



REGULAR MEETING

Chico Area Recreation and Park District Board

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

Thursday, January 26, 2023 – 4:00 P.M.

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

Posted prior to 4:00 PM
Friday, January 20, 2023

BOARD MEMBERS

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

CARD STAFF

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

LEGAL COUNSEL

Jeff Carter

Zoom Meeting Information:

<https://card.zoom.us/j/81607636750?pwd=R1NNUkZPYi9ySGNsNlVQ3OXh0U1hoZz09>

Meeting ID: 816 0763 6750

Passcode: 156857

AGENDA

1. CALL TO ORDER

1.1. Roll Call

2. PUBLIC COMMENTS

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

3. CONSENT AGENDA

- 3.1. Monthly Financial Report - *Action Requested: Board of Directors approve the Monthly Financial Report.*
- 3.2. Minutes of the Regular Meeting of the Board of Directors of December 15, 2022 - *Action Requested: Board of Directors approve the minutes.*

4. REGULAR AGENDA

- 4.1. Assembly Bill 361 - Teleconference Meetings - *Action Requested: Board of Directors approve Resolution 23-001 authorizing teleconference meetings.*
- 4.2. Committee Report Out - Information/Possible Action
- 4.2.1. Facility Committee
 - 4.2.2. Finance Committee

- 4.3. Tom Nickell Bench Dedication - *Action Requested: Board of Directors approve Resolution 23-002 authorizing bench dedication honoring former Board of Director Tom Nickell.*
- 4.4. Tyler Technologies Software (Staff Report FI-23-001) - *Information/Possible Action*
The District is considering contracting with Tyler Technologies.
- 4.5. Revised Salary Schedule (Staff Report FI-23-002) – *Action Requested: Board of Directors approve the revised District Salary Schedule for Fiscal Year 2022-2023.*
- 4.6. Committee Assignments - *Action Requested: Board of Directors select and appoint members to the two standing committees for the calendar year.*
- 4.7. Items Removed from the Consent Agenda

5. NEW BUSINESS

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

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.

8. ADJOURNMENT

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



STAFF REPORT

DATE: January 26, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: December 2022 - Monthly Financial Report

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

- The property tax from the County was received as expected in December and is reflected on the Balance Sheet. Chico Unified grant funding was received in January and will be reflected in next month's Balance Sheet.
- On page 5, the line-item Accounts Receivable reflects an increase of 146% compared to the previous year. A large part of this is due to an outstanding invoice to the City of Chico for Centennial Rotary Park.
- On page 10, Instructor salaries are trending higher than budgeted. This is due to providing substitute instructors for two programs. The offset is realized in the income line for camps.
- Operating expenses are at 46.6% at the completion of Quarter 2 for Fiscal Year 2022-2023.
- Program observations remain in line with what was reported last month.



FINANCIAL STATEMENTS

FISCAL YEAR 2022/2023

DECEMBER 2022

**CHICO AREA RECREATION AND PARK DISTRICT
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DECEMBER 2022**

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CHICO AREA RECREATION AND PARK DISTRICT
 BALANCE SHEET SUMMARY - ALL FUNDS
 DECEMBER 2022



	GENERAL FUND	COMMUNITY PARK FEES	PARK IMPACT FUND	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
ASSETS							
CASH	7,297,057	6,914,533	424,472	12,652	23,715	138,711	14,811,141
FMV ADJUSTMENT (GENERAL FUND)	-	-	-	-	-	-	-
RECEIVABLES	1,590,475	-	26,125	-	-	-	1,616,600
DUE FROM OTHER FUNDS	217,397	-	-	-	-	-	217,397
TOTAL CURRENT ASSETS	9,104,929	6,914,533	450,597	12,652	23,715	138,711	16,645,137
PREPAID EXPENSES	-	-	-	-	-	-	-
FIXED ASSETS	43,280,933	-	-	-	-	-	43,280,933
ACCUMULATED DEPRECIATION	(17,002,299)	-	-	-	-	-	(17,002,299)
SUBTOTAL	26,278,634	-	-	-	-	-	26,278,634
TOTAL ASSETS	35,383,563	6,914,533	450,597	12,652	23,715	138,711	42,923,771
TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68	1,186,655	-	-	-	-	-	1,186,655
LIABILITIES							
ACCOUNTS PAYABLE	5,518	-	-	-	-	-	5,518
ACCRUED EXPENSES	52,449	-	-	-	-	-	52,449
DUE TO OTHER FUNDS	-	-	-	74,193	68,384	74,820	217,397
OTHER LIABILITIES	936,737	-	-	-	-	-	936,737
TOTAL CURRENT LIABILITIES	994,704	-	-	74,193	68,384	74,820	1,212,101
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	1,915,274	-	-	74,193	68,384	74,820	2,132,671
TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68	755,205	-	-	-	-	-	755,205
FUND BALANCE							
RESTRICTED	-	5,394,437	417,557	42	76	81,251	5,893,363
SPENDABLE - COMMITTED	2,501,500	-	-	-	-	-	2,501,500
SPENDABLE - ASSIGNED	-	-	-	-	-	-	-
SPENDABLE - UNASSIGNED	5,255,447	-	-	-	-	-	5,255,447
NON-SPENDABLE	26,351,721	-	-	-	-	-	26,351,721
FUND BALANCE	34,108,669	5,394,437	417,557	42	76	81,251	40,002,031
TOTAL NET INCOME (LOSS)	297,747	1,520,096	33,040	(61,583)	(44,745)	(17,359)	1,727,196
CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS	(506,677)						
TOTAL FUND BALANCE	33,899,739	6,914,533	450,597	(61,541)	(44,669)	63,891	41,222,550

CHICO AREA RECREATION AND PARK DISTRICT
SUMMARY - ALL FUNDS
DECEMBER 2022



	GENERAL FUND	COMMUNITY PARK FEES	PARK IMPACT FUND	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
REVENUE							
FEE BASED PROGRAM INCOME	1,890,327	-	-	-	-	-	1,890,327
OTHER INCOME	415,273	-	-	-	-	-	415,273
RDA PASSTHROUGH	845,351	-	-	-	-	-	845,351
INVESTMENT INCOME	-	-	-	-	-	-	-
TAX INCOME / COUNTY	2,227,155	-	-	-	-	-	2,227,155
PARK IMPACT FEES	-	1,353,197	21,375	-	-	-	1,374,572
ASSESSMENTS	-	-	-	12,610	23,639	54,953	91,202
OPERATING TRANSFER IN	-	-	-	-	-	-	-
TOTAL REVENUE	5,378,106	1,353,197	21,375	12,610	23,639	54,953	6,843,881
EXPENSE							
SALARIES & BENEFITS	3,442,146	-	-	62,957	49,571	62,957	3,617,631
SERVICES & SUPPLIES	1,422,609	-	-	11,236	18,813	11,862	1,464,520
OPERATING TRANSFER OUT	-	-	-	-	-	-	-
CONTRIB. TO OTHER AGENCIES	9,997	-	-	-	-	-	9,997
CONTINGENCIES	-	-	-	-	-	-	-
NOTES PAYABLE / LEASE PYMTS	-	-	-	-	-	-	-
TOTAL EXPENSE	4,874,752	-	-	74,193	68,384	74,820	5,092,149
NET REVENUE BEFORE SPECIAL EXPENSE	503,354	1,353,197	21,375	(61,583)	(44,745)	(19,867)	1,751,732
SPECIALLY ALLOCATED ITEMS							
DEPRECIATION	435,434	-	-	-	-	-	435,434
FAIR MARKET VALUE ADJUSTMENT	(229,827)	(166,899)	(11,665)	-	-	(2,507)	(411,395)
TOTAL SPECIALLY ALLOCATED	205,607	(166,899)	(11,665)	-	-	(2,507)	24,038
REVENUE OVER (UNDER)	297,747	1,520,096	33,040	(61,583)	(44,745)	(17,359)	1,727,694
CAPITAL ASSETS AND REPAIR PROJECTS							
CAPITAL / REPAIR PROJECTS	1,157,583	-	-	-	-	-	1,157,583
CAPTIAL PROJECTS REIMBURSEMENT	650,906	-	-	-	-	-	650,906
NET CAPITAL PROJECTS	(506,677)	-	-	-	-	-	(506,677)
TOTAL REVENUE OVER (UNDER) EXPENDITURES	(208,930)	1,520,096	33,040	(61,583)	(44,745)	(17,359)	1,221,017

CHICO AREA RECREATION AND PARK DISTRICT
GENERAL FUND - FUND 2490
BALANCE SHEET
DECEMBER 2022

	DECEMBER 2022	DECEMBER 2021	Increase (Decrease)	
			\$ Change	% Change
ASSETS				
CASH				
* CASH ON DEPOSIT WITH COUNTY (GENERAL FUND)	6,381,895	7,475,712	(1,093,817)	-15%
CASH ON DEPOSIT WITH COUNTY (COMMUNITY BAND)	1,066	2,186	(1,120)	-51%
CASH ON DEPOSIT WITH ROTARY FOUNDATION	-	501	(501)	-100%
CASH - GOLDEN VALLEY BANK	849,090	805,236	43,854	5%
PETTY CASH	800	800	-	0%
BANK SUSPENSE	64,206	684,696	(620,489)	-91%
SUBTOTAL	7,297,057	8,969,130	(1,672,073)	-19%
RECEIVABLES				
ACCOUNTS RECEIVABLE	1,590,475	645,647	944,828	146%
RECEIVABLES	1,590,475	645,647	944,828	146%
DUE FROM OTHER FUNDS				
DUE TO GENERAL FUND FROM OTHER FUNDS	217,397	137,137	80,259	59%
TOTAL CURRENT ASSETS	9,104,929	9,751,915	(646,986)	-7%
FIXED ASSETS				
LAND	11,634,791	11,634,791	-	0%
LAND IMPROVEMENTS	28,357,507	25,665,064	2,692,444	10%
LEASEHOLD IMPROVEMENTS	1,098,163	1,098,163	-	0%
EQUIPMENT	1,070,014	1,050,533	19,481	2%
EQUIPMENT - COMPUTERS	296,192	276,499	19,692	7%
EQUIPMENT - AUTOS	474,688	399,660	75,028	19%
** CONSTRUCTION IN PROGRESS	349,579	1,619,827	(1,270,248)	-78%
SUBTOTAL	43,280,933	41,744,537	1,536,397	4%
ACCUMULATED DEPRECIATION	(17,002,299)	(15,708,362)	(1,293,937)	8%
SUBTOTAL	26,278,634	26,036,174	242,460	1%
TOTAL ASSETS	35,383,563	35,788,089	(404,526)	-1%
TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68	1,186,655	1,437,135	(250,480)	-17%

FOOTNOTES:

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

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

CHICO AREA RECREATION AND PARK DISTRICT
GENERAL FUND - FUND 2490
BALANCE SHEET
DECEMBER 2022

	DECEMBER 2022	DECEMBER 2021	Increase (Decrease)	
			\$ Change	% Change
LIABILITIES				
ACCOUNTS PAYABLE	5,518	503,250	(497,732)	-99%
ACCRUED EXPENSES				
ACCRUED PAYROLL	62,170	50	62,120	0%
PAYROLL FEDERAL TAXES	5,447	11,774	(6,326)	-54%
PAYROLL STATE TAXES	1,384	3,441	(2,057)	-60%
PAYROLL EMPLOYEE MEDI & FICA	6,033	11,936	(5,903)	-49%
PAYROLL EMPLOYER MEDI & FICA LIAB	5,866	11,769	(5,903)	-50%
PAYROLL SDI	860	1,844	(985)	-53%
PAYROLL GARNISHMENTS	(33,629)	817	(34,446)	-4216%
UNION DUES - SUPERVISORS	94	94	-	0%
UNION DUES - PARKS	1,662	1,262	399	0%
EMPLOYER CALPERS	-	-	-	-100%
457 EMPLOYEE CONTRIBUTIONS	4,094	4,852	(758)	-16%
EMPLOYEE VOLUNTARY LIFE/AD&D	-	-	-	0%
EMPLOYEE MEDICAL WITHHOLDINGS	(1,531)	(1,531)	-	0%
VOUCHERS PAYABLE ACCRUAL	-	(100,000)	100,000	0%
ACCRUED EXPENSES	52,449	(53,692)	106,141	-198%
DUE TO OTHER FUNDS				
DUE TO OTHER FUNDS FROM GENERAL FUND	-	-	-	0%
OTHER LIABILITIES				
BANK CHARGE CLEARING ACCOUNT	-	(43,659)	43,659	-100%
DEFERRED REVENUE	877,861	859,765	18,096	2%
OTHER LIAB - CLASS CLEARING ACCT	3,423	4,282	(859)	-20%
UNEARNED REVENUE	(0)	6,049	(6,049)	-100%
SECURITY DEPOSITS	47,050	44,100	2,950	7%
TIME EXPIRED HOLDING ACCT	8,403	7,403	1,000	14%
SUBTOTAL	936,737	877,939	58,798	7%
TOTAL CURRENT LIABILITIES	994,704	1,327,497	(332,793)	-25%
LONG-TERM DEBT				
NET PENSION LIABILITY	657,142	2,673,147	(2,016,005)	-75%
LIABILITY FOR COMPENSATED ABSENCES	263,428	230,883	32,545	14%
SUBTOTAL	920,570	2,904,030	(1,983,460)	-68%
TOTAL LIABILITIES	1,915,274	4,231,527	(2,316,253)	-55%
TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68	755,205	387,623	367,582	95%

