

BOARD OF DIRECTORS REGULAR MEETING

Thursday, September 28, 2023 – 4:00 P.M.

If you need an accommodation to participate in this meeting, please call (530) 895-4711
Agenda posted prior to 4:00 PM Monday, August 21, 2023

BOARD MEMBERS

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

CARD STAFF

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

LEGAL COUNSEL

Jeff Carter

AGENDA

Zoom Meeting Information:

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

Meeting ID: 816 0763 6750

Passcode: 156857

1. CALL TO ORDER

1.1. Roll Call

1.2. Closed session

Pursuant to Government Code 54956.9 Conference with Legal Counsel – Potential Litigation.

Closed session announcement: The Board received information from Legal Counsel. No action was taken.

2. PUBLIC COMMENTS

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

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

3.1. Minutes of the Regular Meeting of the Board of Directors on August 24, 2023

3.2. Minutes of the Special Meeting of the Board of Directors on September 6, 2023

3.3. August Monthly Financial Report (Staff Report FI-23-028)

4. REGULAR AGENDA

4.1. Committee Report Out – *Information provided/possible action*

4.1.1. Finance Committee

4.2. Updated Policies - *Action Requested: Board of Directors approve updated policies.*

District Staff have updated the following policies to ensure compliance with the Government Code and to better align with current business practices. The policies are:

- Record Retention and Management
- Electronic Record Retention and Management

4.3. Items Removed from the Consent Agenda

5. NEW BUSINESS

5.1. Code of Conduct (Staff Report 23-044) *Information provided/possible action*

At the last regular Board meeting, the Board of Directors requested to review the current player Code of Conduct Policy.

6. DIRECTOR COMMENTS

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

7. STAFF COMMENTS

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

Recreation Update (Staff Report 23-045)

Parks and Facilities Update (Staff Report 23-046)

General Manager Update (Staff Report 23-0467)

8. CLOSED SESSION

Pursuant to Government Code 54957 Public Employment Performance Evaluation

9. ADJOURNMENT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Thursday, August 24, 2023 – 4:00 P.M.

| | |
|-------------------------------|--|
| Board Members Present: | Michael McGinnis, Chair Tom Lando, Board Member Christopher Norden, Board Member |
| Board Members Absent: | Dave Donnan, Vice-Chair Michael Worley, Board Member |
| Staff Members Present: | Annabel Grimm, General Manager Angela Carpenter, Finance Manager Holli Drobny, Business Services Manager Anjie Goulding, Recreation Manager Scott Schumann, Parks and Facilities Manager |
| Legal Counsel Present: | Jeff Carter, Attorney at Law |

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

Written correspondence was received related to the suspension of two individuals from the Adult Soccer League. Director Lando requested the Player Code of Conduct policy to be on the agenda for the next meeting.

3. CONSENT AGENDA

- 3.1. Minutes of the Regular Meeting of the Board of Directors of June 22, 2023 - *Action Requested: Board of Directors approve the meeting minutes.*
- 3.2. Monthly Financial Report - *Action Requested: Board of Directors approve the Monthly Financial Report.*

M/S/C/ (Directors Lando/Norden) Board of Directors approved the consent agenda, with the requested amendment to the Board of Directors attendance in the June 22, 2023, Meeting Minutes.

The motion was unanimously approved.

Absent: Donnan, Worley

4. REGULAR AGENDA

- 4.1. Committee Report Out
 - 4.1.1. Facility Committee
 - 4.1.2. Finance Committee

4.2. Bike Parks

M/S/C/ (Directors Lando/McGinnis) Board of Directors approved the partnership with the City of Chico and Chico Velo related to the development of bike parks and pending property acquisition.

The motion was unanimously approved.

Absent: Donnan, Worley

4.3. Aquatic Recreation Facility Design Update

Confluence Inc., the design firm contracted to design the Aquatics Recreation Facility, provided an overview of the initial design concepts, which incorporated community input and market analysis.

4.4. Updated Policies

M/S/C/ (Directors Lando/Norden) Board of Directors approved the updated policies:

- 1035 - Conflict of Interest
- 2200 - Disposal of Surplus Supplies and Equipment
- 2225 - Capital Asset and Project Policy
- 5100 - Reasonable Accommodations and Inclusion

The motion was unanimously approved.

Absent: Donnan, Worley

4.5. CPR and First Aid Practices

District Staff provided an update on progress made on CPR and First Aid training practices.

4.6. General Counsel Interviews

The Board of Directors requested to continue this topic at the next Board Meeting.

5. NEW BUSINESS

5.1. Regular Board Meeting Date Change

Board of Directors approved moving the November Finance Committee and Regular Meeting to December 14, 2023.

5.2. Closing the Rotary Centennial Fund Account

M/S/C/ (Directors Lando/Norden) Board of Directors approved Resolution 23-017 to close the Rotary Centennial Fund Account.

The motion was unanimously approved.

Absent: Donnan, Worley

5.3. Opening the Special Revenue Fund Account

The Board of Directors requested more information about what kind of revenue would be going into this account and to continue this agenda item at the next Board Meeting.

5.4. City of Chico Ice Skating Rink

The Board of Directors requested more information about the potential partnership with the City of Chico, and to continue this agenda item at the next Board Meeting.

5.5. Design-Build Concept

M/S/C/ (Directors McGinnis/Norden) Board of Directors approved the District to utilize the Design-Build Concept for the Community Park Shop Project.

The motion was unanimously approved.

Absent: Donnan, Worley

5.6. Approving the Application of the Community Resiliency Center Grant

M/S/C/ (Directors Lando/Norden) Board of Directors approved Resolution 23-018 allowing the District to move forward with the Community Resiliency Center Grant application.

The motion was unanimously approved.

Absent: Donnan, Worley

6. DIRECTORS' COMMENTS

Director Lando shared that when the special events are scheduled that the Board of Directors should be notified first.

7. STAFF COMMENTS

There were no staff comments.

8. CLOSED SESSION ANNOUNCEMENT

Pursuant to Government Code 54956.9 Conference with Legal Counsel – Potential Litigation

Closed session announcement: The Board received information from Legal Counsel. No action was taken.

9. ADJOURNMENT

Adjourned at 5:32 to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Wednesday, September 6, 2023 – 3:00 P.M.

DRAFT

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

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

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

Legal Counsel Present: Jeff Carter, Attorney at Law

1. CALL TO ORDER

The meeting was called to order at 3:00, and a roll call was taken, as noted above.

2. PUBLIC COMMENT

There was no public comment

3. REGULAR AGENDA

3.1. Downtown Chico Ice Skating Rink

Public comment was received by a Paradise Board Member, Al McGreehan.

M/S/C/ (Directors Norden/Donnan) Board of Directors approved the collaboration between the District, the City of Chico, and the Downtown Business Association (DCBA) to co-operate the Downtown Chico Ice Rink.

The motion was unanimously approved.

Absent: Lando, Worley

3.2. Acquisition of Tilt Trailer

M/S/C/ (Directors McGinnis/Norden) Board of Directors approved the acquisition of a new Tilt Trailer.

The motion was unanimously approved.

Absent: Lando, Worley

4. CLOSED SESSION

Pursuant to Government Code 54956.9 Conference with Legal Counsel – Potential Litigation

Closed session announcement: The Board received information from the General Manager. No action was taken.

5. **ADJOURNMENT**

Adjourned at **3:22** to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.



FINANCIAL STATEMENTS

FISCAL YEAR 2022/2023

AUGUST 2023

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

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GENERAL FUND - FUND 2490

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



| | GENERAL FUND | COMMUNITY PARK FEES | PARK IMPACT FUND | OAK WAY PARK | PETERSON PARK | BARONI PARK | MEMORANDUM TOTALS ONLY |
|---|--------------------|------------------------|---------------------|-----------------|------------------|-----------------|---------------------------|
| ASSETS | | | | | | | |
| CASH | 10,797,015 | 6,956,668 | 427,219 | - | - | 38,626 | 18,219,528 |
| RECEIVABLES | 881,523 | - | 45,125 | - | - | - | 926,648 |
| DUE FROM OTHER FUNDS | 73,799 | 4,635,419 | - | - | - | - | 4,709,218 |
| TOTAL CURRENT ASSETS | 11,752,337 | 11,592,087 | 472,344 | - | - | 38,626 | 23,855,394 |
| PREPAID EXPENSES | - | - | - | - | - | - | - |
| FIXED ASSETS | 43,280,933 | - | - | - | - | - | 43,280,933 |
| ACCUMULATED DEPRECIATION | (17,513,912) | - | - | - | - | - | (17,513,912) |
| SUBTOTAL | 25,767,022 | - | - | - | - | - | 25,767,022 |
| TOTAL ASSETS | 37,519,358 | 11,592,087 | 472,344 | - | - | 38,626 | 49,622,415 |
| TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68 | 1,186,655 | - | - | - | - | - | 1,186,655 |
| LIABILITIES | | | | | | | |
| ACCOUNTS PAYABLE | 9,147 | - | - | - | - | - | 9,147 |
| ACCRUED EXPENSES | 217,960 | - | - | - | - | - | 217,960 |
| DUE TO OTHER FUNDS | 4,635,419 | - | - | 27,385 | 25,093 | 21,321 | 4,709,218 |
| OTHER LIABILITIES | 591,004 | - | - | - | - | - | 591,004 |
| TOTAL CURRENT LIABILITIES | 5,453,530 | - | - | 27,385 | 25,093 | 21,321 | 5,527,329 |
| LONG-TERM DEBT | | | | | | | |
| NET PENSION LIABILITY | 657,142 | - | - | - | - | - | 657,142 |
| LIABILITY FOR COMPENSATED ABSENCES | 263,428 | - | - | - | - | - | 263,428 |
| SUBTOTAL | 920,570 | - | - | - | - | - | 920,570 |
| TOTAL LIABILITIES | 6,374,100 | - | - | 27,385 | 25,093 | 21,321 | 6,447,899 |
| TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68 | 755,205 | - | - | - | - | - | 755,205 |
| FUND BALANCE | | | | | | | |
| RESTRICTED | - | 11,076,028 | 465,219 | - | - | 38,626 | 11,579,873 |
| SPENDABLE - COMMITTED | 2,500,000 | - | - | - | - | - | 2,500,000 |
| SPENDABLE - UNASSIGNED | 5,591,606 | - | - | - | - | - | 5,591,606 |
| NON-SPENDABLE | 26,351,721 | - | - | - | - | - | 26,351,721 |
| FUND BALANCE | 34,443,327 | 11,076,028 | 465,219 | - | - | 38,626 | 46,023,200 |
| TOTAL NET INCOME (LOSS) | (1,407,376) | 516,059 | 7,125 | (27,385) | (25,093) | (21,321) | (957,991) |
| CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS | (461,915) | | | | | | |
| TOTAL FUND BALANCE | 32,574,036 | 11,592,087 | 472,344 | (27,385) | (25,093) | 17,305 | 44,603,294 |

