

FINANCE COMMITTEE MEETING

Tom Lando and Chris Norden

Thursday, July 25, 2024 – 3:30 P.M.

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

Agenda posted prior to 4:00 PM Monday, July 22, 2024

AGENDA

A. Call to Order

B. Public Comments

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

C. Monthly Financial Report for June 2024 (Staff Report FI-24-029)

The Committee will review and recommend to the Board of Directors approval of the Monthly Financial Reports.

D. Capital Campaign RFP (Staff Report FI-24-030)

The Committee will review a draft Request for Proposals to initiate a Capital Campaign Project aimed at raising funds for the future Aquatic Recreation Center.

E. Community Park Court Repair and Resurface Project Award (Staff Report FI-24-031)

The Committee will review and recommend to the Board of Directors approval of the award of the Community Park tennis/pickle ball court repair project.

F. Adjournment

Adjourn to the next scheduled Finance Committee Meeting.



BOARD OF DIRECTORS

Finance Committee

STAFF REPORT

DATE: July 25, 2024
TO: Board of Directors
FROM: Angie Carpenter
SUBJECT: June Monthly Financials

BACKGROUND

June 2024 was a busy and productive month as we prepared for the summer season, adding the approved budget for next fiscal year, year-end close preparations, and completing the financial aspects of our new software implementation. Please find attached the financial reports for May. As discussed in our previous meeting, we value the board's feedback and welcome any suggestions on how we can enhance these reports or if there were specific details you would like to see included in future updates.

ANALYSIS

June represents **100%** of the budget for the year.

- **Revenue is 160.8%** of the budget for the year. The \$7M favorable variance is attributed to the following:
 - Tax revenue was nearly \$3.5M above the projections provided by the County.
 - The City of Chico's contribution to the Chapman Park renovation, Peterson Park and Hooker Oak playgrounds were recorded totaling \$650K.
 - \$1.5M reimbursement from the Prop 68 grant for Chapman Park was received.
 - Investment Income from the GF was \$500K above budget.
 - Ice rink income and expenses were not contemplated in the 23/24 budget.
 - Program and user fees were approximately \$400K higher than projected due to increase programming and user demand.

- Community Park impact fees are expected to be lower than projected due to measurement dates (Jan 1 & Jun 30), and subsequent disbursement dates (Feb 1 & July 31).

- **Expense is 93.1%** of budget.
 - Utilities are trending higher than pace due to PG&E increases in January and again in April.
 - Operating expenses (OE) are trending high as some services and supplies for District repairs and maintenance (R&M) are rolled up in OE based on the account code. Please note budget balance in the R&M line.

- As previously, the Program Summary Report has several programs that did not contain a budget or appear to report negative net income. With the implementation of the new accounting system, a new department and program structure was created to improve oversight and activity tracking. These issues will be corrected in July with the new budget year.
 - Overall, all GF income sources produced higher revenue than projected.



CARD

Chico Area Recreation & Park District

Monthly Financial Reports

June 2024

KEY TERMS

Original: Board adopted budget amount

Current: Subsequent Board approved budget changes

Period Activity: Financial transactions occurring in the month being reported

Fiscal Activity: Year-to-date information

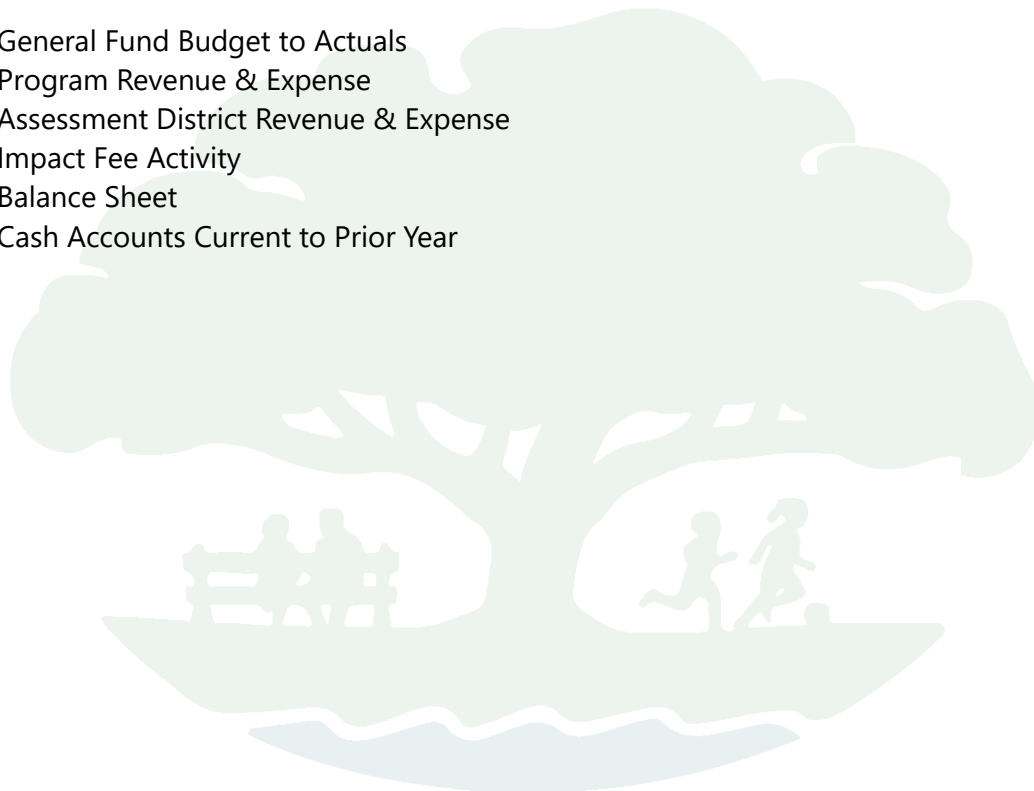
Variance: Fiscal Activity less the Current Budget

