



**REGULAR MEETING OF THE CHICO AREA
RECREATION AND PARK DISTRICT BOARD OF DIRECTORS
545 VALLOMBROSA AVENUE, CHICO, CA 95926**

**(Draft)
MINUTES
September 20, 2018**

Board Members Present: Jan Sneed, Chair
Bob Malowney, Vice Chair
Herman Ellis, Board Member
Tom Lando, Board Member
Michael Worley, Board Member

Staff Members Present: Ann Willmann, General Manager
Terry Zeller, Director of Parks and Recreation

Heather Childs, Finance Manager
Jennifer Marciales, Executive Assistant

1.0 CALL TO ORDER

1.1 Roll Call

The meeting was called to order at 7:00 p.m., and roll call was taken as noted above.

2.0 CORRESPONDENCE

There was no correspondence.

3.0 PUBLIC COMMENTS

There were no comments.

4.0 PRESENTATIONS

Joel Feldman with Conventions, Sports and Leisure presented the Needs Assessment and Feasibility Study to the Board of Directors.

Mr. Feldman reviewed the process that he engaged in to gather information from current users, industry standards, and comparable communities. He reviewed the current demand for additional facilities in Chico and the structure for which they could be achieved.

Directors were then given the opportunity to comment on the report.

Director Lando questioned the replacement cost of the turf fields and wanted to ensure that accurate replacement costs were included. He also requested that hotels that are currently online for construction be added to the hotel inventory. He asked if any additional properties had been considered other than DeGarmo, the Everybody Healthy Body site, and Valley's Edge.

Mr. Feldman stated that the scope of the project was only those facilities listed and did not include other sites.

Director Lando noted the Diamond Match property may be an option for development if CARD was able to secure the land. He inquired with District Counsel if CARD had the ability to declare eminent domain. Counsel will research and provide an update to the board at a later date.

Director Lando, Director Worley, and Chair Sneed voiced concern over the feasibility of developing the proposed Everybody, Healthy Body site.

Director Ellis and Director Malowney noted that completing DeGarmo Park should be a priority.

5.0 CONSENT AGENDA

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

The vote was as follows: Ayes carried

Ayes: Sneed, Malowney, Ellis, Lando, Worley

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 Park and Recreation Director Zeller reviewed their staff report with the Board and provided an update on the Community Park Road Connection, Afterschool Program, and New Pickleball League.

7.2 Master Plan Update

General Manager Willmann reviewed her staff report with the Board.

Chair Sneed requested that the horse trails at Hooker Oak Park be identified and included in the Master Plan Update.

M/S/C/ (Directors Malowney/Ellis) that the Board of Directors approves staff's recommendations for the additions and deletions to the draft Master Plan Update, and directs staff to schedule a Special Board Meeting on October 1, 2018 to review and finalize the Master Plan Update.

The vote was as follows: Ayes carried

Ayes: Sneed, Malowney, Ellis, Lando, Worley

Noes: None
Abstain: None
Absent: None

7.3 Future Facilities/Funding Measure

M/S/C/ (Directors Lando/Ellis) that the Board of Directors directs staff to do a Request for Proposal for Pre-Electoral Strategic Consulting Services.

The vote was as follows: Ayes carried
Ayes: Sneed, Malowney, Ellis, Lando, Worley
Noes: None
Abstain: None
Absent: None

The consensus of the Board was for the proposals to be preliminarily presented to the Board in November for the current Board Members to review, and the final request be presented in December after the Board elections are complete.

8.0 **NEW BUSINESS**

8.1 Request from the Chico Creek Nature Center Board of Directors

M/S/C/ (Directors Lando/Malowney) that the Board of Directors directs staff to enter into discussions with the City of Chico and the Chico Creek Nature Center Board of Directors to explore options of a permanent transfer of assets and liabilities of the Chico Creek Nature Center to CARD.

The vote was as follows: Ayes carried
Ayes: Sneed, Malowney, Ellis, Lando, Worley
Noes: None
Abstain: None
Absent: None

8.2 Updated Park Rules and Regulations

M/S/C/ (Directors Lando/Malowney) that the Board of Directors directs staff to begin the thirty (30) day notice period for the public hearing of the updated Park Rules and Regulations.

The vote was as follows: Ayes carried
Ayes: Sneed, Malowney, Ellis, Lando, Worley
Noes: None
Abstain: None
Absent: None

9.0 **BOARD OF DIRECTORS' REPORTS/SPECIAL ASSIGNMENTS**

9.1 Butte County Special Districts Association/LAFCO

Director Lando stated that LAFCO approved the update of the sphere of influence for the City of Chico.

9.2 Other Reports

There were no comments.

10.0 DIRECTORS' COMMENTS

There were no comments.

11.0 GENERAL MANAGER'S COMMENTS

General Manager Willmann thanked staff for all of their hard work at CARD's 70th Anniversary event. She noted that CARD received proclamations from both Congressman LaMalfa and Assemblyman Gallagher.

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 8:51 p.m. to the Special Meeting of the Board of Directors of the Chico Area Recreation and Park District on October 1, 2018.

Respectfully submitted,

Ann Willmann, General Manager
Secretary to the Board



**SPECIAL MEETING OF THE CHICO AREA
RECREATION AND PARK DISTRICT BOARD OF DIRECTORS
545 VALLOMBROSA AVENUE, CHICO, CA 95926**

**(Draft)
MINUTES
October 1, 2018**

Board Members Present: Jan Sneed, Chair
Bob Malowney, Vice Chair
Herman Ellis, Board Member
Tom Lando, Board Member

Board Members Absent: Michael Worley, Board Member

Staff Members Present: Ann Willmann, General Manager
Terry Zeller, Director of Parks and Recreation
Jennifer Marciales, Executive Assistant

1.0 CALL TO ORDER

1.1 Roll Call

The meeting was called to order at 1:00 p.m., and roll call was taken as noted above.

2.0 PUBLIC COMMENTS

There were no comments.

3.0 REVIEW OF FINAL DRAFT OF THE MASTER PLAN UPDATE

The consensus of the Board was to include the following in the Master Plan Update:

1. County Service Area 87
2. Existing wetlands at 20th and Notre Dame
3. On Page 52, include a statement that CARD should work with the City of Chico and Butte County for future development

M/S/C/ (Directors Lando/Ellis) that the Board of Directors directs staff to include the items listed above and proceed with the next step in the process.

The vote was as follows: Ayes carried

Ayes: Sneed, Malowney, Ellis, Lando

Noes: None

Abstain: None

Absent: Worley

4.0 CARD COMMUNITY CENTER ROOF PROJECT

M/S/C/ (Directors Lando/Ellis) that the Board of Directors authorizes the General Manager to enter into an agreement with Northstar Engineering in an amount not to exceed \$50,000 to prepare the plans for the roof replacement, including the new footings and duct work, and develop and assist with the bid process and oversight of the bid once it has been awarded.

The vote was as follows: Ayes carried

Ayes: Sneed, Malowney, Ellis, Lando

Noes: None

Abstain: None

Absent: Worley

5.0 ADJOURNMENT

There being no further business, the Special Meeting of the Board of Directors was adjourned at 1:17 p.m. to the Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on October 18, 2018.

Respectfully submitted,

Ann Willmann, General Manager
Secretary to the Board

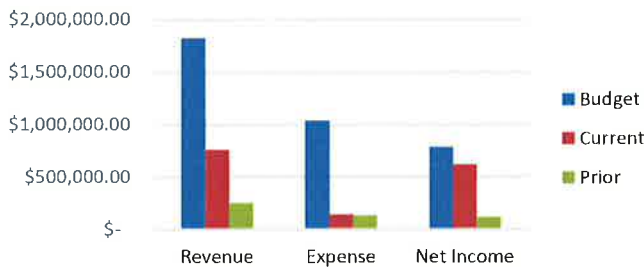
**CHICO AREA RECREATION AND PARK DISTRICT
BOARD PROGRAM SUMMARY 2018-2019
September 2018
25% of the Year**

AFTERSCHOOL

We are at 42% of Budgeted Revenues and 14% of Budgeted Expenses. Our Net Income is \$498,178.76 over this time last year. Usually we invoice the School District throughout the school year. This year, the School District has already paid the entire contract.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 1,825,800.00	\$ 759,132.12	\$ 254,849.44
EXPENSES	\$ 1,039,429.00	\$ 142,417.35	\$ 136,313.43

AFTERSCHOOL

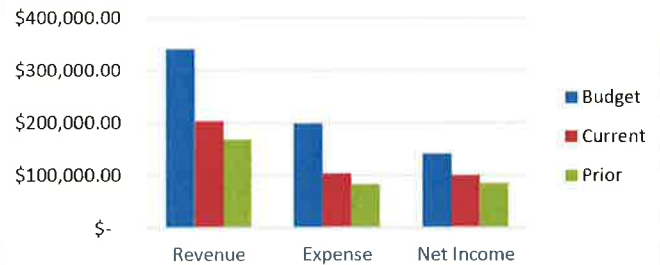


CAMPS

We are at 60% 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 \$14,791.12 over this time last year.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 340,270.00	\$ 203,232.14	\$ 168,184.84
EXPENSES	\$ 198,635.00	\$ 103,479.53	\$ 83,223.35

CAMPS

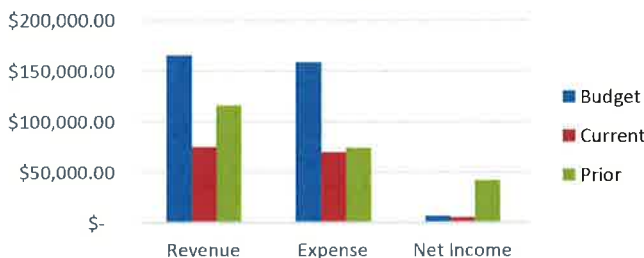


AQUATICS

We are at 45% of Budgeted Revenues and 44% of Budgeted Expenses. Our Net Income is currently \$36,905.48 less than this time last year. Amounts received in the beginning of FY2017/2018 should have been accrued to FY2016/2017 but were not, this overstated FY2017/2018 Revenue. Amounts received in FY2018/2019 were correctly accrued to FY2017/2018.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 166,010.00	\$ 75,047.75	\$ 116,223.97
EXPENSES	\$ 159,115.00	\$ 69,729.82	\$ 74,000.56

AQUATICS

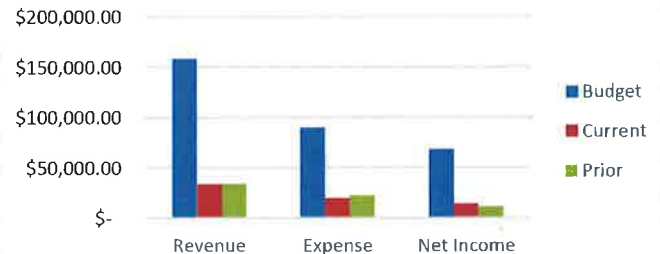


CLASSES

We are at 21% of Budgeted Revenues and 22% of Budgeted Expenses. We have various classes that run throughout the year. Our Net Income is currently \$2,575.99 more than this time last year.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 158,500.00	\$ 33,881.15	\$ 34,219.32
EXPENSES	\$ 89,990.00	\$ 69,729.82	\$ 22,615.00

CLASSES



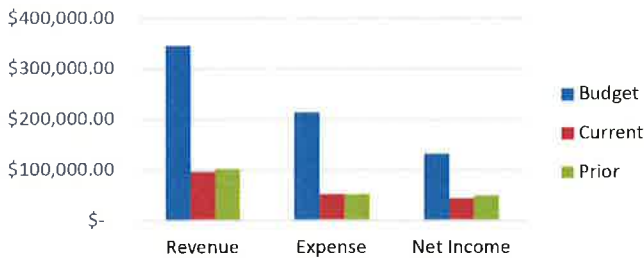
**CHICO AREA RECREATION AND PARK DISTRICT
BOARD PROGRAM SUMMARY 2018-2019
September 2018
25% of the Year**

ADULT SPORTS

We are at 28% of Budgeted Revenues and 24% of Budgeted Expenses. Our Net Income is \$6,312.73 less than this time last year.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 346,200.00	\$ 95,704.68	\$ 102,370.04
EXPENSES	\$ 214,100.00	\$ 52,121.63	\$ 52,474.26

ADULT SPORTS

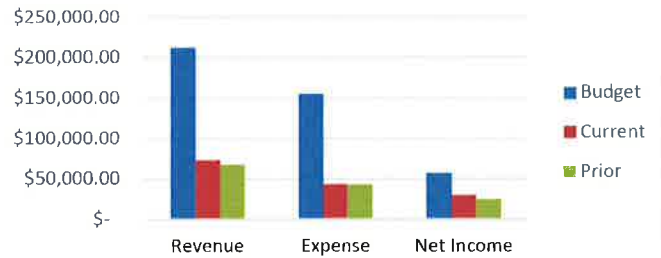


YOUTH SPORTS

We are at 34% of Budgeted Revenues and 28% of Budgeted Expenses. Our Net Income is \$4,868.05 over this time last year.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 212,300.00	\$ 72,903.41	\$ 67,789.81
EXPENSES	\$ 154,890.00	\$ 43,195.81	\$ 42,950.26

YOUTH SPORTS

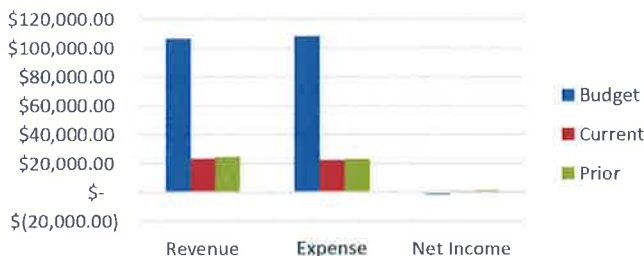


SENIORS

We are at 22% of Budgeted Revenues and 21% of Budgeted Expenses. Our Net Income is \$613.73 less than this time last year.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 106,550.00	\$ 23,153.07	\$ 24,602.72
EXPENSES	\$ 108,050.00	\$ 22,285.16	\$ 23,121.08

SENIORS

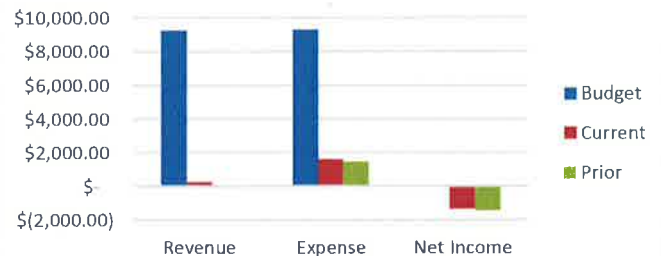


SPECIAL EVENTS

We are at 3% of Budgeted Revenues and 17% of Budgeted Expenses. Our Net Income is \$112.04 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	\$ 9,250.00	\$ 250.00	\$ -
EXPENSES	\$ 9,300.00	\$ 1,589.30	\$ 1,451.34

SPECIAL EVENTS



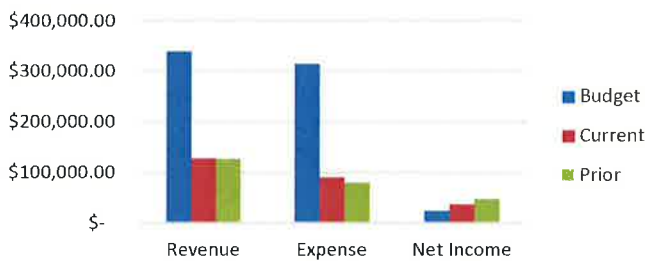
CHICO AREA RECREATION AND PARK DISTRICT
BOARD PROGRAM SUMMARY 2018-2019
September 2018
25% of the Year

NATURE CENTER

We are at 38% of Budgeted Revenues and 29% of Budgeted Expenses. Our Net Income is \$10,092.09 less than this time last year. The Nature Center has seen high staff costs and purchases for the Nature School start up camp. Camp purchases of supplies that have already been made will also be used when Camps continue later in the year.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 339,350.00	\$ 127,427.45	\$ 127,156.06
EXPENSES	\$ 314,800.00	\$ 90,392.87	\$ 80,029.39

NATURE CENTER

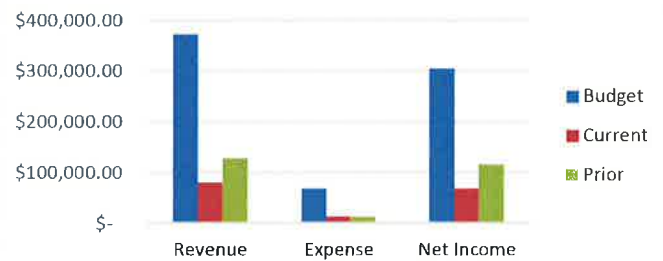


FACILITY RENTAL

We are at 21% of Budgeted Revenues and 18% of Budgeted Expenses. Our Net Income is \$48,071.86 less than this time last year.

