

## **BOARD OF DIRECTORS REGULAR MEETING**

Thursday, October 26, 2023 – 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, October 23, 2023

### **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, Business Services Manager  
Anjie Goulding, Recreation Director  
Scott Schumann, Parks and Facilities Director

### **LEGAL COUNSEL**

Jeff Carter

## **AGENDA**

### **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

1.2. Closed session

Pursuant to Government Code 54957: Public Employment Performance Evaluation.

Closed session announcement: The Board received information from the General Manager. No action was taken.

### **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 Special Meeting of the Board of Directors on September 28, 2023

3.2. September Monthly Financial Report (Staff Report FI-23-029)

### **4. REGULAR AGENDA**

4.1. Committee Report Out – *Information provided/possible action*

4.1.1. Finance Committee

4.1.2. Facility Committee (Meeting Summary)

- 4.2. Capital Campaign – *Information provided/possible action.*  
Baker Street Consulting will provide an update on the current efforts and status of the Capital Campaign for the Aquatic Recreation Facility.
- 4.3. Aquatic Recreation Facility Design Update - *Information provided/possible action*  
Confluence Inc., the design firm hired to facilitate the development of the Aquatics Recreation Facility, will provide a presentation to the Board and solicit feedback on the project.
- 4.4. Updated Policy - *Action Requested: Board of Directors approve updated policy.*  
District Staff have updated the *Donation and Facility Naming* policy to ensure compliance with the Government Code and to better align with current business practices
- 4.5. Dog Off-Leash Park Rules (Staff report FA-23-019) *Action Requested: District staff are requesting approval of the finalized schedule for Dog Off-Leash Park Rules per the Facility Committee's recommendation.*
- 4.6. DeGarmo Golf Facility (Staff report FA-23-020) *Action Requested: District staff are requesting approval of moving into Phase One of the Golf Facility Plan, per the Facility Committee's recommendation.*
- 4.7. Items Removed from the Consent Agenda

## **5. NEW BUSINESS**

- 5.1. Approving the Application of the Outdoor Equity Grant (Resolution 23-020) *Action requested:*  
Board of Directors approve Resolution 23-020 allowing the District to move forward with the Outdoor Equity Grant application.
- 5.2. Conversion of Extended Part-Time Wages to Full-Time (Staff Report FI-23-030) *Action requested:*  
Board of Directors approve the budget allocation which reflects a conversion of an extended part-time position to a full-time position in the Facility Rentals and Events division.
- 5.3. Chico Observatory (Staff Report FA-23-022) *Information provided/possible action.* District staff will share a potential opportunity to expand astrology programming through the Chico Observatory.
- 5.4. Authorizing the Destruction of Records (Staff Report 23-048/Resolution 23-021) *Action requested:* Board of Directors authorizes the destruction of certain expired records as provided in Government Code Sections 60200-60203 guidelines.
- 5.5. Lifeguard Incentive Program (Staff Report FI-23-032) *Action Requested: Board of Directors approves the Lifeguard Incentive Program.*

This program would provide an incentive for current employees to become Lifeguard Certified, and would provide a referral bonus for each employee recruited lifeguard that becomes certified.

**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 23-049)

Parks and Facilities Update (Staff Report 23-050)

General Manager Update (Staff Report 23-051)

**8. CLOSED SESSION**

Pursuant to Government Code 54957 Public Employment Performance Evaluation

**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

September 28, 2023 – 4:00 P.M.

**DRAFT**

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

**Board Members Absent:**

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

**Legal Counsel Present:** Jeff Carter, Attorney at Law

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### 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 was no public correspondence.

### 3. CONSENT AGENDA

3.1. Minutes of the Regular Meeting of the Board of Directors on August 24, 2023.

*Action Requested: Board of Directors approve the minutes as submitted.*

3.2. Minutes of the Special Meeting of the Board of Directors on September 6, 2023.

*Action Requested: Board of Directors approve the minutes as submitted.*

3.3. Monthly Financial Report - *Action Requested: Board of Directors approve the Monthly Financial Report.*

**M/S/C/ (Directors Lando/Donnan)** Board of Directors approved the consent agenda.

**The motion was unanimously approved.**

### 4. REGULAR AGENDA

4.1. Committee Report Out

4.1.1. Finance Committee

4.2. Updated Policies

**M/S/C/ (Directors Lando/McGinnis)** Board of Directors approved the updated policies.

**The motion was unanimously approved.**

The policies are:

- Record Retention and Management

- Electronic Record Retention and Management

## **5. NEW BUSINESS**

### 5.1. Code of Conduct

The current player Code of Conduct Policy is under review and is anticipated to be updated in early 2024. Discussion revolved around items that need further review and updates. The Board agreed that Board involvement in the updates is not necessary and looks forward to reviewing the updated policy.

## **6. DIRECTORS' COMMENTS**

## **7. STAFF COMMENTS**

## **8. CLOSED SESSION ANNOUNCEMENT**

Pursuant to Government Code 54957 Public Employment Performance Evaluation. Closed session announcement: The Board received information from the General Manager. No action was taken.

## **9. ADJOURNMENT**

Adjourned the next meeting of the Board of Directors of the Chico Area Recreation and Park District at 4:20PM.

# STAFF REPORT

**DATE:** October 26, 2023  
**TO:** Board of Directors  
**FROM:** Angela Carpenter, Finance Manager  
**SUBJECT:** September Monthly Financial Report

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## ANALYSIS

The financial statements for September continue to be uneventful, reflecting only first-quarter information.

- Community Park Impact Fee Cash on page 3 is down approximately \$1.15M as capital projects allocated from those funds are underway. The annual transfer of impact fee income from the City of Chico is expected in January.
- Investment income, on page 8, is continuing to be better than expected due to the performance of the investment in CA Class with an average yield of 5.5%.
- Revenue overall is 14.4% for the year, as noted on page 9. Program income in Camps, Classes, Aquatics, and Nature Center encompass summer activities from July and August, causing a higher trend than pace. Rec Admin has exceeded budget projections due to the demand for inclusion services from the Far Northern Regional Center. This activity is expected to continue throughout the year.
- On page 10, the Retirement expense is trending high due to the required AUL payment at \$100K.
- Operating expenses are at 38% of the overall budget (page 11). Annual expenses paid in full and planned purchases of computers and equipment are inflating the YTD percentage.
  - o Water and Electricity expenses will start to level out during the winter months, while Gas will start to trend high during the same period.



**FINANCIAL STATEMENTS**

**FISCAL YEAR 2023/2024**

**SEPTEMBER 2023**

**CHICO AREA RECREATION AND PARK DISTRICT  
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SEPTEMBER 2023**

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CHICO AREA RECREATION AND PARK DISTRICT  
 BALANCE SHEET SUMMARY - ALL FUNDS  
 SEPTEMBER 2023



	GENERAL FUND	COMMUNITY PARK FEES	PARK IMPACT FUND	INDIGO PARK	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
<b>ASSETS</b>								
CASH	10,249,865	5,799,341	427,219		-	-	38,626	16,515,051
RECEIVABLES	1,981,211	-	47,500		-	-	-	2,028,711
DUE FROM OTHER FUNDS	137,678	4,635,419	-		-	-	-	4,773,097
<b>TOTAL CURRENT ASSETS</b>	<b>12,368,755</b>	<b>10,434,760</b>	<b>474,719</b>		<b>-</b>	<b>-</b>	<b>38,626</b>	<b>23,316,860</b>
<b>PREPAID EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
FIXED ASSETS	46,652,950	-	-		-	-	-	46,652,950
ACCUMULATED DEPRECIATION	(17,912,074)	-	-		-	-	-	(17,912,074)
<b>SUBTOTAL</b>	<b>28,740,876</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>28,740,876</b>
<b>TOTAL ASSETS</b>	<b>41,109,631</b>	<b>10,434,760</b>	<b>474,719</b>		<b>-</b>	<b>-</b>	<b>38,626</b>	<b>52,057,736</b>
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68</b>	<b>1,186,655</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,186,655</b>
<b>LIABILITIES</b>								
ACCOUNTS PAYABLE	-	-	-		-	-	-	-
ACCRUED EXPENSES	551,053	-	-		-	-	-	551,053
DUE TO OTHER FUNDS	4,635,419	-	-	5,063	44,792	46,307	41,517	4,773,097
OTHER LIABILITIES	459,053	-	-		-	-	-	459,053
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,645,525</b>	<b>-</b>	<b>-</b>	<b>5,063</b>	<b>44,792</b>	<b>46,307</b>	<b>41,517</b>	<b>5,783,203</b>
<b>LONG-TERM DEBT</b>								
NET PENSION LIABILITY	657,142	-	-		-	-	-	657,142
LIABILITY FOR COMPENSATED ABSENCES	263,428	-	-		-	-	-	263,428
<b>SUBTOTAL</b>	<b>920,570</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>920,570</b>
<b>TOTAL LIABILITIES</b>	<b>6,566,095</b>	<b>-</b>	<b>-</b>	<b>5,063</b>	<b>44,792</b>	<b>46,307</b>	<b>41,517</b>	<b>6,703,773</b>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68</b>	<b>755,205</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>755,205</b>
<b>FUND BALANCE</b>								
RESTRICTED	-	10,434,760	465,219		-	-	38,626	10,938,605
SPENDABLE - COMMITTED	2,500,000	-	-		-	-	-	2,500,000
SPENDABLE - UNASSIGNED	5,591,606	-	-		-	-	-	5,591,606
NON-SPENDABLE	26,351,721	-	-		-	-	-	26,351,721
<b>FUND BALANCE</b>	<b>34,443,327</b>	<b>10,434,760</b>	<b>465,219</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,626</b>	<b>45,381,932</b>
<b>TOTAL NET INCOME (LOSS)</b>	<b>(2,085,746)</b>	<b>-</b>	<b>9,500</b>	<b>(5,063)</b>	<b>(44,792)</b>	<b>(46,307)</b>	<b>(41,517)</b>	<b>(2,213,925)</b>
<b>CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS</b>	<b>16,725</b>							
<b>TOTAL FUND BALANCE</b>	<b>32,374,306</b>	<b>10,434,760</b>	<b>474,719</b>	<b>(5,063)</b>	<b>(44,792)</b>	<b>(46,307)</b>	<b>(2,891)</b>	<b>43,184,733</b>

