



## REGULAR MEETING

### Chico Area Recreation and Park District Board

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

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

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

Posted prior to 4:00 PM  
Friday, February 17, 2023

#### **BOARD MEMBERS**

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

#### **CARD STAFF**

Annabel Grimm, General Manager  
Holli Drobny, Business Services Manager  
Anjie Goulding, Recreation Manager  
Scott Schumann, Park and Facility Manager

#### **LEGAL COUNSEL**

Jeff Carter

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#### **Zoom Meeting Information:**

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

Meeting ID: 816 0763 6750

Passcode: 156857

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

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

1.1. Roll Call

### **2. PUBLIC COMMENTS**

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

### **3. CONSENT AGENDA**

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

3.2. Revised Minutes of the Regular Meeting of the Board of Directors of December 15, 2022 - *Action Requested: Board of Directors approve the revised minutes.*

3.3. Minutes of the Regular Meeting of the Board of Directors of January 26, 2023 - *Action Requested: Board of Directors approve the minutes.*

### **4. REGULAR AGENDA**

4.1. Committee Report Out - *Information/Possible Action*

4.1.1. Facility Committee- No meeting since last Board meeting.

4.1.2. Finance Committee

4.2. Board Participation in Local Hazard Mitigation Plan (Staff Report 23-005) - *Information/Possible Action*

The Butte County Office of Emergency Management is requesting the District to participate in the planning and update of the Local Hazard Mitigation Plan.

4.3. Approval of Audited Financials for Fiscal Year 2021-2022 (Staff Report FI-23-007) – *Action Requested: Board of Directors to accept the audit report for fiscal year 2021-2022 as prepared by Chavan & Associates, LLP.*

4.4. Items Removed from the Consent Agenda

**5. NEW BUSINESS**

5.1. Bocce Court Installation Award (Staff Report 23-006) – *Action Requested: The Board review, discuss and select a project option and award the contractor bid.*

5.2. AB 2449 Enhanced Teleconferencing (Staff Report 23-007) - *Information/Possible Action*

AB 2449 was passed in September 2022 and modified the Brown Act by providing updated direction on teleconferencing during public meetings.

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

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

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

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

5.5. Annual Reports for Levy Administration – (Staff Report 23-008) *Action Requested: Board of Directors approve Resolution 23-003 Directing the Preparation of the Annual Landscape and Lighting Assessments.*

This Resolution directs SCI Consulting Group to prepare the Engineer's Report for the Oak Way, Amber Grove/Greenfield, and Baroni Neighborhood Park and Open Space (No. LLD 001-05) Landscape and Lighting Assessment Districts (the 'Districts') as the first step in a three-step process in the levying the annual assessments for fiscal year 2023-24.

5.6. Conversion of Part-Time Wages to Full-Time (Staff Report FI-23-008) - *Action Requested: The Board approves the budget allocation which reflects a conversion of part-time positions to a full-time position.*

5.7. Regular Board Meeting Date Change – *Action Requested* – *that the Board of Directors reschedule the March Regular Board Meeting.*

**6. DIRECTOR COMMENTS**

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

**7. STAFF COMMENTS**

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

Recreation Update (Staff Report 23-009)

Parks and Facilities Update (Staff Report 23-010)

General Manager Update (Staff Report 23-011)

**8. CLOSED SESSION**

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

**9. ADJOURNMENT**

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

**Agenda Item 2.0**  
**Correspondence received 2/23/2023**

To whom it may concern-

I am writing this letter to encourage CARD to consider a few things regarding the new public courts going in.

First of all, I will start with this- I moved back to my hometown Chico/Butte County after 18 years being away. I joined Chico Bocce Club as a way to meet new people, be active, and social. I was taken in by members of this club with open arms. I now have met some of my most dear lifelong friends. One reason this sticks out to is that I have met friends that I believe I never would've met otherwise. The bocce community brings people together from every age group, background, and walk of life. I instantly felt included and now possess a fire in my heart for not only the community but for this sport.

Second, bocce is a sport that accepts everyone; it's all inclusive. It doesn't matter your skill level, only you show up and give it your all. I have also participated in a tournament to help support the local community, The Mavericks. Our local community supports this sport on their own, with their own courts. We have built an AMAZING community around bocce. I feel so lucky to have found this amazing group of humans.

Third, I fully support the public bocce courts. It would allow a fresh approach to a booming community and mostly, offer the ENTIRE community of Chico/Butte County to gather with family and friends and enjoy not only the love of the sport but the love between community members.

Last, as being an active member of Chico Bocce Club I understand and participate in the care, maintenance, and effort it takes to put on these leagues and tournaments. One of the most amazing things we have is one of our covered courts with lights out on Estes. Greg graciously opens his beautiful court to us year round. As we know, it rains here. The benefit of having covered courts with lights is INCREDIBLE!! It allows the community to play year round, without insane cleanup of the courts. I have helped maintain the courts, and it's a huge task. I fully support the coverings and lights. But most of all so will the community- less maintenance, more game play year round, AND LESS MONEY IN THE LONG RUN.

Thank you for your time and consideration. I have faith CARD will make the right decision and provide our community with an amazing covered, lit court so ALL can enjoy with their family and friends.

Kindly,  
Leah Maurer



**FINANCIAL STATEMENTS**

**FISCAL YEAR 2022/2023**

**JANUARY 2023**

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

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



	GENERAL FUND	COMMUNITY PARK FEES	PARK IMPACT FUND	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
<b>ASSETS</b>							
CASH	7,434,448	6,914,533	424,472	12,652	23,715	138,711	14,948,531
FMV ADJUSTMENT (GENERAL FUND)	-	-	-	-	-	-	-
RECEIVABLES	1,234,138	-	26,125	-	-	-	1,260,263
DUE FROM OTHER FUNDS	248,828	-	-	-	-	-	248,828
<b>TOTAL CURRENT ASSETS</b>	<b>8,917,415</b>	<b>6,914,533</b>	<b>450,597</b>	<b>12,652</b>	<b>23,715</b>	<b>138,711</b>	<b>16,457,623</b>
<b>PREPAID EXPENSES</b>	-	-	-	-	-	-	-
FIXED ASSETS	43,280,933	-	-	-	-	-	43,280,933
ACCUMULATED DEPRECIATION	(17,075,387)	-	-	-	-	-	(17,075,387)
<b>SUBTOTAL</b>	<b>26,205,546</b>	-	-	-	-	-	<b>26,205,546</b>
<b>TOTAL ASSETS</b>	<b>35,122,961</b>	<b>6,914,533</b>	<b>450,597</b>	<b>12,652</b>	<b>23,715</b>	<b>138,711</b>	<b>42,663,169</b>
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68</b>	<b>1,186,655</b>	-	-	-	-	-	<b>1,186,655</b>
<b>LIABILITIES</b>							
ACCOUNTS PAYABLE	17,077	-	-	-	-	-	17,077
ACCRUED EXPENSES	49,417	-	-	-	-	-	49,417
DUE TO OTHER FUNDS	-	-	-	85,523	77,302	86,003	248,828
OTHER LIABILITIES	907,503	-	-	-	-	-	907,503
<b>TOTAL CURRENT LIABILITIES</b>	<b>973,997</b>	-	-	<b>85,523</b>	<b>77,302</b>	<b>86,003</b>	<b>1,222,825</b>
<b>LONG-TERM DEBT</b>							
NET PENSION LIABILITY	657,142	-	-	-	-	-	657,142
LIABILITY FOR COMPENSATED ABSENCES	263,428	-	-	-	-	-	263,428
<b>SUBTOTAL</b>	<b>920,570</b>	-	-	-	-	-	<b>920,570</b>
<b>TOTAL LIABILITIES</b>	<b>1,894,567</b>	-	-	<b>85,523</b>	<b>77,302</b>	<b>86,003</b>	<b>2,143,396</b>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68</b>	<b>755,205</b>	-	-	-	-	-	<b>755,205</b>
<b>FUND BALANCE</b>							
RESTRICTED	-	5,394,437	417,557	42	76	81,251	5,893,363
SPENDABLE - COMMITTED	2,501,500	-	-	-	-	-	2,501,500
SPENDABLE - ASSIGNED	-	-	-	-	-	-	-
SPENDABLE - UNASSIGNED	5,255,447	-	-	-	-	-	5,255,447
NON-SPENDABLE	26,351,721	-	-	-	-	-	26,351,721
<b>FUND BALANCE</b>	<b>34,108,669</b>	<b>5,394,437</b>	<b>417,557</b>	<b>42</b>	<b>76</b>	<b>81,251</b>	<b>40,002,031</b>
<b>TOTAL NET INCOME (LOSS)</b>	<b>528,518</b>	<b>1,520,096</b>	<b>33,040</b>	<b>(72,912)</b>	<b>(53,663)</b>	<b>(28,543)</b>	<b>1,926,535</b>
<b>CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS</b>	<b>(977,343)</b>						
<b>TOTAL FUND BALANCE</b>	<b>33,659,844</b>	<b>6,914,533</b>	<b>450,597</b>	<b>(72,871)</b>	<b>(53,587)</b>	<b>52,708</b>	<b>40,951,224</b>

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



	GENERAL FUND	COMMUNITY PARK FEES	PARK IMPACT FUND	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
<b>REVENUE</b>							
FEE BASED PROGRAM INCOME	2,062,439	-	-	-	-	-	2,062,439
OTHER INCOME	459,578	-	-	-	-	-	459,578
RDA PASSTHROUGH	845,351	-	-	-	-	-	845,351
INVESTMENT INCOME	-	-	-	-	-	-	-
TAX INCOME / COUNTY	2,882,435	-	-	-	-	-	2,882,435
PARK IMPACT FEES	-	1,353,197	21,375	-	-	-	1,374,572
ASSESSMENTS	-	-	-	12,610	23,639	54,953	91,202
OPERATING TRANSFER IN	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>6,249,803</b>	<b>1,353,197</b>	<b>21,375</b>	<b>12,610</b>	<b>23,639</b>	<b>54,953</b>	<b>7,715,578</b>
<b>EXPENSE</b>							
SALARIES & BENEFITS	3,843,857	-	-	73,450	57,832	73,450	4,048,590
SERVICES & SUPPLIES	1,588,736	-	-	12,072	19,470	12,553	1,632,831
OPERATING TRANSFER OUT	-	-	-	-	-	-	-
CONTRIB. TO OTHER AGENCIES	9,997	-	-	-	-	-	9,997
CONTINGENCIES	-	-	-	-	-	-	-
NOTES PAYABLE / LEASE PYMTS	-	-	-	-	-	-	-
<b>TOTAL EXPENSE</b>	<b>5,442,591</b>	<b>-</b>	<b>-</b>	<b>85,523</b>	<b>77,302</b>	<b>86,003</b>	<b>5,691,419</b>
<b>NET REVENUE BEFORE SPECIAL EXPENSE</b>	<b>807,213</b>	<b>1,353,197</b>	<b>21,375</b>	<b>(72,912)</b>	<b>(53,663)</b>	<b>(31,051)</b>	<b>2,024,159</b>
<b>SPECIALLY ALLOCATED ITEMS</b>							
DEPRECIATION	508,521	-	-	-	-	-	508,521
FAIR MARKET VALUE ADJUSTMENT	(229,827)	(166,899)	(11,665)	-	-	(2,507)	(411,395)
<b>TOTAL SPECIALLY ALLOCATED</b>	<b>278,695</b>	<b>(166,899)</b>	<b>(11,665)</b>	<b>-</b>	<b>-</b>	<b>(2,507)</b>	<b>97,126</b>
<b>REVENUE OVER (UNDER)</b>	<b>528,518</b>	<b>1,520,096</b>	<b>33,040</b>	<b>(72,912)</b>	<b>(53,663)</b>	<b>(28,543)</b>	<b>1,927,033</b>
<b>CAPITAL ASSETS AND REPAIR PROJECTS</b>							
CAPITAL / REPAIR PROJECTS	1,628,249	-	-	-	-	-	1,628,249
CAPTIAL PROJECTS REIMBURSEMENT	650,906	-	-	-	-	-	650,906
<b>NET CAPITAL PROJECTS</b>	<b>(977,343)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(977,343)</b>
<b>TOTAL REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(448,825)</b>	<b>1,520,096</b>	<b>33,040</b>	<b>(72,912)</b>	<b>(53,663)</b>	<b>(28,543)</b>	<b>949,690</b>



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

	JANUARY 2023	JANUARY 2022	Increase (Decrease)	
			\$ Change	% Change
<b>ASSETS</b>				
<b>CASH</b>				
* CASH ON DEPOSIT WITH COUNTY (GENERAL FUND)	6,122,613	7,478,469	(1,355,857)	-18%
CASH ON DEPOSIT WITH COUNTY (COMMUNITY BAND)	1,066	2,186	(1,120)	-51%
CASH ON DEPOSIT WITH ROTARY FOUNDATION	-	501	(501)	-100%
CASH - GOLDEN VALLEY BANK	1,198,645	1,830,879	(632,234)	-35%
PETTY CASH	800	800	-	0%
BANK SUSPENSE	111,325	903,020	(791,695)	-88%
<b>SUBTOTAL</b>	<b>7,434,448</b>	<b>10,215,855</b>	<b>(2,781,407)</b>	<b>-27%</b>
<b>RECEIVABLES</b>				
ACCOUNTS RECEIVABLE	1,234,138	765,084	469,054	61%
<b>RECEIVABLES</b>	<b>1,234,138</b>	<b>765,084</b>	<b>469,054</b>	<b>61%</b>
<b>DUE FROM OTHER FUNDS</b>				
DUE TO GENERAL FUND FROM OTHER FUNDS	248,828	155,414	93,414	60%
<b>TOTAL CURRENT ASSETS</b>	<b>8,917,415</b>	<b>11,136,353</b>	<b>(2,218,939)</b>	<b>-20%</b>
<b>FIXED ASSETS</b>				
LAND	11,634,791	11,634,791	-	0%
LAND IMPROVEMENTS	28,357,507	25,665,064	2,692,444	10%
LEASEHOLD IMPROVEMENTS	1,098,163	1,098,163	-	0%
EQUIPMENT	1,070,014	1,050,533	19,481	2%
EQUIPMENT - COMPUTERS	296,192	276,499	19,692	7%
EQUIPMENT - AUTOS	474,688	399,660	75,028	19%
** CONSTRUCTION IN PROGRESS	349,579	1,619,827	(1,270,248)	-78%
<b>SUBTOTAL</b>	<b>43,280,933</b>	<b>41,744,537</b>	<b>1,536,397</b>	<b>4%</b>
ACCUMULATED DEPRECIATION	(17,075,387)	(15,708,362)	(1,367,025)	9%
<b>SUBTOTAL</b>	<b>26,205,546</b>	<b>26,036,174</b>	<b>169,372</b>	<b>1%</b>
<b>TOTAL ASSETS</b>	<b>35,122,961</b>	<b>37,172,527</b>	<b>(2,049,566)</b>	<b>-6%</b>
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68</b>	<b>1,186,655</b>	<b>1,437,135</b>	<b>(250,480)</b>	<b>-17%</b>

**FOOTNOTES:**

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

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

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

	JANUARY 2023	JANUARY 2022	Increase (Decrease)	
			\$ Change	% Change
<b>LIABILITIES</b>				
<b>ACCOUNTS PAYABLE</b>	<b>17,077</b>	<b>260,772</b>	(243,695)	-93%
<b>ACCRUED EXPENSES</b>				
ACCRUED PAYROLL	62,170	50	62,120	0%
PAYROLL FEDERAL TAXES	5,447	7,496	(2,049)	-27%
PAYROLL STATE TAXES	1,384	2,123	(738)	-35%
PAYROLL EMPLOYEE MEDI & FICA	6,033	2,098	3,935	188%
PAYROLL EMPLOYER MEDI & FICA LIAB	5,866	1,931	3,935	204%
PAYROLL SDI	860	271	588	217%
PAYROLL GARNISHMENTS	(36,570)	(2,069)	(34,501)	1667%
UNION DUES - SUPERVISORS	94	446	(353)	-79%
UNION DUES - PARKS	1,367	2,171	(804)	0%
EMPLOYER CALPERS	-	-	-	-100%
457 EMPLOYEE CONTRIBUTIONS	4,094	4,802	(708)	-15%
EMPLOYEE VOLUNTARY LIFE/AD&D	203	-	203	0%
EMPLOYEE MEDICAL WITHHOLDINGS	(1,531)	(1,531)	-	0%
VOUCHERS PAYABLE ACCRUAL	-	-	-	0%
<b>ACCRUED EXPENSES</b>	<b>49,417</b>	<b>17,789</b>	<b>31,628</b>	<b>178%</b>
<b>DUE TO OTHER FUNDS</b>				
DUE TO OTHER FUNDS FROM GENERAL FUND	-	1,484,896	(1,484,896)	0%
<b>OTHER LIABILITIES</b>				
BANK CHARGE CLEARING ACCOUNT	-	(51,058)	51,058	-100%
DEFERRED REVENUE	849,927	842,553	7,374	1%
OTHER LIAB - CLASS CLEARING ACCT	3,423	4,282	(859)	-20%
UNEARNED REVENUE	(0)	6,049	(6,049)	-100%
SECURITY DEPOSITS	45,750	52,100	(6,350)	-12%
TIME EXPIRED HOLDING ACCT	8,403	7,403	1,000	14%
<b>SUBTOTAL</b>	<b>907,503</b>	<b>861,329</b>	<b>46,174</b>	<b>5%</b>
<b>TOTAL CURRENT LIABILITIES</b>	<b>973,997</b>	<b>2,624,785</b>	<b>(1,650,788)</b>	<b>-63%</b>
<b>LONG-TERM DEBT</b>				
NET PENSION LIABILITY	657,142	2,673,147	(2,016,005)	-75%
LIABILITY FOR COMPENSATED ABSENCES	263,428	230,883	32,545	14%
<b>SUBTOTAL</b>	<b>920,570</b>	<b>2,904,030</b>	<b>(1,983,460)</b>	<b>-68%</b>
<b>TOTAL LIABILITIES</b>	<b>1,894,567</b>	<b>5,528,815</b>	<b>(3,634,248)</b>	<b>-66%</b>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68</b>	<b>755,205</b>	<b>387,623</b>	<b>367,582</b>	<b>95%</b>

**FOOTNOTES:**

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

FUND BALANCE	JANUARY 2023	JANUARY 2022	Increase (Decrease)	
			\$ Change	% Change
<b>SPENDABLE - COMMITTED</b>				
SPENDABLE - COMMITTED - PETTY CASH	1,500	1,500	-	0%
SPENDABLE - COMMITTED - GENERAL RESERVE	2,500,000	2,000,000	500,000	25%
<b>SUBTOTAL</b>	<b>2,501,500</b>	<b>2,001,500</b>	<b>500,000</b>	<b>25%</b>
<b>SPENDABLE - ASSIGNED</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>SPENDABLE - UNASSIGNED</b>	<b>5,255,447</b>	<b>4,470,982</b>	<b>784,465</b>	<b>18%</b>
<b>NON-SPENDABLE</b>	<b>26,351,721</b>	<b>26,036,174</b>	<b>315,547</b>	<b>1%</b>
<b>TOTAL FUND BALANCE - GENERAL FUND</b>	<b>34,108,669</b>	<b>33,694,156</b>	<b>414,513</b>	<b>1%</b>
<b>TOTAL NET INCOME (LOSS)</b>	<b>528,518</b>	<b>523,515</b>	<b>5,003</b>	<b>1%</b>
<b>CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS</b>	<b>(977,343)</b>	<b>22,618</b>	<b>(999,961)</b>	<b>-4421%</b>
<b>TOTAL FUND BALANCE</b>	<b>33,659,844</b>	<b>34,195,053</b>	<b>(535,209)</b>	<b>-2%</b>

**CHICO AREA RECREATION AND PARK DISTRICT  
EXECUTIVE SUMMARY  
GENERAL FUND - FUND 2490  
JANUARY 2023  
REPRESENTS 58% OF THE YEAR**

