

BOARD OF DIRECTORS REGULAR MEETING

Thursday, September 26, 2024 – 4:30 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, September 23, 2024

BOARD MEMBERS

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

CARD STAFF

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

LEGAL COUNSEL

Jackson Glick, Sac Valley Law

A G E N D A

Zoom Meeting Information:

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

Meeting ID: 816 0763 6750

Passcode: 156857

1. CALL TO ORDER

1.1. Roll Call

2. PUBLIC COMMENTS

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

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

3.1. Minutes of the Regular Meeting of the Board of Directors on August 22, 2024

3.2. August 2024 Monthly Financial Report (Staff Report FI-24-035)

3.3. Asphalt Repair at Community Park Project Award (Staff Report FI-24-036)

3.4. Lease of Field Painting Equipment (Staff Report FI-24-037)

3.5. Capital Campaign Project Award (Staff Report FI-24-038)

4. REGULAR AGENDA

4.1. Committees– *Information provided/possible action*

4.1.1. Finance Committee

4.1.2. Facility Committee (meeting summary)

4.2. Updated Policies (Staff Report 24-048) *Action requested: The Board of Directors approves the updated policies listed below.*

- 2115 Donations- continued from last meeting
- 3217 Cellphone Stipend- update to stipend amounts

4.3. Aquatic Center Update (Staff Report 24-056) *Information provided.*

District staff will be presenting the most current design depictions of the upcoming Aquatic and Recreation Center.

4.4. Items Removed from the Consent Agenda

5. NEW BUSINESS

5.1. Heat Warning Signs in Parking Lots (Staff Report 24-049) *Discussion, possible action.*

At the August Regular Meeting, public comment was received related to adding signs to parks notifying the public about the danger of leaving dogs in the car during the summer. The Board requested this item to be agendaized for further consideration.

5.2. Submission to Change Name of Park (Staff Report 24-050) *Discussion, possible action.*

At the July Facility Committee meeting, the Committee reviewed a request to change the name of Wildwood Park to Veteran Memorial Park.

5.3. Union Memorandum of Understanding (Staff Report 24-051) *Action requested: The Board of Directors approve the MOUs between the District and the following Unions; General Unit-Service Employees International Union (SEIU) and Union of Operating Engineers, Stationary Engineers (IUOE).*

Following labor negotiations, an MOU has been agreed upon.

5.4. Revisions to the Fiscal Year 2024-25 Salary Schedule (Staff Report 24-052) *Action requested: The Board of Directors approve the Fiscal Year 2024-25 Salary Schedule incorporating the updates reflected in the MOUs pending approval by the Board.*

The salary schedule has been revised following completed labor negotiations SEIU.

5.5. Community Park Shop Design (Staff Report 24-057) *Action requested: The Board of Directors approve the Community Park Shop Design.*

District staff will present design plans for the remodel of the Community Park Shop.

6. DIRECTOR COMMENTS

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

7. STAFF COMMENTS

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

Recreation Update (Staff Report 24-053)

Parks and Facilities Update (Staff Report 24-054)

General Manager Update (Staff Report 24-055)

8. ADJOURNMENT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

August 22, 2024 – 4:00 P.M.

DRAFT

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

1. CALL TO ORDER

The meeting was called to order at 4:00, and a roll call was taken, as noted above.

2. PUBLIC COMMENTS

Correspondence was received from Norma Mercurio related to adding signs to parks notifying the public about the danger of leaving dogs in the car during the summer. This topic will be put on the agenda at the next Regular Board Meeting.

3. CONSENT AGENDA

- 3.1. Minutes of the Regular Meeting of the Board of Directors on July 25, 2024
- 3.2. July 2024 Monthly Financial Report (Staff Report FI-24-032)
- 3.3. Community Center Refurbishment Project Award (Staff Report FI-24-033)

M/S/C/ (Directors Lando/Norden) Board of Directors approved the consent agenda.

The motion was unanimously approved.

Absent: Donan

4. REGULAR AGENDA

4.1. Committee Report Out

4.1.1. Finance Committee

Lando reported that the Committee recommended the District approach the County about impact fees that have remained static since 2005. Lando directed staff to investigate if there is an exception for low-income housing.

4.1.2. Facility Committee

There was no meeting.

4.2. Updated Policies (Staff Report 24-042)

The Board provided direction to update language for policy to *2115 Donations* and it will be reconsidering on at the September Regular Board meeting

M/S/C/ (Directors Norden/Worley) Board of Directors approved *6115 Naming Parks and Facilities* with the amended language that provides the Board that authorization to remove donations for any given reason.

The motion was unanimously approved.

Absent: Donan

5. NEW BUSINESS

5.1. Fundraising Initiative at District Gala (Staff Report 24-043)

Pursuant to the above policy (2115 Donations), this fundraising initiative was presented for consideration and approval.

M/S/C/ (Directors Lando/McGinnis) Board of Directors approved the fundraising plan to be executed at the annual CARD Gala, with amending the term from "winnings" to "contributions".

The motion was unanimously approved.

Absent: Donan

5.2. Skatepark Infraction Policy (Staff Report 24-044)

The Board reviewed a new policy to catalog and clarify the current protocol for infractions at the Skatepark and subsequent District action.

M/S/C/ (Directors Lando/Norden) Board of Directors approved the Skatepark Infraction Policy.

The motion was unanimously approved.

Absent: Donan

6. DIRECTORS' COMMENTS

There were no comments.

7. STAFF COMMENTS

There were no comments.

8. CLOSED SESSION

9. Pursuant to Government Code 54957.6: Labor Negotiations - General Manager

Direction was given to approve the revised terms and conditions of the MOU between the District and SEIU Local 1021.

Pursuant to Government Code 54956.8: Real Estate Negotiations

Property: APN 002-130-038

Agency Negotiator: General Manager

Under Negotiation: Price

August 22, 2024

Information received; direction given.

10. ADJOURNMENT

Adjourned at 4:35 to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.



BOARD OF DIRECTORS

Finance Committee

STAFF REPORT

DATE: September 16, 2024
TO: Board of Directors
FROM: Angie Carpenter
SUBJECT: August Monthly Financials

Overview

As we enter the new fiscal year, August's financial reflect a typical beginning period, with no significant events impacting our overall budget. The annual financial audit is currently underway and is expected to be completed by the end of October.

Budget Analysis

- **General Fund:** Cash position decreased due to capital outlays in August. It is anticipated that cash levels will stabilize once property tax installments are received.
- **August Accounts for:** 16.67% of the annual budget.

Capital Assets

- **Current Status:** High capital assets reflect the acquisition of new equipment, including two trucks, a trailer, and a sweep brush reel.

Revenue Analysis

- **Total Revenue:** Currently at **11.95%** of the annual budget.
 - **Program Income:** Increased due to revenue generated from summer activities in Camps, Classes, Aquatics, and The Nature Center.
 - Additionally, income from the Afterschool Program has commenced for the new school year, contributing to a higher-than-usual trend for this period.
 - **Other Income:** Includes revenue from the sale of a trailer and ongoing cell tower rent.

Expense Analysis

- **Total Expenses:** Currently at **18.28%** of the annual budget.
 - **Annual Expenses:** Some costs have been paid in full at the beginning of the year, inflating the year-to-date percentage.
 - **Operating Expenses (OE):** Trending high due to the inclusion of services and supplies for District repairs and maintenance, impacting overall OE.

- Additionally, utilities expenses are elevated because of a late June invoice that was received in August, contributing to the increased expense.
- **Employee Benefits:** Expenses are elevated due to a one-time Workers' Compensation Insurance payment of \$135K, covering the entire fiscal year.
- **Program Expenses:** Higher than expected due to timing of invoicing.

Fund Impact Fees

- **Community Park Impact Fees:** Expected to be lower than projected, influenced by measurement and disbursement dates (January 1 & June 30 for measurement; February 1 & July 31 for disbursement).



CARD
Chico Area Recreation & Park District

Monthly Financial Reports

August 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

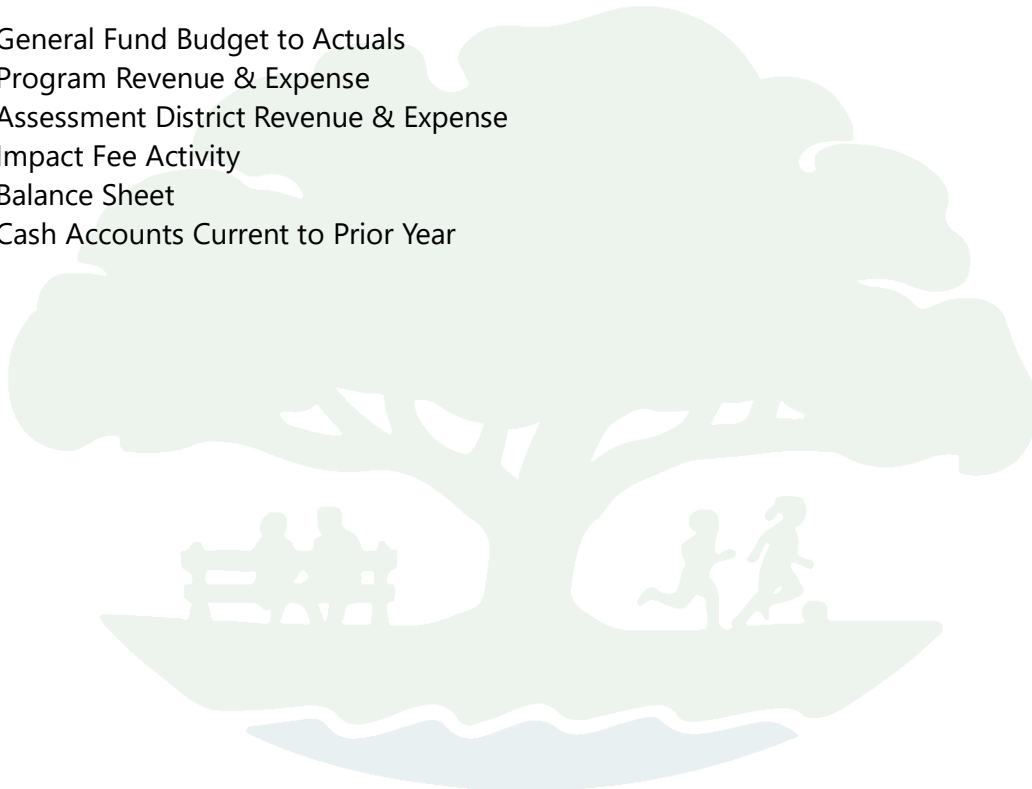
Variance: Fiscal Activity less the Current Budget