	BUDGET	CURRENT YTD	PRIOR YTD
REVENUE	\$ 373,000.00	\$ 80,095.28	\$ 127,526.62
EXPENSES	\$ 68,000.00	\$ 12,394.46	\$ 11,753.94

FACILITY RENTAL



CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2018-2019
SEPTEMBER 2018

DESCRIPTION	2018-2019 Budget	September 2018	2018-2019 YTD	2018-2019 % of Budget	Remaining Budget	2017-2018 Budget	September 2017	2017-2018 YTD	2017-2018 % of Budget	Difference by Year
AFTERSCHOOL										
INCOME	1,825,800.00	137,663.99	759,132.12	42%	1,066,667.88	1,591,186.00	164,326.32	254,849.44	16%	504,282.68
INCOME	-	-	-	0%	-	-	-	-	0%	-
PROGRAM SUPPLIES	(70,940.00)	(3,193.88)	(6,310.11)	9%	(64,629.89)	(62,106.00)	(3,363.93)	(9,088.33)	15%	2,778.22
CONTRACT SERVICES	(3,000.00)	(1,252.75)	(1,252.75)	42%	(1,747.25)	(3,500.00)	-	-	0%	(1,252.75)
PART-TIME WAGES	(965,489.00)	(85,117.29)	(134,854.49)	14%	(830,634.51)	(817,350.00)	(84,433.16)	(127,225.10)	16%	(7,629.39)
TOTAL AFTERSCHOOL	786,371.00	48,100.07	616,714.77	78%	169,656.23	708,230.00	76,529.23	118,536.01	17%	498,178.76
CAMPS				0%					0%	
INCOME	340,270.00	(110.44)	203,232.14	60%	137,037.86	298,240.00	1,268.50	168,184.84	56%	35,047.30
PROGRAM SUPPLIES	(18,500.00)	(52.69)	(4,931.95)	27%	(13,568.05)	(18,700.00)	-	(3,489.52)	19%	(1,442.43)
PROGRAM TRANSPORTATION	(1,500.00)	-	(735.65)	49%	(764.35)	(1,500.00)	(1,255.70)	(1,255.70)	84%	520.05
CONTRACT SERVICES	(46,800.00)	-	(34,951.09)	75%	(11,848.91)	(46,600.00)	(2,244.00)	(27,346.28)	59%	(7,604.81)
PART-TIME WAGES	(114,335.00)	(135.86)	(62,860.84)	55%	(51,474.16)	(91,751.00)	(100.97)	(51,131.85)	56%	(11,728.99)
INSTRUCTOR WAGES	(17,500.00)	-	-	0%	(17,500.00)	(18,000.00)	-	-	0%	-
TOTAL CAMPS	141,635.00	(298.99)	99,752.61	70%	41,882.39	121,689.00	(2,332.17)	84,961.49	70%	14,791.12
AQUATICS				0%					0%	
INCOME	166,010.00	5,880.97	75,047.75	45%	90,962.25	155,950.00	16,838.99	116,223.97	75%	(41,176.22)
PROGRAM SUPPLIES	(6,300.00)	(21.00)	(1,992.57)	32%	(4,307.43)	(5,165.00)	-	(1,256.96)	24%	(735.61)
CLOTHING	(800.00)	-	-	0%	(800.00)	(800.00)	-	-	0%	-
CONTRACT SERVICES	-	-	-	0%	-	-	-	-	0%	-
INSTRUCTOR WAGES	-	(71.50)	(136.50)	0%	136.50	-	-	-	0%	(136.50)
PART-TIME WAGES	(152,015.00)	(4,481.64)	(67,600.75)	44%	(84,414.25)	(135,477.00)	(2,548.19)	(72,743.60)	54%	5,142.85
TOTAL AQUATICS	6,895.00	1,306.83	5,317.93	77%	1,577.07	14,508.00	14,290.80	42,223.41	291%	(36,905.48)
CLASSES				0%					0%	
INCOME	158,500.00	20,020.57	33,881.15	21%	124,618.85	179,150.00	14,208.70	34,219.32	19%	(338.17)
ADVERTISING	-	-	-	0%	-	-	-	-	0%	-
PROGRAM SUPPLIES	(3,250.00)	(1,000.76)	(3,212.14)	99%	(37.86)	(4,000.00)	(868.57)	(1,749.25)	44%	(1,462.89)
CLOTHING	-	-	-	0%	-	-	-	-	0%	-
CONTRACT SERVICES	(15,800.00)	(683.90)	(2,632.70)	17%	(13,167.30)	(27,325.00)	(437.50)	(1,988.00)	7%	(644.70)
PART-TIME WAGES	(11,740.00)	(213.60)	(1,182.60)	10%	(10,557.40)	(11,740.00)	(319.14)	(1,325.42)	11%	142.82
INSTRUCTOR WAGES	(60,000.00)	(6,532.80)	(12,673.40)	21%	(47,326.60)	(91,000.00)	(7,595.43)	(17,552.33)	19%	4,878.93
TOTAL CLASSES	67,710.00	11,589.51	14,180.31	21%	53,529.69	45,085.00	4,988.06	11,604.32	26%	2,575.99
ADULT SPORTS				0%					0%	
INCOME	346,200.00	38,070.63	95,704.68	28%	250,495.32	350,600.00	36,029.77	102,370.04	29%	(6,665.36)
PROGRAM SUPPLIES	(25,500.00)	(0.54)	(3,833.83)	15%	(21,666.17)	(26,300.00)	(1,984.07)	(5,733.81)	22%	1,899.98
PROGRAM TRANSPORTATION	-	-	-	0%	-	-	-	-	0%	-
CLOTHING	-	-	-	0%	-	-	-	-	0%	-
CONTRACT SERVICES	(6,800.00)	-	-	0%	(6,800.00)	(6,800.00)	-	-	0%	-
PART-TIME WAGES	(181,800.00)	(6,750.71)	(19,204.40)	11%	(162,595.60)	(176,300.00)	(5,831.65)	(17,026.03)	10%	(2,178.37)
OFFICIALS WAGES	-	(11,939.40)	(29,083.40)	0%	29,083.40	-	(11,287.00)	(29,714.42)	0%	631.02
TOTAL ADULT SPORTS	132,100.00	19,379.98	43,583.05	33%	88,516.95	141,200.00	16,927.05	49,895.78	35%	(6,312.73)
				0%					0%	

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2018-2019
SEPTEMBER 2018

DESCRIPTION	2018-2019 Budget	September 2018	2018-2019 YTD	2018-2019 % of Budget	Remaining Budget	2017-2018 Budget	September 2017	2017-2018 YTD	2017-2018 % of Budget	Difference by Year
YOUTH SPORTS				0%					0%	
INCOME	212,300.00	25,567.81	72,903.41	34%	139,396.59	215,100.00	28,153.96	67,789.81	32%	5,113.60
PROGRAM SUPPLIES	(9,600.00)	(186.89)	(3,094.83)	32%	(6,505.17)	(8,600.00)	(409.20)	(2,287.95)	27%	(806.88)
PROGRAM TRANSPORTATION	(1,640.00)	-	-	0%	(1,640.00)	(1,600.00)	-	-	0%	-
CLOTHING	(11,400.00)	(964.59)	(5,458.35)	48%	(5,941.65)	(10,300.00)	(2,822.40)	(6,984.00)	68%	1,525.65
CONTRACT SERVICES	(1,250.00)	-	(735.00)	59%	(515.00)	(13,900.00)	(60.00)	(619.90)	4%	(115.10)
PART-TIME WAGES	(131,000.00)	(7,725.59)	(33,907.63)	26%	(97,092.37)	(120,300.00)	(8,395.40)	(33,058.41)	27%	(849.22)
OFFICIALS WAGES	-	-	-	0%	-	-	-	-	0%	-
TOTAL YOUTH SPORTS	57,410.00	16,690.74	29,707.60	52%	27,702.40	60,400.00	16,466.96	24,839.55	41%	4,868.05
SENIOR PROGRAMS				0%					0%	
INCOME	106,550.00	9,961.92	23,153.07	22%	83,396.93	108,520.00	11,037.77	24,602.72	23%	(1,449.65)
PROGRAM SUPPLIES	(4,900.00)	(430.15)	(903.93)	18%	(3,996.07)	(5,250.00)	(670.30)	(1,051.93)	20%	148.00
PROGRAM TRANSPORTATION	-	-	-	0%	-	-	-	-	0%	-
CONTRACT SERVICES	(34,750.00)	(1,330.00)	(6,852.21)	20%	(27,897.79)	(36,700.00)	(2,140.00)	(8,701.87)	24%	1,849.66
PART-TIME WAGES	(43,800.00)	(4,043.01)	(11,688.02)	27%	(32,111.98)	(46,380.00)	(2,894.98)	(9,252.38)	20%	(2,435.64)
INSTRUCTOR WAGES	(24,600.00)	(1,029.60)	(2,841.00)	12%	(21,759.00)	(20,000.00)	(206.27)	(4,114.90)	21%	1,273.90
TOTAL SENIOR PROGRAMS	(1,500.00)	3,129.16	867.91	-58%	(2,367.91)	190.00	5,126.22	1,481.64	780%	(613.73)
SPECIAL EVENTS				0%					0%	
INCOME	9,250.00	-	250.00	3%	9,000.00	7,250.00	-	-	0%	250.00
PROGRAM SUPPLIES	(6,500.00)	-	(1,589.30)	24%	(4,910.70)	(4,350.00)	-	(1,451.34)	33%	(137.96)
MILEAGE	-	-	-	0%	-	-	-	-	0%	-
CONTRACT SERVICES	(2,800.00)	-	-	0%	(2,800.00)	(2,800.00)	-	-	0%	-
PART-TIME WAGES	-	-	-	0%	-	-	-	-	0%	-
TOTAL SPECIAL EVENTS	(50.00)	-	(1,339.30)	2679%	1,289.30	100.00	-	(1,451.34)	-1451%	112.04
NATURE CENTER				0%					0%	
INCOME	322,850.00	5,735.68	124,786.45	39%	198,063.55	248,580.00	6,335.39	125,974.96	51%	(1,188.51)
FACILITY RENTALS	2,000.00	-	120.00	6%	1,880.00	2,500.00	-	140.00	6%	(20.00)
FUNDRAISING (DONATIONS)	14,500.00	1,143.00	2,521.00	17%	11,979.00	14,000.00	281.00	1,041.10	7%	1,479.90
GRANT FUNDING	-	-	-	0%	-	-	-	-	0%	-
ENDOWMENT	-	-	-	0%	-	-	-	-	0%	-
FULL-TIME WAGES	(59,000.00)	(4,529.61)	(13,563.16)	23%	(45,436.84)	(55,000.00)	(4,168.00)	(12,494.41)	23%	(1,068.75)
PART-TIME WAGES	(170,900.00)	(4,201.52)	(49,437.42)	29%	(121,462.58)	(115,876.00)	(3,642.32)	(43,206.91)	37%	(6,230.51)
FICA	(18,000.00)	(667.93)	(4,819.54)	27%	(13,180.46)	(13,500.00)	(7,276.83)	(10,292.51)	76%	5,472.97
RETIREMENT	(4,000.00)	(182.76)	(761.62)	19%	(3,238.38)	(10,000.00)	(302.57)	(659.89)	7%	(101.73)
MEDICAL	(11,500.00)	(1,045.63)	(3,578.51)	31%	(7,921.49)	(12,000.00)	(780.39)	(2,239.13)	19%	(1,339.38)
WC INSURANCE	(5,000.00)	-	-	0%	(5,000.00)	(8,000.00)	-	-	0%	-
CLOTHING	(7,000.00)	-	(691.77)	10%	(6,308.23)	(3,700.00)	-	(1,363.68)	37%	671.91
STAFF TRAINING	(500.00)	-	(161.86)	32%	(338.14)	(600.00)	-	-	0%	(161.86)
ADVERTISING	(500.00)	-	(98.00)	20%	(402.00)	(500.00)	-	-	0%	(98.00)
COPYING	(3,100.00)	(3.67)	(2,974.54)	96%	(125.46)	(3,275.00)	(622.04)	(1,337.08)	41%	(1,637.46)
EQUIPMENT/SOFTWARE	(500.00)	-	(488.62)	98%	(11.38)	(500.00)	-	-	0%	(488.62)
CONTRACT SERVICES	(5,500.00)	(516.68)	(945.68)	17%	(4,554.32)	(1,500.00)	(482.96)	(704.88)	47%	(240.80)
PROGRAM SUPPLIES	(28,000.00)	(473.32)	(12,872.15)	46%	(15,127.85)	(19,575.00)	(1,779.80)	(7,671.03)	39%	(5,201.12)
MILEAGE	(300.00)	-	-	0%	(300.00)	(500.00)	(59.87)	(59.87)	12%	59.87

CHICO AREA RECREATION AND PARK DISTRICT
PROGRAM SUMMARY 2018-2019
SEPTEMBER 2018

DESCRIPTION	2018-2019 Budget	September 2018	2018-2019 YTD	2018-2019 % of Budget	Remaining Budget	2017-2018 Budget	September 2017	2017-2018 YTD	2017-2018 % of Budget	Difference by Year
RENT	-	-	-	0%	-	-	-	-	0%	-
PROPERTY & LIABILITY INSUR	(1,000.00)	-	-	0%	(1,000.00)	(1,200.00)	-	-	0%	-
TOTAL NATURE CENTER	24,550.00	(4,742.44)	37,034.58	151%	(12,484.58)	19,354.00	(12,498.39)	47,126.67	243%	(10,092.09)
FACILITY RENTAL				0%					0%	
INCOME	373,000.00	31,855.23	80,095.28	21%	292,904.72	337,591.00	34,784.09	127,526.62	38%	(47,431.34)
PROGRAM SUPPLIES	(8,000.00)	(101.10)	(4,301.96)	54%	(3,698.04)	(8,000.00)	(35.89)	(788.22)	10%	(3,513.74)
CONTRACT SERVICES	(16,000.00)	(105.00)	(700.00)	4%	(15,300.00)	(16,000.00)	-	(699.00)	4%	(1.00)
PART-TIME WAGES	(44,000.00)	(2,676.25)	(7,392.50)	17%	(36,607.50)	(42,000.00)	(4,297.99)	(10,266.72)	24%	2,874.22
TOTAL FACILITY RENTAL	305,000.00	28,972.88	67,700.82	22%	237,299.18	271,591.00	30,450.21	115,772.68	43%	(48,071.86)
RECREATION - MISC. & ADMIN				0%					0%	
INCOME	-	(1,053.54)	(14,094.89)	0%	14,094.89	-	(119.30)	(10,214.23)	0%	(3,880.66)
PUBLICATIONS/LEGAL NOTICE	(24,000.00)	(70.74)	(380.74)	2%	(23,619.26)	(21,000.00)	(203.75)	(5,998.56)	29%	5,617.82
CONFERENCES	(6,000.00)	-	(188.29)	3%	(5,811.71)	(6,000.00)	(150.00)	(4,040.66)	67%	3,852.37
MILEAGE	(1,000.00)	-	-	0%	(1,000.00)	(1,000.00)	-	-	0%	-
OFFICE SUPPLIES	(12,300.00)	(194.23)	(1,626.49)	13%	(10,673.51)	(12,300.00)	(477.89)	(2,256.95)	18%	630.46
CLOTHING	(200.00)	-	-	0%	(200.00)	(200.00)	(79.90)	(79.90)	40%	79.90
ACL/OVERTIME	(5,000.00)	-	-	0%	(5,000.00)	(5,000.00)	-	-	0%	-
PART-TIME WAGES	(7,000.00)	311.77	311.77	-4%	(7,311.77)	(5,000.00)	-	-	0%	311.77
FULL TIME WAGES	(408,000.00)	(32,051.84)	(93,448.00)	23%	(314,552.00)	(395,000.00)	(32,161.93)	(99,706.21)	25%	6,258.21
TOTAL RECREATION - MISC. & ADMIN	(463,500.00)	(33,058.58)	(109,426.64)	24%	(354,073.36)	(445,500.00)	(33,192.77)	(122,296.51)	27%	12,869.87
TOTAL PROGRAM SUMMARY	1,056,621.00	91,069.16	804,093.64	76%	252,527.36	936,847.00	116,755.20	372,693.70	40%	431,399.94

**CHICO AREA RECREATION AND PARK DISTRICT
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SEPTEMBER 2018**

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NOTE: This completes 3 month of the fiscal year and represents 25% of the year.