	<b>2022-2023 BUDGET</b>	<b>2022-2023 YTD</b>	<b>2022-2023 % BUDGET</b>	<b>Remaining Budget</b>	<b>2021-2022 BUDGET</b>	<b>2021-2022 YTD</b>	<b>2021-2022 % BUDGET</b>	<b>DIFF. BY YEAR</b>
<b>REVENUE</b>								
FEE BASED PROGRAM INCOME	3,505,637	2,062,439	58.8%	1,443,198	3,030,341	1,739,150	57.4%	323,289
OTHER INCOME	664,865	459,578	69.1%	205,287	528,350	271,656	51.4%	187,922
RDA PASSTHROUGH	1,600,000	845,351	52.8%	754,649	1,540,000	793,915	51.6%	51,436
INVESTMENT INCOME	45,000	-	0.0%	45,000	40,000	28,338	70.8%	(28,338)
TAX INCOME / COUNTY	4,655,000	2,882,435	61.9%	1,772,565	4,178,000	2,626,337	62.9%	256,098
BACKFILL TAX INCOME	-	-	0.0%	-	-	14,859	0.0%	(14,859)
<b>TOTAL REVENUE</b>	<b>10,470,502</b>	<b>6,249,803</b>	<b>59.7%</b>	<b>4,220,699</b>	<b>9,316,691</b>	<b>5,474,253</b>	<b>58.8%</b>	<b>775,550</b>
<b>OPERATING EXPENDITURES</b>								
SALARIES AND BENEFITS	7,320,959	3,843,857	52.5%	3,477,102	6,581,096	3,555,641	54.0%	288,216
SERVICES AND SUPPLIES	2,829,608	1,588,736	56.1%	1,240,872	2,570,458	1,354,555	52.7%	234,181
OPERATING TRANSFER OUT	267,934	-			113,529	-		
CONTRIB. TO OTHER AGENCIES	15,000	9,997	66.6%	5,003	15,000	-	0.0%	9,997
CONTINGENCIES	20,000	-	0.0%	20,000	25,000	-	0.0%	-
NOTES PAYABLE / LEASE PYMTS	-	-	0.0%	-	80,681	-	0.0%	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>10,453,501</b>	<b>5,442,591</b>	<b>52.1%</b>	<b>4,742,976</b>	<b>9,385,764</b>	<b>4,910,196</b>	<b>52.3%</b>	<b>532,395</b>
<b>NET REVENUE BEFORE SPEC. EXP.</b>	<b>17,001</b>	<b>807,213</b>		<b>-</b>	<b>(69,073)</b>	<b>564,057</b>		<b>243,155</b>
<b>SPECIALLY ALLOCATED ITEMS</b>								
DEPRECIATION	-	508,521	0.0%	-	-	-	0.0%	508,521
FAIR MARKET VALUE ADJUSTMENT	-	(229,827)	0.0%	229,827	-	40,543	0.0%	(270,369)
<b>TOTAL SPECIALLY ALLOCATED</b>	<b>-</b>	<b>278,695</b>	<b>0.0%</b>	<b>229,827</b>	<b>-</b>	<b>40,543</b>	<b>0.0%</b>	<b>238,152</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>17,001</b>	<b>528,518</b>			<b>(69,073)</b>	<b>523,515</b>		<b>5,003</b>

**CHICO AREA RECREATION AND PARK DISTRICT  
REVENUE SUMMARY  
GENERAL FUND - FUND 2490  
JANUARY 2023  
REPRESENTS 58% OF THE YEAR**

	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	Remaining Budget	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	DIFF. BY YEAR
<b>FEE BASED PROGRAM INCOME</b>								
AFTER SCHOOL & CAMP PROGRAMS								
AFTERSCHOOL	2,052,225	1,161,654	56.6%	890,571	1,593,933	959,223	60.2%	202,431
CAMPS	301,300	251,261	83.4%	50,039	266,690	236,576	88.7%	14,685
<b>SUBTOTAL</b>	<b>2,353,525</b>	<b>1,412,915</b>	<b>60.0%</b>	<b>940,610</b>	<b>1,860,623</b>	<b>1,195,799</b>	<b>64.3%</b>	<b>217,116</b>
<b>AQUATICS</b>	<b>160,570</b>	<b>42,257</b>	<b>26.3%</b>	<b>118,313</b>	<b>184,109</b>	<b>80,235</b>	<b>43.6%</b>	<b>(37,978)</b>
CLASSES								
GENERAL CLASSES	147,260	92,345	62.7%	54,915	84,000	53,666	63.9%	38,680
COMMUNITY BAND	2,000	3,611	180.6%	-	1,000	1,317	131.7%	2,294
YOUTH CLASSES	65,000	26,403	40.6%	38,597	59,003	33,370	56.6%	(6,967)
<b>SUBTOTAL</b>	<b>214,260</b>	<b>122,359</b>	<b>57.1%</b>	<b>38,597</b>	<b>144,003</b>	<b>88,353</b>	<b>61.4%</b>	<b>34,007</b>
<b>ADULT SPORTS</b>	<b>232,942</b>	<b>105,786</b>	<b>45.4%</b>	<b>127,156</b>	<b>233,995</b>	<b>104,212</b>	<b>44.5%</b>	<b>1,575</b>
NATURE CENTER								
PROGRAM FEE INCOME	256,840	171,190	66.7%	85,650	188,560	107,862	57.2%	63,328
GRANT FUNDING	-	-	0.0%	-	185,560	-	0.0%	-
<b>SUBTOTAL</b>	<b>256,840</b>	<b>171,190</b>	<b>66.7%</b>	<b>85,650</b>	<b>374,120</b>	<b>107,862</b>	<b>28.8%</b>	<b>63,328</b>
OTHER PROGRAMS								
SCHOLARSHIPS	(25,000)	(4,789)	19.2%	-	(25,000)	(3,940)	15.8%	(849)
SPECIAL EVENTS	30,000	17,720	59.1%	12,280	6,900	-	0.0%	17,720
SENIOR ADULT PROGRAMS	32,500	8,297	25.5%	24,203	6,000	20,566	342.8%	(12,269)
YOUTH SPORTS	250,000	186,904	74.8%	63,096	245,591	146,064	59.5%	40,840
<b>SUBTOTAL</b>	<b>287,500</b>	<b>207,931</b>	<b>72.3%</b>	<b>99,780</b>	<b>233,491</b>	<b>162,689</b>	<b>69.7%</b>	<b>45,242</b>
<b>TOTAL FEE BASED PROGRAMS</b>	<b>3,505,637</b>	<b>2,062,439</b>	<b>58.8%</b>	<b>1,592,176</b>	<b>3,030,341</b>	<b>1,739,150</b>	<b>57.4%</b>	<b>308,685</b>
OTHER INCOME								
FACILITY RENTAL INCOME	444,865	244,526	55.0%	200,339	346,450	191,549	55.3%	52,977
REBATES & REIMBURSED COSTS	30,000	44,172	147.2%	-	30,000	33,124	110.4%	11,049
REIMBURSEMENTS - CITY PARKS	180,000	143,914	80.0%	36,086	141,900	28,194	19.9%	115,719
MISCELLANEOUS	-	11,876	0.0%	-	-	6,029	0.0%	5,846
ENDOWMENTS	10,000	8,395	83.9%	1,605	10,000	8,146	81.5%	249
DONATIONS	-	6,695	0.0%	-	-	4,613	0.0%	2,082
<b>TOTAL OTHER INCOME</b>	<b>664,865</b>	<b>459,578</b>	<b>69.1%</b>	<b>238,030</b>	<b>528,350</b>	<b>271,656</b>	<b>51.4%</b>	<b>187,922</b>
REVENUE FROM OTHER AGENCIES								
RDA PASSTHROUGH	1,600,000	845,351	52.8%	754,649	1,540,000	793,915	51.6%	51,436
INVESTMENT INCOME	45,000	-	0.0%	45,000	40,000	28,338	70.8%	(28,338)
TAX INCOME / COUNTY	4,655,000	2,882,435	61.9%	1,772,565	4,178,000	2,626,337	62.9%	256,098
<b>TOTAL REVENUE FROM OTHER AGENCIES</b>	<b>6,300,000</b>	<b>3,727,787</b>	<b>59.2%</b>	<b>2,572,213</b>	<b>5,758,000</b>	<b>3,463,448</b>	<b>60.2%</b>	<b>264,339</b>
<b>TOTAL REVENUE</b>	<b>10,470,502</b>	<b>6,249,803</b>	<b>59.7%</b>	<b>4,402,420</b>	<b>9,316,691</b>	<b>5,474,253</b>	<b>58.8%</b>	<b>760,946</b>

**CHICO AREA RECREATION AND PARK DISTRICT  
SALARIES AND BENEFITS SUMMARY  
GENERAL FUND - FUND 2490  
JANUARY 2023  
REPRESENTS 58% OF THE YEAR**

	<b>2022-2023 BUDGET</b>	<b>2022-2023 YTD</b>	<b>2022-2023 % BUDGET</b>	<b>2021-2022 BUDGET</b>	<b>2021-2022 YTD</b>	<b>2021-2022 % BUDGET</b>	<b>DIFF. BY YEAR</b>
<b>SALARIES</b>							
FULL-TIME SALARIES	3,055,000	1,766,346	57.8%	2,640,000	1,556,547	59.0%	209,799
PART-TIME SALARIES	2,752,000	1,255,902	45.6%	2,419,334	1,099,692	45.5%	156,210
ACCUMULATED LEAVE	41,000	-	0.0%	41,000	-	0.0%	-
INSTRUCTORS	32,000	54,926	171.6%	53,541	31,524	58.9%	23,403
<b>SUBTOTAL</b>	<b>5,880,000</b>	<b>3,077,174</b>	<b>52.3%</b>	<b>5,153,875</b>	<b>2,687,763</b>	<b>52.2%</b>	<b>389,411</b>
<b>BENEFITS</b>							
FICA	445,000	234,886	52.8%	392,000	201,990	51.5%	32,896
RETIREMENT	629,000	385,495	61.3%	541,000	449,673	83.1%	(64,178)
HEALTH INSURANCE	565,400	240,887	42.6%	438,500	204,475	46.6%	36,411
UNEMPLOYMENT INSURANCE	30,000	3,185	10.6%	98,000	7,987	8.2%	(4,802)
WORKERS COMP INSURANCE	120,000	106,963	89.1%	152,000	146,862	96.6%	(39,900)
ALLOCATION TO OTHER FUNDS	(348,441)	(204,733)	58.8%	(194,279)	(143,110)	73.7%	(61,623)
<b>SUBTOTAL</b>	<b>1,440,959</b>	<b>766,683</b>	<b>53.2%</b>	<b>1,427,221</b>	<b>867,878</b>	<b>60.8%</b>	<b>(101,195)</b>
<b>TOTAL SALARIES AND BENEFITS</b>	<b>7,320,959</b>	<b>3,843,857</b>	<b>52.5%</b>	<b>6,581,096</b>	<b>3,555,641</b>	<b>54.0%</b>	<b>288,216</b>

**CHICO AREA RECREATION AND PARK DISTRICT  
SERVICES AND SUPPLIES SUMMARY  
GENERAL FUND - FUND 2490  
JANUARY 2023  
REPRESENTS 58% OF THE YEAR**

	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	Remaining Budget	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	DIFF. BY YEAR
<b>SERVICES AND SUPPLIES</b>								
MARKETING	44,000	10,739	24.4%	33,261	30,000	4,998	16.7%	5,740
UNIFORM APPAREL	8,000	7,124	89.0%	876	7,000	5,059	72.3%	2,064
PROGRAM APPAREL	-	5,793	0.0%	-	-	-	0.0%	5,793
COMMUNICATIONS	52,358	33,008	63.0%	19,350	52,358	26,033	49.7%	6,975
* INSURANCE	270,000	292,512	108.3%	-	240,500	240,820	100.1%	51,692
TECHNOLOGY SOFTWARE	105,000	48,302	46.0%	56,698	-	-	0.0%	48,302
TECHNOLOGY HARDWARE	30,000	24,891	83.0%	5,109	20,000	19,448	97.2%	5,443
EQUIPMENT MAINTENANCE	23,250	16,249	69.9%	7,001	22,330	13,275	59.4%	2,974
EQUIPMENT	9,200	45,279	492.2%	-	14,621	11,337	77.5%	33,942
VEHICLE MAINTENANCE	18,000	12,357	68.7%	5,643	12,500	12,150	97.2%	207
STRUCTURE & GROUNDS	190,950	92,811	48.6%	98,139	178,100	68,503	38.5%	24,308
VANDALISM	5,460	1,098	20.1%	4,362	5,445	1,528	28.1%	(430)
SERVICES	292,200	149,975	51.3%	142,225	5,400	3,873	71.7%	149,975
** CONTRACT SERVICES	716,616	294,512	41.1%	422,104	827,000	424,560	51.3%	(130,048)
LEGAL NOTICES	1,000	254	25.4%	746	22,000	2,830	12.9%	(2,576)
RECRUITMENT	25,000	6,069	24.3%	18,931	-	-	0.0%	6,069
RENT/LEASE STRUCTURES	2,000	1,000	50.0%	1,000	2,000	1,500	75.0%	(500)
SMALL TOOLS	3,900	12,500	320.5%	-	3,905	1,956	50.1%	10,544
PROFESSIONAL DEVELOPMENT	28,000	23,571	84.2%	4,429	33,500	21,928	65.5%	1,643
MISCELLANEOUS	10,000	5,179	51.8%	4,821	14,000	8,757	62.5%	(3,578)
SUPPLIES	366,540	152,764	41.7%	213,776	340,020	113,078	33.3%	39,557
HOSPITALITY	5,000	7,017	140.3%	-	5,000	537	10.7%	3,455
FUEL	50,000	33,091	66.2%	16,909	60,000	16,534	27.6%	16,557
TRANSPORTATION	3,700	1,980	53.5%	1,720	3,470	-	0.0%	1,980
DIST OFFICE BOARD MTG EXP	10,000	3,625	36.3%	6,375	10,000	5,700	57.0%	(2,075)
USE TAX	1,500	-	0.0%	1,500	1,500	24	1.6%	(24)
TRAVEL	10,000	4,163	41.6%	5,837	15,000	3,452	23.0%	711
<b>SUBTOTAL</b>	<b>2,281,674</b>	<b>1,285,733</b>	<b>56.4%</b>	<b>1,070,942</b>	<b>1,925,649</b>	<b>1,007,880</b>	<b>52.3%</b>	<b>278,701</b>
<b>UTILITIES</b>								
WATER	151,521	64,798	42.8%	86,723	97,955	68,217	69.6%	(3,419)
ELECTRICITY	309,072	197,552	63.9%	111,520	280,196	166,283	59.3%	31,269
GAS	79,992	35,276	44.1%	44,716	65,743	25,869	39.3%	9,407
SEWER	7,349	5,378	73.2%	1,971	6,400	4,486	70.1%	892
<b>SUBTOTAL</b>	<b>547,934</b>	<b>303,003</b>	<b>55.3%</b>	<b>244,931</b>	<b>450,294</b>	<b>264,854</b>	<b>58.8%</b>	<b>38,149</b>
<b>TOTAL SERVICE &amp; SUPPLY</b>	<b>2,829,608</b>	<b>1,588,736</b>	<b>56.1%</b>	<b>1,315,873</b>	<b>2,570,458</b>	<b>1,354,555</b>	<b>52.7%</b>	<b>238,773</b>

\* Insurance is paid in July for the Fiscal Year

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

**CHICO AREA RECREATION AND PARK DISTRICT  
CAPITAL PROJECTS / FIXED ASSETS SUMMARY  
JANUARY 2023  
REPRESENTS 58% OF THE YEAR**

	<b>ORIGINAL 2022-2023 BUDGET</b>	<b>REVISED 2022-2023 BUDGET</b>	<b>2022-2023 YTD</b>	<b>2022-2023 % BUDGET</b>	<b>Remaining Budget</b>
<b>CAPITAL PROJECTS</b>					
ADA - COMPLETE TRANSITION PLAN	135,000	135,000	21,061	15.6%	113,939
HOOKER OAK SOFTBALL LIGHTING	890,000	890,000	716,302	80.5%	173,698
** HOOKER OAK BASKETBALL RESURFACE	35,400	73,900	37,441	50.7%	-
FIELDHOUSE HVAC	66,000	66,000	-	0.0%	66,000
POOL ROOM ROOF REPLACEMENT	48,000	48,000	36,060	75.1%	11,940
** ROTARY PARK BASKETBALL RESURFACE	35,400	73,900	49,091	66.4%	-
DISTRICT WIDE DEFERRED MAINTENANCE	140,000	140,000	88,684	63.3%	51,316
HOOKER OAK TOT LOT PLAYGROUND	192,000	192,000	-	0.0%	192,000
PETERSON PARK PLAYGROUND	198,240	198,240	-	0.0%	198,240
COMMUNITY PARK PICKLEBALL CONVERSION	84,000	84,000	-	0.0%	84,000
DFJ HVAC REPLACEMENT	550,000	550,000	379,647	69.0%	170,353
BOCCE BALL COURT	450,000	450,000	28,745	6.4%	421,255
OAK WAY PLAYGROUND - PROP 68	-	8,123	370	4.6%	-
DFJ CHAPMAN PARK RENOVATION	2,900,000	2,900,000	96,307	3.3%	2,803,693
COMMUNITY CENTER OVEN REPLACEMENT	-	26,256	-	0.0%	-
<b>SUBTOTAL CAPITAL PROJECTS</b>	<b>5,724,040</b>	<b>5,835,419</b>	<b>1,453,709</b>	<b>24.9%</b>	<b>4,286,433</b>
<b>FIELD/PROGRAM EQUIPMENT</b>					
TRACTOR	102,000	102,000	8,264	8.1%	93,736
GATOR	15,000	15,000	-	0.0%	15,000
DECK MOWER	85,000	85,000	82,473	97.0%	2,527
<b>SUBTOTAL FIELD/PROGRAM EQUIPMENT</b>	<b>202,000</b>	<b>202,000</b>	<b>90,737</b>	<b>44.9%</b>	<b>111,263</b>
<b>VEHICLES</b>					
* ROVING CREW TRUCK	-	36,500	31,109	85.2%	-
PROJECT CREW TRUCK	65,000	65,000	52,693	81.1%	12,307
*** 1-TON TRUCK	60,000	60,000	-	0.0%	60,000
*** TRAILER	15,000	15,000	-	0.0%	15,000
<b>SUBTOTAL VEHICLES</b>	<b>140,000</b>	<b>176,500</b>	<b>83,802</b>	<b>47.5%</b>	<b>87,307</b>
<b>TOTAL CAPITAL PROJECTS/FIXED ASSETS</b>	<b>6,066,040</b>	<b>6,213,919</b>	<b>1,628,249</b>	<b>26.2%</b>	<b>4,437,791</b>

<b>CAPITAL PROJECTS REIMBURSEMENT</b>					
CPRS PLAYGROUND GRANT	150,000	150,000	-	0.0%	150,000
CHAPMAN PROP 68 GRANT FUNDING	2,900,000	2,900,000	-	0.0%	2,900,000
OAK WAY PROP 68 GRANT FUNDING		8,123	-	0.0%	-
COMMUNITY PARK IMPACT FEE FUND	450,000	450,000	-	0.0%	450,000
GENERAL FUND UNASSIGNED FUND BALANCE	2,591,040	2,730,796	-	0.0%	2,591,040
ROTARY DONATIONS	-	-	-	0.0%	-
CITY OF CHICO - CENTENNIAL PARK	-	-	650,906	0.0%	-
<b>TOTAL CAPITAL PROJECTS REIMBURSEMENT</b>	<b>6,091,040</b>	<b>6,238,919</b>	<b>650,906</b>	<b>10.4%</b>	<b>5,440,134</b>

<b>TOTAL EXPENSE (OVER) UNDER REIMBURSEMENTS</b>	<b>25,000</b>	<b>25,000</b>	<b>(977,343)</b>	<b>0.0%</b>	<b>1,002,343</b>
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\* Roving Crew Truck budgeted and ordered in FY 2021/2022, received and paid in FY 2022/2023.

Budget should have been carried over.