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

General Fund Budget to Actuals Report

For Fiscal: FY 2025 Period Ending: 08/31/2024

Clas...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 90 - General Fund						
Revenue						
50 - Taxes	6,950,000.00	6,950,000.00	0.00	0.00	-6,950,000.00	0.00%
53 - Operating Income	6,880,095.50	6,880,095.50	997,946.36	1,634,520.40	-5,245,575.10	23.76%
55 - Other Income	16,000.00	16,000.00	9,509.06	20,571.48	4,571.48	128.57%
Revenue Total:	13,846,095.50	13,846,095.50	1,007,455.42	1,655,091.88	-12,191,003.62	11.95%
Expense						
60 - Salaries & Wages	7,537,141.41	7,537,141.41	518,809.61	1,059,875.32	6,477,266.09	14.06%
61 - Employee Benefits	1,860,093.59	1,860,093.59	135,019.52	394,875.76	1,465,217.83	21.23%
62 - Supplies & Services	2,586,831.50	2,586,831.50	141,087.22	722,729.77	1,864,101.73	27.94%
63 - Repairs & Maintenance	427,000.00	427,000.00	22,383.98	75,381.53	351,618.47	17.65%
64 - Utilities	698,379.00	698,379.00	104,996.32	183,860.41	514,518.59	26.33%
65 - Contracts	508,700.00	508,700.00	26,081.55	58,689.95	450,010.05	11.54%
69 - Other Expenses	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00%
Expense Total:	13,653,145.50	13,653,145.50	948,378.20	2,495,412.74	11,157,732.76	18.28%
Fund: 90 - General Fund Surplus (Deficit):	192,950.00	192,950.00	59,077.22	-840,320.86	-1,033,270.86	-435.51%
Report Surplus (Deficit):	192,950.00	192,950.00	59,077.22	-840,320.86	-1,033,270.86	-435.51%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
90 - General Fund	192,950.00	192,950.00	59,077.22	-840,320.86	-1,033,270.86
Report Surplus (Deficit):	192,950.00	192,950.00	59,077.22	-840,320.86	-1,033,270.86



Chico Area Recreation and Park District

Program Revenue & Expense Report

For Fiscal: FY 2025 Period Ending: 08/31/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Program: 11000 - District Wide						
Revenue	8,313,500.00	8,313,500.00	56,159.33	135,370.42	-8,178,129.58	1.63%
Expense	4,145,672.41	4,145,672.41	214,545.63	1,051,579.52	3,094,092.89	25.37%
Program: 11000 - District Wide Surplus (Deficit):	4,167,827.59	4,167,827.59	-158,386.30	-916,209.10	-5,084,036.69	-21.98%
Program: 11610 - Facility Rentals						
Revenue	360,000.00	360,000.00	25,884.00	44,816.00	-315,184.00	12.45%
Expense	273,467.74	273,467.74	23,352.01	45,482.72	227,985.02	16.63%
Program: 11610 - Facility Rentals Surplus (Deficit):	86,532.26	86,532.26	2,531.99	-666.72	-87,198.98	-0.77%
Program: 11611 - Picnic Rentals						
Revenue	25,000.00	25,000.00	2,759.00	5,231.00	-19,769.00	20.92%
Program: 11611 - Picnic Rentals Total:	25,000.00	25,000.00	2,759.00	5,231.00	-19,769.00	20.92%
Program: 11612 - Field Rentals						
Revenue	85,000.00	85,000.00	23,265.76	23,307.76	-61,692.24	27.42%
Expense	46,510.43	46,510.43	483.39	6,449.57	40,060.86	13.87%
Program: 11612 - Field Rentals Surplus (Deficit):	38,489.57	38,489.57	22,782.37	16,858.19	-21,631.38	43.80%
Program: 11710 - Special Events						
Revenue	140,000.00	140,000.00	11,075.00	11,785.00	-128,215.00	8.42%
Expense	81,112.12	81,112.12	6,429.54	14,496.29	66,615.83	17.87%
Program: 11710 - Special Events Surplus (Deficit):	58,887.88	58,887.88	4,645.46	-2,711.29	-61,599.17	-4.60%
Program: 22200 - Contracted Camp						
Revenue	210,000.00	210,000.00	22,970.15	85,660.10	-124,339.90	40.79%
Expense	151,755.00	151,755.00	3,445.41	3,445.41	148,309.59	2.27%
Program: 22200 - Contracted Camp Surplus (Deficit):	58,245.00	58,245.00	19,524.74	82,214.69	23,969.69	141.15%
Program: 22210 - Camp Chi-Da-CA						
Revenue	290,600.00	290,600.00	35,970.00	114,160.00	-176,440.00	39.28%
Expense	208,508.07	208,508.07	31,982.15	78,353.41	130,154.66	37.58%
Program: 22210 - Camp Chi-Da-CA Surplus (Deficit):	82,091.93	82,091.93	3,987.85	35,806.59	-46,285.34	43.62%
Program: 22220 - Summertime Delight						
Revenue	193,520.00	193,520.00	48,557.60	119,770.00	-73,750.00	61.89%
Expense	164,433.97	164,433.97	31,468.16	61,129.74	103,304.23	37.18%
Program: 22220 - Summertime Delight Surplus (Deficit):	29,086.03	29,086.03	17,089.44	58,640.26	29,554.23	201.61%
Program: 22240 - Camp Chico Creek						
Revenue	230,000.00	230,000.00	50,886.20	144,572.00	-85,428.00	62.86%
Expense	131,702.86	131,702.86	33,601.39	64,057.18	67,645.68	48.64%
Program: 22240 - Camp Chico Creek Surplus (Deficit):	98,297.14	98,297.14	17,284.81	80,514.82	-17,782.32	81.91%
Program: 22310 - Youth Sports						
Revenue	435,000.00	435,000.00	29,463.42	96,254.66	-338,745.34	22.13%
Expense	435,932.51	435,932.51	42,029.25	83,980.41	351,952.10	19.26%
Program: 22310 - Youth Sports Surplus (Deficit):	-932.51	-932.51	-12,565.83	12,274.25	13,206.76	-1,316.26%
Program: 22320 - Adult Sports						
Revenue	425,000.00	425,000.00	25,450.18	58,922.72	-366,077.28	13.86%
Expense	453,564.61	453,564.61	21,123.98	51,607.73	401,956.88	11.38%
Program: 22320 - Adult Sports Surplus (Deficit):	-28,564.61	-28,564.61	4,326.20	7,314.99	35,879.60	-25.61%
Program: 22330 - DFJ Admin						
Revenue	40,000.00	40,000.00	3,925.00	13,585.00	-26,415.00	33.96%
Expense	124,526.00	124,526.00	8,891.73	17,381.98	107,144.02	13.96%
Program: 22330 - DFJ Admin Surplus (Deficit):	-84,526.00	-84,526.00	-4,966.73	-3,796.98	80,729.02	4.49%

Budget Report

For Fiscal: FY 2025 Period Ending: 08/31/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Program: 22400 - Contract Programs						
Revenue	190,000.00	190,000.00	17,960.73	40,855.98	-149,144.02	21.50%
Expense	191,486.49	191,486.49	29,386.21	82,530.16	108,956.33	43.10%
Program: 22400 - Contract Programs Surplus (Deficit):	-1,486.49	-1,486.49	-11,425.48	-41,674.18	-40,187.69	2,803.53%
Program: 22510 - Afterschool Program - CARD						
Revenue	2,662,550.00	2,662,550.00	602,147.98	607,156.40	-2,055,393.60	22.80%
Expense	1,937,973.74	1,937,973.74	35,093.68	62,848.27	1,875,125.47	3.24%
Program: 22510 - Afterschool Program - CARD Surplus (Deficit):	724,576.26	724,576.26	567,054.30	544,308.13	-180,268.13	75.12%
Program: 22600 - NC Admin						
Revenue	166,745.50	166,745.50	2,950.69	18,854.18	-147,891.32	11.31%
Expense	376,330.07	376,330.07	12,568.93	27,200.10	349,129.97	7.23%
Program: 22600 - NC Admin Surplus (Deficit):	-209,584.57	-209,584.57	-9,618.24	-8,345.92	201,238.65	3.98%
Program: 22630 - Nature ABC						
Revenue	6,000.00	6,000.00	2,340.22	2,340.22	-3,659.78	39.00%
Expense	6,280.77	6,280.77	67.51	131.97	6,148.80	2.10%
Program: 22630 - Nature ABC Surplus (Deficit):	-280.77	-280.77	2,272.71	2,208.25	2,489.02	-786.50%
Program: 22800 - Recreation Swim						
Revenue	200,000.00	200,000.00	17,735.50	97,725.05	-102,274.95	48.86%
Expense	351,213.68	351,213.68	66,035.19	145,248.99	205,964.69	41.36%
Program: 22800 - Recreation Swim Surplus (Deficit):	-151,213.68	-151,213.68	-48,299.69	-47,523.94	103,689.74	31.43%
Program: 22810 - Sycamore Pool Rec						
Expense	3,400.00	3,400.00	269.46	278.65	3,121.35	8.20%
Program: 22810 - Sycamore Pool Rec Total:	3,400.00	3,400.00	269.46	278.65	3,121.35	8.20%
Program: 22900 - Youth Leader						
Revenue	0.00	0.00	400.00	400.00	400.00	0.00%
Expense	6,142.21	6,142.21	507.57	839.28	5,302.93	13.66%
Program: 22900 - Youth Leader Surplus (Deficit):	-6,142.21	-6,142.21	-107.57	-439.28	5,702.93	7.15%
Program: 22910 - Inclusion						
Revenue	120,000.00	120,000.00	26,946.06	38,466.79	-81,533.21	32.06%
Expense	132,234.24	132,234.24	15,496.00	51,184.89	81,049.35	38.71%
Program: 22910 - Inclusion Surplus (Deficit):	-12,234.24	-12,234.24	11,450.06	-12,718.10	-483.86	103.95%
Report Surplus (Deficit):	4,870,668.58	4,870,668.58	430,069.63	-188,992.99	-5,059,661.57	-3.88%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
70 - City Impact Fees (Community	1,000,000.00	1,000,000.00	0.00	0.00	-1,000,000.00
80 - County Impact Fees	60,000.00	60,000.00	2,375.00	7,125.00	-52,875.00
90 - General Fund	3,810,668.58	3,810,668.58	427,694.63	-196,117.99	-4,006,786.57
Report Surplus (Deficit):	4,870,668.58	4,870,668.58	430,069.63	-188,992.99	-5,059,661.57



Chico Area Recreation and Park District

Assessment District Revenue & Expense Report

For Fiscal: FY 2025 Period Ending: 08/31/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 60 - Baroni Park						
Revenue	183,447.00	183,447.00	0.00	0.00	-183,447.00	0.00%
Expense	178,447.00	178,447.00	7,497.96	15,062.21	163,384.79	8.44%
Fund: 60 - Baroni Park Surplus (Deficit):	5,000.00	5,000.00	-7,497.96	-15,062.21	-20,062.21	-301.24%
Fund: 63 - Indigo Park						
Revenue	85,773.00	85,773.00	0.00	0.00	-85,773.00	0.00%
Expense	85,773.00	85,773.00	5,758.46	11,400.43	74,372.57	13.29%
Fund: 63 - Indigo Park Surplus (Deficit):	0.00	0.00	-5,758.46	-11,400.43	-11,400.43	0.00%
Fund: 65 - Oak Way Park						
Revenue	162,258.00	162,258.00	0.00	0.00	-162,258.00	0.00%
Expense	162,258.00	162,258.00	12,413.91	21,669.69	140,588.31	13.36%
Fund: 65 - Oak Way Park Surplus (Deficit):	0.00	0.00	-12,413.91	-21,669.69	-21,669.69	0.00%
Fund: 67 - Peterson Park (Amber Grove)						
Revenue	143,563.00	143,563.00	0.00	0.00	-143,563.00	0.00%
Expense	143,563.00	143,563.00	11,350.44	19,283.02	124,279.98	13.43%
Fund: 67 - Peterson Park (Amber Grove) Surplus (Deficit):	0.00	0.00	-11,350.44	-19,283.02	-19,283.02	0.00%
Report Surplus (Deficit):	5,000.00	5,000.00	-37,020.77	-67,415.35	-72,415.35	-1,348.31%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
60 - Baroni Park	5,000.00	5,000.00	-7,497.96	-15,062.21	-20,062.21
63 - Indigo Park	0.00	0.00	-5,758.46	-11,400.43	-11,400.43
65 - Oak Way Park	0.00	0.00	-12,413.91	-21,669.69	-21,669.69
67 - Peterson Park (Amber Grove)	0.00	0.00	-11,350.44	-19,283.02	-19,283.02
Report Surplus (Deficit):	5,000.00	5,000.00	-37,020.77	-67,415.35	-72,415.35



