



REGULAR MEETING

Chico Area Recreation and Park District Board

545 Vallombrosa Avenue, Chico, CA 95926 | (530) 895-4711

Wednesday, March 29, 2023 – 4:00 P.M.

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

Posted prior to 4:00 PM
Friday, March 24, 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 Manager
Scott Schumann, Park and Facility Manager

LEGAL COUNSEL

Jeff Carter

AGENDA

1. CALL TO ORDER

1.1. Roll Call

2. PUBLIC COMMENTS

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

3. CONSENT AGENDA

- 3.1. Monthly Financial Report - *Action Requested: Board of Directors approve the Monthly Financial Report.*
- 3.2. Minutes of the Regular Meeting of the Board of Directors of February 23, 2023 - *Action Requested: Board of Directors approve the minutes.*

4. REGULAR AGENDA

- 4.1. Committee Report Out - *Information/Possible Action*
- 4.1.1. Facility Committee- No meeting since last Board meeting.
- 4.1.2. Finance Committee
- 4.2. Adopting Local Goals And Policies For The Use Of The Mello-Roos Community Facilities Act Of 1982 (Resolution 23-004) *Action Requested: Board of Directors approve the adoption of local goals, policies, and appraisal standards for the pending Community Facilities District.*

4.3. Intention to Establish a Community Facilities District (Resolution 23-005) – *Action Requested: Board of Directors approves to conduct proceedings related to the establishment of a Community Facilities District (CFD).*

The District desires to proceed with the establishment of a CFD to provide funding for the annual operation, maintenance, and servicing of a new park development.

4.4. Butte Local Agency Formation Commission (LAFCO) Election (Staff Report 23-012) – *Information/Possible Action*

Butte LAFCO is holding an election for a Special District Regular "Enterprise" Member.

4.5. Procurement Policy (Staff Report FI-23-005) - *Action Requested: The Board approves the updated Procurement Policy.*

The District's Procurement Policy has been updated to reflect regulatory updates.

4.6. Purchasing Policy (Staff Report FI-23-006) - *Action Requested: The Board approves the updated Purchasing Policy.*

The District's Procurement Policy has been updated to reflect regulatory updates.

4.7. Items Removed from the Consent Agenda

5. NEW BUSINESS

5.1. District Event Sponsorship Package (Staff Report 23-013) *Information/Possible Action*

The District is implementing an Event Sponsorship package to allow community partners to participate in community events and support CARD programs.

5.2. Aquatics and Recreation Facility Design Proposal (Staff Report 23-014) - *Action*

Requested: The Board will review, discuss, and select a proposal option for the Aquatic Facility and Recreation design.

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 23-015)

Parks and Facilities Update (Staff Report 23-016)

General Manager Update (Staff Report 23-017)

8. CLOSED SESSION

Pursuant to Government Code Section 54956.9 - Conference with Legal Counsel Potential

Litigation

9. ADJOURNMENT

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



Chico Area Recreation and Park District Board of Directors

Staff Report FI-23-009
Finance Agenda C
Regular Agenda 3.1

STAFF REPORT

DATE: March 29, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: February 2023 - Monthly Financial Report

There are a few items to note in the February Financials:

- The Balance Sheet on page 3 records a \$4.11M payment received from the City of Chico for the 2022/23 transfer of Community Park Impact fees. Per our agreement with the City, as of January 2023, the District will receive the full disbursement amount of fees collected.
- The Balance Sheet on page 5 shows the General Fund Cash total of \$10.99M, including the \$4.11M payment, which will be transferred out at a later date.
- The revenue and expense summary on page 8 shows revenue trending below the 67% benchmark, which is due to the timing of payment being received and recorded.
- On page 10, salaries and benefits are trending lower than the pace. Although there will be some salary savings, part-time wages will start to level off with seasonal activities such as aquatics and camps ramping up in April through June.
- Operating expenses are 57.5% of the budget (noted on page 8). Services and supplies breakdowns are listed on page 11.
 - 'Communications' is trending a bit high due to expenses incurred migrating to the new phone system. We are anticipating an adjustment once some credits are applied.
 - 'Technology Hardware' includes a 2021/22 expense for computers of \$14,600. Factoring out that PY expense puts that line at 34.3% of the budget.

- The equipment line contains about \$16,000 of prior year expenses for back-ordered tables and chairs. In addition to several one-time purchases of equipment and small tools to outfit the new Projects Crew.
- 'Hospitality' is higher than budgeted due to the purchase of years of service recognition items. There was 11 staff with 10 years of service, 6 with 15 years, and 3 with 20 years.
- 'Sewer' is higher than anticipated due to a rate high of nearly 50% in September.
- In the Capital Projects summary on page 12:
 - The DFJ HVAC replacement project budget was adjusted to recognize payments made last fiscal year. We anticipate the project to come significantly under budget as \$0 of contingency was used.
 - Based on the approval of the Bocce Court project, the budget was revised.
- Fee-based program observations:
 - Afterschool bills Chico Unified quarterly and should level out in March/April when the next payment is received.
 - Camp income appears disproportionate to wages and contract services based on how the individual camps rollup and activities crossing fiscal years.
 - Similarly, Classes are skewed by whether a class is taught by an instructor, contracted to a company, or independent contractor.
 - Facility Rental income level out as we move into spring event rentals.
 - Part-time wages in Recreation Admin are offset by income for inclusion services from Far Northern Regional Center.



FINANCIAL STATEMENTS

FISCAL YEAR 2022/2023

FEBRUARY 2023

**CHICO AREA RECREATION AND PARK DISTRICT
FINANCIAL STATEMENTS - TABLE OF CONTENTS
FEBRUARY 2023**

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



	GENERAL FUND	COMMUNITY PARK FEES	PARK IMPACT FUND	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
ASSETS							
CASH	10,999,758	6,914,533	424,472	12,652	23,715	138,711	18,513,841
FMV ADJUSTMENT (GENERAL FUND)	-	-	-	-	-	-	-
RECEIVABLES	1,121,489	-	28,500	-	-	-	1,149,989
DUE FROM OTHER FUNDS	283,840	4,119,360	-	-	-	-	4,403,199
TOTAL CURRENT ASSETS	12,405,087	11,033,893	452,972	12,652	23,715	138,711	24,067,030
PREPAID EXPENSES	-	-	-	-	-	-	-
FIXED ASSETS	43,280,933	-	-	-	-	-	43,280,933
ACCUMULATED DEPRECIATION	(17,148,474)	-	-	-	-	-	(17,148,474)
SUBTOTAL	26,132,459	-	-	-	-	-	26,132,459
TOTAL ASSETS	38,537,546	11,033,893	452,972	12,652	23,715	138,711	50,199,489
TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68	1,186,655	-	-	-	-	-	1,186,655
LIABILITIES							
ACCOUNTS PAYABLE	5,518	-	-	-	-	-	5,518
ACCRUED EXPENSES	46,840	-	-	-	-	-	46,840
DUE TO OTHER FUNDS	4,119,360	-	-	97,810	87,433	98,597	4,403,199
OTHER LIABILITIES	831,001	-	-	-	-	-	831,001
TOTAL CURRENT LIABILITIES	5,002,719	-	-	97,810	87,433	98,597	5,286,558
LONG-TERM DEBT							
NET PENSION LIABILITY	657,142	-	-	-	-	-	657,142
LIABILITY FOR COMPENSATED ABSENCES	263,428	-	-	-	-	-	263,428
SUBTOTAL	920,570	-	-	-	-	-	920,570
TOTAL LIABILITIES	5,923,289	-	-	97,810	87,433	98,597	6,207,129
TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68	755,205	-	-	-	-	-	755,205
FUND BALANCE							
RESTRICTED	-	5,394,437	417,557	42	76	81,251	5,893,363
SPENDABLE - COMMITTED	2,501,500	-	-	-	-	-	2,501,500
SPENDABLE - ASSIGNED	-	-	-	-	-	-	-
SPENDABLE - UNASSIGNED	5,255,447	-	-	-	-	-	5,255,447
NON-SPENDABLE	26,351,721	-	-	-	-	-	26,351,721
FUND BALANCE	34,108,669	5,394,437	417,557	42	76	81,251	40,002,031
TOTAL NET INCOME (LOSS)	210,506	5,639,456	35,415	(85,200)	(63,794)	(41,136)	5,695,247
CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS	(1,273,468)						
TOTAL FUND BALANCE	33,045,707	11,033,893	452,972	(85,158)	(63,717)	40,114	44,423,810

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



	GENERAL FUND	COMMUNITY PARK FEES	PARK IMPACT FUND	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
REVENUE							
FEE BASED PROGRAM INCOME	2,285,449	-	-	-	-	-	2,285,449
OTHER INCOME	482,524	-	-	-	-	-	482,524
RDA PASSTHROUGH	861,011	-	-	-	-	-	861,011
INVESTMENT INCOME	-	-	-	-	-	-	-
TAX INCOME / COUNTY	2,946,463	-	-	-	-	-	2,946,463
PARK IMPACT FEES	-	5,472,557	23,750	-	-	-	5,496,307
ASSESSMENTS	-	-	-	12,610	23,639	54,953	91,202
OPERATING TRANSFER IN	-	-	-	-	-	-	-
TOTAL REVENUE	6,575,448	5,472,557	23,750	12,610	23,639	54,953	12,162,957
EXPENSE							
SALARIES & BENEFITS	4,295,585	-	-	83,943	66,094	83,943	4,529,565
SERVICES & SUPPLIES	1,707,577	-	-	13,867	21,339	14,653	1,757,436
OPERATING TRANSFER OUT	-	-	-	-	-	-	-
CONTRIB. TO OTHER AGENCIES	9,997	-	-	-	-	-	9,997
CONTINGENCIES	-	-	-	-	-	-	-
NOTES PAYABLE / LEASE PYMTS	-	-	-	-	-	-	-
TOTAL EXPENSE	6,013,159	-	-	97,810	87,433	98,597	6,296,999
NET REVENUE BEFORE SPECIAL EXPENSE	562,288	5,472,557	23,750	(85,200)	(63,794)	(43,644)	5,865,958
SPECIALLY ALLOCATED ITEMS							
DEPRECIATION	581,609	-	-	-	-	-	581,609
FAIR MARKET VALUE ADJUSTMENT	(229,827)	(166,899)	(11,665)	-	-	(2,507)	(411,395)
TOTAL SPECIALLY ALLOCATED	351,782	(166,899)	(11,665)	-	-	(2,507)	170,213
REVENUE OVER (UNDER)	210,506	5,639,456	35,415	(85,200)	(63,794)	(41,136)	5,695,745
CAPITAL ASSETS AND REPAIR PROJECTS							
CAPITAL / REPAIR PROJECTS	1,924,374	-	-	-	-	-	1,924,374
CAPTIAL PROJECTS REIMBURSEMENT	650,906	-	-	-	-	-	650,906
NET CAPITAL PROJECTS	(1,273,468)	-	-	-	-	-	(1,273,468)
TOTAL REVENUE OVER (UNDER) EXPENDITURES	(1,062,962)	5,639,456	35,415	(85,200)	(63,794)	(41,136)	4,422,276

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

	FEBRUARY 2023	FEBRUARY 2022	Increase (Decrease)	
			\$ Change	% Change
ASSETS				
CASH				
* CASH ON DEPOSIT WITH COUNTY (GENERAL FUND)	5,442,822	6,868,150	(1,425,328)	-21%
CASH ON DEPOSIT WITH COUNTY (COMMUNITY BAND)	1,066	2,186	(1,120)	-51%
CASH ON DEPOSIT WITH ROTARY FOUNDATION	-	501	(501)	-100%
CASH - GOLDEN VALLEY BANK	5,449,583	1,995,449	3,454,134	173%
PETTY CASH	800	800	-	0%
BANK SUSPENSE	105,488	942,390	(836,902)	-89%
SUBTOTAL	10,999,758	9,809,476	1,190,282	12%
RECEIVABLES				
ACCOUNTS RECEIVABLE	1,121,489	571,829	549,660	96%
RECEIVABLES	1,121,489	571,829	549,660	96%
DUE FROM OTHER FUNDS				
DUE TO GENERAL FUND FROM OTHER FUNDS	283,840	179,787	104,052	58%
TOTAL CURRENT ASSETS	12,405,087	10,561,093	1,843,994	17%
FIXED ASSETS				
LAND IMPROVEMENTS	28,357,507	25,665,064	2,692,444	10%
LEASEHOLD IMPROVEMENTS	1,098,163	1,098,163	-	0%
EQUIPMENT	1,070,014	1,050,533	19,481	2%
EQUIPMENT - COMPUTERS	296,192	276,499	19,692	7%
EQUIPMENT - AUTOS	474,688	399,660	75,028	19%
** CONSTRUCTION IN PROGRESS	349,579	1,619,827	(1,270,248)	-78%
SUBTOTAL	43,280,933	41,744,537	1,536,397	4%
ACCUMULATED DEPRECIATION	(17,148,474)	(15,708,362)	(1,440,112)	9%
SUBTOTAL	26,132,459	26,036,174	96,285	0%
TOTAL ASSETS	38,537,546	36,597,267	1,940,279	5%
TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68	1,186,655	1,437,135	(250,480)	-17%

FOOTNOTES:

* General Fund Cash amount includes \$2,501,500 in Reserves

** Construction in Progress consists of the DFJ HVAC, Bocce Ball Court, Oakway Park Playground, and Chapman Park Renovation.

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

	FEBRUARY 2023	FEBRUARY 2022	Increase (Decrease)	
			\$ Change	% Change
LIABILITIES				
ACCOUNTS PAYABLE	5,518	138,662	(133,144)	-96%
ACCRUED EXPENSES				
ACCRUED PAYROLL	61,937	50	61,887	0%
PAYROLL FEDERAL TAXES	5,447	345	5,102	1477%
PAYROLL STATE TAXES	1,384	(356)	1,740	-489%
PAYROLL EMPLOYEE MEDI & FICA	6,033	43	5,990	13976%
PAYROLL EMPLOYER MEDI & FICA LIAB	5,866	(124)	5,990	-4823%
PAYROLL SDI	860	(24)	884	-3670%
PAYROLL GARNISHMENTS	(40,186)	(5,128)	(35,057)	684%
UNION DUES - SUPERVISORS	94	94	-	0%
UNION DUES - PARKS	1,367	-	1,367	0%
EMPLOYER CALPERS	-	-	-	-100%
457 EMPLOYEE CONTRIBUTIONS	4,094	4,752	(658)	-14%
EMPLOYEE VOLUNTARY LIFE/AD&D	407	-	407	0%
EMPLOYEE MEDICAL WITHHOLDINGS	(462)	(1,531)	1,069	-70%
VOUCHERS PAYABLE ACCRUAL	-	-	-	0%
ACCRUED EXPENSES	46,840	(1,879)	48,720	-2592%
DUE TO OTHER FUNDS				
DUE TO OTHER FUNDS FROM GENERAL FUND	4,119,360	1,484,896	2,634,464	0%
OTHER LIABILITIES				
BANK CHARGE CLEARING ACCOUNT	(195)	(59,434)	59,239	-100%
DEFERRED REVENUE	774,111	789,212	(15,101)	-2%
OTHER LIAB - CLASS CLEARING ACCT	3,423	4,282	(859)	-20%
UNEARNED REVENUE	(0)	6,049	(6,049)	-100%
SECURITY DEPOSITS	46,350	50,600	(4,250)	-8%
TIME EXPIRED HOLDING ACCT	8,403	7,403	1,000	14%
SUBTOTAL	831,001	798,112	32,889	4%
TOTAL CURRENT LIABILITIES	5,002,719	2,419,791	2,582,928	107%
LONG-TERM DEBT				
NET PENSION LIABILITY	657,142	2,673,147	(2,016,005)	-75%
LIABILITY FOR COMPENSATED ABSENCES	263,428	230,883	32,545	14%
SUBTOTAL	920,570	2,904,030	(1,983,460)	-68%
TOTAL LIABILITIES	5,923,289	5,323,820	599,469	11%
TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68	755,205	387,623	367,582	95%

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

FUND BALANCE	FEBRUARY 2023	FEBRUARY 2022	Increase (Decrease)	
			\$ Change	% Change
SPENDABLE - COMMITTED				
SPENDABLE - COMMITTED - PETTY CASH	1,500	1,500	-	0%
SPENDABLE - COMMITTED - GENERAL RESERVE	2,500,000	2,000,000	500,000	25%
SUBTOTAL	2,501,500	2,001,500	500,000	25%
SPENDABLE - ASSIGNED	-	-	-	0%
SPENDABLE - UNASSIGNED	5,255,447	4,470,982	784,465	18%
NON-SPENDABLE	26,351,721	26,036,174	315,547	1%
TOTAL FUND BALANCE - GENERAL FUND	34,108,669	33,694,156	414,513	1%
TOTAL LIABILITIES AND FUND BALANCE	40,997,669	39,552,601		
TOTAL NET INCOME (LOSS)	210,506	147,002	63,504	43%
CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS	(1,273,468)	22,618	(1,296,086)	-5730%
TOTAL FUND BALANCE	33,045,707	33,818,540	(772,833)	-2%

