



**CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)**

Regular Meeting Agenda
FEBRUARY 26, 2024, 6:00 PM
City Council Chambers - 421 Main Street, Chico CA

Materials related to an item on this Agenda are available for public inspection in the Park Division Office at 965 Fir Street, Chico during normal business hours or online at <http://www.chico.ca.us/>

1. REGULAR COMMISSION MEETING

- 1.1. Call to Order
- 1.2. Roll Call

2. CONSENT AGENDA

All matters listed under the Consent Agenda are to be considered routine and enacted by one motion.

2.1. APPROVAL OF THE MINUTES OF THE 1/29/24 BPPC MEETING

Action: Approve minutes of the Bidwell Park & Playground Commission's (BPPC's) 1/29/24 Regular Meeting.

2.2. PERMIT TO HOLD A SHAKESPEARE PERFORMANCE IN CEDAR GROVE MEADOW FROM MAY 29, 2024 TO JUNE 9, 2024.

Erin Horst from Legacy Stage (applicant), requests to hold a Shakespearean performance in the Cedar Grove Meadow four evenings a week on Wednesday through Saturday, starting on 5/29/24 to 6/1/24. Then six evenings on Tuesday through Sunday, starting 6/4/24 to 6/9/24. The reservation request is from 6:00 p.m. to 11:00 p.m. each night, with the actual performances being held from 8:00 p.m. to 9:30 p.m. The group is also requesting the use of the Cedar Grove from 5/25/24-5/28/24 from 6:00 p.m. to 11 p.m. for rehearsals, and the ability to store performance materials in a trailer with an overnight security guard during the event.

Recommendation: *Conditional approval of the permit.*

3. ITEMS REMOVED FROM CONSENT – IF ANY

4. PUBLIC COMMENTS:

Members of the public may address the Commission at this time on any matter not already listed on the agenda; comments are limited to three minutes. The Commission cannot take any action at this meeting on requests made under this section of the agenda.

5. PUBLIC HEARINGS NONE

6. REGULAR AGENDA

6.1. CONSIDERATION OF A REQUEST FROM THE CHICO COMMUNITY OBSERVATORY INC. TO TRANSFER THE LEASE OF THE UPPER BIDWELL PARK OBSERVATORY TO THE CHICO AREA RECREATION AND PARK DISTRICT (CARD).

The Commission will consider a proposal from the non-profit Chico Community Observatory, Inc. and the Chico Area Recreation and Park District (CARD) to transfer the roles and responsibilities of the lease of the observatory in Upper Bidwell Park to CARD. **(Report – Linda Herman, P&NRM).**

Recommendation: The Commission is requested to provide comments and a recommendation regarding the Chico Community Observatory's and CARD's request. If approved, the P&NRM requests permission to forward the standard City lease terms and document to City Council without further BPPC review and approval.

6.2. CONSIDERATION OF A REQUEST FROM THE CHICO AREA RECREATION AND PARK DISTRICT (CARD) TO INSTALL A SMALL STORAGE CONTAINER AT SYCAMORE FIELD IN LOWER BIDWELL PARK.

CARD is requesting permission to install a 10'x10' storage container near the 3rd Base line at Sycamore Field in the One Mile Recreation Area in Lower Bidwell Park. The container will be used to store field maintenance equipment and supplies **Report – Linda Herman, Park & Natural Resources Manager (P&NRM).**

Recommendation – The P&NRM requests the Commission to provide comments and a recommendation regarding CARD's request.

6.3. CONSIDERATION OF PROPOSED CHANGES TO THE PARK RESERVATION FEES FOR SMALLER RESERVATIONS.

The BPPC will consider Staff's proposal to increase the Park Reservation fees by \$5-\$10 to reserve park facilities, except Caper Acres, in Bidwell Park and other City parks for reservations that have 150 or less participants. The fees for larger events are not being considered at this time.

Recommendation – The P&NRM recommends the Commission approve the proposed revised Park Reservation fees.

7. REPORTS AND COMMUNICATIONS

Items provided for the Commission's information only. No action can be taken on any of the items unless the Commission agrees to include it on a subsequent posted agenda.

7.1. Parks Division Report – Linda Herman, Park and Natural Resources Manager.

7.2. Street Tree Division Report – Richie Bamlet, Urban Forest Manager.

8. ADJOURNMENT

Adjourn to the next regular meeting on March 25, 2024, at 6:00 P.M. in the Council Chamber of the Chico Municipal Center building located at 421 Main Street, Chico, California.



Please contact the Park Division Office at (530) 896-7800 if you require an agenda in an alternative format or if you need to request a disability-related modification or accommodation. This request should be received at least three working days prior to the meeting.

**CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)
MINUTES OF THE
JANUARY 29, 2024 REGULAR MEETING**

1. REGULAR COMMISSION MEETING

1.1. Call to Order

The meeting was called to order by Vice Chair Thomas-Petty at 6:00 pm.

1.2. Roll Call

Commissioners Present:

Jesse Alexander
John Blachley
Nichole Nava
Anjanette Shadley
Jenny Scheer
Megan Thomas-Petty

Commissioners Absent: Jeff Glatz

Staff Present:

Kathleen Collier, Administrative Assistant
Linda Herman, Park & Natural Resources Manager (P&NRM)
Skyler Lipski, Deputy Director of Public Works O&M

2. CONSENT AGENDA:

All matters listed under the Consent Agenda are to be considered routine and enacted by one motion.

2.1. APPROVAL OF THE MINUTES OF THE 12/11/23 BPPC MEETING

Action: Approve minutes of the BPPC's 12/11/23 Regular Meeting.

Commissioner Scheer informed Staff that there was one error in the minutes under Roll Call that said she was absent at this meeting. The remainder of the minutes are correct.

A motion to approve the Consent Agenda with the correction of the minutes provided by Scheer was made by Vice-Chair Alexander and seconded by Commissioner Nava. The motion carried as follows:

AYES: Commissioners Blachley, Nava, Scheer and Shadley, Vice-Chair Alexander, and Chair Thomas-Petty.

NOES: None

ABSENT: Commissioner Glatz

3. ITEMS REMOVED FROM CONSENT NONE

4. PUBLIC COMMENTS:

Members of the public may address the Commission at this time on any matter not already listed on the agenda; comments are limited to three minutes. The Commission cannot take any action at this meeting on requests made under this section of the agenda.

There were no public comments.

5. **PUBLIC HEARINGS** – NONE

6. **REGULAR AGENDA**

6.1. **CONSIDERATION OF A REQUEST FROM THE CHICO ROD AND GUN CLUB TO FENCE THE FACILITY'S PARKING AREA (LOT D) AND TO ALLOW OUTDOOR ARCHERY AT THE FACILITY.**

At its 12/11/23 meeting, the Bidwell Park & Playground Commission (BPPC) considered a request from the Chico Rod and Gun Club ("Club") to install gates at the Club's leased parking lot area (Lot D) in Upper Bidwell Park to limit non-member vehicles, except during the required public use periods and events. The Club also requested permission to allow outdoor archery at their facility. The Commission requested additional information from Staff and continued this discussion to their January meeting. (*Report – Linda Herman, P&NRM*)

Recommendation: The Park & Natural Resource Manager (P&NRM) requested the Commission provide comments and recommendations on Chico Rod & Gun Club's request, and any revisions or requirements that may be needed for a revised lease with the Club.

Chico Rod & Gun Club members James LeDonne and Neil Potts provided information to the Commission on this item.

Commissioner Nava voiced concerns about the loss of public parking and potential parking fee revenues. She also suggested that the archery waiver form presented by the Club include language that protects the City as well.

Commissioner Scheer also voiced concerns about the loss of public parking and asked if the parking lot could be opened during the day such as 8 am to 8 pm. Club member LeDonne proposed the idea of removing a small dead oak tree to expand public parking area near the second most easterly entrance to the parking lot.

Commissioner Blachley asked that the tree be assessed by the Urban Forest Manager or a biologist to determine its actual health and whether it provides potential wildlife habitat before removal.

Chair Thomas-Petty also voiced concerns regarding the loss of public parking and asked if security cameras could be installed to help with the vandalism rather than close the parking lot. She also asked about public safety and whether the Club's insurance policy has adequate coverage for the outdoor archery activities.

Public member Larry Willis voiced opposition to the gate installation.

Commissioner Shadley asked for clarification on when the parking lot would be closed to the public and when it will not. LeDonne responded that the intent is to open the parking lot to the public only during Club events and when Club members are present. He also said an electronic gate opener would be used in the future to allow the public to exit, but not enter, the parking lot after it is closed.

Shadley also suggested possibly continuing the discussion of the parking lot closure component since there are still concerns and unanswered questions from the Commission. If not, then she would motion to approve closing the lot.

Chair Thomas-Petty called for Commissioner Shadley to make a motion.

Commissioner Shadley made a motion to approve the installation of the gate and the closing of the parking lot when Club members are not present. The motion was seconded by Commissioner Blachley.

The motion carried as follows:

AYES: Commissioners Blachley, Nava, Scheer and Shadley.

NOES: Vice-Chair Alexander, and Chair Thomas-Petty.

ABSENT: Commissioner Glatz

A motion to approve the outdoor archery area was made by Commissioner Nava and seconded by Chair Thomas-Petty. The motion carried as follows:

AYES: Commissioners Blachley, Nava, Scheer and Shadley, Vice-Chair Alexander, and Chair Thomas-Petty.

NOES: None

ABSENT: Commissioner Glatz

6.2. CONSIDERATION OF A REQUEST FROM THE CHICO FIRE DEPARTMENT TO INSTALL A GRAVEL HELICOPTER LANDING PAD NEAR BEAR HOLE IN UPPER BIDWELL PARK.