Chico Area Recreation and Park District

Impact Fee Activity Report

For Fiscal: FY 2025 Period Ending: 08/31/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 70 - City Impact Fees (Community Park)						
Revenue	1,000,000.00	1,000,000.00	0.00	0.00	-1,000,000.00	0.00%
Fund: 70 - City Impact Fees (Community Park) Total:	1,000,000.00	1,000,000.00	0.00	0.00	-1,000,000.00	0.00%
Fund: 80 - County Impact Fees						
Revenue	60,000.00	60,000.00	2,375.00	7,125.00	-52,875.00	11.88%
Fund: 80 - County Impact Fees Total:	60,000.00	60,000.00	2,375.00	7,125.00	-52,875.00	11.88%
Report Total:	1,060,000.00	1,060,000.00	2,375.00	7,125.00	-1,052,875.00	0.67%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
70 - City Impact Fees (Community	1,000,000.00	1,000,000.00	0.00	0.00	-1,000,000.00	0.00%
80 - County Impact Fees	60,000.00	60,000.00	2,375.00	7,125.00	-52,875.00	11.88%
Report Total:	1,060,000.00	1,060,000.00	2,375.00	7,125.00	-1,052,875.00	0.67%



Chico Area Recreation and Park District

Balance Sheet
Account Summary
 As Of 08/31/2024

Account	Name	Balance
Fund: 90 - General Fund		
Assets		
90-1016	Petty Cash	800.00
90-1021	Claim On Cash - General	11,275,793.53
90-1210	Land	11,634,790.52
90-1212	Land Improvements	30,517,777.66
90-1215	Leasehold Improvements	2,011,183.52
90-1220	Buildings and Components	123,423.67
90-1225	Building Improvements & Renovations	39,671.05
90-1230	Construction in Progress	5,352,468.34
90-1235	Equipment	1,217,528.13
90-1240	Vehicles	739,069.64
90-1250	Technology Hardware	296,192.00
90-1270	Accumulated Depreciation	-18,255,018.75
90-1310	Accounts Receivable	1,524,856.82
90-1320	Due From Other Funds	4,858,396.91
90-1340	Suspense	53,144.45
90-1350	Allocation to Other Funds	-448,993.65
90-1360	Deferred Outflows of Resources	2,446,222.00
Total Assets:		53,387,305.84
		<u>53,387,305.84</u>

Liability

90-2004	Deferred Inflows of Resources	82,007.00
90-2006	Accounts Payable	8,970.00
90-2008	Accrued Expenses	-3,913.00
90-2010	Vouchers Payable	138,646.93
90-2014	Accrued Wages and Salaries Payable	115,789.38
90-2016	Compensated Absences Payable	263,428.20
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	96,493.68
90-2030	Garnishments	2,797.35
90-2031	HSA	-13,191.49
90-2032	Medical Insurance - Employee	7,134.02
90-2036	Medicare and Social Security - Employee	111,877.15
90-2038	Medicare and Social Security - Employer	27,924.09
90-2040	State Withholding	73,048.92
90-2042	SDI	9,507.64
90-2044	Union Dues - Parks Staff	-537.56
90-2046	Union Dues - Supervisor	494.81
90-2048	Voluntary Life/AD&D - Employee	2,643.59
90-2052	Deferred Revenue	301,594.68
90-2054	Due To Other Funds	4,858,396.01
90-2056	Other Liability - Class Clearing Acct	-19,302.95
90-2058	Net Pension Liability	3,016,897.00
90-2060	Time Expired Holding Acct	8,298.11
90-2062	Prepaid Facilities Transfer	-1,091.00
90-2066	Security Deposits	69,953.97
90-2070	Sales Tax	107.96
90-2099	Due To- General	223,559.41
Total Liability:		9,456,798.98

Equity

Balance Sheet

As Of 08/31/2024

Account	Name	Balance
90-3010	Fund Balance - NonSpendable	21,454,241.07
90-3050	Fund Balance - Unassigned	23,413,076.87
	Total Beginning Equity:	44,867,317.94
Total Revenue		1,655,091.88
Total Expense		2,591,902.96
Revenues Over/Under Expenses		-936,811.08
	Total Equity and Current Surplus (Deficit):	43,930,506.86
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>53,387,305.84</u>



Chico Area Recreation and Park District

Balance Sheet
Account Summary
 As Of 08/31/2024

Account	Name	Balance
Fund: 99 - POOLED CASH		
Assets		
99-1010	Cash In Bank-US Bank Treasurer	3,355,212.27
99-1011	Cash In Bank-Golden Valley Bank	5,233,664.15
99-1012	Cash In Bank-California Class	2,663,909.95
99-1014	Cash In Bank - GVB Money Market	7,358,645.04
99-1018	Cash In Bank - Tri Counties Bank - MM	914,760.27
99-1384	Due From Other Funds-General	223,559.41
99-1387	Due From Other Funds-Baroni Park	318.26
	Total Assets:	19,750,069.35
		<u>19,750,069.35</u>
Liability		
99-2006	Accounts Payable (Pooled Cash)	223,877.67
99-2054	Due To Other Funds (Pooled Cash)	19,526,191.68
	Total Liability:	19,750,069.35
		<u>19,750,069.35</u>
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>19,750,069.35</u>



Cash Accounts Current to Prior Year

Current Year	Balance	Prior Year	Balance
As of 08/31/2024		As of 08/31/2023	
Petty Cash	800.00	Petty Cash	800.00
US Bank - County Treasurer	3,355,212.27	US Bank - County Treasurer	2,756,751.00
Golden Valley Bank - Operations	5,233,664.15	Golden Valley Bank - Operations	5,500,153.00
California CLASS - MM	2,663,909.95	California CLASS - MM	2,534,052.00
Golden Valley Bank - MM	7,358,645.04	Golden Valley Bank - MM	-
Tri Counties Bank - MM	914,760.27	Tri Counties Bank - MM	-
TOTAL	19,526,991.68	TOTAL	10,791,756.00

Finance Committee

STAFF REPORT

DATE: September 16, 2024
TO: Board of Directors
FROM: Scott Schumann
SUBJECT: Asphalt Repair at Community Park Project Award

BACKGROUND

The Community Park Court capital improvement project to repair and resurface the pickleball and tennis courts was awarded for \$139,888. The 2024 budget allocation for the project is \$200,000. At the July meeting, staff were directed by the Board to pursue repairs to the asphalt surrounding the exterior of the courts with the remaining project funds.

A bid process was conducted to procure estimates for repairing sections of the lifted and cracked asphalt, as well as entire paths on both the North and East sides of the courts showing damage and need for repair.

Lowest asphalt bid for repairs RR Horn Contractors Inc.

Sectional Replacement: \$49,604, full replacement of both North and East Paths \$67,708

Lowest concrete bid for repairs Rock Creek Construction Inc.

Sectional Replacement: \$47,449, full replacement of both North and East Paths \$71,484

ANALYSIS

Asphalt has a maintenance cycle of three to five years whereas concrete can last longer than 30 years. Moreover, concrete achieves the most ADA accessibility.

FISCAL IMPACT

The remaining project allocation is approximately \$60,000. The cost for full replacement is \$71,484. A small contingency of \$3,000 is requested, however, it is unlikely to be used. The total project cost is \$74,500. There are sufficient general fund reserves to cover the additional \$14,500 project allocation. Although, with other capital project savings, it is unlikely reserve funds will be required.

RECOMMENDATION

Approval to award Rock Creek Construction Inc. the project to replace damaged asphalt with concrete on the exterior of Pickleball and Tennis Courts.



Rock Creek Construction, Inc.
PO Box 3666 Chico, CA 95927
530.514.4868
CA 883815 Class A, B, C-8
DIR Registration # 1000038332

September 18, 2024

Page 1 of 2

VIA EMAIL

Re: **CARD Community Park Asphalt Replacement**

Rock Creek Construction, Inc. is pleased to provide this scope letter for performance of the site concrete work you have requested. With the limited accompanying qualifications this proposal is intended to be otherwise complete and in conformance with the design documents you provided. We look forward to meeting with you to review and discuss our proposal.

Specifications/Drawings:

- Luke Pyle Email Dated 9/12/24

General Inclusions:

- All labor, materials, equipment and supervision to construct the work
- All necessary submittals and shop drawings pertaining to our work as per General Requirements
- Field quality control, pre-placement and continuous inspection
- All layout, formwork, shoring and bracing necessary for complete concrete package
- Concrete supply, convey and placement
- Concrete washout
- Pre installation meetings and coordination
- Concrete placement records to be available on site
- All concrete curing as per specs and protection of our work
- All structural construction joints roughened to a ¼ inch amplitude
- Supply and install all reinforcement and dowels in our work

General Exclusions:

- Color Concrete.
- Special Stains, Coatings, Finishes.
- Construction fencing. We plan to cone/caution tape the area as work is completed.
- Permits
- Special Inspection

Proposed pricing is based upon:

1. Our specific project inclusions:

Option 1: Replace 1493SF of Asphalt with Concrete

- a) Demo and Remove Existing Asphalt
- b) Excavate/Prep Subgrade
- c) Import and Place Aggregate Base
- d) Install Rebar #4's at 18"OC
- e) 4" Concrete Sidewalk (Broom Finished)
- f) Caulking at New Concrete Expansion Joints

OPTION 1 PRICE: \$47,449.00

Option 2: Replace 2798SF of Asphalt with Concrete

- a) Demo and Remove Existing Asphalt
- b) Excavate/Prep Subgrade
- c) Import and Place Aggregate Base
- d) Install Rebar #4's at 18"OC
- e) 4" Concrete Sidewalk (Broom Finished)
- f) Caulking at New Concrete Expansion Joints

OPTION 2 PRICE: \$71,484.00

Thank you for the opportunity to quote this project with you. Please call with any questions or concerns.

References Available



BOARD OF DIRECTORS

Finance Committee

STAFF REPORT

DATE: September 16, 2024
TO: Board of Directors
FROM: Scott Schumann
SUBJECT: Lease of Field Painting Equipment

BACKGROUND

Staff have investigated methods to strategically improve the quality and efficiency of field painting across the Chico Area recreation and Park District through utilization of modern technology in sports field management.

The Turf Tank Painter is an intelligent GPS paint robot for field marking without the need for a manual operator. The Facilities Committee reviewed and discussed the equipment at the September 10, 2024 meeting.

ANALYSIS

Initial Layout & Painting	Hours
DeGarmo: 3 staff over 2 days	48
Community Park: 2 staff over 3 - 4 days	60
Each park requires repaint throughout the season	
DeGarmo repaints 6 -8 fields 24x per year	168
Community Park repaints 14 fields 2x per year	30
Total Hours	300+

Additional benefits:

- 50% savings on paint usage and purchase price
- Accuracy of lines, professional appearance
- Reduced maintenance time

Chico Youth Soccer Leagues paint and repaint 14 fields 16 times per year. There is a possibility they would be interested in

The Facility Committee's recommendation was to enter into a 3-year contract with Turf Tank for \$11,000 per year. The initial set up fee is \$1700 and may be reduced based on paint volume.