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY
GENERAL FUND - FUND 2490
FEBRUARY 2023
REPRESENTS 67% OF THE YEAR**

	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	Remaining Budget	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	DIFF. BY YEAR
REVENUE								
FEE BASED PROGRAM INCOME	3,520,637	2,285,449	64.9%	1,235,188	3,030,341	1,967,324	64.9%	318,126
OTHER INCOME	664,865	482,524	72.6%	182,341	528,350	293,839	55.6%	188,686
RDA PASSTHROUGH	1,600,000	861,011	53.8%	738,989	1,540,000	793,915	51.6%	67,096
INVESTMENT INCOME	45,000	-	0.0%	45,000	40,000	28,338	70.8%	(28,338)
TAX INCOME / COUNTY	4,655,000	2,946,463	63.3%	1,708,537	4,178,000	2,626,337	62.9%	320,127
BACKFILL TAX INCOME	-	-	0.0%	-	-	14,859	0.0%	(14,859)
TOTAL REVENUE	10,485,502	6,575,448	62.7%	3,910,054	9,316,691	5,724,610	61.4%	850,838
OPERATING EXPENDITURES								
SALARIES AND BENEFITS	7,320,959	4,295,585	58.7%	3,025,374	6,581,096	3,995,541	60.7%	300,044
SERVICES AND SUPPLIES	2,829,608	1,707,577	60.3%	1,122,031	2,570,458	1,541,524	60.0%	166,053
OPERATING TRANSFER OUT	267,934	-			113,529	-		
CONTRIB. TO OTHER AGENCIES	15,000	9,997	66.6%	5,003	15,000	-	0.0%	9,997
CONTINGENCIES	20,000	-	0.0%	20,000	25,000	-	0.0%	-
NOTES PAYABLE / LEASE PYMTS	-	-	0.0%	-	80,681	-	0.0%	-
TOTAL OPERATING EXPENDITURES	10,453,501	6,013,159	57.5%	4,172,408	9,385,764	5,537,065	59.0%	476,094
NET REVENUE BEFORE SPEC. EXP.	32,001	562,288		-	(69,073)	187,545		374,743
SPECIALLY ALLOCATED ITEMS								
DEPRECIATION	-	581,609	0.0%	-	-	-	0.0%	581,609
FAIR MARKET VALUE ADJUSTMENT	-	(229,827)	0.0%	229,827	-	40,543	0.0%	(270,369)
TOTAL SPECIALLY ALLOCATED	-	351,782	0.0%	229,827	-	40,543	0.0%	311,239
REVENUE OVER (UNDER) EXPENDITURES	32,001	210,506			(69,073)	147,002		63,504

**CHICO AREA RECREATION AND PARK DISTRICT
REVENUE SUMMARY
GENERAL FUND - FUND 2490
FEBRUARY 2023
REPRESENTS 67% OF THE YEAR**

	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	Remaining Budget	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	DIFF. BY YEAR
FEE BASED PROGRAM INCOME								
AFTER SCHOOL & CAMP PROGRAMS								
AFTERSCHOOL	2,052,225	1,272,740	62.0%	779,485	1,593,933	1,142,239	71.7%	130,501
CAMPS	301,300	250,811	83.2%	50,489	266,690	237,826	89.2%	12,985
RECREATION ADMIN	15,000	33,393	222.6%	-	-	-	0.0%	-
SUBTOTAL	2,368,525	1,556,945	65.7%	829,974	1,860,623	1,380,066	74.2%	143,486
AQUATICS	160,570	46,830	29.2%	113,740	184,109	80,235	43.6%	(33,405)
CLASSES								
GENERAL CLASSES	147,260	112,146	76.2%	35,114	84,000	65,724	78.2%	46,422
COMMUNITY BAND	2,000	3,680	184.0%	-	1,000	1,366	136.6%	2,314
YOUTH CLASSES	65,000	30,324	46.7%	34,676	59,003	39,535	67.0%	(9,212)
SUBTOTAL	214,260	146,149	68.2%	34,676	144,003	106,625	74.0%	39,524
ADULT SPORTS	232,942	112,428	48.3%	119,822	233,995	108,223	46.3%	4,205
NATURE CENTER								
PROGRAM FEE INCOME	256,840	186,903	72.8%	69,937	188,560	115,469	61.2%	71,434
SUBTOTAL	256,840	186,903	72.8%	69,937	374,120	115,469	30.9%	71,434
OTHER PROGRAMS								
SCHOLARSHIPS	(25,000)	(5,066)	20.3%	-	(25,000)	(4,331)	17.3%	(735)
SPECIAL EVENTS	30,000	17,720	59.1%	12,280	6,900	-	0.0%	17,720
SENIOR ADULT PROGRAMS	32,500	9,783	30.1%	22,717	6,000	20,594	343.2%	(10,811)
YOUTH SPORTS	250,000	213,958	85.6%	36,042	245,591	160,443	65.3%	53,515
SUBTOTAL	287,500	236,194	82.2%	71,240	233,491	176,705	75.7%	59,489
TOTAL FEE BASED PROGRAMS	3,520,637	2,285,449	64.9%	1,395,016	3,030,341	1,967,324	64.9%	270,358
OTHER INCOME								
FACILITY RENTAL INCOME	444,865	264,020	59.3%	180,845	346,450	209,904	60.6%	54,116
REBATES & REIMBURSED COSTS	30,000	44,172	147.2%	-	30,000	36,234	120.8%	7,939
REIMBURSEMENTS - CITY PARKS	180,000	145,841	81.0%	34,159	141,900	28,194	19.9%	117,647
MISCELLANEOUS	-	11,876	0.0%	-	-	6,044	0.0%	5,831
ENDOWMENTS	10,000	8,395	83.9%	1,605	10,000	8,146	81.5%	249
DONATIONS	-	8,220	0.0%	-	-	5,316	0.0%	2,904
TOTAL OTHER INCOME	664,865	482,524	72.6%	216,609	528,350	293,839	55.6%	188,686
REVENUE FROM OTHER AGENCIES								
RDA PASSTHROUGH	1,600,000	861,011	53.8%	738,989	1,540,000	793,915	51.6%	67,096
INVESTMENT INCOME	45,000	-	0.0%	45,000	40,000	28,338	70.8%	(28,338)
TAX INCOME / COUNTY	4,655,000	2,946,463	63.3%	1,708,537	4,178,000	2,626,337	62.9%	320,127
TOTAL REVENUE FROM OTHER AGENCIES	6,300,000	3,807,474	60.4%	2,492,526	5,758,000	3,463,448	60.2%	344,026
TOTAL REVENUE	10,485,502	6,575,448	62.7%	4,104,151	9,316,691	5,724,610	61.4%	803,070

**CHICO AREA RECREATION AND PARK DISTRICT
SALARIES AND BENEFITS SUMMARY
GENERAL FUND - FUND 2490
FEBRUARY 2023
REPRESENTS 67% OF THE YEAR**

	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	DIFF. BY YEAR
SALARIES							
FULL-TIME SALARIES	3,055,000	2,000,352	65.5%	2,640,000	1,752,984	66.4%	247,367
PART-TIME SALARIES	2,752,000	1,434,647	52.1%	2,419,334	1,281,861	53.0%	152,786
ACCUMULATED LEAVE	41,000	-	0.0%	41,000	-	0.0%	-
INSTRUCTORS	32,000	57,474	179.6%	53,541	37,848	70.7%	19,627
SUBTOTAL	5,880,000	3,492,473	59.4%	5,153,875	3,072,693	59.6%	419,780
BENEFITS							
FICA	445,000	266,576	59.9%	392,000	231,004	58.9%	35,572
RETIREMENT	629,000	406,349	64.6%	541,000	470,746	87.0%	(64,397)
HEALTH INSURANCE	565,400	254,019	44.9%	438,500	225,190	51.4%	28,830
UNEMPLOYMENT INSURANCE	30,000	3,185	10.6%	98,000	12,600	12.9%	(9,415)
WORKERS COMP INSURANCE	120,000	106,963	89.1%	152,000	146,862	96.6%	(39,900)
ALLOCATION TO OTHER FUNDS	(348,441)	(233,981)	67.2%	(194,279)	(163,554)	84.2%	(70,426)
SUBTOTAL	1,440,959	803,112	55.7%	1,427,221	922,848	64.7%	(119,736)
TOTAL SALARIES AND BENEFITS	7,320,959	4,295,585	58.7%	6,581,096	3,995,541	60.7%	300,044

**CHICO AREA RECREATION AND PARK DISTRICT
SERVICES AND SUPPLIES SUMMARY
GENERAL FUND - FUND 2490
FEBRUARY 2023
REPRESENTS 67% OF THE YEAR**

	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	Remaining Budget	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	DIFF. BY YEAR
SERVICES AND SUPPLIES								
MARKETING	44,000	12,062	27.4%	31,938	30,000	5,704	19.0%	6,358
UNIFORM APPAREL	8,000	7,799	97.5%	201	7,000	5,737	82.0%	2,062
PROGRAM APPAREL	-	5,793	0.0%	-	-	-	0.0%	5,793
COMMUNICATIONS	52,358	40,802	77.9%	11,556	52,358	32,011	61.1%	8,792
* INSURANCE	270,000	292,512	108.3%	-	240,500	240,820	100.1%	51,692
TECHNOLOGY SOFTWARE	105,000	61,632	58.7%	43,368	-	-	0.0%	61,632
TECHNOLOGY HARDWARE	30,000	24,891	83.0%	5,109	20,000	20,961	104.8%	3,931
EQUIPMENT MAINTENANCE	23,250	19,316	83.1%	3,934	22,330	22,908	102.6%	(3,592)
EQUIPMENT	9,200	47,229	513.4%	-	14,621	11,364	77.7%	35,865
VEHICLE MAINTENANCE	18,000	13,392	74.4%	4,608	12,500	16,458	131.7%	(3,066)
STRUCTURE & GROUNDS	190,950	101,776	53.3%	89,174	178,100	87,251	49.0%	14,525
VANDALISM	5,460	1,214	22.2%	4,246	5,445	1,737	31.9%	(523)
SERVICES	292,200	172,679	59.1%	119,521	5,400	3,873	71.7%	172,679
** CONTRACT SERVICES	716,616	329,907	46.0%	386,709	827,000	484,485	58.6%	(154,578)
LEGAL NOTICES	1,000	481	48.1%	519	22,000	4,464	20.3%	(3,983)
RENT/LEASE STRUCTURES	2,000	1,000	50.0%	1,000	2,000	1,500	75.0%	(500)
SMALL TOOLS	3,900	13,379	343.1%	-	3,905	2,968	76.0%	10,411
PROFESSIONAL DEVELOPMENT	28,000	24,731	88.3%	3,269	33,500	22,618	67.5%	2,113
MISCELLANEOUS	10,000	5,179	51.8%	4,821	14,000	10,799	77.1%	(5,620)
SUPPLIES	366,540	165,133	45.1%	201,407	340,020	138,683	40.8%	26,322
HOSPITALITY	5,000	7,121	142.4%	-	5,000	1,159	23.2%	2,878
FUEL	50,000	33,452	66.9%	16,548	60,000	26,544	44.2%	6,908
TRANSPORTATION	3,700	1,980	53.5%	1,720	3,470	-	0.0%	1,980
DIST OFFICE BOARD MTG EXP	10,000	4,225	42.3%	5,775	10,000	6,650	66.5%	(2,425)
USE TAX	1,500	-	0.0%	1,500	1,500	24	1.6%	(24)
TRAVEL	10,000	4,170	41.7%	5,830	15,000	6,738	44.9%	(2,568)
SUBTOTAL	2,281,674	1,400,023	61.4%	959,585	1,925,649	1,155,454	60.0%	245,358
UTILITIES								
WATER	151,521	68,186	45.0%	83,335	97,955	74,231	75.8%	(6,045)
ELECTRICITY	309,072	197,552	63.9%	111,520	280,196	179,544	64.1%	18,008
GAS	79,992	35,276	44.1%	44,716	65,743	32,104	48.8%	3,172
SEWER	7,349	6,541	89.0%	808	6,400	5,076	79.3%	1,464
SUBTOTAL	547,934	307,554	56.1%	240,380	450,294	290,955	64.6%	16,599
TOTAL SERVICE & SUPPLY	2,829,608	1,707,577	60.3%	1,199,965	2,570,458	1,541,524	60.0%	170,586

* Insurance is paid in July for the Fiscal Year

** Contract Services budget adjusted. \$18,000 moved to Recruitment. \$105,000 moved to Technology Software. \$274,400 moved to Services.

**CHICO AREA RECREATION AND PARK DISTRICT
CAPITAL PROJECTS / FIXED ASSETS SUMMARY
FEBRUARY 2023
REPRESENTS 67% OF THE YEAR**

	ORIGINAL 2022-2023 BUDGET	REVISED 2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	Remaining Budget
CAPITAL PROJECTS					
ADA - COMPLETE TRANSITION PLAN	135,000	135,000	21,061	15.6%	113,939
HOOKER OAK SOFTBALL LIGHTING	890,000	890,000	799,264	89.8%	90,736
** HOOKER OAK BASKETBALL RESURFACE	35,400	73,900	64,300	87.0%	9,600
FIELDHOUSE HVAC	66,000	66,000	54,751	83.0%	11,249
POOL ROOM ROOF REPLACEMENT	48,000	48,000	36,060	75.1%	11,940
** ROTARY PARK BASKETBALL RESURFACE	35,400	73,900	75,988	102.8%	-
DISTRICT WIDE DEFERRED MAINTENANCE	140,000	140,000	92,856	66.3%	47,144
HOOKER OAK TOT LOT PLAYGROUND	192,000	192,000	-	0.0%	192,000
PETERSON PARK PLAYGROUND	198,240	198,240	-	0.0%	198,240
COMMUNITY PARK PICKLEBALL CONVERSION	84,000	84,000	17,500	20.8%	66,500
DFJ HVAC REPLACEMENT	550,000	427,000	379,647	88.9%	47,353
BOCCE BALL COURT	450,000	891,285	35,045	3.9%	856,240
OAK WAY PLAYGROUND - PROP 68	-	8,123	370	4.6%	7,753
DFJ CHAPMAN PARK RENOVATION	2,900,000	2,900,000	96,307	3.3%	2,803,693
COMMUNITY CENTER OVEN REPLACEMENT	-	26,256	24,906	94.9%	1,350
SUBTOTAL CAPITAL PROJECTS	5,724,040	6,153,704	1,698,055	27.6%	4,457,736
FIELD/PROGRAM EQUIPMENT					
TRACTOR	102,000	102,000	8,264	8.1%	93,736
GATOR	15,000	15,000	-	0.0%	15,000
DECK MOWER	85,000	85,000	82,473	97.0%	2,527
SUBTOTAL FIELD/PROGRAM EQUIPMENT	202,000	202,000	90,737	44.9%	111,263
VEHICLES					
* ROVING CREW TRUCK	-	36,500	31,109	85.2%	5,391
PROJECT CREW TRUCK	65,000	65,000	52,693	81.1%	12,307
*** 1-TON TRUCK	60,000	60,000	51,780	86.3%	8,220
*** TRAILER	15,000	15,000	-	0.0%	15,000
SUBTOTAL VEHICLES	140,000	176,500	135,582	76.8%	40,918
TOTAL CAPITAL PROJECTS/FIXED ASSETS	6,066,040	6,532,204	1,924,374	29.5%	4,141,666

CAPITAL PROJECTS REIMBURSEMENT					
CPRS PLAYGROUND GRANT	150,000	150,000	-	0.0%	150,000
CHAPMAN PROP 68 GRANT FUNDING	2,900,000	2,900,000	-	0.0%	2,900,000
OAK WAY PROP 68 GRANT FUNDING	-	8,123	-	0.0%	8,123
COMMUNITY PARK IMPACT FEE FUND	450,000	891,285	-	0.0%	891,285
GENERAL FUND UNASSIGNED FUND BALANCE	2,591,040	2,607,796	-	0.0%	2,607,796
ROTARY DONATIONS	-	-	-	0.0%	-
CITY OF CHICO - CENTENNIAL PARK	-	-	650,906	0.0%	-
TOTAL CAPITAL PROJECTS REIMBURSEMENT	6,091,040	6,557,204	650,906	9.9%	5,440,134

TOTAL EXPENSE (OVER) UNDER REIMBURSEMENTS	25,000	25,000	(1,273,468)	0.0%	1,298,468
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* Roving Crew Truck budgeted and ordered in FY 2021/2022, received and paid in FY 2022/2023.

Budget should have been carried over.

