
BOARD OF DIRECTORS REGULAR MEETING

Thursday, March 26, 2026 – 4:00 P.M.

If you need an accommodation to participate in this meeting, please call (530) 895-4711
Agenda posted prior to 4:00 PM Monday, March 23, 2026

BOARD MEMBERS

Michael McGinnis, Chair
Christopher Norden, Vice Chair
Dave Donnan
Tom Lando
Jason Roye

CARD STAFF

Annabel Grimm, General Manager
Scott Schumann, Assistant General Manager
Phil Aviles, Finance and Human Resources Director
Holli Drobny, Administrative Director
Erin Morrissey, Recreation Director

LEGAL COUNSEL

Jackson Glick, Sac Valley Law

A G E N D A

Zoom Meeting Information:

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

Meeting ID: 816 0763 6750

Passcode: 156857

1. CALL TO ORDER

1.1. Roll Call

2. PUBLIC COMMENTS

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

3. PRESENTATION

3.1. Cybersecurity Enhancement Program Presentation Information/Possible action.

Stratti IT Business Solutions will present on District cybersecurity enhancement efforts.

4. CONSENT AGENDA

4.1. Minutes of the Regular Meeting of the Board of Directors on February 26, 2026 - Action Requested: Approve meeting minutes.

4.2. February Monthly Financial Report (Staff Report FI-26-08) - Action Requested: Approve the monthly financials as recommended by the Finance Committee.

- 4.3. Recreation Center Fencing Project Bid Award (Staff Report FI-26-09) *Action requested: Approve the bid award to Humboldt Fence Company for the PV Recreation Center Fencing Project, in the amount of \$30,510 plus contingency.*

The District is seeking an approval for this bid to complete the fencing in the front of the PV Recreation Center.

5. REGULAR AGENDA

- 5.1. Updated Policies (Staff Report 26-015) *Action Requested: Board of Directors approve updated policies.*

District Staff have updated the following policies as part of the District's ongoing policy maintenance process to ensure regulatory compliance and alignment with current operations.

Board

Policy 4100- Attendance at Meetings

Human Resources

Policy 3470- School & Childcare Activities Leave

Policy 3140- Anti Harassment and Discrimination

Employee Handbook

- 5.2. Resolution 26-02 Adopting the Preliminary Budget for Fiscal Year 2026-2027 (Staff Report FI-26-10) *Action requested: Adopt Resolution 26-02 approving the Preliminary Budget for Fiscal Year 2026-2027.*

Resolution 26-02 adopts the Preliminary Budget for Fiscal Year 2026-2027, makes it available for public inspection, and sets a public hearing for April 23, 2026, at the Regular Board Meeting, with Final Budget adoption anticipated at the Regular Board Meeting on May 28, 2026.

- 5.3. Items Removed from the Consent Agenda

6. NEW BUSINESS

- 6.1. Proposed Restructuring of Recreation Division (Staff Report FI-26-11) *Action requested: Review, consider, and adopt the proposed restructuring of the Recreation Division.*

Due to growth of the District, restructuring of the Recreation Division will be considered by the Board to ensure successful allocation of duties and efficiency.

- 6.2. Aquatic Recreation Manager Position Creation and Budget Allocation (Staff Report FI-26-12) *Action requested: Approve the creation of the Aquatic Recreation Manager position and authorize the associated budget allocation.*

The Board will consider approval to create the Aquatic Recreation Manager position and authorize the necessary budget allocation in anticipation of the completion of the Aquatic Recreation Center.

- 6.3. California Special Districts Association (CSDA) Board of Directors Call for Nominations (Staff Report 26-16) *Information/Possible action: Nominate a Board member to serve on the CSDA Board of Directors.*

The California Special Districts Association is calling for nomination for its Board of Directors to serve in Seat C.

7. DIRECTOR COMMENTS

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

8. STAFF COMMENTS

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

Recreation Update (Staff Report 26-18)

Parks and Facilities Update (Staff Report 26-19)

General Manager Update (Staff Report 26-20)

9. ADJOURNMENT

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

10. CLOSED SESSION

Closed Session: Conference with Legal Counsel— Anticipated Litigation (Government Code §54956.9(d)(2))

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Thursday, February 26, 2026 – 4:00 P.M.

DRAFT

Board Members Present: Michael McGinnis, Chair
Christopher Norden, Vice Chair
Tom Lando, Board Member
Jason Roye, Board Member

Board Members Absent: Dave Donnan, Board Member

Staff Members Present: Annabel Grimm, General Manager
Phil Aviles, Finance and Human Resources Director
Holli Drobny, Administrative Director
Erin Morrissey, Recreation Director
Scott Schumann, Parks and Facilities Director

Legal Counsel Present: Jackson Glick, Attorney at Law

1. CALL TO ORDER

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

2. PUBLIC COMMENTS

There was no public comment.

3. CONSENT AGENDA

- 3.1. Minutes of the Regular Meeting of the Board of Directors on January 22, 2026 - Action Requested: Approve meeting minutes.
- 3.2. Minutes of Special Meeting of the Board of Directors on January 29, 2026- Action Requested: Approve meeting minutes.
- 3.3. January Monthly Financial Report (Staff Report FI-26-03) - Action Requested: Approve the monthly financials as recommended by the Finance Committee.
- 3.4. Fiscal Year 2024-2025 Audited Financials (Staff Report FI-26-04)- Action Requested: the Board accepts the audit report for fiscal year 2024-2025 as prepared by Chavan & Associates, LLP.
- 3.5. Award of Audit Services (Staff Report FI-26-05) - Action Requested: Award a professional services contract for independent financial auditing services to the selected firm and authorize the General Manager to execute the agreement. The Board awards Chavin Associates the contract for the District financial auditing services.

3.6. Award of Tax Assessment Services (Staff Report FI-26-06) - *Action Requested: Award a professional services contract for independent tax assessment services to the selected firm and authorize the General Manager to execute the agreement. The Board awards SCI the contract for the District Tax Assessment services.*

3.7. Community Park Road Extension Site Plan (Staff Report FA-26-05) – *Action requested: The Board approves the development of civil and landscape plans to proceed with the project.*

M/S/C/ (Directors Lando/Norden) Board of Directors approved the consent agenda with the exception of agenda items 3.5 and 3.6.

The motion was unanimously approved.

Absent: Donnan

4. REGULAR AGENDA

4.1. Committee Report Out – Information Provided

4.1.1. Finance Committee

4.2. Updated Policies (Staff Report 26-07)

District Staff have updated the following policies as part of the District’s ongoing policy maintenance process to ensure compliance with current operations.

- 2170 Refunds and Credits
- 3120 Pre-Employment Verification

M/S/C/ (Directors Roye/Lando) Board of Directors approved policies; 2170 Refunds and Credits and 3120 Pre-Employment Verification

The motion was unanimously approved.

Absent: Donnan

4.3. Financial Presentation (Staff Report 26-08)

A financial analysis of the current fiscal status of the Aquatic Center project was reviewed. General Manager Grimm presented an opportunity to engage in low to no-cost financing. There was discussion about the feasibility of this option and future payments. Legal advised that specific terms would need to be considered. The Board requested updates on the status of the loan in the future. No action was taken.

4.4. Acquisition of Depot Park (Staff Report FA-26-01) and (Resolution 26-01)

On January 6th, the City of Chico authorized the conveyance of the existing Depot Park to the District. On January 21st, the Facility Committee reviewed the feasibility of the operation and maintenance of the park and made a recommendation to the Board to accept the park.

M/S/C/ (Directors Lando/Norden) Board of Directors approved Resolution 26-01 which accepts the conveyance of Depot Park from the City of Chico and initiates the District operation and maintenance of the park.

The motion was unanimously approved.

Ayes: Landon, Norden, Roye,

Noes: McGinnis

Absent: Donnan

4.5. Items Removed from the Consent Agenda

Consent Agenda Item 3.5 Award of Audit Services (Staff Report FI-26-05)

Director Lando inquired about the method used to solicit proposals and the basis of the Finance Committee's recommendation. Staff advised that formal RFPs were solicited.

M/S/C/ (Directors INSERT/INSERT) Board of Directors The Board awards Chavin Associates the contract for the District financial auditing services, with the addition of language related to the timeliness of the delivery of the audit to be included in the final contract.

Consent Agenda Item 3.6 Award of Tax Assessment Services (Staff Report FI-26-06)

Director Lando inquired about the method used to solicit proposals and the basis of the Finance Committee's recommendation. Staff advised that formal RFPs were solicited.

M/S/C/ (Directors INSERT/INSERT) Board of Directors The Board awards SCI the contract for the District tax assessment services.

5. NEW BUSINESS

5.1. Standing Committees (Staff Report 26-09) – Discussion, possible action.

The Board of Directors will review the meeting cadence of the current standing committees, Finance and Facility.

M/S/C/ (Directors Lando/McGinnis) Board of Directors moved to employ an Ad Hoc Finance Committee, as needed.

The motion was unanimously approved.

Absent: Donnan

M/S/C/ (Directors McGinnis/Lando) Board of Directors moved to employ an Ad Hoc Facilities Committee, as needed.

The motion was unanimously approved.

Absent: Donnan

5.2. Creation of Assistant General Manager Position (Staff Report 26-10)

District staff are recommending the creation of a new executive-level position titled Assistant General Manager to support the continued growth and operational complexity of the District.

M/S/C/ (Directors Lando/Norden) Board of Directors approved the creation of a new Assistant General Manager position with an annual salary of \$180,000 and authorized staff to update the District's organizational structure and budget accordingly.

The motion was unanimously approved.

Ayes: Landon, Norden, Roye,

Noes: McGinnis

Absent: Donnan

5.3. Updated Salary Schedule (Staff Report 26-11)

A new salary is needed to reflect the pending position described in agenda item 5.2.

M/S/C/ (Directors Norden/McGinnis) Board of Directors approved the updated salary schedule to reflect the addition of the Assistant General Manager position.

The motion was unanimously approved.

Absent: Donnan

5.4. Addition of Solar Energy to Aquatic Center (Staff Report FI-26-07) - *Action Requested:*

Approve the addition of solar energy to be included at the Aquatic Center.

The Aquatic Center is currently under development, and the addition of solar energy would significantly impact the cost effectiveness of daily operations.

M/S/C/ (Directors Lando/Roye) Board of Directors approved the change order to include the cost of solar at the Chico Aquatics Center and include the additional budget allocation of \$1,200,628.

The motion was unanimously approved.

Absent: Donnan

6. DIRECTORS' COMMENTS

7. STAFF COMMENTS

Jackson Glick, Legal, reported that more information would be coming related to the requirements of SB-827, which covers financial training for Board Members. Director Norden mentioned that the California Special Districts Association has resources available to ensure compliance with this training.

8. ADJOURNMENT

Adjourned at 4:40PM to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.



BOARD OF DIRECTORS

STAFF REPORT

DATE: March 26, 2026
TO: Board of Directors
FROM: Philip Aviles, Finance & Human Resources Director
SUBJECT: Monthly Financial Reports for February

OVERVIEW

February financials for the District continue to track as anticipated with revenue and expenses leveling out YTD and tracking close to plan. Year over year revenue reported ahead of FY 2024-2025 by 7.13% largely due to operating income. Expenses also reported greater than prior year as expected due to increases to full time staff. As balances have been drawn down for construction costs, our interest earnings have also declined proportionately.

February represents **66.67%** of the annual budget.

BUDGET ANALYSIS

Revenue: February revenue reported at 64.35% of budget. This was largely impacted by a 13.36% increase in period activity for operating income. The gain realized was due to a combination of \$646K in revenue from After School Program and several spring leagues and programs kicking off.

Operating Income: Reported just under budget at 64.35%.

- **Tax Revenue:** The District received a small tax payment for \$48k, to represent 56.17% of the annual budget. Another large tax installment is anticipated in March or April.
- **Program Income:** Revenue was \$992k for the month bringing the YTD total to 72.17% of plan.
- **Other Income:** Revenue reported at \$12k for the period bringing the YTD total to 105.92% of plan.

Expenses: Expenses reported at 64.91% of budget, just under plan and level with revenue.

- Salaries & Wages remain under budget at 60.95%.
- Employee Benefits remained just over plan at 69.97% of budget.
- Repairs & Maintenance reported at 85.53% due to ongoing projects.
- Utilities leveled out at 65.01% of plan and nearly right on target.
- Contracts reported just over plan at 71.57%.

Program Income: Youth Sports continued to trend ahead of plan along with Contract Programs signaling an increase in demand.

- **Rentals:** Revenue reported at 60.76% between Facility, Picnic and Field Rentals. Rentals are expected to pick up as we move into spring.
- **Contracted Programs:** Contracted Camp revenue remained at 73.99% and Contract Programs reported revenue at 91.82%, respectively.
- **Adult Sports:** Revenue reported at 54.97%, slightly under plan but typical of this time of year. This will increase significantly with spring leagues.
- **Youth Sports:** Period activity grew significantly. Revenue reported at \$69k for the month which represented 86.88% of plan.
- **After School Program:** The District received the 3rd installment of annual payments. Revenue reported at 84.61% of plan.

Assessment Districts: Assessment Districts received no period activity. The next bulk installment is expected in April 2026.

Impact Fees: The LWCF check was reclassified as referenced last month, to reimburse impact fees spent. As a result, city impact fees reported far above plan. During the month of February, the district received an installment from the city for an additional \$566k which brought plan to 254.34%.

Cash Accounts: Cash Balances reported just over \$10M less than prior year due to construction progress at the Aquatic Center. The LWCF grant method of payment is reimbursement. The District submitted its second reimbursement request in March and anticipates that payment to be disbursed sometime in April 2026.