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

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



CHICO AREA RECREATION AND PARK DISTRICT  
PROGRAM SUMMARY 2021-2022  
January 2023  
Month 7 and 58% of the Year

DESCRIPTION	2022-2023 Budget	January 2023	2022-2023 YTD	2022-2023 % of Budget	Remaining Budget	2021-2022 Budget	January 2022	2021-2022 YTD	2021-2022 % of Budget	YTD Difference by Year
<b>AFTERSCHOOL</b>										
INCOME	2,052,225	102,146	1,161,654	57%	890,571	1,593,933	288,740	959,223	60%	202,431
PART-TIME WAGES	(1,289,000)	(52,851)	(539,602)	42%	(749,398)	(926,759)	(70,624)	(461,306)	50%	(78,296)
SUPPLIES	(27,135)	(1,017)	(8,409)	31%	(18,726)	(34,500)	(6,785)	(9,816)	28%	1,406
<b>TOTAL AFTERSCHOOL</b>	<b>736,090</b>	<b>48,278</b>	<b>613,643</b>	<b>83%</b>	<b>122,447</b>	<b>632,675</b>	<b>211,330</b>	<b>488,101</b>	<b>77%</b>	<b>125,542</b>
<b>CAMPS</b>										
INCOME	301,300	14,539	251,261	83%	50,039	266,690	(125)	236,576	89%	14,685
PART-TIME WAGES	(98,600)	(7,720)	(90,991)	92%	(7,609)	(118,939)	(2,468)	(76,654)	64%	(14,337)
INSTRUCTORS	(2,000)	-	-	0%	(2,000)	(8,000)	-	-	0%	-
PROGRAM APPAREL	-	-	(1,859)	0%	1,859	-	-	-	0%	(1,859)
GENERAL SERVICES	-	-	(1,776)	0%	1,776	-	-	-	0%	(1,776)
CONTRACT SERVICES	(54,416)	-	(42,875)	79%	(11,541)	(41,025)	-	(57,378)	140%	14,503
SUPPLIES	(16,650)	(725)	(3,641)	22%	(13,009)	(16,970)	(2,034)	(3,691)	22%	50
HOSPITALITY	-	-	(22)	0%	22	-	-	-	0%	(22)
TRANSPORTATION	(2,800)	-	(1,540)	55%	(1,260)	(2,570)	-	-	0%	(1,540)
<b>TOTAL CAMPS</b>	<b>126,834</b>	<b>6,095</b>	<b>108,556</b>	<b>86%</b>	<b>18,278</b>	<b>79,186</b>	<b>(4,626)</b>	<b>98,853</b>	<b>125%</b>	<b>9,702</b>
<b>AQUATICS</b>										
INCOME	160,570	1,927	42,416	26%	118,154	171,409	-	80,235	47%	(37,819)
PART-TIME WAGES	(134,000)	-	(54,533)	41%	(79,467)	(124,912)	-	(54,381)	44%	(152)
SUPPLIES	(3,500)	-	(1,073)	31%	(2,427)	(5,650)	(783)	(890)	16%	(182)
<b>TOTAL AQUATICS</b>	<b>23,070</b>	<b>1,927</b>	<b>(13,189)</b>	<b>-57%</b>	<b>36,259</b>	<b>40,847</b>	<b>(783)</b>	<b>24,964</b>	<b>61%</b>	<b>(38,154)</b>
<b>CLASSES</b>										
INCOME	214,260	16,640	122,359	57%	91,901	144,003	16,362	88,353	61%	34,007
PART-TIME WAGES	(53,000)	(1,365)	(14,140)	27%	(38,860)	(17,541)	(1,545)	(13,415)	76%	(725)
INSTRUCTORS	(30,000)	(3,444)	(40,786)	136%	10,786	(52,800)	(1,900)	(31,524)	60%	(9,262)
CONTRACT SERVICES	(38,500)	(6,106)	(24,740)	64%	(13,760)	(18,000)	(529)	(5,817)	32%	(18,924)
SUPPLIES	(5,200)	(417)	(2,069)	40%	(3,131)	(4,750)	(576)	(1,804)	38%	(265)
<b>TOTAL CLASSES</b>	<b>87,560</b>	<b>5,309</b>	<b>40,624</b>	<b>46%</b>	<b>46,936</b>	<b>50,912</b>	<b>11,812</b>	<b>35,793</b>	<b>70%</b>	<b>4,831</b>
<b>ADULT SPORTS</b>										
INCOME	232,942	5,433	105,786	45%	127,156	233,995	2,909	104,212	45%	1,575
PART-TIME WAGES	(160,000)	(1,646)	(31,035)	19%	(128,965)	(96,445)	(540)	(16,913)	18%	(14,122)
OFFICIALS	-	(882)	(41,395)	0%	41,395	(2,880)	(922)	(27,154)	943%	(14,241)
SUPPLIES	(25,650)	(326)	(6,472)	25%	(19,178)	(16,725)	(1,616)	(5,734)	34%	(738)
<b>TOTAL ADULT SPORTS</b>	<b>47,292</b>	<b>2,579</b>	<b>26,884</b>	<b>57%</b>	<b>20,408</b>	<b>117,945</b>	<b>(168)</b>	<b>54,411</b>	<b>46%</b>	<b>(27,526)</b>

CHICO AREA RECREATION AND PARK DISTRICT  
PROGRAM SUMMARY 2021-2022  
January 2023  
Month 7 and 58% of the Year

DESCRIPTION	2022-2023 Budget	January 2023	2022-2023 YTD	2022-2023 % of Budget	Remaining Budget	2021-2022 Budget	January 2022	2021-2022 YTD	2021-2022 % of Budget	YTD Difference by Year
<b>YOUTH SPORTS</b>										
INCOME	250,000	16,297	186,904	75%	63,096	245,591	13,223	146,064	59%	40,840
PART-TIME WAGES	(149,000)	(1,606)	(75,436)	51%	(73,564)	(128,295)	(2,886)	(57,620)	45%	(17,816)
INSTRUCTORS	-	-	-	0%	-	-	-	-	0%	-
MARKETING	-	-	-	0%	-	-	-	-	0%	-
UNIFORM APPAREL	-	-	-	0%	-	-	-	-	0%	-
PROGRAM APPAREL	-	-	-	0%	-	-	-	-	0%	-
COMMUNICATIONS	-	-	-	0%	-	-	-	-	0%	-
GENERAL SERVICES	-	-	(125)	0%	125	-	-	-	0%	(125)
CONTRACT SERVICES	-	-	-	0%	-	-	-	(598)	0%	598
SUPPLIES	(32,950)	(3,946)	(11,988)	36%	(20,962)	(30,830)	(9,529)	(16,608)	54%	4,620
<b>TOTAL YOUTH SPORTS</b>	<b>68,050</b>	<b>10,745</b>	<b>99,355</b>	<b>146%</b>	<b>(31,305)</b>	<b>86,466</b>	<b>809</b>	<b>71,238</b>	<b>82%</b>	<b>28,117</b>
<b>SENIOR PROGRAMS</b>										
INCOME	32,500	1,828	8,297	26%	24,203	6,000	13	20,566	343%	(12,269)
PART-TIME WAGES	(1,600)	-	-	0%	(1,600)	-	-	-	0%	-
GENERAL SERVICES	(10,000)	(1,040)	(5,596)	56%	(4,404)	-	-	-	0%	(5,596)
CONTRACT SERVICES	(3,500)	-	-	0%	(3,500)	(4,000)	(406)	(4,502)	113%	4,502
SUPPLIES	(950)	-	(172)	18%	(778)	(200)	(1,741)	(1,741)	870%	1,569
<b>TOTAL SENIOR PROGRAMS</b>	<b>16,450</b>	<b>788</b>	<b>2,529</b>	<b>15%</b>	<b>13,921</b>	<b>1,800</b>	<b>(2,134)</b>	<b>14,323</b>	<b>796%</b>	<b>(11,794)</b>
<b>SPECIAL EVENTS</b>										
INCOME	30,000	-	13,677	46%	16,323	6,900	-	-	0%	13,677
GRANT INCOME	-	-	4,043	0%	(4,043)	-	-	-	0%	4,043
PART-TIME WAGES	-	-	-	0%	-	(22,716)	-	-	0%	-
MARKETING	-	(47)	(591)	0%	591	-	-	-	0%	(591)
GENERAL SERVICES	-	(412)	(10,682)	0%	10,682	-	-	-	0%	(10,682)
CONTRACT SERVICES	(4,000)	-	-	0%	(4,000)	(2,900)	-	-	0%	-
SUPPLIES	(16,000)	(1,971)	(4,783)	30%	(11,217)	(6,000)	(473)	(473)	8%	(4,310)
HOSPITALITY	-	(303)	(378)	0%	378	-	-	-	0%	(378)
<b>TOTAL SPECIAL EVENTS</b>	<b>10,000</b>	<b>(2,733)</b>	<b>1,286</b>	<b>13%</b>	<b>8,714</b>	<b>(24,716)</b>	<b>(473)</b>	<b>(473)</b>	<b>2%</b>	<b>1,759</b>
<b>NATURE CENTER</b>										
INCOME	256,840	13,865	171,190	67%	85,650	188,560	5,784	107,862	57%	63,328
DONATIONS	-	2,505	2,577	0%	(2,577)	-	1,001	3,246	0%	(669)
ENDOWMENTS	10,000	2,798	8,395	84%	1,605	10,000	2,715	8,146	81%	249
PART-TIME WAGES	(193,800)	(5,257)	(88,183)	46%	(105,617)	(118,652)	(4,308)	(59,915)	50%	(28,268)
UNIFORM APPAREL	-	-	(317)	0%	317	-	-	-	0%	(317)
PROGRAM APPAREL	-	-	(3,934)	0%	3,934	-	-	-	0%	(3,934)
GENERAL SERVICES	-	-	(255)	0%	255	-	-	-	0%	(255)
CONTRACT SERVICES	(2,320)	-	(2,706)	117%	386	(3,400)	-	(934)	27%	(1,772)

CHICO AREA RECREATION AND PARK DISTRICT  
PROGRAM SUMMARY 2021-2022  
January 2023  
Month 7 and 58% of the Year

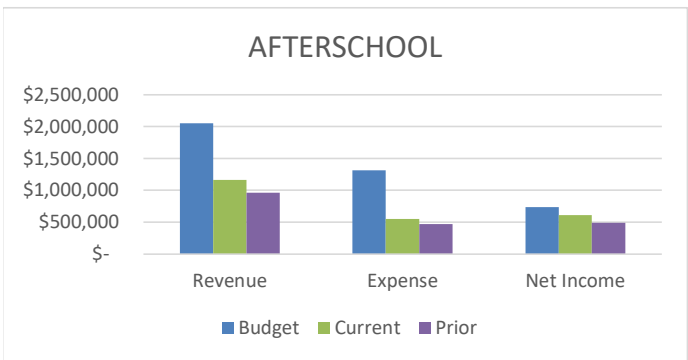
DESCRIPTION	2022-2023		2022-2023	2022-2023	Remaining Budget	2021-2022		2021-2022	2021-2022	YTD Difference by Year
	Budget	January 2023	YTD	% of Budget		Budget	January 2022	YTD	% of Budget	
SUPPLIES	(18,215)	(2,571)	(12,045)	66%	(6,170)	(13,855)	(5,228)	(5,386)	39%	(6,659)
HOSPITALITY	-	-	(68)	0%	68	-	-	-	0%	(68)
TRANSPORTATION	(900)	-	(440)	49%	(460)	(900)	-	-	0%	(440)
<b>TOTAL NATURE CENTER</b>	<b>51,605</b>	<b>11,340</b>	<b>74,216</b>	<b>144%</b>	<b>(22,611)</b>	<b>61,753</b>	<b>(36)</b>	<b>53,019</b>	<b>86%</b>	<b>21,196</b>
<b>FACILITY RENTAL</b>										
INCOME	444,865	27,706	244,526	55%	200,339	382,950	9,852	191,549	50%	52,977
PART-TIME WAGES	(70,000)	(1,258)	(35,888)	51%	(34,112)	(100,400)	(3,295)	(37,258)	37%	1,369
INSTRUCTORS	-	-	-	0%	-	-	-	-	0%	-
MARKETING	-	(39)	(1,012)	0%	1,012	-	-	-	0%	(1,012)
UNIFORM APPAREL	-	-	(273)	0%	273	-	-	-	0%	(273)
PROGRAM APPAREL	-	-	-	0%	-	-	-	-	0%	-
COMMUNICATIONS	-	-	-	0%	-	-	-	-	0%	-
GENERAL SERVICES	-	-	-	0%	-	-	-	-	0%	-
CONTRACT SERVICES	(10,000)	-	-	0%	(10,000)	(7,300)	-	(482)	7%	482
SUPPLIES	(7,500)	(1,678)	(2,030)	27%	(5,470)	(6,250)	(741)	(1,162)	19%	(867)
HOSPITALITY	-	(56)	(141)	0%	141	(9,200)	-	(392)	4%	251
TRANSPORTATION	-	-	-	0%	-	-	-	-	0%	-
<b>TOTAL FACILITY RENTAL</b>	<b>357,365</b>	<b>24,676</b>	<b>205,182</b>	<b>57%</b>	<b>152,183</b>	<b>259,800</b>	<b>5,816</b>	<b>152,256</b>	<b>59%</b>	<b>52,926</b>
<b>RECREATION - MISC. &amp; ADMIN</b>										
INCOME	(10,000)	57	(2,393)	24%	(7,607)	(25,000)	89	(2,908)	12%	516
FULL-TIME WAGES	(761,000)	(49,761)	(363,242)	48%	(397,758)	(607,000)	(43,374)	(293,940)	48%	(69,302)
PART-TIME WAGES	(58,000)	(3,929)	(44,102)	76%	(13,898)	-	(4,042)	(66,140)	0%	22,038
OVERTIME/ACL	(10,000)	-	-	0%	(10,000)	(10,000)	-	-	0%	-
SUPPLIES	(5,000)	-	-	0%	(5,000)	-	(118)	(118)	0%	118
<b>TOTAL RECREATION - MISC. &amp; ADMIN</b>	<b>(844,000)</b>	<b>(53,633)</b>	<b>(409,737)</b>	<b>49%</b>	<b>(434,263)</b>	<b>(642,000)</b>	<b>(47,445)</b>	<b>(363,106)</b>	<b>57%</b>	<b>(46,631)</b>
<b>TOTAL PROGRAM SUMMARY</b>	<b>680,316</b>	<b>55,371</b>	<b>749,348</b>	<b>110%</b>	<b>(69,032)</b>	<b>664,668</b>	<b>174,102</b>	<b>629,379</b>	<b>95%</b>	<b>119,969</b>

**CHICO AREA RECREATION AND PARK DISTRICT  
BOARD PROGRAM SUMMARY 2022-2023  
January 2023  
58% of the Year**

# AFTERSCHOOL

Budgeted Revenues: 57%  
Budgeted Expenses: 42%  
Net Income: \$125,542 over last year

	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 2,052,225	\$ 1,161,654	\$ 959,223
<b>EXPENSES</b>	\$ 1,316,135	\$ 548,011	\$ 471,122

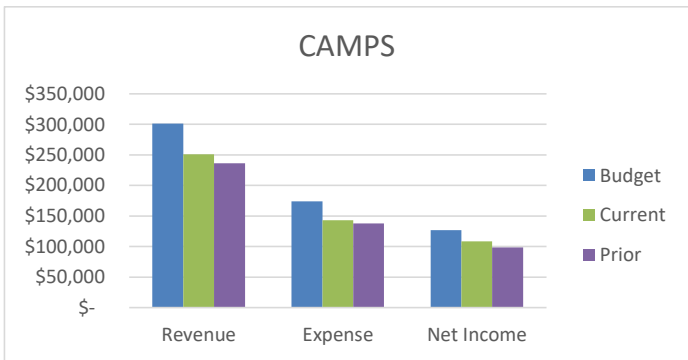


# CAMPS

Budgeted Revenues: 83%  
Budgeted Expenses: 82%  
Net Income: \$9,702 over last year

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

	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 301,300	\$ 251,261	\$ 236,576
<b>EXPENSES</b>	\$ 174,466	\$ 142,705	\$ 137,723

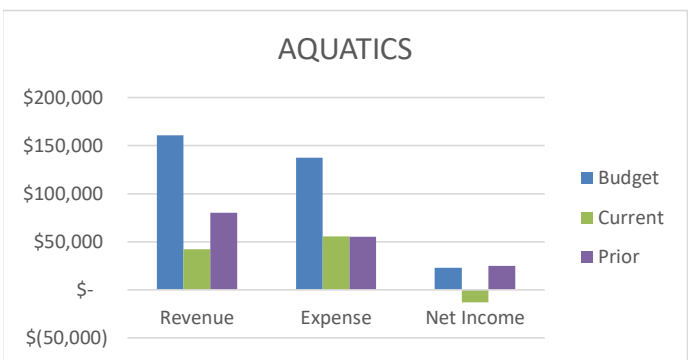


# AQUATICS

Budgeted Revenue: 26%  
Budgeted Expenses: 40%  
Net Income: \$38,154 under last year

Lifeguard shortage at Sycamore Pool prevented services.

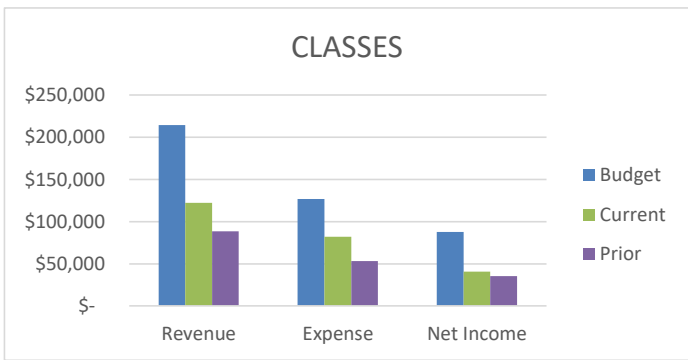
	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 160,570	\$ 42,416	\$ 80,235
<b>EXPENSES</b>	\$ 137,500	\$ 55,605	\$ 55,271



# CLASSES

Budgeted Revenue: 57%  
Budgeted Expenses: 65%  
Net Income: \$5,582 over last year

	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 214,260	\$ 122,359	\$ 88,353
<b>EXPENSES</b>	\$ 126,700	\$ 81,736	\$ 53,311



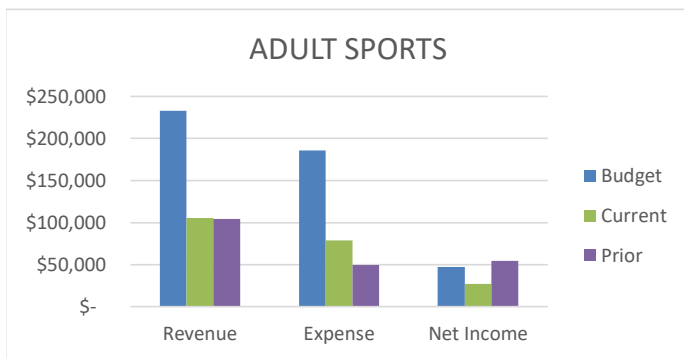
**CHICO AREA RECREATION AND PARK DISTRICT  
BOARD PROGRAM SUMMARY 2022-2023  
January 2023  
58% of the Year**

# ADULT SPORTS

Budgeted Revenue: 45%  
Budgeted Expenses: 43%  
Net Income: \$27,526 under last year

Decreased participation and increased staffing costs have affected net income.

