

FINANCE COMMITTEE MEETING

Tom Lando and Chris Norden

Thursday, December 12, 2024 – 3:45 P.M.

If you need accommodation to participate in this meeting, please call (530) 895-4711

Agenda posted prior to 4:00 PM Monday, December 9, 2024

AGENDA

A. Call to Order

B. 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.

C. Monthly Financial Reports for September & October 2024 (Staff Report FI-24-039) The Committee will review and recommend to the Board of Directors approval of the Monthly Financial Reports.

D. Calendar for Fiscal Year 2024-2025 Budget Process (Staff Report FI-24-040) District staff will present the calendar for the upcoming budget process and allow time for discussion.

E. Request for Proposals (RFP): Financing Aquatic Center (Staff Report FI-24-041) District staff will present a draft RFP to engage financial institutions to procure financing services, as needed, for the upcoming Aquatic Center.

F. Request for Neighborhood Park Fees (Staff Report FI-24-042) District staff would like to propose requesting Neighborhood Park fees from the City of Chico for Henshaw and Baroni parks.

G. CARD Center Structural Repair (Staff Report FI-24-043) The CARD Center Dry Rot and Exterior Repair Project requires additional funding to address uncovered structural dry rot damage in order to sufficiently complete the project.

H. Adjournment

Adjourn to the next scheduled Finance Committee Meeting.



BOARD OF DIRECTORS

Finance Committee

STAFF REPORT

DATE: December 12, 2024
TO: Board of Directors
FROM: Angie Carpenter, Finance Manager
SUBJECT: Monthly Financials – September and October

Overview

The financial statements for September and October reflect a typical first quarter, with no significant events impacting our overall budget.

October represents **33.3%** of the annual budget.

Budget Analysis

- **Revenue:** Tax income levels will stabilize once property tax installments are received. Operating Income is trending as expected while Other Income is higher than pace due to auction sales of retired fleet vehicles. Revenue is at 18% of budget; normal for this period of the year.

- **Expenses:** Overall, expenses are trending as expected and sitting at 32.7%.
 - **Employee Benefits:** Includes Workers' Compensation Insurance payment of \$155K, covering the entire fiscal year.
 - **Supplies and Services:** Includes a payment of \$413K for Insurance Premiums paid at the beginning of the fiscal year.
 - **Utilities:** A rate change for PG&E in September has led to increased costs, though expenses are expected to level out through winter.
 - **Contracts:** Expenses are reclassified from IT Software in the new fiscal year's budget. These changes will be adjusted in the January revised budget.

- **Program Income:** Appears higher due to revenue generated from summer activities in Camps, Classes, Aquatics, and The Nature Center.
 - After School Program appears to be trending low however, due to quarterly billing is performing on target.
 - Special Events: Expenses related to special events at Sycamore Pool will be reimbursed by the City of Chico, the offset will appear in operating income.

Assessment Districts: Activities are normal from this time of year. Revenue activity typically starts in Spring. Salary and benefit adjustments resulting from labor negotiations were budgeted in the GF Wages & Benefits lines and will be posted to assessment budgets in January.

Impact Fees: City Impact Fees amount received was lower than projected due to the measurement and disbursement dates (measurements are taken on January 1 and June 30; disbursements occur on February 1 and July 31). However, we did not receive the July payment until September. The next activity is expected in March 2025. County Impact Fees are trending normally.

Capital Activity

- **Fixed Assets:** Capital assets reflect the acquisition of new equipment, including two trucks, a dump trailer, landscape tractor and a leaf sweeper.
- **Projects:** Capital projects are progressing as anticipated.



CARD

Chico Area Recreation & Park District

Monthly Financial Reports September & October 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

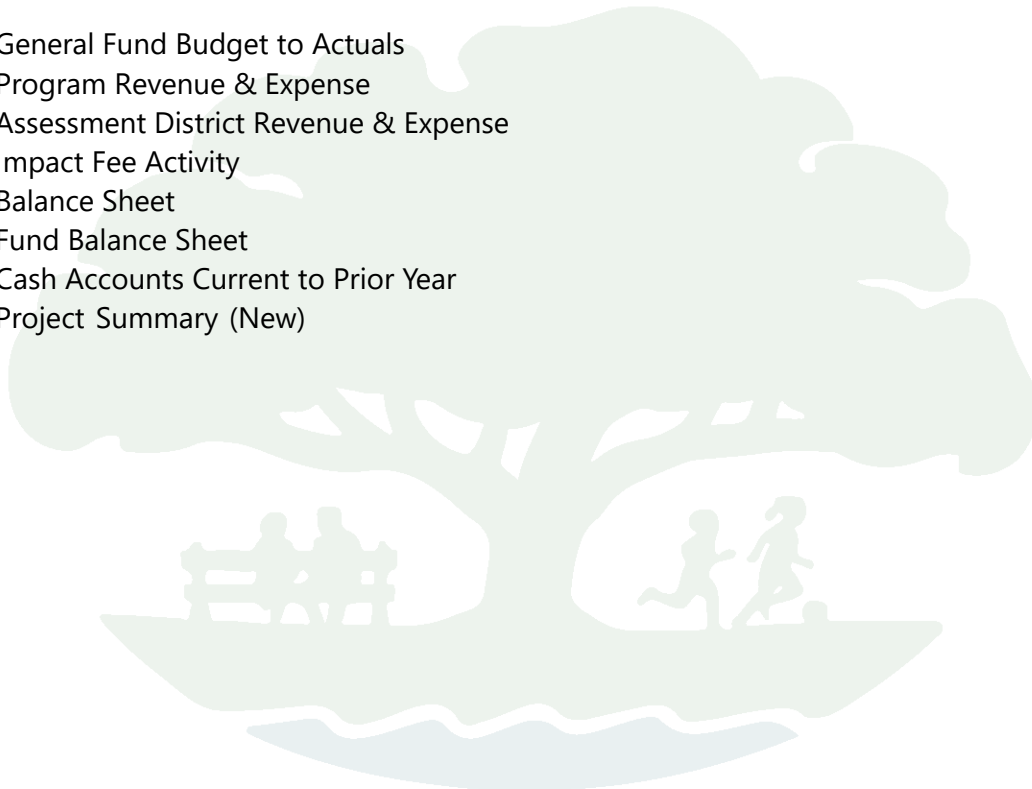
Variance: Fiscal Activity less the Current Budget

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. Fund Balance Sheet
7. Cash Accounts Current to Prior Year
8. Project Summary (New)