FOOTNOTES:

CHICO AREA RECREATION AND PARK DISTRICT
GENERAL FUND - FUND 2490
BALANCE SHEET
DECEMBER 2022

FUND BALANCE	DECEMBER 2022	DECEMBER 2021	Increase (Decrease)	
			\$ Change	% Change
SPENDABLE - COMMITTED				
SPENDABLE - COMMITTED - PETTY CASH	1,500	1,500	-	0%
SPENDABLE - COMMITTED - GENERAL RESERVE	2,500,000	2,000,000	500,000	25%
SUBTOTAL	2,501,500	2,001,500	500,000	25%
SPENDABLE - ASSIGNED	-	-	-	0%
SPENDABLE - UNASSIGNED	5,255,447	4,470,982	784,465	18%
NON-SPENDABLE	26,351,721	26,036,174	315,547	1%
TOTAL FUND BALANCE - GENERAL FUND	34,108,669	33,694,156	414,513	1%
TOTAL NET INCOME (LOSS)	297,747	408,584	(110,837)	-27%
CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS	(506,677)	22,618	(529,295)	-2340%
TOTAL FUND BALANCE	33,899,739	34,080,123	(180,384)	-1%

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY
GENERAL FUND - FUND 2490
DECEMBER 2022
REPRESENTS 50% OF THE YEAR**

	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	Remaining Budget	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	DIFF. BY YEAR
REVENUE								
FEE BASED PROGRAM INCOME	3,505,637	1,890,327	53.9%	1,615,310	3,030,341	1,412,836	46.6%	477,491
OTHER INCOME	664,865	415,273	62.5%	249,592	528,350	255,491	48.4%	159,782
RDA PASSTHROUGH	1,600,000	845,351	52.8%	754,649	1,540,000	793,915	51.6%	51,436
INVESTMENT INCOME	45,000	-	0.0%	45,000	40,000	28,338	70.8%	(28,338)
TAX INCOME / COUNTY	4,655,000	2,227,155	47.8%	2,427,845	4,178,000	2,036,842	48.8%	190,313
BACKFILL TAX INCOME	-	-	0.0%	-	-	-	0.0%	-
TOTAL REVENUE	10,470,502	5,378,106	51.4%	5,092,396	9,316,691	4,527,421	48.6%	850,685
OPERATING EXPENDITURES								
SALARIES AND BENEFITS	7,320,959	3,442,146	47.0%	3,878,813	6,581,096	3,012,121	45.8%	430,025
SERVICES AND SUPPLIES	2,829,608	1,422,609	50.3%	1,406,999	2,570,458	1,066,174	41.5%	356,435
OPERATING TRANSFER OUT	267,934	-			113,529	-		
CONTRIB. TO OTHER AGENCIES	15,000	9,997	66.6%	5,003	15,000	-	0.0%	9,997
CONTINGENCIES	20,000	-	0.0%	20,000	25,000	-	0.0%	-
NOTES PAYABLE / LEASE PYMTS	-	-	0.0%	-	80,681	-	0.0%	-
TOTAL OPERATING EXPENDITURES	10,453,501	4,874,752	46.6%	5,310,815	9,385,764	4,078,294	43.5%	796,458
NET REVENUE BEFORE SPEC. EXP.	17,001	503,354		-	(69,073)	449,127		54,227
SPECIALLY ALLOCATED ITEMS								
DEPRECIATION	-	435,434	0.0%	-	-	-	0.0%	435,434
FAIR MARKET VALUE ADJUSTMENT	-	(229,827)	0.0%	229,827	-	40,543	0.0%	(270,369)
TOTAL SPECIALLY ALLOCATED	-	205,607	0.0%	229,827	-	40,543	0.0%	165,064
REVENUE OVER (UNDER) EXPENDITURES	17,001	297,747			(69,073)	408,584		(110,837)

**CHICO AREA RECREATION AND PARK DISTRICT
REVENUE SUMMARY
GENERAL FUND - FUND 2490
DECEMBER 2022
REPRESENTS 50% OF THE YEAR**

	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	Remaining Budget	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	DIFF. BY YEAR
FEE BASED PROGRAM INCOME								
AFTER SCHOOL & CAMP PROGRAMS								
AFTERSCHOOL	2,052,225	1,059,508	51.6%	992,717	1,593,933	670,483	42.1%	389,025
CAMPS	301,300	236,722	78.6%	64,578	266,690	236,701	88.8%	20
SUBTOTAL	2,353,525	1,296,229	55.1%	1,057,296	1,860,623	907,185	48.8%	389,045
AQUATICS	160,570	40,330	25.1%	120,240	184,109	80,235	43.6%	(39,905)
CLASSES								
GENERAL CLASSES	147,260	80,445	54.6%	66,815	84,000	43,256	51.5%	37,189
COMMUNITY BAND	2,000	2,303	115.2%	-	1,000	1,275	127.5%	1,029
YOUTH CLASSES	65,000	22,971	35.3%	42,029	59,003	27,460	46.5%	(4,490)
SUBTOTAL	214,260	105,719	49.3%	42,029	144,003	71,991	50.0%	33,728
ADULT SPORTS	232,942	100,354	43.1%	132,588	233,995	101,302	43.3%	(949)
NATURE CENTER								
PROGRAM FEE INCOME	256,840	157,325	61.3%	99,515	188,560	102,078	54.1%	55,247
GRANT FUNDING	-	-	0.0%	-	185,560	-	0.0%	-
SUBTOTAL	256,840	157,325	61.3%	99,515	374,120	102,078	27.3%	55,247
OTHER PROGRAMS								
SCHOLARSHIPS	(25,000)	(4,276)	17.1%	-	(25,000)	(3,348)	13.4%	(928)
SPECIAL EVENTS	30,000	17,720	59.1%	12,280	6,900	-	0.0%	17,720
SENIOR ADULT PROGRAMS	32,500	6,469	19.9%	26,031	6,000	20,553	342.5%	(14,084)
YOUTH SPORTS	250,000	170,607	68.2%	79,393	245,591	132,841	54.1%	37,766
SUBTOTAL	287,500	190,369	66.2%	117,854	233,491	150,045	64.3%	40,325
TOTAL FEE BASED PROGRAMS	3,505,637	1,890,327	53.9%	1,768,926	3,030,341	1,412,836	46.6%	463,044
OTHER INCOME								
FACILITY RENTAL INCOME	444,865	216,820	48.7%	228,045	346,450	181,697	52.4%	35,123
REBATES & REIMBURSED COSTS	30,000	31,520	105.1%	-	30,000	31,309	104.4%	211
REIMBURSEMENTS - CITY PARKS	180,000	145,841	81.0%	34,159	141,900	28,194	19.9%	117,647
MISCELLANEOUS	-	11,876	0.0%	-	-	6,029	0.0%	5,846
ENDOWMENTS	10,000	5,597	56.0%	4,403	10,000	5,431	54.3%	166
DONATIONS	-	3,620	0.0%	-	-	2,831	0.0%	789
TOTAL OTHER INCOME	664,865	415,273	62.5%	266,607	528,350	255,491	48.4%	159,782
REVENUE FROM OTHER AGENCIES								
RDA PASSTHROUGH	1,600,000	845,351	52.8%	754,649	1,540,000	793,915	51.6%	51,436
INVESTMENT INCOME	45,000	-	0.0%	45,000	40,000	28,338	70.8%	(28,338)
TAX INCOME / COUNTY	4,655,000	2,227,155	47.8%	2,427,845	4,178,000	2,036,842	48.8%	190,313
TOTAL REVENUE FROM OTHER AGENCIES	6,300,000	3,072,506	48.8%	3,227,494	5,758,000	2,859,094	49.7%	213,412
TOTAL REVENUE	10,470,502	5,378,106	51.4%	5,263,027	9,316,691	4,527,421	48.6%	836,239

**CHICO AREA RECREATION AND PARK DISTRICT
SALARIES AND BENEFITS SUMMARY
GENERAL FUND - FUND 2490
DECEMBER 2022
REPRESENTS 50% OF THE YEAR**

	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	DIFF. BY YEAR
SALARIES							
FULL-TIME SALARIES	3,055,000	1,508,170	49.4%	2,640,000	1,285,524	48.7%	222,646
PART-TIME SALARIES	2,752,000	1,283,959	46.7%	2,419,334	979,665	40.5%	304,295
ACCUMULATED LEAVE	41,000	-	0.0%	41,000	-	0.0%	-
INSTRUCTORS	32,000	50,118	156.6%	53,541	29,624	55.3%	20,494
SUBTOTAL	5,880,000	2,842,247	48.3%	5,153,875	2,294,812	44.5%	547,435
BENEFITS							
FICA	445,000	206,863	46.5%	392,000	172,433	44.0%	34,430
RETIREMENT	629,000	364,218	57.9%	541,000	330,108	61.0%	34,110
HEALTH INSURANCE	565,400	229,600	40.6%	438,500	182,585	41.6%	47,016
UNEMPLOYMENT INSURANCE	30,000	-	0.0%	98,000	7,987	8.2%	(7,987)
WORKERS COMP INSURANCE	120,000	106,963	89.1%	152,000	146,862	96.6%	(39,900)
ALLOCATION TO OTHER FUNDS	(348,441)	(307,746)	88.3%	(194,279)	(122,666)	63.1%	(185,080)
SUBTOTAL	1,440,959	599,899	41.6%	1,427,221	717,309	50.3%	(117,410)
TOTAL SALARIES AND BENEFITS	7,320,959	3,442,146	47.0%	6,581,096	3,012,121	45.8%	430,025

**CHICO AREA RECREATION AND PARK DISTRICT
SERVICES AND SUPPLIES SUMMARY
GENERAL FUND - FUND 2490
DECEMBER 2022
REPRESENTS 50% OF THE YEAR**

	2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	Remaining Budget	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	DIFF. BY YEAR
SERVICES AND SUPPLIES								
MARKETING	44,000	9,945	22.6%	34,055	30,000	-	0.0%	9,945
UNIFORM APPAREL	8,000	6,722	84.0%	1,278	7,000	3,227	46.1%	3,494
PROGRAM APPAREL	-	5,793	0.0%	-	-	-	0.0%	5,793
COMMUNICATIONS	52,358	28,853	55.1%	23,505	52,358	20,944	40.0%	7,910
* INSURANCE	270,000	292,512	108.3%	-	240,500	240,725	100.1%	51,787
TECHNOLOGY SOFTWARE	105,000	45,286	43.1%	59,714	-	-	0.0%	45,286
TECHNOLOGY HARDWARE	30,000	19,105	63.7%	10,895	20,000	1,513	7.6%	17,592
EQUIPMENT MAINTENANCE	23,250	15,133	65.1%	8,117	22,330	5,106	22.9%	10,026
EQUIPMENT	9,200	43,974	478.0%	-	14,621	10,168	69.5%	33,807
VEHICLE MAINTENANCE	18,000	10,583	58.8%	7,417	12,500	7,841	62.7%	2,742
STRUCTURE & GROUNDS	190,950	81,046	42.4%	109,904	178,100	30,094	16.9%	50,952
VANDALISM	5,460	1,098	20.1%	4,362	5,445	983	18.1%	115
SERVICES	292,200	123,879	42.4%	168,321	5,400	2,185	40.5%	123,879
** CONTRACT SERVICES	716,616	270,960	37.8%	445,656	827,000	333,535	40.3%	(62,575)
LEGAL NOTICES	1,000	254	25.4%	746	22,000	-	0.0%	254
RECRUITMENT	25,000	5,329	21.3%	19,671	-	-	0.0%	5,329
RENT/LEASE STRUCTURES	2,000	500	25.0%	1,500	2,000	1,500	75.0%	(1,000)
SMALL TOOLS	3,900	11,202	287.2%	-	3,905	581	14.9%	10,620
PROFESSIONAL DEVELOPMENT	28,000	15,980	57.1%	12,020	33,500	17,091	51.0%	(1,111)
MISCELLANEOUS	10,000	3,593	35.9%	6,407	14,000	1,868	13.3%	1,724
SUPPLIES	366,540	127,828	34.9%	238,712	340,020	64,535	19.0%	63,164
HOSPITALITY	5,000	5,417	108.3%	-	5,000	-	0.0%	2,751
FUEL	50,000	25,590	51.2%	24,410	60,000	15,852	26.4%	9,738
TRANSPORTATION	3,700	1,980	53.5%	1,720	3,470	-	0.0%	1,980
DIST OFFICE BOARD MTG EXP	10,000	3,175	31.8%	6,825	10,000	5,100	51.0%	(1,925)
USE TAX	1,500	-	0.0%	1,500	1,500	-	0.0%	-
TRAVEL	10,000	2,313	23.1%	7,687	15,000	744	5.0%	1,569
SUBTOTAL	2,281,674	1,157,918	50.7%	1,194,553	1,925,649	763,593	39.7%	393,845
UTILITIES								
WATER	151,521	58,890	38.9%	92,631	97,955	65,023	66.4%	(6,133)
ELECTRICITY	309,072	181,370	58.7%	127,702	280,196	152,796	54.5%	28,575
GAS	79,992	20,284	25.4%	59,708	65,743	18,142	27.6%	2,142
SEWER	7,349	4,147	56.4%	3,202	6,400	3,896	60.9%	250
SUBTOTAL	547,934	264,690	48.3%	283,244	450,294	239,857	53.3%	24,833
TOTAL SERVICE & SUPPLY	2,829,608	1,422,609	50.3%	1,477,797	2,570,458	1,066,174	41.5%	358,012