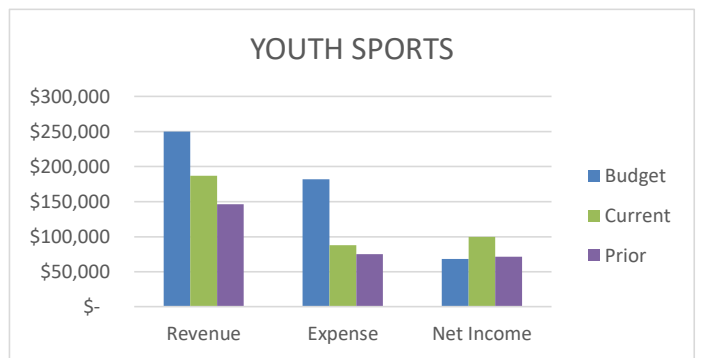
	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 232,942	\$ 105,786	\$ 104,212
<b>EXPENSES</b>	\$ 185,650	\$ 78,902	\$ 49,801



# YOUTH SPORTS

Budgeted Revenue: 75%  
Budgeted Expenses: 48%  
Net Income: \$28,117 over last year

	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 250,000	\$ 186,904	\$ 146,064
<b>EXPENSES</b>	\$ 181,950	\$ 87,548	\$ 74,826

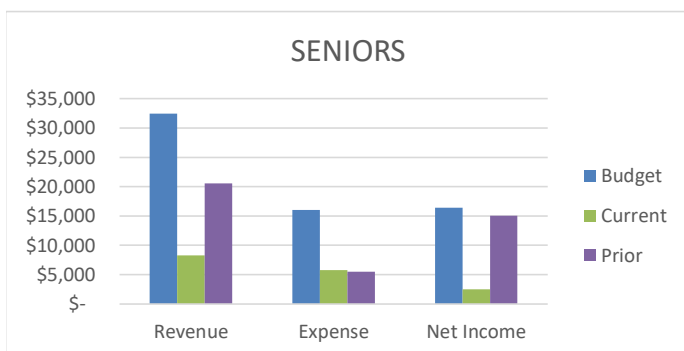


# SENIORS

Budgeted Revenue: 26%  
Budgeted Expenses: 36%  
Net Income: \$12,545 under last year

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

	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 32,500	\$ 8,297	\$ 20,566
<b>EXPENSES</b>	\$ 16,050	\$ 5,768	\$ 5,491

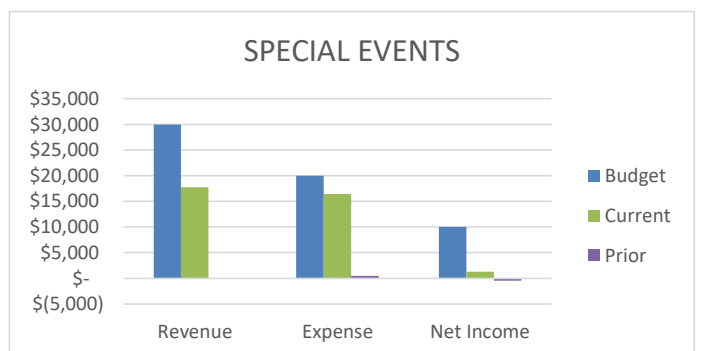


# SPECIAL EVENTS

Budgeted Revenue: 59%  
Budgeted Expenses: 82%  
Net Income: \$1,759 over last year

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

	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 30,000	\$ 17,720	\$ -
<b>EXPENSES</b>	\$ 20,000	\$ 16,434	\$ 473

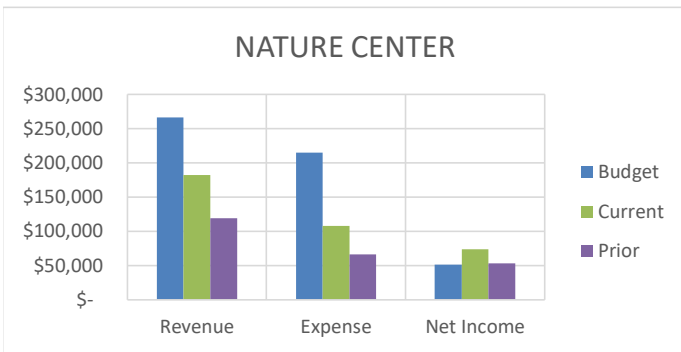


**CHICO AREA RECREATION AND PARK DISTRICT  
BOARD PROGRAM SUMMARY 2022-2023  
January 2023  
58% of the Year**

# NATURE CENTER

Budgeted Revenue: 68%  
Budgeted Expenses: 50%  
Net Income: \$21,196 over last year

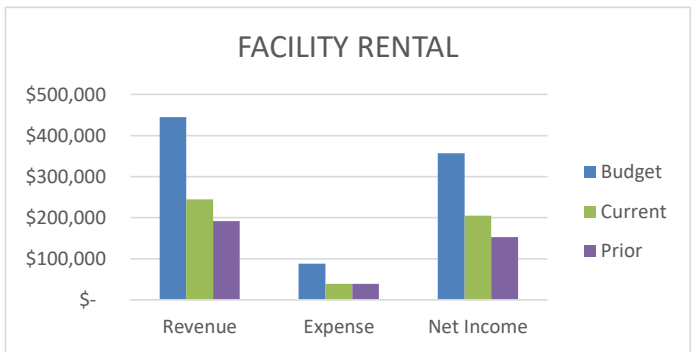
	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 266,840	\$ 182,162	\$ 119,254
<b>EXPENSES</b>	\$ 215,235	\$ 107,947	\$ 66,235



# FACILITY RENTAL

Budgeted Revenue: 55%  
Budgeted Expenses: 45%  
Net Income: \$52,675 over last year

	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 444,865	\$ 244,526	\$ 191,549
<b>EXPENSES</b>	\$ 87,500	\$ 39,203	\$ 38,902





## REGULAR MEETING

### Chico Area Recreation and Park District Board

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

Thursday, December 15, 2022 – 4:00 P.M.

**DRAFT**

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

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

**Staff Members Present:** Annabel Grimm, General Manager  
Heather Childs, Finance Manager  
Holli Drobny, Business Services Manager  
Anjie Goulding, Recreation Manager  
Scott Schumann

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

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#### 1. CALL TO ORDER

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

#### 2. PUBLIC COMMENTS

Verbal correspondence related to the opposition of the Pickle Ball Installation project received from Jim Bill. Written correspondence is included in the December Board Packet. Verbal correspondence related to the opposition of the Pickle Ball Installation project received from Mike Hornick. Written correspondence is included in the December Board Packet.

Verbal correspondence related to Softball Field utilization and potential field improvements received from Mike Stearns.

#### 3. CONSENT AGENDA

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

3.2. Minutes of the Regular Meeting of the Board of Directors of November 17, 2022 - *Action Requested: Board of Directors approve the minutes as submitted*

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

**The motion was unanimously approved.**

Absent: Norden

#### 4. REGULAR AGENDA

4.1. Assembly Bill 361 - Teleconference Meetings - *Action Requested: Board of Directors approve Resolution 22-15 authorizing teleconference meetings.*

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

**The motion was unanimously approved.**

Absent: Norden

Jeff Carter confirmed that the Teleconference Resolution can be made at the beginning of each regular meeting to remain compliant.

4.2. Committee Report Out – Information Provided

4.2.1. Facility Committee

4.2.2. Finance Committee

4.3. Internship Presentations – Information Provided

Interns Justin DeRuiter and Sydney Conway provided an overview of their internship experience at CARD during the Fall semester.

4.4. Change in Capital Asset Purchase and Surplus of IT Van (Staff report 22-105) -

*Action Requested: Board of Directors approves swapping the purchase of an additional mower for a truck and trailer. In addition, the surplus of the IT van.*

**M/S/C/ (Directors Lando/Worley)** Board of Directors approved swapping the purchase of an additional mower with a truck and trailer and the surplus of the IT van.

**The motion was unanimously approved.**

Absent: Norden

4.5. Employee Cell Phone Stipend (Staff report 22-37) - Information/Possible Action

Discussion about incorporating a cell phone stipend for employees instead of the use of a company cell phone.

**M/S/C/ (Directors Lando/McGinnis)** Board of Directors approved the request to incorporate cell phone stipend pending the union meet and confer.

**The motion was unanimously approved.**

Absent: Norden

4.6. Scholar Share 529 and Roth Savings Plans (Staff report 22-38)- Information/Possible Action

Review of potential benefits for District employees.

**M/S/C/ (Directors Lando/McGinnis)** Board of Directors approved the request to provide these benefits pending a union meet and confer.

**The motion was unanimously approved.**

Absent: Norden

**5. NEW BUSINESS**



5.1. Election of Officers - *Action Requested: Board of Directors nominate and elect officers for Chair and Vice Chair to commence in January 2023.*

**M/S/C/ (Directors Lando/Donnan)** Board of Directors elected Director McGinnis as Chair for 2023.

**The motion was unanimously approved.**

Absent: Norden

**M/S/C/ (Directors Lando/McGinnis)** Board of Directors elected Director Donnan as Vice Chair for 2023.

**The motion was unanimously approved.**

Absent: Norden

## **6. DIRECTORS' COMMENTS**

Worley reflected that he has some ideas to introduce for the new year.

## **7. GENERAL MANAGER'S COMMENTS**

General Manager Grimm became a member of Rotary on November 9<sup>th</sup>, 2022. On December 1<sup>st</sup>, Schumann and Grimm attended the City Planning Commission meeting which approved the Valley's Edge Project. Grimm has recently participated in meetings with the City and County to better collaborate on the Tourists Fees. The District delivered multiple Christmas events this season, including a very successful Letters with Santa campaign. Grimm is working on an application for FEMA reimbursement related to the pandemic.

## **8. STAFF COMMENTS**

Reports were provided by Schumann, Goulding and Drobny.

## **9. CLOSED SESSION**

9.1. Pursuant to Government Code § 54957 – Public Employee Performance Evaluation:  
General Manager: *The Board of Directors approved the General Manager self-evaluation and approved a 5% salary increase retroactive to November 1, 2022.*

## **10. ADJOURNMENT**

Adjourned at 4:55 to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.



## REGULAR MEETING

### Chico Area Recreation and Park District Board

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

Thursday, January 26, 2023– 4:00 P.M.

**DRAFT**

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

**Board Members Absent:**

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

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

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### 1. CALL TO ORDER

The meeting was called to order at 4:03, and a roll call was taken, as noted above.

### 2. PUBLIC COMMENTS

### 3. CONSENT AGENDA

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

3.2. Minutes of the Regular Meeting of the Board of Directors of December 15, 2022-  
*Action Requested: Board of Directors approve the minutes as submitted*

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

**The motion was unanimously approved.**

### 4. REGULAR AGENDA

4.1. Assembly Bill 361 - Teleconference Meetings - *Action Requested: Board of Directors approve Resolution 22-15 authorizing teleconference meetings.*

**M/S/C/ (Directors Lando/Donnan)** Board of Directors approved the Resolution, with the note that this is the last time the Teleconference Meeting Resolution will be in effect due to state action.

**The motion was unanimously approved.**

#### 4.2. Committee Report Out

##### 4.2.1. Facility Committee

The Board reviewed the January 18, 2023, Facility Committee packet and Committee recommendations.

##### 4.2.2. Finance Committee

The Board reviewed the January 26, 2023, Finance Committee packet and Committee recommendations.<sup>51</sup>

- 4.3. Tom Nickell Bench Dedication - *Action Requested: Board of Directors approve Resolution 23-002 authorizing bench dedication honoring former Board of Director Tom Nickell.*

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

- 4.4. Tyler Technologies Software (Staff Report FI-23-001) - *Information/Possible Action*  
The District is considering contracting with Tyler Technologies.

**M/S/C/ (Directors Lando/McGinnis)** Board of Directors approved moving forward with the purchase and contract of Tyler Technologies Software.  
**The motion was unanimously approved.**

- 4.5. Revised Salary Schedule (Staff Report FI-23-002) - *Action Requested: Board of Directors approve the revised District Salary Schedule for Fiscal Year 2022-2023.*

**M/S/C/ (Directors Lando/McGinnis)** Board of Directors approved the Revised Salary Schedule.  
**The motion was unanimously approved.**

- 4.6. Committee Assignments - *Action Requested: Board of Directors select and appoint members to the two standing committees for the calendar year.*

Norden was appointed to the Finance Committee in place of McGinnis. Lando remained on the Finance Committee. Donnan and McGinnis remained appointed to the Facility Committee. The Intergovernmental Committee will meet as an ad hoc committee with Worley and Lando.

## **5. NEW BUSINESS**

- 5.1. Proposed DeGarmo Softball Field Improvements (Staff Report 23-001) - *Information/Possible Action*

Mike Stearns provided a summary of proposed improvements to the DeGarmo softball field. Discussion revolved around the funding source for the proposed improvements.

**M/S/C/ (Directors Lando/Norden)** Board of Directors approved to accept the field improvements.

Ayes: Lando, McGinis, Norden, Worley,

Nays: Donnan

**The motion was approved.**

## **6. DIRECTORS' COMMENTS**

None.

## **7. STAFF COMMENTS**

Staff reports were provided in the Board packets by Scott Schumann, Anjie Goulding, and Annabel Grimm.

Donnan requested information related to how fees for Youth and Adult Sports are determined for next meeting.

## **8. ADJOURNMENT**

Adjourned to the next meeting of the Board of Directors of the Chico Area Recreation and Park District at 4:35.



# STAFF REPORT

**DATE:** February 23, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Board Participation in Local Hazard Mitigation Plan

## **Background**

The Butte County Office of Emergency Management (BCOEM) is updating the Local Hazard Mitigation Plan. This plan is required to be in place for inclusion in many federal and state grant applications. Special Districts may develop their own plan, but it is considered more efficient to create a multi-jurisdictional plan with the County as the lead agency.

The obligations the District would incur by participating are demonstrated in the following letter from the BCOEM.

Letters of Commitment must be approved and provided by the Board. The letter demonstrates a deadline of February 10, 2023, but the District has been granted an extension to consider this matter at the Regular Meeting.



**Butte County Administration**

Joshua Jimerfield, Deputy Administrative Officer  
Office of Emergency Management

**Office of Emergency Management**

25 County Center Drive, Suite 213  
Oroville, California 95965

T: 530.552.3333  
F: 530.538.3831

[buttecounty.net/oem](http://buttecounty.net/oem)

January 23, 2023

Chico Area Recreation & Park District

545 Vallobrosa Ave.

Chico, CA 95926

To Whom it May Concern,

Butte County Office of Emergency Management (BCOEM) is in the early stages of updating the Local Hazard Mitigation Plan (LHMP). This plan forms the foundation of Butte County's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction and repetitive destruction. A FEMA and State approved LHMP are a required inclusion for many federal and state grant applications. While a special districts or municipalities may develop their own LHMP it is often more efficient to create a multi-jurisdictional plan with the County as the lead agency.

The LHMP is local government's demonstration of a commitment to disaster mitigation. It is critical that all participants included within the multi-jurisdictional LHMP understand that successful mitigation of disasters starts with partnerships and collaboration at all levels of government. The content of the plan is intended to promote more disaster resilient and sustainable communities while reducing costs associated with disaster response through sound planning and mitigation strategies.

The current LHMP will not require a full re-write, but a significant update will be required to incorporate changes from recent events including COVID, drought and the North Complex Fire. In order for participants to be included in the LHMP as approved by FEMA and the state, they are required to participate in the planning and update process. Butte County is requesting each participant provide a Letter of Commitment declaring their intent to participate. These letters will become an appendix to the LHMP creating a stakeholder list in conformance with 44 Code of Federal Regulations Section 201.3(d). Many grants require a jurisdiction and/or participants to have an approved LHMP and will review the plan to ensure the grant project or objective is in alignment with the LHMP as part of the approval process.

Letters of Commitment must be on participant's letterhead and signed by the participants approving official or Board. Letters must be received by Butte County Office of Emergency Management no later than February 10, 2023. A template has been included for convenience.

If you have any questions please contact Joshua Jimerfield, Butte County Deputy CAO-OEM at 530-552-3333 or via email at, [jjimerfield@buttecounty.net](mailto:jjimerfield@buttecounty.net).

Sincerely,



Joshua Jimerfield

Deputy CAO – Office of Emergency Management

# PARTICIPATING JURISDICTION LETTERHEAD

[date]

Joshua Jimerfield, Deputy CAO – Office of Emergency Management  
Butte County Office of Emergency Management  
25 County Center Drive, Suite 213  
Oroville, CA 95965

Re: Letter of Commitment as participating jurisdiction in Butte County Operational Area Multi-Jurisdictional Hazard Mitigation Planning

Dear Joshua,

As the Federal Emergency Management Agency's (FEMA) Local Mitigation Plan requirements under 44 CFR §201.6 specifically identify criteria that allow for multi-jurisdictional mitigation plans and that many issues are better resolved by evaluating hazards more comprehensively by coordinating at the county, regional, or watershed level, the [participating jurisdiction] is submitting this letter of commitment to confirm that [participating jurisdiction] has agreed to participate in the Butte County Operational Area Multi-jurisdictional Hazard Mitigation Planning.

Further, as a condition to participating in the mitigation planning; [participating jurisdiction] agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to Butte County to complete the plan in conformance with FEMA requirements.

[Participating jurisdiction] understands that it must engage in the following planning process, as more fully described in FEMA's Local Multi-Hazard Mitigation Planning Guidance dated July 1, 2008, including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- Formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that a proactive opportunity has been offered for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.); and
- Documentation of an effective process to maintain and implement the plan; and,
- Formal adoption of the Multi-jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan).

Therefore, with a full understanding of the obligations incurred by participating in the FEMA hazard mitigation planning process as a participant in a multi-jurisdictional plan; I (Name of authorized jurisdiction official), commit (name of jurisdiction) to the Butte County Operational Area Multi-jurisdictional Hazard Mitigation Planning effort.

Executed this \_\_\_ day of \_\_\_\_\_

(Jurisdiction official's signature)





## Chico Area Recreation and Park District Board of Directors

**Staff Report FI-23-007  
Finance Agenda F  
Regular Agenda 4.3**

# STAFF REPORT

**DATE:** February 23, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Audited Fiscal Year 2021-2022 Financial Statement

### **Discussion**

The attached audit report for fiscal year 2021-2022 is submitted for review and comment.

### **Staff Recommendation**

That the Board accept the audit report for fiscal year 2021-2022 as prepared by Chavan & Associates, LLP.

**CHICO AREA RECREATION  
AND PARK DISTRICT**  
FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITOR'S REPORT  
JUNE 30, 2022

\* \* \*



**Chavan & Associates, LLP**  
Certified Public Accountants  
15105 Concord Circle, Suite 130  
Morgan Hill, CA 95037

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# Chico Area Recreation and Park District

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For the Year Ended June 30, 2022

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
of the Chico Area Recreation and Park District  
Chico, California

### Report on the Audit of the Financial Statements

#### *Opinion*

We have audited the accompanying financial statements of the business-type activities of the Chico Area Recreation and Park District (the "District") as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of business-type activities of Chico Area Recreation and Park District, as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's



ability to continue as a going concern for one year after the date that the financial statements are issued.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as listed in the table of contents, be presented to supplement



the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplemental Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's financial statements as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. These schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. This information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

### ***Report on Other Legal and Regulatory Requirements***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 29, 2022 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

*C & A LLP*

November 29, 2022  
Morgan Hill, California



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## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

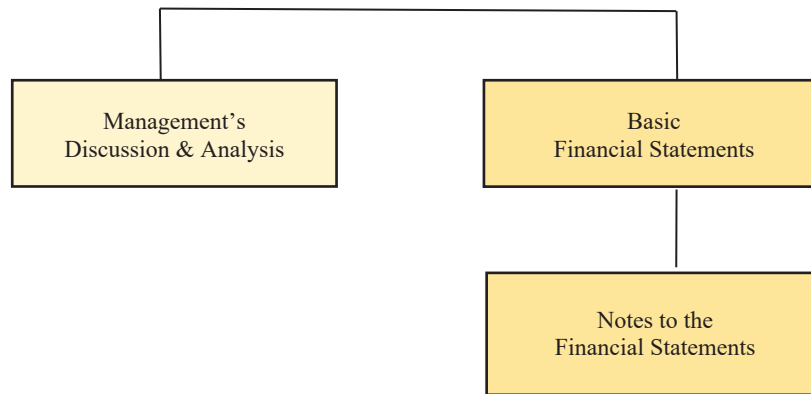
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**INTRODUCTION**

The Management’s Discussion and Analysis (MD&A) is a required section of the District’s annual financial report, as shown in the overview below. The purpose of the MD&A is to present a discussion and analysis of the District’s financial performance during the fiscal year that ended on June 30, 2022. This report will (1) focus on significant financial issues, (2) provide an overview of the District’s financial activity, (3) identify changes in the District’s financial position, (4) identify any individual issues or concerns, and (5) provide descriptions of significant asset and liability activity.

This information, presented in conjunction with the Basic Financial Statements, is intended to provide a comprehensive understanding of the District’s operations and financial standing.

**Required Components of the Annual Financial Report**



**FISCAL YEAR 2022 FINANCIAL HIGHLIGHTS**

- Total net position increased by \$5,387,628 from the last fiscal year.
- The District's assets exceeded its liabilities by \$40,172,481, excluding deferred inflows and outflows of resources. Assets and deferred outflows of resources totaled \$44,709,334 and liabilities and deferred inflows of resources were \$4,105,403.
- Net position consisted of \$26,714,068 classified as net investment in capital assets; \$6,064,991 as restricted; and \$7,824,872 as unrestricted net position.
- Total revenues were \$13,560,712 which consisted of operating revenues totaling \$7,291,417 and nonoperating revenues totaling \$6,269,295.
- Total District operating expenses were \$8,173,084.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report includes the Management's discussion and analysis report, the independent auditor’s report and the basic financial statements of the District. The financial statements also include notes that explain the information in the financial statements in more detail.

