



CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)
Regular Meeting Agenda
April 29, 2013, 6:30 pm
Municipal Center - 421 Main Street, Council Chamber

Materials related to an item on this Agenda are available for public inspection in the Park Division Office at 965 Fir Street 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 Meeting Minutes

Action: Approve minutes of BPPC held on 03/25/13.

- 2.2. Consideration of a Permit for the Bidwell Bump Mountain Bike Race.

Applicant requests a permit to host a mountain bike race in Upper Park on established trails on 08/24/13. Routes would be on the north and south side of the park. This application is being considered by the Commission because the group is requesting the use of trails in Bidwell Park that are not considered intensive use areas. **Recommendation:** Approval of the permit use application with conditions.

- 2.3. Consideration of a Permit for the CCAA Cross Country Championship.

Applicant requests a permit to host a Cross Country Championship race in Middle Park on established trails on 10/26/13. This application is being considered by the Commission because the group is requesting the use of trails in Bidwell Park that are not considered intensive use areas. **Recommendation:** Approval of the permit use application with conditions.

- 2.4. Consideration of a Permit for a Vacation Bible Experience.

Applicant requests a permit to host a Vacation Bible Experience at Children's Playground, June 17th - 21st. This application requires BPPC consideration as the applicant is requesting the exclusive use of a non-exclusive use area. **Recommendation:** Approval of the permit use application with conditions.

ITEMS REMOVED FROM CONSENT – if any

3. NOTICED PUBLIC HEARINGS - None

4. REGULAR AGENDA

- 4.1. Revision to the Park Division Fees – Fee Schedule 80.020.

Park Division Fees contains park reservation permit fees and other fees related to the use of Bidwell Park and other City parks. Except for minor adjustments, the fees have not been analyzed and revised to reflect actual reservation costs in several years. In addition, a clear fee schedule will simplify the implementation of an online reservation system that is underway. While the current fee schedule also includes fees to donate a park bench and to plant City trees, Staff proposes to move those items to separate schedules. **Recommendation:** *Staff recommends that the Commission approve and forward to the City Council for approval the proposed revisions to the Park Division Fees - Fee Schedule 80.020.*

5. **BUSINESS FROM THE FLOOR**

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.

6. **REPORTS**

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

- 6.1. Tree Committee Report – Chair Ober
- 6.2. Policy Advisory Committee Report – Chair Herrera
- 6.3. Urban Forest Manager's Report - Denice Britton, Urban Forest Manager
- 6.4. Park and Natural Resources Manager's Report - Dan Efseaff, Park and Natural Resource Manager.

7. **ADJOURNMENT**

Adjourn to the next regular meeting on May 28, 2013 at 6:30 p.m. in the Council Chamber of the Chico Municipal Center building (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
March 25, 2013 Regular Meeting

1. REGULAR COMMISSION MEETING

1.1. Call to Order

Chair Emmerich called the meeting to order at 6:30 pm.

1.2. Roll Call

Commissioners present:

Mary Brentwood
Lisa Emmerich
Mark Herrera
Jim Moravec
Richard Ober
Janine Rood
Drew Traulsen

Commissioners absent: none

Staff present: Dan Efseaff (Park and Natural Resource Manager), Denice Britton, Urban Forest Manager), and Lise Smith-Peters (Park Services Coordinator).

2. CONSENT AGENDA

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

2.1. Approval of Meeting Minutes

BPPC approved Minutes of meeting held on 2/25/13.

2.2. Permit Application for the Chico Artisans Faire, May 4-5, 2013.

Applicant requested a permit to host art, craft and entertainment faire in City Plaza May 4-5, 2013. BPPC approval is required for requests of park areas for multiple days and for more than ten hours.

2.3. Permit the 21st Annual Hooked on Fishing Derby.

Applicant requested a permit to host a fishing derby in Upper Park at Horseshoe Lake on 06/01/13. BPPC approval is required for public event at intensive use areas and to allow the stocking of the lake with approximately 10,000 lbs of catfish.

2.4. Permit the 17th Annual Pumpkinhead Contest.

Applicant requested a permit to host the annual pumpkin head contest at City Plaza on 10/19/13 and anticipates approximately 500 people. BPPC approval required for events reserved for more than ten hours.

2.5. Permit the 7th Annual Hooker Oak ¼ and ½ Marathon.

Applicant requested a permit to host a run in Middle and Upper Park on 10/06/13. The request to use trails in Bidwell Park that are not considered intensive use areas requires BPPC approval.

2.6. Permit the Sunrise Service at the Cross in Middle Park on March 31, 2013.

Applicant requested a permit to hold a sunrise service at the cross near Parking Area B in Middle Park on Sunday, 03/31/13. The request is being considered because it is located in a non-intensive use area.

MOTION: Approve the consent agenda as submitted. **MADE BY:** Moravec. **SECOND:** Brentwood.

AYES: 7 (Brentwood, Emmerich, Herrera, Moravec, Ober, Rood, and Traulsen). **NOES:** 0. **ABSENT:** 0.

ITEMS REMOVED FROM CONSENT – None

3. NOTICED PUBLIC HEARINGS - None

4. REGULAR AGENDA

4.1. Bidwell Bowl Amphitheatre Renovation Proposal

Park Staff have been working with students and faculty with the Concrete Industry Management (CIM) Program at California State University, Chico to explore the feasibility of replacing wooden bench tops at the Bidwell Bowl Amphitheater, built in 1938, with concrete tops. Over time, vandalism and normal wear and tear have damaged or made unusable benches at the facility and the project provides an opportunity to repair and rehabilitate the facility in a cost-effective manner.

Stig Strombeck, student president of CIM, presented concepts of the phase 1 bench project that is part of his Capstone Senior Management project. The replacement benches would require minimal maintenance, durability, and offer graffiti resistance. CIM would supply labor, materials, and some annual maintenance and repair on the benches. The benches would be stained natural colors. Mr. Strombeck noted that he is working closely with the City's ADA consultant. Professor Tanya Komars, from the CSUC CIM program, stated that they could provide stain samples if desired.

Commission members extensively discussed the project, including possible weight concerns of adding cement bench tops, the color of the benches, construction timeframe and its effect on reservations, with the continuation of the project over 4 years. The proposed project will be completed in phases so that only a portion of the Bowl will be closed at a time. Staff reported that there are no event conflicts at this time with the proposed work schedule.

Comments from the public:

Mary Andrews, Butte County Historical Society expressed concerns of impacts to the project funded under the Works Program Administration and feels that it needs to be preserved. She feels that the benches should remain wood and is concerned with the color and other construction aspects.

Woody Elliot (former State Parks Employee) expressed concern about the potential of changing a landmark and requested that it be carefully considered.

Park staff stated that as a demonstration project, the feasibility of the rehabilitation associated with historical concerns would be addressed. Professor Komars, provided a perspective on the bench replacement project as it relates to the Secretary of Interior's Standards for Rehabilitation. The demonstration project would allow the CIM program members to work with Parks staff to explore options and issues related to historical preservation issues. The replaceable bench tops would be created off-site. As a pilot project, if the benches were undesirable, they could be removed. Any follow-up installation would require additional BPPC review.

Staff also discussed the potential for examining potential improvements for the facility and requested feedback at starting a long-term planning process to look at facility needs and changes.

MOTION: Move to proceed with the feasibility of the demonstration project for the bench tops and coating on the stage with the stipulation that the bench color reflect the aesthetic and historical integrity of the site and approval of the concept to develop a design plan for the entire site that would return to the BPPC for review and for ample public input. **MADE BY:** Ober. **SECOND:** Rood. **AYES:** 6 (Brentwood, Emmerich, Moravec, Ober, Rood, and Traulsen). **NOES:** 0. **ABSTAIN:** 1 (Herrera) **ABSENT:** 0.

4.2. Consideration of Park-Related Community Organization Funding Request (FY 2013-14)

Sherry Morgado, the Director of Housing and Neighborhood Development Services, presented a background on the annual Community Organization Funding Program. She explained that applications which propose use of City park facilities or operate in City parks are first reviewed by the Bidwell Park and Playground Commission (BPPC) for acceptance. The applications are then forwarded to the Finance Committee for recommendations to the City Council on funding allocations for Fiscal Year 2013-14.

Executive Director Laura Beck and Program Coordinator Caitlyn Riley explained that the Chico Creek Nature Center (CCNC) is requesting \$65,000, which would bring their funding back up to past funding requests. They are expanding their programs and their membership drive to raise money internally. The CCNC needs to hire additional part time staff. Ms. Riley asked that the term "full funding" be included with the motion. Commissioner Moravec requested that the Commission not over step the Council's decision making purview and that the wording remain as acceptance of the application as suggested by staff.

MOTION: Move to accept the application for funding made by the CCNC. **MADE BY:** Herrera. **SECOND:** Ober. **AYES:** 7 (Brentwood, Emmerich, Herrera, Moravec, Ober, Rood, and Traulsen). **NOES:** 0. **ABSENT:** 0.

4.3. Discussion and Approval of the 2013 - 2014 BPPC Biennial Work Plan Priorities.

At the February BPPC meeting, Staff requested that Commissioners send in potential ideas for Work Plan Priorities, which would be finalized by the BPPC and then forwarded to the Council for approval. Commissioner Ober asked about how things make the cut to be considered for the Work Plan and questioned why a recycling program for Bidwell Park was not included. Parks and Natural Resources Manager Efsaef stated that such a program would be more inline with operations than a policy and that Park staff was looking into a grant to fund recycle containers. Urban Forest Manager Britton stated that the recycling cans in City Plaza are not used and that park users collect the cans to turn in.

From the public:

Janet Ellner, Friends of Comanche Creek, was involved in the process to complete the Comanche Creek Management Plan. She inquired as to what the next step would be for opening the greenway to the public so that more circulation of visitors could occur. Parks and Natural Resources Manager Efsaef stated that some creative funding mechanisms would be needed such as grants or the potential of a maintenance fee from the neighborhood.

MOTION: Moved to approve the 2013-2014 Work Plan Priorities as listed in the staff report be submitted to the City Council. **MADE BY:** Brentwood. **SECOND:** Moravec. **AYES:** 7 (Brentwood, Emmerich, Herrera, Moravec, Ober, Rood, and Traulsen). **NOES:** 0. **ABSENT:** 0.

5. BUSINESS FROM THE FLOOR -- NONE

6. REPORTS

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

6.1. Tree Committee Report – Chair Ober

Chair Ober and Urban Forest Manager Britton gave an update on the Urban Forest Management Plan progress. This was the last meeting to receive public input and editions for bringing it back to the full BPPC.

6.2. Urban Forest Manager's Report - Denice Britton, Urban Forest Manager

Urban Forest Manager Britton then gave the Urban Forest Manager's Report, stating that Arbor Day had been a huge success with Emma Wilson Elementary and shared plans for replacing problematic Sycamore trees in the downtown area.

6.3. Park and Natural Resources Manager's Report - Dan Efseaff, Park and Natural Resource Manager.

Parks and Natural Resources Manager Efseaff reported on recent incidents of disregard for Park rules and abuse of our natural resources, including the burning of the Hooker Oak tree stump. Rangers and Park Watch conducted a "saturation patrol" on March 16 to share information on Park Rules and to provide information to visitors. Earth Day in Bidwell Park will take place on April 20 at Cedar Grove.

7. ADJOURNMENT

Adjourned at 9:53 p.m. to the next regular meeting on April 29, 2013 at 6:30 p.m. in the Council Chamber of the Chico Municipal Center building (421 Main Street, Chico, California).

Date Approved: / / .

Prepared By:

Lise Smith-Peters, Park Services Coordinator

Date

Distribution: BPPC



DATE: April 15, 2013
TO: Bidwell Park and Playground Commission
FROM: Jessica Erdahl, Senior Park Ranger
SUBJECT: Permit Application for the Bidwell Bump Mountain Bike Race

Recommendation

Staff recommends approval of the permit with conditions.

Report in Brief

Applicant Katherine Ketterer with North Rim Adventure Sports requests a permit to host a mountain bike race in Middle and Upper Park on established trails on Saturday, August 24, 2013. The start and finish lines will be at Five Mile, with routes on the north and south side of the park. The applicant expects approximately 175 participants (similar to previous events) and the event will include a 14 Mile XC race, 5 mile SD downhill race as well as a 1 mile kids/novice race. This mountain bike race has been held in Bidwell Park in the past.

This application is being considered by the Commission because the group is requesting the use of trails in Bidwell Park that are not considered intensive use areas.

While mountain biking is permissible under the BPMMP, there is the potential that a large event could become an intensive use and not compatible with wilderness activities. The numbers under this application are roughly similar to last year. Staff did not observe excessive trails damage and did not field any citizen complaints associated with the race last year, and anticipate continued monitoring of the event.

Mountain biking is a permissible use under the Bidwell Park Master Management Plan (BPMMP). The plan also notes that Upper Park is a protected area for non-intensive recreational uses and non-intensive wilderness compatible recreation shall be provided in Upper Park (O.Upper-2; I. Upper-1). The use of Upper Park trails for the race is considered an intensive use and requires BPPC approval.

Staff recommends the following conditions:

- Continued adherence to all park rules.
- We will require, at applicant's expense, presence of EMS on site for the entire event.
- Maintain participants at roughly the same level and below the participant cap of previous events-- 175.
- Sufficient course monitors must be in place during the entire event to keep racers on the established trails. Monitors shall be placed at all road crossings and interspersed throughout the course. Monitors should wear identifiable badges or clothing.
- Adequate free standing signage must also be in place to notify other park users of the event and to ensure safe conditions for other trails users.
- Participants must wear a helmet and safe trail etiquette should be followed.
- In the event that the Middle and Upper Park trails are closed due to wet or unsafe conditions, the race course will need to be altered accordingly and approved by the Park Division. The applicant has agreed to either move the route to paved paths and roads or change the date of the event in the case of a wet weather closure of the trails.
- The applicant will need to do a final inspection of the race courses at the conclusion of the event and remove all signs and course markings as well as pick up any associated trash.

Distribution:

Katherine Ketterer

Attachments:

Application and permit for park use for the Bidwell Bump Mountain Bike Race

Written
changed
to Aug
13/13M



City of Chico

APPLICATION & PERMIT FOR PARK USE

General Services Department - Park Division
965 Fir Street/P.O. Box 3420
Chico, CA 95927-3420
(530) 896-7800 Fax: (530) 895-4731

Type of Event:
PUBLIC **PRIVATE**

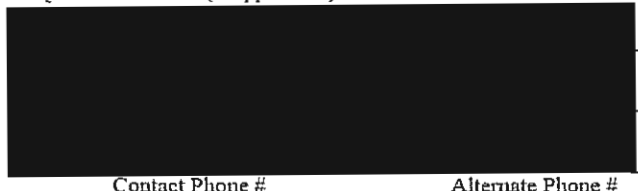
SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • No glass beverage containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION. PLEASE PRINT:

Name of Applicant/Contact Person: North Rim Adventure Sports, Inc. / Katherine Ketterer Description of Event: Mountain Bike Race (see description)
(family BBQ, walk/run, describe below if needed)

Organization Name (if applicable): North Rim Adventure Sports Inc. Day and Date of Event: Saturday August 24th 2013



From: 6:30am To: 5pm
Total Time Needed for Set-up, Event, and Clean-up
From: 9am To: 3pm up to 175

E-mail address: [Redacted]

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 approval.

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
 - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.09.263 CMC)
- Cedar Grove Picnic Area Meadow
 - Electricity (15 amp) 100 amp Electrical Service
 - tables, restroom area (circle) Water (public events only)
- Children's Playground
 - Electricity (15 amp)-Pick up key on: _____ between 8:00 AM-4:30 PM
 - Water (public events only) 100 amp Electrical Service
- City Plaza (Additional fees may apply)
 - Electricity (15 amp) 100 amp Electrical Service
 - Event Restrooms Water (public events only)
 - Fountain - On Fountain - Off
 - Meter Bags # _____ Sound Curtain
- Council Ring
 - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
 - Oak Grove A Oak Grove B
 - Sycamore Way Parking Lot Closure-Public Events ONLY
 - Electricity (15 amp) tables, trees, parking area, restroom area
 - Band Stand (15 amp) (circle above)
 - BBQ-Pick up key on: _____ between 8:00 AM - 4:30 PM
- Depot Park
 - Electricity (15 amp)
- Lower Bidwell Park (public events only): _____
- Upper Bidwell Park (public events only): see maps
- Other (specify) (public events only): _____
- Early Entrance Needed (public events only) Yes ___ No ___

Additional Description of the Event: All participants will stay on trails, wear helmets, follow trail etiquette. All trash associated with event will be removed.