CHICO AREA RECREATION AND PARK DISTRICT  
SUMMARY - ALL FUNDS  
SEPTEMBER 2023



	GENERAL FUND	COMMUNITY PARK FEES	PARK IMPACT FUND	INDIGO PARK	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
<b>REVENUE</b>								
FEE BASED PROGRAM INCOME	1,457,374	-	-	-	-	-	-	1,457,374
OTHER INCOME	109,524	-	-	-	-	-	-	109,524
RDA PASSTHROUGH	-	-	-	-	-	-	-	-
INVESTMENT INCOME	89,801	-	-	-	-	-	-	89,801
TAX INCOME / COUNTY	1,550	-	-	-	-	-	-	1,550
PARK IMPACT FEES	-	-	9,500	-	-	-	-	9,500
ASSESSMENTS	-	-	-	-	-	-	-	-
OPERATING TRANSFER IN	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,658,249</b>	<b>-</b>	<b>9,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,667,749</b>
<b>EXPENSE</b>								
SALARIES & BENEFITS	2,281,942	-	-	-	36,246	23,453	31,982	2,373,623
SERVICES & SUPPLIES	1,205,557	-	-	5,063	8,546	22,854	9,535	1,251,555
CONTRIB. TO OTHER AGENCIES	12,865	-	-	-	-	-	-	12,865
<b>TOTAL EXPENSE</b>	<b>3,500,364</b>	<b>-</b>	<b>-</b>	<b>5,063</b>	<b>44,792</b>	<b>46,307</b>	<b>41,517</b>	<b>3,638,043</b>
<b>NET REVENUE BEFORE SPECIAL EXPENSE</b>	<b>(1,842,115)</b>	<b>-</b>	<b>9,500</b>	<b>(5,063)</b>	<b>(44,792)</b>	<b>(46,307)</b>	<b>(41,517)</b>	<b>(1,970,294)</b>
<b>SPECIALLY ALLOCATED ITEMS</b>								
DEPRECIATION	243,631	-	-	-	-	-	-	243,631
FAIR MARKET VALUE ADJUSTMENT	-	-	-	-	-	-	-	-
<b>TOTAL SPECIALLY ALLOCATED</b>	<b>243,631</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>243,631</b>
<b>REVENUE OVER (UNDER)</b>	<b>(2,085,746)</b>	<b>-</b>	<b>9,500</b>	<b>(5,063)</b>	<b>(44,792)</b>	<b>(46,307)</b>	<b>(41,517)</b>	<b>(2,213,925)</b>
<b>CAPITAL ASSETS AND REPAIR PROJECTS</b>								
CAPITAL / REPAIR PROJECTS	2,115,040	-	-	-	-	-	-	2,115,040
CAPTIAL PROJECTS REIMBURSEMENT	2,131,766	-	-	-	-	-	-	2,131,766
<b>NET CAPITAL PROJECTS</b>	<b>16,725</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,725</b>
<b>TOTAL REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(2,069,021)</b>	<b>-</b>	<b>9,500</b>	<b>(5,063)</b>	<b>(44,792)</b>	<b>(46,307)</b>	<b>(41,517)</b>	<b>(2,197,200)</b>

CHICO AREA RECREATION AND PARK DISTRICT  
GENERAL FUND - FUND 2490  
BALANCE SHEET  
SEPTEMBER 2023

	SEPTEMBER 2023	SEPTEMBER 2022	Increase (Decrease)	
			\$ Change	% Change
<b>ASSETS</b>				
<b>CASH</b>				
* CASH ON DEPOSIT WITH COUNTY (GENERAL FUND)	2,637,818	5,892,817	(3,254,999)	-55%
CASH - GOLDEN VALLEY BANK	2,903,700	1,974,514	929,186	47%
CASH ON DEPOSIT WITH California CLASS (GENERAL FUND)	2,545,459	-	2,545,459	0%
CASH - GOLDEN VALLEY BANK CD (GENERAL FUND)	2,055,386	-	-	0%
PETTY CASH	800	800	-	0%
<b>SUBTOTAL</b>	<b>10,249,865</b>	<b>7,972,393</b>	<b>2,277,472</b>	<b>29%</b>
FMV ADJUSTMENT (GENERAL FUND)	-	-	-	0%
ACCOUNTS RECEIVABLE	1,981,211	1,854,405	126,807	7%
			-	0%
<b>DUE FROM OTHER FUNDS</b>				
DUE TO GENERAL FUND FROM OTHER FUNDS	137,678	97,755	39,923	0%
<b>TOTAL CURRENT ASSETS</b>	<b>12,368,753</b>	<b>9,924,553</b>	<b>2,444,202</b>	<b>25%</b>
<b>PREPAID EXPENSES</b>	-	-	-	0%
<b>FIXED ASSETS</b>				
LAND	11,634,791	11,634,791	-	0%
LAND IMPROVEMENTS	30,565,535	28,357,507	2,208,028	8%
LEASEHOLD IMPROVEMENTS	1,961,727	1,098,163	863,564	79%
EQUIPMENT	1,234,857	1,070,014	164,843	15%
EQUIPMENT - COMPUTERS	296,192	296,192	-	0%
EQUIPMENT - AUTOS	610,270	474,688	135,582	29%
CONSTRUCTION IN PROGRESS	349,579	349,579	-	0%
<b>SUBTOTAL</b>	<b>46,652,950</b>	<b>43,280,933</b>	<b>3,372,017</b>	<b>8%</b>
ACCUMULATED DEPRECIATION	(17,912,074)	(16,783,037)	(1,129,037)	7%
<b>SUBTOTAL</b>	<b>28,740,876</b>	<b>26,497,896</b>	<b>2,242,980</b>	<b>8%</b>
<b>TOTAL ASSETS</b>	<b>41,109,631</b>	<b>36,422,449</b>	<b>4,687,182</b>	<b>13%</b>
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68</b>	<b>1,186,655</b>	<b>1,186,655</b>	<b>-</b>	<b>0%</b>

**FOOTNOTES:**

\* General Fund Cash amount includes \$2,500,000 in Reserves

CHICO AREA RECREATION AND PARK DISTRICT  
GENERAL FUND - FUND 2490  
BALANCE SHEET  
SEPTEMBER 2023

	SEPTEMBER 2023	SEPTEMBER 2022	Increase (Decrease)	
			\$ Change	% Change
<b>LIABILITIES</b>				
<b>ACCOUNTS PAYABLE</b>				
ACCOUNTS PAYABLE		218,597		
ACCOUNTS PAYABLE - REFUNDS	-	-	0	
<b>ACCOUNTS PAYABLE</b>	<b>-</b>	<b>218,597</b>	<b>(218,597)</b>	<b>-100%</b>
<b>ACCRUED EXPENSES</b>				
ACCRUED PAYROLL	265,108	235,888	29,220	0%
PAYROLL FEDERAL TAXES	33,213	18,869	14,344	76%
PAYROLL STATE TAXES	11,149	5,880	5,269	90%
PAYROLL EMPLOYEE MEDI & FICA	43,479	22,740	20,740	91%
PAYROLL EMPLOYER MEDI & FICA LIAB	43,192	22,573	20,619	91%
PAYROLL SDI	5,270	3,307	1,963	59%
PAYROLL GARNISHMENTS	1,371	(23,807)	25,178	-106%
UNION DUES - SUPERVISORS	518	(570)	1,088	-191%
UNION DUES - PARKS	1,589	1,816	(227)	0%
457 EMPLOYEE CONTRIBUTIONS	960	5,452	(4,492)	-82%
457 ROTH EMPLOYEE CONTRIBUTIONS	4,475	-	4,475	0%
EMPLOYEE VOLUNTARY LIFE/AD&D	2,082	-	2,082	0%
EMPLOYEE MEDICAL WITHHOLDINGS	-	(1,531)	1,531	-100%
VOUCHERS PAYABLE ACCRUAL	138,647	-	138,647	0%
<b>ACCRUED EXPENSES</b>	<b>551,053</b>	<b>387,186</b>	<b>163,867</b>	<b>42%</b>
<b>DUE TO OTHER FUNDS</b>				
DUE TO OTHER FUNDS FROM GENERAL FUND	4,635,419	-	4,635,419	0%
<b>OTHER LIABILITIES</b>				
DEFERRED REVENUE	400,390	1,261,899	(861,509)	-68%
OTHER LIAB - CLASS CLEARING ACCT	3,573	3,423	150	4%
UNEARNED REVENUE	(0)	6,049	(6,049)	-100%
PREPAID FACILITY TRANSFER	(1,091)	-	(1,091)	0%
SECURITY DEPOSITS	47,778	48,750	(972)	-2%
TIME EXPIRED HOLDING ACCT	8,403	7,903	500	6%
<b>SUBTOTAL</b>	<b>459,053</b>	<b>1,309,783</b>	<b>(850,730)</b>	<b>-65%</b>
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,645,525</b>	<b>1,915,566</b>	<b>3,729,959</b>	<b>195%</b>
<b>LONG-TERM DEBT</b>				
NET PENSION LIABILITY	657,142	657,142	-	0%
LIABILITY FOR COMPENSATED ABSENCES	263,428	263,428	-	0%
<b>SUBTOTAL</b>	<b>920,570</b>	<b>920,570</b>	<b>-</b>	<b>0%</b>
<b>TOTAL LIABILITIES</b>	<b>6,566,095</b>	<b>2,836,136</b>	<b>3,729,959</b>	<b>132%</b>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68</b>	<b>755,205</b>	<b>755,205</b>	<b>-</b>	<b>0%</b>

FUND BALANCE

CHICO AREA RECREATION AND PARK DISTRICT  
GENERAL FUND - FUND 2490  
BALANCE SHEET  
SEPTEMBER 2023

	SEPTEMBER 2023	SEPTEMBER 2022	Increase (Decrease)	
			\$ Change	% Change
<b>SPENDABLE - COMMITTED</b>				
SPENDABLE - COMMITTED - GENERAL RESERVE	2,500,000	2,600,000	(100,000)	-4%
<b>SUBTOTAL</b>	<b>2,500,000</b>	<b>2,600,000</b>	<b>(100,000)</b>	<b>-4%</b>
<hr/>				
<b>SPENDABLE - UNASSIGNED</b>	<b>5,591,606</b>	<b>1,300,774</b>	<b>4,290,832</b>	<b>330%</b>
<hr/>				
<b>NON-SPENDABLE</b>	<b>26,351,721</b>	<b>27,479,110</b>	<b>(1,127,388)</b>	<b>-4%</b>
<b>TOTAL FUND BALANCE - GENERAL FUND</b>	<b>34,443,327</b>	<b>31,379,884</b>	<b>3,063,444</b>	<b>10%</b>
<hr/>				
<b>NET INCOME (LOSS)</b>				
GENERAL FUND	(2,085,746)	(1,664,526)	(421,220)	25%
<hr/>				
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>39,678,881</b>	<b>33,306,699</b>		
<hr/>				
<b>TOTAL NET INCOME (LOSS)</b>	<b>(2,085,746)</b>	<b>(1,664,526)</b>	<b>(421,220)</b>	<b>25%</b>
<hr/>				
<b>CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS</b>	<b>16,725</b>	<b>22,618</b>	<b>(5,893)</b>	<b>-26%</b>
<hr/>				
<b>TOTAL FUND BALANCE</b>	<b>32,374,306</b>	<b>29,692,740</b>	<b>2,681,566</b>	<b>9%</b>

CHICO AREA RECREATION AND PARK DISTRICT  
EXECUTIVE SUMMARY  
GENERAL FUND - FUND 2490  
SEPTEMBER 2023  
REPRESENTS 25% OF THE YEAR