## **THE BASIC FINANCIAL STATEMENTS**

The Financial Statements of the District report information about the District's accounting methods similar to those used by private sector companies. These statements offer short-term and long-term financial information about its activities. The Statement of Fund Net Position includes all of the District's assets and liabilities and provides information about the nature and amounts of investments in resources (assets) and obligations to creditors (liabilities).

All of the current year's revenues and expenses are accounted for in the Statement of Revenues, Expenses and Changes in Fund Net Position. This statement reflects the result of the District's operations over the past year as well as non-operating revenues and expenses.

The final required Financial Statement is the Statement of Cash Flows. The primary purpose of this statement is to provide information about the District's cash receipts and cash payments during the reporting period. The statement reports cash receipts, cash payments, and net changes in cash resulting from operational, capital and investing activities. It also provides answers to questions such as where did cash come from, what was cash used for, and what was the change in cash balance during the reporting period.

## **NOTES TO THE FINANCIAL STATEMENTS**

Notes to the Financial Statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes can be found immediately following the fund financial statements.

## **REQUIRED SUPPLEMENTARY INFORMATION**

Required supplementary information, other than the MD&A, follows the Notes and includes pension schedules and other postemployment benefit schedules.

## **SUPPLEMENTARY INFORMATION**

Combining and individual fund statements are included to provide additional information of the proprietary funds that constitute the District's basic financial statements.

## **FINANCIAL ANALYSIS OF THE DISTRICT**

One of the most important questions asked about the District's finances is "Is the District better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position report information about the District's activities in a way that will help answer this question. These two statements report the net position of the District and changes in them. The difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources (net position) is one way to measure financial health or financial position. Over time, increases or decreases in the District's net position are one indicator of whether its financial health is improving or deteriorating. However, you will need to consider other non-financial factors such as changes in economic conditions, population growth, and new or changed government legislation.

## NET POSITION

The following table summarized the District's ending net position:

<b>Table 1 - Net Position</b>				
	<b>2022</b>	<b>2021</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Assets</b>				
Current and other assets	16,808,611	12,427,297	\$ 4,381,314	35.3%
Capital assets - net	26,714,068	26,036,175	677,893	2.6%
<b>Total Assets</b>	<b>\$ 43,522,679</b>	<b>\$ 38,463,472</b>	<b>\$ 5,059,207</b>	<b>13.2%</b>
<b>Deferred Outflows of Resources</b>				
	1,186,655	1,437,135	\$ (250,480)	-17.4%
<b>Liabilities</b>				
Current and other liabilities	2,429,628	1,392,651	\$ 1,036,977	74.5%
Noncurrent liabilities	920,570	2,904,030	(1,983,460)	-68.3%
<b>Total Liabilities</b>	<b>\$ 3,350,198</b>	<b>\$ 4,296,681</b>	<b>\$ (946,483)</b>	<b>-22.0%</b>
<b>Deferred Inflows of Resources</b>				
	755,205	387,623	\$ 367,582	94.8%
<b>Net Position</b>				
Net investment in capital assets	\$ 26,714,068	\$ 26,036,175	\$ 677,893	2.6%
Restricted	6,064,991	2,674,371	3,390,620	126.8%
Unrestricted	7,824,872	6,505,757	1,319,115	20.3%
<b>Total Net Position</b>	<b>\$ 40,603,931</b>	<b>\$ 35,216,303</b>	<b>\$ 5,387,628</b>	<b>15.3%</b>

As of June 30, 2022, the largest portion of the Authority's total net position was the net investment in capital assets, which increased by \$677,893, mostly because of construction in progress completion that increased structures and improvements by \$1,172,908, net of depreciation totaling \$858,504.

Noncurrent liabilities decreased by \$1,983,460 primarily due to decrease in the net pension liability of \$2,016,005.

Table 2 below summarizes the District's changes in net position for the year.

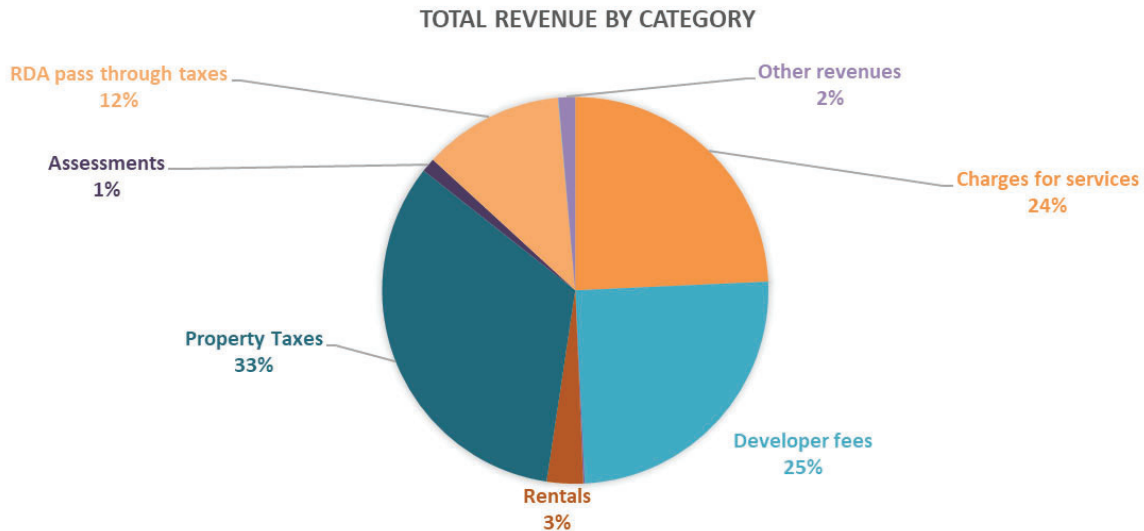
<b>Table 2 - Statement of Changes in Net Position</b>				
Functions/Programs	2022	2021	Dollar Change	Percent Change
<b>Operating Revenues</b>				
Charges for services	3,292,589	2,211,492	\$ 1,081,097	48.89%
Developer fees	3,381,107	2,299,627	1,081,480	47.03%
Intergovernmental City Parks	18,195	1,352,714	(1,334,519)	-98.65%
Rentals	410,249	122,113	288,136	235.96%
Other revenues	189,277	235,376	(46,099)	-19.59%
<b>Total Operating Revenues</b>	<u>7,291,417</u>	<u>6,221,322</u>	<u>1,070,095</u>	17.20%
<b>Operating Expenses</b>				
Salaries and benefits	4,929,354	4,849,402	79,952	1.65%
Services and supplies	2,378,815	2,096,572	282,243	13.46%
Contributions to other agencies	6,411	9,298	(2,887)	-31.05%
Depreciation and amortization	858,504	836,777	21,727	2.60%
<b>Total Operating Expenses</b>	<u>8,173,084</u>	<u>7,792,049</u>	<u>381,035</u>	4.89%
<b>Operating Income (Loss)</b>	<u>(881,667)</u>	<u>(1,570,727)</u>	<u>689,060</u>	43.87%
<b>Nonoperating Revenues (Expenses)</b>				
Property Taxes	4,509,289	4,234,631	274,658	6.49%
Assessments	160,388	150,710	9,678	6.42%
RDA pass through taxes	1,593,211	1,542,243	50,968	3.30%
Investment earnings	6,407	(23,091)	29,498	-127.75%
<b>Total Nonoperating Revenues (Expenses)</b>	<u>6,269,295</u>	<u>5,904,493</u>	<u>364,802</u>	6.18%
Increase / (Decrease) in Net Position	5,387,628	4,333,766	1,053,862	24.32%
<b>Net Position, Beginning of Year</b>	<u>35,216,303</u>	<u>30,882,537</u>	<u>4,333,766</u>	14.03%
<b>Net Position, End of Year</b>	<u>\$ 40,603,931</u>	<u>\$ 35,216,303</u>	<u>\$ 5,387,628</u>	15.30%

The Statement of Revenues, Expenses and Changes in Fund Net Position reflects the District's operating and non-operating revenues and expenses. Total revenues and expenses increased over prior year because of the following:

- Total operating revenues increased by \$1,070,095 (17.20%). This was mainly the result of community park impact fees from the City of Chico reported as developer fees totaling \$1,081,480, and an increase in service fees revenue totaling \$1,081,097.
- Total nonoperating revenues increased by \$364,802 (6.18%). This was mainly the result of an increase in property tax revenue totaling \$274,658.
- Total operating expenses increased by \$381,035 (4.89%). This was mainly the result of an increase in services and supplies of \$393,35.

**Revenues**

The following chart summarizes the changes in revenues by category during 2021/22:



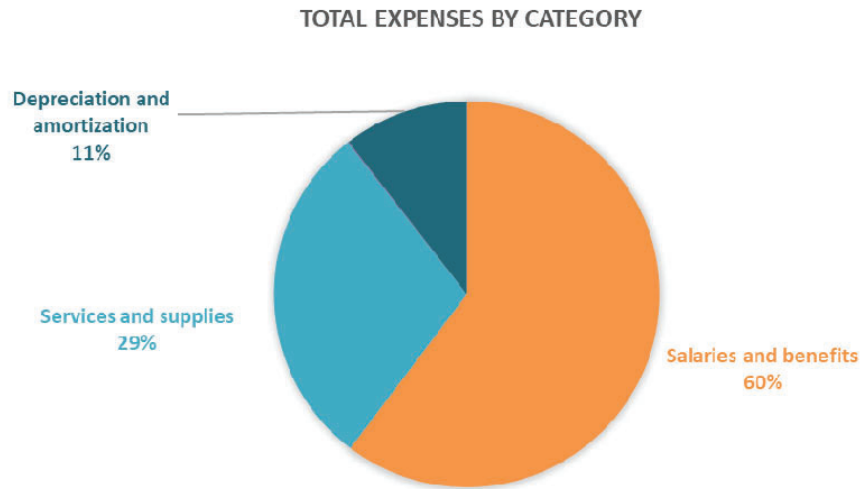
Significant changes in revenues consisted of the following:

- Charges for Services increased by \$1,081,097 (48.89%) most of which was related to an increase in activities post of the COVID 19 pandemic.
- Developer fees increased by \$1,081,480 (47.03%) mainly as a result of new community park impact fees from the City of Chico.
- Taxes increased by \$274,658 (6.49%) from increases in property values.
- RDA pass through taxes increased by \$50,968 (3.30%) because the assessment values for redevelopment properties increased.



## Expenses

The following chart summarizes the changes in expenses by function during 2021/22:



Significant changes in expenses consisted of the following:

- Salaries and benefits expenses increased by \$79,952 (1.65%) mostly because of increased activities and operations.
- Services and supplies expenses increased by \$282,243 (13.46%) mostly because of increased activities and operations.

## FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

A summary of the changes in net position by sub-fund is presented below:

Table 3 - Summary of Changes in Net Positions

	General Fund	Baroni Park	Oak Way Park	Peterson Park	Park Development	Community Park Impact	Total
Total Revenues	\$10,013,703	\$ 95,552	\$ 23,154	\$ 42,533	\$ 76,309	\$ 3,309,461	\$ 13,560,712
Total Expenditures	7,899,341	91,669	96,197	85,877	-	-	8,173,084
Revenues Over (Under) Expenditures	2,114,362	3,883	(73,043)	(43,344)	76,309	3,309,461	5,387,628
Transfers In	-	967	73,043	43,344	-	-	117,354
Transfers Out	(117,354)	-	-	-	-	-	(117,354)
Change in Net Position	1,997,008	4,850	-	-	76,309	3,309,461	5,387,628
Beginning Net Position	32,541,932	78,578	-	-	352,184	2,243,609	35,216,303
Ending Net Position	\$34,538,940	\$ 83,428	\$ -	\$ -	\$ 428,493	\$ 5,553,070	\$ 40,603,931

## CAPITAL ASSETS

The following table summarizes the District's capital assets at the end of the year:

Table 4 - Capital Assets, Net of Depreciation

	2022	2021	Dollar Change	% Change
Land	\$ 11,634,791	\$ 11,634,791	\$ -	0.00%
Construction in progress	349,579	1,619,827	(1,270,248)	-78.42%
Leasehold Improvements	249,447	275,960	(26,513)	-9.61%
Structures and improvements	14,331,675	12,399,271	1,932,404	15.58%
Parks and Recreation equipment	77,844	89,443	(11,599)	-12.97%
Vehicles	70,732	16,883	53,849	318.95%
Total Capital Assets, Net	\$ 26,714,068	\$ 26,036,175	\$ 677,893	2.60%

Additional detail and information on capital asset activity is described in the note 3 to the financial statements.

## LONG-TERM LIABILITIES

The following table summarizes the District's liabilities at the end of the year:

Table 5 - Long-Term Liabilities

	Governmental Activities			
	2022	2021	Dollar Change	% Change
Net Pension Liability	657,142	2,673,147	(2,016,005)	-75.42%
Compensated Absences	263,428	230,883	32,545	14.10%
Total Long-Term Liabilities	\$ 920,570	\$ 2,904,030	\$ (1,983,460)	-68.30%

Additional detail and information on long-term debt activity is described in the note 4 to the financial statements.

**ECONOMIC FACTORS AND OUTLOOK**

The general economy of Butte County, California has begun to recover from the impacts of COVID-19. The unemployment rate for Butte County was 4%, and 7.7%, respectively, at June 2022 and June 2021. The District has approved a balanced budget for the 2022-2023 year. The District also continues to focus on providing quality recreation programs and well-maintained parks to the Chico community. The costs of these programs are consistently monitored to provide reasonably priced services to the community.

**REQUEST FOR FINANCIAL INFORMATION**

This financial report is designed to provide the District's customers, investors and other interested parties with an overview of the District's financial operations and financial condition. Should the reader have questions regarding the information included in this report or wish to request additional financial information, please contact the General Manger, Chico Recreation and Park District, 545 Vallombosa Avenue, Chico, CA 95926.

## **BASIC FINANCIAL STATEMENTS**

## Chico Area Recreation and Park District

### Statement of Net Position

June 30, 2022

#### ASSETS

##### Current assets:

Cash and investments	\$ 15,414,670
Accounts receivable	1,375,436
Prepaid expenses	18,505
Total current assets	<u>16,808,611</u>
Capital assets - net	<u>26,714,068</u>
Total assets	<u><u>\$ 43,522,679</u></u>

#### DEFERRED OUTFLOWS OF RESOURCES

Pension adjustments	<u><u>\$ 1,186,655</u></u>
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#### LIABILITIES

##### Current liabilities:

Accounts payable	\$ 75,140
Accrued payroll and liabilities	636,486
Program advances	1,718,002
Total current liabilities	<u>2,429,628</u>

##### Noncurrent liabilities:

Compensated absences	263,428
Net pension liability	657,142
Total noncurrent liabilities	<u>920,570</u>
Total liabilities	<u><u>\$ 3,350,198</u></u>

#### DEFERRED INFLOWS OF RESOURCES

Pension adjustments	<u><u>\$ 755,205</u></u>
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#### NET POSITION

Net investment in capital assets	\$ 26,714,068
Restricted	6,064,991
Unrestricted	7,824,872
Total net position	<u><u>\$ 40,603,931</u></u>

See accompanying notes to basic financial statements.

**Chico Area Recreation and Park District**  
Statement of Revenues, Expenses and Changes in Net Position  
For the Fiscal Year Ended June 30, 2022

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Operating revenues:	
Program service fees	\$ 3,292,589
Developer fees	3,381,107
Intergovernmental City Parks	18,195
Rentals	410,249
Other revenue	189,277
Total operating revenues	<u>7,291,417</u>
Operating expenses:	
Salaries and benefits	4,929,354
Services and supplies	2,378,815
Contributions to other agencies	6,411
Depreciation and amortization	858,504
Total operating expenses	<u>8,173,084</u>
Operating income (loss)	<u>(881,667)</u>
Nonoperating revenues (expenses):	
Interest income	6,407
Assessment fees	160,388
Property taxes	4,509,289
RDA pass through taxes	1,593,211
Net non-operating revenues (expenses)	<u>6,269,295</u>
Change in net position	5,387,628
Net position - beginning	<u>35,216,303</u>
Net position - ending	<u>\$ 40,603,931</u>

See accompanying notes to basic financial statements.

**Chico Area Recreation and Park District**

## Statement of Cash Flows

For the Fiscal Year Ended June 30, 2022

**CASH FLOWS FROM OPERATING ACTIVITIES**

Receipts from customers	\$ 3,015,238
Receipts from other governments	3,399,302
Other Receipts	599,526
Payments to suppliers	(2,610,343)
Payments to employees	(5,904,292)
Other Payments	(6,411)
Net cash provided by (used for) operating activities	<u>(1,506,980)</u>

**CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES**

Acquisition and construction of capital assets	<u>(1,536,397)</u>
Net cash provided by (used for) capital and related financing activities	<u>(1,536,397)</u>

**CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES**

Receipts from assessments	160,388
Receipts from taxes	4,509,289
Receipts from RDA pass through taxes	<u>1,593,211</u>
Net cash provided by (used for) noncapital and related financing activities	<u>6,262,888</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Interest received	<u>6,407</u>
Net cash provided by (used for) investing activities	<u>6,407</u>

Net increase (decrease) in cash and cash equivalents 3,225,918

Cash and cash equivalents at beginning of fiscal year	12,188,752
Cash and cash equivalents at end of fiscal year	<u>\$ 15,414,670</u>

**RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES**

Operating income (loss)	\$ (881,667)
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:	
Depreciation and amortization	858,504
Changes in operating assets and liabilities:	
(Increase) decrease in accounts receivable	(1,175,580)
(Increase) decrease in prepaid expenses	20,184
(Increase) decrease in deferred outflows of resources	250,480
Increase (decrease) in accounts payable	(251,698)
Increase (decrease) in accrued payroll and liabilities	390,446
Increase (decrease) in program advances	898,229
Increase(decrease) in compensated absences	32,545
Increase(decrease) in deferred inflows of resources	367,582
Increase(decrease) in net pension liability	(2,016,005)
Net cash provided by (used for) operations	<u>\$ (1,506,980)</u>

See accompanying notes to basic financial statements.

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***The Financial Reporting Entity***

The Chico Area Recreation and Park District (the District) is a political subdivision of the state of California and provides recreation services to the residents of the Chico area of Butte county. The District was formed under section 5708-5791 of the Public Resources Code, Article V and is governed by a five-member Board of Directors elected by the voters of the District. A salaried general manager administrates the operation of the District in accordance with policies adopted be the Board of Directors.

Although the nucleus of a financial reporting entity usually is a primary government, an organization other than a primary government, such as a stand-alone government, may serve as the nucleus for its financial reporting entity when the stand-alone government provides separately issued financial statements. A stand-alone government is a legally separate governmental organization that does not have a separately elected governing body and does not meet the definition of a component unit. The District meets the criteria as a stand-alone government, and accordingly, is accounted for and reported on as though it were a primary government.

Component units are defined as legally separate organizations for which the primary government are financially accountable, and other organizations for which the nature and significance of their relationship with a primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. The District considered all potential component units in determining what organizations should be included in the financial statements. Since no other entities are controlled by, or rely upon the District, the reporting entity consists solely of the District. Based on these criteria, there are no component units to include in the District's financial statements.

The activities of the District include three recreational facility park sub-funds and a park development sub-fund with the balance accounted for in the general operating fund. However, all funds and sub-funds are reported as one fund in the financial statements with separate sub-fund information reported as supplementary information.

***Basis of Presentation***

Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States.

The Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position display information about the District. Business-type activities are financed in whole or in part by fees charged to external parties.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Non-operating revenues, such as interest income and connection fees, result from non-exchange transactions or ancillary activities.



**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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***Measurement Focus and Basis of Accounting***

Enterprise funds are accounted for on the flow of economic resources measurement focus utilizing full accrual accounting. With this measurement focus, all assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the enterprise are recorded on its statement of net position, and under the full accrual basis of accounting, all revenues are recognized when earned and all expenses, including depreciation, are recognized when incurred.

Unearned revenue arises when assets are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are recorded as deferred inflows from unavailable resources.