** Board Approved an increase of \$77,000 to Hooker Oak and Rotary Park Basketball Resurfaces. Approved 10/06/2022

*** 2023 Deck Mower for \$100,000 was removed and funds were allocated to 1-Ton Truck and Trailer.

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2022-2023
February 2023
Month 8 and 67% of the Year

DESCRIPTION	2022-2023 Budget	February 2023	2022-2023 YTD	2022-2023 % of Budget	Remaining Budget	2021-2022 Budget	February 2022	2021-2022 YTD	2021-2022 % of Budget	YTD Difference by Year
AFTERSCHOOL										
INCOME	2,052,225	111,087	1,272,740	62%	779,485	1,593,933	183,017	1,142,239	72%	130,501
PART-TIME WAGES	(1,289,000)	(111,675)	(651,276)	51%	(637,724)	(926,759)	(111,517)	(572,823)	62%	(78,453)
SUPPLIES	(27,135)	(1,305)	(9,715)	36%	(17,420)	(34,500)	(3,618)	(13,434)	39%	3,719
TOTAL AFTERSCHOOL	736,090	(1,894)	611,749	83%	124,341	632,675	67,881	555,982	88%	55,767
CAMPS										
INCOME	301,300	(450)	250,811	83%	50,489	266,690	1,250	237,826	89%	12,985
PART-TIME WAGES	(98,600)	(67)	(91,058)	92%	(7,542)	(118,939)	-	(76,654)	64%	(14,404)
INSTRUCTORS	(2,000)	-	-	0%	(2,000)	(8,000)	-	-	0%	-
PROGRAM APPAREL	-	-	(1,859)	0%	1,859	-	-	-	0%	(1,859)
GENERAL SERVICES	-	-	(1,776)	0%	1,776	-	-	-	0%	(1,776)
CONTRACT SERVICES	(54,416)	-	(42,875)	79%	(11,541)	(41,025)	(1,105)	(58,482)	143%	15,607
SUPPLIES	(16,650)	(41)	(3,682)	22%	(12,968)	(16,970)	-	(3,691)	22%	9
HOSPITALITY	-	-	(22)	0%	22	-	-	-	0%	(22)
TRANSPORTATION	(2,800)	-	(1,540)	55%	(1,260)	(2,570)	-	-	0%	(1,540)
TOTAL CAMPS	126,834	(558)	107,998	85%	18,836	79,186	145	98,999	125%	8,999
AQUATICS										
INCOME	160,570	4,573	46,989	29%	113,581	171,409	-	80,235	47%	(33,246)
PART-TIME WAGES	(134,000)	-	(54,533)	41%	(79,467)	(124,912)	-	(54,381)	44%	(152)
SUPPLIES	(3,500)	-	(1,073)	31%	(2,427)	(5,650)	-	(890)	16%	(182)
TOTAL AQUATICS	23,070	4,573	(8,617)	-37%	31,687	40,847	-	24,964	61%	(33,581)
CLASSES										
INCOME	214,260	23,790	146,149	68%	68,111	144,003	18,273	106,625	74%	39,524
PART-TIME WAGES	(53,000)	(2,548)	(16,688)	31%	(36,312)	(17,541)	(3,380)	(16,796)	96%	107
INSTRUCTORS	(30,000)	-	(40,786)	136%	10,786	(52,800)	(6,324)	(37,848)	72%	(2,938)
CONTRACT SERVICES	(38,500)	(7,267)	(32,008)	83%	(6,492)	(18,000)	(3,143)	(8,960)	50%	(23,048)
SUPPLIES	(5,200)	(170)	(2,240)	43%	(2,960)	(4,750)	68	(1,737)	37%	(503)
TOTAL CLASSES	87,560	13,804	54,428	62%	33,132	50,912	5,493	41,285	81%	13,142
ADULT SPORTS										
INCOME	232,942	6,642	112,428	48%	120,514	233,995	4,012	108,223	46%	4,205
PART-TIME WAGES	(160,000)	(3,410)	(34,445)	22%	(125,555)	(96,445)	(1,077)	(17,991)	19%	(16,454)
OFFICIALS	-	(2,340)	(43,735)	0%	43,735	(2,880)	(1,579)	(28,733)	998%	(15,002)
SUPPLIES	(25,650)	(1,204)	(7,677)	30%	(17,973)	(16,725)	(2,811)	(8,545)	51%	868
TOTAL ADULT SPORTS	47,292	(312)	26,572	56%	20,720	117,945	(1,456)	52,955	45%	(26,382)

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2022-2023
February 2023
Month 8 and 67% of the Year

DESCRIPTION	2022-2023		2022-2023	2022-2023	Remaining Budget	2021-2022		2021-2022	2021-2022	YTD Difference by Year
	Budget	February 2023	YTD	% of Budget		Budget	February 2022	YTD	% of Budget	
YOUTH SPORTS										
INCOME	250,000	27,054	213,958	86%	36,042	245,591	14,379	160,443	65%	53,515
PART-TIME WAGES	(149,000)	(9,516)	(84,952)	57%	(64,048)	(128,295)	(6,874)	(64,494)	50%	(20,458)
GENERAL SERVICES	-	-	(125)	0%	125	-	-	-	0%	(125)
CONTRACT SERVICES	-	-	-	0%	-	-	-	(598)	0%	598
SUPPLIES	(32,950)	(1,690)	(13,678)	42%	(19,272)	(30,830)	(1,154)	(17,762)	58%	4,084
TOTAL YOUTH SPORTS	68,050	15,848	115,203	169%	(47,153)	86,466	6,351	77,589	90%	37,614
SENIOR PROGRAMS										
INCOME	32,500	1,486	9,783	30%	22,717	6,000	28	20,594	343%	(10,811)
PART-TIME WAGES	(1,600)	-	-	0%	(1,600)	-	-	-	0%	-
GENERAL SERVICES	(10,000)	-	(5,596)	56%	(4,404)	-	-	-	0%	(5,596)
CONTRACT SERVICES	(3,500)	-	-	0%	(3,500)	(4,000)	(2,159)	(6,660)	167%	6,660
SUPPLIES	(950)	(206)	(378)	40%	(572)	(200)	-	(1,741)	870%	1,363
TOTAL SENIOR PROGRAMS	16,450	1,280	3,809	23%	12,641	1,800	(2,131)	12,192	677%	(8,383)
SPECIAL EVENTS										
INCOME	30,000	-	13,677	46%	16,323	6,900	-	-	0%	13,677
GRANT INCOME	-	-	4,043	0%	(4,043)	-	-	-	0%	4,043
PART-TIME WAGES	-	-	-	0%	-	(22,716)	-	-	0%	-
MARKETING	-	-	(591)	0%	591	-	-	-	0%	(591)
GENERAL SERVICES	-	(40)	(10,722)	0%	10,722	-	-	-	0%	(10,722)
CONTRACT SERVICES	(4,000)	-	-	0%	(4,000)	(2,900)	-	-	0%	-
SUPPLIES	(16,000)	-	(4,783)	30%	(11,217)	(6,000)	(6)	(479)	8%	(4,304)
HOSPITALITY	-	(59)	(437)	0%	437	-	-	-	0%	(437)
TOTAL SPECIAL EVENTS	10,000	(99)	1,187	12%	8,813	(24,716)	(6)	(479)	2%	1,666
NATURE CENTER										
INCOME	256,840	15,713	186,903	73%	69,937	188,560	7,607	115,469	61%	71,434
DONATIONS	-	5	2,582	0%	(2,582)	-	60	3,306	0%	(724)
ENDOWMENTS	10,000	-	8,395	84%	1,605	10,000	-	8,146	81%	249
PART-TIME WAGES	(193,800)	(9,106)	(97,288)	50%	(96,512)	(118,652)	(6,390)	(66,304)	56%	(30,984)
UNIFORM APPAREL	-	-	(317)	0%	317	-	-	-	0%	(317)
PROGRAM APPAREL	-	-	(3,934)	0%	3,934	-	-	-	0%	(3,934)
GENERAL SERVICES	-	-	(255)	0%	255	-	-	-	0%	(255)
CONTRACT SERVICES	(2,320)	-	(2,706)	117%	386	(3,400)	-	(934)	27%	(1,772)
SUPPLIES	(18,215)	(2,884)	(14,929)	82%	(3,286)	(13,855)	(2,530)	(7,916)	57%	(7,013)
HOSPITALITY	-	-	(68)	0%	68	-	-	-	0%	(68)
TRANSPORTATION	(900)	-	(440)	49%	(460)	(900)	-	-	0%	(440)
TOTAL NATURE CENTER	51,605	3,728	77,944	151%	(26,339)	61,753	(1,253)	51,767	84%	26,177

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2022-2023
February 2023
Month 8 and 67% of the Year

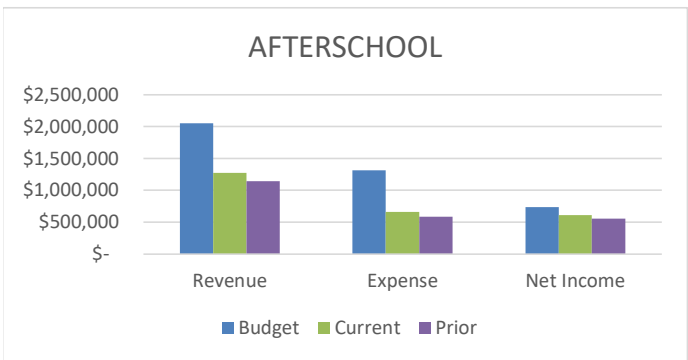
DESCRIPTION	2022-2023		2022-2023	2022-2023	Remaining Budget	2021-2022		2021-2022	2021-2022	YTD Difference by Year
	Budget	February 2023	YTD	% of Budget		Budget	February 2022	YTD	% of Budget	
<u>FACILITY RENTAL</u>										
INCOME	444,865	19,384	264,020	59%	180,845	382,950	19,429	209,538	55%	54,482
PART-TIME WAGES	(70,000)	(1,614)	(37,502)	54%	(32,498)	(100,400)	(5,098)	(42,355)	42%	4,853
MARKETING	-	-	(1,012)	0%	1,012	-	-	-	0%	(1,012)
UNIFORM APPAREL	-	-	(273)	0%	273	-	-	-	0%	(273)
CONTRACT SERVICES	(10,000)	-	-	0%	(10,000)	(7,300)	-	(482)	7%	482
SUPPLIES	(7,500)	(32)	(2,062)	27%	(5,438)	30,750	707	6,825	22%	(8,887)
HOSPITALITY	-	-	(141)	0%	141	(9,200)	-	(392)	4%	251
TOTAL FACILITY RENTAL	357,365	17,739	223,030	62%	134,335	296,800	15,039	173,134	58%	49,896
<u>RECREATION - MISC. & ADMIN</u>										
INCOME	(10,000)	33,636	31,244	-312%	(41,244)	(25,000)	250	(2,658)	11%	33,902
FULL-TIME WAGES	(761,000)	(49,876)	(413,118)	54%	(347,882)	(607,000)	(43,355)	(337,295)	56%	(75,823)
PART-TIME WAGES	(58,000)	(7,142)	(51,244)	88%	(6,756)	-	(6,948)	(73,088)	0%	21,844
OVERTIME/ACL	(10,000)	-	-	0%	(10,000)	(10,000)	-	-	0%	-
SUPPLIES	(5,000)	-	-	0%	(5,000)	-	-	(118)	0%	118
TOTAL RECREATION - MISC. & ADMIN	(844,000)	(23,382)	(433,119)	51%	(410,881)	(642,000)	(50,053)	(413,159)	64%	(19,959)
TOTAL PROGRAM SUMMARY	680,316	30,727	780,185	115%	(99,869)	701,668	40,010	675,230	96%	104,955

**CHICO AREA RECREATION AND PARK DISTRICT
BOARD PROGRAM SUMMARY 2022-2023
February 2023
67% of the Year**

AFTERSCHOOL

Budgeted Revenues: 62%
Budgeted Expenses: 50%
Net Income: \$55,767 over last year

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 2,052,225	\$ 1,272,740	\$ 1,142,239
EXPENSES	\$ 1,316,135	\$ 660,991	\$ 586,257

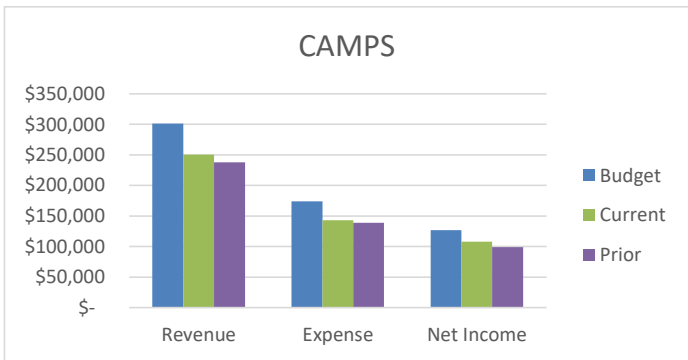


CAMPS

Budgeted Revenues: 83%
Budgeted Expenses: 82%
Net Income: \$8,999 over last year

CAMPS primarily run June-August, December, January and March.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 301,300	\$ 250,811	\$ 237,826
EXPENSES	\$ 174,466	\$ 142,813	\$ 138,827

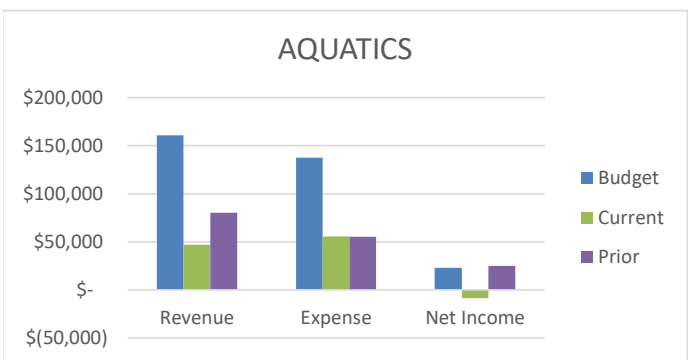


AQUATICS

Budgeted Revenue: 29%
Budgeted Expenses: 40%
Net Income: \$33,581 under last year

Lifeguard shortage at Sycamore Pool prevented services.

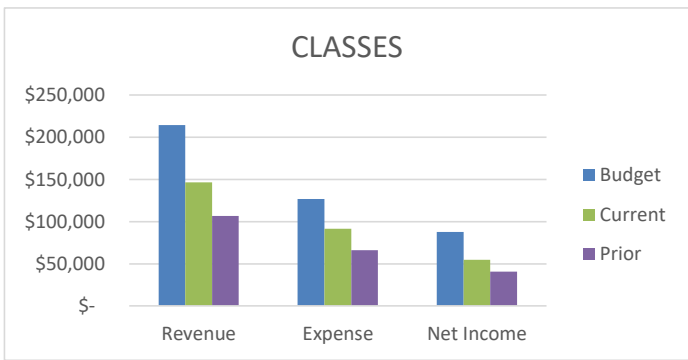
	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 160,570	\$ 46,989	\$ 80,235
EXPENSES	\$ 137,500	\$ 55,605	\$ 55,271



CLASSES

Budgeted Revenue: 68%
Budgeted Expenses: 72%
Net Income: \$13,893 over last year

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 214,260	\$ 146,149	\$ 106,625
EXPENSES	\$ 126,700	\$ 91,722	\$ 66,091



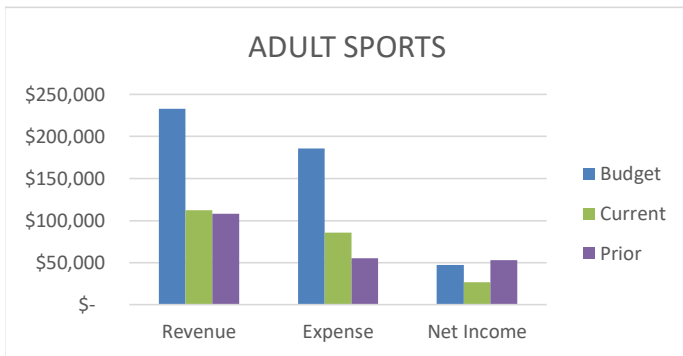
**CHICO AREA RECREATION AND PARK DISTRICT
BOARD PROGRAM SUMMARY 2022-2023
February 2023
67% of the Year**

ADULT SPORTS

Budgeted Revenue: 48%
Budgeted Expenses: 46%
Net Income: \$26,382 under last year

Decreased participation and increased staffing costs have affected net income.

