks District (CARD) is requesting proposals from qualified firms to provide services build and execute a Capital Campaign Program.

Proposal packages must be addressed and submitted to CARD on or before **INSERT**.

Proposal packages are to be submitted to:

Attn: Capital Campaign RFP  
Chico Area Recreation and Park District  
545 Vallombrosa Avenue  
Chico, CA 95926

## 1. Introduction and Project Summary

The Chico Area Recreation and Park District (“District” or “CARD”) is thrilled to announce the initiation of a large-scale capital campaign aimed at funding the development of a state-of-the-art Aquatic Recreation Facility to be located at 13301 Garner Lane, Chico, CA 95973.

### 1.1 Project Background

This project was initially introduced in 2013, with a programmatic feasibility study that followed in 2016. In October 2022, the District’s Board of Directors authorized staff to enter the design phase of the Aquatic Recreation Facility (Aquatics) project and to release an RFP for the concept, design, and bid package. In March 2023, the design firm Confluence Inc. was selected to provide design services for the Aquatics project. In May 2023, a parcel of land located on Garner Lane was donated to the District by local philanthropists, with the stipulation the land be used for aquatic recreational activities. Additionally, a consulting group was engaged to provide a Planning and Feasibility Study for a Capital Campaign Program, which was released to the District in November 2023. The results concluded that a capital campaign was feasible to be highly successful.

The District plans to use a reserve of development impact fees and a \$6M grant acquired from the Land and Water Conservation Fund in December 2023 to fund the Aquatics project. The goal of the proposed Capital Campaign Program is to raise \$6M and the establishment of an annual philanthropic program.

### 1.2 Timeline

The following is the anticipated schedule for the RFP process and award of the Capital Campaign Project.

1. RFP Release	INSERT, 2024
2. Requests for Clarification Deadline	+30 days
3. Final Addenda Issued (if required)	+7 days
<b>4. Proposal Deadline</b>	<b>INSERT</b>
5. Interview (if required)	INSERT
6. Notification of Award (tentative)	INSERT
7. Board award of contract (tentative)	INSERT

CARD reserves the right, at any time, to make additions, modifications or deletions to any of the events or dates that comprise the RFP Schedule. Such changes shall be made by RFP Addendum. References in the RFP documents to the RFP Schedule or to dates in the RFP Schedule shall mean the RFP Schedule and dates set forth above, as adjusted by any changes thereto made pursuant to this Paragraph.

### Questions

Please direct questions regarding this Request for Proposal to:  
 Holli Drobny, Administrative Director

Chico Area Recreation and Park District  
530-895-4711 | hdrobny@chicorec.gov

### 1.3 Contract Time

The selected respondent will enter into a professional services agreement with the District. The contract is expected to be in effect for eighteen (18) months with a renewal option based on mutual agreement of both parties.

### 1.4 Scope of Services

The District is seeking a firm that possesses a demonstrable track record of success in executing capital campaigns within the parks and recreation sector. The selected firm will play a pivotal role in orchestrating a comprehensive campaign strategy, implementing fundraising initiatives, and leveraging their expertise to ensure the successful attainment of fundraising goals. The ideal firm will have:

#### **Demonstrated Experience:**

- Proven success in managing capital campaigns exceeding \$10,000,000.
- Extensive experience working with parks and recreation and nature-based clients, showcasing a comprehensive understanding of the sector's unique needs and challenges.

#### **Knowledge and Expertise:**

- Familiarity with philanthropic landscape.
- Extensive experience with funders to maximize fundraising opportunities.

**Key Deliverables Expected:** The selected firm will be expected to provide comprehensive capital campaign services including, but not limited to:

- **Comprehensive Campaign Strategy:** Develop a comprehensive strategy for the capital campaign, including timelines, campaign material and collateral development, fundraising goals, and key milestones aligned with the Aquatics project objectives.
- **Solicitation Management:** Design and execute a prospect research and robust solicitation strategy targeting potential donors, major gift prospects, and institutional funders.
- **Grant Writing:** Identify, research, and compose compelling grant proposals tailored to secure funding from various national grant-making organizations.
- **Fundraising Services:** Implement innovative fundraising techniques, events, and initiatives to engage diverse stakeholders and community members in supporting the campaign.