Chico Area Recreation and Park District

General Funds Budget to Actuals

For Fiscal: FY 2025 Period Ending: 10/31/2024

Clas...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 90 - General Fund						
Revenue						
50 - Taxes	6,900,000.00	6,900,000.00	303,333.47	303,333.47	-6,596,666.53	4.40%
53 - Operating Income	6,978,350.00	6,978,350.00	345,666.90	2,181,679.28	-4,796,670.72	31.26%
55 - Other Income	40,000.00	40,000.00	0.00	23,780.90	-16,219.10	59.45%
Revenue Total:	13,918,350.00	13,918,350.00	649,000.37	2,508,793.65	-11,409,556.35	18.03%
Expense						
60 - Salaries & Wages	7,671,616.39	7,671,616.39	540,367.54	2,125,242.50	5,546,373.89	27.70%
61 - Employee Benefits	1,825,798.49	1,825,798.49	115,754.44	625,255.77	1,200,542.72	34.25%
62 - Supplies & Services	2,389,970.00	2,389,970.00	116,531.75	1,007,303.97	1,382,666.03	42.15%
63 - Repairs & Maintenance	425,000.00	425,000.00	12,977.62	117,731.83	307,268.17	27.70%
64 - Utilities	728,379.00	728,379.00	69,564.40	376,187.64	352,191.36	51.65%
65 - Contracts	573,700.00	573,700.00	75,021.11	242,803.09	330,896.91	42.32%
69 - Other Expenses	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00%
Expense Total:	13,649,463.88	13,649,463.88	930,216.86	4,494,524.80	9,154,939.08	32.93%
Fund: 90 - General Fund Surplus (Deficit):	268,886.12	268,886.12	-281,216.49	-1,985,731.15	-2,254,617.27	-738.50%
Report Surplus (Deficit):	268,886.12	268,886.12	-281,216.49	-1,985,731.15	-2,254,617.27	-738.50%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
90 - General Fund	268,886.12	268,886.12	-281,216.49	-1,985,731.15	-2,254,617.27
Report Surplus (Deficit):	268,886.12	268,886.12	-281,216.49	-1,985,731.15	-2,254,617.27



Chico Area Recreation and Park District

General Fund Budget to Actuals

For Fiscal: FY 2025 Period Ending: 09/30/2024

Clas...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 90 - General Fund						
Revenue						
50 - Taxes	6,900,000.00	6,900,000.00	0.00	0.00	-6,900,000.00	0.00%
53 - Operating Income	6,978,350.00	6,978,350.00	216,814.47	1,836,012.38	-5,142,337.62	26.31%
55 - Other Income	40,000.00	40,000.00	3,209.42	23,780.90	-16,219.10	59.45%
Revenue Total:	13,918,350.00	13,918,350.00	220,023.89	1,859,793.28	-12,058,556.72	13.36%
Expense						
60 - Salaries & Wages	7,671,616.39	7,671,616.39	524,999.64	1,584,874.96	6,086,741.43	20.66%
61 - Employee Benefits	1,825,798.49	1,825,798.49	114,625.57	509,501.33	1,316,297.16	27.91%
62 - Supplies & Services	2,389,970.00	2,389,970.00	142,323.65	890,772.22	1,499,197.78	37.27%
63 - Repairs & Maintenance	425,000.00	425,000.00	29,372.68	104,754.21	320,245.79	24.65%
64 - Utilities	728,379.00	728,379.00	122,762.83	306,623.24	421,755.76	42.10%
65 - Contracts	573,700.00	573,700.00	107,633.53	167,781.98	405,918.02	29.25%
69 - Other Expenses	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00%
Expense Total:	13,649,463.88	13,649,463.88	1,041,717.90	3,564,307.94	10,085,155.94	26.11%
Fund: 90 - General Fund Surplus (Deficit):	268,886.12	268,886.12	-821,694.01	-1,704,514.66	-1,973,400.78	-633.92%
Report Surplus (Deficit):	268,886.12	268,886.12	-821,694.01	-1,704,514.66	-1,973,400.78	-633.92%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
90 - General Fund	268,886.12	268,886.12	-821,694.01	-1,704,514.66	-1,973,400.78
Report Surplus (Deficit):	268,886.12	268,886.12	-821,694.01	-1,704,514.66	-1,973,400.78



Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Program: 11610 - Facility Rentals						
Revenue	360,000.00	360,000.00	38,965.50	115,259.25	-244,740.75	32.02%
Expense	285,065.41	285,065.41	30,394.37	103,316.99	181,748.42	36.24%
Program: 11610 - Facility Rentals Surplus (Deficit):	74,934.59	74,934.59	8,571.13	11,942.26	-62,992.33	15.94%
Program: 11611 - Picnic Rentals						
Revenue	25,000.00	25,000.00	5,925.00	17,972.00	-7,028.00	71.89%
Program: 11611 - Picnic Rentals Total:	25,000.00	25,000.00	5,925.00	17,972.00	-7,028.00	71.89%
Program: 11612 - Field Rentals						
Revenue	85,000.00	85,000.00	17,292.53	49,224.63	-35,775.37	57.91%
Expense	9,080.75	9,080.75	8.07	6,673.10	2,407.65	73.49%
Program: 11612 - Field Rentals Surplus (Deficit):	75,919.25	75,919.25	17,284.46	42,551.53	-33,367.72	56.05%
Program: 11710 - Special Events						
Revenue	95,000.00	95,000.00	32,021.00	53,986.00	-41,014.00	56.83%
Expense	81,112.12	81,112.12	14,498.74	72,726.53	8,385.59	89.66%
Program: 11710 - Special Events Surplus (Deficit):	13,887.88	13,887.88	17,522.26	-18,740.53	-32,628.41	-134.94%
Program: 22200 - Contracted Camp						
Revenue	210,000.00	210,000.00	-10.00	90,602.30	-119,397.70	43.14%
Expense	11,755.00	11,755.00	0.00	0.00	11,755.00	0.00%
Program: 22200 - Contracted Camp Surplus (Deficit):	198,245.00	198,245.00	-10.00	90,602.30	-107,642.70	45.70%
Program: 22210 - Camp Chi-Da-CA						
Revenue	290,600.00	290,600.00	-150.00	113,730.00	-176,870.00	39.14%
Expense	192,101.69	192,101.69	1,118.93	80,962.25	111,139.44	42.15%
Program: 22210 - Camp Chi-Da-CA Surplus (Deficit):	98,498.31	98,498.31	-1,268.93	32,767.75	-65,730.56	33.27%
Program: 22220 - Summertime Delight						
Revenue	214,400.00	214,400.00	-58.00	119,480.00	-94,920.00	55.73%
Expense	149,951.59	149,951.59	1,077.54	64,088.12	85,863.47	42.74%
Program: 22220 - Summertime Delight Surplus (Deficit):	64,448.41	64,448.41	-1,135.54	55,391.88	-9,056.53	85.95%
Program: 22240 - Camp Chico Creek						
Revenue	230,000.00	230,000.00	0.00	144,364.00	-85,636.00	62.77%
Expense	169,897.30	169,897.30	2,846.29	69,326.36	100,570.94	40.80%
Program: 22240 - Camp Chico Creek Surplus (Deficit):	60,102.70	60,102.70	-2,846.29	75,037.64	14,934.94	124.85%
Program: 22310 - Youth Sports						
Revenue	445,000.00	445,000.00	37,858.99	181,234.18	-263,765.82	40.73%
Expense	438,865.49	438,865.49	29,878.28	138,322.60	300,542.89	31.52%
Program: 22310 - Youth Sports Surplus (Deficit):	6,134.51	6,134.51	7,980.71	42,911.58	36,777.07	699.51%
Program: 22320 - Adult Sports						
Revenue	425,000.00	425,000.00	41,219.56	130,958.60	-294,041.40	30.81%
Expense	479,951.42	479,951.42	32,990.33	109,258.70	370,692.72	22.76%
Program: 22320 - Adult Sports Surplus (Deficit):	-54,951.42	-54,951.42	8,229.23	21,699.90	76,651.32	-39.49%
Program: 22330 - DFJ Admin						
Revenue	30,000.00	30,000.00	1,801.80	16,988.40	-13,011.60	56.63%
Expense	122,086.91	122,086.91	9,443.44	36,797.67	85,289.24	30.14%
Program: 22330 - DFJ Admin Surplus (Deficit):	-92,086.91	-92,086.91	-7,641.64	-19,809.27	72,277.64	21.51%
Program: 22400 - Contract Programs						
Revenue	190,000.00	190,000.00	17,898.62	74,525.77	-115,474.23	39.22%
Expense	343,263.60	343,263.60	15,604.33	107,758.62	235,504.98	31.39%
Program: 22400 - Contract Programs Surplus (Deficit):	-153,263.60	-153,263.60	2,294.29	-33,232.85	120,030.75	21.68%