CHICO AREA RECREATION AND PARK DISTRICT
BALANCE SHEET
SEPTEMBER 2018

	SEPTEMBER 2018	SEPTEMBER 2017
ASSETS		
CASH		
CASH ON DEPOSIT WITH COUNTY (GENERAL FUND)	4,965,846.22	4,063,326.20
CASH ON DEPOSIT WITH COUNTY (COMMUNITY BAND)	926.02	1,641.01
CASH ON DEPOSIT WITH COUNTY (PARK FUND)	124,823.81	57,313.88
CASH ON DEPOSIT WITH COUNTY (OAK WAY)	18,982.80	22,362.04
CASH ON DEPOSIT WITH COUNTY (PETERSON PARK)	24,849.07	31,350.12
CASH ON DEPOSIT WITH COUNTY (BARONI PARK)	74,111.12	68,834.74
CASH ON DEPOSIT WITH COUNTY (ROTARY)	16,534.52	16,522.83
CASH ON DEPOSIT WITH ROTARY FOUNDATION	500.96	500.96
CASH - GOLDEN VALLEY BANK	214,829.50	240,785.33
PETTY CASH	500.00	500.00
BANK SUSPENSE	98,802.01	89,759.98
SUBTOTAL	5,540,706.03	4,592,897.09
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	139,693.25	106,187.74
A/R - ONLINE PAYMENT CLEARING	-	-
A/R - IN HOUSE CREDIT CARDS	16,325.00	16,925.00
INTEREST RECEIVABLE (GENERAL FUND)	20,343.01	-
INTEREST RECEIVABLE (PARK FUND)	398.90	(0.00)
INTEREST RECEIVABLE (OAK WAY)	288.46	-
INTEREST RECEIVABLE (PETERSON PARK)	263.18	-
INTEREST RECEIVABLE (BARONI PARK)	483.05	-
RECEIVABLES	177,794.85	123,112.74
DUE FROM OTHER FUNDS		
DUE TO GENERAL FUND FROM OTHER FUNDS	84,715.16	79,877.24
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	84,715.16	79,877.24
TOTAL CURRENT ASSETS	5,803,216.04	4,795,887.07
PREPAID PENSION CONTRIBUTION	214,215.62	244,817.85
FIXED ASSETS		
LAND	11,634,790.52	11,634,790.52
LAND IMPROVEMENTS	25,373,368.01	24,769,004.40
LEASEHOLD IMPROVEMENTS	1,098,162.52	1,098,162.52

**CHICO AREA RECREATION AND PARK DISTRICT
BALANCE SHEET
SEPTEMBER 2018**

	SEPTEMBER 2018	SEPTEMBER 2017
EQUIPMENT	873,376.85	848,968.25
EQUIPMENT - COMPUTERS	276,499.35	276,499.35
EQUIPMENT - AUTOS	369,002.10	371,592.10
CONSTRUCTION IN PROGRESS	16,132.60	54,646.86
SUBTOTAL	39,641,331.95	39,053,664.00
ACCUMULATED DEPRECIATION	(13,154,773.84)	(12,290,441.83)
SUBTOTAL	26,486,558.11	26,763,222.17
TOTAL ASSETS	32,503,989.77	31,803,927.09
TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68	789,365.00	789,365.00

CHICO AREA RECREATION AND PARK DISTRICT
BALANCE SHEET
SEPTEMBER 2018

	SEPTEMBER 2018	SEPTEMBER 2017
LIABILITIES		
ACCOUNTS PAYABLE	188,385.15	121,814.62
ACCRUED EXPENSES		
ACCRUED PAYROLL	5,248.64	5,248.64
PAYROLL FEDERAL TAXES	9,310.77	11,386.27
PAYROLL STATE TAXES	2,493.76	2,367.37
PAYROLL EMPLOYEE MEDI & FICA	12,942.11	12,425.97
PAYROLL EMPLOYER MEDI & FICA LIAB	11,512.46	10,996.32
PAYROLL SDI	3,116.57	2,865.63
LONG TERM CARE PAY DEDUCTIONS	-	-
PAYROLL GARNISHMENTS	(92.62)	0.20
UNION DUES - SUPERVISORS	61.57	-
UNION DUES - PARKS	-	-
CALPERS 2% AT 62	-	-
457 EMPLOYEE CONTRIBUTIONS	5,752.28	1,676.00
EMPLOYEE MEDICAL WITHHOLDINGS	(1,530.84)	(1,530.84)
VOUCHERS PAYABLE ACCRUAL	-	-
ACCRUED INTEREST EXPENSE (GENERAL FUND)	-	4,082.24
ACCRUED INTEREST EXPENSE (PARK FUND)	-	-
ACCRUED EXPENSES	48,814.70	49,517.80
DUE TO OTHER FUNDS		
DUE TO GENERAL FUND FROM PARK FUND	-	-
DUE TO GENERAL FUND FROM OAK WAY FUND	30,532.96	28,665.40
DUE TO GENERAL FUND FROM PETERSON PARK FUND	31,086.59	29,983.79
DUE TO GENERAL FUND FROM BARONI PARK FUND	23,095.61	21,228.05
SUBTOTAL	84,715.16	79,877.24
OTHER LIABILITIES		
BANK CHARGE CLEARING ACCOUNT	(8,880.87)	3,418.18
DEFERRED REVENUE	397,360.49	339,400.23
OTHER LIAB - CLASS CLEARING ACCT	(390.30)	35.70
UNEARNED REVENUE	3,753.39	2,981.83
PREPAID FACILITY TRANSFER	-	7,219.30
SECURITY DEPOSITS	15,900.00	18,600.00
SECURITY HOLDING ACCT - CLASS	-	-
SUBTOTAL	407,742.71	371,655.24
TOTAL CURRENT LIABILITIES	729,657.72	622,864.90
LONG-TERM DEBT		
NOTE PAYABLE - DEGARMO	-	-
NOTE PAYABLE - SOLAR	0.51	28,800.96
NOTE PAYABLE - LAKESIDE PAVILLION	520.42	513,977.16
NET PENSION LIABILITY	2,378,682.00	2,378,682.00
LIABILITY FOR COMPENSATED ABSENCES	176,892.25	148,022.39
SUBTOTAL	2,556,095.18	3,069,482.51
TOTAL LIABILITIES	3,285,752.90	3,692,347.41

CHICO AREA RECREATION AND PARK DISTRICT
BALANCE SHEET
SEPTEMBER 2018

	SEPTEMBER 2018	SEPTEMBER 2017
TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68	121,178.00	121,178.00

CHICO AREA RECREATION AND PARK DISTRICT
BALANCE SHEET
SEPTEMBER 2018

	SEPTEMBER 2018	SEPTEMBER 2017
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	-	1,700,000.00
SPENDABLE - ASSIGNED - FUNDED DEPRECIATION	340,500.00	340,500.00
SUBTOTAL	435,500.00	2,135,500.00
SPENDABLE - UNASSIGNED	2,369,585.49	99,174.68
NON-SPENDABLE	26,220,444.05	26,220,444.05
TOTAL FUND BALANCE - GENERAL FUND	30,227,029.54	29,656,618.73
FUND BALANCE - PARK FUND	118,834.67	38,006.87
FUND BALANCE - OAK WAY	1,404.90	4,943.25
FUND BALANCE - PETERSON PARK	1,012.75	7,718.07
FUND BALANCE - BARONI PARK	63,352.73	58,746.32
NET INCOME (LOSS)		
GENERAL FUND	(474,708.95)	(960,540.79)
PARK FUND	6,388.04	26,432.01
OAK WAY	(17,786.85)	(17,125.14)
PETERSON PARK	(19,967.73)	(17,741.11)
BARONI PARK	(19,135.23)	(17,291.53)
TOTAL NET INCOME (LOSS)	(525,210.72)	(986,266.56)
TOTAL FUND BALANCE	29,886,423.87	28,779,766.68

FOOTNOTES:

CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY - GENERAL FUND - FUND 2490
SEPTEMBER 2018

	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	2017-2018 BUDGET	2017-2018 YTD	2017-2018 % BUDGET	DIFF. BY YEAR
REVENUE							
FEE BASED PROGRAM INCOME	3,479,080	1,373,995.88	39.5%	3,393,656	884,000.87	26.0%	489,995.01
OTHER INCOME	499,329	138,193.94	27.7%	463,920	136,982.99	29.5%	1,210.95
RDA PASSTHROUGH	1,090,000	-	0.0%	1,064,000	-	0.0%	-
INVESTMENT INCOME	40,000	20,343.01	50.9%	40,000	-	0.0%	20,343.01
TAX INCOME / COUNTY	3,046,000	30,533.43	1.0%	2,896,000	-	0.0%	30,533.43
TOTAL REVENUE	8,154,409	1,563,066.26	19.2%	7,857,576	1,020,983.86	13.0%	542,082.40
OPERATING EXPENDITURES							
SALARIES AND BENEFITS	5,695,060	1,406,013.06	24.7%	5,389,670	1,412,907.94	26.2%	(6,894.88)
SERVICES AND SUPPLIES	2,070,968	569,644.63	27.5%	1,824,144	557,825.50	30.6%	11,819.13
CONTRIB. TO OTHER AGENCIES	15,000	10,188.01	67.9%	15,000	8,728.22	58.2%	1,459.79
CONTINGENCIES	25,000	-	0.0%	25,000	-	0.0%	-
NOTES PAYABLE / LEASE PYMTS	85,347	-	0.0%	93,253	-	0.0%	-
TOTAL OPERATING EXPENDITURES	7,891,375	1,985,845.70	25.2%	7,347,067	1,979,461.66	26.9%	6,384.04
NET REVENUE BEFORE SPEC. EXP.	263,034	(422,779.44)	-160.7%	510,509	(958,477.80)	-187.7%	535,698.36
SPECIALLY ALLOCATED ITEMS							
CAPITAL / REPAIR PROJECTS	812,500	117,642.23	14.5%	975,000	14,281.09	1.5%	103,361.14
CAPITAL PROJECT REIMBURSEMENT	-	-	0.0%	-	-	0.0%	-
NET CAPITAL PROJECTS	812,500	117,642.23	14.5%	975,000	14,281.09	1.5%	103,361.14
DEPRECIATION	-	-	0.0%	-	-	0.0%	-
FAIR MARKET VALUE ADJUSTMENT	-	(65,712.72)	0.0%	-	(12,218.10)	0.0%	(53,494.62)
TOTAL SPECIALLY ALLOCATED	812,500	51,929.51	6.4%	975,000	2,062.99	0.2%	(53,494.62)
TOTAL REVENUE OVER (UNDER) EXPENDITURES	(549,466)	(474,708.95)		(464,491)	(960,540.79)		485,831.84

CHICO AREA RECREATION AND PARK DISTRICT
REVENUE SUMMARY - GENERAL FUND - FUND 2490
SEPTEMBER 2018

	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	2017-2018 BUDGET	2017-2018 YTD	2017-2018 % BUDGET	DIFF. BY YEAR
FEE BASED PROGRAM INCOME							
AFTER SCHOOL & CAMP PROGRAMS							
AFTERSCHOOL	1,825,800	759,132.12	41.6%	1,591,186	254,849.44	16.0%	504,282.68
CAMPS	335,870	203,162.93	60.5%	298,240	168,184.84	56.4%	34,978.09
SUBTOTAL	2,161,670	962,295.05	44.5%	1,889,426	423,034.28	22.4%	539,260.77
AQUATICS	166,010	75,047.75	45.2%	155,950	116,223.97	74.5%	(41,176.22)
CLASSES							
GENERAL CLASSES	75,000	18,648.66	24.9%	70,000	16,581.48	23.7%	2,067.18
ADULT CLASSES	1,500	470.02	31.3%	1,650	95.63	5.8%	374.39
SENIOR ADULT CLASSES	44,000	10,453.42	23.8%	43,000	11,419.44	26.6%	(966.02)
YOUTH CLASSES	86,400	14,831.68	17.2%	107,500	17,542.21	16.3%	(2,710.53)
SUBTOTAL	206,900	44,403.78	21.5%	222,150	45,638.76	20.5%	(1,234.98)
ADULT SPORTS							
VOLLEYBALL & DODGEBALL	51,500	15,268.89	29.6%	49,500	14,376.83	29.0%	892.06
BASKETBALL	35,500	6,443.48	18.2%	34,000	6,261.02	18.4%	182.46
SOFTBALL	209,200	54,221.53	25.9%	215,300	62,576.34	29.1%	(8,354.81)
SOFTBALL TOURNEYS	-	-	0.0%	6,800	-	0.0%	-
SOCCER	50,000	19,770.78	39.5%	45,000	19,155.85	42.6%	614.93
	346,200	95,704.68	27.6%	350,600	102,370.04	29.2%	(6,665.36)
NATURE CENTER							
PROGRAM FEE INCOME	314,200	124,786.45	39.7%	248,580	125,974.96	50.7%	(1,188.51)
GRANT FUNDING	-	-	0.0%	239,080	-	0.0%	-
SUBTOTAL	314,200	124,786.45	39.7%	487,660	125,974.96	25.8%	(1,188.51)
OTHER PROGRAMS							
SCHOLARSHIPS	(17,000)	(14,216.39)	83.6%	(17,000)	(11,280.94)	66.4%	(2,935.45)
CO-SPONSORED & MISCELLANEOUS	17,000	121.50	0.7%	17,000	1,066.71	6.3%	(945.21)
SPECIAL EVENTS	9,250	250.00	2.7%	7,250	-	0.0%	250.00
SENIOR ADULT PROGRAMS	62,550	12,699.65	20.3%	65,520	13,183.28	20.1%	(483.63)
YOUTH SPORTS	212,300	72,903.41	34.3%	215,100	67,789.81	31.5%	5,113.60
SUBTOTAL	284,100	71,758.17	25.3%	287,870	70,758.86	24.6%	999.31
TOTAL FEE BASED PROGRAMS	3,479,080	1,373,995.88	39.5%	3,393,656	884,000.87	26.0%	489,995.01
OTHER INCOME							
FACILITY RENTAL INCOME	375,000	80,215.28	21.4%	340,091	127,666.62	37.5%	(47,451.34)
REBATES & REIMBURSED COSTS	35,000	6,043.20	17.3%	35,000	6,362.21	18.2%	(319.01)
REIMBURSEMENTS - CITY PARKS	63,829	45,962.31	72.0%	63,829	-	0.0%	45,962.31
MISCELLANEOUS	10,000	3,383.15	33.8%	10,000	1,584.06	15.8%	1,799.09
ENDOWMENTS	-	-	0.0%	-	-	0.0%	-
DONATIONS	15,500	2,590.00	16.7%	15,000	1,370.10	9.1%	1,219.90
TOTAL OTHER INCOME	499,329	138,193.94	27.7%	463,920	136,982.99	29.5%	1,210.95
REVENUE FROM OTHER AGENCIES							
RDA PASSTHROUGH	1,090,000	-	0.0%	1,064,000	-	0.0%	-
INVESTMENT INCOME	40,000	20,343.01	50.9%	40,000	-	0.0%	20,343.01
TAX INCOME / COUNTY	3,046,000	30,533.43	1.0%	2,896,000	-	0.0%	30,533.43
TOTAL REVENUE FROM OTHER AGENCIES	4,176,000	50,876.44	1.2%	4,000,000	-	0.0%	50,876.44
TOTAL REVENUE	8,154,409	1,563,066.26	19.2%	7,857,576	1,020,983.86	13.0%	542,082.40