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 18.50 (Non-Refundable)
- Reservation Fee (15-20) 87.50 (\$10.50 minimum, please call for quote)
- Insurance Fee \$ 30.50 39.00 (\$39.00 to process outside insurance)
- Vendor Fee # 10 \$ 55.00 (\$5.50 per vendor)
- Damage Deposit \$ 100.00 (\$100.00 refundable following acceptable clean-up after event)
- Early Entrance Fee \$ 31.50 (\$31.50/hr, public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

Event Restrooms _____ x (\$92.00) = \$ _____
#days

100 amp Electrical _____ x (\$29.00) = \$ _____
(electrician required) #days

Total Fee Required: \$ 331.50 TR
329.50

Fee due upon submittal of application * Make Checks Payable to: City of Chico
City of Chico Cash Receipt No. CR362104 Payment Method: CK 1059 Date: 1/30/13 Received By: L.H.

Office Distribution:	Permit File (original) Park Field Supervisor	Park Ranger 1 Park Ranger 2	Senior Park Ranger Landscape Inspector.	Applicant Risk Management (e-mail)	Email (various) 920 Fund
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Please use fees already paid from our previously submitted permit for a cancelled event on August 11th 2013.

SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
 - (a) Amplified sound is used, or
 - (b) The number of people participating amount to 100 or more.

If insurance is required for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at riskmanagement@ci.chico.ca.us. Insurance may also be purchased through the City.

If insurance is required, Certificate of Insurance, meeting City standards must be received by: _____

Organization Named on Certificate of Insurance _____

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, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of event, date of event.

NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:


- (2) The City of Chico, its officers, boards and 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 5 - 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 occurring in, upon or about Bidwell Park, and arising from my use of the park 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", 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.**

X 
Signature of Applicant

X 3/15/13
Date

RETURN THIS FORM TO:

City of Chico - Park Division
965 Fir Street
Chico, CA 95928

FAX 530-895-4731 or email to Parkinfo@ci.chico.ca.us

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

A copy of the approved application will be returned to you.

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

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

- Approved.
- Approved subject to listed additional condition(s) _____

- Denied by the General Services Director. Reason: _____
- Application fee waived (12R.08.100 CMC). Reason: _____
- Reservation fee waived (12R.08.250 CMC). Reason: _____
- Vendor fee waived (12R.08.250 CMC). Reason: _____
- Insurance fee waived (12R.08.240 CMC). Reason: _____
- Damage deposit fee waived (12R.08.260 CMC). Reason: _____
- Application approved by the Bidwell Park & Playground Commission. Date: _____
- Application denied by the Bidwell Park & Playground Commission. Reason: _____

Date: _____

Signature of General Services Director

Date

The Bidwell Bump is an annual mountain bike race which utilizes the Bidwell Park locations at Five Mile Recreation Area and Upper Park trails. For 2013, The Bidwell Bump is set for Saturday, August 24th.

The event will be run almost identical to previous years with the exception of including many more course marshals and extra signs along the race routes. The number of race participants will be capped at 175. The event will be staged at the Five Mile picnic area. All related event activities other than start and finish locations will occur at Five Mile Recreation Area. Racers and course marshals will be instructed to use the designated trails only and to maintain Bidwell Park trail etiquette while following park rules as noted below (*taken from* <http://www.bidwellpark.org/page/explore-bidwell-park/upper-park-trails.php>)

Rules of the Trail

1. Due to erosion issues, trails in Upper Bidwell Park are closed to bicycles and horses during wet conditions. Signs are in place at entry points stating whether the trails are open or closed. When trails are open, bicyclists and equestrians are required to utilize designated trails and roads.
2. When riding off of pavement in Upper Bidwell Park, all bicyclists (regardless of age) must wear bicycle helmets. This rule extends to the unpaved, dirt/gravel portions of the roads in Upper Bidwell Park.
3. Hikers are requested to stay on designated trails and roads in Bidwell Park. By walking off trails, hikers can cause erosion, create undesired trails that others will also use, and subject themselves to the possibility of injury from the terrain and wildlife (i.e.: rattlesnakes hidden in tall grass, in crevices, or behind logs).
4. Visitors are prohibited from injuring or removing vegetation (including wild flowers), or from removing rocks or wood from Bidwell Park.
5. Upper Bidwell Park is closed to visitors between 11:00 p.m. and 1 hour before sunrise the next day.
6. Please use designated trails only.
7. Yahi Trail is for pedestrian use only.
8. Only use open trails: If a trail is posted for no bikes or horses, please do not use. Using trails during wet conditions only degrades them for future use.
9. Leave no trace: Do not use trails in conditions where you will leave evidence of your passing. Stay on existing trails and don't create new ones.
10. Yield: When possible, yield to other users where appropriate.
11. No smoking in Upper Bidwell Park May 1 to November 1.
12. Do not block trail heads at Parking Areas.
13. Plan ahead: Carry everything you need for a good ride or hike: a spare tube and pump, a rain jacket, basic bicycle tools and water. Know where you're going. Go with a friend

and carry a cellular telephone for emergencies. Park Watch volunteers can be identified by their green shirts.

14. Dogs must be on a leash at all times except in Lower Bidwell Park 30 minutes before sunrise until 8:30 a.m. and that part of Upper Bidwell Park north of Upper Park Road. The maximum leash length is 6 feet – no extendable leashes allowed.
15. When entering or crossing a trail at an uncontrolled point, yield to traffic already on the trail.
16. Except for authorized maintenance purposes, motor vehicles are not allowed on trails.
17. Upper Park Road to Parking Area U is open for bicycle and equestrian use when trails are closed.
18. Glass beverage containers, alcoholic beverages, hunting and campfires are prohibited in all City Parks.

Pedestrians

19. Listen for audible signals and help faster trail users pass safely.

Bicyclists

20. Cyclists are required to wear safety helmets when not on pavement in Upper Bidwell Park.
21. Yield to pedestrians and equestrians.
22. No riding on pedestrian-only Yahi Trail.
23. Always give an audible (voice, bell, horn) warning before passing another trail user.
24. Ride it, don't slide it!

In order to ensure park rules are followed, the rules will be posted at the event and participants will be notified immediately before the races start.

Participants will be able to register online and will pay a registration fee.

This event has multiple races; the cross-country mountain bike race (XC), the downhill mountain bike race (SD), the novice race (N) and the kid's race (K). See attached map and pictures for course details.

The XC race begins at 9:00 am just above Five Mile Recreation Area on the gravel road and ends at Five Mile on the asphalt path next to the picnic tables. The SD race starts at 1:30 pm and begins on Guardian Trail at Green Gate off of Hwy 32, and ends at the south-end of South Rim Trail.

The Novice race begins at 11:30 and will be on the lapped single-track dirt course just North of Five Mile Recreation Area. This is also where the Kid's race takes place at 12:30 pm.

Event set-up will begin at 6:30 am and completed by 5:30 pm. All signs associated for the event will be free-standing. The trash cans at Five Mile will be used as regular trash receptacles. And recycling bins will be brought for recyclable waste. The Five Mile bathrooms will be used for race participants, spectators and volunteers. No additional bathrooms will be needed as the number of people associated with the event will not exceed 175.

Clean-up after the race will encompass all of Bidwell Park that is along and immediately adjacent to all race courses and inside and immediately adjacent to Five Mile Recreation Area.

Trails of Upper Bidwell Park

- Parking
- Powerlines
- Swimming
- Improved Roadway - Varying Types
- Minor Trails

Draft Map- Printed March 13, 2003.

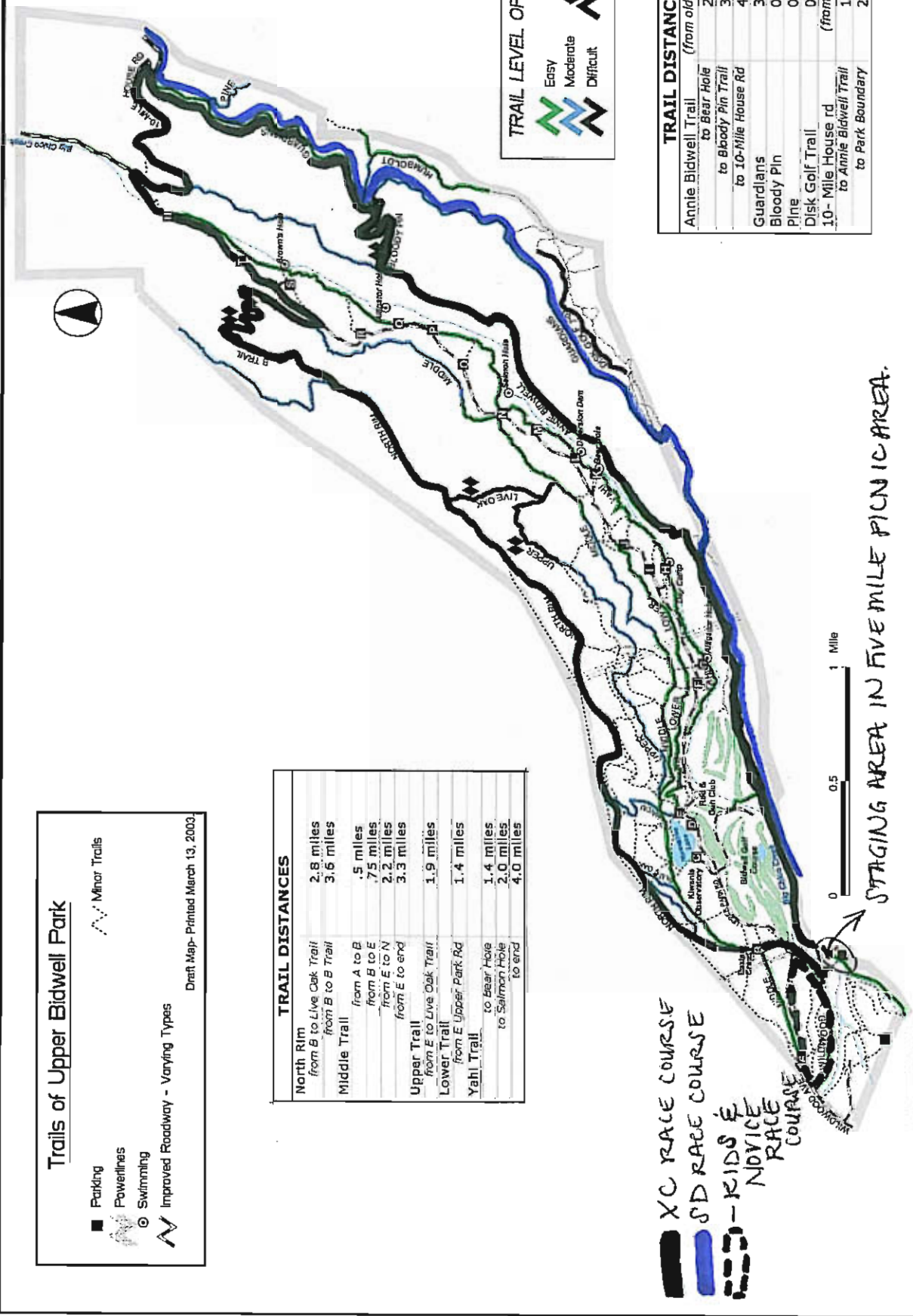
TRAIL DISTANCES	
North Rim from B to Live Oak Trail	2.8 miles
from B to B Trail	3.6 miles
Middle Trail from A to B	.5 miles
from B to E	.75 miles
from E to N	2.2 miles
from E to end	3.3 miles
Upper Trail from E to Live Oak Trail	1.9 miles
Lower Trail from E Upper Park Rd	1.4 miles
Yahi Trail to Bear Hole	1.4 miles
to Salmon Hole	2.0 miles
to end	4.0 miles

TRAIL LEVEL OF DIFFICULTY

- Easy
- Moderate
- Difficult
- Most Difficult

- X-C RACE COURSE
- S-D RACE COURSE
- KIDS & NOVICE RACE COURSE

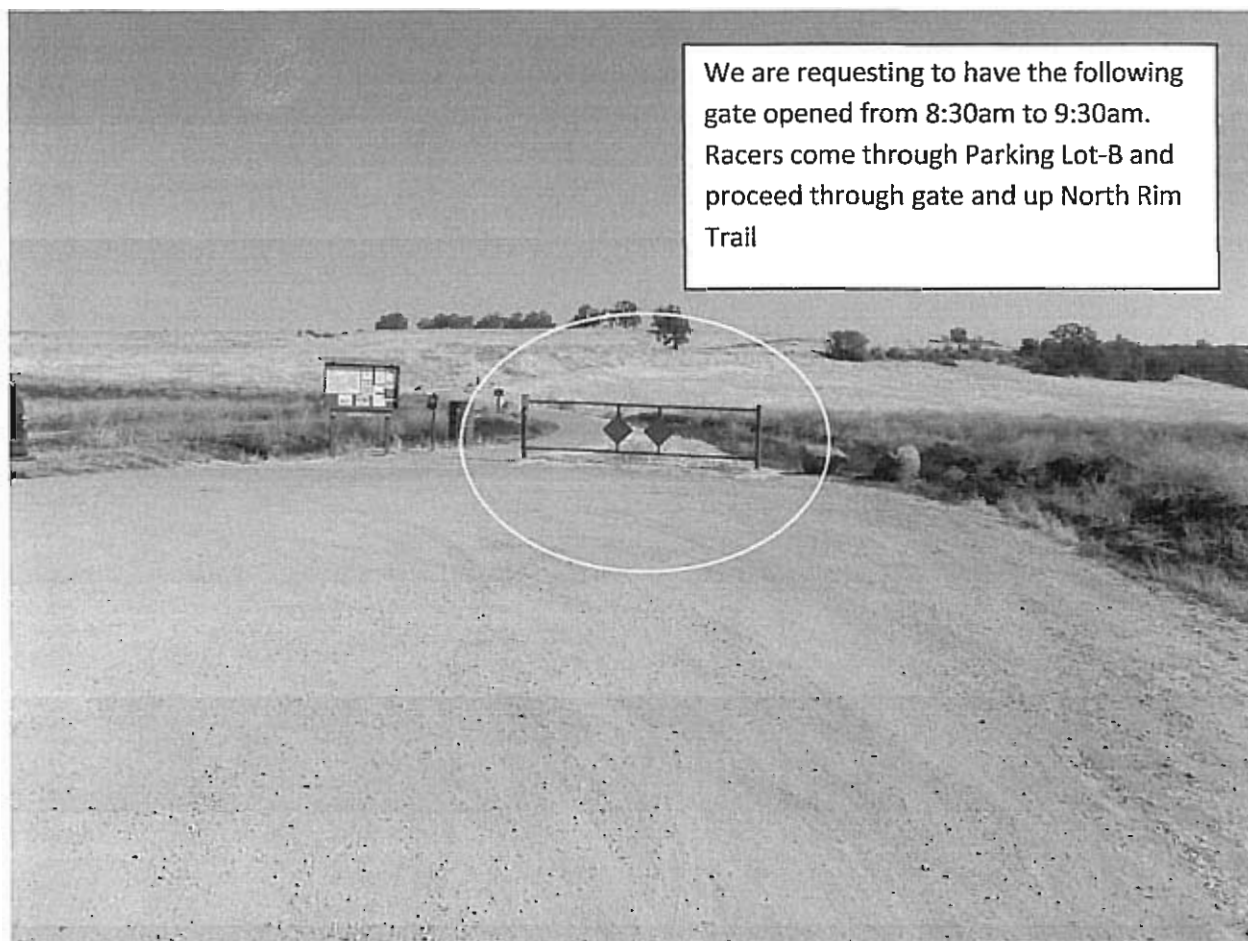
TRAIL DISTANCES	
Annle Bidwell Trail to Bear Hole	2.2 miles
to Bloody Pin Trail	3.7 miles
to 10-Mile House Rd	4.7 miles
Guardians	3.4 miles
Bloody Pin	0.9 miles
Pine	0.3 miles
Disk Golf Trail	0.8 miles
10-Mile House rd to Annle Bidwell Trail	1.2 miles
to Park Boundary	2.0 miles



