
BOARD OF DIRECTORS REGULAR MEETING

Thursday, January 25, 2024 – 4:00 P.M.

If you need an accommodation to participate in this meeting, please call (530) 895-4711
Agenda posted prior to 4:00 PM Monday, January 22, 2024.

BOARD MEMBERS

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

CARD STAFF

Annabel Grimm, General Manager
Angela Carpenter, Finance Manager
Holli Drobny, Business Services Manager
Anjie Goulding, Recreation Director
Scott Schumann, Parks and Facilities Director

LEGAL COUNSEL

Jeff Carter

A G E N D A

Zoom Meeting Information:

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

Meeting ID: 816 0763 6750

Passcode: 156857

1. CALL TO ORDER

1.1. Roll Call

2. PUBLIC COMMENTS

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

3. CONSENT AGENDA *Action Requested: Board of Directors approve the consent agenda.*

- 3.1. Minutes of the Special Meeting of the Board of Directors on December 12, 2023.
- 3.2. Minutes of the Regular Meeting of the Board of Directors on December 14, 2023.
- 3.3. November 2023 Monthly Financial Report (Staff Report FI-24-001)
- 3.4. Calendar for Fiscal Year 2024-2025 Budget Process (Staff Report FI-24-002)

4. REGULAR AGENDA

- 4.1. Committee Report Out – Information provided/possible action
 - 4.1.1. Finance Committee
 - 4.1.2. Facility Committee (No meeting)

4.2. Updated Policies (Staff Report 24-001)- *Action Requested: Board of Directors approve updated policies.*

District Staff have updated the following policies to ensure compliance with the recent legislative requirements and District best practices:

- 3100 Accommodations for Disability
- 3102 Disciplinary Action
- 3106 Driver Training and Record Review
- 3124 Letters of Recommendation
- 3126 Nepotism
- 3141 Inclusive Workplace
- 3142 Whistleblowing
- 3146 Lactation Accommodation
- 3215 Receipt of Gifts
- 3300 Internet, E-Mail and Electronic Communications
- 3405 Bereavement Leave
- 3430 Holidays
- 3435 Jury Duty
- 3440 Leave for Crime Victims and Family Members
- 3445 Military Leave
- 3417 Cell Phone Stipend
- 3497 Organ and Bone Marrow Donor Policy
- 3530 Anti-Bullying Policy

4.3. Valley's Edge Memorandum of Understanding (MOU) (Staff Report 24-002) *Action Requested: Board of Directors approve the Valley's Edge MOU with the Master Developer and the acceptance of the proposed parks named in the MOU pending voter approval in March 2024.*

The Board will review edits to the previously examined MOU, which was created in collaboration with the Developer of Valley's edge and District staff.

4.4. General Manager Performance Evaluation *Action Requested: Board of Directors approve increase in the General Manager's salary.*

The General Manager is to receive a 5% increase in their salary based on the annual performance evaluation resulting in an annual salary of \$143,325.

4.5. 2023 Annual Impact Report Draft (Staff Report 24-003) *Information provided/Possible action.*

District staff will present a draft of Key Performance Indicators to the Board demonstrating the District's impact to the community in 2023.

4.6. Items Removed from the Consent Agenda

5. NEW BUSINESS

5.1. Open Account with Tri Counties Bank (Staff Report FI-24-003 & Resolution 24-001) - *Action Requested: Board of Directors approve Resolution 24-001.*

As the District explores financing opportunities for large-scale capital projects, maintaining accounts across multiple institutions will provide strategic benefits.

5.2. Authorizing Grant Application (Resolution 24-002) *Action Requested: Board of Directors approve Resolution 24-002.*

The District is requesting authorization to apply for the Outdoor Recreation Legacy Partnership (ORLP) Program. Grant funds can be used for the acquisition and/or development of, or to substantially renovate public parks and other outdoor recreation spaces.

5.3. 2024 Calendar of District Events (Staff Report 24-004) *Information Provided/Possible Action.*

District staff have selected dates for Community Events (free) and Special Events (admission required) for the Board of Directors to review.

5.4. Retention of New Legal Counsel (Staff Report 24-005) *Action Requested: Board of Directors approve the retention of Sac Valley Law Firm to provide legal services to the District.*

Following the retirement of the current Legal Counsel, the District has interviewed and selected a replacement for Legal Services.

5.5. Recognizing Jeff Carter for Distinguished Service (Resolution 24-003) - *Action Requested: Board of Directors approve Resolution 24-003.*

Jeff Carter has served as the Legal Counsel for the District for 36 years and will be recognized for his outstanding service through a Resolution.

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 23-006)

Parks and Facilities Update (Staff Report 23-007)

General Manager Update (Staff Report 23-008)

8. ADJOURNMENT

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

BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Wednesday, December 12, 2023 – 2:30 P.M.

DRAFT

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

Board Members Absent: Tom Lando, Board Member
Michael Worley, Board Member

Staff Members Present: Annabel Grimm, General Manager
Holli Drobny, Business Services Manager

Legal Counsel Present: None

1. CALL TO ORDER

The meeting was called to order at 2:30, and a roll call was taken, as noted above. Director McGinnis recused himself from the meeting due to a conflict of interest.

2. PUBLIC COMMENTS

There were no public comments.

3. REGULAR AGENDA

3.1. Interviews for Legal Counsel

The Board of Directors interviewed Aaron J. Stewart and Sac Valley law firms for prospective Legal Counsel services.

M/S/C/ (Directors Nordan/Donnan) Board of Directors recommends hiring Sac Valley Law Firm as the District's official Legal Counsel.

The motion was unanimously approved.

Absent: Lando, Worley

4. ADJOURNMENT

Adjourned at 4:21 to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Thursday, December 14, 2023– 4:00 P.M.

DRAFT

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

Board Members Absent: Michael Worley, Board Member

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

Legal Counsel Present: Jeff Carter, Attorney at Law

CLOSED SESSION

Pursuant to Government Code 54957 Public Employment Performance Evaluation.
Closed session began at 2:00PM

1. CALL TO ORDER

The meeting was called to order at 4:00PM.

1.1. Roll Call was taken as noted above.

1.2. Closed Session Announcement

The Board will be finalizing action related to Employee Performance Evaluation of the General Manager at the next Regular Meeting.

2. PUBLIC COMMENTS

2.1. Correspondence received via email related to the dedication of a park bench was reviewed by the Board.

3. CONSENT AGENDA

3.1. Minutes of the Regular Meeting of the Board of Directors of October 26, 2023 - *Action Requested: Board of Directors approve the minutes as submitted.*

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

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

The motion was unanimously approved.

Absent: Worley

4. REGULAR AGENDA

4.1. Committee Report Out

- 4.1.1. Facility Committee
- 4.1.2. Finance Committee

4.2. Aquatic Recreation Facility Design Update

Confluence Inc., the design firm hired to facilitate the development of the Aquatics Recreation Facility, provided a presentation to the Board related to design updates.

4.3. Capital Campaign Feasibility Study (Staff Report 23-052)

District Staff shared the results of the Feasibility Study for a Capital Campaign for the Aquatic Recreation Facility conducted by Baker Street Consulting. The Board of Directors provided direction to staff to draft a Request For Proposals to solicit an organization to implement a Capital Campaign.

4.4. Internship Presentation

District Interns shared their internship experience and shared their final projects.

4.5. Updated Policies (Staff Report 23-053)

M/S/C/ (Directors Lando/McGinnis) Board of Directors approved the updated *3460 Sick Leave* policy and retired the *Professional Attitude and Conduct* policy and *Post-Offer, Pre-employment Drug Testing* policy.

The motion was unanimously approved.

Absent: Worley

4.6. Chico Observatory (Staff Report 23-054)

M/S/C/ (Directors McGinnis/Lando) Board of Directors approved the acquisition of the Chico Observatory with a 2-month report back once operations are functional.

The motion was unanimously approved.

Absent: Worley

4.7. DeGarmo Golf Facility (Staff report 23-055)

M/S/C/ (Directors Lando/Norden) Board of Directors approved moving into Phase One of the Golf Facility Plan.

The motion was unanimously approved.

Absent: Worley

5. NEW BUSINESS

5.1. Opening Beneficiary IRA Account (Staff Report FI-23-034 and Resolution 23-022)

M/S/C/ (Directors Lando/Norden) Board of Directors approved Resolution 23-022 to open a Beneficiary IRA in the name of the Chico Creek Nature Center.

The motion was unanimously approved.

Absent: Worley

5.2. Valley's Edge Memorandum of Understanding (Staff report 23-056)

M/S/C/ (Directors Lando/Norden) Board of Directors conceptionally approved Valley's Edge MOU with the Master Developer and the acceptance of the proposed parks, pending final approval of the project and voter approval in March 2024. The Board is requesting that legal counsel review the MOU and update technical language.

The motion was unanimously approved.

Absent: Worley

5.3. Election of Officers

M/S/C/ (Directors Norden/Donnan) Board of Directors elected Director McGinnis as Chair and Director Donnan as Vice Chair for 2024.

The motion was unanimously approved.

Absent: Worley

6. DIRECTORS' COMMENTS

7. STAFF COMMENTS

8. ADJOURNMENT

Adjourned at 5:41 to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.



BOARD OF DIRECTORS

Finance Committee

STAFF REPORT

DATE: January 25, 2024
TO: Board of Directors
FROM: Angela Carpenter, Finance Manager
SUBJECT: Monthly Financials

ANALYSIS

Highlights of the November financial reports:

- Investment income, on page 8, continues to be better than expected due to the performance of the investment in CA Class with an average yield of 5.5% for the past 120 days.
- Revenue overall is 22.1% for the year, as noted on page 9. The Ice Rink revenue for the first month of operation was \$67K, the expenses will be included in the December financials. Other Income, Miscellaneous revenue is \$19.4K due to proceeds from truck and trailer sales.
- On page 10, Full-Time Salaries year to date is in budget. Retirement expense is trending high due to the required AUL payment at \$100K. Worker's Compensation expenses are higher than projected.
- Operating expenses are 50.8% of the budget (page 11); some of the expenses will be included in December's financials report due to the timing of the software implementation. Annual expenses paid in full and planned purchases of computers and equipment are inflating the YTD percentage.
 - o Equipment contains \$28,700 for lighting and sound equipment for the Ice Rink that will be reimbursed.
 - o Contract services contain \$128K of contract instructor payments. The income offsets are in Camps and Classes.
 - o Transportation is higher than budgeted. However, the income offsets are similar to Contract Services.
 - o Water and Electricity expenses have decreased for the winter months, while Gas will start to trend high during the same period.



FINANCIAL STATEMENTS

FISCAL YEAR 2023/2024

**CHICO AREA RECREATION AND PARK DISTRICT
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SERVICES AND SUPPLY EXPENSE SUMMARY

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



	GENERAL FUND	COMMUNITY PARK FEES	PARK IMPACT FUND	INDIGO PARK	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
ASSETS								
CASH	10,848,233	5,799,341	427,219	-	-	-	38,626	17,113,419
FMV ADJUSTMENT (GENERAL FUND)	-	-	-	-	-	-	-	-
RECEIVABLES	187,175	-	49,875	-	-	-	-	237,050
DUE FROM OTHER FUNDS	222,978	4,635,419	-	-	-	-	-	4,858,397
TOTAL CURRENT ASSETS	11,258,386	10,434,760	477,094	-	-	-	38,626	22,208,866
FIXED ASSETS	45,601,849	-	-	-	-	-	-	45,601,849
ACCUMULATED DEPRECIATION	(18,470,446)	-	-	-	-	-	-	(18,470,446)
SUBTOTAL	27,131,403	-	-	-	-	-	-	27,131,403
TOTAL ASSETS	38,389,789	10,434,760	477,094	-	-	-	38,626	49,340,269
TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68	1,186,655	-	-	-	-	-	-	1,186,655
LIABILITIES								
ACCOUNTS PAYABLE	-	-	-	-	-	-	-	-
ACCRUED EXPENSES	738,840	-	-	-	-	-	-	738,840
DUE TO OTHER FUNDS	4,635,419	-	7,125	5,063	80,304	65,821	64,626	4,858,357
OTHER LIABILITIES	231,435	-	-	-	-	-	-	231,435
TOTAL CURRENT LIABILITIES	5,605,694	-	7,125	5,063	80,304	65,821	64,626	5,828,632
LONG-TERM DEBT								
NET PENSION LIABILITY	657,142	-	-	-	-	-	-	657,142
LIABILITY FOR COMPENSATED ABSENCES	263,428	-	-	-	-	-	-	263,428
SUBTOTAL	920,570	-	-	-	-	-	-	920,570
TOTAL LIABILITIES	6,526,264	-	7,125	5,063	80,304	65,821	64,626	6,749,202
LIABILITY FOR COMPENSATED ABSENCES	-	-	-	-	-	-	-	-
SUBTOTAL	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	920,570	-	-	-	-	-	-	920,570
TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68	755,205	-	-	-	-	-	-	755,205
FUND BALANCE								
RESTRICTED	-	10,434,760	465,219	-	-	-	38,626	10,938,605
SPENDABLE - COMMITTED	2,500,000	-	-	-	-	-	-	2,500,000
SPENDABLE - UNASSIGNED	2,272,701	-	-	-	-	-	-	2,272,701
NON-SPENDABLE	26,714,067	-	-	-	-	-	-	26,714,067
FUND BALANCE	31,486,768	10,434,760	465,219	-	-	-	38,626	42,425,373
TOTAL NET INCOME (LOSS)	(2,721,945)	-	4,750	(5,063)	(80,304)	(65,755)	(64,626)	(2,932,943)
CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS	(1,324,899)	22,618	-	-	-	-	-	(1,324,899)
TOTAL FUND BALANCE	27,439,924	10,434,760	469,969	(5,063)	(80,304)	(65,755)	(26,000)	38,167,531

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



	GENERAL FUND	PARK IMPACT FUND	OAK WAY PARK	PETERSON PARK	BARONI PARK	INDIGO PARK	MEMORANDUM TOTALS ONLY
REVENUE							
FEE BASED PROGRAM INCOME	1,888,641	-	-	-	-	-	1,888,641
OTHER INCOME	258,764	-	-	-	-	-	258,764
RDA PASSTHROUGH	6,465	-	-	-	-	-	6,465
INVESTMENT INCOME	175,531	-	-	-	-	-	175,531
TAX INCOME / COUNTY	302,162	-	-	-	-	-	302,162
PARK IMPACT FEES	-	11,875	-	-	-	-	11,875
ASSESSMENTS	-	-	-	-	-	5,103	-
OPERATING TRANSFER IN	-	-	-	-	-	-	-
TOTAL REVENUE	2,631,563	11,875	-	-	-	5,103	2,643,438
EXPENSE							
SALARIES & BENEFITS	3,323,051	-	60,410	39,089	53,303	-	3,475,853
SERVICES & SUPPLIES	1,611,396	-	19,894	26,667	11,323	-	1,674,342
CONTRIB. TO OTHER AGENCIES	12,865	-	-	-	-	40	12,865
TOTAL EXPENSE	4,947,313	-	80,304	65,755	64,626	40	5,163,060
NET REVENUE BEFORE SPECIAL EXPENSE	(2,315,749)	11,875	(80,304)	(65,755)	(64,626)	5,063	(2,519,622)
SPECIALLY ALLOCATED ITEMS							
DEPRECIATION	406,196	-	-	-	-	-	406,196
FAIR MARKET VALUE ADJUSTMENT	-	-	-	-	-	-	-
TOTAL SPECIALLY ALLOCATED	406,196	-	-	-	-	-	406,196
REVENUE OVER (UNDER)	(2,721,945)	11,875	(80,304)	(65,755)	(64,626)	5,063	(2,925,818)
CAPITAL ASSETS AND REPAIR PROJECTS							
CAPITAL / REPAIR PROJECTS	4,069,741	-	-	-	-	-	4,069,741
CAPTIAL PROJECTS REIMBURSEMENT	2,744,843	-	-	-	-	-	3,260,902
NET CAPITAL PROJECTS	(1,324,899)	-	-	-	-	-	(1,840,958)
TOTAL REVENUE OVER (UNDER) EXPENDITURES	(4,046,844)	11,875	(80,304)	(65,755)	(64,626)	5,063	(4,766,776)

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

	NOVEMBER 2023	NOVEMBER 2022	Increase (Decrease)	
			\$ Change	% Change
ASSETS				
CASH				
CASH ON DEPOSIT WITH COUNTY (GENERAL FUND)	1,601,439	4,425,383	(2,823,944)	-64%
CASH - GOLDEN VALLEY BANK	4,559,754	807,225	3,752,530	465%
CASH ON DEPOSIT WITH California CLASS (GENERAL FUND)	2,569,034	-	2,569,034	0%
CASH - GOLDEN VALLEY BANK CD (GENERAL FUND)	2,117,541	-	-	0%
PETTY CASH	800	800	-	0%
SUBTOTAL	10,848,233	5,306,528	5,541,704	104%
FMV ADJUSTMENT (GENERAL FUND)	-	-	-	0%
ACCOUNTS RECEIVABLE	187,175	1,466,408	(1,279,233)	-87%
DUE FROM OTHER FUNDS				
DUE TO GENERAL FUND FROM OTHER FUNDS	222,978	182,880	40,098	0%
TOTAL CURRENT ASSETS	11,258,386	6,955,817	4,302,569	62%
FIXED ASSETS				
LAND	11,634,791	11,634,791	-	0%
FIXED ASSETS				
LAND IMPROVEMENTS	29,167,208	28,357,507	809,701	3%
LEASEHOLD IMPROVEMENTS	2,011,184	1,098,163	913,021	83%
EQUIPMENT	1,136,728	1,070,014	66,714	6%
EQUIPMENT - COMPUTERS	296,192	296,192	-	0%
EQUIPMENT - AUTOS	573,090	474,688	98,402	21%
CONSTRUCTION IN PROGRESS	782,657	349,579	433,078	124%
SUBTOTAL	45,601,849	43,280,933	2,320,916	5%
ACCUMULATED DEPRECIATION	(18,470,446)	(16,929,212)	(1,541,234)	9%
SUBTOTAL	27,131,403	26,351,721	779,682	3%
TOTAL ASSETS	38,389,789	33,307,538	5,082,251	15%
TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68				
	1,186,655	1,186,655	-	0%