* Insurance is paid in July for the Fiscal Year

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

**CHICO AREA RECREATION AND PARK DISTRICT
CAPITAL PROJECTS / FIXED ASSETS SUMMARY
DECEMBER 2022
REPRESENTS 50% OF THE YEAR**

	ORIGINAL 2022-2023 BUDGET	REVISED 2022-2023 BUDGET	2022-2023 YTD	2022-2023 % BUDGET	Remaining Budget
CAPITAL PROJECTS					
ADA - COMPLETE TRANSITION PLAN	135,000	135,000	14,432	10.7%	120,568
HOOKER OAK SOFTBALL LIGHTING	890,000	890,000	383,021	43.0%	506,979
** HOOKER OAK BASKETBALL RESURFACE	35,400	73,900	37,441	50.7%	-
FIELDHOUSE HVAC	66,000	66,000	-	0.0%	66,000
POOL ROOM ROOF REPLACEMENT	48,000	48,000	-	0.0%	48,000
** ROTARY PARK BASKETBALL RESURFACE	35,400	73,900	37,441	50.7%	-
DISTRICT WIDE DEFERRED MAINTENANCE	140,000	140,000	64,820	46.3%	75,180
HOOKER OAK TOT LOT PLAYGROUND	192,000	192,000	-	0.0%	192,000
PETERSON PARK PLAYGROUND	198,240	198,240	-	0.0%	198,240
COMMUNITY PARK PICKLEBALL CONVERSION	84,000	84,000	-	0.0%	84,000
DFJ HVAC REPLACEMENT	550,000	550,000	379,647	69.0%	170,353
BOCCE BALL COURT	450,000	450,000	28,745	6.4%	421,255
OAK WAY PLAYGROUND - PROP 68	-	8,123	370	4.6%	-
DFJ CHAPMAN PARK RENOVATION	2,900,000	2,900,000	45,594	1.6%	2,854,406
COMMUNITY CENTER OVEN REPLACEMENT	-	26,256	-	0.0%	-
SUBTOTAL CAPITAL PROJECTS	5,724,040	5,835,419	991,513	17.0%	4,736,980
FIELD/PROGRAM EQUIPMENT					
TRACTOR	102,000	102,000	-	0.0%	102,000
2023 DECK MOWER	100,000	100,000	-	0.0%	100,000
GATOR	15,000	15,000	-	0.0%	15,000
DECK MOWER	85,000	85,000	82,473	97.0%	2,527
SUBTOTAL FIELD/PROGRAM EQUIPMENT	302,000	302,000	82,473	27.3%	219,527
VEHICLES					
* ROVING CREW TRUCK	-	36,500	31,109	85.2%	-
PROJECT CREW TRUCK	65,000	65,000	52,488	80.8%	12,512
SUBTOTAL VEHICLES	65,000	101,500	83,597	82.4%	12,512
TOTAL CAPITAL PROJECTS/FIXED ASSETS	6,091,040	6,238,919	1,157,583	18.6%	4,933,457

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

TOTAL EXPENSE (OVER) UNDER REIMBURSEMENTS	-	-	(506,677)	0.0%	506,677
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* Roving Crew Truck budgeted and ordered in FY 2021/2022, received and paid in FY 2022/2023.

Budget should have been carried over.

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

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2021-2022
December 2022
Month 6 and 50% of the Year

DESCRIPTION	2022-2023 Budget	December 2022	2022-2023 YTD	2022-2023 % of Budget	Remaining Budget	2021-2022 Budget	December 2021	2021-2022 YTD	2021-2022 % of Budget	YTD Difference by Year
AFTERSCHOOL										
INCOME	2,052,225	361,573	1,059,508	52%	992,717	1,593,933	97,511	670,483	42%	389,025
PART-TIME WAGES	(1,289,000)	(104,796)	(486,751)	38%	(802,249)	(926,759)	(70,609)	(390,682)	42%	(96,069)
SUPPLIES	(27,135)	(1,314)	(7,393)	27%	(19,742)	(34,500)	-	(3,030)	9%	(4,362)
TOTAL AFTERSCHOOL	736,090	255,463	565,365	77%	170,725	632,675	26,902	276,771	44%	288,594
CAMPS										
INCOME	301,300	8,285	236,722	79%	64,578	266,690	17,605	236,701	89%	20
PART-TIME WAGES	(98,600)	(329)	(83,271)	84%	(15,329)	(118,939)	(2,972)	(74,187)	62%	(9,085)
INSTRUCTORS	(2,000)	-	-	0%	(2,000)	(8,000)	-	-	0%	-
PROGRAM APPAREL	-	-	(1,859)	0%	1,859	-	-	-	0%	(1,859)
GENERAL SERVICES	-	-	(1,776)	0%	1,776	-	-	-	0%	(1,776)
CONTRACT SERVICES	(54,416)	-	(42,875)	79%	(11,541)	(41,025)	(2,790)	(57,378)	140%	14,503
SUPPLIES	(16,650)	-	(2,917)	18%	(13,733)	(16,970)	-	(1,657)	10%	(1,260)
HOSPITALITY	-	-	(22)	0%	22	-	-	-	0%	(22)
TRANSPORTATION	(2,800)	-	(1,540)	55%	(1,260)	(2,570)	-	-	0%	(1,540)
TOTAL CAMPS	126,834	7,956	102,461	81%	24,373	79,186	11,843	103,480	131%	(1,019)
AQUATICS										
INCOME	160,570	(159)	40,489	25%	120,081	171,409	-	80,235	47%	(39,746)
PART-TIME WAGES	(134,000)	-	(54,533)	41%	(79,467)	(124,912)	-	(54,381)	44%	(152)
SUPPLIES	(3,500)	-	(1,073)	31%	(2,427)	(5,650)	(100)	(107)	2%	(965)
TOTAL AQUATICS	23,070	(159)	(15,117)	-66%	38,187	40,847	(100)	25,747	63%	(40,864)
CLASSES										
INCOME	214,260	15,231	105,719	49%	108,541	144,003	12,530	71,991	50%	33,728
PART-TIME WAGES	(53,000)	(1,877)	(12,776)	24%	(40,224)	(17,541)	(2,457)	(11,870)	68%	(905)
INSTRUCTORS	(30,000)	(5,915)	(37,342)	124%	7,342	(52,800)	(6,332)	(29,624)	56%	(7,719)
CONTRACT SERVICES	(38,500)	(3,539)	(18,635)	48%	(19,865)	(18,000)	(1,886)	(5,288)	29%	(13,347)
SUPPLIES	(5,200)	(17)	(1,652)	32%	(3,548)	(4,750)	(640)	(1,228)	26%	(423)
TOTAL CLASSES	87,560	3,883	35,315	40%	52,245	50,912	1,215	23,981	47%	11,334
ADULT SPORTS										
INCOME	232,942	3,367	100,354	43%	132,588	233,995	1,908	101,302	43%	(949)
PART-TIME WAGES	(160,000)	(3,019)	(29,389)	18%	(130,611)	(96,445)	(924)	(16,373)	17%	(13,016)
OFFICIALS	-	(1,541)	(40,513)	0%	40,513	(2,880)	(674)	(26,232)	911%	(14,280)
SUPPLIES	(25,650)	(29)	(6,146)	24%	(19,504)	(16,725)	-	(4,118)	25%	(2,028)
TOTAL ADULT SPORTS	47,292	(1,222)	24,305	51%	22,987	117,945	311	54,578	46%	(30,273)

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2021-2022
December 2022
Month 6 and 50% of the Year

DESCRIPTION	2022-2023		2022-2023	2022-2023	Remaining Budget	2021-2022		2021-2022	2021-2022	YTD Difference by Year
	Budget	December 2022	YTD	% of Budget		Budget	December 2021	YTD	% of Budget	
YOUTH SPORTS										
INCOME	250,000	15,313	170,607	68%	79,393	245,591	8,809	132,841	54%	37,766
PART-TIME WAGES	(149,000)	(6,142)	(73,830)	50%	(75,170)	(128,295)	(3,954)	(54,734)	43%	(19,096)
INSTRUCTORS	-	-	-	0%	-	-	-	-	0%	-
MARKETING	-	-	-	0%	-	-	-	-	0%	-
UNIFORM APPAREL	-	-	-	0%	-	-	-	-	0%	-
PROGRAM APPAREL	-	-	-	0%	-	-	-	-	0%	-
COMMUNICATIONS	-	-	-	0%	-	-	-	-	0%	-
GENERAL SERVICES	-	(125)	(125)	0%	125	-	-	-	0%	(125)
CONTRACT SERVICES	-	-	-	0%	-	-	-	(598)	0%	598
SUPPLIES	(32,950)	(555)	(8,042)	24%	(24,908)	(30,830)	-	(7,079)	23%	(963)
TOTAL YOUTH SPORTS	68,050	8,491	88,610	130%	(20,560)	86,466	4,856	70,429	81%	18,181
SENIOR PROGRAMS										
INCOME	32,500	2,103	6,469	20%	26,031	6,000	21	20,553	343%	(14,084)
PART-TIME WAGES	(1,600)	-	-	0%	(1,600)	-	-	-	0%	-
GENERAL SERVICES	(10,000)	-	(4,556)	46%	(5,444)	-	-	-	0%	(4,556)
CONTRACT SERVICES	(3,500)	-	-	0%	(3,500)	(4,000)	(345)	(4,095)	102%	4,095
SUPPLIES	(950)	-	(172)	18%	(778)	(200)	-	-	0%	(172)
TOTAL SENIOR PROGRAMS	16,450	2,103	1,741	11%	14,709	1,800	(324)	16,457	914%	(14,716)
SPECIAL EVENTS										
INCOME	30,000	7,628	13,677	46%	16,323	6,900	-	-	0%	13,677
GRANT INCOME	-	-	4,043	0%	(4,043)	-	-	-	0%	4,043
PART-TIME WAGES	-	-	-	0%	-	(22,716)	-	-	0%	-
MARKETING	-	-	(544)	0%	544	-	-	-	0%	(544)
GENERAL SERVICES	-	(6,320)	(10,270)	0%	10,270	-	-	-	0%	(10,270)
CONTRACT SERVICES	(4,000)	-	-	0%	(4,000)	(2,900)	-	-	0%	-
SUPPLIES	(16,000)	(641)	(2,812)	18%	(13,188)	(6,000)	-	-	0%	(2,812)
HOSPITALITY	-	-	(75)	0%	75	-	-	-	0%	(75)
TOTAL SPECIAL EVENTS	10,000	667	4,019	40%	5,981	(24,716)	-	-	0%	4,019
NATURE CENTER										
INCOME	256,840	12,906	157,325	61%	99,515	188,560	4,426	102,078	54%	55,247
DONATIONS	-	10	72	0%	(72)	-	777	2,245	0%	(2,173)
ENDOWMENTS	10,000	-	5,597	56%	4,403	10,000	2,715	5,431	54%	166
PART-TIME WAGES	(193,800)	(9,430)	(82,926)	43%	(110,874)	(118,652)	(4,832)	(55,607)	47%	(27,319)
UNIFORM APPAREL	-	-	(317)	0%	317	-	-	-	0%	(317)
PROGRAM APPAREL	-	-	(3,934)	0%	3,934	-	-	-	0%	(3,934)
GENERAL SERVICES	-	-	(255)	0%	255	-	-	-	0%	(255)
CONTRACT SERVICES	(2,320)	-	(2,706)	117%	386	(3,400)	-	(934)	27%	(1,772)

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2021-2022
December 2022
Month 6 and 50% of the Year

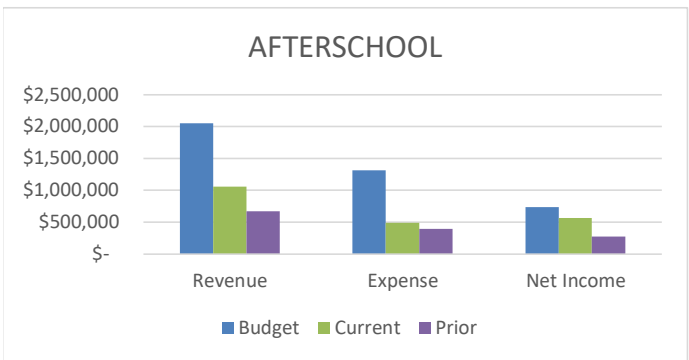
DESCRIPTION	2022-2023		2022-2023	2022-2023	Remaining Budget	2021-2022		2021-2022	2021-2022	YTD Difference by Year
	Budget	December 2022	YTD	% of Budget		Budget	December 2021	YTD	% of Budget	
SUPPLIES	(18,215)	(787)	(9,473)	52%	(8,742)	(13,855)	-	(158)	1%	(9,316)
HOSPITALITY	-	-	(68)	0%	68	-	-	-	0%	(68)
TRANSPORTATION	(900)	-	(440)	49%	(460)	(900)	-	-	0%	(440)
TOTAL NATURE CENTER	51,605	2,699	62,875	122%	(11,270)	61,753	3,087	53,055	86%	9,820
FACILITY RENTAL										
INCOME	444,865	24,580	216,820	49%	228,045	382,950	18,657	181,697	47%	35,123
PART-TIME WAGES	(70,000)	(3,753)	(34,631)	49%	(35,369)	(100,400)	(4,636)	(33,962)	34%	(669)
INSTRUCTORS	-	-	-	0%	-	-	-	-	0%	-
MARKETING	-	-	(973)	0%	973	-	-	-	0%	(973)
UNIFORM APPAREL	-	-	(273)	0%	273	-	-	-	0%	(273)
PROGRAM APPAREL	-	-	-	0%	-	-	-	-	0%	-
COMMUNICATIONS	-	-	-	0%	-	-	-	-	0%	-
GENERAL SERVICES	-	-	-	0%	-	-	-	-	0%	-
CONTRACT SERVICES	(10,000)	-	-	0%	(10,000)	(7,300)	-	(482)	7%	482
SUPPLIES	(7,500)	-	(352)	5%	(7,148)	(6,250)	-	(422)	7%	70
HOSPITALITY	-	-	(85)	0%	85	(9,200)	-	(392)	4%	307
TRANSPORTATION	-	-	-	0%	-	-	-	-	0%	-
TOTAL FACILITY RENTAL	357,365	20,827	180,506	51%	176,859	259,800	14,021	146,440	56%	34,066
RECREATION - MISC. & ADMIN										
INCOME	(10,000)	293	(2,450)	24%	(7,550)	(25,000)	(134)	(2,998)	12%	548
FULL-TIME WAGES	(761,000)	(50,823)	(313,481)	41%	(447,519)	(607,000)	(44,191)	(250,566)	41%	(62,916)
PART-TIME WAGES	(58,000)	(6,944)	(40,173)	69%	(17,827)	-	(4,472)	(62,098)	0%	21,925
OVERTIME/ACL	(10,000)	-	-	0%	(10,000)	(10,000)	-	-	0%	-
SUPPLIES	(5,000)	-	-	0%	(5,000)	-	-	-	0%	-
TOTAL RECREATION - MISC. & ADMIN	(844,000)	(57,474)	(356,104)	42%	(487,896)	(642,000)	(48,798)	(315,661)	49%	(40,443)
TOTAL PROGRAM SUMMARY	680,316	243,234	693,976	102%	(13,660)	664,668	13,012	455,277	68%	238,699