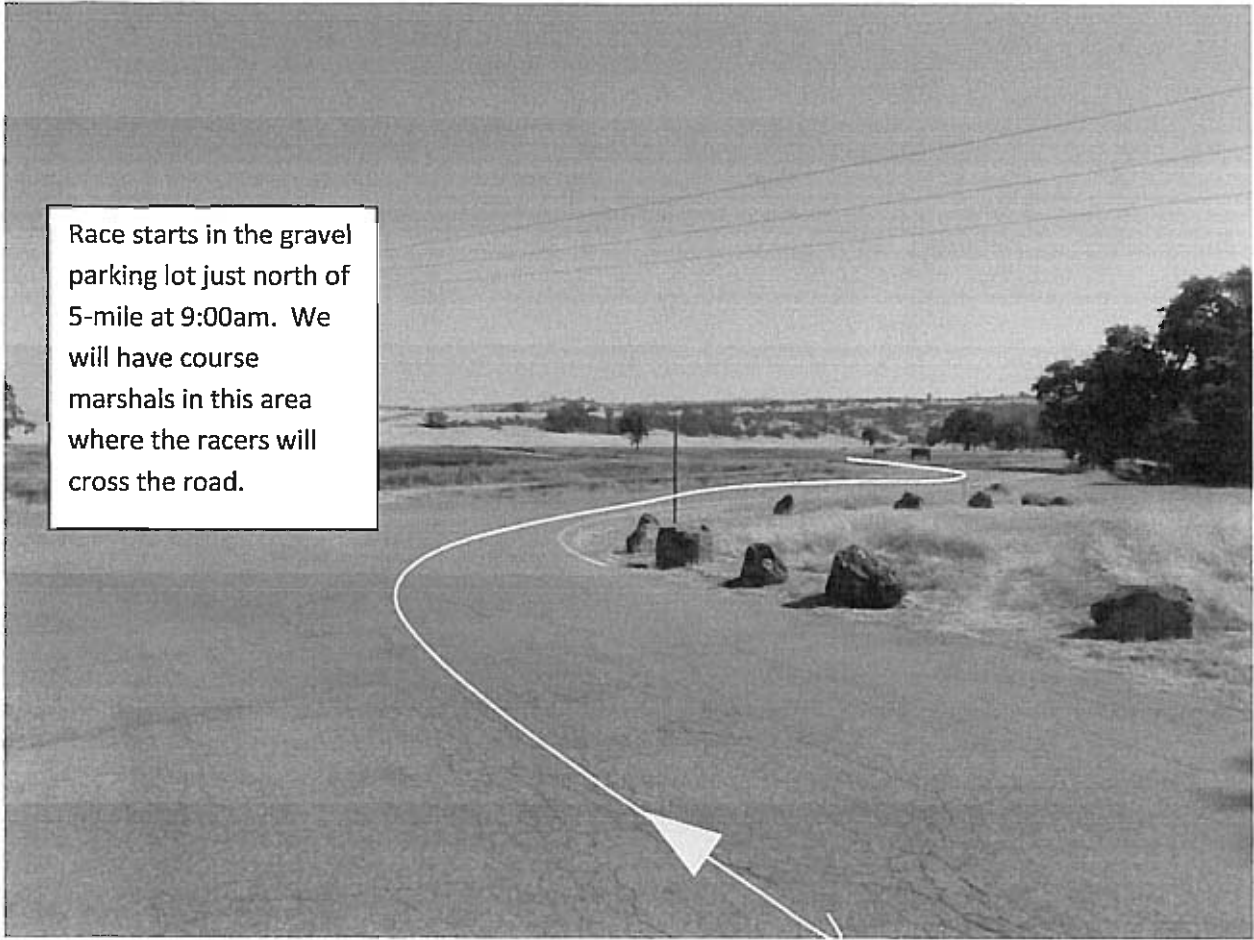
STAGING AREA IN FIVE MILE PUNIC AREA.

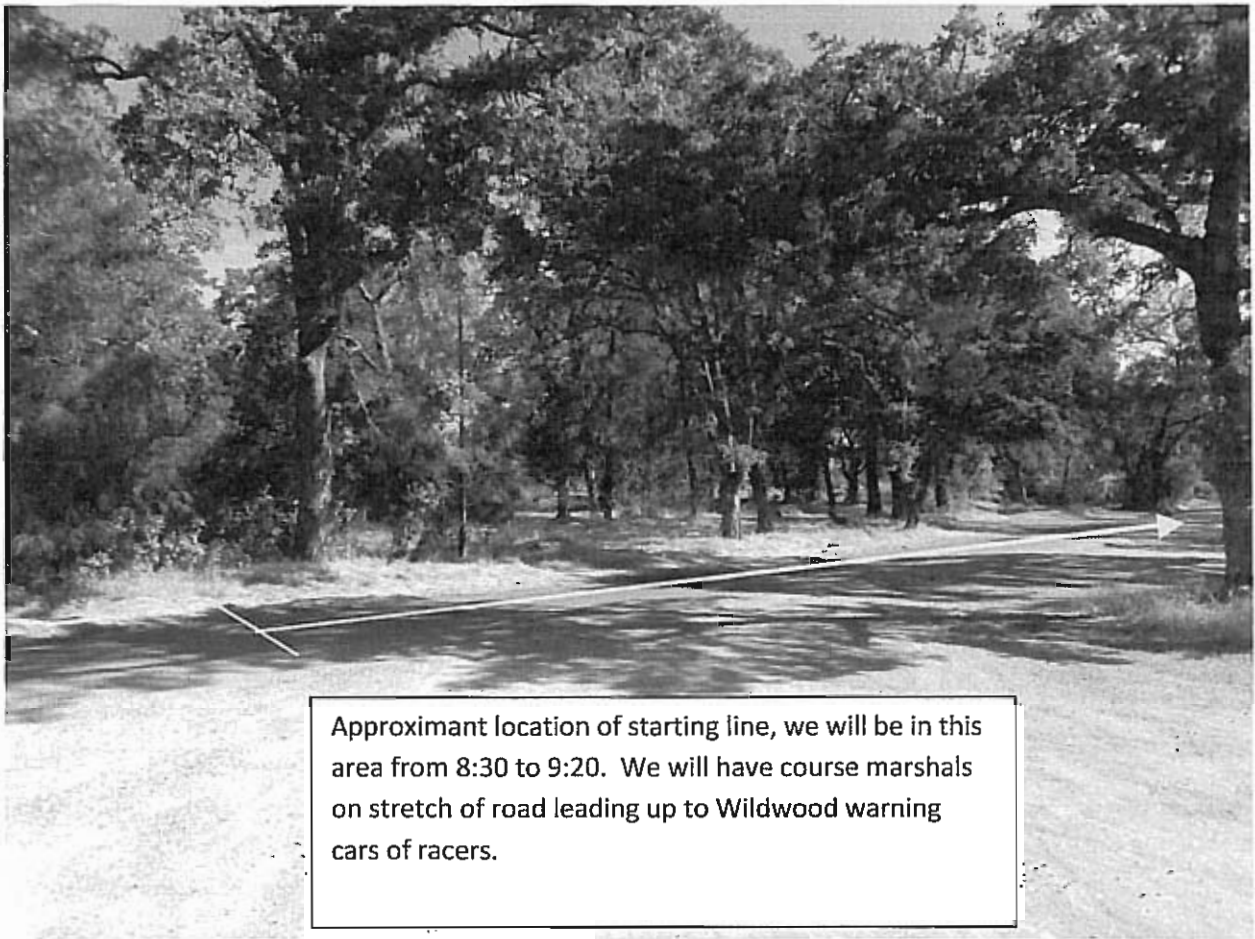
2013 Bidwell Bump – August 24th - Picture Itinerary

Below is are pictures illustrating where the race will be held and what will be happening in that location.



Race starts in the gravel parking lot just north of 5-mile at 9:00am. We will have course marshals in this area where the racers will cross the road.





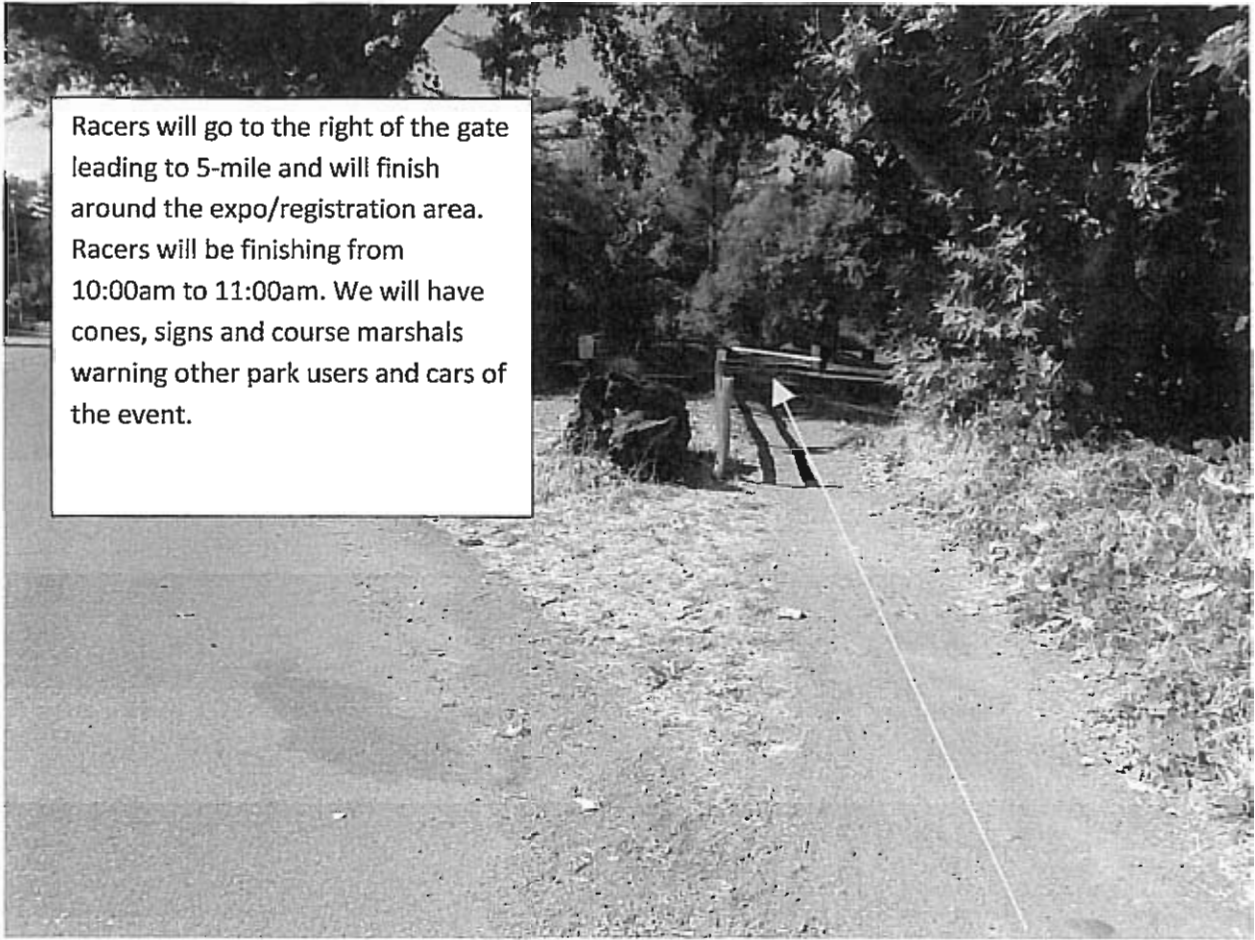
Approximant location of starting line, we will be in this area from 8:30 to 9:20. We will have course marshals on stretch of road leading up to Wildwood warning cars of racers.

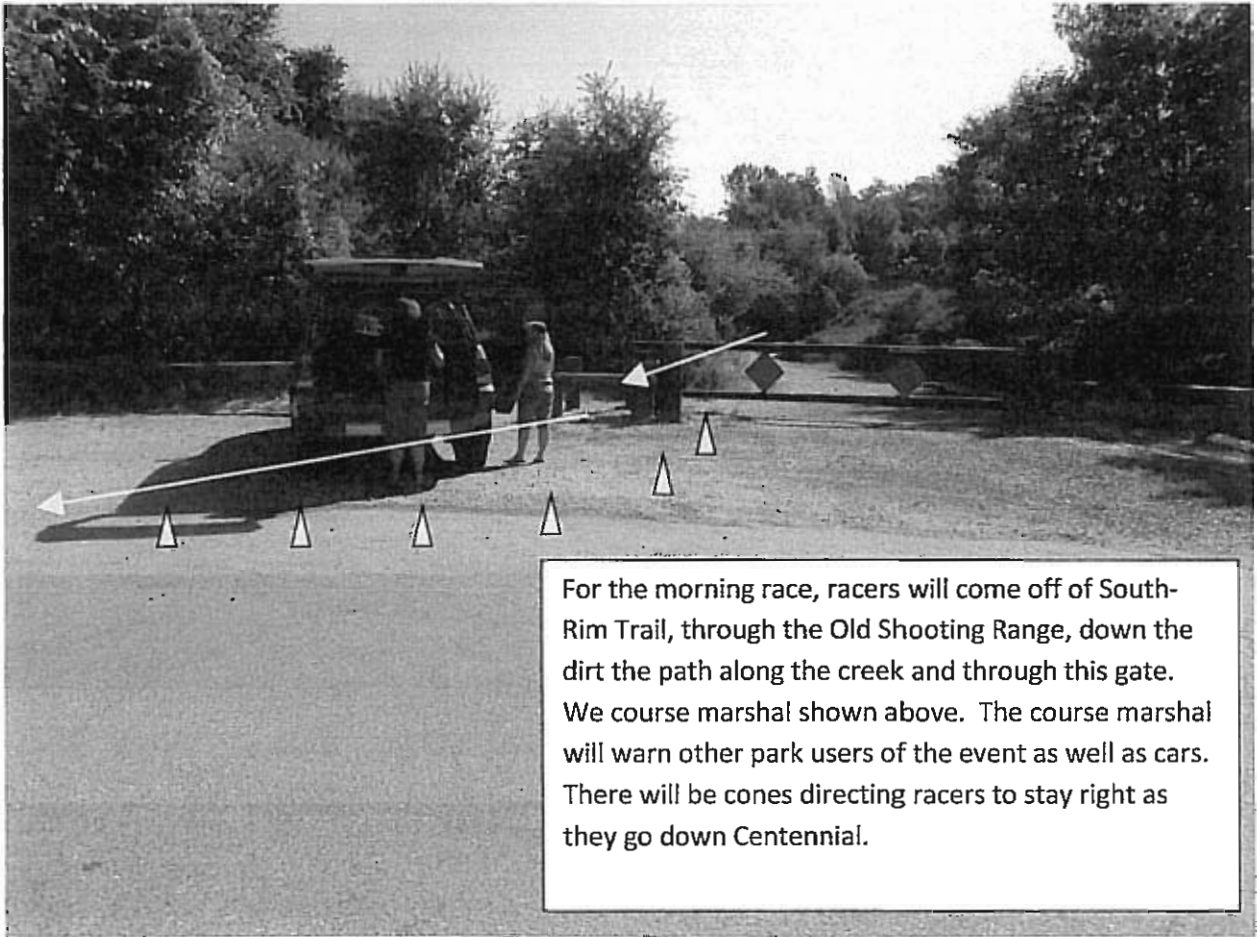
Expo Set Up/Registration Area

We will set up here starting just prior to 7am. This is where racers will meet in the morning and register. Also we are planning on having 10 vendors set up booths in this area. We will be finished here around 3pm.



Racers will go to the right of the gate leading to 5-mile and will finish around the expo/registration area. Racers will be finishing from 10:00am to 11:00am. We will have cones, signs and course marshals warning other park users and cars of the event.





For the morning race, racers will come off of South-Rim Trail, through the Old Shooting Range, down the dirt the path along the creek and through this gate. We course marshal shown above. The course marshal will warn other park users of the event as well as cars. There will be cones directing racers to stay right as they go down Centennial.



DATE: April 15, 2013
TO: Bidwell Park and Playground Commission
FROM: Jessica Erdahl, Senior Park Ranger
SUBJECT: Permit Application for CCAA Cross Country Championship

Recommendation

Staff recommends approval of the permit with conditions.

Report in Brief

Applicant Gary Towne with the Chico State Cross Country Team requests a permit to host a Cross Country Championship race in Middle Park on established trails on Saturday, October 26, 2013. The race route will be a 2k loop with the start and finish lines at Hooker Oak. The applicant expects approximately 180 participants and the event will include a Women's 6k (3 loops) and a Men's 8k (4 loops).

This application is being considered by the Commission because the group is requesting the use of trails in Bidwell Park that are not considered intensive use areas.

While running/walking is a permissible use under the Bidwell Park Master Management Plan (BPMMP), there is the potential that a large event could become incompatible with wilderness activities. The numbers under this application are lower than other similar Middle and Upper Park trail races. Staff has not observed excessive trail damage and has not fielded any citizen complaints associated with similar races, and anticipates monitoring the event this year. Staff recommends that the applicant cap the number of applicants to that of similar events -- 500. The plan also notes that Middle Park is a protected area for primarily non-intensive recreational uses (O.Middle-1; O. Upper-2; O. Upper-4).