FOOTNOTES:

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

LIABILITIES	NOVEMBER 2023	NOVEMBER 2022	Increase (Decrease)	
			\$ Change	% Change
ACCOUNTS PAYABLE				
ACCOUNTS PAYABLE		5,518		
ACCOUNTS PAYABLE - REFUNDS	-	-	0	
ACCOUNTS PAYABLE	-	5,518	(5,518)	-100%
ACCRUED EXPENSES				
ACCRUED PAYROLL	231,182	201,365	29,817	0%
PAYROLL FEDERAL TAXES	72,223	17,575	54,649	311%
PAYROLL STATE TAXES	25,577	5,842	19,735	338%
PAYROLL EMPLOYEE MEDI & FICA	97,187	19,752	77,435	392%
PAYROLL EMPLOYER MEDI & FICA LIAB	97,094	19,585	77,510	396%
PAYROLL SDI	11,692	2,879	8,814	306%
PAYROLL GARNISHMENTS	3,055	(30,355)	33,410	-110%
UNION DUES - SUPERVISORS	943	517	426	82%
UNION DUES - PARKS	2,772	737	2,035	0%
457 EMPLOYEE CONTRIBUTIONS	2,044	5,452	(3,409)	-63%
457 ROTH EMPLOYEE CONTRIBUTIONS	6,075	-	6,075	0%
EMPLOYEE VOLUNTARY LIFE/AD&D	2,543	-	2,543	0%
EMPLOYEE MEDICAL WITHHOLDINGS	-	(1,531)	1,531	-100%
VOUCHERS PAYABLE ACCRUAL	138,647	-	138,647	0%
ACCRUED EXPENSES	738,840	241,817	497,023	206%
DUE TO OTHER FUNDS				
DUE TO OTHER FUNDS FROM GENERAL FUND	4,635,419	-	4,635,419	0%
OTHER LIABILITIES				
DEFERRED REVENUE	178,233	991,699	(813,466)	-82%
OTHER LIAB - CLASS CLEARING ACCT	1,912	3,423	(1,511)	-44%
PREPAID FACILITY TRANSFER	(1,091)	-	(1,091)	0%
SECURITY DEPOSITS	43,978	48,250	(4,272)	-9%
TIME EXPIRED HOLDING ACCT	8,403	8,403	-	0%
SUBTOTAL	231,435	1,051,775	(820,340)	-78%
TOTAL CURRENT LIABILITIES	5,605,694	1,299,110	4,306,584	332%
LONG-TERM DEBT				
NET PENSION LIABILITY	657,142	657,142	-	0%
LIABILITY FOR COMPENSATED ABSENCES	263,428	263,428	-	0%
SUBTOTAL	920,570	920,570	-	0%
TOTAL LIABILITIES	6,526,264	2,219,680	4,306,584	194%
TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68	755,205	755,205	-	0%

FUND BALANCE

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

	NOVEMBER 2023	NOVEMBER 2022	Increase (Decrease)	
			\$ Change	% Change
SPENDABLE - COMMITTED				
SPENDABLE - COMMITTED - GENERAL RESERVE	2,500,000	2,600,000	(100,000)	-4%
SUBTOTAL	2,500,000	2,600,000	(100,000)	-4%
SPENDABLE - UNASSIGNED	2,272,701	1,300,774	971,927	75%
NON-SPENDABLE	26,714,067	27,479,110	(765,043)	-3%
TOTAL FUND BALANCE - GENERAL FUND	31,486,768	31,379,884	106,885	0%
NET INCOME (LOSS)				
GENERAL FUND	(2,721,945)	(2,830,795)	108,849	-4%
TOTAL LIABILITIES AND FUND BALANCE	36,046,292	31,523,974		
TOTAL NET INCOME (LOSS)	(2,721,945)	(2,830,795)	108,849	-4%
CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS	(1,324,899)	22,618	(1,347,517)	-5958%
TOTAL FUND BALANCE	27,439,924	28,526,471	(1,086,547)	-4%

CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY
GENERAL FUND - FUND 2490
NOVEMBER 2023
REPRESENTS 42% OF THE YEAR

	2023-2024 BUDGET	2023-2024 YTD	2023-2024 % BUDGET	Remaining Budget	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	DIFF. BY YEAR
REVENUE								
FEE BASED PROGRAM INCOME	4,427,500	1,888,641	42.7%	2,538,859	3,526,835	1,367,440	38.8%	521,201
OTHER INCOME	818,500	258,764	31.6%	559,736	664,865	389,532	58.6%	(130,768)
RDA PASSTHROUGH	1,600,000	6,465	0.4%	1,593,535	1,600,000	-	0.0%	6,465
INVESTMENT INCOME	100,000	175,531	175.5%	-	45,000	-	0.0%	175,531
TAX INCOME / COUNTY	5,150,000	302,162	5.9%	4,847,838	4,655,000	299,938	6.4%	2,224
TOTAL REVENUE	12,096,000	2,631,563	21.8%	9,539,968	10,491,700	2,056,910	19.6%	574,653
OPERATING EXPENDITURES								
SALARIES AND BENEFITS	8,581,325	3,323,051	38.7%	5,258,274	7,320,959	2,941,617	40.2%	381,434
SERVICES AND SUPPLIES	3,170,480	1,611,396	50.8%	1,559,084	3,779,402	1,804,069	47.7%	(192,673)
OPERATING TRANSFER OUT	200,000	-			267,934	-		
CONTRIB. TO OTHER AGENCIES	15,000	12,865	85.8%	2,135	15,000	9,997	66.6%	2,868
CONTINGENCIES	20,000	-	0.0%	20,000	20,000	-	0.0%	-
TOTAL OPERATING EXPENDITURES	11,986,805	4,947,313	41.3%	6,839,492	11,483,976	4,755,683	41.4%	191,630
NET REVENUE BEFORE SPEC. EXP.	109,195	(2,315,749)		2,424,944	(992,276)	(2,698,773)		383,024
SPECIALLY ALLOCATED ITEMS								
DEPRECIATION	-	406,196	0.0%	-	-	362,346	0.0%	43,850
FAIR MARKET VALUE ADJUSTMENT	-	-	0.0%	-	-	(230,324)	0.0%	230,324
TOTAL SPECIALLY ALLOCATED	-	406,196	0.0%	-	-	132,022	0.0%	274,174
REVENUE OVER (UNDER) EXPENDITURES	109,195	(2,721,945)			(992,276)	(2,830,795)		108,849

CHICO AREA RECREATION AND PARK DISTRICT
REVENUE SUMMARY
GENERAL FUND - FUND 2490
NOVEMBER 2023
REPRESENTS 42% OF THE YEAR

	2023-2024 BUDGET	NOVEMBER 2023	2023-2024 YTD	2023-2024 % BUDGET	Remaining Budget	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	DIFF. BY YEAR
FEE BASED PROGRAM INCOME									
AFTER SCHOOL & CAMP PROGRAMS									
AFTERSCHOOL	2,730,000	79,009	807,875	29.6%	1,922,125	2,052,225	697,935	34.0%	109,940
CAMPS	448,000	3,000	351,468	78.5%	96,532	301,300	228,437	75.8%	123,032
RECREATION ADMIN	50,000	-	81,240	162.5%	-	-	-	0.0%	-
SUBTOTAL	3,228,000	82,009	1,240,584	38.4%	2,018,656	2,353,525	926,372	39.4%	232,972
AQUATICS	165,000	-	56,855	34.5%	108,145	160,570	40,489	25.2%	16,367
CLASSES									
GENERAL CLASSES	147,500	15,650	78,247	53.0%	69,253	147,260	68,667	46.6%	9,579
COMMUNITY BAND	2,000	-	-	0.0%	2,000	2,000	2,253	112.6%	(2,253)
YOUTH CLASSES	50,000	363	7,323	14.6%	42,677	65,000	19,568	30.1%	(12,245)
SUBTOTAL	199,500	16,013	85,570	42.9%	44,677	214,260	90,489	42.2%	(4,919)
ADULT SPORTS									
PROGRAM FEE INCOME	200,000	5,257	117,312	58.7%	82,688	232,942	96,986	41.6%	20,325
SUBTOTAL	200,000	5,257	117,312	58.7%	82,688	232,942	96,986	41.6%	20,325
NATURE CENTER									
PROGRAM FEE INCOME	325,000	8,759	172,747	53.2%	152,253	256,840	144,419	56.2%	28,328
SUBTOTAL	325,000	8,759	172,747	53.2%	152,253	510,980	144,419	28.3%	28,328
ICE RINK									
PROGRAM FEE INCOME	-	67,190	77,190	0.0%	-	-	-	0.0%	-
SUBTOTAL	-	67,190	77,190	0.0%	-	-	-	0.0%	-
OTHER PROGRAMS									
SCHOLARSHIPS	(25,000)	(499)	(4,145)	16.6%	-	(25,000)	(4,029)	16.1%	(116)
SPECIAL EVENTS	50,000	45	51,982	104.0%	-	30,000	10,092	33.6%	41,890
SENIOR ADULT PROGRAMS	25,000	3,088	11,074	44.3%	13,926	32,500	4,366	13.4%	6,708
YOUTH SPORTS	260,000	31,524	196,784	75.7%	63,216	250,000	155,294	62.1%	41,490
SUBTOTAL	310,000	34,158	255,695	82.5%	77,142	287,500	165,672	57.6%	90,023
TOTAL FEE BASED PROGRAMS	4,427,500	213,386	1,888,641	42.7%	2,552,814	3,526,835	1,367,440	38.8%	383,096
OTHER INCOME									
FACILITY RENTAL INCOME	475,000	33,162	201,508	42.4%	273,492	444,865	192,495	43.3%	9,013
REBATES & REIMBURSED COSTS	38,500	62	1,337	3.5%	-	30,000	30,939	103.1%	(29,602)
REIMBURSEMENTS - CITY PARKS	290,000	-	-	0.0%	290,000	180,000	145,841	81.0%	(145,841)
MISCELLANEOUS	5,000	19,442	50,269	1005.4%	-	-	11,561	0.0%	38,708
ENDOWMENTS	10,000	-	4,606	46.1%	5,394	10,000	5,597	56.0%	(990)
DONATIONS	-	-	1,044	0.0%	-	-	3,100	0.0%	(2,056)
TOTAL OTHER INCOME	818,500	52,666	258,764	31.6%	568,886	664,865	389,532	58.6%	(130,768)
REVENUE FROM OTHER AGENCIES									
RDA PASSTHROUGH	1,600,000	-	6,465	0.4%	1,593,535	1,600,000	-	0.0%	6,465
INVESTMENT INCOME	100,000	65,946	175,531	175.5%	-	45,000	-	0.0%	175,531
TAX INCOME / COUNTY	5,150,000	-	300,612	5.8%	4,849,388	4,655,000	299,938	6.4%	674
TAX INCOME	-	-	1,550	0.0%	-	-	-	0.0%	1,550
TOTAL REVENUE FROM OTHER AGENCIES	6,850,000	65,946	484,158	7.1%	6,442,923	6,300,000	299,938	4.8%	184,220
TOTAL REVENUE	12,096,000	331,999	2,671,685	22.1%	9,564,623	10,491,700	2,056,910	19.6%	436,549

**CHICO AREA RECREATION AND PARK DISTRICT
SALARIES AND BENEFITS SUMMARY
GENERAL FUND - FUND 2490
NOVEMBER 2023
REPRESENTS 42% OF THE YEAR**

	2023-2024 BUDGET	NOVEMBER 2023	2023-2024 YTD	2023-2024 % BUDGET	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	DIFF. BY YEAR
SALARIES								
FULL-TIME SALARIES	3,500,000	262,207	1,468,842	42.0%	3,055,000	1,258,379	41.2%	210,462
PART-TIME SALARIES	3,425,000	190,546	1,214,104	35.4%	2,731,000	1,103,719	40.4%	110,385
ACCUMULATED LEAVE	40,000	-	-	0.0%	41,000	-	0.0%	-
INSTRUCTORS	10,000	327	2,558	25.6%	53,000	31,427	59.3%	(28,869)
SUBTOTAL	6,975,000	453,080	2,685,504	38.5%	5,880,000	2,393,525	40.7%	291,978
BENEFITS								
FICA	537,075	34,455	204,552	38.1%	445,000	174,240	39.2%	30,313
RETIREMENT	625,000	24,444	324,255	51.9%	629,000	323,724	51.5%	531
HEALTH INSURANCE	645,000	16,368	126,690	19.6%	565,400	199,619	35.3%	(72,929)
UNEMPLOYMENT INSURANCE	20,000	-	-	0.0%	30,000	-	0.0%	-
* WORKERS COMP INSURANCE	120,000	-	134,851	112.4%	120,000	106,963	89.1%	27,888
ALLOCATION TO OTHER FUNDS	(340,750)	(30,560)	(152,802)	44.8%	(348,441)	(256,455)	73.6%	103,653
SUBTOTAL	1,606,325	44,705	637,547	39.7%	1,440,959	548,091	38.0%	89,456
TOTAL SALARIES AND BENEFITS	8,581,325	497,786	3,323,051	38.7%	7,320,959	2,941,617	40.2%	381,434

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

**CHICO AREA RECREATION AND PARK DISTRICT
SERVICES AND SUPPLIES SUMMARY
GENERAL FUND - FUND 2490
NOVEMBER 2023
REPRESENTS 42% OF THE YEAR**

	2023-2024 BUDGET	NOVEMBER 2023	2023-2024 YTD	2023-2024 % BUDGET	Remaining Budget	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	DIFF. BY YEAR
SERVICES AND SUPPLIES									
MARKETING	50,000	1,893	17,919	35.8%	32,081	44,000	9,608	21.8%	8,311
UNIFORM APPAREL	25,000	119	5,047	20.2%	19,953	8,000	6,014	75.2%	(968)
PROGRAM APPAREL	54,500		4,240	7.8%	50,260	-	5,793	0.0%	(1,553)
COMMUNICATIONS	70,000	1,289	19,999	28.6%	50,001	52,358	22,911	43.8%	(2,912)
* INSURANCE	340,600	8,604	371,571	109.1%	-	270,000	292,512	108.3%	79,058
TECHNOLOGY SOFTWARE	100,000		64,878	64.9%	35,122	105,000	34,202	32.6%	23,476
TECHNOLOGY HARDWARE	30,000	235	17,172	57.2%	12,828	30,000	19,081	63.6%	(1,909)
EQUIPMENT MAINTENANCE	50,500	660	24,491	48.5%	26,009	23,250	12,070	51.9%	12,421
EQUIPMENT	44,500	-	65,055	146.2%	-	-	-	0.0%	
VEHICLE MAINTENANCE	25,000	-	8,883	35.5%	16,117	18,000	10,265	57.0%	(1,382)
STRUCTURE & GROUNDS	250,000	15,568	62,910	25.2%	187,090	190,950	87,438	45.8%	(24,528)
VANDALISM	5,000	-	1,716	34.3%	3,284	5,460	599	11.0%	1,117
MEMBERSHIP/PERIODICALS	-	9,000	9,000	0.0%	-	-	-	0.0%	9,000
SERVICES	506,000	-	194,177	38.4%	311,823			0.0%	
CONTRACT SERVICES	490,880	50,057	284,902	58.0%	205,978	716,616	232,381	32.4%	52,522
LEGAL NOTICES	1,000	-	295	29.5%	705	1,000	254	25.4%	41
RECRUITMENT	20,000		7,469	37.3%	12,531	25,000	4,487	17.9%	2,982
RENT/LEASE STRUCTURES	2,000	-	1,000	50.0%	1,000	2,000	500	25.0%	500
SMALL TOOLS	25,000	349	8,247	33.0%	16,753	3,900	11,811	302.9%	(3,565)
RENT/LEASE EQUIPMENT	-	-	1,000	0.0%	-	2,000	500	25.0%	-
PROFESSIONAL DEVELOPMENT	40,000	-	8,975	22.4%	31,025	28,000	15,160	54.1%	2,815
MISCELLANEOUS	10,000	10	2,474	24.7%	7,526	10,000	3,515	35.1%	(1,040)
SUPPLIES	340,000	7,495	114,769	33.8%	225,231			0.0%	
HOSPITALITY	20,000	-	3,602	18.0%	16,398	5,000	2,751	55.0%	(1,360)
FUEL	60,000	6,689	35,176	58.6%	24,824	50,000	13,580	27.2%	21,596
TRANSPORTATION	4,000	-	4,313	107.8%	-	3,700	1,980	53.5%	2,333
DIST OFFICE BOARD MTG EXP	10,000	-	1,800	18.0%	8,200	10,000	2,675	26.8%	(875)
USE TAX	1,500	-	-	0.0%	1,500	1,500	-	0.0%	-
TRAVEL	10,000	-	-	0.0%	10,000	10,000	898	9.0%	(898)
SUBTOTAL	2,585,480	101,967	1,341,078	51.9%	1,306,240	1,615,734	790,984	49%	175,183
UTILITIES									
WATER	160,000	-	82,192	51.4%	77,808	151,521	44,953	29.7%	37,239
ELECTRICITY	330,000	32,361	176,976	53.6%	153,024	309,072	162,028	52.4%	14,948
GAS	75,000	2,390	6,075	8.1%	68,925	79,992	12,136	15.2%	(6,060)
SEWER	20,000	-	5,074	25.4%	14,926	7,349	2,984	40.6%	2,090
SUBTOTAL	585,000	34,751	270,318	46.2%	314,682	547,934	222,101	40.5%	48,217
TOTAL SERVICE & SUPPLY	3,170,480	136,719	1,611,396	50.8%	1,620,922	3,779,402	1,804,069	47.7%	398,583

* Insurance is paid in July for the Fiscal Year

**CHICO AREA RECREATION AND PARK DISTRICT
CAPITAL PROJECTS / FIXED ASSETS SUMMARY
NOVEMBER 2023
REPRESENTS 42% OF THE YEAR**