## 2. Summary of RFP Process

This summary is provided for the convenience of the proposers and should not be interpreted as a complete or definitive statement of all procedures, conditions, requirements or standards that may apply to any of the aforementioned processes.

### 2.1 Selection Process

The District will select the firm based on its professed ability to meet the overall expectations of the project. The Board of Directors will provide final approval on which submission offers the greatest benefit to the District. The following criteria will be used in the selection process:

- Responsiveness and completeness of the proposal.
- Experience and qualifications of consultant and management team, including demonstrated knowledge of planning, management, evaluation skills, and experience.
- Technical quality and methodology of consultant's approach to organizing and managing the project; ability to document information and recommendations clearly in written format.
- Understanding the project objectives and scope.
- Ability of the consultant and management team to communicate with various governmental units.
- Past and current projects.
- References and examples of completed consulting projects. Satisfaction of former clients with competency of completed work.
- Overall project management and ability to accomplish a project of this nature within the proposed time schedule.

### 2.2 RFP Procedures

#### Submittal

Proposals shall be submitted no later than INSERT to:

Attn: Capital Campaign Project RFP  
Chico Area Recreation and Park District  
545 Vallombrosa Avenue  
Chico, CA 95926

Late proposals will not be accepted. The District reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the District. The District reserves the right to issue contracts to multiple vendors. Faxed and emailed Proposals will not be accepted.

Number of Copies: Submit an electronic copy in PDF format via email or on a flash drive.

#### Duty of Review

Each proposer, in submitting its Proposal, acknowledges and understands its obligation to carefully and thoroughly examine all RFP documents and other information available to the

proposer relating to the Project. Each proposer shall seek clarification prior to such submission of all items of information contained in the RFP documents or in any other documents upon which the proposer has relied in preparing its Proposal that it observes. Failure by a proposer to fully inform itself of the matters described herein and to seek clarification in the manner required herein shall not relieve the proposer from its responsibilities under the Agreement for the District.

### **2.3 Proposal Content**

To be considered in the selection process, the qualified respondent should organize the proposal as follows.

#### **Introductory Letter**

This letter should include an introduction to the firm and summary of general qualifications. The letter shall be signed by an officer of the firm who is authorized to negotiate a contract with the District.

#### **Team Experience**

Describe the qualifications and experience of the key personnel to be assigned to the project and include their previous experience with water rate studies. The proposal will include an organizational chart showing the inter-relation of all project team members.

#### **References**

Provide references for similar projects managed within the last five - seven years, ideally from other public jurisdictions, by the personnel proposed for this contract. References should identify the client organization, nature and date of the contract, and the name, title, telephone number, and e-mail address of the contact person for each reference. The references shall include the cost of the project and scope of work accomplished.

#### **Project Approach and Schedule**

A detailed description of how your firm proposes to approach this project. Include sufficient discussion of proposed methodologies, techniques, and procedures identified in the scope of services. A proposed timeline for scope of work to be completed should be included here.

#### **Cost Proposal**

A proposed project cost sheet for the scope of work to be completed. The cost proposal must be presented as not-to-exceed, with all overhead/expenses included in the estimated costs.

### **3. RFP Terms and Conditions**

#### **3.1 General Conditions**

- A respondent may withdraw and resubmit a proposal prior to the proposal submission deadline. No re-submissions will be allowed after the submission deadline.
- Pursuant to the California Public Records Act (California Government Code Section 6250 et. seq.), public records may be inspected and examined by anyone desiring to do so.
- All submitted proposals are considered public records subject to disclosure.

#### **No Reimbursement For Costs Incurred**

Each party that enters into this selection process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the District for the costs and expenses associated with this process.

#### **Property Rights**

A proposal received within the prescribed deadline becomes the property of the District and all rights to the contents therein become those of the District, regardless of whether the project is fully completed.

