



**2017-2018
PROPOSED BUDGET**

6/8/2017

**CHICO AREA RECREATION AND PARK DISTRICT
 PROPOSED BUDGET: 2017-2018
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June 8, 2017

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

RE: 2017-2018 Proposed Budget Letter of Transmittal

Dear Directors:

Staff is pleased to present the 2017-2018 Proposed 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:

- The General Fund budget is balanced using projected operating revenues and provides current year funds of \$340,376 towards capital projects.
- Capital projects totaling \$975,500 are funded by current year General Fund operating revenues of \$340,376, Spendable Assigned funds of \$345,000, and Spendable Unassigned funds of \$290,124.
- Property tax revenues are expected to increase by \$135,000 over prior year's budget.
- The final payment for PV Rec and Field House Solar Lease will be paid in March of 2018.

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
 PROPOSED BUDGET: 2017-2018, Version 2**



<u>DATE</u>	<u>BOARD MEETING</u>	<u>AGENDA</u>
December 15, 2016	Regular	Adopt Budget Calendar
March 17, 2017	N/A	Staff Budgets submitted to Business Office
April 3, 2017	Special	Budget Planning and Park Tour 9:00 a.m.
April 20, 2017	Regular	Budget Presentation and Adopt Preliminary Budget
May 25, 2017	Special	Budget Work Session - 9:00 a.m.
June 15, 2017	Regular	Public Hearing on the Preliminary Budget
July 20, 2017	Regular	Adopt Final Budget
August 11, 2017	N/A	Submit Final Budget to Auditor-Controller

**CHICO AREA RECREATION AND PARK DISTRICT
BUDGET SUMMARY - ALL FUNDS
PROPOSED BUDGET: 2017-2018, Version 2**



	GENERAL FUND	PARK IMPACT FUND	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
REVENUE						
FEE BASED PROGRAM INCOME	3,143,576					3,143,576
OTHER INCOME & FACILITY RENTALS	463,920					463,920
RDA PASSTHROUGH	1,064,000					1,064,000
INVESTMENT INCOME	40,000	325	-	275	300	40,900
TAX INCOME / COUNTY	2,896,000					2,896,000
PARK IMPACT FEES		59,375				59,375
ASSESSMENTS			60,966	42,560	65,039	168,565
TOTAL REVENUE	7,607,496	59,700	60,966	42,835	65,339	7,836,336
OPERATING EXPENDITURES						
SALARIES AND BENEFITS	5,386,955		46,656	26,424	46,656	5,506,691
SERVICES AND SUPPLIES	1,814,444		17,528	21,565	13,383	1,866,920
CONTRIB. TO OTHER AGENCIES	15,000					15,000
CONTINGENCIES	25,000					25,000
NOTES PAYABLE / LEASE PYMTS	25,721	-				25,721
TOTAL OPERATING EXPENDITURES	7,267,120	-	64,184	47,989	60,039	7,439,332
NET INCOME (LOSS) FROM OPERATIONS	340,376	59,700	(3,218)	(5,154)	5,300	397,004
ALLOCATIONS AND FUND BALANCE ACTIVITY						
ALLOCATION TO CAPITAL PROJECTS	(340,376)	-	-	-	-	(340,376)
RESTRICTED	-	-	-	-	-	-
	(340,376)	-	-	-	-	(340,376)
NET ACTIVITY	-	59,700	(3,218)	(5,154)	5,300	56,628

CAPITAL PROJECTS						
CAPITAL PROJECTS	975,500					975,500
CAPITAL PROJECTS' REIMBURSEMENTS						-
NET CAPITAL PROJECTS COSTS	975,500	-	-	-	-	975,500
CAPITAL PROJECTS FUNDING						
ALLOCATION FROM GENERAL FUND OPERATIONS	(340,376)					(340,376)
ALLOCATION FROM BARONI PARK OPERATIONS					-	-
ALLOCATION FROM GENERAL FUND SPENDABLE ASSIGNED	(345,000)					
ALLOCATION FROM GENERAL FUND SPENDABLE UNASSIGNED	(290,124)					(290,124)
ALLOCATION FROM BARONI PARK SPENDABLE RESTRICTED					-	-
	-	-	-	-	-	345,000

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUE AND EXPENDITURES
PROPOSED BUDGET: 2017-2018, Version 2**



	2017-2018 BUDGET	INCREASE (DECREASE)	2016-2017 BUDGET	2016-2017 ACTUAL YTD	2016-2017 % BUDGET	2015-2016 BUDGET	2015-2016 ACTUAL	2015-2016 % BUDGET
REVENUE								
FEE BASED PROGRAM INCOME	3,143,576	(193,551)	3,337,127	2,958,003.31	88.6%	2,876,542	2,834,771.73	98.5%
OTHER INCOME & FACILITY RENTALS	463,920	2,719	461,201	434,337.44	94.2%	479,201	670,632.73	139.9%
RDA PASSTHROUGH	1,064,000	29,000	1,035,000	1,616,266.17	156.2%	975,000	1,047,548.29	107.4%
INVESTMENT INCOME	40,000	16,000	24,000	31,622.67	131.8%	19,000	36,073.20	189.9%
TAX INCOME / COUNTY	2,896,000	90,000	2,806,000	2,170,491.41	77.4%	2,622,500	3,073,074.35	117.2%
TOTAL REVENUE	7,607,496	(55,832)	7,663,328	7,210,721.00	94.1%	6,972,243	7,662,100.30	109.9%
OPERATING EXPENDITURES								
SALARIES AND BENEFITS	5,386,955	(1,951)	5,388,906	4,523,599.99	83.9%	5,101,316	4,426,097.02	86.8%
SERVICES AND SUPPLIES	1,814,444	(71,345)	1,885,789	1,563,322.04	82.9%	1,641,758	1,627,273.27	99.1%
CONTRIB. TO OTHER AGENCIES	15,000	-	15,000	14,880.57	99.2%	15,000	14,439.91	96.3%
CONTINGENCIES	25,000	-	25,000	-	0.0%	25,000	-	0.0%
NOTES PAYABLE / LEASE PYMTS	25,721	(85,517)	111,238	27,855.22	25.0%	111,238	29,875.71	26.9%
TOTAL OPERATING EXPENDITURES	7,267,120	(158,813)	7,425,933	6,129,657.82	82.5%	6,894,312	6,097,685.91	88.4%
NET INCOME (LOSS) FROM OPERATIONS	340,376	102,981	237,395	1,081,063.18	455.4%	77,931	1,564,414.39	2007.4%
ALLOCATIONS AND FUND BALANCE ACTIVITY								
CAPITAL / REPAIR PROJECTS	(340,376)	102,981	(237,395)	(575,883.62)	242.6%	(77,931)	(34,223.10)	43.9%
CASH FUNDED DEPRECIATION	-	-	-	-	-	-	-	-
NET FUND BALANCE ACTIVITY	(340,376)	102,981	(237,395)	(575,883.62)	242.6%	(77,931)	(34,223.10)	43.9%
TOTAL GENERAL FUND ACTIVITY	-	205,962	-	505,179.56		-	1,530,191.29	
CAPITAL PROJECTS								
CAPITAL PROJECTS	975,500	508,000	467,500	575,883.62	123.2%	486,500	34,223.10	7.0%
CAPITAL PROJECTS' REIMBURSEMENTS	-	-	-	-	-	-	-	-
NET CAPITAL PROJECTS COSTS	975,500	508,000	467,500	575,883.62	123.2%	486,500	34,223.10	7.0%
CAPITAL PROJECTS FUNDING								
ALLOCATION FROM GENERAL FUND OPERATIONS	(340,376)	102,981	(237,395)	(575,883.62)	242.6%	(77,931)	(34,223.10)	43.9%
ALLOCATION FROM GENERAL FUND SPENCABLE ASSIGNED	(345,000)	-	-	-	-	-	-	-
ALLOCATION FROM GENERAL FUND SPENDABLE UNASSIGNED	(290,124)	60,019	(230,105)	-	0.0%	(408,569)	-	0.0%
FUNDS FROM ACCUMULATED CAPITAL RESERVES	-	-	-	-	-	-	-	-
	-	671,000	-	-		-	-	