Budget Report

For Fiscal: FY 2025 Period Ending: 10/31/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Program: 22510 - Afterschool Program - CARD						
Revenue	2,662,550.00	2,662,550.00	69,012.12	737,823.49	-1,924,726.51	27.71%
Expense	1,960,051.65	1,960,051.65	200,972.49	442,184.46	1,517,867.19	22.56%
Program: 22510 - Afterschool Program - CARD Surplus (Deficit):	702,498.35	702,498.35	-131,960.37	295,639.03	-406,859.32	42.08%
Program: 22600 - NC Admin						
Revenue	254,000.00	254,000.00	16,512.34	45,633.25	-208,366.75	17.97%
Expense	323,059.85	323,059.85	12,013.71	50,838.30	272,221.55	15.74%
Program: 22600 - NC Admin Surplus (Deficit):	-69,059.85	-69,059.85	4,498.63	-5,205.05	63,854.80	7.54%
Program: 22610 - Trips						
Revenue	0.00	0.00	492.90	492.90	492.90	0.00%
Program: 22610 - Trips Total:	0.00	0.00	492.90	492.90	492.90	0.00%
Program: 22630 - Nature ABC						
Revenue	6,000.00	6,000.00	0.00	2,340.22	-3,659.78	39.00%
Expense	7,194.82	7,194.82	252.99	449.83	6,744.99	6.25%
Program: 22630 - Nature ABC Surplus (Deficit):	-1,194.82	-1,194.82	-252.99	1,890.39	3,085.21	-158.22%
Program: 22800 - Recreation Swim						
Revenue	200,000.00	200,000.00	2,810.00	100,739.05	-99,260.95	50.37%
Expense	323,065.94	323,065.94	2,817.55	163,966.36	159,099.58	50.75%
Program: 22800 - Recreation Swim Surplus (Deficit):	-123,065.94	-123,065.94	-7.55	-63,227.31	59,838.63	51.38%
Program: 22810 - Sycamore Pool Rec						
Expense	3,400.00	3,400.00	0.00	278.65	3,121.35	8.20%
Program: 22810 - Sycamore Pool Rec Total:	3,400.00	3,400.00	0.00	278.65	3,121.35	8.20%
Program: 22900 - Youth Leader						
Revenue	0.00	0.00	0.00	400.00	400.00	0.00%
Expense	1,776.79	1,776.79	6.45	1,069.29	707.50	60.18%
Program: 22900 - Youth Leader Surplus (Deficit):	-1,776.79	-1,776.79	-6.45	-669.29	1,107.50	37.67%
Program: 22910 - Inclusion						
Revenue	120,000.00	120,000.00	448.08	50,946.45	-69,053.55	42.46%
Expense	172,034.24	172,034.24	6,538.07	75,545.70	96,488.54	43.91%
Program: 22910 - Inclusion Surplus (Deficit):	-52,034.24	-52,034.24	-6,089.99	-24,599.25	27,434.99	47.28%
Report Surplus (Deficit):	768,835.43	768,835.43	-78,421.14	523,136.96	-245,698.47	68.04%



Chico Area Recreation and Park District

Program Revenue & Expense

For Fiscal: FY 2025 Period Ending: 09/30/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Program: 11610 - Facility Rentals						
Revenue	360,000.00	360,000.00	31,477.75	76,293.75	-283,706.25	21.19%
Expense	285,065.41	285,065.41	27,439.90	72,922.62	212,142.79	25.58%
Program: 11610 - Facility Rentals Surplus (Deficit):	74,934.59	74,934.59	4,037.85	3,371.13	-71,563.46	4.50%
Program: 11611 - Picnic Rentals						
Revenue	25,000.00	25,000.00	6,816.00	12,047.00	-12,953.00	48.19%
Program: 11611 - Picnic Rentals Total:	25,000.00	25,000.00	6,816.00	12,047.00	-12,953.00	48.19%
Program: 11612 - Field Rentals						
Revenue	85,000.00	85,000.00	8,624.34	31,932.10	-53,067.90	37.57%
Expense	9,080.75	9,080.75	215.46	6,665.03	2,415.72	73.40%
Program: 11612 - Field Rentals Surplus (Deficit):	75,919.25	75,919.25	8,408.88	25,267.07	-50,652.18	33.28%
Program: 11710 - Special Events						
Revenue	95,000.00	95,000.00	10,180.00	21,965.00	-73,035.00	23.12%
Expense	81,112.12	81,112.12	43,731.50	58,227.79	22,884.33	71.79%
Program: 11710 - Special Events Surplus (Deficit):	13,887.88	13,887.88	-33,551.50	-36,262.79	-50,150.67	-261.11%
Program: 22200 - Contracted Camp						
Revenue	210,000.00	210,000.00	4,952.20	90,612.30	-119,387.70	43.15%
Expense	11,755.00	11,755.00	0.00	0.00	11,755.00	0.00%
Program: 22200 - Contracted Camp Surplus (Deficit):	198,245.00	198,245.00	4,952.20	90,612.30	-107,632.70	45.71%
Program: 22210 - Camp Chi-Da-CA						
Revenue	290,600.00	290,600.00	-280.00	113,880.00	-176,720.00	39.19%
Expense	192,101.69	192,101.69	1,489.91	79,843.32	112,258.37	41.56%
Program: 22210 - Camp Chi-Da-CA Surplus (Deficit):	98,498.31	98,498.31	-1,769.91	34,036.68	-64,461.63	34.56%
Program: 22220 - Summertime Delight						
Revenue	214,400.00	214,400.00	-232.00	119,538.00	-94,862.00	55.75%
Expense	149,951.59	149,951.59	1,027.03	63,010.58	86,941.01	42.02%
Program: 22220 - Summertime Delight Surplus (Deficit):	64,448.41	64,448.41	-1,259.03	56,527.42	-7,920.99	87.71%
Program: 22240 - Camp Chico Creek						
Revenue	230,000.00	230,000.00	-208.00	144,364.00	-85,636.00	62.77%
Expense	169,897.30	169,897.30	2,422.89	66,480.07	103,417.23	39.13%
Program: 22240 - Camp Chico Creek Surplus (Deficit):	60,102.70	60,102.70	-2,630.89	77,883.93	17,781.23	129.58%
Program: 22310 - Youth Sports						
Revenue	445,000.00	445,000.00	47,120.53	143,375.19	-301,624.81	32.22%
Expense	438,865.49	438,865.49	24,463.91	108,444.32	330,421.17	24.71%
Program: 22310 - Youth Sports Surplus (Deficit):	6,134.51	6,134.51	22,656.62	34,930.87	28,796.36	569.42%
Program: 22320 - Adult Sports						
Revenue	425,000.00	425,000.00	30,816.32	89,739.04	-335,260.96	21.12%
Expense	479,951.42	479,951.42	24,660.64	76,268.37	403,683.05	15.89%
Program: 22320 - Adult Sports Surplus (Deficit):	-54,951.42	-54,951.42	6,155.68	13,470.67	68,422.09	-24.51%
Program: 22330 - DFJ Admin						
Revenue	30,000.00	30,000.00	1,601.60	15,186.60	-14,813.40	50.62%
Expense	122,086.91	122,086.91	9,972.25	27,354.23	94,732.68	22.41%
Program: 22330 - DFJ Admin Surplus (Deficit):	-92,086.91	-92,086.91	-8,370.65	-12,167.63	79,919.28	13.21%
Program: 22400 - Contract Programs						
Revenue	190,000.00	190,000.00	15,771.17	56,627.15	-133,372.85	29.80%
Expense	343,263.60	343,263.60	6,178.72	92,154.29	251,109.31	26.85%
Program: 22400 - Contract Programs Surplus (Deficit):	-153,263.60	-153,263.60	9,592.45	-35,527.14	117,736.46	23.18%