Staff recommends the following conditions:

- Continued adherence to all park rules.
- Obtain a permit from CARD for use of Hooker Oak Recreation Area.
- Maintain participation at below the participant cap of similar events-- 500.
- The applicant must provide sufficient monitoring to keep racers on the established route as well as direct traffic where the route crosses the road. Adequate free standing signage must also be in place in order to ensure racers follow the established routes and also to notify other park users of the event.
- In the event that the Middle Park trails are closed due to wet or unsafe conditions, the race course will need to be altered accordingly, subject to approval by the Park Division, or the event date changed.
- The applicant will need to do a final inspection of the race courses at the conclusion of the event and remove all signs and course markings as well as pick up any associated trash.

Distribution:

Gary Towne

Attachments:

Application and permit for park use for the CCAA Cross Country Championship Race



City of Chico

APPLICATION & PERMIT FOR PARK USE

General Services Department - Park Division
965 Fir Street/P.O. Box 3420
Chico, CA 95927-3420
(530) 896-7800 Fax: (530) 895-4731

Type of Event:	
PUBLIC <input checked="" type="checkbox"/>	PRIVATE <input type="checkbox"/>

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • No glass beverage containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

PLEASE PRINT:

Gary Towne
Name of Applicant/Contact Person

CCAA Cross Country Championships (2 races)
Description of Event: (family BBQ, walk/run, describe below if needed)

Chico State Cross Country
Organization Name (if applicable)

Sat Oct. 26 9am
Day and Date of Event:

[Redacted Contact Information]

From: 6:30am To: 12:00 pm
Total Time Needed for Set-up, Event, and Clean-up

From: 9:00am To: 10:25am 180
Time of Event Only Number of people

E-mail address: [Redacted]

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 approval.

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
 - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area
 - Electricity (15 amp)
 - tables, restroom area (circle)
- Meadow
 - 100 amp Electrical Service
 - Water (public events only)
- Children's Playground
 - Electricity (15 amp)-Pick up key on: _____ between 8:00 AM-4:30 PM
 - Water (public events only)
 - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
 - Electricity (15 amp)
 - Event Restrooms
 - Fountain - On
 - Meter Bags # _____
 - 100 amp Electrical Service
 - Water (public events only)
 - Fountain - Off
 - Sound Curtain

- Council Ring
 - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
- Oak Grove A
 - Sycamore Way Parking Lot Closure-Public Events ONLY
 - Electricity (15 amp) tables, trees, parking area, restroom area
 - Band Stand (15 amp) (circle above)
 - BBQ-Pick up key on: _____ between 8:00 AM - 4:30 PM
- Oak Grove B
- Depot Park
 - Electricity (15 amp)
- Lower Bidwell Park (public events only): _____
- Upper Bidwell Park (public events only): Levee Area Only
- Other (specify) (public events only): _____
- Early Entrance Needed (public events only) Yes No

Additional Description of the Event: 2 college races (9am, 10am) on loop course in Hooker Oak area
Only a small section of upper park would be used.

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 18.50 (Non-Refundable)
- Reservation Fee \$ 29.00 (\$10.50 minimum, please call for quote)
- Insurance Fee \$ 39.00 (\$39.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$5.50 per vendor)
- Damage Deposit \$ 100 (\$100.00 refundable following acceptable clean-up after event)
- Early Entrance Fee \$ _____ (\$1.50/hr, public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:	
Event Restrooms _____ x (\$92.00) = \$ _____	#days
100 amp Electrical _____ x (\$29.00) = \$ _____	(electrician required) #days

Total Fee Required: \$ 186.50

Fee due upon submittal of application * Make Checks Payable to: City of Chico

City of Chico Cash Receipt No. CR634838 Payment Method: CK400678 Date: 4/3/13 Received By: TR

Office Distribution:	Permit File (original) Park Field Supervisor	Park Ranger 1 Park Ranger 2	Senior Park Ranger Landscape Inspector.	Applicant Risk Management (e-mail)	Email(various) 920 Fund
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EVENT INFORMATION

Please answer the following questions by circling "Yes" or "No"

Is this an annual event? How many years have you been holding this event? _____	Yes	No <input checked="" type="radio"/>
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	No <input checked="" type="radio"/>
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): <u>PA System in Hooker Oak area</u>	Yes <input checked="" type="radio"/>	No
When will amplified sound/music be heard? Time from: <u>8:30am</u> until: <u>11:30am</u> amps needed (15 or 100) _____ <i>Note: 100 amp electrical service requires a certified electrician to operate.</i>		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [] Bounce house [] Climbing wall [] Ropes Course [] Other: _____ Name of Operator: _____	Yes	No <input checked="" type="radio"/>
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	Yes	No <input checked="" type="radio"/>
Will event require that any part of the Park remain closed beyond the normal time of opening? <i>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 8:30am. (Subject to approval by the General Services Department Director and/or Senior Park Ranger.)</i> If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No <input checked="" type="radio"/>
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ <i>Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance</i>	Yes	No <input checked="" type="radio"/>
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	No <input checked="" type="radio"/>
Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ <i>Note: Restrooms shall be removed within 24 hrs after conclusion of event.</i>	Yes	No <input checked="" type="radio"/>
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required.</i> Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i>	Yes	No <input checked="" type="radio"/>
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: <u>CCAA Banners in the Picnic area of Hooker Oak</u> <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i>	Yes <input checked="" type="radio"/>	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <i>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</i>	Yes <input checked="" type="radio"/>	No
Do you request irrigation to be turned off before and during your event?	Yes <input checked="" type="radio"/>	No
CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <u>only</u> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? <i>If yes, a Vend. Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.</i>	Yes	No
Will City street closure(s) be needed? <i>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.</i>	Yes	No <input checked="" type="radio"/>

SECTION 3

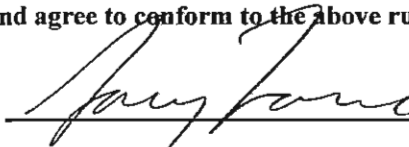
CONDITIONS FOR PARK USE

You Are Responsible for Knowing the Park Rules. Please Observe the Following:

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
- 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 and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- 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 until 8:30 AM in Lower Park – All other times **dogs must be on a leash**. 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 Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) **Big Chico Creek, Horseshoe Lake:** Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
- Gate Closures** Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
- Glass** No glass beverage 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' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- Park Closures** Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed between the hours of 11:00 pm and 60 minutes before sunrise every day, unless posted otherwise.
- Signs/Defacing** Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** No smoking in Upper Park from May 1st - November 1st. No smoking in City Plaza or Caper Acres any time.
- Swimming** While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
- 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.

***I have read and agree to conform to the above rules and conditions:**

Signed: _____



SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required [] Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
 - (a) Amplified sound is used, or
 - (b) The number of people participating amount to 100 or more.

If insurance is required for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at riskmanagement@ci.chico.ca.us. Insurance may also be purchased through the City.

If insurance is required, Certificate of Insurance, meeting City standards must be received by: October 11, 2013

Organization Named on Certificate of Insurance _____

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, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of event, date of event.

NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:

- (2) The City of Chico, its officers, boards and 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 5 - 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 occurring in, upon or about Bidwell Park, and arising from my use of the park 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" 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.

X _____
Signature of Applicant

X Quamir D. Colon 3/12/13
Date

RETURN THIS FORM TO:

City of Chico - Park Division
965 Fir Street
Chico, CA 95928

FAX 530-895-4731 or email to Parkinfo@ci.chico.ca.us

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

A copy of the approved application will be returned to you.

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

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

- [] Approved.
- [] Approved subject to listed additional condition(s) _____

- [] Denied by the General Services Director. Reason: _____
- [] Application fee waived (12R.08.100 CMC). Reason: _____
- [] Reservation fee waived (12R.08.250 CMC). Reason: _____
- [] Vendor fee waived (12R.08.250 CMC). Reason: _____
- [] Insurance fee waived (12R.08.240 CMC). Reason: _____
- [] Damage deposit fee waived (12R.08.260 CMC). Reason: _____
- [] Application approved by the Bidwell Park & Playground Commission. Date: _____
- [] Application denied by the Bidwell Park & Playground Commission. Reason: _____

Date: _____

Signature of General Services Director

Date

Chico State Cross Country Proposal to have CCAA Cross Country Championships at Hooker Oak Recreation Area

Hello C.A.R.D. office. My name is Gary Towne and I'm the men's and women's cross country coach here at Chico State University. I'm writing you this note to inquire about our hope to host our conference cross country championships on October 26, 2013 at the Hooker Oak Recreation Area. We are granted the opportunity to host this event once every 10 years, so we're very excited that it's coming to Chico. Our goal would be to run a 2k loop course that circles the Hooker Oak Park area. The quaint loop course would allow great opportunities for the fans to witness the championship races, in a beautiful setting. I'll do my best to describe our proposed event below.

Date: Saturday October 26, 2013

Times of events: 9:00am-Women's 6k, 10:00am-Men's 8k

Course: The 2k loop courses would start on the middle softball field (Right field) and head South-East exiting the Left field area and making their way onto the gravel path behind the Doryland Field backstop. Athletes would follow the path directly to the levee where they'd take a left. The course then winds along the levee for nearly ½ mile before taking a left turn through the fence and following a trail that mostly parallels the levee. The trail runs into a small paved road, which the course would take a left on, dropping them down and onto the flat dirt parking area approaching the Equestrian area. The course heads across this dirt area almost directly north-west eventually merging left onto the existing Manzanita Ave Bike Path. Athletes would follow the path across the overflow and past the disc golf course, taking a left onto the sidewalk that circles the Hooker Oak Tree parking area. Running on the side walk for only a few meters the runners will cut onto the dirt area heading almost directly to the grass area behind the Hooker Oak tree stump and eventually behind the most West softball field. It would then pick up on the paved path between softball fields for a short stretch before reaching the light gravel path that will lead them back to the levee after having finished a loop.

Fields/Participants: The fields in each race would be between 75-100 runners.

Course Markings: The majority of the course would be marked with flagging and small cones. A few of the outer sections might need small amounts of flour for athletes to follow.

Volunteers: Would be stationed in all necessary areas to provide a buffer between the competing athletes and park users. (we've hosted a number of events in Bidwell through the years and are pretty well versed with various scenarios that can come up).

Clean-up: Our athletes and staff will handle the good majority of any clean up that is needed after the event.

Friday Course Preview: Most teams would come to the park on Friday afternoon to allow their athletes the opportunity to run a few loops on the course, so they know the layout, etc.. This could be accommodated even if there were softball games being played, as I could point out the start area, and they would be able to navigate the remainder of the course even with players and fans present at any of the playing fields. We would need to put some flagging and markings out on the course on Friday afternoon, so the previewing athletes wouldn't get lost of course.

Saturday Timeline:

6:00am: Course set up begins

9am: Women's 6k event begins (approx. 20-24 minutes of racing)

10am: Men's 8k Begins (approx. 24-30min of racing)

11:15am: Awards Ceremony Begins

11:45: Awards Ceremony Ends

12:30-1:00pm: Clean up concluded

Areas to be reserved for Saturday: In speaking to Ed on the phone it sounds like we might need to reserve the middle ball field due to the start being on the field? We would also love have access to the picnic tables along the creek if possible, so the teams can have some tables to place their bags on while they're racing.

Similar to HS races: I've been to many high school races at Hooker Oak Park, and our event would be pretty similar to theirs. The main difference would be the repeated looping around the Hooker Oak area, instead of running into the upper Park area and back. One of the nice things with our event is that no roads are needed to be closed, although a few monitors will need to be at the Equestrian road area to control possible vehicle/runner overlap.

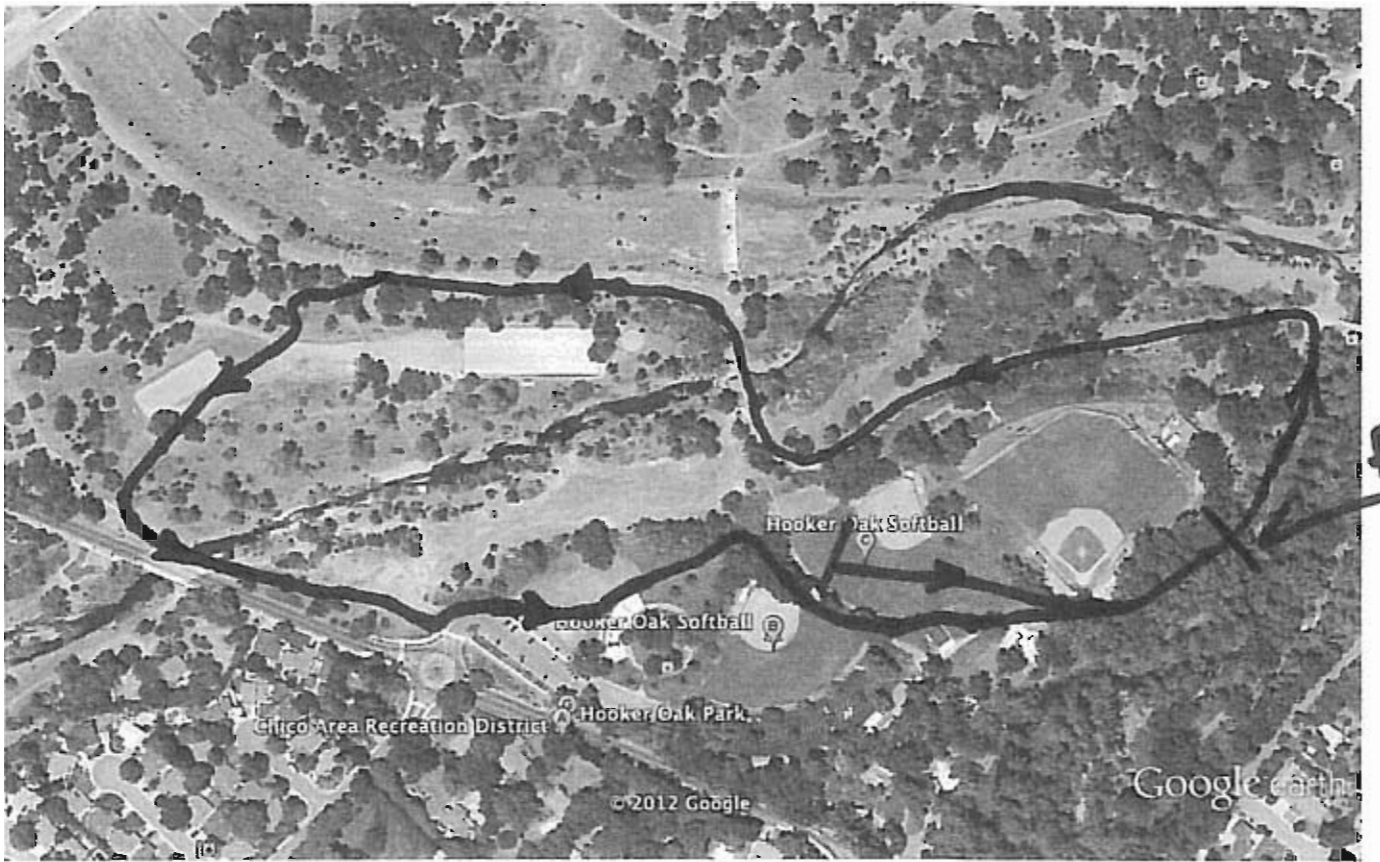
Equestrian Center: I will plan to contact and meet with the folks at the center to make sure that we can coordinate our plans with them, well in advance (like this winter).

Course Map: I'm attaching a pretty crude proposed course map that I put together using a screen shot off Google Earth of the Hooker Oak Park Area.

Conclusion: This is pretty much all that we have for now. I will plan to fill out the necessary paperwork, etc.. in the coming weeks assuming this event looks ok to the CARD staff. We're hoping to bring an exciting event into the public's eye (instead of running a typical out and back course) and I believe that Hooker Oak Park is the perfect setting for such an event. Our men's team will be attempting to win our 12th straight conference championship, while the women's team will be shooting for their 10th title in 12 years.

Thanks for your consideration.

Sincerely,
Gary Towne
530.898.4955-Office
530.520.7910-Home



Google earth



Men's 8k race = 4 loops
Women's 6k race = 3 loops



Google earth



Slide 1 Google Earth Photo is really the only part of the proposed CCAA XC course that is on a designated trail. It's a lightly used short section of trail that takes the runners from the levee to the Equestrian Center entry road. This short piece of trail measures only **60** meters according to the Google Earth measurement tool shown below the picture above.

2.



Google earth

feet 100
meters 40



Slide 2. Google Earth Photo picks up on the Equestrian Center (E.C.) entry road where runners descend to the flat area and make a right turn beside a portion of the E.C.