The District applies all applicable GASB pronouncements for certain accounting and financial reporting guidance. In December of 2010, GASB issued Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. GASB 62 incorporates pronouncements issued on or before November 30, 1989 into GASB authoritative literature. In June of 2015, GASB issued Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. GASB 76 supersedes Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. GASB 76 also amends GASB 62 and AICPA Pronouncements paragraphs 64, 74, and 82. The GAAP hierarchy sets forth what constitutes GAAP for all state and local governmental entities. It establishes the order of priority of pronouncements and other sources of accounting and financial reporting guidance that a governmental entity should apply.

The sources of authoritative GAAP are categorized in descending order of authority as follows:

- a. Officially established accounting principles—Governmental Accounting Standards Board (GASB) Statements (Category A)
- b. GASB Technical Bulletins; GASB Implementation Guides; and literature of the AICPA cleared by the GASB (Category B).

If the accounting treatment for a transaction or other event is not specified by a pronouncement in Category A, a governmental entity should consider whether the accounting treatment is specified by a source in Category B.

***Deferred Outflows/Deferred Inflows***

In addition to assets, the Statement of Net Position includes a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s), and as such will not be recognized as an outflow of resources (expense/expenditures) until then. The District has recognized a deferred outflow of resources related to the recognition of the net pension liability reported in the Statement of Net Position.

In addition to liabilities, the Statement of Net Position reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and as such, will not be recognized as an

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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inflow of resources (revenue) until that time. The District has recognized a deferred inflow of resources related to the recognition of the District's benefit plans liability reported which is in the Statement of Net Position.

***Statement of Net Position***

Net position is measured on the full accrual basis and is the excess of all the District's assets and deferred outflows of resources over all its liabilities. Net position is classified into the following components:

***Net Investment in Capital Assets***

This component of net position consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position, as applicable.

***Restricted Net Position***

Restricted net position describes the portion of net position which is restricted as to use by the terms and conditions of agreement with outside parties, governmental regulations, laws, or other restrictions which the District cannot unilaterally alter. It is the District's policy to apply restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net position is available. The District has reported restricted net position of \$83,428 for assets held for *Baroni Park*. These funds are restricted for the park maintenance assessment districts administered by the District. The District has reported restricted net position of \$5,553,070 held for *Community Parks*. These funds are development impact fees that are collected by the City of Chico and then transferred to Chico Area Recreation and Park District and used for Community Parks only. The District has also reported restricted net position of \$428,493 for developer fees collected. These funds are collected from park impact fees and used for new park acquisitions and improvements.

***Unrestricted Net Position***

This component of net position consists of the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

***Statement of Revenues, Expenses, and Changes in Net Position***

The statement of revenues, expenses, and changes in net position is the operating statement for proprietary funds. This statement distinguishes between operating and non-operating revenues and expenses and presents a separate subtotal for operating revenues, operating expenses, and operating income. Operating revenues and expenses generally result from providing services in connection with the District's principal ongoing operations. The principal operating revenues of the District are charges for services. Operating expenses for the District include the cost of services and supplies, administrative expenses such as salaries and benefits, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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***Budgetary Control***

The District's fiscal year is the 12-month period beginning July 1. The general budget policy is that the District submit to the Butte County Auditor a board-approved budget estimating revenue and expenditures for the subsequent fiscal year prior to June 30. The final budget is legally enacted by a board resolution on or before August 10 after necessary adjustments, if any, have been made. Withing certain legal restrictions, adjustments to final budget amounts may be made by the Board of Directors during the year to account for unanticipated occurrences.

***Cash and investments***

Cash includes amounts in demand deposits as well as highly liquid short-term investments. The District's cash and cash equivalents include demand deposits in a financial institution serves as a clearing account into which the District makes daily deposits and then transfers to the County pool on at least a monthly basis.

In accordance with GASB Statement No. 40, *Deposit and Investment Disclosures (Amendment of GASB No.3)*, certain disclosure requirements for Deposits and Investment Risks were made in the areas of interest rate risk and credit risk. The credit risk disclosures include the following components; overall credit risk, custodial credit risk and concentrations of credit risk. In addition, other disclosures are specified including use of certain methods to present deposits and investments, highly sensitive investments, credit quality at year-end and other disclosures.

Investments are recorded at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income.

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction. In determining this amount, three valuation techniques are available:

- Market approach - This approach uses prices generated for identical or similar assets or liabilities. The most common example is an investment in a public security traded in an active exchange such as the NYSE.
- Cost approach - This technique determines the amount required to replace the current asset. This approach may be ideal for valuing donations of capital assets or historical treasures.
- Income approach - This approach converts future amounts (such as cash flows) into a current discounted amount.

Each of these valuation techniques requires inputs to calculate a fair value. Observable inputs have been maximized in fair value measures, and unobservable inputs have been minimized.

The District maintains most of its cash in the County as part of a common investment pool. Deposits in the pool are valued using the cost approach and includes accrued interest. Information regarding the amount of dollars invested in derivatives with the County was not available. The pool is subject to regulatory oversight by the Treasury Oversight Committee. The District is considered to be a voluntary participant in the County investment pool.

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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***Cash Equivalents***

For purposes of the statement of cash flows, all highly liquid investments with original maturities of three months or less and amounts categorized as “Cash in County Treasury” are considered cash equivalents. Cash and cash equivalents include demand deposits in a financial institution and deposits in the Butte County Treasury (the County).

***Receivables and payables***

Trade accounts receivable (including unbilled receivables) are carried at their net realizable values.

***Capital assets***

Capital assets are reported at historical cost, or in the case of donated items, at fair market value on the date donated. The District’s capitalization policy includes all items with a unit cost of \$3,000 or more. Depreciation is calculated using the straight-line method over the estimated useful lives of the assets. Useful lives are 10 to 30 years for structures, improvements, and leasehold improvements, and 3 to 5 years for equipment.

***Program Advances***

Activity fees paid prior to the utilization of the service are recorded as program advances and are effectively unearned revenues.

***Long-Term Liabilities***

Long-term debt and other long-term obligations are reported as liabilities in the Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of applicable bond premium and discounts are reported as noncurrent assets along with any insurance payments made during issuance of the bond. Bond issuance costs, other than prepaid insurance, are expensed in the period incurred.

***Compensated Absences***

The District’s policy allows employees to accumulate vacation leave up to the employee’s annual vacation accrual and to accumulate all unused sick leave hours. Upon retirement or separation from the District, the employee is entitled to full compensation for unused vacation. Employees with over five years of service credit and sick leave accruals of over 100 hours to up to 260 hours of accrued sick time at the date of separation. The amount due within one year could not be estimated. Costs for compensated absences are accrued when earned by employees. Accumulated unpaid employee benefits are recognized as a liability in the General Fund at the end of the year.

***Pensions***

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District’s California Public Employees’ Retirement System (CalPERS) plan (the Plan) and additions

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Plan member contributions are recognized in the period in which the contributions are due. Investments are reported at fair value.

GASB Statement No. 68, Accounting and Financial Reporting for Pensions - an amendment of GASB Statement No. 27 (GASB Statement No. 68) requires that the reported results pertain to liability and asset information within certain defined timeframes. Liabilities are based on the results of actuarial calculations performed as of June 30, 2020. For this report, the following timeframes are used for the District's pension plans:

Valuation Date	June 30, 2020
Measurement Date	June 30, 2021
Measurement Period	June 30, 2020 to June 30, 2021

***Use of Estimates***

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

***Property Taxes***

Property Taxes are levied by Butte County on the District's behalf and are intended to support operations and service debt. Secured property taxes attach as an enforceable lien on property as of March 1<sup>st</sup>. the amount of property tax received is dependent upon the assessed real property valuations as determined by the Butte County Assessor. Property taxes on the secured roll are due in two equal installments on November 1<sup>st</sup> and February 1<sup>st</sup> each year and are delinquent if not paid by December 10<sup>th</sup> and April 10<sup>th</sup>, of each year, respectively. The District received approximately 45% of its revenue from property taxes. Property tax is recognized when it is available and measurable. The District considers property tax as available if it is received within 60 days after fiscal year end.

***Implemented Accounting and Reporting Changes***

**GASB Statement No. 87, Leases**

The objective of this statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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governments' leasing activities. As of June 30, 2022, the District did not have any material contracts that were required to be reported as leases under GASB 87.

***GASB Statement No. 97, Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans***

The statement (1) requires that a Section 457 plan be classified as either a pension plan or another employee benefit plan depending on whether the plan meets the definition of a pension plan and (2) clarifies that Statement 84, as amended, should be applied to all arrangements organized under IRC Section 457 to determine whether those arrangements should be reported as fiduciary activities. The requirements of this Statement are effective as follows:

The requirements in (1) paragraph 4 of this Statement as it applies to defined contribution pension plans, defined contribution OPEB plans and other employee benefit plans and (2) paragraph 5 of this Statement are effective immediately. The requirements in paragraphs 6–9 of this Statement are effective for fiscal years beginning after June 15, 2021. All other requirements of this Statement are effective for reporting periods beginning after June 15, 2021.

The District did not report any significant accounting changes from the implementation of this Statement during the year ended June 30, 2022.

*Upcoming New Accounting Pronouncements*

**GASB Statement No. 91, Conduit Debt Obligations**

The objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement also clarifies the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitment and voluntary commitments extended by issuers and arrangements associated with the debt obligations; and improving required note disclosures. The requirements of this Statement were initially to be effective for financial statements for periods beginning after December 15, 2020 but have been delayed to periods beginning after December 15, 2021, pursuant to GASB Statement No. 95. Earlier application is encouraged. Management does not believe this statement will have a significant impact on the District's financial statements.

**GASB Statement No. 94, Public-Private Partnerships and Public-Public Partnerships and Availability Payment Arrangements**

The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the

## **Chico Area Recreation and Park District**

### **Notes to the Basic Financial Statements**

**June 30, 2022**

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operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction. The requirements of this Statement are to be effective for financial statements for periods beginning after June 15, 2022. Earlier application is encouraged. Management does not believe this statement will have a significant impact on the Districts's financial statements.

#### **GASB Statement No. 96, Subscription-Based Information Technology Arrangements**

GASB 96 provides guidance on accounting for Subscription-Based Information Technology Arrangements (SBITA) where the government contracts for the right to use another party's software. The standards for SBITAs are based on the standards established in GASB Statement No. 87, Leases. GASB 96 is effective for fiscal years beginning after June 15, 2022. Management does not believe this statement will have a significant impact on the Districts's financial statements.

#### **GASB Statement No. 99, Omnibus 2022**

Omnibus statements are issued by GASB to address practice issues identified after other standards have been approved for implementation. Omnibus statements "clear up the loose ends" for recent prior statements GASB has issued. This Omnibus addresses recent pronouncements, including GASB 87 – Leases, GASB 94 – Public-Private and Public-Public Partnerships and Availability Payment Arrangements, and GASB 96 – Subscription-Based Information Technology Arrangements.

Effective Date: The requirements of this Statement are effective as follows:

- The requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63 are effective upon issuance
- The requirements related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

Earlier application is encouraged and is permitted by topic. Management does not believe this statement will have a significant impact on the District's financial statements.

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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**GASB Statement No. 100, Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62**

This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. This Statement also prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections in previously issued financial statements.

The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. Management does not believe this statement will have a significant impact on the District's financial statements.

**GASB Statement No. 101, Compensated Absences**

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

This Statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This Statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used.

This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

With respect to financial statements prepared using the current financial resources measurement focus, this Statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Management is in the process of evaluating the impact this standard will have on the Districts's financial statements.



**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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**NOTE 2 - CASH AND INVESTMENTS**

*Summary of Cash and Investments*

As of June 30, 2022, the District had the following cash and investments:

Cash and Investments	2022
County Treasury	\$ 13,743,502
Cash in banks	1,670,368
Cash on hand	800
Total Cash and Investments	\$ 15,414,670

*Cash Deposits*

As of June 30, 2022 the carrying amount of the District’s cash in banks was \$1,670,368 and the bank balance of the District’s accounts with banks was \$4,785,722, which was \$4,535,722 in excess of Federal Depository Insurance Corporation (FDIC) coverage. FDIC covers up to \$250,000 per bank for each entity. Investments are made by diversified investment managers/brokers whose performance is monitored by management and the Board of Directors. Although the fair values of investments are subject to fluctuation on a year-to-year basis, the District believes that its investment strategies are prudent for the long-term welfare of the organization.

The District’s cash and investments are pooled with the County of Butte. The County’s cash and investment pool is under the oversight of the County and is not rated. For additional information regarding the pooled cash and investments with respect to the risks identified above, please refer to the County of Butte’s Annual Comprehensive Financial Report (ACFR).

*Fair Value Measurements*

GASB 72 established a hierarchy of inputs to the valuation techniques above. This hierarchy has three levels:

- Level 1 inputs are quoted prices in active markets for identical assets or liabilities.
- Level 2 inputs are quoted market prices for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other than quoted prices that are not observable.
- Level 3 inputs are unobservable inputs, such as a property valuation or an appraisal.

Investments in the County Treasury Investment Pool are not measured using the input levels above because the District’s transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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***Collateral and Categorization Requirements***

The California Government Code requires California banks and savings and loan associations to secure the District's deposits by pledging government securities as collateral. The market value of pledged securities must equal at least 110% of the District's deposits. California law also allows financial institutions to secure the District's deposits by pledging first trust deed mortgage notes having a value of at least 150% of the District's total deposits.

***Investment Policy***

The District's investment policy follows the California Government Code which authorizes the District to invest in its own bonds, certain time deposits, obligations of the U.S. Treasury, agencies and instrumentalities, commercial paper, bankers' acceptances with maturities not to exceed 270 days, and medium-term notes issued by corporations operating within the U.S., commercial paper rated P-1 or higher by Moody's or A-1 by Standard & Poor's commercial paper record, repurchase agreements of obligations of the U.S. Government or its agencies for a term of one year or less and the Local Agency Investment Fund.

The funds pooled with the County are invested in accordance with the County's investment policy established pursuant to state law. All monies not required for immediate expenditure are deposited or invested to earn maximum yield consistent with safety and liquidity.

***Risk Disclosures***

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are described below:

***Interest Rate Risk***

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to the changes in market interest rates. All of the District's cash is held in pooled accounts that mature in one year.

***Credit Risk***

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. With respect to investments, custodial credit risk generally applies only to direct investment in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools. The State of California has no additional requirements for custodial credit risk, nor does the District.

***Custodial Credit Risk***

Custodial credit risk for deposit is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits nor will it be able to recover

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit).

*Concentration of Credit Risk*

The District's cash and investment funds are pooled with the County of Butte. The investment policy regarding the amount that can be invested in any one issuer is stipulated by the California Government Code. The District is required to disclose investments that represent a concentration of five percent or more of investments in any one issuer, held by the District in securities of issuers other than U. S. Treasury securities, mutual funds, and external investment pools. At June 30, 2022, there were no investments representing five percent or more from any one issuer.

**NOTE 3 - CAPITAL ASSETS**

The District's capital assets consisted of the following as of June 30, 2022:

Governmental activities	Balance July 01, 2021	Additions	Adjustments & Retirements	Balance June 30, 2022
<b>Nondepreciable Capital Assets:</b>				
Land	\$ 11,634,791	\$ -	\$ -	\$ 11,634,791
Construction in progress	1,619,827	1,411,094	(2,681,342)	349,579
Total nondepreciable capital assets	13,254,618	1,411,094	(2,681,342)	11,984,370
<b>Depreciable capital assets:</b>				
Leasehold Improvements	1,098,163	-	-	1,098,163
Structures and improvements	25,665,064	11,101	2,681,342	28,357,507
Parks and Recreation Equipment	1,050,533	19,481	-	1,070,014
Office Equipment	276,499	19,693	-	296,192
Vehicles	399,660	75,028	-	474,688
Total depreciable capital assets	28,489,919	125,303	2,681,342	31,296,564
<b>Less accumulated depreciation:</b>				
Leasehold Improvements	822,203	26,513	-	848,716
Structures and improvements	13,265,793	760,039	-	14,025,832
Parks and Recreation Equipment	961,090	44,209	-	1,005,299
Office Equipment	276,499	6,564	-	283,063
Vehicles	382,777	21,179	-	403,956
Total accumulated depreciation	15,708,362	858,504	-	16,566,866
Total depreciable capital assets - net	12,781,557	(733,201)	2,681,342	14,729,698
Capital assets - net	\$ 26,036,175	\$ 677,893	\$ -	\$ 26,714,068

Depreciation expense for the year ended June 30, 2022 was \$858,504.

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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**NOTE 4 - LONG-TERM LIABILITIES**

The District's long-term liabilities consisted of the following as of June 30, 2022

Description	Balance			Balance June 30, 2022	Due Within One Year
	June 30, 2021	Additions	Reductions		
Compensated Absences	\$ 230,883	\$ 51,843	\$ 19,297	\$ 263,428	\$ 197,571
Net Pension Liability	2,673,147	1,608,877	3,624,882	657,142	-
Total Long-term liabilities	<u>\$ 2,904,030</u>	<u>\$ 1,660,720</u>	<u>\$ 3,644,179</u>	<u>\$ 920,570</u>	<u>\$ 197,571</u>

**NOTE 5 - RISK MANAGEMENT**

The District is exposed to various risk of losses related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. In an effort to manage its risk exposure, The District is a member of the Special District Risk Management Authority ("SDRMA"). A summary of the coverage limits are as follows:

General liability - bodily injury	\$ 10,000,000
General liability - property damage	10,000,000
Public officials' errors and omissions	10,000,000
Personal liability coverage for members of the Board of Directors	500,000
Employment practices liability	10,000,000
Employee benefits liability	10,000,000
Employee dishonesty coverage	1,000,000
Auto liability - bodily injury	10,000,000
Auto liability - property damage	10,000,000
Uninsured motorist - bodily injury	1,000,000
Non-owned auto - property damage	10,000,000
Non-owned auto - bodily injury	10,000,000
Auto physical damage - compensation	100,000
Auto physical damage - collision	100,000
Auto physical damage - high dollar vehicles	1,000,000,000
Property - catastrophic loss	1,000,000,000
Property - boiler and machinery	100,000,000
Property - flood	10,000,000
Property - pollution coverage	2,000,000
Property - cybersecurity coverage	2,000,000
Mobile and contractors equipment	1,000,000,000
Workers' compensation	5,000,000

SDRMA is a risk-pooling self-insurance authority created for the purpose of arranging and administering programs of insurance for the pooling of self-insured losses and to purchase excess insurance coverage. As a member of the SDRMA, the District participated in the general liability, auto liability, property, boiler and machinery coverage, and public officials' errors and omissions insurance programs.

The District has a \$500 deductible under general liability, a \$500 deductible for personal liability coverage for members of the Board of Directors, and a \$1,000 deductible under auto liability. There were no accrued losses for insurance claims as of June 30, 2022. There were no settlements that exceeded insurance coverage for fiscal year ended June 30, 2022.

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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Condensed financial information for SDRMA for the fiscal year ended June 30, 2022 is as follows:

	June 30, 2022
Total Assets and Deferred Outflows	\$ 140,466,966
Total Liabilities and Deferred Inflows	74,123,679
Total Equity	66,343,287
Total Revenues	83,706,987
Total Expenditures	78,306,334

**NOTE 6 - EMPLOYEE RETIREMENT BENEFITS**

*General Information about the Pension Plans*

**Plan Description** - All qualified permanent and probationary employees are eligible to participate in the District's Miscellaneous Employee Pension Plan (the Plan), a cost-sharing multiple employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plan is established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

**Benefits Provided** - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 55 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: The Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for the Plan are applied as specified by the Public Employees' Retirement Law.

The Plans' provisions and benefits in effect at June 30, 2022, are summarized as follows:

	<u>Miscellaneous</u>	
	Tier 1	PEPRA
Benefit formula	2.5% @ 55	2% @ 62
Benefit vesting schedule	5 Years	5 Years
Benefit payments	Monthly for Life	Monthly for Life
Retirement age	55	62
Monthly benefits as a % of eligible compensation	2.00%	2.00%
Required employee contribution rates	8.00%	6.75%
Required employer contribution rates	10.88%	7.47%

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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**Employees Covered** - At June 30, 2022, the following employees were covered by the benefit terms for the Plan at the valuation date of June 30, 2021:

	<u>Miscellaneous</u>
Active	50
Transferred	46
Separated	93
Retired	<u>51</u>
Total	<u><u>240</u></u>

**Contributions** - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The District's contributions were \$722,882 during the fiscal year.

*Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions*

As of June 30, 2022, the District reported net pension liabilities for its proportionate shares of the net pension liability totaling \$657,142.

The District's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2021, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2020 rolled forward to June 30, 2021 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

The District's proportionate share of the net pension liability for the Plan as of June 30, 2021 and 2022 was as follows:

Proportion - June 30, 2021	0.02457%
Proportion - June 30, 2022	<u>0.01215%</u>
Change - Increase/(Decrease)	<u><u>-0.01242%</u></u>

For the year ended June 30, 2022, the District recognized pension expense of \$633,774.

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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At June 30, 2022, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Changes of Assumptions	\$ -	\$ -
Differences between Expected and Actual Experience	73,691	-
Differences between Projected and Actual Investment Earnings	-	573,649
Differences between Employer's Contributions and Proportionate Share of Contributions	255,761	73,603
Change in Employer's Proportion	134,321	107,953
Pension Contributions Made Subsequent to Measurement Date	722,882	-
<b>Total</b>	<u>\$ 1,186,655</u>	<u>\$ 755,205</u>

The District reported \$722,882, as deferred outflows of resources related to contributions subsequent to the measurement date that will be recognized as a reduction of the net pension liability during the year ended June 30, 2023.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<b>Fiscal Year Ending June 30:</b>	<b>Deferred Outflows/ (Inflows) of Resources</b>
2023	\$ (10,074)
2024	(41,065)
2025	(81,766)
2026	(158,527)
2027	-
Thereafter	-
<b>Total</b>	<u>\$ (291,432)</u>

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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**Actuarial Assumptions** - The total pension liabilities in the June 30, 2020 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2020
Measurement Date	June 30, 2021
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Payroll Growth	2.75%
Projected Salary Increase	(1)
Investment Rate of Return	7.15% (2)
Mortality	(3)

- (1) Varies by entry age and service
- (2) Net of pension plan investment expenses, including inflation
- (3) Derived using CalPERS' membership data for all funds

**Discount Rate** - The discount rate used to measure the total pension liability was 7.15 percent for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15 percent discount rate is adequate, and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The cash flows used in the testing were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS' website under the GASB 68 section.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.



**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation.

Asset Class (a)	Assumed Asset Allocation	Real Return Years 1 - 10 (b)	Real Return Years 11+ (c)
Global Equity	50.00%	4.80%	5.98%
Fixed Income	28.00%	1.00%	2.62%
Inflation Sensitive	0.00%	0.77%	1.81%
Private Equity	8.00%	6.30%	7.23%
Real Estate	13.00%	3.75%	4.93%
Liquidity	1.00%	0.00%	-0.92%
Total	100.00%		

- (a) In the System's CAFR, Fixed Income is included in Global Debt Securities; Liquidity Liquidity is included in Short-term Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.
- (b) An expected inflation of 2.0% used for this period.
- (c) An expected inflation of 2.92% used for this period.

*Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount*

**Rate** - The following presents the District's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Miscellaneous</u>
1% Decrease	6.15%
Net Pension Liability \$	2,740,591
Current	7.15%
Net Pension Liability \$	657,141
1% Increase	8.15%
Net Pension Liability \$	(1,065,217)

**Pension Plan Fiduciary Net Position** - Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

**Chico Area Recreation and Park District**  
**Notes to the Basic Financial Statements**  
**June 30, 2022**

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**NOTE 7 - SUBSEQUENT EVENTS**

Management has evaluated all subsequent events from the statement of financial position date of June 30, 2022, through the date the financial statements were available to be issued, November 29, 2022. No subsequent events occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

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**REQUIRED SUPPLEMENTARY INFORMATION**

**Chico Area Parks and Recreation District**  
**Schedule of Contributions for Pension Plans**  
**June 30, 2022**

<b>Miscellaneous Plan</b>								
Fiscal Year Ended	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Contractually Required Contributions	\$ 220,825	\$ 224,228	\$ 229,225	\$ 346,326	\$ 383,106	\$ 400,876	\$ 579,955	\$ 527,407
Contributions in Relation to Contractually Required Contributions	220,825	224,228	229,225	346,326	1,111,353	400,876	767,955	722,882
<b>Contribution Deficiency (Excess)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (728,247)</b>	<b>\$ -</b>	<b>\$ (188,000)</b>	<b>\$ (195,475)</b>
<b>Covered Payroll</b>	<b>\$2,154,908</b>	<b>\$2,354,799</b>	<b>\$2,255,959</b>	<b>\$2,347,917</b>	<b>\$2,491,890</b>	<b>\$2,602,267</b>	<b>\$2,481,040</b>	<b>\$2,691,406</b>
<b>Contributions as a % of Covered Payroll</b>	<b>10.25%</b>	<b>9.52%</b>	<b>10.16%</b>	<b>14.75%</b>	<b>44.60%</b>	<b>15.40%</b>	<b>30.95%</b>	<b>26.86%</b>

**Notes to Schedule:**

Valuation Date: June 30, 2020  
Assumptions Used: Entry Age Method used for Actuarial Cost Method  
Level Percentage of Payroll and Direct Rate Smoothing  
3.8 Years Remaining Amortization Period  
Inflation Assumed at 2.50%  
Investment Rate of Returns set at 7.00%  
CalPERS mortality table based on CalPERS' experience and include 15 years of projected ongoing mortality improvement using 90 percent of Scale MP 2016 published by the Society of Actuaries.

Fiscal year 2015 was the first year of implementation, therefore only eight years are shown.  
The CalPERS discount rate was increased from 7.50% to 7.65% in fiscal year 2016, and then to 7.15% in 2018.  
The CalPERS mortality assumptions was adjusted in fiscal year 2019.

**Chico Area Parks and Recreation District**  
**Schedule of Proportionate Share of Net Pension Liability**  
**June 30, 2022**

<b>Miscellaneous and Safety Plan</b> Fiscal Year Ended	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Proportion of Net Pension Liability (Safety and Misc)	0.02733%	0.02562%	0.02749%	0.02862%	0.02131%	0.02280%	0.02457%	0.01215%
Proportion of Net Pension Liability (Misc Plan Only)	0.06881%	0.06409%	0.06847%	0.07201%	0.05448%	0.05834%	0.06337%	0.03461%
Proportionate Share of Net Pension Liability	\$ 1,700,721	\$ 1,758,201	\$ 2,378,682	\$ 2,838,733	\$ 2,053,235	\$ 2,336,424	\$ 2,673,146	\$ 657,141
Covered Payroll	\$ 2,297,052	\$ 2,154,908	\$ 2,354,799	\$ 2,255,959	\$ 2,347,917	\$ 2,491,890	\$ 2,602,267	\$ 2,481,040
<b>Proportionate Share of NPL as a % of Covered Payroll</b>	<b>74.04%</b>	<b>81.59%</b>	<b>101.01%</b>	<b>125.83%</b>	<b>87.45%</b>	<b>93.76%</b>	<b>102.72%</b>	<b>26.49%</b>
<b>Plan's Fiduciary Net Position as a % of the TPL</b>	<b>81.15%</b>	<b>83.49%</b>	<b>78.20%</b>	<b>77.07%</b>	<b>79.03%</b>	<b>83.69%</b>	<b>82.32%</b>	<b>95.84%</b>

Fiscal year 2015 was the first year of implementation, therefore only eight years are shown.  
The CalPERS discount rate was increased from 7.50% to 7.65% in fiscal year 2016, and then to 7.15% in 2018.  
The CalPERS mortality assumptions was adjusted in fiscal year 2019.

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## **SUPPLEMENTAL INFORMATION**



# Chico Area Recreation and Park District

## Combining Statement of Net Position

June 30, 2022

	General	Baroni Park	Oak Way Park	Peterson Park	Park Development	Community Park Impact Fees	2022
<b>ASSETS</b>							
Current assets:							
Cash and investments	\$ 9,390,054	\$ 83,428	\$ -	\$ -	\$ 388,118	\$ 5,553,070	\$ 15,414,670
Accounts receivable	1,335,061	-	-	-	40,375	-	1,375,436
Prepaid expenses	18,505	-	-	-	-	-	18,505
Total current assets	10,743,620	83,428	-	-	428,493	5,553,070	16,808,611
Capital assets - net	26,714,068	-	-	-	-	-	26,714,068
Total assets	\$ 37,457,688	\$ 83,428	\$ -	\$ -	\$ 428,493	\$ 5,553,070	\$ 43,522,679
<b>DEFERRED OUTFLOWS OF RESOURCES</b>							
Pension adjustments	\$ 1,186,655	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,186,655
<b>LIABILITIES</b>							
Current liabilities:							
Accounts payable	\$ 75,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,140
Accrued payroll and liabilities	636,486	-	-	-	-	-	636,486
Program advances	1,718,002	-	-	-	-	-	1,718,002
Total current liabilities	2,429,628	-	-	-	-	-	2,429,628
Noncurrent liabilities:							
Compensated absences	263,428	-	-	-	-	-	263,428
Net pension liability	657,142	-	-	-	-	-	657,142
Total noncurrent liabilities	920,570	-	-	-	-	-	920,570
Total liabilities	\$ 3,350,198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,350,198
<b>DEFERRED INFLOWS OF RESOURCES</b>							
Pension adjustments	\$ 755,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 755,205
<b>NET POSITION</b>							
Net investment in capital assets	\$ 26,714,068	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,714,068
Restricted	-	83,428	-	-	428,493	5,553,070	6,064,991
Unrestricted	7,824,872	-	-	-	-	-	7,824,872
Total net position	\$ 34,538,940	\$ 83,428	\$ -	\$ -	\$ 428,493	\$ 5,553,070	\$ 40,603,931

## Chico Area Recreation and Park District

Combining Statement of Revenues, Expenses and Changes in Net Position

For the Fiscal Year Ended June 30, 2022

	General	Baroni Park	Oak Way Park	Peterson Park	Park Development	Community Park Impact Fees	2022
Operating revenues:							
Program service fees	\$ 3,292,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,292,589
Developer fees	-	-	-	-	76,000	3,305,107	3,381,107
Intergovernmental City Parks	18,195	-	-	-	-	-	18,195
Rentals	410,249	-	-	-	-	-	410,249
Other revenue	189,277	-	-	-	-	-	189,277
Total operating revenues	3,910,310	-	-	-	76,000	3,305,107	7,291,417
Operating expenses:							
Salaries and benefits	4,735,074	71,614	71,614	51,052	-	-	4,929,354
Services and supplies	2,299,352	20,055	24,583	34,825	-	-	2,378,815
Contributions to other agencies	6,411	-	-	-	-	-	6,411
Depreciation and amortization	858,504	-	-	-	-	-	858,504
Total operating expenses	7,899,341	91,669	96,197	85,877	-	-	8,173,084
Operating income (loss)	(3,989,031)	(91,669)	(96,197)	(85,877)	76,000	3,305,107	(881,667)
Nonoperating revenues (expenses):							
Interest income	893	502	124	225	309	4,354	6,407
Assessment fees	-	95,050	23,030	42,308	-	-	160,388
Property taxes	4,509,289	-	-	-	-	-	4,509,289
RDA pass through taxes	1,593,211	-	-	-	-	-	1,593,211
Net nonoperating revenues (expenses)	6,103,393	95,552	23,154	42,533	309	4,354	6,269,295
Income before capital contributions	2,114,362	3,883	(73,043)	(43,344)	76,309	3,309,461	5,387,628
Capital contributions	-	-	-	-	-	-	-
Income (loss) before operating transfers	2,114,362	3,883	(73,043)	(43,344)	76,309	3,309,461	5,387,628
Transfers in	-	967	73,043	43,344	-	-	117,354
Transfers out	(117,354)	-	-	-	-	-	(117,354)
Change in net position	1,997,008	4,850	-	-	76,309	3,309,461	5,387,628
Net position - beginning	32,541,932	78,578	-	-	352,184	2,243,609	35,216,303
Net position - ending	\$ 34,538,940	\$ 83,428	\$ -	\$ -	\$ 428,493	\$ 5,553,070	\$ 40,603,931

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**OTHER INDEPENDENT AUDITOR'S REPORTS**



**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors  
of the Chico Area Recreation and Park District  
Chico, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Chico Area Recreation and Park District (the “District”) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements, and have issued our report thereon dated November 29, 2022.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

C & A LLP

November 29, 2022  
Morgan Hill, California



# STAFF REPORT

**DATE:** February 23, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Bocce Court Installation

## Background

The Bocce Court Installation project was approved in the 2021-2022 fiscal year budget and carried forward to 2022-2023. At the July 28, 2022, Regular Board Meeting, the Board approved the project to move forward with the bid phase with the three options presented:

- four courts with artificial turf
- four courts with artificial turf and a fabric shade structure
- four courts with artificial turf and a metal structure

On February 1, 2023, there was a public opening of the eight bids received. After reviewing the results, a shortlist of bidders was created, and those contractors were interviewed to determine qualifications.

## Bid Results

	Courts Only	Courts + Shade	Courts + Building
1	441,230	649,148	753,170
2	530,337	737,130	835,890
3	540,939	795,134	836,130

	Courts Only	*Alt Concrete	Total
1	441,230	6,075	447,305
2	530,337	7,900	538,237
3	540,939	54,152	595,467

*\*Concrete slabs over the footings would be necessary if the "Courts Only" option is selected.*

<i>Alts Not Recommended</i>	1	2	3
<i>Paint Steel Structures</i>		27,500	68,209
Sod (vs. seed)	24,516	25,745	28,925
Oyster (vs. artificial turf)	(25,400)	(36,000)	(25,366)

<i>Alts Possibly Donated</i>	<i>1</i>	<i>2</i>	<i>3</i>
<i>Bleachers</i>	12,500	11,660	17,238
<i>Benches</i>	9,250	20,320	21,495
<i>Bike Rack</i>	2,250	1,500	1,025
<i>DG Picnic Area</i>	3,450	5,305	10,738
<i>Total</i>	<i>27,450</i>	<i>38,785</i>	<i>50,497</i>

**Financial Impact**

The District paid approximately \$40,650 for the original design work. Due to budget and design challenges, Melton Design Group (MDG) was retained to provide alternate design and construction drawings. The cost of the revised design, landscaping, and civil work to date is about \$32,300, bringing the project design total to \$72,950.

The 2021-2022 budget allocation approved for this project was \$500,000, with \$50,000 allocated for design and \$450,000 for construction from the Community Park Impact Fee Fund.

**Discussion**

The discussion points for the meeting include the following:

- project option selection (e.g., courts, shade, building)
- project budget increase
- bid award





# STAFF REPORT

**DATE:** February 23, 2023  
**TO:** Board of Directors  
**FROM:** Holli Drobny, Business Services Manager  
**SUBJECT:** AB 2449 – Enhanced Teleconferencing

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## Background

On February 29, 2023, the COVID-19 State of Emergency will end in California, which will take away the option for legislative bodies to utilize AB 361 – Remote Teleconferencing. In its place, the District may implement AB 2449, which officially revised teleconferencing provisions expressed in the Brown Act in September 2022.

Under the provisions of AB 2449 agencies would not be obligated to post agendas at all teleconference locations, would not be obligated to identify all teleconference locations in the meeting agendas, and would not be obligated to make each teleconference location open to the public.

However, for an agency to proceed under the procedures established by AB 2449, it must observe the requirement that at least a quorum of the members of the legislative body participates in-person from a singular, physical location clearly identified on the agenda, open to the public, and situated within the boundaries of the territory over which the local agency exercises jurisdiction. Remote participation under AB 2449 must be done for specified reasons — either because of a “just cause” or as a result of “emergency circumstances.” No recurring resolutions will be required under AB 2449. Additionally, a member cannot participate remotely for more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year.

## Just Cause

In the case of a “just cause,” the member can notify the legislative body at the earliest opportunity possible, including the start of a regular meeting, of their need to participate remotely. Examples of “just cause” include caregiving needs, contagious illness, physical/mental disability, travel while on official business of legislative body. This provision shall not be used by any member of the legislative body for more than two meetings per calendar year.

### Emergency Circumstances

In the case of "emergency circumstances", the legislative body must take action to approve the request at the earliest opportunity. "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person. The legislative body shall request a general description of the circumstances relating to their need to appear remotely at the given meeting and shall not require the member to disclose any medical diagnosis or disability, or any personal medical information.

### **Recommendation**

The Board adopt the practices as outlined in AB 2449 to allow for members to attend regular meetings through the updated teleconferencing provisions.



## Chico Area Recreation and Park District Board of Directors

**Staff Report FI-23-005**  
**Finance Agenda D**  
**Regular Agenda 5.3**

# STAFF REPORT

**DATE:** February 23, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Procurement Policy

### **Background**

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

### **Staff Recommendation**

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



**POLICY # TBD**

<b>POLICY # TBD</b>	<b>Procurement of Contractors and Consultants</b>		
<b>EFFECTIVE DATE</b>	2/23/2023	<b>VERSION # 1.0</b>	
<b>DATE OF LAST REVISION</b>	2/17/2023	<b>NEXT REVIEW DATE</b>	2/17/2025

**APPLIES TO**

Division	Districtwide
Sub-Division	Finance

<b>VERSION</b>	<b>REVISION DATE</b>	<b>DESCRIPTION OF CHANGE/SUPERSEDE</b>	<b>AUTHOR</b>
1	2/17/2023	Initial	Annabel Grimm

**RATIONALE**

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

**PROCEDURE**

**1) Employment of Outside Contractors and Consultants**

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

Construction

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

Consultants

- a. Consultants will be approved by the General Manager on projects appropriated in the Board approved budget, unless a formal bid process is required.
- b. The General Manager and/or Board of Directors will make their decision based on the consultant’s experience and qualifications.
- c. The consultant will be required to provide an explanation of the scope of work, hours to complete, and applicable cost estimate for their services that will be used in their

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evaluation in the selection process. Consultants for engineering, architectural, and other professional services shall be evaluated based on qualification and not on the cost of services per state law.

- d. Every person involved in the solicitation, selection, and approval of consultants shall comply with applicable conflicts of interest laws, including Government Code section 1090, the Political Reform Act of 1974, and the District's conflict of interest code.

## **2) Monetary Bidding Thresholds (Public Contract Code 22032)**

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

## **3) Informal Bid Procedure**

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

## **4) Formal Bid Procedure**

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

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Procurement sources include but are not limited to U.S. General Services Administration, California Multiple Award Schedules, Sourcewell, and alike.

**5) Project Contingency Fund and Expenditure**

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

**6) Conflict of Interest**

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

**7) Unauthorized Procurements**

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

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

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Author \_\_\_\_\_ Date \_\_\_\_\_

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Senior Leadership Team  
Content and Form Review

Date

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Annabel Grimm  
General Manager

Date

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Board of Directors Approval

Date



## Chico Area Recreation and Park District Board of Directors

**Staff Report FI-23-006**  
**Finance Agenda E**  
**Regular Agenda 5.4**

# STAFF REPORT

**DATE:** February 23, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Purchasing Policy

### **Background**

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

### **Staff Recommendation**

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





**POLICY #**

<b>POLICY # TBD</b>	<b>Purchasing Policy</b>		<b>VERSION # 1.2</b>
<b>EFFECTIVE DATE</b>	2/23/2023		
<b>DATE OF LAST REVISION</b>	2/17/2023	<b>NEXT REVIEW DATE</b>	2/17/2025

**APPLIES TO**

Division	Districtwide
Sub-Division	Finance

<b>VERSION</b>	<b>REVISION DATE</b>	<b>DESCRIPTION OF CHANGE/SUPERSEDE</b>	<b>AUTHOR</b>
1	10/28/2021	Initial	Finance Department
1.2	2/17/2023		Annabel Grimm

**RATIONALE**

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

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

**TERMS AND DEFINITIONS**

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

**PROCEDURE**

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

**1) Responsibilities of Departments**

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

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

**2) Purchase Documentation**

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

**3) Approval Limits and Thresholds**

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

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

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

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

#### **4) Credit Card Purchases**

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

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

#### **5) Purchase Orders**

- a. When a purchase order is deemed necessary, it must be prepared and signed by the appropriate manager according to the purchase approval limits listed above before a

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purchase is completed. The appropriate price quote must be attached to the purchase order.

- b. Once the approved purchase order is completed and signed, it may be submitted to the vendor to complete the order transaction. Vendors will submit invoices once a transaction is complete and the goods or services are received.