Percent Used: Percentage of Fiscal Activity from the Current Budget.

Figures: Surplus is a positive and Deficit is shown as a negative (-) number

REPORT SECTIONS

1. General Fund Budget to Actuals
2. Program Revenue & Expense
3. Assessment District Revenue & Expense
4. Impact Fee Activity
5. Balance Sheet
6. Cash Accounts Current to Prior Year





Chico Area Recreation and Park District

Budget to Actuals Group Summary

For Fiscal: FY 2024 Period Ending: 06/30/2024

Class	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 90 - General Fund						
Revenue						
50 - Taxes & Fees	7,078,500.00	7,078,500.00	336,851.58	12,949,414.62	5,870,914.62	182.94%
51 - Other Income	5,017,500.00	5,017,500.00	540,777.12	6,129,433.63	1,111,933.63	122.16%
52 - Special Event	0.00	0.00	1,020.00	371,319.33	371,319.33	0.00%
Revenue Total:	12,096,000.00	12,096,000.00	878,648.70	19,450,167.58	7,354,167.58	160.80%
Expense						
60 - Salaries and Wages	8,023,977.00	8,023,977.00	531,450.49	6,593,522.58	1,430,454.42	82.17%
61 - Employee Benefits	1,398,069.68	1,398,069.68	108,672.49	1,263,196.62	134,873.06	90.35%
62 - Operating Expenses	2,468,435.00	2,468,435.00	381,200.87	2,784,672.72	-316,237.72	112.81%
63 - Repairs & Maintenance	298,450.00	298,450.00	10,305.44	161,644.52	136,805.48	54.16%
64 - Utilities	539,000.00	539,000.00	66,892.73	648,573.98	-109,573.98	120.33%
68 - Depreciation Expense	0.00	0.00	0.00	406,196.22	-406,196.22	0.00%
69 - Other Expenses	15,000.00	15,000.00	0.00	12,865.49	2,134.51	85.77%
Expense Total:	12,742,931.68	12,742,931.68	1,098,522.02	11,870,672.13	872,259.55	93.15%
Fund: 90 - General Fund Surplus (Deficit):	-646,931.68	-646,931.68	-219,873.32	7,579,495.45	8,226,427.13	-1,171.61%
Report Surplus (Deficit):	-646,931.68	-646,931.68	-219,873.32	7,579,495.45	8,226,427.13	-1,171.61%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
90 - General Fund	-646,931.68	-646,931.68	-219,873.32	7,579,495.45	8,226,427.13
Report Surplus (Deficit):	-646,931.68	-646,931.68	-219,873.32	7,579,495.45	8,226,427.13



Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Program: 11000 - DST - General						
Revenue	6,868,500.00	6,868,500.00	453,119.95	11,150,598.95	4,282,098.95	162.34%
Expense	8,362,899.68	8,362,899.68	155,332.04	4,290,543.53	4,072,356.15	51.30%
Program: 11000 - DST - General Surplus (Deficit):	-1,494,399.68	-1,494,399.68	297,787.91	6,860,055.42	8,354,455.10	-459.05%
Program: 11010 - Facility Rentals						
Revenue	475,000.00	475,000.00	18,485.50	376,301.71	-98,698.29	79.22%
Expense	87,000.00	87,000.00	23,958.28	167,916.76	-80,916.76	193.01%
Program: 11010 - Facility Rentals Surplus (Deficit):	388,000.00	388,000.00	-5,472.78	208,384.95	-179,615.05	53.71%
Program: 11020 - Picnic Rentals						
Revenue	0.00	0.00	9,259.00	20,466.00	20,466.00	0.00%
Program: 11020 - Picnic Rentals Total:	0.00	0.00	9,259.00	20,466.00	20,466.00	0.00%
Program: 11025 - Large Scale Rental						
Revenue	0.00	0.00	0.00	650.00	650.00	0.00%
Program: 11025 - Large Scale Rental Total:	0.00	0.00	0.00	650.00	650.00	0.00%
Program: 11030 - Special Events						
Revenue	50,000.00	50,000.00	1,020.00	81,191.17	31,191.17	162.38%
Expense	30,000.00	30,000.00	6,846.43	136,009.18	-106,009.18	453.36%
Program: 11030 - Special Events Surplus (Deficit):	20,000.00	20,000.00	-5,826.43	-54,818.01	-74,818.01	-274.09%
Program: 22100 - Ice Rink Recreation						
Revenue	0.00	0.00	0.00	315,131.58	315,131.58	0.00%
Expense	2,000.00	2,000.00	185,000.00	291,326.57	-289,326.57	14,566.33%
Program: 22100 - Ice Rink Recreation Surplus (Deficit):	-2,000.00	-2,000.00	-185,000.00	23,805.01	25,805.01	-1,190.25%
Program: 22200 - Contracted Camp						
Revenue	0.00	0.00	64,914.70	189,008.12	189,008.12	0.00%
Expense	500.00	500.00	251.26	11,492.38	-10,992.38	2,298.48%
Program: 22200 - Contracted Camp Surplus (Deficit):	-500.00	-500.00	64,663.44	177,515.74	178,015.74	35,503.15%
Program: 22210 - Camp Chi-Da-CA						
Revenue	223,000.00	223,000.00	67,190.00	201,564.00	-21,436.00	90.39%
Expense	130,000.00	130,000.00	31,829.75	118,719.20	11,280.80	91.32%
Program: 22210 - Camp Chi-Da-CA Surplus (Deficit):	93,000.00	93,000.00	35,360.25	82,844.80	-10,155.20	89.08%
Program: 22220 - Summertime Delight						
Revenue	183,200.00	183,200.00	33,118.00	158,375.00	-24,825.00	86.45%
Expense	138,000.00	138,000.00	20,233.16	102,758.63	35,241.37	74.46%
Program: 22220 - Summertime Delight Surplus (Deficit):	45,200.00	45,200.00	12,884.84	55,616.37	10,416.37	123.05%
Program: 22230 - School Year Camps						
Revenue	33,700.00	33,700.00	0.00	4,275.00	-29,425.00	12.69%
Expense	500.00	500.00	1,177.38	5,780.50	-5,280.50	1,156.10%
Program: 22230 - School Year Camps Surplus (Deficit):	33,200.00	33,200.00	-1,177.38	-1,505.50	-34,705.50	-4.53%
Program: 22240 - Camp Chico Creek						
Revenue	0.00	0.00	52,338.32	52,338.32	52,338.32	0.00%
Expense	7,000.00	7,000.00	20,170.49	36,582.51	-29,582.51	522.61%
Program: 22240 - Camp Chico Creek Surplus (Deficit):	-7,000.00	-7,000.00	32,167.83	15,755.81	22,755.81	-225.08%
Program: 22300 - Field Reservations						
Revenue	0.00	0.00	9,098.41	43,421.90	43,421.90	0.00%
Expense	0.00	0.00	3,397.23	16,216.86	-16,216.86	0.00%
Program: 22300 - Field Reservations Surplus (Deficit):	0.00	0.00	5,701.18	27,205.04	27,205.04	0.00%
Program: 22310 - Youth Sports						
Revenue	260,000.00	260,000.00	42,078.76	385,905.41	125,905.41	148.43%