RECCOMENDATION

The Board approve the 3-year lease agreement and set up fee for the Turf Tank Painter.

TURF TANK TWO Plus & Pro plan 3 YEARS		Plus	Pro
	Annual Subscription	\$11,000	\$16,000
	Year One Implementation Cost	\$1,700	\$1,700
	# of Sport Type Field Layouts	Unlimited	Unlimited
	Turf Tank Two Robot + GPS Package	✓	✓
	5.5 Gallon Paint Jugs Included	✓	✓
	Continuous Software Improvements	✓	✓
	Free Form Text Creation	✓	✓
	Customized Logo Creation	✗	✓
	Geometry Package	✓	✓
	Training & Online Resources	✓	✓
	Support Hours	Normal business hours	24/7
	Warranty Type	Limited	Extended
	Annual Paint Allotment included	\$2,000	\$3,000
	Battery Supply	2x battery	2x battery
	Courtesy Robot	✗	✓
	On-Site Maintenance Visits	Additional cost	2x visits / year
	Custom Turf Tank Wrapping	✗	✓
	Turf Tank Service Kit Incl. Pump, Solenoid & Suction Rod w/ hoses	✗	1x / year
	Upgrade Kit 1x Suction Rod, 3x Ground Spikes	✓	✓
	Premium Upgrade Kit 4x LP-E6 Base Station batteries, 1x Solenoid, 1x Pump Incl. Fittings, 1x Spray Kit - Flat Nozzles, 1x Spray Kit - Cone Nozzles, 7x Ground Spikes	✗	✓

FACILITY COMMITTEE AGENDA

Michael McGinnis and Dave Donnan

Tuesday, September 10, 2024 – 3:00 P.M.

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

Posted Prior to 3:00 PM Friday, September 6, 2024

AGENDA

1. Call to Order

2. Public Comments

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

3. Field Painting Equipment Acquisition (Staff Report FA-24-016)

District staff are requesting the Committee review and approve the acquisition of field painting equipment.

4. Potential Shade Sail Donation (Staff Report FA-24-017)

District staff are requesting a discussion related to a potential shade sail to be installed at the pump track located adjacent to Wildwood Park.

5. Aquatic Facility Design Update (Staff Report FA-24-018)

District staff will provide an update on the Aquatic Facility Design.

6. Project Crew FY 2023-24 Progress (Staff Report FA-24-019)

District staff will present the improvement projects completed by the internal District project crew during the last fiscal year.

7. Capital Improvement Projects (Staff Report FA-24-020)

District staff will provide updates on current capital improvement projects.

8. Master Plan Review

The Committee will review the current Master Plan and may provide direction to District staff.

9. Directors' Comments

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

10. Adjournment

Adjourn to the next scheduled Facilities Committee Meeting.

Turf Tank Painter

Background: Staff have investigated methods to strategically improve the quality and efficiency of field painting across the Chico Area recreation and Park District through utilization of modern technology in sports field management.

	Plus	Pro
TURF TANK TWO Plus & Pro plan 3 YEARS		
Annual Subscription	\$11,000	\$16,000
Year One Implementation Cost	\$1,700	\$1,700
# of Sport Type Field Layouts	Unlimited	Unlimited
Turf Tank Two Robot + GPS Package	✓	✓
5.5 Gallon Paint Jugs Included	✓	✓
Continuous Software Improvements	✓	✓
Free Form Text Creation	✓	✓
Customized Logo Creation	✗	✓
Geometry Package	✓	✓
Training & Online Resources	✓	✓
Support Hours	Normal business hours	24/7
Warranty Type	Limited	Extended
Annual Paint Allotment included	\$2,000	\$3,000
Battery Supply	2x battery	2x battery
Courtesy Robot	✗	✓
On-Site Maintenance Visits	Additional cost	2x visits / year
Custom Turf Tank Wrapping	✗	✓
Turf Tank Service Kit <small>Incl. Pump, Solenoid & Suction Rod w/ hoses</small>	✗	1x / year
Upgrade Kit <small>1x Suction Rod, 3x Ground Spikes</small>	✓	✓
Premium Upgrade Kit <small>4x LP-E6 Base Station batteries, 1x Solenoid, 1x Pump Incl. Fittings, 1x Spray Kit - Flat Nozzles, 1x Spray Kit - Cone Nozzles, 7x Ground Spikes</small>	✗	✓

Analysis:

Approx Labor Hr.

Savings

- A full park layout of fields requires
 - o DeGarmo: 3 staff over 2 days 48 hours
 - o Community Park: 2 staff over 3 - 4 days 60 hours
- Each park requires repaint through out the season
 - o DeGarmo repaints 6 -8 fields 24x per year 168 hours
 - o Community Park repaints 14 fields 2x per year 16 hours
 - CYLSL will repaint 14 fields 16x year (Fall and Spring League)

Approx Total Annual Hours Saved: 300 hours

Additional value:

- 50% savings on paint usage and purchase price
- Accuracy of lines, professional appearance
- Reduced maintenance time
-

Recommendation: Facility Committee recommendation for staff to enter into a 3 year contract with Turf Tank for \$11,000/year with initial set up fee of \$1700 (set up fee to be reduced with negotiation with additional paint volume)

Chico Velo x CARD

Shade Structure at Wildwood Pump Track

Donation leftover from Kyle Warner's
Local Youth Cycling Fundraiser: \$11,325

Shade Structure design, fabrication, &
delivery: \$7,000-10,000



Existing amenities circled: benches placed next to the repair station.

Box around potential location for benches and shade structure.



CURRENT AMMENITIES



**EXAMPLE OF FABRIC
SHADE STRUCTURE; NOT
ACTUAL DESIGN**

Project Crew 2024 Update Facilities Committee



CARD
Chico Area Recreation & Park District

Nature Center Drainage Improvements

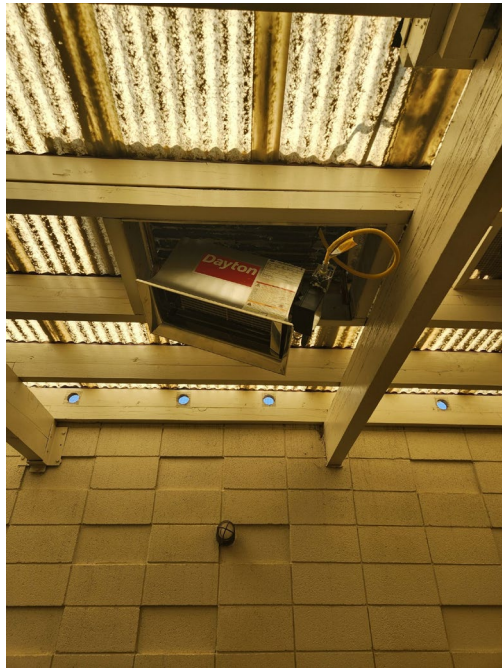


Pleasant Valley Pool LED Conversions and Cooling Improvements to Lifeguard Office



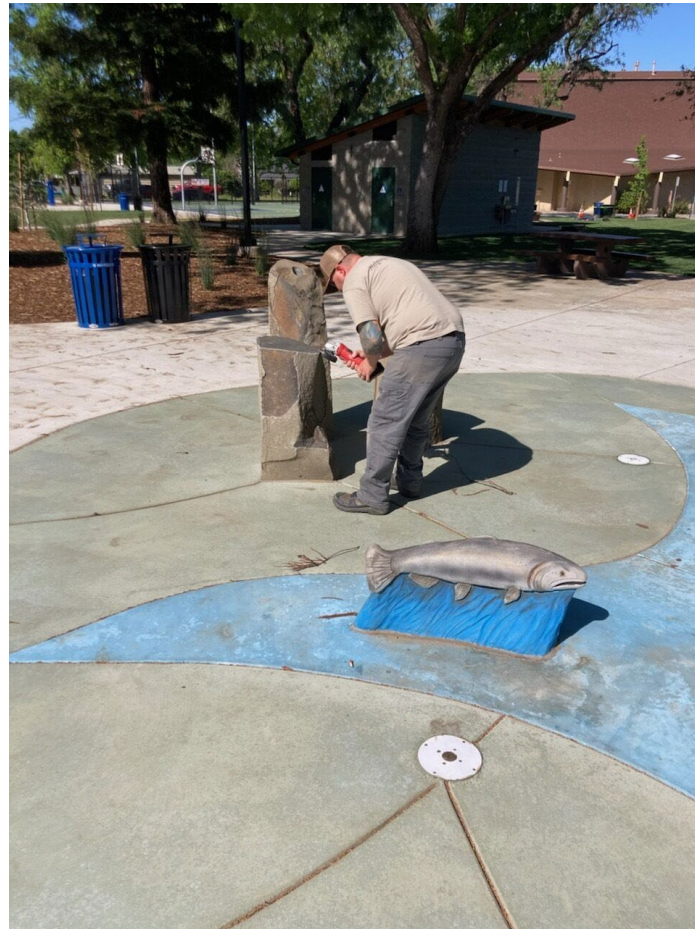
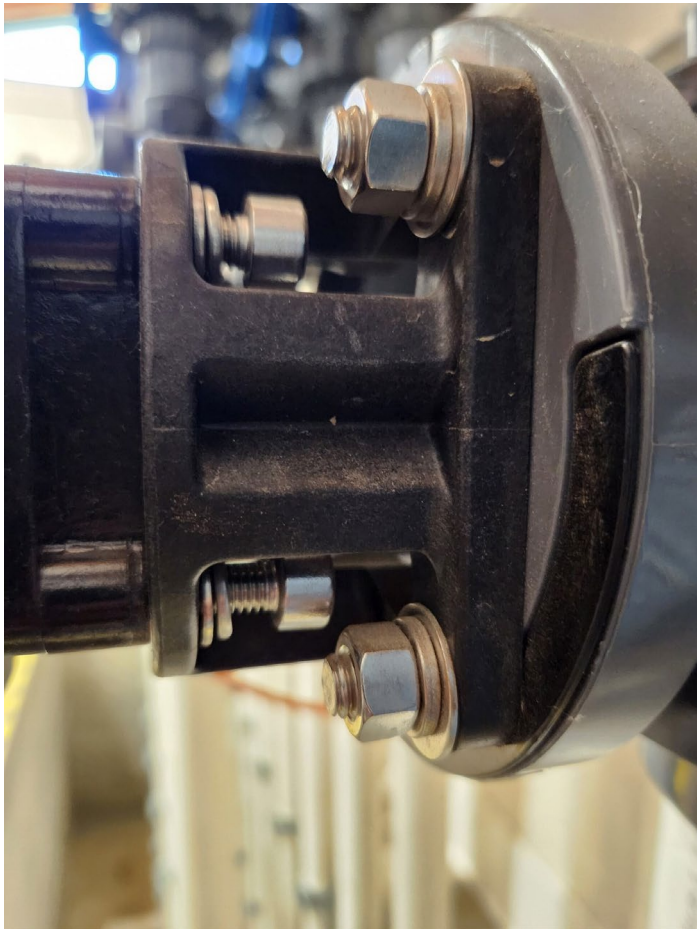
Pleasant Valley Pool (cont.)

