

**FACILITY COMMITTEE AGENDA**

Dave Donnan and Jason Roye

Thursday, October 23, 2025 – 1:00 P.M.

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

**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. Dedicating Tennis Court at Community Park (Staff Report FA-25-019)**

After 24 years of service to the District, tennis instructor, Jerry Brayton retired on August 18, 2025. District staff request Tennis Court #1 at Community Park dedicated in his honor.

**4. Vending Machine Locations (Staff Report FA-25-020)**

District staff are requesting discussion and direction related to placing vending machines in various locations throughout the District.

**5. Use and Rental of District Facility Policy (Staff Report 25-048)**

District staff will present a draft policy to the Committee for their review.

**6. City of Chico Parks Discussion (Staff Report FA-25-021)**

District staff will provide an update on discussions with the City of Chico for the operation of additional parks and facilities and discuss new neighborhood parks under construction.

**7. Capital Improvement Plan**

The Committee will review progress on the 2025-2026 Fiscal Year Capital Improvement Plan.

**8. Directors' Comments**

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

**9. Adjournment**

Adjourn to the next scheduled Facilities Committee Meeting.



## BOARD OF DIRECTORS

### Facility Committee

# STAFF REPORT

**DATE:** October 23, 2025  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Dedicating Tennis Court at Community Park

---

#### **BACKGROUND**

After 24 years of dedicated service, tennis instructor Jerry Brayton retired on August 18, 2025. A lifelong Chico resident, Jerry became a cornerstone of the District's tennis program, teaching lessons seven days a week at Community Park, where Tennis Court #1 served as his home base.

During his tenure, Jerry taught nearly 7,000 individuals how to play tennis, a remarkable figure representing roughly 10% of Chico's population. With students averaging four lessons each, he delivered approximately 28,000 lessons over his 24 years with the District. But these numbers only hint at Jerry's true impact on our community.

For nearly a quarter century, Jerry was a constant presence on the courts, welcoming beginners taking their first swing and dedicated players refining their game. He taught parents who later brought their children, and eventually their grandchildren, creating a multigenerational legacy of families who all learned the sport from the same patient instructor. In a city the size of Chico, it's difficult to overstate the reach of one person touching 7,000 lives. Jerry became woven into the fabric of our community, one lesson, one family, one generation at a time.

In recognition of Jerry's remarkable legacy, staff propose that Tennis Court #1 at Community Park be dedicated as the "Jerry Brayton Court." This honor reflects not only his exceptional commitment to the District's mission, but the profound and lasting impact one dedicated individual can have on an entire community's relationship with recreation, health, and the joy of the game.

#### **RECOMMENDATION**

The Committee recommends to the Board of Directors the dedication of Tennis Court #1 at Community Park as the "Jerry Brayton Court" in recognition of Jerry Brayton's 24 years of exceptional service, dedication, and positive influence on the District's tennis programs and the Chico community.



## BOARD OF DIRECTORS

### Facility Committee

# STAFF REPORT

**DATE:** October 23, 2025  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Vending Machine Locations

---

### BACKGROUND

District staff are requesting discussion and direction from the Facility Committee regarding the strategic placement of vending machines at select District facilities and parks. This initiative presents an opportunity to enhance visitor experience while generating supplemental revenue with minimal operational impact to the District.

### DISCUSSION

The addition of vending machines at key District locations would provide several meaningful benefits:

#### Enhanced Visitor Service and Convenience

- Provides immediate access to refreshments, snacks, and beverages for visitors during extended stays at parks and facilities.
- Addresses visitor needs during early morning, evening, or off-peak hours when other retail options may be unavailable.
- Improves overall visitor satisfaction, particularly at remote or high-use locations.
- Supports families participating in programs, sporting events, or recreational activities.

#### Revenue Generation

- Creates a passive income stream with minimal District investment or operational burden.
- Preliminary vendor discussions indicate a favorable 7.5% commission rate on all sales, significantly higher than the vendor's typical agreements, demonstrating strong partnership potential.

#### Operational Efficiency

- Vendor assumes primary responsibility for machine maintenance, restocking, and repairs.
- All machines are ENERGY STAR® compliant, ensuring energy-efficient operation and alignment with District sustainability goals.
- Minimal staff time required for oversight and coordination.

#### Partnership Investment

- Vendor has expressed willingness to cover infrastructure costs, including electrical service installation where needed.

### RECOMMENDATION

Discuss the vending machine proposal, potential location, and agreement structure.



## BOARD OF DIRECTORS

# STAFF REPORT

**DATE:** August 28<sup>th</sup>, 2025  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Use of District Facilities Policy

---

### BACKGROUND

The District provides a variety of facilities for community use, including parks, athletic fields, community centers, and specialized recreation spaces. To ensure equitable access, protect District assets, and align facility usage with the District's mission, staff has prepared an updated 2210 - *Use of District Facilities Policy*.

The policy outlines:

- Eligibility for facility use.
- Priority scheduling procedures.
- Reservation processes and required documentation.
- Fee structures and deposit requirements.
- Rules of conduct and prohibited activities.
- Special events and amplified sound requirements.
- Insurance and liability coverage requirements.

The proposed updates align with industry's best practices, address operational needs, and reflect community feedback. They also clarify the District's ability to approve, deny, or revoke facility use permits to protect public safety and District property.