3

Equustran Center



Google earth



Slide 3 Google Earth Photo shows where athletes will run through a parking area beside the horse area to their right, and will follow a wide dirt road/trail that takes them directly to the Manzanita bike path.



DATE: April 15, 2013
TO: Bidwell Park and Playground Commission
FROM: Jessica Erdahl, Senior Park Ranger
SUBJECT: Permit Application for a Vacation Bible Experience Event at Children's Playground

Recommendation

Staff recommends approval of the permit with conditions.

Report in Brief

Applicant Christi Harrington with the Bidwell Presbyterian Church requests a permit to hold a vacation bible experience at Children's Playground during the week of June 17-21, from 8:00 a.m. to 3:30 p.m. (includes set-up and take down daily). Harrington has requested to use the lawn areas for the event and anticipates 200 attendees daily. Similar events hosted by the Bidwell Presbyterian Church have been held at this location for the past 8 years.

Children's Playground is not designated as an exclusive use reservation area per 12R.10 of the Chico Municipal Code and Commission approval is therefore required for a private reservation permit request. Staff does not anticipate any major conflicts, issues, or damage associated with the applicant's requests.

Staff recommends the following conditions:

- Continued adherence to all park rules.
- No signs or decorations to be attached or hung from City structures, trees, tree barriers, or vegetation.
- Vehicles to be parked in designated parking areas only.

Distribution:

Christi Harrington

Attachments:

Application and permit for park use for the Vacation Bible Experience



City of Chico

APPLICATION & PERMIT FOR PARK USE

General Services Department - Park Division
965 Fir Street/P.O. Box 3420
Chico, CA 95927-3420
(530) 896-7800 Fax: (530) 895-4731

Type of Event:

PUBLIC **PRIVATE**

SECTION 1 - APPLICANT INFORMATION

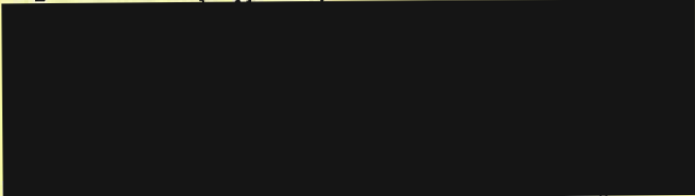
Miscellaneous information: No glass beverage containers. Application fee due upon submittal.
THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION. PLEASE PRINT:

Bidwell Presbyterian Church / Christi Harrington
Name of Applicant/Contact Person

Vacation Bible experience
Description of Event: (family BBQ, walk/run, describe below if needed)

Bidwell Presbyterian Church
Organization Name (if applicable)

Monday-Friday 6/17 - 6/21
Day and Date of Event:



From: 8:00 AM To: 3:30 PM
Total Time Needed for Set-up, Event, and Clean-up

From: 9:00 AM To: 3:00 PM 200
Time of Event Only Number of people

E-mail address: [Redacted]

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 approval.

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
- Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area
- Electricity (15 amp) tables, restroom area (circle)
- Children's Playground
- Electricity (15 amp)-Pick up key on: _____ between 8:00 AM-4:30 PM
- Water (public events only)
- City Plaza (Additional fees may apply)
- Electricity (15 amp)
- Event Restrooms
- Fountain - On
- Meter Bags # _____
- Meadow
- 100 amp Electrical Service
- Water (public events only)
- 100 amp Electrical Service
- Water (public events only)
- Fountain - Off
- Sound Curtain

- Council Ring
- Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
- Oak Grove A
- Oak Grove B
- Sycamore Way Parking Lot Closure-Public Events ONLY
- Electricity (15 amp) tables, trees, parking area, restroom area
- Band Stand (15 amp) (circle above)
- BBQ-Pick up key on: _____ between 8:00 AM - 4:30 PM
- Depot Park
- Electricity (15 amp)
- Lower Bidwell Park (public events only): _____
- Upper Bidwell Park (public events only): _____
- Other (specify) (public events only): _____
- Early Entrance Needed (public events only) Yes No

Additional Description of the Event: _____

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 18.50 (Non-Refundable)
- Reservation Fee \$ 145.00 (^{429 X 5} \$10.50 minimum, please call for quote)
- Insurance Fee \$ 39.00 (\$39.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$5.50 per vendor)
- Damage Deposit \$ 100.00 (\$100.00 refundable following acceptable clean-up after event)
- Early Entrance Fee \$ _____ (\$31.50/hr, public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

Event Restrooms _____ x (\$92.00) = \$ _____
#days

100 amp Electrical _____ x (\$29.00) = \$ _____
(electrician required) #days

Total Fee Required: \$ 307.50

Fee due upon submittal of application * Make Checks Payable to: City of Chico

City of Chico Cash Receipt No. 02364185 Payment Method: CC 5293 Date: 3/21/13 Received By: TR

Office Distribution:	Permit File (original) Park Field Supervisor	Park Ranger 1 Park Ranger 2	Senior Park Ranger Landscape Inspector.	Applicant Risk Management (e-mail)	Email(various) 920 Fund
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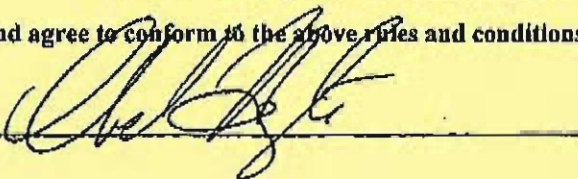
SECTION 3 CONDITIONS FOR PARK USE

You Are Responsible for Knowing the Park Rules. Please Observe the Following:

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
- 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 and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- 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 until 8:30 AM in Lower Park -- All other times **dogs must be on a leash**. 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. Permittees shall provide "tripping" prevention devices over power cords crossing any pathway.
- Fishing** **Big Chico Creek:** Check California Fish and Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek.
Horseshoe Lake: Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
- Gate Closures** Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
- Glass** No glass beverage 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' away, Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- Park Closures** Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed between the hours of 11:00 pm and 60 minutes before sunrise every day, unless posted otherwise.
- Signs/Defacing** Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** No smoking in Upper Park from May 1st - November 1st. No smoking in City Plaza or Caper Acres any time.
- Swimming** While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
- 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.

*I have read and agree to conform to the above rules and conditions:

Signed: _____



SECTION 4 - INSURANCE

(Rate determined by Park-0110)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
 - (a) Amplified sound is used, or
 - (b) The number of people participating amount to 100 or more.

If insurance is required for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at riskmanagement@ci.chico.ca.us. Insurance may also be purchased through the City.

If insurance is required, Certificate of Insurance, meeting City standards must be received by: _____

Organization Named on Certificate of Insurance _____

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, with policy endorsements as follows: *New insurance certificate*

- (1) Identification of permit applicant, identification of event, date of event. *will be issued 6/1/13. 2012-2013*

NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:

Certificate is on file.


- (2) The City of Chico, its officers, boards and 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 5 - 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 occurring in, upon or about Bidwell Park, and arising from my use of the park 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", 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.

X  Signature of Applicant

X *3/21/13* Date

RETURN THIS FORM TO:

City of Chico - Park Division
965 Fir Street
Chico, CA 95928

FAX 530-895-4731 or email to Parkinfo@ci.chico.ca.us

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

A copy of the approved application will be returned to you.

SECTION 6 - GENERAL SERVICES DIRECTOR AUTHORIZATION

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

- Approved.
- Approved subject to listed additional condition(s) _____
- Denied by the General Services Director. Reason: _____
- Application fee waived (12R.08.100 CMC). Reason: _____
- Reservation fee waived (12R.08.250 CMC). Reason: _____
- Vendor fee waived (12R.08.250 CMC). Reason: _____
- Insurance fee waived (12R.08.240 CMC). Reason: _____
- Damage deposit fee waived (12R.08.260 CMC). Reason: _____
- Application approved by the Bidwell Park & Playground Commission. Date: _____
- Application denied by the Bidwell Park & Playground Commission. Reason: _____

Date: _____

Signature of General Services Director

Date

EVENT INFORMATION

Please answer the following questions by circling "Yes" or "No"

Is this an annual event? How many years have you been holding this event? <u>8</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is there a patron admission, entry, or participant fee(s) required for your event?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	<input type="radio"/> Yes	<input checked="" type="radio"/> No
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ Note: 100 amp electrical service requires a certified electrician to operate.		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) <input checked="" type="checkbox"/> Bounce house [] Climbing wall [] Ropes Course [] Other: _____ Name of Operator: <u>Jump For Joy</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	<input type="radio"/> Yes	<input checked="" type="radio"/> No
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 8:30am. (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: <u>8:30 AM</u> until: _____ Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ Note: Restrooms shall be removed within 24 hrs after conclusion of event.	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required.</i> Number of Trash Cans _____ Number of Recycling Containers _____ <i>Bring from church as needed</i> Sanitation Company _____ Phone Number _____ Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: _____ Note: All signs and banners shall be free standing and not affixed to Park property.	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Do you request irrigation to be turned off before and during your event?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
CITY PLAZA ONLY: Vehicles are not allowed to City Plaza. Loading and unloading of trucks and cars must be done at the streets. All other loading and unloading must be done at the City Plaza by calling (530) 879-6900.		
Will vendors be placed on the perimeter sidewalks? If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will City street closure(s) be needed? A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.	<input type="radio"/> Yes	<input checked="" type="radio"/> No



DATE: 04/01/13
TO: BPPC
FROM: Lise Smith-Peters, Park Services Coordinator
SUBJECT: Revision to the Park Division Fees – Fee Schedule 80.020.

Recommendation

The Policy Advisory Committee recommends that the Commission approve and forward to the City Council, staff's proposed revisions to the Park Division Fees - Fee Schedule 80.020.

Background

City of Chico Fee Schedule 80.020 – Park Division Fees contains park reservation permit fees and other fees related to the use of Bidwell Park and other City parks. It has been several years since these fees have been analyzed and revised to reflect actual costs involved in the administration, preparation, coordination, monitoring, and clean up after a park reservation.

In addition, the City will be implementing a more convenient online reservation system in the near future, and the City's current reservation fees and permit process has needed clarification and simplification to accommodate this transition. As Chico's population and the popularity of the park increases for races and other public events, there is a also need to have distinct separate levels of fees between private events and public events due to the amount of time and coordination needed for public events, not to mention their inherent impact on City park facilities.

On 01/28/13, the Policy Advisory Committee reviewed the fee schedule and staff reported proposed changes. The group made several recommendations on conducting more investigation into some of the fee amounts and adding language to cover costs that are incurred for staff, equipment, and materials for cleanup after an event, which is above the \$100 damage deposit.

Discussion

As part of this process, staff reviewed fees collected by other agencies such as the Chico Area Park and Recreation (CARD), the cities of Redding, Yuba City, Sacramento and several other agencies. Staff also consulted administrative, ranger, and park maintenance staff as part of this review and input process. These changes were reviewed by the Policy Advisory Committee on 1/17/13.

An annotated version of the Fee Schedule, reflecting the proposed changes is attached as Exhibit A, and a clean copy of the Fee Schedule changes is attached as Exhibit B.

Staff anticipates a return to the fees in the future with a more detailed analysis of staff costs and impacts to facilities and exploration of formalizing a special use permit to streamline more unusual requests.

Proposed revisions and their rationale are summarized as follows:

I. General Formatting and Language Clarifications

- A. Fee sections were grouped together for private and public events under specific categories, such as application fee, park reservation fee, deposits etc. with fees for both types of events listed below each category. This eliminated much of the duplication in the Fee Schedule.
- B. Standardized terminology for consistency throughout the document.
- C. Revised the policy for cancelations of an event so that an applicant no longer receives a full refund of reservation fees paid. Since administrative staff time is still expended, if an applicant cancels a public event within 5 days of

the event, 50% of the fees will be refunded. If an applicant cancels a private event within 2 days of the event, the fees will not be reimbursed. Reservation and additional park use fees will be refunded in full for cancellations within these time frames due to inclement weather or for other reasons not initiated by the applicant.

- D. Staff is looking into a fee structure that will no longer be based on the type of event (i.e. “public event” and “private event”), but rather be based on the number of people and the facility reserved. The rationale for this is a large private event has the same impacts on a facility as a similarly sized public one. In the future, staff would like to explore a simpler fee structure (and code) that would have fees tied to event size.

II. Revisions to the Park Reservation Fees

A. The following fees were raised to meet inflation and to cover costs:

1. Application processing fee was raised to \$20 from \$18.
2. Vendor Fee was raised from \$5.50/vendor to \$10.
3. Employee Pay rates were raised based on the current salary schedule.
4. A fee of \$10 will be applied to reserving Caper Acres Birthday Rings, which is currently offered in 2-hour blocks for free. This will cover administrative fees, along with park maintenance staff who prep and clean the rings before and after the reservation.

B. One of the main revisions being proposed is to change the private reservation fees. The changes include:

1. Changing from a reservation fee based on per person to a flat fee per facility. The proposed reservation fee for use of most park facilities is \$25, except for Bidwell Bowl Amphitheater which is \$50. Staff determined these rates after reviewing the numbers of participants, types of events, and fees paid for private events in previous years, and the maximum seating capacity and amenities offered at each location.
2. Limiting reservations to 5-hour blocks of time: from 1) 9:00 am to 2:00 pm and from 2) 2:00 pm to 7:00 pm. Currently, a private or public event under 100 people can reserve an entire facility for 10 hours for \$10.50. Private event applicants that opt for using a facility for a longer period of time, will now pay for and reserve the facility for the additional block of time.

C. For public event reservations, the changes include:

1. The fee category for public events that do not charge participants has been deleted so that there is no difference in fees for public events that charge and do not charge participants. The reason for this change is that City staff costs and the impacts on the facilities is the same regardless of whether the applicant charges a participant fee or not.
2. Fees will still be based on the number of participants using the current average pricing of \$0.50/person. However, the revised schedule contains fewer fee categories, reducing the number of categories from 13 to 4. This simplifies the fee structure for both the public and staff.

III. Revisions to the Additional Park Use Fees

- A. The current Fee Schedule provides for the collection of a \$100 damage deposit for all public and private events that exceed 100 people. This deposit is refundable if no damages are sustained as a result of the event. In addition to the damage fee of \$100; the PAC recommended adding the following language for both Public and Private events – “Applicants will be responsible for paying the costs over the \$100 damage fee for additional staff time, use of equipment or supplies needed for cleaning or repairing the reserved site.” This additional damages payment will be invoiced to the applicant.
- B. Adds a flat fee of \$29.00 for use of 100 amp electrical service at those facilities that have this service. Currently, this fee applies only for City Plaza, and this service is also available at Cedar Grove and other locations.
- C. Updates the fees based on actual costs for the use of additional City Staff or equipment that is not part of the normal park reservation process. An example of this is if the permittee requires early entry into the park, then an hourly fee for the Park Ranger to open the gates and meet with the permittee would be charged.

Fiscal Impact

The fee revisions simplify the fee schedule, equitably adjust the fees to capture a larger portion of the actual costs associated with reservations, and to minimize large changes to the fees from current park permit charges. However, with the change to a flat reservation fee per facility and limiting reservations to 5-hour time blocks for private events, and changes to the public event reservation fees, there will likely be increased revenues received. These additional revenues will help defer staff and maintenance costs associated with park reservations.

Attachments:

Exhibit "A": Annotated Copy of the Fee Schedule Revisions.
Exhibit "B." Un-annotated Copy of Fee Schedule Revisions.

4/25/2013

PARK DIVISION RESERVATION FEES

AUTHORITY: Resolution No. 57 79-80 adopted 11/6/79; Chapters 12R.08 and 12R.10 Chico Municipal Code; Budget Policy E.5.

AMENDMENTS: Resolution Nos. 68 79-80 adopted 12/04/79; 69 82-83 adopted 11/18/82; 8 86-87 adopted 07/01/86; 154 92-93 adopted 04/07/93; 07/01/94 per Section IV. below; Resolution No. 111 94-95 adopted 02/07/95; 07/01/98 per Section IV. below; Resolution No. 95 99-00 adopted 02/15/00; 07/01/01 per Section V. below; 10/06/03 per Section V. below; 07/01/06 per Section VI. below; Resolution No. 63-06 adopted 06/20/06; 07/01/07 pursuant to Section III. below and Resolution 110.07 adopted 09/04/07; 07/01/08 per Section VII below and Resolution No. 42-08 adopted 06/03/08; 07/01/09; 07/01/10 per Section VII below; administrative update 09/20/10; 07/01/12 per Section VII below.

I. GENERAL PROVISIONS

The following provisions apply to the fees set forth in Sections II. ~~thru V. and III.~~ below:

A. Cancellations:

1. All Events

When an event is canceled due to inclement weather, or for other reasons not initiated by the applicant, the City shall **fully** refund the **park reservation fee** ~~basic park use fees, and vendor fee,~~ **additional park use fees** upon request by the applicant.