**CHICO AREA RECREATION AND PARK DISTRICT
BOARD PROGRAM SUMMARY 2022-2023
December 2022
50% of the Year**

AFTERSCHOOL

Budgeted Revenues: 52%
Budgeted Expenses: 38%
Net Income: \$288,594 over last year

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 2,052,225	\$ 1,059,508	\$ 670,483
EXPENSES	\$ 1,316,135	\$ 494,143	\$ 393,712

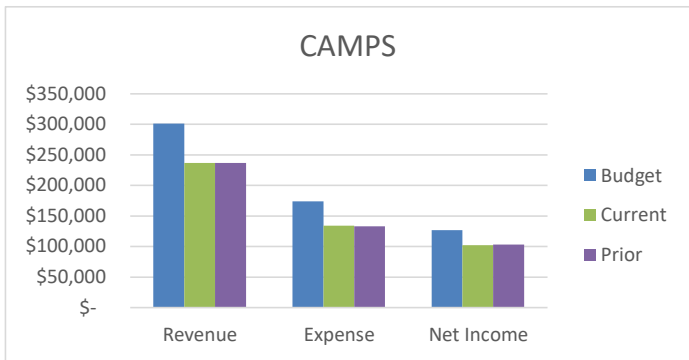


CAMPS

Budgeted Revenues: 79%
Budgeted Expenses: 77%
Net Income: \$1,019 under last year

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

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 301,300	\$ 236,722	\$ 236,701
EXPENSES	\$ 174,466	\$ 134,261	\$ 133,221

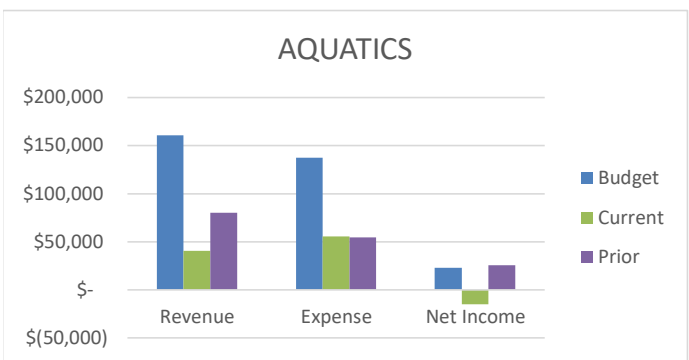


AQUATICS

Budgeted Revenue: 25%
Budgeted Expenses: 40%
Net Income: \$40,864 under last year

Lifeguard shortage at Sycamore Pool prevented services.

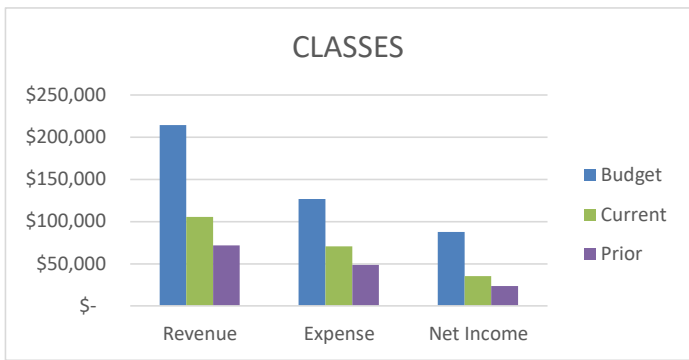
	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 160,570	\$ 40,489	\$ 80,235
EXPENSES	\$ 137,500	\$ 55,605	\$ 54,488



CLASSES

Budgeted Revenue: 49%
Budgeted Expenses: 56%
Net Income: \$11,680 over last year

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 214,260	\$ 105,719	\$ 71,991
EXPENSES	\$ 126,700	\$ 70,404	\$ 48,356



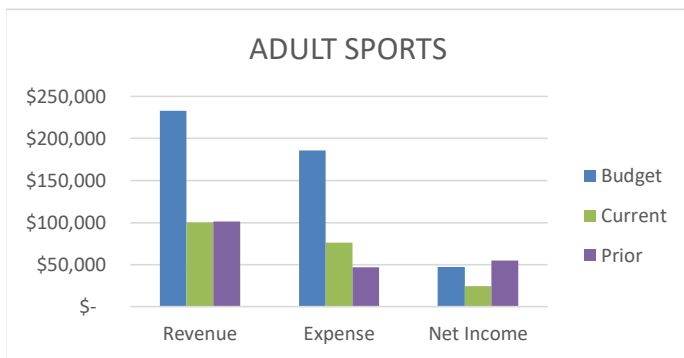
**CHICO AREA RECREATION AND PARK DISTRICT
BOARD PROGRAM SUMMARY 2022-2023
December 2022
50% of the Year**

ADULT SPORTS

Budgeted Revenue: 43%
Budgeted Expenses: 41%
Net Income: \$30,273 under last year

Decreased participation and increased staffing costs have affected net income.

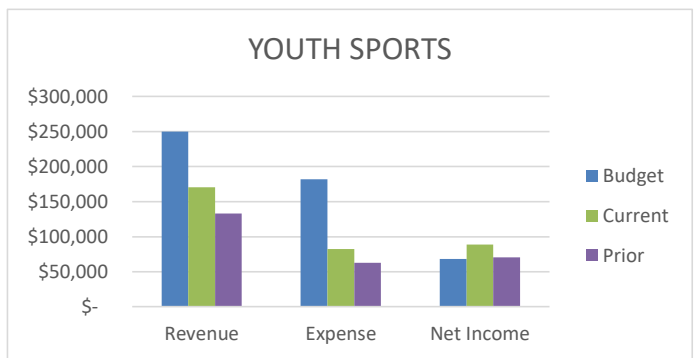
	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 232,942	\$ 100,354	\$ 101,302
EXPENSES	\$ 185,650	\$ 76,048	\$ 46,724



YOUTH SPORTS

Budgeted Revenue: 68%
Budgeted Expenses: 45%
Net Income: \$18,181 over last year

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 250,000	\$ 170,607	\$ 132,841
EXPENSES	\$ 181,950	\$ 81,997	\$ 62,411

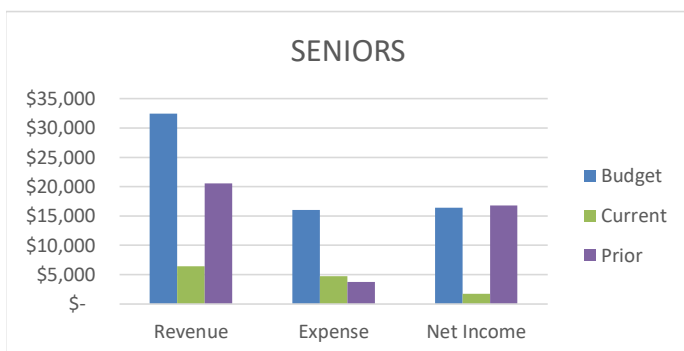


SENIORS

Budgeted Revenue: 20%
Budgeted Expenses: 29%
Net Income: \$15,061 under last year

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

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 32,500	\$ 6,469	\$ 20,553
EXPENSES	\$ 16,050	\$ 4,728	\$ 3,750

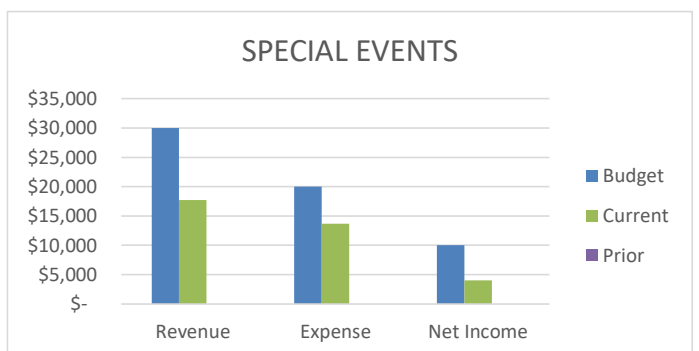


SPECIAL EVENTS

Budgeted Revenue: 59%
Budgeted Expenses: 69%
Net Income: \$4,019 over last year

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

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 30,000	\$ 17,720	\$ -
EXPENSES	\$ 20,000	\$ 13,701	\$ -

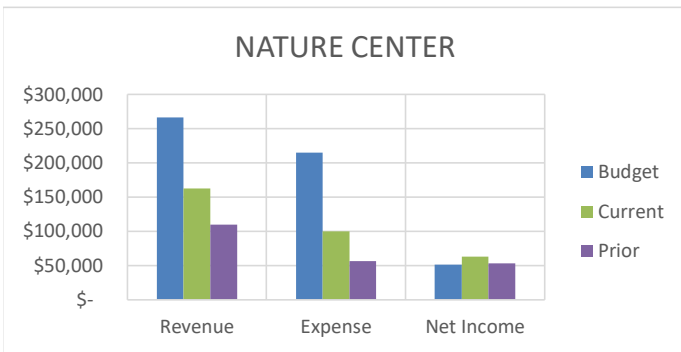


**CHICO AREA RECREATION AND PARK DISTRICT
BOARD PROGRAM SUMMARY 2022-2023
December 2022
50% of the Year**

NATURE CENTER

Budgeted Revenue: 61%
Budgeted Expenses: 47%
Net Income: \$9,820 over last year

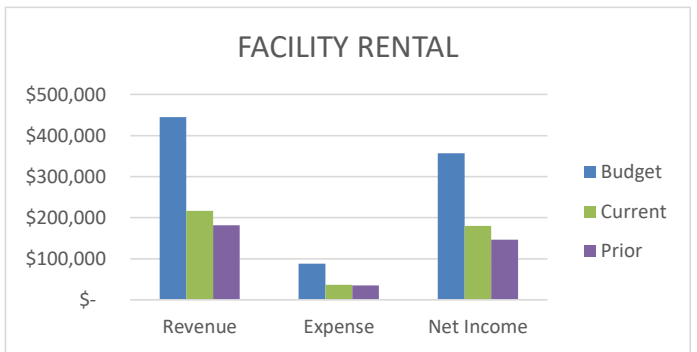
	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 266,840	\$ 162,994	\$ 109,754
EXPENSES	\$ 215,235	\$ 100,119	\$ 56,699



FACILITY RENTAL

Budgeted Revenue: 49%
Budgeted Expenses: 41%
Net Income: \$33,759 over last year

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 444,865	\$ 216,820	\$ 181,697
EXPENSES	\$ 87,500	\$ 36,229	\$ 34,865





REGULAR MEETING

Chico Area Recreation and Park District Board

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

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

DRAFT

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

Board Members Absent: Christopher Norden, Board Member

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

Legal Counsel Present: Jeff Carter, Attorney at Law

1. CALL TO ORDER

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

2. PUBLIC COMMENTS

Correspondence related to the Pickle Ball Installation project received from Jim Bill.

Correspondence related to the Pickle Ball Installation project received from Mike Hornick.

Correspondence related to Softball Field utilization received from Mike Stearns.

3. CONSENT AGENDA

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

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

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

The motion was unanimously approved.

Absent: Norden

4. REGULAR AGENDA

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

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

The motion was unanimously approved.

Absent: Norden

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

4.2. Committee Report Out – Information Provided

4.2.1. Facility Committee

4.2.2. Finance Committee

4.3. Internship Presentations – Information Provided

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

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

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

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

The motion was unanimously approved.

Absent: Norden

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

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

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

The motion was unanimously approved.

Absent: Norden

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

Review of potential benefits for District employees.

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

The motion was unanimously approved.

Absent: Norden

5. NEW BUSINESS

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

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

for 2023.

The motion was unanimously approved.