Monthly Financial Reports February 2026

KEY TERMS

Original: Board adopted budget amount

Current: Subsequent Board approved budget changes

Period Activity: Financial transactions occurring in the month being reported

Fiscal Activity: Year-to-date information

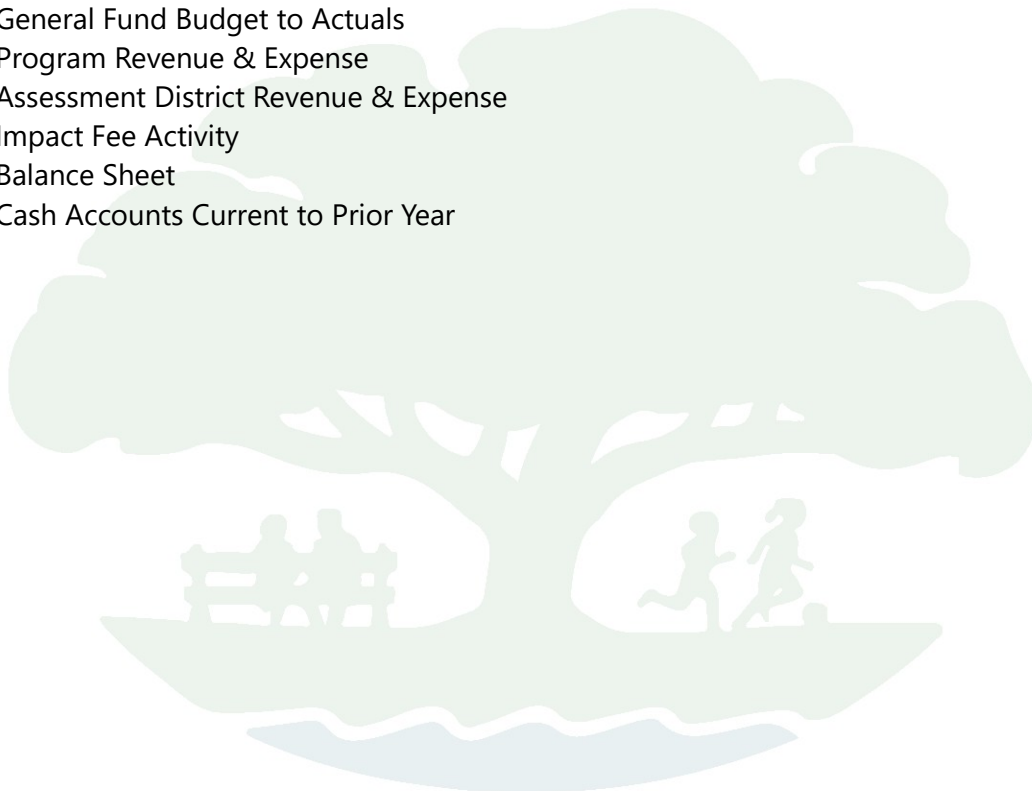
Variance: Fiscal Activity less the Current Budget

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

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

REPORT SECTIONS

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





Chico Area Recreation and Park District

General Fund Budget to Actual

For Fiscal: FY 2026 Period Ending: 02/28/2026

Class	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 90 - General Fund						
Revenue						
50 - Taxes	7,400,000.00	7,400,000.00	47,951.95	4,156,788.77	-3,243,211.23	56.17%
53 - Operating Income	7,420,012.00	7,420,012.00	991,512.00	5,354,911.20	-2,065,100.80	72.17%
55 - Other Income	58,530.00	58,530.00	12,361.68	61,997.32	3,467.32	105.92%
Revenue Total:	14,878,542.00	14,878,542.00	1,051,825.63	9,573,697.29	-5,304,844.71	64.35%
Expense						
60 - Salaries & Wages	8,103,452.00	8,103,452.00	589,079.28	4,938,749.65	3,164,702.35	60.95%
61 - Employee Benefits	2,458,549.00	2,458,549.00	138,403.35	1,720,160.31	738,388.69	69.97%
62 - Supplies & Services	2,425,768.50	2,425,768.50	119,745.82	1,686,153.75	739,614.75	69.51%
63 - Repairs & Maintenance	242,325.00	242,325.00	44,445.82	207,261.86	35,063.14	85.53%
64 - Utilities	893,404.80	893,404.80	11,918.82	580,846.53	312,558.27	65.01%
65 - Contracts	706,200.00	706,200.00	76,225.86	505,407.08	200,792.92	71.57%
69 - Other Expenses	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00%
Expense Total:	14,849,699.30	14,849,699.30	979,818.95	9,638,579.18	5,211,120.12	64.91%
Fund: 90 - General Fund Surplus (Deficit):	28,842.70	28,842.70	72,006.68	-64,881.89	-93,724.59	-224.95%
Report Surplus (Deficit):	28,842.70	28,842.70	72,006.68	-64,881.89	-93,724.59	-224.95%



Chico Area Recreation and Park District

Prior-Year Comparative Income Statement

For the Period Ending 02/28/2026

Class	FY 2026	FY 2025	Feb. Variance		FY 2026	FY 2025	YTD Variance	
	Feb. Activity	Feb. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Revenue								
50 - Taxes	47,951.95	24,283.29	23,668.66	97.47%	4,156,788.77	4,097,873.81	58,914.96	1.44%
53 - Operating Income	991,512.00	307,429.17	684,082.83	222.52%	5,354,911.20	4,998,671.80	356,239.40	7.13%
55 - Other Income	12,361.68	28,591.66	-16,229.98	-56.76%	61,997.32	91,516.39	-29,519.07	-32.26%
Revenue Total:	1,051,825.63	360,304.12	691,521.51	191.93%	9,573,697.29	9,188,062.00	385,635.29	4.20%
Expense								
60 - Salaries & Wages	589,079.28	504,103.85	-84,975.43	-16.86%	4,938,749.65	4,331,827.83	-606,921.82	-14.01%
61 - Employee Benefits	138,403.35	62,616.68	-75,786.67	-121.03%	1,720,160.31	1,081,662.12	-638,498.19	-59.03%
62 - Supplies & Services	119,745.82	132,633.43	12,887.61	9.72%	1,686,153.75	1,542,044.69	-144,109.06	-9.35%
63 - Repairs & Maintenance	44,445.82	31,122.46	-13,323.36	-42.81%	207,261.86	207,718.48	456.62	0.22%
64 - Utilities	11,918.82	44,986.29	33,067.47	73.51%	580,846.53	534,025.41	-46,821.12	-8.77%
65 - Contracts	76,225.86	18,665.94	-57,559.92	-308.37%	505,407.08	363,403.99	-142,003.09	-39.08%
Expense Total:	979,818.95	794,128.65	-185,690.30	-23.38%	9,638,579.18	8,060,682.52	-1,577,896.66	-19.58%
Total Surplus (Deficit):	72,006.68	-433,824.53	505,831.21	116.60%	-64,881.89	1,127,379.48	-1,192,261.37	-105.76%



Chico Area Recreation and Park District

Program Revenue & Expense

For Fiscal: FY 2026 Period Ending: 02/28/2026

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Program: 11610 - Facility Rentals						
Revenue	360,000.00	360,000.00	18,322.50	203,772.75	-156,227.25	56.60%
Expense	351,351.00	351,351.00	23,871.12	220,622.34	130,728.66	62.79%
Program: 11610 - Facility Rentals Surplus (Deficit):	8,649.00	8,649.00	-5,548.62	-16,849.59	-25,498.59	-194.82%
Program: 11611 - Picnic Rentals						
Revenue	60,000.00	60,000.00	1,088.00	25,600.00	-34,400.00	42.67%
Program: 11611 - Picnic Rentals Total:	60,000.00	60,000.00	1,088.00	25,600.00	-34,400.00	42.67%
Program: 11612 - Field Rentals						
Revenue	100,000.00	100,000.00	19,330.88	86,586.38	-13,413.62	86.59%
Expense	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00%
Program: 11612 - Field Rentals Surplus (Deficit):	95,000.00	95,000.00	19,330.88	86,586.38	-8,413.62	91.14%
Program: 11710 - Special Events						
Revenue	208,000.00	208,000.00	31,500.00	110,188.46	-97,811.54	52.98%
Expense	101,923.00	101,923.00	10,473.21	129,638.40	-27,715.40	127.19%
Program: 11710 - Special Events Surplus (Deficit):	106,077.00	106,077.00	21,026.79	-19,449.94	-125,526.94	-18.34%
Program: 22200 - Contracted Camp						
Revenue	210,000.00	210,000.00	0.00	155,378.15	-54,621.85	73.99%
Expense	0.00	0.00	0.00	9,585.66	-9,585.66	0.00%
Program: 22200 - Contracted Camp Surplus (Deficit):	210,000.00	210,000.00	0.00	145,792.49	-64,207.51	69.42%
Program: 22210 - Camp Chi-Da-CA						
Revenue	298,500.00	298,500.00	0.00	4,065.63	-294,434.37	1.36%
Expense	200,536.00	200,536.00	3,105.13	101,157.36	99,378.64	50.44%
Program: 22210 - Camp Chi-Da-CA Surplus (Deficit):	97,964.00	97,964.00	-3,105.13	-97,091.73	-195,055.73	-99.11%
Program: 22220 - Delight Camps						
Revenue	223,080.00	223,080.00	660.00	140,192.51	-82,887.49	62.84%
Expense	244,236.00	244,236.00	6,025.29	123,564.51	120,671.49	50.59%
Program: 22220 - Delight Camps Surplus (Deficit):	-21,156.00	-21,156.00	-5,365.29	16,628.00	37,784.00	-78.60%
Program: 22240 - Camp Chico Creek						
Revenue	236,160.00	236,160.00	0.00	306,995.11	70,835.11	129.99%
Expense	223,542.00	223,542.00	7,109.88	133,228.55	90,313.45	59.60%
Program: 22240 - Camp Chico Creek Surplus (Deficit):	12,618.00	12,618.00	-7,109.88	173,766.56	161,148.56	1,377.13%
Program: 22310 - Youth Sports						
Revenue	417,771.10	417,771.10	69,224.66	362,970.12	-54,800.98	86.88%
Expense	500,317.00	500,317.00	30,009.28	284,864.02	215,452.98	56.94%
Program: 22310 - Youth Sports Surplus (Deficit):	-82,545.90	-82,545.90	39,215.38	78,106.10	160,652.00	-94.62%
Program: 22320 - Adult Sports						
Revenue	365,080.00	365,080.00	18,506.00	200,680.33	-164,399.67	54.97%
Expense	518,168.00	518,168.00	18,267.57	240,137.13	278,030.87	46.34%
Program: 22320 - Adult Sports Surplus (Deficit):	-153,088.00	-153,088.00	238.43	-39,456.80	113,631.20	25.77%
Program: 22330 - DFJ Admin						
Revenue	77,570.00	77,570.00	11,769.06	58,108.23	-19,461.77	74.91%
Expense	112,570.00	112,570.00	13,141.96	86,173.43	26,396.57	76.55%
Program: 22330 - DFJ Admin Surplus (Deficit):	-35,000.00	-35,000.00	-1,372.90	-28,065.20	6,934.80	80.19%
Program: 22400 - Contract Programs						
Revenue	217,828.00	217,828.00	44,945.79	200,015.56	-17,812.44	91.82%
Expense	348,254.00	348,254.00	28,906.24	266,443.15	81,810.85	76.51%
Program: 22400 - Contract Programs Surplus (Deficit):	-130,426.00	-130,426.00	16,039.55	-66,427.59	63,998.41	50.93%

Budget Report

For Fiscal: FY 2026 Period Ending: 02/28/2026

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Program: 22510 - Afterschool Program - CARD						
Revenue	2,664,607.00	2,664,607.00	717,757.61	2,254,499.83	-410,107.17	84.61%
Expense	2,223,122.00	2,223,122.00	181,826.56	1,080,667.12	1,142,454.88	48.61%
Program: 22510 - Afterschool Program - CARD Surplus (Deficit):	441,485.00	441,485.00	535,931.05	1,173,832.71	732,347.71	265.88%
Program: 22600 - NC Admin						
Revenue	230,238.00	230,238.00	21,867.67	81,541.52	-148,696.48	35.42%
Expense	254,727.00	254,727.00	28,833.70	216,327.06	38,399.94	84.93%
Program: 22600 - NC Admin Surplus (Deficit):	-24,489.00	-24,489.00	-6,966.03	-134,785.54	-110,296.54	550.39%
Program: 22610 - Trips						
Revenue	1,328.00	1,328.00	0.00	0.00	-1,328.00	0.00%
Program: 22610 - Trips Total:	1,328.00	1,328.00	0.00	0.00	-1,328.00	0.00%
Program: 22630 - Nature ABC						
Revenue	8,530.00	8,530.00	2,521.28	3,662.10	-4,867.90	42.93%
Expense	7,977.00	7,977.00	235.70	791.81	7,185.19	9.93%
Program: 22630 - Nature ABC Surplus (Deficit):	553.00	553.00	2,285.58	2,870.29	2,317.29	519.04%
Program: 22800 - Recreation Swim						
Revenue	232,919.90	232,919.90	0.00	68,163.50	-164,756.40	29.26%
Expense	339,936.00	339,936.00	2,859.97	162,316.81	177,619.19	47.75%
Program: 22800 - Recreation Swim Surplus (Deficit):	-107,016.10	-107,016.10	-2,859.97	-94,153.31	12,862.79	87.98%
Program: 22900 - Youth Leader						
Revenue	36,000.00	36,000.00	0.00	200.00	-35,800.00	0.56%
Expense	420.00	420.00	0.00	622.73	-202.73	148.27%
Program: 22900 - Youth Leader Surplus (Deficit):	35,580.00	35,580.00	0.00	-422.73	-36,002.73	-1.19%
Program: 22910 - Inclusion						
Revenue	159,009.00	159,009.00	75.00	895.00	-158,114.00	0.56%
Expense	123,374.00	123,374.00	37,702.44	236,086.78	-112,712.78	191.36%
Program: 22910 - Inclusion Surplus (Deficit):	35,635.00	35,635.00	-37,627.44	-235,191.78	-270,826.78	-660.00%
Report Surplus (Deficit):	551,168.00	551,168.00	565,200.40	971,288.32	420,120.32	176.22%



Chico Area Recreation and Park District

Assessment Districts

For Fiscal: FY 2026 Period Ending: 02/28/2026

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 60 - Baroni Park						
Revenue	142,155.00	142,155.00	0.00	62,058.99	-80,096.01	43.66%
Expense	137,155.00	137,155.00	9,336.11	80,823.18	56,331.82	58.93%
Fund: 60 - Baroni Park Surplus (Deficit):	5,000.00	5,000.00	-9,336.11	-18,764.19	-23,764.19	-375.28%
Fund: 63 - Indigo Park						
Revenue	94,531.00	94,531.00	0.00	30,979.63	-63,551.37	32.77%
Expense	94,531.00	94,531.00	6,429.26	51,336.80	43,194.20	54.31%
Fund: 63 - Indigo Park Surplus (Deficit):	0.00	0.00	-6,429.26	-20,357.17	-20,357.17	0.00%
Fund: 65 - Oak Way Park						
Revenue	182,190.00	182,190.00	0.00	13,737.52	-168,452.48	7.54%
Expense	182,190.00	182,190.00	12,287.61	104,109.67	78,080.33	57.14%
Fund: 65 - Oak Way Park Surplus (Deficit):	0.00	0.00	-12,287.61	-90,372.15	-90,372.15	0.00%
Fund: 67 - Peterson Park (Amber Grove)						
Revenue	158,229.00	158,229.00	0.00	24,848.90	-133,380.10	15.70%
Expense	158,229.00	158,229.00	10,175.01	89,620.02	68,608.98	56.64%
Fund: 67 - Peterson Park (Amber Grove) Surplus (Deficit):	0.00	0.00	-10,175.01	-64,771.12	-64,771.12	0.00%
Report Surplus (Deficit):	5,000.00	5,000.00	-38,227.99	-194,264.63	-199,264.63	-3,885.29%



Chico Area Recreation and Park District

Impact Fee Activity

For Fiscal: FY 2026 Period Ending: 02/28/2026

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 70 - City Impact Fees (Community Park)						
Revenue	1,360,000.00	1,360,000.00	566,191.00	3,459,036.00	2,099,036.00	254.34%
Fund: 70 - City Impact Fees (Community Park) Total:	1,360,000.00	1,360,000.00	566,191.00	3,459,036.00	2,099,036.00	254.34%
Fund: 80 - County Impact Fees						
Revenue	75,000.00	75,000.00	5,108.19	34,677.49	-40,322.51	46.24%
Fund: 80 - County Impact Fees Total:	75,000.00	75,000.00	5,108.19	34,677.49	-40,322.51	46.24%
Report Total:	1,435,000.00	1,435,000.00	571,299.19	3,493,713.49	2,058,713.49	243.46%