Budget Report

For Fiscal: FY 2025 Period Ending: 09/30/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Program: 22510 - Afterschool Program - CARD						
Revenue	2,662,550.00	2,662,550.00	61,654.97	668,811.37	-1,993,738.63	25.12%
Expense	1,960,051.65	1,960,051.65	177,704.66	241,211.97	1,718,839.68	12.31%
Program: 22510 - Afterschool Program - CARD Surplus (Deficit):	702,498.35	702,498.35	-116,049.69	427,599.40	-274,898.95	60.87%
Program: 22600 - NC Admin						
Revenue	254,000.00	254,000.00	10,266.73	29,120.91	-224,879.09	11.46%
Expense	323,059.85	323,059.85	11,624.49	38,824.59	284,235.26	12.02%
Program: 22600 - NC Admin Surplus (Deficit):	-69,059.85	-69,059.85	-1,357.76	-9,703.68	59,356.17	14.05%
Program: 22630 - Nature ABC						
Revenue	6,000.00	6,000.00	0.00	2,340.22	-3,659.78	39.00%
Expense	7,194.82	7,194.82	64.87	196.84	6,997.98	2.74%
Program: 22630 - Nature ABC Surplus (Deficit):	-1,194.82	-1,194.82	-64.87	2,143.38	3,338.20	-179.39%
Program: 22800 - Recreation Swim						
Revenue	200,000.00	200,000.00	204.00	97,929.05	-102,070.95	48.96%
Expense	323,065.94	323,065.94	15,899.82	161,148.81	161,917.13	49.88%
Program: 22800 - Recreation Swim Surplus (Deficit):	-123,065.94	-123,065.94	-15,695.82	-63,219.76	59,846.18	51.37%
Program: 22810 - Sycamore Pool Rec						
Expense	3,400.00	3,400.00	0.00	278.65	3,121.35	8.20%
Program: 22810 - Sycamore Pool Rec Total:	3,400.00	3,400.00	0.00	278.65	3,121.35	8.20%
Program: 22900 - Youth Leader						
Revenue	0.00	0.00	0.00	400.00	400.00	0.00%
Expense	1,776.79	1,776.79	223.56	1,062.84	713.95	59.82%
Program: 22900 - Youth Leader Surplus (Deficit):	-1,776.79	-1,776.79	-223.56	-662.84	1,113.95	37.31%
Program: 22910 - Inclusion						
Revenue	120,000.00	120,000.00	12,031.58	50,498.37	-69,501.63	42.08%
Expense	172,034.24	172,034.24	17,822.74	69,007.63	103,026.61	40.11%
Program: 22910 - Inclusion Surplus (Deficit):	-52,034.24	-52,034.24	-5,791.16	-18,509.26	33,524.98	35.57%
Report Surplus (Deficit):	768,835.43	768,835.43	-124,145.16	601,558.10	-167,277.33	78.24%



Chico Area Recreation and Park District

Assessment District Revenue & Expense

For Fiscal: FY 2025 Period Ending: 10/31/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 60 - Baroni Park						
Revenue	162,300.00	162,300.00	0.00	0.00	-162,300.00	0.00%
Expense	133,144.10	133,144.10	6,849.38	36,433.33	96,710.77	27.36%
Fund: 60 - Baroni Park Surplus (Deficit):	29,155.90	29,155.90	-6,849.38	-36,433.33	-65,589.23	-124.96%
Fund: 63 - Indigo Park						
Revenue	40,000.00	40,000.00	0.00	655.68	-39,344.32	1.64%
Expense	73,566.33	73,566.33	4,285.14	21,223.08	52,343.25	28.85%
Fund: 63 - Indigo Park Surplus (Deficit):	-33,566.33	-33,566.33	-4,285.14	-20,567.40	12,998.93	61.27%
Fund: 65 - Oak Way Park						
Revenue	144,800.00	144,800.00	0.00	0.00	-144,800.00	0.00%
Expense	147,854.14	147,854.14	12,070.58	50,496.29	97,357.85	34.15%
Fund: 65 - Oak Way Park Surplus (Deficit):	-3,054.14	-3,054.14	-12,070.58	-50,496.29	-47,442.15	1,653.37%
Fund: 67 - Peterson Park (Amber Grove)						
Revenue	121,400.00	121,400.00	0.00	0.00	-121,400.00	0.00%
Expense	151,596.55	151,596.55	9,242.04	39,970.99	111,625.56	26.37%
Fund: 67 - Peterson Park (Amber Grove) Surplus (Deficit):	-30,196.55	-30,196.55	-9,242.04	-39,970.99	-9,774.44	132.37%
Report Surplus (Deficit):	-37,661.12	-37,661.12	-32,447.14	-147,468.01	-109,806.89	391.57%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
60 - Baroni Park	29,155.90	29,155.90	-6,849.38	-36,433.33	-65,589.23
63 - Indigo Park	-33,566.33	-33,566.33	-4,285.14	-20,567.40	12,998.93
65 - Oak Way Park	-3,054.14	-3,054.14	-12,070.58	-50,496.29	-47,442.15
67 - Peterson Park (Amber Grove)	-30,196.55	-30,196.55	-9,242.04	-39,970.99	-9,774.44
Report Surplus (Deficit):	-37,661.12	-37,661.12	-32,447.14	-147,468.01	-109,806.89