The Chico Fire Department requested the BPPC consider establishing a 60-foot radius gravel area near Bear Hole in Upper Bidwell Park for emergency/rescue helicopter landings. (**Report – Linda Herman, P&NRM**)

Recommendation: The P&NRM requested the Commission to provide comments and a recommendation on Chico Fire Department's request.

There were no public comments on this item.

A motion to approve the installation of a gravel surfaced emergency response helicopter pad near Bear Hole in Upper Bidwell Park was made by Commissioner Scheer and seconded by Commissioner Nava.

The motion carried as follows:

AYES: Commissioners Blachley, Nava, Scheer and Shadley, Vice-Chair Alexander, and Chair Thomas-Petty.

NOES: None

ABSENT: Commissioner Glatz

6.3. CONSIDERATION OF INSTALLING A SECOND GATE AT THE PARK PETERSEN DRIVE ENTRANCE INTO LOWER BIDWELL PARK.

Staff requested the Commission consider allowing the installation of a second gate at the Petersen Drive entrance into Lower Bidwell Park to help prevent vehicle parking after the park closes. (**Report – Linda Herman, Park & Natural Resources Manager (P&NRM)**).

Recommendation – The P&NRM recommended the Commission approve the additional gate installation.

There were no public comments on this item.

A motion to approve the installation of a secondary outer gate at the Petersen Drive entrance into Lower Bidwell Park was made by Commissioner Nava and seconded by Vice Chair Alexander.

The motion carried as follows:

AYES: Commissioners Blachley, Nava, Scheer and Shadley, Vice-Chair Alexander, and Chair Thomas-Petty.

NOES: None

ABSENT: Commissioner Glatz

6.4 APPROVAL OF THE 2024 BPPC REGULAR MEETING CALENDAR

The Commission was requested to approve the proposed BPPC regular meeting dates for 2024.

There were no public comments on this item.

A motion to approve the 2024 Meeting calendar, with the exception to move the November 25th meeting to November 18th due to the Thanksgiving holiday was made by Commissioner Blachley and seconded by Chair Thomas-Petty.

The motion carried as follows:

AYES: Commissioners Blachley, Nava, Scheer and Shadley, Vice-Chair Alexander, and Chair Thomas-Petty.

NOES: None

ABSENT: Commissioner Glatz

7. REPORTS AND COMMUNICATIONS.

The following items were provided for the Commission's information only.

7.1. Parks Division Report – Linda Herman, Park, and Natural Resources Manager

7.2. Street Tree Division Report – Richie Bamlet, Urban Forest Manager

8. ADJOURNMENT

The meeting was adjourned at 7:26 p.m. to the next regular BPPC meeting on February 26, 2024, at 6:00 P.M. in the Council Chamber of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Date Approved: ___/___/___

Prepared by:

Linda Herman, Park & Natural Resources Manager

Date

Distribution: BPPC



BPPC Staff Report

Meeting Date 2/26/24

DATE: 2/20/24
 TO: Bidwell Park and Playground Commission
 FROM: Linda Herman, Park & Natural Resources Manager
 SUBJECT: Legacy Stage – Shakespeare Performance in Cedar Grove Meadow

REPORT IN BRIEF:

Erin Horst from Legacy Stage (applicant), requests to hold a Shakespearean performance in the Cedar Grove Meadow four evenings a week on Wednesday through Saturday, starting on 5/29/24 to 6/1/24. Then six evenings on Tuesday through Sunday, starting 6/4/24 to 6/9/24. The reservation request is from 6:00 p.m. to 11:00 p.m. each night, with the actual performances being held from 8:00 p.m. to 9:30 p.m. The group is also requesting the use of the Cedar Grove from 5/25/24-5/28/24 from 6:00 p.m. to 11 p.m. for rehearsals, and the ability to store performance materials in a trailer with an overnight security guard during the event.

Recommendation: Conditional approval.

Event Details

Date of Application	1/17/24
Date of Event	5/29/24 -6/9/24 (10 performances) (4 rehearsals from 5/25/24-5/28/24)
Time of Reservation/ Event	6:00 p.m. to 11:00 p.m. total time./ 8:00 pm. to 9:30 pm for performances
Event Name	Legacy Stage Performance
Applicant Name	Erin Horst
Location	Cedar Grove Meadow
Description	Conduct a Shakespeare theatre performance at the Cedar Grove Meadow. Acoustic music but no amplified sound will be used. Will also use free-standing lighting (see attached picture).
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If no, # of years: 4
Participant Fee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If, yes, fee amount: \$20.00
# Participants	175 each performance plus cast members
Amount of Fees to be paid	\$2,050 for the performances \$360 for the rehearsals
Reason for BPPC Consideration?	Exceeds 15 hours or is for multiple days. Also requests Cedar Grove exterior gate to remain open until 11:00 p.m., and the ability for overnight storage on site to hold equipment with a security guard present.

Conditions:

Staff recommends the following conditions:

- Continued adherence to all park rules.
- Allow the entrance/exit gate on 8th Street to be kept open until 11:00 pm instead of 9 p.m.
- Applicant will honor requests for reasonable accommodation under the ADA (Americans with Disabilities Act).
- Applicant will need to do a final inspection of the Cedar Grove Meadow at the conclusion of each performance (and the entire event) and remove signs and other items, as well as pick up any trash generated from the performances.

Attachments: Two Permit Applications for Park Use

Distribution: Erin Horst



City of Chico
Application & Permit for Park Use
Public Works Department - Park Division

Number of People:

150 or less 151 or more Special Event

SECTION 1 - APPLICATION INFORMATION
Must be 18 or older to submit an application - Permit fees due upon submittal

This Reservation is not valid until approved by the Park Division

Name of Applicant/Contact Person

Organization Name (if applicable)

Home, Organization, or Company Address

City, State, Zip

 Contact Phone No. Alternate Phone No.

Description of Event (Family BBQ, walk/run)* Additional room at bottom of page

Day and Date of Event

From: To:
 Time of Event only No. of People

From: To:
 (Total time needed for set-up, Event, and clean-up)

Email Address

Note: Park gates will not remain closed beyond normal opening time for any Event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to a separate permit and approval.
Use of 50 or 100 amp requires a certified electrician (See Section 2).

Area Requested: (Please check if requested)

- Five Mile Picnic Area East West
 - BBQ - Pick up key Mon - Fri 8:00 am - 4:30 pm
- Cedar Grove Picnic Area Cedar Grove Meadow
 - Electricity (15 amp) Water (Available- no hose bib)
 - Water (Available- no hose bib) Electricity (100 amp) Electricity (50 amp)
 - BBQ - Pick up key Mon-Fri 8:00 am-4:30 pm
- Bidwell Bowl Amphitheater
 - Electricity (15 amp)
- One Mile Picnic/Barbecue Area
 - Oak Grove A Oak Grove B
 - Electricity (15 amp)
 - Band Stand (15 amp)
 - BBQ - Pick up key Mon - Fri 8:00 am - 4:30 pm (Water is available, but no hose bib)
 - Sycamore Field: Contact CARD to reserve.

Note: Special conditions apply for amplified sound and 100 amp electricity (12R.10.170 CMC).

- City Plaza (Additional fees may apply)
 - Electricity (15 amp) Electricity (100 amp)
 - Event Restrooms Water
 - Fountain: on off
 - Meter Bags #
- Council Ring
 - Fire Permit
- Depot Park
 - Electricity (15 amp)
- Lower Bidwell Park (Public Events only)
- Children's Playground
 - Electricity (15 amp) Pick up key Mon - Fri 8:00 am - 4:30 pm
 - Electricity (100 amp)
 - Water (Public Events Only)
- Picnic Site No. 37 (Redwood Grove) **No vehicle access before 11 am**
- Upper Bidwell Park (Public Events only)
- Other (Specify):
- Early Entrance Needed (Public Events only)

*Additional Description of the Event (if needed)

For Park Ranger Assistance during the Event call 530-897-4912 (Police Department Non-Emergency Dispatch).

Office Distribution:

Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	BPPC	Cleaning Service	Facilities
Park Field Supervisor	Park Ranger 2	Calendar	920 Fund	DCBA	Risk Management (email)	CPD

SECTION 2 - EVENT INFORMATION

Please answer the following questions by checking "yes" or "no"