Chico Area Recreation and Park District

Balance Sheet

As Of 02/28/2026

Account	Name	Balance
Fund: 90 - General Fund		
Assets		
90-1016	Petty Cash	800.00
90-1021	Claim On Cash - General	-3,381,186.75
90-1210	Land	18,393,214.21
90-1212	Land Improvements	35,358,109.56
90-1215	Leasehold Improvements	2,009,521.47
90-1220	Buildings and Components	270,258.28
90-1225	Building Improvements & Renovations	334,263.34
90-1230	Construction in Progress	16,447,790.68
90-1235	Equipment	1,275,340.26
90-1240	Vehicles	777,619.75
90-1250	Technology Hardware	296,192.00
90-1270	Accumulated Depreciation	-20,415,278.75
90-1310	Accounts Receivable	756,412.77
90-1340	Suspense	23,179.87
90-1360	Deferred Outflows of Resources	1,234,618.00
	Total Assets:	53,380,854.69
		<u>53,380,854.69</u>
Liability		
90-2004	Deferred Inflows of Resources	135,905.00
90-2010	Vouchers Payable	138,646.93
90-2014	Accrued Wages and Salaries Payable	210,509.38
90-2016	Compensated Absences Payable	336,786.15
90-2018	457 Employee Contribution	4,168.60
90-2020	457 ROTH Employee Contribution	2,325.00
90-2022	CalPERS - Employee	31,056.52
90-2024	CalPERS - Employer	37,822.92
90-2026	Federal Withholding	96,408.40
90-2030	Garnishments	2,797.35
90-2031	HSA	-14,194.50
90-2032	Benefits Payable	8,713.14
90-2036	Medicare and Social Security - Employee	111,877.15
90-2038	Medicare and Social Security - Employer	27,924.09
90-2040	State Withholding	72,905.27
90-2042	SDI	9,507.64
90-2044	Union Dues - Parks Staff	-537.56
90-2046	Union Dues - Supervisor	494.81
90-2052	Deferred Revenue	206,773.04
90-2056	Other Liability - Class Clearing Acct	-58,779.75
90-2058	Net Pension Liability	3,223,546.00
90-2060	Time Expired Holding Acct	8,298.11
90-2062	Prepaid Facilities Transfer	-1,091.00
90-2066	Security Deposits	116,540.77
90-2070	Sales Tax	959.72
90-2099	Due To- General	1,824,761.99
	Total Liability:	6,534,125.17
Equity		
90-3010	Fund Balance - NonSpendable	35,555,915.76
90-3020	Fund Balance - Restricted	2,500,000.00
90-3050	Fund Balance - Unassigned	8,945,687.33
	Total Beginning Equity:	47,001,603.09

Balance Sheet

As Of 02/28/2026

Account	Name	Balance
Total Revenue		9,573,697.29
Total Expense		<u>9,728,570.86</u>
Revenues Over/Under Expenses		-154,873.57
	Total Equity and Current Surplus (Deficit):	46,846,729.52
	Total Liabilities, Equity and Current Surplus (Deficit):	<u><u>53,380,854.69</u></u>

Balance Sheet

As Of 02/28/2026

Account	Name	Balance
Fund: 99 - POOLED CASH		
Assets		
99-1010	Cash In Bank - US Bank Treasurer	3,970,641.65
99-1011	Cash In Bank - Golden Valley Bank	2,162,508.83
99-1012	Cash In Bank - California Class Investment	4,816.40
99-1014	Cash In Bank - GVB Investment Account	4,055,895.99
99-1018	Cash In Bank - Tri Counties Investment Ac	1,212,735.39
99-1384	Due From Other Funds-General	1,824,761.99
99-1385	Due From Other Funds-Oak Way	2,017.44
99-1386	Due From Other Funds-Peterson	1,372.32
99-1387	Due From Other Funds-Baroni	1,371.92
	Total Assets:	13,236,121.93
		<u>13,236,121.93</u>
Liability		
99-2006	Accounts Payable (Pooled Cash)	1,829,523.67
99-2007	Wages Payable	-2,446.00
99-2054	Due To Other Funds (Pooled Cash)	11,409,044.26
	Total Liability:	13,236,121.93
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>13,236,121.93</u>



Cash Accounts Current to Prior Year

Current Year	Balance	Prior Year	Balance
As of 2/28/2026		As of 1/31/2025	
Petty Cash	800.00	Petty Cash	800.00
US Bank - County Treasurer	3,342,300.15	US Bank - County Treasurer	5,111,055.73
Golden Valley Bank - Operations	2,162,508.83	Golden Valley Bank - Operations	2,263,592.99
California CLASS	4,816.40	California CLASS	2,739,639.55
GVB Investment	4,055,895.99	GVB Investment	9,565,402.45
TCB Investment	1,212,735.39	TCB Investment	1,165,994.15
TOTAL	10,779,056.76	TOTAL	20,846,484.87



Chico Area Recreation and Park District

Fund Balance Report

As Of 02/28/2026

	<u>90 - General Fund</u>	<u>60 - Baroni Park</u>	<u>63 - Indigo Park</u>	<u>65 - Oak Way Park</u>	<u>67 - Peterson Park (Amber Grove)</u>	<u>70 - City Impact Fees (Community Park)</u>	<u>80 - County Impact Fees</u>	<u>Total</u>
Asset								
1016 - Petty Cash	800.00	-	-	-	-	-	-	800.00
1021 - CLAIM ON CASH	(3,381,186.75)	52,939.19	3,063.80	(88,720.57)	(24,176.61)	14,265,177.41	581,948.44	11,409,044.91
1210 - 1250 - Fixed Assets	75,162,309.55	-	-	-	-	-	-	75,162,309.55
1270 - Accumulated Depreciation	(20,415,278.75)	-	-	-	-	-	-	(20,415,278.75)
1310 - Accounts Receivable	756,412.77	-	-	-	-	-	-	756,412.77
1340 - Suspense	23,179.87	-	-	-	-	-	-	23,179.87
1360 - Deferred Outflows of Resources	1,234,618.00	-	-	-	-	-	-	1,234,618.00
Total Asset:	53,380,854.69	52,939.19	3,063.80	(88,720.57)	(24,176.61)	14,265,177.41	581,948.44	68,171,086.35
Liability								
2004 - Deferred Inflows of Resources	135,905.00	-	-	-	-	-	-	135,905.00
2056 - Other Liab-Class Clearing Acct	(58,779.75)	-	-	-	-	-	-	(58,779.75)
2058 - Net Pension Liability	3,223,546.00	-	-	-	-	-	-	3,223,546.00
2010 - 2099 - Other Current Liabilities	3,233,453.92	1,371.92	-	2,017.44	1,372.32	-	-	3,238,215.60
Total Liability:	6,534,125.17	1,371.92	-	2,017.44	1,372.32	-	-	6,538,886.85
Equity								
3010 - Fund Balance - Nonspendable	35,555,915.76	-	-	-	-	-	-	35,555,915.76
3020 - Fund Balance - Restricted	2,500,000.00	70,331.46	12,779.69	-	38,447.94	10,806,141.41	547,270.95	13,974,971.45
3030 - Fund Balance - Committed	-	-	10,641.28	(365.86)	774.25	-	-	11,049.67
3050 - Fund Balance - Unassigned	8,945,687.33	-	-	-	-	-	-	8,945,687.33
Total Beginning Equity:	47,001,603.09	70,331.46	23,420.97	(365.86)	39,222.19	10,806,141.41	547,270.95	58,487,624.21
Total Revenue	9,573,697.29	62,058.99	30,979.63	13,737.52	24,848.90	3,459,036.00	34,677.49	13,199,035.82
Total Expense	9,728,570.86	80,823.18	51,336.80	104,109.67	89,620.02	-	-	10,054,460.53
Revenues Over/Under Expenses	(154,873.57)	(18,764.19)	(20,357.17)	(90,372.15)	(64,771.12)	3,459,036.00	34,677.49	3,144,575.29
Total Equity and Current Surplus (Deficit):	46,846,729.52	51,567.27	3,063.80	(90,738.01)	(25,548.93)	14,265,177.41	581,948.44	61,632,199.50
Total Liabilities, Equity and Current Surplus (Deficit):	53,380,854.69	52,939.19	3,063.80	(88,720.57)	(24,176.61)	14,265,177.41	581,948.44	68,171,086.35

Project Activity vs Budget Report

Date Range: 07/01/2025 - 02/28/2026

Summary

Project Summary

Project Number	Project Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
2324-102	AQC - Design	2,075,000.00	0.00	1,757,296.19	176,592.61	1,933,888.80	141,111.20
2324-103	AQC - Construction	34,200,628.00	1,200,628.00	851,859.54	10,655,615.69	11,507,475.23	22,693,152.77
2324-104	ADA Compliance Upgrades	205,000.00	0.00	197,555.64	1,442.43	198,998.07	6,001.93
2324-105	DFM Upgrades	205,000.00	0.00	46,507.72	1,933.03	48,440.75	156,559.25
2324-107	DST - Irrigation Smart Controller Upgr	519,040.00	300,000.00	221,015.96	258,138.29	479,154.25	39,885.75
2324-109	COM - Maintenance Building	1,622,350.00	100,000.00	558,956.82	1,026,320.73	1,585,277.55	37,072.45
2425-101	HEN - Park Development	3,500,000.00	0.00	45,069.28	273,948.10	319,017.38	3,180,982.62
2526-101	DEG - Yard Expansion	35,000.00	35,000.00	0.00	29,923.49	29,923.49	5,076.51
2526-102	CCC - Office Expansion	25,000.00	25,000.00	0.00	22,888.57	22,888.57	2,111.43
2526-201	DFJ - Oven Replacement	25,000.00	25,000.00	0.00	23,036.11	23,036.11	1,963.89
2526-202	DST - Gator w/Spray Tank	55,000.00	55,000.00	0.00	49,597.87	49,597.87	5,402.13
2526-203	DST - Vehicle Replacement (2 trucks)	138,000.00	138,000.00	0.00	109,526.06	109,526.06	28,473.94
2526-204	COM - Mower (6ft)	45,000.00	45,000.00	0.00	43,013.57	43,013.57	1,986.43
2526-205	DST - Vehicles	45,000.00	45,000.00	0.00	38,789.05	38,789.05	6,210.95
2526-901	HAR - Shade Structure	40,000.00	40,000.00	0.00	39,994.28	39,994.28	5.72
2526-902	PVC - Perimeter Fence	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00
2526-903	DEG - Freeway Barrier	60,000.00	60,000.00	0.00	36,800.00	36,800.00	23,200.00
2526-904	COM - Adjustable Hoops	95,000.00	95,000.00	0.00	0.00	0.00	95,000.00
Report Total:		42,940,018.00	2,213,628.00	3,678,261.15	12,787,559.88	16,465,821.03	26,474,196.97

Group Summary

Group	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	
Capital Projects	41,977,018.00	1,660,628.00	3,434,197.79	12,443,427.48	15,877,625.27	26,099,392.73	
Fixed Assets	308,000.00	308,000.00	0.00	263,962.66	263,962.66	44,037.34	
Non-Capital Projects	410,000.00	0.00	244,063.36	3,375.46	247,438.82	162,561.18	
Other	245,000.00	245,000.00	0.00	76,794.28	76,794.28	168,205.72	
Report Total:		42,940,018.00	2,213,628.00	3,678,261.15	12,787,559.88	16,465,821.03	26,474,196.97

Type Summary

Group	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	
Construction	39,810,628.00	1,235,628.00	2,654,225.01	11,136,079.89	13,790,304.90	26,020,323.10	
Equipment	125,000.00	125,000.00	0.00	115,647.55	115,647.55	9,352.45	
Improvements	320,000.00	115,000.00	197,555.64	64,325.28	261,880.92	58,119.08	
Renovation	205,000.00	0.00	46,507.72	1,933.03	48,440.75	156,559.25	
Replacements	2,296,390.00	555,000.00	779,972.78	1,321,259.02	2,101,231.80	195,158.20	
Vehicle	183,000.00	183,000.00	0.00	148,315.11	148,315.11	34,684.89	
Report Total:		42,940,018.00	2,213,628.00	3,678,261.15	12,787,559.88	16,465,821.03	26,474,196.97



BOARD OF DIRECTORS

STAFF REPORT

DATE: March 26, 2026
TO: Board of Directors
FROM: Scott Schumann, Assistant General Manager
SUBJECT: Recreation Center Fencing Project Bid Award

BACKGROUND

As part of the 2025-26 Capital Improvement Plan budget, the Board of Directors approved a project at the Pleasant Valley Recreation Center (PV Center) to fence the front open space to allow for a secure play area during camps, particularly in Summer. The PV Center is home to the District's second most popular camp, Summertime Delight.

DISCUSSION

On February 23, 2026, District Staff released a request for proposals (RPF) for the fencing work at the PV Center. Proposals were due to the District on March 12, 2026. Eight (8) bids were received ranging from \$30,510 to \$185,500 which additions and alternates.

Based on the large range of bids, Staff confirmed the understanding of scope and magnitude of the of work with the lowest bidder. In addition, references were contacted and all reported positives experiences with Humboldt Fence Company.

Contractor	Amount
Humboldt Fence Company	30,510
Paine	38,760
Northern California Fence	43,020
Taylor	49,117
Willard	49,575
Pisor	53,986
Ornamental Solutions	61,300
Xeela Engineering	185,500

FISCAL IMPACT

The PV Rec Center fencing project approved budget allocation is \$50,000 from General Fund Reserves. Awarding the project to Humboldt Fence Company will yield nearly \$20,000 in savings.

RECOMMENDATION

Award the PV Rec Center fencing project to Humboldt Fence Company in the amount of \$30,510 plus contingency per District policy and authorize the General Manager to execute the contract and associated documents.



BOARD OF DIRECTORS

STAFF REPORT

DATE: March 26, 2026
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Adopting Preliminary FY27-28 Budget

BACKGROUND

While the preliminary budget is almost complete, there are various pending items that still need to be factored into the final version:

- The assessment district budget from the City of Chico
- Associated transfers from the assessment district to/from the General Fund
- Capital improvement project and pricing based on Facilities Committee recommendations

These items will be factored into the budget and available to the public in time for the Public Hearing that is taking place on April 23, 2026 at 4:00PM.

DISCUSSION

The preliminary budget includes the following items:

- Taxes are estimated from county reports to increase by 1.4%.
- The District will receive Impact Fees from the city and county for roughly \$1M and \$50k.
- Operating Income will be increasing by a larger margin than past years due to the additional programming and operation of several new parks including the aquatic center. These figures are still being refined by staff, and the District will have an updated version to present in the public hearing.
- As a result of the increased operations, salaries & wages along with employee benefits represent an 11.1% and 13.9% increase respectively.
- Repairs & Maintenance reflect a 27.8% decrease as Improvements & Replacements.

RECOMMENDATION

Adopt Resolution 26-02 approving the Preliminary Budget for Fiscal Year 2026-2027.



Chico Area Recreation and Park District

Budget Report

Group Summary

For Fiscal: FY 2026 Period Ending: 07/31/2025

Class	2026/2027 Total Budget	Current Total Budget	% Increase
Fund: 90 - General Fund			
Revenue			
50 - Taxes	7,500,000	7,400,000	1.4%
53 - Operating Income	8,662,000	7,420,012	16.7%
55 - Other Income	60,000	58,530	2.5%
Revenue Total:	16,222,000	14,878,542	9.0%
Expense			
60 - Salaries & Wages	9,000,000	8,103,452	11.1%
61 - Employee Benefits	2,800,000	2,458,549	13.9%
62 - Supplies & Services	2,550,000	2,425,769	5.1%
63 - Repairs & Maintenance	175,000	242,325	-27.8%
64 - Utilities	950,000	893,405	6.3%
65 - Contracts	725,000	706,200	2.7%
69 - Other Expenses	21,000	20,000	5.0%
Expense Total:	16,221,000	14,849,699	9.2%
Fund: 90 - General Fund Surplus (Deficit):	1,000	28,843	-96.5%
Report Surplus (Deficit):	1,000	28,843	-96.5%



BOARD OF DIRECTORS

STAFF REPORT

DATE: March 26, 2026
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Policies for Review

BACKGROUND

District staff are introducing a Board of Directors policy, presenting two revised Human Resources Board Policies, and an updated Employee Handbook as part of the District's ongoing policy maintenance and governance practices. Regular review ensures policies remain current, legally compliant, and aligned with Board direction and organizational operations.

DISCUSSION

Board of Directors

Section 4100 Board of Directors

- Policy 4100- Attendance at Meetings
 - Members must notify the Chair prior to any absence.