#### **Amendments to Request for Proposals**

The District reserves the right to amend the RFP by addendum prior to the final proposal submittal date. The District also reserves the right to extend the due date, or to cancel this RFP at any time. The District reserves the right to modify this RFP, to change, by additions, deletions or modifications to any portion of the RFP documents prior to submittal date.

#### **Minimum Qualifications**

- The lead on-site project professional should have a minimum of 5 years of experience in related field.
- Significant experience working with municipalities.
- Demonstrated ability to successfully complete the scope of services on time and within budget.
- Demonstrated ability to successfully work with municipal staff and the general public.

#### **Selection Process**

The District reserves the right to request additional information or proposal revisions or hold discussions and negotiations with responsive proposers.

The District will recommend award to the Proposer who, in its opinion, has submitted the RFP response that best serves the overall interests of the District. Award may not necessarily be made to the Proposer with the lowest overall cost.

The District will then enter contract negotiations with the proposer whose understanding of the goals, qualifications, experience, proposal content and quality, proposed approach and work plan, availability, references, and other factors best meet the District's needs. If it is not possible

to negotiate a satisfactory agreement with the first-choice proposer, the District may negotiate with another proposer.

The District reserves the right to cancel or modify the selection process at any time or to reject any proposals that are deemed to be unresponsive.

#### **4. Contract**

The District's contract agreement will be provided. Please review this document and state in the proposal any changes or objections to the terms of the agreement. All work performed, all charges billed by the selected proposer, all insurance and other requirements will be in accordance with the terms of the agreement.

##### **4.1 Execution Of Contract**

The proposer to whom award of the work is made shall execute the Contract on the form of agreement provided herein. Failure or refusal to execute the Contract, submit the required documents, or to conform to any of the stipulated requirements in connection with it, shall be just cause for the recovery of damages from the proposer, and the award of the Contract to another proposer.

##### **4.2 Termination**

Although the District anticipates the successful completion of all phases of work for this project, it reserves the right to terminate work at any time.



**RESOLUTION 24-014 OF THE BOARD OF DIRECTORS OF THE  
CHICO AREA RECREATION AND PARK DISTRICT**

Approving The Application For Grant Funds For The Youth Community Access Grant Program

**WHEREAS**, the Legislature and Governor of the State of California have provided funds for the program shown above; and

**WHEREAS**, the California Natural Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

**WHEREAS**, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

**WHEREAS**, the Applicant, if selected, will enter into an agreement with the State of California to carry out the project.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors

1. Approves the filing of an application for the *Supporting Access of Butte County's Underserved Youth to Local Natural Resources in Northern California* project; and
2. Certifies that Applicant understands the assurances and certification in the application package; and
3. Certifies that Applicant or title holder will have enough funds to operate and maintain the project consistent with the grant guideline requirements or will secure the resources to do so; and
4. Certifies that it will comply with all provisions of Section 1771.5 of the California Labor Code; and
5. If applicable, certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, and disabled access laws, and that prior to commencement of construction all applicable permits will have been obtained; and
6. Appoints the General Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

**PASSED AND ADOPTED** at a Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on the **25<sup>th</sup>** day of **July** 2024 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

ATTEST:

\_\_\_\_\_  
Michael McGinnis, Chair  
Board of Directors

\_\_\_\_\_  
Holli Drobny  
Clerk of the Board of Directors



## BOARD OF DIRECTORS

# STAFF REPORT

**DATE:** July 25, 2024  
**TO:** Board of Directors  
**FROM:** Anjie Goulding, Director of Recreation  
**SUBJECT:** Recreation Update – July

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### **After School Program**

Re-enrollment for next school year is underway with the waiting list open and spots being actively filled. The time of year where we work on hiring next year's employees, update training for the coming year, and get fully prepared for another ASP school year is coming to an end, as soon ASP programs will be opening back up! Our ASP is preparing to kick off programs in less than one month on August 19<sup>th</sup>.

