

## BOARD OF DIRECTORS REGULAR MEETING

Thursday, December 12, 2024 – 4:00 P.M.

If you need accommodation to participate in this meeting, please call (530) 895-4711  
Agenda posted prior to 4:00 PM Monday, December 9, 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  
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.*

2.1. Correspondence received

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

3.1. Minutes of the Regular Meeting of the Board of Directors on September 26, 2024

3.2. Minutes of the Special Meeting of the Board of Directors on November 13, 2024

3.3. September and October 2024 Monthly Financial Report (Staff Report FI-24-039)

3.4. Calendar for Fiscal Year 2024-2025 Budget Process (Staff Report FI-24-040)

3.5. Shade Sail Donation (Staff Report FA-24-017) *Action Requested: Board of Directors accept the donation of a shade sail structure at the Veteran's Park pump track.*

3.6. RFP to Finance Aquatic Center Development (Staff Report FI-24-041) *Action Requested: Board of Directors approve the Financing Aquatic Center RFP for release.*

3.7. Request for Neighborhood Park Fees (Staff Report FI-24-042) *Action Requested: Board of Directors direct District Staff to request Neighborhood Park fees from the City of Chico.*

3.8. CARD Center Structural Repair (Staff Report FI-24-043) *Action Requested: Board of Directors approval the increased budget allocation for the Community Center Refurbishment project.*

#### **4. REGULAR AGENDA**

4.1. Committees– *Information provided/possible action*

- Finance Committee
- Facility Committee (summary provided)

4.2. Updated Policies (Staff Report 24-061) *Action Requested: Board of Directors approve updated Sick Leave Policy.*

District Staff have updated policy 3460 Sick Leave to ensure compliance with legislative requirements.

4.3. Community Park Traffic Study (Staff Report FA-24-021) *Information provided, possible action.*

District staff will provide an update on the findings regarding the Community Park Traffic Study.

4.4. Board Election of Officers *Action Requested: Board of Directors nominate and elect officers for Chair and Vice Chair to commence in January 2025.*

4.5. Items Removed from the Consent Agenda

#### **5. NEW BUSINESS**

5.1. Board of Directors Manual (Staff Report 24-062) *Information provided, possible action.*

In 2018, the Board of Directors approved a Board of Directors Manual to inform Directors of their roles and responsibilities. An updated version will be reviewed in preparation for the new Board member that will begin their 4-year term in January 2025.

5.2. Recognizing Director Worley for Distinguished Service (Resolution 24-017) – *Action Requested: Board of Directors approve Resolution 24-017.*

Michae Worley has served on the Board of Directors for the District since 2012 and will be recognized for his outstanding service through a Resolution.

#### **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 24-063)

Parks and Facilities Update (Staff Report 24-064)

General Manager Update (Staff Report 24-065)

## **8. CLOSED SESSION**

Pursuant to Government Code 54956.8: Real Estate Negotiations

Property: APN 002-130-038

Agency Negotiator: General Manager

Under Negotiation: Terms

Pursuant to Government Code 54957: Public Employee Performance Evaluation

General Manager

## **9. 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

September 26, 2024 – 4:00 P.M.

**DRAFT**

**Board Members Present:** Michael McGinnis, Chair  
Dave Donnan, Vice-Chair  
Tom Lando, Board Member  
Michael Worley, Board Member  
Christopher Norden, Board Member

**Board Members Absent:**

**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 4:30, and roll call was taken, as noted above.

### 2. PUBLIC COMMENTS

There was public comment provided from Sean Aschenbrener, a District softball umpire, who relayed admiration for Anjie Goulding and his sadness in her leaving her position with the District. Sean provided a petition with 60 signatures from the softball community in support of Keven Meyers, a former Recreation Supervisor, for her replacement.

### 3. 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)

**M/S/C/ (Directors Landon/Norden)** Board of Directors removed item 3.5 from the consent agenda, and approved the remaining consent agenda, resulting in approval of the following:

- August Minutes of the Regular Board Meeting
- August Financial Report
- Awarding the Asphalt Repair Project to Rock Creek Construction Inc.
- Approving the lease of the field painting equipment

**The motion was unanimously approved.**

#### 4. REGULAR AGENDA

##### 4.1. Committee Report Out – Information Provided

4.1.1. Finance Committee

4.1.2. Facility Committee (summary provided)

##### 4.2. Updated Policies (Staff Report 24-048)

**M/S/C/ (Directors Lando/Worley)** Board of Directors moved to continue the discussion related to policy 2115 – Donations until the Capital Campaign firm has been established.

**The motion was unanimously approved.**

**M/S/C/ (Directors Lando/Norden)** Board of Directors approved the updated policy 3417 – Cellphone Stipend.

**The motion was unanimously approved.**

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

District staff presented the most current design depictions of the upcoming Aquatic and Recreation Center. Discussion followed and no action was taken.

##### 4.4. Items Removed from the Consent Agenda:

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

The Finance Committee reviewed the proposals responding to the Capital Campaign Project, which is aimed at raising funds for the upcoming Aquatic Center and asked for more information related to references from each proposal. This item will be continued to the October Regular Meeting.

#### 5. NEW BUSINESS

##### 5.1. Heat Warning Signs in Parking Lots (Staff Report 24-049)

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.

**M/S/C/ (Directors Lando/Norden)** Board of Directors moved to skip this item on the agenda.

**The motion was unanimously approved.**

##### 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.

**M/S/C/ (Directors Lando/Donnan)** Board of Directors moved to change the name of Wildwood Community Park to Veteran Memorial Park, following the submission of a petition.

**The motion was unanimously approved.**

5.3. Union Memorandum of Understanding (Staff Report 24-051)

**M/S/C/ (Directors Donan/McGinnis)** Board of Directors approved the MOU between the District and the General Unit-Service Employees International Union (SEIU)

**The motion was unanimously approved.**

**M/S/C/ (Directors McGinnis/Donan)** Board of Directors approved the MOU between the District and the Union of Operating Engineers, Stationary Engineers (IUOE).

**The motion was unanimously approved.**

5.4. Revisions to the Fiscal Year 2024-25 Salary Schedule (Staff Report 24-052)

**M/S/C/ (Directors Lando/Worley)** Board of Directors approved the Fiscal Year 2024-25 Salary Schedule incorporating the updates reflected in the Union MOUs.

**The motion was unanimously approved.**

5.5. Community Park Shop Design (Staff Report 24-057)

**M/S/C/ (Directors Lando/Norden)** Board of Directors approved the design plans for the remodel of the Community Park Shop.

**The motion was unanimously approved.**

## **6. DIRECTORS' COMMENTS**

There were none.

## **7. STAFF COMMENTS**

There were none.

## **8. ADJOURNMENT**

Adjourned at 5:08 to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.



## BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Wednesday, November 13, 2024 – 4:00 P.M.

**DRAFT**

**Board Members Present:** Michael McGinnis, Chair  
Dave Donnan, Vice-Chair  
Christopher Norden, Board Member

**Board Members Absent:** Tom Lando, Board Member  
Michael Worley, Board Member

**Staff Members Present:** Annabel Grimm, General Manager  
Angela Carpenter, Finance Manager  
Holli Drobny, Business Services 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

There was none.

### 3. REGULAR AGENDA

#### 3.1. Capital Campaign Project Award (Staff Report 24-058)

Following the review of additional materials, District requested the Board to award of the Capital Campaign Project Award, which is aimed at raising funds for the upcoming Aquatic Center.

**M/S/C/ (Directors McGinnis/Norden)** Board of Directors awarded the Capital Campaign project to Creative Fundraising Advisors.

**The motion was unanimously approved.**

Absent: Lando, Worley

#### 3.2. Lakeside Pavilion HVAC Project Award (Staff Report 24-059)

**M/S/C/ (Directors McGinnis/Donan)** Board of Directors awarded the Lakeside Pavilion HVAC repair to Jessee Heating and Air Conditioning for \$114,800 plus contingency per District policy.

**The motion was unanimously approved.**

Absent: Lando, Worley

#### 3.3. Local Hazard Mitigation Plan (Staff Report 24-060 and Resolution 24-015)

Recognizing the threat that natural hazards pose to people and property within the District, District staff have participated in creating the Countywide Local Hazard Mitigation Plan.

**M/S/C/ (Directors McGinnis/Norden)** The Board of Directors approved Resolution 24-015,

which resulted in the adoption of the 2024 Local Hazard Mitigation Plan.

**The motion was unanimously approved.**

Absent: Lando, Worley

3.4. Authorizing A Change In Check Register, Ach Transfers, And Check Signers (Resolution 24-016)

**M/S/C/ (Directors McGinnis/Norden)** Board of Directors approved Resolution 24-016, adding Holli Drobny and removing Michelle Niven as an authorized signer to the District.

**The motion was unanimously approved.**

Absent:

#### **4. DIRECTORS' COMMENTS**

Director McGinnis mentioned that this time of the year is time for the General Manager evaluation, which will be added to the closed session at the December meeting.

#### **5. STAFF COMMENTS**

There were none.

#### **6. ADJOURNMENT**

Adjourned at 4:07 PM 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:** December 12, 2024  
**TO:** Board of Directors  
**FROM:** Angie Carpenter, Finance Manager  
**SUBJECT:** Monthly Financials – September and October

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### Overview

The financial statements for September and October reflect a typical first quarter, with no significant events impacting our overall budget.

October represents **33.3%** of the annual budget.

### Budget Analysis

- **Revenue:** Tax income levels will stabilize once property tax installments are received. Operating Income is trending as expected while Other Income is higher than pace due to auction sales of retired fleet vehicles. Revenue is at 18% of budget; normal for this period of the year.
- **Expenses:** Overall, expenses are trending as expected and sitting at 32.7%.
  - **Employee Benefits:** Includes Workers' Compensation Insurance payment of \$155K, covering the entire fiscal year.
  - **Supplies and Services:** Includes a payment of \$413K for Insurance Premiums paid at the beginning of the fiscal year.
  - **Utilities:** A rate change for PG&E in September has led to increased costs, though expenses are expected to level out through winter.
  - **Contracts:** Expenses are reclassified from IT Software in the new fiscal year's budget. These changes will be adjusted in the January revised budget.
- **Program Income:** Appears higher due to revenue generated from summer activities in Camps, Classes, Aquatics, and The Nature Center.
  - After School Program appears to be trending low however, due to quarterly billing is performing on target.
  - Special Events: Expenses related to special events at Sycamore Pool will be reimbursed by the City of Chico, the offset will appear in operating income.

**Assessment Districts:** Activities are normal from this time of year. Revenue activity typically starts in Spring. Salary and benefit adjustments resulting from labor negotiations were budgeted in the GF Wages & Benefits lines and will be posted to assessment budgets in January.

**Impact Fees:** City Impact Fees amount received was lower than projected due to the measurement and disbursement dates (measurements are taken on January 1 and June 30; disbursements occur on February 1 and July 31). However, we did not receive the July payment until September. The next activity is expected in March 2025. County Impact Fees are trending normally.

### **Capital Activity**

- **Fixed Assets:** Capital assets reflect the acquisition of new equipment, including two trucks, a dump trailer, landscape tractor and a leaf sweeper.
- **Projects:** Capital projects are progressing as anticipated.



## Monthly Financial Reports September & October 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

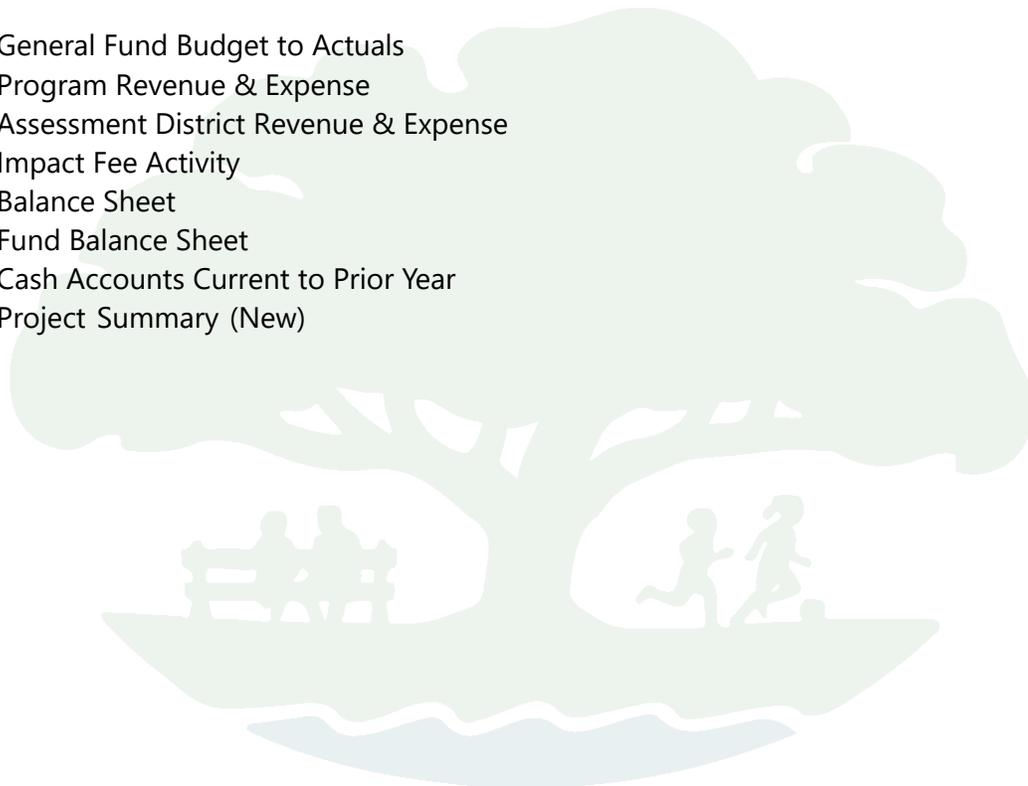
**Variance:** Fiscal Activity less the Current Budget

**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. Fund Balance Sheet
7. Cash Accounts Current to Prior Year
8. Project Summary (New)







Chico Area Recreation and Park District

# General Funds Budget to Actuals

For Fiscal: FY 2025 Period Ending: 10/31/2024

Clas...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 90 - General Fund</b>						
<b>Revenue</b>						
50 - Taxes	6,900,000.00	6,900,000.00	303,333.47	303,333.47	-6,596,666.53	4.40%
53 - Operating Income	6,978,350.00	6,978,350.00	345,666.90	2,181,679.28	-4,796,670.72	31.26%
55 - Other Income	40,000.00	40,000.00	0.00	23,780.90	-16,219.10	59.45%
<b>Revenue Total:</b>	<b>13,918,350.00</b>	<b>13,918,350.00</b>	<b>649,000.37</b>	<b>2,508,793.65</b>	<b>-11,409,556.35</b>	<b>18.03%</b>
<b>Expense</b>						
60 - Salaries & Wages	7,671,616.39	7,671,616.39	540,367.54	2,125,242.50	5,546,373.89	27.70%
61 - Employee Benefits	1,825,798.49	1,825,798.49	115,754.44	625,255.77	1,200,542.72	34.25%
62 - Supplies & Services	2,389,970.00	2,389,970.00	116,531.75	1,007,303.97	1,382,666.03	42.15%
63 - Repairs & Maintenance	425,000.00	425,000.00	12,977.62	117,731.83	307,268.17	27.70%
64 - Utilities	728,379.00	728,379.00	69,564.40	376,187.64	352,191.36	51.65%
65 - Contracts	573,700.00	573,700.00	75,021.11	242,803.09	330,896.91	42.32%
69 - Other Expenses	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00%
<b>Expense Total:</b>	<b>13,649,463.88</b>	<b>13,649,463.88</b>	<b>930,216.86</b>	<b>4,494,524.80</b>	<b>9,154,939.08</b>	<b>32.93%</b>
<b>Fund: 90 - General Fund Surplus (Deficit):</b>	<b>268,886.12</b>	<b>268,886.12</b>	<b>-281,216.49</b>	<b>-1,985,731.15</b>	<b>-2,254,617.27</b>	<b>-738.50%</b>
<b>Report Surplus (Deficit):</b>	<b>268,886.12</b>	<b>268,886.12</b>	<b>-281,216.49</b>	<b>-1,985,731.15</b>	<b>-2,254,617.27</b>	<b>-738.50%</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
90 - General Fund	268,886.12	268,886.12	-281,216.49	-1,985,731.15	-2,254,617.27
<b>Report Surplus (Deficit):</b>	<b>268,886.12</b>	<b>268,886.12</b>	<b>-281,216.49</b>	<b>-1,985,731.15</b>	<b>-2,254,617.27</b>



Chico Area Recreation and Park District

# General Fund Budget to Actuals

For Fiscal: FY 2025 Period Ending: 09/30/2024

Clas...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 90 - General Fund</b>						
<b>Revenue</b>						
50 - Taxes	6,900,000.00	6,900,000.00	0.00	0.00	-6,900,000.00	0.00%
53 - Operating Income	6,978,350.00	6,978,350.00	216,814.47	1,836,012.38	-5,142,337.62	26.31%
55 - Other Income	40,000.00	40,000.00	3,209.42	23,780.90	-16,219.10	59.45%
<b>Revenue Total:</b>	<b>13,918,350.00</b>	<b>13,918,350.00</b>	<b>220,023.89</b>	<b>1,859,793.28</b>	<b>-12,058,556.72</b>	<b>13.36%</b>
<b>Expense</b>						
60 - Salaries & Wages	7,671,616.39	7,671,616.39	524,999.64	1,584,874.96	6,086,741.43	20.66%
61 - Employee Benefits	1,825,798.49	1,825,798.49	114,625.57	509,501.33	1,316,297.16	27.91%
62 - Supplies & Services	2,389,970.00	2,389,970.00	142,323.65	890,772.22	1,499,197.78	37.27%
63 - Repairs & Maintenance	425,000.00	425,000.00	29,372.68	104,754.21	320,245.79	24.65%
64 - Utilities	728,379.00	728,379.00	122,762.83	306,623.24	421,755.76	42.10%
65 - Contracts	573,700.00	573,700.00	107,633.53	167,781.98	405,918.02	29.25%
69 - Other Expenses	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00%
<b>Expense Total:</b>	<b>13,649,463.88</b>	<b>13,649,463.88</b>	<b>1,041,717.90</b>	<b>3,564,307.94</b>	<b>10,085,155.94</b>	<b>26.11%</b>
<b>Fund: 90 - General Fund Surplus (Deficit):</b>	<b>268,886.12</b>	<b>268,886.12</b>	<b>-821,694.01</b>	<b>-1,704,514.66</b>	<b>-1,973,400.78</b>	<b>-633.92%</b>
<b>Report Surplus (Deficit):</b>	<b>268,886.12</b>	<b>268,886.12</b>	<b>-821,694.01</b>	<b>-1,704,514.66</b>	<b>-1,973,400.78</b>	<b>-633.92%</b>

### Fund Summary

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
90 - General Fund	268,886.12	268,886.12	-821,694.01	-1,704,514.66	-1,973,400.78
<b>Report Surplus (Deficit):</b>	<b>268,886.12</b>	<b>268,886.12</b>	<b>-821,694.01</b>	<b>-1,704,514.66</b>	<b>-1,973,400.78</b>



Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Program: 11610 - Facility Rentals</b>						
Revenue	360,000.00	360,000.00	38,965.50	115,259.25	-244,740.75	32.02%
Expense	285,065.41	285,065.41	30,394.37	103,316.99	181,748.42	36.24%
<b>Program: 11610 - Facility Rentals Surplus (Deficit):</b>	<b>74,934.59</b>	<b>74,934.59</b>	<b>8,571.13</b>	<b>11,942.26</b>	<b>-62,992.33</b>	<b>15.94%</b>
<b>Program: 11611 - Picnic Rentals</b>						
Revenue	25,000.00	25,000.00	5,925.00	17,972.00	-7,028.00	71.89%
<b>Program: 11611 - Picnic Rentals Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>5,925.00</b>	<b>17,972.00</b>	<b>-7,028.00</b>	<b>71.89%</b>
<b>Program: 11612 - Field Rentals</b>						
Revenue	85,000.00	85,000.00	17,292.53	49,224.63	-35,775.37	57.91%
Expense	9,080.75	9,080.75	8.07	6,673.10	2,407.65	73.49%
<b>Program: 11612 - Field Rentals Surplus (Deficit):</b>	<b>75,919.25</b>	<b>75,919.25</b>	<b>17,284.46</b>	<b>42,551.53</b>	<b>-33,367.72</b>	<b>56.05%</b>
<b>Program: 11710 - Special Events</b>						
Revenue	95,000.00	95,000.00	32,021.00	53,986.00	-41,014.00	56.83%
Expense	81,112.12	81,112.12	14,498.74	72,726.53	8,385.59	89.66%
<b>Program: 11710 - Special Events Surplus (Deficit):</b>	<b>13,887.88</b>	<b>13,887.88</b>	<b>17,522.26</b>	<b>-18,740.53</b>	<b>-32,628.41</b>	<b>-134.94%</b>
<b>Program: 22200 - Contracted Camp</b>						
Revenue	210,000.00	210,000.00	-10.00	90,602.30	-119,397.70	43.14%
Expense	11,755.00	11,755.00	0.00	0.00	11,755.00	0.00%
<b>Program: 22200 - Contracted Camp Surplus (Deficit):</b>	<b>198,245.00</b>	<b>198,245.00</b>	<b>-10.00</b>	<b>90,602.30</b>	<b>-107,642.70</b>	<b>45.70%</b>
<b>Program: 22210 - Camp Chi-Da-CA</b>						
Revenue	290,600.00	290,600.00	-150.00	113,730.00	-176,870.00	39.14%
Expense	192,101.69	192,101.69	1,118.93	80,962.25	111,139.44	42.15%
<b>Program: 22210 - Camp Chi-Da-CA Surplus (Deficit):</b>	<b>98,498.31</b>	<b>98,498.31</b>	<b>-1,268.93</b>	<b>32,767.75</b>	<b>-65,730.56</b>	<b>33.27%</b>
<b>Program: 22220 - Summertime Delight</b>						
Revenue	214,400.00	214,400.00	-58.00	119,480.00	-94,920.00	55.73%
Expense	149,951.59	149,951.59	1,077.54	64,088.12	85,863.47	42.74%
<b>Program: 22220 - Summertime Delight Surplus (Deficit):</b>	<b>64,448.41</b>	<b>64,448.41</b>	<b>-1,135.54</b>	<b>55,391.88</b>	<b>-9,056.53</b>	<b>85.95%</b>
<b>Program: 22240 - Camp Chico Creek</b>						
Revenue	230,000.00	230,000.00	0.00	144,364.00	-85,636.00	62.77%
Expense	169,897.30	169,897.30	2,846.29	69,326.36	100,570.94	40.80%
<b>Program: 22240 - Camp Chico Creek Surplus (Deficit):</b>	<b>60,102.70</b>	<b>60,102.70</b>	<b>-2,846.29</b>	<b>75,037.64</b>	<b>14,934.94</b>	<b>124.85%</b>
<b>Program: 22310 - Youth Sports</b>						
Revenue	445,000.00	445,000.00	37,858.99	181,234.18	-263,765.82	40.73%
Expense	438,865.49	438,865.49	29,878.28	138,322.60	300,542.89	31.52%
<b>Program: 22310 - Youth Sports Surplus (Deficit):</b>	<b>6,134.51</b>	<b>6,134.51</b>	<b>7,980.71</b>	<b>42,911.58</b>	<b>36,777.07</b>	<b>699.51%</b>
<b>Program: 22320 - Adult Sports</b>						
Revenue	425,000.00	425,000.00	41,219.56	130,958.60	-294,041.40	30.81%
Expense	479,951.42	479,951.42	32,990.33	109,258.70	370,692.72	22.76%
<b>Program: 22320 - Adult Sports Surplus (Deficit):</b>	<b>-54,951.42</b>	<b>-54,951.42</b>	<b>8,229.23</b>	<b>21,699.90</b>	<b>76,651.32</b>	<b>-39.49%</b>
<b>Program: 22330 - DFJ Admin</b>						
Revenue	30,000.00	30,000.00	1,801.80	16,988.40	-13,011.60	56.63%
Expense	122,086.91	122,086.91	9,443.44	36,797.67	85,289.24	30.14%
<b>Program: 22330 - DFJ Admin Surplus (Deficit):</b>	<b>-92,086.91</b>	<b>-92,086.91</b>	<b>-7,641.64</b>	<b>-19,809.27</b>	<b>72,277.64</b>	<b>21.51%</b>
<b>Program: 22400 - Contract Programs</b>						
Revenue	190,000.00	190,000.00	17,898.62	74,525.77	-115,474.23	39.22%
Expense	343,263.60	343,263.60	15,604.33	107,758.62	235,504.98	31.39%
<b>Program: 22400 - Contract Programs Surplus (Deficit):</b>	<b>-153,263.60</b>	<b>-153,263.60</b>	<b>2,294.29</b>	<b>-33,232.85</b>	<b>120,030.75</b>	<b>21.68%</b>