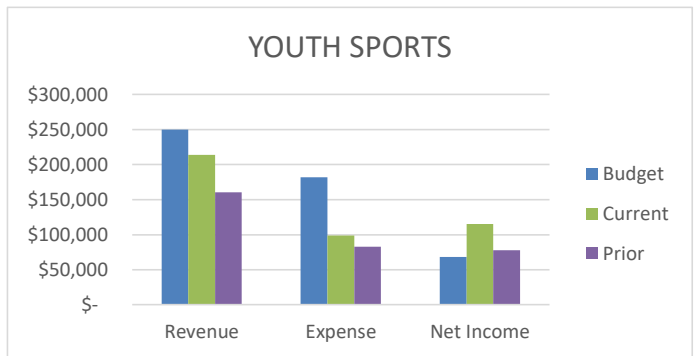
	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 232,942	\$ 112,428	\$ 108,223
EXPENSES	\$ 185,650	\$ 85,856	\$ 55,268



YOUTH SPORTS

Budgeted Revenue: 86%
Budgeted Expenses: 54%
Net Income: \$37,614 over last year

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 250,000	\$ 213,958	\$ 160,443
EXPENSES	\$ 181,950	\$ 98,755	\$ 82,854

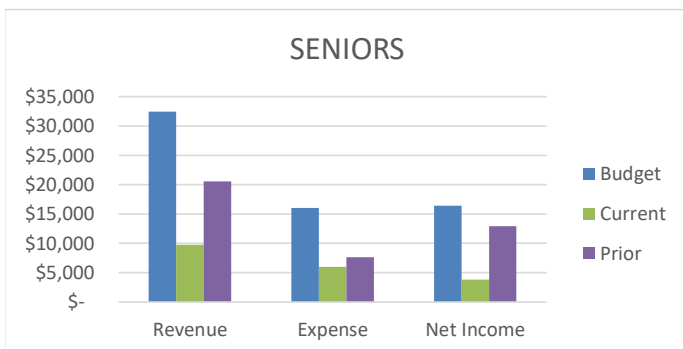


SENIORS

Budgeted Revenue: 30%
Budgeted Expenses: 37%
Net Income: \$9,134 under last year

Timing of trips and tours has skewed comparison to prior year.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 32,500	\$ 9,783	\$ 20,594
EXPENSES	\$ 16,050	\$ 5,973	\$ 7,650

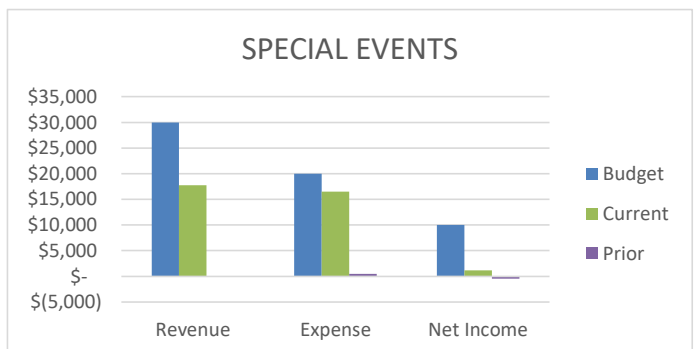


SPECIAL EVENTS

Budgeted Revenue: 59%
Budgeted Expenses: 83%
Net Income: \$1,666 over last year

Expenses are incurred prior to receiving revenue (through either entrance fees or sponsorships).

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 30,000	\$ 17,720	\$ -
EXPENSES	\$ 20,000	\$ 16,533	\$ 479

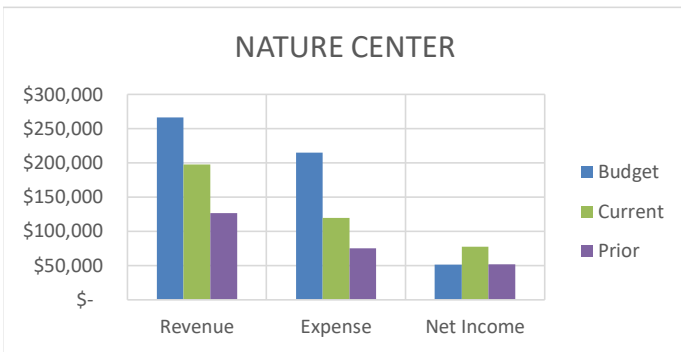


**CHICO AREA RECREATION AND PARK DISTRICT
BOARD PROGRAM SUMMARY 2022-2023
February 2023
67% of the Year**

NATURE CENTER

Budgeted Revenue: 74%
Budgeted Expenses: 56%
Net Income: \$26,177 over last year

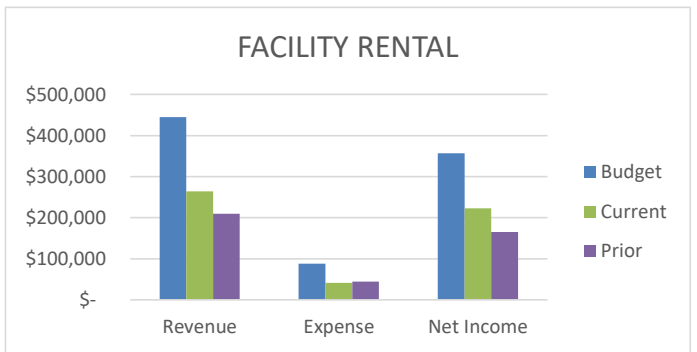
	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 266,840	\$ 197,880	\$ 126,921
EXPENSES	\$ 215,235	\$ 119,936	\$ 75,154



FACILITY RENTAL

Budgeted Revenue: 59%
Budgeted Expenses: 47%
Net Income: \$57,632 over last year

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 444,865	\$ 264,020	\$ 209,904
EXPENSES	\$ 87,500	\$ 40,849	\$ 44,365





REGULAR MEETING

Chico Area Recreation and Park District Board

545 Vallombrosa Avenue, Chico, CA 95926 | (530) 895-4711

Thursday, February 23, 2023 – 4:00 P.M.

DRAFT

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

Board Members Absent:

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

Legal Counsel Present: Jeff Carter, Attorney at Law

1. CALL TO ORDER

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

2. PUBLIC COMMENTS

Correspondence was received related to the Bocce Ball Court Installment Project indicating support for the option to build an overhang and lights.

3. CONSENT AGENDA

- 3.1. Monthly Financial Report - *Action Requested: Board of Directors approve the Monthly Financial Report.*
- 3.2. Revised Minutes of the Regular Meeting of the Board of Directors of December 15, 2022 - *Action Requested: Board of Directors approve the revised minutes.*
- 3.3. Minutes of the Regular Meeting of the Board of Directors of January 26, 2023
Action Requested: Board of Directors approve the minutes as submitted.

M/S/C/ (Directors Lando/Norden) Board of Directors approved the consent agenda.
The motion was unanimously approved.

4. REGULAR AGENDA

- 4.1. Committee Report Out – *Information Provided/Possible Action*
 - 4.1.1. Facility Committee - No meeting since last Board meeting.
 - 4.1.2. Finance Committee – Committee recommended approval of Finance Agenda items C, F and G and a continuation on D and E.

M/S/C/ (Directors [Lando]/McGinnis) The Board of Directors approved the Finance Committee's recommendation.

The motion was unanimously approved.

4.2. Board Participation in Local Hazard Mitigation Plan (Staff Report 23-005)

M/S/C/ (Directors [Lando]/Norden) Board of Directors approved the action for staff to move forward with participating in the planning and update of the Local Hazard Mitigation Plan.

The motion was unanimously approved.

4.3. Approval of Audited Financials for Fiscal Year 2021-2022 (Staff Report FI-23-007)

Board of Directors approved to accept the audit report for fiscal year 2021-2022 as prepared by Chavan & Associates, LLP during the Finance Committee report out (agenda item 4.1.2.)

5. NEW BUSINESS

5.1. Bocce Court Installation Award (Staff Report 23-006)

Public Comment related to the Bocce Ball Installation Project was received:

- use funds in a manner that will ensure Courts are utilized year-round.
- in favor of the utilization of funds to incorporate a roof over the Court.
- urged for oversight and regular maintenance of the Courts so they don't fall into disrepair.
- It's very important this project is done correctly, with proper lighting and surface.

Board discussion revolved around the project options, the potential for the donation of bleachers, the option for the Bocce Community to fundraise for additional add-ons.

M/S/C/ (Directors McGinnis/Worley) Board of Directors awarded the contractor bid with the option for the building for \$753,170 with a 15% contingency added.

The motion was unanimously approved.

5.2. AB 2449 Enhanced Teleconferencing (Staff Report 23-007)

The Board of Directors requested that staff review Director Worley's FEMA Emergency Status with Legal Counsel to ensure that he can continue to attend meetings virtually.

5.3. Procurement Policy (Staff Report FI-23-005)

The Board of Directors requested a continuation of Procurement Policy and return it to the agenda and a later time.

5.4. Purchasing Policy (Staff Report FI-23-006)

The Board of Directors requested a continuation of Purchasing Policy and return it to the agenda and a later time.

5.5. Annual Reports for Levy Administration – (Staff Report 23-008)

M/S/C/ (Directors Lando/Norden) Board of Directors approved Resolution 23-003 Directing the Preparation of the Annual Landscape and Lighting Assessments.

The motion was unanimously approved.

5.6. Conversion of Part-Time Wages to Full-Time (Staff Report FI-23-008)

The Board of Directors approved the budget allocation which reflects a conversion of part-time positions to a full-time position during the Finance Committee report out (agenda item 4.1.2.)

5.7. Regular Board Meeting Date Change

M/S/C/ (Directors Lando/Worley) Board of Directors rescheduled the March Regular Board Meeting to Wednesday, March 29, 2023.

The motion was unanimously approved.

6. DIRECTORS' COMMENTS

None.

7. STAFF COMMENTS

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

Recreation Update (Staff Report 23-009)

Parks and Facilities Update (Staff Report 23-010)

General Manager Update (Staff Report 23-011)

8. CLOSED SESSION

Pursuant to Government Code Section 54956.9 - Conference with Legal Counsel
Potential Litigation

Closed session announcements: Information Provided.

9. ADJOURNMENT

Adjourned at **4:53 PM** to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.

Overview of the CARD Community Facilities District 2023-01 (Park Maintenance)

Chico Area Recreation and Park District
Board of Directors Meeting
March 29, 2023



CFD 2023-01 (Park Maintenance)

- CFD stands for “Community Facilities District”
- A financing district granting local agencies authority to finance a wide array of public facilities and services
- Similar to a Landscaping and Lighting District (“LLD”) or Community Maintenance District (“CMD”)
- Purpose of the CFD is to generally fund on-going park maintenance, repair and replacement, and associated costs
- Condition of development approval
- No impact on the CARD finances or general fund; structured for longevity
- Future annexation area
- Tax zones

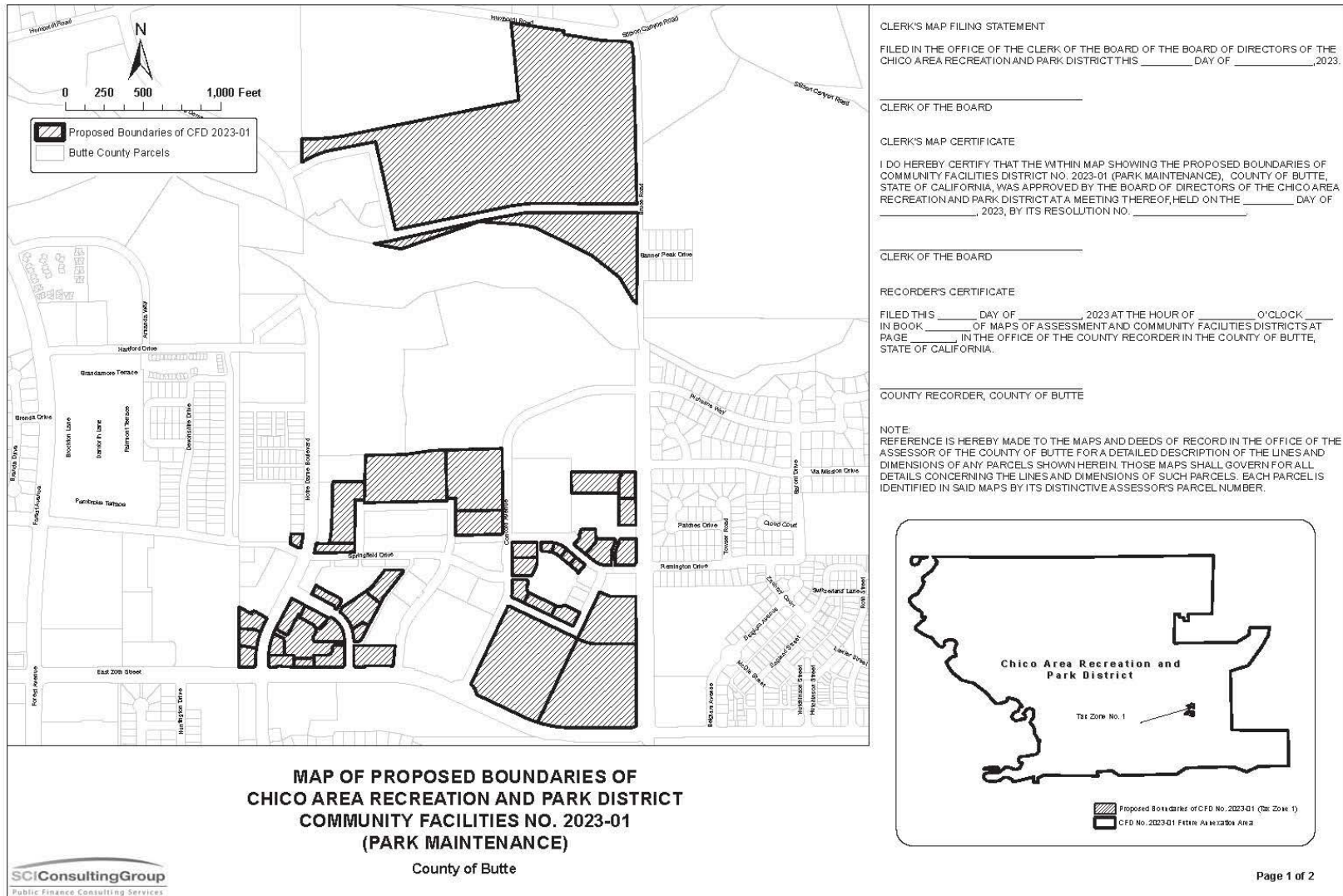


About CFD Formation Process

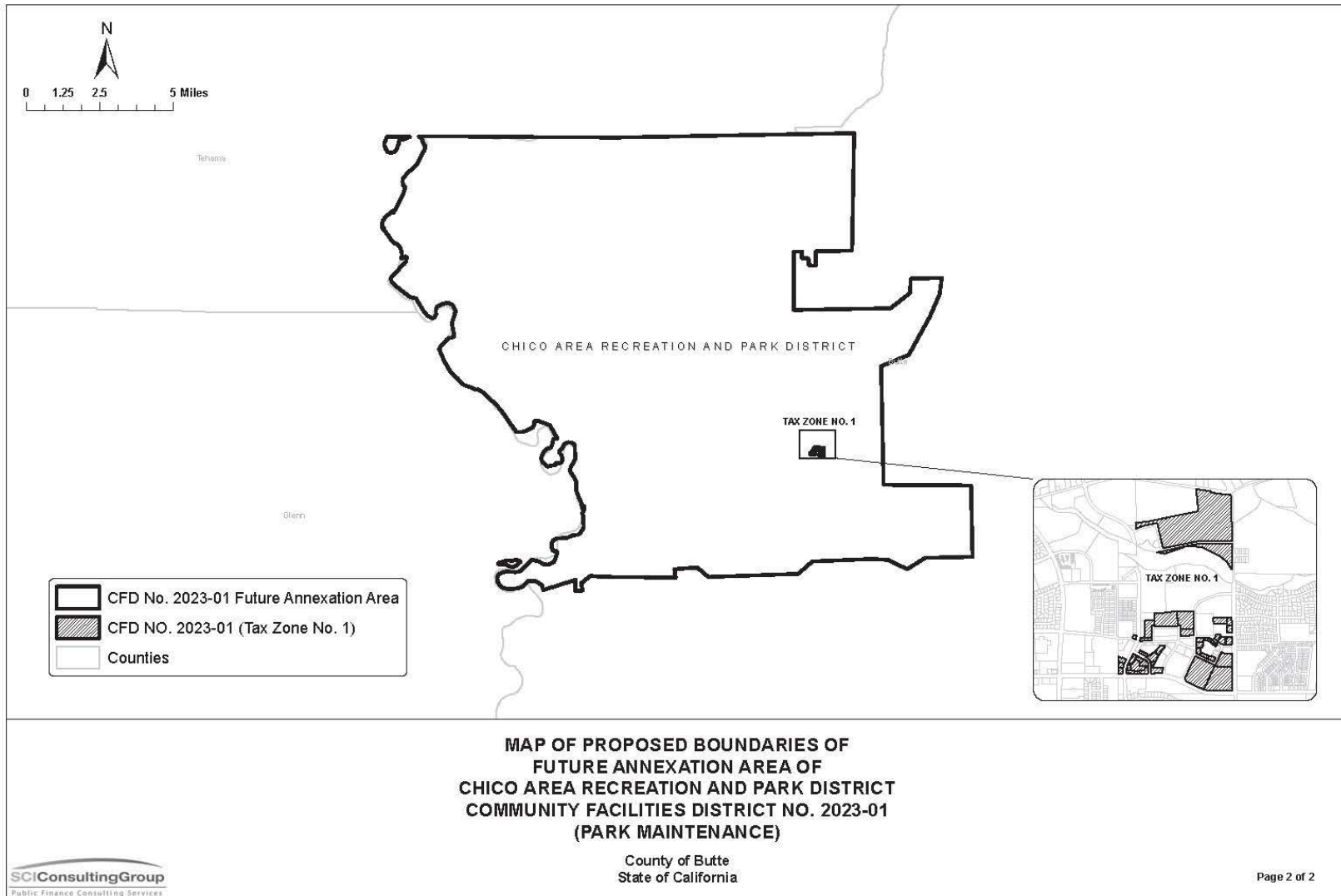
- 1) Special tax analysis to determine rate and method of apportionment (“RMA”) to fund the services in Tax Zone No. 1 (Meriam Park)
- 2) Formation proceedings consolidated to two Board meetings
 - Landowner petitions CARD to form CFD
 - First Board Meeting – Adopt CFD policies; accept petitions; adopt resolution of intention
 - Landowner votes their ballot (1 vote per acre or portion thereof)
 - Second Board Meeting – Public hearing; resolution of formation; resolution of calling for landowner election; announce results of election; resolution declaring results
 - CFD formation essentially completed

Proposed CFD Boundary Map

(Tax Zone No. 1 – Meriam Park)



CFD Future Annexation Area Map



Description of Services

The types of services to be funded by the CFD ("Services") shall include the **annual operation, maintenance and servicing, including repair and replacement of parks, trails and recreation facilities, storm drainage facilities, landscape corridors, wetlands and open space areas; security patrols, any incidental expenses** authorized by the Act; and any other miscellaneous or incidental services identified by the District necessary to provide the described Services herein including the collection and accumulation of funds to pay for anticipated Service, future repairs and replacements and cost shortfalls.