CHICO AREA RECREATION AND PARK DISTRICT
SALARIES AND BENEFITS SUMMARY - GENERAL FUND - FUND 2490
SEPTEMBER 2018

	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	2017-2018 BUDGET	2017-2018 YTD	2017-2018 % BUDGET	DIFF. BY YEAR
SALARIES							
FULL-TIME SALARIES	2,153,000	495,313.33	23.0%	2,036,000	454,629.05	22.3%	40,684.28
PART-TIME SALARIES	2,303,160	533,861.14	23.2%	2,041,877	510,721.57	25.0%	7,055.07
ACCUMULATED LEAVE	13,800	-	0.0%	13,800	-	0.0%	-
INSTRUCTORS	102,100	15,514.40	15.2%	114,993	23,556.65	20.5%	8,042.25
SUBTOTAL	4,572,060	1,044,688.87	22.8%	4,206,670	988,907.27	23.5%	55,781.60
BENEFITS							
FICA	359,000	78,179.96	21.8%	322,500	74,148.96	23.0%	4,031.00
RETIREMENT	369,000	92,265.79	25.0%	375,000	81,973.89	21.9%	10,291.90
RETIREMENT - GASB 68	-	-	0.0%	-	-	0.0%	-
HEALTH INSURANCE	376,000	85,829.70	22.8%	370,000	81,421.84	22.0%	4,407.86
COBRA	-	-	0.0%	-	-	0.0%	-
UNEMPLOYMENT INSURANCE	35,000	-	0.0%	37,500	833.06	2.2%	(833.06)
WORKERS COMP INSURANCE	149,000	146,432.96	98.3%	218,000	221,066.42	101.4%	(74,633.46)
ALLOCATION TO OTHER FUNDS	(165,000)	(41,384.22)	25.1%	(140,000)	(35,443.50)	25.3%	(5,940.72)
SUBTOTAL	1,123,000	361,324.19	32.2%	1,183,000	424,000.67	35.8%	(62,676.48)
TOTAL SALARIES AND BENEFITS	5,695,060	1,406,013.06	24.7%	5,389,670	1,412,907.94	26.2%	(6,894.88)

**CHICO AREA RECREATION AND PARK DISTRICT
SERVICES AND SUPPLIES SUMMARY - GENERAL FUND - FUND 2490
SEPTEMBER 2018**

	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	2017-2018 BUDGET	2017-2018 YTD	2017-2018 % BUDGET	DIFF. BY YEAR
SERVICES AND SUPPLIES							
ADVERTISING	40,500	14,459.90	35.7%	12,500	1,140.29	9.1%	13,319.61
AGRICULTURE	31,200	7,814.97	25.0%	32,854	6,862.22	20.9%	952.75
CLOTHING	26,400	8,972.47	34.0%	22,000	9,637.46	43.8%	(664.99)
COMMUNICATIONS	51,775	13,042.55	25.2%	50,609	9,617.52	19.0%	3,425.03
HOUSEHOLD SUPPLIES	40,400	10,695.06	26.5%	38,300	9,719.66	25.4%	975.40
WORK SERVICE SUPPLIES	2,050	834.90	40.7%	-	-	0.0%	834.90
INSURANCE	77,000	76,586.45	99.5%	75,000	70,372.32	93.8%	6,214.13
EQUIPMENT REPAIRS	18,000	3,386.29	18.8%	18,000	1,552.78	8.6%	1,833.51
HOUSEHOLD EQUIPMENT	-	-	0.0%	-	-	0.0%	-
FIELD EQUIPMENT	1,750	-	0.0%	1,750	712.02	40.7%	(712.02)
PROGRAM EQUIPMENT	-	137.87	0.0%	750	142.97	19.1%	(5.10)
VEHICLE MAINTENANCE	12,500	5,453.46	43.6%	12,500	2,118.35	16.9%	3,335.11
POOL SUPPLIES	12,000	3,278.80	27.3%	12,000	5,681.51	47.3%	(2,402.71)
POOL EQUIPMENT	4,000	-	0.0%	4,000	102.07	2.6%	(102.07)
STRUCTURE & GROUNDS	87,700	28,694.85	32.7%	74,350	34,167.12	46.0%	(5,472.27)
SHOP SUPPLIES	5,100	1,776.87	34.8%	5,000	995.44	19.9%	781.43
VANDALISM	4,100	1,126.84	27.5%	5,550	1,760.58	31.7%	(633.74)
MEDICAL FIRST AID	3,000	1,262.20	42.1%	2,600	849.36	32.7%	412.84
MEMBERSHIP/PERIODICALS	18,500	3,219.00	17.4%	16,400	3,379.25	20.6%	(160.25)
OFFICE SUPPLIES	26,150	9,104.55	34.8%	26,575	6,076.92	22.9%	3,027.63
CONTRACT SERVICES	860,788	183,589.47	21.3%	745,985	191,257.26	25.6%	(7,667.79)
PUBS/LEGAL NOTICES	24,000	380.74	1.6%	21,000	5,998.56	28.6%	(5,617.82)
RENT/LEASE EQUIPMENT	5,400	59.92	1.1%	2,750	-	0.0%	59.92
RENT/LEASE STRUCTURES	3,200	800.00	25.0%	3,200	800.00	25.0%	-
SMALL TOOLS	3,200	698.27	21.8%	2,850	2,164.85	76.0%	(1,466.58)
EDUCATION & TRAINING	4,000	112.12	2.8%	5,000	150.00	3.0%	(37.88)
DISTRICT OFFICE SPECIAL EXP	9,000	2,453.09	27.3%	9,000	942.57	10.5%	-
PROGRAM SUPPLIES	224,740	52,200.56	23.2%	204,046	39,694.33	19.5%	12,506.23
DISTRICT OFFICE MEETING EXP	5,000	356.80	7.1%	6,500	42.78	0.7%	314.02
MILEAGE	37,300	5,179.80	13.9%	31,500	9,284.10	29.5%	(4,104.30)
PROGRAM TRANSPORTATION	3,140	735.65	23.4%	3,100	1,255.70	40.5%	(520.05)
DIST OFFICE BOARD MTG EXP	10,000	2,204.34	22.0%	10,000	1,981.07	19.8%	223.27
USE TAX	1,500	-	0.0%	1,200	-	0.0%	-
CONFERENCES	23,000	2,561.98	11.1%	23,100	5,610.18	24.3%	(3,048.20)
SUBTOTAL	1,676,393	441,179.77	26.3%	1,479,969	424,069.24	28.7%	15,600.01
UTILITIES							
WATER	76,625	32,577.80	42.5%	68,675	31,148.71	45.4%	1,429.09
ELECTRICITY	261,600	91,593.16	35.0%	223,350	98,638.90	44.2%	(7,045.74)
GAS	50,450	3,024.29	6.0%	44,550	2,602.76	5.8%	421.53
SEWER	5,900	1,269.61	21.5%	7,600	1,365.89	18.0%	(96.28)
SUBTOTAL	394,575	128,464.86	32.6%	344,175	133,756.26	38.9%	(5,291.40)
TOTAL SERVICE & SUPPLY	2,070,968	569,644.63	27.5%	1,824,144	557,825.50	30.6%	10,308.61

**CHICO AREA RECREATION AND PARK DISTRICT
SUMMARY OF REVENUES AND EXPENDITURES - NATURE CENTER
SEPTEMBER 2018**

	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	2017-2018 BUDGET	2017-2018 YTD	2017-2018 % BUDGET	DIFF. BY YEAR
INCOME							
GENERAL PROGRAM INCOME	-	-	0.0%	7,000	-	0.0%	-
GENERAL ADMISSION	3,500	1,184.00	33.8%	2,500	1,230.00	49.2%	(46.00)
HOME SCHOOL	3,200	-	0.0%	10,830	1,425.00	13.2%	(1,425.00)
FIELD TRIPS	25,000	665.00	2.7%	21,000	3,568.00	17.0%	(2,903.00)
CAMPS	200,000	116,538.28	58.3%	158,650	111,373.00	70.2%	5,165.28
PRESCHOOL	50,000	5,029.17	10.1%	17,100	5,325.51	31.1%	(296.34)
TEACHER WORKSHOPS	1,500	-	0.0%	2,500	-	0.0%	-
SPECIAL EVENTS	20,000	-	0.0%	21,000	1,400.00	6.7%	(1,400.00)
MEMBERSHIPS	2,000	170.00	8.5%	2,000	453.45	22.7%	(283.45)
FACILITY RENTALS	2,000	120.00	6.0%	2,500	140.00	5.6%	(20.00)
PARTY RENTALS	9,000	1,200.00	13.3%	6,000	1,200.00	20.0%	-
CAL NAT	8,650	-	0.0%	-	-	0.0%	-
GRANTS	-	-	0.0%	-	-	0.0%	-
ENDOWMENT	-	-	0.0%	-	-	0.0%	-
FUNDRAISING (DONATIONS)	14,500	2,521.00	17.4%	14,000	1,041.10	7.4%	1,479.90
TOTAL INCOME	339,350	127,427.45	37.6%	265,080	127,156.06	48.0%	271.39
OPERATING EXPENDITURES							
SALARIES AND BENEFITS	268,400	72,160.25	26.9%	214,376	68,892.85	32.1%	3,267.40
SERVICES AND SUPPLIES							
ADVERTISING	500	98.00	19.6%	500	-	0.0%	98.00
COMMUNICATIONS	2,600	664.58	25.6%	1,800	655.56	36.4%	9.02
HOUSEHOLD SUPPLIES	2,500	959.14	38.4%	2,500	401.92	16.1%	557.22
INSURANCE	1,000	-	0.0%	1,200	-	0.0%	-
STRUCTURES & GROUNDS	4,500	380.21	8.4%	4,500	959.61	21.3%	(579.40)
OFFICE SUPPLIES	3,100	2,974.54	96.0%	3,275	1,337.08	40.8%	1,637.46
CLOTHING	7,000	691.77	9.9%	-	-	0.0%	-
CONTRACT SERVICES	5,500	945.68	17.2%	1,500	704.88	47.0%	240.80
RENT/LEASE STRUCTURES	3,200	800.00	25.0%	3,200	800.00	25.0%	-
PROGRAM SUPPLIES	28,000	12,872.15	46.0%	19,575	7,671.03	39.2%	5,201.12
MILEAGE	300	-	0.0%	500	59.87	12.0%	(59.87)
CONFERENCES	500	161.86	32.4%	600	-	0.0%	161.86
ELECTRIC	7,200	2,414.79	33.5%	7,500	2,432.04	32.4%	(17.25)
GAS	2,600	82.30	3.2%	1,900	103.93	5.5%	(21.63)
SUBTOTAL	68,500	23,045.02	33.6%	48,550	15,125.92	31.2%	7,227.33
EQUIPMENT/SOFTWARE	500	489	97.7%	500	-	0.0%	488.62
TOTAL OPERATING EXPENDITURES	337,400	95,693.89	28.4%	263,426	84,018.77	31.9%	10,983.35
TOTAL INCOME OVER (UNDER) EXPENDITURES	1,950	31,733.56		1,654	43,137.29		(10,711.96)

CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - PARK FUND - FUND 2480
SEPTEMBER 2018

	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	2017-2018 BUDGET	2017-2018 YTD	2017-2018 % BUDGET	DIFF. BY YEAR
INCOME							
PARK IMPACT FEES	85,000	4,750.00	5.6%	59,375	33,250.00	56.0%	(28,500.00)
INTEREST INCOME	325	398.90	122.7%	325	(6,872.94)	-2114.8%	7,271.84
FAIR MARKET VALUE ADJUSTMENT	-	1,239.14	0.0%	-	54.95	0.0%	1,184.19
TOTAL INCOME	85,325	6,388.04	7.5%	59,700	26,432.01	44.3%	(20,043.97)
NOTES PAYABLE / LEASE PYMTS	-	-	0.0%	80,935	-	0.0%	-
TOTAL INCOME OVER (UNDER) EXPENDITURES	85,325	6,388.04		(21,235)	26,432.01		(20,043.97)

CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - OAK WAY - FUND 2495
SEPTEMBER 2018

	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	2017-2018 BUDGET	2017-2018 YTD	2017-2018 % BUDGET	DIFF. BY YEAR
INCOME							
ASSESSMENTS	21,892	-	0.0%	60,966	-	0.0%	-
INTEREST	-	288.46	0.0%	-	-	0.0%	288.46
FAIR MARKET VALUE ADJUSTMENT	-	210.26	0.0%	-	51.15	0.0%	159.11
TOTAL INCOME	21,892	498.72	2.3%	60,966	51.15	0.1%	447.57
OPERATING EXPENDITURES							
SALARIES AND BENEFITS	52,661	13,165.32	25.0%	46,656	11,297.76	24.2%	1,867.56
SERVICES AND SUPPLIES							
AGRICULTURE	1,800	335.40	18.6%	1,842	335.27	18.2%	0.13
HOUSEHOLD SUPPLIES	2,500	283.63	11.3%	1,200	1,204.90	100.4%	(921.27)
STRUCTURES & GROUNDS	4,500	977.38	21.7%	4,556	1,183.27	26.0%	(205.89)
VANDALISM	100	-	0.0%	100	-	0.0%	-
EQUIPMENT RENTS	-	115.25	0.0%	350	-	0.0%	115.25
CONTRACT SERVICES	6,000	3,081.80	51.4%	4,680	2,828.09	60.4%	253.71
WATER	1,500	326.79	21.8%	1,500	327.00	21.8%	(0.21)
ELECTRIC	3,300	-	0.0%	3,300	-	0.0%	-
SUBTOTAL	19,700	5,120.25	26.0%	17,528	5,878.53	33.5%	(758.28)
TOTAL OPERATING EXPENDITURES	72,361	18,285.57	25.3%	64,184	17,176.29	26.8%	1,109.28
TOTAL INCOME OVER (UNDER) EXPENDITURES	(50,469)	(17,786.85)		(3,218)	(17,125.14)		(661.71)

CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - PETERSON PARK - FUND 2497
SEPTEMBER 2018

	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	2017-2018 BUDGET	2017-2018 YTD	2017-2018 % BUDGET	DIFF. BY YEAR
INCOME							
ASSESSMENTS	42,560	-	0.0%	42,560	-	0.0%	-
INTEREST	275	263.18	95.7%	275	-	0.0%	263.18
FAIR MARKET VALUE ADJUSTMENT	-	276.52	0.0%	-	72.25	0.0%	204.27
TOTAL INCOME	42,835	539.70	1.3%	42,835	72.25	0.2%	467.45
OPERATING EXPENDITURES							
SALARIES AND BENEFITS	30,107	7,526.79	25.0%	26,424	6,423.99	24.3%	1,102.80
SERVICES AND SUPPLIES							
AGRICULTURE	1,850	387.00	20.9%	2,165	386.85	17.9%	0.15
HOUSEHOLD SUPPLIES	-	-	0.0%	-	-	0.0%	-
STRUCTURES & GROUNDS	2,500	2,267.41	90.7%	2,500	314.28	12.6%	1,953.13
VANDALISM	100	-	0.0%	100	-	0.0%	-
EQUIPMENT RENTS	-	-	0.0%	-	-	0.0%	-
SMALL TOOLS	-	-	0.0%	-	-	0.0%	-
CONTRACT SERVICES	4,000	2,367.03	59.2%	2,500	2,349.14	94.0%	17.89
WATER	16,000	7,917.85	49.5%	14,000	8,297.74	59.3%	(379.89)
ELECTRIC	300	41.35	13.8%	300	41.36	13.8%	(0.01)
SUBTOTAL	24,750	12,980.64	52.4%	21,565	11,389.37	52.8%	1,591.27
OPERATING EXPENDITURES	54,857	20,507.43	37.4%	47,989	17,813.36	37.1%	2,694.07
TOTAL INCOME OVER (UNDER) EXPENDITURES	(12,022)	(19,967.73)		(5,154)	(17,741.11)		(2,226.62)

CHICO AREA RECREATION AND PARK DISTRICT
EXECUTIVE SUMMARY OF REVENUES AND EXPENDITURES - BARONI PARK - FUND 2498
SEPTEMBER 2018