Chico Area Recreation and Park District

Assessment District Revenue & Expense

For Fiscal: FY 2025 Period Ending: 09/30/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 60 - Baroni Park						
Revenue	162,300.00	162,300.00	0.00	0.00	-162,300.00	0.00%
Expense	133,144.10	133,144.10	9,541.39	29,583.95	103,560.15	22.22%
Fund: 60 - Baroni Park Surplus (Deficit):	29,155.90	29,155.90	-9,541.39	-29,583.95	-58,739.85	-101.47%
Fund: 63 - Indigo Park						
Revenue	40,000.00	40,000.00	655.68	655.68	-39,344.32	1.64%
Expense	73,566.33	73,566.33	5,537.51	16,937.94	56,628.39	23.02%
Fund: 63 - Indigo Park Surplus (Deficit):	-33,566.33	-33,566.33	-4,881.83	-16,282.26	17,284.07	48.51%
Fund: 65 - Oak Way Park						
Revenue	144,800.00	144,800.00	0.00	0.00	-144,800.00	0.00%
Expense	147,854.14	147,854.14	11,774.65	38,425.71	109,428.43	25.99%
Fund: 65 - Oak Way Park Surplus (Deficit):	-3,054.14	-3,054.14	-11,774.65	-38,425.71	-35,371.57	1,258.15%
Fund: 67 - Peterson Park (Amber Grove)						
Revenue	121,400.00	121,400.00	0.00	0.00	-121,400.00	0.00%
Expense	151,596.55	151,596.55	6,465.10	30,728.95	120,867.60	20.27%
Fund: 67 - Peterson Park (Amber Grove) Surplus (Deficit):	-30,196.55	-30,196.55	-6,465.10	-30,728.95	-532.40	101.76%
Report Surplus (Deficit):	-37,661.12	-37,661.12	-32,662.97	-115,020.87	-77,359.75	305.41%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
60 - Baroni Park	29,155.90	29,155.90	-9,541.39	-29,583.95	-58,739.85
63 - Indigo Park	-33,566.33	-33,566.33	-4,881.83	-16,282.26	17,284.07
65 - Oak Way Park	-3,054.14	-3,054.14	-11,774.65	-38,425.71	-35,371.57
67 - Peterson Park (Amber Grove)	-30,196.55	-30,196.55	-6,465.10	-30,728.95	-532.40
Report Surplus (Deficit):	-37,661.12	-37,661.12	-32,662.97	-115,020.87	-77,359.75



Chico Area Recreation and Park District

Impact Fee Activity

For Fiscal: FY 2025 Period Ending: 10/31/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 70 - City Impact Fees (Community Park)						
Revenue	1,000,000.00	1,000,000.00	0.00	342,137.79	-657,862.21	34.21%
Fund: 70 - City Impact Fees (Community Park) Total:	1,000,000.00	1,000,000.00	0.00	342,137.79	-657,862.21	34.21%
Fund: 80 - County Impact Fees						
Revenue	60,000.00	60,000.00	2,375.00	14,250.00	-45,750.00	23.75%
Fund: 80 - County Impact Fees Total:	60,000.00	60,000.00	2,375.00	14,250.00	-45,750.00	23.75%
Report Total:	1,060,000.00	1,060,000.00	2,375.00	356,387.79	-703,612.21	33.62%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
70 - City Impact Fees (Community	1,000,000.00	1,000,000.00	0.00	342,137.79	-657,862.21	34.21%
80 - County Impact Fees	60,000.00	60,000.00	2,375.00	14,250.00	-45,750.00	23.75%
Report Total:	1,060,000.00	1,060,000.00	2,375.00	356,387.79	-703,612.21	33.62%



Chico Area Recreation and Park District

Impact Fee Activity

For Fiscal: FY 2025 Period Ending: 09/30/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 70 - City Impact Fees (Community Park)						
Revenue	1,000,000.00	1,000,000.00	342,137.79	342,137.79	-657,862.21	34.21%
Fund: 70 - City Impact Fees (Community Park) Total:	1,000,000.00	1,000,000.00	342,137.79	342,137.79	-657,862.21	34.21%
Fund: 80 - County Impact Fees						
Revenue	60,000.00	60,000.00	4,750.00	11,875.00	-48,125.00	19.79%
Fund: 80 - County Impact Fees Total:	60,000.00	60,000.00	4,750.00	11,875.00	-48,125.00	19.79%
Report Total:	1,060,000.00	1,060,000.00	346,887.79	354,012.79	-705,987.21	33.40%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
70 - City Impact Fees (Community	1,000,000.00	1,000,000.00	342,137.79	342,137.79	-657,862.21	34.21%
80 - County Impact Fees	60,000.00	60,000.00	4,750.00	11,875.00	-48,125.00	19.79%
Report Total:	1,060,000.00	1,060,000.00	346,887.79	354,012.79	-705,987.21	33.40%



Chico Area Recreation and Park District

General Fund Balance Sheet

As Of 10/31/2024

Account	Name	Balance
Fund: 90 - General Fund		
Assets		
90-1016	Petty Cash	800.00
90-1021	Claim On Cash - General	10,344,143.19
90-1210	Land	17,441,222.52
90-1212	Land Improvements	30,521,143.51
90-1215	Leasehold Improvements	2,096,189.67
90-1220	Buildings and Components	123,423.67
90-1225	Building Improvements & Renovations	39,671.05
90-1230	Construction in Progress	6,007,927.48
90-1235	Equipment	1,152,615.38
90-1240	Vehicles	640,774.64
90-1250	Technology Hardware	296,192.00
90-1270	Accumulated Depreciation	-18,397,846.75
90-1310	Accounts Receivable	746,605.65
90-1340	Suspense	-14,224.34
90-1360	Deferred Outflows of Resources	2,033,810.00
	Total Assets:	53,032,447.67
		<u>53,032,447.67</u>
Liability		
90-2004	Deferred Inflows of Resources	32,247.00
90-2006	Accounts Payable	8,970.00
90-2010	Vouchers Payable	138,646.93
90-2014	Accrued Wages and Salaries Payable	115,789.38
90-2016	Compensated Absences Payable	492,299.50
90-2018	457 Employee Contribution	4,168.60
90-2020	457 ROTH Employee Contribution	2,325.00
90-2022	CalPERS - Employee	45,336.48
90-2024	CalPERS - Employer	23,435.00
90-2026	Federal Withholding	96,495.77
90-2030	Garnishments	2,843.49
90-2031	HSA	-12,712.59
90-2032	Medical Insurance - Employee	15,934.02
90-2036	Medicare and Social Security - Employee	111,877.15
90-2038	Medicare and Social Security - Employer	27,924.09
90-2040	State Withholding	73,049.27
90-2042	SDI	9,507.64
90-2044	Union Dues - Parks Staff	-537.56
90-2046	Union Dues - Supervisor	494.81
90-2048	Voluntary Life/AD&D - Employee	2,643.59
90-2052	Deferred Revenue	15,866.47
90-2054	Due To Other Funds	4,652,630.01
90-2056	Other Liability - Class Clearing Acct	-27,791.00
90-2058	Net Pension Liability	3,483,557.00
90-2060	Time Expired Holding Acct	8,298.11
90-2062	Prepaid Facilities Transfer	-1,091.00
90-2066	Security Deposits	76,342.02
90-2070	Sales Tax	307.62
90-2099	Due To- General	471,516.18
	Total Liability:	9,870,372.98
Equity		
90-3010	Fund Balance - NonSpendable	38,609,030.72
90-3050	Fund Balance - Unassigned	6,639,761.18
	Total Beginning Equity:	45,248,791.90