Is this an annual event? If so, how many years have you been holding this event? <input style="width: 150px;" type="text" value="4"/>	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a patron admission, entry, or participant fee(s) required for your event? If fee is charged, how much is the fee? <input style="width: 100px;" type="text"/>	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Will there be amplified sound/music at the event? (Please see the Noise Conditions for Park Use in Section 4)	Yes	No
Specify type (microphone, band, radio, PA system etc.): <input style="width: 150px;" type="text" value="Instrumental music"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When will amplified sound/music be heard? Time from: <input style="width: 50px;" type="text" value="8 PM"/> to: <input style="width: 50px;" type="text" value="9:30 PM"/>		
<small>Note: 50 / 100 amp electrical service requires a certified electrician to operate</small>		
Will there be an entertainment apparatus anywhere? These are only allowed in certain areas of the park. <i>No water apparatus allowed.</i>	Yes	No
Operator to provide proof of insurance to the City Park Division prior to event.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Bounce house <input type="checkbox"/> Climbing wall <input type="checkbox"/> Ropes course <input type="checkbox"/> Other: <input style="width: 100px;" type="text"/>		
Name of Operator: <input style="width: 200px;" type="text"/>		
Will there be any vendors selling food, merchandise, or services at this event? (no glass or alcohol permitted)	Yes	No
If selling food, please describe how it will be prepared at the event: <input style="width: 200px;" type="text" value="Food truck or vendor (1 per night)"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<small>Valid permit from Butte County Environmental Health is required for all food vendors and must be on hand.</small>		
Will event require that any part of the Park remain closed beyond the normal time of opening?	Yes	No
<small>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. (Subject to approval by the City Park Division)</small>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, please state which gates: <input style="width: 50px;" type="text"/> Time of closure: from: <input style="width: 50px;" type="text"/> to: <input style="width: 50px;" type="text"/>		
Will event require overnight storage of property? If yes, how many security or other personnel will be provided? <input style="width: 100px;" type="text" value="Pod/stage"/>	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will there be early entrance (before 7 am) into the Park? (An additional fee will be charged) Note: Gate monitors are required at all the entrances and exits for early Park entrance until gates open at 9 am.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, when will monitors be at their positions? Time from: <input style="width: 50px;" type="text"/> to: <input style="width: 50px;" type="text"/>		
Portable Restrooms: You are required to rent portable restrooms for events with 200+ participants in the immediate area of the event site which will be available to the public during your event.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Restroom company: <input style="width: 150px;" type="text"/> Phone number: <input style="width: 100px;" type="text"/>		
Location(s) of portable restrooms: <input style="width: 150px;" type="text"/>		
<small>Note: Restrooms shall be removed within 32 hours after conclusion of event.</small>		
Trash and Recycling: As an event organizer, you must properly recycle or dispose of waste during your event and immediately after the event. The area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required at applicant's cost. Note: Containers shall be removed within 32 hours after conclusion of event.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trash company: <input style="width: 150px;" type="text"/> Phone number: <input style="width: 100px;" type="text"/>		
Will your event include the use of any signs, banners, or decorations? (Please see Conditions for Park Use in Section 4)	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, please describe type and location: <input style="width: 150px;" type="text" value="Stage - far side of meadow"/>		
<small>Note: All signs and banners shall be free standing and not affixed to trees or Park property</small>		
Will water be needed during your event? If yes, for what purpose:	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<small>Please provide your own hose and shut-off nozzle. No hose bib is available at One Mile Recreation Area.</small>		
Is this a walk, run or bike race event?	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, are you using the standard race course? If not, please provide a map.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<small>Note: Not using the standard race course requires Bidwell Park & Playground Commission (BPPC) approval.</small>		
One Mile / Sycamore Field: If this is a One Mile reservation, will Sycamore Field be needed?	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<small>If yes, you will need to contact CARD at 545 Vallombrosa Ave. Chico (530) 895-4711.</small>		
City Plaza Only: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for loading and unloading may be obtained from the City by calling: (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
<small>If yes, a Vend, Peddler, Hawk permit must be obtained from the Engineering Division at 411 Main Street, Chico (530) 879-6900.</small>		
Will City street closure(s) be needed?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
<small>If yes, a separate permit must be obtained from the Engineering Division at 411 Main Street, Chico (530) 879-6900.</small>		

SECTION 3B - PERMIT FEES

Reservations with 151 or more people, complete this section
(150 or fewer people, complete Section 3A)

Description	Fee	Total
Application Processing Fee	\$40	\$40
Damage Deposit Fee (Refundable)	\$150	\$150
Event Fees Based on Number of Participants		
1 - 150	\$75	
151 - 250	\$150	\$1800
251 - 500	\$230	
501 - 1,000	\$525	
1,001 plus (see line below)	\$750	
\$0.50 per participant exceeding 1001	\$0.50 x <u> </u> # over 1001	

Additional Fees	Fee	No. of Units	Total
Early Entrance Fee (before 7 am)	\$35 / hour	_____	
Events with vendors selling food, beverages, merchandise, or services	\$10 / vendor	_____	\$10
Sound/Electricity (15 amp)	\$15 / day	_____	
Sound/Electricity (50 or 100 amp)	\$35 / day	_____	\$420
City Plaza Additional Restrooms (200 + participants)	\$112.50 / day	_____	
Fees due upon submittal of application		Park Fees Total: <u>\$2420.-</u>	
Credit Card payment will be assessed a 2.75% convenience fee		Convenience Fee: _____	
Make checks payable to: City of Chico		Total Fees Required: _____	
City of Chico Cash Receipt No: _____ Payment Method: _____ Date: _____			Received by: _____

SECTION 4 - CONDITIONS FOR PARK USE

You are responsible for knowing the Park Rules. Please observe the following:

Alcohol	Alcohol is not permitted in any City Park or Playground.
BBQs	Portable BBQs (charcoal or propane only) may only be used next to existing BBQs in Lower Bidwell Park and Five Mile Recreation Areas, no other areas. No BBQs allowed during Red Flag Fire Warning or high wind advisory days.
Bicycles	Bicycles must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
Bounce Houses	Bounce houses, (except those with water) and other similar non-water play equipment, are only permitted in certain areas with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance to the Park Division prior to event. Bounce houses are not allowed in Caper Acres.
Campfires	No campfires allowed at any time, except by permit and only in the Council Ring.
Camping	No overnight camping allowed unless authorized by the Bidwell Park and Playground Commission. Bidwell Park is a day use only park.
Clean up	Permittee is required to completely clean up area at the conclusion of event.
Damages	Any damage to City property as a result of this event will be repaired at permittee's expense.
Dogs	Dogs may be off leash from 5:30 am to 8:30 am in Lower Park. All other times, dogs must be on a leash 6 feet in length or less. Along the north side of Upper Park Road, dogs may be off leash anytime. While off leash, dogs must remain under control via master's voice. Dogs are not allowed in Caper Acres, One Mile or Five Mile swimming areas, or designated swimming holes in Upper Park.
Electrical	All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
Fishing	Big Chico Creek: Check California Fish and Wildlife Regulations: www.wildlife.ca.gov . Horseshoe Lake: Age 14 and over - license required, catch and release. Under 14 - no license required, catch and keep.
Gate Closures	Upper Park gate at Parking Lot E is closed on Sundays, Mondays, during wet periods, and Red Flag Fire Warning days. Gates may be closed for approved special events. For gate opening and closing hours, visit: www.chico.ca.us/park-trails .
Glass	No glass containers allowed in any City Park or Playground.
Horses	Horses must stay on designated trails. Horses are not allowed in One Mile or Five Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
Noise	No loud or unusual noises are allowed, including radios and headsets that can be heard over 50 feet away. For music or sound at One Mile Recreation Area, please face all speakers away from Woodland Ave.
Park Closures	Lower Park is closed from 11:00 pm to 5:00 am every day, unless directly and actively proceeding to a destination outside of the Park. Upper Park is closed to vehicles at 9:00 pm October - March, and 11:00 pm April - September unless posted otherwise. Park may be closed during Red Flag Fire Warning or high wind advisory days.
Signs/ Defacing	Defacing of trees, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, slack lines, hammocks, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
Smoking	Smoking or vaping is not permitted in any City Park or Playground.
Swimming	While in the One Mile swim area, compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty during summer swim season.
Vegetation	No taking, cutting, or injury of any vegetation in the Park is allowed.
Vehicle Traffic	<ul style="list-style-type: none">• While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.• Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.• Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.• No vehicles are permitted to travel or park on grass areas.

SECTION 5 - INSURANCE

(To be determined by Park Division)

INSURANCE REQUIREMENTS ARE APPLICABLE TO ALL EVENTS WHERE:

"There are more than 150 participants"

Insurance Required

Not Required

For Insurance questions for your event, please contact the Risk Management office
(530) 879-7910 or email risk-management@chico.ca.gov

For liability coverage purposes, it is the applicant and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties.

Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

Permittee shall supply, at least two (2) weeks in advance* of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit; \$2,000,000 aggregate with policy endorsements as follows:

(1) Identification of permit application, identification of event, date of event.

Note: Numbers 2 and 3 below must be separate endorsements:

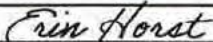
- (2) The City of Chico, its officers, boards of commissions, and members thereof, its employees and agents are covered as additional insureds as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage" standard Certificate of Insurance cancellation language is not acceptable.

***Please Note: Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event.**

SECTION 6 - ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property in, upon or about City Parks or Playgrounds, and arising from my use of the Parks and Playgrounds as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

***I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use" in Section 4, will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.**


Signature of Applicant

1/17/24
Date

RETURN THIS FORM TO:

City of Chico - Park Division
Deliver to: 965 Fir Street, Chico, CA 95928
Mail to: PO Box 3420, Chico, CA 95927
email to parkinfo@chico.ca.gov

THIS RESERVATION IS NOT VALID UNTIL ALL FEES ARE PAID AND APPROVED BY THE PARK DIVISION.
A copy of the approved permit will be returned to you.

SECTION 7 - AUTHORIZATION

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend this permit be:

- Approved by Director
- Approved by Director subject to insurance approval and any listed additional condition(s):
- Denied by Director
- Approved by Bidwell Park & Playground Commission (BPPC)
- Approved by BPPC subject to listed additional condition(s): (see attached conditions)
- Denied by BPPC

Reason for Denial:

Approved by

Date



City of Chico
Application & Permit for Park Use
Public Works Department - Park Division

Number of People:

150 or less 151 or more Special Event

SECTION 1 - APPLICATION INFORMATION
Must be 18 or older to submit an application - Permit fees due upon submittal

This Reservation is not valid until approved by the Park Division

Erin Horst
 Name of Applicant/Contact Person

Legacy Stage
 Organization Name (if applicable)

[Redacted]
 Home, Organization, or Company Address

[Redacted]
 City, State, Zip

[Redacted] [Redacted]
 Contact Phone No. Alternate Phone No.