CHICO AREA RECREATION AND PARK DISTRICT
 REVENUE SUMMARY - GENERAL FUND - FUND 2490
 PROPOSED BUDGET: 2017-2018, Version 2



	2017-2018 BUDGET	INCREASE (DECREASE)	2016-2017 BUDGET	2016-2017 ACTUAL YTD	2016-2017 % BUDGET	2015-2016 BUDGET	2015-2016 ACTUAL	2015-2016 % BUDGET
FEE BASED PROGRAM INCOME								
AFTER SCHOOL & CAMP PROGRAMS								
AFTERSCHOOL	1,591,186	(159,244)	1,750,430	1,610,278.05	92.0%	1,540,707	1,588,129.08	103.1%
CAMPS	298,240	(26,760)	325,000	196,701.60	60.5%	195,000	250,206.64	128.3%
SUBTOTAL	1,889,426	(186,004)	2,075,430	1,806,979.65	87.1%	1,735,707	1,838,335.72	105.9%
AQUATICS	144,950	18,840	126,110	112,707.83	89.4%	170,910	150,980.12	88.3%
CLASSES								
ADULT CLASSES	-	-	-	140.00	0.0%	71,000	49,295.36	69.4%
GENERAL CLASSES	70,000	15,000	55,000	72,024.09	131.0%	-	10,021.47	0.0%
COMMUNITY BAND	1,650	250	1,400	3,037.17	216.9%	1,400	1,659.65	118.5%
SENIOR ADULT CLASSES	43,000	3,000	40,000	44,150.33	110.4%	39,450	39,789.77	100.9%
THRIVE	-	(60,000)	60,000	133,866.33	223.1%	-	-	0.0%
YOUTH CLASSES	-	-	-	400.00	0.0%	134,700	99,925.07	74.2%
YOUTH KARATE & TINY TOTS	107,500	(6,500)	114,000	98,872.68	86.7%	112,900	99,672.52	88.3%
SUBTOTAL	222,150	(48,250)	270,400	352,490.60	130.4%	359,450	300,363.84	83.6%
ADULT SPORTS								
VOLLEYBALL & DODGEBALL	49,500	3,500	46,000	44,093.25	95.9%	47,000	39,311.95	83.6%
BASKETBALL	34,000	(1,500)	35,500	27,283.48	76.9%	28,000	22,891.68	81.8%
SOFTBALL	215,300	(2,100)	217,400	168,164.54	77.4%	213,400	189,880.11	89.0%
SOFTBALL TOURNEYS	6,800	-	6,800	-	0.0%	6,800	-	0.0%
SOCCER	45,000	2,500	42,500	38,123.81	89.7%	39,000	42,630.42	109.3%
SUBTOTAL	350,600	2,400	348,200	277,665.08	79.7%	334,200	294,714.16	88.2%
NATURE CENTER								
PROGRAM FEE INCOME	248,580	28,735	219,845	155,030.68	70.5%	-	-	-
GRANT FUNDING	-	-	-	-	0.0%	-	-	-
SUBTOTAL	248,580	28,735	219,845	155,030.68	70.5%			
OTHER PROGRAMS								
SCHOLARSHIPS	(17,000)	-	(17,000)	(10,892.87)	64.1%	(25,000)	(38,623.65)	154.5%
CO-SPONSORED & MISCELLANEOUS	17,000	-	17,000	9,955.92	58.6%	20,000	18,753.75	93.8%
SPECIAL EVENTS	7,250	(1,900)	9,150	5,555.50	60.7%	11,950	8,373.50	70.1%
SENIOR ADULT PROGRAMS	65,520	(7,572)	73,092	56,388.23	77.1%	60,800	60,014.20	98.7%
YOUTH SPORTS	215,100	200	214,900	192,122.69	89.4%	208,525	201,860.09	96.8%
SUBTOTAL	287,870	(9,272)	297,142	253,129.47	85.2%	276,275	250,377.89	90.6%
TOTAL FEE BASED PROGRAMS	3,143,576	(193,551)	3,337,127	2,958,003.31	88.6%	2,876,542	2,834,771.73	98.5%
OTHER INCOME								
FACILITY RENTAL INCOME	340,091	18,500	321,591	349,922.36	108.8%	308,700	355,808.54	115.3%
REBATES & REIMBURSED COSTS	35,000	-	35,000	17,720.94	50.6%	58,500	49,089.58	83.9%
REIMBURSEMENTS - CITY PARKS	63,829	(12,781)	76,610	33,805.36	44.1%	83,001	72,532.94	87.4%
MISCELLANEOUS	10,000	-	10,000	8,048.40	80.5%	21,000	18,145.83	86.4%
ENDOWMENTS	-	(5,000)	5,000	-	0.0%	7,000	-	0.0%
DONATIONS	15,000	2,000	13,000	24,840.38	191.1%	1,000	175,055.84	17505.6%
TOTAL OTHER INCOME	463,920	2,719	461,201	434,337.44	94.2%	479,201	670,632.73	139.9%
REVENUE FROM OTHER AGENCIES								
RDA PASSTHROUGH	1,064,000	29,000	1,035,000	1,616,266.17	156.2%	975,000	1,047,548.29	107.4%
INVESTMENT INCOME	40,000	16,000	24,000	31,622.67	131.8%	19,000	36,073.20	189.9%
TAX INCOME / COUNTY	2,896,000	90,000	2,806,000	2,170,491.41	77.4%	2,622,500	3,073,074.35	117.2%
TOTAL REVENUE FROM OTHER AGENCIES	4,000,000	135,000	3,865,000	3,818,380.25	98.8%	3,616,500	4,156,695.84	114.9%
TOTAL REVENUE	7,607,496	(55,832)	7,663,328	7,210,721.00	94.1%	6,972,243	7,662,100.30	109.9%