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



| | GENERAL FUND | COMMUNITY PARK FEES | PARK IMPACT FUND | OAK WAY PARK | PETERSON PARK | BARONI PARK | MEMORANDUM TOTALS ONLY |
|--|--------------------|---------------------|------------------|-----------------|-----------------|-----------------|------------------------|
| REVENUE | | | | | | | |
| FEE BASED PROGRAM INCOME | 776,686 | - | - | - | - | - | 776,686 |
| OTHER INCOME | 55,579 | - | - | - | - | - | 55,579 |
| RDA PASSTHROUGH | - | - | - | - | - | - | - |
| INVESTMENT INCOME | 53,274 | - | - | - | - | - | 53,274 |
| TAX INCOME / COUNTY | 1,550 | - | - | - | - | - | 1,550 |
| PARK IMPACT FEES ASSESSMENTS | - | 516,059 | 7,125 | - | - | - | 523,184 |
| OPERATING TRANSFER IN | - | - | - | - | - | - | - |
| TOTAL REVENUE | 887,089 | 516,059 | 7,125 | - | - | - | 1,410,273 |
| EXPENSE | | | | | | | |
| SALARIES & BENEFITS | 1,383,377 | - | - | 24,164 | 15,636 | 21,321 | 1,444,497 |
| SERVICES & SUPPLIES | 825,135 | - | - | 3,221 | 9,458 | - | 837,814 |
| CONTRIB. TO OTHER AGENCIES | 12,865 | - | - | - | - | - | 12,865 |
| TOTAL EXPENSE | 2,221,378 | - | - | 27,385 | 25,093 | 21,321 | 2,295,177 |
| NET REVENUE BEFORE SPECIAL EXPENSE | (1,334,289) | 516,059 | 7,125 | (27,385) | (25,093) | (21,321) | (884,903) |
| SPECIALLY ALLOCATED ITEMS | | | | | | | |
| DEPRECIATION | 73,087 | - | - | - | - | - | 73,087 |
| FAIR MARKET VALUE ADJUSTMENT | - | - | - | - | - | - | - |
| TOTAL SPECIALLY ALLOCATED | 73,087 | - | - | - | - | - | 73,087 |
| REVENUE OVER (UNDER) | (1,407,376) | 516,059 | 7,125 | (27,385) | (25,093) | (21,321) | (957,991) |
| CAPITAL ASSETS AND REPAIR PROJECTS | | | | | | | |
| CAPITAL / REPAIR PROJECTS | 1,346,819 | - | - | - | - | - | 1,346,819 |
| CAPTIAL PROJECTS REIMBURSEMENT | 884,904 | - | - | - | - | - | 884,904 |
| NET CAPITAL PROJECTS | (461,915) | - | - | - | - | - | (461,915) |
| TOTAL REVENUE OVER (UNDER) EXPENDITURES | (1,869,292) | 516,059 | 7,125 | (27,385) | (25,093) | (21,321) | (1,419,906) |

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

| | AUGUST 2023 | AUGUST 2022 | Increase (Decrease) | |
|---|-------------------|-------------------|---------------------|------------|
| | | | \$ Change | % Change |
| ASSETS | | | | |
| CASH | | | | |
| * CASH ON DEPOSIT WITH COUNTY (GENERAL FUND) | 2,756,751 | 6,503,684 | (3,746,933) | -58% |
| CASH - GOLDEN VALLEY BANK | 5,500,153 | 430,527 | 5,069,626 | 1178% |
| CASH ON DEPOSIT WITH California CLASS (GENERAL FUND) | 2,534,052 | - | 2,534,052 | 0% |
| PETTY CASH | 800 | 800 | - | 0% |
| SUBTOTAL | 10,797,015 | 7,326,887 | 3,470,128 | 47% |
| FMV ADJUSTMENT (GENERAL FUND) | - | - | - | 0% |
| ACCOUNTS RECEIVABLE | 881,523 | 1,711,170 | (829,647) | -48% |
| DUE FROM OTHER FUNDS | | | | |
| DUE TO GENERAL FUND FROM OTHER FUNDS | 73,799 | 59,782 | 14,017 | 0% |
| TOTAL CURRENT ASSETS | 11,752,337 | 9,097,840 | 2,654,497 | 29% |
| PREPAID EXPENSES | - | - | - | 0% |
| FIXED ASSETS | | | | |
| LAND | 11,634,791 | 11,634,791 | - | 0% |
| LAND IMPROVEMENTS | 28,357,507 | 28,357,507 | - | 0% |
| LEASEHOLD IMPROVEMENTS | 1,098,163 | 1,098,163 | - | 0% |
| EQUIPMENT | 1,070,014 | 1,070,014 | - | 0% |
| EQUIPMENT - COMPUTERS | 296,192 | 296,192 | - | 0% |
| EQUIPMENT - AUTOS | 474,688 | 474,688 | - | 0% |
| CONSTRUCTION IN PROGRESS | 349,579 | 349,579 | - | 0% |
| SUBTOTAL | 43,280,933 | 43,280,933 | - | 0% |
| ACCUMULATED DEPRECIATION | (17,513,912) | (16,709,950) | (803,962) | 5% |
| SUBTOTAL | 25,767,022 | 26,570,984 | (803,962) | -3% |
| TOTAL ASSETS | 37,519,358 | 35,668,823 | 1,850,535 | 5% |
| TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68 | 1,186,655 | 1,186,655 | - | 0% |

FOOTNOTES:

* General Fund Cash amount includes \$2,500,000 in Reserves

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

| | AUGUST 2023 | AUGUST 2022 | Increase (Decrease) | |
|--|------------------|------------------|---------------------|-------------|
| | | | \$ Change | % Change |
| LIABILITIES | | | | |
| ACCOUNTS PAYABLE | | | | |
| ACCOUNTS PAYABLE | 9,147 | 38,369 | | |
| ACCOUNTS PAYABLE - REFUNDS | - | - | 0 | |
| ACCOUNTS PAYABLE | 9,147 | 38,369 | (29,221) | -76% |
| ACCRUED EXPENSES | | | | |
| ACCRUED PAYROLL | 61,937 | 62,170 | (233) | 0% |
| PAYROLL FEDERAL TAXES | 19,191 | 5,623 | 13,568 | 241% |
| PAYROLL STATE TAXES | 6,179 | 1,393 | 4,785 | 343% |
| PAYROLL EMPLOYEE MEDI & FICA | 23,813 | 6,093 | 17,721 | 291% |
| PAYROLL EMPLOYER MEDI & FICA LIAB | 23,646 | 5,925 | 17,721 | 299% |
| PAYROLL SDI | 2,920 | 868 | 2,052 | 236% |
| PAYROLL GARNISHMENTS | (63,719) | (17,247) | (46,472) | 269% |
| UNION DUES - SUPERVISORS | 94 | 94 | - | 0% |
| UNION DUES - PARKS | 952 | 192 | 760 | 0% |
| 457 EMPLOYEE CONTRIBUTIONS | 819 | 4,094 | (3,275) | -80% |
| 457 ROTH EMPLOYEE CONTRIBUTIONS | 3,275 | - | 3,275 | 0% |
| EMPLOYEE VOLUNTARY LIFE/AD&D | 1,737 | - | 1,737 | 0% |
| EMPLOYEE MEDICAL WITHHOLDINGS | (1,531) | (1,531) | - | 0% |
| VOUCHERS PAYABLE ACCRUAL | 138,647 | - | 138,647 | 0% |
| ACCRUED EXPENSES | 217,960 | 133,423 | 84,537 | 63% |
| DUE TO OTHER FUNDS | | | | |
| DUE TO OTHER FUNDS FROM GENERAL FUND | 4,635,419 | - | 4,635,419 | 0% |
| OTHER LIABILITIES | | | | |
| DEFERRED REVENUE | 537,351 | 1,375,246 | (837,895) | -61% |
| OTHER LIAB - CLASS CLEARING ACCT | 2,313 | 3,423 | (1,110) | -32% |
| UNEARNED REVENUE | (0) | 6,049 | (6,049) | -100% |
| PREPAID FACILITY TRANSFER | (1,091) | - | (1,091) | 0% |
| SECURITY DEPOSITS | 44,028 | 44,750 | (722) | -2% |
| TIME EXPIRED HOLDING ACCT | 8,403 | 7,903 | 500 | 6% |
| SUBTOTAL | 591,004 | 1,424,020 | (833,016) | -58% |
| TOTAL CURRENT LIABILITIES | 5,453,530 | 1,595,811 | 3,857,719 | 242% |
| LONG-TERM DEBT | | | | |
| NET PENSION LIABILITY | 657,142 | 657,142 | - | 0% |
| LIABILITY FOR COMPENSATED ABSENCES | 263,428 | 263,428 | - | 0% |
| SUBTOTAL | 920,570 | 920,570 | - | 0% |
| TOTAL LIABILITIES | 6,374,100 | 2,516,381 | 3,857,719 | 153% |
| TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68 | 755,205 | 755,205 | - | 0% |

FUND BALANCE

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

| | AUGUST 2023 | AUGUST 2022 | Increase (Decrease) | |
|--|--------------------|-------------------|---------------------|---------------|
| | | | \$ Change | % Change |
| SPENDABLE - COMMITTED | | | | |
| SPENDABLE - COMMITTED - GENERAL RESERVE | 2,500,000 | 2,600,000 | (100,000) | -4% |
| SUBTOTAL | 2,500,000 | 2,600,000 | (100,000) | -4% |
| <hr/> | | | | |
| SPENDABLE - UNASSIGNED | 5,591,606 | 1,300,774 | 4,290,832 | 330% |
| NON-SPENDABLE | 26,351,721 | 27,479,110 | (1,127,388) | -4% |
| TOTAL FUND BALANCE - GENERAL FUND | 34,443,327 | 31,379,884 | 3,063,444 | 10% |
| | | | | |
| NET INCOME (LOSS) | | | | |
| GENERAL FUND | (1,407,376) | (928,336) | (479,041) | 52% |
| TOTAL LIABILITIES AND FUND BALANCE | 40,165,256 | 33,723,134 | | |
| TOTAL NET INCOME (LOSS) | (1,407,376) | (928,336) | (479,041) | 52% |
| | | | | |
| CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS | (461,915) | 22,618 | (484,533) | -2142% |
| TOTAL FUND BALANCE | 32,574,036 | 30,428,930 | 2,145,106 | 7% |

CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY
GENERAL FUND - FUND 2490
AUGUST 2023
REPRESENTS 17% OF THE YEAR

| | 2023-2024 BUDGET | 2023-2024 YTD | 2023-2024 % BUDGET | Remaining Budget | 2022-2023 BUDGET | 2022-2023 YTD | 2022-2023 % BUDGET | DIFF. BY YEAR |
|--|---------------------|--------------------|-----------------------|---------------------|---------------------|--------------------|-----------------------|------------------|
| REVENUE | | | | | | | | |
| FEE BASED PROGRAM INCOME | 4,427,500 | 776,686 | 17.5% | 3,650,814 | 3,526,835 | 549,001 | 15.6% | 227,684 |
| OTHER INCOME | 818,500 | 55,579 | 6.8% | 762,921 | 664,865 | 69,645 | 10.5% | (14,066) |
| RDA PASSTHROUGH | 1,600,000 | - | 0.0% | 1,600,000 | 1,600,000 | - | 0.0% | - |
| INVESTMENT INCOME | 100,000 | 53,274 | 53.3% | 46,726 | 45,000 | - | 0.0% | 53,274 |
| TAX INCOME / COUNTY | 5,150,000 | 1,550 | 0.0% | 5,148,450 | 4,655,000 | - | 0.0% | 1,550 |
| TOTAL REVENUE | 12,096,000 | 887,089 | 7.3% | 11,208,911 | 10,491,700 | 618,646 | 5.9% | 268,443 |
| OPERATING EXPENDITURES | | | | | | | | |
| SALARIES AND BENEFITS | 8,581,325 | 1,383,377 | 16.1% | 7,197,948 | 7,320,959 | 1,272,212 | 17.4% | 111,165 |
| SERVICES AND SUPPLIES | 3,170,480 | 825,135 | 26.0% | 2,345,345 | 2,829,608 | 352,013 | 12.4% | 473,122 |
| OPERATING TRANSFER OUT | 200,000 | - | | | 267,934 | - | | |
| CONTRIB. TO OTHER AGENCIES | 15,000 | 12,865 | 85.8% | 2,135 | 15,000 | 9,997 | 66.6% | 2,868 |
| CONTINGENCIES | 20,000 | - | 0.0% | 20,000 | 20,000 | - | 0.0% | - |
| TOTAL OPERATING EXPENDITURES | 11,986,805 | 2,221,378 | 18.5% | 9,565,427 | 10,534,182 | 1,634,222 | 15.5% | 587,155 |
| NET REVENUE BEFORE SPEC. EXP. | 109,195 | (1,334,289) | | 1,443,484 | (42,482) | (1,015,576) | | (318,713) |
| SPECIALLY ALLOCATED ITEMS | | | | | | | | |
| DEPRECIATION | - | 73,087 | 0.0% | - | - | 143,084 | 0.0% | (69,996) |
| FAIR MARKET VALUE ADJUSTMENT | - | - | 0.0% | - | - | (230,324) | 0.0% | 230,324 |
| TOTAL SPECIALLY ALLOCATED | - | 73,087 | 0.0% | - | - | (87,241) | 0.0% | 160,328 |
| REVENUE OVER (UNDER) EXPENDITURES | 109,195 | (1,407,376) | | | (42,482) | (928,336) | | (479,041) |

CHICO AREA RECREATION AND PARK DISTRICT
REVENUE SUMMARY
GENERAL FUND - FUND 2490
AUGUST 2023
REPRESENTS 17% OF THE YEAR

| | 2023-2024 BUDGET | AUGUST 2023 | 2023-2024 YTD | 2023-2024 % BUDGET | Remaining Budget | 2022-2023 BUDGET | 2022-2023 YTD | 2022-2023 % BUDGET | DIFF. BY YEAR |
|--|---------------------|----------------|------------------|-----------------------|---------------------|---------------------|------------------|-----------------------|------------------|
| FEE BASED PROGRAM INCOME | | | | | | | | | |
| AFTER SCHOOL & CAMP PROGRAMS | | | | | | | | | |
| AFTERSCHOOL | 2,730,000 | 38,190 | 38,017 | 1.4% | 2,691,983 | 2,052,225 | 82,036 | 4.0% | (44,019) |
| CAMPS | 448,000 | 141,736 | 346,958 | 77.4% | 101,042 | 301,300 | 227,000 | 75.3% | 119,959 |
| RECREATION ADMIN | 50,000 | | 50,123 | 100.2% | - | - | - | 0.0% | - |
| SUBTOTAL | 3,228,000 | 179,927 | 435,099 | 13.5% | 2,793,024 | 2,353,525 | 309,036 | 13.1% | 75,940 |
| AQUATICS | 165,000 | 21,286 | 54,515 | 33.0% | 110,485 | 160,570 | 41,713 | 26.0% | 12,802 |
| CLASSES | | | | | | | | | |
| GENERAL CLASSES | 147,500 | 14,204 | 30,097 | 20.4% | 117,403 | 147,260 | 19,669 | 13.4% | 10,429 |
| COMMUNITY BAND | 2,000 | - | - | 0.0% | 2,000 | 2,000 | 730 | 36.5% | (730) |
| YOUTH CLASSES | 50,000 | 2,086 | 6,960 | 13.9% | 43,040 | 65,000 | 7,608 | 11.7% | (648) |
| SUBTOTAL | 199,500 | 16,290 | 37,057 | 18.6% | 45,040 | 214,260 | 28,007 | 13.1% | 9,051 |
| ADULT SPORTS | | | | | | | | | |
| PROGRAM FEE INCOME | 200,000 | 22,730 | 49,502 | 24.8% | 150,498 | 232,942 | 35,315 | 15.2% | 14,187 |
| SUBTOTAL | 200,000 | 22,730 | 49,502 | 24.8% | 150,498 | 232,942 | 35,315 | 15.2% | 14,187 |
| NATURE CENTER | | | | | | | | | |
| PROGRAM FEE INCOME | 325,000 | 55,845 | 140,679 | 43.3% | 184,321 | 256,840 | 96,601 | 37.6% | 44,078 |
| SUBTOTAL | 325,000 | 55,845 | 140,679 | 43.3% | 184,321 | 510,980 | 96,601 | 18.9% | 44,078 |
| OTHER PROGRAMS | | | | | | | | | |
| SCHOLARSHIPS | (25,000) | (954) | (2,646) | 10.6% | - | (25,000) | (2,718) | 10.9% | 72 |
| SPECIAL EVENTS | 50,000 | 7,800 | 7,800 | 15.6% | 42,200 | 30,000 | - | 0.0% | 7,800 |
| SENIOR ADULT PROGRAMS | 25,000 | 5,117 | 7,618 | 30.5% | 17,382 | 32,500 | 2,121 | 6.5% | 5,497 |
| YOUTH SPORTS | 260,000 | 39,538 | 96,563 | 37.1% | 163,437 | 250,000 | 74,241 | 29.7% | 22,321 |
| SUBTOTAL | 310,000 | 51,501 | 109,335 | 35.3% | 223,019 | 287,500 | 73,644 | 25.6% | 35,691 |
| TOTAL FEE BASED PROGRAMS | 4,427,500 | 347,579 | 776,686 | 17.5% | 3,623,789 | 3,526,835 | 549,001 | 15.6% | 191,749 |
| OTHER INCOME | | | | | | | | | |
| FACILITY RENTAL INCOME | 475,000 | 17,422 | 52,133 | 11.0% | 422,867 | 444,865 | 47,166 | 10.6% | 4,966 |
| REBATES & REIMBURSED COSTS | 38,500 | 176 | 994 | 2.6% | 37,506 | 30,000 | 19,430 | 64.8% | (18,436) |
| REIMBURSEMENTS - CITY PARKS | 290,000 | - | - | 0.0% | 290,000 | 180,000 | - | 0.0% | - |
| MISCELLANEOUS | 5,000 | 10 | 10 | 0.2% | 4,990 | - | 15 | 0.0% | (5) |
| ENDOWMENTS | 10,000 | - | 2,303 | 23.0% | 7,697 | 10,000 | 2,798 | 28.0% | (495) |
| DONATIONS | - | 129 | 139 | 0.0% | - | - | 235 | 0.0% | (96) |
| TOTAL OTHER INCOME | 818,500 | 17,737 | 55,579 | 6.8% | 763,060 | 664,865 | 69,645 | 10.5% | (14,066) |
| REVENUE FROM OTHER AGENCIES | | | | | | | | | |
| RDA PASSTHROUGH | 1,600,000 | - | - | 0.0% | 1,600,000 | 1,600,000 | - | 0.0% | - |
| INVESTMENT INCOME | 100,000 | 41,988 | 53,274 | 53.3% | 46,726 | 45,000 | - | 0.0% | 53,274 |
| TAX INCOME | - | - | 1,550 | 0.0% | - | - | - | 0.0% | 1,550 |
| TOTAL REVENUE FROM OTHER AGENCIES | 6,850,000 | 41,988 | 54,824 | 0.8% | 6,796,726 | 6,300,000 | - | 0.0% | 54,824 |
| TOTAL REVENUE | 12,096,000 | 407,304 | 936,591 | 7.7% | 11,183,575 | 10,491,700 | 618,646 | 5.9% | 232,507 |

CHICO AREA RECREATION AND PARK DISTRICT
SALARIES AND BENEFITS SUMMARY
GENERAL FUND - FUND 2490
AUGUST 2023
REPRESENTS 17% OF THE YEAR

| | 2023-2024 BUDGET | AUGUST 2023 | 2023-2024 YTD | 2023-2024 % BUDGET | 2022-2023 BUDGET | 2022-2023 YTD | 2022-2023 % BUDGET | DIFF. BY YEAR |
|------------------------------------|---------------------|-------------------|------------------|-----------------------|---------------------|------------------|-----------------------|------------------|
| SALARIES | | | | | | | | |
| FULL-TIME SALARIES | 3,500,000 | 275,179 | 539,748 | 15.4% | 3,055,000 | 438,218 | 14.3% | 101,530 |
| PART-TIME SALARIES | 3,425,000 | 237,459 | 455,811 | 13.3% | 2,731,000 | 429,207 | 15.7% | 26,604 |
| ACCUMULATED LEAVE | 40,000 | - | - | 0.0% | 41,000 | - | 0.0% | - |
| INSTRUCTORS | 10,000 | 720 | 2,231 | 22.3% | 53,000 | 10,155 | 19.2% | (7,924) |
| SUBTOTAL | 6,975,000 | 513,357.71 | 997,789 | 14.3% | 5,880,000 | 877,579 | 14.9% | 120,210 |
| BENEFITS | | | | | | | | |
| FICA | 537,075 | 39,102 | 76,030 | 14.2% | 445,000 | 63,581 | 14.3% | 12,449 |
| RETIREMENT | 625,000 | 26,990 | 209,217 | 33.5% | 629,000 | 298,766 | 47.5% | (89,549) |
| HEALTH INSURANCE | 645,000 | 7,137 | 40,736 | 6.3% | 565,400 | 27,905 | 4.9% | 12,831 |
| UNEMPLOYMENT INSURANCE | 20,000 | - | - | 0.0% | 30,000 | - | 0.0% | - |
| * WORKERS COMP INSURANCE | 120,000 | - | 120,726 | 100.6% | 120,000 | 106,963 | 89.1% | 13,763 |
| ALLOCATION TO OTHER FUNDS | (340,750) | (30,560) | (61,121) | 17.9% | (348,441) | (102,582) | 29.4% | 41,461 |
| SUBTOTAL | 1,606,325 | 42,668 | 385,587 | 24.0% | 1,440,959 | 394,633 | 27.4% | (9,045) |
| TOTAL SALARIES AND BENEFITS | 8,581,325 | 556,026 | 1,383,377 | 16.1% | 7,320,959 | 1,272,212 | 17.4% | 111,165 |