	ORIGINAL 2023-2024 BUDGET	REVISED 2023-2024 BUDGET	2023-2024 YTD	2023-2024 % BUDGET	Remaining Budget
CAPITAL PROJECTS					
DISTRICT WIDE - ADA Compliance Upgrades	135,000	135,000	4,045	3.0%	130,955
DISTRICT WIDE - Deferred Maintenance	150,000	150,000	12,916	8.6%	137,084
DISTRICT WIDE - Irrigation Smart Controller Upgrades	115,000	115,000	5,700	5.0%	109,300
CARD CENTER - Roof & Exterior Repair/Painting	200,000	200,000	-	0.0%	200,000
COMMUNITY PARK - Field House Wall Padding	27,600	27,600	-	0.0%	27,600
DEGARMO PARK - Replace Soccer Goals	25,000	25,000	24,967	99.9%	33
LAKESIDE - Blinds	17,250	17,250	13,178	76.4%	4,072
LAKESIDE - Carpet Replacement	45,000	45,000	-	0.0%	45,000
ROTARY PARK - Replace 5-12 Play Structure	155,250	155,250	-	0.0%	-
AQUATICS - Design Phase	1,700,000	1,700,000	360,487	21.2%	1,339,513
LAKESIDE - Permanent Projectors	23,000	23,000	6,225	27.1%	16,775
COMMUNITY PARK - Renovate & Expand Maintenance Hub	1,300,000	1,300,000	7,811	0.6%	1,292,189
COMMUNITY PARK - Bocce Ball Court	856,000	856,000	893,858	104.4%	-
DFJ - Chapman Park Renovation	3,112,000	3,112,000	2,334,627	75.0%	777,373
HOOKER OAK - Playground	192,000	192,000	807	0.4%	191,193
PETERSON - Playground	198,240	198,240	10,035	5.1%	188,205
CARD CENTER - ADA Upgrades - Parking Lot	112,700	112,700	76,506	67.9%	36,194
SUBTOTAL CAPITAL PROJECTS	8,364,040	8,364,040	3,751,161	44.8%	4,495,487
FIELD/PROGRAM EQUIPMENT					
DeGarmo Painter Replacement	8,050	8,050	6,786	84.3%	1,264
Gator Replacement	13,500	13,500	13,261	98.2%	239
Wood Chipper Replacement	85,000	85,000	60,774	71.5%	24,226
New Standing Mower	15,000	15,000	12,521	83.5%	2,479
New Gator (Wildwood)	13,500	13,500	13,261	98.2%	239
Movie Equipment	19,000	19,000	18,000	94.7%	1,000
SUBTOTAL FIELD/PROGRAM EQUIPMENT	154,050	154,050	124,602	80.9%	29,448
VEHICLES					
New Vehicle (Roving Crew)	40,000	40,000	38,938	97.3%	1,062
Vehicle Replacement (2 Trucks)	80,000	80,000	73,951	92.4%	6,049
Vehicle Replacement (Utility Truck)	75,000	75,000	69,986	93.3%	5,014
Trailer	15,000	15,000	11,104	74.0%	3,897
SUBTOTAL VEHICLES	210,000	210,000	193,979	92.4%	16,021
TOTAL CAPITAL PROJECTS/FIXED ASSETS	8,728,090	8,728,090	4,069,741	46.6%	4,658,349
CAPITAL PROJECTS REIMBURSEMENT					
Prop 68 Grant	2,612,000	2,612,000	1,490,498	57.1%	1,121,502
Dev. Impact Fees	3,229,000	3,229,000	1,254,345	38.8%	1,974,655
Neighborhood Impact Fees	706,250	706,250	-	0.0%	706,250
CPRS Grant	150,000	150,000	-	0.0%	150,000
General Fund Unassigned Fund Balance	2,030,840	2,030,840	-	0.0%	2,030,840
TOTAL CAPITAL PROJECTS REIMBURSEMENT	8,728,090	8,728,090	2,744,843	31.4%	5,983,247
TOTAL EXPENSE (OVER) UNDER REIMBURSEMENTS	-	-	(1,324,899)	0.0%	1,324,899

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2022-2023
November 2023
Month 5 and 42% of the Year

DESCRIPTION	2023-2024		2023-2024		Remaining Budget	2022-2023		2022-2023		YTD Difference by Year
	Budget	November 2023	YTD	% of Budget		Budget	November 2022	YTD	% of Budget	
AFTERSCHOOL										
INCOME	2,730,000	79,009	807,875	30%	1,922,125	2,052,225	91,540	697,935	34%	109,940
PART-TIME WAGES	(1,625,000)	(91,751)	(433,154)	27%	(1,191,846)	(1,289,000)	(72,608)	(381,954)	30%	(51,199)
TECHNOLOGY SOFTWARE	-	-	(7,200)	0%	7,200	-	-	-	0%	(7,200)
PROFESSIONAL DEVELOPMENT	(3,000)	-	-	0%	(3,000)	-	-	-	0%	-
SUPPLIES	(28,000)	(256)	(6,940)	25%	(21,060)	(27,135)	(1,747)	(5,379)	20%	(1,561)
TRAVEL	(1,000)	-	-	0%	(1,000)	-	-	-	0%	-
TOTAL AFTERSCHOOL	1,073,000	(12,998)	360,581	34%	712,419	736,090	17,185	310,602	42%	49,980
CAMPS										
INCOME	448,000	3,000	351,468	78%	96,532	301,300	2,450	228,437	76%	123,032
PART-TIME WAGES	(230,000)	-	(118,247)	51%	(111,753)	(98,600)	(54)	(82,943)	84%	(35,304)
PROGRAM APPAREL	(10,500)	-	(3,988)	38%	(6,512)	-	-	(1,859)	0%	(2,129)
GENERAL SERVICES	(12,000)	-	(4,730)	39%	(7,270)	-	-	(1,776)	0%	(2,954)
SUPPLIES	(14,500)	-	(6,259)	43%	(8,241)	(16,650)	-	(2,917)	18%	(3,342)
TRANSPORTATION	-	-	(2,938)	0%	2,938	(2,800)	-	(1,540)	55%	(1,398)
TOTAL CAMPS	181,000	3,000	215,308	119%	(34,308)	126,834	2,397	94,504	75%	120,804
AQUATICS										
INCOME	165,000	-	56,855	34%	108,145	160,570	32	40,489	25%	16,367
PART-TIME WAGES	(140,000)	-	(63,640)	45%	(76,360)	(134,000)	-	(54,533)	41%	(9,107)
GENERAL SERVICES	(6,000)	-	(300)	5%	(5,700)	-	-	-	0%	(300)
CONTRACT SERVICES	-	-	-	0%	-	-	-	-	0%	-
SUPPLIES	(3,000)	-	(1,965)	65%	(1,035)	(3,500)	-	(1,073)	31%	(892)
TOTAL AQUATICS	13,000	-	(9,049)	-70%	22,049	23,070	32	(15,117)	-66%	6,067
CLASSES										
INCOME	199,500	16,013	85,570	43%	113,930	214,260	19,360	90,489	42%	(4,919)
PART-TIME WAGES	(10,000)	(327)	(2,558)	26%	(7,442)	(53,000)	(1,544)	(10,899)	21%	8,341
CONTRACT SERVICES	(160,000)	(14,343)	(142,483)	89%	(17,517)	(38,500)	(4,795)	(15,095)	39%	(127,387)
SUPPLIES	(5,000)	-	(286)	6%	(4,714)	(5,200)	(521)	(1,635)	31%	1,349
TOTAL CLASSES	24,500	1,343	(60,257)	-246%	84,757	87,560	6,513	31,432	36%	(91,689)
ADULT SPORTS										
INCOME	200,000	5,257	117,312	59%	82,688	232,942	7,548	96,986	42%	20,325
PART-TIME WAGES	(128,000)	(1,678)	(26,074)	20%	(101,926)	(160,000)	(3,669)	(26,370)	16%	296
OFFICIALS	-	(3,634)	(45,434)	0%	45,434	-	(3,463)	(38,971)	0%	(6,463)
SUPPLIES	(10,000)	(151)	(2,590)	26%	(7,410)	(25,650)	(204)	(6,117)	24%	3,527
TOTAL ADULT SPORTS	47,000	(3,475)	34,496	73%	12,504	47,292	211	25,528	54%	8,968
YOUTH SPORTS										
INCOME	260,000	31,524	196,784	76%	63,216	250,000	24,344	155,294	62%	41,490
PART-TIME WAGES	(160,000)	(10,250)	(85,033)	53%	(74,967)	(149,000)	(7,019)	(67,688)	45%	(17,345)
GENERAL SERVICES	-	-	(4,217)	0%	4,217	-	-	-	0%	(4,217)

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2022-2023
November 2023
Month 5 and 42% of the Year

DESCRIPTION	2023-2024		2023-2024		Remaining Budget	2022-2023		2022-2023		YTD Difference by Year
	Budget	November 2023	YTD	% of Budget		Budget	November 2022	YTD	% of Budget	
SUPPLIES	(17,000)	(1,033)	(5,786)	34%	(11,214)	(32,950)	(2,392)	(7,487)	23%	1,701
TOTAL YOUTH SPORTS	68,000	20,241	98,698	145%	(30,698)	68,050	14,933	80,119	118%	18,579
SENIOR PROGRAMS										
INCOME	25,000	3,088	11,074	44%	13,926	32,500	1,523	4,366	13%	6,708
GENERAL SERVICES	-	(1,145)	(3,010)	0%	3,010	-	(1,840)	(4,556)	0%	1,546
TOTAL SENIOR PROGRAMS	25,000	1,943	7,164	29%	17,836	16,450	(317)	(362)	-2%	7,526
SPECIAL EVENTS										
INCOME	50,000	45	530	1%	49,470	30,000	-	6,049	20%	(5,519)
DONATIONS	-	-	6,195	0%	(6,195)	-	-	-	0%	6,195
EVENT TICKETS	-	-	5,941	0%	(5,941)	-	-	-	0%	5,941
SPONSORSHIP	-	-	33,000	0%	(33,000)	-	-	-	0%	33,000
SILENT AUCTION	-	363	13,354	0%	(13,354)	-	525	1,287	0%	12,067
MARKETING	-	-	(1,440)	0%	1,440	-	-	(544)	0%	(896)
GENERAL SERVICES	-	(4,379)	(47,230)	0%	47,230	-	(1,134)	(3,950)	0%	(43,279)
SUPPLIES	-	(374)	(18,145)	0%	18,145	(16,000)	-	(2,871)	18%	(15,274)
TOTAL SPECIAL EVENTS	50,000	(4,346)	(7,794)	-16%	57,794	10,000	(684)	(104)	-1%	(7,690)
NATURE CENTER										
INCOME	325,000	8,759	166,447	51%	158,553	256,840	14,337	144,419	56%	22,028
DONATIONS	-	-	201	0%	(201)	-	3	62	0%	139
ENDOWMENTS	10,000	-	4,606	46%	5,394	10,000	-	5,597	56%	(990)
PART-TIME WAGES	(180,000)	(5,942)	(88,988)	49%	(91,012)	(193,800)	(6,729)	(73,496)	38%	(15,492)
PROGRAM APPAREL	(6,000)	-	(252)	4%	(5,748)	-	(365)	(3,934)	0%	3,681
GENERAL SERVICES	-	-	(340)	0%	340	-	-	(255)	0%	(85)
PROFESSIONAL DEVELOPMENT	(500)	-	-	0%	(500)	-	-	-	0%	-
SUPPLIES	(25,000)	(700)	(7,834)	31%	(17,166)	(18,215)	(1,247)	(8,686)	48%	853
TRANSPORTATION	-	-	(1,375)	0%	1,375	(900)	-	(440)	49%	(935)
TOTAL NATURE CENTER	123,500	2,117	72,467	59%	51,033	51,605	5,682	60,176	117%	12,290
ICE RINK										
INCOME	-	54,238	54,238	0%	-	-	-	-	-	-
FACILITY RENTALS	-	722	722	0%	-	-	-	-	-	-
SPONSORSHIP	-	12,150	22,150	0%	-	-	-	-	-	-
LESSONS	-	80	80	0%	-	-	-	-	-	-
PART-TIME WAGES	-	(18,903)	(18,947)	0%	-	-	-	-	-	-
MARKETING	-	(1,000)	(1,000)	0%	1,000	-	-	-	-	-
GENERAL SERVICES	-	(3,731)	(3,731)	0%	-	-	-	-	-	-
CONTRACT SERVICES	-	(1,281)	(1,281)	0%	1,281	-	-	-	-	-
SUPPLIES	-	(768)	(823)	0%	-	-	-	-	-	-
TOTAL NATURE CENTER	-	41,507	51,408	0%	(51,408)	-	-	-	-	-
FACILITY RENTAL										
INCOME	475,000	33,162	201,508	42%	273,492	444,865	24,544	192,495	43%	9,013

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2022-2023
November 2023
Month 5 and 42% of the Year

DESCRIPTION	2023-2024		2023-2024	2023-2024	Remaining Budget	2022-2023		2022-2023	2022-2023	YTD Difference by Year
	Budget	November 2023	YTD	% of Budget		Budget	November 2022	YTD	% of Budget	
PART-TIME WAGES	(80,000)	(6,428)	(31,674)	40%	(48,326)	(70,000)	(5,335)	(30,877)	44%	(796)
MARKETING	-	-	(499)	0%	499	-	-	(973)	0%	474
PROGRAM APPAREL	(5,000)	-	-	0%	(5,000)	-	-	-	0%	-
GENERAL SERVICES	(2,000)	-	-	0%	(2,000)	-	-	-	0%	-
SMALL TOOLS	-	-	(497)	0%	497	-	-	-	0%	(497)
SUPPLIES	(6,000)	-	(285)	5%	(5,715)	(7,500)	(1,475)	(352)	5%	66
TOTAL FACILITY RENTAL	382,000	26,734	168,552	44%	213,448	367,365	17,650	160,208	44%	8,344
RECREATION - MISC. & ADMIN										
INCOME	25,000	11,836	77,938	312%	(52,938)	(10,000)	136	(2,743)	27%	80,681
FULL-TIME WAGES	-	(45,856)	(279,587)	0%	279,587	(761,000)	(49,656)	(262,659)	35%	(16,928)
PART-TIME WAGES	(256,000)	(11,875)	(80,048)	31%	(175,952)	(58,000)	(3,887)	(33,229)	57%	(46,819)
EQUIPMENT	-	-	(29,363)	0%	29,363	-	-	-	0%	(29,363)
SUPPLIES	-	-	(93)	0%	93	(5,000)	-	-	0%	(93)
TOTAL RECREATION - MISC. & ADMIN	(231,000)	(45,895)	(311,153)	135%	80,153	(844,000)	(53,407)	(298,630)	35%	(12,522)
TOTAL PROGRAM SUMMARY	1,756,000	(11,336)	569,013	32%	1,186,987	690,316	10,194	448,356	65%	120,657



BOARD OF DIRECTORS

Finance Committee

STAFF REPORT

DATE: January 25, 2024
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Calendar for Fiscal Year 2024-2025 Budget Process

BACKGROUND

The 2024-2025 Budget Calendar is submitted for review and comment.

RECOMMENDATIONS

The Board of Directors approve the Budget Calendar for fiscal year 2024-2025.

**CHICO AREA RECREATION AND PARK DISTRICT
BUDGET CALENDAR
07/01/2024-06/30/2025 FISCAL YEAR**



<u>DATE</u>	<u>BOARD MEETING</u>	<u>AGENDA</u>
January 25, 2024	Regular	Adopt Budget Calendar
February 09, 2024	N/A	Budget Templates Sent to Staff
March 22, 2024	N/A	Staff Budgets submitted to Business Office
April 25, 2024	Regular	Budget Presentation and Adopt Preliminary Budget
May 10, 2024	N/A	Notice of Public Hearing Published in Newspaper
May 23, 2024	Regular	Public Hearing on the Preliminary Budget
June 27, 2024	Regular	Adopt Final Budget
August 15, 2024	N/A	Submit Final Budget to Auditor-Controller



BOARD OF DIRECTORS

STAFF REPORT

DATE: January 25, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Updated Policies

BACKGROUND

The District is reviewing Human Resource (HR) and Personnel policies to better align with current best practices and legislation, using the CSDA Sample Policy Guide as a framework. The Board can anticipate a large number of HR and Personnel policies from now until the end of the current Fiscal Year. The following policies are recommended for approval today.

Employment Practices

- 3100 Accommodations for Disability
- 3104 Prohibited Conduct and Disciplinary Action
- 3106 Driver Training and Record Review
- 3124 Letters of Recommendation
- 3126 Nepotism
- 3141 Inclusive Workplace
- 3142 Whistleblowing
- 3146 Lactation Accommodation

Standards of Conduct

- 3215 Receipt of Gifts

Communications

- 3300 Internet, E-Mail and Electronic Communications

Compensation and Benefits

- 3405 Bereavement Leave
- 3417 Cell Phone Stipend
- 3430 Holidays
- 3435 Jury Duty
- 3440 Leave for Crime Victims and Family Members
- 3445 Military Leave
- 3497 Organ and Bone Marrow Donor Policy

Health, Safety and Security

- 3530 Anti-Bullying Policy

**POLICY # 3100** Reasonable Accommodation for Disability

EFFECTIVE DATE	1/25/2024	VERSION # 2
DATE OF LAST REVISION	12/22/2023	NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	Fair Employment and Housing Act (FEHA) expanded language re: medical exams and religious accommodations	Michelle Niven

RATIONALE

The District has a commitment to ensure equal opportunities for disabled applicants and District employees. Every reasonable effort will be made to provide an accessible work environment for such employees and applicants. Employment practices (*e.g.*, hiring, training, testing, transfer, promotion, compensation, benefits, and discharge) will not discriminate unlawfully against applicants or employees. The District provides employment-related reasonable accommodations within the meaning of the California Fair Employment and Housing Act ("FEHA") and the Americans with Disabilities Act ("ADA").

CONTENT

Request for Disability-Related Accommodation: Any job applicant or employee who desires a reasonable accommodation to perform the essential functions of the job should contact the HR Manager and discuss the need for an accommodation. The District will engage in an interactive process, as defined by the FEHA and ADA, with the employee to identify possible reasonable accommodations, if any, that will help the applicant or employee perform the essential functions of the job.