Human Resources

Section 3100 Personnel

- Policy 3470- School & Childcare Activities Leave
 - This policy provides eligible employees with unpaid, job-protected leave to participate in school and childcare activities, consistent with California law.
- Policy 3140- Anti Harassment and Discrimination
 - This policy reinforces the District's zero-tolerance stance on harassment, discrimination, and retaliation, and establishes clear reporting, investigation, and training requirements in compliance with California law.

Employee Handbook

- Updated from the 2010 version to align with Board direction and organizational operations.

RECOMMENDATION

Board of Directors approve the proposed policies.



POLICY #4100 Attendance at Meetings

APPROVED BY BOARD

VERSION # 1

APPLIES TO

Division	Districtwide
Sub-Division	Administration

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
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1	3/26/2026	New policy	Administrative Director
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PROCEDURE

Members of the Board of Directors are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence. Board Members are expected to attend in person unless otherwise permitted by law.

Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the General Manager is notified prior to the meeting. Good cause also includes Board authorized meeting absences including, but not limited to, attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

Authority: General Manager; Board of Directors

Approved by the Board of Directors on:

**POLICY #3140** Anti-Harassment & Discrimination**EFFECTIVE DATE** 3/26/2026**VERSION # 3****APPLIES TO**

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
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1	3/10/1994	Established	Human Resources
2	5/15/2008	Revision for legal compliance	Legal Counsel
3	3/26/2026	Updating and removing from Employee Handbook	Strategic Initiatives Manager

RATIONALE

The District will not permit any form of harassment in the workplace. All employees, prospective employees, customers, vendors, and other visitors deserve respect and dignity. Harassment based on any individual's race, religion, gender, gender identification, sexual orientation, national origin, age, disability, or other protected characteristic will not be tolerated. This policy applies to all employees, applicants, interns, volunteers, contractors, vendors, members of the Board of Directors, and any person providing services pursuant to a contract.

TERMS AND DEFINITIONS**TERM****DEFINITION****Legally Protected Category or Characteristic**

It is unlawful under California law to harass, discriminate against, or retaliate against any individual based on the following protected characteristics:

- Race or religious creed
- Color
- National origin or ancestry
- Physical or mental disability
- Reproductive health decision making
- Medical condition or genetic information
- Marital status
- Sex, gender, gender identity, gender expression
- Age
- Sexual orientation
- Veteran or military status

Discrimination	Discrimination includes adverse actions such as refusing to hire, promote, terminate, demote, or otherwise treat an individual unfavorably in terms, conditions, or privileges of employment because of a protected characteristic.
Harassment	Harassment includes unwelcome conduct based on a protected characteristic that creates an intimidating, offensive, or hostile work environment or that interferes with work performance of any employee. Harassment may be verbal, visual, or physical. Harassing conduct can take many forms and includes, but is not limited to derogatory slurs, jokes, gestures, images, threats, intimidation, or unwanted sexual advances.
Sexual Harassment	<p>Unwelcome sexual advances, requests for sexual favors, or other visual, verbal, or physical conduct of a sexual nature may all constitute sexual harassment when: (1) submission to such conduct is made a term or condition of employment, an unpaid internship, or volunteer program; or (2) submission to or rejection of such conduct is used as basis for employment decisions, or any decision relating to an unpaid internship or volunteer program, affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile or offensive working environment.</p> <p>The following is a list of some, but not all, actions employees are to avoid that could be interpreted as sexual harassment:</p> <ul style="list-style-type: none">• Unwanted sexual advances.• Offering employment benefits in exchange for sexual favors.• Making or threatening reprisals after a negative response to sexual advances.• Visual conduct, such as leering, making sexual gestures, display of sexually explicit jokes, comments about an employee’s body or dress.• Verbal sexual advances or propositions.• Verbal abuse of a sexual nature, graphic verbal commentary about an individual’s body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations.• Physical conduct, such as touching, assault, impeding, or blocking movements.

	<ul style="list-style-type: none">• Retaliation for reporting harassment or threatening to report harassment.• Electronic communications such as email, texts, or internet use that violate this policy. <p>Sexual harassment can occur between members of the same or opposite sex and need not be motivated by sexual desire or attraction. Sexual harassment may interfere with work performance or create an intimidating, hostile, or offensive work environment. Sexual harassment on the job is prohibited whether it involves co-worker harassment, harassment by a supervisor or manager, harassment by third parties doing business with or for the District, or members of the public visiting District parks or facilities.</p>
Retaliation	Taking adverse action against any individual who: (a) opposes discriminatory or harassing conduct, (b) reports a complaint in good faith, or (c) participates in an investigation or hearing.

Complaint Procedure

If an employee believes they have been subjected to, have witnessed, or suspect conduct that violates this policy, including harassment, discrimination, or retaliation, they should immediately report such conduct to Human Resources or any member of District leadership. Individuals who receive a complaint must immediately notify Human Resources.

Complaints should be specific and should include the names of the individuals involved and the names of any witnesses. The District will take all complaints seriously and will promptly and thoroughly investigate reported concerns in an effort to resolve the situation. Because concerns cannot be addressed if they are not reported, all workers are strongly encouraged and expected to report suspected violations of this policy, and to cooperate fully in any investigation.

Investigation of Complaints

All complaints will be investigated in a timely, fair, thorough, and impartial manner by a qualified investigator. Investigations will be conducted promptly and completed within a reasonable timeframe. The District will reach reasonable conclusions based on the evidence collected and will take appropriate corrective or remedial action if a violation of this policy is found.

The Human Resources Director, or appropriate designee, if the circumstances warrant, will promptly undertake or direct an effective, thorough, and objective investigation of allegations of harassment, discrimination, or retaliation. Upon completion of the investigation, the District will

Policy #3140 – Anti-Harassment & Discrimination

determine whether this policy has been violated and will communicate the findings to the complaining party and the named individual(s) in the complaint, consistent with applicable confidentiality requirements.

During the course of an investigation, employees may be placed on administrative leave or may be subject to other interim measures, as appropriate, pending the completion of the investigation.

Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Any employee who believes they have been subjected to retaliation should immediately report the conduct to their supervisor or to Human Resources.

Any employee found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

Intentional False Complaints

While the District vigorously defends its employees' right to work in an environment free of discrimination, harassment, and retaliation it also recognizes that false accusations of discrimination, harassment, or retaliation can have serious consequences. Accordingly, any employee who knowingly files a false complaint or provides false information during a District investigation will be subject to disciplinary action, up to and including termination.

Anonymity and Confidentiality

The District will accept and investigate anonymous complaints; however, employees are encouraged to identify themselves when making a complaint so that the District can conduct the most thorough and effective investigation possible. Anonymous complaints may limit the District's ability to obtain additional information or fully investigate the matter. If the identity of an anonymous complainant becomes known during the course of an investigation, the District cannot guarantee that the individual's identity will remain confidential if disclosure is necessary to conduct a thorough investigation or comply with applicable law.

The District will take all reasonable steps available to maintain the confidentiality of complaints of discrimination, harassment, or retaliation, as well as all information gathered during an investigation. Information will be kept confidential to the extent possible while allowing for a thorough investigation and in accordance with applicable law.

Employees involved in an investigation of discrimination, harassment, or retaliation are required and expected to maintain the confidentiality of information obtained during the investigation.

Additional Enforcement Information

In addition to the District’s internal complaint procedures, individuals have the right to file a complaint with the California Civil Rights Department (CRD) or the Equal Employment Opportunity Commission (EEOC).

Training and Policy Dissemination

All employees who are hired by the District will be given a copy of this Policy and will receive guidance from the District on its provisions and the District’s commitment to provide a workplace free from discrimination, harassment, and retaliation. All supervisory employees will receive at least two (2) hours of harassment prevention training every two years, and all non-supervisory employees will receive at least one (1) hour of harassment prevention training every two years, in accordance with Government Code section 12950.1 and applicable regulations.

Authority: General Manager; Board of Directors; Government Code 12940-50

Approved by the Board of Directors on **March 26, 2026**



POLICY #3470 School and Childcare Activities Leave

EFFECTIVE DATE 3/26/2026

VERSION # 1

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
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1	3/26/2026	Updating and removing from Employee Handbook	Strategic Initiatives Manager
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PURPOSE

The District recognizes the importance of parental and guardian involvement in children’s education and care. Eligible employees are provided with unpaid, job-protected leave to participate in qualifying school and childcare activities and to address certain school-related emergencies.

ELIGIBILITY

This policy applies to employees who are parents, guardians, stepparents, foster parents, grandparents, or a person who stands in loco parentis to a child enrolled in kindergarten through grade 12, or attending a licensed childcare provider.

AMOUNT OF LEAVE

Eligible employees may take up to 40 hours per calendar year, not to exceed 8 hours in any calendar month, to participate in qualifying school or childcare activities.

If both parents/guardians are employed by the District, the first employee requesting leave will be granted the leave. The second employee may be granted leave for the same activity subject to supervisory approval.

QUALIFYING REASONS FOR LEAVE

Leave under this policy may be used for the following purposes:

- To find, enroll, or re-enroll a child in a school or with a licensed childcare provider.
- To participate in school or childcare activities, including conferences, classroom activities, field trips, or school-sponsored events.
- To address a childcare provider or school emergency, including:
 - The school or childcare provider has requested that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from

Policy #3470 – School Activities Leave

- attending or requires the child to be picked up from the school or childcare provider.
- o Behavioral or discipline problems.
- o Closure or unexpected unavailability of the school or childcare provider, excluding planned holidays.
- o A natural disaster, including, but not limited to, fire, earthquake, or flood.

SCHOOL SUSPENSION LEAVE

An employee who is the parent or guardian of a child who has been suspended from school may take time off to appear at the school in connection with the suspension.

Employees should notify their supervisor as soon as reasonably possible before leaving work for this purpose. Time off for a suspension meeting does not count toward the forty (40) hour annual limit described above.

COMPENSATION

Leave under this policy is unpaid. However, the District requires employees to use available accrued vacation or personal leave during the absence. Employees who do not have accrued vacation or personal leave available will take the time off without pay.

NOTICE AND DOCUMENTATION

Employees must provide reasonable advance notice of the need for leave whenever possible. In the case of an emergency, notice must be provided as soon as practicable.

The District may require documentation from the school or licensed childcare provider verifying that the employee participated in a qualifying activity.

JOB PROTECTION

The District will not discharge, demote, suspend, or otherwise discriminate or retaliate against an employee for exercising rights under this policy and applicable law.

Authority: General Manager; Board of Directors; California Labor Code sections 230.7 and 230.8

Approved by the Board of Directors on **March 26, 2026**



CARD
Chico Area Recreation & Park District

Employee Handbook

Approved 3/26/2026

☎ 530-895-4711

📍 @ChicoRec

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Welcome to CARD!

You're joining a team that genuinely cares — about this community, about the work we do, and about the people we do it with. The Chico Area Recreation and Park District (CARD / District) exists to make this a better place to live, play, and thrive, and every person on our team plays an important part in that. We get to help people play, enjoy our parks and unique spaces, but most of all, we are here to serve our community and make a real impact.

This handbook is here to help you get started. It covers our policies, procedures, benefits, and what we expect of one another — but think of it as a starting point, not a rulebook for every situation that you'll encounter. Good judgment, honest communication, and a willingness to ask questions will always matter more than a written guide.

That said, please ask questions. If something here is unclear, or you're ever unsure about something on the job, just ask. We'd much rather you reach out than spend the afternoon quietly puzzling something out alone.

We're really glad you're here. Now let's go do some good — and have a lot of fun along the way.

With gratitude,

Annabel Grimm, General Manager

About CARD

Established in 1948, the Chico Area Recreation and Park District (CARD) is a California Special District dedicated to providing high-quality parks and recreational opportunities for the greater Chico community. Governed by a five-member Board of Directors elected by Chico residents, CARD operates independently from the City of Chico and focuses on enriching the community through accessible and diverse recreation opportunities.

CARD oversees multiple community and neighborhood parks, community centers, and a swimming pool, and offers a wide variety of sports, classes, camps, and special events for participants of all ages. These programs and facilities bring friends, families, and neighbors together to create joyful experiences and lasting memories. Visit our website at chicorec.gov for a full list of program offerings, events, parks, and facilities.

Mission Statement

The Mission of the Chico Area Recreation and Park District (CARD) is to provide recreation opportunities to the greater Chico Community in a coordinated and cost effective manner.

Section 1: Introduction And Employment Policies

1.1 Code of Ethics for the District

As a California Special District, the Chico Area Recreation and Park District is committed to improving and protecting the quality of life for all residents of the Greater Chico Area by providing essential recreation, park and open space facilities, and services. The District accepts this public trust and asks, and expects, each of its employees to do so, too. In fulfilling this commitment, employees are expected to adhere to the following principles while on duty and when representing the District.

Responsibility to Those We Serve

- Respect people as individuals and serve all in an honest, equitable and fair manner.
- Be and remain worthy of trust and recognize the importance of confidentiality with respect to District matters and operations.
- Be positive and create a positive atmosphere for recreation and leisure opportunities.

Responsibility to the Community

- Strive to improve life and the quality of leisure through positive recreation experiences for all in the community.
- Promote the awareness of and respect for individual and cultural diversity.
- While respecting cultural, age and physical diversities and abilities, work to positively integrate all groups in recreation activities.
- Recognize the mental, physical, social and economic benefits of positive recreation for individuals, the community, and the District.
- Recognize community needs for leisure education and opportunities for all residents.

Responsibility to Self

- Maintain relationships with other employees based on respect, integrity and trust.
- Clearly separate professional attitudes and actions from personal views and acts.
- Demonstrate personal and professional growth regarding one's job responsibilities.

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Responsibility to Employer

- Cooperatively work within the structure of the District organization and policies.
- Assist, through words and actions, to positively promote the District to the community.
- Abide by the District policies and procedures in a professional manner.
- Initiate positive changes with the understanding and approval of superiors.
- Know and follow the "chain of command" in actions and communications.
- Adhere to standards of personal conduct acceptable and viewed as "positive" in the community for recreation and park professionals and the District employees.

Responsibility to Profession

- Understand the professional organizations that serve the parks and recreation profession, including the activities, services and benefits that these organizations provide.
- Maintain appropriate membership in professional park and recreation organizations.
- Actively participate in and contribute to the advancement of the profession.
- Attend appropriate, approved professional training programs and apply learning.
- Appreciate individual and cultural diversity and promote positive social integration.
- Understand the need for education, motivation, programs, and facilities for the worthy use of leisure and how these all benefit individuals and our community.

In fulfilling its commitment to the community, the District expects all employees to represent the District in a positive and professional manner at all times. Mutual respect is a fundamental expectation as employees work together to serve the community and support the District's mission.

1.2 Equal Employment Opportunity/Reasonable Accommodation

We are an equal opportunity employer and make employment decisions on the basis of merit. We want to have the best available person in every job. We prohibit unlawful discrimination based on race, color, sex, gender identity, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics or information, sexual orientation, veteran status, or any other characteristic made unlawful by applicable federal, state, or local laws. We also prohibit unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, we will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Anyone who believes they require a reasonable accommodation to perform the essential functions of the job should contact the Human Resources Department and/or their supervisor to request such an accommodation.

1.3 At-Will Employment

Unless otherwise subject to a collective bargaining agreement, all employment with the District is "at will." That is, both the employee and the District have the right to terminate employment at any time, with or without advance notice, and with or without cause. No one at the District has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy.

Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a contract, promise, or representation of continued employment for any employee. With the exception of a collective bargaining agreement, no manager or employee of the District has any authority to enter into an agreement for employment with any employee for any specific period of time or to make an agreement for employment on other than at-will terms. Only the General Manager has the authority to make any such agreement, which will be binding only if it is in writing and signed by the General Manager and the employee.