	2023-2024 BUDGET	2023-2024 YTD	2023-2024 % BUDGET	Remaining Budget	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	DIFF. BY YEAR
<b>REVENUE</b>								
FEE BASED PROGRAM INCOME	4,427,500	1,457,374	32.9%	2,970,126	3,526,835	1,012,135	28.7%	445,239
OTHER INCOME	818,500	109,524	13.4%	708,976	664,865	196,967	29.6%	(87,443)
RDA PASSTHROUGH	1,600,000	-	0.0%	1,600,000	1,600,000	-	0.0%	-
INVESTMENT INCOME	100,000	89,801	89.8%	10,199	45,000	-	0.0%	89,801
TAX INCOME / COUNTY	5,150,000	1,550	0.0%	5,148,450	4,655,000	-	0.0%	1,550
<b>TOTAL REVENUE</b>	<b>12,096,000</b>	<b>1,658,249</b>	<b>13.7%</b>	<b>10,437,751</b>	<b>10,491,700</b>	<b>1,209,102</b>	<b>11.5%</b>	<b>449,148</b>
<b>OPERATING EXPENDITURES</b>								
SALARIES AND BENEFITS	8,581,325	2,281,942	26.6%	6,299,383	7,320,959	2,086,205	28.5%	195,737
SERVICES AND SUPPLIES	3,170,480	1,205,557	38.0%	1,964,923	2,829,608	791,579	28.0%	413,979
OPERATING TRANSFER OUT	200,000	-	0.0%	-	267,934	-	0.0%	-
CONTRIB. TO OTHER AGENCIES	15,000	12,865	85.8%	2,135	15,000	9,997	66.6%	2,868
CONTINGENCIES	20,000	-	0.0%	20,000	20,000	-	0.0%	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>11,986,805</b>	<b>3,500,364</b>	<b>29.2%</b>	<b>8,286,441</b>	<b>10,534,182</b>	<b>2,887,781</b>	<b>27.4%</b>	<b>612,584</b>
<b>NET REVENUE BEFORE SPEC. EXP.</b>	<b>109,195</b>	<b>(1,842,115)</b>		1,951,310	<b>(42,482)</b>	<b>(1,678,679)</b>		<b>(163,436)</b>
<b>SPECIALLY ALLOCATED ITEMS</b>								
DEPRECIATION	-	243,631	0.0%	-	-	216,171	0.0%	27,460
FAIR MARKET VALUE ADJUSTMENT	-	-	0.0%	-	-	(230,324)	0.0%	230,324
<b>TOTAL SPECIALLY ALLOCATED</b>	<b>-</b>	<b>243,631</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>(14,153)</b>	<b>0.0%</b>	<b>257,784</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>109,195</b>	<b>(2,085,746)</b>			<b>(42,482)</b>	<b>(1,664,526)</b>		<b>(421,220)</b>

CHICO AREA RECREATION AND PARK DISTRICT  
REVENUE SUMMARY  
GENERAL FUND - FUND 2490  
SEPTEMBER 2023  
REPRESENTS 25% OF THE YEAR

	2023-2024 BUDGET	SEPTEMBER 2023	2023-2024 YTD	2023-2024 % BUDGET	Remaining Budget	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	DIFF. BY YEAR
<b>FEE BASED PROGRAM INCOME</b>									
AFTER SCHOOL & CAMP PROGRAMS									
AFTERSCHOOL	2,730,000	589,822.96	627,845	23.0%	2,102,155	2,052,225	479,825	23.4%	148,020
CAMPS	448,000	-	348,708	77.8%	99,292	301,300	227,000	75.3%	121,709
RECREATION ADMIN	50,000	11,375.65	61,499	123.0%	-	-	-	0.0%	-
<b>SUBTOTAL</b>	<b>3,228,000</b>	<b>589,823</b>	<b>1,038,052</b>	<b>32.2%</b>	<b>2,201,447</b>	<b>2,353,525</b>	<b>706,825</b>	<b>30.0%</b>	<b>269,728</b>
<b>AQUATICS</b>	<b>165,000</b>	<b>54,605</b>	<b>54,605</b>	<b>33.1%</b>	<b>110,395</b>	<b>160,570</b>	<b>39,932</b>	<b>24.9%</b>	<b>14,673</b>
CLASSES									
GENERAL CLASSES	147,500	15,718	45,816	31.1%	101,684	147,260	35,493	24.1%	10,322
COMMUNITY BAND	2,000	-	-	0.0%	2,000	2,000	1,222	61.1%	(1,222)
YOUTH CLASSES	50,000	-	6,960	13.9%	43,040	65,000	11,508	17.7%	(4,548)
<b>SUBTOTAL</b>	<b>199,500</b>	<b>15,718</b>	<b>52,776</b>	<b>26.5%</b>	<b>45,040</b>	<b>214,260</b>	<b>48,224</b>	<b>22.5%</b>	<b>4,552</b>
ADULT SPORTS									
PROGRAM FEE INCOME	200,000	28,096	77,598	38.8%	122,402	232,942	62,390	26.8%	15,208
<b>SUBTOTAL</b>	<b>200,000</b>	<b>28,096</b>	<b>77,598</b>	<b>38.8%</b>	<b>122,402</b>	<b>232,942</b>	<b>62,390</b>	<b>26.8%</b>	<b>15,208</b>
NATURE CENTER									
PROGRAM FEE INCOME	325,000	10,035	150,730	46.4%	174,270	256,840	115,095	44.8%	35,635
<b>SUBTOTAL</b>	<b>325,000</b>	<b>10,035</b>	<b>150,730</b>	<b>46.4%</b>	<b>174,270</b>	<b>510,980</b>	<b>115,095</b>	<b>22.5%</b>	<b>35,635</b>
OTHER PROGRAMS									
SCHOLARSHIPS	(25,000)	(80)	(2,726)	10.9%	-	(25,000)	(3,133)	12.5%	408
SPECIAL EVENTS	50,000	19,276	27,076	54.2%	22,924	30,000	-	0.0%	27,076
SENIOR ADULT PROGRAMS	25,000	208	7,826	31.3%	17,174	32,500	2,329	7.2%	5,497
YOUTH SPORTS	260,000	32,444	129,035	49.6%	130,965	250,000	102,864	41.1%	26,171
<b>SUBTOTAL</b>	<b>310,000</b>	<b>51,848</b>	<b>161,211</b>	<b>52.0%</b>	<b>171,063</b>	<b>287,500</b>	<b>102,060</b>	<b>35.5%</b>	<b>59,152</b>
<b>TOTAL FEE BASED PROGRAMS</b>	<b>4,427,500</b>	<b>761,501</b>	<b>1,457,374</b>	<b>32.9%</b>	<b>2,926,301</b>	<b>3,526,835</b>	<b>1,012,135</b>	<b>28.7%</b>	<b>398,948</b>
OTHER INCOME									
FACILITY RENTAL INCOME	475,000	53,522	105,695	22.3%	369,305	444,865	113,798	25.6%	(8,103)
REBATES & REIMBURSED COSTS	38,500	281	1,275	3.3%	37,225	30,000	30,115	100.4%	(28,840)
REIMBURSEMENTS - CITY PARKS	290,000	-	-	0.0%	290,000	180,000	48,541	27.0%	(48,541)
MISCELLANEOUS	5,000	-	10	0.2%	4,990	-	(161)	0.0%	171
ENDOWMENTS	10,000	-	2,303	23.0%	7,697	10,000	2,798	28.0%	(495)
DONATIONS	-	62	241	0.0%	-	-	1,876	0.0%	(1,635)
<b>TOTAL OTHER INCOME</b>	<b>818,500</b>	<b>53,865</b>	<b>109,524</b>	<b>13.4%</b>	<b>709,217</b>	<b>664,865</b>	<b>196,967</b>	<b>29.6%</b>	<b>(87,443)</b>
REVENUE FROM OTHER AGENCIES									
RDA PASSTHROUGH	1,600,000	-	-	0.0%	1,600,000	1,600,000	-	0.0%	-
INVESTMENT INCOME	100,000	36,527	89,801	89.8%	10,199	45,000	-	0.0%	89,801
TAX INCOME	-	-	1,550	0.0%	-	-	-	0.0%	1,550
<b>TOTAL REVENUE FROM OTHER AGENCIES</b>	<b>6,850,000</b>	<b>36,527</b>	<b>91,351</b>	<b>1.3%</b>	<b>6,760,199</b>	<b>6,300,000</b>	<b>-</b>	<b>0.0%</b>	<b>91,351</b>
<b>TOTAL REVENUE</b>	<b>12,096,000</b>	<b>851,893</b>	<b>1,735,847</b>	<b>14.4%</b>	<b>10,395,717</b>	<b>10,491,700</b>	<b>1,209,102</b>	<b>11.5%</b>	<b>402,857</b>

**CHICO AREA RECREATION AND PARK DISTRICT  
SALARIES AND BENEFITS SUMMARY  
GENERAL FUND - FUND 2490  
SEPTEMBER 2023  
REPRESENTS 25% OF THE YEAR**

	2023-2024 BUDGET	SEPTEMBER 2023	2023-2024 YTD	2023-2024 % BUDGET	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	DIFF. BY YEAR
<b>SALARIES</b>								
FULL-TIME SALARIES	3,500,000	400,078.42	939,826	26.9%	3,055,000	784,363	25.7%	155,463
PART-TIME SALARIES	3,425,000	324,780.51	780,591	22.8%	2,731,000	730,527	26.7%	50,064
ACCUMULATED LEAVE	40,000	-	-	0.0%	41,000	-	0.0%	-
INSTRUCTORS	10,000	-	2,231	22.3%	53,000	17,649	33.3%	(15,418)
<b>SUBTOTAL</b>	<b>6,975,000</b>	<b>55,168.01</b>	<b>1,722,648</b>	<b>24.7%</b>	<b>5,880,000</b>	<b>1,532,539</b>	<b>26.1%</b>	<b>190,109</b>
<b>BENEFITS</b>								
FICA	537,075	55,168.01	131,198	24.4%	445,000	111,876	25.1%	19,322
RETIREMENT	625,000	62,674.59	297,912	47.7%	629,000	379,644	60.4%	(81,733)
HEALTH INSURANCE	645,000	54,369.02	101,140	15.7%	565,400	109,056	19.3%	(7,916)
UNEMPLOYMENT INSURANCE	20,000	-	-	0.0%	30,000	-	0.0%	-
* WORKERS COMP INSURANCE	120,000	-	120,726	100.6%	120,000	106,963	89.1%	13,763
ALLOCATION TO OTHER FUNDS	(340,750)	(30,560.33)	(91,681)	26.9%	(348,441)	(153,873)	44.2%	62,192
<b>SUBTOTAL</b>	<b>1,606,325</b>	<b>141,651.29</b>	<b>559,293</b>	<b>34.8%</b>	<b>1,440,959</b>	<b>553,666</b>	<b>38.4%</b>	<b>5,628</b>
<b>TOTAL SALARIES AND BENEFITS</b>	<b>8,581,325</b>	<b>921,678.23</b>	<b>2,281,942</b>	<b>26.6%</b>	<b>7,320,959</b>	<b>2,086,205</b>	<b>28.5%</b>	<b>195,737</b>

\* Workers Comp Insurance is paid in July for the Fiscal Year



**CHICO AREA RECREATION AND PARK DISTRICT  
SERVICES AND SUPPLIES SUMMARY  
GENERAL FUND - FUND 2490  
SEPTEMBER 2023  
REPRESENTS 25% OF THE YEAR**