2. Public Events

If a cancellation is initiated by the applicant and made later than five (5) business days before the event date, 50 % of the park reservation or additional park use fees will be non-refundable.

3. Private Events

If a cancellation is initiated by the applicant and made later than two (2) business days before the reservation date the park reservation fee will be non-refundable.

B. For events taking place on more than one day, or for a series of events, the applicant has the option of either submitting one application covering all the days of the event or all the days of the series, or of submitting one application for each day of the event.

C. **Applicants requesting a permit for a public event with more than 200 participants shall provide the following:**

1. Additional trash and recycling service as well as portable restrooms during the event. Applicant may provide trash and recycling services, or obtain the service from one of the City's two permitted solid waste collectors.
2. One accessible portable restroom for each additional 400 participants, with the exception of events held in City Plaza.

II. PUBLIC EVENT FEES-APPLICATION FEE

All persons requesting to hold a public or private event pursuant to Section 12R.08.050 of the Chico Municipal Code shall pay the following fees upon filing of an application with the Park Division:

- A. Application Processing Fee \$18.50 ~~\$20.00~~

The application fees set forth above shall cover the administrative costs involved in processing an application and is non-refundable.

III. ~~B. Park Reservation Fee~~ PARK RESERVATION FEE

A.1. Public Events:

In addition to the application fee in Section II.A. above, fees will be charged based on the total number of participants and/or spectators. If the event for which the reservation fee is being charged takes place on more than one day, or is a series of events, the total number of participants and/or spectators shall be the total for all days of the event or series of events. The fees set forth below shall be paid to the Park Division prior to the issuance of a permit: ~~at time of approval of an application:~~

Number of Participants/Spectators	Fee	Number of Participants/Spectators	Fee
1-25	\$10.50	251-300	\$142.50
26-50	\$15.00	301-500	\$171.00
51-75	\$28.50	501-750	\$286.00
76-100	\$42.50	751-1000	\$428.50
101-150	\$57.50	1001-1250	\$571.00
151-200	\$86.00	1251+	\$571.00 + 50¢
201-250	\$114.00		per participant exceeding 1251

<u>Number of Participants/Spectators</u>	<u>Fee</u>
<u>1 - 250</u>	<u>\$100</u>
<u>251 - 500</u>	<u>\$200</u>
<u>501 - 1500</u>	<u>\$600</u>
<u>1501 - 3000</u>	<u>\$1200</u>
<u>3001 +</u>	<u>\$1200 + \$0.50 per participant exceeding 3000</u>

1. In cases where the number of spectators/participants/vendors in attendance at the event is less than or greater than the number estimated on the application, the reservation fee shall be adjusted accordingly.
2. An installment plan for payment of basic park use fees may be implemented by the General Services Director for events which occur over a period of several days or for a series of events.
3. Pursuant to Chico Municipal Code Section 12R.08, reservation fees may be waived or refunded for public events where the primary purpose of the event is to exercise free speech rights.

B. Private Events

In addition to the application fee in Section II.A. above, park reservation fees for the exclusive use of park facilities shall be paid to the Park Division prior to issuance of the permit based on the fees set forth below:

Fee includes reservation for two (2) blocks for Caper Acres from 9:00 AM – 8:00 AM and five (5) hour blocks from either 9:00 AM - 2:00 PM, or 2:00PM - 7:00 PM for all other locations.

<u>RESERVATION AREA</u>	<u>FEE/5 Hrs</u>
<u>Bidwell Bowl Amphitheater</u>	<u>\$50.00</u>
<u>Campfire Council Ring</u>	<u>\$25.00</u>
<u>Caper Acres</u>	<u>\$10.00</u>
<u>Cedar Gove Picnic Area</u>	<u>\$25.00</u>
<u>Cedar Grove Meadow</u>	<u>\$25.00</u>
<u>Depot Park</u>	<u>\$25.00</u>
<u>Five Mile Picnic Area</u>	<u>\$25.00</u>
<u>One Mile Oak Grove A</u>	<u>\$25.00</u>

<u>One Mile Oak Grove B</u>	<u>\$25.00</u>
<u>Non-reservation Areas</u>	<u>\$25.00*</u>

*Reservations requests for nonreservable areas require review and approval by the Bidwell Park and Playground Commission.

B. ~~Caper Acres Birthday Rings~~

~~An applicant requesting to reserve the birthday ring located within the Caper Acres area in Bidwell Park shall be exempt from payment of all park fees. Reservations shall be limited to a two hour block.~~

C. Reservation For Filming Purposes

In addition to the above application fee, park reservation fees for the exclusive use of park facilities for filming purposes shall be paid to the Park Division prior to the issuance of the permit based on the fees set forth below. All fees shall be assessed and computed on a per day basis.

	<u>Fee</u>	<u>Damage Deposit (Refundable)</u>
a. <u>Intensive Use Areas</u>		
<u>Partial Day (4 hours or less)</u>	<u>\$174.00</u>	<u>\$100.00</u>
<u>Full Day (over 4 hours)</u>	<u>\$348.50</u>	<u>\$100.00</u>
b. <u>Non-Intensive Use Areas</u>		
<u>Partial Day (4 hours or less)</u>	<u>\$ 174.00</u>	<u>\$ 500.00</u>
<u>Full Day (over 4 hours)</u>	<u>\$ 348.50</u>	<u>\$ 500.00</u>

b. Park Reservation Fee for Events Which Do Not Charge Spectators/Participants

<u>Number of Participants/Spectators</u>	<u>Fee</u>	<u>Number of Participants/Spectators</u>	<u>Fee</u>
<u>—0—100</u>	<u>\$ 10.50</u>	<u>—501—1000</u>	<u>\$142.50</u>
<u>101—250</u>	<u>\$ 28.50</u>	<u>1001+</u>	<u>\$286.00</u>
<u>251—500</u>	<u>\$ 70.00</u>		

- ~~2. In addition to fees set forth in Section II.B.1. above, a \$5.50 per vendor fee shall be paid by the applicant for all public events at which food, beverages, merchandise, or services shall be sold or solicited.~~
- ~~3. In cases where the number of spectators/participants/vendors in attendance at the event is less than or greater than the estimated number contained in the application, the basic park use fee shall be adjusted accordingly.~~

- ~~4. An installment plan for payment of basic park use fees may be implemented by the General Services Director for events which occur over a period of several days or for a series of events.~~
- ~~5. Under certain circumstances, park use fees may be waived or refunded pursuant to Chico Municipal Code Section 12.R.08.250.C.~~
- ~~6. Applicants requesting a permit for a public event with more than 200 participants shall provide additional trash and recycling service during the event. Applicant may provide this service, or obtain the service from one of the City's two permitted solid waste collectors.~~

IV. LIABILITY INSURANCE FEE

~~A.C. **Public Event Insurance Fee:** -All persons requesting a public event permit shall obtain liability insurance for such event using the following options set forth in IV.D C. and paying the following fees upon filing of an application with the Park Division.~~

B. Private Event (if applicable) - All persons requesting a private event permit with 100 or more participants shall obtain liability insurance for such event using the following options set forth in IV.C. and paying the following fees upon filing of an application with the Park Division.

C. Liability Insurance Options

- 1. Applicant obtains insurance from the City's Special Event Liability Insurance Program and pays processing and/or other fees as set forth in Fee Schedule No. 11.080

or

- 2. Applicant obtains insurance from a private insurance company. Provided, however, in the event the private insurance company certificate initially submitted does not comply with City requirements and requires additional review prior to issuance of the permit, an additional **non-refundable** fee in the amount of \$39.00 will be charged.

When an applicant obtains insurance from a private insurance company, a certificate of insurance must be submitted to the Risk Manager's office at least two weeks prior to the date of use.

~~V. D. Additional Park Use Fees/Rates~~ **ADDITIONAL PARK USE FEES/RATES**

A 1. Damage Deposit

- 1. Public Events:** ~~In addition to the basic park use fees, t~~The General Services Director may require the collection of an additional deposit in the amount of ~~50 percent of the~~

~~basic park use fee or \$100~~ in order to ensure that funds are available in cases where it is anticipated that more participants/spectators will attend the event than was originally estimated, and/or where the event may result in above normal damage to the Park. The deposit shall be returned to the applicant after an event, less any deductions for the number of participants/spectators over the number originally estimated and/or for the cost of repairing damage resulting from the event.

2. Private Events- The General Services Director may require the collection of an additional deposit in the amount of \$100 for reservations with 100 or more participants. The purpose of this deposit is to ensure that funds are available in cases where the reservation may result in above normal damage to the Park. The deposit shall be returned to the applicant after an event, less deductions for the cost of repairing any damages resulting from the event.

3. For both public and private events, applicants will be responsible for paying any costs over the \$100 damage fee for additional staff time, use of equipment or supplies needed for cleaning or repairing the reserved site. This additional damages payment will be invoiced to the applicant.

B. Vendor Fee

A vendor fee shall be paid by the applicant for all public events at which food, beverages, merchandise, or services shall be sold or solicited.

\$10.00 ~~5.50~~/Vendor

C. Electrical Service (100 amp)

\$29.00

An electrical service fee set forth above shall be paid to the Park Division for the use of 100 amp electricity service prior to issuance of the permit for the use of the following park facilities: Cedar Grove, Children's Playground and City Plaza.

D. City Plaza Event Restrooms

\$92.00

An event restroom fee set forth above shall be paid to the Park Division prior to issuance of the permit for Reservations with more than 200 participants at City Plaza.

E. Employee Pay Rates

1. 2. Additional park use fees as required pursuant to Section 12R.08.260 of the Chico Municipal Code, and as estimated by the General Services Department, Fire, and Police Departments, shall be paid to the Park Division prior to issuance of the permit based on the rates set forth below:

- a. Park Division
 - 1. Maintenance Aide \$25.50 **\$29.83**/hour
 - 2. Maintenance Worker \$28.50 **\$35.15**/hour
 - 3. Senior Maintenance Worker \$34.00 **\$40.32**/hour

- 4. Field Supervisor \$41.50~~\$50.79~~/hour
- 5. Park Ranger \$31.00~~\$34.87~~/hour
- 6. Senior Park Ranger \$39.20/hour**
- 7. Landscape Inspector \$48.22/hour**
- 8. Park and Natural Resources Manager \$66.57/hour**
- ~~69.~~ **Urban Forester Forest Manager \$57.50~~\$50.89~~/hour**
- ~~710.~~ Administration 10% of Personnel Cost
- ~~811.~~ Equipment
 - a. Pickup Truck (rates as set forth in
 - b. Trailer City Fee Schedule 60.020 -
 - c. Dump Truck Engineering Fees)
 - d. Chip truck & chipper
 - e. Aerial tower

- b. Fire Department Division
 - 1. Fire Inspector and Vehicle \$42.50/hour
 - 2. Administration 10% of Personnel Cost

(Rates as set forth in City Fee Schedule 40.040 – Cost Recovery Fees)

- c. Police Department Division
 - 1. Reserve Officers (rates as set forth in
 - 2. Regular Officers (Police Officer and City Fee Schedule 30.030 -
 - Police Sergeant Overtime) Police Officer Services Fees)
 - 3. Administration
 - 4. Patrol Vehicle

- d. All hourly fees set forth above shall have a one-hour minimum fee.

- e. For work in excess of one hour, the fee shall be prorated for each half-hour increment or portion thereof (i.e., work which takes one hour and ten minutes would be one and one-half times the hourly rate).

III. PRIVATE EVENT FEES

All persons requesting to reserve a park facility pursuant to Sections 12R.10.050 and 12R.10.080 of the Chico Municipal Code shall pay the following fees upon filing of an application with the Park Division:

A. Application Processing Fee: \$1850

B. Park Reservation Fee

In addition to the above application fee, park reservation fees for the exclusive use of park facilities shall be paid to the Park Division prior to issuance of the permit based on the fees set forth below:

<u>Number of Participants/Spectators</u>	<u>Fee</u>	<u>Number of Participants/Spectators</u>	<u>Fee</u>
0—100	\$10.50	501—1000	\$142.50
101—250	\$28.50	1001+	\$286.00
251—500	\$70.00		

~~C. Insurance Fee (if applicable):~~

~~Liability insurance is required for reservations with more than 100 or more participants, or if amplified sound is used during the event. If insurance is required, the applicant may choose one of the following options:~~

- ~~1. Applicant obtains insurance from the City's Special Event Liability Insurance Program and pays processing and/or other fees as set forth in Fee Schedule No. 11.080~~

~~or~~

- ~~2. Applicant obtains insurance from a private insurance company. Provided, however, in the event the private insurance company certificate initially submitted does not comply with City requirements and requires additional review prior to issuance of the permit, an additional non-refundable fee in the amount of \$38.50 will be charged.~~

~~When an applicant obtains insurance from a private insurance company, a certificate of insurance must be submitted to the Risk Manager's office at least two weeks prior to the date of use.~~

~~IV. OTHER PARK FEES/RATES:~~

~~a. Caper Acres Birthday Ring~~

~~An applicant requesting to reserve the birthday ring located within the Caper Acres area in Bidwell Park shall be exempt from payment of park fees. Reservations shall be limited to two hours.~~

~~a. Reservation Fee for Filming Purposes~~

~~In addition to the above application fee, park reservation fees for the exclusive use of park facilities for filming purposes shall be paid to the Park Division prior to the issuance of the permit based on the fees set forth below. All fees shall be assessed and computed on a per day basis.~~

	<u>Fee</u>	<u>Damage Deposit (Refundable)</u>
<u>1. Intensive Use Areas</u>		
a. Partial Day (4 hours or less)	\$174.00	\$100.00
b. Full Day (over 4 hours)	\$348.50	\$100.00
<u>2. Non Intensive Use Areas</u>		
a. Partial Day (4 hours or less)	\$ 174.00	\$ 500.00
b. Full Day (over 4 hours)	\$ 348.50	\$ 500.00

b. City Plaza Reservation Fees

In addition to the above application fee and park reservation fees for the exclusive use of park facilities, the following additional fees shall be paid to the Park Division prior to issuance of the permit for the use of City Plaza:

1. Additional Restroom Fee:

Reservations with more than 200 participants for which additional restrooms are needed:	\$92.00
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2. Stage/Sound Fee: \$29.00

e. Wildwood Park Ballfield Fees

In addition to application fee and park reservation fees for the exclusive use of park facilities, the following additional fees shall be paid to the Park Division prior to issuance of the permit for the use of Wildwood Park ballfields and lights:

- i. Ballfields: \$5.50 per 1.5 hours of use
- ii. Ballfield Lights: \$26.50 per hour

VI. V. TREE PLANTING FEES

Any person requesting the City to provide and install street trees (15-gallon) shall, upon submittal of the request to the Park Division, pay the appropriate fee as set forth below:

A. Planted in open landscape areas:

1. Street tree only	\$150.00
2. Tree with wrought iron tree guard	\$499.00

~~B. Planted in existing 4' x 4' concrete cut out:~~

1. Tree with cast iron grate	\$682.00
2. Tree with cast iron grate and wrought iron tree guard	\$1,138.00

~~C. Planted in area requiring cutting and removal of 4' x 4' concrete cut out:~~

1. Tree with cast iron grate	\$917.00
2. Tree with cast iron grate and wrought iron tree guard	\$1,293.00

VI. MEMORIAL BENCH FEE

~~Any person requesting the City to install and dedicate a memorial bench shall, upon submittal of the request to the Park Division, pay the following fee:~~

Memorial Bench and Plaque	\$2,000
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VII. AUTHORIZATION TO ANNUALLY ADJUST FEES

The City Manager is authorized to annually review and adjust the fees set forth herein without further Council action as follows:

- a. To reflect personnel compensation adjustments previously authorized and approved by the City Council (BP E.5).
- b. To adjust the fees set forth in Sections II. A., II. D., III. A., IV. C., and V., ~~and VI.~~ to ensure the charges reflect the current labor, equipment, and materials costs.

PARK RESERVATION FEES

AUTHORITY: Resolution No. 57 79-80 adopted 11/6/79; Chapters 12R.08 and 12R.10 Chico Municipal Code; Budget Policy E.5.

AMENDMENTS: Resolution Nos. 68 79-80 adopted 12/04/79; 69 82-83 adopted 11/18/82; 8 86-87 adopted 07/01/86; 154 92-93 adopted 04/07/93; 07/01/94 per Section IV. below; Resolution No. 111 94-95 adopted 02/07/95; 07/01/98 per Section IV. below; Resolution No. 95 99-00 adopted 02/15/00; 07/01/01 per Section V. below; 10/06/03 per Section V. below; 07/01/06 per Section VI. below; Resolution No. 63-06 adopted 06/20/06; 07/01/07 pursuant to Section III. below and Resolution 110.07 adopted 09/04/07; 07/01/08 per Section VII below and Resolution No. 42-08 adopted 06/03/08; 07/01/09; 07/01/10 per Section VII below; administrative update 09/20/10; 07/01/12 per Section VII below.