	2018-2019 BUDGET	2018-2019 YTD	2018-2019 % BUDGET	2017-2018 BUDGET	2017-2018 YTD	2017-2018 % BUDGET	DIFF. BY YEAR
INCOME							
ASSESSMENTS	71,719	-	0.0%	65,039	-	0.0%	-
INTEREST	300	483.05	161.0%	300	-	0.0%	483.05
FAIR MARKET VALUE ADJUSTMENT	-	828.10	0.0%	-	158.13	0.0%	669.97
TOTAL INCOME	72,019	1,311.15	1.8%	65,339	158.13	0.2%	1,153.02
OPERATING EXPENDITURES							
SALARIES AND BENEFITS	52,661	13,165.32	25.0%	46,656	11,297.76	24.2%	1,867.56
SERVICES AND SUPPLIES							
AGRICULTURE	1,083	193.50	17.9%	1,083	193.43	17.9%	0.07
HOUSEHOLD SUPPLIES	-	-	0.0%	-	-	0.0%	-
STRUCTURES & GROUNDS	1,000	144.35	14.4%	1,000	-	0.0%	144.35
VANDALISM	100	-	0.0%	550	-	0.0%	-
EQUIPMENT RENTS	-	-	0.0%	-	-	0.0%	-
CONTRACT SERVICES	4,000	2,367.03	59.2%	2,500	2,349.15	94.0%	17.88
WATER	8,050	4,576.18	56.8%	8,050	3,609.32	44.8%	966.86
ELECTRIC	200	-	0.0%	200	-	0.0%	-
SUBTOTAL	14,433	7,281.06	50.4%	13,383	6,151.90	46.0%	1,129.16
TOTAL OPERATING EXPENDITURES	67,094	20,446.38	30.5%	60,039	17,449.66	29.1%	2,996.72
TOTAL INCOME OVER (UNDER) EXPENDITURES	4,925	(19,135.23)		5,300	(17,291.53)		(1,843.70)

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

Accounts Payable Check Register

September 2018

Salary & Benefits	2,633.68
Service & Supply	69,478.17
Contributions to other Agency	-
Principal Repayment	-
Interest Expense	-
Fixed Assets	116,618.43
TOTAL	188,730.28

Check #'s 070524-070587
 Void 070539

Approved by the Board of Directors

October 18, 2018

Janis Sneed
Board Chair

Ann Willmann
General Manager

**EMAILED**

10/9/18

CHICO AREA RECREATION AND PARK DISTRICT
545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
October 9, 2018

CHECK REGISTER**FUND 2490 FY 18/19**

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
10/9/2018	070524	AFLAC	\$ 559.54	510000
10/9/2018	070525	AIRGAS USA, LLC	\$ 160.05	520000
10/9/2018	070526	ALAMEDA ELECTRICAL DIST, INC	\$ 388.67	520000
10/9/2018	070527	AT&T	\$ 930.01	520000
10/9/2018	070528	BATTERY SYSTEMS	\$ 145.71	520000
10/9/2018	070529	CALIFORNIA WATER SERVICE	\$ 13,062.81	520000
10/9/2018	070530	CED - CHICO	\$ 127.63	520000
10/9/2018	070531	CHICO CREEK DANCE CENTRE	\$ 235.20	520000
10/9/2018	070532	CHICO POWER EQUIPMENT INC	\$ 31.03	520000
10/9/2018	070533	CITY OF CHICO	\$ 1,287.00	520000
10/9/2018	070534	COLLIER HARDWARE	\$ 111.98	520000
10/9/2018	070535	COMMERCIAL TIRE WAREHOUSE	\$ 597.46	520000
10/9/2018	070536	DEER CREEK BROADCASTING	\$ 250.00	520000
10/9/2018	070537	DEPT. OF JUSTICE	\$ 1,216.00	510000
10/9/2018	070538	ENLOE MEDICAL CENTER	\$ 266.00	510000
10/9/2018	070539	EWING IRRIGATION PRODUCTS, INC.	VOID	
10/9/2018	070540	EWING IRRIGATION PRODUCTS, INC.	\$ 10,518.13	520000
10/9/2018	070541	GATES RESALE	\$ 42.68	520000
10/9/2018	070542	GEMALTO COGENT, INC.	\$ 30.80	510000
10/9/2018	070543	GOLDEN VALLEY BANK	\$ 8,720.16	520000
10/9/2018	070544	GOLDEN VALLEY BANK	\$ 10,384.23	520000
10/9/2018	070545	HILLYARD/SACRAMENTO	\$ 165.10	520000
10/9/2018	070546	HOLIDAY POOLS & SPAS	\$ 396.45	520000
10/9/2018	070547	HOME DEPOT CREDIT SERVICES	\$ 129.37	520000
10/9/2018	070548	HUNTERS SERVICES, INC.	\$ 496.00	520000
10/9/2018	070549	INDUSTRIAL POWER PRODUCTS	\$ 52.45	520000
10/9/2018	070550	J.C. NELSON SUPPLY CO	\$ 2,958.83	520000
10/9/2018	070551	J.W. WOOD CO., INC.	\$ 127.75	520000
10/9/2018	070552	JOHNNY ON THE SPOT PORTABLE TOILETS	\$ 482.90	520000
10/9/2018	070553	KELLY-MOORE PAINT CO, INC	\$ 30.73	520000
10/9/2018	070554	LEANNE MILLER	\$ 8.60	520000
10/9/2018	070555	LIMEY TEES	\$ 1,295.74	520000
10/9/2018	070556	LOCKSMITHING ENTERPRISES	\$ 95.39	520000
10/9/2018	070557	LOWE'S	\$ 126.82	520000
10/9/2018	070558	MARGARET BRUNELLE	\$ 199.50	520000
10/9/2018	070559	MEEKS BUILDING CENTER	\$ 1,686.26	520000
10/9/2018	070560	MISSION LINEN & UNIFORM	\$ 129.52	520000
10/9/2018	070561	MISSION LINEN & UNIFORM	\$ 2,021.27	520000
10/9/2018	070562	MJB WELDING SUPPLY	\$ 93.76	520000
10/9/2018	070563	NORCAL FOOD EQUIPMENT, INC.	\$ 237.15	520000
10/9/2018	070564	NORMAC INC.	\$ 118.62	520000
10/9/2018	070565	NORTH STATE DOG TRAINING	\$ 140.00	520000
10/9/2018	070566	NORTHERN STAR MILLS	\$ 96.33	520000
10/9/2018	070567	NORTHGATE PETROLEUM COMPANY	\$ 362.46	520000
10/9/2018	070568	O'REILLY AUTOMOTIVE STORES, INC.	\$ 12.86	520000
10/9/2018	070569	OFFICE DEPOT	\$ 568.39	520000
10/9/2018	070570	PAVILION FALLS PROPERTY OWNER'S ASSOC.	\$ 1,096.00	520000
10/9/2018	070571	PAYLESS BUILDING SUPPLY	\$ 113.57	520000
10/9/2018	070572	PLATT ELECTRIC SUPPLY, INC.	\$ 32.41	520000
10/9/2018	070573	RECOLOGY BUTTE COLUSA COUNTIES	\$ 2,944.62	520000
10/9/2018	070574	SAFETY DRIVERS ED, LLC	\$ 109.20	520000
10/9/2018	070575	SAVE MART SUPERMARKET	\$ 113.08	520000
10/9/2018	070576	SEIU LOCAL 1021	\$ 561.34	510000
10/9/2018	070577	SHERWIN-WILLIAMS CO.	\$ 484.42	520000

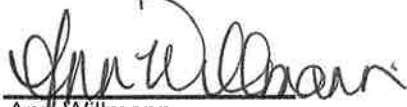
CHICO AREA RECREATION AND PARK DISTRICT
545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
October 9, 2018

CHECK REGISTER **FUND 2490 FY 18/19**

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
10/9/2018	070578	STREAMLINE	\$ 300.00	520000
10/9/2018	070579	SUPERCO SPECIALTY PRODUCTS	\$ 392.82	520000
10/9/2018	070580	THRIFTY ROOTER	\$ 150.00	520000
10/9/2018	070581	TURF STAR INC.	\$ 116,652.64	520000/560000
10/9/2018	070582	U.S. BANK EQUIPMENT FINANCE, INC.	\$ 2,258.41	520000
10/9/2018	070583	VALLEY TRUCK & TRACTOR CO.	\$ 104.70	520000
10/9/2018	070584	WAL-MART COMMUNITY	\$ 241.75	520000
10/9/2018	070585	WASTE MANAGEMENT	\$ 382.47	520000
10/9/2018	070586	WORK TRAINING CENTER	\$ 1,575.00	520000
10/9/2018	070587	ZEE MEDICAL COMPANY	\$ 120.51	520000

Total of Register

\$ 188,730.28



Ann Willmann
General Manager

OR

Salary & Benefits	\$ 2,633.68	Acct 510000
Service & Supply	\$ 69,478.17	Acct 520000
Cont. to Other Agencies	\$ -	Acct 557000
Principal Repayment	\$ -	Acct 552000
Interest Expense	\$ -	Acct 553000
Fixed Asset	\$ 116,618.43	Acct 560000
Total	<u>\$ 188,730.28</u>	

Terry A. Zeller
Parks & Recreation Director

Prepared by HR

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

Manual Accounts Payable Check Register

September 2018

Salary & Benefits	36,509.37
Salary & Benefits-ACH Payroll Tax Transfer	76,820.72
Salary & Benefits-ACH CalPERS	46,945.53
Service & Supply	59,815.08
Fixed Assets	-
Contingency to other Agency	-
Principal Repayment	-
Interest Expense	-
TOTAL	220,090.70

Check #'s 070391-070405
 070488-070510

Approved by the Board of Directors

October 18, 2018

Janis Sneed
Board Chair

Ann Willmann
General Manager

Agenda Item 11

CHICO AREA RECREATION AND PARK DISTRICT
545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
September 4, 2018

CHECK REGISTER **FUND 2490 FY 18/19**

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
9/4/2018	070391	BLUE SHIELD OF CALIFORNIA	\$ 27,701.02	510000
9/4/2018	070392	HUMANA INSURANCE CO	\$ 3,185.62	510000
9/4/2018	070393	MEDICAL EYE SERVICES	\$ 502.69	510000
9/4/2018	070394	ADVANCED ELECTRIC & SOUND	\$ 810.00	520000
9/4/2018	070395	EAGLE SECURITY SYSTEMS	\$ 372.00	520000
9/4/2018	070396	MIRO VUJIC	\$ 210.00	520000
9/4/2018	070397	NEPTUNE WATER SOLUTIONS, INC	\$ 289.25	520000

Total of Register

\$ 33,070.58



Ann Willmann
General Manager

OR

Salary & Benefits	\$ 31,389.33	Acct 510000
Service & Supply	\$ 1,681.25	Acct 520000
Cont. to Other Agencies	\$ -	Acct 557000
Principal Repayment	\$ -	Acct 552000
Interest Expense	\$ -	Acct 553000
Fixed Asset	\$ -	Acct 560000
Total	<u>\$ 33,070.58</u>	

Terry A. Zeller
Parks & Recreation Director

OR

Michelle Niven
Human Resources Manager

Prepared by HR

CHICO AREA RECREATION AND PARK DISTRICT
545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
September 5, 2018

 **EMAILED**
9/5/18 P

CHECK REGISTER FUND 2490 FY 18/19

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
9/5/2018	070398	MICHAEL EHIMUAN	311.77	510000

Total of Register

\$ 311.77


Ann Willmann
General Manager

OR

Salary & Benefits	\$ 311.77	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	\$ 311.77	

Terry A. Zeller
Parks & Recreation Director

OR

Michelle Niven
Human Resources Manager

Prepared by HR

CHICO AREA RECREATION AND PARK DISTRICT
545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
September 11, 2018

 **EMAILED**
9/11/18

CHECK REGISTER FUND 2490 FY 18/19

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
9/11/2018	070399	ALAN GAGE	\$ 200.00	520000
9/11/2018	070400	CINFUL DESSERTS	\$ 512.50	520000
9/11/2018	070401	CLAIR LOUIS HINTON	\$ 300.00	520000
9/11/2018	070402	COMCAST	\$ 1,422.00	520000
9/11/2018	070403	HIGH JINKS	\$ 900.00	520000
9/11/2018	070404	JUMP N JAX	\$ 310.00	520000
9/11/2018	070405	MOBILE ROCK USA	\$ 485.00	520000

Total of Register

\$ 4,129.50



Ann Willmann
General Manager

OR

Salary & Benefits	\$ -	Acct 510000
Service & Supply	\$ 4,129.50	Acct 520000
Cont. to Other Agencies	\$ -	Acct 557000
Principal Repayment	\$ -	Acct 552000
Interest Expense	\$ -	Acct 553000
Fixed Asset	\$ -	Acct 560000
Total	<u><u>\$ 4,129.50</u></u>	

Terry A. Zeller
Parks & Recreation Director

OR

Michelle Niven
Human Resources Manager

Prepared by HR

CHICO AREA RECREATION AND PARK DISTRICT
545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
September 17, 2018



EMAILED

9/17/18 R

CHECK REGISTER FUND 2490 FY 18/19

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
9/17/2018	070488	BANNER BANK	\$ 4,236.21	510000
9/17/2018	070489	BUTTE COUNTY SHERIFF'S OFFICE	\$ 50.00	510000
9/17/2018	070490	CA STATE DISBURSEMENT UNIT	\$ 23.07	510000
9/17/2018	070491	IUOE LOCAL 39	\$ 448.99	510000
9/17/2018	070492	AARP DRIVERS SAFETY PROGRAM	\$ 330.00	520000
9/17/2018	070493	CATHY'S SEWING MACHINE & VACUUM	\$ 38.58	520000
9/17/2018	070494	CHARLIE ROBINSON	\$ 280.00	520000
9/17/2018	070495	COMCAST	\$ 129.09	520000
9/17/2018	070496	KCOE ISOM, LLP	\$ 2,500.00	520000
9/17/2018	070497	KRONOS	\$ 4,758.00	520000
9/17/2018	070498	MIKE KUNKIS	\$ 992.16	520000
9/17/2018	070499	MIRO VUJIC	\$ 210.00	520000
9/17/2018	070500	NATIONAL CINEMEDIA, LLC	\$ 1,760.00	520000
9/17/2018	070501	PITNEY BOWES INC.	\$ 1,120.07	520000
9/17/2018	070502	RAY'S CARPET CLEANING	\$ 175.00	520000

Total of Register

\$ 17,051.17

Ann Willmann
General Manager

OR

Terry A. Zeller
Parks & Recreation Director

OR

Michelle Niven
Human Resources Manager

Salary & Benefits	\$ 4,758.27	Acct 510000
Service & Supply	\$ 12,292.90	Acct 520000
Cont. to Other Agencies	\$ -	Acct 557000
Principal Repayment	\$ -	Acct 552000
Interest Expense	\$ -	Acct 553000
Fixed Asset	\$ -	Acct 560000
Total	\$ 17,051.17	

Prepared by HR

CHICO AREA RECREATION AND PARK DISTRICT
545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
September 26, 2018

EMAILED
9/26/18

CHECK REGISTER FUND 2490 FY 18/19


<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
9/26/2018	070503	ANN WILLMANN	\$ 138.20	520000
9/26/2018	070504	ARMED GUARD	\$ 6,010.50	520000
9/26/2018	070505	COMCAST	\$ 307.32	520000
9/26/2018	070506	PITNEY BOWES INC.	\$ 541.68	520000

Total of Register

\$ 6,997.70

Ann Willmann
General Manager

OR


Terry A. Zeller
Parks & Recreation Director

OR

Michelle Niven
Human Resources Manager

Salary & Benefits	\$ -	Acct 510000
Service & Supply	\$ 6,997.70	Acct 520000
Cont. to Other Agencies	\$ -	Acct 557000
Principal Repayment	\$ -	Acct 552000
Interest Expense	\$ -	Acct 553000
Fixed Asset	\$ -	Acct 560000
Total	\$ 6,997.70	

Prepared by HR

CHICO AREA RECREATION AND PARK DISTRICT
545 Vallombrosa Ave. Chico, CA 95926 (530) 895-4711
September 28, 2018



EMAILED

9/28/18

CHECK REGISTER FUND 2490 FY 18/19

<u>Date</u>	<u>Ck. Num.</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>
9/28/2018	070507	BUTTE COUNTY SHERIFF'S OFFICE	\$ 50.00	510000
9/28/2018	070508	JASON ALEXANDER MILLER	\$ 6,335.00	520000
9/28/2018	070509	PACIFIC GAS AND ELECTRIC	\$ 26,161.86	520000
9/28/2018	070510	VERIZON WIRELESS	\$ 2,216.87	520000