	2023-2024 BUDGET	SEPTEMBER 2023	2023-2024 YTD	2023-2024 % BUDGET	Remaining Budget	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	DIFF. BY YEAR
<b>SERVICES AND SUPPLIES</b>									
MARKETING	50,000	9,457	15,126	30.3%	34,874	44,000	2,846	6.5%	12,280
UNIFORM APPAREL	25,000	2,059	4,229	16.9%	20,771	8,000	1,753	21.9%	2,476
PROGRAM APPAREL	54,500	-	4,240	7.8%	50,260	-	5,427	0.0%	(1,188)
COMMUNICATIONS	70,000	-	16,534	23.6%	53,466	52,358	7,165	13.7%	9,368
* INSURANCE	340,600	-	362,966	106.6%	-	270,000	288,820	107.0%	74,147
TECHNOLOGY SOFTWARE	100,000	10,368	56,084	56.1%	43,916	105,000	20,100	19.1%	28,783
TECHNOLOGY HARDWARE	30,000	591	9,145	30.5%	20,855	30,000	15,117	50.4%	(5,972)
EQUIPMENT MAINTENANCE	50,500	8,764	14,569	28.8%	35,931	23,250	4,147	17.8%	10,421
EQUIPMENT	44,500	14,462	33,635	75.6%	10,865	9,200	2,440	26.5%	31,195
VEHICLE MAINTENANCE	25,000	4,483	7,250	29.0%	17,750	18,000	4,772	26.5%	2,478
STRUCTURE & GROUNDS	250,000	24,634	39,150	15.7%	210,850	190,950	67,399	35.3%	(28,248)
VANDALISM	5,000	598	1,443	28.9%	3,558	5,460	570	10.4%	873
SERVICES	506,000	-	131,427	26.0%	374,573	292,200	37,627	12.9%	93,801
CONTRACT SERVICES	490,880	33,691	194,802	39.7%	296,078	716,616	150,268	21.0%	44,534
LEGAL NOTICES	1,000	295	295	29.5%	705	1,000	254	25.4%	41
RECRUITMENT	20,000	4,257	6,907	34.5%	13,093	25,000	2,619	10.5%	4,288
RENT/LEASE STRUCTURES	2,000	-	500	25.0%	1,500	2,000	500	25.0%	-
SMALL TOOLS	25,000	4,442	6,322	25.3%	18,678	3,900	8,452	216.7%	(2,131)
PROFESSIONAL DEVELOPMENT	40,000	3,763	7,583	19.0%	32,417	28,000	6,439	23.0%	1,144
MISCELLANEOUS	10,000	208	1,368	13.7%	8,632	10,000	192	1.9%	1,177
SUPPLIES	340,000	51,317	87,630	25.8%	252,370	366,540	55,382	15.1%	32,248
HOSPITALITY	20,000	569	2,587	12.9%	17,413	5,000	1,827	36.5%	(826)
FUEL	60,000	5,321	21,094	35.2%	38,906	50,000	11,911	23.8%	9,183
TRANSPORTATION	4,000	-	4,313	107.8%	-	3,700	1,980	53.5%	2,333
DIST OFFICE BOARD MTG EXP	10,000	350	950	9.5%	9,050	10,000	1,425	14.3%	(475)
USE TAX	1,500	-	-	0.0%	1,500	1,500	-	0.0%	-
TRAVEL	10,000	-	-	0.0%	10,000	10,000	-	0.0%	-
<b>SUBTOTAL</b>	<b>2,585,480</b>	<b>179,632</b>	<b>1,030,147</b>	<b>39.8%</b>	<b>1,578,012</b>	<b>2,281,674</b>	<b>699,433</b>	<b>30.7%</b>	<b>321,928</b>
<b>UTILITIES</b>					PageTh				
WATER	160,000	58,774	58,774	36.7%	101,226	151,521	15,323	10.1%	43,451
ELECTRICITY	330,000	43,053	108,783	33.0%	221,217	309,072	73,707	23.8%	35,076
GAS	75,000	434	2,879	3.8%	72,121	79,992	2,585	3.2%	294
SEWER	20,000	4,874	4,974	24.9%	15,026	7,349	659	9.0%	4,315
<b>SUBTOTAL</b>	<b>585,000</b>	<b>107,136</b>	<b>175,410</b>	<b>30.0%</b>	<b>409,590</b>	<b>547,934</b>	<b>92,274</b>	<b>16.8%</b>	<b>83,136</b>
<b>TOTAL SERVICE &amp; SUPPLY</b>	<b>3,170,480</b>	<b>286,768</b>	<b>1,205,557</b>	<b>38.0%</b>	<b>1,987,601</b>	<b>2,829,608</b>	<b>791,579</b>	<b>28.0%</b>	<b>405,193</b>

\* Insurance is paid in July for the Fiscal Year

**CHICO AREA RECREATION AND PARK DISTRICT  
CAPITAL PROJECTS / FIXED ASSETS SUMMARY  
SEPTEMBER 2023  
REPRESENTS 25% OF THE YEAR**

	<b>ORIGINAL 2023-2024 BUDGET</b>	<b>REVISED 2023-2024 BUDGET</b>	<b>2023-2024 YTD</b>	<b>2023-2024 % BUDGET</b>	<b>Remaining Budget</b>
<b>CAPITAL PROJECTS</b>					
DISTRICT WIDE - ADA Compliance Upgrades	135,000	135,000	2,062	1.5%	132,938
DISTRICT WIDE - Deferred Maintenance	150,000	150,000	11,389	7.6%	138,612
DISTRICT WIDE - Irrigation Smart Controller Upgrades	115,000	115,000	-	0.0%	115,000
CARD CENTER - Roof & Exterior Repair/Painting	200,000	200,000	-	0.0%	200,000
COMMUNITY PARK - Field House Wall Padding	27,600	27,600	-	0.0%	27,600
DEGARMO PARK - Replace Soccer Goals	25,000	25,000	24,967	99.9%	33
LAKESIDE - Blinds	17,250	17,250	13,178	76.4%	4,072
LAKESIDE - Carpet Replacement	45,000	45,000	-	0.0%	45,000
ROTARY PARK - Replace 5-12 Play Structure	155,250	155,250	-	0.0%	-
AQUATICS - Design Phase	1,700,000	1,700,000	252,318	14.8%	1,447,682
LAKESIDE - Permanent Projectors	23,000	23,000	-	0.0%	23,000
COMMUNITY PARK - Renovate & Expand Maintenance Hub	1,300,000	1,300,000	-	0.0%	1,300,000
COMMUNITY PARK - Bocce Ball Court	856,000	856,000	388,950	45.4%	467,050
DFJ - Chapman Park Renovation	3,112,000	3,112,000	1,093,365	35.1%	2,018,635
HOOKER OAK - Playground	192,000	192,000	807	0.4%	191,193
PETERSON - Playground	198,240	198,240	9,425	4.8%	188,815
CARD CENTER - ADA Upgrades - Parking Lot	112,700	112,700	-	0.0%	112,700
<b>SUBTOTAL CAPITAL PROJECTS</b>	<b>8,364,040</b>	<b>8,364,040</b>	<b>1,796,460</b>	<b>21.5%</b>	<b>6,412,330</b>
<b>FIELD/PROGRAM EQUIPMENT</b>					
DeGarmo Painter Replacement	8,050	8,050	6,786	84.3%	1,264
Gator Replacement	13,500	13,500	13,261	98.2%	239
Wood Chipper Replacement	85,000		60,774	0.0%	-
New Standing Mower	15,000	15,000	12,521	83.5%	2,479
New Gator (Wildwood)	13,500	13,500	13,261	98.2%	239
Movie Equipment	19,000	19,000	18,000	94.7%	1,000
<b>SUBTOTAL FIELD/PROGRAM EQUIPMENT</b>	<b>154,050</b>	<b>69,050</b>	<b>124,602</b>	<b>180.5%</b>	<b>5,222</b>
<b>VEHICLES</b>					
New Vehicle (Roving Crew)	40,000	40,000	38,938	97.3%	1,062
Vehicle Replacement (2 Trucks)	80,000	80,000	73,951	92.4%	6,049
Vehicle Replacement (Utility Truck)	75,000	75,000	69,986	93.3%	5,014
Trailer	15,000	15,000	11,104	74.0%	3,897
<b>SUBTOTAL VEHICLES</b>	<b>210,000</b>	<b>210,000</b>	<b>193,979</b>	<b>92.4%</b>	<b>16,021</b>
<b>TOTAL CAPITAL PROJECTS/FIXED ASSETS</b>	<b>8,728,090</b>	<b>8,643,090</b>	<b>2,115,040</b>	<b>24.5%</b>	<b>6,613,050</b>

<b>CAPITAL PROJECTS REIMBURSEMENT</b>					
Prop 68 Grant	2,612,000	2,612,000	1,490,498	57.1%	1,121,502
Dev. Impact Fees	3,229,000	3,229,000	641,268	19.9%	2,587,732
Neighborhood Impact Fees	706,250	706,250	-	0.0%	706,250
CPRS Grant	150,000	150,000	-	0.0%	150,000
General Fund Unassigned Fund Balance	2,030,840	2,030,840	-	0.0%	2,030,840
<b>TOTAL CAPITAL PROJECTS REIMBURSEMENT</b>	<b>8,728,090</b>	<b>8,728,090</b>	<b>2,131,766</b>	<b>24.4%</b>	<b>6,596,324</b>

<b>TOTAL EXPENSE (OVER) UNDER REIMBURSEMENTS</b>	-	85,000	16,725	0.0%	-
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CHICO AREA RECREATION AND PARK DISTRICT  
PROGRAM SUMMARY 2022-2023  
September 2023  
Month 3 and 25% of the Year