It is expected that the Services will be provided by the District, either with its own employees or by contract with third parties, or any combination thereof.

Special tax revenue generated from a Tax Zone shall be expended as indicated in the Petition.



Maximum CFD Special Tax

(Tax Zone No. 1 – Merriam Park)

Land Use Classification	Base Year Maximum Tax
Taxable Property	\$632 per acre
Tax-Exempt Property	\$0

- Funds park maintenance and future replacements (1.07 acres) and annual administration. Includes 10% contingency.
- FY 2023-24 Maximum Special Tax Revenue (Tax Zone No. 1) - \$44,550
- The maximum special tax shall be adjusted annually by Bay Area CPI, or 4 percent, whichever is greater.



CFD Formation Proceedings

Landowner Special Tax Election

- March 29, 2023 **District Board Meeting:** Presentation; Policies Resolution; Resolution of Intention
- After Board Mtg. District Clerk to record proposed CFD boundary map and publish the notice of public hearing
Ballot send to landowner
- May 25, 2023 **District Board Meeting:**
Ballot received from landowner by no later than 2:30 p.m.
Public Hearing
Resolution of Formation
Resolution Calling the Landowner Special Tax Election
Open the ballots, tally the vote and announce the results
Resolution Declaring Results of Special Election, Determining Validity of Prior Proceedings, and Directing Recording of Notice of Special Tax Lien
- After Board Mtg. District Clerk to record Notice of Special Tax Lien

Questions / Discussion



Annabel Grimm
General Manager

Parks and Facilities Manager
Scott Schumann



Special Tax Consultant
Blair Aas, SCI Consulting Group



**RESOLUTION 23-004 OF THE BOARD OF DIRECTORS OF THE
CHICO AREA RECREATION AND PARK DISTRICT**
RESOLUTION ADOPTING LOCAL GOALS AND POLICIES FOR
THE USE OF THE MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982

WHEREAS, under the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at Section 53311, of the California Government Code, this Board of Directors (the "Board") of the Chico Area Recreation and Park District (the "District") is authorized to establish a Community Facilities District and to act as the legislative body for such Community Facilities District; and

WHEREAS, the Chico Area Recreation and Park District ("District") intends to consider the formation of a community facilities district pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311 et al.) ("Act"); and

WHEREAS, Section 53312.7 of the Act requires that prior to the establishment of a community facilities district ("CFD") the District must adopt local goals and policies and appraisal standards for CFDs.

NOW, THEREFORE, THE DISTRICT BOARD DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The above recitals are all true and correct.

Section 2. Approval and Authorization. The Board does hereby adopt the Chico Area Recreation and Park District Local Goals, and Policies for Community Facilities Districts attached as Exhibit A.

Section 3. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on the 29th day of March 2023 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Michael McGinnis, Chair
Board of Directors

Annabel Grimm
General Manager

EXHIBIT A

CHICO AREA RECREATION AND PARK DISTRICT BUTTE COUNTY, CALIFORNIA

Goals and Policies for the use of the Mello-Roos Community Facilities Act of 1982
to Fund Services of the Chico Area Recreation and Park District

Statement of Purpose

This document sets forth the goals and policies of the Chico Area Recreation and Park District (the "District") concerning the use of the Mello-Roos Community Facilities Act of 1982 (the "Act") (Section 53311 and following of the California Government Code) with respect to community facilities districts for the purpose of financing services provided by the District to ensure that adequate services are available as a result of new and / or planned development. It has been prepared pursuant to the requirements of Section 53312.7 of the Act.

Fundamental Policy

It is the policy of the District that, except as specifically limited by these goals and policies, the Board of Directors may exercise all rights, powers, and authorities granted to it by the Act.

The silence of these goals and policies with respect to any matter shall not be interpreted as creating any policy with regard to that matter. Any inconsistency between these goals and policies and the Act, as amended, shall be resolved in favor of the Act.

Initiation of CFDs

The District will consider applications initiated by owners or developers of vacant property proposed to be developed, owners of property within existing developed areas, or registered voters residing in existing developed areas. The District itself may initiate the establishment of a Community Facilities District (a "CFD") to finance services authorized by the Act that benefit or serve existing or new development or a combination thereof.

Financing Priorities

The purpose of the District's use of the Act is to finance services authorized by the Act and necessitated by development or planned development within a proposed CFD.

In selecting services to be financed, the District may finance any service permitted to be financed under the Act which will be demanded by the owners or occupants of parcels within a CFD as a result of increases in the intensity of use of territory within the CFD.

Equity of Tax Allocation Formulas

It is a goal of the District that any special tax levied pursuant to the Act be allocated equitably against all similar parcels within any CFD. Towards this end, the District will engage a qualified special tax consultant to assist in the development of the rate and method of apportionment for any special tax proposed in connection with a CFD.

The District recognizes that any determination of tax equity must rely, to a large extent, on assumptions based on average characteristics of parcels, and that an exactly fair share of costs cannot be perfectly estimated with respect to any parcel or class of parcel. Consequently, the District may rely on any reasonable tax apportionment analysis, in its sole and absolute discretion. Furthermore, in its sole and absolute discretion, the District may permit the allocation of special taxes on any basis that is rationally related to the purpose of the CFD but may not be based on assessed valuation.

Because any special tax levied pursuant to these goals and policies will be for the ongoing provision of services, any special tax methodology may provide for an annual rate increase to reflect inflation.

It is not desirable that the annual special tax on any parcel pursuant to these Goals and Policies exceed an amount equal to a total tax rate of 2%, including the general property taxes and other special taxes or assessments, per year per residential parcel. This is the maximum tax that may be levied pursuant to these Goals and Policies unless the Board of Directors finds that a higher amount would be more appropriate in light of the attributes of the parcel. The maximum tax rate for developed nonresidential parcels shall be an equitable rate that is comparable to that given above and shall be determined by the Board of Directors.

Issuance of Bonds--Statement Regarding Credit Policy and Appraisal Standards

At this time, it is the policy of the District to utilize the Act pursuant to these goals and policies only for the funding of services. Therefore, these goals and policies do not authorize the issuance of bonds pursuant to Article 5 of the Act. As a consequence, these goals and policies do not include a statement regarding credit policies or a statement of definitions, standards, and assumptions to be used in appraisals.

The Board of Directors may, in the future, amend these goals and policies to permit the issuance of bonds.

Responsible Department

The District's General Manager, who is located at 545 Vallombrosa Avenue, Chico, California 95926 and whose telephone number is (530) 895-4711, or his / her designated representative, is designated as the official of the District who will serve as CFD Administrator and who is responsible for: (i) preparing the annual roll of special tax obligations with respect to any CFD; (ii) providing information to interested persons regarding the current and estimated future tax liability of owners or purchasers of real property subject to the special tax lien; and (iii) furnishing notices of special tax as required by Section 53340.2 of the Act.

Subject to the policies of the District, and as permitted by applicable law, the District may obtain the assistance of a qualified special tax consultant to perform any of the duties set forth above.

Transparency and Notification

The District will take the following steps to ensure that prospective property purchasers are fully informed about their taxpaying obligations imposed under the Act:

1. It will conduct all proceedings required by the Act in the manner required by the Ralph M. Brown Act (Section 54950 and following of the California Government Code);
2. It will cause a map of the boundaries of any proposed CFD to be recorded, pursuant to Section 3111 of the California Streets and Highways Code, in the Office of the Recorder of Placer County within 15 days following the adoption, of a resolution of intention to form that CFD, pursuant to Section 53321 of the Act;
3. It will give notice, pursuant to Section 53322 of the Act, prior to holding any public hearing on the establishment of a CFD;
4. It will record a notice of special tax lien, in the form specified by Section 3114.5 of the California Streets and Highways Code, within 15 days of the Board of Directors' determination that the requisite number of voters are in favor of the levy of a special tax in connection with a CFD. Such notice will include, among other information:
 - a. A description of the rate, method of apportionment, and manner of collection of the authorized special tax;
 - b. Information about the conditions under which the obligation to pay the special tax may be prepaid and permanently satisfied and the lien of the special tax canceled;
 - c. The name(s) of the owner(s) and the assessor's tax parcel number(s) of the real property included within this community facilities district and not exempt from the special tax; and
 - d. The name, address and telephone number of the CFD Administrator, so they may contact the CFD Administrator to obtain further information concerning the current and estimated future tax liability of owners or purchasers of real property subject to the special tax lien.

5. It will, through the CFD Administrator, furnish a notice of special tax, in the form set forth in Section 53340.2(c) of the Act to any individual requesting the notice or any owner of property subject to a special tax levied by the local agency within five working days of a written request for such notice. The Board of Directors may establish a reasonable fee for this service.

Interpretation

The Board of Directors is empowered to interpret these Local Goals and Policies. A finding by the Board of Directors that a CFD conforms to the provisions of these Local Goals and Policies shall be conclusive evidence of such conformity.

Amendment

These Local Goals and Policies may be amended from time to time by resolution of the Board of Directors.



**RESOLUTION 23-005 OF THE BOARD OF DIRECTORS OF THE
CHICO AREA RECREATION AND PARK DISTRICT**

March 29, 2023

RESOLUTION OF INTENTION TO ESTABLISH COMMUNITY FACILITIES
DISTRICT 2023-01 (PARK MAINTENANCE) AND FUTURE ANNEXATION AREA

CHICO AREA RECREATION AND PARK DISTRICT
Community Facilities District No. 2023-01
(Park Maintenance)

WHEREAS, under the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at Section 53311, of the California Government Code, this Board of Directors (the "Board") of the Chico Area Recreation and Park District (the "District") is authorized to establish a Community Facilities District and to act as the legislative body for such Community Facilities District; and

WHEREAS, the District desires to proceed with the establishment of a Community Facilities District in order to provide funding for the annual operation, maintenance, and servicing, including repair and replacement, of parks, trails and recreation facilities, storm drainage facilities, landscape corridors, wetlands and open space areas; security patrols, any incidental expenses authorized by the Act; and

WHEREAS, on March 29, 2023, by Resolution No. 23-004, the Board adopted local goals and policies concerning the use of the Act; and

WHEREAS, the Board having received petitions from ONE HUNDRED PERCENT (100%) of the landowners in the proposed Community Facilities District requesting that the District initiate proceedings for the establishment of a Community Facilities District pursuant to the Act, for the purposes of paying the costs of services to be provided by the District for the additional services authorized to be financed pursuant to Sections 53313 and 53313.5 of the California Government Code that are necessary to meet increased demands placed upon the District as a result of the development of said real property ("Property"), and agreeing to the services to be provided by the District and the costs incidental thereto; and

WHEREAS, the District Clerk has certified that the petition presented to the Board complies with

the requirements of Sections 53318 and 53319 of the California Government Code; and

WHEREAS, pursuant to Section 53339.2 of the Act, this Board further desires to undertake proceedings to provide for future annexation of territory to the proposed community facilities district.

NOW, THEREFORE, DISTRICT BOARD DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Authority. This Board proposes to conduct proceedings to establish a CFD pursuant to the Act, and hereby determines that public convenience and necessity require that a future annexation area be established pursuant to the Act.

Section 2. Acceptance of Petitions. The Petitions including Consent and Waivers of the landowners of the Property comprising the proposed Community Facilities District is hereby accepted, and the Board hereby determines that the public convenience and necessity require proceedings be undertaken to authorize the establishment of the proposed Community Facilities District pursuant to the Act.

Section 3. Name of CFD; Future Annexation Area. The name proposed for the proposed Community Facilities District is the Chico Area Recreation and Park District Community Facilities District No. 2023-01 (Park Maintenance) (the "CFD"). The name proposed for the territory proposed to be annexed into the CFD in the future is Chico Area Recreation and Park District Community Facilities District No. 2023-01 (Park Maintenance) Future Annexation Area ("Future Annexation Area").

Section 4. Boundaries Described. The proposed boundaries of the CFD and Future Annexation Area are as shown on the map on file with the District Clerk, which boundaries are hereby preliminarily approved and to which map reference is hereby made for further particulars. The District Clerk is hereby directed to record, or cause to be recorded, said map of the boundaries of the CFD and Future Annexation Area in the office of the County Recorder of Butte County within fifteen days of the date of adoption of this Resolution, but in any event at least fifteen days prior to the public hearing specified in Section 10 below. Parcels within the Future Annexation Area shall be annexed to the CFD only with the unanimous approval (each, a "Unanimous Approval") of the owner or owners of each parcel or parcels at the time that parcel or those parcels are annexed, without any requirement for further public hearings or additional proceedings.

Section 5. Services. The type of services proposed to be funded by the CFD and pursuant to the Act shall consist of those items listed as Services (the "Services") on Exhibit A attached hereto and hereby incorporated herein. The Board hereby determines that the Services are necessary to meet increased demands for such services placed upon the District as the result of residential development occurring within the CFD and the Future Annexation Area. The Services are in addition to those provided in the territory of the CFD and the Future Annexation Area as of the date hereof and will not supplant services already available within the territory of the CFD and the Future Annexation Area as of the date hereof. The District intends to provide the Services on an equal basis in the original territory of the CFD and, when it has been annexed to the CFD, the Future Annexation Area.

Section 6. Special Tax. Except to the extent that funds are otherwise available to the CFD to pay for the Services, a special tax (the "Special Tax") sufficient to pay the costs thereof, secured

by recordation of a continuing lien against all nonexempt real property in the CFD, will be levied annually within the CFD in perpetuity, and collected in the same manner as ordinary ad valorem property taxes, or in such other manner as this Board or its designee shall determine, including direct billing of the affected property owners.

The proposed rate and method of apportionment of the Special Tax among the parcels of real property within the CFD in sufficient detail to allow each landowner within the proposed CFD to estimate the maximum amount such owner will have to pay are described in Exhibit B attached hereto and hereby incorporated herein.

This Board hereby finds that the provisions of Section 53313.6, 53313.7 and 53313.9 of the Act (relating to adjustments to ad valorem property taxes and schools financed by a community facilities district) are inapplicable to the proposed CFD. As required by Section 53339.3(d) of the Act, the Board hereby determines that the special tax proposed to pay for Services to be supplied within the Future Annexation Area shall be equal to any special tax levied to pay for the same Services in the existing CFD, except that a higher or lower tax may be levied within the Future Annexation Area to the extent that the actual cost of providing the Services in the Future Annexation Area is higher or lower than the cost of providing those Services in the existing CFD. In so finding, the Board does not intend to limit its ability to levy a special tax within the Future Annexation Area to provide new or additional services beyond those supplied within the existing CFD.

Under no circumstances will the special tax to be levied against any parcel subject to the foregoing sentence be increased as a consequence of delinquency or default by the owner of any other parcel or parcels within the CFD by more than 10 percent. As specified by the Act, for purposes of this paragraph, a parcel shall be considered "used for private residential purposes" not later than the date on which an occupancy permit for private residential use is issued.

Section 7. Exempt Property. Except as may otherwise be provided by law or by the Rate and Method of Apportionment of the Special Tax for the CFD, all lands owned by any public entity, including the United States, the State of California, the City, and/or the County, or any departments or political subdivisions thereof, shall be omitted from the levy of the Special Tax to be made to cover the costs and expenses of the Services and the CFD. In the event that a portion of the property within the CFD shall become for any reason exempt, wholly or in part, from the levy of the Special Tax, this Board will, on behalf of the CFD, increase the levy to the extent necessary upon the remaining property within the CFD which is not exempt in order to yield the annual expenses of the CFD, if any, subject to the provisions of the rate and method of apportionment of the Special Tax.

Section 8. Voting Procedure. The levy of the Special Tax shall be subject to the approval of the qualified electors of the CFD at a special election. The proposed voting procedure shall be by mailed or hand-delivered ballot among the landowners in the proposed CFD, with each owner having one vote for each acre or a portion of an acre such owner owns in the CFD.

A special tax shall be levied in the Future Annexation Area only with the Unanimous Approval of the owner or owners of each parcel or parcels at the time that parcel or those parcels are annexed, without any requirement for further public hearings or additional proceedings.