Dayton Heaters in Change Rooms with Timers and Ceiling Repairs



Chapman Park

Technical Maintenance, Bucket Fixes, Safety, Access



CARD Center

Plumbing Upgrades and Shut Offs



Lakeside Pavillon

Gala upgrades to lighting, storage, oven
repairs, kitchen prep



Volunteer Project Support



ADA Improvements



Ice Rink Support and Upgrades



Observatory

Start up repairs to roof motor, solar batteries, panels, and exterior



ADA Improvements



ADA Improvements



Brand Recognition



PV Center Kitchen Remodel



DFJ Kitchen Remodel



2023/24 Upcoming Projects

Location	Supplies, Structures/Grounds, Equipment, Contract Services, General Services	Description	Amount	Year
CARD Community Center	DFM	Framing in the Events Desk Area	\$15,000.00	2023
DFJ	DFM	Redo Kitchen Floors, Cabinets and Countertops	\$10,000.00	2023
Community Park	DFM	Volleyball Net Install	\$3,000.00	2023
Lakeside	DFM	Build New Arbor	\$3,500.00	2023
CARD Community Center	DFM	Fix all trip hazardous, rose garden concert work	\$5,000.00	2023
Nature Center	DFM	Permanent Changing Stations in between LAM and Trucker Hall	\$15,000.00	2023
DFJ	DFM	DFJ Main Hall PA System Install	\$3,000.00	2023
PV Pool	DFM	Upgrade Exterior Pool Lighting	\$1,500.00	2023
DeGarmo	DFM	Dog Park Replacement Drinking Fountain	\$7,000.00	2023
Peterson Park	DFM	Replace Garbage Cans	\$3,200.00	2023
Community Center	DFM	Replace Fence in Rose Garden around the big oak tree	\$6,000.00	2023
Community Center	DFM	Adding of Two New Office Spaces	\$15,000.00	2023
DFJ	DFM	New Cabinets in Gym	\$15,000.00	2023

2023/24 Upcoming Projects (cont.)

Location	Supplies, Structures/Grounds, Equipment, Contract Services, General Services	Description	Amount	Year
Community Center	DFM	Fix Broken Gates in the dumpster enclosure	\$2,000.00	2023
Community Center	DFM	Remove Old Sink and Cabinets and Replace in Breakroom	\$4,000.00	2023
Community Center	DFM	Paint Ducting in Room 1 & 2	\$1,000.00	2023
Community Center	DFM	Paint Ducting and Wall in A & C Room	\$1,000.00	2023
PV Center	DFM	Paint Exterior Facia and Beams	\$4,000.00	2023
PV Center	DFM	New Door Frame in Social Hall	\$1,500.00	2023
PV Pool	DFM	New Drinking Fountain (Outside)	\$1,500.00	2023
PV Pool	DFM	New Dayton Heaters in Pool Restrooms	\$4,000.00	2023
PV Pool	DFM	Office Sheet Rock Fix and New Ceiling Fan	\$1,000.00	2023
Nature Center	DFM	Ceiling/Exhaust Fan in Tucker Hall Closet	\$1,000.00	2023
Lakeside	DFM	Fence Enclosure Around HVAC's	\$3,000.00	2023
Lakeside	DFM	Waterfront Lighting	\$500.00	2023

**CHICO AREA RECREATION AND PARK DISTRICT
CAPITAL PROJECTS & FIXED ASSETS SUMMARY
BUDGET VERSION 3**

Ongoing District Wide - GF	Total	2024/25	Balance	2023/24	2022/23
ADA	205,000	135,000	70,000	135,000	112,700
Deferred Maintenance	205,000	150,000	55,000	150,000	140,000
Irrigation Controllers	219,040	115,000	104,040	115,000	
Subtotal	629,040	400,000	229,040	400,000	252,700

Carry Forward	Capital Projects	2024/25	2023/24	Fund Source
Aquatics Center	Design	1,627,000	2,075,000	DIF
Community Park	New Maintenance Hub	1,300,000	1,300,000	DIF/GF
CARD Center	Roof & Exterior Repairs	187,300	200,000	GF
Rotary Park	Playground	174,280	174,280	GF
Centennial Park	Centennial Playground	92,000	92,000	Donation/GF
Subtotal		3,380,580	3,841,280	

2024/25	Capital Projects	2024/25	Fund Source
Lakeside	Kitchen Reno	45,000	GF
Baroni Park	Playground	200,000	LLD
Community Park	Court Repairs	200,000	GF
Lakeside	HVAC	200,000	GF
Henshaw	Design & Construction	3,500,000	NIF
Aquatics Center	Construction	20,000,000	DIF/LWCF
Subtotal		24,145,000	

Fixed Assets - GF		2024/25
Replacment	Leaf Sweeper	66,000
Replacment	Fleet Vehicle	70,000
Replacment	Fleet Vehicle	60,000
New	Landscape Tractor	36,000
New	Dump Trailer	20,000
Subtotal		252,000

Total	28,406,620
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Fund Sources	
General Funds (GF)	2,357,620
Dev Impact Fees (DIF)	16,277,000
Grant (LWCF)	6,000,000
Neighb.Park Fees (NIF)	3,500,000
Baroni LLD	200,000
Rotary Donation	75,000
Total	28,409,620



BOARD OF DIRECTORS

STAFF REPORT

DATE: September 26, 2024
TO: Board of Directors
FROM: Annabel Grimm
SUBJECT: Updated Policies

BACKGROUND

District staff are requesting the Board to review and approve the following policies:

- 2215 Donations- continued from last meeting
- 3217 Cellphone Stipend- update to stipend amounts

Policy *2215 Donations* was reviewed by the Board at the August Regular Meeting, and feedback gathered from this meeting was incorporated into the current version.

Policy *3217 Cellphone Stipend* is being updated to reflect two options for a cellphone use stipend, depending on staff job duties and/or functions.

RECOMMENDATION

The Board of Directors approve the policies 2215 Donations and 3217 Cellphone Stipend.



POLICY #	Donations	
EFFECTIVE DATE	TBD	VERSION #
DATE OF LAST REVISION	8/13/2024	NEXT REVIEW DATE 7/1/2029

APPLIES TO	
Division	Districtwide
Sub-Division	Administration

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	July 2012	Initial	Unknown
2	8/13/2024	Updates to original policy include removing the non-donation naming stipulations and creating its own standalone policy (#6115)	Holli Drobny

RATIONALE

These guidelines are established to define rules and procedures for accepting donations and pledges, and defining naming opportunities for District parks, facilities, and specific features. The Administrative Director will provide oversight and continuity to the donation process.

TERMS AND DEFINITIONS

TERM	DEFINITION
Parks	Open space areas used for public recreation, which are owned and managed by the District.
Facilities	Buildings or amenities owned and managed by the District to conduct District business.
Specific Features	Amenities that could be located within a park or as part of a facility. Specific features may include, but are not limited to, athletic fields, gymnasiums, meeting rooms, picnic shelters, groves, walkways, trails, ball fields, tennis and basketball courts, aquatic facilities, and playground equipment.

PROCEDURE

Donations Defined

Donations will be considered on a case-by-case basis and assessed for potential conflict of interest and alignment with the District’s mission and values.

Non-Monetary Donations

Non-monetary donations, also known as in-kind contributions, are gifts of goods or services that are offered to the District for free or at a reduced cost. The gifts are intended to be used in the form in

Policy # 2215 – Donations

which they are given. Examples of non-monetary donations include household items, equipment, supplies, furniture, and professional services.

Non-monetary donations will be considered for approval by the General Manager, unless the donation is an improvement to a District park and facility. Donations that are improvements to District parks and facilities shall be approved at the discretion of the Board.

The following guidelines should be considered prior to accepting non-monetary donations:

1. The donated item will become the property of the District.
2. Where applicable, design and installation standards will be determined by the District, with costs to be borne by the donor, at the discretion of the General Manager.
3. The donation and any attached conditions should promote the mission and goals of the District.

Monetary Donations

A monetary donation refers to a financial contribution made by an individual, corporation, foundation, or other entity to support the mission and activities of the District. Such donations to the District require the donor to specify a particular use for the funds in alignment with the Districts goals and programs.

Monetary Donations shall fall into the following categories:

1. Naming Opportunities
2. Pledges
3. Special Tributes/Memorials

Naming Opportunities in Recognition of Donations

Naming opportunities are available to individuals and families, businesses, foundations, and organizations. Naming opportunities for District parks, facilities and amenities offer donors a prominent, meaningful way in which to be recognized and/or to recognize others for significant gifts. Naming opportunities are valid for a minimum of 5 years and are subject to the Board of Directors' approval. The District, in consultation with the Board, will define the naming opportunities that are available.

Pledges

A pledge is a commitment made by an individual, corporation, or organization to donate a specific amount of money or resources, typically within a designated timeframe. Unlike an immediate donation, a pledge represents a promise to provide financial support at a future date or through installments, often as part of a fundraising campaign or capital project. Pledges can also be a gift through a charitable trust or individual retirement account (IRA).

Special Tributes/Memorials

A special tribute or memorial donation is a financial contribution made in honor or memory of an individual, family, business and/or organization. This type of donation is often given to recognize a significant milestone, achievement, or in remembrance of someone who has passed away. The funds from these donations may be directed toward a specific program or purpose within the organization, often aligning with the values or interests of the entity being honored or memorialized. In some cases, these donations may also result in a naming opportunity or another form of recognition as a lasting tribute.

Monetary donations will be considered for approval by the General Manager, unless the condition for the donation results in an improvement to a District park and facility. Donations that are improvements to District parks and facilities shall be approved at the discretion of the Board.

Procedure

Submission

A donor interested in contributing to the District will specify whether their contribution is monetary or non-monetary. The donor will also indicate if they are seeking a naming opportunity, making a pledge, or offering a special tribute or memorial. This information should be submitted in writing to the General Manager.

Acceptance

If there is proposed donation that results in an improvement to a District park and facility, the Board of Directors will make a determination regarding acceptance at a Regular Board meeting.

The District may consider the following acceptance criteria, as applicable:

1. The donation and any attached conditions should support the District's Master Plan and/or long-range plan for which it is intended.
2. The donation and any attached conditions should promote the mission and goals of the District.
3. Any addition, improvement or enhancement to a park and/or facility as a result of the donation and any attached conditions should be economically feasible for the District.
4. Physical property donations should be of adequate size, with characteristics suitable for park and/or facility development.

Acknowledgment

Once accepted, the District will formally acknowledge the donation, through a thank-you letter or receipt for tax purposes.

Removal

The District reserves the right to remove and/or relocate donated amenities, markers, or plaques when they interfere with site safety, maintenance, or construction activities, or for any other reason deemed necessary by the District, including but not limited to concerns over vandalism, age, or unsightly conditions. The District will make every attempt to contact the donor prior to removal or relocation. In certain situations, such as safety or emergency, the notification may be made after relocation or removal.

Donation Exceptions

If a donation is offered to the District that falls outside the established guidelines, District staff will bring it to the Board for consideration. Furthermore, if District staff identify a fundraising activity involving donations that is not covered by this policy, they will submit the fundraising plan to the Board for approval.

Authority: General Manager, Board of Directors

Holli Drobny

Author (print and sign)

Date

Annabel Grimm

General Manager

Date

Approved by the Board of Directors on: _____

**POLICY # 3417** Cell Phone Stipend Policy

EFFECTIVE DATE	TBD	VERSION # 1
DATE OF LAST REVISION	9/12/24	NEXT REVIEW DATE 01/01/29

APPLIES TO

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	12/15/22	New policy due to implementation of District's phone software, Ring Central	Michelle Niven
2	9/12/24	Updating policy to reflect two options for a cellphone stipend.	Holli Drobny

RATIONALE

Employees who hold positions that include the need for a cell phone (see eligibility criteria below) may receive a cell phone stipend to compensate for business-related costs incurred when using their individually owned cell phones. The District will not own cell phones for the use of individual employees except in limited situations that require specific equipment or similar technology to perform District functions (e.g. public safety, etc.).