CHICO AREA RECREATION AND PARK DISTRICT
SALARIES AND BENEFITS SUMMARY - GENERAL FUND - FUND 2490
PROPOSED BUDGET: 2017-2018, Version 2



	2017-2018 BUDGET	INCREASE (DECREASE)	2016-2017 BUDGET	2016-2017 ACTUAL YTD	2016-2017 % BUDGET	2015-2016 BUDGET	2015-2016 ACTUAL	2015-2016 % BUDGET
SALARIES								
FULL-TIME SALARIES	2,045,000	117,000	1,928,000	1,717,857.84	89.1%	1,924,700	1,692,503.04	87.9%
PART-TIME SALARIES	2,020,655	(121,175)	2,141,830	1,653,407.38	77.2%	1,885,529	1,762,724.94	93.5%
ACCUMULATED LEAVE	13,800	(1,550)	15,350	-	0.0%	18,300	21,384.09	116.9%
INSTRUCTORS	129,000	15,000	114,000	137,443.42	120.6%	157,150	119,367.19	76.0%
SUBTOTAL	4,208,455	9,275	4,199,180	3,508,708.64	83.6%	3,985,679	3,595,979.26	90.2%
BENEFITS								
FICA	323,000	7,000	316,000	263,151.62	83.3%	306,348	270,785.04	88.4%
RETIREMENT	370,000	(46,000)	416,000	334,735.20	80.5%	406,998	362,999.66	89.2%
RETIREMENT - GASB 68	-	-	-	-	0.0%	-	(160,333.00)	0.0%
HEALTH INSURANCE	370,000	3,000	367,000	332,407.90	90.6%	347,750	297,362.18	85.5%
COBRA	-	-	-	-	0.0%	-	-	0.0%
UNEMPLOYMENT INSURANCE	37,500	(5,000)	42,500	33,042.97	77.7%	29,000	37,543.66	129.5%
WORKERS COMP INSURANCE	218,000	28,000	190,000	169,698.66	89.3%	159,719	160,636.48	100.6%
ALLOCATION TO OTHER FUNDS	(140,000)	1,774	(141,774)	(118,145.00)	83.3%	(134,178)	(138,876.26)	103.5%
SUBTOTAL	1,178,500	(11,226)	1,189,726	1,014,891.35	85.3%	1,115,637	830,117.76	74.4%
TOTAL SALARIES & BENEFITS	5,386,955	(1,951)	5,388,906	4,523,599.99	83.9%	5,101,316	4,426,097.02	86.8%

CHICO AREA RECREATION AND PARK DISTRICT
 SERVICES AND SUPPLIES SUMMARY - GENERAL FUND - FUND 2490
 PROPOSED BUDGET: 2017-2018, Version 2



	2017-2018 BUDGET	INCREASE (DECREASE)	2016-2017 BUDGET	2016-2017 ACTUAL YTD	2016-2017 % BUDGET	2015-2016 BUDGET	2015-2016 ACTUAL	2015-2016 % BUDGET
SERVICES AND SUPPLIES								
ADVERTISING	12,500	(1,850)	14,350	11,904.81	83.0%	11,000	14,030.10	127.5%
AGRICULTURE	32,854	(1,346)	34,200	20,262.00	59.2%	32,150	27,658.11	86.0%
CLOTHING	22,000	(130)	22,130	18,653.02	84.3%	18,540	17,457.55	94.2%
COMMUNICATIONS	50,609	(1,100)	51,709	48,272.05	93.4%	45,935	44,175.67	96.2%
HOUSEHOLD SUPPLIES	38,300	3,300	35,000	34,633.27	99.0%	31,850	34,351.78	107.9%
INSURANCE	75,000	9,000	66,000	64,279.29	97.4%	61,000	58,407.39	95.7%
EQUIPMENT REPAIRS	18,000	500	17,500	17,787.24	101.6%	17,500	16,613.22	94.9%
HOUSEHOLD EQUIPMENT	-	-	-	46.73	0.0%	-	384.35	0.0%
FIELD EQUIPMENT	1,750	-	1,750	326.05	18.6%	1,750	1,115.76	63.8%
PROGRAM EQUIPMENT	750	-	750	374.03	49.9%	750	105.66	14.1%
VEHICLE MAINTENANCE	12,500	-	12,500	13,270.30	106.2%	12,500	11,389.38	91.1%
POOL SUPPLIES	12,000	-	12,000	12,269.85	102.2%	12,250	11,369.04	92.8%
POOL EQUIPMENT	4,000	-	4,000	3,722.83	93.1%	3,250	3,684.05	113.4%
STRUCTURE & GROUNDS	74,350	(3,050)	77,400	68,730.08	88.8%	75,150	48,675.78	64.8%
SHOP SUPPLIES	5,000	-	5,000	4,149.66	83.0%	5,000	5,388.06	107.8%
VANDALISM	5,800	-	5,800	2,988.93	51.5%	5,950	3,831.78	64.4%
MEDICAL FIRST AID	3,050	250	2,800	2,084.71	74.5%	2,375	2,669.62	112.4%
MEMBERSHIP/PERIODICALS	16,400	-	16,400	15,176.76	92.5%	16,400	18,275.89	111.4%
OFFICE SUPPLIES	26,575	1,775	24,800	20,303.23	81.9%	25,000	26,271.75	105.1%
CONTRACT SERVICES	735,435	(85,940)	821,375	645,846.41	78.6%	636,515	680,183.77	106.9%
PUBS/LEGAL NOTICES	21,000	-	21,000	22,633.51	107.8%	21,000	23,616.93	112.5%
RENT/LEASE EQUIPMENT	2,750	250	2,500	1,955.23	78.2%	2,500	815.56	32.6%
RENT/LEASE STRUCTURES	3,200	800	2,400	1,826.95	76.1%	1,200	1,200.00	100.0%
SMALL TOOLS	3,000	175	2,825	2,047.56	72.5%	2,575	2,644.49	102.7%
EDUCATION & TRAINING	5,000	-	5,000	1,523.00	30.5%	5,000	3,304.85	66.1%
DISTRICT OFFICE SPECIAL EXP	9,000	-	9,000	6,179.00	68.7%	10,000	7,991.97	79.9%
PROGRAM SUPPLIES	204,046	(7,729)	211,775	160,066.45	75.6%	189,293	180,641.25	95.4%
DISTRICT OFFICE MEETING EXP	6,500	-	6,500	1,188.83	18.3%	6,500	2,066.34	31.8%
MILEAGE	31,500	(7,000)	38,500	24,129.81	62.7%	38,500	30,143.65	78.3%
PROGRAM TRANSPORTATION	3,100	(100)	3,200	1,260.00	39.4%	3,600	2,993.30	83.1%
DIST OFFICE BOARD MTG EXP	10,000	-	10,000	7,821.02	78.2%	10,000	11,646.36	116.5%
USE TAX	1,200	-	1,200	1,658.28	138.2%	1,000	1,125.30	112.5%
CONFERENCES	23,100	(1,900)	25,000	18,265.00	73.1%	23,700	17,263.01	72.8%
SUBTOTAL	1,470,269	(94,095)	1,564,364	1,255,666.35	80.3%	1,329,733	1,311,491.72	98.6%
UTILITIES								
WATER	68,675	1,000	67,675	56,214.90	83.1%	67,675	55,234.59	81.6%
ELECTRICITY	223,350	13,850	209,500	197,754.25	94.4%	198,300	215,868.35	108.9%
GAS	44,550	8,600	35,950	48,665.41	135.4%	36,650	37,694.16	102.8%
SEWER	7,600	(700)	8,300	5,021.13	60.5%	9,400	6,984.45	74.3%
SUBTOTAL	344,175	22,750	321,425	307,655.69	95.7%	312,025	315,781.55	101.2%
TOTAL SERVICE & SUPPLY	1,814,444	(71,345)	1,885,789	1,563,322.04	82.9%	1,641,758	1,627,273.27	99.1%