Absent: Norden

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

The motion was unanimously approved.

Absent: Norden

6. DIRECTORS' COMMENTS

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

7. GENERAL MANAGER'S COMMENTS

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

8. STAFF COMMENTS

Reports were provided by Schumann, Goulding and Drobny.

9. CLOSED SESSION

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

10. ADJOURNMENT

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



**RESOLUTION 23-001 OF THE BOARD OF DIRECTORS OF THE
CHICO AREA RECREATION AND PARK DISTRICT**

Authorizing remote teleconference meetings of the board for 30 days pursuant to the Ralph M. Brown Act and California Assembly Bill 361.

WHEREAS, all meetings of the Board of Directors of the Chico Area Recreation and Park District ("Board") are open and public, as required by the Ralph M. Brown Act (Cal. Gov't Code section 54950 et seq.), so that any member of the public may attend, participate, and view the Board's conduct while conducting their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions and requirements; and

WHEREAS, Government Code section 54953(e) requirements include but are not limited to (1) the existence of a state of emergency declared by the Governor pursuant to Government Code section 8625 and (2) State or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic and as of the date of this Resolution, the proclaimed state of emergency remains in effect; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended and modified the teleconferencing requirements under the Brown Act (California Government Code Section 54950 *et seq.*) to allow local legislative bodies to hold public meetings via teleconference; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which extended the provisions of N- 29-20 concerning the conduct of public meetings through September 30, 2021, and the Governor subsequently signed legislation revising Brown Act requirements for teleconferenced public meetings (Assembly Bill 361, referred to hereinafter as "AB 361"); and

WHEREAS, the Board has considered the circumstances of the state of emergency, including all information related to this matter, the associated staff report and other information relating to COVID-19 and AB 361; and

WHEREAS, based on the foregoing, the Board finds that meeting in person could pose imminent health and safety risks to attendees; and

WHEREAS, in light of the foregoing, the Board desires to continue to have the flexibility to meet via tele/video conference and the Board finds that it shall be permitted to conduct its meetings by teleconferencing without compliance with Government Code section 54953(b)(3) pursuant to section 54953(e), and such meetings shall comply with the requirements to provide the public with access to the meetings as prescribed by section 54953(e)(2).

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Chico Area Recreation and Park District hereby finds as follows:

1. The facts set forth in the above recitals are true and correct and incorporated into this resolution by reference.
2. Pursuant to the Governor's COVID-19 State of Emergency Declaration issued on March 4, 2020, the proclaimed State of Emergency in the State of California currently exists.
3. That meeting in person in the next 30 days could pose imminent health and safety risks to attendees; and
4. That the Board approves meeting via teleconference for all Regular and Special Meetings of the Board for the 30 days following this Resolution, in accordance with Government Code Section 54953(e)(1)(C) and other applicable provisions of the Brown Act.
5. This Resolution shall take effect immediately upon its adoption and shall be effective until **25th day of February 2023**, or at such time the Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board may continue to teleconference without compliance with Section 54953(b)(3) of the Brown Act.

PASSED AND ADOPTED by the Board of Directors of the Chico Area Recreation and Park District this **26th day of January 2023**, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Michael McGinnis
Board Chair

Holli Drobny
Secretary to the Board



FACILITY COMMITTEE AGENDA

A Committee of the Chico Area Recreation and Park District Board

Members – Michael McGinnis and Dave Donnan

Wednesday, January 18, 2023 – 3:00 P.M.

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

Posted Prior to 3:00 PM
Monday, January 16, 2023

AGENDA

1. Call to Order

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. Five-Year Plan for Capital Improvement Projects (Staff report FA-23-001) – *Information/Possible Action*

District staff will provide an update on the Five-Year Plan for Capital Improvement Projects.

4. Current Capital Improvement Projects (Staff report FA-23-002) – *Information/Possible Action*

District staff will provide an update on current Capital Improvement Projects.

5. DeGarmo Softball Fields

Mike Stearns, NorCal Starz, will provide topics for discussion related to DeGarmo Softball Fields.

6. Staff Comments

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

7. Directors' Comments

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

8. Adjournment

Adjourn to the next scheduled Facilities Committee Meeting.



Chico Area Recreation and Park District "Helping People Play"

Staff Report FA-23-001

STAFF REPORT

DATE: January 18, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Five Year Plan for Capital Improvement Projects

Background

Staff are pleased to provide the attached report regarding the Five-Year Plan for Capital Improvements Projects.

Chico Area Recreation
& Park District

Capital Improvement Plan

Budget Year	Category	Location	Description	Projected Cost
2023	Existing	ADA Compliance Upgrades	As per ADA Transition Plan	135,000
		CARD Community Center	Card Center Roof and Exterior Repair	200,000
		Community Park	Build CP Maintenance Hub	1,300,000
		Community Park	Field house wall padding	27,600
		DFJ	Padding Behind Hoop	9,200
		District-wide	Irrigation Smart Controller Upgrades	115,000
		Lakeside	Lakeside Blinds	17,250
		Lakeside	Lakeside Carpet Replacement	23,000
		Lakeside	Permanant Projectors	23,000
		Rotary Park	Replace 5-12 Play Structure	155,250
		Fixed Assets	Auto Scrubber Replacement	6,900
		Fixed Assets	DeGarmo Painter Replacement	8,050
		Fixed Assets	Gator Replacement	13,500
		Fixed Assets	Vehicle Replacement	165,000
		Fixed Assets	Wood Chipper Replacement	85,000
	Existing Total			2,283,750
	New	Aquatic and Rec Center	Aquatic Center Design Phase	1,300,000
		Community Park	New Backstop for Jr. Giants	15,000
		DeGarmo Park	Install 2 new artifical sport fields w/ lighting	3,335,000
	New Total			4,650,000
2023 Total				6,933,750
2024	Existing	ADA Compliance Upgrades	As per ADA Transition Plan	135,000
		Community Park	Field House Bleachers	11,500
		Community Park	Fieldhouse Court Curtain	23,000
		Community Park	Renovate Tennis Court Restroom	62,000
		DFJ	Speaker intercom repairs	11,500
		Lakeside	Remove and Redesign Boardwalk	95,000
		Lakeside	Lakeside HVAC	250,000
		Oak Way Park	Renovate Restroom	60,000
		PV Center/Pool	Renovate Restroom	60,000
		PV Center/Pool	Replace Pool Deck Shade Structure	34,500
		Wildwood Park	Intall New Backstops on Ballfields	20,355
		Wildwood Park	Replace 2 - 5 Play Structure	162,841
		Wildwood Park	Replace 5-12 Play Structure	198,000
		Wildwood Park	Renovate Restroom	70,000
		Fixed Assets	Dump Trailer Replacement	23,000
		Fixed Assets	Gator Replacement	28,800
		Fixed Assets	Pressure Washer	8,050
		Fixed Assets	Vehicle Replacement	165,000
		Fixed Assets	Small Field Tractor Replacement	15,000

Budget Year	Category	Location	Description	Projected Cost
2024	Existing Total			1,433,546
	New	Aquatic and Rec Center	Build Center	19,000,000
		DeGarmo Park	Park Completion	
		Henshaw	Henshaw Park Design	300,000
New Total			19,300,000	
2024 Total				20,733,546
2025	Existing	Baroni	Resurface Basketball Court	75,000
		Community Park	Field House New Adjustable sidehoops (8 - 10ft)	34,500
		Community Park	Field House New Volleyball Standards	7,475
		Community Park	Fieldhouse - Install separator netting	62,000
		Community Park	Replace 5-12 Play Structure	198,000
		DeGarmo Park	Replace Freeway Barrier	86,250
		DFJ	New Hoops in Gym	14,950
		DFJ	Upgrade Kitchen Oven	142,485
		Hooker Oak Park	Replace Fencing	135,700
		PV Center/Pool	Replace Exterior Lighting/Pool Lighting	23,000
		Skate Park	Renovate Restroom	62,000
		Wildwood Park	Resurface Walking path	140,000
		Fixed Assets	Vehicle Replacement	165,000
		Fixed Assets	6ft Mower replacement	17,500
	Existing Total			1,163,860
	New	Baroni	New Install Parcourse/Fitness Stations	65,550
		Baroni	New Installation of 2 - 5 Play Structure	135,700
		Community Park	Field House Drinking Fountain inside between hallways	5,750
		Henshaw	Develop (\$350,000 per acre)	2,659,720
		Oak Way Park	New Additional Backstop	15,000
Wildwood Park		Add Picnic Area At Pump Track	34,000	
Wildwood Park	Install New Basketball/Futsal Court	100,000		
New Total			3,015,720	
2025 Total				4,179,580
2026	Existing	Community Park	Replace Parking Lots and Road	200,000
		DFJ	Toddler Room Makeover (remove panel, paint, counters)	-
		Hooker Oak Park	Renovate Maintenance Building Complex	1,300,000
		Hooker Oak Park	Replace 5-12 Play Structure	224,250
		PV Center/Pool	Center Renovation (Bathrooms, Rooms, Shade Structure, Kitchen)	240,000
		Fixed Assets	Vehicle Replacement	275,000
	Existing Total			2,239,250
	New	District-wide	Install District-Wide Solar Power	678,500
		Hooker Oak Park	Install New Pathway Lighting	162,840
	New Total			841,340
2026 Total				3,080,590
2027	Existing	CARD Community Center	Building Renovation	1,150,000
		CARD Community Center	Restroom	115,345

Budget Year	Category	Location	Description	Projected Cost
2027	Existing	CARD Community Center	Room 1 & 2 flooring	13,570
		DeGarmo Park	Sewer Line TBC	169,625
		DFJ	Main Gym	162,840
		Hooker Oak Park	Rex Murphy outfield fencing height increase	46,000
		Hooker Oak Park	PA Booth Replacement	115,345
		Lakeside	Demo and Replace Back Patio Slab	678,500
		Nature Center	Drought Tolerant Grasses on grounds near pond	-
		Nature Center	Outdoor Play Area Project Implementation	25,000
		Oak Way Park	Resurface Basketball Court	70,000
		PV Center/Pool	Fencing - Replace all fabric	17,250
	Wildwood Park	Turf	67,850	
	Existing Total			2,631,325
	New	Baroni	Improve Walking Path	40,710
		Baroni	Shaded group picnic area	51,750
		Hancock Park	New Installation of 5 - 12 Play Structure	250,000
Oak Way Park		Add picnic area	65,000	
Oak Way Park		Install Landscaping to HWY 32 frontage	51,750	
Peterson Park		Shaded picnic area	65,000	
New Total			524,210	
2027 Total				3,155,535
2028	Existing	Community Park	Ballfield Lighting Retro fit to LED	750,000
		Hooker Oak Park	Pathway Light Near Main Entrance	4,750
		Lakeside	Replace Lighting in Parking	29,854
		Fixed Assets	Vehicle Replacement	220,000
	Existing Total			1,004,604
	New	Hooker Oak Park	Install New Picnic Area	65,000
Lakeside		New Install-Build Storage for tables and Chairs	94,990	
New Total			159,990	
2028 Total				1,164,594
Grand Total				39,247,595



Chico Area Recreation and Park District "Helping People Play"

Staff Report FA-23-002

STAFF REPORT

DATE: January 18, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Current Capital Improvements – 2022-2023 Status Update

Background

Staff are pleased to provide the attached status update regarding current capital improvements underway for the 2022-2023 Fiscal Year.

Capital Improvement Plan

CIP YEAR	Type	Location	Description	Est Comp	Budget	Savings	Notes
Carry Fwd	Existing	DFJ	HVAC Upgrade	Complete	\$ 525,127	\$ 24,873	Contractor is under liquidated damages for remaining punchlist items
		Fixed Assets	Deck Mower	Complete	\$ 82,473	\$ 2,527	
	Existing Total				\$ 635,000		
	New	Chapman Park	Park Renovation	7/1/2023	\$ 2,900,000		Bid documents are in preparation for Feb 6th publication
		Community Park	Bocce Courts	5/15/2023	\$ 450,000		Bid walk completed Jan 11th, bids are due Feb 1st, 2023
	New Total				\$ 3,350,000		
2022	Existing	ADA Compliance	ADA Transition Plan	6/1/2023	\$ 135,000		Path of travel, ADA pool chair, bathroom modifications in design phase
		CARDCenter	Oven Replacement	3/1/20230	\$ 27,300		Ordered and arriving February 2023 for installation
		Community Park	Field House HVAC	1/7/2023	\$ 66,000	\$ 11,249	Completed
		Fixed Assets	Tractor Replacement	12/20/2022	\$ 102,000		Ordered and arriving Feb 2023
		Fixed Assets	Gator Replacement	2/1/2023	\$ 14,927	\$ 3,177	Completed
		<i>Fixed Assets</i>	<i>New 11ft Deck Mower</i>	<i>removed</i>	<i>\$ 99,600</i>		Sourcing F350 and Trailer as per board approval Nov 22
		Fixed Assets	Truck (F350 4.30 ratio)	2/1/2023	\$ 60,000		Ordered and arriving Feb, 2022
		Fixed Assets	Tilt Trailer for Mower	4/1/2023	\$ 15,000		Currently sourcing
		Fixed Assets	Utility Truck	Completed	\$ 51,879	\$ 13,121	Completed
			Hooker Oak Park	Softball Field Lighting	1/15/2023	\$ 890,000	
	Hooker Oak Park	Resurface Basketball Court	2/1/2023	\$ 77,000		Security edge scheduled for installation Jan 23 - 24, 2023	
	Hooker Oak Park	Replace 5-12 Play Structure	4/15/2023	\$ 192,000		Contracting underway	
	Peterson Park	Replace 5-12 Play Structure	4/15/2023	\$ 198,000		Contracting underway	
	PV Center/Pool	Replace Pool Room Roof	2/15/2023	\$ 48,000		Roofing completed, considerable dry rot	
	Rotary Park	Resurface Basketball Court	2/1/2023	\$ 77,000		Security edge scheduled for installation Jan 23 - 24, 2023	
	Existing Total				\$ 1,988,027		
	New	Community Park	Pickleball - Conversion	3/15/2023	\$ 84,000		Slab prepped, posts installed, warming temps are needed for completion
	New Total				\$ 84,000		
Grand Total					\$ 6,057,027	\$ 54,947	

NorCal Starz Inc.