PROCEDURE**Eligibility**

Employees whose job duties include the frequent need for a cell phone may receive extra compensation in the form of a monthly cell phone stipend, to cover business-related costs. An employee is eligible for a stipend if at least one of the following criteria is met:

- The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the District that they are accessible during those times;
- The job function of the employee requires them to be accessible outside of scheduled or normal working hours;
- The employee is designated as a "first responder" to emergencies for the District.

Stipend Plan

The stipend will be paid as a flat rate of either \$50 or \$20 per month on the employee's paycheck, depending on their job duties and/or functions. Per IRS guidelines, this is a non-taxable fringe benefit. The stipend allowance is neither permanent nor guaranteed. The District reserves the right to remove a participant from this plan and/or cancel the plan if there is a change to job duties that do not meet the eligibility requirements listed above. The first stipend payment will be paid on the first payroll of the next corresponding month.

Policy 3417 - Cell Phone Stipend Policy

Oversight

Department heads and/or supervisors are responsible for identifying employees who hold positions that include the need for a cell phone stipend. This information will be communicated to HR. The need for a cell phone stipend should be reviewed annually to determine if existing cell phone stipends should be continued as-is, changed, or discontinued.

Employee Rights & Responsibilities

The employee is responsible for purchasing a cell phone and establishing a service contract with the cell phone service provider of their choice. The cell phone contract is in the name of the employee, who is solely responsible for all payments to the service provider. If the employee terminates their wireless contract at any point, they must notify their supervisor within 5 business days to terminate the stipend.

Cell phones covered by this policy are used in part to conduct District business and/or to create, receive, send, or store District data and/or other records pertaining to the District. As a result, information contained on devices covered by this policy are also subject to the District's records retention requirements,

An employee receiving a District cell phone stipend must comply with Federal, State, and District requirements, and assist the District in providing access to information about or contained on the cell phone covered by this policy in response to requests for such data or information by third parties as required by Federal and/or State law.

Authority: Board of Directors

Holli Drobny

Author (print and sign)

Date

Annabel Grimm

General Manager

Date

Approved by the Board of Directors on: **TBD**



BOARD OF DIRECTORS

STAFF REPORT

DATE: September 26, 2024
TO: Board of Directors
FROM: Annabel Grimm
SUBJECT: Heat Warning Signs in Parking Lots

BACKGROUND

At the August Regular Meeting, the Board received written correspondence related to the suggestion of adding signage at District facilities warning of the dangers of leaving pets in cars during hot weather. The Board requested this item to be agendaized for further consideration.

From: norma <nmercurio461@gmail.com>

Sent: Wednesday, July 24, 2024 7:52 PM

To: info <info@Chicorec.gov>

Subject: DeGarmo Park Board Meeting

Dear Board of Directors,

I am an advocate for dogs and have started a campaign for "Dogs in the Hot Summer Weather". I am unable to attend the board meeting for DeGarmo Park on Thursday the 25th but I have some ideas that I would like to present to you. This is for public outreach in order to bring awareness of what can happen to dogs' paws while walking on hot pavements. Included in this email are a few prints that show how hot sidewalks and other pavements can cause extreme injury to dogs' paws. I am hoping you can display them at DeGarmo Park if there is a bulletin board or somewhere they can be displayed, and even at the CARD center if that's possible.

I have given these prints to Wags and Whiskers Rescue and The Butte Humane Society Volunteer Coordinator and she is using them. Starting on August 1st, I will be displaying them at the Chico Library for 30 days.

Please see the pictures below and let me know if you can display them for the public to see. If so, I have original paper copies to send you. I have also added a few prints/charts about leaving dogs unattended in hot cars, even with the windows partially open.

Please let me know as soon as possible if you can display them and which ones you would like to put up. If you need help, I am very willing to help. You can either email or call me. I am looking forward to hearing from you soon!

Sincerely,

Norma Mercurio

626 630-8316

Pictures Below

The 5- Second Rule you 
Should **NEVER** Ignore! 



● FOLLOW FB/BUDGET101COM ●

It takes less than 1 minute for Hot Asphalt to blister the paw pads of your pet. If you cannot hold the back of your hand on the pavement for 5 full seconds, it's **TOO HOT** for your pet to walk on.



facebook.com/PaisleyinPink





Leaving the air conditioner running will NOT prevent heat stroke. **AC and car engines fail, and dogs accidentally hit buttons and switches.**

IF YOU SEE A DOG IN A HOT CAR

- 1 Take down the car's make, model, and license plate number
- 2 Ask a nearby store manager or security guard to make an announcement
- 3 Call your local animal control

AFTER 10 MINUTES

	
OUTSIDE	INSIDE
70°	90°
80°	99°
90°	109°

Sign the pledge to never leave your pet in the car
humaneociety.org/hotdog



It's Hot Out!

Don't Leave Your Pet in the Car!



A car can overheat **even** when the window has been left cracked an inch or two.



Young, overweight or elderly animals, or those with short muzzles or thick or dark-colored coats are most at risk for overheating.



Shady spots offer **little** protection on hot days, and move with the sun.



Even if the temperature outside is only 70°, the inside of your car may be as much as 20 degrees hotter!

On an 85° day, it only takes ten minutes for the inside of your car to reach 102°.

Within just 30 minutes, the car's interior can climb from 85° to a scorching 120°.



Many states and local governments have laws that prohibit leaving an animal unattended in a motor vehicle under dangerous conditions, which includes hot days. Your car could be damaged or you could be charged with a crime.



If you see an animal trapped in a car on a hot day, try to locate the owner or call 911! **Stay by the car until assistance arrives.**





BOARD OF DIRECTORS

STAFF REPORT

DATE: September 26, 2024
TO: Board of Directors
FROM: Annabel Grimm
SUBJECT: Submission to Change Name of Park

BACKGROUND

The following petition to rename *Wildwood Community Park* to *Veteran's Memorial Park* was submitted at the July Facility Committee Meeting. The Committee requested that the Board discuss at a Regular Board Meeting.

C.A.R.D.
Director of Facilities

17 June 2024

The Veterans of Chico are requesting C.A.R.D. change the name of Wildwood Park to Veterans Memorial Park.

Some of the reasons are as follows:

- There are no parks in Chico named to recognize Veterans.
Limited parking at the downtown plaza & the many homeless occupy the plaza creating safety & hygiene issues.
- Limited parking at the Veteran's Memorial Hall on Rio Lindo Avenue.
- Limited parking at the Chico Cemetery for events and the roads are unpaved creating a safety/mobility issue for the older & handicapped.
- Close proximity to parking at the Chico Elks Lodge for parking overflow.
- Any and all of Chico's Organizations can use the park for any event.
- Easy access for public transportation to the park when Eaton Road is expanded to 4 lanes.
- This Park can easily accommodate large events.

The following Chico Veteran's organizations sponsor this request.

Veterans of Foreign Wars Michael R. Hallderson for Brianna Ferraro

American Legion Jessie Neff

AMVETS Carlos J. Cast

Disabled American Veterans Jim Galvan

CA National Guard _____

SGT Jessica Andres
649th EN CO Supply NCO
2415 Tom Polk Avenue
Chico, CA 95926
(530) 895-4225

Union	Classification	Positions	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Unrepresented	General Manager	General Manager	136,500 - 150,000						
Unrepresented	Director								
		Admin Director	Hourly	50.02	52.52	55.15	57.91	60.80	63.84
		Parks Director	Monthly	8,670.27	9,103.79	9,558.97	10,036.92	10,538.77	11,065.71
		Rec Director	Annually	104,043.26	109,245.43	114,707.70	120,443.08	126,465.24	132,788.50
Unrepresented	Manager								
		Finance Manager	Hourly	39.00	40.96	43.00	45.15	47.41	49.78
		HR Manager	Monthly	6,760.83	7,098.87	7,453.82	7,826.51	8,217.83	8,628.73
		Project Manager	Annually	81,129.98	85,186.48	89,445.81	93,918.10	98,614.00	103,544.70
Supervisors Unit - Local 39	Supervisor								
			Hourly	33.46	35.13	36.89	38.73	40.67	42.70
		Rec Supervisor	Monthly	5,799.73	6,089.72	6,394.21	6,713.92	7,049.61	7,402.09
		Parks Supervisor	Annually	69,596.80	73,076.64	76,730.47	80,567.00	84,595.35	88,825.11
Parks Unit - SEIU	Utility II								
			Hourly	31.64	33.22	34.88	36.63	38.46	40.38
			Monthly	5,484.34	5,758.55	6,046.48	6,348.80	6,666.24	6,999.56
		Utility II	Annually	65,812.03	69,102.63	72,557.77	76,185.65	79,994.94	83,994.68
Unrepresented	Specialist								
			Hourly	31.44	33.01	34.66	36.39	38.21	40.12
		Marketing & Communications	Monthly	5,448.98	5,721.42	6,007.50	6,307.87	6,623.26	6,954.43
		Public Outreach	Annually	65,387.71	68,657.10	72,089.95	75,694.45	79,479.17	83,453.13
Unrepresented	Technician								
			Hourly	27.50	28.88	30.32	31.83	33.43	35.10
			Monthly	4,766.67	5,005.00	5,255.25	5,518.01	5,793.91	6,083.61
		Finance Technician	Annually	57,200.00	60,060.00	63,063.00	66,216.15	69,526.96	73,003.31
Parks Unit - SEIU	Utility I								
			Hourly	27.33	28.69	30.13	31.63	33.21	34.88
			Monthly	4,736.47	4,973.30	5,221.96	5,483.06	5,757.21	6,045.07
		Utility I	Annually	56,837.66	59,679.55	62,663.52	65,796.70	69,086.54	72,540.86
Unrepresented	Coordinator								
		Admin Coordinator	Hourly	26.00	27.30	28.67	30.10	31.60	33.18
		Coordinator I	Monthly	4,506.67	4,732.00	4,968.60	5,217.03	5,477.88	5,751.78
		Coordinator II	Annually	54,080.00	56,784.00	59,623.20	62,604.36	65,734.58	69,021.31
Unrepresented	Generalist								
			Hourly	25.51	26.79	28.12	29.53	31.01	32.56
			Monthly	4,421.77	4,642.86	4,875.00	5,118.75	5,374.69	5,643.42
		HR/Recruitment Generalist	Annually	53,061.22	55,714.28	58,499.99	61,424.99	64,496.24	67,721.05
Union	Classification	Positions	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Unrepresented	Assistant - FT/PT								
			Hourly	22.20	23.30	24.47	25.69	26.98	28.33
		Admin Assistant II	Monthly	3,847.17	4,039.53	4,241.50	4,453.58	4,676.26	4,910.07
		Rental & Events Assistant	Annually	46,166.02	48,474.32	50,898.03	53,442.93	56,115.08	58,920.84
Unrepresented	Associate- PT								
			Hourly	21.50	21.93	22.37	22.82	23.27	23.74
		Program Associate	Monthly	3,726.67	3,801.20	3,877.22	3,954.77	4,033.86	4,114.54
		Public Outreach Associate	Annually	44,720.00	45,614.40	46,526.69	47,457.22	48,406.37	49,374.49