### **Adult Sports**

Adult Sports season is midway through the Summer season, and we have over 2,300 unique digital roster enrollments. Our first ever "Free Agent" leagues finished up their season. The free agent league has served as a pipeline for free agents to join and create teams for the summer and fall seasons. We hope to offer annual free agent leagues in the Spring seasons going forward. Fall Adult Sports registration is open, and the teams are rolling in. We offer Softball, Soccer, Basketball, Volleyball, Flag Football, Kickball and Futsal leagues.

### **Youth Sports**

The Youth Sports Department is charging ahead into the latter half of the camp season with contagious enthusiasm. Our dedicated staff continues to ignite a positive transformation in every camper, prioritizing not only athletic development but also character building.

Amidst scorching July temperatures, our Junior Giants FREE baseball league continues it's exhilarating Saturday morning games that offer a slightly cooler temps from the afternoon heat. If you want to feel the magic of youth baseball and catch a game, schedules can be found here: <https://www.Teamsideline.com/chico>. Meanwhile, Ms. Dallas continues to shine brightly in our Toddler Camps, earning heartfelt accolades from participants who deeply value her unwavering dedication and nurturing approach to all her participants.

As we gear up to wrap up the summer season, our sights are firmly set on preparing for an action-packed fall. We're actively bolstering our team with fresh talent, launching promotional campaigns for all our programs, and meticulously planning for the excitement that lies ahead.

## **Summer Camps**

Summertime Delight campers are staying cool inside, at the pool and on their field trips to Cal Skate, Bowlero, Rare Air, and the movies. Staff and campers are keeping the camp activities and themes fun and cooling off in the pool when it gets too hot. We are looking forward to an increase in participants during the final weeks of camp, with over 60 campers each week.

Camp Chico Creek has had some wonderful guest presenters so far and we are excited about those scheduled for the rest of summer too. Upcoming presenters include but are not limited to Ali Meders-Knight with Traditional Ecological Knowledge, Altacal Audubon and Nature Center staff and volunteers who will provide a reptile show for campers.

Camp Chi-Da-Ca Summer Camp is spending a lot of time in the creek and making extra ice cream to stay cool! We are nearing the end of the Summer Camp! We are nearing a total of 1,000 registrations, and over 600 different campers have signed up for camp ChiDaCa this summer. Please join us for the Camp ChiDaCa Jamboree on Fridays at noon at Hooker Oak Park! Our campers and staff will be performing skits and songs to parents, grandparents, family, and friends.

## **Aquatics:**

### *Pleasant Valley Pool:*

Swim lessons have been going great and we only have 2 remaining sessions before the end of the summer. Daytime public swim numbers have remained relatively close to the previous season with local summer camps visiting frequently. Our evening family swim time has increased in popularity with us offering it 4 times per week instead of 2, as well as an increase in marketing around swim times. Our teen swim nights have been a hit, don't miss our last two July 27<sup>th</sup> and August 9<sup>th</sup>. We hope you join us for all the fun!

### *Sycamore Pool (1-Mile):*

Lifeguards are staffed Friday – Wednesday from 1-7PM and the public is so excited to have guards back at the pool. We have food vendors you should check out, music to see on Wednesdays and fun themed days you can find on our social media! We are enjoying working in conjunction with the City of Chico and excited about continuing a successful summer season at one mile!

## **Nature Center**

Our ongoing collaboration with Parkside Preschool & Daycare continues; with them bringing their kiddos to the Living Animal Museum for an hour every Wednesday and Thursday all summer for an animal presentation.

Be sure to join us for an upcoming full moon hike happening on July 21<sup>st</sup>, a creek crawl on July 27<sup>th</sup>, and a new moon hike on August 4<sup>th</sup>.

Don't forget to stop by the Nature Center to check out our new enclosures there were recently constructed. It looks very different, and soon we hope to have new animals for you to meet and



learn about living in each! You will see these enclosures are much bigger than what we had before, and they will allow us to bring on two more permit animals covered under our Restricted Species Permit.