DESCRIPTION	2023-2024		2023-2024	2023-2024	Remaining Budget	2022-2023		2022-2023	2022-2023	YTD Difference by Year
	Budget	September 2023	YTD	% of Budget		Budget	September 2022	YTD	% of Budget	
<b>AFTERSCHOOL</b>										
INCOME	2,730,000	589,823	627,845	23%	2,102,155	2,052,225	397,789	479,825	23%	148,020
PART-TIME WAGES	(1,625,000)	(191,491)	(196,297)	12%	(1,428,703)	(1,289,000)	(165,823)	(199,338)	15%	3,041
TECHNOLOGY SOFTWARE	-	-	(7,200)	0%	7,200	-	-	-	0%	(7,200)
PROFESSIONAL DEVELOPMENT	(3,000)	-	-	0%	(3,000)	-	-	-	0%	-
SUPPLIES	(28,000)	(1,617)	(4,878)	17%	(23,122)	(27,135)	(2,039)	(1,339)	5%	(3,539)
TRAVEL	(1,000)	-	-	0%	(1,000)	-	-	-	0%	-
<b>TOTAL AFTERSCHOOL</b>	<b>1,073,000</b>	<b>396,715</b>	<b>419,470</b>	<b>1</b>	<b>653,530</b>	<b>736,090</b>	<b>229,927</b>	<b>279,149</b>	<b>38%</b>	<b>140,321</b>
<b>CAMPS</b>										
INCOME	448,000	1,750	348,708	78%	99,292	301,300	-	227,000	75%	121,709
PART-TIME WAGES	(230,000)	(66)	(118,247)	51%	(111,753)	(98,600)	(307)	(82,889)	84%	(35,357)
PROGRAM APPAREL	(10,500)	-	(3,988)	38%	(6,512)	-	-	(1,859)	0%	(2,129)
GENERAL SERVICES	(12,000)	(2,293)	(4,730)	39%	(7,270)	-	(1,291)	(1,776)	0%	(2,954)
SUPPLIES	(14,500)	(1,700)	(6,259)	43%	(8,241)	(16,650)	(2,709)	(2,917)	18%	(3,342)
TRANSPORTATION	-	-	(2,938)	0%	2,938	(2,800)	-	(1,540)	55%	(1,398)
<b>TOTAL CAMPS</b>	<b>181,000</b>	<b>(2,309)</b>	<b>212,548</b>	<b>117%</b>	<b>(31,548)</b>	<b>126,834</b>	<b>(4,587)</b>	<b>93,121</b>	<b>73%</b>	<b>119,427</b>
<b>AQUATICS</b>										
INCOME	165,000	90	15,875	10%	149,126	160,570	(1,781)	39,932	25%	(24,058)
PART-TIME WAGES	(140,000)	(480)	(63,173)	45%	(76,827)	(134,000)	(157)	(54,533)	41%	(8,640)
GENERAL SERVICES	(6,000)	-	(300)	5%	(5,700)	-	-	-	0%	(300)
SUPPLIES	(3,000)	(201)	(1,965)	65%	(1,035)	(3,500)	(1,073)	(1,073)	31%	(892)
<b>TOTAL AQUATICS</b>	<b>13,000</b>	<b>(591)</b>	<b>(10,832)</b>	<b>-83%</b>	<b>23,832</b>	<b>23,070</b>	<b>(3,010)</b>	<b>(15,673)</b>	<b>-68%</b>	<b>4,841</b>
<b>CLASSES</b>										
INCOME	199,500	15,718	52,776	26%	146,724	214,260	20,217	48,224	23%	4,552
PART-TIME WAGES	(10,000)	-	(2,231)	22%	(7,769)	(53,000)	(2,797)	(6,019)	11%	3,788
CONTRACT SERVICES	(160,000)	(4,873)	(117,573)	73%	(42,427)	(38,500)	(2,557)	(6,837)	18%	(110,736)
SUPPLIES	(5,000)	-	(264)	5%	(4,736)	(5,200)	(438)	(889)	17%	625
<b>TOTAL CLASSES</b>	<b>24,500</b>	<b>10,846</b>	<b>(67,792)</b>	<b>-277%</b>	<b>92,292</b>	<b>87,560</b>	<b>6,930</b>	<b>16,829</b>	<b>19%</b>	<b>(84,622)</b>
<b>ADULT SPORTS</b>										
INCOME	200,000	28,096	77,598	39%	122,402	232,942	27,075	62,390	27%	15,208
PART-TIME WAGES	(128,000)	(5,201)	(20,038)	16%	(107,962)	(160,000)	(7,176)	(18,518)	12%	(1,520)
OFFICIALS	-	(12,231)	(31,241)	0%	31,241	-	(10,871)	(24,776)	0%	(6,465)
SUPPLIES	(10,000)	(1,267)	(2,318)	23%	(7,682)	(25,650)	(5,304)	(5,304)	21%	2,986
<b>TOTAL ADULT SPORTS</b>	<b>47,000</b>	<b>9,397</b>	<b>18,837</b>	<b>40%</b>	<b>28,163</b>	<b>47,292</b>	<b>3,723</b>	<b>13,791</b>	<b>29%</b>	<b>5,045</b>
<b>YOUTH SPORTS</b>										
INCOME	260,000	32,444	129,035	50%	130,965	250,000	28,622	102,864	41%	26,171
PART-TIME WAGES	(160,000)	(15,263)	(61,200)	38%	(98,800)	(149,000)	(10,239)	(51,558)	35%	(9,641)

CHICO AREA RECREATION AND PARK DISTRICT  
PROGRAM SUMMARY 2022-2023  
September 2023  
Month 3 and 25% of the Year

DESCRIPTION	2023-2024		2023-2024	2023-2024	Remaining Budget	2022-2023		2022-2023	2022-2023	YTD Difference by Year
	Budget	September 2023	YTD	% of Budget		Budget	September 2022	YTD	% of Budget	
GENERAL SERVICES	-	(671)	(4,217)	0%	4,217	-	-	-	0%	(4,217)
SUPPLIES	(17,000)	(887)	(3,912)	23%	(13,088)	(32,950)	(2,577)	(2,577)	8%	(1,335)
<b>TOTAL YOUTH SPORTS</b>	<b>68,000</b>	<b>13,547</b>	<b>57,631</b>	<b>85%</b>	<b>10,369</b>	<b>68,050</b>	<b>15,807</b>	<b>48,729</b>	<b>72%</b>	<b>8,902</b>
<b>SENIOR PROGRAMS</b>										
INCOME	25,000	208	7,826	31%	17,174	32,500	208	2,329	7%	5,497
GENERAL SERVICES	-	-	(210)	0%	210	-	-	-	0%	(210)
<b>TOTAL SENIOR PROGRAMS</b>	<b>25,000</b>	<b>208</b>	<b>7,616</b>	<b>30%</b>	<b>17,384</b>	<b>16,450</b>	<b>169</b>	<b>2,157</b>	<b>13%</b>	<b>5,459</b>
<b>SPECIAL EVENTS</b>										
INCOME	50,000	3,440	3,440	7%	46,560	30,000	-	-	0%	3,440
MARKETING	-	-	(1,440)	0%	1,440	-	(544)	(544)	0%	(896)
GENERAL SERVICES	-	(29,199)	(32,288)	0%	32,288	-	(1,645)	(2,615)	0%	(29,673)
SUPPLIES	-	(16,404)	(16,519)	0%	16,519	(16,000)	(1,470)	(2,045)	13%	(14,474)
<b>TOTAL SPECIAL EVENTS</b>	<b>50,000</b>	<b>(42,163)</b>	<b>(46,807)</b>	<b>-94%</b>	<b>96,807</b>	<b>10,000</b>	<b>(3,677)</b>	<b>(5,222)</b>	<b>-52%</b>	<b>(41,585)</b>
<b>NATURE CENTER</b>										
INCOME	325,000	10,035	144,355	44%	180,645	256,840	18,494	115,095	45%	29,260
DONATIONS	-	62	201	0%	(201)	-	10	44	0%	157
ENDOWMENTS	10,000	-	2,303	23%	7,697	10,000	-	2,798	28%	(495)
PART-TIME WAGES	(180,000)	(10,201)	(74,997)	42%	(105,003)	(193,800)	(11,914)	(57,664)	30%	(17,332)
PROGRAM APPAREL	(6,000)	-	(252)	4%	(5,748)	-	-	(3,568)	0%	3,316
GENERAL SERVICES	-	-	(340)	0%	340	-	-	(255)	0%	(85)
PROFESSIONAL DEVELOPMENT	(500)	-	-	0%	(500)	-	-	-	0%	-
SUPPLIES	(25,000)	(2,761)	(6,179)	25%	(18,821)	(18,215)	(6,205)	(6,230)	34%	51
TRANSPORTATION	-	-	(1,375)	0%	1,375	(900)	-	(440)	49%	(935)
<b>TOTAL NATURE CENTER</b>	<b>123,500</b>	<b>(2,866)</b>	<b>63,717</b>	<b>52%</b>	<b>59,783</b>	<b>51,605</b>	<b>385</b>	<b>47,005</b>	<b>91%</b>	<b>16,711</b>
<b>FACILITY RENTAL</b>										
INCOME	475,000	53,582	105,695	22%	369,305	444,865	66,632	113,798	26%	(8,103)
PART-TIME WAGES	(80,000)	(8,545)	(18,059)	23%	(61,941)	(70,000)	(8,771)	(17,780)	25%	(279)
SUPPLIES	(6,000)	(138)	(285)	5%	(5,715)	(7,500)	(352)	(352)	5%	66
<b>TOTAL FACILITY RENTAL</b>	<b>382,000</b>	<b>44,900</b>	<b>87,350</b>	<b>23%</b>	<b>294,650</b>	<b>357,365</b>	<b>56,780</b>	<b>94,693</b>	<b>26%</b>	<b>(7,343)</b>
<b>RECREATION - MISC. &amp; ADMIN</b>										
INCOME	25,000	11,336	58,813	235%	(33,813)	(10,000)	(34)	(2,751)	28%	61,565
FULL-TIME WAGES	-	(72,543)	(185,165)	0%	185,165	(761,000)	(73,273)	(163,523)	21%	(21,641)
PART-TIME WAGES	(256,000)	(19,146)	(54,139)	21%	(201,861)	(58,000)	(7,920)	(24,457)	42%	(29,682)
EQUIPMENT	-	-	(736)	0%	736	-	-	-	0%	(736)
SUPPLIES	-	-	(93)	0%	93	(5,000)	-	-	0%	(93)
<b>TOTAL RECREATION - MISC. &amp; ADMIN</b>	<b>(231,000)</b>	<b>(80,353)</b>	<b>(181,320)</b>	<b>78%</b>	<b>(49,680)</b>	<b>(844,000)</b>	<b>(81,227)</b>	<b>(190,732)</b>	<b>23%</b>	<b>9,412</b>
<b>TOTAL PROGRAM SUMMARY</b>	<b>1,756,000</b>	<b>347,329</b>	<b>560,417</b>	<b>32%</b>	<b>1,195,583</b>	<b>680,316</b>	<b>221,220</b>	<b>383,847</b>	<b>56%</b>	<b>176,570</b>

**FACILITY COMMITTEE MEETING SUMMARY**

Michael McGinnis and Dave Donnan  
Wednesday, October 18, 2023 – 3:00 P.M.

**1. Off-Leash Park Rules** (Staff report FA-23-019)

The Committee supports the Off-Leash Park Rules revisions that were presented by staff and recommends that the Board approve them at the next Regular Board Meeting.

**2. DeGarmo Golf Facility** (Staff report FA-23-020)

Over the past year, a design plan for a potential DeGarmo Golf Facility has been developed, fundraising efforts have begun, and some small grants have been awarded. To get momentum with the project, a phased approach is preferred. Discussion revolved around amenities, facilities, utilities, and a phased approach. The Committee recommends that the Board review Phase One and move forward with the plan.

**3. Bike Parks** (Staff Report FA-23-021)

District staff provided an update on the upcoming Bike Park, which is a joint venture with the City of Chico, Chico Velo, and a donor. The first bike park project is anticipated to be the Notre Dame Mountain Bike park.

**4. Chico Observatory** (Staff Report FA-23-022)

District staff provided information on the potential for CARD to adopt the Chico Observatory and to implement astrology programming. The City of Chico supports the transition of the Observatory. The Committee supports assuming the Chico Observatory lease and recommends that the Board review at the next Regular Board Meeting.

**5. Capital Improvement Projects** (Staff Report FA-23-023)

District staff provided updates on current capital improvement projects.

**6. Directors' Comments**

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

**7. Adjournment**

Adjourn to the next scheduled Facilities Committee Meeting.



**Policy and Procedure**

<b>POLICY #</b>	<b>Park and Facility Naming and Donation</b>	
<b>EFFECTIVE DATE</b>	TBD	<b>VERSION #</b>
<b>DATE OF LAST REVISION</b>	7/10/2023	<b>NEXT REVIEW DATE</b> 7/1/2028

<b>APPLIES TO</b>	
Division	Districtwide
Sub-Division	Administration

<b>VERSION</b>	<b>REVISION DATE</b>	<b>DESCRIPTION OF CHANGE/SUPERSEDE</b>	<b>AUTHOR</b>
1	July 2012	Initial	Unknown
2	7/10/2023	Updates	Holli Drobny

**RATIONALE**

These guidelines are intended to establish rules and procedures for naming District facilities, including parks, recreation facilities, sections of facilities, or rooms within the facilities. This policy also applies to the naming of park benches, picnic tables, and other community property as deemed appropriate.