EIN # 88-3534441

Non-Profit Public Charity

501(c)(3) – 509(a)(2)

NorCalStarz.com

President Mike Stearns 530-966-2407



Where We Started

- Fall 2021 Our First Season, 1 team 12U
 - Spring 2022, 1 team 12U/14U
 - Summer 2022, 2 teams 12U, 14U
 - Fall 2022, 3 teams 10U, 12U, 14U
 - Spring 2023, 4 teams 10U, 12U, 14U, 16U
 - We have over 50 softball players in our organization.
- We also have two other teams that operate under Starz Banner. We have an 18U elite Mizuno team powered by Starz and a 14U Starz team (Sanchez). We are also trying to start a 16U team in Oroville as soon as High School is over. Which would make 7 teams and over 80 players.



Fundraising Goals

Fundraising and improvement projects at DeGarmo Park.

- 4' X 6' promotional Banners
- Job Box
- Pitching Nets
- Name Field 2...
- Dugout Improvements
- Batting Cages



DeGarmo Softball Fields



Field Backstop Banners

- There are 24 available spots at each field
- Each banner to be a Vinyl Mesh Banner (4' X 6') and to be located at the top of each back stop fencing.
- Each banner will have a 4'x1' footer with Proud Sponsor of NorCal Starz





Back Stop Area and Fencing

The Back Stop Area. The posts are approx. 8' apart, almost 9 feet apart, so there is plenty of room to put two 4' banners between each of them. We think a 4' x 5' profile banner is a great size for the sponsor and then we have a 1' footer area for proud sponsor of the Nor Cal Starz.



Proud  Sponsor

JobBox

- We want a storage JobBox at all 3 fields one is already at Jerry Hughes so we would like 2 more.
- The first JobBox would be placed on the first base side of Veterans (F1) behind the back stop and 3' from the garbage container.
- The second JobBox would be placed at F2 (no name) on the 3rd base side behind the back stop 3' from the garbage container.

Items to keep in the JobBox

- 1- Clay/dirt bags, rake, 2' rake, mop drag, tamper, chalk bags, chalk dispenser.
- 2- Pitching machine, extra balls, extra tees, extra nets etc.
- 3- Lock pitching screen behind the JobBox.



DeGarmo Softball Fields





Back of the Dugout Area

Picture 1 is where the JobBox will go 3' from the garbage container behind the dugout. In picture 2 you can see the box will be placed approx. 4' lower than the higher grade so it will hardly be seen.

Field 2 should be named?



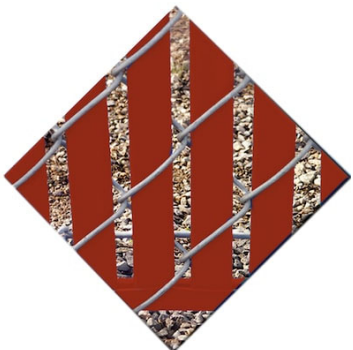
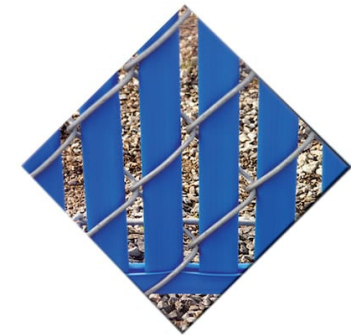
Filed 2 (no name)



Veterans Field (F1)

Dugout & Improvements

- Metal bat racks on the short fence close to entry to home plate in all dugouts.
- Fence caps to match dugout roof on short fence at each dugout.
- Red and or blue 8' vinyl chain link fence privacy slats on roof of dugout.
- Hooks and a shelf above the benches in all dugouts.



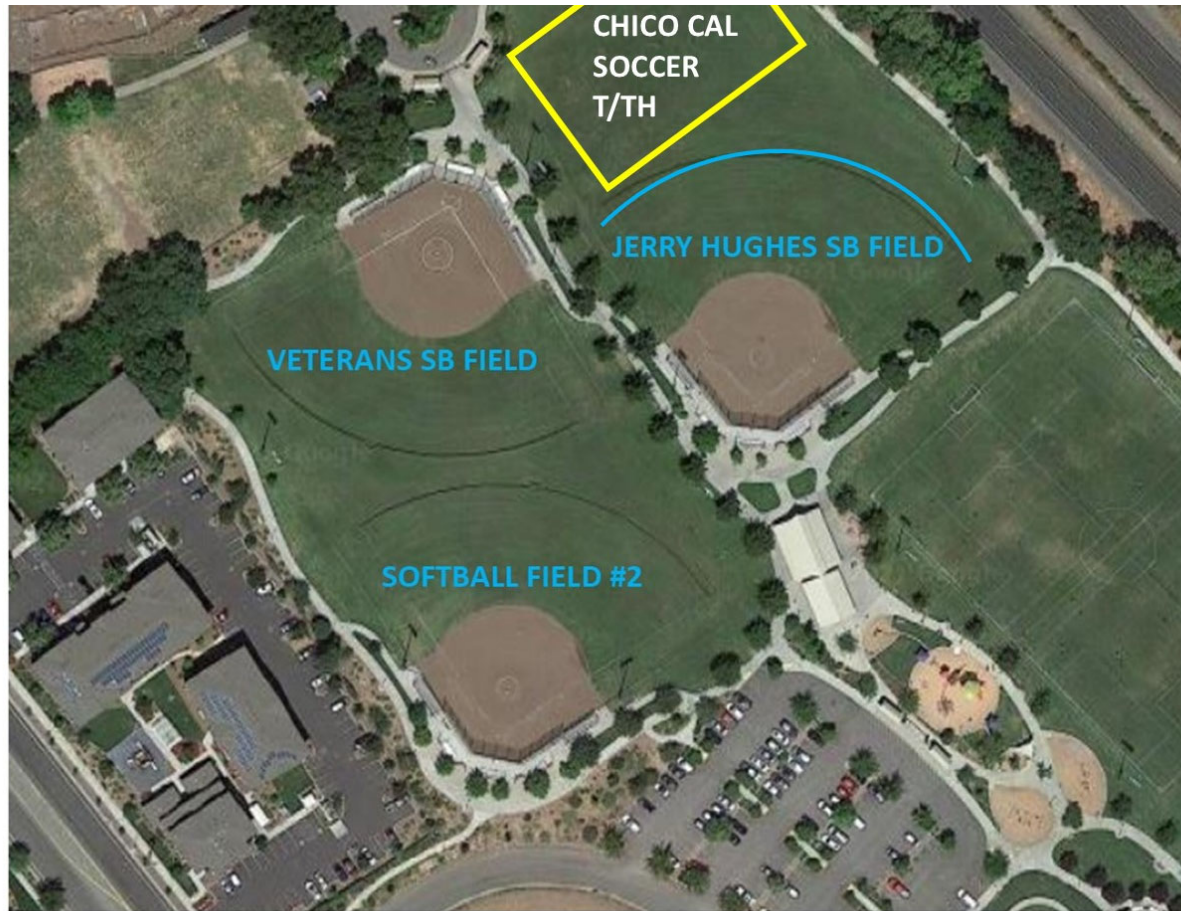


The Dugout at DeGarmo

The roof of the dugout should be covered not so much for rain but for shade for the players. 8' vinyl privacy slats would work great. You can also see the short area where we can put the bat rack. Our goal is to get dugouts ready for tournament play!

Covered Batting Cages

- The goal is to have a covered hitting area that can be used even when the fields are not playable
- They need to be lighted so you can hit in the Spring and Fall and/or after practice.
- The covered area design must be similar to the two covered areas at DeGarmo already.
- Where should they be placed. There are 4 main areas where there is room at DeGarmo. I would like to not use the areas around Jerry Hughes Field. It is open and used for other things and would not like to change or encumber that. So that leaves the two areas between F1 and F2 on the east or west side of those fields next to the walking path and not in the field of play when fences are up.



DeGarmo Fields

Please see the area between F1 and F2 on the East and West side next to the walking path. Our opinion is it would be best to use the West side area. That way the covered areas are spread out and would not create congestion in the middle area of the park of the filed areas.



Covered Areas at DeGarmo

These are the designs of the covered areas at DeGarmo right now that would have to be matched or at least similar and then the cages would be put under the roof and lights. The size of a single cage in 14'x40', 50' or 60'. 60' is best. So the size of the covered area needs to be 30'x65' minimum size. Depending on where we put it there can be added lengths or widths? We could have 2 cages and a pitching lane or something like that.

NorCal Starz Inc



Please let me know. I would like to answer any questions you may have.

Thank you for your time
Mike Stearns (President 530.966.2407)



**RESOLUTION 23-002 OF THE BOARD OF DIRECTORS OF THE
CHICO AREA RECREATION AND PARK DISTRICT**

Honoring former Governing Board Member Thomas Nickell for his years of dedicated service to the
Chico Area Recreation And Park District

WHEREAS, Thomas Nickell faithfully and graciously served the Chico community through the Chico Area Recreation and Park District (CARD) from 2018 to 2022, and

WHEREAS, as Board Member, was dedicated to the preservation and designation of park spaces throughout the District, and

WHEREAS, his knowledge of public safety was always at the forefront of his decision-making as he sought to ensure safe parks and recreational programs for all to enjoy, and

WHEREAS, his kind, humorous, and genuine interactions with CARD staff, the CARD Board of Directors, and the Chico Community resulted in numerous supportive efforts, thus benefiting the community at large, and

WHEREAS, with pride, CARD recognizes the countless significant professional achievements of Thomas Nickell and herewith expresses its sincere gratitude for the valuable contributions he made to the Chico Community through his varied and extensive record of public service, and

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of CARD hereby proclaim that the “Nickell Memorial Bench” be placed in Hooker Oak Park for all visitors to appreciate as they enjoy the shade of valley oaks and sycamores, the nearby cool waters of Big Chico Creek, and the multitude of recreation assets which Tom tirelessly worked to sustain.

PASSED AND ADOPTED at a Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on the 26th day of January 2023 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

ATTEST:

Michael McGinnis, Chair
Board of Directors

Annabel Grimm
General Manager





NICKELL MEMORIAL BENCH

In memory of Thomas Patrick Nickell.

A respected Chico Area Recreation and Park District Board Member,
Bidwell Park and Playground Commissioner, City Counselor, Vice Mayor,
California Highway Patrol Officer, and dedicated Public Servant.



Chico Area Recreation and Park District "Helping People Play"

**Staff Report FI-23-001
Finance Agenda D
Regular Agenda 4.4**

STAFF REPORT

DATE: January 26, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Tyler Technologies Software

Background

As part of the 2022-23 budget, the Board approved acquiring new financial, content management, and maintenance management systems. District staff attended approximately four demonstrations of various software platforms. One particular software package from Tyler Technologies stood out from the rest for several reasons. First, it was the closest platform to providing a more holistic Enterprise Management System (EMS), meaning the District could consolidate many functions done in various systems into one software package, including the HR functions. Second, it was the most competitively priced solution of all the systems quoted. Lastly, the annual cost is 30% less than what we're paying now for the HR system alone.

Fiscal Impact

Current Systems

<i>HR</i>	60,000
<i>Content</i>	2,500
<i>Finance</i>	7,000
<i>Maintenance</i>	16,000
<i>Total</i>	85,500
<i>Tyler Tech</i>	41,050
<i>Cost/yr</i>	
<i>Savings</i>	(44,450)

The budget allocation for the new software is 65,000, and 50,000 for a technology assessment. The cost of consulting services for implementing the new EMS is 90,315. Staff is requesting to reallocate the balance of the new software allocation (24,000) and the 50,000 for the assessment, plus an additional 17,000 to cover the implementation cost.

Staff Recommendation

The Board of Directors consider and approve contracting with Tyler Technologies for the District's EMS software.



Chico Area Recreation and Park District "Helping People Play"

**Staff Report FI-23-003
Finance Agenda E
Regular Agenda 4.5**

STAFF REPORT

DATE: January 26, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Revised Salary Schedule

Background

At the December meeting, the Board of Directors approved a 5% salary increase for the General Manager. The salary schedule has been revised to reflect the revised salary amount.

Staff Recommendation

The Board of Directors approve the revised salary schedule.