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

**CHICO AREA RECREATION AND PARK DISTRICT
SERVICES AND SUPPLIES SUMMARY
GENERAL FUND - FUND 2490
AUGUST 2023
REPRESENTS 17% OF THE YEAR**

| | 2023-2024 BUDGET | AUGUST 2023 | 2023-2024 YTD | 2023-2024 % BUDGET | Remaining Budget | 2022-2023 BUDGET | 2022-2023 YTD | 2022-2023 % BUDGET | DIFF. BY YEAR |
|-----------------------------------|---------------------|----------------|------------------|-----------------------|---------------------|---------------------|------------------|-----------------------|------------------|
| SERVICES AND SUPPLIES | | | | | | | | | |
| MARKETING | 50,000 | 1,239 | 5,668 | 11.3% | 44,332 | 44,000 | 245 | 0.6% | 5,424 |
| UNIFORM APPAREL | 25,000 | 107 | 2,170 | 8.7% | 22,830 | 8,000 | 744 | 9.3% | 1,426 |
| PROGRAM APPAREL | 54,500 | - | 4,240 | 7.8% | 50,260 | - | 5,427 | 0.0% | (1,188) |
| COMMUNICATIONS | 70,000 | - | 7,918 | 11.3% | 62,082 | 52,358 | - | 0.0% | 7,918 |
| * INSURANCE | 340,600 | - | 362,966 | 106.6% | - | 270,000 | 288,820 | 107.0% | 74,147 |
| TECHNOLOGY SOFTWARE | 100,000 | - | 45,716 | 45.7% | 54,284 | 105,000 | 7,103 | 6.8% | 31,413 |
| TECHNOLOGY HARDWARE | 30,000 | 2,895 | 8,554 | 28.5% | 21,446 | 30,000 | (21,241) | -70.8% | 29,795 |
| EQUIPMENT MAINTENANCE | 50,500 | 958 | 5,805 | 11.5% | 44,695 | 23,250 | 2,389 | 10.3% | 3,416 |
| EQUIPMENT | 44,500 | 4,995 | 19,173 | 43.1% | 25,327 | 9,200 | 1,349 | 14.7% | 17,824 |
| VEHICLE MAINTENANCE | 25,000 | 447 | 2,766 | 11.1% | 22,234 | 18,000 | 1,742 | 9.7% | 1,024 |
| STRUCTURE & GROUNDS | 250,000 | 2,882 | 14,516 | 5.8% | 235,484 | 190,950 | 43,120 | 22.6% | (28,604) |
| VANDALISM | 5,000 | 347 | 844 | 16.9% | 4,156 | 5,460 | 549 | 10.1% | 295 |
| SERVICES | 506,000 | - | 47,843 | 9.5% | 458,157 | 292,200 | 17,847 | 6.1% | 29,996 |
| CONTRACT SERVICES | 490,880 | 86,779 | 161,111 | 32.8% | 329,769 | 716,616 | 109,226 | 15.2% | 51,884 |
| LEGAL NOTICES | 1,000 | - | - | 0.0% | 1,000 | 1,000 | - | 0.0% | - |
| RECRUITMENT | 20,000 | - | 2,649 | 13.2% | 17,351 | 25,000 | - | 0.0% | 2,649 |
| RENT/LEASE STRUCTURES | 2,000 | - | 500 | 25.0% | 1,500 | 2,000 | - | 0.0% | 500 |
| SMALL TOOLS | 25,000 | 367 | 1,880 | 7.5% | 23,121 | 3,900 | 1,511 | 38.7% | 369 |
| PROFESSIONAL DEVELOPMENT | 40,000 | - | 3,820 | 9.6% | 36,180 | 28,000 | - | 0.0% | 3,820 |
| MISCELLANEOUS | 10,000 | - | 1,161 | 11.6% | 8,839 | 10,000 | - | 0.0% | 1,161 |
| SUPPLIES | 340,000 | 5,083 | 36,313 | 10.7% | 303,687 | 366,540 | 20,221 | 5.5% | 16,092 |
| HOSPITALITY | 20,000 | 281 | 563 | 2.8% | 19,437 | 5,000 | 193 | 3.9% | 238 |
| FUEL | 60,000 | 6,194 | 15,773 | 26.3% | 44,227 | 50,000 | (10,794) | -21.6% | 26,566 |
| TRANSPORTATION | 4,000 | 3,250 | 4,313 | 107.8% | - | 3,700 | 1,980 | 53.5% | 2,333 |
| DIST OFFICE BOARD MTG EXP | 10,000 | 600 | 600 | 6.0% | 9,400 | 10,000 | 800 | 8.0% | (200) |
| USE TAX | 1,500 | - | - | 0.0% | 1,500 | 1,500 | - | 0.0% | - |
| TRAVEL | 10,000 | - | - | 0.0% | 10,000 | 10,000 | - | 0.0% | - |
| SUBTOTAL | 2,585,480 | 116,424 | 756,861 | 29.3% | 1,851,298 | 2,281,674 | 471,232 | 20.7% | 278,297 |
| UTILITIES | | | | | PageTh | | | | |
| WATER | 160,000 | - | - | 0.0% | 160,000 | 151,521 | - | 0.0% | - |
| ELECTRICITY | 330,000 | 35,258 | 65,729 | 19.9% | 264,271 | 309,072 | (110,074) | -35.6% | 175,803 |
| GAS | 75,000 | 978 | 2,445 | 3.3% | 72,555 | 79,992 | (9,016) | -11.3% | 11,461 |
| SEWER | 20,000 | - | 100 | 0.5% | 19,900 | 7,349 | - | 0.0% | 100 |
| SUBTOTAL | 585,000 | 36,236 | 68,274 | 11.7% | 516,726 | 547,934 | (119,090) | -21.7% | 187,364 |
| TOTAL SERVICE & SUPPLY | 3,170,480 | | 825,135 | 26.0% | 2,368,023 | 2,829,608 | 352,013 | 12.4% | 465,791 |

* Insurance is paid in July for the Fiscal Year

**CHICO AREA RECREATION AND PARK DISTRICT
CAPITAL PROJECTS / FIXED ASSETS SUMMARY
AUGUST 2023
REPRESENTS 17% OF THE YEAR**

| | ORIGINAL 2023-2024 BUDGET | REVISED 2023-2024 BUDGET | 2023-2024 YTD | 2023-2024 % BUDGET | Remaining Budget |
|--|--|---|--------------------------|-------------------------------|-----------------------------|
| CAPITAL PROJECTS | | | | | |
| DISTRICT WIDE - ADA Compliance Upgrades | 135,000 | 135,000 | - | 0.0% | 135,000 |
| DISTRICT WIDE - Deferred Maintenance | 150,000 | 150,000 | 5,933 | 4.0% | 144,067 |
| DISTRICT WIDE - Irrigation Smart Controller Upgrades | 115,000 | 115,000 | - | 0.0% | 115,000 |
| CARD CENTER - Roof & Exterior Repair/Painting | 200,000 | 200,000 | - | 0.0% | 200,000 |
| COMMUNITY PARK - Field House Wall Padding | 27,600 | 27,600 | - | 0.0% | 27,600 |
| DEGARMO PARK - Replace Soccer Goals | 25,000 | 25,000 | - | 0.0% | 25,000 |
| LAKESIDE - Blinds | 17,250 | 17,250 | - | 0.0% | 17,250 |
| LAKESIDE - Carpet Replacement | 45,000 | 45,000 | - | 0.0% | 45,000 |
| ROTARY PARK - Replace 5-12 Play Structure | 155,250 | 155,250 | - | 0.0% | - |
| AQUATICS - Design Phase | 1,700,000 | 1,700,000 | - | 0.0% | 1,700,000 |
| LAKESIDE - Permanent Projectors | 23,000 | 23,000 | - | 0.0% | 23,000 |
| COMMUNITY PARK - Renovate & Expand Maintenance Hub | 1,300,000 | 1,300,000 | - | 0.0% | 1,300,000 |
| COMMUNITY PARK - Bocce Ball Court | 856,000 | 856,000 | - | 0.0% | 856,000 |
| DFJ - Chapman Park Renovation | 3,112,000 | 3,112,000 | 1,081,595 | 34.8% | 2,030,405 |
| HOOKER OAK - Playground | 192,000 | 192,000 | 807 | 0.4% | 191,193 |
| PETERSON - Playground | 198,240 | 198,240 | 9,425 | 4.8% | 188,815 |
| CARD CENTER - ADA Upgrades - Parking Lot | 112,700 | 112,700 | - | 0.0% | 112,700 |
| SUBTOTAL CAPITAL PROJECTS | 8,364,040 | 8,364,040 | 1,097,761 | 13.1% | 7,111,029 |
| FIELD/PROGRAM EQUIPMENT | | | | | |
| DeGarmo Painter Replacement | 8,050 | 8,050 | - | 0.0% | 8,050 |
| Gator Replacement | 13,500 | 13,500 | 13,261 | 98.2% | 239 |
| Wood Chipper Replacement | 85,000 | | - | 0.0% | - |
| New Standing Mower | 15,000 | 15,000 | 12,521 | 83.5% | 2,479 |
| New Gator (Wildwood) | 13,500 | 13,500 | 13,261 | 98.2% | 239 |
| Movie Equipment | 19,000 | 19,000 | 18,000 | 94.7% | 1,000 |
| SUBTOTAL FIELD/PROGRAM EQUIPMENT | 154,050 | 69,050 | 57,042 | 82.6% | 12,008 |
| VEHICLES | | | | | |
| New Vehicle (Roving Crew) | 40,000 | 40,000 | 36,976 | 92.4% | 3,024 |
| Vehicle Replacement (2 Trucks) | 80,000 | 80,000 | 73,951 | 92.4% | 6,049 |
| Vehicle Replacement (Utility Truck) | 75,000 | 75,000 | 69,986 | 93.3% | 5,014 |
| Trailer | 15,000 | 15,000 | 11,104 | 74.0% | 3,897 |
| SUBTOTAL VEHICLES | 210,000 | 210,000 | 192,017 | 91.4% | 17,983 |
| TOTAL CAPITAL PROJECTS/FIXED ASSETS | 8,728,090 | 8,643,090 | 1,346,819 | 15.6% | 7,381,271 |

| | | | | | |
|---|------------------|------------------|----------------|--------------|------------------|
| CAPITAL PROJECTS REIMBURSEMENT | | | | | |
| Prop 68 Grant | 2,612,000 | 2,612,000 | 369,083 | 14.1% | 2,242,917 |
| Dev. Impact Fees | 3,229,000 | 3,229,000 | 515,821 | 16.0% | 2,713,179 |
| Neighborhood Impact Fees | 706,250 | 706,250 | - | 0.0% | 706,250 |
| CPRS Grant | 150,000 | 150,000 | - | 0.0% | 150,000 |
| General Fund Unassigned Fund Balance | 2,030,840 | 2,030,840 | - | 0.0% | 2,030,840 |
| TOTAL CAPITAL PROJECTS REIMBURSEMENT | 8,728,090 | 8,728,090 | 884,904 | 10.1% | 7,843,186 |

| | | | | | |
|--|---|--------|-----------|------|---------|
| TOTAL EXPENSE (OVER) UNDER REIMBURSEMENTS | - | 85,000 | (461,915) | 0.0% | 461,915 |
|--|---|--------|-----------|------|---------|