**TERMS AND DEFINITIONS**

<b>TERM</b>	<b>DEFINITION</b>
Parks	Open space areas used for public recreation, which are owned and managed by the District.
Facilities	Buildings or amenities owned and managed by the District to conduct District business.
Specific Features	Amenities that could be located within a park or as part of a facility. Specific features may include, but are not limited to, athletic fields, gymnasiums, meeting rooms, picnic shelters, groves, walkways, trails, ball fields, tennis and basketball courts, aquatic facilities, and playground equipment.

**PROCEDURE**

The Board of Directors of the Chico Area Recreation and Park District has sole and absolute discretion in naming the District’s parks and facilities, accepting donations, and in the placement of plaques, markers, and amenities at any of the District’s parks or facilities. In exercising its discretion, the Board may consider the following criteria and guidelines.

The following procedures for naming a park, facility, or specific feature shall be used by the board:

**Commented [HD1]:** Black text is from CSDA sample policy.

## 2215

- 1) The board will evaluate the merit of each suggested park, facility, or specific feature name according to criteria outlined in this policy. The general manager, staff, or designated committee shall make recommendations to the board for their final approval.
- 2) When appropriate, the District may solicit help from and/or suggestions of historical societies or other groups having a specific knowledge, when considering a name to highlight an area's geographic or historical significance.
- 3) To stimulate public interest and to obtain additional suggestions, the District may include a contest or competition involving the public as part of the selection process to name a park, facility, or specific feature. However, only suggestions which meet these policy guidelines should be considered.
- 4) Groups or individuals may submit nominations for naming a park, facility, or specific feature in writing on a form provided by the District, or in a letter that contains all pertinent information including the reasoning for the name being recommended.

### Naming

**Park naming or renaming approved by the District will be final and cannot be revisited or changed for a period of five years unless determined to be inappropriate.**

Parks – parks shall be named as follows:

- To reflect the geographical location.
- To reflect the historical features of the land on or around the park.
- To reflect the significant or unusual natural features of the land on or around the park.
- After a significant individual(s).
- **To recognize a significant monetary contribution from an individual or organization.**

Facilities – facilities shall be named as follows:

- To reflect the services provided in the facility.
- To reflect the geographical location.
- After a significant individual(s)
- **To recognize a significant monetary contribution from an individual or organization.**

Criteria for naming a park or facility after an individual

- 1) The individual to which the park or facility will be named after must have made a significant contribution to the park or facility by:
  - a) Donating land,
  - b) Making a large financial contribution, or
  - c) Contributing substantially to improving the quality of life in the District. This could relate to involvement with parks and recreation or other community involvement.
- 2) The park or facility may also be named after a person from the community who died in the line of duty serving the local city, state, or United States of America.
- 3) Each park or facility may be named after selected individuals in their honor as desired and appropriate.

**Commented [HD2]:** Red text is information that I added.

**Commented [HD3]:** CSDA's outline does not address organizations, just individuals.

## 2215

### Criteria for Naming/Creating a Memorial in an Individual's Name

- 1) A donor may request that a park, facility, or specific feature in the park or facility be named after, or in memorial for, a specific individual.
- 2) The individual to which the park, facility, or specific feature may be named after must have made a significant contribution to the park or facility by:
  - a) Donating land,
  - b) Making a large financial contribution, or
  - c) Contributing substantially to improving the quality of life in the District. This could relate to involvement with parks and recreation or other community involvement.
- 3) If the name or memorial is made in terms of a specific facility, the specific facility should be a non-living, low maintenance improvement, which should serve a purpose to the District, for example, a picnic table or bench with a plaque. All costs of the specific facility shall be the responsibility of the donor. The donor may submit information and recommendation to the general manager regarding the relevant history of the person to be memorialized, the type of improvement desired, and the verbiage requested, if any. Final decisions regarding the specific features, including, but not limited to, materials, equipment, location, and labor, shall be made by the District.

### Approval of the Individual's Name

- 1) If the District is naming a park, facility, or special feature after an individual, or in memorial to an individual, the District shall get approval from the individual (if living) or their family (if the individual is deceased and the family is available).
- 2) The intent of naming the park, facility, or special feature is for permanent recognition. Therefore, any request of the District to rename an existing park, facility, or specific feature should be subject to examination so as to not diminish the original justification for the name.

### Accepting Donations

Monetary Donations, Amenity, Physical Property and/or other Non-Monetary Donations offered to the District in honor of an individual or organization and/or to add, enhance or improve a park and/or facility may be accepted at the sole discretion of the Board. Donations will be considered on an individual, case-by-case basis and assessed for potential conflict of interest and alignment with the District's mission and values.

When making determination regarding acceptance of such donations, the Board may consider the following, as applicable:

1. The donation and any attached conditions should support the District's Master Plan and/or long-range plan for the park and/or facility at which it is intended.
2. The donation and any attached conditions should promote the mission and goals of the District.

**Commented [HD4]:** Purple text is from previous CARD policy



## 2215

3. The donation and any attached conditions should support the District's objective of providing community-wide services and/or opportunities.
4. Any addition, improvement or enhancement to a park and/or facility as a result of the donation and any attached conditions should be economically feasible for the District.
5. Physical property donations should be of adequate size, with geological characteristics suitable for park and/or facility development. Development of such donations should be economically feasible for the District.

If the Board accepts a donation, the donated item will become the property of the District. Where applicable, design and installation standards will be determined by the District, with costs to be borne by the donor, at the discretion of the Board.

An individual or an organization may submit monetary donations in the following tiers with the associated benefits:

### Up to \$5,000

- Public recognition through social media or a press release.
- Acknowledgement on donor wall or plaque.

### \$5,001-49,999

- Public recognition through social media or a press release.
- Acknowledgment through installation of a memorial such as bench, picket, or brick.

### \$50,000 and up

- Public recognition through social media or a press release.
- Acknowledgment through the naming of a park, amenity, or facility.

### **Veterans Name Plaques**

Name Plaques in honor of, or in memory of, an individual to be placed under the Veterans Memorial Plaque within the District may be permitted if the following criteria is met:

1. The individual was a service member killed in the line of duty;
2. The request is submitted by a member of the individual's family, or if proposed by someone other than the individual's family, the person or group making the proposal must be able to assure the Board of Directors that the proposal has the official approval of the individual's family.
3. The individual was a resident or active member of the Chico community for a significant length of time.

If approved, the name plaque must follow the same design as the other name plaques currently placed under the Veterans Plaque.

### **Removal**

The District reserves the right to remove and/or relocate donated amenities, markers, or plaques when they interfere with site safety, maintenance, or construction activities, or they become unsightly due to vandalism or age. The District will make every attempt to contact the donor prior to removal or relocation. In certain situations, such as safety or emergency, the notification may be made after relocation or removal.

**2215**

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**Authority:** General Manager, Board of Directors

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Author (print and sign)

Date

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Annabel Grimm  
General Manager

Date

Approved by the Board of Directors on: \_\_\_\_\_



## *Park and Facility Naming and Donation Policy*

### **Purpose:**

The Chico Area Recreation and Park District (District) Board of Directors (Board) recognizes the need to promote community involvement and active participation in quality of life components throughout the community and the need to establish a fair, equitable and uniform process for accepting donations to the District and/or naming a park, facility, or amenity. This policy is to establish guidelines by which the Board will make determination regarding park and facility naming and donation acceptance.

The development of public parks and facilities is expected to be the result of careful planning and quality construction, and in accordance with the District's Master Plan. In addition, public parks and facilities are expected to be maintained to a standard acceptable to the Board.

Guidelines established by this policy will apply to all park and facility donations made and/or facilities named after the effective date of this policy.

### **Definitions**

Amenity – enhancements, additions, and/or improvements to a park and/or facility. Examples include, but are not limited to, picnic areas, benches, drinking fountains, playgrounds, sports fields, class rooms or kitchen.

Facility – a building or portion of, owned and managed by the District for recreation purposes. Examples include, but are not limited to, a community center, gymnasium, or aquatic center.

Free Standing Monument or Memorial – a visible, free standing permanent object marking an established point.

Park – a parcel of land or portion of, owned and managed by the District, used for recreation purposes.

Physical Property – a material asset such as a piece of property or a building that is of value to the District in furthering its mission.

Plaque or Marker – A durable object, sign or naming plate commemorating somebody or something. (Typically no larger than 5" X 8")

## **Policy**

The Board of Directors of the Chico Area Recreation and Park District has sole and absolute discretion in naming the District's parks and facilities, accepting donations, and in the placement of plaques, markers, and amenities at any of the District's parks or facilities. In exercising its discretion, the Board may consider the following criteria and guidelines.

### **Park and Facility Naming**

#### **Geographic Location**

A park and/or facility may be named based on immediate geographic location or a logically associated geographic location. For example, a park and/or facility may be named after an adjacent street to the park and/or facility, a subdivision in which the park and/or facility is located, geographical characteristics of the park and/or facility with consideration being given to archeology, geology, topography, botany, or manmade geographical characteristics, a historical person, place, culture, or event associated with the physical location.

#### **Individual or Organization**

Parks, facilities and/or amenities should not ordinarily be named for an individual or organization. The District Board may consider such naming under one or more of the following conditions:

1. The individual or organization provided exceptional service to the District. This service should be of substantial length and leadership and be directly related to the local community and mission of the Chico Area Recreation and Park District.
2. The individual or organization has had measurable effect upon the quality of life within the local community, directly related to the mission of the District.
3. The individual or organization has offered a significant non-monetary contribution for the development and/or improvement of a park and/or facility.
4. The individual or organization has offered an appropriate and significant monetary contribution for the acquisition, development, and/or improvement of a park and/or facility.
5. Long-term gifts and endowments may also be considered for naming rights to a park and/or facility.

#### **Renaming of a Park or Facility**

To respect the reason for the current name previously granted to a park/facility/amenity, no officially named park/facility/amenity shall be renamed.

### **Accepting Donations**

**Monetary Donations, Amenity, Physical Property and/or other Non-Monetary Donations** offered to the District in honor of an individual or organization and/or to add, enhance or improve a park and/or facility may be accepted at the sole discretion of the Board.

When making determination regarding acceptance of such donations, the Board may consider the following, as applicable:

1. The donation and any attached conditions should support the District's Master Plan and/or long-range plan for the park and/or facility at which it is intended.
2. The donation and any attached conditions should promote the mission, vision, and goals of the District.
3. The donation and any attached conditions should support the District's objective of providing community-wide services and/or opportunities.
4. Any addition, improvement or enhancement to a park and/or facility as a result of the donation and any attached conditions should be economically feasible for the District
5. Physical property donations should be of adequate size, with geological characteristics suitable for park and/or facility development. Development of such donations should be economically feasible for the District.

If the Board accepts a donation, the donated item will become the property of the District.

Where applicable, design and installation standards will be determined by the District, with costs to be borne by the donor, at the discretion of the Board.