Unrepresented

November 1, 2022-June 30,2023	Step A	Step B	Step C	Step D	Step E	Step F
General Manager						
Hourly	\$ 65.63					
Monthly	\$ 11,375					
Annually	\$ 136,500					
Parks and Facilities Manager						
Hourly	\$ 37.31	\$ 39.18	\$ 41.14	\$ 43.19	\$ 45.35	\$ 47.62
Monthly	\$ 6,467	\$ 6,791	\$ 7,131	\$ 7,486	\$ 7,861	\$ 8,254
Annually	\$ 77,605	\$ 81,494	\$ 85,571	\$ 89,835	\$ 94,328	\$ 99,050
Recreation Manager						
Hourly	\$ 37.31	\$ 39.18	\$ 41.14	\$ 43.19	\$ 45.35	\$ 47.62
Monthly	\$ 6,467	\$ 6,791	\$ 7,131	\$ 7,486	\$ 7,861	\$ 8,254
Annually	\$ 77,605	\$ 81,494	\$ 85,571	\$ 89,835	\$ 94,328	\$ 99,050
Finance Manager						
Hourly	\$ 37.31	\$ 39.18	\$ 41.14	\$ 43.19	\$ 45.35	\$ 47.62
Monthly	\$ 6,467	\$ 6,791	\$ 7,131	\$ 7,486	\$ 7,861	\$ 8,254
Annually	\$ 77,605	\$ 81,494	\$ 85,571	\$ 89,835	\$ 94,328	\$ 99,050
HR Manager						
Hourly	\$ 37.31	\$ 39.18	\$ 41.14	\$ 43.19	\$ 45.35	\$ 47.62
Monthly	\$ 6,467	\$ 6,791	\$ 7,131	\$ 7,486	\$ 7,861	\$ 8,254
Annually	\$ 77,605	\$ 81,494	\$ 85,571	\$ 89,835	\$ 94,328	\$ 99,050
Business Services						
Hourly	\$ 37.31	\$ 39.18	\$ 41.14	\$ 43.19	\$ 45.35	\$ 47.62
Monthly	\$ 6,467	\$ 6,791	\$ 7,131	\$ 7,486	\$ 7,861	\$ 8,254
Annually	\$ 77,605	\$ 81,494	\$ 85,571	\$ 89,835	\$ 94,328	\$ 99,050
HR/Recruitment Specialist						
Hourly	\$ 24.40	\$ 25.62	\$ 26.90	\$ 28.25	\$ 29.66	\$ 31.14
Monthly	\$ 4,229	\$ 4,441	\$ 4,663	\$ 4,897	\$ 5,141	\$ 5,398
Annually	\$ 50,752	\$ 53,290	\$ 55,952	\$ 58,760	\$ 61,693	\$ 64,771
Finance Specialist						
Hourly	\$ 24.40	\$ 25.62	\$ 26.90	\$ 28.25	\$ 29.66	\$ 31.14
Monthly	\$ 4,229	\$ 4,441	\$ 4,663	\$ 4,897	\$ 5,141	\$ 5,398
Annually	\$ 50,752	\$ 53,290	\$ 55,952	\$ 58,760	\$ 61,693	\$ 64,771
Facility Coordinator						
Hourly	\$ 21.23	\$ 22.29	\$ 23.40	\$ 24.57	\$ 25.80	\$ 27.09
Monthly	\$ 3,680	\$ 3,864	\$ 4,056	\$ 4,259	\$ 4,472	\$ 4,696
Annually	\$ 44,158	\$ 46,363	\$ 48,672	\$ 51,106	\$ 53,664	\$ 56,347
Assistant Facility Coordinator						
Hourly	\$ 19.50	\$ 20.48	\$ 21.50	\$ 22.58	\$ 23.71	\$ 24.90
Monthly	\$ 3,380	\$ 3,550	\$ 3,727	\$ 3,914	\$ 4,110	\$ 4,316
Annually	\$ 40,560	\$ 42,598	\$ 44,720	\$ 46,966	\$ 49,317	\$ 51,792
Admin/Customer Service Rep						
Hourly	\$ 21.23	\$ 22.29	\$ 23.40	\$ 24.57	\$ 25.80	\$ 27.09
Monthly	\$ 3,680	\$ 3,864	\$ 4,056	\$ 4,259	\$ 4,472	\$ 4,696
Annually	\$ 44,158	\$ 46,363	\$ 48,672	\$ 51,106	\$ 53,664	\$ 56,347
Marketing Coordinator						
Hourly	\$ 30.07	\$ 31.57	\$ 33.15	\$ 34.80	\$ 36.54	\$ 38.37
Monthly	\$ 5,212	\$ 5,472	\$ 5,746	\$ 6,032	\$ 6,334	\$ 6,651
Annually	\$ 62,546	\$ 65,666	\$ 68,952	\$ 72,384	\$ 76,003	\$ 79,810
Recreation Coordinator						
Hourly	\$ 24.82	\$ 26.07	\$ 27.37	\$ 28.74	\$ 30.17	\$ 31.68
Monthly	\$ 4,302	\$ 4,519	\$ 4,744	\$ 4,982	\$ 5,229	\$ 5,491
Annually	\$ 51,626	\$ 54,226	\$ 56,930	\$ 59,779	\$ 62,754	\$ 65,894



Chico Area Recreation and Park District "Helping People Play"

**Staff Report 23-001
Agenda Item 5.1**

STAFF REPORT

DATE: January 26, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Donations from NorCal Starz– DeGarmo Field Improvements

Background

NorCal Starz is seeking Board approval to donate and install several amenities to the DeGarmo Fields.

The items include:

1. 2 Storage Job Boxes
2. Bat racks in dugouts
3. Shade slats over the dugouts

Recommendation

Staff recommend accepting the above donations for NorCal Starz to install the items under the direction of park staff on site.

JobBox

- We want a storage JobBox at all 3 fields one is already at Jerry Hughes so we would like 2 more.
- The first JobBox would be placed on the first base side of Veterans (F1) behind the back stop and 3' from the garbage container.
- The second JobBox would be placed at F2 (no name) on the 3rd base side behind the back stop 3' from the garbage container.

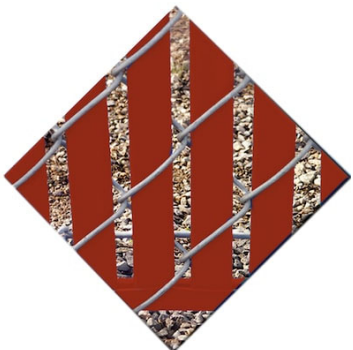
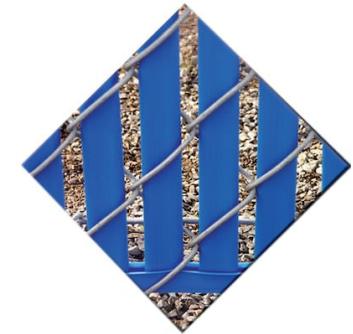
Items to keep in the JobBox

- 1- Clay/dirt bags, rake, 2' rake, mop drag, tamper, chalk bags, chalk dispenser.
- 2- Pitching machine, extra balls, extra tees, extra nets etc.
- 3- Lock pitching screen behind the JobBox.



Dugout & Improvements

- Metal bat racks on the short fence close to entry to home plate in all dugouts.
- Fence caps to match dugout roof on short fence at each dugout.
- Red and or blue 8' vinyl chain link fence privacy slats on roof of dugout.
- Hooks and a shelf above the benches in all dugouts.





Chico Area Recreation and Park District "Helping People Play"

Agenda 7

STAFF REPORT

DATE: January 26, 2023
TO: Board of Directors
FROM: Anjie Goulding, Recreation Manager
SUBJECT: Recreation Update

Youth Sports

This winter, we have youth basketball operating 7 days a week, with over 600+ hours of play, and over 660 players. Our second season has just kicked off in January. Each season lasts for 6 weeks. To execute this, we have over 70 volunteers and 30 staff helping with teaching a love for the game in our youth basketball leagues.

Adult Sports

For the Fall 2022 season, we had 24 staff provide more than 640 officiated games to more than 150 teams (Soccer, Softball, Volleyball, Kickball). Winter sports are currently operating (Basketball, Volleyball) with 28 teams. We are in full swing of prep for our spring season (Soccer, Softball, Volleyball, Kickball, Pickleball) with new league designs and offerings. Last, we are wrapping up getting all our big field renters in MOU contracts to ensure consistency and clarity in those partnerships.

Nature Center

Our Nature Center has had multiple improvements to the grounds and the buildings. These improvements have helped us to expand our offerings and to increase our capacities. We have 25 kids weekly in our Nature School and 25 kids in our afterschool program. We also had 165 folks participate in our New Moon, and Full Moon hikes since May 2022. Field trips and birthday parties are back up and running. We have lost a few animals this year in our living animal museum due to old age and have applied for a permit to bring in new animals.

Classes, Camps, Trips, and Tours

Our classes are doing great, with over 350 participants from December to January. Wintertime Delight Camps over break were hugely successful, with more than 90 youth registered. Another exciting stat is we have had more than 100 participants travel with CARD in 2022 on various trips and tours, the last being a Simon and Garfunkel show in Redding.

After School Program

CARD's After School Program currently has around 170 staff caring for 1,063 children. We are working with Chico Unified to prepare families for more ASP programs transitioning to the CUSD Blast After School Programs. As a reminder, Blast is a free program offered at schools funded by a grant the schools received from the state of California to provide free after-school care. The next in line are all kinder programs and Shasta Elementary School. We continue to actively look for ways to get more children care.

Operations are in place, and we can comfortably increase staffing/participation above our pre-pandemic numbers. Recreation is working hard to find ways to improve and grow our current offerings while working to design creative and fun new offerings for the community in the new year.



Chico Area Recreation and Park District “Helping People Play”

Agenda 7

STAFF REPORT

DATE: January 26, 2023
TO: Board of Directors
FROM: Scott Schumann, Parks and Facilities Manager
SUBJECT: Parks and Facilities Update

In addition the capital improvement and projects, the following items are noteworthy updates for the Board’s awareness.

Volunteer Work

In November - December 2022, CARD Staff hosted over 30 Butte Environment Council Volunteers to plant 25 trees of varying species across the District.

On January 27th, DeGarmo Parks Staff will host Core Butte Charter School staff in a volunteer day to improve landscaping.

Storm Update

Parks and Facilities fared well through the recent significant rainfall. Roof leaks at CARD Center persisted during the storm, but we experienced no significant tree damage in the District. Credit to the crews for proactive annual pruning and maintenance to prepare for significant weather.

Off-Leash Trial Period

The dog off-leash trial period is underway, and staff is currently gathering feedback on changes. The trial period will continue until May 2023.

Meriam Park

Emerson Park - Staff is conducting a condition and repair review for Emerson Park prior to park transfer to CARD ownership. Anticipated transfer in February 2023.

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

Arboriculture in the District

Staff is contributing to the City of Chico Urban Forestry Management plan working group, which will guide the future tree canopy development in Chico for the next 40 years.

The District-Wide Tree inventory is nearly complete and is set to be on budget.

- 2015 trees have been inventoried to date.
- Inventory is nearly complete with Hooker Oak Natural Area, Henshaw, and Keefer Slough remaining.
- Completion in Feb 2023

Inventory Statistics				
Total Trees To Date	Estimated Completion Date	Total Remaining Sites	Percent Complete	Estimated Trees
2,015	2/17/23	975	67.2%	3,000
Park Name	Completion Date	Park Collected	Notes	
Wild Wood Park	11/10/2022	<input checked="" type="checkbox"/>		
DeGarmo Park	11/30/2022	<input checked="" type="checkbox"/>		
Pleasant Valley Recreation Center	11/30/2022	<input checked="" type="checkbox"/>		
Lakeside Pavilion	11/30/2022	<input checked="" type="checkbox"/>		
Rotary Park	11/30/2022	<input checked="" type="checkbox"/>		
Humboldt Skate Park	11/30/2022	<input checked="" type="checkbox"/>		
Baroni Park	11/29/2022	<input checked="" type="checkbox"/>		
Oak Way Park	11/22/2022	<input checked="" type="checkbox"/>		
Hancock Park	11/29/2022	<input checked="" type="checkbox"/>		
Dorothy F. Johnson/Chapman Park	12/5/2022	<input checked="" type="checkbox"/>		
Rotary Centennial Park	12/5/2022	<input checked="" type="checkbox"/>		
Hartley Park	12/5/2022	<input checked="" type="checkbox"/>	added 11/30	
CARD Community Center	12/8/2022	<input checked="" type="checkbox"/>		
Husa/Nob Hill Park	12/8/2022	<input checked="" type="checkbox"/>	added 11/30	
Peterson Park	12/8/2022	<input checked="" type="checkbox"/>	added 11/30	
Community Park	1/18/2022	<input checked="" type="checkbox"/>		
Hooker Oak Park (excluding natural area in Southwest Corner of Park)		<input type="checkbox"/>		
Hooker Oak Natural Area (SW corner of Park)		<input type="checkbox"/>	Wait until end to see if budget available.	
Henshaw "Park"		<input type="checkbox"/>	Wait until end to see if budget available.	
Keefer Slough (Guntren) Property		<input type="checkbox"/>	Wait until end to see if budget available.	



Chico Area Recreation and Park District “Helping People Play”

Agenda 7

STAFF REPORT

DATE: January 26, 2023
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: District Update

Partnerships

The City of Chico has approached CARD about building a new dog park utilizing Neighborhood Park funds in the south end of town. In addition, there was another conversation about recreational opportunities at Teichert Ponds.

Butte County Youth and Sports Education Foundation and District staff continue to work on the golf complex proposal. Their business plan and marketing presentation were completed earlier this month.

Recruitments

The finance manager recruitment was unsuccessful and was reposted on January 16. The marketing coordinator’s last day was on January 20, and that position has been posted.