Balance Sheet**As Of 10/31/2024**

Account	Name	Balance
Total Revenue		2,508,793.65
Total Expense		<u>4,595,510.86</u>
Revenues Over/Under Expenses		-2,086,717.21
	Total Equity and Current Surplus (Deficit):	43,162,074.69
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>53,032,447.67</u>

Balance Sheet

As Of 10/31/2024

Account	Name	Balance
Fund: 99 - POOLED CASH		
Assets		
99-1010	Cash In Bank-US Bank Treasurer	2,648,336.04
99-1011	Cash In Bank-Golden Valley Bank	2,730,115.02
99-1012	Cash In Bank-California Class	2,698,851.21
99-1014	Cash In Bank - GVB Money Market	9,422,880.51
99-1018	Cash In Bank - Tri Counties Bank - MM	1,150,809.51
99-1384	Due From Other Funds-General	471,516.18
99-1385	Due From Other Funds-Oak Way	3,326.99
	Total Assets:	19,125,835.46
		<u>19,125,835.46</u>
Liability		
99-2006	Accounts Payable (Pooled Cash)	474,843.17
99-2054	Due To Other Funds (Pooled Cash)	18,650,992.29
	Total Liability:	19,125,835.46
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>19,125,835.46</u>



Cash Accounts

Current to Prior Year

Current Year	Balance	Prior Year	Balance
As of 10/31/2024		As of 10/31/2023	
Petty Cash	800.00	Petty Cash	800.00
US Bank - County Treasurer	2,908,355.04	US Bank - County Treasurer	2,049,102.00
Golden Valley Bank - Operations	2,730,115.02	Golden Valley Bank - Operations	2,910,816.00
California CLASS	2,698,851.21	California CLASS	2,557,379.00
GVB Investment	9,422,880.51	GVB Investment	7,063,250.00
TCB Investment	1,150,809.51	TCB Investment	-
TOTAL	18,911,811.29	TOTAL	14,581,347.00



Chico Area Recreation and Park District

Fund Balance Sheet

Account Summary

As Of 10/31/2024

Object	90 - General Fund	60 - Baroni Park	63 - Indigo Park	65 - Oak Way Park	67 - Peterson Park (Amber Grove)	70 - City Impact Fees (Community Park)	80 - County Impact Fees	Total
Asset								
1016 - Petty Cash	800.00	-	-	-	-	-	-	800.00
1021 - CLAIM ON CASH	10,344,143.28	16,371.21	(7,788.07)	(143,171.63)	(1,522.86)	7,917,351.55	525,608.81	18,650,992.29
0000 - Fixed Assets	58,319,159.92	-	-	-	-	-	-	58,319,159.92
1270 - Accumulated Depreciation	(18,397,846.75)	-	-	-	-	-	-	(18,397,846.75)
1310 - Accounts Receivable	746,605.65	-	-	-	-	-	-	746,605.65
1320 - Due From Other Funds	-	-	-	-	-	4,652,631.00	-	4,652,631.00
1340 - Suspense	(14,224.34)	-	-	-	-	-	-	(14,224.34)
1360 - Deferred Outflows of Resources	2,033,810.00	-	-	-	-	-	-	2,033,810.00
Total Asset:	53,032,447.67	16,371.21	(7,788.07)	(143,171.63)	(1,522.86)	12,569,982.55	525,608.81	65,991,927.77
Liability								
2004 - Deferred Inflows of Resources	32,247.00	-	-	-	-	-	-	32,247.00
2006 - Accounts Payable	8,970.00	-	-	-	-	-	-	8,970.00
2054 - Due to Other Funds	4,652,631.00	-	-	-	-	-	38,000.00	4,690,631.00
2056 - Other Liab-Class Clearing Acct	(27,791.00)	-	-	-	-	-	-	(27,791.00)
2058 - Net Pension Liability	3,483,557.00	-	-	-	-	-	-	3,483,557.00
Total Liability:	8,149,614.00	-	-	-	-	-	38,000.00	8,187,614.00
Equity								
3010 - Fund Balance - Nonspendable	38,609,030.72	-	-	-	-	-	-	38,609,030.72
3020 - Fund Balance - Restricted	-	52,804.99	12,779.69	(96,002.30)	38,447.94	12,227,844.76	473,359.09	12,754,008.84
3030 - Fund Balance - Committed	-	-	-	-	-	-	-	-
3050 - Fund Balance - Unassigned	6,639,761.18	-	-	-	-	-	-	6,639,761.18
Total Total Beginning Equity:	45,248,791.90	52,804.99	12,779.69	(96,002.30)	38,447.94	12,227,844.76	473,359.09	57,958,026.07
Total Revenue	2,508,793.65	-	655.68	-	-	342,137.79	14,250.00	2,865,837.12
Total Expense	4,595,510.86	36,433.33	21,223.08	50,496.29	39,970.99	-	-	4,743,634.55
Revenues Over/Under Expenses	(2,086,717.21)	(36,433.33)	(20,567.40)	(50,496.29)	(39,970.99)	342,137.79	14,250.00	(1,877,797.43)
Total Equity and Current Surplus (Deficit):	43,162,074.69	16,371.66	(7,787.71)	(146,498.59)	(1,523.05)	12,569,982.55	487,609.09	56,080,228.64
Total Liabilities, Equity and Current Surplus (Deficit):	53,032,447.67	16,371.21	(7,788.07)	(143,171.63)	(1,522.86)	12,569,982.55	525,608.81	65,991,927.68

