



**REGULAR MEETING OF THE CHICO AREA
RECREATION AND PARK DISTRICT BOARD OF DIRECTORS
545 VALLOMBROSA AVENUE, CHICO, CA 95926
(Draft)
MINUTES
April 16, 2020**

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

Staff Members Present: Ann Willmann, General Manager
Jason Bougie, Director of Parks and Recreation
Heather Childs, Finance Manager
Jennifer Marciales, Executive Assistant

Legal Counsel Present: Jeff Carter, Attorney at Law

1.0 CALL TO ORDER

1.1 Roll Call

The meeting was called to order at 6:00 p.m., and roll call was taken as noted above. Directors Nickell and Donnan appeared via Zoom Video Conference.

1.2 Closed Session Announcement

Chair Lando stated that direction was given to staff.

2.0 CORRESPONDENCE

There was no correspondence.

3.0 PUBLIC COMMENTS

There were no comments.

4.0 PRESENTATIONS

There were no presentations.

5.0 CONSENT AGENDA

M/S/C/ (Directors McGinnis/Worley) that the Board of Directors approves the consent agenda as presented.

The roll call vote was as follows: Ayes carried

Ayes: Lando, Worley, Nickell, McGinnis, Donnan

Noes: None

Abstain: None

Absent: None

6.0 REGULAR AGENDA

No items were removed from the consent agenda.

7.0 UNFINISHED BUSINESS

7.1 District Update

General Manager Willmann and Parks and Recreation Director Bougie reviewed their staff report with the Board and provided an update on District Office Operations, Park Operations, Classes, Events and Programs, Indoor Facilities, and Essential Personnel Camp.

7.2 Resolution Declaring the Board's Intention to Continue to Levy the Assessments for Fiscal Year 2020-21, Preliminarily Approving the Engineer's Reports, and providing for Notice of a Public Hearing on May 21, 2020, for the Oak Way, Amber Grove/Greenfield, and Baroni Neighborhood Park and Open Space (No. LLD 001-05) Landscaping and Lighting Assessment Districts

M/S/C/ (Directors McGinnis/Worley) that the Board of Directors approves Resolution 20-2 that would declare the Board's intention to continue to levy the assessments for fiscal year 2020-21, preliminarily approve the Engineer's Reports for the Oak Way, Amber Grove/Greenfield, and Baroni Neighborhood Park and Open Space (No. LLD 001-05) Landscaping and Lighting Assessment Districts (the "Assessment Districts"), and provide for the notice of a public hearing on May 21, 2020, regarding continuing the annual assessments for fiscal year 2020-21.

The roll call vote was as follows: Ayes carried

Ayes: Lando, Worley, Nickell, McGinnis, Donnan

Noes: None

Abstain: None

Absent: None

8.0 NEW BUSINESS

8.1 Resolution 20-3 of the Board of Directors of the Chico Area Recreation and Park District Adopting the Preliminary Budget for the 2020-2021 Fiscal Year.

General Manager Willmann reviewed the preliminary budget with the Board, and stated that the preliminary budget includes rough estimates of revenue and expenses. She noted that staff will be reviewing District operations and making modifications based on potential impacts of Covid 19.

Director McGinnis stated that during the Finance Committee Meeting, the Committee reviewed the preliminary budget and recommended that Centennial Park be added to Capital Projects, unemployment expenses be increased, and contract services for the renderings for DeGarmo Park be reduced.

The consensus of the Board was to table this item to the Regular Board Meeting on May 21, 2020 and have staff present information to the Board with regard to any anticipated loss in revenue due to Covid 19 for fiscal year 2020/2021.

9.0 BOARD OF DIRECTORS' REPORTS/SPECIAL ASSIGNMENTS

9.1 Butte County Special Districts Association/LAFCO

There were no comments.

9.2 Other Reports

There were no comments.

10.0 DIRECTORS' COMMENTS

There were no comments.

11.0 GENERAL MANAGER'S COMMENTS

There were no comments.

12.0 STAFF COMMENTS

There were no comments.

13.0 ADJOURNMENT

There being no further business, the Regular Meeting of the Board of Directors was adjourned at 6:38 p.m. to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.

Respectfully submitted,

Ann Willmann, General Manager
Secretary to the Board

**CHICO AREA RECREATION AND PARK DISTRICT
FINANCIAL STATEMENTS - TABLE OF CONTENTS
APRIL 2020**

BALANCE SHEET	2
GENERAL FUND - FUND 2490	
EXECUTIVE SUMMARY	7
SUMMARY OF PROGRAM REVENUE	8
SALARIES AND BENEFITS SUMMARY	9
SERVICES AND SUPPLY EXPENSE SUMMARY	10
SUMMARY OF REVENUES AND EXPENDITURES - NATURE CENTER	11
PARK FUND - FUND 2480	
EXECUTIVE SUMMARY	12
OAK WAY - FUND 2495	
EXECUTIVE SUMMARY	13
PETERSON PARK - FUND 2497	
EXECUTIVE SUMMARY	14
BARONI PARK - FUND 2498	
EXECUTIVE SUMMARY	15

NOTE: This completes 10 months of the fiscal year and represents 83% of the year.

**CHICO AREA RECREATION AND PARK DISTRICT
BALANCE SHEET
APRIL 2020**

	APRIL 2020	APRIL 2019
ASSETS		
CASH		
CASH ON DEPOSIT WITH COUNTY (GENERAL FUND)	6,339,278.41	5,848,290.07
CASH ON DEPOSIT WITH COUNTY (COMMUNITY BAND)	822.36	926.02
CASH ON DEPOSIT WITH COUNTY (PARK FUND)	260,783.78	171,105.08
CASH ON DEPOSIT WITH COUNTY (OAK WAY)	22,682.86	40,639.33
CASH ON DEPOSIT WITH COUNTY (PETERSON PARK)	41,595.77	66,558.48
CASH ON DEPOSIT WITH COUNTY (BARONI PARK)	151,235.41	145,238.18
CASH ON DEPOSIT WITH COUNTY (ROTARY)	16,534.52	16,534.52
CASH ON DEPOSIT WITH ROTARY FOUNDATION	500.96	500.96
CASH - GOLDEN VALLEY BANK	1,099,753.41	521,697.01
PETTY CASH	800.00	800.00
BANK SUSPENSE	303,263.36	177,545.27
SUBTOTAL	8,237,250.84	6,989,834.92
FMV ADJUSTMENT (GENERAL FUND)	-	-
FMV ADJUSTMENT (PARK FUND)	-	-
FMV ADJUSTMENT (OAK WAY)	-	-
FMV ADJUSTMENT (PETERSON PARK)	-	-
FMV ADJUSTMENT (BARONI PARK)	-	-
FMV ADJUSTMENT (ROTARY FUND)	-	-
SUBTOTAL	-	-
RECEIVABLES		
ACCOUNTS RECEIVABLE	57,850.10	220,674.46
A/R - ONLINE PAYMENT CLEARING	-	-
A/R - IN HOUSE CREDIT CARDS	13,525.00	13,525.00
INTEREST RECEIVABLE (GENERAL FUND)	-	25,826.53
INTEREST RECEIVABLE (PARK FUND)	-	628.37
INTEREST RECEIVABLE (OAK WAY)	-	131.46
INTEREST RECEIVABLE (PETERSON PARK)	-	206.31
INTEREST RECEIVABLE (BARONI PARK)	-	503.44
RECEIVABLES	71,375.10	261,495.57
DUE FROM OTHER FUNDS		
DUE TO GENERAL FUND FROM OTHER FUNDS	134,827.60	163,715.83
DUE TO GENERAL FUND FROM PARK FUND	-	-
DUE TO GENERAL FUND FROM OAK WAY FUND	-	-
DUE TO GENERAL FUND FROM PETERSON PARK FUND	-	-
DUE TO GENERAL FUND FROM BARONI PARK FUND	-	-
DUE FROM OTHER FUNDS	134,827.60	163,715.83
TOTAL CURRENT ASSETS	8,443,453.54	7,415,046.32
PREPAID PENSION CONTRIBUTION	183,613.39	214,215.62
PREPAID EXPENSES	-	665.00
FIXED ASSETS		
LAND	11,634,790.52	11,634,790.52

**CHICO AREA RECREATION AND PARK DISTRICT
BALANCE SHEET
APRIL 2020**

	APRIL 2020	APRIL 2019
LAND IMPROVEMENTS	25,373,368.01	25,373,368.01
LEASEHOLD IMPROVEMENTS	1,098,162.52	1,098,162.52
EQUIPMENT	998,744.62	873,376.85
EQUIPMENT - COMPUTERS	276,499.35	276,499.35
EQUIPMENT - AUTOS	388,660.40	369,002.10
CONSTRUCTION IN PROGRESS	79,562.58	16,132.60
SUBTOTAL	39,849,788.00	39,641,331.95
ACCUMULATED DEPRECIATION	(14,012,977.08)	(13,154,773.84)
SUBTOTAL	25,836,810.92	26,486,558.11
TOTAL ASSETS	34,463,877.85	34,116,485.05
TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68	951,958.00	1,070,448.00

**CHICO AREA RECREATION AND PARK DISTRICT
BALANCE SHEET
APRIL 2020**

	APRIL 2020	APRIL 2019
LIABILITIES		
ACCOUNTS PAYABLE	5,517.95	106,269.76
ACCRUED EXPENSES		
ACCRUED PAYROLL	-	-
PAYROLL FEDERAL TAXES	11,644.74	350.00
PAYROLL STATE TAXES	2,702.97	(350.02)
PAYROLL EMPLOYEE MEDI & FICA	13,892.87	8.73
PAYROLL EMPLOYER MEDI & FICA LIAB	13,892.70	8.73
PAYROLL SDI	1,820.26	(24.90)
LONG TERM CARE PAY DEDUCTIONS	-	-
PAYROLL GARNISHMENTS	512.08	(130.41)
UNION DUES - SUPERVISORS	93.61	61.57
UNION DUES - PARKS	755.61	-
CALPERS 2% AT 62	-	-
457 EMPLOYEE CONTRIBUTIONS	5,537.00	3,502.00
EMPLOYEE MEDICAL WITHHOLDINGS	(1,530.84)	3,779.50
VOUCHERS PAYABLE ACCRUAL	-	-
ACCRUED INTEREST EXPENSE (GENERAL FUND)	-	-
ACCRUED INTEREST EXPENSE (PARK FUND)	-	-
ACCRUED EXPENSES	49,321.00	7,205.20
DUE TO OTHER FUNDS		
DUE TO GENERAL FUND FROM PARK FUND	-	-
DUE TO GENERAL FUND FROM OAK WAY FUND	51,022.30	61,252.04
DUE TO GENERAL FUND FROM PETERSON PARK FUND	32,783.00	48,649.10
DUE TO GENERAL FUND FROM BARONI PARK FUND	51,022.30	53,814.69
SUBTOTAL	134,827.60	163,715.83
OTHER LIABILITIES		
BANK CHARGE CLEARING ACCOUNT	(172,835.57)	(50,994.49)
DEFERRED REVENUE	298,704.40	808,104.23
OTHER LIAB - CLASS CLEARING ACCT	4,901.70	(370.30)
UNEARNED REVENUE	6,048.82	4,903.39
PREPAID FACILITY TRANSFER	-	-
SECURITY DEPOSITS	19,100.00	15,950.00
SECURITY HOLDING ACCT - CLASS	49.42	-
SUBTOTAL	155,968.77	777,592.83
TOTAL CURRENT LIABILITIES	345,635.32	1,054,783.62
LONG-TERM DEBT		
NOTE PAYBLE - DEGARMO	-	-
NOTE PAYABLE - SOLAR	-	-
NOTE PAYABLE - LAKESIDE PAVILLION	-	-
NET PENSION LIABILITY	2,053,235.00	2,838,733.00
LIABILITY FOR COMPENSATED ABSENCES	180,726.93	176,892.25
SUBTOTAL	2,233,961.93	3,015,625.25
TOTAL LIABILITIES	2,579,597.25	4,070,408.87

**CHICO AREA RECREATION AND PARK DISTRICT
BALANCE SHEET
APRIL 2020**

	APRIL 2020	APRIL 2019
TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68	155,654.00	136,997.00

**CHICO AREA RECREATION AND PARK DISTRICT
BALANCE SHEET
APRIL 2020**

	APRIL 2020	APRIL 2019
FUND BALANCE		
SPENDABLE - COMMITTED		
SPENDABLE - COMMITTED - PETTY CASH	1,500.00	1,500.00
SPENDABLE - COMMITTED - GENERAL RESERVE	1,200,000.00	1,200,000.00
SUBTOTAL	1,201,500.00	1,201,500.00
SPENDABLE - ASSIGNED		
SPENDABLE - ASSIGNED - CAPITAL OUTLAY	50,000.00	50,000.00
SPENDABLE - ASSIGNED - LONG TERM DEBT	-	-
SPENDABLE - ASSIGNED - ELECTION COSTS	45,000.00	45,000.00
SPENDABLE - ASSIGNED - PENSION LIABILITY	700,000.00	-
SPENDABLE - ASSIGNED - FUNDED DEPRECIATION	390,500.00	340,500.00
SUBTOTAL	1,185,500.00	435,500.00
SPENDABLE - UNASSIGNED	2,157,159.57	2,176,584.42
NON-SPENDABLE	26,219,719.05	26,219,719.05
TOTAL FUND BALANCE - GENERAL FUND	30,763,878.62	30,033,303.47
FUND BALANCE - PARK FUND	211,359.88	118,834.67
FUND BALANCE - OAK WAY	162.34	1,404.90
FUND BALANCE - PETERSON PARK	263.37	1,012.75
FUND BALANCE - BARONI PARK	69,062.92	63,352.73
NET INCOME (LOSS)		
GENERAL FUND	1,619,043.73	705,273.64
PARK FUND	51,798.90	79,023.78
OAK WAY	(43,175.10)	(35,974.61)
PETERSON PARK	(10,054.49)	(2,413.63)
BARONI PARK	18,244.43	15,709.48
TOTAL NET INCOME (LOSS)	1,635,857.47	761,618.66
TOTAL FUND BALANCE	32,680,584.60	30,979,527.18

FOOTNOTES:

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY - GENERAL FUND - FUND 2490
APRIL 2020**

	2019-2020 BUDGET	2019-2020 YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	DIFF. BY YEAR
REVENUE							
FEE BASED PROGRAM INCOME	3,794,055	2,920,057.20	77.0%	3,798,430	2,872,080.70	75.6%	47,976.50
OTHER INCOME	550,988	441,918.01	80.2%	499,329	376,252.83	75.4%	65,665.18
RDA PASSTHROUGH	1,250,000	1,428,482.32	114.3%	1,090,000	1,282,268.83	117.6%	146,213.49
INVESTMENT INCOME	70,000	67,315.92	96.2%	40,000	73,844.53	184.6%	(6,528.61)
TAX INCOME / COUNTY	3,249,000	3,257,506.99	100.3%	3,046,000	2,917,984.93	95.8%	339,522.06
BACKFILL TAX INCOME	-	9,354.00	0.0%	-	-	0.0%	9,354.00
TOTAL REVENUE	8,914,043	8,124,634.44	91.1%	8,473,759	7,522,431.82	88.8%	602,202.62
OPERATING EXPENDITURES							
SALARIES AND BENEFITS	6,357,852	4,562,805.44	71.8%	5,723,093	5,117,523.41	89.4%	(554,717.97)
SERVICES AND SUPPLIES	2,259,348	1,633,238.55	72.3%	2,071,268	1,581,408.00	76.3%	51,830.55
CONTRIB. TO OTHER AGENCIES	15,000	17,430.05	116.2%	15,000	14,193.51	94.6%	3,236.54
CONTINGENCIES	25,000	-	0.0%	25,000	-	0.0%	-
NOTES PAYABLE / LEASE PYMTS	1,000	-	0.0%	81,686	1,000.00	1.2%	(1,000.00)
TOTAL OPERATING EXPENDITURES	8,658,200	6,213,474.04	71.8%	7,916,047	6,714,124.92	84.8%	(500,650.88)
NET REVENUE BEFORE SPEC. EXP.	255,843	1,911,160.40	747.0%	557,712	808,306.90	144.9%	1,102,853.50
SPECIALLY ALLOCATED ITEMS							
CAPITAL / REPAIR PROJECTS	1,205,000	265,731.54	22.1%	812,000	168,745.98	20.8%	96,985.56
CAPITAL PROJECT REIMBURSEMENT	-	-	0.0%	-	-	0.0%	-
NET CAPITAL PROJECTS	1,205,000	265,731.54	22.1%	812,000	168,745.98	20.8%	96,985.56
DEPRECIATION	-	-	0.0%	-	-	0.0%	-
FAIR MARKET VALUE ADJUSTMENT	-	26,385.13	0.0%	-	(65,712.72)	0.0%	92,097.85
TOTAL SPECIALLY ALLOCATED	1,205,000	292,116.67	24.2%	812,000	103,033.26	12.7%	92,097.85
TOTAL REVENUE OVER (UNDER) EXPENDITURES	(949,157)	1,619,043.73		(254,288)	705,273.64		913,770.09

**CHICO AREA RECREATION AND PARK DISTRICT
REVENUE SUMMARY - GENERAL FUND - FUND 2490
APRIL 2020**

	2019-2020 BUDGET	2019-2020 YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	DIFF. BY YEAR
FEE BASED PROGRAM INCOME							
AFTER SCHOOL & CAMP PROGRAMS							
AFTERSCHOOL	2,140,775	1,838,211.38	85.9%	1,825,800	1,695,015.22	92.8%	143,196.16
CAMPS	386,230	255,909.00	66.3%	335,870	242,425.93	72.2%	13,483.07
SUBTOTAL	2,527,005	2,094,120.38	82.9%	2,161,670	1,937,441.15	89.6%	156,679.23
AQUATICS	168,350	110,328.19	65.5%	166,010	87,124.26	52.5%	24,623.93
CLASSES							
GENERAL CLASSES	75,000	75,028.49	100.0%	75,000	83,954.45	111.9%	(8,925.96)
COMMUNITY BAND	1,500	1,666.79	111.1%	1,500	1,470.92	98.1%	195.87
SENIOR ADULT CLASSES	45,000	36,655.86	81.5%	44,000	38,303.74	87.1%	(1,647.88)
YOUTH CLASSES	101,300	76,867.55	75.9%	86,400	87,402.70	101.2%	(10,535.15)
SUBTOTAL	222,800	190,218.69	85.4%	206,900	211,131.81	102.0%	(20,913.12)
ADULT SPORTS							
VOLLEYBALL & DODGEBALL	40,000	20,299.36	50.7%	51,500	32,551.64	63.2%	(12,252.28)
BASKETBALL	30,000	18,366.42	61.2%	35,500	22,553.28	63.5%	(4,186.86)
SOFTBALL	154,200	77,745.45	50.4%	209,200	109,120.77	52.2%	(31,375.32)
SOFTBALL TOURNEYS	-	-	0.0%	-	-	0.0%	-
SOCCER	60,000	28,188.62	47.0%	50,000	42,941.77	85.9%	(14,753.15)
SUBTOTAL	284,200	144,599.85	50.9%	346,200	207,167.46	59.8%	(62,567.61)
NATURE CENTER							
PROGRAM FEE INCOME	311,900	154,215.66	49.4%	314,200	206,108.44	65.6%	(51,892.78)
GRANT FUNDING	-	-	0.0%	319,350	-	0.0%	-
SUBTOTAL	311,900	154,215.66	49.4%	633,550	206,108.44	32.5%	(51,892.78)
OTHER PROGRAMS							
SCHOLARSHIPS	(20,000)	(9,051.23)	45.3%	(17,000)	(22,970.33)	135.1%	13,919.10
CO-SPONSORED & MISCELLANEOUS	15,000	10,080.33	67.2%	17,000	11,654.58	68.6%	(1,574.25)
SPECIAL EVENTS	9,300	5,847.40	62.9%	9,250	4,743.65	51.3%	1,103.75
SENIOR ADULT PROGRAMS	51,000	39,624.34	77.7%	62,550	40,628.77	65.0%	(1,004.43)
YOUTH SPORTS	224,500	180,073.59	80.2%	212,300	189,050.91	89.0%	(8,977.32)
SUBTOTAL	279,800	226,574.43	81.0%	284,100	223,107.58	78.5%	3,466.85
TOTAL FEE BASED PROGRAMS	3,794,055	2,920,057.20	77.0%	3,798,430	2,872,080.70	75.6%	49,396.50
OTHER INCOME							
FACILITY RENTAL INCOME	425,550	231,096.62	54.3%	375,000	291,128.76	77.6%	(51,757.50)
REBATES & REIMBURSED COSTS	35,000	168,967.56	482.8%	35,000	36,484.04	104.2%	132,483.52
REIMBURSEMENTS - CITY PARKS	63,438	9,219.36	14.5%	63,829	33,622.05	52.7%	(24,402.69)
MISCELLANEOUS	10,000	5,078.72	50.8%	10,000	7,628.98	76.3%	(2,550.26)
ENDOWMENTS	11,000	-	0.0%	-	-	0.0%	-
DONATIONS	6,000	27,555.75	459.3%	15,500	7,389.00	47.7%	20,166.75
TOTAL OTHER INCOME	550,988	441,918.01	80.2%	499,329	376,252.83	75.4%	73,939.82
REVENUE FROM OTHER AGENCIES							
RDA PASSTHROUGH	1,250,000	1,428,482.32	114.3%	1,090,000	1,282,268.83	117.6%	146,213.49
INVESTMENT INCOME	70,000	67,315.92	96.2%	40,000	73,844.53	184.6%	(6,528.61)
TAX INCOME / COUNTY	3,249,000	3,257,506.99	100.3%	3,046,000	2,917,984.93	95.8%	339,522.06
BACKFILL TAX INCOME	-	9,354.00	0.0%	-	-	0.0%	9,354.00
TOTAL REVENUE FROM OTHER AGENCIES	4,569,000	4,762,659.23	104.2%	4,176,000	4,274,098.29	102.3%	488,560.94
TOTAL REVENUE	8,914,043	8,124,634.44	91.1%	8,473,759	7,522,431.82	88.8%	611,897.26