Shakespeare in the Park Rehearsals
 Description of Event (Family BBQ, walk/run)* Additional room at bottom of page

5/25/24-5/28/24
 Day and Date of Event

From: **6** To: **11 PM** **20**
 Time of Event only No. of People

From: **6 PM** To: **11 PM**
 (Total time needed for set-up, Event, and clean-up)

[Redacted]
 Email Address

Note: Park gates will not remain closed beyond normal opening time for any Event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to a separate permit and approval.
Use of 50 or 100 amp requires a certified electrician (See Section 2).

Area Requested: (Please check if requested)

- Five Mile Picnic Area** East West
 - BBQ - Pick up key Mon - Fri 8:00 am - 4:30 pm
- Cedar Grove Picnic Area** **Cedar Grove Meadow**
 - Electricity (15 amp) Water (Available- no hose bib)
 - Water (Available- no hose bib) Electricity (100 amp) Electricity
 - BBQ - Pick up key Mon-Fri 8:00 am-4:30 pm (50 amp)
- Bidwell Bowl Amphitheater**
 - Electricity (15 amp)
- One Mile Picnic/Barbecue Area**
 - Oak Grove A Oak Grove B
 - Electricity (15 amp)
 - Band Stand (15 amp)
 - BBQ - Pick up key Mon - Fri 8:00 am - 4:30 pm (Water is available, but no hose bib)
 - Sycamore Field: Contact CARD to reserve.

Note: Special conditions apply for amplified sound and 100 amp electricity (12R.10.170 CMC).

- City Plaza (Additional fees may apply)**
 - Electricity (15 amp) Electricity (100 amp)
 - Event Restrooms Water
 - Fountain: on off
 - Meter Bags #
- Council Ring**
 - Fire Permit
- Depot Park**
 - Electricity (15 amp)
- Lower Bidwell Park (Public Events only)**
- Children's Playground**
 - Electricity (15 amp) Pick up key Mon - Fri 8:00 am - 4:30 pm
 - Electricity (100 amp)
 - Water (Public Events Only)
- Picnic Site No. 37 (Redwood Grove) No vehicle access before 11 am**
- Upper Bidwell Park (Public Events only)**
- Other (Specify):** [Redacted]
- Early Entrance Needed (Public Events only)**

***Additional Description of the Event (if needed)** **This application is for our cast and crew prep days. We'll provide 1 24 hour security guard for overnight storage of stage and pod.**

For Park Ranger Assistance during the Event call 530-897-4912 (Police Department Non-Emergency Dispatch).

Office Distribution:

Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	BPPC	Cleaning Service	Facilities
Park Field Supervisor	Park Ranger 2	Calendar	920 Fund	DCBA	Risk Management (email)	CPD

SECTION 2 - EVENT INFORMATION

Please answer the following questions by checking "yes" or "no"

Is this an annual event? If so, how many years have you been holding this event? <input style="width: 150px;" type="text" value="4"/>	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a patron admission, entry, or participant fee(s) required for your event? If fee is charged, how much is the fee? <input style="width: 100px;" type="text"/>	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Will there be amplified sound/music at the event? (Please see the Noise Conditions for Park Use in Section 4) Specify type (microphone, band, radio, PA system etc.): <input style="width: 150px;" type="text" value="Instrumental music"/>	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When will amplified sound/music be heard? Time from: <input style="width: 50px;" type="text" value="8 PM"/> to: <input style="width: 50px;" type="text" value="9:30 PM"/> Note: 50 / 100 amp electrical service requires a certified electrician to operate	Yes	No
Will there be an entertainment apparatus anywhere? These are only allowed in certain areas of the park. No water apparatus allowed. Operator to provide proof of insurance to the City Park Division prior to event. <input type="checkbox"/> Bounce house <input type="checkbox"/> Climbing wall <input type="checkbox"/> Ropes course <input type="checkbox"/> Other: <input style="width: 100px;" type="text"/>	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Name of Operator: <input style="width: 200px;" type="text"/>		
Will there be any vendors selling food, merchandise, or services at this event? (no glass or alcohol permitted)	Yes	No
If selling food, please describe how it will be prepared at the event: <input style="width: 200px;" type="text"/> Valid permit from Butte County Environmental Health is required for all food vendors and must be on hand.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. (Subject to approval by the City Park Division)	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, please state which gates: <input style="width: 50px;" type="text"/> Time of closure: from: <input style="width: 50px;" type="text"/> to: <input style="width: 50px;" type="text"/>		
Will event require overnight storage of property? If yes, how many security or other personnel will be provided? <input style="width: 100px;" type="text" value="Pod/stage"/>	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will there be early entrance (before 7 am) into the Park? (An additional fee will be charged) Note: Gate monitors are required at all the entrances and exits for early Park entrance until gates open at 9 am.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, when will monitors be at their positions? Time from: <input style="width: 50px;" type="text"/> to: <input style="width: 50px;" type="text"/>		
Portable Restrooms: You are required to rent portable restrooms for events with 200+ participants in the immediate area of the event site which will be available to the public during your event.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Restroom company: <input style="width: 150px;" type="text"/> Phone number: <input style="width: 100px;" type="text"/> Location(s) of portable restrooms: <input style="width: 150px;" type="text"/> Note: Restrooms shall be removed within 32 hours after conclusion of event.		
Trash and Recycling: As an event organizer, you must properly recycle or dispose of waste during your event and immediately after the event. The area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required at applicant's cost. Note: Containers shall be removed within 32 hours after conclusion of event.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trash company: <input style="width: 150px;" type="text"/> Phone number: <input style="width: 100px;" type="text"/>		
Will your event include the use of any signs, banners, or decorations? (Please see Conditions for Park Use in Section 4)	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, please describe type and location: <input style="width: 150px;" type="text" value="Stage - far side of meadow"/> Note: All signs and banners shall be free standing and not affixed to trees or Park property.		
Will water be needed during your event? If yes, for what purpose: Please provide your own hose and shut-off nozzle. No hose bib is available at One Mile Recreation Area.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is this a walk, run or bike race event?	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, are you using the standard race course? If not, please provide a map. Note: Not using the standard race course requires Bidwell Park & Playground Commission (BPPC) approval.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
One Mile / Sycamore Field: If this is a One Mile reservation, will Sycamore Field be needed? If yes, you will need to contact CARD at 545 Vallombrosa Ave. Chico (530) 895-4711.	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
City Plaza Only: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for loading and unloading may be obtained from the City by calling: (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? If yes, a Vend, Peddler, Hawk permit must be obtained from the Engineering Division at 411 Main Street, Chico (530) 879-6900.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Will City street closure(s) be needed? If yes, a separate permit must be obtained from the Engineering Division at 411 Main Street, Chico (530) 879-6900.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3A - PERMIT FEES

Reservations with 150 or fewer people, complete this section
(151 or more people, complete Section 3B)

Reservation Locations	Fee	No. of Days	Total
Bidwell Bowl - Partial Day (5 hours or less)	\$55		
Bidwell Bowl - Full Day	\$100		
Cedar Grove Picnic Area - Partial Day (5 hours or less)	\$55		
Cedar Grove Picnic Area - Full Day	\$75		
Cedar Grove Meadow - Partial Day (5 hours or less)	\$55	4	\$220
Cedar Grove Meadow - Full Day	\$75		
Children's Playground - Partial Day (5 hours or less)	\$30		
Children's Playground - Full Day	\$55		
City Plaza - Partial Day (5 hours or less)	\$55		
City Plaza - Full Day	\$75		
Council Ring - Partial Day (5 hours or less)	\$55		
Council Ring - Full Day	\$75		
Depot Park - Partial Day (5 hours or less)	\$30		
Depot Park - Full Day	\$55		
Five Mile East - Partial Day (5 hours or less)	\$55		
Five Mile West - Partial Day (5 hours or less)	\$55		
Five Mile East - Full Day	\$75		
Five Mile West - Full Day	\$75		
One Mile Oak Grove A - Partial Day (5 hours or less)	\$55		
One Mile Oak Grove B - Partial Day (5 hours or less)	\$55		
One Mile Oak Grove A - Full Day	\$75		
One Mile Oak Grove B - Full Day	\$75		
One Mile Oak Grove A & B - Partial Day (5 hours or less)	\$75		
One Mile Oak Grove A & B - Full Day	\$125		
Picnic Site No. 37 (Redwood Grove) - Partial Day (5 hours or less)	\$30		
Picnic Site No. 37 (Redwood Grove) - Full Day	\$55		
Other Areas** - Partial Day (5 hours or less)	\$30		
Other Areas** - Full Day	\$55		

****Other Areas Require BPPC Approval**

Additional Fees	Fee	No. of Units	Total
Early Entrance Fee (before 7 am)	\$35 / hour	_____	_____
Events with vendors selling food, beverages, merchandise, or services	\$10 / vendor	_____	_____
Sound/Electricity (15 amp)	\$15 / day	_____	_____
Sound/Electricity (50 or 100 amp)	\$35 / day	4	\$140
Fees due upon submittal of application			Park Fees Total: \$360.00
Credit Card payment will be assessed a 2.75% convenience fee			Convenience Fee: _____
Make checks payable to: City of Chico			Total Fees Required: _____
City of Chico Cash Receipt No: _____	Payment Method: _____	Date: _____	Received by: _____

SECTION 4 - CONDITIONS FOR PARK USE

You are responsible for knowing the Park Rules. Please observe the following:

Alcohol	Alcohol is not permitted in any City Park or Playground.
BBQs	Portable BBQs (charcoal or propane only) may only be used next to existing BBQs in Lower Bidwell Park and Five Mile Recreation Areas, no other areas. No BBQs allowed during Red Flag Fire Warning or high wind advisory days.
Bicycles	Bicycles must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
Bounce Houses	Bounce houses, (except those with water) and other similar non-water play equipment, are only permitted in certain areas with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance to the Park Division prior to event. Bounce houses are not allowed in Caper Acres.
Campfires	No campfires allowed at any time, except by permit and only in the Council Ring.
Camping	No overnight camping allowed unless authorized by the Bidwell Park and Playground Commission. Bidwell Park is a day use only park.
Clean up	Permittee is required to completely clean up area at the conclusion of event.
Damages	Any damage to City property as a result of this event will be repaired at permittee's expense.
Dogs	Dogs may be off leash from 5:30 am to 8:30 am in Lower Park. All other times, dogs must be on a leash 6 feet in length or less. Along the north side of Upper Park Road, dogs may be off leash anytime. While off leash, dogs must remain under control via master's voice. Dogs are not allowed in Caper Acres, One Mile or Five Mile swimming areas, or designated swimming holes in Upper Park.
Electrical	All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
Fishing	Big Chico Creek: Check California Fish and Wildlife Regulations: www.wildlife.ca.gov . Horseshoe Lake: Age 14 and over - license required, catch and release. Under 14 - no license required, catch and keep.
Gate Closures	Upper Park gate at Parking Lot E is closed on Sundays, Mondays, during wet periods, and Red Flag Fire Warning days. Gates may be closed for approved special events. For gate opening and closing hours, visit: www.chico.ca.us/park-trails .
Glass	No glass containers allowed in any City Park or Playground.
Horses	Horses must stay on designated trails. Horses are not allowed in One Mile or Five Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
Noise	No loud or unusual noises are allowed, including radios and headsets that can be heard over 50 feet away. For music or sound at One Mile Recreation Area, please face all speakers away from Woodland Ave.
Park Closures	Lower Park is closed from 11:00 pm to 5:00 am every day, unless directly and actively proceeding to a destination outside of the Park. Upper Park is closed to vehicles at 9:00 pm October - March, and 11:00 pm April - September unless posted otherwise. Park may be closed during Red Flag Fire Warning or high wind advisory days.
Signs/Defacing	Defacing of trees, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, slack lines, hammocks, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
Smoking	Smoking or vaping is not permitted in any City Park or Playground.
Swimming	While in the One Mile swim area, compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty during summer swim season.
Vegetation	No taking, cutting, or injury of any vegetation in the Park is allowed.
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(To be determined by Park Division)

INSURANCE REQUIREMENTS ARE APPLICABLE TO ALL EVENTS WHERE:

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For liability coverage purposes, it is the applicant and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties.

Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

Permittee shall supply, at least two (2) weeks in advance* of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit; \$2,000,000 aggregate with policy endorsements as follows:

(1) Identification of permit application, identification of event, date of event.

Note: Numbers 2 and 3 below must be separate endorsements:

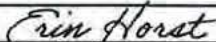
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***I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use" in Section 4, will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.**


Signature of Applicant

1/17/24
Date

RETURN THIS FORM TO:

City of Chico - Park Division
Deliver to: 965 Fir Street, Chico, CA 95928
Mail to: PO Box 3420, Chico, CA 95927
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A copy of the approved permit will be returned to you.

SECTION 7 - AUTHORIZATION

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend this permit be:

- Approved by Director
- Approved by Director subject to insurance approval and any listed additional condition(s):
- Denied by Director
- Approved by Bidwell Park & Playground Commission (BPPC)
- Approved by BPPC subject to listed additional condition(s): (see attached conditions)
- Denied by BPPC

Reason for Denial:

Approved by

Date



DATE: 2/23/24

TO: Bidwell Park and Playground Commission

FROM: Linda Herman, Parks and Natural Resource Manager

SUBJECT: CONSIDERATION OF A REQUEST FROM CHICO COMMUNITY OBSERVATORY INC. TO TRANSFER THE LEASE OF THE UPPER BIDWELL PARK OBSERVATORY TO THE CHICO AREA RECREATION AND PARK DISTRICT (CARD).

REPORT IN BRIEF:

The Commission will consider a proposal from the non-profit Chico Community Observatory, Inc. and the Chico Area Recreation and Park District (CARD) to transfer the roles and responsibilities of the lease of the observatory in Upper Bidwell Park to CARD.

Recommendation: The Commission is requested to provide comments and a recommendation regarding the Chico Community Observatory's and CARD's request. If approved, the P&NRM requests permission to forward the standard City lease terms and document to City Council without further BPPC review and approval.

BACKGROUND:

The observatory in Parking Lot C in Upper Bidwell Park was built by the Kiwanis Club and other community supporters and opened on November 17, 2001. The City owns the facility and property, but it was leased to the Greater Chico Kiwanis Club Observatory for operations and maintenance. A map of the leased area is attached in Exhibit A, which does not include the public parking lot.

In 2010, the responsibility and operation of the Observatory was transferred from the Greater Chico Community Observatory to a non-profit organization called the Pacific Center for Astronomical Outreach. A new lease was executed, which has an initial lease period of five years with two additional five-year extensions. Pacific Center for Astronomical Outreach is now the non-profit called Chico Community Observatory Inc. The lease is scheduled to expire on 11/1/2025.

DISCUSSION:

The current lease requires the Lessee to make the observatory available to the public at least four (4) evenings per week with a minimum of 12 hours per week ("public hours"), weather permitting. It also requires the Lessee to establish a permit process to make the observatory available to the general public outside public hours, if requested.

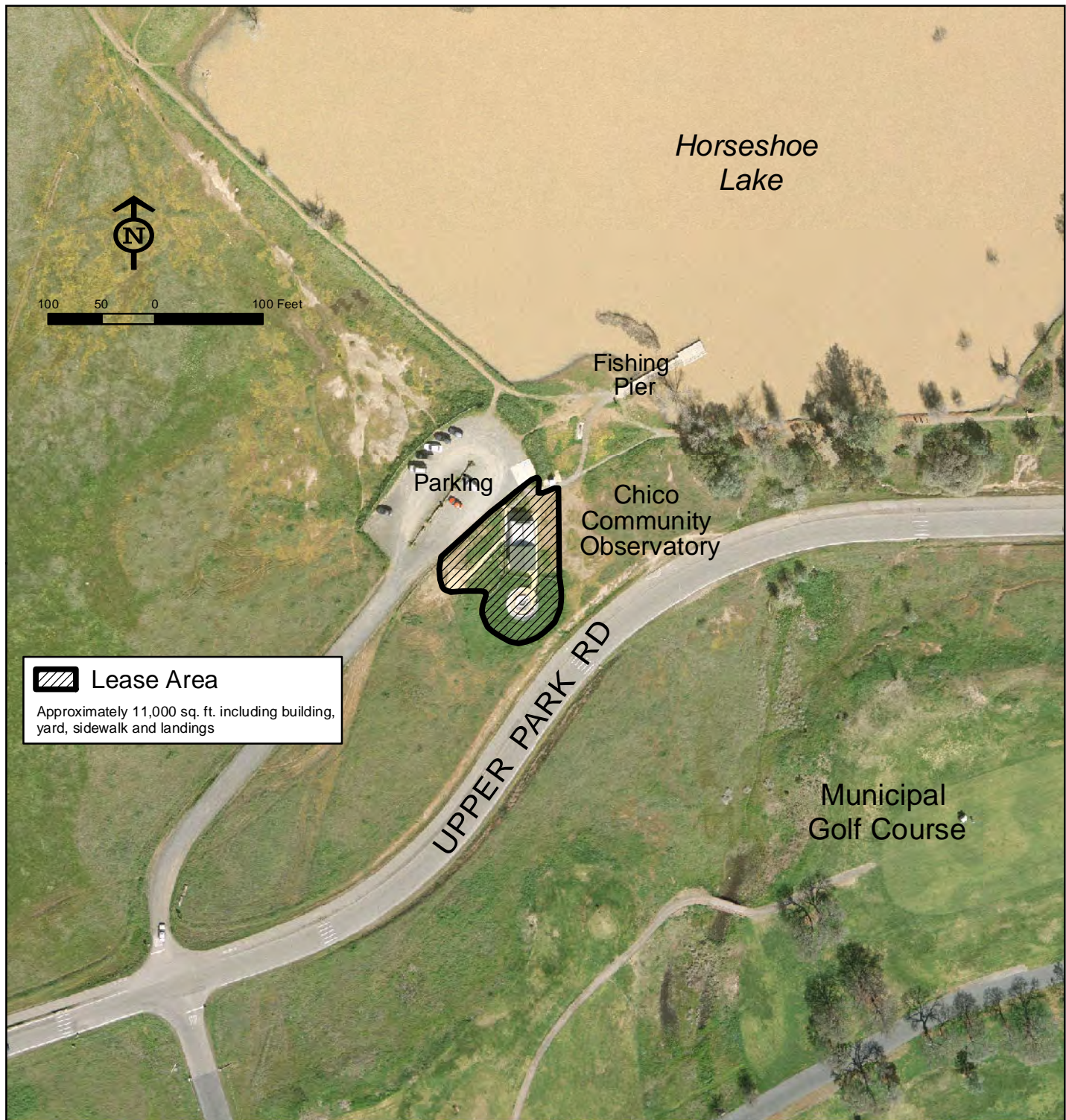
However, due to COVID-19 and other factors, the non-profit has struggled both operationally and financially to remain open and the observatory has been closed since February 2023. The non-profit reached out to CARD about the possibility of them assuming the City's lease and the operation of the Observatory. Attached as Exhibit B is a letter from the non-profit expressing their support of this proposal. A letter from CARD is in Exhibit C.