Budget Report

For Fiscal: FY 2024 Period Ending: 06/30/2024

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Expense	188,000.00	188,000.00	40,907.26	276,906.34	-88,906.34	147.29%
Program: 22310 - Youth Sports Surplus (Deficit):	72,000.00	72,000.00	1,171.50	108,999.07	36,999.07	151.39%
Program: 22320 - Adult Sports						
Revenue	200,000.00	200,000.00	25,492.50	251,270.29	51,270.29	125.64%
Expense	151,000.00	151,000.00	20,788.62	184,176.56	-33,176.56	121.97%
Program: 22320 - Adult Sports Surplus (Deficit):	49,000.00	49,000.00	4,703.88	67,093.73	18,093.73	136.93%
Program: 22330 - DFJ Admin						
Revenue	50,000.00	50,000.00	2,814.00	12,921.00	-37,079.00	25.84%
Expense	500.00	500.00	4,138.05	23,287.27	-22,787.27	4,657.45%
Program: 22330 - DFJ Admin Surplus (Deficit):	49,500.00	49,500.00	-1,324.05	-10,366.27	-59,866.27	-20.94%
Program: 22400 - Contract Programs						
Revenue	149,500.00	149,500.00	23,590.18	209,267.20	59,767.20	139.98%
Expense	171,000.00	171,000.00	64,899.45	292,619.57	-121,619.57	171.12%
Program: 22400 - Contract Programs Surplus (Deficit):	-21,500.00	-21,500.00	-41,309.27	-83,352.37	-61,852.37	387.69%
Program: 22510 - Afterschool Program - CARD						
Revenue	2,730,000.00	2,730,000.00	25,344.69	2,891,065.51	161,065.51	105.90%
Expense	1,640,000.00	1,640,000.00	97,641.08	1,493,169.45	146,830.55	91.05%
Program: 22510 - Afterschool Program - CARD Surplus (Deficit):	1,090,000.00	1,090,000.00	-72,296.39	1,397,896.06	307,896.06	128.25%
Program: 22600 - Nature Pre-School						
Revenue	0.00	0.00	0.00	214,990.75	214,990.75	0.00%
Expense	500.00	500.00	232.40	16,549.31	-16,049.31	3,309.86%
Program: 22600 - Nature Pre-School Surplus (Deficit):	-500.00	-500.00	-232.40	198,441.44	198,941.44	39,688.29%
Program: 22610 - Trips						
Revenue	0.00	0.00	0.00	13,266.52	13,266.52	0.00%
Expense	0.00	0.00	0.00	2,800.00	-2,800.00	0.00%
Program: 22610 - Trips Surplus (Deficit):	0.00	0.00	0.00	10,466.52	10,466.52	0.00%
Program: 22620 - Seniors						
Revenue	25,000.00	25,000.00	0.00	1,200.05	-23,799.95	4.80%
Expense	0.00	0.00	0.00	1,110.00	-1,110.00	0.00%
Program: 22620 - Seniors Surplus (Deficit):	25,000.00	25,000.00	0.00	90.05	-24,909.95	0.36%
Program: 22630 - Nature ABC						
Revenue	0.00	0.00	0.00	4,591.76	4,591.76	0.00%
Expense	500.00	500.00	646.29	1,858.90	-1,358.90	371.78%
Program: 22630 - Nature ABC Surplus (Deficit):	-500.00	-500.00	-646.29	2,732.86	3,232.86	-546.57%
Program: 22640 - NC Admin						
Revenue	335,000.00	335,000.00	1,248.00	38,042.65	-296,957.35	11.36%
Expense	189,000.00	189,000.00	11,059.58	155,015.97	33,984.03	82.02%
Program: 22640 - NC Admin Surplus (Deficit):	146,000.00	146,000.00	-9,811.58	-116,973.32	-262,973.32	-80.12%
Program: 22800 - Recreation Swim						
Revenue	165,000.00	165,000.00	33,397.71	57,038.21	-107,961.79	34.57%
Expense	152,000.00	152,000.00	59,513.12	150,009.56	1,990.44	98.69%
Program: 22800 - Recreation Swim Surplus (Deficit):	13,000.00	13,000.00	-26,115.41	-92,971.35	-105,971.35	-715.16%
Program: 22810 - Sycamore Pool Rec						
Expense	3,000.00	3,000.00	1,905.48	2,918.54	81.46	97.28%
Program: 22810 - Sycamore Pool Rec Total:	3,000.00	3,000.00	1,905.48	2,918.54	81.46	97.28%
Program: 22820 - Swim Lessons						
Revenue	0.00	0.00	0.00	40,920.90	40,920.90	0.00%
Program: 22820 - Swim Lessons Total:	0.00	0.00	0.00	40,920.90	40,920.90	0.00%
Program: 22900 - Youth Leader						
Revenue	8,100.00	8,100.00	5,980.00	5,890.00	-2,210.00	72.72%
Expense	6,000.00	6,000.00	442.01	2,144.13	3,855.87	35.74%
Program: 22900 - Youth Leader Surplus (Deficit):	2,100.00	2,100.00	5,537.99	3,745.87	1,645.87	178.37%
Program: 22910 - Inclusion						
Revenue	50,000.00	50,000.00	10,158.98	50,713.06	713.06	101.43%

Budget Report

For Fiscal: FY 2024 Period Ending: 06/30/2024

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Expense	30,500.00	30,500.00	6,777.57	35,256.37	-4,756.37	115.59%
Program: 22910 - Inclusion Surplus (Deficit):	19,500.00	19,500.00	3,381.41	15,456.69	-4,043.31	79.27%
Report Surplus (Deficit):	516,100.32	516,100.32	121,501.77	8,955,236.97	8,439,136.65	1,735.17%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
90 - General Fund	516,100.32	516,100.32	121,501.77	8,955,236.97	8,439,136.65
Report Surplus (Deficit):	516,100.32	516,100.32	121,501.77	8,955,236.97	8,439,136.65