**CHICO AREA RECREATION AND PARK DISTRICT
SUMMARY OF REVENUES AND EXPENDITURES - NATURE CENTER
PROPOSED BUDGET: 2017-2018, Version 2**



	2017-2018 BUDGET	INCREASE (DECREASE)	2016-2017 BUDGET	2016-2017 ACTUAL YTD	2016-2017 % BUDGET
INCOME					
GENERAL PROGRAM INCOME	7,000	7,000	-	-	0.0%
GENERAL ADMISSION	2,500	(2,900)	5,400	2,632.00	48.7%
HOME SCHOOL	10,830	(34,170)	45,000	9,285.00	20.6%
FIELD TRIPS	21,000	7,000	14,000	12,766.50	91.2%
CAMPS	158,650	35,525	123,125	91,575.94	74.4%
PRESCHOOL	17,100	12,780	4,320	12,212.71	282.7%
TEACHER WORKSHOPS	2,500	(2,000)	4,500	1,390.00	30.9%
SPECIAL EVENTS	21,000	7,500	13,500	22,998.52	170.4%
MEMBERSHIPS	2,000	(4,000)	6,000	2,295.01	38.3%
PARTY RENTALS	6,000	2,000	4,000	(125.00)	-3.1%
FACILITY RENTALS	2,500	(4,500)	7,000	7,768.50	111.0%
GRANTS	-	-	-	-	0.0%
ENDOWMENT	-	(5,000)	5,000	-	0.0%
FUNDRAISING (DONATIONS)	14,000	2,000	12,000	20,509.72	170.9%
TOTAL INCOME	265,080	21,235	243,845	183,308.90	75.2%
OPERATING EXPENDITURES					
SALARIES AND BENEFITS	213,876	23,250	190,626	125,526.02	65.8%
SERVICES AND SUPPLIES					
ADVERTISING	500	(1,100)	1,600	2,042.17	127.6%
COMMUNICATIONS	1,800	-	1,800	2,051.36	114.0%
HOUSEHOLD SUPPLIES	2,500	(500)	3,000	2,303.51	76.8%
INSURANCE	1,200	200	1,000	-	0.0%
STRUCTURES & GROUNDS	4,500	(500)	5,000	2,988.35	59.8%
OFFICE SUPPLIES	3,275	1,775	1,500	1,478.43	98.6%
CLOTHING	3,700	220	3,480	2,861.43	82.2%
CONTRACT SERVICES	1,500	500	1,000	3,336.28	333.6%
RENT/LEASE STRUCTURES	3,200	800	2,400	1,826.95	76.1%
PROGRAM SUPPLIES	19,575	1,360	18,215	18,901.67	103.8%
MILEAGE	500	-	500	247.84	49.6%
CONFERENCES	600	(900)	1,500	1,466.27	97.8%
ELECTRIC	7,500	(900)	8,400	5,523.65	65.8%
GAS	1,900	100	1,800	2,091.36	116.2%
SUBTOTAL	52,250	1,055	51,195	47,119.27	92.0%
EQUIPMENT/SOFTWARE	500	-	500	262	52.4%
TOTAL OPERATING EXPENDITURES	266,626	24,305	242,321	172,907.17	71.4%
TOTAL INCOME OVER (UNDER) EXPENDITURES	(1,546)	(3,070)	1,524	10,401.73	

**CHICO AREA RECREATION AND PARK DISTRICT
 PROPOSED BUDGET: 2017-2018, Version 2
 NOTES PAYABLE - LEASE PAYMENTS SUMMARY**



	Payment Amounts	Debt Service Interest/Principal Balance 7/1/2017	Note/Lease Principal Balance 7/1/2017	2017-2018 Total Payment	Principal	Interest
GENERAL FUND						
\$239,145 Field House & PV Center Solar Panels Lease Payment Municipal Finance Corp, 10 year term beginning 3/20/08 Annual payments of \$30,096 including interest at 4.5% Final payment due 3/20/18	30,096	30,096	28,801	30,096	28,800	1,296
\$651,457 Lakeside Pavilion Lease Payment Golden Valley Bank, 10 year term beginning 10/28/14 Semi-annual payments of \$40,571 including interest at 4.375% Final payment due 10/28/24	40,571	608,565	514,072	81,142	56,717	24,425
TOTAL GENERAL FUND	70,667	638,661	542,873	111,238	85,517	25,721
TOTAL NOTES/LEASE PAYMENTS	70,667	638,661	542,873	111,238	85,517	25,721

**CHICO AREA RECREATION AND PARK DISTRICT
 PROPOSED BUDGET: 2017-2018, Version 2
 CAPITAL PROJECTS SUMMARY**



HOOKER OAK RECREATION AREA	
Tree hazard assessment and pruning	15,000
<hr/>	
COMMUNITY PARK TENNIS COURTS	
Tennis Court resurface/Pickleball	50,000
<hr/>	
COMMUNITY CENTER	
Roof replacement	425,000
ADA - Transition plan	10,000
	<hr/> 435,000
<hr/>	
SKATE PARK	
New Construction	345,000
<hr/>	
FIXED ASSETS	
Computer and information technology equipment (including security camera upgrade)	30,500
Mower replacement	100,000
	<hr/> 130,500
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TOTAL	975,500
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PROJECTS FUNDING SUMMARY:	
Funded By General Fund Current Operations	340,376
Funded by General Fund - Fund Balance Spendable: Assigned	345,000
Funded by General Fund - Fund Balance Spendable: Unassigned	290,124
	<hr/> 975,500