Section 9. CFD Public Hearing Report. The General Manager, as the officer having charge and control of the Services in and for the CFD, or the designee of such official, is hereby directed to study said proposed Services and to make, or cause to be made, and file with the District Clerk a report in writing ("CFD Public Hearing Report") presenting the following information: (a) A description of the Services by type which will be required to adequately meet the needs of the CFD; (b) An estimate of the fair and reasonable cost of the Services including the cost of incidental expenses in connection therewith. The CFD Public Hearing Report shall be made a part of the record of the public hearing specified below.

Section 10. Public Hearing. On May 24, 2023 at 4:00 p.m., or as soon as possible thereafter, in the District Board Chambers, located at 545 Vallombrosa Avenue, Chico, California, 95926, this Board, as legislative body for the CFD, will conduct a public hearing on the establishment of the CFD and Future Annexation Area and consider and finally determine whether the public interest, convenience, and necessity require the formation of the CFD and the levy of the Special Tax.

Section 11. Notice of Public Hearing. The District Clerk is hereby directed to cause notice of the public hearing to be given by publication one time in a newspaper published in the area of the CFD and the Future Annexation Area. The publication shall be completed at least seven days before the date of the public hearing referenced in Section 10. The District Clerk may also cause notice of the hearing to be given to each property owner within the CFD by first class mail, postage prepaid, to each such owner's address as it appears on the most recent tax records of the County or as otherwise known to the District Clerk to be correct. Such mailing shall be completed not less than 15 days before the date of the public hearing. The notice shall be substantially in the form specified in Section 53322 of the Act, with the form summarizing the provisions hereof hereby specifically approved.

Section 12. Further Action. The Board, General Manager, and District Clerk and all other officers and agents of the District are hereby authorized and directed to take all actions necessary or advisable to give effect to the transactions contemplated by this Resolution.

Section 13. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on the 29th day of March 2023 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

ATTEST:

Michael McGinnis, Chair

Annabel Grimm

EXHIBIT A

DESCRIPTION OF SERVICES TO BE FUNDED BY THE CFD

CHICO AREA RECREATION AND PARK DISTRICT Community Facilities District No. 2023-01 (Park Maintenance)

The types of services to be funded by the CFD ("Services") shall include the annual operation, maintenance and servicing, including repair and replacement of parks, trails and recreation facilities, storm drainage facilities, landscape corridors, wetlands and open space areas; security patrols, any incidental expenses authorized by the Act; and any other miscellaneous or incidental services identified by the District necessary to provide the described Services herein including the collection and accumulation of funds to pay for anticipated Service, future repairs and replacements and cost shortfalls.

It is expected that the Services will be provided by the District, either with its own employees or by contract with third parties, or any combination thereof. Special tax revenue generated from a Tax Zone shall be expended as indicated in the Petition.

The Services to be funded by the CFD are in addition to those provided in the territory of the CFD before the date of creation of the CFD and will not supplant services already available within that territory when the CFD is created.

EXHIBIT B

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

CHICO AREA RECREATION AND PARK DISTRICT Community Facilities District No. 2023-01 (Park Maintenance)

A Special Tax authorized under the Mello-Roos Community Facilities Act of 1982 applicable to the land in the Community Facilities District No. 2023-01 (the "CFD") of the Chico Area Recreation and Park District (the "District") shall be levied and collected according to the tax liability determined by the District through the application of the appropriate amount or rate described herein.

A. DEFINITIONS

"Accessory Unit" means a secondary residential unit of limited size (e.g., granny cottage, second unit) that shares a Parcel with a Unit of Single Family Detached Property.

"Acre" means each acre of the land area making up an Assessor's Parcel as shown on an Assessor's Parcel Map, or if the land area is not shown on an Assessor's Parcel Map, the land area shown on the applicable Final Map or other recorded County parcel map.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

"Administrative Expenses" means the actual or estimated costs incurred by the District to determine, levy and collect the Special Taxes, including the proportionate amount of the salaries and benefits of District employees whose duties are directly related to administration of the CFD and the fees of Special Tax levy administrator, other consultants, legal counsel, the costs of collecting installments of the Special Taxes upon the County tax rolls and any other incidental costs authorized by the Act.

"Annual Escalation Factor" means the percentage change during the preceding year in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area ("CPI-U"), as published by the U.S. Department of Labor, Bureau of Labor Statistics, or 4 percent, whichever is greater. In the case where the annual change in the CPI-U is negative, the annual percentage increase shall be equal to zero. If the CPI-U at any time is no longer available, then a comparable economic indicator, as reasonably determined by District, shall be used.

"Annual Special Tax" means the annual Special Tax, determined in accordance with Section D below to be levied in the CFD in any Fiscal Year on any Assessor's Parcel.

"Assessor's Parcel" or **"Parcel"** means a lot or parcel shown on an Assessor's Parcel Map with an assigned Assessor's Parcel number.

"Assessor's Parcel Number" means, with respect to an Assessor's Parcel, that number assigned to such Assessor's Parcel by the County for purposes of identification.

"Base Year" means the Fiscal Year in which the Tax Zone was formed or annexed into the CFD.

"Board" means the Board of Directors of the Chico Area Recreation and Park District, acting as the legislative body of the District and the CFD.

"Building Permit" means a single permit or set of permits required to construct an entire structure.

"CFD" or "CFD No. 2023-01" means Community Facilities District No. 2023-01 (Park Maintenance) of the Chico Area Recreation and Park District.

"CFD Administrator" means an official of the District, or designee thereof, responsible for determining and providing for the levy and collection of the Special Tax.

"City" means the City of Chico, California.

"County" means the County of Butte, California.

"County Assessor" means the Butte County Assessor.

"Developed Residential Property" means all Assessor Parcels of Developed Property for which a Building Permit has been issued prior to May 31 of the preceding Fiscal Year for construction of a Residential Unit. These Assessor's Parcels may be classified into one of following groups: Single Family Detached, Single Family Attached, and Multi-Family Residential.

"District" means the Chico Area Recreation and Park District.

"Fiscal Year" means the period starting July 1 and ending the following June 30.

"Land Use Classification" means any of the classes listed in Section B(1).

"Maximum Special Tax" means the greatest amount of Special Tax, determined in accordance with Sections B and C below that can be levied in the CFD in any Fiscal Year on any Assessor's Parcel.

"Multifamily Residential Property" means all Assessor Parcels of Developed Property for which a Building Permit has been issued for construction of a structure with more than one Residential Unit. This category includes but is not limited to apartment buildings, duplexes, triplexes, fourplexes and condominiums.

"Owners Association Property" means any property within the boundaries of the CFD owned by a homeowner association or property owner association, including any master or sub-association.

"Proportionately" means that the ratio of the actual Special Tax levied in any Fiscal Year to the Maximum Special Tax Rate authorized to be levied in that Fiscal Year is equal for all Assessor's Parcels.

"Public Property" means any property within the boundaries of the CFD that is either (i) owned by the federal government, the State of California, the County, another public agency, or a private nonprofit organization that owns and is responsible for conservation of open space areas or (ii) encumbered by an easement owned by any such public agency or private organization which easement makes the development of such property impractical. Notwithstanding the foregoing, a leasehold or other possessory interest in any such property which is subject to taxation pursuant to Section 53340.1 of the Act shall not constitute "Public Property."

"Residential Unit" means each separate residential dwelling unit on an Assessor's Parcel that comprises an independent facility capable of conveyance or rental as distinct from adjacent residential dwelling units. An accessory residential dwelling unit that shares a Parcel with a

Single Family Detached Residential Unit shall not be considered as a Residential Unit for the purposes of this RMA.

"RMA" means this Rate and Method of Apportionment of Special Tax.

"Services" means the services authorized to be funded by the CFD as described in the Resolution of Intention for the CFD.

"Single-Family Attached Property" means all Assessor Parcels of Developed Property for which a building permit has been issued for construction of a residential structure consisting of two or more Residential Units that share common walls, have separate Assessor's Parcel Numbers assigned to them (except for a duplex Residential Unit which may share an Assessor's Parcel Number with another duplex Residential Unit).

"Single-Family Detached Property" means all Assessor Parcels of Developed Property for which a building permit has been issued for construction of a single-family Residential Unit that does not share a common wall with another Residential Unit.

"Special Tax" means a Special Tax levied in any Fiscal Year to pay the Special Tax Requirement.

"Special Tax Requirement" means the amount required in any Fiscal Year for the CFD to 1) provide the Services; 2) pay for reasonable Administrative Expenses; 3) pay any amounts required to establish or replenish any reserve funds, and 4) cure any delinquencies in the payment of Special Taxes which have occurred in the prior Fiscal Year or pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year.

"State" means the State of California.

"Taxable Property" means any Assessor's Parcel that is not Tax-Exempt Property.

"Tax-Exempt Property" means any Parcel within the CFD which is not Developed Residential Property, Development Nonresidential Property, or Undeveloped Property, and includes Public Property.

"Tax Zone" means a mutually exclusive geographic area within which the Special Tax may be levied pursuant to this RMA. All Taxable Property within the CFD at the time of its formation is within the Tax Zone specified in Section B2. Additional Tax Zones may be created when Taxable Property is annexed to the CFD, and a separate Maximum Special Tax shall be identified for Taxable Property within the new Tax Zone at the time of such annexation. The Assessor's Parcels included within a new Tax Zone when such Parcels are annexed to the CFD shall be identified by Assessor's Parcel number in the Unanimous Approval Form that is signed by the owner(s) of the Parcels.

"Undeveloped Property" means any Assessor's Parcel which is not Tax-Exempt Property, and for which no Building Permit has been approved and issued by April 1 of the previous Fiscal Year.

"Unanimous Approval Form" means that form executed by the record owner of fee title to a Parcel or Parcels of Taxable Property annexed into the CFD that constitutes the property owner's approval and unanimous vote in favor of annexing into the CFD and the levy of Special Tax against his/her Parcel or Parcels pursuant to this RMA.

B. DETERMINATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

- 1. Classification of Parcels.** Each Fiscal Year, using the Definitions above and the Parcel records of the County Assessor’s Secured Tax Roll of July 1, the District shall cause each Parcel of land in the CFD to be classified as Taxable Property and Tax-Exempt Property. Taxable Property may be further classified as Developed Residential Property, Undeveloped Property, Owners Association Property, or Tax-Exempt Property. Developed Residential Property may be further classified as Single-Family Detached Property, Single-Family Attached Property, and Multi-Family Property.
- 2. Assignment of Maximum Special Tax.** Each Fiscal Year, the Base Year Maximum Tax shown below shall be escalated as specified in Section C, Annual Adjustment of Maximum Special Tax, to determine the Maximum Special Tax for the upcoming Fiscal Year for each Land Use Classification in a Tax Zone. A different Maximum Special Tax Rate may be identified in Tax Zones added to the CFD as a result of future annexations.

**TABLE 1
MAXIMUM SPECIAL TAX RATES – TAX ZONE NO. 1 (Meriam Park)
BASE YEAR 2022-23**

Land Use Classification	Base Year Maximum Tax
Taxable Property	\$632

- 3. Conversion of a Tax-Exempt Property to a Taxable Property.** If a Tax-Exempt Property or Owners Association Property is not needed for public use and is converted to private use, it shall become subject to the Special Tax.
- 4. Nonresidential Developed Property.** In the event that any property is converted to nonresidential developed property, it shall become subject to the special tax at an amount equal to the special tax for undeveloped property.

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

Beginning in January 2024 and each January thereafter, the Maximum Special Tax shall be adjusted each fiscal year by Annual Escalation Factor. Each annual adjustment of the Maximum Special Tax shall become effective for the following Fiscal Year.

D. DETERMINATION OF THE ANNUAL SPECIAL TAX

The Board will determine the Special Tax Requirement and will levy the annual special tax each fiscal year on each assessor's parcel of developed residential property or taxable property up to one hundred percent of the applicable maximum special tax to fund the Special Tax Requirement.

If additional revenues are needed to provide the 1) Services; 2) pay anticipated Administrative Expenses; and 3) cure any delinquencies in the payment of Special Taxes which have occurred in the prior Fiscal Year, or pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year, the Annual Special Tax shall be levied Proportionately on each Assessor's Parcel of Undeveloped Property up to one hundred percent of the Maximum Special Tax for Undeveloped Property.

Under no circumstances will the Annual Special tax levied against any Assessor's Parcel of Developed Residential Property increase by more than ten (10) percent as a consequence of delinquency or default by the owner of any other Assessor's Parcel within the CFD.

Subject to the preceding, the amount of Annual Special Tax levied upon any Developed Residential Property and Undeveloped Property in any Fiscal Year shall not exceed the Maximum Special Tax for such Fiscal Year as computed herein.

E. DURATION OF THE SPECIAL TAX

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished.

F. PREPAYMENT OF SPECIAL TAX

Prepayment of the Special Tax is not authorized.

G. APPEALS AND INTERPRETATION PROCEDURE

Any property owner who feels that the portion of the Special Tax levied on the subject property is in error, may file a written appeal no later than April 10 of the Fiscal Year in which the levy occurred, with the General Manager or his or her designee, appealing the levy of the Special Tax on the subject property. General Manager or his or her designee will promptly review the appeal, and, if necessary, meet with the applicant, and decide the merits of the appeal. If the findings of the General Manager or his or her designee verify that the Special Tax levied should be modified, the Special Tax levy for future Fiscal Years shall be corrected, and a credit against future Special Taxes shall be arranged, if applicable. Any overcharges shall be corrected solely by means of adjustments to future Special Tax levies; no cash refunds shall be made. Any dispute over the decision of the General Manager or his or her designee shall be referred to the General Manager, and the Board and the decision of the Board shall be final and binding on all parties.

Interpretation may be made by resolution of the Board for purposes of clarifying any vagueness or uncertainty as it relates to the application of the Special Tax rate, or application of the method of apportionment, or classification of properties or any definition applicable to the CFD.

H. COLLECTION OF THE SPECIAL TAX

The Special Tax shall be collected each year in the same manner and at the same time as ad valorem property taxes are collected and shall be subject to the same penalties and lien priorities in the case of delinquency as is provided for ad valorem taxes. The District shall cause the actions required above to be done for each Fiscal Year in a timely manner to assure that the schedule of the Special Taxes to be collected are received by the County Auditor for inclusion with billings for such ad valorem taxes for the applicable Fiscal Year. However, the CFD Administrator may directly bill the Special Tax, may collect Special Taxes at a different time or in a different manner if necessary to meet the financial obligations of the District or as otherwise determined appropriate by the CFD Administrator.

I. ANNEXATION OF TERRITORY

Any territory to be annexed to the CFD shall, in addition to payment of Special Taxes at the rate set forth in this RMA, be subject to payment of any costs incurred by the District in conducting the annexation process.



STAFF REPORT

DATE: March 29, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Butte Local Agency Formation Commission Election

BACKGROUND

On January 24, 2023, the Butte Local Agency Formation Commission (LAFCO) called for nominations for a Special District Regular "Enterprise" Member. The term for this seat is four years and will begin June 1, 2023, and expire May 31, 2027.

LAFCO is requesting votes that must be made by official action of the Board of Directors. This is an important ballot, as the Special District LAFCO Commissioner will be making decisions on budget issues, policies, and projects that may directly impact the district. A quorum (21) of districts must complete and return their ballots for the election to be valid. Otherwise, the process will repeat until LAFCO receives votes from most districts.



BUTTE LOCAL AGENCY FORMATION COMMISSION
1453 Downer Street, Suite C
Oroville, CA 95965 – (530) 538-7784

2023 ELECTION BALLOT

Special District Regular “Enterprise” Member

Regular “Enterprise” Member

Please Vote for Only One (1)

- Bob Matthews** – Paradise Irrigation District
- Ruth Duncan** – South Feather Water and Power Agency
- Bruce Wristen** – Thermalito Water and Sewer District
- Scott “Kent” Fowler** – Feather River Recreation and Park District

(Write in Candidate) *(Name of District)*

Certification of Ballot

District Board Chair or Designee

District Manager/Secretary of the Board

District

Date



BUTTE LOCAL AGENCY FORMATION COMMISSION

1453 Downer Street, Suite C • Oroville, California 95965-4950
(530)538-7784 • Fax (530)538-2847 • www.buttelafco.org

TO: Butte County Special Districts
Butte County Special District Association

FROM: Krystal Bradford, Commission Clerk

SUBJECT: Election of a Special District *Regular* “Enterprise” Member

DATE: March 7, 2023

Nominations Requested

On January 24, 2023, the Butte Local Agency Formation Commission called for nominations for:

- One (1) Special District ***Regular* “Enterprise”** Member. The term for this seat is four years and will begin June 1, 2023 and expire May 31, 2027; and

Nominations Received

The nomination period closed on Friday, March 3, 2023. Valid nominations received are as follows:

For the ***Regular* “Enterprise”** Member:

- **Bob Matthews** – Paradise Irrigation District
- **Ruth Duncan** – South Feather Water and Power Agency
- **Bruce Wristen** – Thermalito Water and Sewer District
- **Scott “Kent” Fowler** – Feather River Recreation and Park District

Instructions:

1. Votes shall be made by official action of the Districts' Board of Directors.
2. Ballots shall be certified by the signature of the Chair, or an alternate District Board Member chosen by the Districts' Board for the purpose of signing the attached ballot AND counter-signed by the Districts' General Manager/Secretary of Board.
3. Ballots shall be returned no later than **4:00 p.m. on Friday, May 5, 2023**. Ballots postmarked after the closing date will not be accepted.
4. Districts may submit their ballots one of the following ways:

Hand Delivered	Electronic Mail	Certified Mail
Stephen Lucas Executive Officer Butte LAFCO 1453 Downer Street, Suite C Oroville, CA 95965	slucas@buttecounty.net	Stephen Lucas Executive Officer Butte LAFCO 1453 Downer Street, Suite C Oroville, CA 95965

5. District ballots returned by electronic mail shall be scanned copies of the original signed certified ballot.
6. If you do not have a District Board meeting scheduled within this time frame, a special meeting shall be scheduled in order to submit a valid ballot.