Chico Area Recreation and Park District

Assessments Report Group Summary

For Fiscal: FY 2024 Period Ending: 06/30/2024

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 60 - Baroni Park						
Revenue	162,300.00	162,300.00	1,949.04	108,893.43	-53,406.57	67.09%
Expense	144,300.00	144,300.00	7,738.73	96,325.03	47,974.97	66.75%
Fund: 60 - Baroni Park Surplus (Deficit):	18,000.00	18,000.00	-5,789.69	12,568.40	-5,431.60	69.82%
Fund: 63 - Indigo Park						
Revenue	30,000.00	30,000.00	0.00	51,657.01	21,657.01	172.19%
Expense	24,500.00	24,500.00	5,775.83	38,877.32	-14,377.32	158.68%
Fund: 63 - Indigo Park Surplus (Deficit):	5,500.00	5,500.00	-5,775.83	12,779.69	7,279.69	232.36%
Fund: 65 - Oak Way Park						
Revenue	144,800.00	144,800.00	504.00	23,610.31	-121,189.69	16.31%
Expense	138,800.00	138,800.00	7,303.55	119,461.41	19,338.59	86.07%
Fund: 65 - Oak Way Park Surplus (Deficit):	6,000.00	6,000.00	-6,799.55	-95,851.10	-101,851.10	-1,597.52%
Fund: 67 - Peterson Park (Amber Grove)						
Revenue	121,400.00	121,400.00	840.00	143,235.66	21,835.66	117.99%
Expense	121,400.00	121,400.00	7,647.14	104,509.65	16,890.35	86.09%
Fund: 67 - Peterson Park (Amber Grove) Surplus (Deficit):	0.00	0.00	-6,807.14	38,726.01	38,726.01	0.00%
Report Surplus (Deficit):	29,500.00	29,500.00	-25,172.21	-31,777.00	-61,277.00	-107.72%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
60 - Baroni Park	18,000.00	18,000.00	-5,789.69	12,568.40	-5,431.60
63 - Indigo Park	5,500.00	5,500.00	-5,775.83	12,779.69	7,279.69
65 - Oak Way Park	6,000.00	6,000.00	-6,799.55	-95,851.10	-101,851.10
67 - Peterson Park (Amber Grove)	0.00	0.00	-6,807.14	38,726.01	38,726.01
Report Surplus (Deficit):	29,500.00	29,500.00	-25,172.21	-31,777.00	-61,277.00



Chico Area Recreation and Park District

Impact Fees Report Group Summary

For Fiscal: FY 2024 Period Ending: 06/30/2024

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 70 - City Impact Fees (Community Park)						
Revenue	2,000,000.00	2,000,000.00	0.00	635,757.54	-1,364,242.46	31.79%
Fund: 70 - City Impact Fees (Community Park) Total:	2,000,000.00	2,000,000.00	0.00	635,757.54	-1,364,242.46	31.79%
Fund: 80 - County Impact Fees						
Revenue	60,000.00	60,000.00	21,375.00	84,139.53	24,139.53	140.23%
Fund: 80 - County Impact Fees Total:	60,000.00	60,000.00	21,375.00	84,139.53	24,139.53	140.23%
Report Total:	2,060,000.00	2,060,000.00	21,375.00	719,897.07	-1,340,102.93	34.95%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
70 - City Impact Fees (Community	2,000,000.00	2,000,000.00	0.00	635,757.54	-1,364,242.46	31.79%
80 - County Impact Fees	60,000.00	60,000.00	21,375.00	84,139.53	24,139.53	140.23%
Report Total:	2,060,000.00	2,060,000.00	21,375.00	719,897.07	-1,340,102.93	34.95%



Chico Area Recreation and Park District

Balance Sheet
Account Summary
 As Of 06/30/2024

Account	Name	Balance
Fund: 90 - General Fund		
Assets		
90-1016	Petty Cash	800.00
90-1021	Claim On Cash - General	14,328,421.43
90-1210	Land	11,634,790.52
90-1212	Land Improvements	29,167,208.26
90-1215	Leasehold Improvements	2,011,183.52
90-1230	Construction in Progress	2,941,075.68
90-1235	Equipment	1,136,727.63
90-1240	Vehicles	616,518.61
90-1250	Technology Hardware	296,192.00
90-1270	Accumulated Depreciation	-17,678,831.71
90-1310	Accounts Receivable	901,168.75
90-1320	Due From Other Funds	4,858,396.91
90-1340	Suspense - NEW	-77,829.98
90-1350	Allocation to Other Funds	-448,993.65
90-1360	Deferred Outflows of Resources	2,446,222.00
	Total Assets:	52,133,049.97
		<u>52,133,049.97</u>
Liability		
90-2004	Deferred Inflows of Resources	82,007.00
90-2006	Accounts Payable	8,970.00
90-2010	Vouchers Payable	138,646.93
90-2014	Accrued Wages and Salaries Payable	115,789.38
90-2016	Compensated Absences Payable	225,688.24
90-2018	457 Employee Contribution	4,168.60
90-2020	457 ROTH Employee Contribution	2,325.00
90-2022	CALPERS - Employee	45,336.48
90-2024	CALPERS - Employer	23,435.00
90-2026	Federal Withholding	96,381.06
90-2030	Garnishments	2,797.35
90-2031	HSA	-15,279.58
90-2032	Medical Insurance - Employee	2,734.02
90-2036	Medicare and Social Security - Employee	111,877.15
90-2038	Medicare and Social Security - Employer	27,924.09
90-2040	State Withholding	73,041.58
90-2042	SDI	9,507.64
90-2044	Union Dues - Parks Staff	1,793.97
90-2046	Union Dues - Supervisor	494.81
90-2048	Voluntary Life/AD&D - Employee	2,643.59
90-2052	Deferred Revenue	697,536.73
90-2054	Due To Other Funds	4,858,396.01
90-2056	Other Liability - Class Clearing Acct	-14,142.95
90-2058	Net Pension Liability	3,016,897.00
90-2060	Time Expired Holding Acct	8,403.11
90-2062	Prepaid Facilities Transfer	-1,091.00
90-2066	Security Deposits	60,428.29
90-2099	Due To- General	238,462.82
	Total Liability:	9,825,172.32
Equity		
90-3010	Fund Balance - NonSpendable	20,702,193.72
90-3050	Fund Balance - Unassigned	14,206,843.04
	Total Beginning Equity:	34,909,036.76