**Budget Report**

For Fiscal: FY 2025 Period Ending: 10/31/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Program: 22510 - Afterschool Program - CARD</b>						
Revenue	2,662,550.00	2,662,550.00	69,012.12	737,823.49	-1,924,726.51	27.71%
Expense	1,960,051.65	1,960,051.65	200,972.49	442,184.46	1,517,867.19	22.56%
<b>Program: 22510 - Afterschool Program - CARD Surplus (Deficit):</b>	<b>702,498.35</b>	<b>702,498.35</b>	<b>-131,960.37</b>	<b>295,639.03</b>	<b>-406,859.32</b>	<b>42.08%</b>
<b>Program: 22600 - NC Admin</b>						
Revenue	254,000.00	254,000.00	16,512.34	45,633.25	-208,366.75	17.97%
Expense	323,059.85	323,059.85	12,013.71	50,838.30	272,221.55	15.74%
<b>Program: 22600 - NC Admin Surplus (Deficit):</b>	<b>-69,059.85</b>	<b>-69,059.85</b>	<b>4,498.63</b>	<b>-5,205.05</b>	<b>63,854.80</b>	<b>7.54%</b>
<b>Program: 22610 - Trips</b>						
Revenue	0.00	0.00	492.90	492.90	492.90	0.00%
<b>Program: 22610 - Trips Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>492.90</b>	<b>492.90</b>	<b>492.90</b>	<b>0.00%</b>
<b>Program: 22630 - Nature ABC</b>						
Revenue	6,000.00	6,000.00	0.00	2,340.22	-3,659.78	39.00%
Expense	7,194.82	7,194.82	252.99	449.83	6,744.99	6.25%
<b>Program: 22630 - Nature ABC Surplus (Deficit):</b>	<b>-1,194.82</b>	<b>-1,194.82</b>	<b>-252.99</b>	<b>1,890.39</b>	<b>3,085.21</b>	<b>-158.22%</b>
<b>Program: 22800 - Recreation Swim</b>						
Revenue	200,000.00	200,000.00	2,810.00	100,739.05	-99,260.95	50.37%
Expense	323,065.94	323,065.94	2,817.55	163,966.36	159,099.58	50.75%
<b>Program: 22800 - Recreation Swim Surplus (Deficit):</b>	<b>-123,065.94</b>	<b>-123,065.94</b>	<b>-7.55</b>	<b>-63,227.31</b>	<b>59,838.63</b>	<b>51.38%</b>
<b>Program: 22810 - Sycamore Pool Rec</b>						
Expense	3,400.00	3,400.00	0.00	278.65	3,121.35	8.20%
<b>Program: 22810 - Sycamore Pool Rec Total:</b>	<b>3,400.00</b>	<b>3,400.00</b>	<b>0.00</b>	<b>278.65</b>	<b>3,121.35</b>	<b>8.20%</b>
<b>Program: 22900 - Youth Leader</b>						
Revenue	0.00	0.00	0.00	400.00	400.00	0.00%
Expense	1,776.79	1,776.79	6.45	1,069.29	707.50	60.18%
<b>Program: 22900 - Youth Leader Surplus (Deficit):</b>	<b>-1,776.79</b>	<b>-1,776.79</b>	<b>-6.45</b>	<b>-669.29</b>	<b>1,107.50</b>	<b>37.67%</b>
<b>Program: 22910 - Inclusion</b>						
Revenue	120,000.00	120,000.00	448.08	50,946.45	-69,053.55	42.46%
Expense	172,034.24	172,034.24	6,538.07	75,545.70	96,488.54	43.91%
<b>Program: 22910 - Inclusion Surplus (Deficit):</b>	<b>-52,034.24</b>	<b>-52,034.24</b>	<b>-6,089.99</b>	<b>-24,599.25</b>	<b>27,434.99</b>	<b>47.28%</b>
<b>Report Surplus (Deficit):</b>	<b>768,835.43</b>	<b>768,835.43</b>	<b>-78,421.14</b>	<b>523,136.96</b>	<b>-245,698.47</b>	<b>68.04%</b>



Chico Area Recreation and Park District

# Program Revenue & Expense

For Fiscal: FY 2025 Period Ending: 09/30/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Program: 11610 - Facility Rentals</b>						
Revenue	360,000.00	360,000.00	31,477.75	76,293.75	-283,706.25	21.19%
Expense	285,065.41	285,065.41	27,439.90	72,922.62	212,142.79	25.58%
<b>Program: 11610 - Facility Rentals Surplus (Deficit):</b>	<b>74,934.59</b>	<b>74,934.59</b>	<b>4,037.85</b>	<b>3,371.13</b>	<b>-71,563.46</b>	<b>4.50%</b>
<b>Program: 11611 - Picnic Rentals</b>						
Revenue	25,000.00	25,000.00	6,816.00	12,047.00	-12,953.00	48.19%
<b>Program: 11611 - Picnic Rentals Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>6,816.00</b>	<b>12,047.00</b>	<b>-12,953.00</b>	<b>48.19%</b>
<b>Program: 11612 - Field Rentals</b>						
Revenue	85,000.00	85,000.00	8,624.34	31,932.10	-53,067.90	37.57%
Expense	9,080.75	9,080.75	215.46	6,665.03	2,415.72	73.40%
<b>Program: 11612 - Field Rentals Surplus (Deficit):</b>	<b>75,919.25</b>	<b>75,919.25</b>	<b>8,408.88</b>	<b>25,267.07</b>	<b>-50,652.18</b>	<b>33.28%</b>
<b>Program: 11710 - Special Events</b>						
Revenue	95,000.00	95,000.00	10,180.00	21,965.00	-73,035.00	23.12%
Expense	81,112.12	81,112.12	43,731.50	58,227.79	22,884.33	71.79%
<b>Program: 11710 - Special Events Surplus (Deficit):</b>	<b>13,887.88</b>	<b>13,887.88</b>	<b>-33,551.50</b>	<b>-36,262.79</b>	<b>-50,150.67</b>	<b>-261.11%</b>
<b>Program: 22200 - Contracted Camp</b>						
Revenue	210,000.00	210,000.00	4,952.20	90,612.30	-119,387.70	43.15%
Expense	11,755.00	11,755.00	0.00	0.00	11,755.00	0.00%
<b>Program: 22200 - Contracted Camp Surplus (Deficit):</b>	<b>198,245.00</b>	<b>198,245.00</b>	<b>4,952.20</b>	<b>90,612.30</b>	<b>-107,632.70</b>	<b>45.71%</b>
<b>Program: 22210 - Camp Chi-Da-CA</b>						
Revenue	290,600.00	290,600.00	-280.00	113,880.00	-176,720.00	39.19%
Expense	192,101.69	192,101.69	1,489.91	79,843.32	112,258.37	41.56%
<b>Program: 22210 - Camp Chi-Da-CA Surplus (Deficit):</b>	<b>98,498.31</b>	<b>98,498.31</b>	<b>-1,769.91</b>	<b>34,036.68</b>	<b>-64,461.63</b>	<b>34.56%</b>
<b>Program: 22220 - Summertime Delight</b>						
Revenue	214,400.00	214,400.00	-232.00	119,538.00	-94,862.00	55.75%
Expense	149,951.59	149,951.59	1,027.03	63,010.58	86,941.01	42.02%
<b>Program: 22220 - Summertime Delight Surplus (Deficit):</b>	<b>64,448.41</b>	<b>64,448.41</b>	<b>-1,259.03</b>	<b>56,527.42</b>	<b>-7,920.99</b>	<b>87.71%</b>
<b>Program: 22240 - Camp Chico Creek</b>						
Revenue	230,000.00	230,000.00	-208.00	144,364.00	-85,636.00	62.77%
Expense	169,897.30	169,897.30	2,422.89	66,480.07	103,417.23	39.13%
<b>Program: 22240 - Camp Chico Creek Surplus (Deficit):</b>	<b>60,102.70</b>	<b>60,102.70</b>	<b>-2,630.89</b>	<b>77,883.93</b>	<b>17,781.23</b>	<b>129.58%</b>
<b>Program: 22310 - Youth Sports</b>						
Revenue	445,000.00	445,000.00	47,120.53	143,375.19	-301,624.81	32.22%
Expense	438,865.49	438,865.49	24,463.91	108,444.32	330,421.17	24.71%
<b>Program: 22310 - Youth Sports Surplus (Deficit):</b>	<b>6,134.51</b>	<b>6,134.51</b>	<b>22,656.62</b>	<b>34,930.87</b>	<b>28,796.36</b>	<b>569.42%</b>
<b>Program: 22320 - Adult Sports</b>						
Revenue	425,000.00	425,000.00	30,816.32	89,739.04	-335,260.96	21.12%
Expense	479,951.42	479,951.42	24,660.64	76,268.37	403,683.05	15.89%
<b>Program: 22320 - Adult Sports Surplus (Deficit):</b>	<b>-54,951.42</b>	<b>-54,951.42</b>	<b>6,155.68</b>	<b>13,470.67</b>	<b>68,422.09</b>	<b>-24.51%</b>
<b>Program: 22330 - DFJ Admin</b>						
Revenue	30,000.00	30,000.00	1,601.60	15,186.60	-14,813.40	50.62%
Expense	122,086.91	122,086.91	9,972.25	27,354.23	94,732.68	22.41%
<b>Program: 22330 - DFJ Admin Surplus (Deficit):</b>	<b>-92,086.91</b>	<b>-92,086.91</b>	<b>-8,370.65</b>	<b>-12,167.63</b>	<b>79,919.28</b>	<b>13.21%</b>
<b>Program: 22400 - Contract Programs</b>						
Revenue	190,000.00	190,000.00	15,771.17	56,627.15	-133,372.85	29.80%
Expense	343,263.60	343,263.60	6,178.72	92,154.29	251,109.31	26.85%
<b>Program: 22400 - Contract Programs Surplus (Deficit):</b>	<b>-153,263.60</b>	<b>-153,263.60</b>	<b>9,592.45</b>	<b>-35,527.14</b>	<b>117,736.46</b>	<b>23.18%</b>

**Budget Report**

**For Fiscal: FY 2025 Period Ending: 09/30/2024**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Program: 22510 - Afterschool Program - CARD</b>						
Revenue	2,662,550.00	2,662,550.00	61,654.97	668,811.37	-1,993,738.63	25.12%
Expense	1,960,051.65	1,960,051.65	177,704.66	241,211.97	1,718,839.68	12.31%
<b>Program: 22510 - Afterschool Program - CARD Surplus (Deficit):</b>	<b>702,498.35</b>	<b>702,498.35</b>	<b>-116,049.69</b>	<b>427,599.40</b>	<b>-274,898.95</b>	<b>60.87%</b>
<b>Program: 22600 - NC Admin</b>						
Revenue	254,000.00	254,000.00	10,266.73	29,120.91	-224,879.09	11.46%
Expense	323,059.85	323,059.85	11,624.49	38,824.59	284,235.26	12.02%
<b>Program: 22600 - NC Admin Surplus (Deficit):</b>	<b>-69,059.85</b>	<b>-69,059.85</b>	<b>-1,357.76</b>	<b>-9,703.68</b>	<b>59,356.17</b>	<b>14.05%</b>
<b>Program: 22630 - Nature ABC</b>						
Revenue	6,000.00	6,000.00	0.00	2,340.22	-3,659.78	39.00%
Expense	7,194.82	7,194.82	64.87	196.84	6,997.98	2.74%
<b>Program: 22630 - Nature ABC Surplus (Deficit):</b>	<b>-1,194.82</b>	<b>-1,194.82</b>	<b>-64.87</b>	<b>2,143.38</b>	<b>3,338.20</b>	<b>-179.39%</b>
<b>Program: 22800 - Recreation Swim</b>						
Revenue	200,000.00	200,000.00	204.00	97,929.05	-102,070.95	48.96%
Expense	323,065.94	323,065.94	15,899.82	161,148.81	161,917.13	49.88%
<b>Program: 22800 - Recreation Swim Surplus (Deficit):</b>	<b>-123,065.94</b>	<b>-123,065.94</b>	<b>-15,695.82</b>	<b>-63,219.76</b>	<b>59,846.18</b>	<b>51.37%</b>
<b>Program: 22810 - Sycamore Pool Rec</b>						
Expense	3,400.00	3,400.00	0.00	278.65	3,121.35	8.20%
<b>Program: 22810 - Sycamore Pool Rec Total:</b>	<b>3,400.00</b>	<b>3,400.00</b>	<b>0.00</b>	<b>278.65</b>	<b>3,121.35</b>	<b>8.20%</b>
<b>Program: 22900 - Youth Leader</b>						
Revenue	0.00	0.00	0.00	400.00	400.00	0.00%
Expense	1,776.79	1,776.79	223.56	1,062.84	713.95	59.82%
<b>Program: 22900 - Youth Leader Surplus (Deficit):</b>	<b>-1,776.79</b>	<b>-1,776.79</b>	<b>-223.56</b>	<b>-662.84</b>	<b>1,113.95</b>	<b>37.31%</b>
<b>Program: 22910 - Inclusion</b>						
Revenue	120,000.00	120,000.00	12,031.58	50,498.37	-69,501.63	42.08%
Expense	172,034.24	172,034.24	17,822.74	69,007.63	103,026.61	40.11%
<b>Program: 22910 - Inclusion Surplus (Deficit):</b>	<b>-52,034.24</b>	<b>-52,034.24</b>	<b>-5,791.16</b>	<b>-18,509.26</b>	<b>33,524.98</b>	<b>35.57%</b>
<b>Report Surplus (Deficit):</b>	<b>768,835.43</b>	<b>768,835.43</b>	<b>-124,145.16</b>	<b>601,558.10</b>	<b>-167,277.33</b>	<b>78.24%</b>



Chico Area Recreation and Park District

# Assessment District Revenue & Expense

For Fiscal: FY 2025 Period Ending: 10/31/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 60 - Baroni Park</b>						
Revenue	162,300.00	162,300.00	0.00	0.00	-162,300.00	0.00%
Expense	133,144.10	133,144.10	6,849.38	36,433.33	96,710.77	27.36%
<b>Fund: 60 - Baroni Park Surplus (Deficit):</b>	<b>29,155.90</b>	<b>29,155.90</b>	<b>-6,849.38</b>	<b>-36,433.33</b>	<b>-65,589.23</b>	<b>-124.96%</b>
<b>Fund: 63 - Indigo Park</b>						
Revenue	40,000.00	40,000.00	0.00	655.68	-39,344.32	1.64%
Expense	73,566.33	73,566.33	4,285.14	21,223.08	52,343.25	28.85%
<b>Fund: 63 - Indigo Park Surplus (Deficit):</b>	<b>-33,566.33</b>	<b>-33,566.33</b>	<b>-4,285.14</b>	<b>-20,567.40</b>	<b>12,998.93</b>	<b>61.27%</b>
<b>Fund: 65 - Oak Way Park</b>						
Revenue	144,800.00	144,800.00	0.00	0.00	-144,800.00	0.00%
Expense	147,854.14	147,854.14	12,070.58	50,496.29	97,357.85	34.15%
<b>Fund: 65 - Oak Way Park Surplus (Deficit):</b>	<b>-3,054.14</b>	<b>-3,054.14</b>	<b>-12,070.58</b>	<b>-50,496.29</b>	<b>-47,442.15</b>	<b>1,653.37%</b>
<b>Fund: 67 - Peterson Park (Amber Grove)</b>						
Revenue	121,400.00	121,400.00	0.00	0.00	-121,400.00	0.00%
Expense	151,596.55	151,596.55	9,242.04	39,970.99	111,625.56	26.37%
<b>Fund: 67 - Peterson Park (Amber Grove) Surplus (Deficit):</b>	<b>-30,196.55</b>	<b>-30,196.55</b>	<b>-9,242.04</b>	<b>-39,970.99</b>	<b>-9,774.44</b>	<b>132.37%</b>
<b>Report Surplus (Deficit):</b>	<b>-37,661.12</b>	<b>-37,661.12</b>	<b>-32,447.14</b>	<b>-147,468.01</b>	<b>-109,806.89</b>	<b>391.57%</b>

## Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
60 - Baroni Park	29,155.90	29,155.90	-6,849.38	-36,433.33	-65,589.23
63 - Indigo Park	-33,566.33	-33,566.33	-4,285.14	-20,567.40	12,998.93
65 - Oak Way Park	-3,054.14	-3,054.14	-12,070.58	-50,496.29	-47,442.15
67 - Peterson Park (Amber Grove)	-30,196.55	-30,196.55	-9,242.04	-39,970.99	-9,774.44
<b>Report Surplus (Deficit):</b>	<b>-37,661.12</b>	<b>-37,661.12</b>	<b>-32,447.14</b>	<b>-147,468.01</b>	<b>-109,806.89</b>



Chico Area Recreation and Park District

# Assessment District Revenue & Expense

For Fiscal: FY 2025 Period Ending: 09/30/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 60 - Baroni Park</b>						
Revenue	162,300.00	162,300.00	0.00	0.00	-162,300.00	0.00%
Expense	133,144.10	133,144.10	9,541.39	29,583.95	103,560.15	22.22%
<b>Fund: 60 - Baroni Park Surplus (Deficit):</b>	<b>29,155.90</b>	<b>29,155.90</b>	<b>-9,541.39</b>	<b>-29,583.95</b>	<b>-58,739.85</b>	<b>-101.47%</b>
<b>Fund: 63 - Indigo Park</b>						
Revenue	40,000.00	40,000.00	655.68	655.68	-39,344.32	1.64%
Expense	73,566.33	73,566.33	5,537.51	16,937.94	56,628.39	23.02%
<b>Fund: 63 - Indigo Park Surplus (Deficit):</b>	<b>-33,566.33</b>	<b>-33,566.33</b>	<b>-4,881.83</b>	<b>-16,282.26</b>	<b>17,284.07</b>	<b>48.51%</b>
<b>Fund: 65 - Oak Way Park</b>						
Revenue	144,800.00	144,800.00	0.00	0.00	-144,800.00	0.00%
Expense	147,854.14	147,854.14	11,774.65	38,425.71	109,428.43	25.99%
<b>Fund: 65 - Oak Way Park Surplus (Deficit):</b>	<b>-3,054.14</b>	<b>-3,054.14</b>	<b>-11,774.65</b>	<b>-38,425.71</b>	<b>-35,371.57</b>	<b>1,258.15%</b>
<b>Fund: 67 - Peterson Park (Amber Grove)</b>						
Revenue	121,400.00	121,400.00	0.00	0.00	-121,400.00	0.00%
Expense	151,596.55	151,596.55	6,465.10	30,728.95	120,867.60	20.27%
<b>Fund: 67 - Peterson Park (Amber Grove) Surplus (Deficit):</b>	<b>-30,196.55</b>	<b>-30,196.55</b>	<b>-6,465.10</b>	<b>-30,728.95</b>	<b>-532.40</b>	<b>101.76%</b>
<b>Report Surplus (Deficit):</b>	<b>-37,661.12</b>	<b>-37,661.12</b>	<b>-32,662.97</b>	<b>-115,020.87</b>	<b>-77,359.75</b>	<b>305.41%</b>

## Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
60 - Baroni Park	29,155.90	29,155.90	-9,541.39	-29,583.95	-58,739.85
63 - Indigo Park	-33,566.33	-33,566.33	-4,881.83	-16,282.26	17,284.07
65 - Oak Way Park	-3,054.14	-3,054.14	-11,774.65	-38,425.71	-35,371.57
67 - Peterson Park (Amber Grove)	-30,196.55	-30,196.55	-6,465.10	-30,728.95	-532.40
<b>Report Surplus (Deficit):</b>	<b>-37,661.12</b>	<b>-37,661.12</b>	<b>-32,662.97</b>	<b>-115,020.87</b>	<b>-77,359.75</b>



Chico Area Recreation and Park District

# Impact Fee Activity

For Fiscal: FY 2025 Period Ending: 10/31/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 70 - City Impact Fees (Community Park)</b>						
Revenue	1,000,000.00	1,000,000.00	0.00	342,137.79	-657,862.21	34.21%
<b>Fund: 70 - City Impact Fees (Community Park) Total:</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>0.00</b>	<b>342,137.79</b>	<b>-657,862.21</b>	<b>34.21%</b>
<b>Fund: 80 - County Impact Fees</b>						
Revenue	60,000.00	60,000.00	2,375.00	14,250.00	-45,750.00	23.75%
<b>Fund: 80 - County Impact Fees Total:</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>2,375.00</b>	<b>14,250.00</b>	<b>-45,750.00</b>	<b>23.75%</b>
<b>Report Total:</b>	<b>1,060,000.00</b>	<b>1,060,000.00</b>	<b>2,375.00</b>	<b>356,387.79</b>	<b>-703,612.21</b>	<b>33.62%</b>

### 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	342,137.79	-657,862.21	34.21%
80 - County Impact Fees	60,000.00	60,000.00	2,375.00	14,250.00	-45,750.00	23.75%
<b>Report Total:</b>	<b>1,060,000.00</b>	<b>1,060,000.00</b>	<b>2,375.00</b>	<b>356,387.79</b>	<b>-703,612.21</b>	<b>33.62%</b>



Chico Area Recreation and Park District

# Impact Fee Activity

For Fiscal: FY 2025 Period Ending: 09/30/2024

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 70 - City Impact Fees (Community Park)</b>						
Revenue	1,000,000.00	1,000,000.00	342,137.79	342,137.79	-657,862.21	34.21%
<b>Fund: 70 - City Impact Fees (Community Park) Total:</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>342,137.79</b>	<b>342,137.79</b>	<b>-657,862.21</b>	<b>34.21%</b>
<b>Fund: 80 - County Impact Fees</b>						
Revenue	60,000.00	60,000.00	4,750.00	11,875.00	-48,125.00	19.79%
<b>Fund: 80 - County Impact Fees Total:</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>4,750.00</b>	<b>11,875.00</b>	<b>-48,125.00</b>	<b>19.79%</b>
<b>Report Total:</b>	<b>1,060,000.00</b>	<b>1,060,000.00</b>	<b>346,887.79</b>	<b>354,012.79</b>	<b>-705,987.21</b>	<b>33.40%</b>

### 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	342,137.79	342,137.79	-657,862.21	34.21%
80 - County Impact Fees	60,000.00	60,000.00	4,750.00	11,875.00	-48,125.00	19.79%
<b>Report Total:</b>	<b>1,060,000.00</b>	<b>1,060,000.00</b>	<b>346,887.79</b>	<b>354,012.79</b>	<b>-705,987.21</b>	<b>33.40%</b>



Chico Area Recreation and Park District

# General Fund Balance Sheet

As Of 10/31/2024

Account	Name	Balance
<b>Fund: 90 - General Fund</b>		
<b>Assets</b>		
<a href="#">90-1016</a>	Petty Cash	800.00
<a href="#">90-1021</a>	Claim On Cash - General	10,344,143.19
<a href="#">90-1210</a>	Land	17,441,222.52
<a href="#">90-1212</a>	Land Improvements	30,521,143.51
<a href="#">90-1215</a>	Leasehold Improvements	2,096,189.67
<a href="#">90-1220</a>	Buildings and Components	123,423.67
<a href="#">90-1225</a>	Building Improvements & Renovations	39,671.05
<a href="#">90-1230</a>	Construction in Progress	6,007,927.48
<a href="#">90-1235</a>	Equipment	1,152,615.38
<a href="#">90-1240</a>	Vehicles	640,774.64
<a href="#">90-1250</a>	Technology Hardware	296,192.00
<a href="#">90-1270</a>	Accumulated Depreciation	-18,397,846.75
<a href="#">90-1310</a>	Accounts Receivable	746,605.65
<a href="#">90-1340</a>	Suspense	-14,224.34
<a href="#">90-1360</a>	Deferred Outflows of Resources	2,033,810.00
	<b>Total Assets:</b>	<b>53,032,447.67</b>
		<b><u>53,032,447.67</u></b>
<b>Liability</b>		
<a href="#">90-2004</a>	Deferred Inflows of Resources	32,247.00
<a href="#">90-2006</a>	Accounts Payable	8,970.00
<a href="#">90-2010</a>	Vouchers Payable	138,646.93
<a href="#">90-2014</a>	Accrued Wages and Salaries Payable	115,789.38
<a href="#">90-2016</a>	Compensated Absences Payable	492,299.50
<a href="#">90-2018</a>	457 Employee Contribution	4,168.60
<a href="#">90-2020</a>	457 ROTH Employee Contribution	2,325.00
<a href="#">90-2022</a>	CalPERS - Employee	45,336.48
<a href="#">90-2024</a>	CalPERS - Employer	23,435.00
<a href="#">90-2026</a>	Federal Withholding	96,495.77
<a href="#">90-2030</a>	Garnishments	2,843.49
<a href="#">90-2031</a>	HSA	-12,712.59
<a href="#">90-2032</a>	Medical Insurance - Employee	15,934.02
<a href="#">90-2036</a>	Medicare and Social Security - Employee	111,877.15
<a href="#">90-2038</a>	Medicare and Social Security - Employer	27,924.09
<a href="#">90-2040</a>	State Withholding	73,049.27
<a href="#">90-2042</a>	SDI	9,507.64
<a href="#">90-2044</a>	Union Dues - Parks Staff	-537.56
<a href="#">90-2046</a>	Union Dues - Supervisor	494.81
<a href="#">90-2048</a>	Voluntary Life/AD&D - Employee	2,643.59
<a href="#">90-2052</a>	Deferred Revenue	15,866.47
<a href="#">90-2054</a>	Due To Other Funds	4,652,630.01
<a href="#">90-2056</a>	Other Liability - Class Clearing Acct	-27,791.00
<a href="#">90-2058</a>	Net Pension Liability	3,483,557.00
<a href="#">90-2060</a>	Time Expired Holding Acct	8,298.11
<a href="#">90-2062</a>	Prepaid Facilities Transfer	-1,091.00
<a href="#">90-2066</a>	Security Deposits	76,342.02
<a href="#">90-2070</a>	Sales Tax	307.62
<a href="#">90-2099</a>	Due To- General	471,516.18
	<b>Total Liability:</b>	<b>9,870,372.98</b>
<b>Equity</b>		
<a href="#">90-3010</a>	Fund Balance - NonSpendable	38,609,030.72
<a href="#">90-3050</a>	Fund Balance - Unassigned	6,639,761.18
	<b>Total Beginning Equity:</b>	<b>45,248,791.90</b>