**CHICO AREA RECREATION AND PARK DISTRICT
GENERAL FUND - SUMMARY OF FUND BALANCE
PROPOSED BUDGET: 2017-2018, Version 2**



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		1,201,500	-	1,201,500
SPENDABLE: ASSIGNED	ACCUMULATED CAPITAL RESERVE (Future capital projects)	50,000		50,000
	LONG TERM DEBT PRINCIPAL REPAYMENT	701,910	(186,910)	515,000
	ELECTION COSTS (50% of bi-annual election costs)	45,000		45,000
	PENSION LIABILITY RESERVE	-	1,700,000	1,700,000
	DEFERRED MAINTENANCE COSTS (10% of projected noncash depreciation)	685,500	(345,000)	340,500
TOTAL SPENDABLE: ASSIGNED FUND BALANCE		1,482,410	1,168,090	2,650,500
SPENDABLE: UNASSIGNED	NET REMAINING UNDESIGNATED FUND BALANCE	2,350,274	(1,888,731)	461,543
TOTAL SPENDABLE FUND BALANCE		5,034,184	(720,641)	4,313,543
NON-SPENDABLE	INVESTMENT IN CAPITAL ASSETS (NET OF RELATED DEBT)	26,551,710	1,017,410	27,569,120
TOTAL FUND BALANCE		31,585,894	296,769	31,882,663

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)

**CHICO AREA RECREATION AND PARK DISTRICT
 ADMINISTRATIVE CONTRACT SERVICES
 PROPOSED BUDGET: 2017-2018, Version 2**



	2017-2018	2016-2017	
	BUDGET	BUDGET	CHANGE
ADMINISTRATIVE SERVICES			
COMPUTER ANNUAL LICENCE FEES	-	7,800	(7,800)
BANKING & CREDIT CARDS FEES	110,000	70,000	40,000
STORAGE UNITS	3,000	3,000	-
	<u>113,000</u>	<u>80,800</u>	<u>32,200</u>
OFFICE EQUIPMENT SERVICE CONTRACTS			
COMPUTER MAINTENANCE	10,665	8,480	2,185
COMPUTER HELP DESK	75,600	50,400	25,200
COMPUTER SOFTWARE (KRONOS, OFFICE 365)	56,970	51,000	5,970
COPY MACHINE	21,000	22,000	(1,000)
TELEPHONE SYSTEM	200	200	-
POSTAGE MACHINE	6,000	3,900	2,100
	<u>170,435</u>	<u>135,980</u>	<u>34,455</u>
AUDIT & RELATED SERVICES			
AUDIT	16,500	16,500	-
GASB 68 REPORTS	1,300	1,300	-
AUDIT & RELATED SERVICES	<u>17,800</u>	<u>17,800</u>	<u>-</u>
LEGAL SERVICES			
	<u>20,000</u>	<u>25,000</u>	<u>(5,000)</u>
PROFESSIONAL SERVICES			
DISTRICT SERVICES	<u>7,000</u>	<u>7,000</u>	<u>-</u>
EMPLOYEE BACKGROUND CHECK			
	<u>18,000</u>	<u>16,170</u>	<u>1,830</u>
OFFICE ALARM SYSTEM SERVICE			
	<u>-</u>	<u>1,000</u>	<u>(1,000)</u>
CONSULTANT SERVICES			
LOCAL GOVERNMENT CONSULTING	10,000	10,000	-
FRAUD HOTLINE	1,075	1,075	-
FACILITIES FEASIBILITY STUDY	-	25,000	(25,000)
FUNDING MEASURE	80,000	80,000	-
MASTER PLAN UPDATE	-	20,000	(20,000)
AQUATIC COMMITTEE	-	-	-
	<u>91,075</u>	<u>136,075</u>	<u>(45,000)</u>
TOTAL ADMINISTRATIVE CONTRACT SERVICES			
	<u>437,310</u>	<u>419,825</u>	<u>17,485</u>

CHICO AREA RECREATION AND PARK DISTRICT
 EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - PARK FUND - FUND 2480
 PROPOSED BUDGET: 2017-2018, Version 2



	2017-2018 BUDGET	INCREASE (DECREASE)	2016-2017 BUDGET	2016-2017 ACTUAL YTD	2016-2017 % BUDGET	2015-2016 BUDGET	2015-2016 ACTUAL	2015-2016 % BUDGET
INCOME								
PARK IMPACT FEES	59,375	-	59,375	57,000.00	96.0%	66,500	64,125.00	96.4%
INTEREST INCOME	325	-	325	509.84	156.9%	300	389.25	129.8%
TOTAL INCOME	59,700	-	59,700	57,509.84	96.3%	66,800	64,514.25	96.6%
NOTES PAYABLE / LEASE PYMTS	-	(82,222)	82,222	80,806.70	98.3%	80,935	75,555.49	93.4%
UTILIZATION OF FUND BALANCE	-	82,222	(22,522)	73,332.00		(14,135)	66,665.00	
TOTAL INCOME OVER (UNDER) EXPENDITURES	59,700	-	-	50,035.14		-	55,623.76	

SPENDABLE - UNRESTRICTED - ASSIGNED FUND BALANCE

BEGINNING FUND BALANCE	43,708
UTILIZATION OF FUND BALANCE	-
ENDING FUND BALANCE	<u>43,708</u>

Notes:

The Park Fund collects park impact fees on new development in CARD's boundaries. The current impact fee is \$2,375 per unit. The projection for 2016-17 is 25 new units collected.

**CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - OAK WAY - FUND 2495
PROPOSED BUDGET: 2017-2018, Version 2**



	2017-2018 BUDGET	INCREASE (DECREASE)	2016-2017 BUDGET	2016-2017 ACTUAL YTD	2016-2017 % BUDGET	2015-2016 BUDGET	2015-2016 ACTUAL	2015-2016 % BUDGET
INCOME								
ASSESSMENTS	60,966	1,829	59,137	57,699.90	97.6%	57,798	58,436.30	101.1%
INTEREST	-	(175)	175	261.55	149.5%	175	396.77	226.7%
TOTAL INCOME	60,966	1,654	59,312	57,961.45	97.7%	57,973	58,833.07	101.5%
OPERATING EXPENDITURES								
SALARIES AND BENEFITS	46,656	1,465	45,191	37,659.20	83.3%	40,643	44,243.02	108.9%
SERVICES AND SUPPLIES								
AGRICULTURE	1,842	392	1,450	1,596.78	110.1%	1,450	1,434.81	99.0%
HOUSEHOLD SUPPLIES	1,200	530	670	1,749.82	261.2%	670	1,339.88	200.0%
STRUCTURES & GROUNDS	4,556	-	4,556	3,349.31	73.5%	4,556	3,083.40	67.7%
VANDALISM	100	-	100	-	0.0%	100	1,322.27	1322.3%
EQUIPMENT RENTS	350	275	75	150.00	200.0%	75	300.00	400.0%
CONTRACT SERVICES	4,680	1	4,679	5,440.44	116.3%	5,679	5,855.52	103.1%
WATER	1,500	-	1,500	1,512.31	100.8%	1,500	1,504.07	100.3%
ELECTRIC	3,300	-	3,300	-	0.0%	3,300	-	0.0%
SUBTOTAL	17,528	1,198	16,330	13,798.66	84.5%	17,330	14,839.95	85.6%
TOTAL OPERATING EXPENDITURES	64,184	2,663	61,521	51,457.86	83.6%	57,973	59,082.97	101.9%
TOTAL INCOME OVER (UNDER) EXPENDITURES	(3,218)	(2,663)	(2,209)	6,503.59		-	(249.90)	