Balance Sheet

As Of 06/30/2024

Account	Name	Balance
Total Revenue		19,450,167.58
Total Expense		<u>12,051,326.69</u>
Revenues Over/Under Expenses		7,398,840.89
	Total Equity and Current Surplus (Deficit):	42,307,877.65
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>52,133,049.97</u>



Chico Area Recreation and Park District

Balance Sheet Cash Summary

As Of 06/30/2024

Account	Name	Balance
Fund: 99 - POOLED CASH		
Assets		
99-1010	Cash In Bank-US Bank Treasurer	4,965,798.19
99-1011	Cash In Bank-Golden Valley Bank	6,677,348.69
99-1012	Cash In Bank-California Class	2,639,535.39
99-1014	Cash In Bank - GVB Money Market	7,301,035.62
99-1018	Cash In Bank - Tri Counties Bank - MM	877,473.42
99-1384	Due From Other Funds-General	238,462.82
	Total Assets:	22,699,654.13
		<u>22,699,654.13</u>
Liability		
99-2006	Accounts Payable (Pooled Cash)	238,462.82
99-2054	Due To Other Funds (Pooled Cash)	22,461,191.31
	Total Liability:	22,699,654.13
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>22,699,654.13</u>



Cash Accounts Current to Prior Year

Current Year	Balance	Prior Year	Balance
As of 06/30/2024		As of 06/30/2023	
Petty Cash	800	Petty Cash	800
US Bank - County Treasurer	4,965,798	US Bank - County Treasurer	11,644,008
Golden Valley Bank - Operations	6,677,349	Golden Valley Bank - Operations	5,165,106
California CLASS - MM	2,639,535	California CLASS - MM	2,511,097
Golden Valley Bank - MM	7,301,036	Golden Valley Bank - MM	-
Tri Counties Bank - MM	877,473	Tri Counties Bank - MM	-
TOTAL	22,461,991	TOTAL	19,321,011

Finance Committee

STAFF REPORT

DATE: July 25, 2024
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Capital Campaign RFP Review

BACKGROUND

At the December 2023 meeting the results of the Feasibility Study for a Capital Campaign for the Aquatic Recreation Facility conducted by Baker Street Consulting were presented to the Board. The direction to staff was to release a Request for Proposals (RFP) for an organization to implement a Capital Campaign.

RECOMMENDATION

The Board review and approve the attached RFP.



CARD

REQUEST FOR PROPOSALS FOR CAPITAL CAMPAIGN PROGRAM

FOR CHICO AREA RECREATION AND PARK DISTRICT

SUBMITTAL LOCATION: 545 VALLOMBROSA AVE, CHICO, CA 95926

SUBMITTAL DEADLINE: **INSERT**

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Chico Area Recreation and Parks District (CARD) is requesting proposals from qualified firms to provide services build and execute a Capital Campaign Program.

Proposal packages must be addressed and submitted to CARD on or before **INSERT**.

Proposal packages are to be submitted to:

Attn: Capital Campaign RFP
Chico Area Recreation and Park District
545 Vallombrosa Avenue
Chico, CA 95926

1. Introduction and Project Summary

The Chico Area Recreation and Park District (“District” or “CARD”) is thrilled to announce the initiation of a large-scale capital campaign aimed at funding the development of a state-of-the-art Aquatic Recreation Facility to be located at 13301 Garner Lane, Chico, CA 95973.

1.1 Project Background

This project was initially introduced in 2013, with a programmatic feasibility study that followed in 2016. In October 2022, the District’s Board of Directors authorized staff to enter the design phase of the Aquatic Recreation Facility (Aquatics) project and to release an RFP for the concept, design, and bid package. In March 2023, the design firm Confluence Inc. was selected to provide design services for the Aquatics project. In May 2023, a parcel of land located on Garner Lane was donated to the District by local philanthropists, with the stipulation the land be used for aquatic recreational activities. Additionally, a consulting group was engaged to provide a Planning and Feasibility Study for a Capital Campaign Program, which was released to the District in November 2023. The results concluded that a capital campaign was feasible to be highly successful.