Interactive Process: The District will engage in the interactive process, as defined by the FEHA and ADA, to determine whether an applicant or employee is able to perform the essential functions of their position. During this process, the District will examine potential reasonable accommodations that will make it possible for the employee or applicant to so perform. Such interactive process will include a meeting with the employee or applicant, the District, and, if necessary in the case of disability, the employee or applicant's health care provider.

Case-by-Case Determination: The District determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of reasonable accommodation(s) to provide. The District is not required to provide accommodation that is not reasonable, that would pose an undue hardship upon the District, or that is not required by law. The District will inform the applicant/employee of any decisions made under this section in writing.

Policy #3100 – Reasonable Accommodation for Disability

Fitness for Duty Leave: While the District is engaged in an interactive process with an employee, the District may require that the employee be placed on a fitness for duty leave.

Medical Examinations

Depending on the essential functions of a position, a medical examination may be required for:

- Applicants who have received a conditional offer of employment.
- Employees seeking a promotion, demotion, or transfer from one position requiring general physical abilities to another position requiring physical abilities of a different nature.
- Employees returning to work from a medical leave of absence. The physician conducting the medical examination will be supplied with a current job description identifying the essential functions of the position.
- Employees for whom a supervisor reasonably suspects, based on personal observation or reliable reports, a lack of fitness for duty.

The doctor examining the applicant or employee will be limited to finding the employee “fit for duty” or “fit for duty with restrictions” or “unfit for duty”. In the case of finding an employee fit for duty, the doctor may issue work restrictions. In no case will the doctor reveal the underlying diagnosis or cause of the fitness or unfitness for duty without the employee’s written authorization. The results of all medical examinations will be confidential and in a separate medical file from the general personnel file.

No person may hold any position in which they are not able to perform the essential functions of the position, with or without reasonable accommodation.

Religious Accommodation

An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact Human Resources and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation. The District will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees, or co-workers.

Authority: Fair Employment and Housing Act (FEHA)

Michelle Niven

Author (print and sign)

Date

Annabel Grimm
General Manager

Date

Approved by the Board of Directors on: **January 25, 2024**

**POLICY #3104** Prohibited Conduct and Disciplinary Action

EFFECTIVE DATE	1/25/2024	VERSION # 2
DATE OF LAST REVISION	12/22/2023	NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	Removing from Handbook and adding it to newly formatted policy repository	Michelle Niven

RATIONALE

The District seeks to promote efficiency, productivity, and cooperation among employees.

CONTENT

Although it is not possible to provide an exhaustive list of all types of impermissible conduct, the following are some examples:

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

Policy #3104 – Disciplinary Action

- Destruction, damage, theft or unauthorized removal or possession of property from the District, fellow employees, customers or anyone on District property.
- Altering or falsifying any timekeeping record for the employee or a fellow employee.
- Unauthorized absence unless a reasonable excuse is offered and accepted by the District.
- Falsifying or making a material omission on an employment application or any other District record.
- Fighting or using obscene, abusive or threatening language or gestures.
- Any action which is detrimental to the orderly conduct of business.
- Bringing on District property dangerous or unauthorized materials, such as explosives, firearms or other similar items.
- Engaging in sexual or other harassment or discrimination with another employee, customer or vendor.
- Dishonesty of any kind in relations with the District or its customers.
- Pleading guilty to, or being convicted of, any crime other than a minor traffic violation.
- Failure to promote cooperative working relationships with any other District employee or customer.
- Violation of any District policies, practices, or procedures, whether or not detailed in this handbook.

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

Authority: General Manager; Board of Directors

Michelle Niven

Author (print and sign)

Date

Annabel Grimm

General Manager

Date

Approved by the Board of Directors on: **January 25, 2024**



POLICY #3106	Driving for the District		
EFFECTIVE DATE	1/25/2024	VERSION # 2	
DATE OF LAST REVISION	12/22/2023	NEXT REVIEW DATE	1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	Removing from Handbook and adding it to newly formatted policy repository	Michelle Niven

RATIONALE

The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business.

TERMS AND DEFINITIONS

TERM	DEFINITION
District Vehicle	Any vehicle owned by the District

PROCEDURE

Employees who drive a District vehicle or their own vehicles on District business will be required to possess a current valid California driver license. Employees who drive their own vehicles on District business must maintain current effective insurance coverage. Employees may be required to show proof of a current valid California driver license and current effective insurance coverage.

District vehicles may only be used for approved District-related business. District vehicles may only be driven by licensed District staff or Board Members. Driving records will be obtained through the Department of Motor Vehicles for all employees that may drive a District vehicle or employees that are driving their personal vehicle while conducting District business. This District utilizes the DMV Pull Notice Program to obtain driving records and information regarding changes in driving status (e.g., suspended license).

Employees will always wear a seat belt when driving and will ensure that all passengers are wearing seat belts when riding in a District vehicle. Employees who drive a District vehicle are expected to use caution and follow all traffic laws. A District vehicle may only be taken home if justified and approved by the General Manager and/or Board of Directors.

Policy #3106 – Driving for the District

It is the employee’s responsibility to inform the District if their Driver License is revoked or suspended. The District retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked or suspended, or who fails to maintain personal automobile insurance coverage, or who is uninsurable under the District’s policy.

Employees who drive their own vehicles on District business will be reimbursed at the allowable IRS rate per mile.

The District is not responsible for an employee’s traffic violations and fines that were incurred during District business.

Authority: General Manager; Board of Directors

Michelle Niven

Author (print and sign)

Date

Annabel Grimm
General Manager

Date

Approved by the Board of Directors on: **January 25, 2024**



POLICY #3124 Employee References and Verification of Employment

EFFECTIVE DATE	1/25/2024	VERSION # 2
DATE OF LAST REVISION	12/22/2023	NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	Removing from Handbook and adding it to newly formatted policy repository	Michelle Niven

PROCEDURE

All requests for verification of employment must be directed to the General Manager or the Human Resources Department. Supervisors and managers are permitted to provide a personal reference if that manager or supervisor has been listed as a personal reference and **not** as a supervisor.

Authority: General Manager; Board of Directors

Michelle Niven

Author (print and sign)

Date

Annabel Grimm
General Manager

Date

Approved by the Board of Directors on: **January 25, 2024**



POLICY # 3126	Nepotism	
EFFECTIVE DATE	1/25/2024	VERSION # 2
DATE OF LAST REVISION	12/22/2023	NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	CSDA recommended best practice	Michelle Niven

RATIONALE

It is the policy of the District to seek the best possible candidates through appropriate search procedures. There shall be no bars to appointment of individuals who have close relatives in any staff category in the same or different departments so long as the following standard is met:

- o No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

TERMS AND DEFINITIONS

TERM	DEFINITION
Applicant	A person who applies for a position at the District and is not a Current Employee.
Change of Status	A change in the legal status or personnel status of one or more Current Employees.
Current Employee	A person who is presently a District employee, or an elected or appointed District official.
Direct Supervision	One or more of the following roles, undertaken on a regular, acting, overtime, or other basis constitutes Direct Supervision: <ul style="list-style-type: none"> • Occupying a position in an employee’s direct line of supervision; or • Functional supervision, such as a lead worker, crew leader, or shift supervisor; or • Participating in personnel actions including, but not limited to, appointment, transfer, promotion, demotion, layoff, suspension, termination, assignments, approval of merit increases, evaluations, and grievance adjustments.

Family Member	A spouse, domestic partner, parent, legal guardian, sister, brother, child, legal ward, aunt, uncle, cousin, grandchild, or grandparent; or corresponding in-law or step relation; or anyone related by marriage or legal partnership who is residing in the same household as the employee or applicant.
Prohibited Conduct	Conduct by Family Members including, but not limited to, one or more of the following: <ul style="list-style-type: none">• Participation directly or indirectly in the recruitment or selection process for a position for which a Family Member is an Applicant.• Direct Supervision of a Family Member that does not comply with limitations set forth in this Section;• Conduct by one or more Family Members that has an adverse effect on supervision, safety, security, or morale.

CONTENT

Applicants for Employment

Right to Apply: No qualified Applicant may be denied the right to submit an application for employment and compete in the examination process. However, consistent with this Section, the District may reasonably regulate, condition, or prohibit the employment of an Applicant for a position.

Disclosure of Relationship: Each Applicant is required to disclose the identity of any Family Member who is a Current Employee.

Review by Human Resources: For each Applicant who has a Family Member who is a Current Employee, Human Resources will assess and issue a written decision as to whether any of the following circumstances exist:

- Business reasons of supervision, safety, security or morale warrant the District’s refusal to place the Applicant under Direct Supervision by the Family Member; or
- Business reasons of supervision, security, or morale that involve potential conflicts of interest or other hazards that are greater for Family Members than for other employees, which warrant the District’s refusal to permit employment of Family Members in the same department, division, or facility.

If Human Resources determines that either of the above circumstances exists, Human Resources may either reject the Applicant or consider the Applicant for employment in a position that does not present either of the above circumstances.

Following examination, if the Applicant is successfully certified as eligible, he or she may be employed in a position for which Human Resources has determined that neither circumstance exists pursuant to Section C above (“Review by Human Resources”).

When an eligible Applicant is refused appointment by virtue of this policy, his/her name will remain on the eligibility list for openings in the same classification. For each opening, Human Resources will make a determination consistent with Section C above (“Review by Human Resources”).

Guidelines for Current Employees

Duty to Report: Employees- must report a Change of Status to Human Resources within a reasonable time after the effective date of the Change of Status. Wherever feasible, Employees must report a Change of Status in advance of the effective date.

Review and Decision by Human Resources

Human Resources will undertake a case-by-case consideration and individualized assessment of the particular work situation to determine whether the Change of Status has the potential for creating an adverse impact on supervision, safety, security, or morale.

Human Resources will consult with an affected Division Manager to make a good faith effort to regulate, transfer, condition or assign duties in such a way as to minimize potential problems of supervision, safety, security, or morale.

Notwithstanding the above provisions, the District retains the right to exercise its discretion to determine that the potential for creating an adverse impact on supervision, safety, security, or morale cannot be sufficiently minimized and to take further action under this Section.

Human Resources will issue a written decision within 30 days from receipt of notice of a Change of Status.

Appeal of Decision by Human Resources

Current Employees and Applicants affected by the application of this Section may appeal the action to the General Manager within five days of receipt of the Human Resources decision.

The General Manager will hear the individual's concerns and issue a written decision within 30 days of the receipt of the individual's appeal. The decision of the General Manager is final, and no other appeal may be had unless the employee is entitled to further administrative appeal under other provisions of this handbook or other District rules or policies.

Monitoring by Division Manager

Following a Change of Status or new hire of a Family Member, affected Division Managers must reasonably monitor and regulate both Family Members' conduct and performance for a period of one year from the date of the Human Resources determination. The Division Manager will document these actions. Successive Division Managers may re-visit such a determination at their discretion.

If the Division Manager determines, subject to any applicable requirements of due process, that an employee has engaged in Prohibited Conduct, the Division Manager will revisit the Human Resources determination. Depending on the severity of the Prohibited Conduct, the Division Manager may recommend that Human Resources take one or more of the following additional measures:

- Transfer one of the Family Members to a similar position that would not be in violation of this policy and would not be a promotion. The transfer will be granted provided the Family Member qualifies and there is an opening to be filled. There can be no guarantee that the new position will be within the same classification or at the same salary level.

Policy #3126 – Nepotism

- If the situation cannot be resolved by transfer, one of the Family Members must separate from District employment. If one of the employees does not voluntarily resign, the employee with primary responsibility for the Prohibited Conduct will be discharged.

Division Managers who receive complaints from other employees that one or more Family Members has engaged in Prohibited Conduct must respond in accordance with existing complaint and disciplinary procedures, where applicable.

Where situations exist prior to the effective date of this Section that may be in conflict with this Section, every effort will be made to reasonably address the situation so as to avoid any future conflict.

Employee Complaints

Employees who believe that they have been adversely affected by Prohibited Conduct by a Family Member should submit complaints to a Division Manager or to Human Resources.

Authority: General Manager

Michelle Niven

Author (print and sign)

Date

Annabel Grimm
General Manager

Date

Approved by the Board of Directors on: **January 25, 2024**

**POLICY #3141** Inclusive Workplace

EFFECTIVE DATE	1/25/2024	VERSION # 1
DATE OF LAST REVISION	12/22/2023	NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	12/22/2023	New Policy	General Manager Michelle Niven

RATIONALE

The District is dedicated to maintaining a safe and productive workplace environment for all employees. This policy sets forth guidelines to address the needs of transgender and gender non-conforming employees and clarifies how the law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such employees. This inclusive workplace policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming employees, and the needs of each transgender or gender non-conforming employee must be assessed on a case-by-case basis. However, in all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-conforming employees while maximizing the employee's workplace integration and minimizing stigmatization of the employee.

TERMS AND DEFINITIONS

* The definitions provided within this policy are not intended to label employees but rather to assist in understanding this policy and the legal obligations of employers. Employees may or may not use these terms to describe themselves.

TERM	DEFINITION
Transgender	Transgender is a term used to describe people whose gender identity differs from the sex they were assigned at birth.
Gender Expression	Gender expression is defined by the law to mean a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth. It includes an individual's characteristics and behaviors (such as appearance, dress, mannerisms, speech patterns, and social interactions) that may be perceived as masculine or feminine.
Gender Identity	Gender identity is a person's internal understanding or sense of

	being male, female, or something other or in-between, regardless of the sex they were assigned at birth. Each person has a gender identity.
Gender Non-Conforming	Gender non-conforming is a term that describes people who have, or are perceived to have, gender characteristics and/or behaviors that do not conform to traditional or societal expectations.
Transitioning	Transitioning is a process some transgender people go through to begin living as the gender with which they identify, rather than the sex assigned to them at birth. This process may include, but is not limited to, changes in name and pronoun usage, facility usage, participation in employer-sponsored activities or undergoing hormone therapy, surgeries, or other medical procedures.

PROCEDURE

Right to Privacy: Transgender employees have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender employee can decide when, with whom, and how much to share of their private information.

Management, human resources staff, and coworkers should avoid revealing an employee’s transgender status or gender non-conforming presentation to others without the transgender employee’s consent and should only do so with coworkers who need to know to do their jobs.

District Records: The District will change an employee’s official employment record to reflect a change in name and/or gender upon request from the employee, to the extent it is possible. Please note that certain types of records, like those relating to payroll and retirement accounts, may require a legal name change before the person’s name can be officially changed. However, to the extent possible, the District will work to reflect an employee’s preferred name on District records without proof of a legal name change.

Name/Pronoun: A transgender employee has the right to be addressed by the name and pronoun corresponding to the employee’s gender identity. District employment records will also be changed to reflect the employee’s new name and gender, to the extent possible, upon the employee’s request.

Transitioning: Employees who transition during their employment with the District can expect the support of management and human resources staff. HR will work with each transitioning employee individually to ensure a successful workplace transition.

Restroom Accessibility: All employees have a right to safe and appropriate restroom facilities, including the right to use a restroom that corresponds to the employee’s gender identity or gender expression, regardless of the employee’s sex assigned at birth. Employees shall have access to the restroom corresponding to their gender identity or gender expression. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a unisex single-stall restroom, if available. No employee, however, shall be required to use such a restroom.

Policy #3141 – Inclusive Workplace

Dress Code: The District does not have a dress code that restrict employees’ clothing or appearance on the basis of gender. Transgender and gender non-conforming employees have the right to comply with District’s dress code in a manner consistent with their gender identity or gender expression.

Discrimination/ Harassment: It is unlawful and violates the District’s policy to discriminate in any way against an employee because of the employee’s actual or perceived gender identity and/or gender expression. Additionally, it also is unlawful and contrary to this policy to retaliate against any person objecting to, or supporting enforcement of legal protections against gender identity and/or gender expression discrimination in employment.

Investigation: Any incident of discrimination, harassment, or violence based on gender identity or expression will be given immediate and effective attention, including, but not limited to, investigating the incident, taking suitable corrective action and providing employees and staff with appropriate resources.

Complaint: Any employee who believes he, she, or they are the victim of unlawful harassment or discrimination based on gender identity or gender expression shall promptly file a complaint with the immediate supervisor and/or HR/personnel manager. The process for filing a complaint is outlined in Policy 3140.

Authority: General Manager

Michelle Niven

Author (print and sign)

Date

Annabel Grimm
General Manager

Date

Approved by the Board of Directors on: **January 25, 2024**



POLICY #3142	Whistleblowing Policy	
EFFECTIVE DATE	1/25/2023	VERSION # 1
DATE OF LAST REVISION		NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	12/22/2023	New Policy	Michelle Niven

RATIONALE

It is the policy of CARD that its employees should be free to report violations of law, abuse of authority, fraud, economic waste, or gross misconduct, incompetence or inefficiency without fear of retaliation or retribution. This policy is based on a finding that the District best serves itself and its membership when it can be candid and honest without reservation in conducting the business of the District.

The District prohibits retaliation by employees, Board members or volunteers against any staff member, Board member or volunteer for making good faith complaints, reports or inquiries regarding illegal or improper activities under this policy to the District or any law enforcement agency, or for participating in a review or investigation of any such complaints under this policy. This protection extends to those whose allegations are made in good faith, but prove to be mistaken. The District reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints or reports regarding alleged illegal or improper activities, or who otherwise abuse this policy.

Therefore, the purpose of this policy is to: (1) encourage staff, Board members and volunteers to report to the District any credible information in their possession regarding illegal or improper activities and/or retaliation as defined herein, including violations of the District's policies, promptly to those members of the District specified in this policy; and (2) prohibit the District's Board of Directors, Chief Executive Officer (General Manager) and supervising employees from retaliating against any employee who reports illegal or improper activities to the District or law enforcement agencies as provided herein; and (3) specify a procedure by which information regarding illegal or improper activities of or retaliation by members of the Board of Directors or employees can be reported to the District and investigated; and (4) provide a hearing process to any employee or Board member who has filed a written complaint with the District alleging actual or attempted acts of retaliation in response to having made a protected disclosure to the District or law enforcement protected by this policy.