**Balance Sheet****As Of 10/31/2024**

<b>Account</b>	<b>Name</b>	<b>Balance</b>
Total Revenue		2,508,793.65
Total Expense		<u>4,595,510.86</u>
<b>Revenues Over/Under Expenses</b>		<b>-2,086,717.21</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>43,162,074.69</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>53,032,447.67</u></b>

**Balance Sheet**

**As Of 10/31/2024**

<b>Account</b>	<b>Name</b>	<b>Balance</b>	
<b>Fund: 99 - POOLED CASH</b>			
<b>Assets</b>			
<a href="#">99-1010</a>	Cash In Bank-US Bank Treasurer	2,648,336.04	
<a href="#">99-1011</a>	Cash In Bank-Golden Valley Bank	2,730,115.02	
<a href="#">99-1012</a>	Cash In Bank-California Class	2,698,851.21	
<a href="#">99-1014</a>	Cash In Bank - GVB Money Market	9,422,880.51	
<a href="#">99-1018</a>	Cash In Bank - Tri Counties Bank - MM	1,150,809.51	
<a href="#">99-1384</a>	Due From Other Funds-General	471,516.18	
<a href="#">99-1385</a>	Due From Other Funds-Oak Way	3,326.99	
	<b>Total Assets:</b>	<b>19,125,835.46</b>	<b><u>19,125,835.46</u></b>
<b>Liability</b>			
<a href="#">99-2006</a>	Accounts Payable (Pooled Cash)	474,843.17	
<a href="#">99-2054</a>	Due To Other Funds (Pooled Cash)	18,650,992.29	
	<b>Total Liability:</b>	<b>19,125,835.46</b>	
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>0.00</b>	
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b><u>19,125,835.46</u></b>





## Cash Accounts Current to Prior Year

<b>Current Year</b>	<b>Balance</b>	<b>Prior Year</b>	<b>Balance</b>
As of 10/31/2024		As of 10/31/2023	
Petty Cash	800.00	Petty Cash	800.00
US Bank - County Treasurer	2,908,355.04	US Bank - County Treasurer	2,049,102.00
Golden Valley Bank - Operations	2,730,115.02	Golden Valley Bank - Operations	2,910,816.00
California CLASS	2,698,851.21	California CLASS	2,557,379.00
GVB Investment	9,422,880.51	GVB Investment	7,063,250.00
TCB Investment	1,150,809.51	TCB Investment	-
<b>TOTAL</b>	<b>18,911,811.29</b>	<b>TOTAL</b>	<b>14,581,347.00</b>





Chico Area Recreation and Park District

# Fund Balance Sheet

## Account Summary

As Of 10/31/2024

Object	90 - General Fund	60 - Baroni Park	63 - Indigo Park	65 - Oak Way Park	67 - Peterson Park (Amber Grove)	70 - City Impact Fees (Community Park)	80 - County Impact Fees	Total
<b>Asset</b>								
1016 - Petty Cash	800.00	-	-	-	-	-	-	800.00
1021 - CLAIM ON CASH	10,344,143.28	16,371.21	(7,788.07)	(143,171.63)	(1,522.86)	7,917,351.55	525,608.81	18,650,992.29
0000 - Fixed Assets	58,319,159.92	-	-	-	-	-	-	58,319,159.92
1270 - Accumulated Depreciation	(18,397,846.75)	-	-	-	-	-	-	(18,397,846.75)
1310 - Accounts Receivable	746,605.65	-	-	-	-	-	-	746,605.65
1320 - Due From Other Funds	-	-	-	-	-	4,652,631.00	-	4,652,631.00
1340 - Suspense	(14,224.34)	-	-	-	-	-	-	(14,224.34)
1360 - Deferred Outflows of Resources	2,033,810.00	-	-	-	-	-	-	2,033,810.00
<b>Total Asset:</b>	<b>53,032,447.67</b>	<b>16,371.21</b>	<b>(7,788.07)</b>	<b>(143,171.63)</b>	<b>(1,522.86)</b>	<b>12,569,982.55</b>	<b>525,608.81</b>	<b>65,991,927.77</b>
<b>Liability</b>								
2004 - Deferred Inflows of Resources	32,247.00	-	-	-	-	-	-	32,247.00
2006 - Accounts Payable	8,970.00	-	-	-	-	-	-	8,970.00
2054 - Due to Other Funds	4,652,631.00	-	-	-	-	-	38,000.00	4,690,631.00
2056 - Other Liab-Class Clearing Acct	(27,791.00)	-	-	-	-	-	-	(27,791.00)
2058 - Net Pension Liability	3,483,557.00	-	-	-	-	-	-	3,483,557.00
<b>Total Liability:</b>	<b>8,149,614.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,000.00</b>	<b>8,187,614.00</b>
<b>Equity</b>								
3010 - Fund Balance - Nonspendable	38,609,030.72	-	-	-	-	-	-	38,609,030.72
3020 - Fund Balance - Restricted	-	52,804.99	12,779.69	(96,002.30)	38,447.94	12,227,844.76	473,359.09	12,754,008.84
3030 - Fund Balance - Committed	-	-	-	-	-	-	-	-
3050 - Fund Balance - Unassigned	6,639,761.18	-	-	-	-	-	-	6,639,761.18
<b>Total Total Beginning Equity:</b>	<b>45,248,791.90</b>	<b>52,804.99</b>	<b>12,779.69</b>	<b>(96,002.30)</b>	<b>38,447.94</b>	<b>12,227,844.76</b>	<b>473,359.09</b>	<b>57,958,026.07</b>
Total Revenue	2,508,793.65	-	655.68	-	-	342,137.79	14,250.00	2,865,837.12
Total Expense	4,595,510.86	36,433.33	21,223.08	50,496.29	39,970.99	-	-	4,743,634.55
<b>Revenues Over/Under Expenses</b>	<b>(2,086,717.21)</b>	<b>(36,433.33)</b>	<b>(20,567.40)</b>	<b>(50,496.29)</b>	<b>(39,970.99)</b>	<b>342,137.79</b>	<b>14,250.00</b>	<b>(1,877,797.43)</b>
<b>Total Equity and Current Surplus (Deficit):</b>	<b>43,162,074.69</b>	<b>16,371.66</b>	<b>(7,787.71)</b>	<b>(146,498.59)</b>	<b>(1,523.05)</b>	<b>12,569,982.55</b>	<b>487,609.09</b>	<b>56,080,228.64</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>53,032,447.67</b>	<b>16,371.21</b>	<b>(7,788.07)</b>	<b>(143,171.63)</b>	<b>(1,522.86)</b>	<b>12,569,982.55</b>	<b>525,608.81</b>	<b>65,991,927.68</b>

Summary

Project Summary

Project Number	Project Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
<a href="#">2324-102</a>	AQC - Design & Construction	2,075,000.00	2,075,000.00	347,673.68	918,657.81	1,266,331.49	808,668.51
<a href="#">2324-103</a>	ADA Compliance Upgrades	205,000.00	205,000.00	0.00	167,259.13	167,259.13	37,740.87
<a href="#">2324-104</a>	DFM Upgrades	205,000.00	205,000.00	0.00	9,007.78	9,007.78	195,992.22
<a href="#">2324-105</a>	CCC - Roof & Exterior Repair/Painting	187,300.00	187,300.00	0.00	62,070.00	62,070.00	125,230.00
<a href="#">2324-106</a>	DST - Irrigation Smart Controller Upgr...	219,040.00	219,040.00	0.00	170,438.75	170,438.75	48,601.25
<a href="#">2324-107</a>	ROT - Replace 5-12 Play Structure	174,280.00	174,280.00	0.00	507.59	507.59	173,772.41
<a href="#">2324-108</a>	COM - Maintenance Building	1,300,000.00	1,300,000.00	0.00	114,000.00	114,000.00	1,186,000.00
<a href="#">2324-109</a>	CEN - Playground	92,000.00	92,000.00	0.00	0.00	0.00	92,000.00
<a href="#">2425-101</a>	HEN - Park Development	3,500,000.00	3,500,000.00	0.00	15,627.68	15,627.68	3,484,372.32
<a href="#">2425-102</a>	COM - Court Repairs	200,000.00	200,000.00	0.00	140,848.00	140,848.00	59,152.00
<a href="#">2425-103</a>	LKS - Kitchen Renovation	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00
<a href="#">2425-104</a>	BAR - Playground	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
<a href="#">2425-105</a>	LKS - HVAC	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
<a href="#">2425-201</a>	DST - Leaf Sweeper	66,000.00	66,000.00	0.00	66,000.00	66,000.00	0.00
<a href="#">2425-202</a>	DST - Vehicles	130,000.00	130,000.00	0.00	122,551.03	122,551.03	7,448.97
<a href="#">2425-203</a>	DST - Heavy Equipment	56,000.00	56,000.00	0.00	19,908.75	19,908.75	36,091.25
<b>Report Total:</b>		<b>8,854,620.00</b>	<b>8,854,620.00</b>	<b>347,673.68</b>	<b>1,806,876.52</b>	<b>2,154,550.20</b>	<b>6,700,069.80</b>

Group Summary

Group	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Capital Projects	8,018,340.00	8,018,340.00	347,673.68	1,421,642.24	1,769,315.92	6,249,024.08
Fixed Assets	426,280.00	426,280.00	0.00	208,967.37	208,967.37	217,312.63
Non-Capital Projects	410,000.00	410,000.00	0.00	176,266.91	176,266.91	233,733.09
<b>Report Total:</b>		<b>8,854,620.00</b>	<b>8,854,620.00</b>	<b>347,673.68</b>	<b>1,806,876.52</b>	<b>2,154,550.20</b>

Type Summary

Group	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Construction	5,575,000.00	5,575,000.00	347,673.68	934,285.49	1,281,959.17	4,293,040.83
Equipment	256,000.00	256,000.00	0.00	19,908.75	19,908.75	236,091.25
Improvements	205,000.00	205,000.00	0.00	167,259.13	167,259.13	37,740.87
Renovation	250,000.00	250,000.00	0.00	9,007.78	9,007.78	240,992.22
Replacements	2,438,620.00	2,438,620.00	0.00	553,864.34	553,864.34	1,884,755.66
Vehicle	130,000.00	130,000.00	0.00	122,551.03	122,551.03	7,448.97
<b>Report Total:</b>		<b>8,854,620.00</b>	<b>8,854,620.00</b>	<b>347,673.68</b>	<b>1,806,876.52</b>	<b>2,154,550.20</b>



**Finance Committee**

# STAFF REPORT

**DATE:** December 12, 2024  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Calendar for Fiscal Year 2025-2026 Budget Process

---

**BACKGROUND**

The budget calendar was adopted as part of the current fiscal year's budget process. Traditionally, the timeline has allowed sufficient time for departmental budget preparation. However, with the District's transition to a new financial system, beginning the process earlier will offer additional time to prepare budgets within the new system.

**RECOMMENDATIONS**

The Board of Directors approve the Budget Calendar for fiscal year 2025-2026.



**CHICO AREA RECREATION AND PARK DISTRICT  
BUDGET CALENDAR  
07/01/2025-06/30/2026 FISCAL YEAR**



<b><u>DATE</u></b>	<b><u>BOARD MEETING</u></b>	<b><u>AGENDA</u></b>
December 12, 2024	Regular	Adopt Budget Calendar
January 10, 2025	N/A	Budget Templates Sent to Staff
January 31, 2025	N/A	Staff Budgets submitted to Business Office
March 27, 2025	Regular	Budget Presentation and Adopt Preliminary Budget
April 11, 2025	N/A	Notice of Public Hearing Published in Newspaper
April 24, 2025	Regular	Public Hearing on the Preliminary Budget
May 22, 2025	Regular	Adopt Final Budget
August 15, 2025	N/A	Submit Final Budget to Auditor-Controller



# 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**





## BOARD OF DIRECTORS

### Finance Committee

# STAFF REPORT

**DATE:** December 12, 2024  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Request for Proposals (RFP): Financing Aquatic Center

---

### BACKGROUND

In January 2024 the Finance Committee discussed various funding options for the construction of the Aquatics Center. Among the options to fund the shortfall, if any, was financing. As the construction drawing phase nears completion, we anticipate entering the final stages of project planning and preparation. One critical step in this process is ensuring financial readiness should external funding be required to complete the project.

### DISCUSSION

The project is expected to go out to bid in January, with an award in February. While the District has been proactive in identifying potential funding streams, engaging with qualified financial institutions will enable it to secure competitive and reliable financing options tailored to the project's needs. To this end, staff have prepared a draft Request for Proposals (RFP) for financial institutions to provide financing services.

### FISCAL IMPACT

\$30M – Estimated Construction Cost (+contingency)  
\$14M – Impact Fees (City & County)  
\$ 6M – Grant Funding (to date)  
\$10M – Funding Shortfall

Issuing the RFP has no immediate fiscal impact. Costs associated with financing services will be considered in the final agreement and reflected in the project budget.

### RECOMMENDATION

The Board approves the draft RFP to secure financing services for the Aquatic Center project, as needed.





CARD

# REQUEST FOR PROPOSALS FOR FINANCING SERVICES

FOR CHICO AREA RECREATION AND PARK DISTRICT

SUBMITTAL LOCATION: 545 VALLOMBROSA AVE, CHICO, CA 95926

SUBMITTAL DEADLINE: January 10, 2025

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Chico Area Recreation and Parks District (CARD) is requesting proposals from financial firms to provide funding procurement to develop a state-of-the-art Aquatic and Recreation Facility.

Proposal packages must be submitted electronically on or before **January 10, 2025**.

Proposal packages are to be submitted electronically to:

Holli Drobny, Administrative Director  
Chico Area Recreation and Park District  
hdrobny@chicorec.gov

## 1. Introduction and Project Summary

The Chico Area Recreation and Park District (“District” or “CARD”) is requesting proposals from financial firms to provide funding procurement to develop a state-of-the-art Aquatic Recreation Facility to be located at 13301 Garner Lane, Chico, CA 95973.

### 1.1 Project Background

“The creation of an outdoor aquatic park in the Chico area is an unmet public health need which is long overdue”, this comment and sentiment is a common belief often shared by residents during community input sessions, at schools, farmers markets, and public meetings in the Chico Area Recreation and Park District (CARD). The population in the District is projected to be 175,000 residents by 2030 and is profoundly underserved with public aquatic facilities. Since the 2019 closure of one of the area’s only public pools, the region has further slid into a significant deficit of pool water available for swimming and outdoor recreation. In over a 60 mile radius, residents of the Chico area lack the sufficient opportunity to enjoy multigenerational, multiuse water-based recreation facilities.

After an extensive feasibility study in 2016 identifying and need for an aquatic center, CARD was unable to secure funding to move the creation of an aquatic park into fruition. However, through the recent donation of 9.46 acres from the founder of Sierra Nevada Brewing Company for the specific purpose of recreation, and several years of general fund savings by CARD, the creation of the Chico Aquatic Park (CAP) is now feasible and closer to reality.

The CAP is a new park and will serve the Northern California urban and rural communities contained within the 255 square miles of the CARD sphere of influence. The goal is to create a new park which will expand recreational opportunities to serve multiple populations including youth, adults, seniors, at risk youth, and individuals with disabilities through community informed design and development. All ages have given their input on outdoor recreation structures, pool types, programming activities, and ways to develop public health through the enjoyment of park. The Park will contain a competitive lap pool, warmup pool for year-around programming, water slides, and a recreational swimming area for a full progression of swim programming ranging from infants to seniors. The Park will also contain ADA accessible, multiple use recreation amenities with the purpose of bringing generations together through water-based play and dry-land areas for exercise and relaxation.

Improvement in public health will be achieved through the resulting community building, creation of social networks, and multiple forms of recreation such as active, passive, and therapeutic. Grandparents, parents, extended family and children will enjoy both passive and active amenities such as water slides, exercise equipment, water sports, and relaxing in the shade amidst their family and community.

In sum, the creation of a new outdoor recreation opportunity on 9.46 acres of new park land has been informed by the community and will serve the full spectrum of ages and abilities in the

Chico Area addressing the significant need for water-based recreation in an underserved region of Northern California.

The 7,400 square foot indoor facility will be concrete masonry unit (CMU) construction for durability and longevity, including a primary meeting space for up to 300 people, and multiple restrooms (including gender-neutral restrooms) and shower facilities; all will be ADA-compliant. Additionally, the facility will feature additional party/classroom space, both intended to be rental spaces for revenue generation.

The project is expected to go out to bid in January 2026, with an award in February. While the District has been proactive in identifying potential funding streams, engaging with qualified financial institutions will enable it to secure competitive and reliable financing options tailored to the project's needs.

\$30M – Estimated Construction Cost (+contingency)

\$14M – Impact Fees (City & County)

\$ 6M – Grant Funding (to date)

\$10M – Funding Shortfall

## 1.2 Timeline

The following is the anticipated schedule for the RFP process and award.

1. RFP Release	December 16 <sup>th</sup> , 2024
2. Proposal Deadline	January 10 <sup>th</sup> , 2025
3. Interview (if required)	January 15 <sup>th</sup> , 2025
4. Notification of Award (tentative)	January 27 <sup>th</sup> , 2025

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

## Questions

Please direct questions regarding this Request for Proposal to:

Holli Drobny, Administrative Director

Chico Area Recreation and Park District

[hdrobny@chicorec.gov](mailto:hdrobny@chicorec.gov)

## 1.3 Scope of Services

The selected firm will provide comprehensive financial advisory and funding services to support the financing of the Aquatic and Recreation Facility. The scope of work will include, but is not limited to, the following:

### **Assessment of Financing Options**

- Evaluate and recommend optimal financing structures, considering the District's financial position, market conditions, and project requirements.
- Identify and pursue potential funding sources, loans, or other financing mechanisms.

### **Development of a Financing Plan**

- Develop a detailed financing strategy that aligns with the project timeline, budget, and cash flow needs.
- Provide cost analysis, including estimates of interest rates, fees, and other financing costs.
- Monitor and engage in refinancing opportunities, as needed.

### **Financial Documentation and Reporting**

- Prepare all necessary documentation for financing applications or other funding mechanisms.
- Ensure compliance with applicable legal and regulatory requirements, including reporting to the appropriate agencies.

### **Market Engagement and Negotiation**

- Engage with lenders, underwriters, and other financial institutions to secure favorable terms.

### **Risk Management**

- Identify potential risks associated with the proposed financing structure and recommend mitigation strategies.
- Provide ongoing monitoring and reporting of the project's financial performance post-financing.

### **Collaboration and Communication**

- Work collaboratively with District staff, legal counsel, and other stakeholders to ensure successful financing and project delivery.

## **2. Summary of RFP Process**

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

### **2.1 Selection Process**

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

- Responsiveness and completeness of the proposal.
- Credentials, expertise, and roles of key personnel assigned to the project.

- Experience with public finance laws and regulations applicable in California.
- References and feedback from previous clients regarding the firm's performance, reliability, and ability to deliver results.
- Outcomes of prior financing projects (e.g., cost savings, successful delivery).
- Depth and feasibility of the financing strategy, including consideration of the District's financial constraints and project requirements.
- Demonstrated ability to ensure compliance throughout the financing process.
- Competitiveness of the proposed fees and costs.

## **2.2 RFP Procedures**

### **Submittal**

Proposals shall be submitted, electronically, no later than January 10<sup>th</sup>, 2025, to:

Holli Drobny, Administrative Director  
Chico Area Recreation and Park District  
[hdrobny@chicorec.gov](mailto:hdrobny@chicorec.gov)

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

### **Duty of Review**

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

## **2.3 Proposal Content**

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

### **Introductory Letter**

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

### **Team Experience**

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

### **References**

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

### **Project Approach and Schedule**

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

### **Cost Proposal**

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

## **3. RFP Terms and Conditions**

### **3.1 General Conditions**

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

### **No Reimbursement For Costs Incurred**

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

### **Property Rights**

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

### **Amendments to Request for Proposals**

The District reserves the right to amend the RFP by addendum prior to the final proposal submittal date. The District also reserves the right to extend the due date, or to cancel this RFP

at any time. The District reserves the right to modify this RFP, to change, by additions, deletions or modifications to any portion of the RFP documents prior to submittal date.

**Selection Process**

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

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

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

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



## BOARD OF DIRECTORS

### Finance Committee

# STAFF REPORT

**DATE:** December 12, 2024  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Requesting Neighborhood Park Fees

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### BACKGROUND

As part of the 2024-25 Capital Improvement Budget, the Board approved the replacement of the existing Baroni Park play structure, installation of a tot playground, and the design and construction of the Henshaw neighborhood park.

### DISCUSSION

The City of Chico's Neighborhood Park Fund is restricted for the use of acquisition and development of neighborhood park facilities. Reimbursements from this fund have been requested and approved for the design and construction of Centennial Park, renovation of Chapman Park, and the expansion of the Peterson and Hooker Oak Park playgrounds.

As suggested by the Facilities Committee, District staff met with leadership at Chico Unified School District (CUSD) regarding the development of the elementary school adjacent to Henshaw Park. CUSD confirmed that the development of the future elementary school is 15 to 20 years out. Given the significant amount of time the property will sit undeveloped, District staff proposed developing the "school yard" portion of the property as part of the Henshaw Park design and construction project. The District would operate and maintain the space until such time as CUSD is ready to build the new school. Joining the two properties adds an additional 6 acres to the existing 6.4 acres owned by the District.

The approved budget allocation for cost of design and construction for Henshaw Park is currently \$3.5M. With the additional acreage, the estimated cost increases to \$6M and is the reimbursement staff will request from the City of Chico's Neighborhood Park Fund.

In addition, staff recommend requesting reimbursement of \$150K for the additional Baroni Park playground and added park amenities.

### RECOMMENDATION

The Board authorizes District staff to proceed with a funding request for the Henshaw Park design and construction and the additional Baroni Park playground installation and expansion.





## BOARD OF DIRECTORS

### Finance Committee

# STAFF REPORT

**DATE:** December 12, 2024  
**TO:** Board of Directors  
**FROM:** Scott Schumann, Parks and Facilities Director  
**SUBJECT:** CARD Center Structural Repair

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### BACKGROUND

In August of 2024, the Board approved an allocation of \$203,730 including contingency, for removal of existing dry rot damage, roof replacement, and painting the exterior of the CARD Community Center. While the project work was being conducted additional dry rot within structural beams of the CARD Center were discovered on the East and South sides of the of the building. These beams are key engineered elements to the integrity of the roof, and it is necessary to remove and replace them to ensure the sustainability of the building long term.

### FINANCIAL IMPACT

The estimated cost for the repair of the two structural beams is \$30,000. Although the Contractor anticipates no further damage to be discovered, staff believe it is prudent to request an additional contingency fund for a total of \$50, 000. There are adequate General Fund reserves to cover the additional expense.

### RECOMMENDATION

Board of Directors approves the increased budget allocation for the Community Center Refurbishment project.

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**FACILITY COMMITTEE MEETING SUMMARY**

Michael McGinnis and Dave Donnan  
Wednesday, November 13, 2024 – 3:00 P.M.

**Board Members Present:** Michael McGinnis, Board Member  
Dave Donnan, Board Member

**Board Members Absent:**

**Staff Members Present:** Annabel Grimm, General Manager  
Holli Drobny, Business Services Manager  
Scott Schumann, Parks and Facilities Director

**Legal Counsel Present:** None

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**1. Call to Order**

The committee was called to order at 3:04 PM.

**2. Public Comments**

There were none.

**3. Community Park Traffic Study** (Staff Report FA-24-021)

District staff provided an update on the findings regarding the Community Park Traffic Study, which determined that there are significant delays in traffic and limited parking. The recommendation is to extend the road within the park to exit at Ohio Street. The Committee directed staff to accept the findings and to gain community input on this change. The Committee recommended Board review in December.

**4. Henshaw Property Update** (Staff Report FA-24-022)

District staff provided updates on the development of the Henshaw Neighborhood Park, including a potential partnership with Chico Unified School District (CUSD) to develop and utilize CUSD property as additional parkland until the school district is ready to build a new school. The Committee supported the partnership and directed staff to move forward.

**5. Baroni Neighborhood Park Playground** (Staff Report FA-24-023)

District staff presented playground equipment options for the Committee, which were driven by community input. A final design was developed incorporating features such as dual slides, additional shade, stand-alone elements, and separate structures for different age groups. The Committee recommends to the Board that we move forward with the expanded footprint (1650 feet of pathway and toddler play structure) and to request additional funding from the City of Chico neighborhood park fund.