#### Plaques and Markers:

Plaques or markers in honor of, or in memory of, an individual or organization may be permitted on rare occasions and only if one or more of the following criteria is met:

1. The individual or organization has contributed significantly to the District by way of local volunteerism or public service, or has made a significant financial contribution to the District for the purpose of continuing with the mission of the Chico Area Recreation and Park District. Local volunteerism and public service will only be considered for individuals or organizations who have served for a significant length of time and leadership (minimum of ten years). The Board can make exceptions on rare occasions.
2. The plaque or marker must have a logical connection to the specific site where it is to be placed, and must not duplicate other similar plaques or markers locally, and/or their intent. Locally refers to the Chico Area, as well as Butte County.
3. The Board does not consider the plaque or marker to be offensive to the greater Chico community.
4. The purpose of the plaque or marker does not promote political cause, issue, or event.

### Arron Ray Clark Memorial Field House Veterans Name Plaques

Name Plaques in honor of, or in memory of, an individual to be placed under the Veterans Memorial Plaque at the Arron Ray Clark Memorial Field House may be permitted if the following criteria is met:

1. The individual was a service member killed in action during the Iraq and Afghanistan conflicts;
2. The request is submitted by a member of the individual's family, or if proposed by someone other than the individual's family, the person or group making the proposal must be able to assure the Board of Directors that the proposal has the official approval of the individual's family.
3. The individual was a resident or active member of the Chico community for a significant length of time.

If approved, the name plaque must follow the same design as the other name plaques currently placed under the Veterans Plaque at the Arron Ray Clark Memorial Field House.

### Freestanding Monuments or Memorials

Freestanding monuments or memorials **will not** be allowed at any park or facility owned or operated by the District.

### Maintenance and Repair of Plaques, Markers, and Amenities

Unless otherwise determined by the District Board, cost for maintenance and repair will be borne by the Chico Area Recreation and Park District.

The District reserves the right to remove and/or relocate donated amenities, markers or plaques when they interfere with site safety, maintenance or construction activities, or they become unsightly due to vandalism or age. The District will make every attempt to contact the donor prior to removal or relocation. In certain situations such as safety or emergency, the notification may be made after relocation or removal.

### Procedure

To request Board consideration for park and/or facility naming or donation, a formal letter of intent will be sent to the District's General Manager outlining the request.

The General Manager, or his/her designee, will review the request and contact the requesting party for further clarification as necessary. If additional information is required in order to clearly represent the request, the requesting party will be asked to provide such information.

When all information regarding the request has been obtained, a formal report will be presented to the Board for consideration. It shall be required that the requesting party(ies) be present at the scheduled Board meeting during which the request is to be considered.

**FACILITY COMMITTEE**

# STAFF REPORT

**DATE:** October 18, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Off-Leash Park Rules

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**Background**

At the July Facilities Committee meeting, District staff provided the findings of the expanded off-leash trial period and survey. Survey results were split nearly 50/50, being satisfied/very satisfied with new changes and unsatisfied/very unsatisfied.

The Committee recommended extending the trial period and launching an information campaign to see if improvements in compliance with leash and cleanup rules continued.

**Discussion**

The trial period was extended for two months through September. District staff noted continued improvements in compliance with leash rules and cleanup. During that period, there was one official report of a dog off-leash. In that case, an owner could not be located, and the dog was picked up by Animal Control.

**Recommendation**

Implement trial period off-leash hours and locations, update park signage, and add additional dog pot stations.

<b>Park</b>	<b>Original Hours</b>	<b>Trial Period Hours</b>
Community Park	Heffron Field 7:00 – 9:00 AM	Heffron Field 7:00 AM – 11:00 PM
DeGarmo Park	Dog Park 7 AM – 11:00 PM	Dog Park & Basin contained within split rail below the pavilion (“Bowl”) 7:00 AM – 11:00 PM
Hooker Oak Park	Hooker Oak and Rex Murphy Fields 7:00 AM – 9:00 AM	Hooker Oak and Rex Murphy Fields 7:00 AM – Noon
Wildwood	No Off Leash Times	No Off Leash Times
Neighborhood Parks	No Off Leash Times	Monday – Friday 5:30 AM – 8:30 AM

**FACILITY COMMITTEE**

# STAFF REPORT

**DATE:** October 18, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** DeGarmo Golf Facility

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## **Background**

Grant Hornbeak from Butte County Youth Sports and Education Foundation (BCYSEF) and 3CORE seek a public-private partnership to build a golf course complex. DeGarmo was identified as the location for the project. At the May 2022 meeting, the Board of Directors voted to support the project subject to BCYSEF securing the necessary funding.

## **Discussion**

BCYSF has been working to secure funding over the last year. To date, they have approximately 30% of the required funding for the project. At the meeting, Mr. Hornbeak will discuss the status of the project and the approach. District staff will also provide an update on the street and frontage improvements being discussed with the City of Chico.

## **Request**

The Committee discuss the project status and provide direction or recommendations.





**RESOLUTION 23-020 OF THE BOARD OF DIRECTORS OF THE  
CHICO AREA RECREATION AND PARK DISTRICT**  
APPROVING THE APPLICATION FOR THE OUTDOOR EQUITY GRANT

**WHEREAS**, the District is the Lead Applicant for the Outdoor Equity Grant to be applied at Chapman Park,

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

1. Approves the filing of an application for the Outdoor Equity Grant.
2. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
3. Appoints the General Manager as agent of the applicant to conduct all negotiations and execute and submit all documents, including, but not limited to, applications, contracts, amendments, payment requests, and compliance with all applicable current state and federal laws which may be necessary for the completion of the aforementioned project.

**PASSED AND ADOPTED** at a Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on the **26<sup>th</sup>** day of **October** 2023 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

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

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

# STAFF REPORT

**DATE:** October 26, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Conversion of Extended Part-Time Wages to Full-Time

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## BACKGROUND

During the Budget Presentation on May 25<sup>th</sup>, District staff requested a decrease in the Assistant Facilities Coordinator (now known as Assistant Rentals and Events Coordinator) position from Full-Time to Extended Part-Time. This request directly corresponded with the increase of the Special Events Coordinator from Extended Part-Time to Full-Time to accommodate the growth of the District’s public outreach activities.

Since this change, the District has generated brand new community events (Pumpkin Splash, Gala, Ice Rink Events), implemented an Event Sponsorship Package, executed new guidelines around Park Rentals for private entities (Country Musical Festival at DeGarmo), and leveraged the Facility Rentals staff to support these ventures.

Simultaneously, Facility Rentals activities are trending upward and are on track to continue to exceed previous years’ revenue.

FY 21/22	FY 22/23	FY 23/24 August	FY 22/23 August
\$410,249	\$464,944	\$52,133	\$47,166

To accommodate for the growth in the public outreach activities and the community’s growing interest in renting new and updated CARD facilities, District staff is requesting to transition the Assistant Rentals and Events Coordinator position back to Full-Time.

## ANALYSIS

To transition this position back to Full-Time, the impact on the budget is an increased benefit cost of \$13,000 that will be offset by Facility Rentals revenue.

## RECOMMENDATION

The Board approves the conversion of Extended Part-Time Assistant Rentals and Events Coordinator to Full-Time to meet the operational need of the growth in the Facility Rentals Division.

**FACILITY COMMITTEE**

# STAFF REPORT

**DATE:** October 18, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Chico Observatory

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## **Background**

The Board of Directors for the Chico Community Observatory, a non-profit organization located in upper Bidwell Park near Horseshoe Lake, reached out to District staff to discuss the possibility of CARD assuming the lease and managing the property.

## **Discussion**

There has been some turnover in the leadership of the non-profit, making the administrative requirements overly burdensome for the volunteers who manage the organization. Currently, the observatory is closed to the public until the group can get up to date with their required filings which is estimated at eight months or more.

Similar to the situation with the Nature Center, the District could assume the lease and allow the volunteers to run their program. In initial conversations, City staff are supportive of CARD taking over the lease.

## **Recommendation**

The Committee recommend to the Board of Directors that the District assume the lease of the observatory if approved by the City Council.

# STAFF REPORT

**DATE:** October 26, 2023  
**TO:** Board of Directors  
**FROM:** Holli Drobny, Business Services Manager  
**SUBJECT:** Authorizing the Destruction of Records

---

**BACKGROUND**

At the September regular Board meeting, Policy 2154 – Record Management and Retention was approved by the Board. Per Government Code §§ 60201, the legislative body of a District may authorize the destruction of records that meet the requirements below.

Resolution 23-021 reflects the records that are eligible for destruction after reviewing the District’s digital content management solution, Laserfiche. Removing these records will make the transition to Tyler Technologies’ content management solution easier and will result in cost savings for the District.

Type of Record	Years	Board Authz.	Conditions
Originals of records that were prepared or received in any manner other than under State or Federal statute.	2 years after its creation	Yes	All government records should adhere to a minimum two-year retention period.
Duplicate records.	-	No	Can destroy at any time.
Records where there is a continuing need for matters such as pending litigation, special projects, etc.	-	-	Keep indefinitely
Original/hardcopy records which are not expressly required by law to be filed with the District and preserved.	-	No	Hardcopy records can be destroyed before their retention period is met IF the records are properly digitized and there’s not a specific requirement in law for the document

Type of Record	Years	Board Authz.	Conditions
			to be filed with / retained by the agency.
Audited accounting records	5 years after the end of the audit	Yes	
Any accounting record created for a specific event or action	5 years after the end of the specific event or action	Yes	
Volunteer paperwork	4 years following volunteer separation	Yes	If business need dictates keeping records longer, it's allowable.
Payroll and personnel records that are not needed for retirement benefit verification.	4 years following employee separation	Yes	A retention of 4 years after separation is the minimum required by law for personnel records not needed for retirement benefit verification
Payroll and personal records needed for retirement benefit verification	75 years following employee separation	Yes	
Incident reports related to participants	5 years after incident	Yes	
Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc.	10 years following the final payment	Yes	Retained until final payment and thereafter may be destroyed in less than 10 years if electronically duplicated. (See section I for more information.)
Paid bonds, warrant certificates and interest coupons.	6 months	Yes	Retained for six months, if detailed payment records are kept for 10 years. (See section I for more information.)

Type of Record	Years	Board Authz.	Conditions
Minutes of the meetings of the Board of Directors	-	-	Keep indefinitely. Originals may be destroyed provided they have been electronically duplicated in accordance with established standards for quality and electronic record storage and access.
Construction records, such as bids, correspondence, change orders, etc.	7 years following the end of the project	Yes	7 years following the end of the project or grant, whatever is applicable.
As-built plans for public facility	-	Yes	Keep as long as facility exists.
Contracts	7 years following the end of the contract	Yes	7 years following the end of the contract.
Unaccepted bid or proposal for contract	2 years following the end of the bid	Yes	
Property Records	-	-	Kept until the property is no longer owned by the District.