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
PROPOSED BUDGET: 2017-2018, Version 2**



	2017-2018 BUDGET	INCREASE (DECREASE)	2016-2017 BUDGET	2016-2017 ACTUAL YTD	2016-2017 % BUDGET	2015-2016 BUDGET	2015-2016 ACTUAL	2015-2016 % BUDGET
INCOME								
ASSESSMENTS	42,560	-	42,560	41,957.60	98.6%	42,560	42,377.60	99.6%
INTEREST	275	-	275	344.83	125.4%	230	475.81	206.9%
TOTAL INCOME	42,835	-	42,835	42,302.43	98.8%	42,790	42,853.41	100.1%
OPERATING EXPENDITURES								
SALARIES AND BENEFITS	26,424	728	25,696	21,413.30	83.3%	19,271	25,195.02	130.7%
SERVICES AND SUPPLIES								
AGRICULTURE	2,165	315	1,850	1,140.54	61.7%	1,850	1,608.11	86.9%
HOUSEHOLD SUPPLIES	-	-	-	-	0.0%	-	-	0.0%
STRUCTURES & GROUNDS	2,500	-	2,500	936.52	37.5%	4,336	2,659.15	61.3%
VANDALISM	100	-	100	-	0.0%	100	356.71	356.7%
EQUIPMENT RENTS	-	-	-	-	0.0%	-	73.92	0.0%
SMALL TOOLS	-	-	-	-	0.0%	-	51.82	0.0%
CONTRACT SERVICES	2,500	-	2,500	3,687.55	147.5%	2,933	2,345.95	80.0%
WATER	14,000	-	14,000	12,767.75	91.2%	14,000	11,406.98	81.5%
ELECTRIC	300	-	300	131.19	43.7%	300	155.92	52.0%
SUBTOTAL	21,565	315	21,250	18,663.55	87.8%	23,519	18,658.56	79.3%
TOTAL OPERATING EXPENDITURES	47,989	1,043	46,946	40,076.85	85.4%	42,790	43,853.58	102.5%
TOTAL INCOME OVER (UNDER) EXPENDITURES	(5,154)	(1,043)	(4,111)	2,225.58		-	(1,000.17)	

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
 PROPOSED BUDGET: 2017-2018, Version 2



	2017-2018 BUDGET	INCREASE (DECREASE)	2016-2017 BUDGET	2016-2017 ACTUAL YTD	2016-2017 % BUDGET	2015-2016 BUDGET	2015-2016 ACTUAL	2015-2016 % BUDGET
INCOME								
ASSESSMENTS	65,039	1,698	63,341	67,687.61	106.9%	65,059	64,827.50	99.6%
INTEREST	300	-	300	552.48	184.2%	235	706.66	300.7%
TOTAL INCOME	65,339	1,698	63,641	68,240.09	107.2%	65,294	65,534.16	100.4%
OPERATING EXPENDITURES								
SALARIES AND BENEFITS	46,656	1,465	45,191	37,659.20	83.3%	45,549	44,243.20	97.1%
SERVICES AND SUPPLIES								
AGRICULTURE	1,083	233	850	564.14	66.4%	850	843.21	99.2%
HOUSEHOLD SUPPLIES	-	-	-	-	0.0%	-	-	0.0%
STRUCTURES & GROUNDS	1,000	-	1,000	783.84	78.4%	1,310	591.11	45.1%
VANDALISM	550	-	550	-	0.0%	550	630.93	114.7%
EQUIPMENT RENTS	-	-	-	-	0.0%	-	-	0.0%
CONTRACT SERVICES	2,500	-	2,500	3,687.57	147.5%	5,000	2,345.95	46.9%
WATER	8,050	-	8,050	6,284.03	78.1%	8,050	8,038.48	99.9%
ELECTRIC	200	-	200	-	0.0%	200	-	0.0%
SUBTOTAL	13,383	233	13,150	11,319.58	86.1%	15,960	12,449.68	78.0%
TOTAL OPERATING EXPENDITURES	60,039	1,698	58,341	48,978.78	84.0%	61,509	56,692.88	92.2%
TOTAL INCOME OVER (UNDER) EXPENDITURES	5,300	-	5,300	19,261.31	363.4%	3,785	8,841.28	233.6%
ALLOCATION TO CAPITAL PROJECTS	-	-	-	-	0.0%	-	-	0.0%
TOTAL FUND ACTIVITY	5,300	1,465	5,300	19,261.31		3,785	8,841.28	
CAPITAL PROJECTS								
CAPITAL PROJECTS	-	(15,000)	15,000	-	0.0%	-	-	0.0%
CAPITAL PROJECTS FUNDING								
ALLOCATION FROM OPERATIONS	-	-	-	-	0.0%	-	-	0.0%
ALLOCATION FROM SPENDABLE RESTRICTED	-	15,000	(15,000)	-	0.0%	-	-	0.0%
	-	-	-	-		-	-	

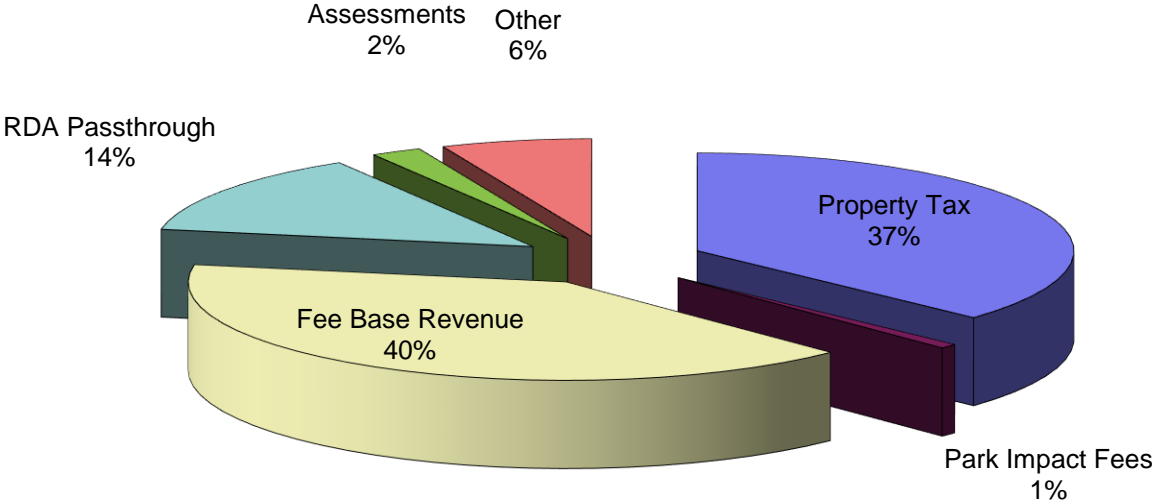
Notes:

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.