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2022-2023
August 2023
Month 2 and 17% of the Year

| DESCRIPTION | 2023-2024 Budget | August 2023 | 2023-2024 YTD | 2023-2024 % of Budget | Remaining Budget | 2022-2023 Budget | August 2022 | 2022-2023 YTD | 2022-2023 % of Budget | YTD Difference by Year |
|---------------------------|---------------------|-----------------|------------------|--------------------------|---------------------|---------------------|-----------------|------------------|--------------------------|------------------------------|
| AFTERSCHOOL | | | | | | | | | | |
| INCOME | 2,730,000 | 38,190 | 38,017 | 1% | 2,691,983 | 2,052,225 | 82,036 | 82,036 | 4% | (44,019) |
| PART-TIME WAGES | (1,625,000) | (3,152) | (4,806) | 0% | (1,620,194) | (1,289,000) | (33,470) | (33,515) | 3% | 28,709 |
| TECHNOLOGY SOFTWARE | - | - | (7,200) | 0% | 7,200 | - | - | - | 0% | (7,200) |
| PROFESSIONAL DEVELOPMENT | (3,000) | - | - | 0% | (3,000) | - | - | - | 0% | - |
| SUPPLIES | (28,000) | 19 | (3,260) | 12% | (24,740) | (27,135) | - | 700 | -3% | (3,960) |
| TRAVEL | (1,000) | - | - | 0% | (1,000) | - | - | - | 0% | - |
| TOTAL AFTERSCHOOL | 1,073,000 | 35,058 | 22,751 | 0 | 1,050,249 | 736,090 | 48,566 | 49,221 | 7% | (26,470) |
| CAMPS | | | | | | | | | | |
| INCOME | 448,000 | 141,736 | 346,958 | 77% | 101,042 | 301,300 | 68,781 | 227,000 | 75% | 119,959 |
| PART-TIME WAGES | (230,000) | (63,927) | (118,181) | 51% | (111,819) | (98,600) | (35,043) | (82,583) | 84% | (35,598) |
| PROGRAM APPAREL | (10,500) | (1,405) | (3,988) | 38% | (6,512) | - | (829) | (1,859) | 0% | (2,129) |
| GENERAL SERVICES | (12,000) | - | (2,437) | 20% | (9,563) | - | (581) | (485) | 0% | (1,952) |
| SUPPLIES | (14,500) | (935) | (4,559) | 31% | (9,941) | (16,650) | - | (207) | 1% | (4,351) |
| TRANSPORTATION | - | (1,875) | (2,938) | 0% | 2,938 | (2,800) | - | (1,540) | 55% | (1,398) |
| TOTAL CAMPS | 181,000 | 73,594 | 214,857 | 119% | (33,857) | 126,834 | 24,247 | 97,708 | 77% | 117,149 |
| AQUATICS | | | | | | | | | | |
| INCOME | 165,000 | 21,286 | 15,785 | 10% | 149,216 | 160,570 | 7,304 | 41,713 | 26% | (25,929) |
| PART-TIME WAGES | (140,000) | (32,231) | (62,693) | 45% | (77,307) | (134,000) | (21,777) | (54,376) | 41% | (8,316) |
| GENERAL SERVICES | (6,000) | - | (300) | 5% | (5,700) | - | - | - | 0% | (300) |
| SUPPLIES | (3,000) | (13) | (1,764) | 59% | (1,236) | (3,500) | - | - | 0% | (1,764) |
| TOTAL AQUATICS | 13,000 | 5,457 | (10,241) | -79% | 23,241 | 23,070 | (14,473) | (12,663) | -55% | 2,422 |
| CLASSES | | | | | | | | | | |
| INCOME | 199,500 | 16,290 | 37,057 | 19% | 162,443 | 214,260 | 10,896 | 28,007 | 13% | 9,051 |
| PART-TIME WAGES | (10,000) | (720) | (2,231) | 22% | (7,769) | (53,000) | (1,794) | (3,222) | 6% | 991 |
| CONTRACT SERVICES | (160,000) | (62,970) | (112,700) | 70% | (47,300) | (38,500) | (693) | (4,280) | 11% | (108,420) |
| SUPPLIES | (5,000) | (264) | (264) | 5% | (4,736) | (5,200) | (235) | (451) | 9% | 187 |
| TOTAL CLASSES | 24,500 | (47,664) | (78,638) | -321% | 103,138 | 87,560 | 3,954 | 9,899 | 11% | (88,537) |
| ADULT SPORTS | | | | | | | | | | |
| INCOME | 200,000 | 22,730 | 49,502 | 25% | 150,498 | 232,942 | 14,148 | 35,315 | 15% | 14,187 |
| PART-TIME WAGES | (128,000) | (6,877) | (14,836) | 12% | (113,164) | (160,000) | (6,899) | (11,342) | 7% | (3,495) |
| OFFICIALS | - | (9,955) | (19,010) | 0% | 19,010 | - | (6,938) | (13,905) | 0% | (5,105) |
| SUPPLIES | (10,000) | (145) | (1,052) | 11% | (8,948) | (25,650) | - | - | 0% | (1,052) |
| TOTAL ADULT SPORTS | 47,000 | 2,315 | 9,440 | 20% | 37,560 | 47,292 | 311 | 10,068 | 21% | (628) |
| YOUTH SPORTS | | | | | | | | | | |
| INCOME | 260,000 | 39,538 | 96,563 | 37% | 163,437 | 250,000 | 21,968 | 74,241 | 30% | 22,321 |
| PART-TIME WAGES | (160,000) | (23,314) | (45,937) | 29% | (114,063) | (149,000) | (17,400) | (41,319) | 28% | (4,618) |

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2022-2023
August 2023
Month 2 and 17% of the Year

| DESCRIPTION | 2023-2024 | | 2023-2024 | | Remaining Budget | 2022-2023 | | 2022-2023 | | YTD Difference by Year |
|---|------------------|-----------------|------------------|-------------|------------------|------------------|-----------------|------------------|-------------|------------------------|
| | Budget | August 2023 | YTD | % of Budget | | Budget | August 2022 | YTD | % of Budget | |
| GENERAL SERVICES | - | - | (3,546) | 0% | 3,546 | - | - | - | 0% | (3,546) |
| SUPPLIES | (17,000) | - | (3,024) | 18% | (13,976) | (32,950) | - | - | 0% | (3,024) |
| TOTAL YOUTH SPORTS | 68,000 | 16,224 | 44,055 | 65% | 23,945 | 68,050 | 4,568 | 32,922 | 48% | 11,133 |
| SENIOR PROGRAMS | | | | | | | | | | |
| INCOME | 25,000 | 5,117 | 7,618 | 30% | 17,382 | 32,500 | 648 | 2,121 | 7% | 5,497 |
| GENERAL SERVICES | - | - | (210) | 0% | 210 | - | - | - | 0% | (210) |
| TOTAL SENIOR PROGRAMS | 25,000 | 5,117 | 7,408 | 30% | 17,592 | 16,450 | 648 | 1,988 | 12% | 5,420 |
| SPECIAL EVENTS | | | | | | | | | | |
| INCOME | 50,000 | - | - | 0% | 50,000 | 30,000 | - | - | 0% | - |
| MARKETING | - | (1,239) | (1,440) | 0% | 1,440 | - | - | - | 0% | (1,440) |
| GENERAL SERVICES | - | (2,784) | (3,089) | 0% | 3,089 | - | (255) | (970) | 0% | (2,119) |
| SUPPLIES | - | - | (115) | 0% | 115 | (16,000) | - | (575) | 4% | 460 |
| TOTAL SPECIAL EVENTS | 50,000 | (4,023) | (4,643) | -9% | 54,643 | 10,000 | (255) | (1,545) | -15% | (3,098) |
| NATURE CENTER | | | | | | | | | | |
| INCOME | 325,000 | 55,770 | 134,304 | 41% | 190,696 | 256,840 | 31,867 | 96,601 | 38% | 37,703 |
| DONATIONS | - | 129 | 139 | 0% | (139) | - | 5 | 34 | 0% | 105 |
| ENDOWMENTS | 10,000 | - | 2,303 | 23% | 7,697 | 10,000 | - | 2,798 | 28% | (495) |
| PART-TIME WAGES | (180,000) | (35,511) | (64,795) | 36% | (115,205) | (193,800) | (19,719) | (45,750) | 24% | (19,045) |
| PROGRAM APPAREL | (6,000) | (252) | (252) | 4% | (5,748) | - | (3,568) | (3,568) | 0% | 3,316 |
| GENERAL SERVICES | - | (340) | (340) | 0% | 340 | - | - | (255) | 0% | (85) |
| PROFESSIONAL DEVELOPMENT | (500) | - | - | 0% | (500) | - | - | - | 0% | - |
| SUPPLIES | (25,000) | (208) | (3,417) | 14% | (21,583) | (18,215) | (25) | (25) | 0% | (3,392) |
| TRANSPORTATION | - | (1,375) | (1,375) | 0% | 1,375 | (900) | - | (440) | 49% | (935) |
| TOTAL NATURE CENTER | 123,500 | 18,213 | 66,567 | 54% | 56,933 | 51,605 | 8,391 | 46,621 | 90% | 19,946 |
| FACILITY RENTAL | | | | | | | | | | |
| INCOME | 475,000 | 17,422 | 52,133 | 11% | 422,867 | 444,865 | 9,478 | 47,166 | 11% | 4,966 |
| PART-TIME WAGES | (80,000) | (5,429) | (9,514) | 12% | (70,486) | (70,000) | (2,878) | (9,009) | 13% | (505) |
| SUPPLIES | (6,000) | (121) | (148) | 2% | (5,852) | (7,500) | - | - | 0% | (148) |
| TOTAL FACILITY RENTAL | 382,000 | 11,872 | 42,471 | 11% | 339,529 | 357,365 | 6,356 | 37,913 | 11% | 4,558 |
| RECREATION - MISC. & ADMIN | | | | | | | | | | |
| INCOME | 25,000 | 38,422 | 47,477 | 190% | (22,477) | (10,000) | (948) | (2,717) | 27% | 50,194 |
| FULL-TIME WAGES | - | (59,934) | (112,621) | 0% | 112,621 | (761,000) | (45,295) | (90,250) | 12% | (22,371) |
| PART-TIME WAGES | (256,000) | (19,105) | (34,993) | 14% | (221,007) | (58,000) | (6,923) | (16,537) | 29% | (18,456) |
| EQUIPMENT | - | (368) | (736) | 0% | 736 | - | - | - | 0% | (736) |
| SUPPLIES | - | - | (93) | 0% | 93 | (5,000) | - | - | 0% | (93) |
| TOTAL RECREATION - MISC. & ADMIN | (231,000) | (40,984) | (100,967) | 44% | (130,033) | (844,000) | (53,165) | (109,505) | 13% | 8,538 |
| TOTAL PROGRAM SUMMARY | 1,756,000 | 75,178 | 213,059 | 12% | 1,542,941 | 680,316 | 29,148 | 162,627 | 24% | 50,432 |