1.4 Integration Clause and the Right to Revise

This employee handbook contains the employment policies and practices of the District in effect at the time of final adoption by the Board of Directors. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, conditions of employment, or benefits stated in this handbook or in any other document, except for the policy of at-will employment.

Employees will be notified in writing of any changes to the handbook. No oral statements or representations can in any way alter the provisions of this handbook.

The District expects that employees will use good judgment and act appropriately as representatives of the District. This handbook outlines the primary work expectations, but is not all inclusive. Violations of any District policies, practices or procedures, whether or not detailed in this handbook, may be grounds for disciplinary action, up to and including termination of employment. Employees are encouraged to ask if they need clarification on appropriate workplace behavior.

1.5 Pre-Employment Verification

All job offers are contingent upon successful completion of post-offer, pre-employment background checks and, for certain positions, medical examinations to ensure the safety, security, and qualifications of employees; see Policy #3120- Pre-Employment Verification for complete details.

1.6 Outside Employment

The District asks that each employee disclose outside employment to the employee's Division Manager to allow the District to assess whether such outside employment presents a conflict of interest. Outside employment may not interfere with an employee's ability to perform District job duties or business hours. Upon being so informed, the Division Manager will advise the General Manager and Human Resources of the employee's outside employment. If the District has a concern about an employee's choice of outside employment, the employee's Division Manager or General Manager will meet with the employee to discuss outside employment.

Employees who need to take time off work to accommodate their outside employment must request permission, in writing and in advance, from their supervisor, and use their vacation leave accruals.

1.7 Conflict of Interest

The District maintains a Conflict of Interest Code in accordance with the Political Reform Act, requiring designated officials and employees who make or influence governmental decisions to disclose certain financial interests and recuse themselves from decisions involving disqualifying conflicts.

See Policy #1035- Conflict of Interest for detailed disclosure requirements, Form 700 filing obligations, and recusal procedures.

1.8 Anti-Nepotism Policy

The District prohibits employees from participating in hiring, promotion, supervision, or other personnel decisions involving a family member to avoid conflicts of interest and protect workplace safety, security, and morale; see Policy #3126- Nepotism for complete details.

Section 2: Workplace Conduct and Standards

2.1 Employee Classifications

See Policy #3116- Employee Classifications for complete details.

Exempt employees are those who fall within one of the exemptions from overtime pay specified by law and are paid on a salary basis. Exempt employees are not entitled to premium pay for overtime hours worked. Exempt employees are not required to track or record hours worked. Exempt employees are paid full salary for any week in which they perform work, without regard to hours or number of days worked. Exempt employees are expected to work a minimum of 40 hours per week. Exempt employees are required to notify the District of time off taken for any purpose, with prior approval, including but not limited to, vacation, sick leave, bereavement leave, medical leave or leave taken for any other purpose. Exempt employees customarily and regularly exercise discretion and independent judgment and are expected to work the requisite hours, without regard to overtime, in order to fulfill all the expectations and functions of their positions.

Non-exempt employees are those who do not fall within one of the exemptions from overtime pay specified by law. Non-exempt employees are entitled to be paid for each hour worked including premium pay for all overtime hours worked in accordance with federal and state law.

Full-Time Employee: An employee who regularly works at least 40 hours per week continuously. Full-time employees are eligible for District sponsored benefits and paid leave in certain circumstances as outlined in District policy.

Part-Time Employee: An employee who works year-round but does not exceed 1560 hours (including any paid leave hours) in a calendar year. A temporary increase in regularly scheduled hours anticipated to be of short duration will not affect eligibility for benefits and leave. Part-time employees are eligible for enrollment into the CalPERS retirement plan and state-mandated benefits (sick leave, state disability, unemployment insurance).

Seasonal Employee: An employee who works a maximum of 999 hours per fiscal year, including any paid leave hours. Seasonal employees are not eligible for District-sponsored benefits, but are eligible for state-mandated benefits (sick leave, state disability, unemployment insurance).

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An employee may change job status or category only upon written notification by the General Manager. There is no automatic conversion from one job status or category to another.

2.2 Probationary Period

Unless otherwise provided for by a collective bargaining agreement, the first twelve (12) months of continuous employment in full-time or part-time positions at the District is considered a probationary period, unless otherwise approved by the General Manager. All original and promotional appointments shall be tentative and subject to a probationary period.

During the probationary period employees will learn their responsibilities, get acquainted with fellow employees, and determine whether they are content with their jobs. Completion of the probationary period does not entitle the employee to remain employed by the District for any definite period of time, but rather allows both the employee and the District to evaluate whether or not the employee is right for the position.

If the District determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended.

2.3 Performance Evaluations

Performance evaluations are intended to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct deficiencies, recognized and encourage strengths, and develop positive, purposeful approaches for meeting goals. Employee performance is evaluated based on the employee's ability to fulfill the duties outlined in their job description and to meet established performance standards and professional expectations.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Ongoing communication supports professional growth and helps prevent misunderstandings at the time of formal evaluation.

Once a full-time or part-time employee completes the probationary period, performance evaluations are conducted by an employee's immediate supervisor on an annual basis.

2.4 Performance Standards and Professional Expectations

The District is committed to maintaining a high standard of performance, professionalism, and accountability across all departments. The following standards outline the expectations for all employees. These standards serve as a guide for day-to-day performance and should be referenced in performance evaluations.

Proficiency in Current Role (Job Knowledge and Skills)

- Performs the essential functions of the position as outlined in the job description.
- Completes tasks efficiently and effectively, meets deadlines.
- Adapts and improves performance based on feedback and direction.
- Seeks assistance or clarification when necessary.
- Adjusts priorities effectively in response to workload demands or unforeseen events.
- Adheres to the safety practices and addresses/reports safety concerns.
- Follows laws, District policies, processes, and operating procedures.
- Demonstrates accountability by taking responsibility for actions, decisions, and work outcomes.

Initiative and Professional Growth

- Effectively works independently, is a self-starter.
- Demonstrates willingness to learn and adapt to new responsibilities.
- Proactively identifies issues and proposes practical solutions.
- Responds to new ideas, processes, and organizational improvements with professionalism and adaptability.
- Actively develops job-related knowledge and skills.

Punctuality and Attendance

- Reports to scheduled shifts and meetings on time and prepared to work.
- Maintains reliable attendance and follows established procedures for requesting time off.

Communication / Professionalism

- Communicates clearly, timely, and consistently.

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- Accepts and provides feedback constructively and respectfully.
- Promotes a positive work environment through respectful conduct, professionalism, a positive attitude, and collaboration.
- Interacts respectfully and maintains positive working relationships with others.
- Avoids gossip and negative rumors.
- Maintains a professional focus during work hours and limits personal distractions.

Teamwork / Collaboration

- Actively engages in team discussions and meetings.
- Assists coworkers and contributes to team success.

Leadership and Supervisory Skills (for supervisory employees)

- Trains, mentors, and supports staff in their roles.
- Provides clear expectations, direction, and ongoing communication.
- Effectively addresses difficult issues.
- Provides timely and consistent oversight of employee performance.
- Actively introduces process improvement initiatives.

2.5 Safety and Health

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Employees must report all work-related injuries or illnesses immediately to their supervisor or the Human Resources department. In compliance with California law, and to promote the concept of a safe workplace, the District maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees in the Human Resource's office.

The District or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

2.6 Appearance Standards

Employees are expected to dress appropriately for the nature of the District's work and their specific job duties. Clothing must be neat, clean and professional in appearance. Attire and accessories should not create a safety hazard. The District provides uniforms to employees whose positions require them. Without unduly restricting individual tastes, employees are expected to adhere to the following standards. Department managers may issue more specific guidelines.

- Clothing, tattoos, or jewelry displaying language or graphics that are vulgar, sexually explicit, discriminatory, or otherwise inappropriate for the workplace may not be worn or visibly displayed.
- Tube and halter tops are not permitted
- The length of shorts and skirts must be a suitable length and may not be inappropriately revealing.
- Offensive body odor and poor personal hygiene are not acceptable in the workplace.

2.7 Technology Usage

District technology resources, including computers, email, phones, and Internet access, are provided for business purposes and must be used responsibly and in compliance with all laws and District policies. Employees should have no expectation of privacy when using these resources, and all use may be monitored; see Policy # 3300- Internet, E-mail and Electronic Communications for complete details.

2.8 Drug and Alcohol Abuse

Employees are prohibited from using, possessing, or being under the influence of drugs or alcohol while on District property or during work hours, and may be subject to reasonable suspicion testing; see Policy #3108 – Drug & Alcohol Testing for complete details.

2.9 Smoking and Tobacco Use

Smoking and tobacco use is prohibited in all District facilities, parks, and District vehicles.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted pipe, cigar, cigarette, weed, plant, or other combustible organic or chemical substance, the smoke from which is specifically designed or intended to be inhaled or drawn into the nose or mouth. In addition, “smoking” includes the use of any e-cigarette or vapor device, of any product name or descriptor, which releases gases, particles, or vapors into the air as a result of combustion, electrical ignition, or vaporization intended to be drawn into the nose or mouth (excluding any United State Food and Drug Administration approved nebulized medication).

2.10 Anti-Harassment and Discrimination

The District is committed to maintaining a workplace free from harassment, discrimination, and retaliation based on any legally protected characteristic, and will not tolerate inappropriate conduct by employees, supervisors, or third parties. Employees are encouraged to promptly report concerns so they can be thoroughly investigated in accordance with Policy #3140 – Anti-Harassment & Discrimination. See policy for complete details.

2.11 Workplace Violence Prevention

The District is committed to providing and maintaining a work environment that is free from disruptive, threatening, or violent behavior. This applies to all employees, appointed and elected officials, volunteers, contractors, clients, and visitors.

The District's Workplace Violence Prevention Plan is incorporated into the District's Injury and Illness Prevention Program (IIPP). The full Plan includes procedures for prevention, reporting, hazard assessment, emergency response, training, incident investigation, recordkeeping, and annual review. Employees may obtain a copy of the Plan from the Human Resources department.

Workplace violence of any kind is strictly prohibited on District premises, at District-sponsored events, and/or while engaging in any District-related activity. Any conduct violating this policy, including any threats of or actual violence, both direct and indirect, must be reported immediately to a member of management. This includes threats by employees, as well as threats by clients, vendors, solicitors, or other members of the public. All suspicious individuals, behaviors, or activities must be reported as soon as possible. Anyone receiving a report of a violation of this policy must report the matter immediately to a manager.

2.12 Off Duty Conduct

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. Illegal conduct by an employee that adversely affects the District's legitimate business interests or the employee's ability to perform their job is prohibited.

2.13 Prohibited Conduct and Disciplinary Action

See Policy #3104- Prohibited Conduct and Disciplinary Action for complete details.

The District seeks to promote efficiency, productivity, and cooperation among employees. Although it is not possible to provide an exhaustive list of all types of impermissible conduct, the following are some examples:

- Insubordination, including but not limited to, improper conduct or refusal to perform tasks assigned by a manager in the appropriate manner.
- Possession, distribution, sale, use or being under the influence of alcoholic beverages or illegal drugs while on the District's property, while on duty, or while operating a vehicle or potentially dangerous equipment leased or owned by the District.
- Inefficient or careless performance of job responsibilities or inability to perform duties satisfactorily.
- Excessive, unnecessary or unauthorized use of District property and supplies, particularly for personal purposes.
- Violating safety or health rules or practices or engaging in conduct that creates a safety or health hazard
- Irregular attendance: repeated tardiness, unreported or unexcused absence or abuse of sick leave, overstaying a leave of absence without written authorization, leaving District premises or one's job area without permission during working hours (excluding meal periods).
- Release of confidential information or trade secrets about the District or its clients.
- Making malicious, false, or derogatory statements that may damage the integrity or reputation of the District or its employees.
- Any communication or interaction with customers that is deemed as disrespectful, vulgar, or unprofessional.
- Destruction, damage, theft, or unauthorized removal or possession of property from the District, fellow employees, customers, or anyone on District property.
- Altering or falsifying any timekeeping record for the employee or a fellow employee.
- Unauthorized absence unless a reasonable excuse is offered and accepted by the District.

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- Falsifying or making a material omission on an employment application or any other District record.
- Fighting or using obscene, abusive or threatening language or gestures.
- Any action which is detrimental to the orderly conduct of business.
- Bringing on District property dangerous or unauthorized materials, such as explosives, firearms or other similar items.
- Engaging in sexual or other harassment or discrimination with another employee, customer, or vendor.
- Dishonesty of any kind in relations with the District or its customers.
- Pleading guilty to or being convicted of any crime other than a minor traffic violation.
- Failure to promote cooperative working relationships with any other District employee or customer.
- Violation of any District policies, practices, or procedures, whether or not detailed in this handbook.

Violation of District policies and rules may warrant disciplinary action that may include any of the following: verbal warnings, written warnings, suspension, or termination, all at the District's sole discretion. Nothing in this policy limits or alters the at-will employment relationship. Thus, the District may, in its sole discretion, use whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment without prior verbal or written warning.

Section 3: Compensation and Administrative Policies

3.1 Personnel Records

Employees have a right to inspect and copy certain documents in their personnel files, as provided by law, in the presence of a District representative at a mutually convenient time. Employees may make copies of all documents in their file which they are entitled to inspect under California law. Employees also may add their comments to any disputed item in their file.

The District will restrict disclosure of employees' personnel files to authorized individuals. Any request for information contained in personnel files must be directed to the Human Resources Department. Only the Human Resources Department is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited; however, the District will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

The District is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Human Resources Department in the event of a name or address change.

3.2 Salary and Wages

The Board of Directors shall adopt a salary schedule, which establishes the rates of compensation for all positions. Nothing in this salary schedule is intended to create any contractual rights or obligations nor does it otherwise alter in any manner the at-will nature of employment with the District.

Salary Schedule For Full-Time and Part-Time Employees

Full-time and part-time employees shall be hired at step one of the salary range for their job position, unless the hiring supervisor submits a request with justification for hiring the employee at step two or three to the General Manager. No employee can be hired at a salary range above step three for a position unless approved by the Board of Directors upon the General Manager's recommendation.

Successful Completion of Probationary Period: Upon successful completion of the probationary period, a full-time or part-time employee will receive a step increase. The effective date of the step increase will become the employee's anniversary date.

Annual Salary Adjustments: On the employee's anniversary date, eligible employees will receive an annual step increase. Eligibility requires that the employee is not on an active Corrective Action Plan and the most recent performance evaluation on file is satisfactory. Employees who do not meet these eligibility requirements will not receive a step increase and must meet eligibility criteria by the following anniversary date to qualify unless otherwise agreed upon by the General Manager.

Longevity Pay: Employees serving in full-time positions for 10, 15, and 20 years will receive a two- and one-half percent (2.5%) longevity increase at each milestone. To be eligible, the employee must not have received disciplinary action in a three (3) year period and have a satisfactory evaluation on file.

Salary Schedule for Seasonal Employees

Employees shall be hired at step one of the pay range for their job position, unless the hiring supervisor submits a request with justification for hiring the employee at step two or three to the General Manager. No seasonal employee can be hired at a salary range above step three for a position without the approval of the General Manager.

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Salary Adjustments: Seasonal employees may be eligible for a step increase after completing two continuous years of service, or after two years have passed since their last step increase and not on an active Corrective Action Plan.

3.3 Payment of Wages

Employees are paid every other Friday. Each paycheck covers work performed through the completion of the previous two workweeks.

Employees are encouraged to enroll in direct deposit for the receipt of payroll payments. Enrollment forms are provided during onboarding. Current employees who would like to enroll in direct deposit or make changes to an existing direct deposit arrangement should contact Human Resources for instructions.

3.4 Overtime

Non-exempt employees may be required to work approved overtime, which is paid at one and one-half times the regular rate for all hours actually worked over 40 in the District's defined workweek; see Policy #3122- Overtime for complete details.