CHICO AREA RECREATION AND PARK DISTRICT
SALARIES AND BENEFITS SUMMARY - GENERAL FUND - FUND 2490
APRIL 2020

	2019-2020 BUDGET	2019-2020 YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	DIFF. BY YEAR
SALARIES							
FULL-TIME SALARIES	2,316,000	1,892,118.02	81.7%	2,153,000	1,791,575.77	83.2%	100,542.25
PART-TIME SALARIES	2,625,485	1,682,547.41	64.1%	2,355,493	1,589,445.10	67.5%	93,992.59
ACCUMULATED LEAVE	36,000	-	0.0%	13,800	-	0.0%	-
INSTRUCTORS	113,000	93,484.66	82.7%	77,800	93,039.52	119.6%	(445.14)
SUBTOTAL	5,090,485	3,668,150.09	72.1%	4,600,093	3,474,060.39	75.5%	194,089.70
BENEFITS							
FICA	384,000	274,204.69	71.4%	359,000	259,482.71	72.3%	14,721.98
RETIREMENT	535,000	330,406.74	61.8%	369,000	1,056,904.34	286.4%	(726,497.60)
RETIREMENT - GASB 68	-	-	0.0%	-	-	0.0%	-
HEALTH INSURANCE	372,500	299,158.03	80.3%	376,000	310,028.42	82.5%	(10,870.39)
COBRA	-	-	0.0%	-	-	0.0%	-
UNEMPLOYMENT INSURANCE	35,000	9,842.31	28.1%	35,000	8,561.99	24.5%	1,280.32
WORKERS COMP INSURANCE	142,000	148,654.18	104.7%	149,000	146,432.96	98.3%	2,221.22
ALLOCATION TO OTHER FUNDS	(201,133)	(167,610.60)	83.3%	(165,000)	(137,947.40)	83.6%	(29,663.20)
SUBTOTAL	1,267,367	894,655.35	70.6%	1,123,000	1,643,463.02	146.3%	(748,807.67)
TOTAL SALARIES AND BENEFITS	6,357,852	4,562,805.44	71.8%	5,723,093	5,117,523.41	89.4%	(554,717.97)

CHICO AREA RECREATION AND PARK DISTRICT
SERVICES AND SUPPLIES SUMMARY - GENERAL FUND - FUND 2490
APRIL 2020

	2019-2020 BUDGET	2019-2020 YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	DIFF. BY YEAR
SERVICES AND SUPPLIES							
ADVERTISING	35,000	6,931.57	19.8%	40,500	17,996.97	44.4%	(11,065.40)
AGRICULTURE	35,320	13,321.34	37.7%	31,200	20,686.19	66.3%	(7,364.85)
CLOTHING	7,000	5,130.29	73.3%	26,400	22,463.13	85.1%	(17,332.84)
COMMUNICATIONS	53,575	42,252.61	78.9%	51,775	43,800.98	84.6%	(1,548.37)
HOUSEHOLD SUPPLIES	42,900	33,297.40	77.6%	40,400	32,520.04	80.5%	777.36
WORK SERVICE SUPPLIES	2,050	493.84	24.1%	2,050	1,469.41	71.7%	(975.57)
INSURANCE	105,000	100,930.68	96.1%	77,000	77,460.62	100.6%	23,470.06
TECHNOLOGY EQUIPMENT	8,000	22,567.26	282.1%	-	-	0.0%	22,567.26
EQUIPMENT REPAIRS	18,000	10,409.67	57.8%	18,000	14,002.97	77.8%	(3,593.30)
HOUSEHOLD EQUIPMENT	-	-	0.0%	-	-	0.0%	-
FIELD EQUIPMENT	1,750	1,614.36	92.2%	1,750	655.63	37.5%	958.73
PROGRAM EQUIPMENT	-	37.07	0.0%	-	-	0.0%	37.07
VEHICLE MAINTENANCE	12,500	11,641.15	93.1%	12,500	11,172.19	89.4%	468.96
POOL SUPPLIES	13,400	17,105.23	127.7%	12,000	5,817.20	48.5%	11,288.03
POOL EQUIPMENT	4,000	829.76	20.7%	4,000	31.94	0.8%	797.82
STRUCTURE & GROUNDS	76,750	48,931.78	63.8%	87,700	58,740.62	67.0%	(9,808.84)
SHOP SUPPLIES	6,000	3,396.61	56.6%	5,100	4,337.35	85.0%	(940.74)
VANDALISM	4,250	2,314.25	54.5%	4,100	3,200.77	78.1%	(886.52)
MEDICAL FIRST AID	3,650	2,108.46	57.8%	3,200	2,573.66	80.4%	(465.20)
MEMBERSHIP/PERIODICALS	19,500	16,808.98	86.2%	18,500	17,843.75	96.5%	(1,034.77)
OFFICE SUPPLIES	25,000	12,607.74	50.4%	26,150	20,015.01	76.5%	(7,407.27)
CONTRACT SERVICES	1,012,170	765,728.42	75.7%	860,788	697,477.75	81.0%	68,250.67
PUBS/LEGAL NOTICES	22,000	11,965.37	54.4%	24,000	15,807.17	65.9%	(3,841.80)
RENT/LEASE EQUIPMENT	5,400	1,894.04	35.1%	5,400	2,190.03	40.6%	(295.99)
RENT/LEASE STRUCTURES	2,000	500.00	25.0%	3,200	2,400.00	75.0%	(1,900.00)
SMALL TOOLS	3,500	1,482.18	42.3%	3,500	1,500.82	42.9%	(18.64)
EDUCATION & TRAINING	4,000	4,958.00	124.0%	4,000	402.42	10.1%	4,555.58
DISTRICT OFFICE SPECIAL EXP	9,000	7,032.43	78.1%	9,000	8,946.26	99.4%	(1,913.83)
PROGRAM SUPPLIES	242,668	132,181.32	54.5%	224,740	139,609.32	62.1%	(7,428.00)
DISTRICT OFFICE MEETING EXP	5,000	1,029.20	20.6%	5,000	1,888.45	37.8%	(859.25)
MILEAGE	40,000	27,009.67	67.5%	37,300	28,378.30	76.1%	(1,368.63)
PROGRAM TRANSPORTATION	1,900	2,041.25	107.4%	3,140	735.65	23.4%	1,305.60
DIST OFFICE BOARD MTG EXP	10,000	7,667.84	76.7%	10,000	7,526.11	75.3%	141.73
USE TAX	1,500	-	0.0%	1,500	1,752.40	116.8%	(1,752.40)
CONFERENCES	25,000	14,480.66	57.9%	23,000	12,835.34	55.8%	1,645.32
SUBTOTAL	1,857,783	1,330,700.43	71.6%	1,676,893	1,276,238.45	76.1%	54,461.98
UTILITIES							
WATER	78,715	54,414.03	69.1%	76,625	55,969.79	73.0%	(1,555.76)
ELECTRICITY	264,600	206,481.62	78.0%	261,400	199,396.40	76.3%	7,085.22
GAS	52,350	37,515.26	71.7%	50,450	45,703.30	90.6%	(8,188.04)
SEWER	5,900	4,127.21	70.0%	5,900	4,100.06	69.5%	27.15
SUBTOTAL	401,565	302,538.12	75.3%	394,375	305,169.55	77.4%	(2,631.43)
TOTAL SERVICE & SUPPLY	2,259,348	1,633,238.55	72.3%	2,071,268	1,581,408.00	76.3%	51,830.55

**CHICO AREA RECREATION AND PARK DISTRICT
SUMMARY OF REVENUES AND EXPENDITURES - NATURE CENTER
APRIL 2020**

	2019-2020 BUDGET	2019-2020 YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	DIFF. BY YEAR
INCOME							
GENERAL PROGRAM INCOME	-	-	0.0%	-	-	0.0%	-
GENERAL ADMISSION	3,500	1,202.00	34.3%	3,500	2,800.00	80.0%	(1,598.00)
HOME SCHOOL	3,500	-	0.0%	3,200	3,105.00	97.0%	(3,105.00)
FIELD TRIPS	18,000	890.00	4.9%	25,000	7,845.00	31.4%	(6,955.00)
CAMPS	222,000	111,555.00	50.3%	200,000	143,776.28	71.9%	(32,221.28)
PRESCHOOL	49,500	30,237.17	61.1%	50,000	36,858.66	73.7%	(6,621.49)
TEACHER WORKSHOPS	2,000	5,096.49	254.8%	1,500	1,587.00	105.8%	3,509.49
SPECIAL EVENTS	4,500	-	0.0%	20,000	2,316.50	11.6%	(2,316.50)
MEMBERSHIPS	900	545.00	60.6%	2,000	655.00	32.8%	(110.00)
FACILITY RENTALS	3,500	2,044.50	58.4%	2,000	1,140.00	57.0%	904.50
PARTY RENTALS	8,000	4,690.00	58.6%	9,000	7,165.00	79.6%	(2,475.00)
CAL NAT	10,200	-	0.0%	8,650	-	0.0%	-
GRANTS	-	-	0.0%	-	-	0.0%	-
ENDOWMENT	11,000	-	0.0%	-	-	0.0%	-
FUNDRAISING (DONATIONS)	5,000	21,350.89	427.0%	14,500	6,834.00	47.1%	14,516.89
TOTAL INCOME	341,600	177,611.05	52.0%	339,350	214,082.44	63.1%	(36,471.39)
OPERATING EXPENDITURES							
SALARIES AND BENEFITS	157,320	85,176.46	54.1%	268,400	170,663.04	63.6%	(85,486.58)
SERVICES AND SUPPLIES							
ADVERTISING	-	-	0.0%	500	498.00	99.6%	(498.00)
COMMUNICATIONS	2,600	2,329.79	89.6%	2,600	2,251.66	86.6%	78.13
HOUSEHOLD SUPPLIES	3,000	2,132.51	71.1%	2,500	1,606.96	64.3%	525.55
INSURANCE	-	-	0.0%	1,000	-	0.0%	-
STRUCTURES & GROUNDS	4,500	4,227.69	93.9%	4,500	1,511.77	33.6%	2,715.92
OFFICE SUPPLIES	-	-	0.0%	3,100	3,135.67	101.2%	(3,135.67)
CLOTHING	-	-	0.0%	-	-	0.0%	-
CONTRACT SERVICES	6,500	2,857.95	44.0%	5,500	2,347.54	42.7%	510.41
RENT/LEASE STRUCTURES	2,000	500.00	25.0%	3,200	2,400.00	75.0%	(1,900.00)
PROGRAM SUPPLIES	31,500	18,682.39	59.3%	28,000	21,291.02	76.0%	(2,608.63)
MILEAGE	-	-	0.0%	300	172.39	57.5%	(172.39)
CONFERENCES	-	-	0.0%	500	271.86	54.4%	(271.86)
ELECTRIC	7,500	8,656.89	115.4%	7,200	6,788.19	94.3%	1,868.70
GAS	3,200	2,039.36	63.7%	2,600	2,296.46	88.3%	(257.10)
SUBTOTAL	60,800	41,426.58	68.1%	61,500	44,571.52	72.5%	(3,144.94)
EQUIPMENT/SOFTWARE	-	-	0.0%	500	489	97.7%	(488.62)
TOTAL OPERATING EXPENDITURES	218,120	126,603.04	58.0%	330,400	215,723.18	65.3%	(89,120.14)
TOTAL INCOME OVER (UNDER) EXPENDITURES	123,480	51,008.01		8,950	(1,640.74)		52,648.75

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - PARK FUND - FUND 2480
APRIL 2020**

	2019-2020 BUDGET	2019-2020 YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	DIFF. BY YEAR
INCOME							
PARK IMPACT FEES	80,000	49,875.00	62.3%	85,000	76,000.00	89.4%	(26,125.00)
INTEREST INCOME	1,500	2,755.10	183.7%	325	1,784.64	549.1%	970.46
FAIR MARKET VALUE ADJUSTMENT	-	(831.20)	0.0%	-	1,239.14	0.0%	(2,070.34)
TOTAL INCOME	81,500	51,798.90	63.6%	85,325	79,023.78	92.6%	(27,224.88)
NOTES PAYABLE / LEASE PYMTS	-	-	0.0%	80,935	-	0.0%	-
TOTAL INCOME OVER (UNDER) EXPENDITURES	81,500	51,798.90		4,390	79,023.78		(27,224.88)

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - OAK WAY - FUND 2495
APRIL 2020**

	2019-2020 BUDGET	2019-2020 YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	DIFF. BY YEAR
INCOME							
ASSESSMENTS	23,164	22,461.10	97.0%	21,892	21,476.00	98.1%	985.10
INTEREST	300	59.42	19.8%	-	311.99	0.0%	(252.57)
FAIR MARKET VALUE ADJUSTMENT	-	-	0.0%	-	210.26	0.0%	(210.26)
TOTAL INCOME	23,464	22,520.52	96.0%	21,892	21,998.25	100.5%	522.27
OPERATING EXPENDITURES							
SALARIES AND BENEFITS	61,227	51,022.30	83.3%	52,661	43,884.40	83.3%	7,137.90
SERVICES AND SUPPLIES							
AGRICULTURE	1,800	1,845.54	102.5%	1,800	773.66	43.0%	1,071.88
HOUSEHOLD SUPPLIES	2,500	1,530.49	61.2%	2,500	1,459.88	58.4%	70.61
STRUCTURES & GROUNDS	4,500	1,742.91	38.7%	4,500	1,933.13	43.0%	(190.22)
VANDALISM	-	-	0.0%	100	-	0.0%	-
EQUIPMENT RENTS	-	-	0.0%	-	115.25	0.0%	(115.25)
CONTRACT SERVICES	6,600	6,572.45	99.6%	6,000	6,436.59	107.3%	135.86
WATER	1,500	1,006.51	67.1%	1,500	1,139.23	75.9%	(132.72)
ELECTRIC	3,300	1,975.42	59.9%	3,300	2,230.72	67.6%	(255.30)
SUBTOTAL	20,200	14,673.32	72.6%	19,700	14,088.46	71.5%	584.86
TOTAL OPERATING EXPENDITURES	81,427	65,695.62	80.7%	72,361	57,972.86	80.1%	7,722.76
TOTAL INCOME OVER (UNDER) EXPENDITURES	(57,963)	(43,175.10)		(50,469)	(35,974.61)		(7,200.49)

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - PETERSON PARK - FUND 2497
APRIL 2020**

	2019-2020 BUDGET	2019-2020 YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	DIFF. BY YEAR
INCOME							
ASSESSMENTS	42,490	41,222.90	97.0%	42,560	41,467.90	97.4%	(245.00)
INTEREST	400	109.50	27.4%	275	447.82	162.8%	(338.32)
FAIR MARKET VALUE ADJUSTMENT	-	-	0.0%	-	276.52	0.0%	(276.52)
TOTAL INCOME	42,890	41,332.40	96.4%	42,835	42,192.24	98.5%	(859.84)
OPERATING EXPENDITURES							
SALARIES AND BENEFITS	39,340	32,783.00	83.3%	30,107	25,089.30	83.3%	7,693.70
SERVICES AND SUPPLIES							
AGRICULTURE	1,850	1,051.58	56.8%	1,850	859.43	46.5%	192.15
HOUSEHOLD SUPPLIES	-	-	0.0%	-	-	0.0%	-
STRUCTURES & GROUNDS	2,500	473.59	18.9%	2,500	2,367.41	94.7%	(1,893.82)
VANDALISM	100	-	0.0%	100	228.30	228.3%	(228.30)
EQUIPMENT RENTS	-	-	0.0%	-	-	0.0%	-
SMALL TOOLS	-	-	0.0%	-	-	0.0%	-
CONTRACT SERVICES	4,000	3,992.27	99.8%	4,000	3,867.03	96.7%	125.24
WATER	17,000	12,950.43	76.2%	16,000	12,060.33	75.4%	890.10
ELECTRIC	300	136.02	45.3%	300	134.07	44.7%	1.95
SUBTOTAL	25,750	18,603.89	72.2%	24,750	19,516.57	78.9%	(912.68)
OPERATING EXPENDITURES	65,090	51,386.89	78.9%	54,857	44,605.87	81.3%	6,781.02
TOTAL INCOME OVER (UNDER) EXPENDITURES	(22,200)	(10,054.49)		(12,022)	(2,413.63)		(7,640.86)

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - BARONI PARK - FUND 2498
APRIL 2020**

	2019-2020 BUDGET	2019-2020 YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	DIFF. BY YEAR
INCOME							
ASSESSMENTS	83,227	81,405.15	97.8%	71,719	70,421.69	98.2%	10,983.46
INTEREST	1,000	1,050.40	105.0%	300	1,208.81	402.9%	(158.41)
FAIR MARKET VALUE ADJUSTMENT	-	(283.06)	0.0%	-	828.10	0.0%	(1,111.16)
TOTAL INCOME	84,227	82,172.49	97.6%	72,019	72,458.60	100.6%	9,713.89
OPERATING EXPENDITURES							
SALARIES AND BENEFITS	61,227	51,022.30	83.3%	52,661	43,884.40	83.3%	7,137.90
SERVICES AND SUPPLIES							
AGRICULTURE	1,100	493.65	44.9%	1,083	449.38	41.5%	44.27
HOUSEHOLD SUPPLIES	-	-	0.0%	-	-	0.0%	-
STRUCTURES & GROUNDS	1,500	1,335.94	89.1%	1,000	1,731.96	173.2%	(396.02)
VANDALISM	100	-	0.0%	100	-	0.0%	-
EQUIPMENT RENTS	-	-	0.0%	-	-	0.0%	-
CONTRACT SERVICES	4,100	3,992.29	97.4%	4,000	3,867.03	96.7%	125.26
WATER	10,000	7,083.88	70.8%	8,050	6,816.35	84.7%	267.53
ELECTRIC	200	-	0.0%	200	-	0.0%	-
SUBTOTAL	17,000	12,905.76	75.9%	14,433	12,864.72	89.1%	41.04
TOTAL OPERATING EXPENDITURES	78,227	63,928.06	81.7%	67,094	56,749.12	84.6%	7,178.94
TOTAL INCOME OVER (UNDER) EXPENDITURES	6,000	18,244.43		4,925	15,709.48		2,534.95

**CHICO AREA RECREATION AND PARK DISTRICT
BOARD PROGRAM SUMMARY 2019-2020**

April 2020
83% of the Year

AFTERSCHOOL

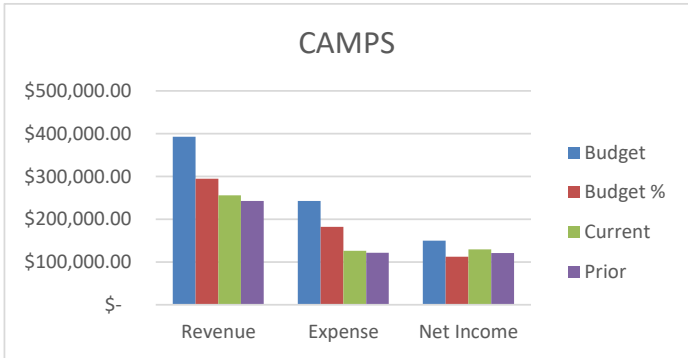
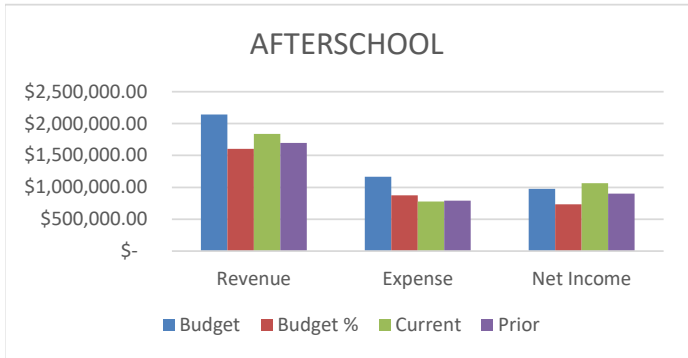
CAMPS

We are at 86% of Budgeted Revenues and 67% of Budgeted Expenses. Our Net Income is \$159,884.54 more than this time last year.

We are at 65% of Budgeted Revenues and 52% of Budgeted Expenses. CAMPS are seasonal. The majority run June-August. The rest are during school breaks in December/January and March. Our Net Income is currently \$9,115.34 over this time last year.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 2,140,775.00	\$ 1,838,211.38	\$ 1,695,015.22
EXPENSES	\$ 1,164,114.70	\$ 775,823.00	\$ 792,511.38

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 392,530.00	\$ 255,963.00	\$ 242,425.93
EXPENSES	\$ 242,458.00	\$ 126,278.74	\$ 121,857.01



AQUATICS

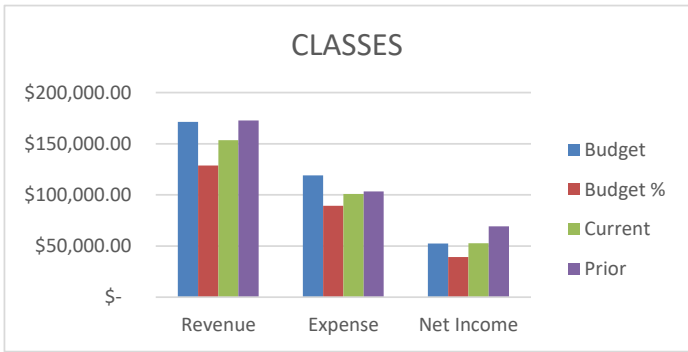
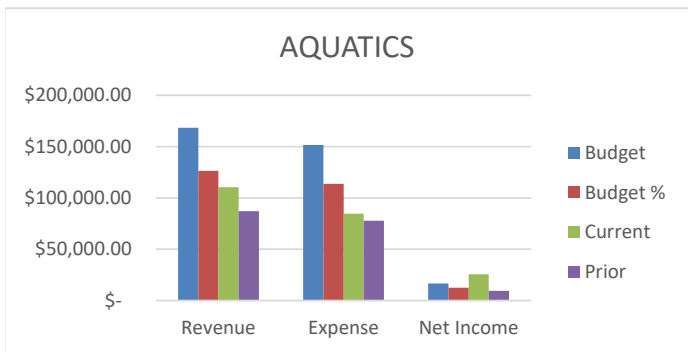
CLASSES

We are at 66% of Budgeted Revenues and 56% of Budgeted Expenses. Our Net Income is currently \$16,300.09 more than this time last year.