Union	Classification	Positions	Step A	Step B	Step C	Step D	Step E	Step F	Step G	
Parks Unit - SEIU	Maintenance Worker	Hourly	18.82	19.76	20.75	21.79	22.87	24.02	25.22	
		Monthly	3,261.96	3,425.06	3,596.31	3,776.13	3,964.93	4,163.18	4,371.34	
		Annually	39,143.52	41,100.70	43,155.73	45,313.52	47,579.19	49,958.15	52,456.06	
Unrepresented Seasonal and Part-Time			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
	Leader									
		Leader I	16.00	16.50						
		Leader II	17.00	17.50	18.00					
		Leader III	19.00	19.50	20.00	20.50	21.00	21.50	22.00	
		Leader IV	22.00	22.50	23.00	23.50	24.00	24.50	25.00	
	Assistant - PT/Seasonal									
		Admin Assistant I	16.00	16.50	17.00					
	Aquatics									
		Swim Instructor	16.00	16.50						
		Lifeguard I	17.00	17.50	18.00	18.50				
		Lifeguard II	19.00	19.50						
		Lifeguard III	20.00	20.50	21.00					
	Events									
		Event Attendant I	16.50	17.00						
		Event Attendant II	17.50	18.00						
	Maintenance Aide									
		Maintenance Aide	17.00	17.50	18.00					
	Intern									
		Intern 200								
		Intern 300	16.00	16.50						
	Officials									
		Flag Football	19.00	20.00	21.00					
		Kickball	20.00	21.00	22.00					
		Volleyball	20.00	21.00	22.00					
		Basketball	20.00	21.00	22.00	23.00	24.00			
		Softball	20.00	21.00	22.00	23.00	24.00	25.00	26.00	
		Soccer	25.00	26.00	27.00	28.00	29.00			



BOARD OF DIRECTORS

STAFF REPORT

DATE: September 26, 2024
TO: Board of Directors
FROM: Annabel Grimm
SUBJECT: Community Park Shop Design

BACKGROUND

The Community Park Maintenance Building and Restroom Capital Improvement Project was included in the 2023-2024 Budget for \$1.3M.

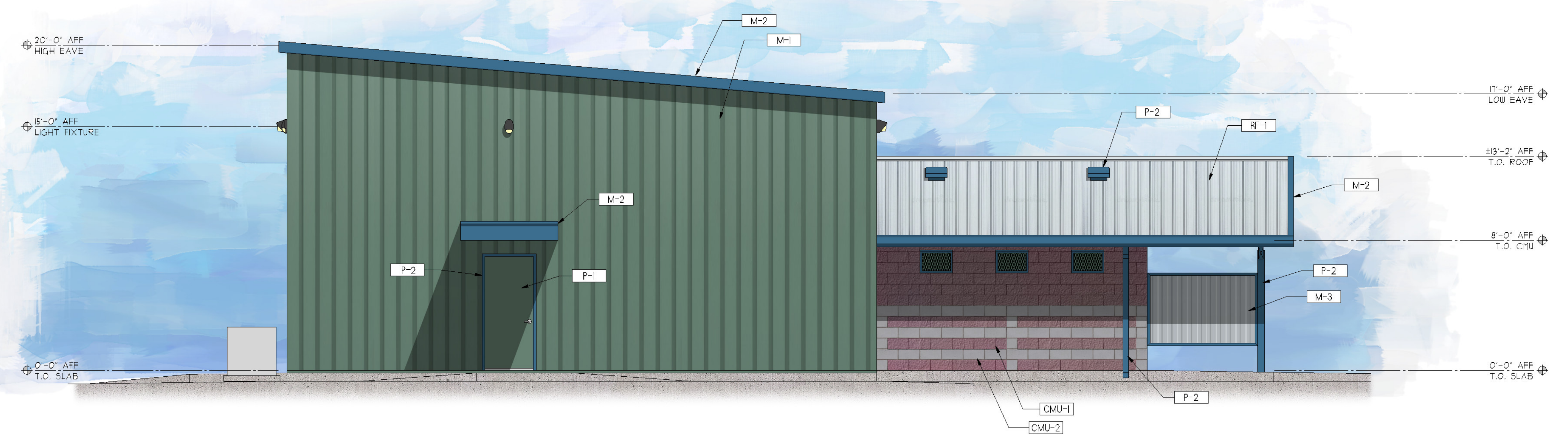
A Request for Proposals was published on May 13th, 2024. A mandatory bid walk was held May 20th at Community Park and was attended by 5 potential bidders. Two addendums were published after the bid walk, including responses to questions from bidders and clarification of Design Build contract requirements. On June 11th, 2024, one proposal was received from BCM Construction.

The Board awarded the project to BCM Construction during the June meeting. The design development is complete and presented to the Board of Directors for review and comment.

RECCOMENDATION

The Board of Directors review and approve the Community Park Shop Design.

COLORS & MATERIALS LEGEND		
MARK	DESCRIPTION	COLOR
M-1	METAL WALL PANEL	COOL HEMLOCK GREEN
M-2	GUTTERS, TRIM, FLASHINGS	COOL COBALT BLUE
M-3	RIBBED PANEL	BARE GALVALUME
M-4	ROLL-UP DOORS	PRE-FINISHED, WHITE
RF-1	METAL ROOFING PANEL	BARE GALVALUME
CMU-1	CONCRETE MASONRY UNIT	SPLIT-FACE PLUM
CMU-2	CONCRETE MASONRY UNIT	SMOOTH FACE GRAY
P-1	PAINT	MATCH COOL HEMLOCK GREEN
P-2	PAINT	MATCH COOL COBALT BLUE



2 EAST ELEVATION
SCALE: 1/4"=1'-0"



1 SOUTH ELEVATION
SCALE: 1/4"=1'-0"

Revisions:

Plot Date: 9/13/2024

CH4
GARY HAWKINS ARCHITECT
(530) 952-2700
gary@ch4co.com
3045 Cerros Ave., Ste 135
Chico, CA 95973



APN: 005-540-029
NEW SHOP BUILDING FOR:
C.A.R.D.
1900 DR MARTIN LUTHER KING JR PKWY, CHICO, CA

Date: 9-2024
Drawn: GC
Job No: 24-039

SHEET NAME:
COLOR ELEVATIONS
SHEET NUMBER:
A2.3

COLORS & MATERIALS LEGEND		
MARK	DESCRIPTION	COLOR
M-1	METAL WALL PANEL	COOL HEMLOCK GREEN
M-2	GUTTERS, TRIM, FLASHINGS	COOL COBALT BLUE
M-3	RIBBED PANEL	BARE GALVALUME
M-4	ROLL-UP DOORS	PRE-FINISHED, WHITE
RF-1	METAL ROOFING PANEL	BARE GALVALUME
CMU-1	CONCRETE MASONRY UNIT	SPLIT-FACE PLUM
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Revisions:

Plot Date: 9/13/2024

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APN: 005-540-029

NEW SHOP BUILDING FOR:
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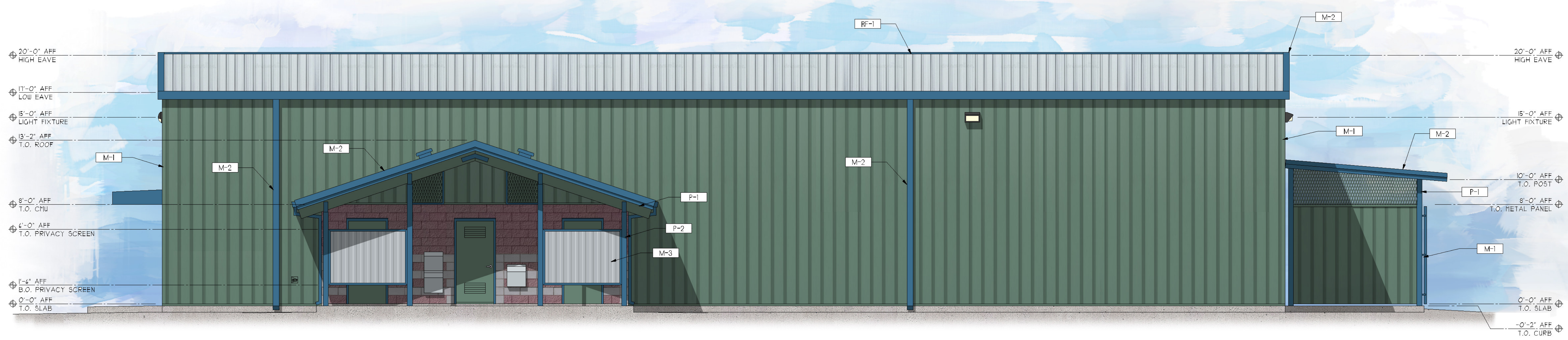
SHEET NAME:
 COLOR ELEVATIONS

SHEET NUMBER:
A2.4



2 NORTH ELEVATION AT RESTROOM FRONT WALL
 SCALE: 1/4"=1'-0"

2 WEST ELEVATION
 SCALE: 1/4"=1'-0"



1 NORTH ELEVATION
 SCALE: 1/4"=1'-0"



BOARD OF DIRECTORS

STAFF REPORT

DATE: September 26, 2024
TO: Board of Directors
FROM: Anjie Goulding, Director of Recreation
SUBJECT: Recreation Update – September

After School Program

After School Programs are off to a great start! Together with our partner Chico Unified, we are serving close to 1,300 students at the 13 sites. Staff attended a physical education professional development opportunity this month which was provided by Chico Unified and well received by staff. We are working on recruiting and onboarding new staff to help support staff schedule changes and the increased staffing need requested by Chico Unified.

The PV High School Teaching in the After School Program class students started volunteering in 5 after school programs this month. New this year, students will volunteer during the fall semester and may be offered employment for the spring semester. There are 9 students in this class, and they have had a good start to the year.

Adult Sports

We are halfway through our Fall 2024 adult sports season. We have 25 adult sports leagues running this fall season with drop-in play options available on Sundays for basketball and volleyball. Things are going well at all sites and we are loving the added help of our new program manager who helps support our adult sports staff and participants. We are excited about the increased presence and support this gives our adult sports programs. Keep an eye out for our supervisor, coordinator, and program manager consistently visiting sites and make sure to say hi!

For the Winter 24-25 season, we will be offering basketball, volleyball, soccer, softball, and futsal.

Youth Sports

Fall is in full swing in the Youth Sports Department, and the excitement is impossible to miss! With the sun shining brightly over our parks, our ShortE Sports (ages 3-5) and Little Athlete (ages 5-7) programs at Chapman Park are flourishing. These programs are about more than just play—they're creating memories, fostering early athletic skills, and building community connections, one joyful afternoon at a time. Our passionate, experienced staff are dedicated to sparking a love for sports and camaraderie in these young athletes, ensuring that each participant feels supported and engaged.

At DeGarmo Park, our 2nd-8th grade flag football league is delivering action-packed games. Coaches focus on “finding the green,” and getting all players touches as they continue to learn the sport. Meanwhile, our 4th-12th grade volleyball league at Community Park’s “Arron Ray Clark Memorial Field House” gym continues to attract enthusiastic players, sharpening their skills and igniting their passion with each practice and game. The energy on the courts is contagious, and it’s clear that we’re nurturing a generation of lifelong volleyball fans.

As we enjoy this season of youth sports, we’re already looking ahead to winter, where preparations for our basketball leagues and additional winter programming are well underway. Our team is actively recruiting dedicated coaches and volunteers who share our passion for empowering the next generation of athletes. We continue to be deeply committed to nurturing our athletes’ social and emotional growth, proudly instilling essential life skills in every player. Our staff’s dedication, passion, and determination are key to developing not just exceptional athletes, but extraordinary individuals. We don’t define a successful season by wins and losses but by growth and teamwork. Together, we work to instill a lifelong LOVE OF THE GAME in every participant who plays in CARD’s Youth Sports Department!