### **Inclusion**

Our Inclusion Team continues their hard work through the Summer! Our nine 1:1 Aides, five Site Aides, and inclusion subs have been at all 5 main CARD camps and numerous contract camps supporting our campers. We continue to hear from camp staff how vital it is to have our Site Aides out and about supporting campers and helping them succeed. Through the first 5 weeks of Summer 2024 we have provided 706 hours of 1:1 Aide support at camps. Through the first 5 weeks of Summer 2023 we billed 316.5 hours, year-on-year we have nearly DOUBLED our 1:1 Aide support!

In addition to our inclusion support at Summer Camps we also continue to expand our inclusive programming throughout the year. As of July 15th, we have more kids scheduled to have 1:1 Aide support in After School Programs than we've ever had before. We have a 5-week Inclusive Teen Program planned for September/October, an Inclusive Thanksgiving Snacks Class for November, and have begun planning for Adult Day Trips for adults with disabilities in the Fall.

Keep an eye out for some social media coming out letting our community know that at CARD we help EVERYONE play, and that means every child deserves the opportunity to embrace a LOVE of the GAME! We have personalized 1-on-1 inclusion aides available for participants that may benefit from a little extra support to succeed in our Youth Sports program and leagues. Don't let your child miss out on becoming a better athlete and, more importantly, the life skills that youth sports provide!

We are working with five organizations (Far Northern, Aveanna, Mains'I, GT Independence, and Ritz FMS) that are providing funding toward camp registration and 1:1 aides for some of these participants. It takes a village, and we are so grateful to all our partnerships that help us to make this happen!

I would be remiss if I didn't mention the tireless work that Ben, our Inclusion Coordinator, puts in to make this all happen!

### **Field and Court Rentals**

Chico Softball Little League has officially finished their season after hosting all-star and state tournaments in late June and July. Norcal Stars, Chico Patriot Fastpitch and Bidwell Bombers are softball organizations that will be renting the DeGarmo Softball fields throughout the Fall season now that Little League has finished up their season. Butte United is starting their season mid-August, and they have more teams than they have ever had before, renting out nearly every soccer field on the weekends at DeGarmo Park. Chico Youth Soccer League will be starting up their season in the Fall and will be renting out Community Park on Saturdays.

**Recreation Staffing Updates**

Kevin Myers, Adult Sports Supervisor, and Shannon Greer, Camps, Classes, Aquatics Coordinator have both accepted new positions

Recruitment for their replacements and one additional recreation supervisor will follow soon.



## BOARD OF DIRECTORS

# STAFF REPORT

**DATE:** July 25th, 2024  
**TO:** Board of Directors  
**FROM:** Scott Schumann, Director of Parks and Facilities  
**SUBJECT:** Parks and Facilities Update - July

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### **Capital Project Updates:**

#### *CARD Center*

Proposals for the CARD Center Exterior and Roof Repair Project are due July 26<sup>th</sup>. A bid walk was held on July 9<sup>th</sup>, with 8 prospective bidders. Scope of work was discussed along with questions regarding deductive alternatives to the project. Response to questions were published July 15, 2024.

#### *Chapman Park*

Staff met with Melton Design Group (MDG) on site to address ongoing design issues with the outflow of water at the splash. MDG recognized design issues and proposed several short and long term solutions to retain water in the system and reduce impacts to the surrounding turf and planters. Drain rock will be added in the short term in the key overflow areas with a long term solution of perimeter drains tying back to the tank to be implemented after the splash pad is closed for the season in the Fall.

#### *Community Park Maintenance Hub*

Bid was awarded to BCM Construction. Staff are developing the contract schedule with the general contractor and anticipating work to begin in August 2024.

#### *ADA Improvements*

Staff are working closely with the ADA Consultant to develop a new transition plan identifying and prioritizing ADA improvements District-wide. The scoping will start with the Facilities in the District in July.