We are at 90% of Budgeted Revenues and 85% of Budgeted Expenses. We have various classes that run throughout the year. Our Net Income is currently \$16,515.12 less than this time last year.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 168,350.00	\$ 110,328.19	\$ 87,124.26
EXPENSES	\$ 151,700.00	\$ 84,687.35	\$ 77,783.51

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 171,500.00	\$ 153,508.83	\$ 172,659.42
EXPENSES	\$ 119,150.00	\$ 84,687.35	\$ 103,454.78



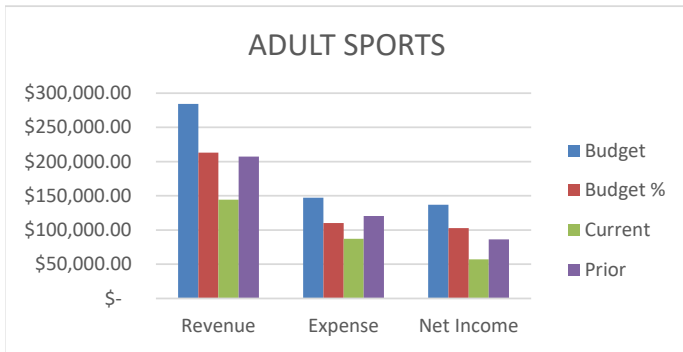
**CHICO AREA RECREATION AND PARK DISTRICT
BOARD PROGRAM SUMMARY 2019-2020**

April 2020
83% of the Year

ADULT SPORTS

We are at 51% of Budgeted Revenues and 59% of Budgeted Expenses. Our Net Income is \$29,125.43 less than this time last year.

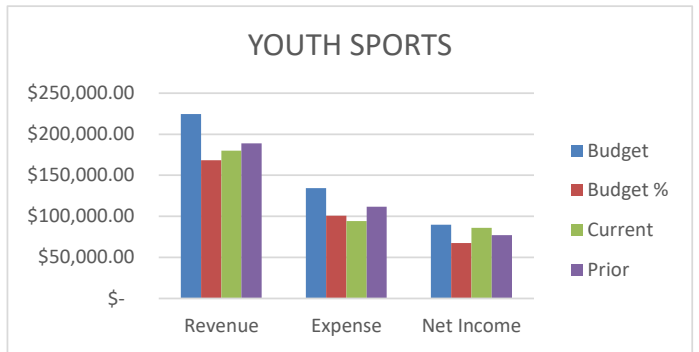
	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 284,200.00	\$ 144,599.85	\$ 207,167.46
EXPENSES	\$ 147,120.00	\$ 87,251.07	\$ 120,693.25



YOUTH SPORTS

We are at 80% of Budgeted Revenues and 70% of Budgeted Expenses. Our Net Income is \$8,775.59 over this time last year.

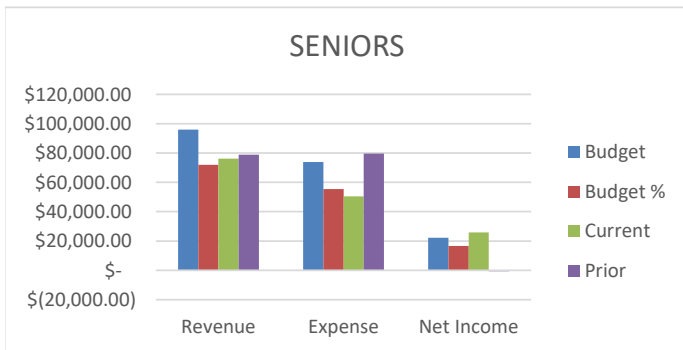
	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 224,500.00	\$ 180,073.59	\$ 189,050.91
EXPENSES	\$ 134,550.00	\$ 94,125.82	\$ 111,878.73



SENIORS

We are at 79% of Budgeted Revenues and 68% of Budgeted Expenses. Our Net Income is \$26,597.87 more than this time last year.

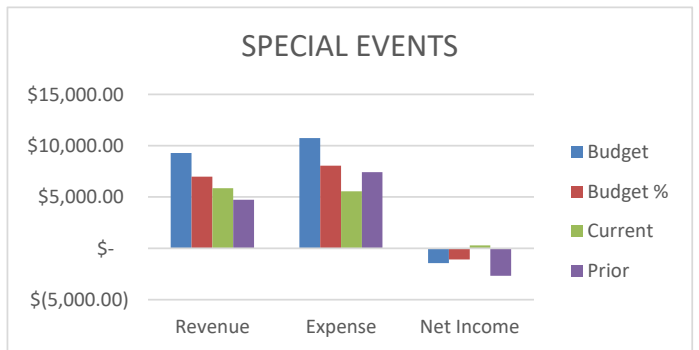
	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 96,000.00	\$ 76,280.20	\$ 78,932.51
EXPENSES	\$ 73,800.00	\$ 50,385.87	\$ 79,636.05



SPECIAL EVENTS

We are at 63% of Budgeted Revenues and 52% of Budgeted Expenses. Our Net Income is \$2,957.21 more than this time last year. With Special Events, we often incur expenses prior to receiving revenue (through either entrance fees or sponsorships).

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 9,300.00	\$ 5,847.40	\$ 4,743.65
EXPENSES	\$ 10,750.00	\$ 5,567.37	\$ 7,420.83



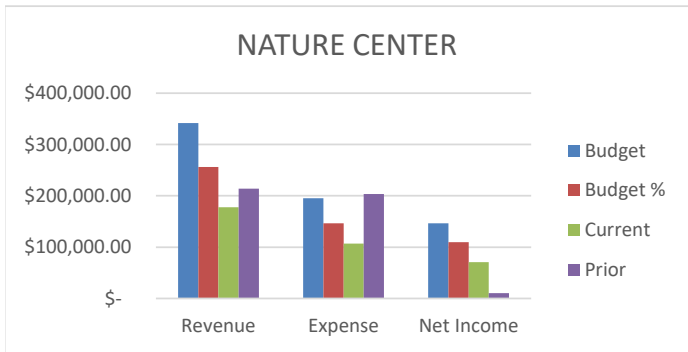
**CHICO AREA RECREATION AND PARK DISTRICT
BOARD PROGRAM SUMMARY 2019-2020**

**April 2020
83% of the Year**

NATURE CENTER

We are at 52% of Budgeted Revenues and 55% of Budgeted Expenses. Our Net Income is \$60,256.46 more than this time last year.

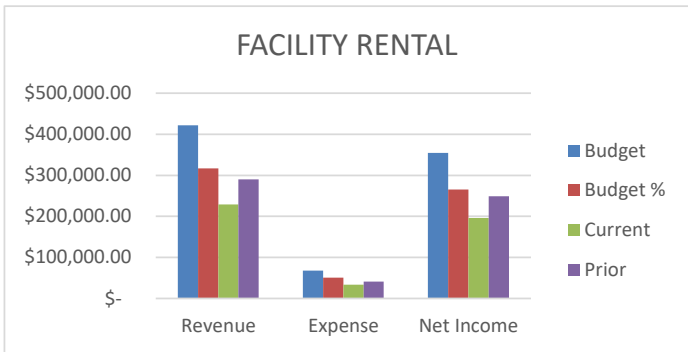
	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 341,600.00	\$ 177,611.05	\$ 214,082.44
EXPENSES	\$ 195,320.00	\$ 106,716.80	\$ 203,444.65



FACILITY RENTAL

We are at 54% of Budgeted Revenues and 49% of Budgeted Expenses. Our Net Income is \$52,791.13 less than this time last year.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 422,050.00	\$ 229,052.12	\$ 289,988.76
EXPENSES	\$ 67,750.00	\$ 33,245.60	\$ 41,391.11



CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2019-2020
April 2020
Month 10 and 83% of the Year

DESCRIPTION	2019-2020 Budget	April 2020	2019-2020 YTD	2019-2020 % of Budget	Remaining Budget	2018-2019 Budget	April 2019	2018-2019 YTD	2018-2019 % of Budget	Difference by Year
AFTERSCHOOL										
INCOME	2,140,775.00	30,380.84	1,838,211.38	86%	302,563.62	1,825,800.00	169,354.43	1,695,015.22	93%	143,196.16
INCOME	-	-	-	0%	-	-	-	-	0%	-
PROGRAM SUPPLIES	(68,248.00)	(2,750.47)	(38,458.29)	56%	(29,789.71)	(70,940.00)	(6,235.55)	(47,736.95)	67%	9,278.66
CONTRACT SERVICES	(2,000.00)	-	(525.00)	26%	(1,475.00)	(3,000.00)	-	(1,851.85)	62%	1,326.85
PART-TIME WAGES	(1,093,866.70)	(343.60)	(736,839.71)	67%	(357,026.99)	(965,489.00)	(101,511.99)	(742,922.58)	77%	6,082.87
TOTAL AFTERSCHOOL	976,660.30	27,286.77	1,062,388.38	109%	(85,728.08)	786,371.00	61,606.89	902,503.84	115%	159,884.54
CAMPS										
INCOME	392,530.00	-	255,963.00	65%	136,567.00	340,270.00	45.00	242,594.58	71%	13,368.42
PROGRAM SUPPLIES	(20,750.00)	-	(7,648.06)	37%	(13,101.94)	(18,500.00)	(257.66)	(6,425.20)	35%	(1,222.86)
PROGRAM TRANSPORTATION	(1,500.00)	-	(2,041.25)	136%	541.25	(1,500.00)	-	(735.65)	49%	(1,305.60)
CONTRACT SERVICES	(58,500.00)	(1,009.00)	(44,454.41)	76%	(14,045.59)	(46,800.00)	-	(39,448.09)	84%	(5,006.32)
PART-TIME WAGES	(128,708.00)	-	(63,255.02)	49%	(65,452.98)	(114,335.00)	(2,144.53)	(75,299.17)	66%	12,044.15
INSTRUCTOR WAGES	(33,000.00)	-	(8,880.00)	27%	(24,120.00)	(17,500.00)	-	-	0%	(8,880.00)
TOTAL CAMPS	150,072.00	(1,009.00)	129,684.26	86%	20,387.74	141,635.00	(2,357.19)	120,686.47	85%	8,997.79
AQUATICS										
INCOME	168,350.00	-	111,748.19	66%	56,601.81	166,010.00	6,284.86	87,124.26	52%	24,623.93
PROGRAM SUPPLIES	(7,200.00)	-	(1,699.93)	24%	(5,500.07)	(6,300.00)	(1,921.32)	(5,611.03)	89%	3,911.10
CLOTHING	-	-	-	0%	-	(800.00)	-	-	0%	-
CONTRACT SERVICES	-	-	-	0%	-	-	-	-	0%	-
INSTRUCTOR WAGES	(6,000.00)	-	-	0%	(6,000.00)	-	(1,734.60)	(2,147.85)	0%	2,147.85
PART-TIME WAGES	(138,500.00)	-	(82,987.42)	60%	(55,512.58)	(152,015.00)	(207.03)	(70,024.63)	46%	(12,962.79)
TOTAL AQUATICS	16,650.00	-	27,060.84	163%	(10,410.84)	6,895.00	2,421.91	9,340.75	135%	17,720.09
CLASSES										
INCOME	171,500.00	1,270.61	153,508.83	90%	17,991.17	158,500.00	31,847.22	172,659.42	109%	(19,150.59)
ADVERTISING	-	-	-	0%	-	-	-	-	0%	-
PROGRAM SUPPLIES	(5,150.00)	(75.03)	(2,296.25)	45%	(2,853.75)	(3,250.00)	(592.16)	(4,877.72)	150%	2,581.47
CLOTHING	-	-	-	0%	-	-	-	-	0%	-
CONTRACT SERVICES	(26,500.00)	(865.51)	(26,854.82)	101%	354.82	(15,800.00)	(2,588.20)	(25,229.76)	160%	(1,625.06)
PART-TIME WAGES	(35,000.00)	-	(27,507.80)	79%	(7,492.20)	(34,740.00)	(29,763.90)	(31,817.90)	92%	4,310.10
INSTRUCTOR WAGES	(52,500.00)	(2,189.50)	(44,160.44)	84%	(8,339.56)	(60,000.00)	17,924.60	(41,529.40)	69%	(2,631.04)
TOTAL CLASSES	52,350.00	(1,859.43)	52,689.52	101%	(339.52)	44,710.00	16,827.56	69,204.64	155%	(16,515.12)
ADULT SPORTS										
INCOME	284,200.00	-	144,599.85	51%	139,600.15	346,200.00	42,559.63	207,167.46	60%	(62,567.61)
PROGRAM SUPPLIES	(21,720.00)	(183.78)	(15,312.57)	70%	(6,407.43)	(25,500.00)	(2,320.38)	(11,627.71)	46%	(3,684.86)
PROGRAM TRANSPORTATION	-	-	-	0%	-	-	-	-	0%	-
CLOTHING	-	-	-	0%	-	-	-	-	0%	-
CONTRACT SERVICES	(4,800.00)	-	(2,320.00)	48%	(2,480.00)	(6,800.00)	-	-	0%	(2,320.00)
PART-TIME WAGES	(34,880.00)	-	(21,920.75)	63%	(12,959.25)	(181,800.00)	(6,668.83)	(45,707.07)	25%	23,786.32
OFFICIALS WAGES	(85,720.00)	-	(47,697.75)	56%	(38,022.25)	-	(10,052.74)	(63,358.47)	0%	15,660.72
TOTAL ADULT SPORTS	137,080.00	(183.78)	57,348.78	42%	79,731.22	132,100.00	23,517.68	86,474.21	65%	(29,125.43)

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2019-2020
April 2020
Month 10 and 83% of the Year

DESCRIPTION	2019-2020 Budget	April 2020	2019-2020 YTD	2019-2020 % of Budget	Remaining Budget	2018-2019 Budget	April 2019	2018-2019 YTD	2018-2019 % of Budget	Difference by Year
YOUTH SPORTS										
INCOME	224,500.00	-	180,073.59	80%	44,426.41	212,300.00	27,865.35	189,050.91	89%	(8,977.32)
PROGRAM SUPPLIES	(29,150.00)	(28.45)	(20,209.94)	69%	(8,940.06)	(9,600.00)	(1,100.69)	(8,672.60)	90%	(11,537.34)
PROGRAM TRANSPORTATION	(400.00)	-	-	0%	(400.00)	(1,640.00)	-	-	0%	-
CLOTHING	-	-	-	0%	-	(11,400.00)	(2,598.77)	(12,073.43)	106%	12,073.43
CONTRACT SERVICES	-	-	-	0%	-	(1,250.00)	-	(735.00)	59%	735.00
PART-TIME WAGES	(105,000.00)	(41.56)	(73,915.88)	70%	(31,084.12)	(131,000.00)	(7,521.52)	(90,397.70)	69%	16,481.82
OFFICIALS WAGES	-	-	-	0%	-	-	-	-	0%	-
TOTAL YOUTH SPORTS	89,950.00	(70.01)	85,947.77	96%	4,002.23	57,410.00	16,644.37	77,172.18	134%	8,775.59
SENIOR PROGRAMS										
INCOME	96,000.00	324.68	76,280.20	79%	19,719.80	106,550.00	9,452.65	78,932.51	74%	(2,652.31)
PROGRAM SUPPLIES	(5,100.00)	-	(2,048.62)	40%	(3,051.38)	(4,900.00)	(770.60)	(4,042.20)	82%	1,993.58
PROGRAM TRANSPORTATION	-	-	-	0%	-	-	-	-	0%	-
CONTRACT SERVICES	(25,500.00)	-	(16,366.44)	64%	(9,133.56)	(34,750.00)	(1,745.00)	(20,613.33)	59%	4,246.89
PART-TIME WAGES	(21,700.00)	-	(10,154.39)	47%	(11,545.61)	(43,800.00)	(6,441.23)	(35,288.30)	81%	25,133.91
INSTRUCTOR WAGES	(21,500.00)	(1,278.60)	(21,816.42)	101%	316.42	(24,600.00)	(2,339.40)	(19,692.22)	80%	(2,124.20)
TOTAL SENIOR PROGRAMS	22,200.00	(953.92)	25,894.33	117%	(3,694.33)	(1,500.00)	(1,843.58)	(703.54)	47%	26,597.87
SPECIAL EVENTS										
INCOME	9,300.00	159.00	5,247.40	56%	4,052.60	9,250.00	111.75	4,743.65	51%	503.75
PROGRAM SUPPLIES	(7,100.00)	(355.00)	(2,692.56)	38%	(4,407.44)	(6,500.00)	(1,291.31)	(4,482.11)	69%	1,789.55
MILEAGE	-	-	-	0%	-	-	-	-	0%	-
CONTRACT SERVICES	(3,200.00)	-	(2,815.31)	88%	(384.69)	(2,800.00)	-	(2,938.72)	105%	123.41
PART-TIME WAGES	(450.00)	-	(59.50)	13%	(390.50)	-	-	-	0%	(59.50)
TOTAL SPECIAL EVENTS	(1,450.00)	(196.00)	(319.97)	22%	(1,130.03)	(50.00)	(1,179.56)	(2,677.18)	5354%	2,357.21
NATURE CENTER										
INCOME	322,100.00	2,663.96	154,215.66	48%	167,884.34	322,850.00	12,351.00	206,108.44	64%	(51,892.78)
FACILITY RENTALS	3,500.00	-	2,044.50	58%	1,455.50	2,000.00	-	1,140.00	57%	904.50
FUNDRAISING (DONATIONS)	5,000.00	2,594.82	21,350.89	427%	(16,350.89)	14,500.00	161.00	6,834.00	47%	14,516.89
GRANT FUNDING	-	-	-	0%	-	-	-	-	0%	-
ENDOWMENT	11,000.00	-	-	0%	11,000.00	-	-	-	0%	-
FULL-TIME WAGES	-	-	-	0%	-	(59,000.00)	(4,529.60)	(47,535.22)	81%	47,535.22
PART-TIME WAGES	(157,320.00)	(1,190.25)	(79,637.96)	51%	(77,682.04)	(170,900.00)	(3,543.30)	(97,038.37)	57%	17,400.41
FICA	-	-	-	0%	-	(18,000.00)	(617.58)	(11,059.88)	61%	11,059.88
RETIREMENT	-	(171.94)	(3,356.04)	0%	3,356.04	(4,000.00)	(464.88)	(3,086.02)	77%	(270.02)
MEDICAL	-	-	(2,182.46)	0%	2,182.46	(11,500.00)	(1,145.08)	(11,943.55)	104%	9,761.09
WC INSURANCE	-	-	-	0%	-	(5,000.00)	-	-	0%	-
CLOTHING	-	-	-	0%	-	(7,000.00)	-	(4,576.51)	65%	4,576.51
STAFF TRAINING	-	-	-	0%	-	(500.00)	-	(271.86)	54%	271.86
ADVERTISING	-	-	-	0%	-	(500.00)	-	(498.00)	100%	498.00
COPYING	-	-	-	0%	-	(3,100.00)	-	(3,135.67)	101%	3,135.67
EQUIPMENT/SOFTWARE	-	-	-	0%	-	(500.00)	-	(488.62)	98%	488.62
CONTRACT SERVICES	(6,500.00)	(162.90)	(2,857.95)	44%	(3,642.05)	(5,500.00)	(144.74)	(2,347.54)	43%	(510.41)
PROGRAM SUPPLIES	(31,500.00)	(51.35)	(18,682.39)	59%	(12,817.61)	(28,000.00)	(2,386.48)	(21,291.02)	76%	2,608.63
MILEAGE	-	-	-	0%	-	(300.00)	(2.68)	(172.39)	57%	172.39
RENT	-	-	-	0%	-	-	-	-	0%	-
PROPERTY & LIABILITY INSUR	-	-	-	0%	-	(1,000.00)	-	-	0%	-
TOTAL NATURE CENTER	146,280.00	3,682.34	70,894.25	48%	75,385.75	24,550.00	(322.34)	10,637.79	43%	60,256.46

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2019-2020
April 2020
Month 10 and 83% of the Year