**POLICY 2145** Record Management and Retention

| | | |
|------------------------------|-----------|----------------------------------|
| EFFECTIVE DATE | TBD | VERSION # 2 |
| DATE OF LAST REVISION | 8/30/2023 | NEXT REVIEW DATE 7/1/2025 |

APPLIES TO

| | |
|----------|--------------|
| Division | Districtwide |
|----------|--------------|

| VERSION | REVISION DATE | DESCRIPTION OF CHANGE/SUPERSEDE | AUTHOR |
|----------------|----------------------|--|---------------|
| 1 | 2011 | Initial | unknown |
| 2 | 8/30/2023 | Updated to clarify practices and remain compliant with Government Code 60200 - 60204 | Holli Drobny |

RATIONALE

The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements. Note that there is a separate policy for Electronic Document Retention (Policy #2430)

| TERM | DEFINITION |
|---------------------------|--|
| Authorization | Approval from the General Manager, as authorized by the District's Board of Directors |
| Accounting Records | <p>Include but are not limited to the following:</p> <ul style="list-style-type: none"> • Invoices • Warrants • Requisitions/Purchase Orders (attached to invoices) • Cash Receipts • Claims (attached to warrants in place of invoices) • Bank Statements • Bank Deposits • Checks • Bills • Various accounting authorizations taken from Board minutes, resolutions or contracts <p>JOURNALS</p> <ul style="list-style-type: none"> • Cash Receipts • Accounts Receivable or Payable Register • Check or Warrant (payables) |

Policy 2154 – Record Management and Retention

| TERM | DEFINITION |
|----------------------------|--|
| Accounting Records | <ul style="list-style-type: none"> • General Journal • Payroll Journal <p>LEDGERS</p> <ul style="list-style-type: none"> • Expenditure • Revenue • Accounts Payable or Receivable Ledger • Construction • General Ledger • Assets/Depreciation <p>TRIAL BALANCE</p> <p>STATEMENTS (Interim or Certified - Individual or All Fund)</p> <ul style="list-style-type: none"> • Balance Sheet • Analysis of Changes in Available Fund Balance • Cash Receipts and Disbursements • Inventory of Fixed Assets (Purchasing) <p>JOURNAL ENTRIES</p> <p>PAYROLL and PERSONNEL RECORDS include but are not limited to the following:</p> <ul style="list-style-type: none"> • Accident reports, injury claims and settlements • Applications, changes or terminations of employees • Earnings records and summaries • Fidelity Bonds • Garnishments • Insurance records of employees • Job Descriptions • Medical Histories • Retirements • Timecards <p>OTHER</p> <ul style="list-style-type: none"> • Inventory Records (Purchasing) • Capital Asset Records (Purchasing) • Depreciation Schedule • Cost Accounting Records |
| Life | The inclusive or operational or valid dates of a document. |
| Record - Electronic | <ul style="list-style-type: none"> • Text messages, voicemail messages, social media posts, and email messages sent or received in the conduct of District business. |
| Record – Permanent | Records considered unique or so valuable in documenting the history or business of an organization that they are preserved in an archive. |
| Record - Public | Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District. Communications that are |

| TERM | DEFINITION |
|------------------------------|--|
| <p>Record - Vital</p> | <p>primarily personal, containing no more than incidental mentions of agency business, generally will not constitute public records.</p> <p>Records which, because of the information they contain, are essential to one or all the following:</p> <ul style="list-style-type: none"> • The resumption and/or continuation of operations; • The re-creation of the legal and financial status of the District, in case of a disaster; • The fulfillment of obligations to bondholders, customers, and employees. <p>Vital records include but are not limited to the following:</p> <ul style="list-style-type: none"> • Agreements • (Annexations and detachments • As-built drawings • Audits • Contract drawings • Customer statements • Deeds • Depreciation schedule • Disposal of surplus & excess property • Disposal of scrap materials • District insurance records • District water rights • Employee accident reports, injury claims & settlements • Employee earning records • Employee fidelity bonds • Employee insurance records • Encroachment permits (by others) • Encroachment permits • Facility improvement plans • Improvement districts • Individual water rights • Individual claims/settlements • Inventory • Journal vouchers • Ledgers • Licenses & permits (to operate) • Loans & grants • Maps • Minutes of Board meetings • Payroll register • Policies, Rules & Regulations • Purchase orders & requisitions • Restricted materials permits • Rights of ways & easements • Spray permits • Statements of Economic Interest |

| TERM | DEFINITION |
|-----------------------------------|---|
| Records Series | A group of records, generally filed together, and having the same reference and retention value. |
| Records Disposal | The planning for and/or the physical operation involved in the authorized destruction of records pursuant to the approved Records Retention Schedule. |
| Records Retention Schedule | The consolidated, approved schedule list of all District records which timetables the life and disposal of all records. |
| Retention Code | Abbreviation of retention action which appears on the retention schedule. |

PROCEDURE

Under the provisions of Government Code §§ 60200-60204, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the management, retention, and disposal of records of the District.

The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to destroy any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below and under applicable law, after consultation with the General Counsel.

Record Inventory

The first step in Record Management is a Record Inventory. Agencies should know what records they have, where the records are kept, the volume, and how the records are used. This information is essential for developing a Records Retention Schedule to document the agency's normal course of doing business. The Records Inventory Worksheet, state form [STD 70](#), is available to assist agencies in gathering information needed in a records management program.

Retention And Disposal

- A. All government records should adhere to a minimum two year retention period ([Government Code §§34090](#)).
- B. Duplicate records, papers and documents may be destroyed at any time without Board authorization, advice of the General Counsel, or copying to photographic or electronic media.
- C. Originals of records more than two years old that were prepared or received in any manner other than under a specific State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media except for permanent records of the District, as defined in this policy and under applicable law.
- D. In no instance should records be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.
- E. Records which are not expressly required by law to be preserved may be destroyed before the end of their retention period if all the following conditions are met:

Policy 2154 – Record Management and Retention

- a. The record is photographed or copied to an approved electronic media.
 - b. The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,
 - c. The photographs and other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.
- F. Any accounting record (except the journals and ledgers) which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
- a. There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;
 - b. There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
 - c. Said audit report or reports were prepared pursuant to procedures outlined in [Government Code section 26909](#) and other State or Federal audit requirements, and that;
 - d. Said audit or audits contain the expression of an unqualified opinion.
- G. Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event or action has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies.
- H. Payroll and Personnel Records
- a. The District shall maintain and preserve any and all applications, personnel, membership, or employment referral records and files for a minimum period of four years after the records and files are initially created or received ([Government Code 12946](#)).
 - b. Records needed for retirement benefit verification must be retained for 75 years after separation from the District.
 - c. Original personnel records may, upon authorization, be destroyed seven years' following employee separation, provided said records have been electronically duplicated and qualify for destruction in accordance with sections above.
- I. Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if electronically duplicated as provided for in sections above. Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than 10 years if electronically duplicated as provided for in sections above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for 10 years.
- J. Minutes of the meetings of the Board of Directors shall be retained indefinitely in their original form. However, meeting minutes may, upon the General Manager's authorization,

be destroyed if they are electronically duplicated as provided for in sections above.

Recording tapes (or other media) of Board meetings will be kept for a period of two years from the date of the recorded meeting, after which they will be destroyed.

- K. Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.
- L. Contracts should be retained for their lives plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.
- M. Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.
- N. For records existing in paper form, retention periods apply to the original paper copy only. Drafts (i.e., initial or preliminary versions) may be disposed of at any time. Duplicate copies and electronic copies may be disposed of at any time at the discretion of the District's management unless the original has been lost. Electronic records will be retained as if they were paper documents. Therefore, any electronic files, including emails that fall into one of the document types in this Policy will be maintained for the appropriate amount of time.
- O. Confidentiality. The District is committed to ensuring the security and confidentiality of all records within its custody or control containing personal, confidential, or proprietary information. When such records are due to be destroyed under this Policy, they will be shredded, erased, or otherwise modified or destroyed to make them unreadable or undecipherable through any means.

Exceptions

- A. Legal Requirements. To the extent that any Applicable Laws exceed the retention periods in this Policy, the Applicable Laws will control.
- B. Legal Hold. All Records required to be retained due to pending or threatened litigation or investigation shall be retained for so long as the legal hold is active.
- C. Contractual Requirements. To the extent that contractual records retention requirements exceed the retention periods in this Policy or specify the retention of Records not listed in the Policy, the contractual requirements will control. No originals of Records related to open contracts and subject to contractual retention requirements may be destroyed without the approval of the General Manager, who will consult with other District personnel as necessary

Record Retention Schedule

The Record Retention Schedule (RRS) defines when the destruction or disposition of certain documents is appropriate and will not adversely affect the interests of the District or the public.