TERMS AND DEFINITIONS

TERM	DEFINITION
Illegal Order	A directive to violate or assist in violating a federal, state or local law, rule or regulation, or an order to an employee to work or cause others to work in conditions outside of their scope of duty that could unreasonably threaten the health and safety of employees or the public.
Illegal or Improper Activity	An activity by a member of the Board of Directors, an employee, or a volunteer of the District that is undertaken in the performance of that person's duties that is either: (1) a violation of any state or federal law or regulation including, but not limited to, corruption, malfeasance, bribery, theft of property, fraud, coercion, conversion, abuse of property or willful omission to perform a duty; or (2) violates District policies, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. Illegal or Improper Activity includes alleged financial, accounting or audit improprieties and alleged ethical violations by employees or Board members
Protected Disclosure	A good faith communication from an employee or Board member of the District to the District or law enforcement agencies that discloses information that may be evidence of Illegal or Improper Activity.
Retaliation	An employee or director using or attempting to use his or her official authority or influence over an employee to intimidate, threaten, or coerce any employee in order to interfere with the rights of employees to freely report Illegal or Improper Activity to the District or a law enforcement agency. Retaliation includes, but is not limited to, promising to confer, or conferring any benefit; affecting or threatening to affect any reprisal; or taking or directing others to take, recommend, or approve any personnel action against an employee making a Protected Disclosure including, but not limited to, demotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action including termination.

PROCEDURE

Encouragement of reporting of illegal or improper activity: CARD encourages employees and members of the Board to file complaints or reports about Illegal Orders or Illegal or Improper Activity or alleged Retaliation with the General Manager. All such complaints shall include specific facts supporting any allegation of Illegal or Improper Activity, or Retaliation, as defined by this policy. Complaints of Illegal or Improper Activity or Retaliation may be made anonymously, but such anonymity may impede the ability of the District to conduct a thorough investigation. If the General Manager is alleged to be involved in the complaint or report, then such complaint shall be filed with the President of the Board of Directors. If the President of the Board is also alleged to be involved in the complaint, then the complaint or report shall be filed with the District's General Counsel.

Other allegations with respect to which the District has existing complaint, grievance or appeal procedures as specified in the DISTRICT's policies should be addressed pursuant to those procedures, such as issues of alleged discrimination or harassment which are processed by the District's human resources department. This policy is not intended to provide a procedure for the filing of employee or Board member complaints regarding any employment issues other than whistleblowing activities and protection of employees from

Policy #3142 – Whistleblowing Policy

Retaliation for making Protected Disclosures.

Investigations of Allegations of Illegal or Improper Activity: The General Manager may request that a person submitting a complaint alleging Illegal or Improper Activity provide his or her name and contact information and provide the names and contact information for any persons who could help substantiate the claim. However, this information is not required in order to submit a complaint.

Upon receiving a complaint from any employee or member of the Board that an employee or Board member has engaged in an Illegal or Improper Activity, the General Manager will conduct an investigation of the allegations in the complaint. The identity of the person filing the complaint, or of any person providing information in confidence regarding the facts in the complaint shall not be disclosed without the express permission of the person providing the information. However, the General Manager may disclose the facts in the complaint to a law enforcement agency in the event that an allegation of criminal conduct is contained in the complaint filed with the District.

The General Manager may request the assistance of District General Counsel and/or any outside consultant for assistance in evaluating an allegation of Illegal or Improper Activity or conducting an investigation of Illegal or Improper Activity as authorized by this policy. The General Manager shall investigate the allegations in the complaint and prepare a report of the results of the investigation within sixty (60) days of the date of the complaint.

If, upon completion of the investigation, the General Manager finds that an employee or Board member may have engaged or participated in an Illegal or Improper Activity, the General Manager shall make such findings in the investigative report and include recommended actions to prevent the continuation or recurrence of the Illegal or Improper Activity. Such recommendations may include taking disciplinary action against those employees found to have violated this policy, which action may be taken by the General Manager. The investigative report may also recommend imposing sanctions, including loss of office, on those Board members found to have violated this policy. In that event the report shall be filed with the Executive Committee of the Board of Directors which shall comply with the policies of the District in initiating discipline against a member of the Board of Directors. The District shall keep confidential all investigation work product including the investigative report.

Complaints of Retaliation and Investigation. An employee or volunteer who believes he or she has been subjected to Retaliation as defined and prohibited by this policy shall file a written complaint with the General Manager which specifies the alleged retaliatory conduct and identifies the individuals allegedly engaged in such conduct.

Upon receipt of the complaint the General Manager shall commence an investigation of the allegations contained in the complaint of Retaliation, which shall include interviews of the complainant and any potential witnesses. The General Manager may utilize the services of District General Counsel and/or other consultants in conducting such investigation and preparing an investigation report. A written investigation report regarding the alleged Retaliation shall be completed within thirty (30) days of receipt of a complaint of Retaliation.

Based on the investigation, the General Manager shall make a determination as to whether Retaliation occurred in violation of this policy and, if so, what steps should be taken to remedy the situation. The General Manager's decision shall be communicated to the complaining employee. In making his or her determination, if it is alleged that improper disciplinary action was taken against the complaining employee in Retaliation for having made a Protected Disclosure, the General Manager shall consider whether the taking or failing to take

Policy #3142 – Whistleblowing Policy

any personnel action with respect to an employee who has complained of Retaliation is justified on the basis of evidence separate and apart from the fact that the person has made a Protected Disclosure, such as inadequate job performance. If the evidence in the investigation reveals that a Protected Disclosure was a contributing factor in the alleged Retaliation against a former or current employee, the burden of proof shall be on the supervisor or other employee imposing the discipline to demonstrate by clear and convincing evidence that the alleged personnel action would have occurred for legitimate, independent reasons even if the complaining employee had not engaged in Protected Disclosures of Illegal or Improper Activity.

The investigation report of the alleged Retaliation prepared by the General Manager shall include a written decision as to whether this policy has been violated. If the investigation report concludes that this policy has not been violated and the complaining employee disagrees with the determination of the General Manager, the complaining employee may appeal in writing the decision to the Executive Committee of the Board of Directors. That appeal must be filed within ten (10) business days of receipt of the investigation report and decision of the General Manager.

If an appeal is filed, the Executive Committee of the Board of Directors shall conduct a hearing of the complaining employee's appeal and hear and receive all evidence submitted by the complaining employee. In hearing the appeal, the Executive Committee may take evidence, and hear testimony from the complaining employee and other witnesses. The Executive Committee shall consider whether an activity protected by this policy was a contributing factor in the alleged Retaliation against the complaining employee and if the alleged retaliatory action could have occurred for legitimate, independent business reasons even if the complaining employee had not made Protected Disclosures. The Executive Committee shall render a final decision in writing to the complaining employee within thirty (30) days after completing the hearing which concludes whether Retaliation prohibited by this policy has occurred or not. If the Executive Committee finds that the provisions of this policy have been violated, it shall order that any personnel action taken against the complaining employee be reversed and that a memorandum be placed in the employee's personnel file indicating the results of the decision of the Executive Committee of the Board of Directors on appeal.

A complaining employee shall be required to exhaust his or her administrative remedies by filing an appeal with the Executive Committee of the Board of Directors regarding any alleged violation of this policy before being entitled to commence a civil action in the Superior Court.

Authority: General Manager

Michelle Niven

Author (print and sign)

Date

Annabel Grimm

General Manager

Date

Approved by the Board of Directors on: **January 25, 2024**



POLICY #3146	Lactation Accommodation Policy	
EFFECTIVE DATE	1/25/2024	VERSION # 1
DATE OF LAST REVISION		NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	12/22/2023	New policy	Michelle Niven

RATIONALE

The District recognizes the need to promote a work environment that is supportive of breastfeeding employees who wish to continue nursing their infant children when they return to work. This policy establishes guidelines for promoting a breastfeeding friendly work environment and supporting lactating employees.

CONTENT

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (such as extension cords or charging stations) allowing you to operate an electric or battery-powered breast pump. The District will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, the District will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact Human Resources to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

Policy #3146 – Lactation Accommodation Policy

The district will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

Authority: Senate Bill 142

Michelle Niven

Author (print and sign)

Date

Annabel Grimm

General Manager

Date

Approved by the Board of Directors on: **January 25, 2024**



POLICY # 3215	Receipt of Gifts	
EFFECTIVE DATE	12/22/2023	VERSION # 1
DATE OF LAST REVISION	New Policy	NEXT REVIEW DATE 1/1/26

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	12/22/23	New policy based on best practice recommendation from CSDA	Michelle Niven

CONTENT

An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets the following guidelines:

- Is customary and gives no appearance of impropriety and does not have more than a nominal value.
- Does not impose any sense of obligation on either the giver or the receiver.
- Does not result in any kind of special or favored treatment.
- Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.
- Is given and received with no effort to conceal the full facts by either the giver or receiver.

Authority: General Manager

Michelle Niven

Author (print and sign)

Date

Annabel Grimm
General Manager

Date

Approved by the Board of Directors on: _____

**POLICY #3300** Internet, E-Mail and Electronic Communications

EFFECTIVE DATE	1/25/2024	VERSION # 2
DATE OF LAST REVISION	12/22/2023	NEXT REVIEW DATE 1/12026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2013		General Manager
2	12/22/2023	Adding policy to newly formatted policy repository	Michelle Niven

RATIONALE

The District's Technology Resources, including all computer, data, and telecommunication hardware and software are critical to its business success. The purpose of this policy is to explain how employees of the District should use the District's Technology Resources in ways that maximize the benefits of the technology to the District and reduce the risk of loss or misuse of these resources and/or creation of liability for the District.

TERMS AND DEFINITIONS

TERM	DEFINITION
Technology Resources	Includes but not limited to: <ul style="list-style-type: none"> • Telephones, cellular phones, and voicemail • Internal computer systems including desktop and notebook computers, file servers, Intranet, and e-mail • External computer systems, including research databases, Internet, and e-mail

PROCEDURE**Using Technology Resources**

All Technology Resources should be used only in furthering the District's business and never in violation of applicable laws. To this end, employees should not use any Technology Resource for the conduct of business other than the District's business. Notwithstanding the above, employees may use the District's Technology Resources to:

Policy #3300 – Technology Usage

- Prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner provided such use does not conflict with any purpose or need of the District;
- Send and receive necessary personal communications through e-mail;
- Use the telephone system for brief and necessary personal calls.

The District assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the District's Technology Resources. The District further accepts no responsibility or liability for the loss or non-delivery of any personal e-mail communication and suggests that employees avoid storing private or confidential personal information on any of the District's Technology Resources.

No Right of Privacy

The District in general has no desire to invade the personal privacy of employees when there is no business need. However, the District provides the Technology Resources only to further its own business aims. Thus, employees should not expect and do not have any privacy rights when using the District's Technology Resources. The granting of a password does not confer any right of privacy upon any employee of the District and all Technology Resources, including all information, documents and messages stored therein, should be related to the business of the District.

The District may inspect all files or messages on its Technology Resources at any time for any reason at its discretion. The District reserves the right to randomly and periodically monitor its Technology Resources at any time in order to determine compliance with its policies, answer a lawful subpoena or court order, investigate misconduct, locate information, or for any other business purpose. Further, the District reserves the right to monitor its Technology Resources at any time based on a reasonable suspicion of wrongdoing or in order to determine compliance with its policies, answer a lawful subpoena or court order, investigate misconduct, locate information, or for any other business purpose. Further, any information generated on or with the District's Technology Resources is subject to collection, storage, and disclosure in accordance with the District's Document Retention and Destruction Policy.

Internet and E-Mail Use

Access to the Internet is provided to employees to accomplish job responsibilities more effectively. The use of the Internet is a privilege, not a right, which may be revoked at any time for inappropriate conduct. The District expects that its employees will use these resources in a responsible fashion and for business-related purposes only. Employees should not use the Internet or Intranet for frivolous use such as accessing, downloading from, or contributing to any site that is not work-related.

Downloading of software applications, even if they are free, is not allowed.

The District reserves the right to monitor the amount of time spent using online services and the sites visited by District personnel. The District reserves the right to limit Internet access to include or exclude certain Internet sites and/or services.

E-mail is not private communication, because others may be able to read or access the message E-mail messages are considered business records and may be subject to discovery.

Personal Web sites, social media sites and Web logs (blogs) have become prevalent methods of self-expression in our culture. Employees may not use District computers to engage in blogging while at work. The District respects the right of employees to use these mediums during their personal time. If an employee chooses to identify himself or herself as a District employee on a Web site or Web log, he or she must adhere to the following guidelines:

Policy #3300 – Technology Usage

- Make it clear to readers that the views you are expressing are your views alone and do not reflect the views of the District.
- Do not disclose any information that is confidential or proprietary to the District (or to any third party which has disclosed its information to the District). Consult the District’s confidentiality policy for guidance about what constitutes confidential information.
- Uphold the District’s value of respect for the individual and do not make any disparaging or defamatory statements about the District employees, clients, partners, affiliates and others, including competitors.
- Be careful not to let blogging interfere with the employee’s job or client commitments.

Authority: General Manager

Michelle Niven

Author (print and sign)

Date

Annabel Grimm
General Manager

Date

Approved by the Board of Directors on: January 25, 2024



POLICY #3405 Bereavement Leave

EFFECTIVE DATE	1/1/2024	VERSION # 2
DATE OF LAST REVISION	12/07/2023	NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	01/01/2024	Change to language and eligibility factors per SB 848 and AB 1949	Michelle Niven

TERMS AND DEFINITIONS

TERM	DEFINITION
Part-Time	Any employee that works less than 40 hours per week
Full-Time	Year-round employees working 40 hours per week.

PROCEDURE

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

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

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

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

Reproductive related bereavement leave is available to any person who has been employed for at least 30 days and suffered a reproductive loss. Part-time employee reproductive bereavement leave is without pay.

Policy #3405 – Bereavement Leave

Each reproductive loss entitles the employee another right to take leave, up to a max of 20 days in a 12-month period.

Leave is available to the person, person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

Reproductive loss is:

- Miscarriage
- Stillbirth
- Unsuccessful assisted reproduction (in vitro)
- Failed adoption
- Failed surrogacy
- Reproductive loss event equals the day of, or for a multiple day event, the final days of a failed surrogacy, miscarriage, stillbirth or unsuccessful assisted reproduction.

Authority: Senate Bill 848; Assembly Bill 1949; Board of Directors

Michelle Niven

Author (print and sign)

Date

Annabel Grimm
General Manager

Date

Approved by the Board of Directors on: **January 25, 2024**



POLICY# 3435	Jury Duty	
EFFECTIVE DATE	1/25/2024	VERSION # 2
DATE OF LAST REVISION	12/22/2023	NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	Removing from Handbook and adding it to newly formatted policy repository	Michelle Niven

PROCEDURE

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

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

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

Authority: General Manager; Board of Directors

Michelle Niven
Author (print and sign) Date

Annabel Grimm Date
General Manager

Approved by the Board of Directors on: **January 25, 2024**

**POLICY #3440** Leave for Crime Victims and Family Members

EFFECTIVE DATE	1/25/2024	VERSION # 2
DATE OF LAST REVISION	12/22/2023	NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	Removing from Handbook and adding it to newly formatted policy repository	Michelle Niven

TERMS AND DEFINITIONS

TERM	DEFINITION
Immediate Family Member	A spouse, registered domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather. A registered domestic partner means a domestic partner who is registered in accordance with California state law.

PROCEDURE

An employee who is a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, or a felony provision of law proscribing theft of embezzlement, as defined by law; and
- The employee must be the victim of a crime or must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

The absence from work must be to attend judicial proceedings related to a crime listed above.

Before an employee is absent for such a reason, he/she must provide documentation of the scheduled proceeding(s). Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office.

If advance notice is not possible, the employee must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings will be unpaid, unless the employee chooses to use their accrued paid time off, such as vacation or sick leave.

Authority: General Manager; Board of Directors

Michelle Niven

Author (print and sign)

Date

Annabel Grimm

General Manager

Date

Approved by the Board of Directors on: **January 25, 2024**



POLICY #3445	Military Leave		
EFFECTIVE DATE	1/25/2024	VERSION # 2	
DATE OF LAST REVISION	12/22/2023	NEXT REVIEW DATE	1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	Added language for Voluntary Civil Service Leave and Civil Air Patrol Leave (Labor Code sec. 230.3 & Labor Code secs. 1501 - 1503)	Michelle Niven

CONTENT

Any employee requesting or requiring a military-related leave of absence must notify their Division Manager and the Human Resources Division as soon as possible. The District provides military leave in accordance with applicable state and federal law. The policy regarding military exigency leave pursuant to the FMLA is also set forth in a separate District policy.

Voluntary Civil Service Leave

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. This leave is unpaid. Employees are also eligible for unpaid leave for required training. When taking time off for emergency duty, the employee must advise their supervisor before doing so, giving as much notice as possible.

Official volunteer firefighters, reserve peace officers or emergency rescue personnel may take up to a total of fourteen days per calendar year to engage in fire, law enforcement or emergency rescue training.

Civil Air Patrol Leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, the employee must advise their supervisor before doing so, giving as much notice as possible.

Up to 10 days of unpaid leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed 3 days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the General Manager.

Policy #3445 – Military Leave

The employer and employee can negotiate for the employer to maintain the employee’s benefits during the leave at the employer’s expense. Employees cannot lose benefits that accrued before the date on which the leave began.

California Family Military Leave

Employees who work an average of 20 or more hours per week may be eligible for an unpaid leave of absence for up to 10 days to spend with their spouse or registered domestic partner who is a “qualified member” of the U.S. Armed Forces, National Guard or Reserves. The qualified military servicemember must be on leave from deployment during a period of military conflict as defined under Section 395.10 of the Military and Veteran’s Code. A “qualified member” is a member of the U.S. Armed Forces who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, or a member of the National Guard or Reserves who has been deployed during a period of military conflict.

The employee must provide the District with a written request for the leave within two business days of receiving official notice that the qualified member will be on leave from deployment. The employee must also provide documentation certifying that the qualified member will be on leave from deployment during the time that the employee requests the leave. Available vacation may be used during this leave.

The District will not retaliate against employees who request or take military spouse leave. The District will reinstate any employee to his/her position upon return from military spouse leave.