DESCRIPTION	2019-2020 Budget	April 2020	2019-2020 YTD	2019-2020 % of Budget	Remaining Budget	2018-2019 Budget	April 2019	2018-2019 YTD	2018-2019 % of Budget	Difference by Year
<u>FACILITY RENTAL</u>										
INCOME	422,050.00	481.52	237,326.76	56%	184,723.24	373,000.00	38,067.22	289,988.76	78%	(52,662.00)
PROGRAM SUPPLIES	(8,000.00)	-	(6,785.44)	85%	(1,214.56)	(8,000.00)	(205.64)	(4,577.63)	57%	(2,207.81)
CONTRACT SERVICES	(10,750.00)	-	(2,688.14)	25%	(8,061.86)	(16,000.00)	(530.25)	(5,425.89)	34%	2,737.75
PART-TIME WAGES	(49,000.00)	-	(23,772.02)	49%	(25,227.98)	(44,000.00)	(3,205.14)	(31,387.59)	71%	7,615.57
TOTAL FACILITY RENTAL	354,300.00	481.52	204,081.16	58%	150,218.84	305,000.00	34,126.19	248,597.65	82%	(44,516.49)
<u>RECREATION - MISC. & ADMIN</u>										
INCOME	(5,000.00)	40.01	1,029.10	-21%	(6,029.10)	-	1,203.22	(11,315.75)	0%	12,344.85
PUBLICATIONS/LEGAL NOTICE	(22,000.00)	-	(11,965.37)	54%	(10,034.63)	(24,000.00)	(4,333.00)	(15,807.17)	66%	3,841.80
CONFERENCES	-	-	(229.00)	0%	229.00	(6,000.00)	(129.00)	(1,908.71)	32%	1,679.71
MILEAGE	-	-	(82.61)	0%	82.61	(1,000.00)	-	(222.19)	22%	139.58
OFFICE SUPPLIES	-	-	(10.76)	0%	10.76	(12,300.00)	(758.78)	(4,780.60)	39%	4,769.84
CLOTHING	-	-	-	0%	-	(200.00)	-	-	0%	-
ACL/OVERTIME	(10,000.00)	-	-	0%	(10,000.00)	(5,000.00)	-	-	0%	-
PART-TIME WAGES	(251,000.00)	(18,811.04)	(196,783.47)	78%	(54,216.53)	(7,000.00)	(2,974.00)	(6,359.18)	91%	(190,424.29)
FULL TIME WAGES	(534,000.00)	(45,855.64)	(433,542.17)	81%	(100,457.83)	(408,000.00)	(31,069.27)	(327,190.41)	80%	(106,351.76)
TOTAL RECREATION - MISC. & ADMIN	(822,000.00)	(64,626.67)	(641,584.28)	78%	(180,415.72)	(463,500.00)	(38,060.83)	(367,584.01)	79%	(274,000.27)
TOTAL PROGRAM SUMMARY	1,122,092.30	(37,448.18)	1,074,085.04	96%	48,007.26	1,033,621.00	111,381.10	1,153,652.80	112%	(79,567.76)

CHICO AREA RECREATION AND PARK DISTRICT (CARD)
545 Vallombrosa Ave. Chico, CA 95926 895-4711

Accounts Payable Check Register

April 2020

Salary & Benefits	1,018.43
Service & Supply	26,004.91
Contributions to other Agency	-
Principal Repayment	-
Interest Expense	-
Fixed Assets	34,714.94
TOTAL	61,738.28
Check #'s	73815-73838

Approved by the Board of Directors

May 21, 2020

Tom Lando
Board Chair

Ann Willmann
General Manager

CHICO AREA RECREATION AND PARK DISTRICT
545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
May 11, 2020

CHECK REGISTER FUND 2490 FY 19/20

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
05/11/2020	073815	BUTTE COUNTY SHERIFF'S OFFICE	\$ 50.00	510000
05/11/2020	073816	CA STATE DISBURSEMENT UNIT	\$ 23.07	510000
05/11/2020	073817	FRANCHISE TAX BOARD	\$ 189.75	510000
05/11/2020	073818	SEIU LOCAL 1021	\$ 755.61	510000
05/11/2020	073819	ARMED GUARD PRIVATE SECURITY INC	\$ 11,541.75	520000
05/11/2020	073820	BAY AREA DRIVING SCHOOL, INC.	\$ 50.40	520000
05/11/2020	073821	CALIFORNIA STATE UNIVERSITY, CHICO	\$ 40.00	520000
05/11/2020	073822	CALIFORNIA WATER SERVICE	\$ 6,773.51	520000
05/11/2020	073823	CHICO UNIFIED SCHOOL DISTRICT	\$ 390.58	520000
05/11/2020	073824	CITY OF CHICO	\$ 2,294.02	520000
05/11/2020	073825	COMMERCIAL TIRE WAREHOUSE	\$ 55.93	520000
05/11/2020	073826	ENLOE MEDICAL CENTER	\$ 183.00	520000
05/11/2020	073827	GATES RESALE	\$ 42.69	520000
05/11/2020	073828	HOLIDAY POOLS & SPAS	\$ 256.04	520000
05/11/2020	073829	HUNTERS SERVICES, INC.	\$ 431.00	520000
05/11/2020	073830	J.C. NELSON SUPPLY CO	\$ 1,013.29	520000
05/11/2020	073831	JASON ALEXANDER MILLER	\$ 300.00	520000
05/11/2020	073832	LIMEY TEES	\$ 167.45	520000
05/11/2020	073833	LOCKSMITHING ENTERPRISES	\$ 86.81	520000
05/11/2020	073834	MEEKS BUILDING CENTER	\$ 76.35	520000
05/11/2020	073835	PBM SUPPLY & MFG INC	\$ 47.45	520000
05/11/2020	073836	TURF STAR INC.	\$ 344.64	520000
05/11/2020	073837	WORK TRAINING CENTER	\$ 1,910.00	520000
05/11/2020	073838	LASH'S GLASS	\$ 34,714.94	560000

Total of Register

\$ 61,738.28



Ann Willmann
General Manager

OR

Salary & Benefits	\$ 1,018.43	Acct 510000
Service & Supply	\$ 26,004.91	Acct 520000
Cont. to Other Agencies	\$ -	Acct 557000
Principal Repayment	\$ -	Acct 552000
Interest Expense	\$ -	Acct 553000
Fixed Asset	\$ 34,714.94	Acct 560000
Total	<u><u>\$ 61,738.28</u></u>	

Michelle Niven
Human Resources Manager

Prepared by JB

CHICO AREA RECREATION AND PARK DISTRICT (CARD)
545 Vallombrosa Ave. Chico, CA 95926 895-4711

Manual Accounts Payable Check Register

April 2020

Salary & Benefits	33,387.92
Salary & Benefits-ACH Payroll Tax Transfer	55,267.20
Salary & Benefits-ACH CalPERS	31,490.59
Service & Supply	184,002.08
Fixed Assets	29,567.19
Contingency to other Agency	-
Principal Repayment	-
Interest Expense	-
TOTAL	333,714.98

Check #'s 73718
 073761-073812

Approved by the Board of Directors

May 21, 2020

Tom Lando
Board Chair

Ann Willmann
General Manager

Agenda Item 11

CHICO AREA RECREATION AND PARK DISTRICT
 545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
 April 3, 2020



4/3/2020

CHECK REGISTER FUND 2490 FY 19/20

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
04/03/2020	073718	JOSEPH VAUGHN	\$ 48.89	520000

Total of Register \$ 48.89



 Ann Willmann
 General Manager

OR

Salary & Benefits	\$ -	Acct 510000
Service & Supply	\$ 48.89	Acct 520000
Cont. to Other Agencies	\$ -	Acct 557000
Principal Repayment	\$ -	Acct 552000
Interest Expense	\$ -	Acct 553000
Fixed Asset	\$ -	Acct 560000
Total	<u><u>\$ 48.89</u></u>	

 Jason Bougie
 Parks & Recreation Director

OR

 Michelle Niven
 Human Resources Manager

Prepared by JB

CHICO AREA RECREATION AND PARK DISTRICT
 545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
 April 13, 2020

 **EMAILED**
 4/13/2020 JB

CHECK REGISTER FUND 2490 FY 19/20

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
04/13/2020	073761	LOCKSMITHING ENTERPRISES	\$ 2,222.19	560000
04/13/2020	073762	AFLAC	\$ 579.38	510000
04/13/2020	073763	BUTTE COUNTY SHERIFF'S OFFICE	\$ 50.00	510000
04/13/2020	073764	CA STATE DISBURSEMENT UNIT	\$ 23.07	510000
04/13/2020	073765	FRANCHISE TAX BOARD	\$ 273.14	510000
04/13/2020	073766	ISABEL YGLECIAS	\$ 2.97	510000
04/13/2020	073767	ISABEL YGLECIAS	\$ 130.63	510000
04/13/2020	073768	IUOE LOCAL 39	\$ 467.72	510000
04/13/2020	073769	AIRGAS USA, LLC	\$ 176.04	520000
04/13/2020	073770	ARMED GUARD PRIVATE SECURITY INC	\$ 9,999.00	520000
04/13/2020	073771	AT&T	\$ 675.45	520000
04/13/2020	073772	BSN SPORTS INC.	\$ 154.41	520000
04/13/2020	073773	CAITLIN REILLY	\$ 36.38	520000
04/13/2020	073774	COMCAST	\$ 1,574.12	520000
04/13/2020	073775	DEPT. OF JUSTICE	\$ 1,536.00	520000
04/13/2020	073776	ENLOE MEDICAL CENTER	\$ 1,098.00	520000
04/13/2020	073777	KRONOS SAASHR, INC	\$ 4,774.82	520000
04/13/2020	073778	LOCKSMITHING ENTERPRISES	\$ 441.65	520000
04/13/2020	073779	MEEKS BUILDING CENTER	\$ 666.07	520000
04/13/2020	073780	MISSION LINEN & UNIFORM	\$ 162.90	520000
04/13/2020	073781	MISSION LINEN & UNIFORM	\$ 2,651.27	520000
04/13/2020	073782	NORTHGATE PETROLEUM COMPANY	\$ 199.95	520000
04/13/2020	073783	PURE WATER PARTNERS LLC	\$ 289.25	520000
04/13/2020	073784	RAY MORGAN COMPANY	\$ 2,013.00	520000
04/13/2020	073785	RECOLOGY BUTTE COLUSA COUNTIES	\$ 3,877.02	520000

Total of Register

\$ 34,074.43



Ann Willmann
 General Manager

OR

Salary & Benefits	\$ 1,526.91	Acct 510000
Service & Supply	\$ 30,325.33	Acct 520000
Cont. to Other Agencies	\$ -	Acct 557000
Principal Repayment	\$ -	Acct 552000
Interest Expense	\$ -	Acct 553000
Fixed Asset	\$ 2,222.19	Acct 560000
Total	\$ 34,074.43	

Jason Bougie
 Parks & Recreation Director

OR

Michelle Niven
 Human Resources Manager

Prepared by JB

CHICO AREA RECREATION AND PARK DISTRICT
545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
April 21, 2020

CHECK REGISTER **FUND 2490 FY 19/20**

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
04/21/2020	073786	ANTHEM BLUE CROSS	\$ 24,539.72	510000
04/21/2020	073787	HUMANA INSURANCE CO	\$ 3,723.42	510000
04/21/2020	073788	KELSEY BECKER	\$ 41.56	510000
04/21/2020	073789	BUTTE CO ELECTIONS DIVISION	\$ 120,412.93	520000
04/21/2020	073790	CHICO UNIFIED SCHOOL DISTRICT	\$ 1,911.71	520000
04/21/2020	073791	JASON ALEXANDER MILLER	\$ 5,004.00	520000
04/21/2020	073792	JOHNNY ON THE SPOT PORTABLE TOILETS	\$ 810.15	520000
04/21/2020	073793	OFFICE DEPOT	\$ 32.15	520000
04/21/2020	073794	PAVILION FALLS PROPERTY OWNER'S	\$ 1,096.00	520000
04/21/2020	073795	STREAMLINE	\$ 300.00	520000
04/21/2020	073796	SWEET CHICO CONFECTIONS	\$ 215.00	520000
04/21/2020	073797	TRITES BACKFLOW SERVICES INC	\$ 40.00	520000
04/21/2020	073798	MELTON DESIGN GROUP, INC.	\$ 19,745.00	560000

Total of Register

\$ 177,871.64



Arin Willmann
General Manager

OR

Salary & Benefits	\$ 28,304.70	Acct 510000
Service & Supply	\$ 129,821.94	Acct 520000
Cont. to Other Agencies	\$ -	Acct 557000
Principal Repayment	\$ -	Acct 552000
Interest Expense	\$ -	Acct 553000
Fixed Asset	\$ 19,745.00	Acct 560000
Total	<u><u>\$ 177,871.64</u></u>	

Jason Bougie
Parks & Recreation Director

OR

Michelle Niven
Human Resources Manager

Prepared by JB

CHICO AREA RECREATION AND PARK DISTRICT
 545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
 April 22, 2020

 **EMAILED**
 4/22/20 JB

CHECK REGISTER FUND 2490 FY 19/20

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
04/22/2020	073799	BANNER BANK	\$ 2,495.19	510000

Total of Register

\$ 2,495.19


 Arin Willmann
 General Manager

OR

Salary & Benefits	\$ 2,495.19	Acct 510000
Service & Supply	\$ -	Acct 520000
Cont. to Other Agencies	\$ -	Acct 557000
Principal Repayment	\$ -	Acct 552000
Interest Expense	\$ -	Acct 553000
Fixed Asset	\$ -	Acct 560000
Total	<u>\$ 2,495.19</u>	

 Jason Bougie
 Parks & Recreation Director

OR

 Michelle Niven
 Human Resources Manager

Prepared by JB

CHICO AREA RECREATION AND PARK DISTRICT
 545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
 April 30, 2020

EMAILED
 4/30/20 JB

CHECK REGISTER FUND 2490 FY 19/20

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
04/30/2020	073800	AFLAC	\$ 579.38	510000
04/30/2020	073801	MEDICAL EYE SERVICES	\$ 481.74	510000
04/30/2020	073802	COMCAST	\$ 226.85	520000
04/30/2020	073803	JOSHUA STEWART	\$ 229.00	520000
04/30/2020	073804	OFFICE DEPOT	\$ 285.63	520000
04/30/2020	073805	PACIFIC GAS AND ELECTRIC	\$ 17,306.13	520000
04/30/2020	073806	STREAMLINE	\$ 300.00	520000
04/30/2020	073807	THATCHER COMPANY	\$ 1,239.29	520000
04/30/2020	073808	TRITES BACKFLOW SERVICES INC	\$ 280.00	520000
04/30/2020	073809	U.S. BANK EQUIPMENT FINANCE, INC.	\$ 1,443.17	520000
04/30/2020	073810	VERIZON WIRELESS	\$ 2,459.30	520000
04/30/2020	073811	WORK TRAINING CENTER	\$ 36.55	520000
04/30/2020	073812	NORTH VALLEY TREE SERVICE, INC.	\$ 7,600.00	560000

Total of Register

\$ 32,467.04



Arin Willmann
 General Manager

OR

Salary & Benefits	\$ 1,061.12	Acct 510000
Service & Supply	\$ 23,805.92	Acct 520000
Cont. to Other Agencies	\$ -	Acct 557000
Principal Repayment	\$ -	Acct 552000
Interest Expense	\$ -	Acct 553000
Fixed Asset	\$ 7,600.00	Acct 560000
Total	\$ 32,467.04	

 Jason Bougie
 Parks & Recreation Director

OR

 Michelle Niven
 Human Resources Manager

Prepared by JB

CHICO AREA RECREATION AND PARK DISTRICT (CARD)
545 Vallombrosa Ave. Chico, CA 95926 895-4711

Payroll Check Register

April 2020

PPE	Pay Date	Checks	Amount
4/3/2020	4/2/2020	119591	198.68
4/3/2020	4/10/2020	119592-119594	1,186.73
4/3/2020 ACH	4/10/2020	DIRECT DEPOSIT	69,389.22
4/17/2020	4/16/2020	119595-119596	552.51
4/17/2020 ACH	4/16/2020	DIRECT DEPOSIT	713.35
4/17/2020 ACH	4/24/2020	DIRECT DEPOSIT	68,009.35
5/1/2020	4/30/2020	119597	627.68
5/1/2020	4/30/2020	119598-119603	5,961.11
Total			146,638.63

Approved by the Board of Directors

May 21, 2020

Tom Lando
Board Chair

Ann Willmann
General Manager

Agenda Item 11

CHICO AREA RECREATION AND PARK DISTRICT (CARD)
545 Vallombrosa Ave. Chico, CA 95926 895-4711

Refund Check Register

April 2020

Service & Supply-Refund Checks

36,110.79

TOTAL

Check #'s

28642	49.00
028643-028731	18,817.32
028732-028738	1,523.16
028739-028759	4,355.63
028760-028794	11,365.68

Active Network Credit Card Refunds 3,838.19

Approved by the Board of Directors

May 21, 2020

Tom Lando
Board Chair

Ann Willmann
General Manager

Agenda Item 11

CHICO AREA RECREATION AND PARK DISTRICT (CARD)
545 Vallombrosa Ave. Chico, CA 95926 895-4711

Revenue

March 2020

	Net Revenue
Rents	20,030.45
Reimbursements	12,439.67
Misc.	45.00
Fees	142,747.26
 Sub Total	 175,262.38
 Other Income	 -
Donations	2,790.38
 RDA Pass Through	 -
Sale of Surplus Assets	-
City of Chico Reimbursements	-
Baroni Park	-
Prop 12 Funding	-
Pro Rata Share	-
Grant Revenue	-
 Fund 2480 Trust Obligations	 -
 Fund 2486 Chico Rotary/CARD	 -
 TOTAL	 178,052.76

Approved by the Board of Directors

May 21, 2020

Tom Lando
Board Chair

Ann Willmann
General Manager

Agenda Item 11

CHICO AREA RECREATION AND PARK DISTRICT (CARD)
545 Vallombrosa Ave. Chico, CA 95926 895-4711

Previously submitted check #028812 dated May 12, 2020 in the amount of \$178,052.76

March 2020

FUND 2490

4530106	RDA Pass Through	-	-
4600001	Rent	20,030.45	
	Fees	142,747.26	162,777.71
4700001	Misc.	45.00	
	Rebates/Reimbursements	12,439.67	
	City of Chico Reimbursements	-	
	Baroni Park	-	
	Pro Rata Share	-	
	Other Income	-	
	Donations	2,790.38	
	Grant Revenue	-	15,275.05
	FUND 2490 total		178,052.76

FUND 2480

280	Trust Obligations	-	
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FUND 2483


4616250	Prop 12 Grant Fund	-	
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FUND 2486

4700001	Chico Rotary/CARD	-	
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Checks Total

178,052.76


Ann Willmann
Ann Willmann
General Manager

VENDOR: 124000 BUTTE COUNTY TREASURER 05/12/2020 CHECK NO. 28812

VOUCHER NO.	INVOICE NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT
103553	REV 03/31	05/12/2020	178,052.76			178,052.76

Check Total 178,052.76

CHECK NO. 28812
 CHECK DATE 05/12/2020
 VENDOR NO. 124000



CHECK NO. 028812

GOLDEN VALLEY BANK
 190 COHASSET RD. STE. 170
 CHICO, CA 95926
 90-4427/1211

Chico Area Recreation and Park District
 545 VALLOMBROSA AVENUE CHICO, CALIFORNIA 95926 (530) 895-4711

CHECK AMOUNT

One hundred seventy-eight thousand and fifty-two and 76/100 USD

\$ 178,052.76

REFUND CHECK

AY BUTTE COUNTY TREASURER
 O THE 25 COUNTY CENTER DR STE 120
 RDER OF OROVILLE CA 95965

VOID 6 MONTHS FROM DATE OF ISSUE

[Handwritten Signature]
 AUTHORIZED SIGNATURE

THE SECURITY FEATURES ON THIS DOCUMENT INCLUDE A MICRO-PRINT SIGNATURE LINE AND BLEED THROUGH MICR NUMBERING.

⑈028812⑈ ⑆121144272⑆ 0100043835⑈

VENDOR: 124000 BUTTE COUNTY TREASURER 05/12/2020 CHECK NO. 28812

VOUCHER NO.	INVOICE NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT
103553	REV 03/31	05/12/2020	178,052.76			178,052.76

Check Total 178,052.76



Chico Area Recreation and Park District “Helping People Play”

Staff Report 20-14
Agenda Item 7.1

STAFF REPORT

DATE: May 21, 2020

TO: Board of Directors

FROM: Ann Willmann, General Manager
Jason Bougie, Parks and Recreation Director

SUBJECT: District Update

Park Operations

All full-time park staff are working a full schedule. To prepare for future programming at park facilities, 9 part-time staff have returned to work to support field maintenance and preparation during this time. Spring is a busy time under normal circumstances, and the effects of reduced staffing has made this even more significant. By bringing some of the part-time park staff back, it will put the District in a better position to respond to re-opening more quickly when restrictions are lifted. Currently, bathrooms at community parks, tennis/pickleball courts, the dog park, and skate park are all open. The picnic areas, outdoor basketball courts, and playgrounds continue to be closed.

Recreation Operations

Due to the stay at home order, all programming has been cancelled through May. Preparation for summer programming is in full swing and based on phased re-opening, we are anticipating we will be able to operate modified summer camps beginning June 8th. Of course, recognizing this may change, we are working towards this goal until such time it is determined a change would be necessary. The operations of pools and league sports are currently in Phase 3. This could have significant impacts on our ability to open our pool or start sport leagues. We will continue to monitor this situation, but we are preparing to move forward when authorized to do so.

Office Operations

The office is scheduled to open on Friday, May 22 with modified hours. The office will be open Monday – Friday from 8:00am-11:30am and 1:00pm-5:00pm. The mid-day break will allow for lunch breaks and mid-day surface cleaning of high traffic areas. We have outlined changes to operations and customer interaction practices to support social distancing and sanitation. We will continue to have some of our workforce telecommuting during this time to support limited people in the office at any one time.

Butte County Re-Opening Plan

The County has drafted a re-opening plan and staff worked with other members of the County to provide recommendations regarding parks, recreation and outdoor activities. These recommendations will help the County provide guidance to all operators when re-opening. We continue to rely on County direction when making decisions to re-open and provide programs and services in the District.

Centennial Park

The construction drawing and bid package are nearing completion. The goal is to have the project go to bid in July, with construction starting late Summer, early Fall. The necessary transfer agreement is being drafted by the City of Chico and this project should be able to continue as planned.

By _____
Ann Willmann
General Manager

By _____
Jason Bougie
Parks and Recreation Director



Chico Area Recreation and Park District “Helping People Play”

Staff Report 20-15
Agenda Item 7.2

STAFF REPORT

DATE: May 21, 2020

TO: Board of Directors

FROM: Ann Willmann, General Manager

SUBJECT: Public Hearing and Resolution Approving Engineer’s Reports, Confirming Diagrams and Assessments and Ordering the Continuation of the Levy of Assessments for Fiscal Year 2020-21 for the Oak Way, Amber Grove/Greenfield, and Baroni Neighborhood Park and Open Space (No. LLD 001-005) Landscaping and Lighting Assessment Districts

Recommendation

It is recommended that the Board hold a public hearing, consider all public comments, and subsequently approve Resolution 20-4 that would approve the Engineer’s Reports, confirm the diagrams and assessments, and order the continuation of the levy of assessments for fiscal year 2020-21 for the Oak Way, Amber Grove/Greenfield, and Baroni Neighborhood Park and Open Space (No. LLD 001-005) Landscaping and Lighting Assessment Districts as the final step in levying the assessments.