**6. Veteran’s Memorial Community Park** (Staff Report FA-24-024)

District staff provided updates on parking, traffic and signage at Veteran’s Memorial Community Park, formerly known as Wildwood Community Park. The Committee recommended that the Board accept the donation of a shade sail for the pump track. The Committee approved the retirement of synthetic American flags at Veteran Park and recommended Board review in January.

**7. Capital Improvement Projects** (Staff Report FA-24-025)

District staff provided updates on current capital improvement projects to the Committee.

**8. Directors’ Comments**

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

**9. Adjournment**

Adjourned at 3:43PM to the next scheduled Facilities Committee Meeting.



## BOARD OF DIRECTORS

# STAFF REPORT

**DATE:** December 12, 2024  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Updated Policies

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### BACKGROUND

District Staff have updated policy *3640 Sick Leave*. Changes include:

- Accrual method from lump sum at date of hire/anniversary to accrual rate of 1 hour for every 30 hours worked.
- Elimination of 90 day wait period for usage of sick leave.

### RECCOMENDATION

Board of Directors approve updated Sick Leave Policy.



**POLICY # 3460** Sick Leave Policy

<b>EFFECTIVE DATE</b>	1/12025	<b>VERSION # 4</b>
<b>DATE OF LAST REVISION</b>	09/23/2024	<b>NEXT REVIEW DATE</b> 1/1/2026

**APPLIES TO**

Division	Districtwide
Sub-Division	Human Resources

<b>VERSION</b>	<b>REVISION DATE</b>	<b>DESCRIPTION OF CHANGE/SUPERSEDE</b>	<b>AUTHOR</b>
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	11/27/2023	Change to sick leave hours per SB 616	HR Manager
3	10/16/2024	Change to accrual rate for part-time and seasonal employees and renewal dates	HR Manager

**RATIONALE**

The Chico Area Recreation and Park District (CARD) will provide paid sick leave to employees in accordance with the Healthy Workplaces/Healthy Families Act of 2014. This document establishes the Employee Paid Sick Leave benefit CARD shall adhere to in accordance with California Labor Code section 245 et seq.

**TERMS AND DEFINITIONS**

<b>TERM</b>	<b>DEFINITION</b>
<b>Seasonal</b>	Seasonal and temporary employees working 25 hours or less per week; not to exceed 1000 hours in a fiscal year.
<b>Part-Time</b>	Year-round employees working 28 hours per week; not to exceed 1560 in the calendar year.
<b>Full-Time</b>	Year-round employees working 40 hours per week.

**PROCEDURE**

Sick leave may be used for the following purposes:

**Health-Related Needs:**

- Diagnosis, care, or treatment of an existing health condition for the employee, a family member, or a Designated Person.
- Preventative care, such as physicals, vaccinations, or screenings, for the employee or a family member.

## **Sick Leave Policy**

- A Designated Person refers to any individual related by blood or whose relationship with the employee is equivalent to a family relationship. Employees may designate one person annually.

### **Support for Victims:**

- If the employee is a victim of domestic violence, sexual assault, or stalking, sick leave may be used to seek medical attention, psychological counseling, or other forms of relief. Certification of the absence may be required.

### **Family Member Definitions:**

- Family Members include the employee's spouse, registered domestic partner, child, parent, grandparent, grandchild, or sibling.
- Child: Includes biological, foster, or adopted children; stepchildren; legal wards; or any individual for whom the employee assumes caregiving responsibilities, regardless of age or dependency status.
- Parent: Includes biological, foster, or adoptive parents; stepparents; legal guardians of the employee, spouse, or registered domestic partner; or any individual who took on parental responsibilities for the employee as a minor, even if not a legal parent.

### **Full-Time Employees:**

#### *Accrual Rate*

Full-time employees earn 96 hours of sick leave annually, with no limit on the maximum amount that can be accrued. Any unused sick leave automatically carries over to the following calendar year.

#### *Pay for Unused Sick Limited*

Upon separation (except in cases of termination for cause) or retirement, and after completing five (5) years of continuous service, an employee with more than 100 hours of accrued sick leave may be eligible for cash compensation. Compensation is limited to the hours exceeding 100, up to a maximum of 260 compensable hours, and will be paid at the employee's current hourly rate at the time of separation or retirement. This payment is offered as an alternative to applying these hours toward retirement service credits under CalPERS

### **Part-Time & Seasonal Employees:**

#### *Accrual Rate*

Part-time and seasonal employees are entitled to 40 hours or five days annually of paid sick leave in accordance with the Healthy Workplaces/Healthy Families Act. Sick leave accrues at a rate of one hour for every 30 hours worked and renews on January 1 of every year. Unused sick leave does not carry over into the new year.

Accrued balances are reflected on pay warrants. Sick leave has no cash value, and unused hours are not paid out upon separation of employment. Additionally, employees may only use sick leave up to the number of hours they were scheduled to work.

## **Sick Leave Policy**

### *Usage*

Employees may use sick leave only up to the number of hours available in their sick leave bank at the time of the request. Part-time employees who are rehired will accrue sick leave at the rate of 1 hour for every 30 hours worked. If a rehired employee returns within 12 months of separating from the District, their remaining sick leave balance at the time of separation will be reinstated.

### **All Employees:**

#### *Request for Sick Leave*

Employees requesting paid sick leave for a qualifying reason must notify their supervisor and submit an electronic request.

- **Foreseeable Leave:** If the need for leave is foreseeable, employees are required to provide reasonable notice.
- **Unforeseeable Leave:** For unforeseen circumstances, notice should be given as soon as practical, ideally at least two hours before the start of the shift.

Whenever possible, medical appointments should be scheduled early or late in the employee's shift or on a scheduled day off.

Employees are protected from discrimination or retaliation for requesting or using their available paid sick leave.

#### *Medical Certification*

The District reserves the right to require an employee, in all cases, to provide written certification from a licensed medical doctor when seeking to take or return from sick leave for absences lasting three (3) or more consecutive days. Unless prohibited by law, employees must exhaust all accrued and unused sick leave before taking unpaid leave or incurring unpaid absences due to medical reasons.

## Sick Leave Policy

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**Authority:** Senate Bill 616; Healthy Workplaces/Healthy Families Act of 2014; California Labor Code section 245 et seq

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Author (print and sign)

Date

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Annabel Grimm  
General Manager

Date

Approved by the Board of Directors on: **December 12, 2024**

**POLICY # 3460** Sick Leave Policy

<b>EFFECTIVE DATE</b>	1/1/ <del>2024</del> 2025	<b>VERSION # <del>34</del></b>
<b>DATE OF LAST REVISION</b>	09/23/2024	<b>NEXT REVIEW DATE</b> 1/1/2026

**APPLIES TO**

Division	Districtwide
Sub-Division	Human Resources

<b>VERSION</b>	<b>REVISION DATE</b>	<b>DESCRIPTION OF CHANGE/SUPERSEDE</b>	<b>AUTHOR</b>
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	11/27/2023	Change to sick leave hours per SB 616	HR Manager
3	10/16/2024	<u>Change to accrual rate for part-time and seasonal employees and renewal dates</u>	HR Manager

**RATIONALE**

The Chico Area Recreation and Park District (CARD) will provide paid sick leave to employees in accordance with the Healthy Workplaces/Healthy Families Act of 2014. This document establishes the Employee Paid Sick Leave benefit CARD shall adhere to in accordance with California Labor Code section 245 et seq.

**TERMS AND DEFINITIONS**

<b>TERM</b>	<b>DEFINITION</b>
<del>Part-Time</del> <b>Seasonal</b>	Seasonal and temporary employees working 25 hours or less per week; not to exceed 1000 hours in a fiscal year.
<del>Extended Part-Time</del> <b>Part-Time</b>	Year-round employees working 28 hours per week; not to exceed 1560 in the calendar year. <del>For these employees, sick leave protocols are the same at Part-Time employees.</del>
<b>Full-Time</b>	Year-round employees working 40 hours per week.

**PROCEDURE**

Sick leave may be used for the following purposes:

**Health-Related Needs:**

- Diagnosis, care, or treatment of an existing health condition for the employee, a family member, or a Designated Person.

## Sick Leave Policy

- Preventative care, such as physicals, vaccinations, or screenings, for the employee or a family member.
- A Designated Person refers to any individual related by blood or whose relationship with the employee is equivalent to a family relationship. Employees may designate one person annually.

### Support for Victims:

- If the employee is a victim of domestic violence, sexual assault, or stalking, sick leave may be used to seek medical attention, psychological counseling, or other forms of relief. Certification of the absence may be required.

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- Child: Includes biological, foster, or adopted children; stepchildren; legal wards; or any individual for whom the employee assumes caregiving responsibilities, regardless of age or dependency status.
- Parent: Includes biological, foster, or adoptive parents; stepparents; legal guardians of the employee, spouse, or registered domestic partner; or any individual who took on parental responsibilities for the employee as a minor, even if not a legal parent.

### **Full-Time Employees:**

#### *Accrual Rate*

Full-time employees earn 96 hours of sick leave annually, with no limit on the maximum amount that can be accrued. Any unused sick leave automatically carries over to the following calendar year.

#### *Pay for Unused Sick Limited*

Upon separation (except in cases of termination for cause) or retirement, and after completing five (5) years of continuous service, an employee with more than 100 hours of accrued sick leave may be eligible for cash compensation. Compensation is limited to the hours exceeding 100, up to a maximum of 260 compensable hours, and will be paid at the employee's current hourly rate at the time of separation or retirement. This payment is offered as an alternative to applying these hours toward retirement service credits under CalPERS

### **Part-Time & Seasonal Employees:**

#### *Lump Sum Method for Sick Leave Accrual Rate*

Part-time and seasonal employees are entitled to 40 hours or five days annually of paid sick leave in accordance with the Healthy Workplaces/Healthy Families Act. ~~Sick leave accrues at a rate of one hour of paid sick leave for each every 30 hours of worked and renews on J. will receive paid sick leave through the "Lump-Sum Method". All part-time employees will receive a~~

## Sick Leave Policy

~~lump sum amount of forty (40) hours of sick leave at the beginning of each year of their employment. However, employees will be subject to a 90-day waiting period before the hours can be used. After initial employment, the sick leave bank for all part-time employees will renew January 1<sup>st</sup> of every year. The "year" for purposes of sick leave hours is the period of 12 months beginning with the month/day of the employee's date of hire or rehire. At the beginning of the new employment calendar year, any unused balance remaining from the prior year will **not** besick leave does not carry overied over into the new year.~~

Accrued balances are reflected on pay warrants. Sick leave has no cash value, and unused hours are not paid out upon separation of employment. Additionally, employees may only use sick leave up to the number of hours they were scheduled to work.

### Usage

~~Employees may use sick leave only up to the number of hours available in their sick leave bank at the time of the request. Part-time employees who are rehired will accrue sick leave at the rate of 1 hour for every 30 hours worked. If a rehired employee returns within 12 months of separating from the District, their remaining sick leave balance at the time of separation will be reinstated. Eligible part-time and seasonal employees may use available sick leave hours beginning on the 90<sup>th</sup> day of employment. Part time employees who are rehired will be granted 40 hours of part time sick leave at the time of rehire and will need to work for 90 days upon the date of rehire to be eligible to use sick leave hours. However, if an employee is rehired less than 12 months after being released from the District, their ending sick leave balance will remain intactintact, and they will be eligible to use those remaining hours immediately.~~

### **All Employees:**

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**Sick Leave Policy**

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**Authority:** Senate Bill 616; Healthy Workplaces/Healthy Families Act of 2014; California Labor Code section 245 et seq

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Author (print and sign)

Date

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Annabel Grimm  
General Manager

Date

| Approved by the Board of Directors on: **December 12, 2024**





## BOARD OF DIRECTORS

### Facility Committee

# STAFF REPORT

**DATE:** November 13, 2024  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Community Park Traffic Study

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### BACKGROUND

Parking and traffic conditions at Community Park are widely recognized by park users as challenging, with limited parking availability, frequent congestion, and extended wait times when exiting onto MLK Parkway. To address these issues, the Committee directed staff to conduct a traffic study to assess the feasibility of extending the existing road and adding parking in the park's northwest corner, thereby creating an additional access point onto Ohio Street.

### DISCUSSION

The traffic study was completed and is attached. A summary of recommendations includes the following:

- The proposed connection to Ohio Street would offer a secondary access point for vehicles, enhancing emergency response capabilities and supporting efficient evacuation if needed.
- The parking occupancy rate reached between 94% and 97% from 10:30 to 11:30 a.m. on a Saturday, exceeding the desirable level. This high usage suggests a clear need for additional on-site parking.
- The intersections at East 20th Street/MLK Parkway and Ohio Street/Guill Street are expected to maintain their current Levels of Service with the proposed street connection. Minor reductions in delay are anticipated at East 20th Street/MLK Parkway, while slight increases in delay may occur at Ohio Street/Guill Street.
- Relocating the stop signs from Ohio Street to Guill Street would improve traffic flow for the project and provide a more standard traffic control scheme.
- Including a sidewalk in the design for the Ohio Street connection is recommended.

### RECOMMENDATION

1. Discuss and accept the findings and recommendations of the traffic study.
2. District staff continue discussions on traffic impacts at Ohio/Guill with the City of Chico.
3. Host a community session in the impacted neighborhood to ensure a proactive, informed approach with stakeholders to further define the project.





November 7, 2024

Mr. Scott Schumann  
Chico Area Recreation & Park District  
545 Vallombrosa Avenue  
Chico, CA 95926

## **DRAFT Transportation Study for the Community Park Ohio Street Connection Project**

Dear Mr. Schumann;

As requested, W-Trans has prepared a transportation study for the proposed Community Park Ohio Street Connection Project in the City of Chico. The purpose of this letter is to address the impacts on traffic operation within the surrounding neighborhood associated with the proposed extension of Ohio Street.

### **Project Description**

The proposed project would extend the existing drive aisle that currently terminates on the east side of the park to the northwest where it would connect to Ohio Street, resulting in a new full-access connection to the park from the neighborhood to the west. The second phase of the project would construct a new parking lot on the north side of the street connection. Currently, the park is only accessible to motorists from Martin Luther King Jr. (MLK) Parkway. We understand that the key issues to be addressed by the street connection include the following.

- Drivers can be delayed up to 15 minutes when exiting the park during peak periods due to the single access point serving the park and heavy congestion at the intersection of East 20<sup>th</sup> Street/MLK Parkway.
- The single access point presents safety concerns should an evacuation be needed.
- Park users looking to avoid the congestion at the access point on MLK Parkway often choose to park in the neighborhood to the west. Thus, congestion occurs in the neighborhood even though spaces are available in the lot.

A concept plan for the proposed street connection improvements is enclosed for reference.

### **Study Area and Periods**

The study area consists of the park itself, Ohio Street, and Guill Street as well as the following study intersections. Operating conditions during the weekday p.m. and Saturday peak periods were documented as it was determined that these periods are the most critical for park activities and traffic volumes on the local roadway network. The weekday evening peak period occurs between 4:00 and 6:00 p.m. and reflects conditions during the homeward bound commute and the Saturday peak period occurs between 10:00 a.m. and 12:00 p.m. and reflects peak soccer activities at the park.

1. East 20<sup>th</sup> Street/MLK Parkway
2. Ohio Street/Guill Street

### **Study Roadways**

**Ohio Street** is a local residential street with a *prima facie* speed limit of 25 miles per hour (mph). The street is bound by Bruce Street on the west and terminates at the park boundary to the east of the intersection with Guill Street. The proposed extension of the park drive aisle would connect to the eastern terminus of Ohio Street, essentially extending Ohio Street into the park. Based on data collected in September 2024 specifically for this study, Ohio Street has an average daily traffic (ADT) volume of approximately 330 vehicles on weekdays and 510

vehicles on Saturdays. The fact that the volume on a residential street is higher on a weekend day than a weekday is an indication that it is being used by park traffic.

**Guill Street** is a local residential street running north-south with a posted speed limit of 25 mph. The street is bound by Cleveland Avenue on the south and terminates to the north of the intersection with Ohio Street. Based on data collected in September 2024, Guill Street has an ADT volume of approximately 240 vehicles on weekdays and 400 vehicles on Saturdays.

The only vehicular access to the park and its parking lots is via a drive aisle that connects to the west side of MLK Parkway near its terminus approximately 750 feet north of East 20<sup>th</sup> Street. The park drive aisle serves approximately 1,150 vehicles on weekdays and 2,700 vehicles on Saturdays.

The ADT counts for all three locations are enclosed.

## Study Intersections

**East 20<sup>th</sup> Street/Martin Luther King Jr. (MLK) Parkway** is a four-legged signalized intersection with protected left-turn phases in the eastbound and westbound directions, split phasing for the northbound and southbound approaches, and an overlap phase for the northbound right-turn movement. East 20<sup>th</sup> Street is identified as a Principal Arterial roadway while MLK Parkway is a Major Collector according to the City's General Plan. Marked crosswalks and curb ramps are provided on all intersection legs. Class II bike lanes exist on the east, south, and west legs, and a bus stop is located on the south side of the western leg of East 20<sup>th</sup> Street.

**Ohio Street/Guill Street** is a four-legged intersection consisting of two local streets. Stop controls are provided on the Ohio Street approaches, while Guill Street is uncontrolled.

## Capacity Analysis

### Intersection Level of Service Methodologies

Level of Service (LOS) is used to rank traffic operation on various types of facilities based on traffic volumes and roadway capacity using a series of letter designations ranging from A to F. Generally, Level of Service A represents free flow conditions and Level of Service F represents forced flow or breakdown conditions. A unit of measure that indicates a level of delay generally accompanies the LOS designation.

The study intersections were analyzed using methodologies published in the *Highway Capacity Manual (HCM) Sixth Edition*, Transportation Research Board, 2018. This source contains methodologies for various types of intersection control, all of which are related to a measurement of delay in average number of seconds per vehicle.

The Levels of Service for Ohio Street/Guill Street were analyzed using the "Two-Way Stop-Controlled" intersection capacity method from the HCM. This methodology determines a level of service for each minor turning movement by estimating the level of average delay in seconds per vehicle. Results are presented for each stop-controlled approach together with the weighted overall average delay for the intersection.

The study intersection of East 20<sup>th</sup> Street/MLK Parkway was evaluated using the signalized methodology from the HCM. This methodology is based on factors including traffic volumes, green time for each movement, phasing, whether the signals are coordinated or not, truck traffic, and pedestrian activity. Average stopped delay per vehicle in seconds is used as the basis for evaluation in this LOS methodology. Delays were calculated using actual signal timing parameters obtained from the City of Chico.

### Existing Operating Conditions

Under Existing Conditions, the intersection of Ohio Street/Guill Street operates at LOS A overall and on the stop-controlled approaches during both peak hours and East 20<sup>th</sup> Street/MLK Parkway operates at LOS D during both peak hours. The City’s threshold for acceptable operations is LOS D. Field observations conducted during the Saturday peak period revealed that while queues exiting the park on the southbound approach of East 20<sup>th</sup> Street/MLK Parkway regularly reached several hundred feet, the queue generally cleared within one cycle. A summary of the intersection Level of Service calculations is contained in Table 1, and copies of the calculations for all evaluated scenarios are enclosed for reference.

**Table 1 – Existing Peak Hour Intersection Levels of Service**

Study Intersection <i>Approach</i>	Weekday PM Peak		Saturday Peak	
	Delay	LOS	Delay	LOS
1. East 20 <sup>th</sup> St/MLK Pkwy	44.8	D	44.8	D
2. Ohio St/Guill St	7.4	A	6.4	A
<i>Eastbound (Ohio St) Approach</i>	<i>9.1</i>	<i>A</i>	<i>8.9</i>	<i>A</i>
<i>Westbound (Ohio St) Approach</i>	<i>9.1</i>	<i>A</i>	<i>9.4</i>	<i>A</i>

Notes: Delay is measured in average seconds per vehicle; LOS = Level of Service; Results for minor approaches to two-way stop-controlled intersections are indicated in *italics*

### Trip Redistribution

The proposed connection to Ohio Street would provide a second means of vehicular access to the park and would be a more direct route for visitors that live in neighborhoods to the northwest of the park. Therefore, under Existing plus Project conditions, a portion of the existing trips at the park drive aisle on MLK Parkway were assumed to be redistributed to the proposed Ohio Street connection. To model this shift in travel patterns, the existing turning movement counts at the intersection of East 20<sup>th</sup> Street/MLK Parkway were reviewed and it was assumed that 50 percent of trips originating from the west of MLK Parkway (eastbound left and southbound right turns) would instead use the new access point and enter via the Ohio Street extension. Likewise, it was assumed that 10 percent of existing trips originating from the east of MLK Parkway (westbound right and southbound left turns) would be redistributed to the new access point given that the orientation of SR 99 bends to the west to the north of the park so some visitors currently accessing the park via SR 99 to the east of the park would likely prefer to approach the park from the west if this option were available.

In total, based on these assumptions 63 weekday p.m. peak hour trips and 82 Saturday peak hour trips are estimated to be redirected from East 20<sup>th</sup> Street/MLK Parkway to Ohio Street/Guill Street under Existing plus Project Conditions. Of these trips, 80 percent were assumed to route via Ohio Street and 20 percent were assumed to use Guill Street given the more direct route of Ohio Street to nearby collectors and arterials such as Humboldt Avenue and Highway 32.

These same assumptions were applied to estimate the change in ADT volumes that would be expected for the park drive aisle, Ohio Street, and Guill Street with the proposed connection to Ohio Street. Overall, the Ohio Street connection would be expected to redistribute approximately 20 percent of the existing trips at the MLK Parkway drive aisle to the Ohio Street connection resulting in a reduction in ADT for the MLK Parkway drive aisle and increased ADTs for both Ohio Street and Guill Street. These results are summarized in Table 2. Even with the increased traffic volumes expected for Ohio Street and Guill Street, both streets would remain well under 2,000 vehicles per day, which is typically considered the threshold for residential streets.

**Table 2 – Existing and Existing plus Project ADT Volumes**

Roadway	Existing		Existing plus Project	
	Weekday	Saturday	Weekday	Saturday
Park Drive Aisle at MLK Parkway	1,150	2,700	914	2,173
Ohio Street	330	510	519	932
Guill Street	240	400	287	505

Notes: ADT = Average Daily Traffic

### Existing plus Project Operating Conditions

With the anticipated redistribution of trips associated with the proposed park connection to Ohio Street, both study intersections would continue to operate at the same Levels of Service as under Existing Conditions with minor decreases in average delay at East 20<sup>th</sup> Street/MLK Parkway and minor increases in delay at Ohio Street/Guill Street. These results are summarized in Table 3.

**Table 3 – Existing and Existing plus Project Peak Hour Intersection Levels of Service**

Study Intersection <i>Approach</i>	Existing Conditions				Existing plus Project			
	Weekday PM		Saturday Peak		Weekday PM		Saturday Peak	
	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS
1. East 20 <sup>th</sup> Street/MLK Parkway	44.8	D	44.8	D	42.5	D	40.8	D
2. Ohio St/Guill St	7.4	A	6.4	A	7.9	A	7.6	A
<i>Eastbound (Ohio St) Approach</i>	<i>9.1</i>	<i>A</i>	<i>8.9</i>	<i>A</i>	<i>9.4</i>	<i>A</i>	<i>9.3</i>	<i>A</i>
<i>Westbound (Ohio St) Approach</i>	<i>9.1</i>	<i>A</i>	<i>9.4</i>	<i>A</i>	<i>9.3</i>	<i>A</i>	<i>9.8</i>	<i>A</i>

Notes: Delay is measured in average seconds per vehicle; LOS = Level of Service; Results for minor approaches to two-way stop-controlled intersections are indicated in *italics*

The proposed Ohio Street connection would be expected to reduce the average delay per vehicle at East 20<sup>th</sup> Street/MLK Parkway by 2.3 and 4.0 seconds during the weekday p.m. and Saturday peak hours, respectively, translating to a total reduction of 6,854 and 11,276 seconds of delay after accounting for the number of vehicles that pass through the intersection during each peak hour. Similarly, the proposed connection would be expected to increase the average delay per vehicle at Ohio Street/Guill Street by 0.5 and 1.2 seconds during the weekday p.m. and Saturday peak hours, respectively, translating to a total increase of 61 and 245 seconds of delay after accounting for the number of vehicles that travel through the intersection. Because so many more vehicles use the East 20<sup>th</sup> Street/MLK Parkway intersection compared to Ohio Street/Guill Street, the reduced delay far outweighs the increased delay when considering the two intersections as a network. These results are summarized in Table 4.

**Table 4 – Change in Total Delay at Study Intersections**

Intersection	Weekday PM			Saturday Peak		
	Delta Delay/ Veh	Num of Veh	Total Delta Delay	Delta Delay/ Veh	Num of Veh	Total Delta Delay
1. East 20 <sup>th</sup> Street/MLK Parkway	-2.3	2,980	-6,854	-4.0	2,819	-11,276
2. Ohio St/Guill St	+0.5	121	+61	+1.2	204	+245
<b>Change in Network Delay</b>			<b>-6,793</b>			<b>-11,031</b>

Notes: All delay is reported in seconds; negative numbers represent a reduction in delay; positive numbers represent an increase in delay

**Finding** – With the anticipated redistribution of trips from the MLK Parkway driveway to the Ohio Street connection, both study intersections would continue to operate acceptably at the same Levels of Service as under existing conditions with minor decreases in average delay at East 20<sup>th</sup> Street/MLK Parkway and minor increases in delay at Ohio Street/Guill Street.