The District plans to use a reserve of development impact fees and a \$6M grant acquired from the Land and Water Conservation Fund in December 2023 to fund the Aquatics project. The goal of the proposed Capital Campaign Program is to raise \$6M and the establishment of an annual philanthropic program.

1.2 Timeline

The following is the anticipated schedule for the RFP process and award of the Capital Campaign Project.

1. RFP Release	INSERT, 2024
2. Requests for Clarification Deadline	+30 days
3. Final Addenda Issued (if required)	+7 days
4. Proposal Deadline	INSERT
5. Interview (if required)	INSERT
6. Notification of Award (tentative)	INSERT
7. Board award of contract (tentative)	INSERT

CARD reserves the right, at any time, to make additions, modifications or deletions to any of the events or dates that comprise the RFP Schedule. Such changes shall be made by RFP Addendum. References in the RFP documents to the RFP Schedule or to dates in the RFP Schedule shall mean the RFP Schedule and dates set forth above, as adjusted by any changes thereto made pursuant to this Paragraph.

Questions

Please direct questions regarding this Request for Proposal to:
 Holli Drobny, Administrative Director

Chico Area Recreation and Park District
530-895-4711 | hdrobny@chicorec.gov

1.3 Contract Time

The selected respondent will enter into a professional services agreement with the District. The contract is expected to be in effect for eighteen (18) months with a renewal option based on mutual agreement of both parties.

1.4 Scope of Services

The District is seeking a firm that possesses a demonstrable track record of success in executing capital campaigns within the parks and recreation sector. The selected firm will play a pivotal role in orchestrating a comprehensive campaign strategy, implementing fundraising initiatives, and leveraging their expertise to ensure the successful attainment of fundraising goals. The ideal firm will have:

Demonstrated Experience:

- Proven success in managing capital campaigns exceeding \$10,000,000.
- Extensive experience working with parks and recreation and nature-based clients, showcasing a comprehensive understanding of the sector's unique needs and challenges.

Knowledge and Expertise:

- Familiarity with philanthropic landscape.
- Extensive experience with funders to maximize fundraising opportunities.

Key Deliverables Expected: The selected firm will be expected to provide comprehensive capital campaign services including, but not limited to:

- **Comprehensive Campaign Strategy:** Develop a comprehensive strategy for the capital campaign, including timelines, campaign material and collateral development, fundraising goals, and key milestones aligned with the Aquatics project objectives.
- **Solicitation Management:** Design and execute a prospect research and robust solicitation strategy targeting potential donors, major gift prospects, and institutional funders.
- **Grant Writing:** Identify, research, and compose compelling grant proposals tailored to secure funding from various national grant-making organizations.
- **Fundraising Services:** Implement innovative fundraising techniques, events, and initiatives to engage diverse stakeholders and community members in supporting the campaign.

2. Summary of RFP Process

This summary is provided for the convenience of the proposers and should not be interpreted as a complete or definitive statement of all procedures, conditions, requirements or standards that may apply to any of the aforementioned processes.

2.1 Selection Process

The District will select the firm based on its professed ability to meet the overall expectations of the project. The Board of Directors will provide final approval on which submission offers the greatest benefit to the District. The following criteria will be used in the selection process:

- Responsiveness and completeness of the proposal.
- Experience and qualifications of consultant and management team, including demonstrated knowledge of planning, management, evaluation skills, and experience.
- Technical quality and methodology of consultant's approach to organizing and managing the project; ability to document information and recommendations clearly in written format.
- Understanding the project objectives and scope.
- Ability of the consultant and management team to communicate with various governmental units.
- Past and current projects.
- References and examples of completed consulting projects. Satisfaction of former clients with competency of completed work.
- Overall project management and ability to accomplish a project of this nature within the proposed time schedule.

2.2 RFP Procedures

Submittal

Proposals shall be submitted no later than INSERT to:

Attn: Capital Campaign Project RFP
Chico Area Recreation and Park District
545 Vallombrosa Avenue
Chico, CA 95926

Late proposals will not be accepted. The District reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the District. The District reserves the right to issue contracts to multiple vendors. Faxed and emailed Proposals will not be accepted.

Number of Copies: Submit an electronic copy in PDF format via email or on a flash drive.

Duty of Review

Each proposer, in submitting its Proposal, acknowledges and understands its obligation to carefully and thoroughly examine all RFP documents and other information available to the

proposer relating to the Project. Each proposer shall seek clarification prior to such submission of all items of information contained in the RFP documents or in any other documents upon which the proposer has relied in preparing its Proposal that it observes. Failure by a proposer to fully inform itself of the matters described herein and to seek clarification in the manner required herein shall not relieve the proposer from its responsibilities under the Agreement for the District.

2.3 Proposal Content

To be considered in the selection process, the qualified respondent should organize the proposal as follows.