Summary

Project Summary

Project Number	Project Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
2324-102	AQC - Design & Construction	2,075,000.00	2,075,000.00	347,673.68	918,657.81	1,266,331.49	808,668.51
2324-103	ADA Compliance Upgrades	205,000.00	205,000.00	0.00	167,259.13	167,259.13	37,740.87
2324-104	DFM Upgrades	205,000.00	205,000.00	0.00	9,007.78	9,007.78	195,992.22
2324-105	CCC - Roof & Exterior Repair/Painting	187,300.00	187,300.00	0.00	62,070.00	62,070.00	125,230.00
2324-106	DST - Irrigation Smart Controller Upgr...	219,040.00	219,040.00	0.00	170,438.75	170,438.75	48,601.25
2324-107	ROT - Replace 5-12 Play Structure	174,280.00	174,280.00	0.00	507.59	507.59	173,772.41
2324-108	COM - Maintenance Building	1,300,000.00	1,300,000.00	0.00	114,000.00	114,000.00	1,186,000.00
2324-109	CEN - Playground	92,000.00	92,000.00	0.00	0.00	0.00	92,000.00
2425-101	HEN - Park Development	3,500,000.00	3,500,000.00	0.00	15,627.68	15,627.68	3,484,372.32
2425-102	COM - Court Repairs	200,000.00	200,000.00	0.00	140,848.00	140,848.00	59,152.00
2425-103	LKS - Kitchen Renovation	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00
2425-104	BAR - Playground	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
2425-105	LKS - HVAC	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
2425-201	DST - Leaf Sweeper	66,000.00	66,000.00	0.00	66,000.00	66,000.00	0.00
2425-202	DST - Vehicles	130,000.00	130,000.00	0.00	122,551.03	122,551.03	7,448.97
2425-203	DST - Heavy Equipment	56,000.00	56,000.00	0.00	19,908.75	19,908.75	36,091.25
Report Total:		8,854,620.00	8,854,620.00	347,673.68	1,806,876.52	2,154,550.20	6,700,069.80

Group Summary

Group	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Capital Projects	8,018,340.00	8,018,340.00	347,673.68	1,421,642.24	1,769,315.92	6,249,024.08
Fixed Assets	426,280.00	426,280.00	0.00	208,967.37	208,967.37	217,312.63
Non-Capital Projects	410,000.00	410,000.00	0.00	176,266.91	176,266.91	233,733.09
Report Total:		8,854,620.00	8,854,620.00	347,673.68	1,806,876.52	6,700,069.80

Type Summary

Group	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Construction	5,575,000.00	5,575,000.00	347,673.68	934,285.49	1,281,959.17	4,293,040.83
Equipment	256,000.00	256,000.00	0.00	19,908.75	19,908.75	236,091.25
Improvements	205,000.00	205,000.00	0.00	167,259.13	167,259.13	37,740.87
Renovation	250,000.00	250,000.00	0.00	9,007.78	9,007.78	240,992.22
Replacements	2,438,620.00	2,438,620.00	0.00	553,864.34	553,864.34	1,884,755.66
Vehicle	130,000.00	130,000.00	0.00	122,551.03	122,551.03	7,448.97
Report Total:		8,854,620.00	8,854,620.00	347,673.68	1,806,876.52	6,700,069.80

Finance Committee

STAFF REPORT

DATE: December 12, 2024
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Calendar for Fiscal Year 2025-2026 Budget Process

BACKGROUND

The budget calendar was adopted as part of the current fiscal year's budget process. Traditionally, the timeline has allowed sufficient time for departmental budget preparation. However, with the District's transition to a new financial system, beginning the process earlier will offer additional time to prepare budgets within the new system.

RECOMMENDATIONS

The Board of Directors approve the Budget Calendar for fiscal year 2025-2026.

**CHICO AREA RECREATION AND PARK DISTRICT
BUDGET CALENDAR
07/01/2025-06/30/2026 FISCAL YEAR**



<u>DATE</u>	<u>BOARD MEETING</u>	<u>AGENDA</u>
December 12, 2024	Regular	Adopt Budget Calendar
January 10, 2025	N/A	Budget Templates Sent to Staff
January 31, 2025	N/A	Staff Budgets submitted to Business Office
March 27, 2025	Regular	Budget Presentation and Adopt Preliminary Budget
April 11, 2025	N/A	Notice of Public Hearing Published in Newspaper
April 24, 2025	Regular	Public Hearing on the Preliminary Budget
May 22, 2025	Regular	Adopt Final Budget
August 15, 2025	N/A	Submit Final Budget to Auditor-Controller



BOARD OF DIRECTORS

Finance Committee

STAFF REPORT

DATE: December 12, 2024
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Request for Proposals (RFP): Financing Aquatic Center

BACKGROUND

In January 2024 the Finance Committee discussed various funding options for the construction of the Aquatics Center. Among the options to fund the shortfall, if any, was financing. As the construction drawing phase nears completion, we anticipate entering the final stages of project planning and preparation. One critical step in this process is ensuring financial readiness should external funding be required to complete the project.

DISCUSSION

The project is expected to go out to bid in January, with an award in February. While the District has been proactive in identifying potential funding streams, engaging with qualified financial institutions will enable it to secure competitive and reliable financing options tailored to the project's needs. To this end, staff have prepared a draft Request for Proposals (RFP) for financial institutions to provide financing services.

FISCAL IMPACT

\$30M – Estimated Construction Cost (+contingency)
\$14M – Impact Fees (City & County)
\$ 6M – Grant Funding (to date)
\$10M – Funding Shortfall

Issuing the RFP has no immediate fiscal impact. Costs associated with financing services will be considered in the final agreement and reflected in the project budget.

RECOMMENDATION

The Board approves the draft RFP to secure financing services for the Aquatic Center project, as needed.



CARD

REQUEST FOR PROPOSALS FOR FINANCING SERVICES

FOR CHICO AREA RECREATION AND PARK DISTRICT

SUBMITTAL LOCATION: 545 VALLOMBROSA AVE, CHICO, CA 95926

SUBMITTAL DEADLINE: January 10, 2025

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Chico Area Recreation and Parks District (CARD) is requesting proposals from financial firms to provide funding procurement to develop a state-of-the-art Aquatic and Recreation Facility.

Proposal packages must be submitted electronically on or before **January 10, 2025**.

Proposal packages are to be submitted electronically to:

Holli Drobny, Administrative Director
Chico Area Recreation and Park District
hdrobny@chicorec.gov

1. Introduction and Project Summary

The Chico Area Recreation and Park District (“District” or “CARD”) is requesting proposals from financial firms to provide funding procurement to develop a state-of-the-art Aquatic Recreation Facility to be located at 13301 Garner Lane, Chico, CA 95973.

1.1 Project Background

“The creation of an outdoor aquatic park in the Chico area is an unmet public health need which is long overdue”, this comment and sentiment is a common belief often shared by residents during community input sessions, at schools, farmers markets, and public meetings in the Chico Area Recreation and Park District (CARD). The population in the District is projected to be 175,000 residents by 2030 and is profoundly underserved with public aquatic facilities. Since the 2019 closure of one of the area’s only public pools, the region has further slid into a significant deficit of pool water available for swimming and outdoor recreation. In over a 60 mile radius, residents of the Chico area lack the sufficient opportunity to enjoy multigenerational, multiuse water-based recreation facilities.

After an extensive feasibility study in 2016 identifying and need for an aquatic center, CARD was unable to secure funding to move the creation of an aquatic park into fruition. However, through the recent donation of 9.46 acres from the founder of Sierra Nevada Brewing Company for the specific purpose of recreation, and several years of general fund savings by CARD, the creation of the Chico Aquatic Park (CAP) is now feasible and closer to reality.