Authority: Labor Code sec. 230.3 & Labor Code secs. 1501 – 1503; Uniformed Services Employment and Reemployment Rights Act (USERRA)

Michelle Niven

Author (print and sign)

Date

Annabel Grimm

General Manager

Date

Approved by the Board of Directors on: **January 25, 2024**

**POLICY #3497** Organ and Bone Marrow Donation

EFFECTIVE DATE	1/25/2024	VERSION # 1
DATE OF LAST REVISION		NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	12/22/2023	Labor Code secs. 1508 – 1513	Michelle Niven

PROCEDURE

The amount of leave to which an eligible employee is entitled depends on whether the employee is an organ donor or bone marrow donor.

- Organ donors will be provided with an unpaid leave of absence of up to 30 business days in any one-year period. A "one-year period" is 12 consecutive months measured from the date the leave begins.
- Bone marrow donors will be provided with an unpaid leave of absence of up to five business days in any one-year period, again measured from the date the leave begins.
- Employees may use donor leave all at once or intermittently.

Employees will be required to use up to five days of their accrued paid time off for leave under this policy to donate bone marrow, and up to two weeks of their accrued paid time off for leave to donate an organ.

Eligibility

An employee must have been employed with the District for at least 90 days to take organ and bone marrow donor leave and must provide written verification to the client that he/she is an organ or bone marrow donor, and there is a medical necessity for the donation.

Organ and bone marrow donor leave is not considered a break in service for purposes of salary adjustments, sick leave, vacation time, paid time off, annual leave, or seniority. The District will also continue to maintain and pay for group health care coverage for the employee in the same manner as if the employee was actively working.

Organ and bone marrow donor leave is separate from and does not run concurrently with leave taken under the California Family Rights Act (CFRA).

Reinstatement

The District will reinstate an employee returning from organ and bone marrow donor leave to the same position the employee held when the leave began or to a position with equivalent seniority, benefits, pay, and other terms and conditions. Nevertheless, reinstatement is not required if the job would not have been available to the employee if the employee had not taken leave. For example, if the District can show

Policy #3497 – Organ and Bone Marrow Donation

that an employee would have been laid off whether the employee took donor leave or not, reinstatement is not required.

Managers and Supervisors are also forbidden from discharging, fining, suspending, expelling, disciplining, or in any way discriminating against employees who take donor leave or who oppose unlawful practices related to organ and bone marrow donor leave.

Authority: Labor Code secs. 1508 – 1513

Michelle Niven

Author (print and sign)

Date

Annabel Grimm

General Manager

Date

Approved by the Board of Directors on: **January 25, 2024**



BOARD OF DIRECTORS

STAFF REPORT

DATE: January 25, 2024
TO: Board of Directors
FROM: Annabel Grimm
SUBJECT: Valley's Edge Memorandum of Understanding (MOU)

BACKGROUND

At the December 2023 Regular Board Meeting, the Board of Directors reviewed the proposed Valley's Edge MOU and the associated Staff Report 23-056. The Board made recommendations for language updates and requested that the District's Legal Counsel review the document for compliance. Since then, District Staff have made requested revision and incorporated Legal Counsel's edits.

RECOMMENDATION

The Board approve the MOU with the Master Developer and the acceptance of the proposed parks named in the MOU pending voter approval in March 2024.

This Memorandum of Understanding (MOU) is made and entered into December XX, 2023
by and between
the Chico Area Recreation and Park District, (herein "CARD"), and
Believe In Chico LLC, (herein "Master Developer" and/or "landowner"),
(herein together the "Parties")

BACKGROUND

Chico General Plan 2030

As a reflection of community priorities, Chico's General Plan 2030 provides a policy basis for decisions about where and how the City will grow and change over time. The General Plan is the long-range policy framework enabling institutions, agencies, and the private sector to plan, invest, and serve the community in a strategic and efficient manner.

In 2010, the General Plan designated the 1,448-acre Valleys Edge property a "Special Planning Area" (SPA). Among other requirements, the SPA designation directed the landowners to prepare a long-range master plan, including housing, commercial areas, an elementary school, and recreational elements such as neighborhood parks, a community park, and open space for passive recreation.

Valleys Edge Specific Plan

Over the past decade, collaboration between CARD and the Master Developer provided valuable insight into recreational possibilities within the Valleys Edge property. Local recreational planner Melton Design Group crafted concept drawings for neighborhood parks, special-use parks, bike and hiking trails, and Chico's first joint-use community park and elementary school design.

The Valley's Edge Specific Plan (VESP) provides for approximately 730 acres of open space for parks, recreation, conservation, public uses, and preservation of natural aesthetics. The VESP stands as the blueprint for future development, conservation, and recreation, expanding across 1,448-acres in an area uniquely capable of accommodating planned and responsible growth.

CARD

CARD has worked to provide for the recreation and park needs of the Greater Chico Urban Area ("Chico") residents since it was formed in 1948. During this time, CARD has established well-planned and widely popular recreation programs and events for Chico residents of all ages, skills, and abilities. CARD's leadership in recreation in Chico is acknowledged by the City of Chico ("City") in its General Plan, which provides that CARD is the primary provider of park and recreation programs for the residents of Chico.

In 2009, the City and CARD entered into a written Memorandum of Intergovernmental Cooperation, Coordination, and Understanding (the "Memorandum") stating, among other things, their intent to

Memorandum of Understanding

work together to improve the provision of recreation and park services and facilities in City by increasing efficiency and economies of scale and service delivery and maximizing utilization of all available resources.

CARD will continue to focus primarily on providing recreation programs and the operation and maintenance of neighborhood parks, community parks, specific special purpose parks, and other facilities it deems appropriate. The City's focus is primarily on the operation and management of Bidwell Park, City Plaza, and open spaces, greenways, and other facilities as it deems appropriate.

As the sole operator of community parks and with most neighborhood parks transferred to CARD, the Memorandum was revised in 2020 to include, among other things, a provision for CARD to review and approve proposed park designs and establish a funding mechanism for the maintenance and/or development of the neighborhood parks prior to and as a condition to the final approval of the subdivision maps. The Memorandum specifies upon completion of construction and acceptance, the City will transfer new dedicated neighborhood parks to CARD.

The Quimby Act (Government Code Section 66477) authorizes the City to require the dedication of land for park facilities incident to and as a condition of the approval of a tentative map or tentative parcel map for certain subdivisions. Chico Municipal Code Section 18.31 entitled "Dedication of Land for Park Facilities" establishes the requirements and standards for parkland dedications in accordance with the Quimby Act, and the City's and CARD's General and Master Plans.

CARD recognizes the substantial public benefit inherent in the expansion and enhancement of public use passive and active recreational opportunities within the Valleys Edge planning area, for Chico's current and future residents. CARD further recognizes that the approved VESP plainly and openly expresses the Master Developer's interest in and commitment to expanding both active and passive parkland opportunities for public use.

AGREEMENT

The purpose of this MOU is to state the intent of the Parties to work together to deliver recreation and park services and facilities to residents of Chico through efficiency and maximization of resources. It is CARD's intent to coordinate with Master Developer and provide guidance and expertise in the design, and where applicable, to construct, maintain, and program parks within the Valleys Edge planning area. It is the Master Developer's intent to provide guidance and expertise on planning and development affecting parks and recreation, and to dedicate to CARD and or gift land to CARD for various parks within the Valleys Edge planning area. Notwithstanding the foregoing, the parties do not intend to form a partnership for the purposes hereof and nothing herein set forth shall be so construed.

1. Planning Directives:

- a) As directed by Chico General Plan PPFs-1.1.3, the Parties will pursue cooperative planning, design, and development of future park sites.
- b) As directed by Chico General Plan PPFs 1.1.8, CARD will pursue funding for development and maintenance of parks, with the exception of those parks for which the Master Developer is currently obligated to fund.
- c) Park planning and design shall be informed by applicable provisions of the VESP and CARD Park Standards, over time enabling the realization of the Specific Plan's vision of an active and recreationally oriented part of the Chico community.
- d) Park and open space planning, construction, and maintenance shall comply with the VESP's regulatory framework, including its Tree Preservation Program and Firewise Guidelines, Standards & Vegetative Management Requirements, and CARD Park Standards.

2. Regional Park Land Gift Figure 4-11 Special Purpose Land Use Areas (attached as Exhibit B)

- a) Master Developer agrees to gift 420 acres to CARD, defined by the perimeter boundaries of land designated *Regional Open Space* as depicted on Figure 4-11 of Valleys Edge Specific Plan, approved by the City of Chico in January 2023.
- b) Master Developers gift is intended, under CARD's stewardship, to provide Chico residents recreational opportunities similar to those found in Upper Bidwell Park, such as, but not limited to, wildlife observation, mountain biking, hiking, trail running, disc golf, and other activities promoting fitness, appreciation for nature, outdoor family adventure, and fun.
- c) Master Developers gift is also intended to serve broader public interests such as the conservation of Oak Woodlands, preservation of Upper Comanche Creek, retaining the rural visual characteristics of Butte Creek Canyon and Stilson Canyon, and establishing a permanent barrier to eastward urban expansion.
- d) Allowable uses would be as described Appendix C, Table C-3 of the Valleys Edge Specific Plan (Special Purpose Permitted Use Table).

3. Other Parks and Dedications:

- a) Community Park: Master Developer agrees, in accordance with the Development Agreement, to dedicate approximately 35 acres enabling CARD to expand public recreational opportunities for, among other opportunities, structured sports and play such as soccer, basketball, softball, dog parks, group picnic areas, and a recreation center.
- b) Neighborhood Parks: Master Developer and CARD shall cooperatively plan, and Master Developer shall, in accordance with the Development Agreement, dedicate approximately 15 acres to CARD described in the Valleys Edge Specific Plan as Homestead Park, Childs Meadows, and Pioneer Park.
- c) Big Meadows Park: Master Developer and CARD shall cooperatively plan approximately 12 acres, conceptually including walking trails, bike skills courses, pond elements, viewing and fishing stations, picnic tables, shaded rest areas, restrooms, and parking areas. Should the Parties determine CARD's ownership is appropriate, the Master Developer shall gift the land.

- d) Mini-Parks & Tot Lots: Mini-Parks, Tot Lots, and other neighborhood-oriented park elements shall be considered on a case-by-case basis.

4. Development, O & M, and Conveyance:

- a) Parties agree to define and effectuate the most efficient means of facility construction, determine maintenance and operational responsibilities, and identify funding source(s), along with such easements, resolutions, covenants and means of title transfer so as to advance the interests of the Parties and the public. Prior to and as a condition of final approval of subdivision maps, the Parties agree to develop a mechanism to facilitate the formation of an appropriate funding vehicle for the maintenance and development of the said dedicated and gifted properties.

GENERAL PROVISIONS

1. Contingent Events

- a) CARD understands that Master Developers obligations under this MOU, including any and all environmental preserves, open space reservations, dedications and/or gifting of land for public use and enjoyment is predicated on implementation of the VESP.
- b) Any and all public benefits contemplated by this MOU are contingent upon a majority of Chico voters in the March 2024 referendum, upholding, with a YES vote, the City's approval of the Valley's Edge Specific Plan.

2. Compliance with Laws, Rules, Regulations

- a) PARTIES shall comply with all laws and regulations governing the use of public funds.

3. Term

- a) The term of this MOU commences on **December XX, 2023** and shall remain in effect until formal agreements are executed. The occurrence of a Contingent Event described above terminates all obligations of the PARTIES under this MOU.

4. Status of the PARTIES

- a) At no time shall either PARTY represent itself to be an officer, agent or employee or a partner of the other. Without limiting the foregoing, nothing herein provided shall be deemed or considered to constitute a partnership between the parties for the purposes of this Agreement.

5. Mutual Indemnification

- a) Each PARTY to this Agreement, (each, an "indemnitor") hereby agrees to save, defend, hold harmless, and indemnify the other including the State of California (each individually and together, "indemnitee") and their officers, agents and employees, against any or all liability, claims and costs of whatsoever kind and nature for injury to or death of any person or persons, and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work under the terms of this Agreement, resulting in whole or in part from the negligent acts or omissions by or of the indemnitor, or by or of any subcontractor, employee, agent, or representative of the

indemnitor.

6. Insurance

- a) Each PARTY shall provide worker's compensation insurance, unemployment compensation insurance, and disability insurance for all its members, as required by law.

7. Non-Discrimination Compliance

- a) Each PARTY to this Agreement shall be responsible for compliance with all federal, state, and local non-discrimination, equal opportunity and affirmative action laws, rules, and regulations applicable to the PARTY's performance under this Agreement. Neither PARTY shall deny the Agreement's benefits to any person on the basis of religion, color, ethnic group identification, sex, sexual orientation and gender, age, physical or mental disability, nor shall they discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex.

8. No Commissions Paid

- a) CARD and Developer each warrant that no person or selling agency or other organization has been employed or retained to solicit or secure this Agreement for a commission, percentage, brokerage, or contingent fee.

9. Termination.

- a) **Prior to the transfer and acceptance of any property**, either PARTY may terminate this agreement by giving 180 days written notice to the other PARTY.

10. Dispute Resolution

- a) In the event of a dispute between the PARTIES regarding the provisions and conditions under this Agreement, the Developer and the CARD General Manager, or their designated representatives, shall negotiate in good faith such dispute and options for resolution. Any resolution **shall** be subject to written approval of the CARD Board of Directors.
- b) If any controversy or claim arising out of or relating to this Agreement or the alleged breach of such Agreement cannot be resolved by the PARTIES, the dispute shall be submitted to mediation and if still not resolved, shall be submitted to binding arbitration on such terms and conditions as the PARTIES shall reasonably agree in writing, and the judgment or award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

11. Entire Agreement

- a) This Agreement reflects all the terms and conditions agreed upon between the PARTIES, and there are no written or oral agreements between the PARTIES other than as set forth in this Agreement.

12. Amendment

- a) This Agreement may be amended upon the written agreement of both PARTIES.

13. Illegal or Unenforceable Terms

- a) In the event that any portion of this Agreement is illegal or unenforceable, the remainder of

Memorandum of Understanding

the Agreement shall remain in full force and effect.

Contact Information

CARD	OWNER MASTER DEVELOPER
Annabel Grimm	Bill Brouhard
General Manager	Co-Manager
Chico Area Recreation and Park District	Believe In Chico LLC
545 Vallombrosa Avenue	2550 Lakewest Drive, Suite 50
Chico, CA 95928	Chico, Ca 95928
Phone: (530) 895-4711	Phone (530) 879-4420
Email: info@chicorec.com	Email: Bill@GBRealEstate.net

Signatures

Signed: _____
Annabel Grimm
Chico Area Recreation and Park District
General Manager
545 Vallombrosa Avenue, Chico, CA 95926

Date: _____

Signed: _____
Bill Brouhard
Believe In Chico LLC
Member and Planning Manager
2550 Lakewest Drive, Suite 50, Chico, Ca 95928

Date: _____

Signed: _____
Douglas J. Guillon
Believe In Chico LLC, Member
2550 Lakewest Drive, Suite 50, Chico, CA 95928