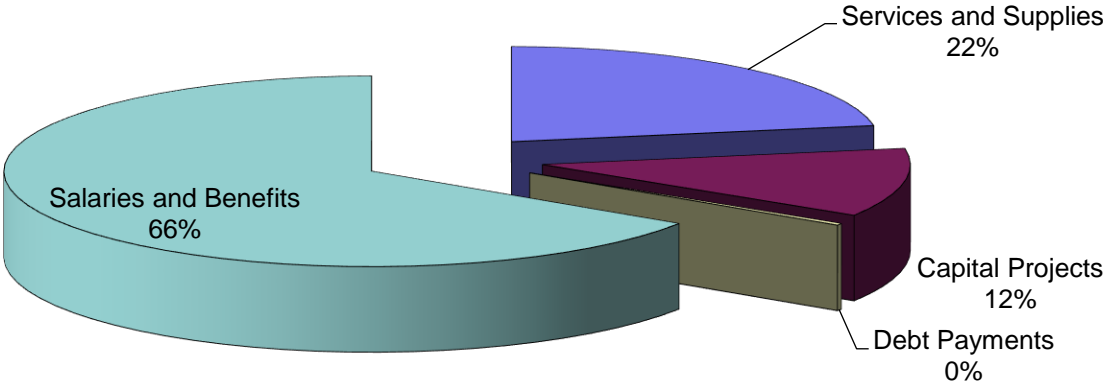
Fund Balance for this fund is assigned as Spendable - Restricted for maintenance of the park.

Capital Projects for the 2016-17 budget include \$15,000 for ADA upgrades.

CARD BUDGET: REVENUE BY SOURCE



CARD BUDGET: BUDGETED EXPENDITURES



**CHICO AREA RECREATION AND PARK DISTRICT
PROPOSED BUDGET: 2017-2018
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
PROPOSED BUDGET: 2017-2018
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
 PROPOSED BUDGET: 2017-2018
 PART TIME/TEMPORARY/SEASONAL SALARY - SCHEDULE**

EFFECTIVE JAN 2017



* indicates change in job title or description from prior budget

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
RANGE C					
Recreation Leader II, Park Labor III, Office Worker II, Lifeguard I, Swim Instructor, Facility Attendent I	\$10.50	\$10.92	\$11.36		
RANGE D					
Park Labor IV, Office Worker III, Recreation Leader III, Assistant Director, Lifeguard II, Swim Coach	\$11.50	\$11.96	\$12.44		
RANGE E					
Director, Specialist, Office Worker IV, Lifeguard III, Assistant Pool Manager, Hourly Program Instructor Facility Attendent II	\$12.50	\$13.00	\$13.52		
RANGE F					
1. Finance Clerk, HR Clerk	\$14.86	\$15.60	\$16.38		
2. Recreation Coordinator	\$17.36	\$18.23	\$19.14		
3. Facility Rental Coordinator	\$19.19	\$20.15	\$21.16		
RANGE G - Instructors					
1. Enrichment Teacher	\$10.50	\$12.00	\$15.00	\$20.00	\$25.00
2. Program Manager Nature Center Assistant Director*	\$20.00	\$20.25	\$20.50	\$20.75	\$21.00
NOTES:	1) Part time/Temporary/Seasonal employees will be initially employed at step one of the pay range unless the supervisor submits a written memorandum to the General Manager for approval that sets forth the justification for initially employing the employee at step two or three. No employee can be initially employed at a salary range above step three. 2) Part time employees are limited to working no more than 28 hours per week. They may work in excess of 970 hours per year if they have been approved as an extended Cal-PERS retirement plan participant by the General Manager. 3) Temporary part time employees are limited to working no more than 28 hours per week and no more than 970 hours per Fiscal Year (July 1 - June 30) 4) Seasonal employees work for a defined season of 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. Examples of seasonal programs include summer aquatics and summer camps. 5) Instructors under contract shall be compensated in accordance with the negotiated contract.				



RANGE H		STEP 1	STEP 2	STEP 3
1. Softball, Basketball, & Kickball Game Rates				
a.	Competitive League	\$ 16.00	\$ 18.00	\$ 20.00
2. Baseball League Game Rates				
a.	Plate	\$ 42.00	\$ 46.00	\$ 48.00
b.	Bases	\$ 27.50	\$ 30.00	\$ 32.00
3. Volleyball League Game Rates				
a.	Competitive League	\$ 16.00	\$ 17.00	\$ 18.00
4. Soccer League Game Rates				
a.	Line Judge Flat Rate	\$ 17.50	\$ 18.50	\$ 19.50
b.	Field Official Flat Rate	\$ 28.00	\$ 29.00	\$ 30.00
c.	7 A-Side Flat Rate	\$ 25.00	\$ 26.00	\$ 27.00
5. Flag Football League Game Rates				
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
 PROPOSED BUDGET: 2017-2018
 PART TIME/TEMPORARY/SEASONAL SALARY - SCHEDULE**

EFFECTIVE JAN 2018



* indicates change in job title or description from prior budget

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
RANGE C					
Recreation Leader II, Park Labor III, Office Worker II, Lifeguard I, Swim Instructor, Facility Attendent I	\$11.00	\$11.44	\$11.90		
RANGE D					
Park Labor IV, Office Worker III, Recreation Leader III, Assistant Director, Lifeguard II, Swim Coach	\$12.00	\$12.48	\$12.98		
RANGE E					
Director, Specialist, Office Worker IV, Lifeguard III, Assistant Pool Manager, Hourly Program Instructor Facility Attendent II	\$13.00	\$13.52	\$14.06		
RANGE F					
1. Finance Clerk, HR Clerk	\$15.60	\$16.38	\$17.20		
2. Recreation Coordinator	\$18.96	\$19.91	\$20.90		
3. Facility Rental Coordinator	\$20.96	\$22.01	\$23.11		
RANGE G - Instructors					
1. Enrichment Teacher	\$13.00	\$15.00	\$17.00	\$20.00	\$22.00
2. Program Manager Nature Center Asst. Dir. Tiny Tots/KR Prog. Mgr	\$20.00	\$20.25	\$20.50	\$20.75	\$21.00
NOTES:	1) Part time/Temporary/Seasonal employees will be initially employed at step one of the pay range unless the supervisor submits a written memorandum to the General Manager for approval that sets forth the justification for initially employing the employee at step two. No employee can be initially employed at a salary range above step two. 2) Part time employees are limited to working no more than 28 hours per week. They may work in excess of 970 hours per year if they have been approved as an extended Cal-PERS retirement plan participant by the General Manager. 3) Temporary part time employees are limited to working no more than 28 hours per week and no more than 970 hours per Fiscal Year (July 1 - June 30) 4) Seasonal employees work for a defined season of 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. Examples of seasonal programs include summer aquatics and summer camps. 5) Instructors under contract shall be compensated in accordance with the negotiated contract.				