The CAP is a new park and will serve the Northern California urban and rural communities contained within the 255 square miles of the CARD sphere of influence. The goal is to create a new park which will expand recreational opportunities to serve multiple populations including youth, adults, seniors, at risk youth, and individuals with disabilities through community informed design and development. All ages have given their input on outdoor recreation structures, pool types, programming activities, and ways to develop public health through the enjoyment of park. The Park will contain a competitive lap pool, warmup pool for year-around programming, water slides, and a recreational swimming area for a full progression of swim programming ranging from infants to seniors. The Park will also contain ADA accessible, multiple use recreation amenities with the purpose of bringing generations together through water-based play and dry-land areas for exercise and relaxation.

Improvement in public health will be achieved through the resulting community building, creation of social networks, and multiple forms of recreation such as active, passive, and therapeutic. Grandparents, parents, extended family and children will enjoy both passive and active amenities such as water slides, exercise equipment, water sports, and relaxing in the shade amidst their family and community.

In sum, the creation of a new outdoor recreation opportunity on 9.46 acres of new park land has been informed by the community and will serve the full spectrum of ages and abilities in the

Chico Area addressing the significant need for water-based recreation in an underserved region of Northern California.

The 7,400 square foot indoor facility will be concrete masonry unit (CMU) construction for durability and longevity, including a primary meeting space for up to 300 people, and multiple restrooms (including gender-neutral restrooms) and shower facilities; all will be ADA-compliant. Additionally, the facility will feature additional party/classroom space, both intended to be rental spaces for revenue generation.

The project is expected to go out to bid in January 2026, with an award in February. While the District has been proactive in identifying potential funding streams, engaging with qualified financial institutions will enable it to secure competitive and reliable financing options tailored to the project's needs.

\$30M – Estimated Construction Cost (+contingency)

\$14M – Impact Fees (City & County)

\$ 6M – Grant Funding (to date)

\$10M – Funding Shortfall

1.2 Timeline

The following is the anticipated schedule for the RFP process and award.

1. RFP Release	December 16 th , 2024
2. Proposal Deadline	January 10 th , 2025
3. Interview (if required)	January 15 th , 2025
4. Notification of Award (tentative)	January 27 th , 2025

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

hdrobny@chicorec.gov

1.3 Scope of Services

The selected firm will provide comprehensive financial advisory and funding services to support the financing of the Aquatic and Recreation Facility. The scope of work will include, but is not limited to, the following:

Assessment of Financing Options

- Evaluate and recommend optimal financing structures, considering the District's financial position, market conditions, and project requirements.
- Identify and pursue potential funding sources, loans, or other financing mechanisms.

Development of a Financing Plan

- Develop a detailed financing strategy that aligns with the project timeline, budget, and cash flow needs.
- Provide cost analysis, including estimates of interest rates, fees, and other financing costs.
- Monitor and engage in refinancing opportunities, as needed.

Financial Documentation and Reporting

- Prepare all necessary documentation for financing applications or other funding mechanisms.
- Ensure compliance with applicable legal and regulatory requirements, including reporting to the appropriate agencies.

Market Engagement and Negotiation

- Engage with lenders, underwriters, and other financial institutions to secure favorable terms.

Risk Management

- Identify potential risks associated with the proposed financing structure and recommend mitigation strategies.
- Provide ongoing monitoring and reporting of the project's financial performance post-financing.

Collaboration and Communication

- Work collaboratively with District staff, legal counsel, and other stakeholders to ensure successful financing and project delivery.

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.
- Credentials, expertise, and roles of key personnel assigned to the project.

- Experience with public finance laws and regulations applicable in California.
- References and feedback from previous clients regarding the firm's performance, reliability, and ability to deliver results.
- Outcomes of prior financing projects (e.g., cost savings, successful delivery).
- Depth and feasibility of the financing strategy, including consideration of the District's financial constraints and project requirements.
- Demonstrated ability to ensure compliance throughout the financing process.
- Competitiveness of the proposed fees and costs.

2.2 RFP Procedures

Submittal

Proposals shall be submitted, electronically, no later than January 10th, 2025, to:

Holli Drobny, Administrative Director
Chico Area Recreation and Park District
hdrobny@chicorec.gov

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.

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.

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.



BOARD OF DIRECTORS

Finance Committee

STAFF REPORT

DATE: December 12, 2024
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Requesting Neighborhood Park Fees

BACKGROUND

As part of the 2024-25 Capital Improvement Budget, the Board approved the replacement of the existing Baroni Park play structure, installation of a tot playground, and the design and construction of the Henshaw neighborhood park.

DISCUSSION

The City of Chico's Neighborhood Park Fund is restricted for the use of acquisition and development of neighborhood park facilities. Reimbursements from this fund have been requested and approved for the design and construction of Centennial Park, renovation of Chapman Park, and the expansion of the Peterson and Hooker Oak Park playgrounds.

As suggested by the Facilities Committee, District staff met with leadership at Chico Unified School District (CUSD) regarding the development of the elementary school adjacent to Henshaw Park. CUSD confirmed that the development of the future elementary school is 15 to 20 years out. Given the significant amount of time the property will sit undeveloped, District staff proposed developing the "school yard" portion of the property as part of the Henshaw Park design and construction project. The District would operate and maintain the space until such time as CUSD is ready to build the new school. Joining the two properties adds an additional 6 acres to the existing 6.4 acres owned by the District.

The approved budget allocation for cost of design and construction for Henshaw Park is currently \$3.5M. With the additional acreage, the estimated cost increases to \$6M and is the reimbursement staff will request from the City of Chico's Neighborhood Park Fund.

In addition, staff recommend requesting reimbursement of \$150K for the additional Baroni Park playground and added park amenities.

RECOMMENDATION

The Board authorizes District staff to proceed with a funding request for the Henshaw Park design and construction and the additional Baroni Park playground installation and expansion.



BOARD OF DIRECTORS

Finance Committee

STAFF REPORT

DATE: December 12, 2024
TO: Board of Directors
FROM: Scott Schumann, Parks and Facilities Director
SUBJECT: CARD Center Structural Repair

BACKGROUND

In August of 2024, the Board approved an allocation of \$203,730 including contingency, for removal of existing dry rot damage, roof replacement, and painting the exterior of the CARD Community Center. While the project work was being conducted additional dry rot within structural beams of the CARD Center were discovered on the East and South sides of the of the building. These beams are key engineered elements to the integrity of the roof, and it is necessary to remove and replace them to ensure the sustainability of the building long term.

FINANCIAL IMPACT

The estimated cost for the repair of the two structural beams is \$30,000. Although the Contractor anticipates no further damage to be discovered, staff believe it is prudent to request an additional contingency fund for a total of \$50, 000. There are adequate General Fund reserves to cover the additional expense.

RECOMMENDATION

Board of Directors approves the increased budget allocation for the Community Center Refurbishment project.