I. GENERAL PROVISIONS

The following provisions apply to the fees set forth in Sections II. thru V. below:

A. Cancellations:

1. All Events

When an event is canceled due to inclement weather, or for other reasons not initiated by the applicant, the City shall fully refund the park reservation fee and additional park use fees upon request by the applicant.

2. Public Events

If a cancellation is initiated by the applicant and made later than five (5) business days before the event date, 50 % of the park reservation or additional park use fees will be non-refundable.

3. Private Events

If a cancellation is initiated by the applicant and made later than two (2) business days before the reservation date the park reservation fee will be non-refundable.

B. For events taking place on more than one day, or for a series of events, the applicant has the option of either submitting one application covering all the days of the event or all the days of the series, or of submitting one application for each day of the event.

C. Applicants requesting a permit for a public event with more than 200 participants shall provide the following:

1. Additional trash and recycling service as well as portable restrooms during the event. Applicant may provide trash and recycling services, or obtain the service from one of the City's two permitted solid waste collectors.
2. One accessible portable restroom for each additional 400 participants, with the exception of events held in City Plaza.

II. APPLICATION FEE

All persons requesting to hold a public or private event pursuant to Section 12R. of the Chico Municipal Code shall pay the following fees upon filing of an application with the Park Division:

- A. Application Processing Fee \$20.00

The application fees set forth above shall cover the administrative costs involved in processing an application and is non-refundable.

III. PARK RESERVATION FEE

- A. Public Events:

In addition to the application fee in Section II.A. above, fees will be charged based on the total number of participants and/or spectators. If the event for which the reservation fee is being charged takes place on more than one day, or is a series of events, the total number of participants and/or spectators shall be the total for all days of the event or series of events. The fees set forth below shall be paid to the Park Division prior to the issuance of a permit:

Number of Participants/Spectators	Fee
1 – 250	\$100
251-500	\$200
501-1500	\$600
1501-3000	\$1200
3001 +	\$1200 + \$0.50 per participant exceeding 3000

1. In cases where the number of spectators/participants/vendors in attendance at the event is less than or greater than the number estimated on the application, the reservation fee shall be adjusted accordingly.

2. An installment plan for payment of basic use park fees may be implemented by the General Services Director for events which occur over a period of several days or for a series of events.
3. Pursuant to Chico Municipal Code Section 12R.08, reservation fees may be waived or refunded for public events where the primary purpose of the event is to exercise free speech rights.

B. Private Events:

In addition to the application fee in Section II.A. above, park reservation fees for the exclusive use of park facilities shall be paid to the Park Division prior to issuance of the permit based on the fees set forth below:

Fee includes reservation for two (2) blocks for Caper Acres from 9:00 AM – 8:00 AM and five (5) hour blocks from either 9:00 AM - 2:00 PM, or 2:00PM - 7:00 PM for all other locations.

RESERVATION AREA	FEE/5 Hrs
Bidwell Bowl Amphitheater	\$50.00
Campfire Council Ring	\$25.00
Caper Acres	\$10.00
Cedar Gove Picnic Area	\$25.00
Cedar Grove Meadow	\$25.00
Depot Park	\$25.00
Five Mile Picnic Area	\$25.00
One Mile Oak Grove A	\$25.00
One Mile Oak Grove B	\$25.00
Non-reservation Areas	\$25.00*

*Reservations requests for nonreservable areas require review and approval by the Bidwell Park and Playground Commission.

B. Reservation For Filming Purposes:

In addition to the above application fee, park reservation fees for the exclusive use of park facilities for filming purposes shall be paid to the Park Division prior to the issuance of the permit based on the fees set forth below. All fees shall be assessed and computed on a per day basis.

	Fee	Damage Deposit (Refundable)
a. Intensive Use Areas		
Partial Day (4 hours or less)	\$174.00	\$100.00

Full Day (over 4 hours)	\$348.50	\$100.00
b. Non-Intensive Use Areas		
Partial Day (4 hours or less)	\$ 174.00	\$ 500.00
Full Day (over 4 hours)	\$ 348.50	\$ 500.00

IV. LIABILITY INSURANCE FEE

A. Public Event -All persons requesting a public event permit shall obtain liability insurance for such event using the following options set forth in IV.C. and paying the following fees upon filing of an application with the Park Division.

B. Private Event (if applicable) - All persons requesting a private event permit with 100 or more participants shall obtain liability insurance for such event using the following options set forth in IV.C. and paying the following fees upon filing of an application with the Park Division.

C. Liability Insurance Options:

1. Applicant obtains insurance from the City's Special Event Liability Insurance Program and pays processing and/or other fees as set forth in Fee Schedule No. 11.080

or

2. Applicant obtains insurance from a private insurance company. Provided, however, in the event the private insurance company certificate initially submitted does not comply with City requirements and requires additional review prior to issuance of the permit, an additional non-refundable fee in the amount of \$39.00 will be charged.

When an applicant obtains insurance from a private insurance company, a certificate of insurance must be submitted to the Risk Manager's office at least two weeks prior to the date of use.

V. ADDITIONAL PARK USE FEES/RATES

A. Damage Deposit:

1. Public Events - The General Services Director may require the collection of an additional deposit in the amount \$100 in order to ensure that funds are available in cases where it is anticipated that more participants/spectators will attend the event than was originally estimated, and/or where the event may result in above normal damage to the Park. The deposit shall be returned to the applicant after an event, less any deductions for the number of participants/spectators over the number

originally estimated and/or for the cost of repairing damage resulting from the event.

2. Private Events - The General Services Director may require the collection of an additional deposit in the amount of \$100 for reservations with 100 or more participants. The purpose of this deposit is to ensure that funds are available in cases where the reservation may result in above normal damage to the Park. The deposit shall be returned to the applicant after an event, less deductions for the cost of repairing any damages resulting from the event.
3. For both public and private events, applicants will be responsible for paying any costs over the \$100 damage fee for additional staff time, use of equipment or supplies needed for cleaning or repairing the reserved site. This additional damages payment will be invoiced to the applicant.

B. Vendor Fee: \$10.00/Vendor

A vendor fee shall be paid by the applicant for all public events at which food, beverages, merchandise, or services shall be sold or solicited.

C. Electrical Service (100 amp): \$29.00

An electrical service fee set forth above shall be paid to the Park Division for the use of 100 amp electricity service prior to issuance of the permit for the use of the following park facilities: Cedar Grove, Children’s Playground and City Plaza.

D. City Plaza Event Restrooms: \$92.00

An event restroom fee set forth above shall be paid to the Park Division prior to issuance of the permit for Reservations with more than 200 participants at City Plaza.

E. Employee Pay Rates:

1. Additional park use fees as required pursuant to Section 12R. of the Chico Municipal Code, and as estimated by the General Services Department, Fire, and Police Departments, shall be paid to the Park Division prior to issuance of the permit based on the rates set forth below:

a. Park Division	
1. Maintenance Aide	\$29.83/hour
2. Maintenance Worker	\$35.15/hour
3. Senior Maintenance Worker	\$40.32/hour
4. Field Supervisor	\$50.79/hour
5. Park Ranger	\$34.87/hour
6. Senior Park Ranger	\$39.20/hour
7. Landscape Inspector	\$48.22/hour
8. Park and Natural Resources Manager	\$66.57/hour

- | | | |
|-----|-------------------------|----------------------------|
| 9. | Urban Forest Manager | \$50.89/hour |
| 10. | Administration | 10% of Personnel Cost |
| 11. | Equipment | |
| | a. Pickup Truck | (rates as set forth in |
| | b. Trailer | City Fee Schedule 60.020 - |
| | c. Dump Truck | Engineering Fees) |
| | d. Chip truck & chipper | |
| | e. Aerial tower | |
- b. Fire Department Division
- | | | |
|----|----------------------------|---------------------------------|
| 1. | Fire Inspector and Vehicle | (Rates as set forth in City Fee |
| 2. | Administration | Schedule 40.040 – Cost Recovery |
| | | Fees) |
- c. Police Department Division
- | | | |
|----|--------------------------------------|-------------------------------|
| 1. | Reserve Officers | (rates as set forth in |
| 2. | Regular Officers (Police Officer and | City Fee Schedule 30.030 - |
| | Police Sergeant Overtime) | Police Officer Services Fees) |
| 3. | Administration | |
| 4. | Patrol Vehicle | |
- d. All hourly fees set forth above shall have a one-hour minimum fee.
- e. For work in excess of one hour, the fee shall be prorated for each half-hour increment or portion thereof (i.e., work which takes one hour and ten minutes would be one and one-half times the hourly rate).

VII. AUTHORIZATION TO ANNUALLY ADJUST FEES

The City Manager is authorized to annually review and adjust the fees set forth herein without further Council action as follows:

- a. To reflect personnel compensation adjustments previously authorized and approved by the City Council (BP E.5.).
- b. To adjust the fees set forth in Sections II. A., II. D., III. A., IV. C., and V. to ensure the charges reflect the current labor, equipment, and materials costs.

BPPC Tree Committee Summary Report

Meeting Date: 4/29/13

DATE: April 14, 2013
TO: Bidwell Park and Playground Commission
FROM: DENICE F. BRITTON, URBAN FOREST MANAGER, 896-7802
RE: Tree Committee Meeting of 4/10/13

CALL TO ORDER: 6:02 pm

ATTENDING: Commissioners Rich Ober, Chair; Janine Rood, and Lisa Emmerich; Staff: Denice Britton, Urban Forest Manger, and Linda Sheppard, Landscape Inspector. Public: Karen Laslo ; Susan Mason; Robin McCollum, Kristina Schierenback and Scott Gregory, Ted Schwartz, and Roger Cole

DRAFT URBAN FOREST MANAGEMENT PLAN

The Committee received comments from the public on the Urban Forest Management Plan, with the objective of being the final committee review. Comments included:

1. The Plan is not consistent with the General Plan in that it does not encourage habitat development within the Urban Forest because there are not enough native trees included in the list. The City of Chico is a remnant riparian forest in which the remnant needs to be restored. Currently available free trees do not include native trees.
2. Remove Chinese pistache from the list, including male trees.
3. Add more large trees to the species list.
4. Shift City program to pruning the large trees, rather than continuing to concentrate on the formative pruning program.
5. Black walnut should be on the list for planting, so should Black locust.
6. The suggestion of prior notification of the public prior to tree removals is not included in the plan.

The Committee suggested two items should be discussed by the entire Commission. Staff would like guidance as to whether the items should be placed on a future agenda, or simply be placed in the UFMP for future consideration.

1. Adding Black walnut (*Juglans hindsii*) and/or Bastogne walnut (*J. regia X hindsii*) back in to the approved species list for street trees.
2. Provide for public notification when trees are planned to be removed. This would likely require a code change.

Meeting adjourned at 7:12 PM

Adjourn to the next regular meeting tentatively scheduled for May 8, 2013 at 6:00 p.m. in Conference Room 2, Chico Municipal Center building (421 Main Street, Chico, California).

The Urban Forest Manager requests that the next meeting be held on May 15, rather than May 8.

Distribution: BPPC



DATE: 4/22/2013
TO: Bidwell Park and Playground Commission
FROM: Policy Advisory Committee/Park Division Staff
SUBJECT: Staff Report from PAC 4-18-13 Meeting

1. CALL TO ORDER

Chair Herrera called the meeting to order at 6:00 pm.

Attendees: Commissioners present: Rich Ober, Drew Traulsen and Chair Mark Herrera. Staff present: Dan Efseaff and Lise Smith-Peters, Karen Laslo, Jeff Jiang, Natalia Minatta, Bob Jones, Jesenia Traulsen, Tina Dreher, Athena Oreck, and Kristen Harvey.

2. REGULAR AGENDA

2.1. Consideration of the Bidwell Birthday Bash Special Event on July 20, 2013.

Park staff presented the idea of the Bidwell Birthday Bash special event, scheduled for July 20, 2013, which will increase awareness of Park issues, highlight Park partners and raise funds for Bidwell Park. Park staff has met several times with Dr. Jeff Jiang's RECR 323 class to help with some of the background coordination of such an event. The class also met staff at One Mile Recreation Area, where the main events will take place.

Dr. Jiang and several students attended the PAC meeting to provide information on components of the event that the class is working on. Students suggested the theme of the event by "Celebration, Information and Recreation." All class ideas and tasks have been reviewed by the Parks and Natural Resources Manager and Park Services Coordinator for feedback and approval. The report included a sponsorship letter and a draft program of the event day.

Commissioner Ober voiced concern on how the project would continue once the students' semester ends. As a City sponsored event, Park staff will enlist the help of volunteers and hopes to have a full-time intern help with the event. Several of the students stated that they planned to return to help on the day of the event. The Park Services Coordinator has helped layout some of the tangible items that the students can work on such as creating the registration form for the Fun Run and have their logistics person work with our Ranger and contact Chico Running Club or Fleet Feet for more information.

Karen Laslo was concerned that the event would generate a lot of trash and cleanup for Park staff to have to conduct the following day like other large Park events. She suggested that a cleanup crew be assigned as well separate from the volunteers working the event.

Student Kristen Harvey presented ideas of a T-shirt that could be sold at the event and through the year, utilizing Jake Early Bidwell print designs. Committee members agreed that one Early print should be used and that it could highlight a certain area of work that the Park Division is engaged in such as "Monkey Face" trail restoration. Kristen also showed several designs for an event T-shirt that the student committee had worked on. Park staff will make the final approval and may seek additional input and help on the T-shirt designs for the event and for general sale.

2.2. Review and Update of the Park Donations Policy (informational only)

Park staff described the revision of the Park's Donation Policy with the input of the Policy Advisory Committee, which met several times in 2011-2012. Staff gave an update on where they are in the process of finalizing the policy to bring back to the full BPPC. Staff has compiled the costs of the bench donation program, including installation, materials, refurbishment and the addition of a donation amount. Staff gave input and has mapped

locations where benches are needed in the Park and has also identified benches that are in need of replacement. Park Services Coordinator reported that there is a waiting list of close to 20 people who desire a bench. They will be encouraged to help contribute to the replacement of benches in poor condition.

3. BUSINESS FROM THE FLOOR

Karen Laslo described an event that takes place on Superbowl Sunday in which a large contingent of bicyclists park their cars at One Mile Recreation Area to meet before their day-long regional bike ride outside of the Park. She was very upset that this is not a permitted event in which Park fees would be applied and that the limited parking at One Mile is taken by visitors not using the park. She feels like this an impact to the public who would like access the Park on that day. Bob Jones said that it was a time honored, yet informal bicycle run on Superbowl Sunday and that Chico Velo might be able to provide more information about the event.

4. ADJOURNMENT

The meeting was adjourned at 7:35 pm to the next regular meeting on May 16, 2013 at 6:00 p.m. in the Conference Room 1, Chico Municipal Center building (421 Main Street, Chico, California).

Distribution: BPPC



DATE: 4/25/13
TO: BPPC
FROM: Denice Britton, Urban Forest Manager
SUBJECT: Urban Forest Manager's Report

Prepared for verbal presentation at the BPPC meeting.

1. Updates

- a. Field Supervisors Report – The field supervisor's report for March is included below. Formative pruning was the main focus in the neighborhoods north of East Avenue and Eaton Road. Service requests, down limbs and hangers took up most of the crews' remaining time. Windy conditions kept them moving, although no major tree failed occurred as a result of the wind.
- b. Palm Pruning – Most of the Palms have been completed. A series of 4 trees located on Normal, just below the creek were noted as having trunk defects significant enough to cause the trees to be recommended for removal. I contacted a palm expert who diagnosed the situation as palm borer. The infestation was old, but significant enough to remove the trees. They will be placed on the tree removal list for July.
- c. Couplet Project – Due to re-construction of the sidewalk at Konas downtown, a street tree was removed and will not be replaced in that location. In addition, the tree at the corner of Main and 2nd street, which was leaning precariously over the intersection was removed. The stump was ground out and the tree will be replaced the week of April 29. Another sycamore at 247 Main (and 3rd Street) was also removed and will be replaced as well as the vandalized trees at that location.
- d. Lost Park tree failure – A Silver Maple n the south side of Lost Park failed on the morning of April 8, due to heavy foliage, and included bark at the main attachment. There was no evidence of it having been previously split. The remaining tree was subsequently removed.
- e. Tree Removal in Children's Playground. One of the City's largest red maples (*Acer rubra*) was taken down on Wednesday April 24. The tree was quite hollow as the attached photographs illustrate.
- f. Asian Woolly Hackberry control program has now been completed. Over 1200 trees have been injected to reduce the infestation of aphids on the trees. Additional trees in the downtown area were also injected.
- g. Hancock Park Pruning – young trees within the public landscape area in Hancock Park were pruned under contract to elevate the foliage and improve their structure.
- h. Tree Removal Contract – Bids have been received for the new tree removal contract. An interview will take place with the low bidder on April 29, after which the award of bid will be decided.