Total of Register

\$ 34,763.73

Ann Willmann
General Manager

OR

Terry A. Zeller
Parks & Recreation Director

OR

Michelle Niven
Human Resources Manager

Salary & Benefits	\$ 50.00	Acct 510000
Service & Supply	\$ 34,713.73	Acct 520000
Cont. to Other Agencies	\$ -	Acct 557000
Principal Repayment	\$ -	Acct 552000
Interest Expense	\$ -	Acct 553000
Fixed Asset	\$ -	Acct 560000
Total	\$ 34,763.73	

Prepared by HR

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

Payroll Check Register

September 2018

PPE	Pay Date	Checks	Amount
8/24/2018	9/7/2018	117107	120.58
9/7/2018 ACH	9/14/2018	Direct Deposit	117,487.52
9/7/2018	9/14/2018	117108-117156	10,674.30
9/7/2018	9/14/2018	117157	120.36
8/31/2018 ACH	9/20/2018	Direct Deposit	342.56
8/31/2018	9/20/2018	117158-117160	562.67
9/21/2018 ACH	9/28/2018	Direct Deposit	122,145.32
9/21/2018 ACH	9/28/2018	Direct Deposit	1,140.38
9/21/2018	9/28/2018	117161-117198	11,424.19
Total			264,017.88

Approved by the Board of Directors

October 18, 2018

Janis Sneed
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

September 2018

Service & Supply-Refund Checks	3,140.74
--------------------------------	----------

TOTAL	3,140.74
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Check #'s

028338-028343	1,659.00
028344-028347	801.74
028348-028349	680.00

Active Network Credit Card Refunds	5,764.13
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Approved by the Board of Directors

October 18, 2018

Janis Sneed
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

September 2018

Net Revenue

Rents	31,855.23
Reimbursements	390.38
Misc.	30.00
Fees	186,737.59
 Sub Total	 219,013.20
 Other Income	 -
Donations	1,168.00
 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	 220,181.20

Approved by the Board of Directors

October 18, 2018

Janis Sneed
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 #28350 dated October 2, 2018 in the amount of \$220,181.20

September 2018

FUND 2490

4530106	RDA Pass Through	-	-
4600001	Rent	31,855.23	
	Fees	186,737.59	218,592.82
4700001	Misc.	30.00	
	Rebates/Reimbursements	390.38	
	City of Chico Reimbursements	-	
	Baroni Park	-	
	Pro Rata Share	-	
	Other Income	-	
	Donations	1,168.00	
	Grant Revenue	-	1,588.38
	FUND 2490 total		220,181.20

FUND 2480

280	Trust Obligations	-
-----	-------------------	---

FUND 2483

4616250	Prop 12 Grant Fund	-
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FUND 2486

4700001	Chico Rotary/CARD	-
---------	-------------------	---

Checks Total

220,181.20


Ann Willmann
General Manager

COUNTY OF BUTTE
AUDITORS CERTIFICATE AND TREASURER'S RECEIPT
OROVILLE, CA 95965

RECEIVED FROM: CARD
CONTACT #: (530) 895-4711

ATR NUMBER:	
DEPT. ID #	
DATE:	<u>10/2/2018</u>
BAG #:	

DESCRIPTION	RCVBLE NUMBER:	FUND/ CHARGE CODE	ACCOUNT CODE	PROJECT CODE	AMOUNT
-------------	-------------------	-------------------------	-----------------	-----------------	--------

CARD-Charges for Service (Rent, Concessions, Fees)		24900000	462005		\$ 218,592.82
---	--	----------	--------	--	---------------

CARD-Miscellaneous Revenue (Misc, Rebates, Other Income,		24900000	473000		\$ 1,588.38
---	--	----------	--------	--	-------------

CARD-Park Fees Trust Obligations		2480	280		\$ -
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CARD-Rotary Foundation Trust Miscellaneous Revenue		24860000	473000		\$ -
---	--	----------	--------	--	------



CARD-General Manager

Check #:	028350
Check Date:	10/02/18
Amount:	\$ 220,181.20

TOTAL	\$ 220,181.20
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Special Notes:

APPROVED BY AUDITOR-CONTROLLER:	RECEIVED BY TREASURER:
------------------------------------	---------------------------

CHECK NO.	CHECK DATE	VENDOR NO.
28350	10/02/2018	124000



CHECK No. 028350

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

Two hundred twenty thousand one hundred eighty-one and 20/100 USD

CHECK AMOUNT
220,181.20

REFUND CHECK

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

VOID 6 MONTHS FROM DATE OF ISSUE


AUTHORIZED SIGNATURE

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

⑈028350⑈ ⑆121144272⑆ 0100043835⑈



Chico Area Recreation and Park District “Helping People Play”

**Staff Report 18-41
Agenda Item 7.2**

STAFF REPORT

DATE: October 18, 2018
TO: Board of Directors
FROM: Ann Willmann, General Manager
SUBJECT: Chico Creek Nature Center Negotiations

Background

At the September 20, 2018 Regular Board Meeting, the CARD Board of Directors authorized the General Manager to enter into discussions with the Chico Creek Nature Center Board of Directors and the City of Chico regarding the permanent transfer of the Nature Center to CARD.

The 2016 management agreement between CARD and the Chico Creek Nature Center has been beneficial, not only to CARD and the Nature Center, but also to the City of Chico and the Chico community.

Benefits to CARD include the expansion of new and diverse programming, facility rental opportunities, as well as the addition of a full-time supervisor which allowed the District to redistribute responsibilities. The Nature Center has benefited from the stabilization of its business operations, improved facility maintenance, and support services such as technology, marketing, and business support. The City has also benefited by receiving consistent payments on the outstanding loan, as well as the continued services the Nature Center provides as the Bidwell Park Information Center. Lastly, the Chico community has benefited by creating a stable structure to support a long-standing community asset.

Operations

The direct costs associated with operating the Nature Center are primarily covered by program revenue. However, there is an overhead cost to CARD that is not reflected in the monthly financials. These costs include technology support, marketing assistance, and business operations such as reception at the CARD main office, accounts payable, accounts receivable, payroll, and human resources. The chart below outlines the revenues and expenses since 2016 including funds available to contribute to the overhead of the center's operations.

	2015/16 *	2016/17	2017/18
Revenue	\$115,184	\$244,802	\$318,257
Staff Costs	(\$68,841)	(\$167,198)	(\$208,265)
Services & Supplies	(\$15,720)	(\$54,604)	(\$75,354)
Maintenance and Reg. Fees	(\$8,600)	(\$20,250)	(\$24,000)
Funds Remaining for Overhead	\$22,023	\$2,750	\$10,638

*Management agreement began in January 2016, therefore there's only 6 months of operation

Transfer of Assets and Liabilities

The Chico Creek Nature Center Board of Directors initiated the required vote of their membership to dissolve the 501(C)(3) and pursue the transfer of all assets and liabilities to CARD. A letter has been provided to the City of Chico indicating that the Chico Creek Nature Center Board of Directors would like to permanently transfer the assets and liabilities to CARD. To facilitate negotiations, it is important to identify the assets and liabilities currently held by the 501(C)(3). Assets would include ownership of the buildings that reside on the leased property, all equipment and furniture, and all animals that reside in the Living Animal Museum. Liability would include the outstanding loan with the City of Chico that will have a balance of \$171,400 at the end of 2018 and the Prop 40 grant requirements associated with the construction of the new facility, which requires the facility to be in operation until 2028. The land is currently leased to the 501(C)(3) through an agreement with the City of Chico and would require a new agreement between the City of Chico and CARD.

Outstanding Loan

Should the 501(C)(3) dissolve, the outstanding balance on the loan will need to be addressed. Ultimately, this is a negotiation between the Chico Creek Nature Center Board of Directors and the City of Chico. However, should CARD want to continue to operate the Nature Center, CARD may be asked to absorb the existing loan. As stated earlier, CARD has benefited from the new diverse programs offered through the center and future programming can continue to be developed to increase revenues. However, it also comes with future liability in the form of repairs and maintenance. In addition, the cost of maintaining full-time and part-time staff continues to increase. If the operations are transferred to CARD, the center would continue to function as the Bidwell Park Information Center, which would be a continued benefit to the City of Chico. Therefore, it is recommended that we work with the City of Chico and perhaps offer to pay a portion of the outstanding loan.

Recommended Action

It is recommended that the Board of Directors direct staff how to proceed.

By _____
Ann Willmann
General Manager



Chico Area Recreation and Park District “Helping People Play”

**Staff Report 18-42
Agenda Item 8.1**

STAFF REPORT

DATE: October 18, 2018
TO: Board of Directors
FROM: Ann Willmann, General Manager
SUBJECT: Board Policy Handbook Update

Background

In December 2018, the Chico Area Recreation & Park District (CARD) will have two new Board Members. Each Board Member will be provided with a Board Members' Manual. The current manual has been updated and is attached for review and approval.

Recommended Action

It is recommended that the Board of Directors approve the updated Board Members' Manual.

By _____
Ann Willmann
General Manager



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CHICO AREA RECREATION AND PARK DISTRICT

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545 VALLOMBROSA AVENUE

CHICO, CA 95926

(530) 895-4711

BOARD

MEMBERS'

MANUAL

**Adopted by the Board of Directors
of the Chico Area Recreation and Park District
February 19, 2009**

**Revised by the Board of Directors
~~November 15, 2012~~September 20, 2018**

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BOARD MEMBERS' MANUAL

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I. MISSION STATEMENT/MOTTO

The Mission of the Chico Area Recreation and Park District (CARD) is to provide recreation opportunities to the greater Chico Community in a coordinated and cost effective manner.

The Motto of the Chico Area Recreation and Park District is "Helping People Play."

II. PURPOSE

This manual is intended to provide each Board member with:

- A history of CARD and the scope of its park and recreation programs.
- An insight into the scope of activities of a California recreation and park district.
- An understanding of the duties of Board members.
- The general framework in which the Board, CARD's General Manager and its staff function, relate and communicate to fulfill CARD's mission.

III. HISTORY OF THE CHICO AREA RECREATION AND PARK DISTRICT

Recreation and Park Districts Generally

City and County governments generally assume the major responsibility for operating and maintaining local recreation and park systems. However, when they do not, or when such services are desired in an area such as Chico and these services carry beyond the City boundaries, then a Special District such as a California recreation and park district may be formed to provide the services.

History of CARD and the Scope of Its Park and Recreation Programs

CARD was organized to provide and promote a variety of park and recreation programs for the greater Chico area. It has evolved into a provider of comprehensive programs and services for thousands of residents since its inception in 1948 when it was formed. CARD's jurisdiction covers approximately 225 square miles in and around the City of Chico. When it was established, the District served a population of 10,000 people. Now in its 70th year of service, the District has a full time staff of 35+ and serves approximately 109,850,000 people.

The District's Programs and services include the maintenance and operation of activity centers, including the CARD Community Center, the Pleasant Valley Recreation Center, the Dorothy F. Johnson Center, Lakeside Pavilion, the Chico Creek Nature Center, and the Field House at Community Park. They also include management and operation of two swimming pools, Shapiro Pool and Pleasant Valley Pool, and a number of parks, including Hooker Oak Recreation Complex (in Bidwell Park), Community Park,

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Wildwood Park, Sycamore Ball Field (in Bidwell Park), Rotary Park, Oak Way Park, Peterson Park, Humboldt Skate Park, Hancock Park, Ceres, Baroni, Henshaw Park, and DeGarmo Park. Numerous CARD programs also utilize facilities of the Chico Unified School District, City of Chico and California State University, Chico.

CARD is charged with the responsibility to:

1. Organize, promote and conduct recreation programs.
2. Manage, maintain and operate parks and recreation facilities.
3. Acquire land and facilities for parks and recreation.
4. Cooperate and partner when possible with other agencies.

The benefits provided by District (CARD) programs extend beyond the people directly participating in the many recreational activities. Organized leisure outlets in the greater Chico area are combined with the natural opportunities available here, thus providing a total experience of individual enrichment. CARD has a wide variety of year-round programs for all age groups beginning with tiny tots and carrying through to programs for senior citizens. These programs encompass a substantial afterschool program at thirteen elementary schools, recreational and competitive sports, trips and tours, social activities, individual skill sports, cultural enrichment programs and leisure classes. In addition to the growth and development potential anticipated for individuals involved in the programs, immeasurable benefits extend beyond and are gained through shared experiences, family participation and the spectator aspects of each program.

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IV. BOARD ORGANIZATION, DUTIES, AND RESPONSIBILITIES

A. Board Members' Election or Appointment

Five members are elected by CARD residents to sit on the Board of Directors (the "Board"). Board members are elected to serve four-year terms. There is currently no restriction on the number of consecutive terms a Board member may serve. Elections are held every other even numbered year alternating between two and three members being elected at each election. To provide for Board continuity Board members are elected on an at-large basis and are sworn in and take their position on the Board in December of the same year they are elected into office. A board member must be eligible to run for the board pursuant to the California Public Resources Code and Elections Code.

The remaining District Board members may fill board member vacancies within 90 days after the vacancy occurs in accordance with the California Public Resources Code Section 5781.13.

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B. Authority of the Board

1. The Board of Directors shall act only at regular, regularly adjourned, or special meetings, as provided by State Law.
2. Individual Directors shall have no power to act for CARD, or the Board, or to direct the staff of CARD, except as authorized by the Board.
3. The Board sets the policy for the District and directs the District's staff, by way of the General Manager, to implement such policy.

C. Executive Functions

The Board, acting as a Board upon a majority vote, is authorized to delegate any of its powers and duties to "a board member or employee of CARD." The Board, however, "retains ultimate responsibility over the performance of those powers or duties so delegated."

D. Legal Counsel

The Board retains legal counsel as necessary.

E. Operating Principles of the Board (Standards)

The following operating principles (guidelines and standards) are provided to give direction to the Board in setting District policy. The Board is committed to practice these standards, whereupon it will evaluate, learn, and adjust according to what is learned.

1. Process

- The Board is committed to CARD's mission and to work as a team with staff and consultants. The "Team" includes the Board, Staff and Consultants.
- Staff should provide all information and analyses of alternatives so that the Board can make informed decisions.
- The Board will openly discuss and identify its interest(s) during Board meetings and prior to establishing a position and negotiating with external organizations.
- All requests from the Board regarding formation/agenda items should be made to the General Manager who will distribute such information to all Board members.

2. Relationship

The Board Shall:

- Create an environment that promotes respect and appreciation between the Board, Staff and Consultants.
- Fundamentally agree that the focus of CARD's mission is to plan and implement plans that meet the recreation needs of the residents of the District.
- Establish, accept and support common purpose and vision.

3. Capacity

The Board Shall:

- Provide resources and encourage education for itself and Staff.
- Expect creative decision-making.
- Maintain competitive advantage by continuing to pursue state of the art technology and resources.
- Ensure a cooperative and open work environment.

V. PRIMARY POLICY RESPONSIBILITY OF THE BOARD OF DIRECTORS

A. Formation of Policy

The Board of Directors is solely responsible for establishing CARD policy.

B. Policy Process

The policy process falls into three parts:

1. Policy planning
2. Policy establishment
3. Policy implementation

Policy planning is the combined function of the public, the staff, the General Manager and the Board; policy establishment is the sole responsibility of the Board; and the policy implementation that of the General Manager and staff.

Four assumptions underlie this division of work principle:

1. The Board has the responsibility for over-all policy by virtue of the powers vested in it by law and because the Board represents the District's residents.
2. The administration of policy, that is, the provision of the District's services, is a technical process that requires skilled staff trained in all aspects of the business conducted by the District.

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3. A distinction between policy, administrative and staff responsibilities is necessary to achieve coordination of the work of the Board and staff.
4. The division of work principle serves the important, practical mission of enabling Board and staff to recognize their respective functions and to achieve the most effective working relationship toward fulfilling the District's purpose.

C. Leases, Contracts, etc.

All leases, contracts and other legally binding agreements approved and entered into by the Board shall be signed by the Chair, or the General Manager when authorized by the Board.

VI. MEETINGS OF THE BOARD

A. Regular Meetings

Regular Meetings of the Board of Directors shall be held on the third Thursday of each month. The location and time of the meetings will be posted in advance on the Agenda.