Introductory Letter

This letter should include an introduction to the firm and summary of general qualifications. The letter shall be signed by an officer of the firm who is authorized to negotiate a contract with the District.

Team Experience

Describe the qualifications and experience of the key personnel to be assigned to the project and include their previous experience with water rate studies. The proposal will include an organizational chart showing the inter-relation of all project team members.

References

Provide references for similar projects managed within the last five - seven years, ideally from other public jurisdictions, by the personnel proposed for this contract. References should identify the client organization, nature and date of the contract, and the name, title, telephone number, and e-mail address of the contact person for each reference. The references shall include the cost of the project and scope of work accomplished.

Project Approach and Schedule

A detailed description of how your firm proposes to approach this project. Include sufficient discussion of proposed methodologies, techniques, and procedures identified in the scope of services. A proposed timeline for scope of work to be completed should be included here.

Cost Proposal

A proposed project cost sheet for the scope of work to be completed. The cost proposal must be presented as not-to-exceed, with all overhead/expenses included in the estimated costs.

3. RFP Terms and Conditions

3.1 General Conditions

- A respondent may withdraw and resubmit a proposal prior to the proposal submission deadline. No re-submissions will be allowed after the submission deadline.
- Pursuant to the California Public Records Act (California Government Code Section 6250 et. seq.), public records may be inspected and examined by anyone desiring to do so.
- All submitted proposals are considered public records subject to disclosure.

No Reimbursement For Costs Incurred

Each party that enters into this selection process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the District for the costs and expenses associated with this process.

Property Rights

A proposal received within the prescribed deadline becomes the property of the District and all rights to the contents therein become those of the District, regardless of whether the project is fully completed.

Amendments to Request for Proposals

The District reserves the right to amend the RFP by addendum prior to the final proposal submittal date. The District also reserves the right to extend the due date, or to cancel this RFP at any time. The District reserves the right to modify this RFP, to change, by additions, deletions or modifications to any portion of the RFP documents prior to submittal date.

Minimum Qualifications

- The lead on-site project professional should have a minimum of 5 years of experience in related field.
- Significant experience working with municipalities.
- Demonstrated ability to successfully complete the scope of services on time and within budget.
- Demonstrated ability to successfully work with municipal staff and the general public.

Selection Process

The District reserves the right to request additional information or proposal revisions or hold discussions and negotiations with responsive proposers.

The District will recommend award to the Proposer who, in its opinion, has submitted the RFP response that best serves the overall interests of the District. Award may not necessarily be made to the Proposer with the lowest overall cost.

The District will then enter contract negotiations with the proposer whose understanding of the goals, qualifications, experience, proposal content and quality, proposed approach and work plan, availability, references, and other factors best meet the District's needs. If it is not possible

to negotiate a satisfactory agreement with the first-choice proposer, the District may negotiate with another proposer.

The District reserves the right to cancel or modify the selection process at any time or to reject any proposals that are deemed to be unresponsive.

4. Contract

The District's contract agreement will be provided. Please review this document and state in the proposal any changes or objections to the terms of the agreement. All work performed, all charges billed by the selected proposer, all insurance and other requirements will be in accordance with the terms of the agreement.

4.1 Execution Of Contract

The proposer to whom award of the work is made shall execute the Contract on the form of agreement provided herein. Failure or refusal to execute the Contract, submit the required documents, or to conform to any of the stipulated requirements in connection with it, shall be just cause for the recovery of damages from the proposer, and the award of the Contract to another proposer.

4.2 Termination

Although the District anticipates the successful completion of all phases of work for this project, it reserves the right to terminate work at any time.



BOARD OF DIRECTORS

Finance Committee

STAFF REPORT

DATE: July 25, 2024
TO: Board of Directors
FROM: Scott Schumann, Parks and Facilities Director
SUBJECT: Community Park Court Repair and Resurface Project Award

BACKGROUND

An RFP was published on July 1, 2024, for repairing cracks, resurfacing, and repainting 75% of the existing courts at Community Park (the newly converted 8 courts are not included with this project's scope). A bid walk was held on-site July 10, 2024, and attended by 2 bidders. Linear feet of crack repair was agreed upon by all parties and materials for installation were discussed in addition to areas for saw cutting and removal of root intrusion.

DISCUSSION

Two bidders attended the bid walk and submitted bids:

<u>Company Name</u>	<u>Bid Amount</u>
J & S Asphalt:	\$168,840
First Serve Productions, Inc:	\$139,888

Staff obtained and interviewed three references for the bidders. References confirmed that First Serve Productions' work was typical of court installers producing good results with intentional and consistent internal oversight by a project manager.

Recommendation

The Board has already approved an allocation of \$200,000 for the court repair project in the 2024/2025 budget. Staff recommendation is to award the project to First Serve Productions. Cost savings from this project could be used to conduct asphalt repairs in the adjacent parking area accessing the courts.