**RESOLUTION 23-021 OF THE BOARD OF DIRECTORS OF THE  
CHICO AREA RECREATION AND PARK DISTRICT**  
AUTHORIZING DESTRUCTION OF RECORDS AS PROVIDED BY  
GOVERNMENT CODE SECTIONS 60200 - 60204

**WHEREAS** Government Code Sections 60200-60203 provide for guidelines for the destruction of records of Special Districts;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of CARD hereby authorize the destruction of the following outdated records in accordance with Government Code Sections 60200-60203:

- Financial records from Fiscal Year (FY) 99/00 - FY17/18.
- Timecards from FY10/11 - FY15/16.
- Collected Park Fees FY 89/90 - FY 17/18.
- Completed/expired agreements and contracts from FY 83/84 - FY 16/17.
- Instructor Accounts Payable financial records from FY 11/12 - FY 17/18.
- Instructor Payments Received financial records from FY 11/12 - FY 19/20.
- Chico Redevelopment Agency records (CRAs were eliminated - AB 1X26 in 2012)
- Participant Registration Forms FY 20/21 and prior.
- Adult Sports Rosters/Waivers FY 20/21 and prior.
- Outdated studies and reports from FY 20/21 and prior.
- Grants from completed projects from FY 16/17 and prior.
- Property records for which CARD never owned or no longer owns.
- Public Notices from FY 20/21 and prior.
- Facility rental agreements from FY 05/06 to FY 17/18.
- COVID-19 testing tracking sheets and participant waivers.
- California Associations for Park & Recreation Indemnity records. District switched to Special District Risk Management Association in FY 12/13.
- Safety Committee records including minutes, correspondence, and reports from FY 08/09 to FY 13/14.
- Scholarship records including applications, financial documentation, registration forms, and donations from FY 06/07 to FY 17/18.
- Valley Oak/Cal Works financial backup from FY 09/10 to FY 17/18.

**PASSED AND ADOPTED** at a Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on the **26th** day of **October** 2023 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

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

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



# STAFF REPORT

**DATE:** October 26, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Lifeguard Incentive Program

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## **BACKGROUND**

A lifeguard shortage, attributed to the pandemic, has prevented the District from staffing the Sycamore Pool for the last few summers. The shortage is a national trend and has impacted smaller communities disproportionately. An incentive program has been developed to aid with the recruitment and retention of qualified personnel.

## **ANALYSIS**

The incentive program includes two components. The first is for current employees and the other is for employee referrals. An eligible employee can elect to obtain a lifeguard certification and receive a "sign-on bonus" of \$500. Upon completion of the certification, the employee will receive their first installment of \$250. The remainder of the bonus would be paid upon successful completion of the swimming season.

The other component is a referral bonus. If an employee refers a successful candidate, they would be eligible for a \$200 payment. The first half would be paid upon the completion of a lifeguard certification. The second payment would be issued at the end of the season.

Another critical consideration for this program is ensuring there is a pipeline of lifeguards to gear up for staffing needs at the new Aquatics Facility.

With the minimum wage for fast food workers slated to increase to \$20 per hour, a wage increase for lifeguards should be considered. The City of Chico has a strong desire to ensure the District is able to staff Sycamore Pool and is supportive of increasing aquatics staff wages.

## **FINANCIAL IMPACT**

Factoring attrition in returning aquatic employees and the additional people needed to staff Sycamore Pool adequately, the incentive program would cost between \$25 – \$30K. The City's contract for lifeguard services is expected to offset most of the cost.

Wage increases will be contemplated during the FY 24/25 budget cycle.

## **RECOMMENDATION**

The Committee recommend approval of the incentive program to the Board of Directors.

# STAFF REPORT

**DATE:** October 26, 2023  
**TO:** Board of Directors  
**FROM:** Anjie Goulding, Director of Recreation  
**SUBJECT:** Recreation Update – October

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## **Youth Sports**

The Youth Sports fall season is quickly reaching its grand finale, and the Winter season is quickly approaching! Youth Basketball registrations filled quickly this year, leaving our dedicated staff working to orchestrate a symphony of training sessions, skill evaluations, and volunteer recruitment...and most importantly, getting ready to impart a *Love of the Game* on all the participants! We are getting ready to ignite our basketball passion on November 4th when the Field House courts come alive with the first game's whistle. Our Volleyball Clinic and the adorable Toddler Sports, both launch the week of November 6. We also have our calendars marked for Thanksgiving Break when the Turkey Basketball begins, promising a slam-dunk of holiday fun!

## **Adult Sports**

Fall Adult Sports wraps up the week of November 6<sup>th</sup>. Winter Adult Sports registration is in full swing, and staff are excited to be offering some new programming. With our new basketball and futsal courts at Chapman Park, we will be offering an Outdoor Basketball league and an Outdoor Futsal league. We are also getting creative with other outdoor programming and going to offer our winter softball and soccer leagues at Community Park, while we work to improve fields at our other parks. This will be the first time offering a winter Soccer League and we are excited! We hope the community is as excited as we are about the new programming! We also have our Monster Mash Softball Tournament happening October 28<sup>th</sup> and are excited to see all the fun costumes the teams will have.

### Fall Season Teams:

Softball- 80 | Soccer- 50 | Basketball- 7 | Volleyball- 24

### Winter Season Team Projections:

Softball- 16 | Soccer- 16 | Futsal – 8 | Indoor Basketball- 16 | Outdoor Basketball- 8 |  
Volleyball- 24

## **Nature Center**

Nature Center is buzzing! Nature School, Nature ABC's, and Nature Center After School Program are all running smoothly and getting excited about Thanksgiving Break. Field trips are also

operating nicely. We have another full moon hike coming up on the 28<sup>th</sup> of October. Our staff continues to work on caring for all the animals in the Living Animal Museum and continuing to add new animals. Make sure you come to check us out, we are open Friday and Monday, 10am-1pm and Saturday and Sunday 10am - 3pm!

### **After School Program**

We are halfway through the semester and programs are running very well! Staff attended two professional development opportunities this month which were provided by Chico Unified, and both were well received by staff. Chico Unified has asked us to increase staffing at a few sites so we have been recruiting and onboarding to meet this request. In addition, we are onboarding more substitutes to help support staff time off.

### **Inclusion**

Our inclusion team continues to work hard to find ways we can expand programming to serve our community. We are excited to be offering our first inclusion-specific programming, Thanksgiving Appetizers. Participants will learn how to make some delicious finger foods for Thanksgiving! They will learn how to prepare one appetizer and one dessert that they can easily make at home to take to their celebration. We hope to begin to offer things like this monthly moving forward and look forward to continuing to grow in this program area.

### **Ice Rink**

We are busy working on all things Ice Rink! We are in the process of onboarding all our staff, creating staff training which begins the first week of November, and making sure that rink operations will be ready to go! Lights and sound equipment will be installed in early November, as well as the first steps of building the ice rink in collaboration with the City of Chico. We have been establishing our ticketing website and have started to learn the sales system. Tickets will go on sale at 12pm on October 27<sup>th</sup>, just in time to go out with our November Newsletter. A calendar will come out soon with all the fun events at the rink that we hope to see you at! Last, we are excited to have partnered with a local Ice-Skating instructor and really looking forward to being able to offer skating lessons at the rink!

### **Classes and Camps**

Staff are having a great time planning all the fun winter activities for Wintertime Delight Camp and other school break camps. Hopefully, the weather will start to feel more like fall and winter soon! We are in the last weeks of accepting content from contract instructors to be included in our January – June PLAY Guide. Fall and winter classes continue growing as we add more programs and bring in new participants. This season is busy as we update instructor contracts for the upcoming calendar year and get programs ready for registration to open soon.

# STAFF REPORT

**DATE:** October 26, 2023  
**TO:** Board of Directors  
**FROM:** Scott Schumann, Director of Parks and Facilities  
**SUBJECT:** Parks and Facilities Update - October

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## **Capital Project Updates:**

### *Bocce*

Is anticipated to be completed on October 25 with a soft opening for the Chico Bocce Club as a thank you for their generous donations to the project.

### *CARD Center ADA Parking Lot Improvements*

Construction is underway. There have been a few delays related to engineering adjustments. Program impacts are anticipated and are somewhat minimized by sectioning off phases of the project while maintaining access to the CARD Center entrance and parking.

### *CARD Center Office Enclosure*

Office enclosure project is wrapping up and should be completed in the coming days. This space will add much-needed capacity.

### *New Playground Installations*

Peterson playground engineering passed City inspection, and assembly is underway. Completion is anticipated by the end of October. Hooker Oak installation will begin immediately following the completion of Peterson Park. A new play structure at Rotary Park with improved ADA-accessible fall/play surfacing is being considered. Input from the community on the structure will be gathered in person and via social media.

### *Chapman Park Renovation*

The anticipated completion is mid-November due to material lead times. The remaining scope includes landscape installation, pour-in-place fall material, concrete animals in spray ground, and garden fencing.

## **Community Park**

There has been a significant increase in contacts from the District's security service, Armed Guards (AG), at Community Park involving the unhoused population. There has also been an increase in calls from the community about safety concerns. The District is working with AG to have a stronger presence in the park to address issues more rapidly.

**New CARD Property***Emerson Park (A1/A2)*

Emerson Park has been transferred to CARD, officially. District staff continue to work with the City and the Developer on the construction of the A2 section which includes a large open turf area and perimeter landscaping. Anticipated completion of A2 is December 2023. Ultimately, the combined acreage of Emerson A1 and A2 will add approximately 3.2 acres of park space to the CARD inventory.

# STAFF REPORT

**DATE:** October 26, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm  
**SUBJECT:** General Manager Update - October

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## **Migration to .gov**

A couple of weeks ago, the District's websites migrated from a .com to a .gov domain. Email addresses are set to migrate on October 23. Messages sent to .com accounts will automatically be forwarded to .gov.

## **Finance Department Update**

It has been a busy month for the finance department. The financial audit is underway and should be wrapping up in the coming weeks. The finance team has been working hard with the implementation of the new finance software. At the same time, the current system continues to be problematic.

## **Collaborative Initiatives**

The District has representatives in the Resilience and Healthy Communities collaborative groups. These groups are focused on forming strategic partnerships for effective collaboration among partners to leverage resources in the most effective and efficient manner. The purpose is to build healthy communities with the tools to withstand economic, health, and environmental impacts.

## **Notable Meetings**

- EBC & Chico Tourism Committee: The Committee met on October 5 to discuss the progress of the Travel Chico and Explore Butte County initiatives.
- The Chico Chamber of Commerce Legislative Action Committee met on October 17.
- The Countywide Economic Development meeting was held on October 20. This meeting is an opportunity to receive and provide updates from cities, towns, agencies, and other partners supporting our economic and community vitality in Butte County.
- Chico Chamber of Commerce meeting on October 25.

## **Special Events**

On September 30<sup>th</sup>, CARD had to cancel Movies in the Park at Sycamore Field due to rain.

On October 7<sup>th</sup>, CARD hosted its first-ever floating pumpkin patch at the PV Pool and Recreation Center. The event was a huge success with 220 participants enjoying swimming, pumpkin and cookie decorating, arts and crafts, and snacks.

On October 21<sup>st</sup>, CARD held Movies in the Park at DeGarmo Community Park with a special viewing of Transylvania Hotel: Transformania. Participants could engage in a costume contest, a scavenger hunt, and other fun activities, including bounce houses and face painting.

Plans for Holiday events are well underway, with the inclusion of the Ice Rink as a venue for holding Special Events with community partners. Tickets for Brunch with Santa are for sale, and promotions will begin soon.

### **Community Input Sessions**

Neighborhood Input on the Outdoor Equity Grant  
October 23<sup>rd</sup> and 24<sup>th</sup> @ 5:30PM at Chapman Elementary

Neighborhood Input on the Aquatic Facility  
November 1<sup>st</sup> @ 5:30PM at Shasta Elementary

Neighborhood Input on Henshaw Park Development  
November 2<sup>nd</sup> @ 5:30PM at Chico Masonic Family Center

### **News Stories**

Action News – CARD reveals designs for new Aquatic Center

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

None