In order for the election to be valid, a quorum (21) of districts must complete and return their ballots. Otherwise, the process will repeat until such time we receive ballots from a majority of the districts. This is an important ballot, as your Special District LAFCO Commissioner will be making decisions on budget issues, policies and projects that may have a direct impact on your district. Please participate in this election and submit your vote.

Should you have any questions, please feel free to me.

Enclosed: Ballot



Chico Area Recreation and Park District Board of Directors

Staff Report FI-23-010
Finance Agenda D
Regular Agenda 4.5

STAFF REPORT

DATE: March 29, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Procurement Policy

Background

The need for an updated and standalone policy for *Procurement of Contractors and Consultants* was identified by District Staff.

Staff Recommendation

That the Board review, consider, and approve the implementation of the updated *Procurement of Contractors and Consultants* policy.



POLICY # TBD

POLICY # TBD	Procurement of Contractors and Consultants		
EFFECTIVE DATE	2/23/2023		VERSION # 1.0
DATE OF LAST REVISION	3/22/2023	NEXT REVIEW DATE	4/1/2025

APPLIES TO	
Division	Districtwide
Sub-Division	Finance

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	3/23/2023	Initial	Annabel Grimm

RATIONALE

As a local agency, the Chico Area Recreation and Park District (CARD) shall define and adopt policies and procedures, including bidding regulations, governing the procurement of outside contractors and consultants.

PROCEDURE

1) Employment of Outside Contractors and Consultants

The District employs outside contractors or consultants for construction, engineering, planning, and environmental review projects, auditing, and other purposes approved by the Board of Directors. The District’s procedure is as follows:

Construction

- a. Construction projects will be advertised for bid in at least one local newspaper of general circulation and the local contractors bidding news if available. The bid opening is open to the public and will be specified in the bid documents.
- b. If public bidding requirements apply under State law or the terms of any grant contract, those requirements shall be complied with to the exclusion of the previous paragraph.

Consultants

- a. Consultants will be approved by the General Manager on projects appropriated in the Board approved budget, unless a formal bid process is required.
 - a. For contract fees that exceed \$50,000, the General Manager will bring the contract option to the Board of Directors for review.
- b. The General Manager and/or Board of Directors will make their decision based on the consultant’s experience and qualifications.

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- c. The consultant will be required to provide an explanation of the scope of work, hours to complete, and applicable cost estimate for their services that will be used in their evaluation in the selection process. Consultants for engineering, architectural, and other professional services shall be evaluated based on qualification and not on the cost of services per state law.
- d. Every person involved in the solicitation, selection, and approval of consultants shall comply with applicable conflicts of interest laws, including Government Code section 1090, the Political Reform Act of 1974, and the District's conflict of interest code.

2) Monetary Bidding Thresholds (Public Contract Code 22032)

- a. Public projects of sixty thousand dollars (\$60,000) or less may be performed by the employees, negotiated contract, or purchase order.
- b. Public projects of two hundred thousand dollars (\$200,000) or less may be let to contract by informal procedures as set forth in this policy.
- c. Public projects of more than two hundred thousand dollars (\$200,000) shall, except as otherwise provided in this article, be let to contract by formal bidding procedure.

3) Informal Bid Procedure

- a. District staff must attempt to obtain a minimum of three competitive quotes for these projects, except in the cases described in the Formal Bid Procedure.
- b. The General Manager may approve the lowest qualifying bid if the project was appropriated in the Board approved budget. If the project was not appropriated in the Board approved budget, the Board of Directors must approve the winning bid.
- c. Approval must be obtained prior to the order being placed.

4) Formal Bid Procedure

- a. All projects for alterations, maintenance, repairs, or new construction that require a formal bid process must include a public notice or purchase through a government approved purchasing agency. If a formal bid process is needed, the Board shall approve the lowest responsible bid.
 - i. "Responsible bidder," means a bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the public works contract. (Public Contract Code 1100-1104)
- b. Exception to the formal bid process shall only be made in cases of (1) emergency where the immediate purchase of goods without bid is necessary for the protection of the public health, welfare, safety, or District assets or (2) when the General Manager deems that an article of a specified brand or trade name is the only article that will properly meet the needs of the District.

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- c. For the convenience of the District, the General Manager may elect to use state and federal cooperative purchasing agreements, or government approved Multiple Award Schedules as authorized by Public Law and Public Contracting Code. Procurement sources include but are not limited to U.S. General Services Administration, California Multiple Award Schedules, Sourcewell, and alike.

5) Project Contingency Fund and Expenditure

- a. A contingency fund will be established for all capital projects in excess of \$25,000. The amount of the Fund shall be no less than 10% of the awarded bid whenever possible.
- b. The General Manager shall have the authority to authorize expenditure of the Fund to help deal with unforeseen issues that may arise from time to time. The amount that can be authorized by the General Manager shall not exceed the budgeted amount for the project.

6) Conflict of Interest

- a. District officials and employees shall discharge their duties impartially to assure fair competitive access to procurement opportunities by responsible and responsive contractors, sellers, and vendors. Moreover, they shall conduct themselves in such a manner as to foster public confidence in the integrity of the District procurement activities.
- b. No District official or employee shall participate directly or indirectly in a District procurement when the official or employee knows that the official or employee or any member of the official's or employee's immediate family has a financial interest pertaining to the procurement.
- c. Upon discovery of an actual or potential conflict of interest, an employee shall promptly withdraw from further participation in the procurement.
- d. No person shall offer, give, or agree to give any District official or employee any gratuity or offer of employment in connection with a procurement by the District.

7) Unauthorized Procurements

- a. Any procurement of supplies, materials, equipment, or services made in violation of this purchasing policy shall be void and not considered an obligation of the District.

Authority: Public Contract Code (PCC) 10298; PCC 22032, PCC Section 1100-1104

Author _____ Date _____

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Senior Leadership Team
Content and Form Review

Date

Annabel Grimm
General Manager

Date

Board of Directors Approval

Date



Chico Area Recreation and Park District Board of Directors

Staff Report FI-23-011
Finance Agenda E
Regular Agenda 4.6

STAFF REPORT

DATE: March 29, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Purchasing Policy

Background

The need for an updated policy for *Purchasing* was identified by District Staff.

Staff Recommendation

The Board considers, reviews, and approves the implementation of the updated *Purchasing* policy.



POLICY #

POLICY # TBD	Purchasing Policy		VERSION # 1.2
EFFECTIVE DATE	3/29/2023		
DATE OF LAST REVISION	3/22/2023	NEXT REVIEW DATE	4/1/2025

APPLIES TO

Division	Districtwide
Sub-Division	Finance

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	10/28/2021	Initial	Finance Department
1.2	3/29/2023	Update	Annabel Grimm

RATIONALE

As a local agency, the Chico Area Recreation and Park District (CARD) shall define the procedures governing the procurement of supplies, materials, equipment, and services for District use. The Finance Department, under the direction of the General Manager, shall maintain adequate internal controls and procedures to restrict access to unauthorized purchases. The Finance Department Manager is responsible for preparing and monitoring procedures to carry out this policy in compliance with all applicable federal, state, and local laws and regulations.

This policy covers the purchase of goods and services excluding public works construction services. Those matters are addressed in other policies of the District: *Procurement of Contractors and Consultants*.

TERMS AND DEFINITIONS

TERM	DEFINITION
Decentralized purchasing system	Each operating Department is responsible for coordinating the purchase of goods and services needed for its operations.
Local agency	Every city, county, city and county, district, or any other local governmental body or corporation empowered to expend public funds for the acquisition of property.
Fixed asset	A long-term tangible asset that a firm owns and uses to produce income and is not expected to be used or sold within a year.

###

PROCEDURE

The policies outlined herein shall be adhered to by all District employees when procuring supplies, materials, equipment, and services. All costs should be considered (i.e., sales tax, freight, and installation) in defining the "purchase" price for comparison with the dollar thresholds indicated in this policy.

1) Responsibilities of Departments

CARD uses a decentralized purchasing system. Under this system, each operating Department is responsible for coordinating the purchase of goods and services needed for its operations. Each Department is responsible for the following:

- a. Anticipate purchasing requirements sufficiently in advance to allow adequate time to obtain goods and services in accordance with the best purchasing practices.
- b. Obtain full and open competition in a manner that presents the best overall value to the District and is in accordance with all District policies and procedures.
- c. Identify, evaluate, and utilize purchasing methods that best meet the needs of the District (e.g. blanket purchase orders, purchasing cards, contractual agreements, etc.).
- d. Supervise the receipt and inspections of all materials, supplies, equipment, and services purchased to ensure conformance with specifications.
- e. Recommend the disposition of surplus or unused supplies, materials, equipment, and scrap through the District's Disposal and Surplus Supplies and Equipment Policy.
- f. NOT "split" orders for the purpose of avoiding procurement requirements.
- g. Submit forms and adequate supporting documentation necessary for the purchase(s).

2) Purchase Documentation

All purchases must be documented and approved. Documentation includes appropriate sales quotes, bid proposals, purchase orders, receiving reports, invoices, receipts, expense reports, and account statements. All documentation for each purchase must be assembled and submitted to the Finance Department in a timely manner for payment after the purchase is properly approved.

3) Approval Limits and Thresholds

General purchasing approval limits are summarized as follows for Board approved budgeted operational items.

Expenditure Value	Approval Required
under \$2,000	Supervisor
\$2,000 to \$10,000	Department Manager
over \$10,000	General Manager

- a. To purchase small items costing less than \$1,000:

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- i. Vendors will be asked to submit pricing information by telephone or written quotation. District accounts are then awarded to those firms that provide the best price, discount, service, etc. Acquisitions are processed on purchase order forms that list instructions to vendors.
- b. To purchase items costing more than \$1,000 and up to \$20,000:
 - i. Quotes will be solicited from vendors and received by telephone or written quotation. Quotes will be solicited from at least two sources before selecting a supplier and processing a purchase order. The General Manager must approve purchase orders.
- c. For items over \$20,000:
 - i. The District will attempt to provide a minimum of three (3) suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration and recommendation. The General Manager may approve the purchase if the item was appropriated in the Board approved budget. If the item was not appropriated in the Board approved budget, the Board of Directors must approve the purchase.
- d. For items over \$50,000:
 - i. Adhere to section c. i, and;
 - ii. Prior to purchase, the General Manager will bring the purchase option to the Board of Directors for review.
- e. Fixed Assets
 - i. Any commitment of District funds for the purchase of a fixed asset shall first be submitted to the Board of Directors for approval or shall be in conformance with prior Board action and/or authorizations through the budget process.
 - ii. Vehicles will be purchased through the State's Contract for Fleet Vehicles unless they can be acquired at the same cost or less expensively from local sources by competitive quotation bids in accordance with section 3.
- f. For the convenience of the District, the General Manager may elect to use state and federal cooperative purchasing agreements, or government approved Multiple Award Schedules as authorized by Public Law and Public Contracting Code. Procurement sources include but are not limited to U.S. General Services Administration, California Multiple Award Schedules, Sourcewell, and alike.

4) Credit Card Purchases

The District may issue a purchase credit card to an employee when deemed necessary. Credit cardholders must be approved by the General Manager.

- a. All issued credit cards must have a signed Credit Card Request Form and a signed Credit Card User Agreement on file with the Finance Department.
- b. Purchases are subject to the Credit Card Policy established by the Board.
- c. Purchases are limited to budgeted expenditure items only.
- d. The employee's manager shall establish credit limits for each user based on anticipated purchases.

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5) Purchase Orders

- a. When a purchase order is deemed necessary, it must be prepared and signed by the appropriate manager according to the purchase approval limits listed above before a purchase is completed. The appropriate price quote must be attached to the purchase order.
- b. Once the approved purchase order is completed and signed, it may be submitted to the vendor to complete the order transaction. Vendors will submit invoices once a transaction is complete and the goods or services are received.

Automated Clearing House Payments

Payroll taxes and other payments may be made electronically if supported by appropriate signed documentation.

Board Monthly Review

The monthly financial statement shall be reviewed and approved by the Board of Directors.

Authority: Government Code Sections 54201 et seq.;

Senior Leadership Team

Author

Date

Senior Leadership Team

Content and Form Review

Date

Annabel Grimm

General Manager

Date

Board of Directors Approval

Date



STAFF REPORT

DATE: March 29, 2023
TO: Board of Directors
FROM: Holli Drobny, Business Services Manager
SUBJECT: District Event Sponsorship Package

BACKGROUND

The District is introducing the opportunity for community partners to contribute to special events in a meaningful way through the Event Sponsorship Package. This will allow the District to continue to expand on special events while ensuring that they are accessible to the community at no cost or low cost.

Sponsorship levels range from \$200 to \$10,000, depending on the level of recognition and exposure the potential sponsor is interested in. Recognition can be contained to a single event or throughout a calendar year at the facility/field of the Sponsors choosing, within reason. There is also the opportunity for a portion of the sponsorship to go towards tuition for a league or class for a youth participant. The Special Events Coordinator will oversee the process of soliciting sponsorships and will allocate funds directly back to special events.



**CHICO AREA
RECREATION
AND PARK
DISTRICT**

WWW.CHICOREC.COM

**2023-
2024**

**SPONSORSHIP
PROPOSAL**



545 Vallombrosa Ave.
Chico, CA 95926



530-895-4711
info@chicorec.com



Chico Area
Recreation and
Park District

Dear Business Friends,

Are you looking for an impactful way to give back to your community? Then the Chico Area Recreation and Park District (CARD) invites you and your company to become a Business Sponsor!

Our health, our neighborhoods, our economy, and our environment all benefit from Parks and Recreation. Without the support and dedication of our business community, CARD would not be able to provide the quality parks and recreational services our citizens enjoy today.

As a sponsor, you are demonstrating positive corporate citizenship and greater visibility for your company within the community. Your company/business will gain valuable exposure by advertising with the CARD, while extending your visibility, and achieving your marketing goals.

In teaming up with CARD, we will work with your company to develop a marketing package to include advertising, print and digital promotion, advertising space opportunities within publications, on our website, at events, and within CARD-managed park facilities.

Business Sponsor Programs include:

- Sponsorship within the seasonal PLAY Guide.
- Sponsorship for a Community Special Event or Program.
- Sponsorship through digital sponsorships of CARD programs.

Benefits you will receive:

- Visibility in multiple locations such as parks, program events, and our print and online PLAY Guide.
- Hit your target population through varying levels of business sponsorship engagement.
- Helping the community by enhancing the development and improvement of our recreational services.

Thank you for considering this invitation to become part of our sponsorship programs and making a larger impact on your community. Enclosed you will find the 2023-24 Sponsorship Packet which outlines the various Business Sponsorship Programs. If you have any questions, or have sponsorship ideas/suggestions of your own, please contact us at (530) 895-4711 or info@chicorec.com.

We look forward to having you as a sponsor!

Your partner in community,

Annabel Grimm,
General Manager

Chico Area Recreation and Park District

545 Vallombrosa Avenue
Chico, CA 95926

office: (530) 895-4711
fax: (530) 895-4721

www.chicorec.com



INTRODUCTION

CARD's Mission

Our mission is to provide recreational opportunities to the greater Chico community in a coordinated and cost-effective manner.

Our Services

Fun for all ages

We provide quality recreational programs to people of all ages in the greater Chico area. From Tiny Tot programs to evening dances for mature adults, CARD has something for everyone!



PLAY Guide

Our 100+ programs and camps are highlighted in the PLAY Guide which is distributed to the Chico community three times a year.



Chico Parks

CARD manages more than 10 public parks throughout Chico. We keep them beautifully maintained and include features like playgrounds, softball and soccer fields, basketball and tennis courts, picnic areas, and gentle walking trails.





SPONSORSHIP INFO

Together, we can create a better community!



Your Help

CARD is seeking your to help grow and enhance our Chico community social events. Most events are free to the public and provide participants the opportunity to engage in a fun, safe environment while enjoying our beautiful parks and recreation facilities.

Becoming a sponsor can include contributing time, resources, or financial support.



Your Impact

Sponsorship opportunities with CARD will create great exposure for your business, help you to build relationships with existing clients, and connect with potential new clients.

Providing community goodwill through your CARD sponsorship will help your business grow a positive reputation and trust with the public, meanwhile adding incredible value to our Chico community.



Your Options

At each level of sponsorship, you will show your support for beneficial Chico community events that bring our community together.