In discussions with CARD, the General Manager is proposing making the observatory available to the public at least three (3) evenings per week with a minimum of nine (9) hours per week. The public permit process outside of these hours and the other standard conditions of the current observatory lease will remain the same.

CARD is hoping to start operation of the observatory as soon as possible and is requesting a long-term lease of 25 years, which is similar to the terms of their other leases in Bidwell Park. The City's standard lease terms and policy were revised to require all new City property leases in excess of 5 years to be approved by City Council and leases in excess of 15 years to also be approved by BPPC.

ATTACHMENTS:

- Exhibit A: Observatory Lease Area Map
- Exhibit B: Chico Community Observatory, Inc. letter.
- Exhibit C: CARD Letter



Lease Area
 Approximately 11,000 sq. ft. including building, yard, sidewalk and landings

Aerial photo: March 2009

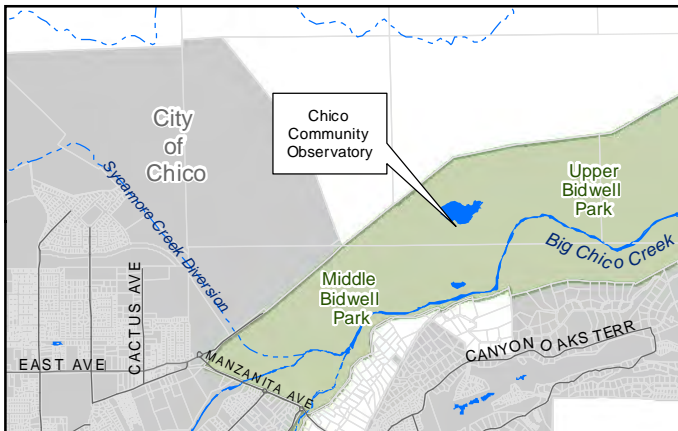


EXHIBIT "A"

**"Plat to Accompany Lease Agreement,
 Observatory - Bidwell Park"**

09/22/2010



CHICO COMMUNITY
OBSERVATORY

1835 LOCUST STREET
CHICO, CA 95926

Ph. (530) 487- 4071
Email: chicoobservatory@gmail.com
Facebook:
<http://www.facebook.com/ChicoCommunityObservatory>

February 21, 2024

Dear Bidwell Park & Playground Commission;

We are writing to express our enthusiastic support for the proposal to transfer the lease of the Chico Community Observatory to Chico Area Recreation and Park District (CARD). As a non-profit organization committed to promoting access to astronomy and science in our community, we believe that this transfer will not only safeguard the future of the Observatory but also contribute significantly to the broader goals of education, scientific research, and community outreach.

CARD has demonstrated a commendable track record in managing public spaces and promoting educational initiatives within our community. The Observatory has played a vital role in fostering a love for science, astronomy, and education within our community. Its unique facilities and programs have inspired countless individuals, including students, families, and enthusiasts. By entrusting the lease to CARD, we are confident that the Observatory will continue to thrive, offering educational programs, engaging exhibits, and community events that align with the values and objectives of both our organizations.

Thank you for considering our perspective, and we look forward to witnessing the continued success and positive impact of the Observatory under the stewardship of CARD. If there are any additional details or information required, please do not hesitate to contact us. Thank you,

Sincerely,

Dan Puser
Director, Chico Community Observatory Inc.
dan@puser.com
530.570.0707



CARD

Chico Area Recreation & Park District

Bidwell Park & Playground Commission

ICO: Linda Herman, Park & Natural Resources Manager

February 21, 2024

Subject: Chico Observatory Lease

Dear Commissioners:

In keeping with the City of Chico and the Chico Area Recreation and Park District's (CARD) desire to strengthen the relationship between the City's parks and related property while leveraging CARD's expertise in running quality recreation and park services, CARD is seeking a lease agreement for the Chico Community Observatory.

Recently, the non-profit organization that holds the lease for the Chico Community Observatory with the City of Chico, set to expire in 2025, reached out to District staff to discuss the possibility of CARD assuming the lease and related operations.

The Observatory has been closed since February 2023 as the non-profit organization has been unable to secure insurance due to its suspended non-profit status. There are six volunteers on their active roster. Their pre-pandemic volunteer numbers averaged 10-12. The non-profit's Director believes additional volunteers would be interested in participating if they could operate consistently. The non-profit Board of Directors reports that they are committed to continuing to provide activities that would benefit the community, such as sharing the night sky and kindling a love of the natural world.

CARD is currently successfully operating the Nature Center and offering quality programs to the community through a lease from the City of Chico. The Observatory presents comparable opportunities, and CARD is excited to launch into a new recreational adventure for the residents in the Chico Area. CARD is known for its exceptional recreational activities, camps, and enrichment programs and is excited to blend this amazing resource into established programming. Additionally, CARD aims to facilitate field trips, provide rental space for parties, and host special events to increase access to celestial wonders for all members of the community.

CARD is seeking to begin its leasehold of the Chico Observatory from now until 2049. Thank you for your consideration.

Sincerely,

A blue ink handwritten signature of Annabel Grimm, consisting of several loops and a long horizontal stroke.

Annabel Grimm

General Manager

ITEM 6.1 EXHIBIT C



DATE: February 22, 2024
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Linda Herman, Park & Natural Resource Manager
SUBJECT: CONSIDERATION OF CHICO AREA RECREATION & PARK DISTRICT'S (CARD) REQUEST TO INSTALL A SMALL STORAGE CONTAINER AT SYCAMORE FIELD IN LOWER BIDWELL PARK.

REPORT IN BRIEF:

The Chico Area Recreation & Park District (CARD), which has a long-term City lease for use Sycamore Field in Lower Bidwell Park, requests the Bidwell Park and Playground Commission's (BPPC) approval to install a 10'x10' storage container near the 3rd Base line at Sycamore Field in the One Mile Recreation Area in Lower Bidwell Park. The container will be used to store field maintenance equipment and supplies.

Recommendation: The Park & Natural Resources Director requests the Commission to provide comments and a recommendation regarding CARD's request

BACKGROUND:

CARD has leased the Sycamore Field for recreational purposes since 1962. The Lease had an initial term of 20 years, with automatic 10-year extensions unless either party provides 180-day notice to terminate. CARD must maintain the facility and can make alterations or improvements upon approval of the Public Works Director-O&M, or the BPPC if it is the construction of a new building on the leased property.

DISCUSSION:

In the attached correspondence, CARD is requesting the BPPC approve the installation of a 10'x10' storage container at Sycamore Field to be used to hold several pieces of equipment and tools. Currently equipment used to maintain the fields is stored at the Hooker Oak Recreation Area, requiring mowers, blowers, and other tools to be loaded onto a trailer and transported back and forth to Sycamore Field.

The proposal is to paint the container a natural color to match the park surroundings, and to place it an area along the 3rd base line. Pictures of the container and the proposed location are in Figures 1 and 2 respectively in the attached letter. Although not a permanent structure, Staff is bringing this to the BPPC due to the location and nature of the request.

Attachments: CARD Letter & Attachments



Dear Linda,

CARD would like to install a 10 x 10 storage container (figure 1) at Sycamore Field in order to hold several pieces of maintenance equipment. Currently, equipment used for maintaining the infield and outfield turf areas are held at the Hooker Oak Maintenance Yard. This requires an inefficient process of loading and transporting equipment to the field where upon the equipment is then unloaded, utilized for field maintenance, reloaded, and transported back to Hooker Oak Park. A small shed would keep the equipment in the location it is needed, reduce prep times, and reduce dependency on trailers and towing.

This storage container would be painted to match the natural surroundings (see example) and contain equipment for maintaining both the turf (mower and blower) and infields (drags, rakes, shovels, chalk, bases, etc...). Proposed location would be behind 3rd base (figure 2) and out of line of site from bleachers/spectators. This would also provide easy access to/from the infield with equipment, thus preserving the turf over time.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Scott Sch" followed by a long horizontal flourish.



Scott Schumann

Director of Parks and Facilities
530-520-6822

[Chico Area Recreation & Park District](#)
[Facebook](#) | [Instagram](#)



figure 1. Example of storage container.



figure 2. Approximate location of storage.



DATE: 2/26/24
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Linda Herman, Park & Natural Resources Manager
SUBJECT: CONSIDERATION OF PROPOSED CHANGES TO THE PARK RESERVATION FEES FOR SMALLER RESERVATIONS.

REPORT IN BRIEF:

The BPPC will consider a proposal to increase the Park Reservation fees by \$5-\$10 to reserve park facilities, except Caper Acres, in Bidwell Park and other City parks for reservations that have 150 or less participants. The fees for larger events are not being considered at this time.

Recommendation – The P&NRM recommends the Commission approve the proposed revised Park Reservation fees.

BACKGROUND:

Over a series of meetings, the Bidwell Park & Playground approved increases to both private and public park reservations for Bidwell Park and various other city-owned park facilities. The Commission also approved changing the fee structure so that events with less than 150 people would be based on the facility that is being reserved rather than the number of people. The Commission also approved Half-Day (5 hours) and Full-Day (> 5 hours) reservation slots for these types of reservations. Private and public events with more than 151 people are based on the number of people participating and include other fees, such as application and deposit fees. The City Council approved the BPPC's recommendations at its 1/21/20 meeting.