Date: _____

EXHIBIT A

EXHIBIT B

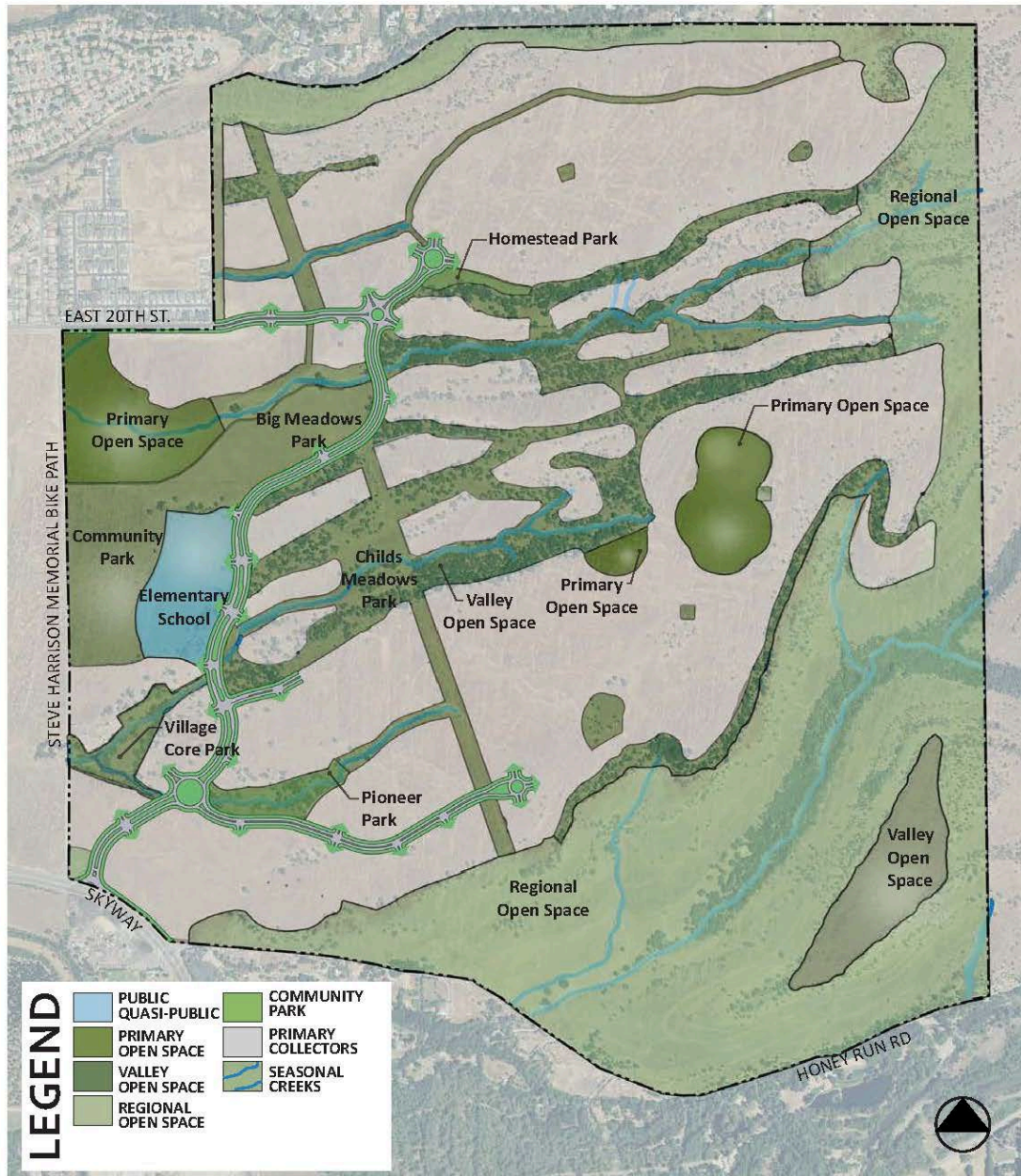


Figure 4-11: Special Purpose Land Use Areas

EXHIBIT C

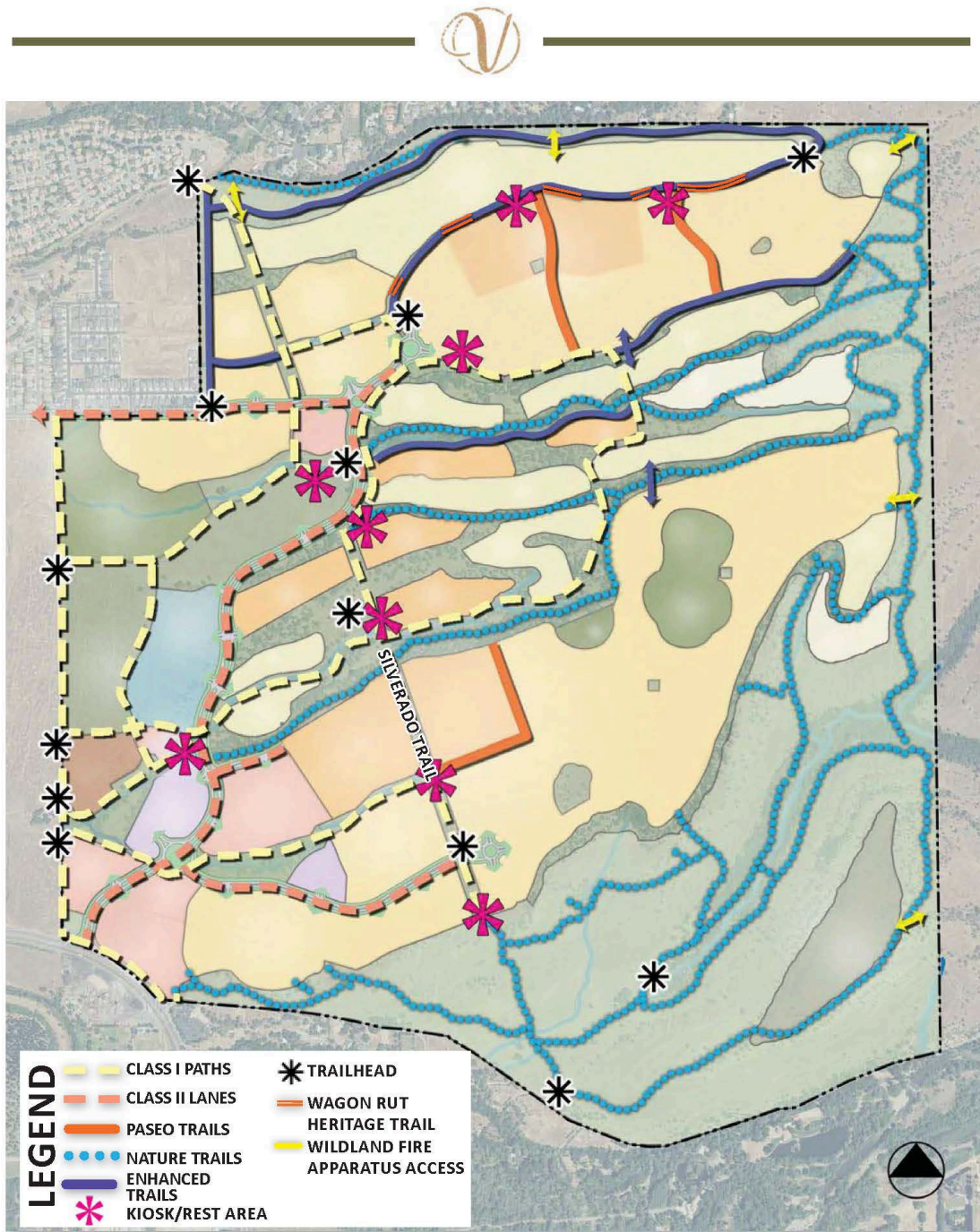


Figure 5-2: Trail Master Plan

Valley's Edge Specific Plan | August 2022

CIRCULATION & TRAILS | 5-7



BOARD OF DIRECTORS

STAFF REPORT

DATE: January 25, 2024
TO: Board of Directors
FROM: Annabel Grimm
SUBJECT: Annual Impact Report Draft

BACKGROUND

In effort to demonstrate the District’s impact on the Community, each division within the organization provided performance indicators to be included in the 2023 Annual Impact Report.

ANALYSIS

Business Services

Customer Service

Park Impact Fees Processed	14 fees resulting in \$33,250
Scholarships Approved	270
Scholarships Used for Activities	156
Youth jerseys sold	452 jerseys resulting in \$7,667
Emails received at info@chicorec.gov	8350

Facility Rentals

	Permits	Revenue
Fundraiser	3	\$ 4,899.75
Meeting Rentals	34	\$ 41,369.00
Memorial Service	27	\$ 31,845.56
NC - Rental	2	\$ 407.50
Park Rental	1	\$ 3,200.00
Picnic Rental	417	\$ 51,348.60
School Prom	5	\$ 16,947.00
Social Function	7	\$ 8,986.75
Special Event Rental	52	\$ 63,939.39
Wedding	42	\$ 128,070.50
Other (event types no longer in use)	25	\$ 2,601.27
Totals	615	\$353,615.32

Marketing

Social Media followers	Facebook	9,242
	Instagram	2,706

Social media interactions	Facebook Reach 215.5K (up 115.4%) Instagram Reach 19.3K (up 213.3%)
Average monthly website visits	139,427

Special Events

Total number of attendees at events	Approximately 6,400
How many *free* events per year.	7
Event Sponsorships received by year	10 sponsorships totaling \$12,000
Community Partnerships	41
Total event revenue	\$71,067

Finance

Invest \$2.5M in an investment pool for public agencies, month to month term.	Average Monthly Yield 5.5417%. From 5/31/23-12/31/23, the account earned \$81,125.59.
Invest \$7M in CD for 6 months.	4.64 APR, 4.75 APY, Compounding Daily. From 8/2/23-2/2/24, the account will earn \$165,654.11.
Revenue for 01/01/23-12/31/2023	TBD
Expense for 01/01/23-12/31/2023	TBD
Percentage breakdown for revenue	TBD
Percentage breakdown for expense	TBD

Human Resources

FT Employee Tenure	3 EE's- 20+ years; 8 EE's - 15+ years, 8 EE's- 10+ years, 9 EE's - 5+ years Over 50% of FT EE's have been with CARD 5+ years
Live Scans Processed	627 background live scan checks
Employees onboarded	349 Total: 292 New Hires / 57 Rehires
Average Active Employee Per Day in 2023	331
Training hours assigned	Assigned and tracked 841 hours of employee trainings; includes CPR/1st Aid/AED certifications for 63 active staff members (which accounts for 283.50 of assigned training hours)
Positions opened	76: Breakdown= 9 FT position, 5 year-round PT positions, 61 temp/seasonal positions
Applications received	3,023

Internal promotion rate	21 total promotions which is a 6.3% promotion rate (SHRM's benchmark report states avg. promotion rate is 6%) / Promotions breakdown: Year-round Parks positions - 8; Recreation & Inclusion positions (FT & PT) - 7; FT Parks positions - 7
Employees Offboarded	284 total Turnover Rate: 44.65% (Breakdown of rate: 39.15% seasonal turnover / 5.5% year round turnover)
Employee Injuries	8 claims / Total expense paid: \$14,694

Parks and Facilities

Number of New Parks Added to the District	2 New Parks (Emerson Park and Indigo Park)
Acres of Parks Maintained	203.28 Acres
New Park Acreage Added	4.28 Acres (Indigo Park 1.07 and Emerson Park 3.11)
Cubic Yards of Playground Bark Installed	490 Cubic yards of fall material
Pounds of grass seed applied	11,350 lbs of seed
Playground Inspection Conducted	202 Formal Playground Inspections
New Playgrounds Installed	4 Total (2 at Peterson, 1 at Hooker Oak, and 1 at Chapman Park)
Splash Pads Added	1 New Splash Pad at Chapman Park
Bocce Courts Added	4 New Bocce Courts at Community Park
Number of Capital Projects	15 total capital projects (25K+)
Capital Project Expenditures	\$8,144,998.65
Number of trees planted	86 trees planted
Number of Events Setup	1733 set ups
Pounds of Carbon Sequestered to date	1,646,994 lbs. to date

Recreation

Program

Adult Sport leagues/teams in a year	97 Leagues / 7,688 Participants
Softballs purchased	416
Youth Sports participants in a year	4358 Participants
Youth Sports Word of the Week (WOW) wristbands given out	1536 WOW Wristbands
Camp Participants	5,088
Swim lessons and participants	219 lessons, 992 Participants
ASP days and # of staff taking care	180 days of ASP, 234 staff

ASP enrollment	3,608 (CARD enrolled only)
Inclusion participants served	52 participants
NEW Animals at the Janece Webb Living Animal Museum	55 New Animals
Salads made for our Desert Tortoise, John	208 salads

Rentals

	Permits	Revenue
Field House Rental	6	\$ 1,222.00
Field Rental	79	\$ 47,677.00
Ice Rink - Field Trips	5	\$ 3,164.00
Ice Rink - Private	6	\$ 1,910.00
Lacrosse	4	\$ 1,196.00
NC - Birthday Party	27	\$ 6,865.00
NC - Field Trip	66	\$ 22,785.00
Pool Party	20	\$ 7,177.50
Pool Rental	6	\$ 7,817.50
Softball/Baseball Tournament	9	\$ 5,771.81
Tennis/Pickleball Rental	1	\$ 1,800.00
Totals	229	\$107,385.81

RECOMMENDATION

The Board of Directors review the information and provide direction on additional data to report in the 2023 Annual Impact Report, if any.



BOARD OF DIRECTORS

Finance Committee

STAFF REPORT

DATE: January 25, 2024
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Opening Account at Tri Counties Bank

BACKGROUND

As the District embarks on multi-million-dollar capital projects and other initiatives, maintaining accounts across multiple institutions may provide strategic benefits. This approach can enhance financial security, optimize interest rates and fees, improve access to varied financial services, and ensure operational resilience.

- Access to Competitive Rates and Various Services
 - Interest Rates: Different banks offer varying interest rates. By diversifying, the District can capitalize on the best available rates.
 - Fee Structures: Banks have different fee structures. Multiple accounts allow the District to minimize fees based on transaction types and volume.
 - Specialized Services: Different banks may offer niche services that cater to the specific needs of the District.
 - Leverage in Negotiations: Having accounts with multiple banks can provide leverage when negotiating rates and services.
 - Customized Solutions: Building relationships with multiple banks can lead to more personalized banking solutions tailored to specific needs.

In August, Tri Counties Bank submitted a proposal to provide comprehensive services to the District's banking needs. They continue to actively pursue a relationship with the District. As the District explores financing opportunities for large-scale capital projects, having an established account with Tri Counties Bank may be advantageous.

RECOMMENDED ACTION

The Finance Committee recommend to the Board of Directors the approval of Resolution 24-001 to open an account with Tri Counties Bank.



CARD
Chico Area Recreation & Park District

**RESOLUTION 24-001 OF THE BOARD OF DIRECTORS OF THE
CHICO AREA RECREATION AND PARK DISTRICT**
Opening and Account at Tri Counties Bank

WHEREAS, The Chico Area Recreation and Park District (CARD) embarks on multi-million-dollar capital projects and other initiatives, and

WHEREAS, maintaining accounts across multiple institutions may provide strategic benefits, and

WHEREAS, CARD explores financing opportunities to meet the funding needs for large-scale capital projects,

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of CARD hereby authorize Annabel Grimm, General Manager to open an account with Tri Counties Bank.

PASSED AND ADOPTED at a Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on the **25th** day of **January** 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Michael McGinnis, Chair
Board of Directors

Holli Drobny
Clerk of the Board of Directors



**RESOLUTION 24-002 OF THE BOARD OF DIRECTORS OF THE
CHICO AREA RECREATION AND PARK DISTRICT**

APPROVING THE APPLICATION FOR THE OUTDOOR RECREATION LEGACY PROJECT FOR THE
COMPLETION OF DEGARMO COMMUNITY PARK

WHEREAS, the District is the Lead Applicant for the Outdoor Recreation Legacy Project Grant,

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

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

PASSED AND ADOPTED at a Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on the **25th** day of **January** 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent: Donnan, Worley

ATTEST:

Michael McGinnis, Chair
Board of Directors

Holli Drobny
Clerk of the Board of Directors



BOARD OF DIRECTORS

STAFF REPORT

DATE: January 25, 2024
TO: Board of Directors
FROM: Annabel Grimm
SUBJECT: 2024 Calendar of District Events

DISCUSSION

District staff have scheduled some exciting Special Events for the upcoming year! Special Events which require admission to attend are denoted with an asterisk, while all other events are free to the community.

Event	Date	Est Attend	Location
Polar Skate*	Monday, January 1 st 2-4 PM	100	Ice Rink
Inclusion Movie Night: Lilo & Stitch	Tuesday, January 17 th 5:30 PM	50	Community Center
Spring Jamboree	Saturday, March 30 th 9 AM - 1 PM	3000	Bidwell Park-Caper Acres
Kite Day	Sunday, April 14 th 12 PM - 3 PM	5000	Community Park
Mother's Day Tea*	Sunday May 5 th 2-4 PM	300	Community Center/Rose Garden
K-9 Classic	Saturday, May 18 th 10 AM - 1 PM	300	DeGarmo Park
Movies at the Pool: Barbie	Saturday, June 8 th	200	PV Pool
Let Freedom Ring	Saturday, June 29 th 11 AM - 2 PM	1000	Chapman Park
4th of July Parade	Thursday, July 4 th 9 AM - 11 AM	1000	Downtown Chico
Movies at the Pool: Finding Nemo	Saturday, July 6 th	200	PV Pool
CCNC Ice Cream Social	Saturday, August 10 th 10 AM - 1 PM	1000	Nature Center
Movies In The Park: Super Mario Brothers	Saturday, August 31 st 6 PM - 10 PM	500	DeGarmo
Movies In The Park: Little Mermaid	Saturday, September 14 th 6 PM - 10 PM	500	Wildwood

Gala*	Friday, September 27 th 6-10 PM	200	Lakeside Pavilion
The Great Pumpkin Splash*	Saturday, October 5 th 1-3 & 4-6 PM	500	PV Pool
Movies In The Park: Coco	Saturday, October 26 th 5-9 PM	500	DeGarmo
Christmas Preview*	Sunday, November 24 th 4-8 PM	TBD	Ice Rink
Brunch with Santa*	December 7 th 8 AM - 3 PM	500	Community Center



BOARD OF DIRECTORS

STAFF REPORT

DATE: January 25, 2024
TO: Board of Directors
FROM: Annabel Grimm
SUBJECT: Retention of New Legal Counsel

BACKGROUND

The District's longtime Legal Counsel is retiring after 36 years of service. In December, the Board held a Special Meeting to interview prospective legal firms for legal services. Following these interviews, the Board recommended to the District to retain Sac Valley Law.

RECOMMENDATION

The Board of Directors retain Sac Valley Law to provide legal services to the District.

ATTORNEY-CLIENT RETAINER AGREEMENT

SacValleyLaw LLP (“Attorneys”) and **CHICO AREA RECREATION and PARK District** (“Client”) hereby agree that Attorney will provide legal services to Client on the terms set forth below.

1. CONDITIONS

This Agreement will not take effect, and Attorneys will have no obligation to provide legal services, until: (a) Client returns a signed copy of this Agreement, and (b) Attorneys acknowledges acceptance of representation by counter-signing this Agreement and returning a fully executed copy to Client. Upon satisfaction of these conditions, this Agreement will be deemed to take effect as of immediately.

2. SCOPE OF SERVICES AND ATTORNEY’S DUTIES

Client hires Attorneys to provide legal services as general counsel for Client to provide legal counsel of a general nature concerning transactions, events, and inquiries by Client. Attorneys will provide those legal services reasonably required to represent Client as to general matters and refer the client to a qualified specialist in the event specialized knowledge is necessary for a particular aspect of legal advice. Attorneys will take reasonable steps to keep Client informed and to respond to Client’s inquiries. This Agreement does not cover representation in litigation matters or an appeal thereof, nor does it address collection proceedings after judgment or proceedings regarding renewal of a judgment. A separate written agreement for these services or services in any other matter not described above will be required.

3. CLIENT’S DUTIES

Client agrees to be truthful with Attorneys and not withhold information. Further Client agrees to cooperate, to keep Attorneys informed of any information or developments which may come to Client’s attention, to abide by this Agreement, to pay Attorney’s bills on time, and to keep Attorneys advised of Client’s address, telephone number and whereabouts. Client will assist Attorneys by timely providing necessary information and documents. Client agrees to appear at all legal proceedings when Attorneys deem it necessary, and generally to cooperate fully with Attorneys in all matters related to the preparation and presentation of Client’s claims.

4. LEGAL FEES AND BILLING PRACTICES

Client agrees to pay by the hour at Attorney’s rates as set forth below for all time spent on Client’s matter by Attorneys and Attorney’s legal personnel. Current hourly rates for legal personnel are as follows:

Partners	\$330/hour
Staff	\$115/hour

The rates on this schedule are subject to change on 30 days written notice to Client. If Client declines to pay increased rates, Attorneys will have the right to withdraw as Attorneys for Client if permitted under the Rules of Professional Conduct of the State Bar of California and/or applicable law.

The time charged will include, but is not limited to, the time Attorneys spends on telephone calls, e-mails and other electronic communications relating to Client’s matter, including calls and e-mails with Client, witnesses, opposing counsel, court personnel or other persons. Time is billed in minimum

increments one-tenth (.1) of an hour. Attorneys will charge for waiting time in court and elsewhere and for travel time, both local and out of town.