Each Division within the District is responsible for complying with the RRS. Each Division must request authorization to dispose of records that require Board Authorization, as indicated in the

Policy 2154 – Record Management and Retention

chart below. District staff should review their Record Inventory annually. When appropriate, staff should request authorization of document destruction using the *Record Disposal Request Form*.

| Type of Record | Years | Board Authz. | Conditions |
|--|---|--------------|--|
| Originals of records that were prepared or received in any manner other than under State or Federal statute. | 2 years after its creation | Yes | All government records should adhere to a minimum two-year retention period. |
| Duplicate records. | - | No | Can destroy at any time. |
| Records where there is a continuing need for matters such as pending litigation, special projects, etc. | - | - | Keep indefinitely |
| Original/hardcopy records which are not expressly required by law to be filed with the District and preserved. | - | No | Hardcopy records can be destroyed before their retention period is met IF the records are properly digitized and there's not a specific requirement in law for the document to be filed with / retained by the agency. |
| Audited accounting records | 5 years after the end of the audit | Yes | |
| Any accounting record created for a specific event or action | 5 years after the end of the specific event or action | Yes | |
| Volunteer paperwork | 4 years following volunteer separation | Yes | If business need dictates keeping records longer, it's allowable. |
| Payroll and personnel records that are not needed for retirement benefit verification. | 4 years following employee separation | Yes | A retention of 4 years after separation is the minimum required by law for personnel records not needed for retirement benefit verification |

Policy 2154 – Record Management and Retention

| Type of Record | Years | Board Authz. | Conditions |
|--|---|--------------|---|
| Payroll and personal records needed for retirement benefit verification | 75 years following employee separation | Yes | |
| Incident reports related to participants | 5 years after incident | Yes | |
| Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc. | 10 years following the final payment | Yes | Retained until final payment and thereafter may be destroyed in less than 10 years if electronically duplicated. (See section I for more information.) |
| Paid bonds, warrant certificates and interest coupons. | 6 months | Yes | Retained for six months, if detailed payment records are kept for 10 years. (See section I for more information.) |
| Minutes of the meetings of the Board of Directors | - | - | Keep indefinitely. Originals may be destroyed provided they have been electronically duplicated in accordance with established standards for quality and electronic record storage and access. |
| Construction records, such as bids, correspondence, change orders, etc. | 7 years following the end of the project | Yes | 7 years following the end of the project or grant, whatever is applicable. |
| As-built plans for public facility | - | Yes | Keep as long as facility exists. |
| Contracts | 7 years following the end of the contract | Yes | 7 years following the end of the contract. |
| Unaccepted bid or proposal for contract | 2 years following the end of the bid | Yes | |

| Type of Record | Years | Board Authz. | Conditions |
|------------------|-------|--------------|---|
| Property Records | - | - | Kept until the property is no longer owned by the District. |

Acknowledgement and Compliance

The District expects all employees, staff members, and Board Members to fully comply with this policy. Failure to retain documents for those minimum time periods could subject the District to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the District in contempt of court, and seriously disadvantage the District in litigation. Additionally, an individual may put themselves at risk of fine and imprisonment for crimes relating to public records, documents and certificates (Government Code 6200-6201).

Thus, it is imperative that all employees, staff members, and Board Members fully understand and comply with this policy. Failure to comply with such may result in adverse action, up to and including termination. For these reasons staff member and Board Member of the Chico Area Recreation and Park District should be provided a copy of this policy and sign an acceptance of receipt of such.

Authority: Government Code §§ 60200 through 60204, Section 60201 for Special Districts; Government Code §§34090; Government Code §§12946; Government Code §§ 6200-6201

Author (print and sign)

Date

Annabel Grimm
General Manager

Date

Approved by the Board of Directors on: _____

**POLICY 2430** Electronic Records Retention

| | | |
|------------------------------|-----------|----------------------------------|
| EFFECTIVE DATE | TBD | VERSION # 1 |
| DATE OF LAST REVISION | 8/30/2023 | NEXT REVIEW DATE 7/1/2025 |

APPLIES TO

| | |
|--------------|----------------|
| Division | Districtwide |
| Sub-Division | Administration |

| VERSION | REVISION DATE | DESCRIPTION OF CHANGE/SUPERSEDE | AUTHOR |
|----------------|----------------------|--|---------------|
| 1 | 9/21/2023 | Initial | Holli Drobny |

RATIONALE

The Electronic Document Retention Policy of the District governs the retention of text messages, voicemail messages, social media posts, and email messages sent or received in the conduct of District business. Note that there is a separate policy for Records Management and Retention that includes records in all formats (Policy #2145).

TERMS AND DEFINITIONS

| TERM | DEFINITION |
|-------------------|---|
| Email Message | An electronic communication sent and received via web mail or email client. |
| Social Media | Information posted to websites and applications that enable users to create and share content or to participate in social networking, including Facebook, Twitter, Instagram, Snapchat, and LinkedIn. |
| Text Message | An electronic, written communication sent and received via telephone or Internet connection. |
| Voicemail Message | An electronic, audio communication sent or received via telephone or Internet connection. |

PROCEDURE**Text Messages, Voicemail Messages, and Social Media**

Text messages, voicemail messages, and social media posts not saved to an archive, or a more permanent medium are intended to be transitory documents, not preserved or needed to document the conduct of business. Accordingly, they do not constitute disclosable public records, as that term is defined by Government Code section 7920.530, subdivision (a). Directors and District staff are not

required to retain these electronic documents. Business done on behalf of the District that requires the creation and preservation of records should be conducted in other media.

Email Messages

Email is considered a temporary system to store correspondence. Users are responsible for reading and managing their email. Electronic records will be retained as if they were paper documents. Therefore, any electronic files, including emails that fall into one of the document types in Policy #2154 will be maintained for the appropriate amount of time.

1. Email messages sent or received by the District’s computer systems from the date this policy is adopted will be preserved for two years and made available for public inspection on the same terms as other District records.
2. Except as provided in point 3 below, Directors and District staff are required to use (or copy to an address on) the District’s computer systems for all email messages regarding District business. Such email messages fall within point 1 above, i.e., they will be preserved for two years and made available for public inspection on the same terms as other District records.
3. The District will continue to comply with Government Code § 54957.5 which deems to be a public record any document communicated to a majority of the Directors, whether at the same time or successfully, with respect to an item of District business regardless of the means of that communication, including via non-District email accounts. Directors are encouraged to forward such email messages not received by the District’s computer systems nor copied to its staff or to an email address designated for that purpose so they can be preserved in the District’s email retention system, relieving individual Directors of any duty to preserve such email messages or make them available for public inspection.

This policy applies only to the conduct of District business that is subject to the Public Records Act. If District staff conduct personal business on district devices and accounts, those are subject to disclosure unless there's exemption under Information Practices Act or restriction under the Public Records Act.

Authority: Government Code section 7920-7931; Government Code § 54957.5

Author (print and sign) Date

Annabel Grimm Date
General Manager

Policy 2430 – Electronic Records Retention

Approved by the Board of Directors on: _____

STAFF REPORT

DATE: September 28, 2023
TO: Board of Directors
FROM: Anjie Goulding, Director of Recreation
SUBJECT: Player's Code of Conduct

BACKGROUND

At the August 24th Board of Directors meeting, the Board asked to review the Player's Code of Conduct.

DISCUSSION

It is unclear when the last review of the Player's Code of Conduct was conducted by the Directors of the Board or when the last revision was approved.

The main goal of the Player's Code of Conduct (Code) is to clearly outline the expectations of participant's behavior in our Youth and Adult Sport Programs. The Code outlines the consequences when expectations are not met.

The Code addresses behavior infractions. Each program will have specific game rules and are addressed in the rules and regulations of the specific program.

REQUEST

The Player's Code of Conduct is currently being reviewed by District Staff and will be updated for Winter Leagues. Staff request direction on the role of the Board in the revision process.

PLAYER'S CODE OF CONDUCT

The following "Player's Code of Conduct" has been adopted by the Chico Area Recreation and Park District and SANCRA (Sports Association of Northern California Recreation Agencies). These rules of conduct will apply to all players and managers and will be strictly enforced in all practices, games, and tournaments.

The league director shall have the power and full discretion of imposing penalties on all violations of Player's Code of Conduct. In any violation not included in said code, the penalty shall be at the discretion of the League Director. The League Director will use this as a guideline for infractions, and may impose any penalty deemed fit.

1. NO PLAYER SHALL:

At any time lay a hand upon, shove, strike, or threaten an official. Officials are required to immediately suspend player from further play and report such player to the League Director. Such player shall remain suspended until his case has been considered by the League Director.

MINIMUM PENALTY: Suspension for the season and probation after reinstatement.
MAXIMUM PENALTY: Suspension for life and/or assault charges filed.

2. NO PLAYER SHALL:

Refuse to abide by official's decision. Officials are required to immediately suspend player from further play and report such player to the League Director. Such player shall remain suspended until his case has been considered by the League Director.

MINIMUM PENALTY: Probation for the remainder of the season.
MAXIMUM PENALTY: Suspension for one league game and probation for remainder of season.

3. NO PLAYER SHALL:

Be guilty of objectionable demonstrations of dissent at official's decision(s). Example(s): arguing, throwing gloves, balls, bats, or dunking the basketball.

MINIMUM PENALTY: Warning by the official.
MAXIMUM PENALTY: Removal from the game and/or one game suspension.

4. NO PLAYER SHALL:

Discuss with an official, in any manner, the decision reached by such official, except the manager or captain.

MINIMUM PENALTY: Warning by the official.
MAXIMUM PENALTY: Removal from the game.

5. NO PLAYER SHALL:

Be guilty of using unnecessarily rough tactics in the play of the game against the body or person of an opposing player. Officials are required to immediately suspend players from further play and report such player to the League Director.

MINIMUM PENALTY: Probation for the remainder of the season.
MAXIMUM PENALTY: Suspension for one league game and probation for remainder of season.

6. NO PLAYER SHALL:

Be guilty of physical attack as an aggressor upon any player, official, or spectator. Officials are required to immediately suspend player from further play and report such player to the League Director. Player will remain suspended until his case has been considered by the League Director. Players who are the recipient of the attack and fight back will be dealt with on an individual basis; however, the penalties listed below may be incurred.

MINIMUM PENALTY: Suspension from program for period of one year.
MAXIMUM PENALTY: Suspension for life and/or assault charges filed.

7. NO PLAYER SHALL:

Be guilty of an abusive verbal attack upon any player, official, or spectator. Officials are required to immediately suspend player from further play and report such player to the League Director.

MINIMUM PENALTY: Probation for the remainder of the season.
MAXIMUM PENALTY: Suspension for the season and probation after reinstatement.

8. NO PLAYER SHALL:

Appear upon the field/court of play at any time in an intoxicated condition. Officials are required to immediately suspend player from play and report same to the League Director.

MINIMUM PENALTY: Suspension for two league games and probation for the remainder of the season.
MAXIMUM PENALTY: Suspension for remainder of the season.