RANGE H	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, 2017-June 30,2018		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Parks & Recreation Director											
Hourly	\$	42.21	43.21	44.21	45.21	46.21	47.21	48.21	49.21	50.21	51.21
Monthly	\$	7,316	7,490	7,663	7,836	8,010	8,183	8,356	8,530	8,703	8,876
Annually	\$	87,797	89,877	91,957	94,037	96,117	98,197	100,277	102,357	104,437	106,517
Finance Manager											
Hourly	\$	33.17	34.17	35.17	36.17	37.17	38.17	39.17	40.17	41.17	42.17
Monthly	\$	5,749	5,923	6,096	6,269	6,443	6,616	6,789	6,963	7,136	7,309
Annually	\$	68,994	71,074	73,154	75,234	77,314	79,394	81,474	83,554	85,634	87,714
HR Manager											
Hourly	\$	33.17	34.17	35.17	36.17	37.17	38.17	39.17	40.17	41.17	42.17
Monthly	\$	5,749	5,923	6,096	6,269	6,443	6,616	6,789	6,963	7,136	7,309
Annually	\$	68,994	71,074	73,154	75,234	77,314	79,394	81,474	83,554	85,634	87,714

Other Full Time Employees

July 1, 2017-June 30,2018		Step A	Step B	Step C	Step D	Step E	Merit Range				
							Step F	Step G	Step H	Step I	
Executive Assistant											
Hourly	\$	25.95	27.25	28.61	30.04	31.54	33.12	34.77	36.51	38.34	
Monthly	\$	4,498	4,723	4,959	5,207	5,467	5,740	6,027	6,329	6,645	
Annually	\$	53,972	56,670	59,504	62,479	65,603	68,883	72,327	75,944	79,741	
Finance Assistant											
Hourly	\$	23.41	24.58	25.81	27.10	28.46	29.88	31.37	32.94	34.59	
Monthly	\$	4,058	4,261	4,474	4,697	4,932	5,179	5,438	5,710	5,995	
Annually	\$	48,694	51,128	53,685	56,369	59,187	62,147	65,254	68,517	71,943	
Facility Coordinator											
Hourly	\$	20.96	22.00	23.10	24.26	25.47	26.75	28.08	29.49	30.96	
Monthly	\$	3,632	3,814	4,005	4,205	4,415	4,636	4,868	5,111	5,367	
Annually	\$	43,588	45,768	48,056	50,459	52,982	55,631	58,413	61,333	64,400	
Customer Service Rep II											
Hourly	\$	20.96	22.00	23.10	24.26	25.47	26.75	28.08	29.49	30.96	
Monthly	\$	3,632	3,814	4,005	4,205	4,415	4,636	4,868	5,111	5,367	
Annually	\$	43,588	45,768	48,056	50,459	52,982	55,631	58,413	61,333	64,400	
Customer Service Rep I											
Hourly	\$	17.88	18.77	19.71	20.70	21.73	22.82	23.96	25.16	26.41	
Monthly	\$	3,099	3,254	3,416	3,587	3,767	3,955	4,153	4,360	4,578	
Annually	\$	37,185	39,045	40,997	43,047	45,199	47,459	49,832	52,324	54,940	
Marketing Coordinator											
Hourly	\$	22.96	24.11	25.32	26.58	27.91	29.31	30.77	32.31	33.93	
Monthly	\$	3,980	4,179	4,388	4,608	4,838	5,080	5,334	5,601	5,881	
Annually	\$	47,763	50,152	52,659	55,292	58,057	60,960	64,008	67,208	70,568	
Recreation Coordinator											
Hourly	\$	18.96	19.91	20.90	21.95	23.05	24.20	25.41	26.68	28.01	
Monthly	\$	3,286	3,451	3,623	3,804	3,994	4,194	4,404	4,624	4,855	
Annually	\$	39,435	41,407	43,477	45,651	47,934	50,330	52,847	55,489	58,264	
Sr. Recreation Supervisor											
Hourly	\$	30.65	32.18	33.79	35.48	37.26	39.12	41.07	43.13	45.28	
Monthly	\$	5,313	5,578	5,857	6,150	6,458	6,780	7,119	7,475	7,849	
Annually	\$	63,752	66,940	70,287	73,801	77,491	81,366	85,434	89,705	94,191	
Recreation Supervisor											
Hourly	\$	24.93	26.18	27.48	28.86	30.30	31.82	33.41	35.08	36.83	
Monthly	\$	4,321	4,537	4,764	5,002	5,252	5,515	5,791	6,080	6,384	
Annually	\$	51,852	54,444	57,167	60,025	63,026	66,178	69,487	72,961	76,609	
Nature Center Director											
Hourly	\$	24.93	26.18	27.48	28.86	30.30	31.82	33.41	35.08	36.83	
Monthly	\$	4,321	4,537	4,764	5,002	5,252	5,515	5,791	6,080	6,384	
Annually	\$	51,852	54,444	57,167	60,025	63,026	66,178	69,487	72,961	76,609	
Park Supervisor											
Hourly	\$	24.93	26.18	27.48	28.86	30.30	31.82	33.41	35.08	36.83	
Monthly	\$	4,321	4,537	4,764	5,002	5,252	5,515	5,791	6,080	6,384	
Annually	\$	51,852	54,444	57,167	60,025	63,026	66,178	69,487	72,961	76,609	
Utility II											
Hourly	\$	21.91	23.01	24.16	25.37	26.64	27.97	29.37	30.83	32.38	
Monthly	\$	3,798	3,988	4,188	4,397	4,617	4,848	5,090	5,344	5,612	
Annually	\$	45,579	47,858	50,250	52,763	55,401	58,171	61,080	64,134	67,340	
Utility I											
Hourly	\$	19.49	20.46	21.49	22.56	23.69	24.87	26.12	27.42	28.80	
Monthly	\$	3,378	3,547	3,724	3,911	4,106	4,312	4,527	4,753	4,991	
Annually	\$	40,538	42,565	44,694	46,928	49,275	51,738	54,325	57,042	59,894	