Result of Recommended Action

The Board will order the continuation of the levy of the assessments for fiscal year 2020-21 and will cause those levies to be submitted by SCI Consulting Group to the County Auditor to be included on the 2020-21 property tax bills.

Background

1. In 1993, after gaining property owner ballot support, the Oak Way Landscaping and Lighting Assessment District was first established to provide funding the maintenance and operations of the Oak Way Park. In 1997, the Park District conducted an assessment ballot proceeding within Oak Way Landscape and Lightning District to comply with Proposition 218 requirements.
 - a. Board Approval of 1st Year Assessment Levies: June 26, 1997
 - b. Fiscal Year 2020-21 Approved Rate: \$4.00 per year for each single-family residential parcel, or \$4.00 per single-family residential unit for credit for Park Facility Fees

2. In 1994, after gaining property owner ballot support, the Amber Grove/Greenfield Landscaping and Lighting Assessment District was first established to provide funding the maintenance and operations of the Amber Grove/Greenfield Park.
 - a. Board Approval of 1st Year Assessment Levies: January 13, 1994
 - b. Fiscal Year 2020-21 Approved Rate: \$5.83 per month or \$70.00 per year for each single-family residential parcel

3. In 2006, after gaining property owner ballot support, the Baroni Neighborhood Park and Open Space (No. LLD 001-05) Landscape and Lighting Assessment District was first established to provide funding the maintenance and operations of the Baroni Neighborhood Park, adjacent open space areas and related trails system within the District.
 - a. Board Approval of 1st Year Assessment Levies: June 20, 2006
 - b. Fiscal Year 2020-21 Maximum Basic Rate: \$97.11 for the Basic Park Design.
 - c. Fiscal Year 2020-21 Rate Used: \$89.05 which is less than the authorized maximum rate.

On March 19, 2020, the Board adopted a resolution directing SCI Consulting Group, the District’s assessment engineer and assessment administration firm, to prepare Engineer’s Reports for the Assessment Districts for fiscal year 2020-21.

SCI Consulting Group prepared the Engineer’s Reports that includes the special and general benefits from the assessments, the proposed budget for the assessments for fiscal year 2020-21, the updated proposed assessments for each parcel in the District, and the proposed assessments per single-family equivalent benefit unit for the fiscal year. At the April 16, 2020, Board meeting, the Board reviewed the Engineer’s Reports and adopted a resolution to declare its intention to continue to levy the assessments, preliminarily approve the Engineer’s Reports, and provide for notice of the annual public hearing.

Each year, in order to continue to levy the assessments for the coming fiscal year, the Board conducts a noticed public hearing and receives public input on the proposed assessments and the services that they would fund. After hearing the public testimony, the Board may take final action on setting the assessment rates, establishing the services and improvements to be funded and ordering the continued levy of the assessments for fiscal year 2020-21.

Proposed Rate and CPI History

The proposed assessment rates and the approximate amount of revenues for the 2020-21 by Assessment Districts are listed below:

Assessment District	Rate	Revenue
Oak Way	\$4.00	\$23,752
Amber Grove/Greenfield	\$70.00	\$42,490
Baroni Park	\$89.05	\$85,689

Conclusion

It is recommended that the Board conduct the public hearing and approve the Resolution Approving the Engineer's Reports, Confirming Diagrams and Assessments and Ordering the Continuation of the Levy of Assessments for fiscal year 2020-21 for the Oak Way, Amber Grove/Greenfield, and Baroni Neighborhood Park and Open Space (No. LLD 001-05) Landscaping and Lighting Assessment Districts.

By _____
Ann Willmann
General Manager



CHICO AREA RECREATION AND PARK DISTRICT

545 VALLOMBROSA AVE, CHICO, CA 95926
PHONE (530) 895-4711 FAX (530) 895-4721

RESOLUTION 20-4

RESOLUTION APPROVING ENGINEER'S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT AND ORDERING CONTINUATION OF THE LEVY OF ASSESSMENT FOR FISCAL YEAR 2020-21 FOR THE OAK WAY, AMBER GROVE/GREENFIELD, AND BARONI NEIGHBORHOOD PARK AND OPEN SPACE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICTS

RESOLVED, by the Governing Board (the "Board") of the Chico Area Recreation and Park District (the "District"), County of Butte, State of California, that

WHEREAS, the Chico Area Recreation and Park District is authorized, pursuant to the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof) and Article XIID of the California Constitution (Proposition 218), to levy assessments for park and recreation improvements; and

WHEREAS, the Oak Way and the Baroni Neighborhood Park and Open Space Landscaping and Lighting Assessment Districts were approved by property owners pursuant to Proposition 218; the Amber Grove/Greenfield Landscaping and Lighting Assessment District was approved in 1994 after not receiving majority protest.

WHEREAS, the purpose of the Assessment Districts is for the installation, maintenance, and servicing of improvements within the Chico Area Recreation and Park District, as described in the annual Engineer's Report; and

WHEREAS, on March 19, 2020, A Resolution Directing Preparation of Annual Report for the Oak Way, Amber Grove/Greenfield, and Baroni Neighborhood Park and Open Space Landscaping and Lighting Assessment Districts (the "Assessment Districts"), this Board designated SCI Consulting Group as Engineer of Work and ordered said Engineer to make and file a report in writing in accordance with and pursuant to the Landscaping and Lighting Act of 1972;

WHEREAS, the report was duly made and filed with the Secretary of the Board and duly considered by this Board and found to be sufficient in every particular, whereupon it was determined that the reports should stand as the Engineer's Reports for all subsequent proceedings under and pursuant to the aforesaid resolution, and on May 21, 2020, at the hour of 6:00 p.m., the Board will hold a public hearing to consider the levy of the assessments for fiscal year 2020-21. The Board meetings will be held remotely in accordance with Governor Gavin Newsom's Executive Order N-25-20, issued March 12, 2020, and Government Code Section 54954(e). In an effort to improve access to public information, residents may access meetings remotely. Information will be provided with the meeting agenda.

WHEREAS, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of the levy were fully heard and considered by this Board, and all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board thereby acquired jurisdiction to order the continuation of the levies and the confirmation of the diagrams and assessments prepared by and made a part of the Engineer's Reports to pay the costs and expenses thereof;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Chico Area Recreation and Park District ("Board") that:

1. The public interest, convenience and necessity require that the levy continues to be made.
2. The Assessment Districts benefited by the improvements and assessed to pay the costs and expenses thereof, and the exterior boundaries thereof, are as shown by a map thereof filed in the office of the Clerk of the Board, which map is made a part hereof by reference thereto.
3. The assessment is levied without regard to property valuation.
4. The Engineer's Reports as a whole and each part thereof, to wit:
 - a. the Engineer's estimate of the itemized and total costs and expenses of maintaining the improvements and of the incidental expenses in connection therewith;
 - b. the diagrams showing the assessment district, plans and specifications for the improvements to be maintained and the boundaries and dimensions of the respective lots and parcels of land within the Assessment Districts; and
 - c. the assessments of the total amount of the costs and expenses of the maintenance of the improvements upon the several lots and parcels of land in the Assessment Districts in proportion to the estimated special benefits to be received by such lots and parcels, respectively, from the maintenance, and of the expenses incidental thereto;

are finally approved and confirmed.

5. Final adoption and approval of the Engineer's Reports as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagrams and the assessments, as contained in the reports as hereinabove determined and ordered, is intended to and shall refer and apply to the report, or any portion thereof as amended, modified, or revised or corrected by, or pursuant to and in accordance with, any resolution or order, if any, heretofore duly adopted or made by this Board.

6. The assessments continue to pay the costs and expenses of the maintenance of the improvements for fiscal year 2020-21 is hereby levied. For further particulars pursuant to the provisions of the Landscaping and Lighting Act of 1972, reference is hereby made to the Resolution Directing Preparation of Engineer's Reports.
7. Based on the oral and documentary evidence, including the Engineer's Reports, offered and received at the hearing, this Board expressly finds and determines (a) that each of the several lots and parcels of land will be specially benefited by the maintenance of the improvements at least in the amount if not more than the amount, of the assessment apportioned against the lots and parcels of land, respectively, and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, the aforesaid finding and determination as to special benefits.
8. Immediately upon the adoption of this resolution, but in no event later than the third Monday in August following such adoption, the Secretary of the Board shall file a certified copy of the diagram and assessment and a certified copy of this resolution with the Auditor of the County of Butte. Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of the assessment thereupon as shown in the assessments. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all laws providing for the collection and enforcement of County taxes shall apply to the collection and enforcement of the assessments. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the Chico Area Recreation and Park District.
9. The funds representing assessments collected by the County shall be deposited in the District Treasury to the credit of the improvement fund previously established under the distinctive designation of the Assessment Districts. Funds in the improvement fund shall be expended only for bond expenses, maintenance, servicing, construction or installation of the improvements.

PASSED AND ADOPTED by the Board of Directors of Chico Area Recreation and Park District at its regular meeting on May 21, 2020, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Tom Lando, Chair
Board of Directors

Ann Willmann
Secretary to the Board



Chico Area Recreation and Park District “Helping People Play”

Staff Report 20-16
Agenda Item 7.3

STAFF REPORT

DATE: May 21, 2020

TO: Board of Directors

FROM: Ann Willmann, General Manager
Heather Childs, Finance Manager

SUBJECT: Resolution 20-3 of the Board of Directors of the Chico Area Recreation and Park District Adopting the Preliminary Budget for the 2020-2021 Fiscal Year

Background

A preliminary budget was presented to the Board at the April 16, 2020 Regular Board Meeting. At that time, the Board requested that the preliminary budget be brought back to the Board at the Regular Board Meeting in May to allow staff more time to evaluate the impacts of the COVID 19 Pandemic on District finances.

The budget process is guided by Government Code and all Districts are required to submit an approved budget no later than August 7, 2020. The following budget schedule has been adjusted to comply with the established deadlines:

- May 21, 2020 - Approve Preliminary Budget: The Board can recommend changes or provide direction to staff requesting adjustments to the budget.
- June 18, 2020 - Public hearing to review the Preliminary Budget: The Board can recommend changes or provide direction to staff requesting adjustments to the budget.
- July 16, 2020 – Approve Final Budget: All changes should be finalized. Budget submitted to County by August 7, 2020.

Future Changes to the Budget

At any Regular Board Meeting, or properly noticed Special Board Meeting, after the adoption of the final budget, the Board of Directors may adopt a Resolution amending the budget and ordering the transfer of funds between categories.

Preliminary Budget Review

This is, and will continue to be, a challenging time for the District. Approximately 50% of the District budget is comprised of program and rental fees. With the current stay at home order and future restriction of group sizes and public gatherings, it is anticipated that the District's budget will continue to be affected. The preliminary budget represents the best recommendation based on knowledge that we have regarding the phased re-opening of Butte County. The preliminary budget includes a conservative estimate and will require difficult decisions that will affect program offerings and operations in the future. Staff continue to stay abreast of changes and recommendations from County officials, as well as professional associations such as the California Special Districts Association, California Parks and Recreation Society, National Recreation and Parks Association, and the Aspen Institute on Sports. An outline of current recommendations, programs, and services that may be affected are as follows:

Capital Projects - The preliminary budget does not include any specified capital projects. Should funds be available from the current fiscal year, it is recommended that we address those items that are emergency only. These would include the HVAC units at the Community Center and DFJ Center, parking lot repairs at Community Park, and the heater replacement at the Pleasant Valley Recreation Pool. The total for all of these projects is approximately \$800,000. Should the 2019-2020 fiscal year end with a net positive, staff would recommend increasing the general reserve and establishing a general repair fund for the 2020-2021 fiscal year to address capital projects.

Shapiro Pool Maintenance - While Shapiro Pool has been closed to the public, the District continues to maintain the pool to minimum standards. The cost is approximately \$11,000 a year in supplies and over 300 hours of staff time. The preliminary budget does not include the supply cost for Shapiro Pool. Should the Board want to continue maintenance of the pool, those expenses will need to be added to the budget. The Board may also choose to terminate the lease for Shapiro Pool and ownership would be returned to the School District.

Program Revenue - A conservative estimate for program revenue based on current and anticipated restrictions has been included in the preliminary budget. This will continue to be a changing landscape and staff is already working on new program ideas to address anticipated budget shortfalls. The current phased re-opening will affect classes, youth and adult sport leagues, aquatics, senior programming, and special events. Staffing levels for these areas have been evaluated and some part-time administrative support positions have been reduced due to program and revenue reductions.

Facility Rentals - As mass gathering restrictions change, the District will be able to develop a phased re-opening of rentals of our indoor facilities, picnic areas, and sports fields. However, gatherings of over 50 people appear to be farther into the future. Therefore, the preliminary budget reflects minimal facility rentals until January 2021.

District Reserves – The current restricted reserve is \$1,200,000. These funds are set aside to ensure the District operations can continue should an emergency arise. The District finance policy established a goal of 3 months of operation funds. Based on current evaluations, staff is recommending the general reserve be increased to \$1,800,000. While this might not be possible immediately, it should be the recognized goal.

Recommendation

It is recommended that the Board of Directors adopt Resolution 20-3 which adopts the Preliminary Budget for the 2020-2021 fiscal year, makes it available for public inspection, and determines that the public hearing regarding the Preliminary Budget will be conducted on June 18, 2020, at the Regular Board Meeting, and the Board will consider adoption of the Final Budget for Fiscal Year 2020-2021 at the Regular Board Meeting on July 16, 2020.

By _____
Ann Willmann
General Manager

By _____
Heather Childs
Finance Manager



**2020-2021
PRELIMINARY BUDGET**

5/21/2020

**CHICO AREA RECREATION AND PARK DISTRICT
PRELIMINARY BUDGET
TABLE OF CONTENTS**

LETTER OF TRANSMITTAL	3
BUDGET CALENDAR	4
BUDGET SUMMARY - ALL FUNDS	5
GENERAL FUND	
Executive Summary of Revenue and Expenditures	6
Summary of Revenue	7
Salaries and Benefits Summary	8
Services and Supplies Summary	9
Capital Projects Summary	10
Summary of Fund Balance	11
Administrative Contract Services	12
Park Administrative Contract Services	13
PARK IMPACT FUND - PARK FEES - FUND 2480	
Executive Summary of Revenue and Expenditures	14
PARK ASSESSMENT FUNDS	
Oak Way Park - Fund 2495 - Executive Summary of Revenue and Expenditures	15
Peterson Park - Fund 2497 - Executive Summary of Revenue and Expenditures	16
Baroni Park - Fund 2498 - Executive Summary of Revenue and Expenditures	17
APPENDAGES	
Graph-CARD Budgeted Revenue by Source	18
Graph-CARD Budgeted Expenditures	19
Park Sites and Facilities Schedule	20
Part Time/Temporary/Seasonal Employee Salary Schedule - 2020	22
Part Time/Temporary/Seasonal Employee Salary Schedule - 2021	24
Full Time Employee Salary Schedule	26



May 21, 2020

Board of Directors
Chico Area Recreation and Park District
545 Vallombrosa Avenue
Chico, CA 95926

RE: 2020-2021 Final Budget Letter of Transmittal

Dear Directors:

Staff is pleased to present the 2020-2021 Preliminary Budget for the Chico Area Recreation and Park District (CARD). The attached budget reflects the collaborative efforts of staff and the Board. This provides a framework for the operations of the District for the coming year.

The Budget includes the following items of interest:

- Capital projects are currently budgeted at \$1,504,500.00
- We have budgeted \$92,000 for a possible election.
- The CalPERS Unfunded Liability payment has been budgeted at \$269,270.00. This is the District's plan established at the March 21, 2019 meeting.
- The District is Debt Free, therefore the Notes Payable - Lease Payments Summary has been removed from the budget.

Thank you to staff and the Board for their assistance in this important process.
Respectfully submitted,

Ann Willmann
General Manager

**CHICO AREA RECREATION AND PARK DISTRICT
BUDGET CALENDAR
PRELIMINARY BUDGET**



<u>DATE</u>	<u>BOARD MEETING</u>	<u>AGENDA</u>
November 21, 2019	Regular	Adopt Budget Calendar
January 13, 2020	N/A	Budget Templates Sent to Staff
March 20, 2020	N/A	Staff Budgets submitted to Business Office
April 16, 2020	Regular	Presentation of Preliminary Budget
May 21, 2020	Regular	Budget Presentation and Adopt Preliminary Budget
June 4, 2020	N/A	Notice of Public Hearing Published in Newspaper
July 16, 2020	Regular	Adopt Final Budget
August 17, 2020	N/A	Submit Final Budget to Auditor-Controller

**CHICO AREA RECREATION AND PARK DISTRICT
BUDGET SUMMARY - ALL FUNDS
PRELIMINARY BUDGET**



	GENERAL FUND	PARK IMPACT FUND	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
REVENUE						
FEE BASED PROGRAM INCOME	4,024,988					4,024,988
OTHER INCOME & FACILITY RENTALS	328,640					328,640
RDA PASSTHROUGH	1,250,000					1,250,000
INVESTMENT INCOME	40,000	700	-	-	300	41,000
TAX INCOME / COUNTY	3,246,500					3,246,500
PARK IMPACT FEES		70,000				70,000
ASSESSMENTS			23,752	42,490	85,689	151,931
OPERATING TRANSFER IN FROM GENERAL FUND			60,184	24,263	-	84,447
TOTAL REVENUE	8,890,128	70,700	83,936	66,753	85,989	9,197,506
OPERATING EXPENDITURES						
SALARIES AND BENEFITS	7,028,680		63,689	40,921	63,689	7,196,979
SERVICES AND SUPPLIES	2,175,792		20,247	25,832	17,000	2,238,871
CONTRIB. TO OTHER AGENCIES	15,000					15,000
CONTINGENCIES	25,000					25,000
OPERATING TRANSFER OUT	84,447					84,447
NOTES PAYABLE / LEASE PYMTS	1,000					1,000
TOTAL OPERATING EXPENDITURES	9,329,919	-	83,936	66,753	80,689	9,561,297
NET INCOME (LOSS) FROM OPERATIONS	(439,791)	70,700	-	-	5,300	(363,791)
CAPITAL PROJECTS						
CAPITAL PROJECTS	1,504,500					1,504,500
CAPITAL PROJECTS' REIMBURSEMENTS	(1,500,000)					(1,500,000)
NET CAPITAL PROJECTS COSTS	4,500	-	-	-	-	4,500
CAPITAL PROJECTS FUNDING						
ALLOCATION FROM GENERAL FUND OPERATIONS	-					-
ALLOCATION FROM BARONI PARK OPERATIONS						-
ALLOCATION FROM GENERAL FUND SPENDABLE ASSIGNED	-					-
ALLOCATION FROM GENERAL FUND SPENDABLE UNASSIGNED	(4,500)					(4,500)
ALLOCATION FROM BARONI PARK SPENDABLE RESTRICTED						-
	-	-	-	-	-	-
NET ACTIVITY	(444,291)	70,700	-	-	5,300	(368,291)

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUE AND EXPENDITURES
PRELIMINARY BUDGET**



	2020-2021 BUDGET	INCREASE (DECREASE)	2019-2020 BUDGET	2019-2020 ACTUAL YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 ACTUAL	2018-2019 % BUDGET
REVENUE								
FEE BASED PROGRAM INCOME	4,024,988	220,733	3,804,255	2,883,493.35	75.8%	3,412,730	3,505,476.78	102.7%
OTHER INCOME & FACILITY RENTALS	328,640	(222,348)	550,988	446,777.65	81.1%	499,329	543,166.39	108.8%
RDA PASSTHROUGH	1,250,000	-	1,250,000	1,428,482.32	114.3%	1,090,000	1,294,085.46	118.7%
INVESTMENT INCOME	40,000	(30,000)	70,000	67,315.92	96.2%	40,000	98,524.96	246.3%
TAX INCOME / COUNTY	3,246,500	(2,500)	3,249,000	3,266,759.99	100.5%	3,046,000	3,744,419.76	122.9%
TOTAL REVENUE	8,890,128	(34,115)	8,924,243	8,092,829.23	90.7%	8,088,059	9,185,673.35	113.6%
OPERATING EXPENDITURES								
SALARIES AND BENEFITS	7,028,680	705,828	6,322,852	4,637,353.41	73.3%	5,692,693	5,541,837.59	97.4%
SERVICES AND SUPPLIES	2,175,792	(91,556)	2,267,348	1,680,093.75	74.1%	2,069,218	2,018,993.71	97.6%
CONTRIB. TO OTHER AGENCIES	15,000	-	15,000	17,430.05	116.2%	15,000	14,272.64	95.2%
CONTINGENCIES	25,000	-	25,000	-	0.0%	25,000	-	0.0%
OPERATING TRANSFER OUT	84,447	84,447	-	-	0.0%	-	-	0.0%
NOTES PAYABLE / LEASE PYMTS	1,000	(84,342)	85,342	-	0.0%	81,686	1,000.00	1.2%
TOTAL OPERATING EXPENDITURES	9,329,919	614,377	8,715,542	6,334,877.21	72.7%	7,883,597	7,576,103.94	96.1%
NET INCOME (LOSS) FROM OPERATIONS	(439,791)	(648,492)	208,701	1,757,952.02	842.3%	204,462	1,609,569.41	787.2%
CAPITAL PROJECTS								
CAPITAL PROJECTS	1,504,500	299,500	1,205,000	300,446.48	24.9%	812,500	16,727.40	2.1%
CAPITAL PROJECTS' REIMBURSEMENT	(1,500,000)	(1,500,000)	-	-	-	-	-	-
NET CAPITAL PROJECTS COSTS	4,500	(1,200,500)	1,205,000	300,446.48	24.9%	812,500	16,727.40	2.1%
CAPITAL PROJECTS FUNDING								
ALLOCATION FROM GENERAL FUND OPERATIONS	-	(208,701)	(208,701)	(300,446.48)	144.0%	(204,462)	(16,727.40)	8.2%
ALLOCATION FROM GENERAL FUND SPENCABLE ASSIGNED	-	-	-	-	-	-	-	-
ALLOCATION FROM GENERAL FUND SPENDABLE UNASSIGNED	(4,500)	(991,799)	(996,299)	-	0.0%	(608,038)	-	0.0%
FUNDS FROM ACCUMULATED CAPITAL RESERVES	-	-	-	-	-	-	-	-
TOTAL GENERAL FUND ACTIVITY	(444,291)	552,008	(996,299)	1,457,505.54		(608,038)	1,592,842.01	