3.5 Holiday Pay

Non-Exempt, Full-Time Employees

Unless otherwise specified by a collective bargaining agreement, a non-exempt, full-time employee who is required to work on a holiday observed by the District, as set forth in Section 4.1 Holidays, will receive 8 hours of pay for the day plus pay for the time worked at a rate of one and one-half times their regular rate of pay.

Part-Time and Seasonal Employees

A part-time, or seasonal employee who is required to work on a holiday observed by the District as set forth in Section 4.1 Holidays shall receive pay at one and one-half times their regular rate of pay for hours worked.

3.6 Call Back Pay

Non-exempt employees who have completed their workday and have left their worksite and are directed to return to duty following the employee's normal workday ("call back"), shall receive call-back pay for actual work performed or a minimum of two (2) hours if each of the following conditions are met:

- The order to return to work occurs the same day the employee completed a regularly scheduled work shift; and
- The order to return to work is necessitated by unanticipated work requirements; and
- The employee complies with the order to return to work.

3.7 Attendance and Punctuality

Punctual and consistent attendance is required. Employees are expected to be at their workstation or location, ready to begin work, at the beginning of their assigned shift.

If an employee must be absent due to illness or other compelling personal matter, the employee must notify their supervisor within one hour of their scheduled working time and the reason for such absence. In addition, the employee must notify their supervisor prior to the start of each subsequent scheduled workday to report the continued absence, unless the employee is on an approved leave of absence. Any employee who is on an excused absence for three or more days due to illness or injury may be required to submit a health care provider's release prior to returning to work.

Job abandonment: An employee who is absent from work for three consecutive scheduled workdays and has not notified their supervisor of the absence due to illness or other compelling personal matter may be considered to have voluntarily resigned from their position.

3.8 Attendance Records

Employees are responsible for ensuring that their attendance records are accurate and complete.

Non-exempt employees must use the District's timekeeping system to accurately record all hours worked. Non-exempt employees must clock in at the start of each work period and clock out at the end of each work period, including before and after meal breaks. They also must record their time whenever they leave the worksite for any reason other than District business. Any errors (including missed punches) on attendance records must be recorded by the employee on their attendance record.

Making entries on another employee's attendance record, punching in/out for another employee, allowing another employee to edit your attendance record, or altering an attendance record is prohibited and will be cause for disciplinary action, up to and including termination.

Misuse or abuse of the timesheet rounding process is considered time theft and may result in disciplinary action, up to and including termination.

3.9 Meal and Rest Breaks (Non-Exempt Employees)

Meal Breaks

Meal breaks are unpaid, and employees must accurately record the start and end of each meal break by clocking out and back in. Meal breaks may be taken anytime during the shift and timing will be managed by the shift supervisor. Employees are relieved from all duty during their meal break and may leave the District’s premises.

Hours Scheduled	Number of Meal Breaks
0-6 hours	0
More than 6 hours, less than 8 hours	No meal break is required, but a 30 to 60 minute meal break is allowed if the employee chooses.
8 hours or more	One 30 to 60 minute meal break is encouraged; however, employees may voluntarily choose to waive a meal break.

Rest Breaks

The District provides paid rest breaks to eligible employees in accordance with applicable guidelines and operational needs. Employees have the option to take or voluntarily decline their scheduled rest breaks. Rest breaks are considered paid time; therefore, employees are not required to clock in or out when taking a rest break.

Each rest break is 15 minutes in duration and must be taken as one uninterrupted period. Rest breaks may not be combined with unpaid time off, meal periods, or other rest breaks. Rest breaks may be taken at any time during a shift, as determined by the shift supervisor based on operational needs. During a rest break, employees must be fully relieved of all work duties.

Supervisors may authorize additional rest breaks when appropriate based on the nature of the position or specific working conditions.

Hours Scheduled	Number of Rest Breaks
0-6 hours	0
More than 6 hours, less than 8 hours	1
8 hours or more	2 (one before and one after the meal break)

Lactation Accommodation

In accordance with applicable law, the District provides reasonable break time and appropriate private space for employees who need to express breast milk at work; see Policy #3146- Lactation Accommodation Policy for complete details.

3.10 Expense Allowances

Travel Expenses

Expense allowances for approved staff and Board members will be provided for pre-approved and professionally-related travel, including reimbursement for use of personal vehicle, lodging, meals, and other related expenses. These estimated expenses will be authorized by the Board of Directors in conjunction with annual budget. Reimbursement requests must be submitted to a supervisor and/or manager, along with receipts or other proof of expenditures, on a monthly basis.

Expenses for meals while on business-related travel are paid per diem rates established based annually on IRS guidelines and with the District's budget. Reimbursement for meals is excluded when a meal is included in the registration fee of a training institute, workshop or conference. In no event shall the District reimburse an employee for the expense of alcoholic beverages at meals or otherwise.

Car Expenses

The District will reimburse all employees for use of their private vehicles for approved business-related travel only when a District vehicle is not available at the current Internal Revenue Service mileage rate. Parking will be reimbursed at the actual parking cost amount.

3.11 Employees Required to Drive

Employees who operate a District vehicle or drive their personal vehicle on District business must maintain a valid California driver license and required insurance, comply with all traffic laws and District requirements, and are subject to driving record review; see Policy # 3106- Driving for the District for complete details.

If a job requires an employee to keep their cell phone turned on while driving, the employee must use a hands-free device or safely pull off the road before answering the phone and conducting District business. Under no circumstances should employees place or answer emails or text messages at any time while operating a motor vehicle while driving on District business and/or District time.

3.12 Conferences and Training / Continuing Education

The District encourages all employees to continue professional and occupational improvement. Employees may attend conferences, trainings, and continuing education at District expense with approval from the General Manager or designee.

Section 4: Employee Benefits and Leave

4.1 Holidays and Other District Days Off

Holidays

The following shall be paid holidays for all full-time employees:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

In the event a holiday falls on Sunday, the following Monday shall be observed. In the event a holiday falls on Saturday, the preceding Friday shall be observed.

Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from their manager.

Although ineligible for holiday pay, part-time and seasonal employees will be paid at one and a half times their regular rate of pay for any hours worked on the holidays listed above.

Other District Days Off

The following shall be paid days off for all full-time employees when the day falls on a weekday:

- Friday after Thanksgiving Day
- Christmas Eve
- New Year's Eve

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Unless otherwise specified by a collective bargaining agreement, employees required to work on an Other District Day Off will receive straight-time pay for actual hours worked.

Personal Business Days

Full-time employees are entitled to two personal business days (16 hours) per fiscal year, to be taken at the request of the employee and with the approval of their supervisor. Employees may not accrue more than two personal business days per year. Personal business days must be used in the fiscal year in which they were granted. Upon separation, eligible employees are paid for the earned but unused personal business days.

Computation of Overtime for Holidays and Other District Days Off

Holidays and other District days off are not counted as hours worked (for purposes of overtime pay calculation) unless the employee actually worked on the day.

4.2 Vacation

Accrual

Full-time employees begin accruing vacation on their first day of employment. Vacation time off is allowed after three months of employment with approval from the employee's supervisor.

Full-time employees earn vacation with pay as follows:

Date of hire through three years of service – 80 hours

Four through ten years of service – 120 hours

Eleven years and over – 160 hours

Maximum Accrual Balance

The maximum vacation benefit an Employee may have is two times their annual vacation accrual. Accumulation in excess of this amount must be used by December 31. As of January 1 of each year only the cap will carry over. Carryover in excess of the cap must be approved by the Board of Directors.

Employees understand that this policy could result in the forfeiture of accrued vacation time and expressly waive the Employees rights to vested vacation time for (1) any vacation time beyond the cap that is not used by December 31, and (2) any vacation time beyond the cap that the Employee has accrued at the time of separating from the District.

Payment on Separation

Accrued vacation pay that has not been used will be paid at the employee's final rate of pay at the time of separation.

Pay In Lieu of Vacation Leave

Employees who accrue 120 hours or more of vacation in a fiscal year may elect to receive one week's pay in lieu of one week's vacation. When an employee chooses this option, their vacation balance will be reduced by 40 hours.

4.3 Paid Sick Leave

The District provides paid sick leave to eligible employees for their own health needs, to care for qualifying family members or a designated person, and for certain victim-related purposes, in accordance with applicable law and District guidelines; see Policy #3460- Sick Leave for complete details.

Full-Time Employees

Accrual Rate: Full-time employees earn 96 hours of sick leave annually, with no limit on the maximum amount that can be accrued. Any unused sick leave automatically carries over to the following calendar year.

Pay for Unused Sick Limited: Upon separation (except in cases of termination for cause) or retirement, and after completing five (5) years of continuous service, an employee with more than 100 hours of accrued sick leave may be eligible for cash compensation. Compensation is limited to the hours exceeding 100, up to a maximum of 260 compensable hours, and will be paid at the employee's current hourly rate at the time of separation or retirement. This payment is offered as an alternative to applying these hours toward retirement service credits under CalPERS.

Pay In Lieu of Sick Leave: During December of any calendar year, a full time employee with greater than three-hundred-ten (310) hours of sick leave accrual may elect to receive cash, at his/her current rate of pay, for sick leave accrued above that amount, up to a maximum of forty (40) hours, less appropriate withholding.

Part-Time & Seasonal Employees

Accrual Rate: Part-time and seasonal employees are entitled to 40 hours or five days annually of paid sick leave in accordance with the Healthy Workplaces/Healthy Families Act. Sick leave accrues at a rate of 2.8 hours per pay period, up to a maximum of 40 hours annually. Sick leave will renew each January 1, and any unused hours can carry over, with a cap of 80 hours.

Accrued balances are reflected on pay warrants. Sick leave has no cash value, and unused hours are not paid out upon separation of employment. Additionally, employees may only use sick leave up to the number of hours they were scheduled to work.

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Usage: Employees may use sick leave only up to the number of hours available in their sick leave bank at the time of the request. Part-time employees who are rehired will accrue sick leave at the rate of at a rate of 2.8 hours per pay period. If a rehired employee returns within 12 months of separating from the District, their remaining sick leave balance at the time of separation will be reinstated.

4.4 Insurance Benefits

Medical, Dental and Vision Insurance

The District provides assistance with medical, dental and vision insurance benefits for full-time employees. Each employee may include their dependents at the employee's own expense (depending on the health plan selected). Please refer to the Human Resources Department or the Memorandum of Understanding (MOU) for specific information regarding monthly monetary allotments that are applied toward medical premiums.

More detailed information is set forth in the official plan documents and insurance policies. For more information regarding the insurance benefits, contact the General Manager or the Human Resources Department.

Life Insurance

The District provides life insurance coverage for full-time employees. More detailed information is set forth in the official plan documents and insurance policies. For more information regarding the insurance benefits, contact the General Manager or the Human Resources Department.

Disability Insurance

Each employee contributes to the State of California to provide disability insurance pursuant to the California Unemployment Insurance Code. Contributions are made through payroll deduction. Disability insurance benefits are payable when an employee is unable to work because of illness or injury not caused by employment at the District, or when the employee is entitled to temporary workers' compensation benefits at a rate less than the daily disability benefit amount. Disabilities covered by workers' compensation are excluded from short-term disability coverage.

Unemployment Compensation

The District contributes each year to the California Unemployment Insurance Fund on behalf of our employees.

Social Security

Social Security is an important part of every employee's retirement benefit. The District pays a matching contribution to each employee's Social Security taxes.

Workers' Compensation

The District purchases a workers' compensation insurance policy to protect employees injured at work. The policy covers employees in case of occupational injury or illness. It is the employee's responsibility to notify a member of management immediately if injured while working.

4.5 Retirement Benefits

Full-time and part-time employees receive benefits under the California Public Employees' Retirement System (CalPERS). The District shall pay the employer's share into the Public Employees' Retirement System.

4.6 Family and Medical Leave (FMLA / CFRA / PDL)

The District provides eligible employees with job-protected leave in accordance with the federal Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and California Pregnancy Disability Leave (PDL) law. These laws provide qualifying employees with protected leave for specified medical and family-related reasons, including the employee's own serious health condition, care for a qualifying family member, the birth, adoption, or foster placement of a child, and disability related to pregnancy, childbirth, or related medical conditions.

Eligibility requirements, duration of leave, benefits continuation, and employee responsibilities are governed by applicable federal and state law. Employees should contact Human Resources for detailed information regarding eligibility, coordination of leave benefits, and required documentation.

4.7 Bereavement Leave

See Policy #3405- Bereavement Leave for complete details.

For the purposes of this section, the immediate family shall be restricted to father, mother, spouse, registered domestic partner, child, brother, sister, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law.

Full-Time Employees

In the event of a death in the immediate family of a full-time employee, the employee shall, upon request, be granted up to forty (40) hours bereavement leave with pay to make arrangements without charge to his/her accumulated sick leave credits or vacation eligibility. Bereavement leave shall be utilized at the employee's discretion but must be used within six (6) months of the reported death.

If additional bereavement leave is necessary, the employee may use accrued sick leave or vacation or take an authorized leave without pay, subject to the approval of the employee's immediate supervisor and the General Manager.

Part-Time & Seasonal Employees

In the event of a death in the immediate family of a part-time employee, the employee shall, upon request, be granted up to forty (40) hours bereavement leave time without pay. Employees can use their existing sick leave hours to cover a portion, or all of the bereavement leave. Bereavement leave must be completed within three (3) months of the date of the death. The leave does not need to be taken concurrently.

Reproductive related bereavement leave is available to any person who has been employed for at least 30 days and suffered a reproductive loss. Part-time employee reproductive bereavement leave is without pay. Each reproductive loss entitles the employee another right to take leave, up to a max of 20 days in a 12-month period. Leave is available to the person, person's current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

4.8 Jury or Witness Duty

See Policy #3435- Jury Duty for complete details.

Exempt employees will be paid for any week in which they have performed some work while on jury duty, as required by law.

Non-exempt full-time employees summoned to jury duty or to appear as witnesses in court proceedings unrelated to the District business will be paid while on jury duty. Employees must report anticipated jury or witness duty to their supervisor immediately upon receipt of any jury duty summons, subpoena, or notice to appear.

Non-exempt full-time employees summoned as witnesses in connection with District business shall receive their regular hourly rate of pay and the pay will be classified as "Jury Duty".

4.9 School and Childcare Activities Leave

The District provides eligible employees with unpaid, job-protected leave to participate in qualifying school and childcare activities and to address certain school-related emergencies. See Policy #3470 – School and Childcare Activities Leave for complete details.

4.10 Military Leave

The District provides military leave and related protections in accordance with applicable federal and state law, including leave for active duty, military spouse leave, and certain volunteer emergency service duties.

See Policy #3445- Military Leave for full details on eligibility, notice requirements, and benefit continuation.

4.11 Victims of Crime Leave

The District provides eligible employees with unpaid, job-protected leave to attend judicial proceedings if they are a victim of certain qualifying crimes or an immediate family member of a victim. See Policy #3440 – Leave for Crime Victims and Family Members for complete details.

4.12 District Programs Rate Reduction for Employees

Full-time employees and their immediate family members shall receive a 20% reduction in the District's program participation fees. For the purposes of this section, the immediate family shall be restricted to a spouse or domestic partner having a common residence with the employee, and the employee's children.

Policy Index

The following policies are referenced throughout this handbook are maintained separately. Full copies are available through the Human Resources Department or on the shared drive under: District Resources - Documents\General\Board Approved Policies.

In the event of any conflict between this Handbook and an official policy, the official policy will govern.