Toddler

We’re so excited about the incredible growth and success of our Budding Buddies parent/tot program, led by Ms. Dallas. Her exceptional leadership has transformed this program into one our local families do not want to miss. Offering an exciting and engaging way for guardians and their toddlers to develop new skills, build friendships, and form a supportive parenting community. Together, families are sharing important developmental milestones, all while having fun and making memories that will last a lifetime.

This fall, we’ve also expanded our offerings with the introduction of Budding Buddies STEAM Edition. Each week, young minds are exploring Science, Technology, Engineering, Arts, and Mathematics through interactive, hands-on activities designed to ignite their curiosity. This new addition has been met with enthusiasm, and we’re confident it will continue to grow in popularity as more families discover the value it brings.

Home School

This fall marks an exciting milestone for CARD as our new Homeschool Programs have drawn over 30 participants! At the forefront is our popular CARD Cooking Club, where students embark on culinary adventures each week in the renovated kitchen at the Dorothy F. Johnson Center. Beyond just learning new recipes, these programs foster an inclusive environment where homeschooled students can forge meaningful friendships while expanding their horizons.

We remain dedicated to ensuring that our homeschool offerings are not just educational but are also creating lasting social bonds and providing a sense of belonging for our participants. It’s about more than learning—it’s about building a vibrant, connected community where every child feels valued.

Aquatics

We ended our summer aquatics season on Labor Day weekend at Sycamore pool with a happy staff. We are thankful to have had a full lifeguard staff all throughout the summer season. The training certification cost agreement program was a huge help to lower the barrier to entry for people who were looking to get lifeguard certified and work for CARD but couldn't afford the certification class cost. We hope to continue this program going into 2025 to help build our staffing levels as we move closer to the CARD aquatics center.

Remaining aquatics use at the PV pool will be CUSD PE classes and high school swim teams as well as the CARD pumpkin splash event.

Nature Center

Our Nature School is in full swing and our Program Manager, Ellen's outstanding dedication and creativity is what makes this program so magical. We are grateful for her and all she brings to the NC.

Nature ABCs has been packed with families eagerly lined up before the doors open. We've had full sessions every Friday since it started back up! Families can't stop talking about how grateful they are for this program and how much they enjoy and look forward to it.

Field trip season began this month and so far, we've offered one topography and erosion and three aquatic investigations.

We brought back selling t-shirts at the LAM! There are three designs, one which was designed by our NS Program Manager, Ellen. Members of the public, staff have been making purchases, even Boone, our NC pup, is featured in some advertising sporting our forest green tracks shirt. Visitors to the LAM are also enjoying getting to meet our newest animal resident, Luna the owl.

Fall tends to be a slower time at the NC, which is great for focusing on projects that take the back burner when things are fast paced and hectic. We welcomed four new staff members this fall: Jordan with Nature School, Cate and Drew with ASP and Sofia with Animal Care. They are doing great and fit right into the NC team!

Inclusion

We have a lot of amazing programming coming this Fall! In September we started our 5-week Inclusive Teen Program for teens and young adults with disabilities, with 14 participants joining us. In this program we will be having game nights, making homemade pizzas, practicing social skills at our dance night, and more! In late October we have a costume bowling night for adults with disabilities at Bowlero. In November we'll be holding our second Thanksgiving snacks and apps night where participants with physical and intellectual differences learn to make easy and delicious snacks and appetizers to take to their family Thanksgivings.



BOARD OF DIRECTORS

STAFF REPORT

DATE: September 26, 2024
TO: Board of Directors
FROM: Scott Schumann, Director of Parks and Facilities
SUBJECT: Parks and Facilities Update - September

Capital Project Updates:

Community Park Maintenance Hub

Current Design is complete and prepared for Board approval with construction drawings and permitting to proceed as planned in October 2024. Staff have provided feedback on multiple rounds of drawings to ensure design captures the functionality and aesthetic desired for a new shop, yard, and restroom.

ADA Improvements

The ADA assessment is complete across the District and staff are currently working with the contractor to assemble the results in useable format to identify projects by type, location, and scope of work. A transition plan will be developed in order to streamline the bidding process for work to be performed by either internal or external work force depending on project type or scale.

District-Wide Irrigation

Phase 1 is complete with the contractor providing completed as-builts to represent the improvements at Husa Ranch, Rotary Park, The Humboldt Skate Park, and the CARD Community Center. Phase 2 (remainder of the District) scope of work is underway.

CARD Center Roof and Exterior

Roof tear off begins September 23, 2024 while dry rot repairs are currently underway. The project is currently on time and on budget.

Centennial Park Play Structure

Contractor is currently in the permitting process for installation of the playground structure. Anticipated installation is likely October 2024.

Park Improvements and Maintenance

Oak Way Park

Roving Crew staff took on a complete interior upgrade to the existing bathroom facility. New floors, walls, lighting, plumbing, and door have been installed. This is a high use bathroom for kids and families walking to/from Emma Wilson School. The results are very positive with official reopening at the end of September, 2024.

Henshaw Park

Biological Resource Assessment is complete for the Park. Staff will review and continue the CEQA process. In addition, staff are nearing completion of the RFP document for publication to secure a design entity.

Chico Observatory

Maintenance staff have been busy ensuring the facility, solar, batteries, and technology are up to standard for the grand re-opening of the Observatory on September 20.

Community Park

Court resurfacing and painting are complete for pickle ball courts. Users expressed appreciation for the speed and quality of the project noting the contractor working through weekends to complete the pickleball portion ahead of schedule. Tennis court repairs began 1 day ahead of schedule and are currently underway.

As part of a potential project for extending the parking lot road to Ohio Street, a Traffic Study is underway during peak times on CYSL Soccer game days throughout September and October 2024.

Baroni Park Play Structure

An accessibility study of the proposed structure is complete and has identified a suitable variety of elements for a diverse population of users with and without disabilities. The proposed structure will be reviewed at the next Facility Committee meeting for approval.

Chico Bike Park

A public input session was held at March Junior High School on September 12 with approximately 85 members of the public present. Stakeholders provided input on amenities, layout, and shared concerns and support for the project. In attendance we're representatives from the local bike community, mountain bike teams, residents in the surrounding area, and residents at the adjacent Creekside Apartments.

An additional input session will be held at the Creekside Apartments (a CHIP Senior living facility) on October 2 at 11am.

Chapman Park

The first Splash Pad Season ended on September 15, 2024. Staff noted significant time required to ensure appropriate ongoing operation while also becoming familiar with the mechanical operations.

The reflexology path has been installed by the Melton Design Group. Landscaping and irrigation will subsequently be installed along with an interpretive panel explaining the path design.

Staff called contractors back for warranty issues related to the large shade pavilion; work was completed the week of September 16. Additional modifications to the splash pad drainage will be conducted in October as warranty issues resulting in poor run off and capture of the overspray while the splash pad is in operation.

Risk Management

Public Interaction Training

Staff participated in a skills and safety training on September 25 focused on public interactions. This training ensures staff are prepared to be professional in a variety of situations as well as understand option for de-escalation and protecting the safety of the park users and staff themselves.



BOARD OF DIRECTORS

STAFF REPORT

DATE: September 26, 2024
TO: Board of Directors
FROM: Annabel Grimm
SUBJECT: General Manager Update - September

Personnel Policies & Labor Negotiations — Wrapping up labor negotiations and revising the MOU was a large accomplishment this month.

Grant Proposals — District staff continued work on the Community Change grant through the EPA with a project funding cap of \$20M. The Community Action Agency of Butte County will serve as the Statutory Partner as required by the grant. The stakeholder partners listed in the CRC grant reaffirmed their commitment to project. In addition, the Mechoopda Tribe has agreed to join the stakeholder's group.

The project area encompasses a network of District buildings and services including Dorothy F. Johnson (DFJ) Center, Community Park fieldhouse, and the Aquatic Community and Resilience Center. The grant would help fund the construction of the aquatics building. Solar, HVAC upgrades, refrigeration units, and air quality monitoring are a few of the major components to be added at DFJ and the fieldhouse.

Submission of the final proposal is anticipated on September 30 to the EPA.

Mountain Bike Park — American Ramp Company (ARC) was awarded the design of the mountain bike park. District staff have been meeting with Chico Velo and various stakeholders to develop the design process and timeline. The first public input session occurred on September 12. The next session with the residents of the Creekside Senior Apartments is schedule for October 2.

Capital Campaign RFP — The RFP was released on August 2. The information is posted on the CSDA RFP clearinghouse, CARD website, and advertised in the paper. With no central location to reach these types of firms, the information was sent to a listserv of professional contacts with capital campaign experiences to reach a broader audience.

Network Migration to .gov — The Microsoft migration to the .gov tenant cause significant disruption to the District network. Although most issues are resolved, we continue to work with Stratti, the District's IT provide to resolve lingering issues.

Notable Meetings

- Chico Chamber of Commerce summer Luau event on August 24 was a big success.
- The Non-Profit Leaders Group on August 28 and discussed staff development and fundraising.

- EBC & Chico Tourism Committee met on September 5 to review and approved several sponsorship requests. Members reported on current events and initiatives.
- Planning Commission meeting on September 5 to report on the pending Henshaw facilities maintenance assessment and the status of the park design.
- September 6 call with staff at BCAG on partnership opportunities related to the EPA grant.
- The California Geological Survey/CAL FIRE Watershed Emergency Response Team (WERT) September 12 close out meeting where preliminary geospatial and tabular value-at-risk data was provided.
- Chamber of Commerce meeting August 20.

Community Events

Our annual Ice Cream social at the Nature Center which celebrates the end of Summer break and re-entry into the school year was a huge success!! There were approximately 800 people in attendance. This free event had bounce houses, nature walks, food trucks, face painting, crafts, games and specialized time with our animals in the Living Animal Museum.

Since the last Board meeting, we have held two out of our three Movies in the Park series. Special featuring of Super Mario Bros at DeGarmo Park and The Little Mermaid 2023, at Wildwood Park were enjoyed by hundreds of community member. Before each movie starts, kids can get their faces painted, bounce around in our exciting bounce houses, and get creative with a fun craft. The selection of food trucks on-site offering a variety of snacks and drinks for purchase was a huge hit. The free popcorn was gobbled up and the CARD swag was very popular. Our next Movie in the Park will be held on October 22nd at DeGarmo and will be Halloween themed. See you there!

The Grand Re-Opening of the Observatory was on September 20th and was an out of this world experience. Star Wars characters were on-hand to meet and greet community members and food truck offerings were available.

Last but not least, the Gala will be here before we know it! This year, the Gala theme is "[Step into the Roaring Twenties](#)," which will transport guests back to the 1920s with a speakeasy-themed soirée, featuring live jazz performances, casino games, a silent auction, and a live dessert auction. This memorable night will take place on September 27th and all proceeds will be directed to the Aquatic Center. Tables and tickets are for sale, so invite your friends!

News Stories

[Families end summer with ice cream and nature - Chico Enterprise-Record](#)

[Local candidates finalized for November election - Chico Enterprise-Record](#)

[Chico's Chapman Park unveils new student-made mosaic art installations - KRCR](#)

[Hot hand, cooler day – Chico Enterprise-Record](#)

[City of Chico asking for your input on a new bike park on Humboldt Road | Action News](#)

[Chico Community Observatory to reopen | Action News](#)

Contracts over \$20,000

- None