CHICO AREA RECREATION AND PARK DISTRICT
REVENUE SUMMARY - GENERAL FUND - FUND 2490
PRELIMINARY BUDGET



	2020-2021 BUDGET	INCREASE (DECREASE)	2019-2020 BUDGET	2019-2020 ACTUAL YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 ACTUAL	2018-2019 % BUDGET
FEE BASED PROGRAM INCOME								
AFTER SCHOOL & CAMP PROGRAMS								
AFTERSCHOOL	2,800,642	659,867	2,140,775	1,838,211.38	85.9%	1,825,800	1,889,848.01	103.5%
CAMPS	309,205	(83,325)	392,530	255,963.00	65.2%	340,270	402,387.78	118.3%
SUBTOTAL	3,109,847	576,542	2,533,305	2,094,174.38	82.7%	2,166,070	2,292,235.79	105.8%
AQUATICS								
	150,487	(17,863)	168,350	79,645.78	47.3%	166,010	144,844.28	87.3%
CLASSES								
GENERAL CLASSES	60,000	(15,000)	75,000	75,028.49	100.0%	-	94,415.27	0.0%
COMMUNITY BAND	1,125	(375)	1,500	1,666.79	111.1%	1,500	2,134.57	142.3%
SENIOR ADULT CLASSES	24,000	(21,000)	45,000	36,655.86	81.5%	44,000	46,121.99	104.8%
YOUTH KARATE & TINY TOTS	37,500	(57,500)	95,000	76,813.55	80.9%	82,000	105,805.30	129.0%
SUBTOTAL	122,625	(93,875)	216,500	190,164.69	87.8%	127,500	248,477.13	194.9%
ADULT SPORTS								
VOLLEYBALL & DODGEBALL	31,749	(8,251)	40,000	20,299.36	50.7%	51,500	41,352.77	80.3%
BASKETBALL	26,131	(3,869)	30,000	18,366.42	61.2%	35,500	24,092.60	67.9%
SOFTBALL	109,794	(44,406)	154,200	77,745.45	50.4%	209,200	142,747.99	68.2%
SOCCER	48,045	(11,955)	60,000	28,188.62	47.0%	50,000	57,390.03	114.8%
SUBTOTAL	215,719	(68,481)	284,200	144,599.85	50.9%	346,200	265,583.39	76.7%
NATURE CENTER								
PROGRAM FEE INCOME	177,960	(144,140)	322,100	149,823.17	46.5%	322,850	273,377.31	84.7%
SUBTOTAL	177,960	(144,140)	322,100	149,823.17	46.5%	322,850	273,377.31	84.7%
OTHER PROGRAMS								
SCHOLARSHIPS	(15,000)	5,000	(20,000)	(9,051.23)	45.3%	(17,000)	(28,254.47)	166.2%
CO-SPONSORED & MISCELLANEOUS	7,500	(7,500)	15,000	10,080.33	67.2%	17,000	13,255.84	78.0%
SPECIAL EVENTS	7,350	(1,950)	9,300	4,997.40	53.7%	9,250	8,133.65	87.9%
SENIOR ADULT PROGRAMS	14,500	(36,500)	51,000	39,485.39	77.4%	62,550	48,250.52	77.1%
YOUTH SPORTS	234,000	9,500	224,500	179,573.59	80.0%	212,300	239,573.34	112.8%
SUBTOTAL	248,350	(31,450)	279,800	225,085.48	80.4%	284,100	280,958.88	98.9%
TOTAL FEE BASED PROGRAMS	4,024,988	220,733	3,804,255	2,883,493.35	75.8%	3,412,730	3,505,476.78	102.7%
OTHER INCOME								
FACILITY RENTAL INCOME	232,250	(193,300)	425,550	238,771.26	56.1%	375,000	392,695.34	104.7%
REBATES & REIMBURSED COSTS	30,000	(5,000)	35,000	168,967.56	482.8%	35,000	76,145.98	217.6%
REIMBURSEMENTS - CITY PARKS	51,390	(12,048)	63,438	9,219.36	14.5%	63,829	39,829.40	62.4%
MISCELLANEOUS	4,000	(6,000)	10,000	2,363.72	23.6%	10,000	17,911.42	179.1%
ENDOWMENTS	10,000	(1,000)	11,000	-	0.0%	-	-	0.0%
DONATIONS	1,000	(5,000)	6,000	27,455.75	457.6%	15,500	16,584.25	107.0%
TOTAL OTHER INCOME	328,640	(222,348)	550,988	446,777.65	81.1%	499,329	543,166.39	108.8%
REVENUE FROM OTHER AGENCIES								
RDA PASSTHROUGH	1,250,000	-	1,250,000	1,428,482.32	114.3%	1,090,000	1,294,085.46	118.7%
INVESTMENT INCOME	40,000	(30,000)	70,000	67,315.92	96.2%	40,000	98,524.96	246.3%
TAX INCOME / COUNTY	3,246,500	(2,500)	3,249,000	3,266,759.99	100.5%	3,046,000	3,744,419.76	122.9%
TOTAL REVENUE FROM OTHER AGENCIES	4,536,500	(32,500)	4,569,000	4,762,558.23	104.2%	4,176,000	5,137,030.18	123.0%
TOTAL REVENUE	8,890,128	(34,115)	8,924,243	8,092,829.23	90.7%	8,088,059	9,185,673.35	113.6%

**CHICO AREA RECREATION AND PARK DISTRICT
SALARIES AND BENEFITS SUMMARY - GENERAL FUND - FUND 2490
PRELIMINARY BUDGET**



	2020-2021 BUDGET	INCREASE (DECREASE)	2019-2020 BUDGET	2019-2020 ACTUAL YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 ACTUAL	2018-2019 % BUDGET
SALARIES								
FULL-TIME SALARIES	2,487,000	171,000	2,316,000	1,986,774.91	85.8%	2,153,000	2,161,386.33	100.4%
PART-TIME SALARIES	2,744,974	154,489	2,590,485	1,705,568.50	65.8%	2,300,793	2,126,326.17	92.4%
ACCUMULATED LEAVE	41,000	5,000	36,000	-	0.0%	13,800	44,085.72	319.5%
INSTRUCTORS	78,005	(34,995)	113,000	43,345.02	38.4%	102,100	55,085.22	54.0%
SUBTOTAL	5,350,979	295,494	5,055,485	3,735,688.43	73.9%	4,569,693	4,386,883.44	96.0%
BENEFITS								
FICA	444,000	60,000	384,000	281,255.95	73.2%	359,000	330,463.88	92.1%
RETIREMENT	585,000	50,000	535,000	327,869.92	61.3%	369,000	413,708.23	112.1%
RETIREMENT - GASB 68	-	-	-	-	0.0%	-	79,896.00	0.0%
HEALTH INSURANCE	400,000	27,500	372,500	301,653.22	81.0%	376,000	327,847.23	87.2%
COBRA	-	-	-	-	0.0%	-	-	0.0%
UNEMPLOYMENT INSURANCE	300,000	265,000	35,000	9,842.31	28.1%	35,000	22,142.73	63.3%
WORKERS COMP INSURANCE	117,000	(25,000)	142,000	148,654.18	104.7%	149,000	146,432.96	98.3%
ALLOCATION TO OTHER FUNDS	(168,299)	32,834	(201,133)	(167,610.60)	83.3%	(165,000)	(165,536.88)	100.3%
SUBTOTAL	1,677,701	410,334	1,267,367	901,664.98	71.1%	1,123,000	1,154,954.15	102.8%
TOTAL SALARIES & BENEFITS	7,028,680	705,828	6,322,852	4,637,353.41	73.3%	5,692,693	5,541,837.59	97.4%

CHICO AREA RECREATION AND PARK DISTRICT
 SERVICES AND SUPPLIES SUMMARY - GENERAL FUND - FUND 2490
 PRELIMINARY BUDGET



	2020-2021 BUDGET	INCREASE (DECREASE)	2019-2020 BUDGET	2019-2020 ACTUAL YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 ACTUAL	2018-2019 % BUDGET
SERVICES AND SUPPLIES								
ADVERTISING	10,000	(25,000)	35,000	5,304.85	15.2%	40,500	25,781.17	63.7%
AGRICULTURE	38,643	3,323	35,320	13,321.34	37.7%	31,200	25,896.74	83.0%
CLOTHING	7,000	-	7,000	5,130.29	73.3%	26,400	24,818.24	94.0%
COMMUNICATIONS	51,175	(2,400)	53,575	42,252.61	78.9%	51,775	52,814.61	102.0%
HOUSEHOLD SUPPLIES	46,600	3,700	42,900	34,205.26	79.7%	40,400	40,017.17	99.1%
INSURANCE	140,000	35,000	105,000	100,930.68	96.1%	77,000	82,165.34	106.7%
TECHNOLOGY EQUIPMENT	15,000	7,000	8,000	22,567.26	282.1%	-	-	0.0%
EQUIPMENT REPAIRS	13,300	(4,700)	18,000	10,810.24	60.1%	18,000	18,133.65	100.7%
HOUSEHOLD EQUIPMENT	-	-	-	-	0.0%	-	-	0.0%
FIELD EQUIPMENT	250	(1,500)	1,750	1,614.36	92.2%	1,750	727.56	41.6%
PROGRAM EQUIPMENT	-	-	-	37.07	0.0%	-	-	0.0%
VEHICLE MAINTENANCE	12,500	-	12,500	11,641.15	93.1%	12,500	12,188.57	97.5%
POOL SUPPLIES	15,000	1,600	13,400	17,361.27	129.6%	12,000	13,867.65	115.6%
POOL EQUIPMENT	4,000	-	4,000	829.76	20.7%	4,000	3,147.04	78.7%
STRUCTURE & GROUNDS	85,550	8,800	76,750	48,984.65	63.8%	87,700	82,783.36	94.4%
WORK SERVICE SUPPLIES	2,050	-	2,050	493.84	24.1%	-	-	0.0%
SHOP SUPPLIES	5,000	(1,000)	6,000	3,444.06	57.4%	5,100	5,279.98	103.5%
VANDALISM	4,950	700	4,250	2,380.42	56.0%	4,100	4,246.68	103.6%
MEDICAL FIRST AID	2,950	(700)	3,650	2,108.46	57.8%	3,200	2,851.55	89.1%
MEMBERSHIP/PERIODICALS	24,000	4,500	19,500	16,808.98	86.2%	18,500	19,412.75	104.9%
OFFICE SUPPLIES	18,000	(7,000)	25,000	12,607.74	50.4%	26,150	26,357.96	100.8%
CONTRACT SERVICES	938,060	(74,110)	1,012,170	785,186.58	77.6%	860,788	891,308.72	103.5%
PUBS/LEGAL NOTICES	22,000	-	22,000	11,965.37	54.4%	24,000	22,401.47	93.3%
RENT/LEASE EQUIPMENT	5,400	-	5,400	1,894.04	35.1%	5,400	2,190.03	40.6%
RENT/LEASE STRUCTURES	2,000	-	2,000	500.00	25.0%	3,200	3,200.00	100.0%
SMALL TOOLS	3,550	50	3,500	1,482.18	42.3%	3,500	2,621.77	74.9%
EDUCATION & TRAINING	9,000	5,000	4,000	4,958.00	124.0%	4,000	839.37	21.0%
DISTRICT OFFICE SPECIAL EXP	9,000	-	9,000	5,878.83	65.3%	9,000	8,367.02	93.0%
PROGRAM SUPPLIES	254,146	11,478	242,668	131,178.39	54.1%	224,740	199,978.22	89.0%
DISTRICT OFFICE MEETING EXP	5,000	-	5,000	1,029.20	20.6%	5,000	1,928.69	38.6%
MILEAGE	40,000	-	40,000	29,303.69	73.3%	37,300	40,674.77	109.0%
PROGRAM TRANSPORTATION	3,300	1,400	1,900	2,041.25	107.4%	3,140	1,136.15	36.2%
DIST OFFICE BOARD MTG EXP	10,000	-	10,000	7,667.84	76.7%	10,000	8,626.11	86.3%
USE TAX	1,500	-	1,500	-	0.0%	1,500	1,752.40	116.8%
CONFERENCES	20,000	(5,000)	25,000	14,480.66	57.9%	23,000	15,714.68	68.3%
SUBTOTAL	1,833,924	(31,859)	1,865,783	1,372,967.58	73.6%	1,674,843	1,641,229.42	98.0%
UTILITIES								
WATER	85,400	6,685	78,715	58,545.34	74.4%	76,625	68,106.44	88.9%
ELECTRICITY	193,218	(71,382)	264,600	206,481.62	78.0%	261,400	250,922.09	96.0%
GAS	56,850	4,500	52,350	37,515.26	71.7%	50,450	53,827.00	106.7%
SEWER	6,400	500	5,900	4,583.95	77.7%	5,900	4,908.76	83.2%
SUBTOTAL	341,868	(59,697)	401,565	307,126.17	76.5%	394,375	377,764.29	95.8%
TOTAL SERVICE & SUPPLY	2,175,792	(91,556)	2,267,348	1,680,093.75	74.1%	2,069,218	2,018,993.71	97.6%

**CHICO AREA RECREATION AND PARK DISTRICT
PRELIMINARY BUDGET
CAPITAL PROJECTS SUMMARY**



CENTENNIAL PARK		
Centennial Park Development		1,500,000
		<hr/>
COMMUNITY PARK		
Parking lot repairs and resurfacing		<hr/>
		<hr/>
DOROTHY JOHNSON CENTER		
New HVAC Equipment		<hr/>
		<hr/>
FIXED ASSETS		
Computer and information technology equipment		4,500
		<hr/>
		<hr/>

TOTAL	1,504,500
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PROJECTS FUNDING SUMMARY:	
Funded By Reimbursement for City Parks	1,500,000
Funded By General Fund Current Operations	-
Funded by General Fund - Fund Balance Spendable: Assigned	-
Funded by General Fund - Fund Balance Spendable: Unassigned	4,500
	<hr/>
	1,504,500

**CHICO AREA RECREATION AND PARK DISTRICT
GENERAL FUND - SUMMARY OF FUND BALANCE
PRELIMINARY BUDGET**



CATEGORY	DESCRIPTION	PROJECTED BEGINNING BALANCE	PROJECTED ACTIVITY	PROJECTED ENDING BALANCE
SPENDABLE: COMMITTED	IMPREST CASH (Petty cash)	1,500		1,500
	GENERAL RESERVE (Working capital)	1,200,000		1,200,000
TOTAL SPENDABLE: COMMITTED FUND BALANCE		<u>1,201,500</u>	-	<u>1,201,500</u>
SPENDABLE: ASSIGNED	ACCUMULATED CAPITAL RESERVE (Future capital projects)	50,000	-	50,000
	LONG TERM DEBT PRINCIPAL REPAYMENT	-	-	-
	ELECTION COSTS (50% of bi-annual election costs)	45,000	-	45,000
	PENSION LIABILITY RESERVE	700,000	-	700,000
	DEFERRED MAINTENANCE COSTS (10% of projected noncash depreciation)	390,500	-	390,500
TOTAL SPENDABLE: ASSIGNED FUND BALANCE		<u>1,185,500</u>	-	<u>1,185,500</u>
SPENDABLE: UNASSIGNED	NET REMAINING UNDESIGNATED FUND BALANCE	2,157,160	(444,291)	1,712,868
TOTAL SPENDABLE FUND BALANCE		<u>4,544,160</u>	<u>(444,291)</u>	<u>4,099,868</u>
NON-SPENDABLE	INVESTMENT IN CAPITAL ASSETS (NET OF RELATED DEBT)	25,197,812	1,504,500	26,702,312
TOTAL FUND BALANCE		<u><u>29,741,972</u></u>	<u><u>1,060,209</u></u>	<u><u>30,802,180</u></u>

Notes: Under GASB #54 the Fund Balance is classified under different sub-categories as follows:

Spendable - Restricted	Has constraints on spending that are legally enforceable by outside parties.
Spendable - Unrestricted - Committed	Has constraints on spending that the District imposes upon itself by high-level formal action prior to the close of the period.
Spendable - Unrestricted - Assigned	Applies to resources intended for spending for a purpose set by the governing body itself or by some person or body delegated to exercise such authority in accordance with policy established by the board.
Spendable - Unrestricted - Unassigned	Residual fund balance.
Non-Spendable	Not available for spending, either now or in the future, because of the form of the asset (e.g. fixed assets)

* Unassigned Fund Balance is affected by changes made to our reserves, as well as current year net income. This is our best current estimate of our Unassigned Fund Balance. It will continue to change as we monitor our revenues and expenses as we close out the FY. We will continue to see adjustments in this area until the year has been finalized.

**CHICO AREA RECREATION AND PARK DISTRICT
ADMINISTRATIVE CONTRACT SERVICES
PRELIMINARY BUDGET**



	2019-2020 BUDGET	2018-2019 BUDGET	CHANGE
ADMINISTRATIVE SERVICES			
ACTUARIAL EVALUATION SOFTWARE	7,000	14,000	(7,000)
CAPITAL ASSETS SOFTWARE	15,620	-	15,620
REGISTRATION SUPPORT FEES	124,000	124,000	-
	<u>146,620</u>	<u>138,000</u>	<u>8,620</u>
OFFICE EQUIPMENT SERVICE CONTRACTS			
COMPUTER MAINTENANCE	12,200	10,613	1,587
COMPUTER HELP DESK	19,440	77,760	(58,320)
COMPUTER SOFTWARE (KRONOS, OFFICE 365)	88,000	71,572	16,428
COPY MACHINE	18,000	18,000	-
TELEPHONE SYSTEM	200	200	-
POSTAGE MACHINE	4,600	4,600	-
	<u>142,440</u>	<u>182,745</u>	<u>(40,305)</u>
AUDIT & RELATED SERVICES			
AUDIT	16,000	17,000	(1,000)
GASB 68 REPORTS	700	700	-
AUDIT & RELATED SERVICES	<u>16,700</u>	<u>17,700</u>	<u>(1,000)</u>
LEGAL SERVICES			
	<u>22,000</u>	<u>22,000</u>	<u>-</u>
PROFESSIONAL SERVICES			
DISTRICT SERVICES	<u>7,000</u>	<u>7,000</u>	<u>-</u>
EMPLOYEE BACKGROUND CHECK			
	<u>18,000</u>	<u>18,000</u>	<u>-</u>
CONSULTANT SERVICES			
LOCAL GOVERNMENT CONSULTING	20,000	20,000	-
FRAUD HOTLINE	1,075	1,075	-
FUTURE FACILITIES PREPARATION	50,000	130,000	(80,000)
ELECTION	92,000	92,000	-
	<u>163,075</u>	<u>243,075</u>	<u>(80,000)</u>
TOTAL ADMINISTRATIVE CONTRACT SERVICES	<u>515,835</u>	<u>628,520</u>	<u>(112,685)</u>

**CHICO AREA RECREATION AND PARK DISTRICT
PARKS ADMINISTRATIVE CONTRACT SERVICES
PRELIMINARY BUDGET**



	2020-2021	2019-2020	
	BUDGET	BUDGET	CHANGE
PARKS ADMIN - DISTRICT GENERAL			
HOUSEHOLD	23,000	23,000	-
REPAIRS AND MAINTENANCE	27,500	27,500	-
SAFETY	2,500	2,500	-
SECURITY	175,000	125,000	50,000
UTILITIES	33,000	33,000	-
TREE HAZARD ASSESSMENT & PRUNING	25,600	-	25,600
	286,600	211,000	75,600
 <u>SITE SPECIFIC</u>			
COMMUNITY CENTER			
LANDSCAPING	21,600	21,000	600
REPAIRS AND MAINTENANCE	2,000	2,000	-
UTILITIES	600	600	-
	24,200	23,600	600
HOOKER OAK			
LANDSCAPING	1,800	1,500	300
UTILITIES	600	600	-
	2,400	2,100	300
COMMUNITY PARK			
UTILITIES	4,800	4,800	-
LAKESIDE PAVILION			
REPAIRS AND MAINTENANCE	4,000	4,000	-
DFJ CENTER			
REPAIRS AND MAINTENANCE	400	400	-
 TOTAL PARKS CONTRACT SERVICES			
	322,400	245,900	76,500

CHICO AREA RECREATION AND PARK DISTRICT
 EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - PARK FUND - FUND 2480
 PRELIMINARY BUDGET



	2020-2021 BUDGET	INCREASE (DECREASE)	2019-2020 BUDGET	2019-2020 ACTUAL YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 ACTUAL	2018-2019 % BUDGET
INCOME								
PARK IMPACT FEES	70,000	(10,000)	80,000	49,875.00	62.3%	85,000	87,875.00	103.4%
INTEREST INCOME	700	(800)	1,500	2,755.10	183.7%	325	2,579.87	793.8%
TOTAL INCOME	70,700	(10,800)	81,500	52,630.10	64.6%	85,325	90,454.87	106.0%
NOTES PAYABLE / LEASE PYMTS	-	(82,222)	82,222	73,332.00	89.2%	66,665	66,665.00	100.0%
UTILIZATION OF FUND BALANCE	-	71,422	-	73,332.00		18,660	66,665.00	
TOTAL INCOME OVER (UNDER) EXPENDITURES	70,700	-	(722)	52,630.10		-	90,454.87	

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - OAK WAY - FUND 2495
PRELIMINARY BUDGET**



	2020-2021 BUDGET	INCREASE (DECREASE)	2019-2020 BUDGET	2019-2020 ACTUAL YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 ACTUAL	2018-2019 % BUDGET
INCOME								
ASSESSMENTS	23,752	588	23,164	22,461.10	97.0%	21,892	21,792.00	99.5%
INTEREST	-	(300)	300	59.42	19.8%	-	474.33	0.0%
TRANSFER FROM GENERAL FUND	60,184	60,184	-	-	0.0%	-	45,966.33	0.0%
TOTAL INCOME	83,936	60,472	23,464	22,520.52	96.0%	21,892	68,232.66	311.7%
OPERATING EXPENDITURES								
SALARIES AND BENEFITS	63,689	2,462	61,227	51,022.30	83.3%	52,661	52,661.28	100.0%
SERVICES AND SUPPLIES								
AGRICULTURE	1,800	-	1,800	1,845.54	102.5%	1,800	1,061.70	59.0%
HOUSEHOLD SUPPLIES	2,500	-	2,500	1,635.92	65.4%	2,500	1,663.46	66.5%
STRUCTURES & GROUNDS	4,000	(500)	4,500	1,742.91	38.7%	4,500	2,741.19	60.9%
VANDALISM	100	100	-	-	0.0%	100	-	0.0%
EQUIPMENT RENTS	500	500	-	-	0.0%	-	115.25	0.0%
CONTRACT SERVICES	6,847	247	6,600	6,572.45	99.6%	6,000	6,998.07	116.6%
WATER	1,500	-	1,500	1,102.97	73.5%	1,500	1,371.60	91.4%
ELECTRIC	3,000	(300)	3,300	2,366.00	71.7%	3,300	3,072.93	93.1%
SUBTOTAL	20,247	47	20,200	15,265.79	75.6%	19,700	17,024.20	86.4%
TOTAL OPERATING EXPENDITURES	83,936	2,509	81,427	66,288.09	81.4%	72,361	69,685.48	96.3%
TOTAL INCOME OVER (UNDER) EXPENDITURES	-	(2,509)	(57,963)	(43,767.57)		(50,469)	(1,452.82)	

Notes:

Property tax assessments on the residents in the Oak Way Assessment District are used to pay the maintenance costs of Oak Way Park which is maintained by CARD.