### RECOMMENDATION

Approve the updated Use of District Facilities Policy to establish consistent guidelines for the public use of Chico Area Recreation and Park District facilities.



**POLICY # 2210**

**Use and Rental of District Facility**

**VERSION # 1**

**APPROVED BY BOARD**

**APPLIES TO**

Division	Administration
Sub-Division	Rentals

<b>VERSION</b>	<b>REVISION DATE</b>	<b>DESCRIPTION OF CHANGE/SUPERSEDE</b>	<b>AUTHOR</b>
----------------	----------------------	--	---------------

1	8/22/2025	Codifying rental procedures into a District Policy	Administrative Director
---	-----------	--	-------------------------

**PURPOSE**

This policy establishes guidelines for public and organizational use of District facilities when such use supports District objectives without interfering with primary operations.

**AUTHORITY**

The Board of Directors maintains authority to designate which facilities are available for rental. The General Manager is responsible for modifying availability and usage guidelines, restrict access to ensure District operations remain priority, adjust permissions based on operational needs, maintenance, and program demands.

**PROCEDURE**

*Application Process*

Organizations or individuals shall submit requests via application to the District’s Rentals Department in advance for the use of one or more District facilities, sports fields, courts, picnic sites, or designated portions of community parks. [The application can be found on the District’s website.](#)

*Fees & Deposits*

The District shall establish a user fee and deposit schedule for these rental spaces, based on criteria and costs borne by the District for their operation and maintenance. User fees shall be adjusted periodically to reflect changes in operating and maintenance costs.

District staff shall collect a deposit and estimated use fee in advance of confirming any reservation. The deposit shall include a reasonable estimate of clean-up and administrative time for handling the reservation. Deposits may be refundable to the extent that clean-up costs are less than the deposit, minus administrative processing costs.

### *Reservation Priority*

Facilities are allocated in the following order of priority:

1. District operations – District-hosted programs, District-sponsored activities, and facility maintenance.
2. Long-term partners - Organizations with MOUs, joint-use agreements, and established relationships. [Examples include Chico Unified School District, Butte United Soccer, Chico Softball Little League, etc.](#)
3. Community activities - Events that align with District mission and benefit the District or its participants.
4. Non-profit and public agencies - Non-political and non-commercial uses.
- [5. Private use - Commercial use and individual members of the public, only if no other qualified users request the same date within 30 days.](#)
- [5-6. District parks and facilities are available to the public on a first-come, first-serve basis, unless the space is reserved.](#)

### *Requirements & Restrictions*

General liability insurance required for all events. Alcohol liability insurance required if alcohol is served. Liability waivers may be required as determined by District staff.

All requesting organizations or individuals must comply with Federal, State, and local laws in their use of District rental spaces. If special permits (including but not limited to large gathering permits, fire or building code permits, or alcohol use permits) are required, preliminary approval will be contingent upon satisfactory proof of compliance. Failure to obtain required permits may result in denial or revocation.

---

---

**Authority:** Board of Directors; General Manager

---

---



## BOARD OF DIRECTORS

### Facility Committee

# STAFF REPORT

**DATE:** October 23, 2025  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** City of Chico Park

---

### BACKGROUND

For decades, the City of Chico and the Chico Area Recreation and Park District (CARD) have maintained a longstanding and productive partnership aimed at delivering high-quality park and recreation services to the residents of Chico. This cooperative relationship has been guided by a shared commitment to improving community well-being, maximizing public resources, and ensuring a broad range of recreational opportunities.

On July 15, 2009, the City and CARD formalized this partnership through a Memorandum of Intergovernmental Cooperation, Coordination, and Understanding (MOU). This agreement established a collaborative framework between the two agencies, recognizing the mutual benefits of shared responsibility for park and recreation resources. The MOU was revised in 2020, one of the key provisions was the transfer of ownership, operational responsibility, and maintenance of certain parks and park properties from the City to CARD in a phased and strategic manner.

In March and June of 2025, updates on the discussion with the City of Chico were provided to the Board of Directors. At the request of the Facilities Committee, a review of City owned park properties and new neighborhood parks is being and discussed.

### DISCUSSION

City of Chico operated parks and recreational facilities include the following:

- Caper Acres
- Children's Park
- Depot Park
- Plaza Park
- Windchime Park (slated for transfer as part of bike projects)
- 9<sup>th</sup> & Hazel Greenway
- Verbena Fields
- Comanche Creek
- Teichert Ponds
- Bidwell Park
  - Excluding Sycamore Field, Chico Creek Nature Center, Observatory, and Hooker Oak Park)

In alignment with the goals outlined in the MOU and the mutual desire to improve efficiency and community service, District and City staff have engaged in continued discussions to evaluate potential opportunities for CARD to assume operation and maintenance responsibilities for additional City-owned parks and facilities. Resource planning and capacity management need to account for parks and facilities coming to the District in 2026.

New CARD parks and facilities include:

- Oak Valley – Feb/March 2026
- Chico Bike Park – Spring 2026
- Aquatics Center – Fall 2026
- Henshaw Park – Winter 2026
- Hicks Lane neighborhood park – Fall/Winter 2026
- Otaki Park (Meriam Park) – Winter 2026

**RECOMMENDATION**

Review and discuss new parks and facilities coming to the District and evaluate timing and capacity for additional properties.