### Traffic Controls

Consideration was given to the potential need to modify traffic controls at the intersection of Ohio Street/Guill Street to accommodate the change in circulation. Based on ADT and turning movement volumes collected in September 2024, the minimum volume required to warrant all-way stop control is not met, nor would it be satisfied with the redistribution of park trips from the MLK Parkway driveway to the Ohio Street connection. However, the traffic count data shows that the Ohio Street approaches already have higher volumes than the Guill Street approaches, which is the opposite of what would be expected considering that Ohio Street is stop-controlled and Guill Street is uncontrolled. The proposed connection to Ohio Street at the park boundary would be expected to add more trips to Ohio Street than Guill Street, further increasing the disparity between volumes on Ohio Street and those on Guill Street. Therefore, it is recommended that the proposed project includes the reversal of stop signs at the intersection so that the Guill Street approaches are stop-controlled, and the Ohio Street approaches are uncontrolled. Reversing the stop controls would allow traffic on Ohio Street to enter and exit the project site without stopping and would be a more traditional control scheme where the approaches with lower volumes have stop controls.

Given that the intersection currently operates at LOS A overall and on the stop-controlled approaches even though they have higher volumes, the reversal of stop controls to the approaches that have lower volumes would be expected to have a beneficial impact on operations. Sight distances were field measured at the intersection and were determined to extend more than 200 feet in each direction from each approach, which is adequate for the 25-mph speed limit and would continue to be adequate with the recommended reversal in stop controls. This change in controls should be communicated to the community through outreach before installation and may warrant additional enforcement during the initial opening period along with temporary flags and signs that alert motorists to the changed conditions.

**Recommendation** – As part of the proposed park drive aisle connection to Ohio Street, it is recommended that the stop controls at the intersection of Ohio Street/Guill Street be relocated from the Ohio Street approaches to the Guill Street approaches.

## Design Standards

The proposed cross section for the street extension includes a single 10-foot travel lane and a one-foot shoulder in both directions for a total width of 22 feet. No sidewalks or pedestrian facilities are identified. The proposed design generally satisfies City design standards for private streets which require 10-foot travel lanes; however, City Standard Plan S-18F also requires a five-foot sidewalk separated from the travel way by a seven-foot parkway strip. The standard plan notes that the sidewalk may be omitted if an approved comprehensive on-site pedestrian system is provided. Given that the proposed extension would provide access to a new parking area that visitors would need to be able to walk from to various areas of the park, it is recommended that the design include a sidewalk or pathway on at least one side. The addition of a pedestrian facility to the preliminary design would also provide connectivity for pedestrians between the park and Ohio Street. A parkway strip, as identified in the City's standard plans, would not provide substantial value for the expected traffic volumes and travel speeds and would reduce the space available for recreation, so may not be needed. However, it is recommended that the specific design details for the connection be coordinated with City of Chico Public Works staff.

**Finding** – The proposed preliminary design generally complies with City of Chico design standards for private streets, but does not include a sidewalk, and therefore does not reflect the City's designated typical cross-section.

**Recommendation** – It is recommended that a sidewalk or pathway be included in the design and specific design details be coordinated with City of Chico Public Works staff to ensure compliance with appropriate design standards.

## Bicycle and Pedestrian Connectivity

The proposed extension of the drive aisle to Ohio Street would bisect an existing pathway running along the western park boundary at the existing terminus of Ohio Street. The concept design plan is unclear whether the pathway would terminate at the drive aisle extension or continue on the north side of the drive aisle as several parking stalls are proposed on the existing alignment. The concept design plan should be updated to clarify the proposed design for the pathway. If the pathway is to remain in its current position and would be bisected by the drive aisle extension, it is recommended that the pathway crossing be delineated with a marked crosswalk and associated bicycle and pedestrian crossing signs to alert motorists to the presence of the crossing. Limit lines and stop controls would be appropriate on the pathway approaches as are used elsewhere in the park.

**Finding** – The proposed alignment of the drive aisle extension has the potential to bisect the existing pathway along the western boundary of the park near Ohio Street.

**Recommendation** – The concept design plan should be updated to clarify the proposed design for the pathway. If the pathway is to remain in its current position, a marked crossing should be provided with use of appropriate crossing signage on the drive aisle approaches and stop controls on the pathway approaches as are used elsewhere in the park.

## Emergency Access

The project would include a 20-foot-wide emergency access route into the Community Park via the Ohio Street Connection. Assuming implementation of applicable design standards, site access and circulation is expected to function acceptably for emergency response vehicles. This route would allow for emergency vehicles to access the northern area of the park more quickly and efficiently, and the addition of a parking lot on the north side of Ohio Street extension in Phase II of the project would provide a turnaround area for improved fire truck access. In addition to providing improved access for emergency responders, a second means of exiting the park would also be beneficial during an evacuation event.

**Finding** – The proposed connection to Ohio Street would provide a second vehicular access point to the park, which would be beneficial for emergency responders as well as in an evacuation event.

## Parking

Parking occupancy counts were collected at the park in half-hour increments for two hours during the Saturday peak period to gauge the current usage of the existing on-site parking supply. The park currently has a total of approximately 355 marked parking spaces across four parking areas as follows: 52 spaces near the Field House, 78 spaces near the baseball and softball fields, 125 spaces near the tennis and pickleball courts, and 100 spaces at the north end of the lot near Heffren Field. As summarized in Table 5, the park has a parking occupancy rate above 94 percent between 10:30 and 11:30 a.m. and then dips sharply approaching 12:00 p.m. presumably as the morning soccer games conclude. Generally, a parking occupancy rate of no more than 85 percent is considered desirable as it represents a level that reflects substantial utilization with some availability without requiring visitors to circulate the lot for an extended period trying to find an open space. Parking occupancies above 85 percent can mean that not enough parking is available, while occupancies below 85 percent can represent an underutilization of available parking stalls and oversupply over parking.

**Table 5 – Parking Counts and Occupancy Rates During the Saturday Peak Period**

Time	Field House	Baseball/ Softball Fields	Tennis/ Pickleball Courts	Heffren Field	Total Parked Veh	Avail. Supply	Parking Occ. Rate
10:30 AM	52	78	123	93	346	355	97%
11:00 AM	52	76	120	96	344	355	96%
11:30 AM	52	74	119	90	335	355	94%
12:00 PM	35	42	75	40	192	355	54%

It should be noted that while not officially marked parking spaces, more than 20 vehicles were parked in the dirt and gravel on the east side of the parking lot near Heffren Field between the park and SR 99. The presence of these vehicles confirms that the parking lot is nearly or completely full during the peak Saturday period. Several visitors were observed parking on Guill Street and walking into the park from the nearby neighborhood. Street parking on MLK Parkway was also observed to be fully occupied during the Saturday peak period.

Phase 2 of the proposed project includes construction of 45 parking spaces on the north side of the drive aisle extension. The parking occupancy rates calculated for the park during the Saturday peak period and observations of motorists parking in unpaved dirt and gravel portions of the park as well as in nearby neighborhoods confirm the need for additional on-site parking.

**Finding** – The park had a parking occupancy rate between 94 and 97 percent between 10:30 and 11:30 a.m. on a Saturday, which is well above what is considered a desirable parking occupancy level, indicating need for additional on-site parking.

## Conclusions and Recommendations

- The study intersections of East 20<sup>th</sup> Street/MLK Parkway and Ohio Street/Guill Street would continue to operate at the same Levels of Service with the proposed street connection as they do under Existing Conditions with minor decreases in delay at East 20<sup>th</sup> Street/MLK Parkway and minor increases in delay at Ohio Street/Guill Street.

- The installation of all-way stop controls at Ohio Street/Guill Street are not warranted, but a reversal of the existing stop controls from Ohio Street to Guill Street would be beneficial for all traffic and would be a more standard control scheme where the stop controls are provided on the lower volume approaches.
- It is recommended that a sidewalk or pathway be included in the design for the Ohio Street Connection; the preliminary design is otherwise generally consistent with the City's Standard Plans. Specific design details for the connection should be coordinated with City of Chico Public Works staff to ensure compliance with appropriate design standards.
- The proposed alignment of the drive aisle extension has the potential to bisect the existing pathway along the western boundary of the park near Ohio Street, but the concept design plan is unclear. The concept design plan should be updated to clarify the proposed design for the pathway. If the pathway is to remain in its current position, a marked crossing should be provided with use of appropriate crossing signage on the drive aisle approaches and stop controls on the pathway approaches, as are used elsewhere in the park.
- The proposed connection to Ohio Street would provide a second vehicular access point to the park, which would be beneficial for emergency responders as well as in an evacuation event.
- The park had a parking occupancy rate of 94 to 97 percent between 10:30 and 11:30 a.m. on a Saturday, which is well above what is considered a desirable parking occupancy level, indicating need for the additional on-site parking planned as Phase 2 of the project.

Thank you for giving W-Trans the opportunity to provide these services. Please call if you have any questions.

Sincerely,

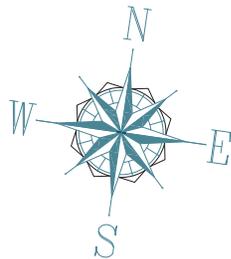
Joseph Faria-Poynter, EIT  
Assistant Engineer

Cameron Nye, PE (Traffic)  
Traffic Engineer

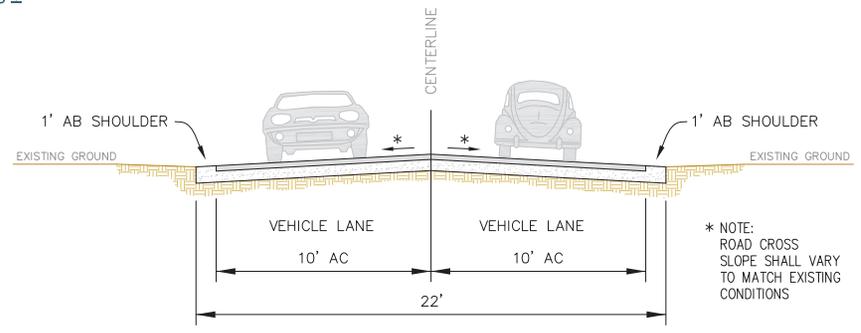
Dalene J. Whitlock, PE (Civil, Traffic), PTOE  
Senior Principal

DJW/jfp-cjn/CHI067.L1

Enclosures: Concept Plan, ADT Count Data, Level of Service Calculations



SCALE 1" = 100'±



TYPICAL ROAD SECTION

## COMMUNITY PARK

### CONCEPTUAL OHIO STREET CONNECTION

DECEMBER 1, 2017

17146

SHEET 1 OF 1

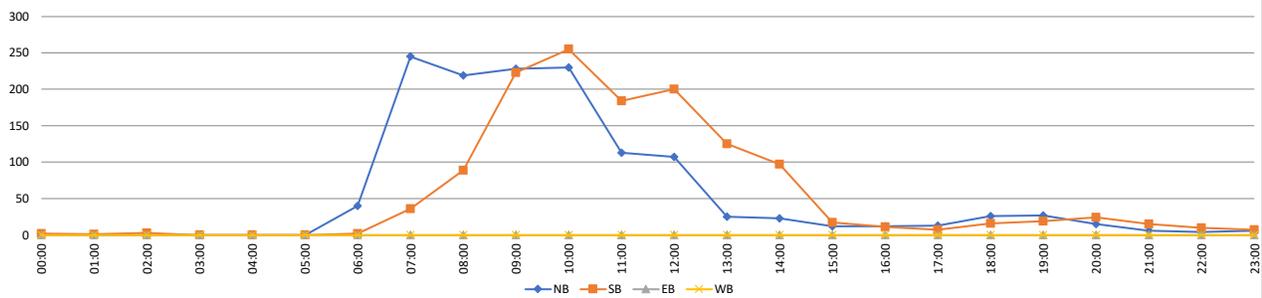
### VOLUME

#### Park Drive Aisle W/O Dr Martin Luther King Jr Pkwy

Day: Saturday  
Date: 9/14/2024

City: Chico  
Project #: CA24\_100020\_001

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6:00	1	0			1	18:00	8	4			12	<table border="1"> <thead> <tr> <th colspan="6">STATISTICS</th> </tr> <tr> <th></th> <th>NB</th> <th>SB</th> <th>EB</th> <th>WB</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Peak Period</td> <td colspan="2">00:00 to 12:00</td> <td colspan="3"></td> </tr> <tr> <td>Volume</td> <td>1076</td> <td>795</td> <td colspan="2"></td> <td>1871</td> </tr> <tr> <td>Peak Hour</td> <td colspan="2">7:15 10:15</td> <td colspan="3"></td> </tr> <tr> <td>Peak Volume</td> <td>268</td> <td>264</td> <td colspan="2"></td> <td>500</td> </tr> <tr> <td>Peak Hour Factor</td> <td>0.753</td> <td>0.688</td> <td colspan="2"></td> <td>0.786</td> </tr> <tr> <td>Peak Period</td> <td colspan="2">12:00 to 00:00</td> <td colspan="3"></td> </tr> <tr> <td>Volume</td> <td>276</td> <td>548</td> <td colspan="2"></td> <td>824</td> </tr> <tr> <td>Peak Hour</td> <td colspan="2">12:00 12:00</td> <td colspan="3"></td> </tr> <tr> <td>Peak Volume</td> <td>107</td> <td>200</td> <td colspan="2"></td> <td>307</td> </tr> <tr> <td>Peak Hour Factor</td> <td>0.723</td> <td>0.588</td> <td colspan="2"></td> <td>0.685</td> </tr> <tr> <td>Peak Period</td> <td colspan="2">07:00 to 09:00</td> <td colspan="3"></td> </tr> <tr> <td>Volume</td> <td>464</td> <td>125</td> <td colspan="2"></td> <td>589</td> </tr> <tr> <td>Peak Hour</td> <td colspan="2">7:15 8:00</td> <td colspan="3"></td> </tr> <tr> <td>Peak Volume</td> <td>268</td> <td>89</td> <td colspan="2"></td> <td>325</td> </tr> <tr> <td>Peak Hour Factor</td> <td>0.753</td> <td>0.586</td> <td colspan="2"></td> <td>0.767</td> </tr> <tr> <td>Peak Period</td> <td colspan="2">16:00 to 18:00</td> <td colspan="3"></td> </tr> <tr> <td>Volume</td> <td>25</td> <td>18</td> <td colspan="2"></td> <td>43</td> </tr> <tr> <td>Peak Hour</td> <td colspan="2">17:00 16:15</td> <td colspan="3"></td> </tr> <tr> <td>Peak Volume</td> <td>13</td> <td>12</td> <td colspan="2"></td> <td>23</td> </tr> <tr> <td>Peak Hour Factor</td> <td>0.542</td> <td>0.750</td> <td colspan="2"></td> <td>0.639</td> </tr> </tbody> </table>						STATISTICS							NB	SB	EB	WB	TOTAL	Peak Period	00:00 to 12:00					Volume	1076	795			1871	Peak Hour	7:15 10:15					Peak Volume	268	264			500	Peak Hour Factor	0.753	0.688			0.786	Peak Period	12:00 to 00:00					Volume	276	548			824	Peak Hour	12:00 12:00					Peak Volume	107	200			307	Peak Hour Factor	0.723	0.588			0.685	Peak Period	07:00 to 09:00					Volume	464	125			589	Peak Hour	7:15 8:00					Peak Volume	268	89			325	Peak Hour Factor	0.753	0.586			0.767	Peak Period	16:00 to 18:00					Volume	25	18			43	Peak Hour	17:00 16:15					Peak Volume	13	12			23	Peak Hour Factor	0.542	0.750			0.639
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<b>TOTALS</b>	<b>1076</b>	<b>795</b>	<b>0</b>	<b>0</b>	<b>1871</b>	<b>TOTALS</b>	<b>276</b>	<b>548</b>	<b>0</b>	<b>0</b>	<b>824</b>																																																																																																																																										
<b>SPLIT %</b>	<b>58%</b>	<b>42%</b>	<b>0%</b>	<b>0%</b>	<b>69%</b>	<b>SPLIT %</b>	<b>33%</b>	<b>67%</b>	<b>0%</b>	<b>0%</b>	<b>31%</b>																																																																																																																																										



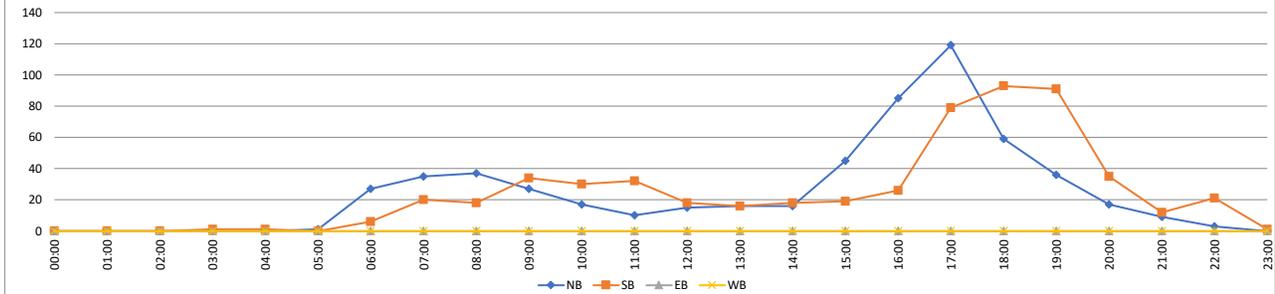
### VOLUME

#### Park Drive Aisle W/O Dr Martin Luther King Jr Pkwy

Day: Wednesday  
Date: 9/18/2024

City: Chico  
Project #: CA24\_100020\_001

DAILY TOTALS						NB	SB	EB	WB	Total	DAILY TOTALS						
						574	571	0	0	1,145							
15-Minutes Interval											Hourly Intervals						
TIME	NB	SB	EB	WB	TOTAL	TIME	NB	SB	EB	WB	TOTAL	TIME	NB	SB	EB	WB	TOTAL
0:00	0	0			0	12:00	7	4			11	00:00 01:00	0	0			0
0:15	0	0			0	12:15	0	7			7	01:00 02:00	0	0			0
0:30	0	0			0	12:30	2	3			5	02:00 03:00	0	0			0
0:45	0	0			0	12:45	6	4			10	03:00 04:00	0	1			1
1:00	0	0			0	13:00	3	2			5	04:00 05:00	0	1			1
1:15	0	0			0	13:15	6	5			11	05:00 06:00	1	0			1
1:30	0	0			0	13:30	2	3			5	06:00 07:00	27	6			33
1:45	0	0			0	13:45	5	6			11	07:00 08:00	35	20			55
2:00	0	0			0	14:00	8	4			12	08:00 09:00	37	18			55
2:15	0	0			0	14:15	4	5			9	09:00 10:00	27	34			61
2:30	0	0			0	14:30	3	6			9	10:00 11:00	17	30			47
2:45	0	0			0	14:45	1	3			4	11:00 12:00	10	32			42
3:00	0	1			1	15:00	6	0			6	12:00 13:00	15	18			33
3:15	0	0			0	15:15	4	3			7	13:00 14:00	16	16			32
3:30	0	0			0	15:30	12	6			18	14:00 15:00	16	18			34
3:45	0	0			0	15:45	23	10			33	15:00 16:00	45	19			64
4:00	0	0			0	16:00	16	8			24	16:00 17:00	85	26			111
4:15	0	0			0	16:15	16	5			21	17:00 18:00	119	79			198
4:30	0	0			0	16:30	21	5			26	18:00 19:00	59	93			152
4:45	0	1			1	16:45	32	8			40	19:00 20:00	36	91			127
5:00	1	0			1	17:00	32	25			57	20:00 21:00	17	35			52
5:15	0	0			0	17:15	50	12			62	21:00 22:00	9	12			21
5:30	0	0			0	17:30	21	33			54	22:00 23:00	3	21			24
5:45	0	0			0	17:45	16	9			25	23:00 00:00	0	1			1
6:00	0	0			0	18:00	13	25			38	STATISTICS					
6:15	7	0			7	18:15	9	29			38		NB	SB	EB	WB	TOTAL
6:30	8	3			11	18:30	17	28			45	Peak Period	00:00	to	12:00		
6:45	12	3			15	18:45	20	11			31	Volume	154	142			296
7:00	8	1			9	19:00	9	38			47	Peak Hour	7:30	9:45			9:30
7:15	8	4			12	19:15	8	17			25	Peak Volume	37	39			64
7:30	8	5			13	19:30	13	23			36	Peak Hour Factor	0.841	0.750			0.727
7:45	11	10			21	19:45	6	13			19	Peak Period	12:00	to	00:00		
8:00	9	4			13	20:00	6	19			25	Volume	420	429			849
8:15	9	3			12	20:15	7	5			12	Peak Hour	16:30	18:15			16:45
8:30	8	7			15	20:30	2	7			9	Peak Volume	135	106			213
8:45	11	4			15	20:45	2	4			6	Peak Hour Factor	0.675	0.697			0.859
9:00	9	9			18	21:00	2	6			8	Peak Period	07:00	to	09:00		
9:15	5	4			9	21:15	5	2			7	Volume	72	38			110
9:30	4	8			12	21:30	0	3			3	Peak Hour	7:30	7:45			7:45
9:45	9	13			22	21:45	2	1			3	Peak Volume	37	24			61
10:00	7	10			17	22:00	0	1			1	Peak Hour Factor	0.841	0.600			0.726
10:15	6	7			13	22:15	1	7			8	Peak Period	16:00	to	18:00		
10:30	2	9			11	22:30	1	1			2	Volume	204	105			309
10:45	2	4			6	22:45	1	12			13	Peak Hour	16:30	17:00			16:45
11:00	1	8			9	23:00	0	1			1	Peak Volume	135	79			213
11:15	3	11			14	23:15	0	0			0	Peak Hour Factor	0.675	0.598			0.859
11:30	3	10			13	23:30	0	0			0						
11:45	3	3			6	23:45	0	0			0						
<b>TOTALS</b>	<b>154</b>	<b>142</b>	<b>0</b>	<b>0</b>	<b>296</b>	<b>TOTALS</b>	<b>420</b>	<b>429</b>	<b>0</b>	<b>0</b>	<b>849</b>						
<b>SPLIT %</b>	<b>52%</b>	<b>48%</b>	<b>0%</b>	<b>0%</b>	<b>26%</b>	<b>SPLIT %</b>	<b>49%</b>	<b>51%</b>	<b>0%</b>	<b>0%</b>	<b>74%</b>						



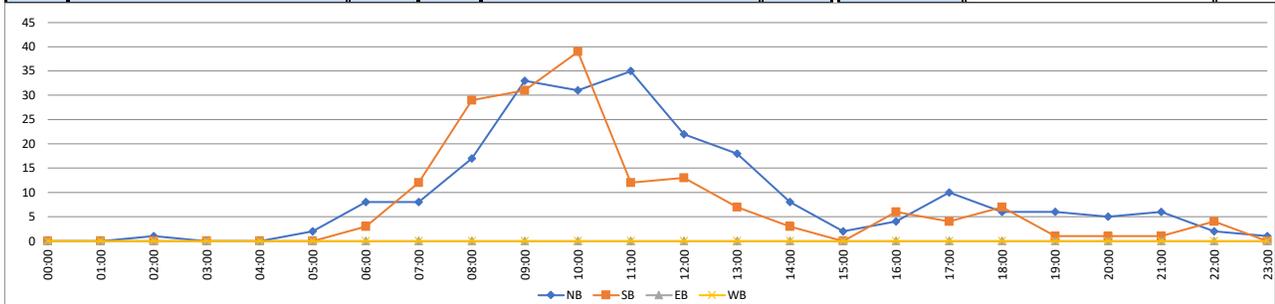
### VOLUME

#### Guill St Bet Madison St & Ohio St

Day: Saturday  
Date: 9/14/2024

City: Chico  
Project #: CA24\_100020\_003

DAILY TOTALS						NB	SB	EB	WB	Total	DAILY TOTALS																																																																																																																																									
						225	173	0	0	398																																																																																																																																										
15-Minutes Interval											Hourly Intervals																																																																																																																																									
TIME	NB	SB	EB	WB	TOTAL	TIME	NB	SB	EB	WB	TOTAL	TIME	NB	SB	EB	WB	TOTAL																																																																																																																																			
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<b>SPLIT %</b>	<b>52%</b>	<b>48%</b>	<b>0%</b>	<b>0%</b>	<b>66%</b>	<b>SPLIT %</b>	<b>66%</b>	<b>34%</b>	<b>0%</b>	<b>0%</b>	<b>34%</b>																																																																																																																																									