The order of business at Regular Meetings shall be as follows:

Call to Order
 Roll Call
~~Approval of Minutes of Last Meeting(s)~~
 Correspondence
 Public Comments
~~Monthly Program/Project Reports~~
 Presentations
~~Board of Director's Reports/Special Assignments~~
 Consent Agenda: ~~Approval of Minutes of Last Meeting(s) & Monthly Financial Reports~~
 Regular Agenda
 Unfinished Business: Monthly Program/Project Reports
 New Business
~~Board of Director's Reports/Special Assignments~~
~~Monthly Financial Reports~~
 Directors Comments
 General Manager's Comments
 Staff Comments
 Adjournment

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B. Special Meetings

A Special Meeting may be called by either the Chair of the Board, by two members

of the Board, or by the General Manager with the consent of the Board Chair.

C. Public Nature of Meetings

All meetings of the Board shall be open to the Public, except when the Board is convened in Closed Session as authorized under provisions of law. Meetings of the Board and of standing committees of the Board shall be subject to open meetings and shall comply with notification as required by law.

D. Quorum

1. A majority of the members of the Board of Directors (3) shall constitute a quorum.
2. ~~—~~ Except as otherwise specifically provided to the contrary, a recorded majority vote of the total membership of the Board of Directors is required for each action. If only 3 members are present, action would require a 3-0 vote.

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E. Rules of Decorum for Board Meetings

1. DECORUM - Meetings of the Board of Directors shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Board is maintained at all times. The presiding officer of the Board, shall be the Chair, Vice Chair, or in their absence, another member designated by the Board, shall be responsible for maintaining the order and decorum of the meetings.
2. RULES OF DECORUM - While any meeting of the Board is in session, the following rules of order and decorum shall be observed:
 - a. CODE OF ETHICAL CONDUCT – District Board members are expected to comply with the Code of Ethical Conduct Policies and Procedures adopted by the Board on February 19, 2009 and updated on August 16, 2018 while performing all of their duties.
 - b. BOARD OF DIRECTORS - The Chair of the Board shall preserve order and decorum at all meetings of the Board, and a member shall not by conversation or other means delay or interrupt the Board proceedings or disturb any other member while speaking.
 - c. DISTRICT STAFF MEMBERS – District employees shall observe the same rules of order and decorum as those which apply to the members of the Board.
 - d. PERSONS ADDRESSING THE BOARD AND MEMBERS OF THE AUDIENCE - Any person who addresses the Board shall be expected to do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Board, staff or general public. Any person who makes such remarks, or who utters loud,

threatening, personal or abusive language or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Board meeting shall, at the discretion of the presiding officer or a majority of the Board, be requested to cease such behaviors, and if he or she does not do so, they will be required to leave the meeting. If he or she does not leave the meeting, the Chair may recess or adjourn the meeting.

3. ADDRESSING THE BOARD - A person wishing to address the Board regarding an item which is on the Board meeting agenda shall address the Board when the Board Chair opens the item up for public comment. Persons wishing to discuss a non-agenda item may seek recognition by the presiding officer during the "Public Comments" portion of the meeting. No person shall address the Board without first being recognized by the presiding officer. The following procedures shall be observed by persons addressing the Board:
 - a. Each person shall step up to the podium, if provided, and shall state his or her name, the organization, if any, which he or she represents, and, if occurring during the "Public Comments" portion of the meeting, the subject he or she wishes to discuss.
 - b. Each person shall confine his or her remarks to time limitation established in advance by the board unless further time is granted by the Board.
 - c. All remarks shall be addressed to the Board as a whole and not to any single member thereof, unless in response to a question from said member.
 - d. No question may be asked of a member of the Board or of the District staff without permission of the Chair.

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F. Board Action

The Board shall act only by ordinance, resolution, or motion. Except where action is taken by the unanimous vote of all Director's present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings, and unless otherwise provided by its own terms, shall become effective upon adoption. All motions, including a motion to adopt an ordinance or to approve a resolution, shall require a second. If a second is not received, the motion shall die without the requirement of a vote. Any member of the Board, excluding the Chair, can make and second a motion, but the Chair may vote on all motions unless disqualified or abstaining. The Chair shall not call for a vote on any motion until sufficient time has been allowed to permit any member of the Board to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board, the Chair shall restate the motion prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the Chair states the question in preparation for a vote, the

director who made the motion, with the approval of the second, may modify his motion or withdraw it completely. However, after the question has been stated by the Chair, the motion may be changed only by a motion to amend which is seconded and carried.

G. Orderly Discussion

In order to promote discussion of the issues before the Board, each member shall be recognized by the Chair before speaking. Notwithstanding any provision of this Policy, however, each member of the Board shall have a right to be heard within reason on any issue before the Board. Each member of the Board may seek information or comment by the staff on any question.

H. Parliamentary Procedures Affecting Motions

All meetings of the Board shall be conducted in accordance with Robert's Rules of Order.

I. Closed Session

Except as required by law, all proceedings in Closed Sessions shall remain confidential.

VII. ELECTION OF OFFICERS

The officers shall consist of a Chair and a Vice-Chair. The election of officers shall take place at the meeting held in December of each year. Term of office shall be for one year beginning in January.

VIII. BOARD CHAIR

A. Duties

It shall be the duty of the Chair to preside at all meetings of the Board utilizing and enforcing parliamentary procedure, to appoint committees, and to call Special Meetings when necessary.

B. Responsibilities

The Chair shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the Chair wishes to move or second a motion he/she must pass the gavel to the

Vice-Chair and step down as the presiding officer for that particular agenda item.

Responsibilities of the Chair include:

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1. Sign all necessary instruments, act and carry out stated requirements and the will of the Board;
2. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
3. Assure staff has Prepared and conveyed reference materials needed by the Board to make decisions at Board Meetings;
4. Review the Agenda with the General Manager prior to the meeting;
5. Confer with the General Manager or designee on crucial matters which may occur between Board meetings
6. Be responsible for the orderly conduct of all Board meetings;
7. Be the Spokesperson for the Board; and
8. Perform other duties as authorized by the Board.

IX. BOARD VICE-CHAIR

The Vice-Chair shall perform the duties of the Chair in the Chair's absence or when the Chair disqualifies himself/herself from participating in an agenda item or becomes partisan in the debate on any such item.

X. SECRETARY TO THE BOARD

The District General Manager shall be the Secretary of the Board. The Secretary shall notify members of all meetings, keep a record of all proceedings of all meetings, and call special meetings with the consent of the Board Chair or when requested by either the Chair of the Board, or by two members of the Board.

A. The secretary of the Board shall have the following duties:

1. Certify or attest to actions taken by the Board when required;
2. Sign the minutes of the Board meeting following their approval;
3. Sign the documents as directed by the Board on behalf of the District, and sign all other items which require the signature of the Secretary; and
4. Perform any other duties assigned by the Board.

B. It is the responsibility of the Secretary to ensure:

1. Minutes of each Board meeting are prepared and maintained;
2. Board records and other documents/reports are maintained, as required by law; and
3. Board officers receive the correspondence addressed to them.

XI. COMMITTEES

A. Functions of Committees

Board business requiring further study prior to Board action will be referred to the proper Committee for review and recommendations to the Board as a whole. Under no circumstances is a Committee or any member of that Committee to take any action or make any statements committing the Board as a whole unless given authority to do so by a majority vote of the Board.

Unless authority to perform a duty is expressly delegated to a Committee, committee motions and recommendations shall be advisory to the Board and shall not commit the District to any policy, act or expenditure. Nor may any committee direct staff to perform specific duties unless duly authorized by the Board.

1. Committees shall be appointed by the Chair, or the Vice Chair operating in the Chair's absence.
2. The Chair of the Board shall name the Chair of each committee.
3. Committees so appointed may be open to non-members of the Board of Directors.
4. The Chair of the Board shall designate and assign such staff and consultants as deemed necessary or appropriate, to facilitate the committee's operations.
5. Each committee shall meet as needed, either at the call of the Board Chair, any two-committee members or the General Manager with the consent of the Board Chair.
6. Committees shall operate in a manner that complies with the Ralph M. Brown Act, its amendments and interpretations.
7. Any committee, except for standing committees, may be dissolved by the Chair.

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B. Standing Committees

The Standing Committee for Finance of the Board includes two members of the Board of Directors, but may not include a majority of the Board of Directors. It shall be responsible for monitoring the District budget and finances and review of the Monthly Financial Report, Monthly Bills, and Refund Register for the Board's review and approval. Unless authorized by the Board, committee members shall only make recommendations, not binding decisions for the District.

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The Standing Committee for Intergovernmental Affairs of the Board includes two members of the Board of Directors, but may not include a majority of the Board of Directors. It shall be responsible for representing the District's position as

determined by the Board with regard to District matters/projects involving, or in collaboration with other governmental or community entities; reporting to the Board as to the status of intergovernmental meetings and recommending to the Board action to be taken to promote intergovernmental activities/projects that are in the best interest of the District and District residents.

C. Ad Hoc Committees

The Chair shall establish Ad Hoc Committees as needed, comprised of as many members, including Board members, as determined necessary by the Chair.

XII. ROLE OF INDIVIDUAL BOARD MEMBERS

The Board of Directors conducts its business as a Board. Individual Board Members may not commit the District to any policy, activity or expenditure unless duly authorized by the Board. Nor may an individual Board Member direct staff to perform specific duties unless duly authorized by the Board.

Each Board Member has the right to place an item on a subsequent Board Meeting agenda by submitting a written or oral request to the Chair of the Board or the General Manager. Agenda item requests received less than one week prior to the posting deadline for a specific agenda as set forth in state law will be added to the following agenda.

Board Members will make every effort to attend assigned committee meetings and board meetings; to prepare adequately for each such meeting, and to observe the rules of decorum as set forth herein.

When requesting information from staff, Board Members shall contact the General Manager.

When responding to requests by community members and other entities within the District, Board Members should inform and reroute such inquiries to the General Manager.

XIII. DISTRICT FINANCE

The effectiveness of the District's operation depends largely upon the adequacy of the District's financial position and the wisdom with which the finances are managed. Once the budget is adopted, it is the primary responsibility of the General Manager to implement the budget within the framework of the policy guidelines adopted by the Board.

A. Fiscal Year

The fiscal year of the District shall begin July 1 and end on June 30.

B. Warrants and Checks

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Warrants and checks shall only be signed by staff and/or Board members authorized by a majority of the Board of Directors.

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C. Source of Funds

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The majority of the District revenues are derived from property taxes, program and rental fees, grants and concessions. A Special District, like CARD, has no other tax subventions such as sales tax, gas tax, etc. For certain types of projects, there are limited federal and/or state funds available. The District should constantly investigate the potential of these sources and others for District operation.

D. Other Sources of Revenue

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Special Districts have the ability to establish other types of funding sources, ie; Landscape and Lighting assessment districts, G.O. Bonds, Development Impact Fees, etc. Each type of funding has its own requirements and limitations for implementation. The Board of Directors should work with the General Manager, Legal Council, and consultants if needed to determine the best course of action.

E. Budget Process

Each year, the District Board must adopt an annual budget. The budget should represent the best thinking of the community, staff and Board combined.

The General Manager submits a budget calendar in December and a proposed budget to the Board, usually in April each year after which a series of Board budget study sessions are conducted.

Following the study sessions, the Board will approve a preliminary budget. After a period of not less than thirty (30) days following the approval of the preliminary budget, a duly published public hearing is scheduled to allow District constituents to appear at a Board meeting and be heard regarding the Budget.

The Board adopts the final budget using staff estimates of what revenues and expenditures are projected. The County's revenue projections may change due to state and other local revenue allocations.

F. Budget Classifications

The District General Fund budgets ~~are~~ is divided into the following main categories:

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1. Salaries and Employee Benefits

This fund includes all wages paid to full-time and part-time employees. It also includes employee benefits:

1. FICA
2. Life Insurance
3. Health Insurance
4. Public Employee Retirement System
5. Vision Plan
6. Dental Insurance

2. Service and Supplies

Funds in this account generally pay for the day-to-day expenses of operating the District.

3. Contributions to Other Agencies

To meet any financial agreements with other public agencies.

4. Debt Service and Lease Payments

To defray bonding, loans, capital lease, etc.

5. Capital Projects/Equipment Outlay (Fixed Assets)

District funds that are placed in this account are usually earmarked for a capital improvement within the District during the current fiscal year. It can include new equipment or new construction.

6. ~~Capital Outlay (Fixed Asset) Reserve~~

~~This special reserve is authorized only for the accumulation of funds for either replacing existing equipment or for facilities. It is not intended to be used during the current fiscal year. However, it will be transferred into the appropriate account in the fiscal year it is scheduled. These funds may be used during the current fiscal year with the approval of at least a 4/5 vote of the Board.~~

7. ~~General Reserve~~

~~Every District is required to maintain a general reserve fund. The intent is to provide the District with sufficient capital to operate the District, prior~~

to the receipt of District tax monies, and to be used in the event of an unanticipated need. The amount is usually 10% of the total budget.

8. Contingency

The District may budget an amount set aside for a financial contingency that may happen during the year. The Board may reallocate these funds during the year to meet a potential funding deficit or emergency need the District may face during the year. The reallocation must receive a 4/5's approval from the Board.

Fund Balance Categories

Committed Fund Balance

The Board of Directors, as the District's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as a resolution. These committed amounts cannot be used for any other purpose unless the Board of Directors removes or changes the specified use through the same type of formal action taken to establish the commitment. Board of Directors action to commit fund balance needs to occur within the fiscal reporting period, no later than June 30th; however the amount can be determined subsequently.

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- General Fund Working Capital Reserve

The General Fund Balance committed to emergency contingencies is established each year to cover approximately 3 or more months of projected operating costs. The fund may be utilized upon declaration of an emergency by the Board of Directors with a 4/5 affirming vote.

- Petty Cash Reserve

The petty cash reserve is set aside to match petty cash kept on hand by the District to conduct operations. The reserve is set at \$1,500.

Assigned Fund Balance

Amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the General Manager for the purpose of reporting these amounts in the annual financial statements. A few examples of assigned fund balance follow.

- Accumulated Capital Reserve

Funds set aside for the purpose of future capital projects.

- Debt Service

Funds set aside for future debt service obligations.

- Deferred Maintenance Costs

Funds set aside to replace fixed assets owned by the District. A benchmark funding for this account may be 10% of projected annual depreciation.

- Election Costs

Funds set aside for future election costs.

Unassigned Fund Balance

These are residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories.

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G. Expenditures

1. Salaries and Wages

a. Full-Time Salaries

The Board of Directors authorizes disbursement of payroll warrants and direct deposits for full-time employees on a bi-weekly basis. These disbursements are approved monthly by the Board.

b. Part-Time Salaries

The Board of Directors approves and authorizes disbursement of payroll warrants for part-time employees on a bi-weekly basis. These disbursements are approved monthly by the Board.

2. All Other Expenditures

The General Manager is authorized to make purchases by warrant, credit cards, or purchase orders to maintain and operate the District. Expenditures are approved by the Board on a monthly basis.

3. Administration of Annual Budget by General Manager

As part of the administration of the budget, the General Manager is authorized to make changes to accommodate changing conditions in CARD's programs and agreements, so long as there is no conflict with District Policies and there are sufficient funds available

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in the budget or in the contingency account. When changes occur that impact Board Policies, the General Manager will submit proposed modifications of the budget to the Board at its meeting or well in advance of the meeting, if time is available.

4. Transfers of Account Funds

In order to keep the District operating in an efficient and timely manner, the General Manager may transfer funds from one account to another and report to the Board at the next Regular scheduled Board Meeting. See the Purchasing Policy for greater detail.

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5. Receipts Other Than Taxes

All receipts other than taxes shall be deposited in a local bank. These

receipts are then transferred to the Butte County Treasurer on a monthly basis. A monthly financial statement is reviewed by the Finance Committee and provided to the Board.

XIV. PARK AND RECREATION OPERATIONS

The Board establishes the general scope and budget of the park and facilities maintenance and recreational programming through the budget preparation process. There is generally no limitation of what types of recreation programs may be offered. ~~The Board shall, through the budget process, approve fees and charges for these programs. Fees are set to cover direct costs plus an established overhead to account for non revenue generating positions.~~ The General Manager must present any new programs to the Board for approval that are different in nature than any program previously offered by the District.

Recreation programs may vary with from year-to-year. Board members should know what the citizens desire and support those needs. In order for a Board member to interpret leisure needs into an effective program, he/she should have a thorough understanding of the existing programs and should discuss the same with the General Manager. Such knowledge rests on familiarity with such facts about the program such as the following:

1. The relationship of the District program to leisure services being offered by other agencies.
2. The condition and adequacy of the District's parks and facilities or other facilities used by the District.
3. The capability, quality and training of available staff
4. The ability of the District to attract and keep a good professional staff.
5. The ability of the District to finance existing and future programs.