9. NO PLAYER SHALL:

Use profane, obscene or vulgar language or gestures at any time.

MINIMUM PENALTY: Warning from official.
MAXIMUM PENALTY: Removal from the game and/or probation for the remainder of the season.

10. NO PLAYER SHALL: Smoke while coming off or going on the field of play, or while on the field of play.

MINIMUM PENALTY: Warning from official.
MAXIMUM PENALTY: Removal from the game.

11. NO PLAYER SHALL:

Bring or have alcoholic beverages of any kind on the field (gym), in the dugout (bench), or in the dugout area. Players are not allowed to consume alcohol in the spectator area while their game is being played.

MINIMUM PENALTY: Warning from the official and/or removal from game.
MAXIMUM PENALTY: Suspension from league.

12. NO TEAM OR TEAMS SHALL:

Engage in physical aggression upon each other, officials, staff or spectators. Officials shall immediately suspend play and report, in writing, the incident to the League Director.

MINIMUM PENALTY: Forfeiture of game by one or both teams involved and probation for remainder of the season.
MAXIMUM PENALTY: Removing of one or both teams from league for the remainder of season.

13. No manager, team captain, or team representative shall, at any time, falsify the identification of any player or person on an official league, game, or tournament sports roster, such falsification, intentional or otherwise, and with or without that player or person's knowledge, shall be just cause for disciplinary action.

MINIMUM PENALTY: Suspension for a period of one game and placed on probation for a period of one year.
MAXIMUM PENALTY: Suspension for remainder of season and probation for a period of one year.

SPECIAL NOTES

- A. Any player on probation, who is reported again for violating the "Code of Conduct", will be suspended for the remainder of the season.
- B. Any player removed from a game must leave the facility immediately (out of sight and out of sound). Failure to do so will result in further suspension.
- C. Appeals to any violation may be lodged with only the League Director who will decide the matter.
- D. Procedure to get off of prolonged suspension: players, after being suspended for one year, may appeal the League Director for review of their case and reinstatement to the program. A letter must be written to the League Director asking for this review.
- E. All managers are held responsible for their players' actions of play, knowledge of league rules, player contracts, and knowledge of the "Player Code of Conduct".
- F. Officials are to be interpreted as any staff assigned to the program and/or facility and to include school staff.

STAFF REPORT

DATE: September 28, 2023
TO: Board of Directors
FROM: Anjie Goulding, Director of Recreation
SUBJECT: Recreation Update – September

Youth Sports

Youth Sports Fall season is up and running. Flag Football Leagues kicked off the week of August 28th. Volleyball leagues kicked off September 11th. ShortE Sports, Little Athlete Sports, CARD Hiking Club and CARD Sports Institutes (CSI) are all gearing up for their fall programs.

Adult Sports

Fall Adult Sports season kicked off the week of August 28th. For Fall staff implemented a new registration process for some leagues that will require each player to register in order to get on their team's roster. There has been a learning curve, but we are excited about this and plan to roll this out to more leagues each season until all leagues are using this moving forward. This will give staff the ability to communicate with more of our adult sports community and provide ease of player management in all our leagues. The community is also excited to see this program get implemented.

Fall Season Team:

Softball- 80 | Soccer- 50 | Basketball- 7 | Volleyball- 24

Nature Center

Nature Center is buzzing! Nature School, Nature ABC's, and Nature Center After School Program are all up and running. We also started field trips on September 5th and they are going really well. We have another full moon hike coming up on the 29th.

Our staff continues to work on caring for all the animals in the Living Animal Museum and continuing to add new animals. Make sure you come check us out, we are open Saturday-Monday, 10am-1pm!

After School Program

CARD's After School Program (ASP) is off to a great start and we couldn't be more excited about this year's staff. The prep our ASP team put in for this year has ensured our programs are strong and efficient. As always, there is ongoing recruitment and onboarding in the background to ensure we are always able to cover the needs that come up with a team this size.

Inclusion

Our inclusion team continues to work hard to find ways we can grow in how we are serving our community. We recently worked with Spruce Studios to make a few promotional videos that will help us as we grow in this area and are so excited to share the videos with our community.

Ice Rink

We are working with the City of Chico and DCBA planning the coming holiday ice rink. Our team is excited for this collaboration and are in the midst of brainstorming all the new and creative ways we can serve our community this winter. Work has also begun with Paradise Park and Rec District on cross marketing efforts. We are thrilled about the opportunity to be part of creating a truly memorable experience for the holiday season.

STAFF REPORT

DATE: September 28, 2023
TO: Board of Directors
FROM: Scott Schumann, Director of Parks and Facilities
SUBJECT: Parks and Facilities Update - September

Capital Project Updates:

Bocce

The shade structure installation is complete, courts have been formed with concrete pour anticipated during the week of September 25th. Landscaping and irrigation will soon follow in early October. Anticipated completion is the end of October. CYSL season has begun with no significant impacts resulting from the project. Additional temporary bathrooms have been added for the weekend to accommodate the closure of the park bathroom nearest the bocce courts.

CARD Center ADA Parking Lot Improvements

The lot has been staked for elevations as of September 21st with anticipated demo and installation beginning September 26th. Impacts to programming are anticipated but should be minimized due to contractors ability to section off phases of the project while maintaining access to the CARD Center entrance and parking.

Lakeside Improvements

New blinds have been installed to improve the ability to black out the main hall for presentations and slideshows by prospective renters. Additional upcoming capital projects at Lakeside include carpet removal with flooring replacement and installation of permanent projector AV capacity.

CARD Center Office Enclosure

Office enclosure project is currently underway in the effort to provide additional office space while for events and marketing staff. Demo is complete with framing and sheet rock hung. Anticipated completion is end of September.

New Playground Installations

Peterson playground has temporary fencing with project information posted at the site and on the CARD Project Updates page at chicorec.com. Completion will be by October 15th. Hooker Oak installation will begin immediately following the completion of Peterson Park.

Chapman Park Renovation

Concrete pathways, pavilion seat walls, bathroom installation, play structure installation, and court fencing are nearly complete. The project is on track for completion in late Fall 2023 pending material delivery times.

Volunteer Work

On September 16th approximately 75 Rotary Club volunteers and 30 individuals from the Butte College Baseball team helped to install over 6500 square feet of landscaping along the Southern edge of Rotary Centennial Park. Staff procured donations of 100 yards of mulch (Dawson's Landscaping), 75 bags of soil (Durham Worm Farm), Netafim (Lifescapes Landscaping), and 75 shrubs/plants (Western Tree). Staff prepped the project with grading, auguring holes, irrigation valve installation, staging materials, and drawn landscape plans. It was a successful volunteer day with a significant and positive impact on the aesthetic of the park.

New CARD Property

Emerson Park (A1/A2)

Emerson Park is scheduled to transfer to CARD oversight on October 1st. The current 1.3 acre park includes a playground picnic benches, water fountain, sculptures, irrigation, lighting, and parking. The 1.9 acre addition of A2 north of the Little Chico Creek Bike Path is currently under construction by the developer with CARD overseeing inspections of the installations. A2 includes a large open turf area and perimeter landscaping. Anticipated completion of A2 is December 2023. Ultimately, the combined acreage of Emerson A1 and A2 will add approximately 3.2 acres of park space to the CARD inventory.

Capital Assets

Trailer Update

Staff have confirmed a comprehensive overhaul of the existing 22-foot trailer was possible and have returned the trailer to the fleet for \$3,985. Thus, staff will not proceed with the authorized approval to purchase a replacement.

Risk Management

DeGarmo Soccer Goals

Staff have successfully implemented a new approach to staking goals at DeGarmo Park in order to ensure the safety of users when goals are on the turf after typical maintenance staff hours. Stakes are fashioned with short cables to ensure they remain attached and near the goals if removed by the public after hours. This reduces the risk of mower damage and loss of stakes.

Chipper Operation and Maintenance Training

Staff recently participated in training to become oriented to the recently procured wood chipper. This new capital asset was purchased as part of the 2023-2024 budget. Staff training included maintenance, operation, and communication while operating the equipment. The increased capacity and horsepower of this equipment will improve the efficiency tree work and is much appreciated by staff.

Baroni Playground Vandalism

Staff have successfully repaired the vandalized slide and reopened the play structure. Accelerating the replacement of the playground due to the age and recent damage will be discussed with the Facilities Committee next month.

STAFF REPORT

DATE: September 28, 2023
TO: Board of Directors
FROM: Annabel Grimm
SUBJECT: General Manager Update - September

Grant Opportunities for Aquatic Center

CRC: On Monday, September 18, district staff submitted a Community Resilience Centers (CRC) grant application for \$10M for the aquatics project. North Valley Community Foundation is the co-applicant on the grant, along with 12 other public and private entities as partners.

Inclusion Video

As discussed in the Recreation Update, the District worked to create media to highlight the Inclusion Program. A strategy to roll out the videos is under way.

Presentations

- Sunrise Rotary | District Overview & Current Projects September 21

Notable Meetings

- EBC & Chico Tourism Committee: The Committee met on September 7 to discuss progress on branding materials.
- Sierra North Valley Realtors hosted their annual Saluting Local Government event at The Commons on September 7.
- City of Chico: September 15 meeting to discuss recreational opportunities.
- Chico Chamber of Commerce Legislative Action Committee met on September 19.
- The Capital Campaign Steering Committee had its kick-off meeting on September 19.
- Noon Rotary: Workday event on September 16.
- Chico Chamber of Commerce meeting on September 27.

Special Events

The City of Wonders Fundraising Gala took place on September 22. At the time of publication, it is anticipated to be a huge success with over 225 attendees at Lakeside Pavilion. The events throughout the night include various entertainment and philanthropic opportunities, including the reveal of the Aquatic Recreation Facility Design.

The District collaborated with a private entity to bring the County Music Festival to DeGarmo Park on September 16th through a park rental. The facilitation of the event was smooth and provided a new experience to the community at CARD parks.

On September 30th, CARD will host a Movies in the Park at Sycamore Field with a special showing of Super Marios Bros. This event will celebrate CARD's 75th birthday with family-friendly activities, and Super Mario Theme cake pops will be provided as a special treat.

On October 7th, CARD will host its first-ever floating pumpkin patch at the PV Pool and Recreation Center. The Great Pumpkin Splash will be selling tickets at \$10 for access to the pool, a pumpkin to take home, treats to decorate, and will culminate in a special viewing of Jaws for teens.

News Stories

ER - Free scoops of ice cream highlight event at Chico Creek Nature Center

Action News - CARD provides update on plans to build new aquatic center

Chico News and Review - Best of Chico 2023: Community

Action News - CARD partners with city of Chico & Downtown Chico Business Association for winter skating rink

ER- Rotary volunteers team up with baseball players to finish work at park

Contracts over \$20,000

None