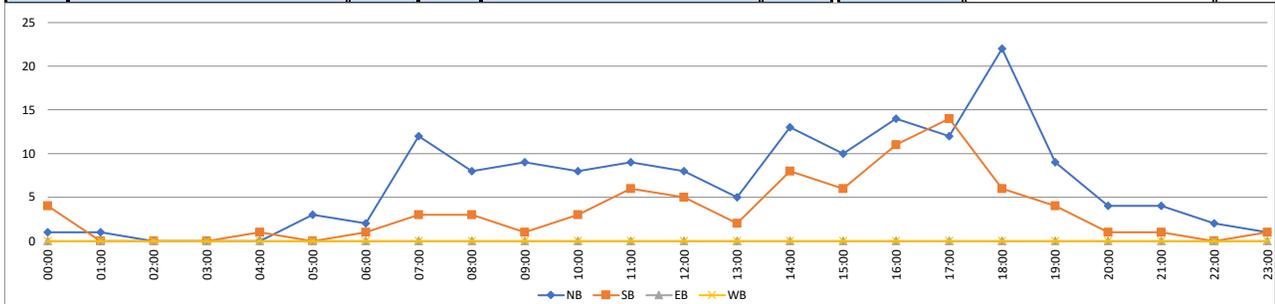
### VOLUME

#### Guill St Bet Madison St & Ohio St

Day: Wednesday  
Date: 9/18/2024

City: Chico  
Project #: CA24\_100020\_003

DAILY TOTALS						NB	SB	EB	WB	Total	DAILY TOTALS																																																																																																																																									
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<b>SPLIT %</b>	<b>71%</b>	<b>29%</b>	<b>0%</b>	<b>0%</b>	<b>32%</b>	<b>SPLIT %</b>	<b>64%</b>	<b>36%</b>	<b>0%</b>	<b>0%</b>	<b>68%</b>																																																																																																																																									



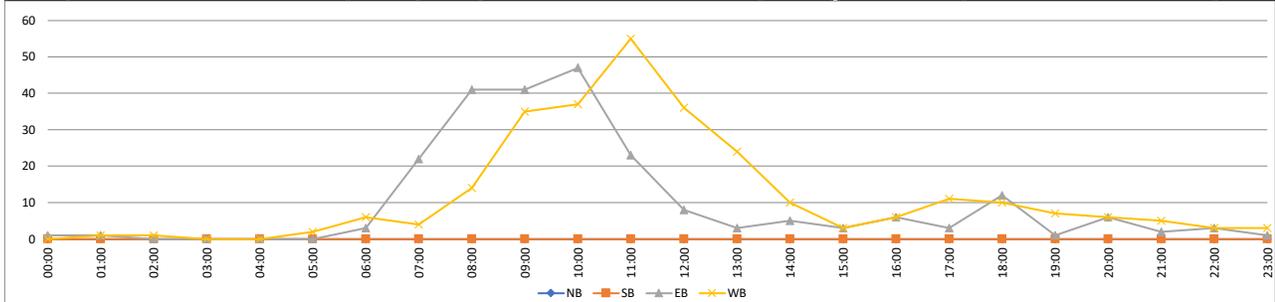
## VOLUME

### Ohio St W/O Guill St

Day: Saturday  
Date: 9/14/2024

City: Chico  
Project #: CA24\_100020\_002

DAILY TOTALS						NB	SB	EB	WB	Total	DAILY TOTALS						
						0	0	232	279	511							
15-Minutes Interval											Hourly Intervals						
TIME	NB	SB	EB	WB	TOTAL	TIME	NB	SB	EB	WB	TOTAL	TIME	NB	SB	EB	WB	TOTAL
0:00			0	0	0	12:00			6	18	24	00:00 01:00			1	0	1
0:15			0	0	0	12:15			1	11	12	01:00 02:00			1	1	2
0:30			0	0	0	12:30			1	3	4	02:00 03:00			0	1	1
0:45			1	0	1	12:45			0	4	4	03:00 04:00			0	0	0
1:00			0	1	1	13:00			1	12	13	04:00 05:00			0	0	0
1:15			0	0	0	13:15			1	9	10	05:00 06:00			0	2	2
1:30			0	0	0	13:30			1	0	1	06:00 07:00			3	6	9
1:45			1	0	1	13:45			0	3	3	07:00 08:00			22	4	26
2:00			0	1	1	14:00			1	1	2	08:00 09:00			41	14	55
2:15			0	0	0	14:15			1	4	5	09:00 10:00			41	35	76
2:30			0	0	0	14:30			2	3	5	10:00 11:00			47	37	84
2:45			0	0	0	14:45			1	2	3	11:00 12:00			23	55	78
3:00			0	0	0	15:00			0	0	0	12:00 13:00			8	36	44
3:15			0	0	0	15:15			1	1	2	13:00 14:00			3	24	27
3:30			0	0	0	15:30			1	0	1	14:00 15:00			5	10	15
3:45			0	0	0	15:45			1	2	3	15:00 16:00			3	3	6
4:00			0	0	0	16:00			0	1	1	16:00 17:00			6	6	12
4:15			0	0	0	16:15			2	2	4	17:00 18:00			3	11	14
4:30			0	0	0	16:30			3	0	3	18:00 19:00			12	10	22
4:45			0	0	0	16:45			1	3	4	19:00 20:00			1	7	8
5:00			0	0	0	17:00			0	3	3	20:00 21:00			6	6	12
5:15			0	0	0	17:15			1	2	3	21:00 22:00			2	5	7
5:30			0	0	0	17:30			1	4	5	22:00 23:00			3	3	6
5:45			0	2	2	17:45			1	2	3	23:00 00:00			1	3	4
6:00			0	3	3	18:00			5	2	7	<b>STATISTICS</b>					
6:15			1	1	2	18:15			2	2	4		NB	SB	EB	WB	TOTAL
6:30			0	0	0	18:30			3	5	8	Peak Period	00:00 to 12:00				
6:45			2	2	4	18:45			2	1	3	Volume			179	155	334
7:00			2	0	2	19:00			0	2	2	Peak Hour	10:15 10:45		10:15		
7:15			2	3	5	19:15			0	0	0	Peak Volume			51	60	102
7:30			8	0	8	19:30			1	3	4	Peak Hour Factor			0.607	0.385	0.554
7:45			10	1	11	19:45			0	2	2	Peak Period	12:00 to 00:00				
8:00			5	4	9	20:00			4	2	6	Volume			53	124	177
8:15			9	1	10	20:15			1	2	3	Peak Hour	18:00 12:00		12:00		
8:30			13	1	14	20:30			1	1	2	Peak Volume			12	36	44
8:45			14	8	22	20:45			0	1	1	Peak Hour Factor			0.600	0.500	0.458
9:00			7	12	19	21:00			0	2	2	Peak Period	07:00 to 09:00				
9:15			9	4	13	21:15			0	1	1	Volume			63	18	81
9:30			15	4	19	21:30			1	1	2	Peak Hour	8:00 8:00		8:00		
9:45			10	15	25	21:45			1	1	2	Peak Volume			41	14	55
10:00			3	25	28	22:00			0	0	0	Peak Hour Factor			0.732	0.438	0.625
10:15			11	3	14	22:15			2	1	3	Peak Period	16:00 to 18:00				
10:30			21	2	23	22:30			1	0	1	Volume			9	17	26
10:45			12	7	19	22:45			0	2	2	Peak Hour	16:00 16:45		16:45		
11:00			7	39	46	23:00			0	2	2	Peak Volume			6	12	15
11:15			4	8	12	23:15			0	0	0	Peak Hour Factor			0.500	0.750	0.750
11:30			8	6	14	23:30			1	1	2						
11:45			4	2	6	23:45			0	0	0						
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>179</b>	<b>155</b>	<b>334</b>	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>53</b>	<b>124</b>	<b>177</b>						
<b>SPLIT %</b>	<b>0%</b>	<b>0%</b>	<b>54%</b>	<b>46%</b>	<b>65%</b>	<b>SPLIT %</b>	<b>0%</b>	<b>0%</b>	<b>30%</b>	<b>70%</b>	<b>35%</b>						



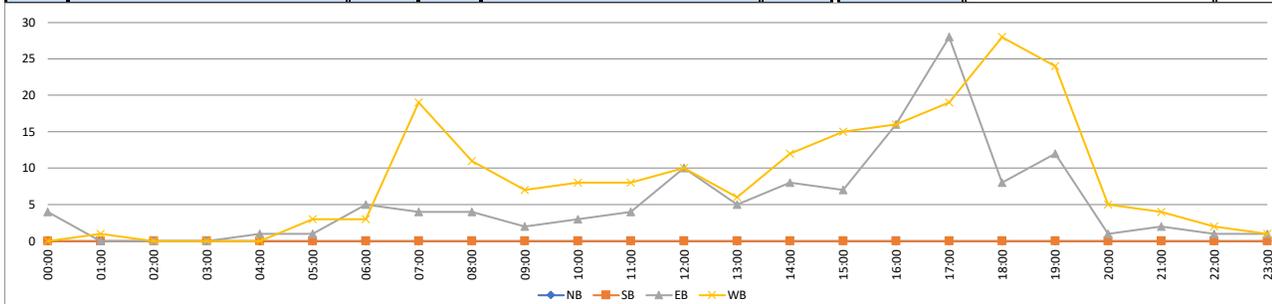
## VOLUME

### Ohio St W/O Guill St

Day: Wednesday  
Date: 9/18/2024

City: Chico  
Project #: CA24\_100020\_002

DAILY TOTALS						NB	SB	EB	WB	Total	DAILY TOTALS						
						0	0	127	202	329							
15-Minutes Interval												Hourly Intervals					
TIME	NB	SB	EB	WB	TOTAL	TIME	NB	SB	EB	WB	TOTAL	TIME	NB	SB	EB	WB	TOTAL
0:00			3	0	3	12:00			4	3	7	00:00 01:00			4	0	4
0:15			1	0	1	12:15			3	1	4	01:00 02:00			0	1	1
0:30			0	0	0	12:30			1	2	3	02:00 03:00			0	0	0
0:45			0	0	0	12:45			2	4	6	03:00 04:00			0	0	0
1:00			0	1	1	13:00			0	0	0	04:00 05:00			1	0	1
1:15			0	0	0	13:15			2	0	2	05:00 06:00			1	3	4
1:30			0	0	0	13:30			2	2	4	06:00 07:00			5	3	8
1:45			0	0	0	13:45			1	4	5	07:00 08:00			4	19	23
2:00			0	0	0	14:00			2	2	4	08:00 09:00			4	11	15
2:15			0	0	0	14:15			2	2	4	09:00 10:00			2	7	9
2:30			0	0	0	14:30			0	5	5	10:00 11:00			3	8	11
2:45			0	0	0	14:45			4	3	7	11:00 12:00			4	8	12
3:00			0	0	0	15:00			2	1	3	12:00 13:00			10	10	20
3:15			0	0	0	15:15			3	3	6	13:00 14:00			5	6	11
3:30			0	0	0	15:30			1	6	7	14:00 15:00			8	12	20
3:45			0	0	0	15:45			1	5	6	15:00 16:00			7	15	22
4:00			0	0	0	16:00			5	7	12	16:00 17:00			16	16	32
4:15			0	0	0	16:15			5	2	7	17:00 18:00			28	19	47
4:30			0	0	0	16:30			0	6	6	18:00 19:00			8	28	36
4:45			1	0	1	16:45			6	1	7	19:00 20:00			12	24	36
5:00			0	0	0	17:00			3	2	5	20:00 21:00			1	5	6
5:15			0	0	0	17:15			9	9	18	21:00 22:00			2	4	6
5:30			1	1	2	17:30			10	5	15	22:00 23:00			1	2	3
5:45			0	2	2	17:45			6	3	9	23:00 00:00			1	1	2
6:00			1	0	1	18:00			4	5	9	STATISTICS					
6:15			2	1	3	18:15			1	5	6		NB	SB	EB	WB	TOTAL
6:30			0	1	1	18:30			2	9	11	Peak Period	00:00	to	12:00		
6:45			2	1	3	18:45			1	9	10	Volume			28	60	88
7:00			0	3	3	19:00			1	4	5	Peak Hour		6:00	7:30	7:00	
7:15			3	3	6	19:15			8	5	13	Peak Volume			5	21	23
7:30			0	4	4	19:30			3	13	16	Peak Hour Factor			0.625	0.583	0.575
7:45			1	9	10	19:45			0	2	2	Peak Period	12:00	to	00:00		
8:00			0	1	1	20:00			0	2	2	Volume			99	142	241
8:15			1	7	8	20:15			1	0	1	Peak Hour		17:15	18:45	17:15	
8:30			2	1	3	20:30			0	1	1	Peak Volume			29	31	51
8:45			1	2	3	20:45			0	2	2	Peak Hour Factor			0.725	0.596	0.708
9:00			0	0	0	21:00			0	4	4	Peak Period	07:00	to	09:00		
9:15			0	2	2	21:15			0	0	0	Volume			8	30	38
9:30			0	3	3	21:30			1	0	1	Peak Hour		7:00	7:30	7:00	
9:45			2	2	4	21:45			1	0	1	Peak Volume			4	21	23
10:00			2	4	6	22:00			0	0	0	Peak Hour Factor			0.333	0.583	0.575
10:15			0	1	1	22:15			0	0	0	Peak Period	16:00	to	18:00		
10:30			1	0	1	22:30			0	0	0	Volume			44	35	79
10:45			0	3	3	22:45			1	2	3	Peak Hour		16:45	17:00	17:00	
11:00			1	3	4	23:00			0	0	0	Peak Volume			28	19	47
11:15			0	2	2	23:15			0	1	1	Peak Hour Factor			0.700	0.528	0.653
11:30			2	1	3	23:30			1	0	1						
11:45			1	2	3	23:45			0	0	0						
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>60</b>	<b>88</b>	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>99</b>	<b>142</b>	<b>241</b>						
<b>SPLIT %</b>	<b>0%</b>	<b>0%</b>	<b>32%</b>	<b>68%</b>	<b>27%</b>	<b>SPLIT %</b>	<b>0%</b>	<b>0%</b>	<b>41%</b>	<b>59%</b>	<b>73%</b>						



HCM 6th Signalized Intersection Summary  
 1: Dr Martin Luther King Jr Pkwy & E 20th St

10/08/2024



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	48	647	228	424	693	145	223	14	507	67	13	34
Future Volume (veh/h)	48	647	228	424	693	145	223	14	507	67	13	34
Initial Q (Qb), veh	0	5	0	0	0	0	4	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	51	681	161	446	729	142	246	0	494	46	49	8
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	680	795	355	1610	913	178	346	0	911	134	118	19
Arrive On Green	0.40	0.22	0.22	0.48	0.31	0.31	0.09	0.00	0.09	0.08	0.08	0.08
Sat Flow, veh/h	1781	3554	1585	3456	2966	577	3563	0	1585	1781	1568	256
Grp Volume(v), veh/h	51	681	161	446	437	434	246	0	494	46	0	57
Grp Sat Flow(s),veh/h/ln	1781	1777	1585	1728	1777	1766	1781	0	1585	1781	0	1824
Q Serve(g_s), s	2.3	23.9	11.4	10.0	29.3	29.3	8.7	0.0	0.0	3.2	0.0	3.9
Cycle Q Clear(g_c), s	2.3	23.9	11.4	10.0	29.3	29.3	8.7	0.0	0.0	3.2	0.0	3.9
Prop In Lane	1.00		1.00	1.00		0.33	1.00		1.00	1.00		0.14
Lane Grp Cap(c), veh/h	680	795	355	1610	547	544	346	0	911	134	0	137
V/C Ratio(X)	0.07	0.86	0.45	0.28	0.80	0.80	0.71	0.00	0.54	0.34	0.00	0.42
Avail Cap(c_a), veh/h	709	795	355	1665	547	544	904	0	1166	452	0	463
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	25.7	48.8	43.6	21.5	41.3	41.3	57.2	0.0	17.1	57.1	0.0	57.4
Incr Delay (d2), s/veh	0.0	11.4	4.1	0.0	11.6	11.7	1.0	0.0	0.2	0.6	0.0	0.8
Initial Q Delay(d3),s/veh	0.0	2.0	0.0	0.0	0.0	0.0	3.3	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	1.0	12.4	4.9	4.2	14.4	14.4	4.4	0.0	8.8	1.5	0.0	1.8
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	25.7	62.2	47.7	21.5	52.9	53.0	61.5	0.0	17.2	57.6	0.0	58.2
LnGrp LOS	C	E	D	C	D	D	E	A	B	E	A	E
Approach Vol, veh/h		893			1317			740			103	
Approach Delay, s/veh		57.5			42.3			32.0			57.9	
Approach LOS		E			D			C			E	
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	66.6	33.3		13.9	55.7	44.2		16.2				
Change Period (Y+Rc), s	* 4	4.2		4.1	* 4	4.2		4.1				
Max Green Setting (Gmax), s	* 19	29.1		33.0	* 7.6	40.0		33.0				
Max Q Clear Time (g_c+I1), s	12.0	25.9		5.9	4.3	31.3		10.7				
Green Ext Time (p_c), s	0.5	2.1		0.2	0.0	5.3		1.4				

Intersection Summary

HCM 6th Ctrl Delay	44.8
HCM 6th LOS	D

Notes

- User approved volume balancing among the lanes for turning movement.
- \* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.
- User approved changes to right turn type.

Intersection												
Int Delay, s/veh	7.4											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	2	18	8	4	8	1	8	1	3	0	1	4
Future Vol, veh/h	2	18	8	4	8	1	8	1	3	0	1	4
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	85	85	85	85	85	85	85	85	85	85	85	85
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	2	21	9	5	9	1	9	1	4	0	1	5

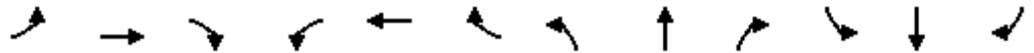
Major/Minor	Minor2		Minor1		Major1			Major2				
Conflicting Flow All	30	27	4	40	27	3	6	0	0	5	0	0
Stage 1	4	4	-	21	21	-	-	-	-	-	-	-
Stage 2	26	23	-	19	6	-	-	-	-	-	-	-
Critical Hdwy	7.12	6.52	6.22	7.12	6.52	6.22	4.12	-	-	4.12	-	-
Critical Hdwy Stg 1	6.12	5.52	-	6.12	5.52	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.12	5.52	-	6.12	5.52	-	-	-	-	-	-	-
Follow-up Hdwy	3.518	4.018	3.318	3.518	4.018	3.318	2.218	-	-	2.218	-	-
Pot Cap-1 Maneuver	979	866	1080	964	866	1081	1615	-	-	1616	-	-
Stage 1	1018	892	-	998	878	-	-	-	-	-	-	-
Stage 2	992	876	-	1000	891	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	965	861	1080	933	861	1081	1615	-	-	1616	-	-
Mov Cap-2 Maneuver	965	861	-	933	861	-	-	-	-	-	-	-
Stage 1	1012	892	-	992	873	-	-	-	-	-	-	-
Stage 2	974	871	-	968	891	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	9.1	9.1	4.8	0
HCM LOS	A	A		

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1615	-	-	921	896	1616	-	-
HCM Lane V/C Ratio	0.006	-	-	0.036	0.017	-	-	-
HCM Control Delay (s)	7.2	0	-	9.1	9.1	0	-	-
HCM Lane LOS	A	A	-	A	A	A	-	-
HCM 95th %tile Q(veh)	0	-	-	0.1	0.1	0	-	-

HCM 6th Signalized Intersection Summary  
 1: Dr Martin Luther King Jr Pkwy & E 20th St

10/08/2024



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↘	↑↑	↗	↘↗	↑↑		↘	↗	↗	↘	↕	
Traffic Volume (veh/h)	33	509	239	522	447	120	198	17	549	139	51	77
Future Volume (veh/h)	33	509	239	522	447	120	198	17	549	139	51	77
Initial Q (Qb), veh	0	3	0	0	0	0	0	2	0	1	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	34	525	165	538	461	111	217	0	542	130	72	64
Peak Hour Factor	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	107	1177	478	505	1162	278	702	0	577	204	152	136
Arrive On Green	0.06	0.33	0.33	0.18	0.45	0.45	0.19	0.00	0.19	0.11	0.11	0.11
Sat Flow, veh/h	1781	3554	1585	3456	2845	680	3563	0	1585	1781	913	811
Grp Volume(v), veh/h	34	525	165	538	287	285	217	0	542	130	0	136
Grp Sat Flow(s),veh/h/ln	1781	1777	1585	1728	1777	1748	1781	0	1585	1781	0	1724
Q Serve(g_s), s	1.6	10.2	6.8	13.4	9.3	9.4	4.7	0.0	13.3	6.2	0.0	6.7
Cycle Q Clear(g_c), s	1.6	10.2	6.8	13.4	9.3	9.4	4.7	0.0	13.3	6.2	0.0	6.7
Prop In Lane	1.00		1.00	1.00		0.39	1.00		1.00	1.00		0.47
Lane Grp Cap(c), veh/h	107	1177	478	505	726	714	702	0	577	204	0	288
V/C Ratio(X)	0.32	0.45	0.35	1.07	0.39	0.40	0.31	0.00	0.94	0.64	0.00	0.47
Avail Cap(c_a), veh/h	151	1189	530	703	805	792	1329	0	874	664	0	643
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	45.3	23.9	28.1	52.6	21.9	22.0	34.4	0.0	31.0	37.6	0.0	37.1
Incr Delay (d2), s/veh	0.6	1.2	2.0	49.1	1.6	1.7	0.1	0.0	10.5	1.2	0.0	0.4
Initial Q Delay(d3),s/veh	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.5	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.8	4.6	3.3	11.2	5.0	5.0	2.2	0.0	6.5	2.8	0.0	3.0
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	45.9	25.2	30.1	101.7	23.5	23.6	34.5	0.0	41.4	39.3	0.0	37.6
LnGrp LOS	D	C	C	F	C	C	C	A	D	D	A	D
Approach Vol, veh/h		724			1110			759				266
Approach Delay, s/veh		27.3			61.4			39.4				38.4
Approach LOS		C			E			D				D
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	19.8	33.8		14.1	9.3	44.3		20.8				
Change Period (Y+Rc), s	* 4	4.2		4.1	* 4	4.2		4.1				
Max Green Setting (Gmax), s	* 18	29.6		33.0	* 7.5	40.1		33.0				
Max Q Clear Time (g_c+I1), s	15.4	12.2		8.7	3.6	11.4		15.3				
Green Ext Time (p_c), s	0.4	6.6		0.6	0.0	7.1		1.4				

Intersection Summary

HCM 6th Ctrl Delay	44.8
HCM 6th LOS	D

Notes

- User approved volume balancing among the lanes for turning movement.
- \* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.
- User approved changes to right turn type.