Policy Number	Policy Title
1035	Conflict of Interest
3104	Prohibited Conduct and Disciplinary Action
3106	Driving for the District
3108	Drug & Alcohol Testing
3116	Employee Classifications
3120	Pre-Employment Verification
3122	Overtime
3124	Employee References and Verification of Employment
3126	Nepotism
3140	Anti-Harassment & Discrimination
3146	Lactation Accommodation
3300	Internet, E-mail and Electronic Communications
3405	Bereavement Leave
3435	Jury Duty
3440	Leave for Crime Victims and Family Members
3445	Military Leave
3460	Sick Leave
3470	School and Childcare Activities Leave

Employee Handbook Acknowledgement

I acknowledge that I have received a copy of the Employee Handbook for the Chico Area Recreation and Park District ("the District"). I understand that the Handbook contains important information about the District's policies, procedures, and expectations for employees. I understand that I am responsible for reading the Handbook and becoming familiar with its contents.

I understand that the policies described in the Handbook are guidelines and are not intended to create a contract of employment or any contractual rights or obligations. I also understand that, with the exception of the at-will employment policy, the District may revise, interpret, modify, or discontinue any of the policies in the Handbook at any time, at its discretion.

I understand that employment with the District is at-will, which means that either the District or I may end the employment relationship at any time, with or without notice and with or without cause, unless otherwise provided by a collective bargaining agreement.

I understand that no representative of the District has the authority to enter into an agreement for employment for a specific period of time or to make any agreement that changes the at-will nature of employment, unless it is in writing and signed by both the employee and the General Manager.

If I have questions about any information in the Handbook, I understand that I can contact the General Manager or the Human Resources Department for clarification.

Employee's Signature _____

Employee's Printed Name _____

Date _____



**RESOLUTION 26-02 OF THE BOARD OF DIRECTORS OF THE
CHICO AREA RECREATION AND PARK DISTRICT**
Adopting the Preliminary Budget for the 2026-2027 Fiscal Year

WHEREAS, the Chico Area Recreation and Park District is a legally constituted public agency formed pursuant to the Public Resources Code, State of California; and

WHEREAS, pursuant to Section 5784.1 of the Public Resources Code of the State of California, the Board of Directors of the Chico Area Recreation and Park District is required to adopt a Preliminary Budget and to make it available for public inspection; and

WHEREAS, pursuant to Section 5784.1 of the Public Resources Code of the State of California, the Board of Directors of the Chico Area Recreation and Park District is required to conduct a Public Hearing prior to the adoption of the Final Budget;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of CARD, in accordance with the Public Resources Code of the State of California, has determined that a Public Hearing on the Preliminary Budget for the Fiscal Year 2026-2027 will be conducted at 4:00 pm on the 23rd Day of April 2026 and the Board of Directors will consider adoption of the Final Budget at the Regular Board meeting on May 28th 2026.

PASSED AND ADOPTED at a Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on the 26th day of March 2026 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

ATTEST:

Tom Lando, Chair
Board of Directors

Holli Drobny
Clerk of the Board of Directors



BOARD OF DIRECTORS

STAFF REPORT

DATE: March 26, 2026
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Recreation Division Reorganization

BACKGROUND

The Recreation Division is undergoing a planned restructuring to build the organizational capacity and leadership depth required to serve a growing community and expanding facility portfolio. This report seeks Board approval of the proposed reorganization and authorization to proceed with phased implementation, beginning with the Aquatics Manager position.

The Division has operated under a three-tier structure of Director, Supervisors, and Coordinators. While this model served the organization during a period of stable operations, significant growth in facilities, programming scope, and community demand has outpaced its capacity to deliver. The opening of the competition aquatics center and bike park in 2026 further accelerates the need for dedicated operational leadership at the division level.

Key drivers of this reorganization include:

- Planned and recently completed facility expansions, including new aquatics, sports, bike, and other recreation amenities, that require dedicated operational oversight not currently present in the structure.
- Growing program portfolios across youth sports, after-school programs, nature education, adult programming, and inclusion services that exceed the supervisory bandwidth of the existing staffing model.
- A gap in middle management that has concentrated strategic and operational decisions at the Director level, limiting capacity for long-range planning and cross-divisional coordination.

DISCUSSION

Current Structure

The Recreation Division currently operates with the Director overseeing six direct reports spanning functionally distinct and operationally complex program areas. The absence of a middle management tier means that strategic leadership, operational problem-solving, budget management, and personnel decisions all converge at a single position. This concentration limits the Director's capacity for long-range planning and reduces the division's ability to respond to growth. A recent vacancy in the Adult Sports and Aquatics Supervisor role further highlighted the structural limitations of the current model.

Proposed Structure

The proposed structure introduces a dedicated management layer between the Director and operational staff, with four Manager positions each responsible for a distinct portfolio: Aquatics, Sports, Youth Programs, and Staff and Program Development. The Director will also retain direct oversight of the Nature Education Supervisor and Adult and Contract Supervisor, two program areas with capacity for growth. A Rec Admin Coordinator position is added to support division-wide administrative functions.

The proposed structure is designed to:

- Build organizational capacity to deliver high-quality programs to a growing community.
- Create a dedicated management layer that frees the Director to focus on strategy and long-range planning.
- Give each program portfolio focused leadership rather than spreading oversight too thin.
- Introduce a Specialist tier that brings dedicated operational expertise to complex, high-demand areas.
- Develop and grow the team by creating clearer career pathways and stronger leadership support.

The restructure establishes four leadership levels within the division:	
Director	Department-level strategic leadership responsible for divisional vision, policy, budget, and external stakeholder relations. Focused on long-range planning and organizational alignment.
Manager	Division-level leadership for a major portfolio. Responsible for strategic planning, budget management, staff supervision, and cross-functional coordination. This is a new tier created to provide dedicated leadership for complex, high-growth program areas.
Supervisor	Multi-program operational leadership across related program areas. Focused on program quality, staff development, and day-to-day operations. Remaining Supervisor roles are positioned with capacity for future growth.
Specialist	Dedicated operational leadership for a single complex facility or program area requiring focused expertise. Supervises front-line staff while maintaining hands-on involvement. Created to provide the depth of attention that high-complexity areas such as aquatics and after-school programs require.

Structural Changes and Intended Outcomes

	Current	Proposed	Outcome
Director's direct reports	6 Supervisors	4 Managers + 2 Supervisors	Senior leadership layer creates capacity for strategic focus and long-range planning
Management layer	None	4 portfolio Managers	Dedicated leadership for each major program area

Sports portfolio	Split across youth and adult	Consolidated under one Sports Manager	Unified direction, improved efficiency
Specialist tier	Not present	Introduced for complex program areas	Focused operational expertise where it is needed most
Admin support	Distributed across programs	Rec Admin Coordinator added	Consolidates divisional administrative functions, creating capacity and operational efficiencies

UPDATED RECREATION LEADERSHIP ORG CHART



FISCAL IMPACT

The reorganization is designed to be cost-neutral. New manager positions will be funded by eliminating existing supervisor roles and redirecting budgeted funds from current vacancies. When current employees move into new roles, their salaries stay the same. Any positions that need to be backfilled will be hired at entry-level pay, which reduces overall costs in those areas. The changes will happen in three phases, allowing the budget to adjust as each phase is completed. As the new structure grows programs and services, the additional revenue generated is expected to cover any remaining cost increases.

RECOMMENDATION

The proposed restructuring is an intentional response to the operational realities facing a growing division. It is designed to build leadership depth, create capacity across program areas,

and position CARD to deliver high-quality services to a growing community. Implementation will be phased as positions are developed and recruited.

Staff recommends that the Board approve the proposed Recreation Division reorganization as presented and authorize phased implementation, beginning with the recruitment and filling of the Aquatics Manager position.

Recreation Division

Current Recreation Division Structure

Erin Morrissey
Director of Recreation

Kati Crane
Youth Sports Supervisor

Sean Whitt
Youth Sports Coordinator

Erin Gonzales
Program & Staff Development Manager

Dallas Orvick
Program Development Coordinator

Elizabeth Shy
Contract & Sr Programming Supervisor

Jordan Isom
Nature Center Coordinator

Francesca Shaffer
Nature Center Supervisor

Kurt Geiger
Animal Care Director

VACANT
Adult Sports & Aquatics Supervisor

Kaitlin Fishburn
Adult Sports Coordinator

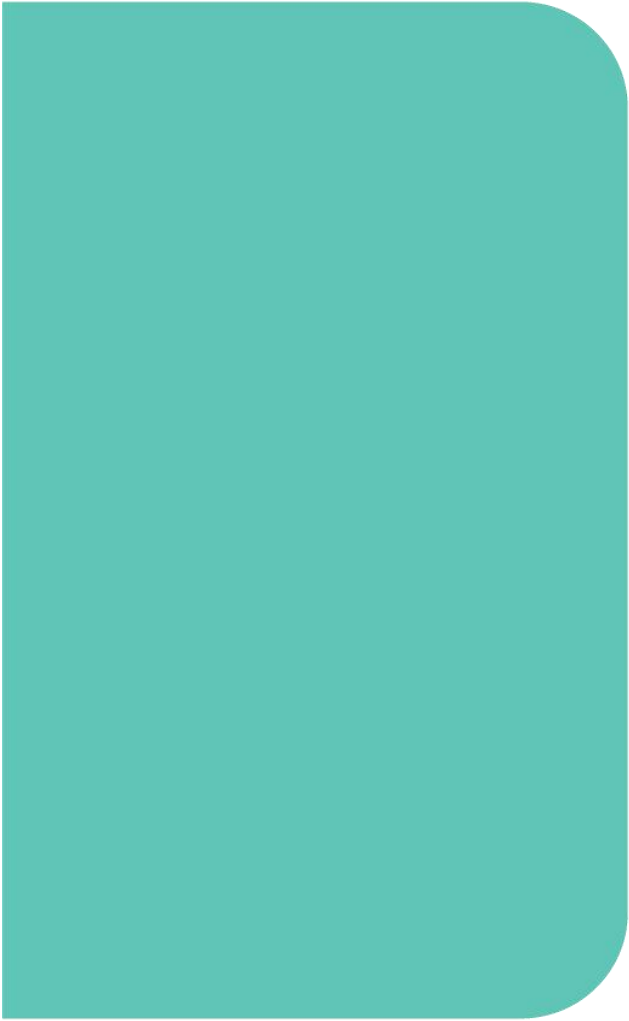
Matt Vislosky
ASP Coordinator

Josh Stewart
After School Program Supervisor

Jordan Amaro
ASP Coordinator

Talitha MacDonald
Inclusion Specialist

Amnesty Woods
Inclusion Coordinator





BOARD OF DIRECTORS

STAFF REPORT

DATE: March 26, 2026
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Consideration of the Aquatic Manager Position

BACKGROUND

The opening of the new Aquatics and Recreation Center in Fall 2026 represents a significant expansion of the District's aquatics capacity. An Aquatics Manager position has been included in the financial modeling for the new facility from the outset, reflecting the level of dedicated leadership required to oversee operations, programming, staffing, and regulatory compliance at this scale.

The District is simultaneously managing that expansion and a vacancy in the leadership position responsible for existing aquatics programs. Advancing recruitment now resolves that gap and ensures the incoming Aquatics Manager has adequate lead time to prepare for a successful facility opening.

DISCUSSION

The Aquatics Manager will provide strategic leadership and operational oversight across all CARD aquatic facilities and programs, including the new facility opening in Fall 2026. The position carries responsibility for:

- A substantial aquatics budget across multiple facilities
- 3 direct reports, a full-time team of 7-8 staff, and a seasonal workforce of up to 150
- Facility operations, programming, staffing, and regulatory compliance across a significantly expanded aquatics portfolio

Filling the position now also ensures consistent leadership and coverage for existing aquatics programs while the team is being built out ahead of the facility opening.

Advancing recruitment ahead of the standard budget cycle is necessary to ensure the incoming manager has adequate lead time to build the team, establish operations, and prepare for a successful facility launch.

RECOMMENDATION

Staff recommends that the Board approve the creation of the Aquatic Manager position and authorize the associated budget allocation.



**California Special
Districts Association**

Districts Stronger Together

DATE: February 9, 2026
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2027 - 2029 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2026. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 9, 2026. All votes must be received through the system no later than 5:00 p.m. July 24, 2026. The successful candidates will be notified no later than July 31, 2026. All selected Board Members will be introduced at the CSDA Annual Conference in Palm Desert, CA in August 2026.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat C – Fred Ryness, Director, Burney Water District*
Sierra Network	Seat C – Pete Kampa, General Manager, Groveland Community Services District*
Bay Area Network	Seat C – Antonio Martinez, Director, Contra Costa Water District*
Central Network	Seat C – Curtis Jorritsma, General Manager, Hilmar County Water District*
Coastal Network	Seat C – Vince Ferrante, Director, Moss Landing Harbor District*
Southern Network	Seat C – Nikki Winslow, District Director, Altadena Library District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 9, 2026. All votes must be received through the system no later than 5:00 p.m. July 24, 2026.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 24, 2026** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 9, 2026 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2027-2029 TERM BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

Title/District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

April 10, 2026 at 5:00 p.m.



2027-2029 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. What other state-wide associations have you been involved with? (such as CSAC, ACWA, League, etc.):

3. List your local government involvement (such as LAFCo, Association of Governments, etc.):

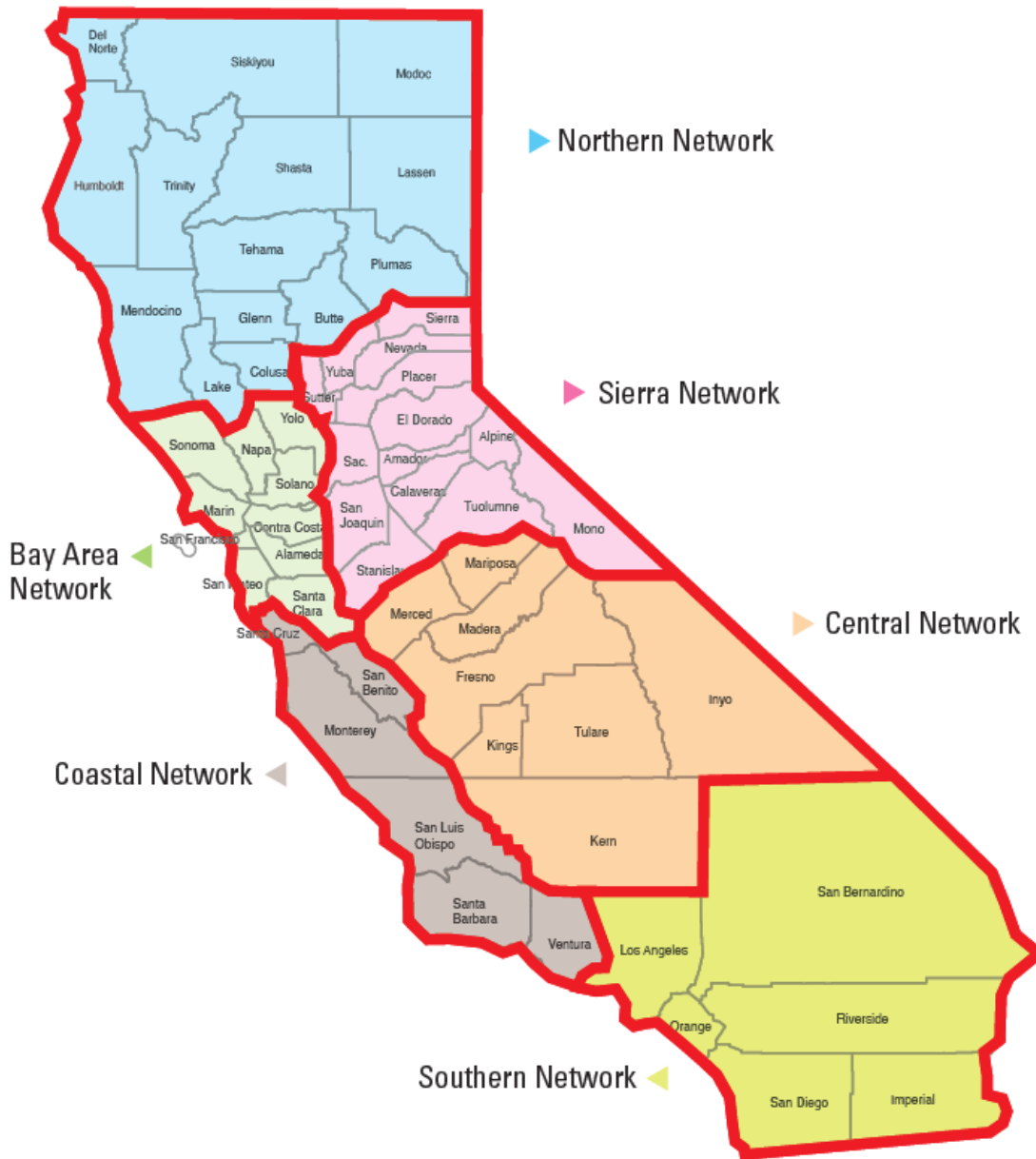
4. List your involvement in civic and/or non-profit organization:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