DISCUSSION:

Staff are currently working on establishing an online reservation system for park reservations. Because larger and special events (races/runs, festivals, etc.) require more oversight and approval, online reservations at this time will be established for those events with less than or equal to 150 people.

After reviewing fees from other park districts and since it has been four years from the last fee increase, Staff is proposing the reservation fees for these smaller sized reservations be increased by \$5 for a Half-Day and \$10 for a Full Day, an approximate 10% increase. Unless otherwise directed by the BPPC, reserving Caper Acres for 2 hours per day will still be at no charge. Fee revisions for reservation/events with greater than 150 participants are not being proposed at this time and will be evaluated if these too will become online reservations.

To work with the online system and to allow for more reservation opportunities, Staff is also requesting that the reservation time blocks be changed from 5-hour blocks for Half Day reservation to 4-hour blocks, which is also the time duration being used by other agencies. This would provide three reservable Half Day time blocks (8 am -12 pm, 12:30-4:30 p.m., and 5 p.m.-9 p.m.) and one Full Day slot (8 a.m.-9 p.m.) available to park users. The current and proposed fees are depicted in the table below.

If approved by the BPPC, the fee increases and new reservation time slots will become effective by April 1, 2024, which is also the target date for when the online reservations will become available.

RESERVATION AREA	CURRENT FEES (≤ 150 people)		PROPOSED FEES (> 150 people)	
	HALF DAY	FULL DAY	HALF DAY	FULL DAY
Bidwell Bowl Amphitheater	\$55	\$100	\$60	\$110
Campfire Council Ring	\$55	\$75	\$60	\$85
Cedar Gove Picnic Area	\$55	\$75	\$60	\$85
Cedar Grove Meadow	\$55	\$75	\$60	\$85
Children's Playground	\$30	\$55	\$35	\$65
Depot Park	\$30	\$55	\$35	\$65
Five Mile Picnic Area West	\$55	\$75	\$60	\$85
Five Mile Picnic Area East	\$55	\$75	\$60	\$85
One Mile Oak Grove A	\$55	\$75	\$60	\$85
One Mile Oak Grove B	\$55	\$75	\$60	\$85
One Mile Oak Grove A & B	\$75	\$125	\$80	\$135
Redwood Grove (Site 37)	\$30	\$55	\$35	\$65
Non-reservation Areas	\$30	\$55	\$35	\$65



DATE: 2/21/24
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Linda Herman, Park and Natural Resources Manager
SUBJECT: Parks Division Report

NARRATIVE

1. Updates

- a. Lindo Channel Defensible Space Project – Despite the rain, Terra Fuego Research Foundation and Big Chico Creek Ecological Reserve crews have completed the Phase 1 removal of downed and dead wood and elevating vegetation on Lindo Channel. They did an excellent job. We may also have crews go through the area again after the first goat grazing treatment this Summer.
- b. Chico Nature Center Accessible Path – CARD received bids for the installation of a new concrete walkway to provide an ADA accessible path from the ADA parking space to the Exhibit Building. The work should begin within the next month.
- c. Granicus Website Agenda System – Implementation of the new Granicus Website Agenda System will begin at the Commission's March meeting.

2. Maintenance Program

Staff provides on a need and time basis the cleaning and safety inspections of all recreation areas including grounds, playgrounds, picnic sites, roads, and paths, coupled with the weekend cleaning and re-supplying of all open park restrooms. Maintenance and repair of park fixtures, daily opening of gates, posting reservations and the removal of graffiti from all park infrastructure.

- a. Lower Park: Staff have been making progress with getting the Lions Head drinking fountain reconnected to a water supply. Crew members removed one of the two remaining wooden observation decks in the World of Trees; it was a safety hazard. The crew is continuing to work on the perimeter wire fencing. Staff spent a significant amount of time clearing the roads, bike paths and lawns of debris from the storm.
- b. Middle Park: Staff graded Lot B at Easter Cross to remove all the potholes that resulted from heavy and abusive use. The crew replaced all the exterior light fixtures at the Five Mile restrooms. The crew has started to prep for a significant maintenance project for Lot E at Horseshoe Lake. The Five Mile septic pump system had its annual servicing.
- c. Upper Park: The crew has continued to work on Upper Park Road to keep up with maintenance needs as a result of the heavy rains. The recent storms brought down numerous trees in the park. Two very large trees fell across Upper Park Rd., two trees on Middle trail, three trees in Middle Park, and two trees in the World of trees.
- d. Green way Parks: The entire crew assisted with a homeless camp clean up on the bike path by Lassen Ave.
- e. Upcoming projects: Continue to work on the Lions Head drinking fountain. Lot E should be finished in the next couple of weeks. Significant progress should be made on the park perimeter fence.

3. Volunteer and Donor Program

- a. Chico Community Volunteers in Education (CAVE) – CAVE's Adopt a Park program is back in session. Five student volunteers will work on various projects in Lower Bidwell Park for 3 hours every Friday through early May.

- b. Butte County Firesafe Council – Volunteers from the Butte County Firesafe Council hosted a “Doom the Broom” event in the Lindo Channel near Manzanita Court. Invasive Spanish Broom is becoming more established in the Lindo Channel. There are plans for more broom removal events in the coming months.
- c. College Corps – Volunteers from CSU, Chico College Corps program have been hard at work removing invasive vegetation from the South 1 Mile area of Bidwell Park. The crew contributes an average of 30 hours of labor per week and will continue through early May.
- d. 4th Annual Chico Spring Clean – This annual community cleanup event, now in its 4th year, was inspired by the Chico City Council. The event will be held on Saturday, April 20 from 9 am to noon. Volunteers may sign up for designated community sections, such as areas of Bidwell Park or they may clean up in their own neighborhood. To sign up, please [CLICK HERE](#)
- e. Upcoming Volunteer Opportunities – Please [CLICK HERE](#) or email parkinfo@chicoca.gov to find out about upcoming volunteer opportunities.
- f. Donations – General park donations in the amounts of \$300 from Arlyne Hazel, \$250 from Peter Washington along with \$ 200.00 for Caper Acres bricks were received in January.

MONTHLY SUMMARY TABLES

Table 1. Monthly Public Permits

Monthly Public Permits - March 2024					
Date	Location	Organization	Event	Time of Event	Participant #
03/02/24	City Plaza	Every Good Opportunity	Chico Taco Festival	11:00AM	200
03/02/24	Oak Grove A&B	Fleet Feet	Bidwell Classic 5k/10k/1/2 Marathon	7:45AM	1,000
03/10/24	City Plaza	CORSA	Bike Race	5:00AM	100
03/24/24	City Plaza	Hispanic Chamber	Cesar Chavez Celebration	12:00PM	500
03/30/24	Oak Grove A&B	CARD	Spring Jamboree	9:00AM	1,000
				Total	2,800

Table 2. Monthly Volunteer Hours

Parks and Greenways -PALS- (Partners, Ambassadors, Leaders & Stewards) Volunteer Activities, Jan. 24							
Date	Location	Partner/Agency	# of Volunteers	Hrs. Worked	# of Vols Xs Hrs. = Total Hrs.	Task	Leader
Various	Chico Parks and Greenways	PALS	105	varied	964	Park Ambassadors	Shane Romain
1/5/2024	Comanche & Teichert	Friends of Comanche Creek	6	3	18	General Cleanup	Liz Stewart
1/5/2024	Verbena Fields	Traditional Ecological Knowledge	11	3	33	Vegetation Mgmt.	Molly Willoughby
1/8/2024	Depot Park	Friends of Comanche Creek	1	1	1	General Cleanup	Liz Stewart
1/10/2024	Depot Park	Friends of Comanche Creek	1	1	1	General Cleanup	Liz Stewart
1/12/2024	Verbena Fields	Traditional Ecological Knowledge	13	3	39	Vegetation Mgmt.	Molly Willoughby
1/12/2024	Comanche & Teichert	Friends of Comanche Creek	7	3	21	General Cleanup	Liz Stewart
1/17/2024	1' Mile	College Corps	5	3	15	Vegetation Mgmt.	Alex Castaneda
1/18/2024	1' Mile	College Corps	4	3	12	Vegetation Mgmt.	Alex Castaneda
1/19/2024	Comanche & Teichert	Friends of Comanche Creek	4	3	12	General Cleanup	Liz Stewart
1/19/2024	Verbena Fields	Traditional Ecological Knowledge	12	3	36	Vegetation Mgmt.	Molly Willoughby
1/24/2024	1' Mile	College Corps	2	3	6	Vegetation Mgmt.	Alex Castaneda
1/25/2024	1' Mile	College Corps	2	3	6	Vegetation Mgmt.	Alex Castaneda
1/26/2024	Comanche & Teichert	Friends of Comanche Creek	4	3	12	General Cleanup	Liz Stewart
1/26/2024	Verbena Fields	Traditional Ecological Knowledge	12	3	36	Vegetation Mgmt.	Molly Willoughby
1/30/2024	1' Mile	College Corps	5	3	15	Vegetation Mgmt.	Alex Castaneda
1/31/2024	1' Mile	College Corps	2	3	6	Vegetation Mgmt.	Alex Castaneda
				TOTAL HRS.	1233		