Intersection												
Int Delay, s/veh	6.4											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	9	7	35	1	11	4	24	6	6	0	4	15
Future Vol, veh/h	9	7	35	1	11	4	24	6	6	0	4	15
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	85	85	85	85	85	85	85	85	85	85	85	85
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	11	8	41	1	13	5	28	7	7	0	5	18

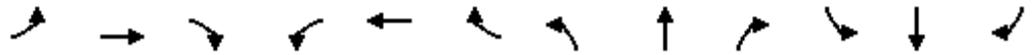
Major/Minor	Minor2		Minor1		Major1			Major2				
Conflicting Flow All	90	84	14	106	90	11	23	0	0	14	0	0
Stage 1	14	14	-	67	67	-	-	-	-	-	-	-
Stage 2	76	70	-	39	23	-	-	-	-	-	-	-
Critical Hdwy	7.12	6.52	6.22	7.12	6.52	6.22	4.12	-	-	4.12	-	-
Critical Hdwy Stg 1	6.12	5.52	-	6.12	5.52	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.12	5.52	-	6.12	5.52	-	-	-	-	-	-	-
Follow-up Hdwy	3.518	4.018	3.318	3.518	4.018	3.318	2.218	-	-	2.218	-	-
Pot Cap-1 Maneuver	895	806	1066	873	800	1070	1592	-	-	1604	-	-
Stage 1	1006	884	-	943	839	-	-	-	-	-	-	-
Stage 2	933	837	-	976	876	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	868	791	1066	821	786	1070	1592	-	-	1604	-	-
Mov Cap-2 Maneuver	868	791	-	821	786	-	-	-	-	-	-	-
Stage 1	988	884	-	926	824	-	-	-	-	-	-	-
Stage 2	898	822	-	930	876	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	8.9	9.4	4.9	0
HCM LOS	A	A		

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1592	-	-	980	844	1604	-	-
HCM Lane V/C Ratio	0.018	-	-	0.061	0.022	-	-	-
HCM Control Delay (s)	7.3	0	-	8.9	9.4	0	-	-
HCM Lane LOS	A	A	-	A	A	A	-	-
HCM 95th %tile Q(veh)	0.1	-	-	0.2	0.1	0	-	-

HCM 6th Signalized Intersection Summary  
 1: Dr Martin Luther King Jr Pkwy & E 20th St

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Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	24	647	228	424	693	130	223	14	507	60	13	17
Future Volume (veh/h)	24	647	228	424	693	130	223	14	507	60	13	17
Initial Q (Qb), veh	0	5	0	0	0	0	4	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	24	647	153	424	693	120	233	0	469	60	0	0
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	705	795	355	1658	932	161	331	0	922	243	127	0
Arrive On Green	0.41	0.22	0.22	0.49	0.31	0.31	0.09	0.00	0.09	0.07	0.00	0.00
Sat Flow, veh/h	1781	3554	1585	3456	3029	524	3563	0	1585	3563	1870	0
Grp Volume(v), veh/h	24	647	153	424	406	407	233	0	469	60	0	0
Grp Sat Flow(s),veh/h/ln	1781	1777	1585	1728	1777	1776	1781	0	1585	1781	1870	0
Q Serve(g_s), s	1.0	22.5	10.8	9.2	26.7	26.7	8.3	0.0	0.0	2.1	0.0	0.0
Cycle Q Clear(g_c), s	1.0	22.5	10.8	9.2	26.7	26.7	8.3	0.0	0.0	2.1	0.0	0.0
Prop In Lane	1.00		1.00	1.00		0.30	1.00		1.00	1.00		0.00
Lane Grp Cap(c), veh/h	705	795	355	1658	547	546	331	0	922	243	127	0
V/C Ratio(X)	0.03	0.81	0.43	0.26	0.74	0.74	0.70	0.00	0.51	0.25	0.00	0.00
Avail Cap(c_a), veh/h	728	795	355	1703	547	546	904	0	1183	904	475	0
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00	1.00	0.00	0.00
Uniform Delay (d), s/veh	24.2	48.2	43.3	20.2	40.4	40.4	57.5	0.0	16.1	57.4	0.0	0.0
Incr Delay (d2), s/veh	0.0	8.9	3.8	0.0	8.9	8.9	1.0	0.0	0.2	0.2	0.0	0.0
Initial Q Delay(d3),s/veh	0.0	1.5	0.0	0.0	0.0	0.0	3.5	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.5	11.4	4.6	3.8	12.9	12.9	4.2	0.0	8.0	0.9	0.0	0.0
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	24.2	58.7	47.1	20.2	49.2	49.3	62.1	0.0	16.3	57.6	0.0	0.0
LnGrp LOS	C	E	D	C	D	D	E	A	B	E	A	A
Approach Vol, veh/h		824			1237			702				60
Approach Delay, s/veh		55.5			39.3			31.5				57.6
Approach LOS		E			D			C				E
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	68.1	33.3		13.0	57.2	44.2		15.7				
Change Period (Y+Rc), s	* 4	4.2		4.1	* 4	4.2		4.1				
Max Green Setting (Gmax), s	* 19	29.1		33.0	* 7.6	40.0		33.0				
Max Q Clear Time (g_c+I1), s	11.2	24.5		4.1	3.0	28.7		10.3				
Green Ext Time (p_c), s	0.5	2.8		0.1	0.0	6.1		1.3				

Intersection Summary

HCM 6th Ctrl Delay	42.5
HCM 6th LOS	D

Notes

- User approved volume balancing among the lanes for turning movement.
- \* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.
- User approved changes to right turn type.

Intersection												
Int Delay, s/veh	7.9											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	2	49	8	9	27	1	8	1	11	0	1	4
Future Vol, veh/h	2	49	8	9	27	1	8	1	11	0	1	4
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	100	100	100	100	100	100	100	100	100	100	100	100
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	2	49	8	9	27	1	8	1	11	0	1	4

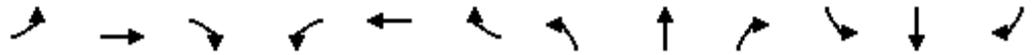
Major/Minor	Minor2		Minor1			Major1		Major2				
Conflicting Flow All	40	31	3	55	28	7	5	0	0	12	0	0
Stage 1	3	3	-	23	23	-	-	-	-	-	-	-
Stage 2	37	28	-	32	5	-	-	-	-	-	-	-
Critical Hdwy	7.12	6.52	6.22	7.12	6.52	6.22	4.12	-	-	4.12	-	-
Critical Hdwy Stg 1	6.12	5.52	-	6.12	5.52	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.12	5.52	-	6.12	5.52	-	-	-	-	-	-	-
Follow-up Hdwy	3.518	4.018	3.318	3.518	4.018	3.318	2.218	-	-	2.218	-	-
Pot Cap-1 Maneuver	964	862	1081	943	865	1075	1616	-	-	1607	-	-
Stage 1	1020	893	-	995	876	-	-	-	-	-	-	-
Stage 2	978	872	-	984	892	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	936	858	1081	892	861	1075	1616	-	-	1607	-	-
Mov Cap-2 Maneuver	936	858	-	892	861	-	-	-	-	-	-	-
Stage 1	1015	893	-	990	872	-	-	-	-	-	-	-
Stage 2	942	868	-	923	892	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	9.4		9.3		2.9		0	
HCM LOS	A		A					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1616	-	-	885	873	1607	-	-
HCM Lane V/C Ratio	0.005	-	-	0.067	0.042	-	-	-
HCM Control Delay (s)	7.2	0	-	9.4	9.3	0	-	-
HCM Lane LOS	A	A	-	A	A	A	-	-
HCM 95th %tile Q(veh)	0	-	-	0.2	0.1	0	-	-

HCM 6th Signalized Intersection Summary  
 1: Dr Martin Luther King Jr Pkwy & E 20th St

10/31/2024



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	16	509	239	522	447	108	198	17	549	125	51	38
Future Volume (veh/h)	16	509	239	522	447	108	198	17	549	125	51	38
Initial Q (Qb), veh	0	3	0	0	0	0	0	2	0	1	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	16	509	160	522	447	95	210	0	526	100	87	23
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	101	1197	486	512	1212	256	674	0	562	206	241	64
Arrive On Green	0.05	0.34	0.34	0.17	0.46	0.46	0.18	0.00	0.18	0.11	0.11	0.11
Sat Flow, veh/h	1781	3554	1585	3456	2920	616	3563	0	1585	1781	1426	377
Grp Volume(v), veh/h	16	509	160	522	271	271	210	0	526	100	0	110
Grp Sat Flow(s),veh/h/ln	1781	1777	1585	1728	1777	1759	1781	0	1585	1781	0	1803
Q Serve(g_s), s	0.7	9.6	6.5	12.8	8.4	8.6	4.5	0.0	12.6	4.6	0.0	5.0
Cycle Q Clear(g_c), s	0.7	9.6	6.5	12.8	8.4	8.6	4.5	0.0	12.6	4.6	0.0	5.0
Prop In Lane	1.00		1.00	1.00		0.35	1.00		1.00	1.00		0.21
Lane Grp Cap(c), veh/h	101	1197	486	512	738	731	674	0	562	206	0	305
V/C Ratio(X)	0.16	0.43	0.33	1.02	0.37	0.37	0.31	0.00	0.94	0.48	0.00	0.36
Avail Cap(c_a), veh/h	153	1208	539	714	818	810	1350	0	877	675	0	683
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	44.4	22.9	27.2	51.7	20.9	21.0	34.5	0.0	30.9	36.3	0.0	35.7
Incr Delay (d2), s/veh	0.3	1.1	1.8	33.0	1.4	1.4	0.1	0.0	9.3	0.7	0.0	0.3
Initial Q Delay(d3),s/veh	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.3	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.4	4.3	3.1	10.1	4.5	4.5	2.1	0.0	5.9	2.1	0.0	2.3
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	44.7	24.1	29.0	84.7	22.3	22.4	34.6	0.0	40.2	37.3	0.0	35.9
LnGrp LOS	D	C	C	F	C	C	C	A	D	D	A	D
Approach Vol, veh/h		685			1064			736				210
Approach Delay, s/veh		25.7			53.0			38.6				36.6
Approach LOS		C			D			D				D
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	19.2	33.8		14.0	8.7	44.3		20.0				
Change Period (Y+Rc), s	* 4	4.2		4.1	* 4	4.2		4.1				
Max Green Setting (Gmax), s	* 18	29.6		33.0	* 7.5	40.1		33.0				
Max Q Clear Time (g_c+I1), s	14.8	11.6		7.0	2.7	10.6		14.6				
Green Ext Time (p_c), s	0.4	6.5		0.5	0.0	6.7		1.4				

Intersection Summary

HCM 6th Ctrl Delay	40.8
HCM 6th LOS	D

Notes

- User approved volume balancing among the lanes for turning movement.
- \* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.
- User approved changes to right turn type.

Intersection												
Int Delay, s/veh	7.6											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	9	30	35	12	53	4	24	6	12	0	4	15
Future Vol, veh/h	9	30	35	12	53	4	24	6	12	0	4	15
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	100	100	100	100	100	100	100	100	100	100	100	100
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	9	30	35	12	53	4	24	6	12	0	4	15

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	101	78	12	104	79	12	19	0	0	18	0	0
Stage 1	12	12	-	60	60	-	-	-	-	-	-	-
Stage 2	89	66	-	44	19	-	-	-	-	-	-	-
Critical Hdwy	7.12	6.52	6.22	7.12	6.52	6.22	4.12	-	-	4.12	-	-
Critical Hdwy Stg 1	6.12	5.52	-	6.12	5.52	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.12	5.52	-	6.12	5.52	-	-	-	-	-	-	-
Follow-up Hdwy	3.518	4.018	3.318	3.518	4.018	3.318	2.218	-	-	2.218	-	-
Pot Cap-1 Maneuver	880	812	1069	876	811	1069	1597	-	-	1599	-	-
Stage 1	1009	886	-	951	845	-	-	-	-	-	-	-
Stage 2	918	840	-	970	880	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	823	800	1069	814	799	1069	1597	-	-	1599	-	-
Mov Cap-2 Maneuver	823	800	-	814	799	-	-	-	-	-	-	-
Stage 1	994	886	-	937	832	-	-	-	-	-	-	-
Stage 2	843	827	-	906	880	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	9.3	9.8	4.2	0
HCM LOS	A	A		

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1597	-	-	912	814	1599	-	-
HCM Lane V/C Ratio	0.015	-	-	0.081	0.085	-	-	-
HCM Control Delay (s)	7.3	0	-	9.3	9.8	0	-	-
HCM Lane LOS	A	A	-	A	A	A	-	-
HCM 95th %tile Q(veh)	0	-	-	0.3	0.3	0	-	-





## BOARD OF DIRECTORS

# STAFF REPORT

**DATE:** December 12, 2024  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Board of Directors Manual

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### **BACKGROUND**

In 2018, the Board of Directors approved a Board of Directors Manual to inform Directors of their roles and responsibilities. An updated version with tracked changes is presented in preparation for the new Board member that will begin their 4-year term in January 2025.

### **RECOMMENDATION**

The Board reviews and provides input on the updated Manual. If the Manual is suitable, the Board adopt the new Manual.



# **BOARD OF DIRECTORS**

Member Manual

Adopted by the Board of Directors of the Chico Area Recreation and Park District

[INSERT]

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## I. MISSION STATEMENT

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

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

### PURPOSE

~~This manual is intended to provide each Board member with:~~

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

## II. GENERAL INFORMATION

City and County governments generally assume the major responsibility for operating and maintaining local recreation and park systems. However, when they do not, or when such services carry beyond the municipality's boundaries, then a Special District may be formed to provide the services.

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

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

~~The District's programs and services include the maintenance and operation of activity centers, including the CARD Community Center, the Pleasant Valley Recreation Center, the Dorothy F. Johnson Center, Lakeside Pavilion, the Chico Creek Nature Center, and the Field House at Community Park. They also include management and operation of two swimming pools, Shapiro Pool and Pleasant Valley Pool, and a number of parks, including Hooker Oak Recreation Complex (in Bidwell Park), Community Park, Wildwood Park, Sycamore Ball Field (in Bidwell Park), Rotary Park, Oak Way Park, Peterson Park, Humboldt Skate Park, Hancock Park, Ceres, Baroni, Henshaw Park, and DeGarmo Park. Numerous CARD programs also utilize facilities of the Chico Unified School District, City of Chico and California State University, Chico.~~

Founded in 1948, the Chico Area Recreation & Park District (CARD) is a California Special District focused on creating recreational opportunities that bring friends and families together to have fun and build lasting memories. CARD manages and cares for more than 15 community and neighborhood parks, four community centers, one swimming pool, the Chico Creek Nature Center, and more. The [PLAY Activity Guide](#) highlights the numerous sports, classes, camps, special events, and more CARD offers.

CARD is charged with the responsibility to:

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

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

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### **III. BOARD ORGANIZATION, DUTIES, & RESPONSIBILITIES**

#### **Board Members' Election or Appointment**

The Board of Directors ("Board") consists of five members elected by CARD residents. Each Board member serves a four-year term, with no current restrictions on the number of consecutive terms they may serve. Elections are held in even-numbered years, alternating between two and three seats being filled during each cycle. To ensure continuity, Board members are elected on an at-large basis and assume their positions in December of the same

year they are elected. To be eligible to run, candidates must meet the requirements set forth in the California Public Resources Code and Elections Code.

If a vacancy occurs on the Board, the remaining District Board members have up to 60 days to fill the position, in accordance with California Government Code Section 1780.

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

~~The remaining District Board members may fill board member vacancies within 60 days after the vacancy occurs in accordance with the California Government Code Section 1780.~~

#### **Authority of the Board**

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

#### **Executive Functions**

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

#### **Legal Counsel**

The Board retains legal counsel as necessary.

#### **Operating Principles of the Board ~~(Standards)~~**

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

#### Process

- The Board is committed to ~~CARD's~~the District's mission and to work as a team with staff and consultants. ~~The "Team" includes the Board, Staff and Consultants.~~
- Staff should provide all information and analyses of alternatives necessary so that the Board can make informed decisions.

- The Board will openly discuss and identify its interest(s) during all open and public Board meetings and prior to establishing a position and negotiating with external organizations.
- Any action taken by the Board in closed session during a meeting shall be reported publicly upon resumption of, or at the next immediately following public meeting.
- All requests from the Board regarding formation/agenda items should be made to the General Manager who will distribute such information to all Board members.

### Relationship

The Board Shall:

- Create an environment that promotes respect and appreciation between the Board, Staff and Consultants.
- Fundamentally agree that the focus of CARD's the District's mission is to plan and implement plans that meet the recreation needs of the residents of the District.
- Establish, accept and support common purpose and vision.
- Provide resources and encourage education for itself and Staff.
- Expect and encourage creative decision-making.
- ~~Maintain competitive advantage by continuing to pursue state of the art technology and resources.~~
- Ensure a cooperative and open work environment.

## **IV. PRIMARY POLICY RESPONSIBILITY OF THE BOARD OF DIRECTORS**

### **Formation of Policy**

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

### **Policy Process**

The policy process falls into three parts:

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

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

### Four assumptions underlie this division of work principle:

- The Board has the responsibility for over-all creation and oversight of policy by virtue of the powers vested in it by law and because the Board represents the District's residents.

- The implementation and administration of policy, that is, the provision of the District's services, is a technical process that requires skilled staff trained in all aspects of the business conducted by the District.
- ~~1. A distinction between policy, administrative and staff responsibilities is necessary to achieve coordination of the work of the Board and staff.~~
- The division of labor principle serves the important, practical mission of enabling Board and staff to recognize their respective functions and to achieve the most effective working relationship toward fulfilling the District's purpose.

**Leases, Contracts, etc.**

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

**V. MEETINGS OF THE BOARD**

**Regular Meetings**

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

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

- Call to Order
- Roll Call
- Correspondence
- Public Comments
- Presentations (as needed)
- ~~Board of Director's Reports/Special Assignments~~Committee Reports
- Consent Agenda:
  - ~~\_\_\_~~-Approval of Minutes of Last Meeting(s)-~~&~~
  - ~~\_\_\_~~-Monthly Financial Reports
  - Items that have been reviewed at Committees
- Regular Agenda
  - ~~Unfinished Business: Monthly Program/Project Reports~~
- New Business
- Directors Comments
- General Manager's Comments
- Staff Comments
- Adjournment

**Special Meetings**

A Special Meeting may be called by either the Chair of the Board, by two members of the Board, or by the General Manager with the consent of the Board Chair.

### **Public Nature of Meetings**

All meetings of the Board shall be open to the Public, except when the Board is convened in Closed Session as authorized under the Ralph M. Brown Act (California Government Code Sections 54950, et seq.). Meetings of the Board and of committees of the Board shall be subject to the Brown Act and shall comply with notice requirements pursuant thereto. Except as required by law, all proceedings in Closed Sessions shall remain confidential.

### **Quorum**

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

### **Rules of Decorum for Board Meetings**

Decorum - Meetings of the Board of Directors shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Board is always maintained. The presiding officer of the Board, who shall be the Chair, Vice Chair, or in their absence, another member designated by the Board, shall be responsible for maintaining the order and decorum of the meetings.

Rules of Decorum - While any meeting of the Board is in session, the following rules of order and decorum shall be observed:

Code Of Ethical Conduct – District Board members are expected to comply with the Code of Ethical Conduct Policies ~~and Procedures adopted by the Board on February 19, 2009 and updated on August 16, 2018~~ while performing all of their duties.

Board Of Directors - The Chair of the Board shall preserve order and decorum at all meetings of the Board, and a member shall not by conversation or other means delay or interrupt the Board proceedings or disturb any other member while speaking.

District Staff Members – District employees shall observe the same rules of order and decorum as those which apply to the members of the Board when attending meetings of the Board or of its committees.

Persons Addressing The Board And Members Of The Audience - Any person who addresses the Board shall be expected to do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Board, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Board meeting shall, at the discretion of the presiding officer or a majority of the Board, be requested to cease such

behaviors, and if he or she does not do so, they will be required to leave the meeting. If he or she does not leave the meeting, the Chair may recess or adjourn the meeting.

Addressing the Board - A person wishing to address the Board regarding an item which is on the Board meeting agenda shall address the Board when the Board Chair opens the item up for public comment. Persons/People wishing to discuss a non-agenda item may seek recognition by the presiding officer during the "Public Comments" portion of the meeting. No person shall address the Board without first being recognized by the presiding officer. The following procedures shall be observed by persons/people addressing the Board:

- Each person shall step up to the podium, if provided, and shall state his or her name, the organization, if any, which he or she represents, and, if occurring during the "Public Comments" portion of the meeting, the subject he or she wishes to discuss.
- Each person shall confine his or her remarks to and time limit established in advance by the Board unless further time is granted by the Board.
- All remarks shall be addressed to the Board as a whole and not to any single member thereof, unless in response to a question from said member.
- No question may be asked of a member of the Board or of the District staff without permission of the Chair.

### **Board Action**

The Board shall act only by ordinance, resolution, or motion.

Ordinance: An ordinance is a law or regulation adopted by a governing body that has a lasting legal effect. It typically applies to the District's operations, residents, or businesses and may require compliance under penalty of law (e.g., fines for violations). Ordinances often govern issues such as zoning, land use, water rates, or public safety regulations. Special districts cannot exceed the powers granted to them under their enabling legislation, and their ordinances cannot conflict with state or federal laws.

An ordinance that does not require two readings at separate meetings, unless otherwise provided by its own terms, shall become effective upon adoption.

Resolution: A resolution is typically a formal statement or decision by the board on a specific issue, often administrative in nature. It does not have the same lasting or binding effect as an ordinance and is used to express opinions, set policies, or authorize actions. For example, a board might pass a resolution to approve a budget, appoint staff, or establish a temporary policy.

Motion: A motion is a formal proposal made during a meeting by a Director for the Board to take a specific action or make a decision on an issue. It is the mechanism through which business is introduced and discussed in a formal setting, typically followed by a vote.

Key Features of a Motion:

1. Proposal for Action: A motion is a suggestion for the Board to consider a specific action. For example, it could be a motion to approve a budget, adopt a policy, or adjourn a meeting.
2. Made by a Director: A motion must be proposed by a Director. Once proposed, it is "on the table" for discussion.
3. Seconded by Another Director: A motion must be seconded by another Director to show that more than one person supports the proposal. If no one seconds the motion, it will not proceed to discussion or vote.
4. Discussion and Debate: After a motion is made and seconded, the Board may discuss its merits. Directors may debate, ask questions, or offer amendments to the motion before a vote.
5. Vote: Once the discussion is complete, the motion is put to a vote. The Board votes to either approve (adopt) or reject the motion. A majority vote is required for a motion to pass. The Chair shall not call for a vote on any motion until sufficient time has been allowed to permit any member of the Board to speak.

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

### **Orderly Discussion**

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

### ~~Parliamentary Procedures Affecting Motions~~

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

### ~~Closed Session~~

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

## **VI. ELECTION OF OFFICERS**

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

## **VII. BOARD CHAIR**

~~The Chair shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the Chair wishes to move or second a motion he/she must pass the gavel to the Vice Chair and step down as the presiding officer for that particular agenda item.~~

Responsibilities of the Chair include:

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

## **VIII. BOARD VICE CHAIR**

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

## **IX. CLERK TO THE BOARD**

~~The District General Manager shall be the Secretary of the Board.~~ The Secretary Clerk shall notify members of all meetings, keep a record of all proceedings of all meetings, and call special

meetings with the consent of the Board Chair or when requested by either the Chair of the Board, or by two members of the Board.

The Secretary-Clerk of the Board shall have the following duties:

1. Certify or attest to actions taken by the Board when required;
- ~~2. Sign the minutes of the Board meeting following their approval;~~
- ~~3.2.~~ Sign the documents as directed by the Board on behalf of the District, and sign all other items which require the signature of the Secretary-Clerk; and
- ~~4.3.~~ Perform any other duties assigned by the Board.

It is the responsibility of the Secretary-Clerk to ensure:

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

## **X. COMMITTEES**

### **Functions of Committees**

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

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

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

### **Standing Committees**

Unless authorized by the Board, committee members shall only make recommendations, not binding decisions for the District.

~~The Standing Finance Committee for Finance of the Board shall be comprised of two members of the Board of Directors. It shall be responsible for overseeing the District's financial management and ensuring fiscal accountability. The committee provides guidance on financial planning, budget development, and the district's overall financial health. Regular meetings are held to ensure timely review and response to financial matters affecting the District. for monitoring the District budget and finances and review of the Monthly Financial Report, Monthly Bills, and Refund Register for the Board's review and approval. Unless authorized by the Board, committee members shall only make recommendations, not binding decisions for the District.~~

~~The Facility Committee shall be comprised of two members of the Board of Directors. It shall be tasked with overseeing the planning, development, maintenance, and improvement of District facilities. This committee works to ensure that parks, recreational spaces, and associated infrastructure meet the current and future needs of the community. The Facility Committee meets regularly, as determined by its members, and works closely with district staff to align projects and priorities with the Board's strategic goals.~~

~~The Standing Committee for Intergovernmental Affairs of the Board shall be comprised of two members of the Board of Directors. It shall be responsible for representing the District's position as determined by the Board with regard to District matters/projects involving, or in collaboration with other governmental or community entities; reporting to the Board as to the status of intergovernmental meetings and recommending to the Board action to be taken to promote intergovernmental activities/projects that are in the best interest of the District and District residents.~~

### **Ad Hoc Committees**

The Chair shall establish Ad Hoc Committees as needed, comprised of as many members, including no more than two Board members, as determined necessary by the Chair.

## **XII. ROLE OF INDIVIDUAL BOARD MEMBERS**

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

Board members should know what the citizens desire and where possible, support those needs. In order for a Board member to interpret recreational needs into an effective program, they should have a thorough understanding of the District's existing programs and should discuss

these with the General Manager. Such knowledge rests on familiarity with facts such as the following:

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

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

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

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

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

### **~~XIII. DISTRICT FINANCE~~**

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

#### **~~Fiscal Year~~**

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

#### **~~Warrants and Checks~~**

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

#### **~~Source of Funds~~**

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

### **Other Sources of Revenue**

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

### **Budget Process**

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

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

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

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

### **Budget Classifications**

The District General Fund budget is divided into the following main categories:

1. Salaries and Employee Benefits

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

- FICA
- Life Insurance
- Health Insurance
- Public Employee Retirement System
- Vision Plan
- Dental Insurance

2. Service and Supplies

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

3. Contributions to Other Agencies

To meet any financial agreements with other public agencies.

4. Debt Service and Lease Payments

To defray bonding, loans, capital lease, etc.

5. Capital Projects/Equipment (Fixed Assets)

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

**Fund Balance Categories**

1. Committed Fund Balance

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

a. General Fund Working Capital Reserve

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

b. Petty Cash Reserve

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

2. Assigned Fund Balance

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

a. Accumulated Capital Reserve

Funds set aside for the purpose of future capital projects.

b. Debt Service

Funds set aside for future debt service obligations.

c. Deferred Maintenance Costs

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

~~d. Election Costs~~

~~Funds set aside for future election costs.~~

~~3. Unassigned Fund Balance~~

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

**~~Expenditure~~**

~~1. Salaries and Wages~~

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

~~2. All Other Expenditures~~

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

~~3. Administration of Annual Budget by General Manager~~

~~As part of the administration of the budget, the General Manager is authorized to make changes to accommodate changing conditions in CARD's programs and agreements, so long as there is no conflict with District Policies and there are sufficient funds available in the budget or in the contingency account. When changes occur that impact Board Policies, the General Manager will submit proposed modifications of the budget to the Board well in advance of the Board meeting, or if time is not available at the meeting.~~

~~4. Transfers of Account Funds~~

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

~~5. Receipts Other Than Taxes~~

~~All receipts other than taxes shall be deposited in a local bank. These receipts are then transferred to the Butte County Treasurer on a monthly basis. A monthly financial statement is reviewed by the Finance Committee and provided to the Board.~~

**~~XIV. PARK AND RECREATION OPERATIONS~~**

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

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

The relationship of the District program to recreational programs being offered by other agencies.