Browse this packet to see which benefits you receive at which levels, as well as the events and some specific items we are looking for help with. Complete the form on the last page and return to the CARD in person, in the mail, or through email.



Levels of Business Sponsorship Programs

For a sponsoring organization, you will have access to varying levels of recognition including ads in the seasonal PLAY Guide, a prominent banner/sign at the event, name recognition on the printed

and digital media, inclusion in any Public Service Announcements prior to the event, announcements and recognition throughout the event day, and recognition on CARD's social media profiles. For specific recognition differences between the classes of sponsorship, please contact CARD at (530) 895-4711 or by emailing info@chicorec.com.



Friend

\$250

Pre-Event

Shared social media promo as event sponsor

Post Event

Shared "thank you" social media post following event



Supporter

\$500

Pre-Event

Shared social media promo as event sponsor

Business name on card event website

Post Event

Shared "thank you" social media post following event

Certificate of appreciation for display



Leader

\$1,000

Pre-Event

Business logo on event flyer/poster & billboard(s)

Shared social media promo as event sponsor

Business name, logo, & link on CARD event website

Post Event

Shared "thank you" social media post following event

Certificate of appreciation for display



Advocate

\$5,000

Pre-Event

Business logo on event flyer/poster & billboard(s)

Shared social media promo as event sponsor

Business name, logo, & link on CARD event website

Banner displayed at chosen facility/field for calendar year (supplied by sponsor)

Event Site

Banner displayed at event(s) (supplied by sponsor)

Recognition on event(s) banner (business name & logo)

Table presence at event(s)

Post Event

Shared "thank you" social media post following event

Certificate of appreciation for display

Portion of donation goes to scholarship of your choice (excluding camps)



Partner

\$10,000

Pre-Event

Sponsor mention in press release

Business logo on event flyer/poster & billboard(s)

Shared social media promo as event sponsor

Business name, logo, & link on CARD event website

Banner displayed at chosen facility/field for calendar year (supplied by sponsor)

Event Site

Verbal mention as sponsor by event MC

Banner displayed at event(s) (supplied by sponsor)

Recognition on event(s) banner (business name & logo)

Table presence at event(s)

Post Event

Shared "thank you" social media post following event

Certificate of appreciation for display

Portion of donation goes to scholarship of your choice (excluding camps)

NOTE: Friend, Supporter and Leader level sponsorships are for a single event. Advocate and Partner levels include sponsorship benefits for all CARD events in calendar year.

Sponsorship Terms & Policies



1) Sponsorship opportunities are extended to any local, national, or international business, non-profit or government agency that have or wish to have a presence in the Chico Area Recreation and Park District (CARD). Organizations whose primary business involves the following activities are ineligible for sponsorship opportunities in CARD:

- a. Promotion of the sale or consumption of alcoholic beverages and tobacco products.
- b. Promotion of gambling or illegal drugs.
- c. Promotion of the sale or use of firearms or other weapons.
- d. Depiction or characterizations which suggest nudity, profanity, obscenity, or lewdness.
- e. Commentary or advocacy of a social, religious, or political nature.
- f. Promotion of services or programs that are already offered by CARD.

Advertising opportunities being provided are solely non-public forums and specifically are not to be considered opportunities for discussion or interchange of ideas on public issues. Subject to CARD terms for accepting sponsorship, contracts will be accepted on a first-come, first-serve basis.

- 2)** CARD reserves the right to make final determination for acceptance on sponsorship contracts.
- 3)** CARD reserves the right to revise, reject, or omit any ad at any time without notice. Any camera-ready sponsorship submitted that does not conform to the publications mechanical requirement will be enlarged, reduced, or floated at the discretion of the department staff. CARD shall not be responsible for damages if an advertisement fails to be published for any reason.
- 4)** CARD reserves the right to determine and/or change the placement of ads without notice.
- 5)** Advertisers and advertising agencies are liable for all contents of advertisements (including copy, representation, and illustrations) and shall indemnify and hold harmless CARD without limitation against, for any and all claims made thereof against losses sustained.
- 6)** The advertisers and its agency, each represent that they are fully authorized and licensed to use:
 - a. The names, portraits, and/or pictures of living persons;
 - b. Any copyrighted or trademarked materials;
 - c. Any testimonials contained in any advertisement submitted by or on behalf of the advertiser and published in any of CARD publications, and that such advertisement is neither libelous or defamatory, an invasion of privacy, or otherwise unlawful to any third party. The advertiser and its agency each agree to indemnify and save harmless CARD against all losses, liability, damage and or expenses arising from the copying, printing, or publishing of any such advertisement.
- 7)** No conditions printed or otherwise, appearing on contracts, orders or copy instructions, which conflict with CARD policies will be binding on the the organization or its agents.
- 8)** CARD shall not be responsible for any damages caused by natural disasters, fires, strikes, accidents, or other occurrences beyond the control of the publisher or CARD.
- 9)** Failure to fulfill contract terms will result in additional charges equal to the full contract fee.
- 10)** CARD will not return any items submitted for Sponsorship.
- 11)** Payments are due on or before the first date of notification timeline. Failure to do so may forfeit the agreement for sponsorship.
- 12)** CARD reserves the right to revise Sponsorship rates. However, this will not affect existing signed and written sponsorship agreements. All Sponsorships placed without a signed agreement is subject to rates that apply at the time of publication.

Sponsorship Commitment Form

Community Special Events/Programs

Chico Area Recreation and Park District
545 Vallombrosa Avenue
Chico, CA 95928



Sponsor Information

Complete the following information:

Name: _____

Business/Organization Name: _____

Email: _____

Address: _____ City/State/ZIP: _____

Primary Phone: _____ Alt. Phone: _____

Sponsor Options

Please make checks payable to "Chico Area Recreation and Park District" and include "Community Special Events/Programs" in the memo line

Sponsorship may be tax deductible, check with your tax professional
Chico Area Recreation and Park District Tax ID: 94-1156263

- Friend Sponsor Level** – \$250 due at contract signing
- Supporter Sponsor Level** – \$500 due at contract signing
- Leader Sponsor Level** – \$1,000 due at contract signing
- Advocate Sponsor Level** – \$5,000 due at contract signing
- Partner Sponsor Level** – \$10,000 due at contract signing

Please read:

Specific sponsorships are sold on a first-come, first serve basis. Liability for the content of sponsorships (text, representation and illustrations) is assumed by sponsoring agencies for any claims arising there from against CARD. Right of refusal of any sponsorship not in keeping with the agency's terms and policies is reserved by CARD. CARD is not liable for delays in delivery, and/or non-delivery in the event of an Act of God, action by any governmental or quasi-governmental entity, fire, flood, insurrection, riot explosion, embargo, strikes (whether legal or illegal), labor or material shortage, transportation interruption of any kind, work slowdown, or any condition beyond the control of CARD affecting production or delivery in any manner. By signing below, I hereby acknowledge that I have completed the above information to the best of my knowledge, read the above information, received a copy of the Sponsor Terms & Policies, and will agree to all said rules and guidelines.

Signature: _____ Date: _____



THANK YOU

**We look forward to
working with you!
Please reach out
with any questions
regarding elements
of sponsorship!**



**545 Vallombrosa Ave.
Chico, CA 95926**



**530-895-4711
info@chicorec.com**

WWW.CHICOREC.COM



STAFF REPORT

DATE: March 29, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Aquatics and Recreation Facility Design Proposal

BACKGROUND

At the October 2022 meeting, the Board authorized staff to enter the design phase of the Aquatics project and release an RFP for the concept, design, and bid package.

A total of eight proposals were received. Two submissions did not meet all of the proposal criteria and were disqualified. A short list of four proposals was created based upon RFP criteria and proposed fee, and those firms were interviewed to determine qualifications.

BID RESULTS

<i>Bidder</i>	<i>Proposed Fee</i>	
Studio W Architects	1,599,805	<i>Short List</i>
COAR	1,702,719	<i>Short List</i>
Confluence	1,719,700	<i>Short List</i>
ELS	1,920,000	<i>Short List</i>
HED	2,010,420	
Dahlin	2,197,817	
RS+M	1,600,000	<i>DQ</i>
VCBO	1,360,000	<i>DQ</i>

FISCAL IMPACT

The RFP specified a construction budget of no more than \$20M and a break-even operating model. Currently, after factoring for approved projects using Community Park Impact funds for this fiscal year, there is ~\$10.6M. The five-year average fee amount collected is approximately \$1.2. Not accounting allocations made to other projects, the projected fund balance in Fiscal Year 24/25 is \$13.5M.

Other fund sources include loans, grants, and fundraising. A detailed proforma with funding strategies will be provided at the meeting.

DISCUSSION

The discussion points for the meeting include the following:

- Bidders' qualifications and approach
- Project scope refinement
- Funding strategies
- Award selection



STAFF REPORT

DATE: March 29, 2023
TO: Board of Directions
FROM: Anjie Goulding
SUBJECT: Recreation Update - March

Youth Sports

Youth sports is excited to be kicking off their spring season. Some highlights include our ShortE Sports & Little Athlete program at Wildwood Park Monday-Friday, a packed youth volleyball league for 4th-8th graders, a new high school volleyball league, and our exciting youth flag football league at DeGarmo. We have a great team of staff on board this spring who are excited to spread a love of the game to all our participants!

Adult Sports

Spring League Play started the week of March 20

- Kickball 1 Division 8 Teams
- Basketball 2 Divisions 9 Teams (scheduled to begin the first week of April)
- Soccer 7 Divisions 51 Teams 2 New Divisions (Men's 50+ and Women's)
- Softball 13 Divisions 92 Teams New lighting a big hit with the community
- Volleyball 4 Divisions 23 Teams
- Pickleball Ladder League offered 3 nights/week with more than 115 participants

Aquatics

Recruitment for summer aquatic staff for Sycamore and PV Pools continues. CARD will offer 3 Lifeguard Certification Courses this Spring. Swim Lesson registration opens April 3 with more than 210 classes scheduled to be offered over the course of the summer season

Camps

CARD is offering over 75 camps this summer, prep work has begun, and registration kicks off April 3rd! Interviews are taking place for our full day camps and contracts are being sent out to businesses we are working with. We have partnered with three local schools to offer free or reduced fees for summer camps. Wildflower Open Classroom, Chico Country Day and Inspire School of Arts all have funds to cover the enrollment costs of summer camps. This will be a tremendous benefit to those families. Inquiries about the 1:1 aide option for summer camp is also starting to pick up as more families learn about this service CARD provides.

Nature Center

Our newest animals are a desert gecko and a tarantula arrived last week. We have also added four volunteers to the animal care team who have been instrumental in assisting with all our new animals. Staff also attended a training in Redding in preparation for receiving a new raptor upon approval of our Native Animal Species Permit.

Spring Break Camp is a WRAP! This is the first time we've run this program since pre-COVID. Had fun navigating some curveballs such as weather and a location change.

Spring Field Trip season began March 1st, and currently there are 85 trips booked. We still have room to book more! Ran our first Owl Prowl this month where kiddos and their families get to learn about owls, dissect owl pellets and try and ID the bones, and end with an evening nature walk to try and find owls. We have two new spring semester interns from CSU, Chico's Child Development program who are working with the Nature School.

Current collaborations:

- Parkside Preschool & Day Care: Setting up monthly animal presentations for their kiddos located right down the street from us.
- University of California Agriculture and Natural Resources, California Naturalist Program: Offering a weeklong California Naturalist program for California Conservation Corps members in April.
- CSUC's Associated Students, Cats in the Community: We are one of 6 sites that will be offering a volunteer project on March 31st for students, faculty, and staff. The focus of Cats in the Community is to "honor the work of Cesar Chavez, Dolores Huerta, and the Migrant workers by serving our community."
- Valley Oak Children's Services, Children's Faire: Vending at the Annual Children's Faire on April 1st, which is a free event providing local resources, live performances, and children's activities for the community.

After School Program

CARD's After School Program is working on putting together next year's contract for Chico Unified. Waitlist for CARDS remaining 5 programs and all CARD paid spots at Blast sites opens April 1st.



STAFF REPORT

DATE: March 29, 2023
TO: Board of Directors
FROM: Scott Schumann
SUBJECT: Parks and Facilities Update - February

Capital Projects Update

DFJ HVAC Project 2022: After enacting liquidated damages (LDs) for unfinished punch list items, the contractor has accomplished all items and staff have discontinued the LDs. All HVAC are now fully functional and added to the smart building software application allowing for remote access to all systems. Total liquidated damage charges deducted from CARD's final payment: \$26,000.

Dog Leash Trial Period

The dog leash trial period is reaching its mid-way point of the 6 month trial period. Survey feedback responses indicate two distinct groups of users with the majority of quantitative responses (57%) being satisfied/very satisfied with new changes; however, qualitative responses indicate strong concerns and opposition to the increased off leash exercise times.

Staff will communicate a mid-point update and observations highlighting a lack of compliance with users cleaning up after pets and remaining in the designated areas. If lack of compliance continues through the trial period staff may recommend a rejection of the changes and return to a more restrictive state of off leash dog exercise options.

Community Park Pickleball Court Installation

Work continues with the court conversion due to the atmospheric rivers experienced in the District. Court fencing is scheduled for installation the week of March 27th. With court completion scheduled for the week of May 1st – 4th which will be prior to the planned Pickleball Tournament May 14th, 2023. If warm and dry conditions present prior the installation may be completed in April.

Nature Center Improvements

Park staff have completed several maintenance projects at the Nature Center to accommodate new enclosures, incoming animals, shelving, painting, and improved floor layout for the Living Animal Museum.

Wildwood Overflow Parking Gate

Staff have re-installed posts and a chain gate to the Wildwood overflow parking lot which was removed during the Eaton Road expansion project. This project was a collaborative effort with the City of Chico which shared resources to support the installation (augering). The installation of the gate was

in response to illegal activity in the lot during the evenings and neighborhood concerns for safety and noise after hours. The gate will be locked in alignment with the park hours and when necessary, to reduce access to the pump track or fields during inclement weather. Community feedback has been positive with calls of appreciation from the residents of the nearby apartments.

Chapman Park Renovation

A mandatory Pre-Bid Walk was held on March 14th, 2023. The walk was attended by approximately 5 potential bidders in addition to other subcontractors and representatives. Following the Bid-Walk, addendums were published to respond to questions and clarifications.

Staff have proceeded to purchase several park amenities direct from vendors in the effort to reduce lead times and leverage government procurement discounts; as well as, reduce cost of bids from contractors due to reduced administrative costs and contractor fees. Anticipated Park completion is Fall of 2023.

Direct Vendor Purchases Include:

- Play Structure
- Fitness Station Equipment
- DFJ Custom Shade Structure
- Large Picnic Structure
- Acorn Themed Dump/Splash Bucket
- 2 Multigoal Hoops
- Restroom/Pool Pump Room

Government Procurement Discount Savings: \$35,847

Bocce

Staff have entered into the contracting phase with Bilson Construction Company as directed by the Board. Following a verbal commitment during the February Board Meeting, Staff have formally confirmed the donation of \$27,450 from the Chico Bocce Club for additional amenities including: Benches, Bleachers, Decomposed Granite Picnic Area, and Bike Rack.

Risk Management

Heat Illness Prevention and Outdoor Hazards Training was conducted in alignment with Cal OSHA guidance and in collaboration with Butte County Vector Control. Staff both led and participated in the lecture, skills demo, and scenarios.

Active Shooter Initial Training was conducted by the Boys and Girls clubs of Chico for Supervisors and the Senior Leadership as a first step in understanding the nuances of active shooter preparedness. Staff will develop CARD specific documentation and training materials in the coming months in the effort to effectively prepare staff for the occurrence of an active shooter in the District.



STAFF REPORT

DATE: March 29, 2023
TO: Board of Directors
FROM: Annabel Grimm
SUBJECT: General Manager Update - March

Sponsorships/Events

Prior to your review of the Event Donation Package today, a potential sponsor reached out to us about sponsoring our events. In conversation with staff, we shared with them the potential benefits that they would receive, and they pledged \$5,000 to our Spring Jamboree Event, taking place April 8th.

Spring Jamboree will have a little bit different feel this year. For the first time, this year will feature an adventure treasure hunt. A variety of community organizations will be on-hand to host a game or craft station. The purpose of the change is to provide an opportunity to be more inclusive while at the same time increasing community engagement, interaction, and activities for the whole family.

Ring Central

Roughly half of our staff that are participating in the Ring Central implementation have migrated to Ring Central, reducing the need for cell phone management within the district.

Community Center Front Entrance

You'll notice a new design in our front entryway area full of new foliage and shrubbery. Our Parks team put their heart into upgrading that area and included special touches such as the word PLAY spelled out underneath the CARD sign.

Summer Registration/Play Guide

Summer Camp Registration starts on April 3rd, which kicks off a busy season for CARD. The Play Guide mailers were sent to Chico neighborhoods last week.

Other Activities

I was asked to join the Chico Tourism Committee, which meets once a month. I believe this will be a great opportunity to create strong working relationships with the City, County, and other local entities.

I am continuing to participate in Explore Butte County's efforts to develop a county-wide wayfinding system. The goal of this project is to help people find their way and encourage visitors to discover our attractions and community assets.