**Automated Clearing House Payments**

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

**Board Monthly Review**

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

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**Authority:** Government Code Sections 54201 et seq.;

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Senior Leadership Team

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Author

Date

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Senior Leadership Team

Content and Form Review

Date

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Annabel Grimm

General Manager

Date

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Board of Directors Approval

Date



## Chico Area Recreation and Park District “Helping People Play”

### **Purchasing Policy**

#### **Purpose and Scope**

The Purchasing Policy of the Chico Area Recreation and Park District (CARD) is established to define the procedures governing the procurement of supplies, materials, equipment, and services for District use. In accordance with Government Code Sections 54201 et seq. the Board shall create purchasing policies for the District. The Finance Department, under the direction of the General Manager, shall maintain adequate internal controls and procedures to restrict access to unauthorized purchases. The Finance Department Manager is responsible for preparing and monitoring procedures to carry out this policy in compliance with all applicable federal, state, and local laws and regulations.

#### **Introduction**

It is the intent of this policy to ensure that District purchases are cost effective and follow all applicable laws.

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

The policies outlined herein shall be adhered to by all District employees when procuring supplies, materials, equipment, and services.

All costs should be considered including sales tax, freight, and installation in defining the “purchase” price for comparison with the dollar thresholds indicated in this policy.

Purchasing access is limited to the following:

- Petty Cash
- Credit Card Purchases
- Store Card Purchases
- Business Account Purchases
- Purchase Orders
- Bid Process
- Professional Services
- Other Automated Clearing House (ACH) payments

#### **Responsibilities of Departments**

Each department is responsible for the following:

- To anticipate requirements sufficiently in advance to allow adequate time to obtain goods and services in accordance with the best purchasing practices.
- Obtain full and open competition in a manner that presents the best overall value to the District and is in accordance with all District policies and procedures.
- Identify, evaluate, and utilize purchasing methods that best meet the needs of the District (e.g. blanket purchase orders, purchasing cards, contractual agreements, etc.).
- Coordinate contractor relations, locate sources of supply, and evaluate contractor performance.
- Provide for the fair and equitable treatment of contractors.
- Supervise the receipt and inspections of all materials, supplies, equipment, and services purchased to ensure conformance with specifications.
- Recommend the disposition of surplus or unused supplies, materials, equipment, and scrap through the District’s Disposal and Surplus Supplies and Equipment Policy.
- NOT “split” orders for the purpose of avoiding procurement requirements.
- Obtain the required approvals.
- Submit forms and adequate supporting documentation necessary for the purchase(s).
- Ensure that purchases are allowable, allocable, and reasonable.

**Purchase Documentation**

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

**Approval Limits**

Purchasing approval limits are summarized as follows for Board approved budgeted operational items:

<u>Expenditure Value</u>	<u>Approval Required</u>
≤ \$ 2,000	Supervisor
\$ 2,000 to \$ 7,500	Department Manager
> \$ 7,500	General Manager

Bid procedures for certain projects are discussed under separate heading below.

Any commitment of District funds for a purchase of a fixed asset or expense shall first be submitted to the Board of Directors for approval or shall be in conformance with prior Board action and/or authorizations through the budget process.

## **Petty Cash**

CARD shall maintain a petty cash fund. The purpose of a petty cash fund is to facilitate small purchases or reimbursements needed in the day-to-day operations of the District, without going through the check writing process. The petty cash fund will be maintained using an imprest accounting system.

The Finance Department will be the custodian for the petty cash fund.

Petty cash shall be kept in a locked box and secured in a locked safe when not in direct custody of the Finance Department.

Disbursements of up to \$60 may be made from the petty cash fund for miscellaneous expenses. Disbursements in excess of this may be made with prior approval of the General Manager.

If funds are requested to make a purchase, purchaser must complete a Petty Cash receipt for the amount of funds requested prior to the custodian providing the requested funds.

All petty cash purchases submitted for reimbursement must include a receipt or invoice approved by a supervisor or manager.

In the case of a lost receipt, the Department Manager or the General Manager may approve a disbursement based on a missing receipt form describing the item and cost.

The custodian will ensure that the petty cash box contains receipts and cash totaling the amount of the fund at all times.

Any irregularities in the petty cash fund must be reported to the General Manager immediately. Any irregularities over \$1.00 must be reported to the Finance Committee.

Loans will NOT be made from petty cash funds.

The District may maintain change funds in authorized District Facilities. Facilities must be authorized by the Finance Manager before a change fund can be set-up. From time to time change funds may be set-up to help with programs and special events. All change funds must be returned intact to the Finance Department once the event is completed or is no longer needed in a District Facility.

The Finance Manager or the General Manager shall periodically make unannounced checks of petty cash.

A Petty Cash spreadsheet must be maintained. It must be completed each time the cash box is checked to ensure there are no irregularities. The spreadsheet shall contain the beginning cash count, income/expense receipts, ending cash count, and dates of each activity.

Requests to replenish the fund are completed by the custodian and approved by the General Manager or Finance Manager.

**Credit Card Purchases**

CARD may issue a purchase credit card to an employee when deemed necessary. Credit cardholders must be approved by the General Manager and/or Finance Manager. All issued credit cards must have a signed Credit Card Request Form and signed Credit Card User Agreement on file with the Finance Department. Purchases are subject to the Credit Card Policy established by the Board. Purchases are limited to budgeted expenditure items only. The employee’s supervisor shall establish credit limits for each user based on anticipated purchases.

**Purchase Orders**

When a purchase order is deemed necessary, it must be prepared and signed by the appropriate employee according to the purchase approval limits listed above before a purchase is completed. The appropriate price quote must be attached to the purchase order.

Once the approved purchase order is completed and signed, it may be submitted to the vendor to complete the order transaction. Vendors will submit invoices once a transaction is complete and the goods or services are received.

**Other ACH Payments**

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

**Bid Process**

All projects for alterations, maintenance, repairs, or new construction costs of \$25,000 or more, require a formal bid process including a public notice, or purchase through a government approved purchasing agency. If a formal bid process is needed, the Board shall approve the lowest responsible bid.

Exception to the formal bid process shall only be made in cases of (1) emergency where the immediate purchase of goods without bid is necessary for the protection of the public health, welfare, or safety, or (2) when the General Manager deems that an article of a specified brand or trade name is the only article that will properly meet the needs of the District.

Purchases for projects over \$10,000, but under \$25,000 can be completed by an informal process where public notice is optional. District staff must obtain a minimum of three competitive quotes for these projects, except in the above referenced cases. The General Manager may approve the winning bid if the project was appropriated in the Board approved budget. If the project was not appropriated in the Board approved budget, the Board of Directors must approve the winning bid. Approval must be obtained prior to the order being placed.

**Project Contingency Fund and Expenditure**



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

**Professional Services**

Professional services may be contracted with under general procedures established by the State of California and Board policy.

**Loans**

Loans from outside sources (other agencies, banks, etc.) are authorized through board action and initiated by the General Manager or designee.

Loans from the District to an employee are prohibited.

**Board Monthly Review**

As part of the monthly financial statement review, a list of all check disbursements shall be distributed to the Board. The disbursement list should be approved in conjunction with the monthly financial statements by a consensus of the Board.

**Expense Reimbursements**

Employee and Board member expense reimbursements shall follow polices outlined in the employee handbook.

**Conflict of Interest**

District officials and employees shall discharge their duties impartially so as to assure fair competitive access to procurement opportunities by responsible and responsive contractors, sellers, and vendors. Moreover, they shall conduct themselves in such a manner as to foster public confidence in the integrity of the District procurement activities.

No District official or employee shall participate directly or indirectly in a District procurement when the official or employee knows that the official or employee or any member of the official's or employee's immediate family has a financial interest pertaining to the procurement.

Upon discovery of an actual or potential conflict of interest, an employee shall promptly withdraw from further participation in the procurement.

No person shall offer, give, or agree to give any District official or employee any gratuity or offer of employment in connection with a procurement by the District.

**Unauthorized Procurements**

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



# STAFF REPORT

**DATE:** February 23, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm  
**SUBJECT:** A Resolution Directing the Preparation of the Engineer's Report for the Continuation of the three (3) Maintenance Assessment District: Oak Way, Amber Grove/Greenfield, and Baroni Neighborhood Park and Open Space (No. LLD 001-05) Landscape and Lighting Assessment Districts

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## RECOMMENDATION

The Landscaping and Lighting Act of 1972 requires that an annual Engineer's Report is prepared by a licensed professional engineer and establishes other requirements for the continuation of the assessments. This Resolution directs SCI Consulting Group to prepare the Engineer's Report for the Oak Way, Amber Grove/Greenfield, and Baroni Neighborhood Park and Open Space (No. LLD 001-05) Landscape and Lighting Assessment Districts (the 'Districts') as the first step in a three-step process in the levying the annual assessments for fiscal year 2023-24.

## RESULT OF RECOMMENDED ACTION

Each year, an updated Engineer's Report, including updated budgets, scope of services, current legal justifications, and rate adjustments should be prepared by a California licensed civil engineer. SCI Consulting Group will provide professional assessment engineering and assessment administration services to justify the continued collection of the Districts' assessments. The services provided by SCI will include the preparation of the Engineer's Report and preliminary assessment roll with the specific assessment amount for each parcel. The Engineer's Report will be presented to the Board for preliminary approval in April of this year.

The services provided by SCI Consulting Group includes the tasks required for the year-round administration of the Districts' assessments, including comprehensive property base auditing and levy accuracy confirmation, on a parcel-by-parcel basis, to ensure that the Districts receive the most accurate assessment revenues and directly responding to property owner inquiries on toll free taxpayer assistance line. SCI's services will also include evaluation of the most current legal requirements and developments for benefit assessments, including any court decisions for benefit assessments or Proposition 218, and updates to the assessment justification and engineering findings, if appropriate.

## **BACKGROUND**

### Amber Grove/Greenfield Landscape and Lighting Assessment District

The Amber Grove/Greenfield Landscape and Lighting Assessment District was approved by property owners in 1994 to fund the maintenance and operations of the Amber Grove/Greenfield Park.

### Oak Way Landscape and Lighting Assessment District

The Oak Way Landscape and Lighting Assessment District was approved by property owners in 1997 to continue to fund the maintenance and operations of Oak Way Park.

### Baroni Neighborhood Park and Open Space (No. LLD 001-05) Landscape and Lighting Assessment District

In 2006, property owners approved the Baroni Neighborhood Park and Open Space (No. LLD 001-05) Landscape and Lighting Assessment District to provide funding for the maintenance and operations for the Baroni Neighborhood Park, adjacent open space areas and related trails system within the District.

## **ANALYSIS**

In order to continue to levy the assessments, the Board will need to adopt the resolution to direct SCI Consulting Group, the assessment engineer, to prepare an Engineer's Report for the upcoming fiscal year. This Engineer's Report will include the special and general benefit findings to support the assessments, the updated proposed assessments for each parcel in the Districts, the proposed budget for the assessments, and the proposed assessments per single-family equivalent for fiscal year 2023-24. After the Engineer's Report and assessment roll are completed, they will be brought back to the Board for your review and consideration. If the Board preliminarily approves the Reports, a noticed public hearing will be subsequently held to allow the public to provide input on the proposed budgets, services and assessments, and to allow the Board to make a final decision on the continuation of these important assessments. The preliminary Engineer's Report is scheduled to be presented to the Board in April.

## **CONCLUSION**

It is recommended that the Board approves the Resolution that would direct SCI Consulting Group to prepare the Engineer's Report for the Oak Way, Amber Grove/Greenfield, and Baroni Neighborhood Park and Open Space (No. LLD 001-05) Landscape and Lighting Assessment Districts for fiscal year 2023-24.



# STAFF REPORT

**DATE:** February 23, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Reallocation of Part-Time Wages for an Additional Full-Time Position

**Discussion**

In October the extended part-time position assigned to the Rose Garden was vacated. That position was assigned to the Roving Crew. The Roving Crew, along with other Parks and Facilities units, continue to be challenged in filling vacant seasonal part-time Maintenance Aid (MA) positions.

MA positions require little to no technical expertise. A more impactful classification to provide additional capacity to the Parks Division is a full-time Maintenance Worker (MW). Reallocating budget from part-time wages and benefits to a full-time MW line would add some of the volume needed to maintain District parks effectively. Capacity needs will continue to be monitored and balanced with budgetary considerations.

**Financial Impact:**

**Parks Division**

22/23 Budget	Wages	Benefits	Total
Full-time	1,686,440	922,483	2,608,923
Part-time wages	432,560	120,520	553,080
<b>Grand Total</b>			<b>3,162,003</b>

Allocation Change	Wages	Benefits	Total
Maintenance Aid (PT)	25,740	9,653	35,393
Maintenance Worker (FT)	37,440	20,480	57,920
<b>Cost Increase</b>			<b>22,527</b>

Proposed Change	Wages	Benefits	Total
Full-time	1,723,880	942,963	2,666,843
Part-time wages	395,120	100,040	495,160
<b>Grand Total</b>			<b>3,162,003</b>

*\*Please note that there is zero net effect on the 2022-2023 budget.*

**Recommendation**

It is recommended that the Board of Directors authorize the conversion of part-time wages for a new full-time MW position.



# STAFF REPORT

**DATE:** February 23, 2023  
**TO:** Board of Directors  
**FROM:** Anjie Goulding  
**SUBJECT:** Recreation Update - February

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## **Youth Sports**

Basketball is in full swing with three more weeks in their season. Preparation for spring programming, which will start the week of March 20<sup>th</sup>, has begun.

## **Adult Sports**

The Women's Division in Adult Basketball has returned since it had lapsed before COVID. We have also just kicked off our Pickleball Ladder league, which is running 3 nights a week with 120+ participants.

Next, we have seen a spike in interest in our Adult Soccer leagues, which will result in expanding our divisions and offerings. We anticipate seeing the new Women Division gain momentum.

## **Aquatics**

Recruitment for summer aquatic staff for Sycamore and PV Pools has begun. We have three CARD Lifeguard Certification Courses being offered this Spring. We are excited about new summer programming ideas that include an adult lunch hour "Aqua Fit" and Friday Night Teen Swim. Bidwell Jr. High will be getting back in the pool for PE in April as well.

## **Nature Center**

Our Nature Center has some new animals to show off: two slender salamanders, an alligator lizard, a jumping spider, a scorpion, three tree frogs, a toad, and a newt. We will be receiving a garter snake within the next two or three weeks. In the future, we are hoping to receive a screech owl and other possibilities such as a burrowing owl or kestrel for our raptor enclosure which is currently vacant. In the distant future, we hope to have a larger raptor enclosure where we can house an eagle or hawk.

### **Classes, Camps, Trips and Tours**

We are offering several new classes this year, including Watercolor for Beginners, Meditation and Mindfulness, Character Cartooning, and a series of Robotics classes. We are also excited to offer our first Adaptive Yoga class starting March 3<sup>rd</sup>. Our trip to Filoli Gardens is just about sold out and prep work for summer camps has begun.

### **After School Program**

CARD's After School Program is working with Chico Unified to start prepping families for more ASP programs transitioning to the CUSD Blast After School Programs. As a reminder, CUSD receives grant funding from the State of California to provide free after school care at select schools. For the 23/24 school year, 7 kinder programs and 2 1-5th grade programs (Sierra View and Shasta Elementary Schools) will be transitioning from CARD to BLAST. The remaining 2 CARD after school sites are scheduled to transition to BLAST starting in the 24/25 school year, which will make staffing fully contracted at all CUSD sites.

### **Spring Field Reservations**

Booming with Community Youth Sporting Activity!

- CYSL - Community Park
- Rebels Lacrosse - Community Park
- Mavericks Baseball - Hooker Oak Park
- NorCal Starz Softball - Hooker Oak Park
- American Legion Baseball - Hooker Oak Park
- Chico Softball Little League - DeGarmo Park
- Butte United Soccer - DeGarmo and Wildwood Parks
- Chico Central Little League - Wildwood Park



# STAFF REPORT

**DATE:** February 23, 2023  
**TO:** Board of Directors  
**FROM:** Scott Schumann  
**SUBJECT:** Parks and Facilities Update - February

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## Capital Projects Update

Rotary and Hooker Oak Park Basketball Court Installations: Complete. Court openings were highlighted on CARD's social media with positive feedback from community members both onsite at the courts and online.

Hooker Oak Park Lighting Project: Complete. Light testing was conducted on both Rex Murphy and Hooker Oak Fields. Installation passed with an average of 50 footcandles infield / 30 footcandles outfield; testing results are in accordance with the engineered specifications. Positive feedback from community.

PV Pool House Roofing Project: Complete. Repair necessitated significant removal of dry rot. Project will protect the District's 2021 pool heater investment.

CARD Center Oven Replacement: Complete. New ovens increase programming potential for cooking classes, events, and rentals.

Vehicle Fleet: F350 procured and added to fleet in place of deleted 2022 mower purchase. Eighteen-foot tilt trailer is being sourced to fully utilize 2021 Mower purchase.

ADA Improvements: Staff are exploring engineering plans to address ADA improvements to the CARD Center Parking Lot.

## Chapman Park Renovation Update

Bid documents are in final preparation after prioritization of amenities to be included as additional alternatives. Bid publication is anticipated February, 24<sup>th</sup>. The District will directly source several amenities to reduce contractor fees and reduce lead times. A letter to the City requesting Neighborhood Park Impact funds to support the comprehensive completion of the renovation (as well as play structure improvements elsewhere in the District) has been submitted to the City Manager and the Park and Natural Resource Manager for approval.



## **Aquatics Center Request for Proposals**

Aquatics Center RFP was published with a mandatory bid walk occurring January 26<sup>th</sup>. Final RFP Submissions are due by Feb 21<sup>st</sup>.

## **Professional Development**

3 Staff (Manager, Supervisor, and Utility II) participated in Sports Field Management Association (SFMA) 2 day workshop on Sports Field Construction and Management. Training confirmed several best practices already in place at CARD and areas for growth to manage risk, improve the preservation of our turf resources, and inform future installations.

## **Meriam Park**

*Emerson Park* - Staff completed a condition and repair review for Emerson Park prior to park transfer to CARD ownership. Staff drafted a transition plan which has been shared with the City for review. Items to be addressed prior to acceptance of the park include playground repairs and landscape improvements.

*Indigo Park* – CFD process has been complex but successful, with anticipated initiation in March 23rd, the establishment of CFD in April, and CFD levy and park transfer taking effect July 2023.

## **Arboriculture in the District**

The District-Wide Tree inventory is complete and on budget with a total of 2386 trees identified. This inventory will guide future tree work and assist in documenting pruning, removals, plantings, and hazard mitigation.

## **Risk Management**

Staff across multiple divisions (Parks, Rec, Events) participated in OSHA required training related to ladder safety and fire suppression; thus, improving staff safety and District compliance with OSHA regulations.

Additional OSHA compliance efforts have been instituted including blood borne pathogen annual training, welding training, hazardous material training, and identification of staff to enroll in future CPR/First Aid Training.



# STAFF REPORT

**DATE:** February 23, 2023  
**TO:** Board of Directors  
**FROM:** Annabel Grimm  
**SUBJECT:** General Manager Update - February

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## **Recruitments**

Finance Manager: An offer was extended and accepted for the finance manager position. Angela Carpenter will start on March 6. She comes to the District with a 30-year track record of managing company administrative and operational needs. Angie has extensive experience in GAAP, governmental grants, non-profit budget and accounting, and strategic planning. She's eager to get on board and lead the implementation of the District's new financial software system.

Communication and Marketing Coordinator: Kelsey Horn will start her role as the Communications and Marketing Coordinator on February 27. She has an impressive marketing, graphic design, and communications background. Kelsey has enjoyed CARD programs since she was nine years old. She volunteers her time at the Chico Creek Nature Center and is thrilled to join the CARD team.

## **Marketing Services**

The District engaged several marketing firms to quote branding and web design. Spruce Studio has been selected to provide a light refresh to CARD's brand, create a style guide, and web design plan. Since this year is the District's 75<sup>th</sup> anniversary and the onboarding of a new marketing coordinator, services to support those initiatives were needed. The cost of services will be within the 2022-2023 budget allocation for marketing consulting.

## **Special Events**

Erin Horst, the new Special Events Coordinator, has been with the District for almost a month and has hit the ground running with the upcoming special events.

- Kite Day, March 19
- Spring Jamboree, April 8
- Movie in the Park, May 6
- K-9 Classic, May 20