The condition and adequacy of the District's parks and facilities used by the District.

The capability, quality and training of available staff

The ability of the District to attract and keep a good professional staff.

The ability of the District to finance existing and future programs.

### **XV.XIII. GENERAL MANAGER**

The General Manager, acting under the direction of the Board, is responsible for managing the day-to-day operations and affairs of the District. This includes organizing and supervising the District's recreation and park programs. Specific duties of the General Manager include:

- Selecting and overseeing staff.
- Preparing the annual budget for Board approval and administering the approved budget.
- Maintaining comprehensive financial records and ensuring accurate documentation of District transactions.
- Conducting studies and providing recommendations on property acquisition, development projects, and program needs.
- Preparing regular reports on the District's accomplishments, challenges, and future needs.

The General Manager serves at the pleasure of the Board, subject to any applicable employment agreement. The Board provides policy direction to the General Manager on matters within its authority through a majority vote of members present at duly convened Board meetings.

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

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

### **General Manager's Job Duties**

The General Manager's job duties include, but are not limited to, the following:

Collaborative Leadership: The General Manager and the Board shall work in close harmony to serve the best interests of the District.

Defined Responsibilities: The Board shall clearly define the General Manager's duties while maintaining an awareness of its distinct responsibilities.

Performance Evaluation: The Board shall conduct an evaluation process at least once a year to assess the General Manager's performance in relation to the District's welfare.

Implementation of Board Directives: The General Manager is responsible for executing specific directions approved by a majority of the Board.

Communication: The General Manager shall keep the Board informed of events, challenges, and accomplishments in a timely manner.

Operational Oversight: The General Manager shall oversee planning and management of the District's operations and services.

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

### **Understanding the Functions of the General Manager**

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

### **Selecting the General Manager**

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

1. The Board should-determineshall identify the special-specific leadership qualities, professional competencies, and professional requirements it demands of its General Manager. qualifications required for the role.
2. The Board shall conduct a recruitment process guided by the established criteria.
2. The Board shall recruit for the General Manager position using the above criteria.
3. The Board shall appoint a screening committee to evaluate candidates' professional training, experience, and abilities.
3. A screening committee of the Board should be appointed to review the professional training experience and ability of the candidates.
4. The screening committee should-shall recommend a small-groupshort list, usually three of the top ranking candidates, for interviews with the entire Board.
5. The Board should discuss-evaluate the relative strengths and weaknesses of the candidates and their alignment with the District's needs in-before making its-a decision.
6. Upon selecting a candidate, the Board shall finalize the employment terms and conditions through mutual agreement with the new General Manager.
6. When a selection is made, the new General Manager shall be employed on such terms and conditions as he or she and the Board may agree.

### **Evaluating the Work of the General Manager**

The Board shall continually assess the General Manager's competence on an ongoing basis. Additionally, a formal, systematic performance review shall be conducted at least once annually, following the guidelines outlined in the General Manager's employment contract. This review should generally align with the District budget process to ensure consistency with organizational goals and priorities. The Board, on an ongoing basis, constantly appraises the competence of

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

### **Retirement and Dismissal of the General Manager**

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

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

### **The Board's Relationship to the General Manager**

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

Furthermore, encroaching on the duties of the General Manager or staff can disrupt District operations and negatively impact staff morale. To maintain effective governance and operational efficiency, Board Members must refrain from interfering with or intruding upon the responsibilities of the General Manager and staff. Adhering to these boundaries ensures a collaborative and professional working relationship between the Board and District personnel.

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

### **The Chair's Relationship to the General Manager**

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

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

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

## **XVI.XIV. GOVERNING STATUTES**

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

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

Public Contracts Code: California Public Contract Code sections 20815-20815.5 apply to contracts entered ~~into~~ on behalf of recreation and park districts. These sections, ~~which are attached as Exhibit "C",~~ govern the competitive bidding process for awarding of contracts estimated to cost in excess of \$25,000.00 and the purchase of materials and supplies estimated to cost less than \$25,000.00 without calling for bids.

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

## **XVII. BOARD MEMBER TRAINING**

### **Ethics Training**

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

### **Sexual Harassment Prevention Training**

Effective August 17, 2007, all local officials and California supervisors are required to receive a minimum of two hours of sexual harassment prevention training every two (2) years to satisfy AB 1825 as codified in the Fair Employment and Housing Commission Regulations. This applies to all Board Members and any District staff member in a supervisory role.

### **Additional Training As Needed**

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

## **XVIII. EDUCATIONAL PROGRAMS, CONFERENCES AND MEETINGS**

The Board believes it is to the advantage of ~~all member entities~~the District to have Directors participate in conferences, meetings, and educational programs where said Directors' knowledge may be increased, so that the Directors can feel better prepared to perform their duties ~~as Directors~~. Finally, the Board of Directors employs staff to administer and operate the District, and encourages staff to continue its education, and further finds that there is value in networking available through staff attendance at and participation in some conferences and meetings.

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

1. Directors shall attend, ~~on behalf of CARD, such~~ educational programs, conferences, and meetings that have been approved by the Board of Directors prior to such attendance; and
2. To the extent possible, staff will, from time to time, present comprehensive lists of conferences, meetings and educational programs so that the Board may consider attendance on a broader than single-event approach, in order to provide a coordinated plan for attendance; and

3. If a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program; and
4. At the Board meeting following such attendance, or at the next reasonable opportunity thereafter, the attendee(s) shall report to the Board on information and ideas learned at the event(s). Materials reviewed at programs that may be of benefit to the Board members or Staff should/may be shared ~~with them;~~
- ~~5. Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act, when a majority of the Board of Directors attend the same event.~~

## **XIX. GENERAL PROVISIONS**

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

## **XX. Annual Board Activities Calendar**

### **January**

### **February**

Review Audited Financials

### **March**

Landscape and Lighting Assessments

Budget Presentation

Adoption of Preliminary Budget

### **April**

Landscape and Lighting Assessments

LAFCO Election (every other year)

Public Hearing on Preliminary Budget

### **May**

Landscape and Lighting Assessments

Resolution Establishing Appropriations Limits

Budget Public Hearing

### **June**

Adopt Final Budget

July

August

September

October

November

December

Officer Elections

Committee Assignments

General Manager Performance Evaluation

Budget Calendar





**RESOLUTION 24-017 OF THE BOARD OF DIRECTORS OF THE  
CHICO AREA RECREATION AND PARK DISTRICT**

Appreciating Michael Worley and Acknowledging his Contributions to the District

**WHEREAS**, Michael Worley has served the Chico Area Recreation and Park District (CARD) Board of Directors with dedication and distinction from 2012 to 2024; and

**WHEREAS**, Michael's commitment to his community extended beyond his service on the Board, as he also worked for FEMA, exemplifying his dedication to public service and resilience in times of need; and

**WHEREAS**, despite the demands of his career, Michael consistently made every effort to participate in Board meetings, utilizing video conferencing when permitted and contributing with enthusiasm and diligence; and

**WHEREAS**, Michael brought a calming and steady presence to the Board, skillfully diffusing heated discussions with wisdom, patience, and thoughtful insight, thereby fostering a collaborative and respectful environment; and

**WHEREAS**, Michael took pride in CARD's achievements and was a steadfast advocate for its growth and success, often identifying opportunities to acquire valuable properties that would enhance CARD's offerings for the community; and

**WHEREAS**, Michael's wise counsel, unwavering support, and all-around kindness have left an indelible mark on the Board, his colleagues, and the Chico community he served so faithfully;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chico Area Recreation and Park District Board of Directors does hereby express its sincere appreciation to Michael Worley for his 12 years of dedicated service and invaluable contributions; and

**BE IT FURTHER RESOLVED**, that his presence and insight will be deeply missed, and the Board extends its best wishes to him in all his future endeavors.

**PASSED AND ADOPTED** this 12th day of December, 2024, by the Chico Area Recreation and Park District Board of Directors by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

\_\_\_\_\_  
Michael McGinnis, Chair  
Board of Directors

\_\_\_\_\_  
Holli Drobny  
Clerk of the Board of Directors





## BOARD OF DIRECTORS

# STAFF REPORT

**DATE:** December 12, 2024  
**TO:** Board of Directors  
**FROM:** Annabel Grimm  
**SUBJECT:** Recreation Update – December

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### **AFTER SCHOOL PROGRAM**

The After School team is wrapping up a successful fall semester and is busy planning for the spring 2025 semester. With a new semester, staff availability changes and requires us to recruit, hire, and train new Recreation Leaders. For the spring semester, we have 181 staff returning, 20 staff resigning, and are onboarding 21 new team members. The team is looking forward to a great second half of the school year!

### **ADULT SPORTS**

We're thrilled to launch our winter season this week! With 11 adult sports divisions currently in action, our dedicated team is braving the crisp winter air to bring you exciting games at Community Park (soccer), Chapman Park (futsal), the Field House (volleyball), and Neal Dow (basketball). We're committed to delivering a dynamic and enjoyable recreational experience where everyone can have fun and connect.

Thanks to the incredible efforts of our Recreation Coordinator and Program Manager, we're enhancing on-site support to ensure the community gets the best possible experience. It's clear just how much we care about providing top-notch service. And the excitement doesn't stop there! Our 12th and 13th adult sports divisions—men's and coed softball—will be kicking off in January after the break, adding even more action to the season.

While we're buzzing with excitement for winter, we've already turned our attention to our spring 2025 season, which will launch at the end of March. Our team is actively recruiting committed individuals for upcoming seasons.

### **YOUTH BASKETBALL:**

As the year comes to a close, our youth basketball programs continue to demonstrate the incredible reach and impact of recreational sports in our community. This season, we successfully wrapped up our highly popular 1st-3rd grade basketball leagues, which saw over 300 young athletes take the court, as well as our High School Basketball League, with more than 60 participants. The influence of our dedicated coaches extended far beyond teaching basketball fundamentals. By emphasizing values like effort, sportsmanship, respect, teamwork, and attention to detail, these mentors shaped players into not only stronger athletes but also better individuals. The lessons learned this season will serve our participants both on and off the court for years to come. Looking ahead, we are preparing for our upcoming 4th-5th grade and 6th-8th grade leagues, set to tip off in January. Recruitment efforts for coaches, securing sufficient

gym space, and conducting coach and referee training sessions are well underway to ensure these leagues build on the success of our earlier programs.

In addition to league play, our Turkey Basketball Camp was a highlight of the Thanksgiving Break, with 40 players participating in morning and full-day options. This engaging camp provided an outlet for holiday energy while fostering a love for the game among young players. Staff and participants alike left the camp energized and excited for the next season.

Through these programs, we continue to create a community-driven experience that fosters growth, inclusivity, and a shared passion for sports. We're excited to carry this momentum into the new year as we expand opportunities for young athletes and their families.

### **HOMESCHOOL:**

Our CARD Cooking Club for homeschool kids continues to be a beloved program, fostering creativity, skill-building, and a sense of community among our young participants and their families. Under the leadership of our dedicated homeschool director, Ms. Dallas, this program has flourished with weekly culinary adventures that challenge and delight our budding chefs. Each week, Ms. Dallas introduces innovative and age-appropriate recipes that participants prepare from start to finish, learning essential cooking techniques and the value of teamwork in the kitchen. These lessons go beyond culinary skills, teaching kids independence, creativity, and confidence that will serve them well in all aspects of life.

As we approach the conclusion of this session on Monday, December 16, the Cooking Club will host a special celebration. Our kid chefs will showcase their growth by setting the tables, preparing a delicious meal, and crafting a fun, winter wonderland-themed drink to share with their families. This culminating event transforms the program into a family-centered experience, giving parents and siblings a chance to celebrate the participants' achievements and create memories that extend beyond the classroom.

### **TODDLER:**

Our Budding Buddies parent/tot programs continue to thrive, showcasing the importance of early childhood engagement and family connection within our community. With over 16 participants and parents filling our regular Budding Buddies sessions and an additional 14 participants joining the specialized Budding Buddies STEAM program, the enthusiasm for these opportunities has been remarkable. The Budding Buddies STEAM program has been a particular highlight this season, engaging young learners and their parents in hands-on activities that explore the wonders of science, technology, engineering, art, and math. From building volcanoes and watching them erupt to investigating melting points and marveling at exploding pumpkins, each session sparks curiosity and builds foundational skills in a fun, supportive environment.

As we wrap up the current sessions this December, we celebrate the impact these programs have on fostering curiosity, creativity, and connection between parents and their children. The success of Budding Buddies underscores the value of family-centered programming in creating

a stronger, more engaged community. We are excited to build on this momentum in 2025, continuing to offer Budding Buddies programs that nurture young minds, strengthen family bonds, and bring joy to our toddler aged participant.

### **ICE RINK**

The ice rink is in full swing this season, with operations running smoothly and excitement in the air! We're thrilled to announce that over 4,400 tickets have been sold so far, and we've generated an impressive \$60,000 in sales. Skaters of all ages are enjoying the rink, and everything is running efficiently, ensuring a fantastic experience for all. This season is already exceeding expectations, with all rentals—including field trips, cabanas, and private bookings—surpassing last year's numbers. The demand is stronger than ever, and our guests are making the most of these exciting offerings. From school groups enjoying fun-filled field trips to families and friends creating unforgettable memories in our cozy cabanas and private rentals, it's clear that the rink is the place to be. With operations running smoothly and record-breaking sales, this winter season is shaping up to be our best one yet!

### **CAMPS**

As we gear up for our winter break camps, we're thrilled to bring back two of our most popular camps: Wintertime Delight and Petite Bakery! These camps have been a hit year after year, and we can't wait to offer them again. Wintertime Delight will keep campers engaged with fun winter-themed activities, while Petite Bakery provides a hands-on, delicious baking experience for young chefs. With both camps returning for another season of excitement, creativity, and holiday cheer, it's sure to be a memorable winter break for all!

### **NATURE CENTER**

The Nature Center is preparing for winter, but there is still plenty going on! We welcomed Josh Stewart, who was previously a Recreation Coordinator for After School Programs, as the Nature Programming Supervisor in October.

Our Living Animal Museum is undergoing some minor updates to make room for additional animals, as well as getting our more social animals out to see the public more often. Field Trips have been paused for the winter, and while they will resume in spring, we are using this time to streamline our process and make sure we can offer the best combination of our knowledgeable staff, animals, and park to the local schools.

Additionally, we are continuing the transition and support of the Chico Community Observatory. Winter storms and cloudy weather don't offer the best viewing conditions, but it affords time for improvements, with our current plans centered around building a consistent team of volunteers and updating existing infrastructure.

### **INCLUSION**

Talitha, our new Inclusion Coordinator, grew up in Redding, CA, and moved to Chico 22 years ago, where she now calls home. She earned a Bachelor's Degree in Liberal Studies and a Multi-Subject Teaching Credential from CSU, Chico. For twelve years, she taught 7th and 8th grades at

a small, rural school, where she enjoyed connecting with students and families. In her free time, Talitha spends time with her 14-year-old blind and deaf dog, Frida, and her cat, Lola. She also enjoys reading, spending time in nature, and hosting trivia at local restaurants. She is very excited to join the CARD team and help to make a difference in this amazing community!



## BOARD OF DIRECTORS

# STAFF REPORT

**DATE:** December 12, 2024  
**TO:** Board of Directors  
**FROM:** Scott Schumann, Director of Parks and Facilities  
**SUBJECT:** Parks and Facilities Update - December

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### **Capital Project Updates:**

#### *Community Park Maintenance Hub*

Plans have been submitted to the City of Chico for permitting with an initial permit for grading to begin as soon as possible. Staff have relocated the shop contents to storage containers and the nearby Storage facility.

#### *District-Wide Irrigation*

The Landscape Architect contracted for defining the scope of work and bid documents for the phase 2 of project continues to make good progress. Staff are refining the improvements for each site in anticipation of a comprehensive scope of work to be put out to bid in the Spring of 2025.

#### *CARD Center Roof and Exterior*

The roof portion of the project has been completed with positive results prior to any significant storm events. Four structural beams were discovered to possess significant dry rot after demolition of exterior board and batten. Exterior painting is underway.

#### *Centennial Park Play Structure*

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

#### *Rotary Park Play Structure*

Demolition, removal, and backfill of the existing aging structure was completed in house. The contractor will begin installation of the new structure and pour-in-place fall material beginning the week of December 9<sup>th</sup>, 2025 with anticipated completion by January 1<sup>st</sup>, 2025.

#### *Baroni Park Play Structure*

The project will be addressed in today's board agenda after having been reviewed by the Facility Committee with anticipated installation in 2025 as scheduled.

### **Park Improvements and Maintenance**

#### *Henshaw Park*

A Request for Proposals for park design was published in November with a mandatory bid walk held on-site on December 3<sup>rd</sup>, 2024. The expansion of the park footprint from the original 6 acres to a total of 12.5 acres containing a portion of the adjacent parcel owned by Chico Unified School District was

included in the RFP. Three potential bidders were in attendance, questions and responses have been provided to the potential bidders. Proposals will be due December 18<sup>th</sup>, 2024,

#### *Storm Impacts*

Staff were busy ensuring that the November 22<sup>nd</sup>, atmospheric river storm event produced limited impacts across the District. Big Chico Creek bank in Hooker Oak Park remained intact and no damage occurred despite the highest water mark in recent history. However, Big Chico Creek crested its bank below the Creekside Rose Garden at the CARD Center. Staff sand bagged key areas to minimize erosion from water flow but the shoring up of the creek bank for future events is a high priority for the District in collaboration with the City of Chico.

#### *Community Park*

Staff have discussed the potential for the parking and road improvement to the east parking lot with the City of Chico and a potential donor. Community input session on the topic will be held in January/February to gather information on perceptions and support of the project proceeding in 2025/2026 fiscal year.

#### *Chico Bike Park*

An additional input session was held at the Creekside Apartments (a CHIP Senior living facility) on October 2 at 11am. Residents expressed concerns over impacts to the CHIP parking lot which will be addressed by trails and fencing. Safety concerns were discussed and residents were reassured with the new knowledge that CARD parks are patrolled by a contracted security service.

#### *Chapman Park*

The reflexology path and surrounding landscaping and irrigation has been installed by the Melton Design Group. Additional modifications to the splash pad drainage are complete due to warranty concerns. Lastly, a minor crack in the courts has been identified and will be address through warranty in the coming weeks.

Chapman Park Garden irrigation has been installed and the garden has been planted by the Master Gardeners community feedback is very positive with good media coverage highlight the newest community asset.

#### *DeGarmo Park – Beyond Golf*

The Beyond Golf project has completed initial grading and is waiting for final permit approval to proceed with construction of the golf course infrastructure. A separate water meter will be installed to serve the project a keep a distinction between water consumption related to the DeGarmo Park and Beyond Golf.

#### *Project Crew*

The project crew looks forward to returning to larger scale projects after providing significant support to the Ice Rink setup and opening earlier in November. Upcoming projects include new water fountain at Rotary Park, Improved counters and cabinets at the CARD Center front desk, Lakeside garbage enclosure reconstruction, and addressing PV Center dry rot.



## BOARD OF DIRECTORS

# STAFF REPORT

**DATE:** December 12, 2024  
**TO:** Board of Directors  
**FROM:** Annabel Grimm  
**SUBJECT:** General Manager Update - December

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**Henshaw Neighborhood** — In addition to working with CUSD on the development of the park and future school yard, staff have been working with developers, the City of Chico, and Butte County to establish assessment districts as that area continues to be subdivided and developed.

**Grant Proposals** — Staff, with the support of Morrison Company, submitted the District's Community Change grant application for \$20M on October 10. It was an enormous effort. On November 15, the EPA sent notification that our application cleared the first step. Award results are anticipated by the end of 2024 or January 2025.

In November, Tri Counties selected CARD to receive a \$2,500 grant to support low- to moderate-income families.

**Recruitment** — October and November were busy recruitment months. There were two vacant recreation supervisors, two recreation coordinators, program manager, and a recreation director. A couple of internal applicants were selected which created more positions to backfill. I am happy to report that all positions with the exception of the recreation director have been filled. The recruitment process is ongoing and we are confident the position will be filled soon.

### Notable Meetings

- October 1 – Attended City Council in support of the Autumn Leaf estates that voluntarily entered into the Henshaw Neighborhood CFD.
- October 2 – District staff hosted a bike park info session for the residents at Creekside Apartments.
- October 3 – EBC & Chico Tourism Committee met and received updates on Butte 365, Travel Chico initiatives, and current events and initiatives.
- October 15 – Attended Chico Chamber of Commerce Advocacy Committee meeting to report on the State of CARD and current projects.
- October 16 – Attended Tri Counties 50<sup>th</sup> anniversary reception.
- October 18 – Attended Butte County's quarterly county-wide economic development update.
- October 23 – Chico Chamber of Commerce board meeting.
- October 23 – Meeting with two members of the Grand Jury to provide an overview of the District's operations, current projects, and 5-year plan. They were very impressed with all the great work being done to serve the community.
- October 25 – Meeting with CUSD for Henshaw project.

- October 28 – Meeting with Butte County Office of Education.
- October 29 – Social Services Leadership coordinating meeting.
- October 30 – Non-Profit CEO Leadership meeting.
- November 7 – Presented at DCBA board meeting regarding primarily the ice rink and other large capital projects.
- November 7 – EBC & Chico Tourism Committee year in review meeting.
- November 7 – Met with Tri Counties about grant program.
- November 12 – Save the El Ray presentation.
- December 2 – Budget planning session with Stratti.
- December 4 – Chico Chamber of Commerce meeting.

### **Special/Community Events**

In October, we welcomed back one of our new favorite Special Events; the Great Pumpkin Splash at the PV Pool! The highlight of The Great Pumpkin Splash is the floating pumpkin patch, where participants can dive in, swim around, and choose their perfect pumpkin straight from the water. After picking their pumpkin, children can decorate it and take it home as a cherished keepsake from this unique experience. But the fun doesn't stop there—each ticket also includes two hours of pool time, a delicious sugar cookie decorating station provided by Brown Box Bakeshop, access to a fall craft station, and scrumptious hot chocolate and apple cider. This year we sold 216 tickets to the event with participation being even greater than last year.

Also in October, we hosted our last installment of Movies in the Park at DeGarmo Community Park with a special showing of Coco. Before the movie began, the fun kicked off with a special Halloween Costume Contest. Kids had a blast with bounce houses, face painting, and engaging trick-or-treat-themed games. The Chico Community Band set the mood with a lineup of fun cinematic tunes. Complimentary popcorn was provided to all attendees, ensuring the perfect snack for the movie. Additionally, a variety of local food trucks were on-site, offering delicious snacks and drinks for purchase, ranging from sweet treats to savory bites.

In November, we put on our festive hats and rolled out fun at the Ice Rink. This year, the Ice Rink will host a variety of programs throughout the season, including a Thanksgiving canned food drive, the DCBA Christmas Tree Lighting, the Ho Ho Hoedown featuring 103.5 The Blaze, silent disco nights, themed Thursdays, and adult skate nights. The Christmas preview took place on November 24th, featuring free face painting, lively entertainment, and the cherished Chico Community Band performing delightful Christmas music.

On December 7<sup>th</sup>, our beloved Brunch with Santa event, which has been sold out for weeks, took place. The Brunch with Santa event offered a delightful morning of holiday cheer in a Winter Wonderland setting. Attendees enjoyed a full buffet brunch while meeting Santa and his elves. The event featured Santa's Village, complete with craft-making, holiday activities, and a festive scavenger hunt in the rose garden. Santa's Village was open to all ticket holders from 8 AM to 12:45 PM, with dedicated seating times for brunch and visits with Santa. Additionally, the Calm and Cozy Brunch, specifically designed for those with sensory sensitivities, took place at 1:30.

**News Stories**

[Stargazers get a fresh outlook | Chico Enterprise-Record |](#)

[Chico's CARD holds re-opening event for Community Observatory after extended closure | KRCR |](#)

[Chico community stops to 'smell the roses' at the Creekside Rose Garden | KRCR |](#)

[Letter: Observatory 'star' puts place in context | Chico Enterprise-Record |](#)

[CARD takes command of Chico Observatory | The Orion |](#)

[New golf complex underway in Chico | Action News |](#)

[Chico Noon Rotarians create community garden at Chapman Park | Action News Now |](#)

[Hitting the Ice | Action News |](#)

[CARD prepares to open ice rink downtown | Chico Enterprise-Record |](#)

[Local Chico park being renamed to honor veterans | News | actionnewsnow.com](#)

[Wildwood Park to be renamed Veterans Memorial Park | Midday Report | Chico Enterprise-Record |](#)

[Wildwood Park renamed to Veteran's Memorial Park in Chico | KRCR |](#)

[CARD to discuss proposed aquatic center | Action News |](#)

[Highlights and lowlights from the week's news | Editorial | Chico Enterprise-Record |](#)

[Chico kids on 'nice list' can get personal replies from Santa himself this holiday season | KRCR |](#)

[Santa and CARD team up for holiday brunch plus inclusive activities in Chico | KRCR |](#)

**Contracts over \$20,000**

- None