XV. GENERAL MANAGER

The General Manager, under the direction of the Board, shall be responsible for the administration of the day-to-day business and affairs of the District and to that end shall organize and supervise the operation of its total recreation and park program. The General Manager shall select his/her staff, prepare the budget for Board approval, and administer the District budget, maintain a complete financial record for the District, including an appropriate set of records, study and make recommendations on property acquisition and development, prepare reports on District accomplishments and needs, prepare the agenda for Board meetings and serve as Secretary to the Board.

The success of any organization depends on the people who do the work. One of the most important functions of the Board is the selection and retention of a good General Manager. Subject to any employment agreement between the Board and him or her, the District's General Manager serves at the pleasure of the Board. The Board will provide policy direction to the General Manager on matters within the authority of the Board by a majority vote of the Board members present during duly-convened Board meetings. Members of the Board will address matters involving the General Manager directly with him or her, and not through other District staff. Unless authorized by the Board, members

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of the Board will make requests for staff to provide information, undertake analyses, perform other work assignments or change the priority of work assignments only through the General Manager and not directly to staff.

A. General Manager's Job Duties

The General Manager's job duties include, but may not be limited to:

1. The Board and the General Manager should work in close harmony and in the best interests of the District.
2. The Board should clearly define the General Manager's job duties and be aware of its separate responsibilities.
3. There should be an evaluation process at least once a year for the Board to assess the performance of the General Manager as it relates to the welfare of the District.
4. The General Manager is charged to carry out the specific directions approved by a majority of the Board.
5. The General Manager is responsible for informing the Board of events, problems and successes on a timely basis.
6. The General Manager shall oversee any planning for the District's Operations and Services.

B. Understanding the Functions of the General Manager

The General Manager is the person responsible to the Board for the management of the District. His/her duties make him/her on the one hand, the chief consultant and executive officer of the Board, and on the other, the leader of all the District staff. As the consultant to the Board, he/she recommends various courses of action to the Board and the reasoning for any recommendation. The Board, by majority, approves, disapproves, or modifies his/her recommendations. As the professional leader of the staff, he/she is responsible for providing good working conditions to permit them to work effectively on behalf of the District. Besides leadership in programming and personnel, the General Manager has full responsibility for the planning and day-to-day business management of the District. Any Board requests for information should be directed through the General Manager. Clearly, then, mutual trust and support between the Board and the General Manager are essential.

C. Selecting the General Manager

Board Members should be willing to invest considerable time and effort in the search for a General Manager. A recommended selection process is as follows:

- 1 The Board should determine the special leadership, competencies and professional requirements it demands of its General Manager.

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2. The Board shall recruit for the General Manager position on the above criteria.
3. A screening committee of the Board should be appointed to review the professional training experience and ability of the candidates.
4. The screening committee should recommend a small group, usually three individuals of top ranking candidates for interviews with the entire Board.
5. The Board should discuss their relative strengths, weaknesses and alignment with the District's needs until a decision can be made by a majority of the Board.
6. When a selection is made, the new General Manager shall be employed on such terms and conditions as he or she and the Board may agree.

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D. Evaluating the Work of the General Manager

The Board, on an ongoing basis, constantly appraises the competence of the General Manager. At least once per year, a formal, systematic review of the General Manager's performance will be conducted in accordance with the guidelines set forth in the General Manager's employment contract. The review and evaluation should generally align with the CARD budget process.

E. Retirement and Dismissal of the General Manager

The General Manager will be included in the same retirement system as the Board approves for all full-time staff members.

The Board may terminate the employment of the General Manager in a manner consistent with the terms and conditions of his/her employment agreement.

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F. The Board's Relationship to the General Manager

It is important for each Board Member to understand and appreciate the difference in the duties and responsibilities of the Board and of the General Manager. When acting within the role of a Board Member, a Board Member is protected, individually, from the liabilities and risks of the District. However, when a Board Member crosses over into the role and duties of the General Manager or staff, the Board Member is no longer protected since he or she is acting outside of the scope of his or her duties and becomes liable, on an individual basis, for any risks or liabilities that may result from his or her actions.

Additionally, by crossing into the General Manager's and/or staff's job duties, a Board Member can cause difficulty with the operations of the District and District morale. For these reasons, it is important for a Board Member not to interfere with or intrude upon the General Manager's and/or staff's job duties and responsibilities.

G. The Chair's Relationship to the General Manager

Generally, the Chair's role is to ensure that the Board acts on the business of the District. As Chair of the Board, he/she is the discussion catalyst and coordinator. He/she strives to stimulate discussion from among the members and to focus attention on the topic of discussion. He/she sees to it that a summary statement is made on what the discussion is all about; that pertinent clarifying data are presented and determines whether or not a motion is in order. When the discussion has received pertinent input and time, he/she will attempt to resolve the issue by formal Board action. The Chair entertains, but does not second motions.

The Chair may take an active role in the discussion and he/she is entitled to vote on every issue in the same manner as other Board members.

He/she should meet with the General Manager in advance of the Board meeting to review the agenda items. However, the Chair, like the other Board Members, must respect the division of responsibility between the Board and staff and not interfere with the General Manager's completion of his or her duties and responsibilities.

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XVI. GOVERNING STATUTES

- A. Recreation and Park District Law: Public Resources Code sections 5780, et seq., sets forth the governing statutes for recreation and park districts, including formation, duties and powers, finance, and the role of the Board of Directors and officers. These statutes are attached hereto as Exhibit "A".

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- B. The Brown Act: The Ralph M. Brown Act (Government Code sections 54900, et seq.) regulates the type of meetings that may be held by governmental agencies. It requires that the public's business be conducted in open and publicized meetings, except in limited circumstances when closed session meetings are allowed. The Brown Act prohibits, among other things, private meetings by three or more members of the Board for the purpose of discussing District business as well as what are known as "serial meetings," or a series of communications between Board Members resulting in a majority of Board Members having conferred on an issue. An example of a serial meeting is the forwarding of an e-mail about Board business amongst members or polling Board Members to determine Members' positions outside of a publicized, agendized meeting. Certain excerpts are taken from the Brown Act and attached as Exhibit "B".

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- C. Public Contracts Code: California Public Contract Code sections 20815-20815.5 apply to contracts entered into on behalf of recreation and park districts. These

sections, which are attached as Exhibit "C", govern the competitive bidding process for awarding of contracts estimated to cost in excess of \$25,000.00 and the purchase of materials and supplies estimated to cost less than \$25,000.00 without calling for bids.

- D. Public Records Act: The Public Records Act allows for public inspection of documents and records generated by public agencies, unless non-disclosure is specifically authorized by law. In short, when a member of the public requests to review or copy information generated by Board and/or District affairs, the District has ten (10), or in some instances fourteen (14), days to provide a written decision of its intent to produce or not to produce and the reasons therefor. Unless a legal exemption to production exists, the District must segregate or redact exempt portions and disclose the remainder of the information to the public requester.

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XVII. BOARD MEMBERS' TRAINING

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A. Ethics Training

Effective January 1, 2006, Board Members, as local officials, are required to receive a minimum of two hours of ethics training every two (2) years to satisfy the mandatory ethics training requirements of AB 1234. New Board members are required to complete their initial training session within one (1) year of taking office. The District shall maintain records indicating when each Board member has completed training.

B. Sexual Harassment Prevention Training

Effective August 17, 2007, all local officials and California supervisors are required to receive a minimum of two hours of sexual harassment prevention training every two (2) years to satisfy AB 1825 as codified in

the Fair Employment and Housing Commission Regulations. This applies to all Board Members and any District staff member in a supervisory role.

C. Additional Training As Needed

Board Members have a fiduciary duty to the District which requires each Board Member to perform his or her duties to the best of his or her abilities and in the best interests of the District. This requires each Board Member to be familiar with the laws, policies, and practices of the District. Board Members are encouraged to obtain additional training on subjects that they feel would assist them in performing their duties. District counsel may be of assistance in arranging such training.

XVIII. EDUCATIONAL PROGRAMS, CONFERENCES AND MEETINGS

The Board believes it is to the advantage of all member entities to have Directors participate in conferences, meetings and educational programs where said Directors'

knowledge may be increased, so that the Directors can better perform their duties as Directors. Finally, the Board of Directors employs staff to administer and operate the District, and encourages staff to continue its education, and further finds that there is value in networking available through staff attendance at and participation in some conferences and meetings.

As a result of these findings, the Board of Directors has determined that the following provisions shall apply to educational programs, conferences and meetings:

1. Directors shall attend, on behalf of CARD, such educational programs, conferences and meetings that have been approved by the Board of Directors prior to such attendance; and
2. That, to the extent possible, staff will, from time to time, present comprehensive lists of conferences, meetings and educational programs so that the Board may consider attendance on a broader than single-event approach, in order to provide a coordinated plan for attendance; and
3. That if a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program; and
4. At the Board meeting following such attendance, or the next reasonable opportunity thereafter, the attendee(s) shall report to the Board on information and ideas learned at the event(s). Materials reviewed at programs that may be of benefit to the Board members or Staff should/may be shared with them;
5. Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act, when a majority of the Board of Directors attend the same event.

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XIX. GENERAL PROVISIONS

Any of the within policies not required by law may be suspended by a majority of the Board. Any policy not required by law may be altered, amended, or repealed at a duly noticed meeting by a majority vote of the Board. This policy is meant to be supplementary to, and not exclusive of, other federal, state and local laws with regard to conflicts of interest, etc.



Chico Area Recreation and Park District "Helping People Play"

**Staff Report 18-43
Agenda Item 8.2**

STAFF REPORT

DATE: October 18, 2018
TO: Board of Directors
FROM: Ann Willmann, General Manager
SUBJECT: Youth Scholarship Program

CARD has had a long-established Youth Scholarship Program. Children that live within the CARD boundaries have had the opportunity to participate in programs at a reduced cost. To ensure the District is able to continue to serve youth in this manner, and adequate budget dollars are available, staff is recommending some changes to the program. The changes are outlined below.

	Current	Proposed
Percent of program fee to be covered by scholarship program	80% of the registration fee, up to \$100 per program.	60% of the registration fee, up to \$100 per year.
Percent of program fee to be covered by participant	20%	40%
Programs available	Per calendar year, participant may participate in 1 Class, 1 Sport, 1 Swim lesson, 1 Camp	Participant may choose from any youth program, and could repeat programs if maximum scholarship has not been used.
Maximum dollar amount per child or family	None, children are limited to the 4 program options above.	\$100 per child per calendar year.

Financial Impact

The Scholarship program is funded by program late fees and general program revenue. The current amount included in the budget for scholarships is \$17,000. However, based on historical use, we have been continuously exceeding that budget with the current structure of the program. With the recommended changes, staff believe the District will be able to continue to provide assistance to families, and more realistically adhere to the established budget. During the next budget cycle, staff will review the scholarship fund and recommend an increase or decrease to that budget item based on actual use.

Recommended Action

It is recommended that the Board of Directors approve the recommended changes to the Youth Scholarship program.

By _____
Ann Willmann
General Manager

2019 Guidelines and Information

The Youth Scholarship Program was established to assist families financially who live within the district boundary lines and are unable to participate in fee-based recreation programs due to economic constraints. To receive financial assistance, applicants will be responsible for 40% of the program fee, must complete a scholarship application, and show that their household income falls within the eligibility guidelines. The guidelines are as follows:

1. Scholarships are available to Chico Area Recreation and Park District (CARD) residents ages 1-17, who meet the income requirements. An application and proof of income are required each calendar year.
2. Please complete the attached application and provide one of the following acceptable proofs of income:
 - a. A copy of your last Federal Income Tax Return (form 1040/1040EZ/1040NR) showing that you fall within the income eligibility guidelines.
 - b. Proof from the school district that the child is eligible for free or reduced-price meals.
 - c. Proof that the child is a foster child.
3. Scholarships are awarded on a first-come, first-served basis and are funded only if there are available resources.
4. If approved, scholarships will be awarded for 60% of the registration fee, up to \$100 per program. The scholarship recipient, or the recipient's family/guardian, must pay the remaining amount of the program fee (co-payment) at time of registration. The participant is responsible for all supply fees, transportation to and from the program, and any additional costs.
5. A maximum scholarship amount of \$100 per child, per calendar year will be awarded.
6. Participants eligible for the scholarship program will remain confidential and will be treated in the same manner as those participants that pay full price for the same service. No family will be discriminated against because of race, color, gender, religion, nationality, ethnic origin or disability.
7. Applicants who falsify information, or do not attend the program regularly, may be ineligible for future scholarships.
8. If extenuating circumstances prevent regular attendance, please contact the CARD Office at (530) 895-4711. If your child cannot attend the program for any reason, you must contact the CARD Office prior to the program start date. Failure to do so may result in a suspension of scholarship benefits for one year including all family dependents.

2019 Youth Scholarship Application

This form is a legal document and must be filled out completely and accurately. Scholarships are based on several factors and this form is not a guarantee of financial assistance.

Parent(s) or Legal Guardian(s) _____

Mailing Address _____ **City** _____ **Zip** _____

Phone (Home) _____ **(Work)** _____ **(Cell)** _____

Email _____

Have you ever received a scholarship from the Chico Area Recreation and Park District? ____ Yes ____ No

Number of people in household: _____ (household size must equal #claimed on 1040/proof of income)

List all dependents in family and/or household (siblings):

_____ Name	_____ Birthdate	_____ Name	_____ Birthdate
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_____ Name	_____ Birthdate	_____ Name	_____ Birthdate
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I certify that I have received, and carefully read, the Youth Scholarship Program Guidelines and Information, and that the information provided herein is true and correct to the best of my knowledge. I acknowledge and understand that the information provided will be relied upon for determining eligibility to receive a scholarship from the Chico Area Recreation and Park District, and that any material misstatement, fraudulently or negligently made in this or in any other statement made by me may result in the denial of my eligibility to receive a scholarship.

Date _____

Signature _____

(Please Print)

OFFICE USE ONLY

Total Household Income \$ _____

Lunch letter _____

CARD Representative _____

Date _____



Chico Area Recreation and Park District "Helping People Play"

**Staff Report 18-44
Agenda Item 8.3**

STAFF REPORT

DATE: October 18, 2018
TO: Board of Directors
FROM: Ann Willmann, General Manager
SUBJECT: Resolution Honoring Director Herman Ellis

DISCUSSION:

Director Ellis has served on the Chico Area Recreation and Park District Board of Directors for the past six years. He has given his time and knowledge regarding recreation and parks, and has been instrumental in the advancement of quality programs and parks for the community of Chico. His advice and experience will be missed by both Co-Directors and staff alike.

RECOMMENDATION:

It is recommended that the Board of Directors recognize and honor Director Herman Ellis for his service to the Chico Community and the Chico Area Recreation and Park District by passing Resolution 18-9.



**RESOLUTION 18-9 OF THE BOARD OF DIRECTORS OF THE CHICO AREA
RECREATION AND PARK DISTRICT HONORING HERMAN ELLIS FOR HIS
SIX YEARS OF SERVICE AS A DIRECTOR ON THE CHICO AREA RECREATION
AND PARK DISTRICT BOARD OF DIRECTORS**

WHEREAS, Herman Ellis has given his time unselfishly to the Chico Area Recreation and Park District since 2012, and

WHEREAS, his knowledge of recreation and park programs, policies and procedures, District finances, and desire to expand park, recreation, and enrichment opportunities for District residents has resulted in an outstanding organization, and

WHEREAS, his involvement with CARD Staff, the CARD Board of Directors, and the Chico Community as a whole has resulted in many quality projects and services for the community, and

WHEREAS, CARD takes great pleasure in recognizing the significant achievements of Herman Ellis and herewith expresses its sincere gratitude for the invaluable contributions he has made to the Chico Community, and

WHEREAS, he will be missed not only by his Co-Directors, but also by the Staff, and the Community to which he has given his time and energy.

NOW, THEREFORE, BE IT RESOLVED that the Chico Area Recreation and Park District commends and honors Herman Ellis for his Six Years of outstanding service, and his dedication as a Director of the Chico Area Recreation and Park District.

PASSED AND ADOPTED this Eighteenth day of October 2018.

ATTEST:

Jan Sneed, Chair
Board of Directors

Ann Willmann
Secretary to the Board