California Special Districts Association

DISTRICT NETWORKS



2026 Board of Directors by Networks

Northern Network

Greg Orsini, *McKinleyville Community Service District*
 Fred Ryness, *Burney Water District*
 Kevin Phillips, *Paradise Irrigation District*

Sierra Network

Steve Palmer, *Donner Summit Public Utilities District*
 Pete Kampa, *Groveland Community Services District*
 Noelle Mattock, *El Dorado Hills Community Services District*

Bay Area Network

Kathryn Slater-Carter, *San Mateo County Harbor District*
 Ryan Clausnitzer, *Alameda County Mosquito Abatement District*
 Antonio Martinez, *Contra Costa Water District*

Central Network

Curtis Jorritsma, *Hilmar County Water District*
 Patrick Ostly, *North of River Sanitary District*
 Lorenzo Rios, *Clovis Veterans Memorial District*

Coastal Network

Scott Duffield, *Heritage Ranch Community Services District*
 Vincent Ferrante, *Moss Landing Harbor District*
 Elaine Magner, *Pleasant Valley Recreation & Park District*

Southern Network

Don Bartz, *Phelon Pinon Hills Community Services District*
 Jo MacKenzie, *Vista Irrigation District*
 Nikki Winslow, *Altadena Library District*



BOARD OF DIRECTORS

STAFF REPORT

DATE: March 26, 2026
TO: Board of Directors
FROM: Erin Morrissey, Recreation Director
SUBJECT: Recreation Update – March

Program and Staff Development Update

A significant portion of this month has been dedicated to the Adult Sports program, where we are implementing a "Growth Mindset" approach to management. This includes rolling out of a Behavior Response Guide designed to refine our established Code of Conduct. This system provides officials with a clear framework to ensure participant and spectator accountability, fostering transparency and consistency across all adult sports. To support these standards, we have streamlined our recruitment and onboarding processes. Dedicated training sessions, covering both general operational standards and sport-specific mechanics, were held in March to ensure all staff are fully integrated into our updated protocols.

In addition to sports programming, extensive preparations are underway for the 2026 Aquatics season. Following a comprehensive review of past performance, current efforts are centered on aggressive recruitment and training of lifeguards and swim instructors. Our primary goal is to bolster staff capacity to meet the high community demand for water safety education and youth swim proficiency. Strengthening this foundational staffing pipeline is a critical step in preparing for the future operations of our upcoming Aquatic Center.

On March 4, we participated in the E-Bike Collaboration meeting, which addressed the rapid increase in e-bike usage and the resulting pressure on local infrastructure, public education, and safety. The discussion was driven by key stakeholders who dictate policy or manage the medical impacts of accidents, including the City of Chico, CPD, BCAG, Enloe Health, and Chico Velo.

Adult Sports

Our Adult Sports winter season wrapped up on a high note, with strong participation and positive engagement across all leagues. We are especially excited to see that spring registration numbers have grown tremendously over the past three years, reflecting continued community interest and program success.

Our team is actively preparing for the upcoming season by developing game schedules, organizing onsite resources for staff, and ensuring all program sites are fully operational and ready to provide a smooth, high-quality experience for participants.

Senior Programming

Senior Luncheons are picking up momentum as March saw an increase of 16% in attendance. Last month, we hosted our first one at PV Rec and this month we held it in the CARD Vallombrosa office in the main hall. Many guests were ecstatic to be hosted at the CARD center and spent time wandering the rose garden after bingo. This month, we formally introduced the return of the Surviving and Thriving classes hosted by Gerald Darling and teased the Save the Date for an upcoming Senior Dance. We are exploring an ongoing partnership with a couple trial dances at PV Rec Center this summer hosted in collaboration with Ed Cannon, host of Let's Dance community dances currently being held at the VFW in Paradise. In April, we will be hosting the event back at the PV Rec Center.

Contract Instructors

We have scheduled our summer camps filling every room at the CARD Center for every week of summer break. A notable new addition to summer camp offerings are Mad Science camps! Mad Science of Sacramento Valley is a leading science enrichment provider specializing in camps, workshops, field trips, and more. Their mission is to inspire children through science, sparking lifelong imagination and curiosity. We're excited to bring this to the Chico community as an additional summer camp offering.

After School Programs

After School Programs are progressing smoothly as we move towards the end of the school year. We are continuing to work with our CUSD partners on how to improve the programs for next year, and increase the care offered by our seasonal Recreation Leaders. The ASP Team is also trying to identify extra opportunities for staff in ways that support the rest of CARD beyond ASP and are recruiting ASP staff who are interested in supporting upcoming CARD events and tabling in the community. We are hoping to be able to offer additional opportunities to seasonal staff, and support CARD teams who need additional help at certain times without recruiting short-term staff. Outside of ASP, we are currently putting on Springtime Delight and preparing for camp season!

Inclusion Programs

The Inclusion Program continues to expand it's support to the After School Program! We now have 22 seasonal Inclusion Leaders spread across all 12 CUSD elementary school sites! The Social Club continues to be popular at it's new time every other Tuesday, and we are seeing more return participants which is allowing for friendships to flourish. Amnesty has hatched baby chicks this spring, and she has been bringing them to school sites to share with the kids. One chick was born with a crooked beak, making it live a bit differently than the other chicks, and this has been a great lesson/discussion with students about Inclusion that helps them see the

importance in a different way. Additionally, the Inclusion Team just held the first camp offered by the team, a 5-day Inclusive Cooking Camp at the CARD Community Center!

Nature Education

March has been an exciting month at the Nature Center. We successfully wrapped up our Park Explorers Survival Club program and are looking forward to continuing it in a new format, offering two separate programs to better meet the needs of participants. The new Park Explorers Club and Park Survival Club will begin the last week of March and run through May. Our upcoming Voices of Nature: Snakes program, scheduled for Saturday, March 28th, will feature a special guest speaker and her pet ball python, Marshmallow, who measures approximately 5–6 feet in length.

We are also bringing back Camp Chico Creek for spring break next week. The camp is fully registered, and we are looking forward to a fun and engaging week of nature exploration, creative activities, and park adventures for participating children. Additionally, preparations are underway for next month's California Naturalist course, and we are excited to partner once again with UC Environmental Stewards and the California Conservation Corps to offer another enriching educational experience. March has set the stage for an engaging and active spring season at the Nature Center.

Youth Sports

The CARD Youth Sports Department gearing up for the best spring season! Spring registration is growing quickly, and we are excited to transition into a new season! We have finished hiring and are conducting trainings and skills evaluations to prepare for the upcoming season!

- Chapman Kids Club: First round of Chapman Kids Club has ended. We have officially transitioned this program to Sean and myself- we are so excited to continue to build and grow of this program (Thank you Erin Gonzales and Dallas Orvick for getting it started!). We are getting more guest speakers and challenging ourselves to think outside the box with crafts and activities to help the kids to want more!
- Kickin' Into Sprig Break Camp: We're thrilled for Soccer Spring Break Camp at DFJ! This will be a fantastic opportunity to showcase the Chapman Park area and fully utilize our equipment while providing a high-energy camp experience for participants.
- Volleyball & Flag Football Leagues: Rosters are starting to be formed for our spring leagues, and spots are already filling quickly. Volunteer recruitment and staff hiring are locked, and practices will begin the final week of March.
- ShortE (Ages 3–5) & Little Sports (Ages 5–7): These programs will continue throughout the spring with additional session options, giving our youngest athletes ongoing opportunities to stay active while building foundational skills. Shoutout to our ShortE/Little Directors Alyssa Watkins and Ashley Nunez! Their passion and dedication to the program has been incredible!

- Saturday Programs: Volleyball Clinics will continue this spring, offering players extra time to develop and strengthen their skills. We will also be launching Basketball Clinics for athletes who want to continue improving after the winter season concludes.
- Outdoor Basketball & Futsal: We're excited to bring back 3v3 outdoor basketball and introduce outdoor futsal at Chapman Park. This allows us to provide even more opportunities for 6th–8th graders and marks an exciting addition of futsal programming to CARD Youth Sports.



BOARD OF DIRECTORS

STAFF REPORT

DATE: March 26, 2026
TO: Board of Directors
FROM: Scott Schumann, Assistant General Manager
SUBJECT: Parks and Facilities Update – March

Capital Project Updates

Chico Bike Park

Project completion and opening remains projected for the late Summer of 2026. Pump track has been modified to ensure the ability for hosting national level races while the flow lines continue to be installed with particular attention to access for a variety of rider abilities. Key features like the lily pad are being modified to ensure the appropriate level of challenge and safety.

Chico Aquatic Center

Pool A (50M) and B (25yd) are being constructed with visible progress taking shape for each pool. Pool C (recreation pool and lazy river) has been formed with concrete slab to be poured by end of March. Building construction continues with CMU blocks nearly complete. Floor plan and layout is now observable with clear delineations for all spaces including ticketing, party rooms, offices, concessions, and restroom facilities. Solar Project installation preparation is underway with additional conduit being installed prior to parking lot construction. The project is on track with the projected completion for Fall of 2026.

Community Park Shop and Restroom

Project is official complete with the permit finalized earlier this month.

District-Wide Irrigation

This project continues to progress on schedule, with Baseline smart irrigation controls recently installed at DeGarmo Park and systems at Oak Way, Peterson, Lakeside, and Baroni Parks now coming online.

Community Park Tennis/Pickleball Bathrooms

This project is complete. This was conducted by the Project Crew with a complete upgrade to fixtures, flooring, stalls, paint, and exterior siding and painting.

Capital Improvement Planning

1st Draft of Capital Improvements has been developed and incorporated into the budget process for 2027 fiscal year.

Master Planning Process

The CARD Master Plan was last published in 2018 and is due for update. Staff conducted 3 input sessions which were well attended, with input continuing to be gathered online through the month of January 2026. Additional data, analysis has been conducted in collaboration with the Chico State Data Hub. A final stake holder session will be conducted in April of 2026.

Park Improvements and Maintenance*Community Park Split Rail – Volunteer Work*

In collaboration with the Chico Noon Rotary. Over 300 feet of split rail was installed along the Eastern edge of the park road, thus, reducing the likelihood of park users parking in the fire lane and impeding ingress/egress for emergency vehicles. A long overdue and important improvement accomplished with volunteer labor.

Skatepark Restroom Improvements

After years of vandalism and deferred maintenance, the Schneider Skate Park restroom has been significantly upgraded through internal workforce expertise. Improvements include: new fixtures, doors, lighting, venting, electrical panel, protective panel cage, and flooring.

CARD Center Landscape Improvements

A collaborative project between parks crews was completed this month at the CARD Center wherein new plantings, trees, mulch, and pruning occurred. This resulting in a strong improvement to the existing aesthetic of the CARD Center Rose Garden and landscaping for events and users to enjoy.

Rotary Centennial Park

Landscape improvements to reduce vehicle access to the park have been installed with the specific intent to block openings adjacent to pathways due to vehicles driving onto turf and damaging park resources.

Tree Work

Through combined efforts of in-house staff and contractors, the urban tree canopy in the District has experienced significant improvements across multiple sites. This work has been captured in the Treekeeper software for documentation and systematic efforts to address priority trees in the future.

Preparation for 2027 Sites

Staff have been diligent in reviewing and submitting comments for future or current construction projects on park sites planned to come to CARD in 2026/2027. These sites include Hicks Lane Park, Oak Valley Park, and Otaki Park.

News Stories

- [Chico council to consider approving \\$1.3M for police military equipment](#) (Exemption from Tree Preservation Regulations)
- [CARD Culinary Camp Brings Welcoming Inclusivity](#)

Contracts over \$20,000

- None



BOARD OF DIRECTORS

STAFF REPORT

DATE: March 26, 2026
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: General Manager Update – March

Fundraising: Staff continues to pursue philanthropic opportunities for Aquatic Center improvements. The District has engaged potential major donors and is continuing conversations with local business leaders who have shown promising interest in major gift commitments. In February, the District concluded its partnership with Creative Funding Advisors, as the foundational work for the Capital Campaign has been completed. The District is now equipped with the tools and resources to move forward independently with the Ripple Effect Campaign.

Registration Software Upcoming Launch: In June 2025, the Board approved the contract for Rec Tec, a new program registration software. The new platform offers a personalized user dashboard, a wishlist feature for advance program planning, and an improved checkout process designed to make registration faster and easier for the public.

The transition to Rec Tec has been ongoing since January and is to be phased to minimize disruption to current program participants. The following key dates apply:

- Effective April 1, 2026, all new registrations for programs beginning in June 2026 or later will be processed through the Rec Tec platform.
- The Active Network platform will remain accessible for participants currently enrolled in programs, until those programs are completed.
- Summer 2026 programming registration will be conducted exclusively through Rec Tec.

Staff have prepared community-facing communications to support the transition, including FAQs addressing common questions about account creation, program enrollment continuity, and the new platform's features.

Marketing Update

The District recently said farewell to its Marketing Specialist, who made valuable contributions to the District during their tenure. Staff are currently evaluating the District's marketing approach and identifying the best path forward. As part of this strategy, the District will expand its engagement with Blue Flamingo, the marketing firm already working with CARD, to take on a larger role in supporting the District's marketing efforts. This approach allows the District to focus on its core mission of delivering exceptional parks and recreation services to the community, while leveraging the expertise of a professional marketing firm.

Notable Meetings

- 3/3- CARD and Butte County Disaster Center Discussion
- 3/3- Rotary Lunch
- 3/3- Strategy meeting with Stratti IT
- 3/3- Chico City Council Meeting
- 3/6- Chamber Board of Directors Development Training
- 3/6- Contract Termination Discussion with Creative Funding Advisors
- 3/10- Rotary Lunch
- 3/11- Haven Project Walk
- 3/12- Chico Tourism Committee
- 3/12- Aquatic Center Construction Walk Through
- 3/12- Stonegate Preserve
- 3/12- 4th of July Parade Planning Meeting with DCBA
- 3/13- Butte County Economic Development Meeting
- 3/13- Chamber Membership Meeting
- 3/13- Meeting with Will Clark re: development opportunities
- 3/17- Chamber Advocacy Meeting
- 3/17- Rotary Lunch
- 3/18- Chamber Executive Committee Meeting
- 3/19- Meeting with Culligan Water re: potential donation
- 3/26- Hispanic Chamber of Commerce

Upcoming Community Events

March 28th- Spring Jamboree at Caper Acres

April 12th - Kite Day

News Stories

- [Chico council to consider approving \\$1.3M for police military equipment](#) (Exemption from Tree Preservation Regulations)
- [CARD Culinary Camp Brings Welcoming Inclusivity](#)

Contracts over \$20,000

- None