Property tax assessments on the residents in the Oak Way Assessment District cannot be raised due to how the assessment district was originally established. As such, some operating expenditures must be supplemented by the General Fund in order for the Oak Way Park Fund to properly operate. The General Fund is currently supplementing the costs of salaries and benefits of this fund.

Fund Balance for this fund is assigned as Spendable - Restricted for maintenance of the park.

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - PETERSON PARK - FUND 2497
PRELIMINARY BUDGET**



	2020-2021 BUDGET	INCREASE (DECREASE)	2019-2020 BUDGET	2019-2020 ACTUAL YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 ACTUAL	2018-2019 % BUDGET
INCOME								
ASSESSMENTS	42,490	-	42,490	41,222.90	97.0%	42,560	42,342.90	99.5%
INTEREST	-	(400)	400	109.50	27.4%	275	711.19	258.6%
TRANSFER FROM GENERAL FUND	24,263	24,263	-	-	0.0%	-	8,183.24	0.0%
TOTAL INCOME	66,753	23,863	42,890	41,332.40	96.4%	42,835	51,237.33	119.6%
OPERATING EXPENDITURES								
SALARIES AND BENEFITS	40,921	1,581	39,340	32,783.00	83.3%	30,107	30,107.16	100.0%
SERVICES AND SUPPLIES								
AGRICULTURE	1,850	-	1,850	1,051.58	56.8%	1,850	1,200.53	64.9%
HOUSEHOLD SUPPLIES	-	-	-	-	0.0%	-	-	0.0%
STRUCTURES & GROUNDS	2,500	-	2,500	473.59	18.9%	2,500	2,479.21	99.2%
VANDALISM	-	(100)	100	-	0.0%	100	228.30	228.3%
EQUIPMENT RENTS	-	-	-	-	0.0%	-	-	0.0%
SMALL TOOLS	-	-	-	-	0.0%	-	-	0.0%
CONTRACT SERVICES	4,182	182	4,000	3,992.27	99.8%	4,000	3,867.03	96.7%
WATER	17,000	-	17,000	14,719.83	86.6%	16,000	14,220.73	88.9%
ELECTRIC	300	-	300	136.02	45.3%	300	160.27	53.4%
SUBTOTAL	25,832	82	25,750	20,373.29	79.1%	24,750	22,156.07	89.5%
TOTAL OPERATING EXPENDITURES	66,753	1,663	65,090	53,156.29	81.7%	54,857	52,263.23	95.3%
TOTAL INCOME OVER (UNDER) EXPENDITURES	-	22,200	(22,200)	(11,823.89)		(12,022)	(1,025.90)	

Notes:

Property tax assessments on the residents in the Peterson Park Assessment District are used to pay the maintenance costs of Peterson Park which is maintained by CARD.

Property tax assessments on the residents in the Peterson Park Assessment District cannot be raised due to how the assessment district was originally established. As such, some operating expenditures must be supplemented by the General Fund in order for the Peterson Park Fund to properly operate. The General Fund is currently supplementing the costs of salaries and benefits of this fund.

Fund Balance for this fund is assigned as Spendable - Restricted for maintenance of the park.

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - BARONI PARK - FUND 2498
PRELIMINARY BUDGET**



	2020-2021 BUDGET	INCREASE (DECREASE)	2019-2020 BUDGET	2019-2020 ACTUAL YTD	2019-2020 % BUDGET	2018-2019 BUDGET	2018-2019 ACTUAL	2018-2019 % BUDGET
INCOME								
ASSESSMENTS	85,689	2,462	83,227	81,405.15	97.8%	71,719	71,265.04	99.4%
INTEREST	300	(700)	1,000	1,050.40	105.0%	300	1,801.58	600.5%
TRANSFER FROM GENERAL FUND	-	-	-	-	0.0%	-	-	0.0%
TOTAL INCOME	85,989	1,762	84,227	82,455.55	97.9%	72,019	73,066.62	101.5%
OPERATING EXPENDITURES								
SALARIES AND BENEFITS	63,689	2,462	61,227	51,022.30	83.3%	52,661	52,661.28	100.0%
SERVICES AND SUPPLIES								
AGRICULTURE	1,100	-	1,100	493.65	44.9%	1,083	619.93	57.2%
HOUSEHOLD SUPPLIES	-	-	-	-	0.0%	-	-	0.0%
STRUCTURES & GROUNDS	1,500	-	1,500	1,335.94	89.1%	1,000	2,080.63	208.1%
VANDALISM	100	-	100	-	0.0%	100	-	0.0%
EQUIPMENT RENTS	-	-	-	-	0.0%	-	-	0.0%
CONTRACT SERVICES	4,100	-	4,100	3,992.29	97.4%	4,000	3,867.03	96.7%
WATER	10,000	-	10,000	7,331.64	73.3%	8,050	9,238.72	114.8%
ELECTRIC	200	-	200	-	0.0%	200	-	0.0%
SUBTOTAL	17,000	-	17,000	13,153.52	77.4%	14,433	15,806.31	109.5%
TOTAL OPERATING EXPENDITURES	80,689	2,462	78,227	64,175.82	82.0%	67,094	68,467.59	102.0%
TOTAL INCOME OVER (UNDER) EXPENDITURES	5,300	(700)	6,000	18,279.73	304.7%	4,925	4,599.03	93.4%
ALLOCATION TO CAPITAL PROJECTS	-	-	-	-	0.0%	-	-	0.0%
TOTAL FUND ACTIVITY	5,300	2,462	6,000	18,279.73		4,925	4,599.03	

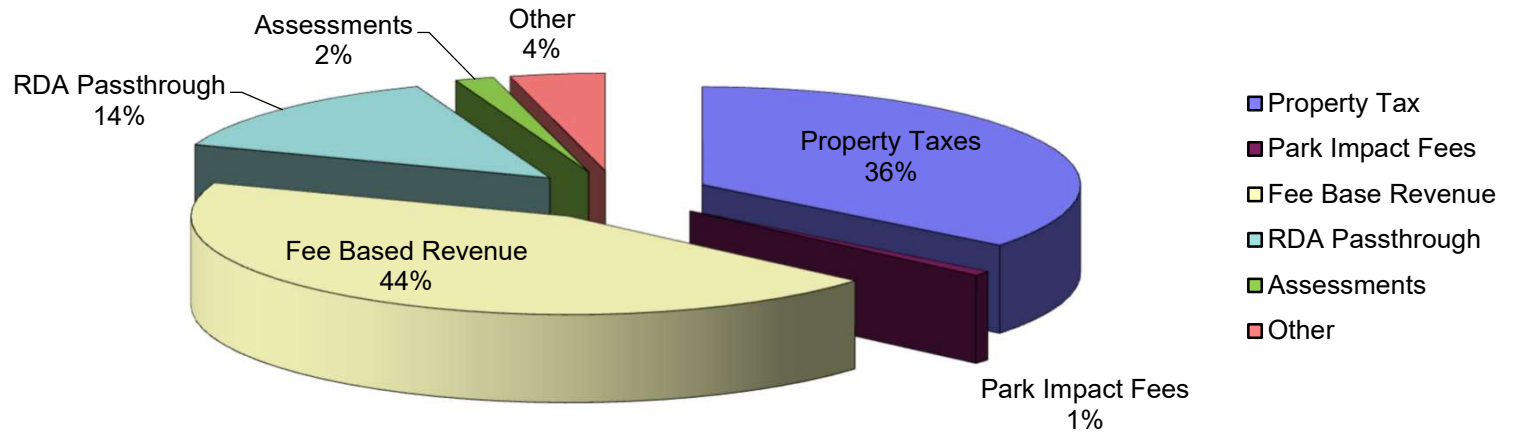
CAPITAL PROJECTS								
CAPITAL PROJECTS	-	-	-	-	0.0%	-	-	0.0%
CAPITAL PROJECTS FUNDING								
ALLOCATION FROM OPERATIONS	-	-	-	-	0.0%	-	-	0.0%
ALLOCATION FROM SPENDABLE RESTRICTED	-	-	-	-	0.0%	-	-	0.0%
	-	-	-	-		-	-	

Notes:

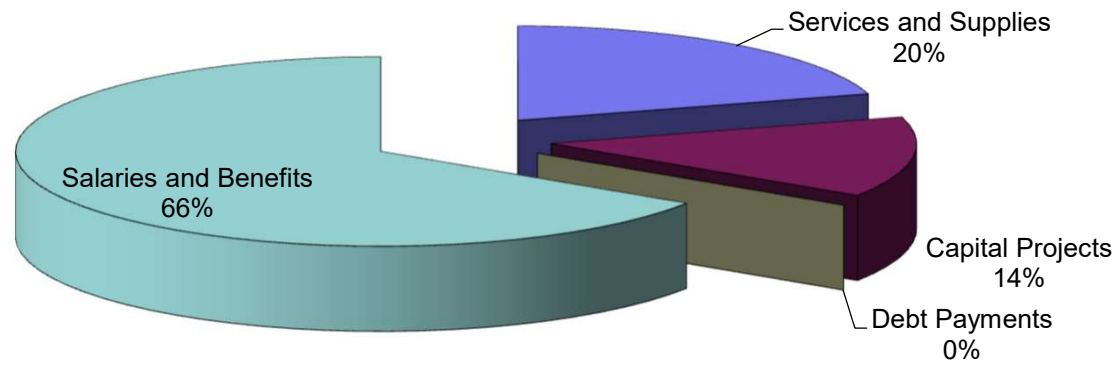
Property tax assessments on the residents in the Baroni Neighborhood Park Assessment District are used to pay the maintenance costs of Baroni Park which is maintained by CARD.

Fund Balance for this fund is assigned as Spendable - Restricted for maintenance of the park.

CARD BUDGET: REVENUE BY SOURCE



CARD BUDGET: BUDGETED EXPENDITURES



■ Services and Supplies ■ Capital Projects ■ Debt Payments ■ Salaries and Benefits

**CHICO AREA RECREATION AND PARK DISTRICT
PRELIMINARY BUDGET
PARK SITES AND FACILITIES**



The Chico Area Recreation and Park District serves a 225 square mile area with an approximated population of 109,000. The District is located in the northwest corner of Butte County, California including the urban area of Chico and surrounding farmland.

The District currently operates three recreation centers, two swimming pools, one gymnasium, and six park and recreation areas. District parks range in size from .44 acres to 40 acres. Park sites and facilities operated by the District include:

FACILITIES

Community Center

Location: 545 Vallombrosa Avenue
Size: 3 acres
Facilities: CARD administrative offices, recreation classrooms and multi-purpose room

Chico Creek Nature Center

Location: 1968 East 8th Street
Size: 3.25 acres
Facilities: Animal museum, exhibit hall, nature classroom, and administrative offices

Dorothy F. Johnson Neighborhood Center

Location: 775 East 16th Street
Size: 3 acres
Facilities: Community center, playground, picnic area and basketball court

Lakeside Pavilion

Location: 2565 California Park Drive
Size: 1.6 acres
Facilities: Community center, administrative offices and multi-purpose room

Pleasant Valley Pool and Recreation Center

Location: 2320 North Avenue
Size: 1.1 acres
Facilities: Community center and swimming pool

Shapiro Pool

Location: Oleander and Memorial Way
Size: .44 acres
Facilities: Swimming pool

COMMUNITY PARKS

Community Park

Location: East 20th Street and Martin Luther King Jr. Parkway
Size: 40 acres
Facilities: Playground, picnic area, three softball fields, seven tennis courts, two pickleball courts, seven soccer fields, three sand volleyball courts, restrooms and gymnasium

DeGarmo Park

Location: 199 Leora Court
Size: 36 acres
Facilities: Pavilion, playground, picnic area, three softball fields, two soccer fields and dog park

**CHICO AREA RECREATION AND PARK DISTRICT
PRELIMINARY BUDGET
PARK SITES AND FACILITIES**



Hooker Oak Recreation Area

Location: 1928 Manzanita Avenue
Size: 35 acres
Facilities: Playground, picnic area, basketball court, baseball field and two softball fields

Wildwood Park

Location: 100 Wildwood Avenue
Size: 18 acres
Facilities: Pavilion and picnic area, playground and two softball fields

OTHER PARK SITES

Baroni Park

Location: Bruce Road at Remington Drive
Size: 7.285 acres
Facilities: Playground, basketball court, picnic area and open space

Ceres Park

Location: Glenshire Lane
Size: 5 acres
Facilities: Undeveloped

Hancock Park

Location: North Marigold Ave.
Size: 3.61 acres
Facilities: Grassland and pathways

Henshaw Avenue Park

Location: Henshaw Avenue
Size: 5 acres
Facilities: Undeveloped

Humboldt Avenue Skatepark

Location: Humboldt Avenue at Flume Street
Size: .89 acres
Facilities: Skateboard park with restrooms

Oak Way Park

Location: 1510 West 8th Avenue
Size: 8.7 acres
Facilities: Playground, basketball court, picnic area and restrooms

Peterson Park

Location: Rollins Lake Drive and Denali Drive
Size: 5.5 acres
Facilities: Playground, picnic area and basketball court

Rotary Park

Location: East 16th Street and Broadway
Size: .7 acres
Facilities: Playground, picnic area and basketball court

Sycamore Park

Location: One Mile Recreation Area
Size: 3.5 acres
Facilities: Softball field

**CHICO AREA RECREATION AND PARK DISTRICT
PRELIMINARY BUDGET
PART TIME/TEMPORARY/SEASONAL SALARY - SCHEDULE**

EFFECTIVE JAN - DEC 2020



* indicates change in job title or description from prior budget

TITLE	2020 Rates
Recreation Leader II	\$ 13.00
Recreation Leader III	\$ 14.00
Assistant Director	\$ 14.00
Director I	\$ 15.00
Director II	\$ 16.00
Enrichment I	\$ 14.25
Enrichment II	\$ 16.25
Enrichment III	\$ 18.25
Enrichment IV	\$ 20.25
Program Manager	\$ 21.00
Labor III	\$ 13.00
Labor IV-level 1	\$ 14.00
Labor IV-level 2	\$ 14.50
Park Attendant I	\$ 13.00
Park Attendant II	\$ 13.50
Facility Attendant I	\$ 13.00
Facility Attendant II	\$ 13.75
Facility Attendant III	\$ 16.50
Facility Rental Specialist	\$ 18.00
Office Assistant II	\$ 13.00
Office Assistant III	\$ 14.00
Office Assistant IV	\$ 15.00
Finance Assistant	\$ 17.00
Swim Instructor	\$ 13.00
Lifeguard I	\$ 13.00
Lifeguard II	\$ 13.50
Asst. Head Guard	\$ 14.00
Head Guard	\$ 15.00
Asst. Pool Manager	\$ 15.50

NOTES:

PT Employees are limited to working no more than 28 hours per week.

Temporary PT Employees are limited to a max. of 970 hours per Fiscal Year (July 1 - June 30)

Extended PT Employees are limited to working no more than 28 hours per week or 1560 hours per Fiscal Year.

Seasonal Employees work for a defined season for 120 days or less. They are limited to 35 hours or less per week. They may not work more than a total of 120 days for CARD in a single CALENDAR year.

Instructors under contract shall be compensated in accordance with the negotiated contract.

ADULT SPORTS OFFICIAL RATES

			STEP 1	STEP 2	STEP 3
1.	Softball, Basketball (1 hour games)		\$ 18.00	\$ 20.00	\$ 22.00
2.	Baseball League Game Rates (2.5 hour games)				
	a.	Plate	\$ 48.00	\$ 50.00	\$ 52.00
	b.	Bases	\$ 32.00		
3.	Volleyball League & Kickball Game Rates (1 hour games)		\$ 16.00	\$ 17.00	\$ 18.00
4.	Soccer League Game Rates				
	a.	Line Judge Flat Rate (1.25 hr. games)	\$ 17.50	\$ 18.50	\$ 19.50
	b.	Field Official Flat Rate (1.25 hr. games)	\$ 28.00	\$ 29.00	\$ 30.00
	c.	7 A-Side Flat Rate (1 hour games)	\$ 25.00	\$ 26.00	\$ 27.00
5.	Flag Football League Game Rates (1 hour games)				
	a.	Umpire Flat Rate	\$ 19.00	\$ 20.00	\$ 21.00
	b.	Field Judge Flat Rate	\$ 15.00		
NOTES:	6)	Procedure for Sport Official Salary Advancement:			
	a.	Officials start at step one, except where noted, and will increase to the next appropriate step after two years of experience and having at least "satisfactory" or above seasonal evaluations.			
	b.	Past or present high school (within last two years), college, certified association, or verified Recreation Department Official with at least two years adult officiating experience is eligible for consideration to start at Step 2 with written documentation from a supervisor and written approval from the General Manager.			

**CHICO AREA RECREATION AND PARK DISTRICT
PRELIMINARY BUDGET
PART TIME/TEMPORARY/SEASONAL SALARY - SCHEDULE**

EFFECTIVE JAN - DEC 2021



* indicates change in job title or description from prior budget

TITLE	2021 Rates
Recreation Leader II	\$ 14.00
Recreation Leader III	\$ 15.00
Assistant Director	\$ 15.00
Director I	\$ 16.00
Director II	\$ 17.00
Enrichment I	\$ 14.50
Enrichment II	\$ 16.50
Enrichment III	\$ 18.50
Enrichment IV	\$ 20.25
Program Manager	\$ 21.00
Labor III	\$ 14.00
Labor IV-level 1	\$ 15.00
Labor IV-level 2	\$ 15.50
Park Attendant I	\$ 14.00
Park Attendant II	\$ 14.50
Facility Attendant I	\$ 14.00
Facility Attendant II	\$ 14.75
Facility Attendant III	\$ 17.50
Facility Rental Specialist	\$ 18.00
Office Assistant II	\$ 14.00
Office Assistant III	\$ 15.00
Office Assistant IV	\$ 16.00
Finance Assistant	\$ 17.00
Swim Instructor	\$ 14.00
Lifeguard I	\$ 14.00
Lifeguard II	\$ 14.50
Asst. Head Guard	\$ 15.00
Head Guard	\$ 16.00
Asst. Pool Manager	\$ 16.50

NOTES:

PT Employees are limited to working no more than 28 hours per week.

Temporary PT Employees are limited to a max. of 970 hours per Fiscal Year (July 1 - June 30)

Extended PT Employees are limited to working no more than 28 hours per week or 1560 hours per Fiscal Year.

Seasonal Employees work for a defined season for 120 days or less. They are limited to 35 hours or less per week. They may not work more than a total of 120 days for CARD in a single CALENDAR year.

Instructors under contract shall be compensated in accordance with the negotiated contract.

ADULT SPORTS OFFICIAL RATES

		STEP 1	STEP 2	STEP 3
1.	Softball, Basketball (1 hour games)	\$ 18.00	\$ 20.00	\$ 22.00
2.	Baseball League Game Rates (2.5 hour games)			
	a. Plate	\$ 48.00	\$ 50.00	\$ 52.00
	b. Bases	\$ 32.00		
3.	Volleyball League & Kickball Game Rates (1 hour games)	\$ 16.00	\$ 17.00	\$ 18.00
4.	Soccer League Game Rates			
	a. Line Judge Flat Rate (1.25 hr. games)	\$ 17.50	\$ 18.50	\$ 19.50
	b. Field Official Flat Rate (1.25 hr. games)	\$ 28.00	\$ 29.00	\$ 30.00
	c. 7 A-Side Flat Rate (1 hour games)	\$ 25.00	\$ 26.00	\$ 27.00
5.	Flag Football League Game Rates (1 hour games)			
	a. Umpire Flat Rate	\$ 19.00	\$ 20.00	\$ 21.00
	b. Field Judge Flat Rate	\$ 15.00		
NOTES:	6)	Procedure for Sport Official Salary Advancement:		
	a.	Officials start at step one, except where noted, and will increase to the next appropriate step after two years of experience and having at least "satisfactory" or above seasonal evaluations.		
	b.	Past or present high school (within last two years), college, certified association, or verified Recreation Department Official with at least two years adult officiating experience is eligible for consideration to start at Step 2 with written documentation from a supervisor and written approval from the General Manager.		