Meet & Confer

The Board approved moving forward with a cell phone stipend for staff in lieu of company issues phones in December, pending the meet and confer process. Additionally, the Board approved offering a Roth IRA and 529 Scholar Share plans. District staff met and conferred with SEIU and IUOE about these items and received positive results.

Phone System Migration

The phone system migration project is underway. The CARD Community Center will be the first building to switch over on Monday, January 23. The main phone line has been experiencing periodic and prolonged outages. Stratti, the District IT provider, was able to expedite the project.

Special District Leadership Academy Conference

The District is extending an invitation to the Board of Directors to attend the SD Leadership Academy. This conference content is based on CSDA’s Special District Leadership Academy

(SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

The dates and locations are:

- February 26 – March 1, 2023 – La Quinta (Palm Springs Area)
- October 22 – 25, 2023 – Sonoma County (Santa Rosa)

The conference cost is \$625 for the first member and \$425 for each additional person.

ACHIEVING DISTRICT GOALS... TOGETHER.



Two Conferences for Training Throughout the State

February 26 – March 1, 2023 – La Quinta (Palm Springs Area)

OR

October 22 – 25, 2023 – Sonoma County (Santa Rosa)



CSDA's 2023
**Special District
Leadership Academy Conference**

A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees



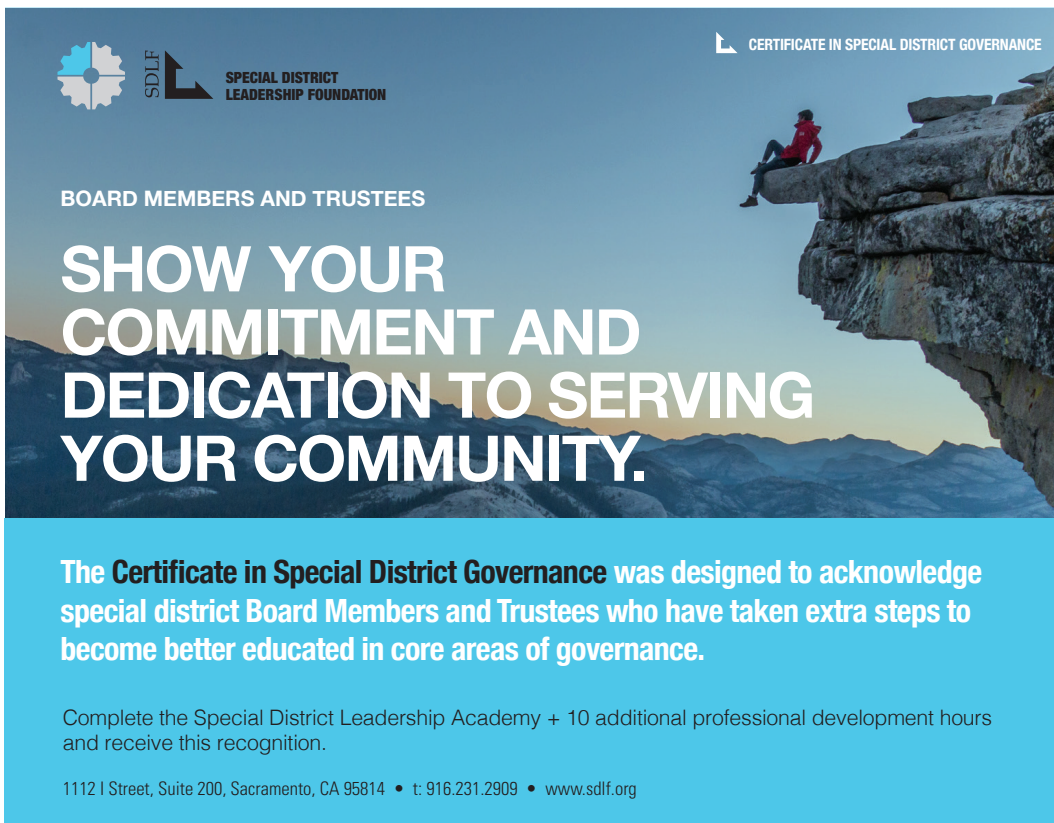
BOARD & STAFF LEARN TO WORK AS A TEAM.


Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.


This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

“This conference was very informative and presented well. Each presenter was very knowledgeable on the subject matter. I feel this training should be mandatory for all special district board members and GM’s.”

Scott Frick,
Scott Valley Fire Protection District



 **SPECIAL DISTRICT LEADERSHIP FOUNDATION**

 **CERTIFICATE IN SPECIAL DISTRICT GOVERNANCE**

BOARD MEMBERS AND TRUSTEES

SHOW YOUR COMMITMENT AND DEDICATION TO SERVING YOUR COMMUNITY.

The Certificate in Special District Governance was designed to acknowledge special district Board Members and Trustees who have taken extra steps to become better educated in core areas of governance.

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.

1112 I Street, Suite 200, Sacramento, CA 95814 • t: 916.231.2909 • www.sdlf.org



Two Locations • Two Options

ATTEND CSDA'S SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE



Local boards are the reason why local control is local. Special district boards are the voices of the community, and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.

Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

Whether you're new to the board, or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!

Attendees will learn:

- Teamwork: The roles of the board and staff in your district.
- Attributes and characteristics of highly effective boards.
- How culture, norms, values, and operating styles influence the district.
- Specific jobs the board must perform.
- How individual values, skills, and knowledge help to shape how effective boards operate.
- The importance of moving from "I" to "we" as the governance team.
- The board's role in setting direction for the district.
- The board's role in finance and fiscal accountability.
- And much more!



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference, reducing SDRMA member's annual contribution amount.



February 26 – March 1, 2023

Embassy Suites La Quinta Hotel & Spa
50-777 Santa Rosa Plaza
La Quinta, CA 92253

HOTEL ROOM RESERVATIONS

Room reservations are available at the CSDA rate of \$180 plus tax, single or double occupancy. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is January 25, 2023; however, space is limited and may sell out before this date.

CSDA rate includes complimentary full, cooked to order breakfast buffet, complimentary Nightly Managers Reception, complimentary self-parking, and complimentary guest room Wi-Fi.



EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Tuesday, January 25, 2023.

Cancellations must be in writing and received by CSDA no later than January 25, 2023 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after January 25, 2023. Substitutions are acceptable and must be done in writing no later than February 17, 2023 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@cgsda.net or fax to 916-520-2465.



October 22 – 25, 2023

Hyatt Regency Sonoma Wine Country
170 Railroad Street
Santa Rosa, CA 95401

HOTEL ROOM RESERVATIONS

Room reservations are available at the rate of \$157* plus tax, single or double occupancy plus \$25/night per room discounted destination fee. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is September 22, 2023; however, space is limited and may sell out before this date.

CSDA rate and discounted destination fee includes glass of wine upon check-in, unlimited personal Wi-Fi access, exclusive winery offers from winery partners, electric vehicle charging stations, daily in-room water, and daily wine tasting in lobby.

**Rate at this location will be the current per-diem rate; \$157 as of 11/22 but subject to change.*



EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Thursday, September 22, 2023.

Cancellations must be in writing and received by CSDA no later than September 22, 2023, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after September 22, 2023. Substitutions are acceptable and must be done in writing no later than October 13, 2023, at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@cgsda.net or fax to 916-520-2465.

FIRST-TIME ATTENDEE

SCHEDULE OF EVENTS



SUNDAY

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

TUESDAY

8:30 – 10:00 a.m.

FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE

** This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership*

This conference session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 – 12:00 p.m.

FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE (continued)

12:00 – 1:00 p.m.

LUNCH PROVIDED (All Attendees)

1:15 – 2:45 p.m.

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

** This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This conference session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

MONDAY

8:30 – 10:00 a.m.

BUILDING A FOUNDATION FOR GOOD GOVERNANCE

** This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this conference session, the instructor will lay the groundwork for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice.
- How to move your board from "I" to "we," including how to become an effective team, establish team standards, and essential conditions for team building.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 a.m. – 12:30 p.m.

BUILDING A FOUNDATION FOR GOOD GOVERNANCE (continued)

12:30 – 1:30 p.m.

LUNCH PROVIDED (All Attendees)

1:45 – 3:00 p.m.

DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

** This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

3:00 – 3:30 p.m.

BREAK (All Attendees)

3:30 – 4:30 p.m.

DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS (continued)

5:30 – 7:00 p.m.

SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for a lively evening of networking and refreshments.



2:45 – 3:00 p.m.

BREAK (All Attendees)

3:00 – 4:00 p.m.

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH
(continued)

OPEN EVENING

● WEDNESDAY

8:30 – 10:00 a.m.

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

** This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

This conference session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

10:00 – 10:15 a.m.

BREAK (All Attendees)

10:15 a.m. – 12:00 p.m.

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES? (continued)

12:00 p.m.

GRADUATION CERTIFICATE DISTRIBUTION

First-time attendees must attend all sessions and turn in their completed certificate application in order to receive their certificate at the conclusion of the conference.

“I found the programming relevant and timely as a newly elected board member. I liked that staff attended to give different perspectives. The presenters were leaders in their field, very knowledgeable and generous with their time for further discussion.”

Heidi Doyle,

North Tahoe Fire Protection District



Tuesday 4 p.m.

CSDA BENEFITS

BINGO

GAMES FUN WITH PRIZES

We love maximizing the benefits we offer. You love winning prizes! We start with an exploration of membership benefits to make sure your district is taking full advantage of all we provide. Along the way, you'll win prizes!

REASONS TO ATTEND:

- We mentioned prizes, right?
- Learn how to navigate our website & community portal so you can quickly access resources
- Explore CSDA value-added benefits that may save your district money!
- BINGO is for everyone! Members & non-members all benefit
- Meet new peers! This activity has a way of bringing people



SDLA Graduate? Join us for our Returning Attendee Track with Two Days of Breakout Sessions with topics such as:

- **HOW TO LEAD YOUR BOARD MEETINGS AWAY FROM CHAOS**
- **INTRODUCTION TO LABOR RELATIONS**
- **FINANCING AND FINANCIAL MANAGEMENT**
- **BROWN ACT UPDATES**
- **STRATEGIC PLANNING**

Check the SDLA Website for Returning Attendee Track Session details when agenda is confirmed.

RETURNING ATTENDEE
SCHEDULE OF EVENTS



SUNDAY

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

“It was a great conference fully loaded with valuable information, resources, tools and materials to review and share.”

*Crystal Harding,
North Highlands Recreation and Park District*

MONDAY

8:30 a.m. – 12:30 p.m.
BREAKOUT SESSIONS

10:00 – 10:30 a.m.
BREAK (All Attendees)

12:30 – 1:30 p.m.
LUNCH PROVIDED (All Attendees)

1:45 – 4:30 p.m.
BREAKOUT SESSIONS

3:00 – 3:30 p.m.
BREAK (All Attendees)

5:30 – 7:00 p.m.
SIP AND SAVOR EVENING RECEPTION



Sponsored by the Special District Risk Management Authority (SDRMA)
Join us for an entertaining evening of networking and refreshments.

TUESDAY

8:30 a.m. – 12:00 p.m.
BREAKOUT SESSIONS

10:00 – 10:30 a.m.
BREAK (All Attendees)

12:00 – 1:00 p.m.
LUNCH PROVIDED (All Attendees)

1:15 – 4:00 p.m.
BREAKOUT SESSIONS

2:45 – 3:00 p.m.
BREAK (All Attendees)

4:00 p.m.
CONFERENCE ENDS FOR RETURNING ATTENDEES

“It was interesting and informative. The presentations gave me a foundation of my ‘job’ as a representative of my community. There are questions I need to ask staff and there are suggestions I need to make to my fellow board members based on the information provided. SDLA is a valuable resource for our Community Services District.”

*De Denten,
Gualala Community Services District*



2023 Registration Form

Special District Leadership Academy Conference

(Use one form per registrant)

Three Ways to Register

- **Register online** by visiting the SDLA Conference website at sdla.csda.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cassandra Strawn at membership@csda.net or call toll-free at the number listed above.



Name/Title:		
<input type="checkbox"/> First-time Attendee <input type="checkbox"/> Returning Attendee		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-member	Email:	
Emergency Contact - Name & Phone:		
WHICH CONFERENCE WILL YOU BE ATTENDING?		
<input type="checkbox"/> FEBRUARY 26 - MARCH 1, 2023 - LA QUINTA EARLY BIRD DISCOUNT: JANUARY 25, 2023 <input type="checkbox"/> CSDA Member \$625 <input type="checkbox"/> Non-member \$950 AFTER JANUARY 25 <input type="checkbox"/> CSDA Member \$675 <input type="checkbox"/> Non-member \$1,010	<input type="checkbox"/> OCTOBER 22 - 25, 2023 - SANTA ROSA EARLY BIRD DISCOUNT: SEPTEMBER 22, 2023 <input type="checkbox"/> CSDA Member \$625 <input type="checkbox"/> Non-member \$950 AFTER SEPTEMBER 22 <input type="checkbox"/> CSDA Member \$675 <input type="checkbox"/> Non-member \$1,010	
SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!		
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$425 <input type="checkbox"/> Non-member \$650	ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$475 <input type="checkbox"/> Non-member \$715	
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. Name:		Acct. Number:
Expiration Date:	CVC:	Authorized Signature:
Special needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.



Steady as you go.

When your team and ours all pull together, you get the sure-footed stability you need to proceed with confidence. As an extension of your staff, we are always at the sidelines delivering service and expertise. For everything from Workers' Compensation and Property/Liability coverages to Health Benefits options available throughout California, we are here to keep you going strong. For more information, visit sdrma.org.