Table 3. Monthly Parks and Greenways Cleanup totals

Encampment Cleanups, Jan 24								
Date	Location	Coop. Org.	# of workers	Hours Worked	Worker Xs Hours Total	Total Debris (cubic yards)	Total Debris (lbs)	Total Debris (tons)
1/2/2024	Teichert BP to E 20th		20	6	120	60	21080	10.5
1/3/2024	MLK		3	1	2	2	700	0.4
1/3/2024	Picnic Site 2		3	1	2	2	700	0.4
1/3/2024	Picnic Site 40		3	0.5	1.5	1	350	0.2
1/3/2024	Airport		4	1	4	8	2800	1.4
1/4/2024	Oak Grove		2	0.5	1	1	350	0.2
1/4/2024	Annie's Glen		2	2	4	7	2450	1.2
1/4/2024	Behind CARD		2	1	2	2	700	0.4
1/4/2024	Forest & Flying V		2	0.5	1	2	700	0.4
1/5/2024	Lassen BP		2	2	4	5	1750	0.9
1/8/2024	MLK		3	0.5	1.5	1	350	0.2
1/8/2024	Site 40		3	1	3	7	2450	1.2
1/9/2024	Horseshoe Pits		4	2	8	10	3500	1.8
1/9/2025	Teichert		4	2	8	10	3500	1.8
1/10/2024	Lindo at Holly		4	2	8	8	2800	1.4
1/10/2024	Lindo at Cohasset		4	1.5	6	6	2280	1.1
1/11/2024	Lindo at Cohasset		3	1.5	4.5	3	1050	0.5
1/12/2024	MLK		3	0.5	1.5	5	1750	0.9
1/12/2024	N Cedar BP		3	0.5	1.5	2	700	0.4
1/12/2024	Lindo at Cohasset		3	1.5	4.5	4	1400	0.7
1/12/2024	Alt Site		3	0.5	1.5	4	1400	0.7
1/16/2024	Lindo at Cohasset		3	1.5	4.5	5	1750	0.9
1/16/2024	Annie's Glen		3	1	3	4	1400	0.7
1/16/2024	End of Woodland		3	1.5	4.5	6	2100	1.1
1/17/2024	Picnic Site 3		3	0.5	1.5	1	350	0.2
1/17/2024	South 1 Mile		3	0.5	1.5	2	700	0.4
1/17/2024	1st and Main		3	0.5	1.5	1	350	0.2
1/17/2024	BP at Alba		3	0.5	1.5	1	350	0.2
1/17/2024	Lassen BP		3	0.5	1.5	1	350	0.2
1/18/2024	Montecito		3	0.5	1.5	1	350	0.2
1/18/2024	Holly		3	0.5	1.5	1	350	0.2
1/18/2024	Annie's Glen		3	1	3	2	700	0.4
1/18/2024	CARD center		3	0.5	1.5	1	350	0.2
1/18/2024	4th St entance		3	0.5	1.5	1	350	0.2
1/19/2024	MLK		3	1	3	4	1400	0.7
1/19/2024	Annie's Glen		3	0.5	1.5	1	350	0.2
1/19/2024	Camilla Way		3	0.5	1.5	1	350	0.2
1/19/2024	Humboldt and 10th		3	0.5	1.5	6	2100	1.1
1/19/2024	Panama Ave		3	0.5	1.5	4	1400	0.7
1/22/2024	Picnic Site 31		3	3	9	12	1920	1.0
1/23/2024	Picnic Site 32		3	1	3	5	1750	0.9
1/23/2024	Lindo at Hidden Grove		3	0.5	1.5	1	350	0.2
1/24/2024	Potter Levee		3	3.5	10.5	6	2100	1.1
1/25/2024	Potter Levee		3	3.5	10.5	7	2450	1.2
1/26/2024	Guillon Property		7	4.5	31.5	22	2000	1.0
1/29/2024	Depot Park		3	0.5	1.5	2	700	0.4
1/29/2024	E 1st and Eaton BP		15	4	60	40	8410	4.2
1/30/2024	Alternate Site		12	7	84	130	43160	21.6
1/31/2024	Humboldt and 10th		3	0.5	1.5	2	700	0.4
1/31/2024	MLK		3	1	3	4	1400	0.7
					TOTAL HRS	TOTAL CUBIC YDS.	TOTAL LBS.	TOTAL TONS
					443	424	132750	66



DATE: 2/26/24
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Richie Bamlet, Urban Forest Manager
SUBJECT: Tree Division Report

NARRATIVE

1. Updates

- a. Storm cleanup Public Works is working through many calls for service after two storms hit Butte County 2/4 and 2/19.
- b. Tree City USA – An application was submitted to the Arbor Day Foundation for the Tree City USA Growth award.
- c. Service requests – In January 63 calls for service were received, of which twenty-four (38%) related to cracked, hanging, or fallen limbs.

2. Planning/Monitoring

- a. Damage Reports: One damage report was sent to Risk Management in January.

3. Planning and Building Development

- a. Development Plans - Twelve development plans were reviewed in January. Permit comments in the City TRAKIT permit system included clarification of trees to be preserved, species choice and suitable alternatives, specimen size of replacement trees, requirement of utility company to provide arborist reports.

4. Miscellaneous

- a. Tree maintenance contract: A panel of three reviewers assessed the seven bids. A primary and secondary contractor has been selected. Contract awards are being finalized.
- b. Seed to Shade - Public Works is currently preparing for the spring 2024 tree planting season. Vacant planting sites have been reviewed in the South Campus neighborhood as well as tree planting service requests across the city. A variety of free trees are available including shade trees, ornamental trees for front yards as well as fruit trees. Residents wishing to receive a free tree should call Public Works 896-7800. To date 641 trees have been planted as part of the grant funded CalFire initiative.
- c. Tree donation Public Works provided CARD with two Willow oak trees for planting at Hooker oak park.
- d. Tree vandalism: In conjunction with CARD staff, Public Works investigated alleged attempts to intentionally harm street trees with herbicide application at Nob Hill Park.
- e. Unpermitted removal: Staff were called to an alleged unauthorized walnut tree removal. Chico PD assisted and had the removal operation halted. A report will be sent to the city attorney. See Figure 2

5. Maintenance

- a. Storm cleanup. The atmospheric rivers that impacted California in February resulted in Butte County issuing a local emergency proclamation. The storms on February 4th and 19th had significant impacts in Chico. Tree Division, with assistance from other Public Works divisions worked through the night of 2/4 to keep rights-of-way open and clear of tree debris and flooding. Throughout the rest of February, Public Work crews have been working to clear the backlog of tree related service requests. See Figures 1,3,4,5,6.
- b. Service calls In January 63 calls for service were received. 24 (38%) were for cracked, hanging, or fallen limbs.
- c. Chico Nature Center – Staff assessed a grove of cedar trees at the Chico Nature Center. These trees were pruned in 2020 to reduce the risk of tree failure. However, it is now determined that removal is the most appropriate option. Upon appointment of the new tree maintenance contract, the trees located between the buildings will be removed.

6. Outreach, Training and Education

- a. UFM continued viewing webinars from the 2023 ISA Virtual Event.
- b. Senior Maintenance Worker has commenced study to become a certified arborist.
- c. UFM hosted training on Ergonomics in the workplace.

7. Street Tree Supervisor Report

The Street Tree Supervisor's monthly summary data tables for January 2023 are included below:

Category	Staff Hours	% of Total
Tree Crew Hours		
1. Safety	225	15.4%
2. Tree Work	964	65.8%
3. Special Projects	0	0.0%
4. Admin Time/Other	275	18.8%
Monthly Totals	1464	100.0%

a. Table 1 January Staff hours

Item	Values
5. Productivity	
Calls	
Call Outs	56
Service Requests: Submitted	0
Service Requests: Completed	69
Sub Total	0
Trees	
Planted: Trees	0
Pruned	408
Removed: Trees (smaller)	0
Removed: Stumps	0
Removed: Trees	4
Sub Total	412

b. Table 2 January Staff productivity

8. Upcoming Issues

- a. Provisional tree maintenance work programs are being developed ahead of the award of the tree maintenance contract.
- b. Dudek continues to work on corrections and errors to finalize the UFMP. Once this stage is complete, hard copies will be created.
- c. UFM is working on an RFP for Seed to Shade contract support to provide community tree planting event services from spring 2024 onwards through spring 2025.

Photographs



Figure 1 Storm cleanup 2/20. Estates Drive. Large Valley oak fell from Bidwell Park into private backyard.



Figure 2: Unauthorized Claro walnut tree removal

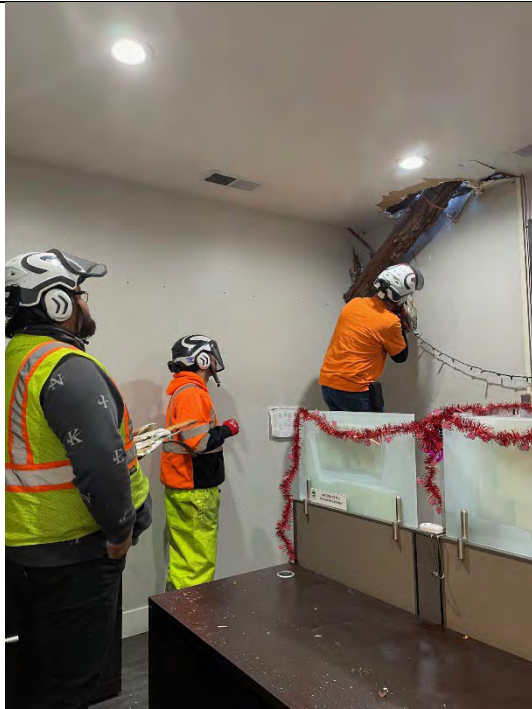


Figure 3: 2/5/24: Tree crew clear a branch that fell from a large redwood tree into the Public Works administrative office.



Figure 4: Cedar grove. 115' tall cypress tree storm cleanup.



Figure 5: 2/5/24: 2/5/24: Large tree (Royal Paulownia) fell during the storm onto an adjacent property.



Figure 6: 4th street cleanup operations.