5. COSTS AND OTHER CHARGES

(a) Attorneys will incur various costs and expenses in performing legal services under this Agreement. Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. The costs and expenses commonly include, service of process charges, filing fees, court and deposition reporters' fees, translator/interpreter fees, jury fees, notary fees, deposition costs, messenger and other delivery fees, postage, outside photocopying and other reproduction costs, travel costs including parking, mileage, transportation, meals and hotel costs, investigation expenses, consultants' fees, expert witness, professional, mediator, arbitrator and/or special master fees and other similar items. The foregoing external costs and expenses will be charged at Attorney's cost. Internal charges are billed at the following rates: (1) mileage – IRS Standard Mileage Rate; (2) in-house printing and photocopying – \$0.10 cents per page; (3) postage at cost; and (4) computerized legal research at cost.

(b) Out-of-town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by Attorneys and Attorney's personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Experts, Consultants and Investigators. To aid in the preparation or presentation of Client's case, it may become necessary to hire expert witnesses, consultants or investigators. Client agrees to pay such fees and charges. Attorneys will select any expert witnesses, consultants or investigators to be hired, and Client will be informed of persons chosen and their charges.

(d) Attorneys will obtain Client's consent before incurring any costs in excess of \$750.00.

6. OTHER FEES AND COSTS

Client understands that if one of Client's cases proceeds to court action or arbitration, the court may award attorney fees as well as some or all of the type of costs enumerated in Paragraph 5 above to the other party or parties. Payment of such attorney fees and costs shall be the sole responsibility of Client. Similarly, other parties may be required to pay some or all of the fees and costs incurred by the Client. Client acknowledges that any such determination does not in and of itself affect the amount of the fees and costs to be paid by Client to Attorneys pursuant to this agreement.

7. BILLS

Attorneys will send Client periodic bills for fees and costs incurred. Each bill will be payable within 30 days of its mailing date. Bills for the fee portion of the bill will include the amount, rate, basis for calculation, or other method of determination of the Attorney's fees. Bills for the cost and expense portion of the bill will clearly identify the costs and expenses incurred and the amount of the costs and expenses. Client agrees to promptly review all bills rendered by Attorneys and to promptly communicate any objections, questions, or concerns about their contents.

8. CLIENT APPROVAL NECESSARY FOR SETTLEMENT

Attorneys will not make any settlement or compromise of any nature of any of Client's claims without Client's prior approval. Client retains the absolute right to accept or reject any settlement.

9. DISCHARGE AND WITHDRAWAL

Client may discharge Attorneys at any time. Attorneys may withdraw with Client's consent or for good cause or if permitted under the Rules of Professional Conduct of the State Bar of California and/or applicable law. Among the circumstances under which Attorneys may withdraw are: (a) with the consent of Client; (b) Client's conduct renders it unreasonably difficult for the Attorneys to carry out the employment effectively; and/or (c) Client fails to pay Attorney's fees or costs as required by this Agreement. Notwithstanding the discharge, Client will remain obligated to pay Attorneys at the agreed rates for all services provided and to reimburse Attorneys for all costs advanced.

10. CONCLUSION OF SERVICES

When Attorney's services conclude, whether by completing the services covered by this Agreement, or by discharge or withdrawal, all unpaid charges for fees or costs will be due and payable immediately.

Client may have access to Client's case file at Attorney's office at any reasonable time. At the end of the engagement, Client may request the return of Client's case file. If Client has not requested the return of Client's file, Attorneys will retain the case file for a period of 5 years after which Attorneys are authorized by this agreement to have the case file destroyed. The case file includes Client papers and property as defined in Rule 3-700(D)(1) of the California Rules of Professional Conduct.

11. DISCLAIMER OF GUARANTEE AND ESTIMATES

Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of any matter in which Attorneys represent Client. Attorneys make no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only, are neither promises nor guarantees, and will not be construed as promises or guarantees. Any deposits made by Client, or estimate of fees given by Attorneys, are not a representation of a flat fee and will not be a limitation on fees or a guarantee that fees and costs will not exceed the amount of the deposit or estimate. Actual fees may vary significantly from estimates given.

12. PROFESSIONAL LIABILITY INSURANCE DISCLOSURE

Pursuant to California Rule of Professional Conduct 3-410, I am informing you in writing that I have professional liability insurance.

13. NO TAX ADVICE

Attorneys have not been retained to provide Client with any tax advice concerning any of the services described in paragraph 2. Any documents prepared by Attorneys may have specific tax ramifications. To be sure Client understands and is certain of all the potential tax consequences, Client should consult with tax advisors regarding these matters.

14. ENTIRE AGREEMENT

This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

15. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY

If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

16. MODIFICATION BY SUBSEQUENT AGREEMENT

This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them.

17. EFFECTIVE DATE

This Agreement will govern all legal services performed by Attorneys on behalf of Client commencing with the date Attorneys first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorneys the reasonable value of any services Attorneys may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEYS FIRST PROVIDED SERVICES. IF MORE THAN ONE CLIENT SIGNS BELOW, EACH AGREES TO BE LIABLE, JOINTLY AND SEVERALLY, FOR ALL OBLIGATIONS UNDER THIS AGREEMENT. CLIENT WILL RECEIVE A FULLY EXECUTED COPY OF THIS AGREEMENT.

DATED: _____

CHICO AREA RECREATION AND PARK DISTRICT

Signed By: _____

Address: _____

Telephone: _____

E-mail: _____

SACVALLEYLAW LLP

DATED: _____

By: Jackson Glick



**RESOLUTION 24-003 OF THE BOARD OF DIRECTORS OF THE
CHICO AREA RECREATION AND PARK DISTRICT**

Honoring John Jeffrey Carter and Acknowledging his Contributions to the District

WHEREAS, John Jeffrey Carter, dedicated and esteemed legal counsel, has provided 36 years of dedicated and distinguished service as legal counsel to the District,

WHEREAS, Mr. Carter joined the Chico Area Recreation and Park District (CARD) in November of 1988 as the official legal representative for the District,

WHEREAS, his wealth of knowledge, legal expertise, and commitment to upholding the highest standards of ethics have played a crucial role in the success and growth of our organization over the years,

WHEREAS, during his tenure, Mr. Carter has provided invaluable counsel that has significantly contributed to the achievements and esteemed standing of the CARD within the community,

WHEREAS, his exceptional legal expertise, combined with a deep understanding of the community's needs, has been instrumental in guiding the District through numerous challenges and successes with skill and foresight,

WHEREAS, Mr. Carter has been not only a pillar of professional excellence but a cherished member of the CARD family, known for his sharp wit and ever-present sense of humor, which has brought light and laughter into the Boardroom,

WHEREAS, his tradition of faithfully delivering fresh cookies to the staff and the Board at meetings has been a testament to his thoughtfulness and his commitment to nurturing a sense of community and camaraderie within the organization,

WHEREAS, Mr. Carter's dedication to helping people play, enjoy life, and embrace the joys of community engagement echoes the very essence of CARD's mission, making him not only a legal advisor but also a champion of the values we hold dear,

WHEREAS, his unwavering standard of excellence in all aspects of his work has set a high bar for all who have had the privilege of working with him, inspiring colleagues and staff alike to strive for the same level of dedication and quality in their endeavors.

NOW, THEREFORE BE IT RESOLVED that the District hereby express its profound appreciation to John Jeffrey Carter for his 36 years of exceptional service, his invaluable contributions, and the positive impact he has had on all those he worked with and the community at large, and

BE IT FURTHER RESOLVED that the Board of Directors of CARD hereby proclaim that in honor and gratitude of Mr. Carter’s distinguished service, the District name the Board Meeting room at the CARD Community Center the “Jeff Carter Room.”

PASSED AND ADOPTED at a Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on the **25th** day of **January** 2024 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

ATTEST:

Michael McGinnis, Chair
Board of Directors

Holli Drobny
Clerk of the Board of Directors



BOARD OF DIRECTORS

STAFF REPORT

DATE: January 25, 2023
TO: Board of Directors
FROM: Anjie Goulding, Director of Recreation
SUBJECT: Recreation Update – January

Youth Sports

Gearing up for season 2 of basketball, the enthusiasm is palpable with close to 450 players set to hit the courts from January through March. Among them is a powerhouse contingent of over 340 4th and 5th graders, showcasing their sportsmanship and energy that fuels our Youth Sports spirit. But that's not all; we have over 100 Junior High girls and High Schoolers joining the ranks to gain a love of the game this basketball season. And let's not forget the little champions in the making, with over 150 ShortEs (3-5-year-olds) and Littles (5-7-year-olds) immersing themselves in our introductory instructional sports programs. With CARD Youth Sports, it's not just about scoring baskets; it's about fostering a sense of teamwork, respect, and sportsmanship that echoes through the community, shaping the leaders and team players of tomorrow!

In addition to our active players, the CARD Youth Sports team is getting excited for its upcoming spring and summer seasons, focusing on ways to impact even more participants by focusing on creating better athletes, but more importantly, better people.

Adult Sports

Winter Adult Basketball and Volleyball are midway through their Winter Season. Winter Softball, Soccer and Futsal started this week. Winter Soccer and Futsal are brand new leagues, and our winter Softball league has filled for the first time in over 3 years. Winter Softball and Soccer leagues are at Community Park and Futsal will be on the new futsal court at Chapman Park. We are also very excited about hosting fun new tournaments this year. The Valentines' Adult Volleyball Tournament is scheduled for the weekend after Valentine's Day at the field house. March Madness Adult Basketball Tournament is planned for mid-March.

Winter Season Team Numbers:

Softball- 5 | Soccer- 20 | Basketball- 16 | Volleyball- 27 | Futsal- 4

Field and Court Rentals

We had 496 field rentals in 2023. CYSL, CCLL, CSLL and CSSL seasons start soon, and these organizations will be renting CARD fields for youth softball, baseball and soccer games and practices. We are also renting fields to other local youth sports organizations: NorCal Mavericks, Stars, Batbusters, Chico Nuts, Chico Patriots, Bidwell Bombers, Butte United Soccer, Chico Rebels Lacrosse, Chico Ultimate Frisbee, and more. The True North Housing Alliance has rented out the

Community Park Pickleball courts for the 6th Annual Chico Classic Pickleball Tournament on April 27th.

Nature Center

Nature Center is open Friday and Monday, 10am-1pm and Saturday and Sunday 10am - 3pm. Nature School, Nature ABC's, and Nature Center After School Program are all back from break and going strong.

We are gearing up for field trip season beginning in the Spring, where we will be hosting Elementary School Science classes and other local youth groups. Nature Center Field Trips: Meet Our Animals, Aquatic Investigation, Discovery Hikes, Scat Lab, Skulls and Pelts Lab, and Topography and Erosion.

After School Program

The Spring semester of After School Programs is underway! We are working with Chico Unified to start prepping families for more ASP programs to transition to the CUSD Blast After School Programs next year. For the 24/25 school year, the remaining CARD programs on Chico Unified campuses (Hooker Oak and Marigold Elementary Schools) will be transitioning from CARD to BLAST.

Inclusion

Our Inclusion team continues to work hard to find ways we can expand programming to serve our community. Our inclusion-specific programming is going great, with 17 participants at our movie night last week. We are thrilled about our participation in these programs growing. We Upcoming programming, we will host a wonderland tea party in February and teen and young adult hangout night in March! We are also full steam ahead working on fine tuning our first inclusive prom, with the theme of '*Superstars*'. More to come soon!

Ice Rink

The final day of the Ice Rink was Sunday January 14th. With the season coming to an end, we wanted to make sure the community knows how much we enjoyed our first time being involved and seeing everyone at the Ice Rink. We also want to give a huge thank you to our Ice Rink staff, the city, DCBA and Armed Guard!

We began the slow melting process on Sunday night immediately after closing. We worked in collaboration with the Ice Rink staff, Parks staff and the City to break everything down and store it for next year.

It was a successful season with lots of positive feedback from the public and from our returning Rink staff. We are excited to think about next season, having so much more information after a season of experience, and already have lots of ideas about what we would adjust, change, or add for next season. Thank you to everyone that joined us at the Rink!

Classes and Camps

We held our Wintertime Delight Camp during the holiday break. Camp went really well, with a total of 88 participants and a staff of seasoned After School Program leaders and directors. We look forward to hosting our Springtime Delight Camp the week of March 18th-22nd.

Updated contracts have been sent to independent contractors who are offering programs in 2024. These contracts ensure that all of our independent contractors on the same payment structure with equity and transparency in mind.

A notable new partnership with Chico Bocce as an independent contractor has allowed us to offer bocce leagues, tournaments, and programs at our new courts at Community Park. Their Winter league kicked off on January 11th and runs every Thursday night if you want to go check it out!

We are now working towards accepting content from independent contractors that will be offering programming in the summer and are excited about all the new programs coming in!



BOARD OF DIRECTORS

STAFF REPORT

DATE: January 25, 2024
TO: Board of Directors
FROM: Scott Schumann, Director of Parks and Facilities
SUBJECT: Parks and Facilities Update - January

Capital Project Updates:

Chapman Park is Open

Soft opening for the Park occurred prior to the winter holidays with a grand opening taking place January 12, 2024. Bathrooms are now open from dawn until dusk and the use has been very high across all of the new park amenities. CARD recently received a \$5000 donation towards the installation of two mosaics on the bathroom structure which will be completed with input from students at the local elementary schools. Park opening was made possible by considerable inhouse efforts from staff including tree pruning, splash pad operations set up, seeding, and signage.

Lakeside Pavilion

Carpeting in the lakeside Pavilion has been completely removed and replaced with wood flooring materials. Sound and projection improvements are scheduled for later this spring to minimize impacts to programming and events.

District-Irrigation Clock Improvements

Staff are currently defining the scope of work for irrigation clock improvements to smart controller technology. These specifications will align with the City of Chico specifications and modernize the current systems in the District to a remote (cloud-based) tool for proactively managing and programming irrigation.

Sport Field Maintenance

Softball Fields

The biannual Diamond pro amendment to the infields will be occurring in the coming weeks at Hooker Oak, Community Park, and Wildwood fields. Note that this every other year installation of diamond is an increase from the previous 3 year rotation. In addition, the infield irrigation project has begun at Wildwood with the intent to install new irrigation to improve the quality of the fields and efficiency of field preparation for play.

Soccer Fields

Staff are waiting for the appropriate weather in the coming weeks to resod the goalie boxes and mid fields at DeGarmo with Bermuda turf. This in-house project will establish turf in the highest use areas of the fields improving the aesthetic, playability, and safety of fields.

Winter "Break" Operations

Staff to the annual opportunity to deep clean facilities over the holiday break as well as support carpet and aggregate floor cleaning. Unfortunately, 2 electronic leaf blowers were stolen from a District vehicle while staff were performing maintenance tasks nearby. A police report was filed and staff are working to replace the items which had been purchased through an electronic equipment voucher program.

Typical repairs and impacts over the holiday break included broken swings, damaged bathrooms, and graffiti in the skatepark.

Urban Forestry Management

Staff have been busy with final leaf cleanup and seasonal formative tree pruning at Hartley, Peterson, Oak Way, Emerson Park, CARD Center, and Community Park addressing tree pruning prioritization identified utilizing Treekeeper software data, and the formative pruning of recently planted trees for structure and form. Leaves will be composted on District sites and the resulting compost will be used as soil amendment in our parks.

Playgrounds

Playground bark (fibar) was installed at Peterson, DeGarmo, Hooker Oak playgrounds to bring up to standards ensuring adequate depth to the fall surface material and reducing step down distance from surrounding sidewalk grade into the play areas. A total of 90 yards, 30 yards at each site.

Lighting

Upgraded LED lights have been installed in the parking lot near Booth and Mertz fields, just in time to light up the parking lot to support Freeze League.



BOARD OF DIRECTORS

STAFF REPORT

DATE: January 25, 2023
TO: Board of Directors
FROM: Annabel Grimm
SUBJECT: General Manager Update - January

Notable Meetings

- EBC & Chico Tourism Committee: The Committee met on January 2 to discuss the progress of the Travel Chico and Explore Butte County initiatives.
- The Countywide Economic Development meeting was held on January 19. This meeting is an opportunity to receive and provide updates from cities, towns, agencies, and other partners supporting our economic and community vitality in Butte County.

Park Utilization Data

The District has implemented a feedback survey to collect community feedback on Community and Neighborhood parks. Three (3) surveys were collected during the second quarter of FY 2023/2024 (10/1/2023-12/31/2023) with the following topic distribution:

<i>Hancock</i>	<i>1</i>
<i>Indigo</i>	<i>2</i>
Total	3

- The average score for the condition of the play equipment is 5 out of 5.
- The average score for cleanliness of the park is 4.7 out of 5.
- The average score for how safe the park feels is 5 out of 5.
- The average score for how likely you are to recommend to a friend is 8.7 out of 10

Most prevalent comments reported:

- Please put in a playground at Hancock Park.
- Would like signs explaining the fitness equipment at Indigo.

Special Events

Ice Rink Special Events were a huge hit this season. The Silent Disco on December 16th was sold out, with participants using specialized headsets to select which music to listen to during their skating session. The Ice Rink also hosted the Polar Bear Skate on January 1st and a Closing Day Party on January 14th with live music and fire dancers. The next Special Event will be held in March for Spring Jamboree. In the meantime, the Event Team is seeking community partnerships with an updated Special Event Sponsorship Packet.

News Stories

Chico ER - [Chico councilors wrapping up year's business](#)

KRCR - [Chico set to enjoy new water park: \\$6 million grant fuels CARD's aquatic center development](#)

Chico ER - [Mountain bikers in Chico getting new place to ride](#)

Action News - [City officials approve construction of new bicycle and motorcycle park](#)

Action News - [Kids learn Kung Fu at ice break class in Chico](#)

Chico ER - [CARD optimistic about Chico City Plaza ice rink as season winds down](#)

KRCR - [Chapman Park in Chico reopens with upgrades including a splash park and basketball courts](#)

Chico ER - [Chapman park gets a grand reopening](#)

Action News - [CARD wraps up ice rink for the season](#)

Contracts over \$20,000

None