#### *Fixed Assets*

Staff have procured all fixed assets approved in the 2024/2025 Budget including the leaf sweeper, two trucks, a landscape tractor, and dump trailer. Bringing these new resources into the inventory at the onset of the year will improve efficiency and reduce down time on aging, failing equipment.

### **Park Improvements and Maintenance**

#### *Henshaw Park*

Staff have engaged LACO Associates for environmental assessments and the CEQA process. Assessments for the site will include Biological Resource Assessment and an Archaeological Report on historical use. In addition, consideration of traffic flow will be included in the CEQA process. The

process will take approximately 12 weeks to complete. Meanwhile, staff will produce an RFP for design to be published in August 2024.

#### *Chico Observatory*

Staff have conducted a comprehensive review of the site and identified minor maintenance issues to address prior to the grand opening August 16, 2024. These include maintenance of roof motor and pest removal, and reduction of trip hazards. Long term maintenance items include removal of dry rot and landscaping.

#### *Community Park*

With Board approval during a special meeting, staff have proceeding to contract for the repair of the Community Park well. As of Friday, July 19<sup>th</sup> work is underway with anticipated return of well and pump functionality by July 20, 2024. Impacts to the turf were minimized due to the rapid response; the health of the turf will return with adequate irrigation in the coming weeks.

#### *Garner Lane Property*

Asbestos abatement at the pro-shop is complete. The facility will be used for SWAT and Fire Department training with planned demolition of the site after the training is completed.



## BOARD OF DIRECTORS

# STAFF REPORT

**DATE:** July 25th, 2024  
**TO:** Board of Directors  
**FROM:** Annabel Grimm  
**SUBJECT:** General Manager Update - July

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**Personnel Policies & Labor Negotiations** — The major focus continues to be revising personnel policies and labor negotiations.

**Property Acquisition** — With the transfer of the Humboldt and Notre Dame property, staff have been working with the City to acquire an additional 1.9 acres for the mountain bike project. The property's appraised value is \$57,000. Funding for this acquisition will be requested from the City of Chico's Linear Park and Greenways fund.

### Notable Meetings

- Local 39 working meeting on July 10.
- City of Chico Public Works Department to discuss the process of establishing assessments for new developments on July 11.
- SEIU working meeting on July 12.
- Special Board meeting and Facilities Committee July 17.
- Chamber of Commerce meeting July 24.

### Community Events

We continue to partner with the City of Chico to provide events and entertainment at Sycamore Pool throughout the summer season. Each Wednesday there will be live music, and we are coordinating a concessions schedule with our vendors that we love to partner with.

On June 29th, we successfully hosted the "Let Freedom Ring" event at Chapman Neighborhood Park, attracting a significant number of attendees. The celebration at the newly inaugurated playground and splash pad featured live music, complimentary hot dogs and ice cream, and a variety of engaging activities for all participants.

On the 4th of July, the District's inaugural patriotic parade was a resounding success, drawing thousands of community members. The 50 parade entries were exciting and diverse, with participants fully embracing the patriotic spirit. We already have numerous exciting ideas to make next year's event even bigger!

Coming up, we have the Grand Re-Opening of the Observatory on August 16<sup>th</sup>, 7-10:00PM, which is sure to be a spectacular re-entry to the Chico night sky, with Star Wars characters on hand for photo ops. The following day, we will host our annual Ice Cream social at the Nature Center which celebrates the end of Summer break and re-entry into the school year. This free event will have something for everyone—live music, bounce houses, nature walks, food trucks, face painting, crafts, games and more!

### **News Stories**

[Chico 4th of July celebrations | actionnewsnow.com](#)

[50 entries march, dance, skate and drive through downtown Chico in CARD's inaugural Fourth of July Parade | Chico ER](#)

[Chico kicks off Fourth of July with festive event and upgraded splash pad at Chapman Park | KRCR](#)

[Rising temperatures, pool scarcity in Chico | Chico ER](#)

[Candidate filing period opens for November general election in Butte County | Action News Now](#)

[Skate park fun | Photos | Chico ER](#)

### **Contracts over \$20,000**

- None