Management

July 1, 2020-June 30,2021		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Parks & Recreation Director											
Hourly	\$	43.21	44.21	45.21	46.21	47.21	48.21	49.21	50.21	51.21	52.21
Monthly	\$	7,490	7,663	7,836	8,010	8,183	8,356	8,530	8,703	8,876	9,050
Annually	\$	89,877	91,957	94,037	96,117	98,197	100,277	102,357	104,437	106,517	108,597
Finance Manager											
Hourly	\$	34.17	35.17	36.17	37.17	38.17	39.17	40.17	41.17	42.17	43.17
Monthly	\$	5,923	6,096	6,269	6,443	6,616	6,789	6,963	7,136	7,309	7,483
Annually	\$	71,074	73,154	75,234	77,314	79,394	81,474	83,554	85,634	87,714	89,794
HR Manager											
Hourly	\$	34.17	35.17	36.17	37.17	38.17	39.17	40.17	41.17	42.17	43.17
Monthly	\$	5,923	6,096	6,269	6,443	6,616	6,789	6,963	7,136	7,309	7,483
Annually	\$	71,074	73,154	75,234	77,314	79,394	81,474	83,554	85,634	87,714	89,794

Other Full Time Employees

July 1, 2020-June 30,2021		Step A	Step B	Step C	Step D	Step E	Merit Range	
							Step F	Step G
Executive Assistant								
Hourly	\$	30.49	32.02	33.62	35.30	37.07	38.92	40.86
Monthly	\$	5,286	5,550	5,827	6,119	6,425	6,746	7,083
Annually	\$	63,428	66,599	69,929	73,425	77,097	80,952	84,999
HR Payroll Specialist								
Hourly	\$	19.49	20.46	21.48	22.56	23.69	24.87	26.11
Monthly	\$	3,378	3,547	3,724	3,910	4,106	4,311	4,526
Annually	\$	40,533	42,559	44,687	46,922	49,268	51,731	54,318
Finance Specialist								
Hourly	\$	19.49	20.46	21.48	22.56	23.69	24.87	26.11
Monthly	\$	3,377.73	3,547	3,724	3,910	4,105.66	4,311	4,526
Annually	\$	40,533	42,559	44,687	46,922	49,268	51,731	54,318
Facility Coordinator								
Hourly	\$	24.64	25.87	27.16	28.52	29.95	31.44	33.01
Monthly	\$	4,270.27	4,484	4,708	4,943	5,190.54	5,450	5,723
Annually	\$	51,243	53,805	56,496	59,321	62,287	65,401	68,671
Customer Service Rep II								
Hourly	\$	24.64	25.87	27.16	28.52	29.95	31.44	33.01
Monthly	\$	4,270	4,484	4,708	4,943	5,191	5,450	5,723
Annually	\$	51,243	53,805	56,496	59,321	62,287	65,401	68,671
Customer Service Rep I								
Hourly	\$	20.01	21.01	22.06	23.16	24.32	25.54	26.82
Monthly	\$	3,468	3,642	3,824	4,015	4,216	4,427	4,648
Annually	\$	41,621	43,702	45,887	48,181	50,590	53,120	55,776
Marketing Coordinator								
Hourly	\$	26.99	28.34	29.75	31.24	32.80	34.44	36.16
Monthly	\$	4,678	4,912	5,157	5,415	5,686	5,970	6,268
Annually	\$	56,132	58,938	61,885	64,980	68,229	71,640	75,222
Recreation Coordinator								
Hourly	\$	22.29	23.40	24.57	25.80	27.09	28.44	29.87
Monthly	\$	3,863	4,056	4,259	4,472	4,695	4,930	5,177
Annually	\$	46,355	48,673	51,106	53,661	56,345	59,162	62,120
Sr. Recreation Supervisor								
Hourly	\$	30.65	32.18	33.79	35.48	37.25	39.12	41.07
Monthly	\$	5,313	5,578	5,857	6,150	6,457	6,780	7,119
Annually	\$	63,751	66,939	70,285	73,800	77,490	81,364	85,432
Recreation Supervisor								
Hourly	\$	29.30	30.77	32.30	33.92	35.62	37.40	39.27
Monthly	\$	5,079	5,333	5,599	5,879	6,173	6,482	6,806
Annually	\$	60,947	63,994	67,194	70,553	74,081	77,785	81,674
Nature Center Director								
Hourly	\$	29.30	30.77	32.30	33.92	35.62	37.40	39.27
Monthly	\$	5,079	5,333	5,599	5,879	6,173	6,482	6,806
Annually	\$	60,947	63,994	67,194	70,553	74,081	77,785	81,674
Park Supervisor								
Hourly	\$	29.30	30.77	32.30	33.92	35.62	37.40	39.27
Monthly	\$	5,079	5,333	5,599	5,879	6,173	6,482	6,806
Annually	\$	60,947	63,994	67,194	70,553	74,081	77,785	81,674
Utility II								
Hourly	\$	26.53	27.85	29.24	30.71	32.24	33.85	35.55
Monthly	\$	4,598	4,828	5,069	5,323	5,589	5,868	6,162
Annually	\$	55,174	57,932	60,829	63,870	67,064	70,417	73,938
Utility I								
Hourly	\$	22.91	24.06	25.26	26.52	27.85	29.24	30.70
Monthly	\$	3,971	4,170	4,378	4,597	4,827	5,069	5,322
Annually	\$	47,657	50,040	52,542	55,169	57,927	60,823	63,865



Chico Area Recreation and Park District “Helping People Play”

Staff Report 20-17
Agenda Item 8.1

STAFF REPORT

DATE: May 21, 2020

TO: Board of Directors

FROM: Ann Willmann, General Manager

SUBJECT: District Policies - Telecommuting, Digital and Electronic Signature, and Disposal of Surplus Supplies and Equipment

Background

As the District navigates its operations during this pandemic, staff has identified three policies that will allow the District to continue and improve its operations. The following policies are provided to the Board for review.

1. Telecommuting

This policy outlines guidelines and expectations for employees authorized to telecommute in order to support District operations. While this policy is now imperative, it will also be helpful in the future should the District allow ongoing telecommuting or be required to close office operations again in the future.

2. Digital Signature

To further support increased contactless customer service, documents that require a signature can be sent electronically. Guidelines established by the State of California identify the process that must take place and the required certification that must be maintained so documents are legally binding. A digital signature policy and the use of an online service that provides a certificate of authenticity by a company that is registered with the State is required. The implementation of this policy would include contracting with a digital signature service that meets State requirements.

In addition to approving the policy, staff is requesting that the Board authorize the General Manager to contract with a company that meets State requirements in an amount not to exceed \$6,000 to implement this software during the 2019-20 fiscal year. It is anticipated that this will be an ongoing annual expense and will be included in future budgets.

3. Disposal of Surplus Supplies and Equipment

This policy outlines the process and financial thresholds for surplus supplies and equipment and allows staff to maintain clean and clear work areas. It provides direction on identification and disposition of surplus items and the documentation and process required.

Recommendation

It is recommended that the Board of Directors approve the Telecommuting Policy, Digital and Electronic Signature Policy, and policy for the Disposal of Surplus Supplies and Equipment. It is further recommended that the Board of Directors authorize the General Manager to enter into an agreement with a digital signature company in an amount not to exceed \$6,000.

By _____
Ann Willmann
General Manager



Chico Area Recreation and Park District “Helping People Play”

Telecommuting Policy

Teleworking, or telecommuting, is the concept of working from home or another remote location. Teleworking is an alternative method of meeting the needs of the Chico Area Recreation and Park District (the “District”). High-speed internet connections, smart phones, and innovative telecommunications equipment routinely facilitate off-site work. Allowing employees the option to perform their job in locations other than on District property can improve employee performance and productivity; facilitate optimum utilization of District offices; promote employee health and wellness; enhance the working life and opportunities of persons with disabilities; and effectively continue business as part of a disaster recovery or emergency plan.

The purpose of this policy is to: (1) develop a uniform policy for telecommuting; and (2) ensure that all telecommuting arrangements are in full compliance with applicable laws governing employee rights and responsibilities, and District policies. The District’s policies for telecommuting are as follows:

Eligibility

Only employees whose job duties can be performed away from the District office (or other remote work location) may be considered for participating in a telecommuting arrangement. In addition, other criteria shall be considered in determining whether to allow an employee to telecommute. Criteria may include, but not be limited to, whether the employee’s past work performance has shown reliable and responsible performance of work duties over time; whether the employee can reliably provide alternative work space; whether the employee’s absence from the primary work location will disrupt the workflow of other employees and/or operations of the District; and whether the employee can demonstrate full understanding of the requirements of this policy.

Telecommuting during a probationary or introductory period may not be granted due to the need to clarify job responsibilities with the employee and to assess the employee’s suitability for continued employment, as well as the employee’s need to establish relationships with co-workers.

Employee ability to participate in telecommuting is granted only at the discretion of the General Manager or Human Resources Manager. The District has the right to refuse to make telecommuting available to any employee and to terminate a teleworking arrangement at any time. The District has no obligation to allow one employee to telecommute merely because another employee who performs the same or similar job duties has been approved for telecommuting. A request to telecommute may be initiated by either the employee or the employee’s supervisor or manager.

Compensation, Benefits, and Work Hours

The employee’s benefits, work status and work responsibilities will not change while the employee is telecommuting. The work schedule shall be consistent with the operational needs of the District. All applicable contracts, agreements and policies governing an employee’s position shall continue while the employee is telecommuting.

Exempt employees will be paid their usual salary. Non-exempt employees will be paid their usual hourly rate for all hours worked. Usual benefits and leave accruals remain in place for employees with telecommuting arrangements, consistent with the District's usual policies and procedures.

Non-exempt employees with telecommuting arrangements must perform work only during established work hours. Unauthorized overtime and working off the clock remain prohibited. If any non-exempt employee needs to work overtime, approval must be obtained in advance.

Tracking Hours Worked

Non-exempt employees with telecommuting arrangements must account for and report hours consistent with the District's usual practices. This can be done by clocking in directly to a Kronos biometric timeclock or utilizing the Kronos mobile application. If an employee is unable to access either of these, the employee must provide their supervisor with their hours worked each day and the supervisor will input the employee's time into Kronos.

Meal and Rest Breaks

Non-exempt employees with telecommuting arrangements are required to take meal and rest breaks while working remotely in full compliance with all applicable policies and/or collective bargaining agreements.

During mandated break periods, all non-exempt employees working remotely are required to log off all District provided remote work systems. During the unpaid meal period, all non-exempt employees must clock out from Kronos for a minimum of thirty (30) minutes, and then clock back in. This process will be done using a biometric clock at one of the District's physical locations or the mobile Kronos app or informing their supervisor.

Time Off

Employees with a telecommute arrangement who are unable to work their established work schedules are required to follow usual notification procedures. The usual procedures for requesting use of sick, vacation, and other leave remain in effect for the duration of the telecommute period.

General Expectations for Telecommuting

The duties, obligations, responsibilities, and conditions of employment remain unchanged for employees provided with telecommuting arrangements. While working remotely, employees are expected to:

- Remain available and accessible during the remote work schedule;
- Provide a current telephone number for purposes of District contact;
- Promptly respond to phone, text, email, and other communications from managers, supervisors, coworkers, and if needed, customers, during working hours;
- Perform assigned or designated work during established work hours;
- Regularly check in and communicate with managers and supervisors about ongoing projects, assignments, and open issues;
- Be available for video and telephone conferences, both scheduled and as needed;
- Be available during working hours to report to the workplace as directed if deemed necessary by the District;
- Remain accountable for all usual performance standards and expectations;
- Comply with all other District workplace policies, rules, and regulations.

Specific details regarding individual assignments and remote work schedules will be provided directly to employees by their supervisor and/or manager.

Performance Standards and Evaluation

An employee participating in a telecommuting arrangement is accountable under the same performance standards as employees working onsite. As in “regular” office assignments, supervisors and employees should discuss and understand what is expected to be produced during telecommuting hours and when assignments are due. Supervisors and employees should also arrange when and how to make contact with each other on telecommuting days. Employee performance must remain satisfactory or above to participate in a telecommuting arrangement.

Workspace/Equipment/Tools

The District may provide specific tools/equipment for the employee to perform his/her job duties. This may include computer hardware, computer software, cell phone, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment, software, data supplies and furniture when provided by the District for use at the remote work location is limited to authorized persons and for purposes relating to District business only. The District will provide for repairs to company equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of equipment.

The employee shall maintain their workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

Any District materials taken to the remote work location should be kept in a designated, secure work area and not be made accessible to others.

All equipment issued by the District to employees with telecommuting arrangements remain the property of the District and must be returned in good working condition upon request by the District.

Cybersecurity and Data Protection

Employees working remotely are required to protect all District owned equipment, records, documents, and other materials from unauthorized or accidental access, use, modification, destruction, or disclosure. Any incident of loss, damage, or unauthorized use or access must be reported to the District at the first reasonable opportunity. Employees with telecommute arrangements remain subject to the District’s Technology Use Policy.

Any personal electronic devices used by employees working remotely must have proper security protections, consistent with the District’s Technology Use Policy. If you are unsure as to whether your personal device meets the District’s security standards, you must have IT review your system for compliance.

All employees with telecommuting arrangements provided with remote access to the District’s Network must access that Network through a secure, password-protected Wi-Fi or a virtual private network.

Meetings at the Telework Site

Telecommuting employees are not permitted to conduct work-related in-person meetings at their remote location. In-person meetings must be conducted either on District property or through teleconferencing. Absent express written authorization from the General Manager or Human Resources Manager, no other District employee is permitted to conduct District business at the employee's remote work location.

Office Supplies

Office supplies will be provided by the District as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless prior approval is received by the General Manager or Human Resources Manager. Employees should not remove any item from District property to use offsite without the express permission from the General Manager or Human Resources Manager.

District Policies

Employees who telecommute are bound by all District policies as if they were working onsite or on District property. This includes policies governing appropriate conduct in the workplace and towards one's fellow employees, regardless of working location. Any employee who violates a District policy while telecommuting shall be subject to revocation of his or her telecommuting arrangement, in addition to any disciplinary measures that would be taken if the employee was working onsite.

Safety and Working Conditions

The District understands that it may be impossible to eliminate all distractions and noise during telephone and video conferences. However, employees working remotely are generally expected to have a reasonably quiet, private, and professional work area from which to perform their work and participate in telephone and video conferences.

Any work-related injuries must be reported to a supervisor or manager as soon as possible. The District is not liable for non-work-related injuries that occur in an employee's home or remote workspace that occur outside of established telecommute schedules or injuries incurred while performing activities other than work for the District.

Public Records Act

The California Public Records Act applies to telecommuting employees. Public records include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristic. Public records created or maintained on any personal device are subject to the Public Records Act. Employees using personal computers or other equipment or resources for the purposes of conducting District business must permit inspection and examination of any public record or public information in the employee's custody within required time limits.

Taxes

It is the responsibility of employees with telecommute arrangements to determine any income tax implications of maintaining a home office area. The District will not provide any tax guidance or assume any liability for employee tax costs, burdens, or liabilities associated with any telecommuting arrangement. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications related to working from home.



Chico Area Recreation and Park District “Helping People Play”

Digital and Electronic Signature Policy

The Chico Area Recreation and Park District (the “District”) may accept digital and electronic signatures affixed to documents in which a signature is required or used, provided that: (1) the electronic signatures are “digital” signatures that comply with the requirements of California Government Code Section 16.5 and applicable state regulations, (2) the signatories are willing and wanting to utilize digital signatures, and (3) the digital signatures are created by technologies authorized by the California Secretary of State and made available by the District. The use, or the District’s acceptance, of a digital signature is at the option of the District and the signer(s). However, nothing in this Policy requires the District to use or accept the submission of a document containing a digital signature.

Definitions

- a) “Digital Signature” means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature.
- b) “Digital Signature Certification Authority” means an entity authorized by the Secretary of State to issue digital certificates that are required for a digital signature under California law and that is listed on the Secretary of State’s “Approved List of Digital Signature Certification Authorities.”
- c) “Digital Signature Provider” means an entity that provides document signing services using digital technology.
- d) “Electronic Signature” means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record, including a digital signature.

Electronic Signatures

The use of electronic signatures is authorized by two California statutes, the Uniform Electronic Transactions Act (“UETA”), codified at Civil Code Section 1633.1 *et seq.*, and Government Code Section 16.5.

The UETA provides that a signature may not be denied legal effect or enforceability solely because it is in electronic form. In order for the UETA to apply, the parties must agree to conduct the transaction by electronic means, and whether they have agreed to do so “is determined from the context and surrounding circumstances, including the parties’ conduct”.

Government Code Section 16.5 applies to public entities such as the District, and authorizes any party to a written communication with a public entity, in which a signature is required or used, to affix a signature by use of a digital signature that complies with the requirements of Section 16.5. Digital signature transactions involving public entities that are subject to the UETA are also subject to the more particular requirements of Government Code Section 16.5. If permitted by the District, the use of a digital signature will have the same force and effect as the use of a manual signature if, and only if, the digital signature embodies the five attributes outlined below.

Digital Signatures

Government Code Section 16.5 and State regulations require that a digital signature (i) be created by a technology that is acceptable for use by the State of California and (ii) embody the following five attributes:

- 1) It is unique to the person using it;
- 2) It is capable of verification;
- 3) It is under the sole control of the person using it;
- 4) It is linked to data in such a manner that if the data are changed, the digital signature is invalidated; and
- 5) It conforms to regulations adopted by the Secretary of State

Digital Signature Technologies

The Secretary of State allows public entities to utilize digital signatures that are created by one of two different technologies – “public key cryptography” and “signature dynamics” – provided that the digital signatures are also created consistent with the provisions of Section 22003 of the California Code of Regulations.

Public key cryptography (“PKC”) is a form of cryptography that generally allows users to communicate securely. PKC signatures are affixed to documents using software enhancements to existing applications and web browsers and are capable of immediate third-party verification.

Signature dynamics use the individual’s handwritten signature. Unlike PKC signatures, signature dynamics signatures require additional hardware to create the signatures. An electronic drawing tablet and stylus are used to record the direction, speed, and coordinates of a handwritten signature – essentially, taking a snapshot of a person’s signature.

The District shall only contract with digital signature providers that offer their digital signature services with a certificate issued by a digital signature certification authority. District staff shall only accept digital signatures created by PKC or signature dynamics technologies.



Chico Area Recreation and Park District “Helping People Play”

Disposal of Surplus Supplies and Equipment

In order to efficiently maintain District operations, it is necessary to have a policy for the identification and disposition of surplus property including materials, supplies and equipment. The term “surplus property” shall mean any property other than real property that is no longer needed or useable by the District. The purpose of this policy is to establish a procedure for the fair and equitable disposition of surplus property and to ensure internal checks and balances. It is the intention of the District to seek opportunities for the reuse of these items before disposal. The Board of Directors reserves the right to review and amend this policy at any time or to alter or modify this procedure at their discretion.

Supplies and equipment valued at \$999 or less

The General Manager or his/her designee shall have the authority to dispose of surplus property that have a current value of \$999 or less (considered a de minimus value). These items may be donated to a charitable organization, recycled, sold, destroyed, or disposed of as junk.

Supplies and equipment valued at \$1,000 or greater

The General Manager or his/her designee shall present a list of surplus property valued at \$1,000 or greater to the Board of Directors for their review and approval prior to disposition of property. Once declared surplus, the General Manager or his/her designee shall determine which of the following methods of disposition is appropriate for each item.

- Return to Manufacturer – Surplus property may, when possible, be returned to the manufacturer for buy-back or credit towards the purchase of new items.
- Sale – The District may offer surplus property for sale. All surplus property is for sale “as-is” and “where is” with no warranty, guarantee or representation of any kind, expressed or implied, as to the condition, utility or usability. Appropriate methods of sale are as follows:
 - Public Auction – Surplus property may be sold at public auction. The District may contract with a professional auctioneer.
 - Sealed Bids – Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsive bidder.
 - Negotiated Sale – Surplus property may be sold directly to a purchaser so long as it is publicly advertised through flyers, newspapers, or internet based webpages.
- Scrap – Surplus property with a minimal fair market value may be sold as scrap.
- Disposal – If the District is unable to sell surplus property after using the methods provided above, or if the cost of locating a buyer exceeds the estimated sale price of the item(s), the property may be donated to a charitable organization, recycled, destroyed or disposed of as junk.

Removal of District Logos

Especially in the case of motor vehicles, care should be taken to remove all logos and other symbols on the surplus property prior to the sale. This will reduce the opportunity for citizens to think the vehicle has been stolen, or is being used improperly, etc.

Proceeds

All sales of surplus property shall be paid to the District by check or cash with a written receipt. The General Manager or his/her designee shall be authorized to sign bills of sale and any other documents evidencing the transfer of surplus property by and on behalf of the District.

Record Keeping

The disposition of all surplus items will be documented with the following information (as it applies): method of disposition, date of release from inventory, receiving party, and compensation.

Conflicts of Interest

As required by Government Code Section 1090, no person who makes, participates in the making of, or influences the decision to dispose of surplus property, may bid on or purchase surplus property from the District. This includes, but is not limited to, District Board Members, advisory Board Members, agents, and employees.



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