2. Service Requests and Tree Permits

- a. Attached is the summary of street tree maintenance projects and the Log of Tree Maintenance Hours.
- b. Permits received and approved during the previous month:

Aaron Graham	1876 Devonshire	Remove and Replace Street tree creating sidewalk hazards
Gary/Virginia Hertzfeldt	397 #E. Sacramento	Remove and Replace declining street tree
Dennis Dedrmedi	480 E 3 rd Street	Remove Redwoods with broken branches, replacement required.
Candyse Wasson	1643 Locust	Plant Crape Myrtle
Karen Vargas	1510 Arbutus	Remove oak in alley that is hanging heavily over backyard.
Judith Merlo	408 Mission Santa Fe	Remove and replace pistache trees that are too large for planting strip.

3. PUBLIC OUTREACH

- a. Chico Avenues Street Tree Walking Tour. Staff spent an hour and a half walking around the Avenues on the afternoon of April 11 looking at trees on the Tour. The tour included other trees along the way, and a bit of identification as well as the trees listed on in the brochure.
- b. Staff participated in an hour long session during the radio program "I-5 Live", at KCHO radio. The program was part of their fund raising efforts, whose theme this year was "Roots for the Future". Several people called in with excellent questions.

4. STREET TREE MAINTENANCE

A. PROJECTS COMPLETED:

1. 22-SERVICE REQUEST- 48 hours, a detailed list is attached.
2. DOWN LIMBS AND HANGERS- 25 hours at numerous locations.
3. SAFETY MEETINGS- 8 hours.
4. PREP TIME AND DOT INSPECTIONS- 70 hours.
5. EQUIPMENT MAINTENANCE- 42 hours.
6. IRRIGATION- 5 hours.
7. PRIORITY REMOVALS- 8 hours.
8. FORMATIVE PRUNING- 314 hours pruning 552 trees.
9. BRUSH CHIPPING AND CLEAN UP- 2 hours.
10. CALL OUT CLEAN UP- 18 hours.
11. PLANTING- 16 hours planting in the downtown area.
12. TRAINING- 54 hours.
13. TRAFFIC SAFET PRUNING- 1 hour.

B. CALL OUTS:

1. There were 2 call outs for the month of March that required follow up pruning and clean up.

Attachments:

Monthly Dailies Log of Tree Maintenance Hours - March 2013
Photographs - Children's Playground





DATE: 04/25/13
TO: BPPC
FROM: Dan Efseaff, Park and Natural Resource Manager
SUBJECT: Park and Natural Resource Manager's Report

NARRATIVE

"[General Description of Park Division Work]"

1. Updates

- a. Earth Day in Bidwell Park – This annual event is a highlight of the Park Volunteer Program. There were 259 volunteers working in the Cedar Grove/World of Trees area on April 20 from 10 am to 1 pm. Volunteers removed litter from the picnic areas and removed the following invasive plants: European hackberry trees, Olive trees, Winged Elm, English ivy, and the Home Depot staff helped landscape a new World of Trees viewing station. All ages were hard at work that day and there was great TV news and Enterprise Record coverage. The Park Division coordinated the event and sponsors included: CA Conservation Corps, Friends of Bidwell Park, Home Depot, Starbucks, Waste Management and Costco.
- b. Teichert Ponds Volunteer Project – Susan Mason led an extensive olive and privet removal project at Teichert Ponds. Volunteers from the CA Native Plant Society, Mt. Lassen Chapter and other Park volunteers logged 630 hours over 5 months removing these weed trees and trash. Six 30 yard greenwaste vegetation dumpsters were donated for this project, valued at \$925. See attached report.
- c. Upper Park Road Open – Portions of Upper Road reopened on 4/23/13. Park staff completed short-term repairs and installed signs on the unpaved portion of Upper Park Road past Horseshoe Lake. The road sustained considerable damage from heavy rainfall in December. Last week the road was graded to redistribute the existing road base. Even with the repairs, sections of the road, especially between Day Camp and Bear Hole, are only wide enough to allow one vehicle at a time, and drivers are cautioned to stay below the maximum speed limit of 15 mph to navigate the rough road and share it with pedestrians and bicyclists.
- d. Homeless Encampments– Maintenance workers Peggy Henry, Lloyd Johns, Mark Kellogg (from the Parks Crew), and Troy Beach (from the Tree Crew), joined by Rangers Jessica Erdahl and Eric Willadsen) removed enough debris to fill 4 dump trucks (12 different camp locations). For the first time, the crew used the grapple truck, which effectively lifted up debris to the roadway and trucks. For at least one of the locations, the people at the camp removed the items after receiving notice before the cleanup. Please see photos below.
- e. Peregrine Point Disc Golf Course – Outdoor Recreation Advocacy, Inc. has requested switching an exclusive use date 08/17/2013 to 08/10/2013.
- f. Bidwell Bowl Amphitheater – At last month's meeting, the BPPC moved to proceed with the feasibility of the demonstration project with CSUC's Concrete Industry Management (CIM) Program for a portion of the bench tops and the addition of a protective coating on the stage with the stipulation that the bench color reflect the aesthetic and historical integrity of the site and approval of the concept to develop a design plan for the entire site that would return to the BPPC for review and for public input. As originally envisioned, CIM would supply materials and labor for the bench tops and installation; and also return later as part of class projects, if there were needs for protective coatings, repairs, or graffiti removal.
 - i. CIM will not be adding the protective coating onto the stage area.
 - ii. The CIM student will be developing prototypes that will help provide examples of the proposed bench. The prototype will aid any evaluation of whether the replacement bench tops fall within the Secretary of Interior's Standards for Rehabilitation. The replaceable bench tops would be created off-site and are removable.
 - iii. Staff is checking the National Registry status of the facility.
 - iv. Staff estimates that the cost of replacing the benches at the facility with wood in excess of \$25,000.
 - 1) Average cost of rehabilitation of each individual bench at approximately \$150

- 2) Number of benches: 4 sections x 14 rows x 3 bench = 168 benches;
- 3) Total Cost: 168 benches x \$150 = \$25,200;
- 4) Calculated maintenance cost \$2,500; the average lifespan of most benches in the park is 5 years).
- 5) Recent actual Bench Repairs (November 2011 – March 2013) – These amounts were obtained from repair invoices and do not count minor repairs):

<u>Date of Repair</u>	<u>Amount</u>
11-23-11	\$1,006.38
12-27-11	\$ 90.00
01-12-12	\$ 758.97
02-22-12	\$ 132.00
03-01-12	\$ 90.00
04-12-12	\$ 149.50
09-21-12	\$ 360.80
10-13-12	\$ 107.50
02-22-13	\$ 662.50
03-18-13	\$1,090.31
Total	\$4,447.96

2. Administrative and Visitor Services

- a. GSD Office Hours alignment - On May 19th all City Staff will be returning to a Monday thru Friday work Schedule. Field crews at the Municipal Services Center will be starting every day (M-F), year around, at 6:30am. With the return to a fixed regular schedule our General Services office at 965 Fir Street will change operating hours to 7:00am to 4:00pm. This shift will better align coordination and support for field crew operations; and will better match City Hall operating hours. These hours capture a majority of the front counter activity. In June or July, General Services will launch online access to Park Reservations, our most requested counter service. The new office hours will be publicly noticed and advertised on the City's Website.

3. Planning/Monitoring

- a. Trails and Natural Resource Management Plans – Staff continues incremental work on bringing these items back to the Natural Resource Committee. With current projects and workload, we anticipate that this will return to the BPPC for consideration in the summer.

4. Maintenance Program

- a. Staff conducts daily cleaning and safety inspections of all recreation areas including: grounds, playgrounds, picnic sites, roads and paths, coupled with daily cleaning and re-supplying of all park restrooms. Maintenance and repair of park fixtures, daily opening of gates, posting reservations, unauthorized camp clean up and the constant removal of graffiti from all park infrastructure. Park staff time this month was divided mostly between fixture repair, replacement and vegetation management.
- b. Park staff completed short-term Lower Park; Implementation of the turf program began by vertical cutting, over seeding and top dressing the south One Mile lawns. Staff installed a much needed replacement drinking fountain at the Cedar Grove restroom.
- c. Middle Park; Multiple different native grasses have been planted and invasive species removed from the south side entrance at Five Mile Recreation Area.
- d. Upper Park; The Monkey Face project is at a watch and wait phase with a regular adjustments to repair and to let the public adjust to the narrowing of the access to the top and back down to the parking lot. Staff is working with the Rangers to set up a kiosk with information to help the public make an informed decision about park and trail use. Staff will be prepping for additional work in May.
- e. Upcoming Projects: Grading and repair of parking lots and Upper Park Road, flail mow season starts up and preparation for spring trail season.

5. Ranger and Lifeguard Programs

- a. Overview – Rangers continue to work on various projects and outreach items. Rangers are developing a comprehensive educational approach on the Monkey Face restoration; participating in various safety and educational fairs; in the process of implementing the online reservation system; reviewing the first draft of sign design standards manual; oversee park reservations, which are starting to pick up; and are drafting the second batch of the “Park Minute.”
- b. Lifeguards – Recruitment for Lifeguards has closed and 14 guards are in the process of being hired. Lindsey Anderson and Marissa Anderson will be returning from last season, and Michael Crow will be joining the team as the second Assistant Head Lifeguard. The lifeguard season will begin on May 24th and end on September 2nd.
- c. Saturation Patrol - Park Rangers as well as 20+ Park Watch volunteers provided an increased presence in Lower Park (One Mile Recreation Area/Cedar Grove) and Middle Park (Horseshoe Lake and Upper Park trail heads) on March 23rd. The intent was to provide information about the Park, park rules, and appropriate activities; build camaraderie, trust, and familiarity between Park Rangers, Park Watch members, and visitors; and increase awareness about issues in park (dogs on leash, dog waste, sharing the trail, protecting the trail, restoration work, etc).
- d. Significant Incidents:
 - i. On Thursday April 4, 2013 Staff reported damage to two trees in the cork oak forest on the path paralleling the property line with Parkview Elementary School. Approximately 75 yards south of the World of Trees Trail, two six inch diameter trees were found downed next to the path. One of the trees had significant rot and probably fell over while the other was cut with a saw. No cork was harvested, contrary to initial reports. The date and time of the vandalism is unknown but considered recent given the condition of leaves and branches on the ground.



- i. On 04/12/13 Police responded to a gun in public call at the Horse Arena. Upon arrival they contacted an individual with a gun who subsequently committed suicide in their presence.
- ii. On 04/18/13 Ranger Willadsen, Fire and Medics responded to a fall at Monkey Face. A juvenile slipped and fell while walking down the trail, sustaining minor cuts and injuries to the back of his head. He was checked by medics and released at the scene.
- iii. In the past two weeks we have had 3 indecent exposure reports near Cedar Grove. Police and Rangers responded, but no arrests have been made.
- iv. Several vehicle burglaries have been reported in both Lower and Middle Park this past month. Staff have sent out a press release and placed signs up in parking lots notifying visitors on the break-ins.

6. Natural Resource Management

- a. Weed Removal – The Park Volunteer Program has conducted weekly volunteer sessions with the focus of removing invasive weeds from throughout Lower Bidwell Park restoration areas and greenways. "[Item includes burns, veg management, plantings, trails]"
- b. Potential Prescribed burn – Staff will be looking at locations for a prescribed burn in Middle and Upper Park. The focus of recent burns have been on 1) yellow star thistle, 2) medusa head (and other annual grasses), and 3) woody fuels reduction. The woody fuels burns have mostly been in the fall. The combination of favorable weather conditions and recent efforts have reduced the population of yellow star thistle.

7. Outreach and Education

- a. News Releases for March -- Hooker Oak Stump Burned; and Park Volunteer Training.
- b. Celebrate the Jewel - Rangers staffed a Park Division booth at the Chico Creek Nature Center's 2nd annual Celebrate the Jewel event on April 20th.

8. Volunteer and Donor Program

a. Monthly Highlights

- i. Report format – The next few volunteer reports will be a transition to a quarterly reporting of numbers and monthly highlights.
- ii. Blue Oak Elementary – 30 students Rebecca Ginney's 6th grade class worked at their adopted picnic site #6 on February 6 and March 18 removing invasive weeds, planting native plants. The class plans to have work sessions in April and May.
- iii. Volunteer Training – Park staff provided a volunteer training on March 12 for Park Watch, Crew Leaders and Trail volunteers. Participants learned about the Park Division, Bidwell Park and city greenways and the various volunteer opportunities and positions. Over 40 volunteers attended the sessions. Each program element will have a 2nd follow up session.
- iv. Birthday Bash for Bidwell Park – Park staff is working with Dr. Jeff Jiang's RECR 323 class on organizing a special event day to bring awareness of Park issues and volunteer opportunities, share information on Park partners, and raise funds. The event is scheduled to take place on July 20 in honor of Bidwell Park's birthday.

b. Donations:

- i. Susan Mason \$190 Greenwaste Dumpster/Teichert Ponds and cherry laurel shrub
- ii. John Meehan \$169 Greenwaste Dumpster/Teichert Ponds

c. Upcoming Volunteer Opportunities

- i. Trail Volunteer Training and Workday - May 4 – training will start at 8:30 am at the Chico Creek Nature Center and trail work will be in the afternoon in Middle Park.

9. Upcoming Issues/Miscellaneous

- a. Iron Canyon Fish Ladder - Approximately \$1.8 M has been raised for the project, \$400,000 short of the original estimate. CSU Chico Staff are working with HDR, Inc. to develop a detailed Notice of Bid (NIB) for the rehabilitation of the Iron Canyon Fish Ladder. The NIB will contain alternate bids which potentially reduce work from the original scope. The group hopes the favorable bidding climate will yield a project with minor changes. The NIB will propose a start date of June 2013 with completion by October 2013. The alternate bids are being discussed with Grantors, Engineers, and Hydrologists as well as other stakeholders to determine the sufficiency and status of the project.
- b. Bidwell Ranch Mitigation and Conservation Bank Update - On March 26, 2013, the City issued a notice to proceed to Westerveldt Ecological Services (WES) to develop a bank summary that describes the potential number and type of mitigation credits for the site, appropriate public access, and the bank service area based on updated state/federal agency requirements and practices. Staff and WES representatives conducted a kickoff meeting on 03/29/13. The consultant will also develop an economic analysis to estimate the costs and projected revenue for the life of the proposed mitigation bank to determine its long-term viability. As the project proceeds, staff will reactivate the project's citizen work group to provide an opportunity to share project developments. These remaining tasks will provide information necessary to determine the best long-term use of Bidwell Ranch. Staff anticipates a report with recommendation to Council by January 2014.

ENCAMPMENT CLEANUP



EARTH DAY IN BIDWELL PARK 2013



CA Conservation Corps provided logistical support.



Home Depot landscapes a new World of Tree viewing station.



5th year for Shasta 4 H to participate in weeding for Earth Day!

CSUC's La Raza Unida community service organization removed hackberry and winged elm weed trees.

MONTHLY SUMMARY TABLES

1. Administrative and Visitor Services

Table 1. Monthly Visitation

Location	Estimated Daily	Estimated Monthly	Estimated YTD Total	Trend
Lower Park				
Petersen Dr	147	4,557	11,325	
N One Mile	243	7,533	21,718	
S One Mile	566	17,546	43,673	
Cedar Grove/S Park Dr	88	2,728	7,151	
Estimated Subtotal	1,044	32,364	83,867	
Middle/Upper Park				
S Five Mile *	214	6,634	9,867	
Upper Park Rd	973	30,163	103,283	
Estimated Total	2,231	69,161	210,251	

* S Five Mile entrance and exit counts should be roughly the same. Either there is an issue with the unit or an installation error resulted in higher exit counts than entrance. Exit counts used to calculate averages.

Table 2. Monthly Public Permits

Date	Location	Organization	Event	# Participant
3/2/2013	One Mile	Chico Running Club	Bidwell Classic	1200
3/23/2013	Middle/Upper Park	Chico Nephrology	Chico Kidney Biathlon	200
3/30/2013	One Mile	Potter House	Magic Show	100
3/30/2013	One Mile	CARD	Spring Jamboree	1500
Totals			4	3000

Table 3. Monthly Private Permits






Type	# Permits	# Participants

Private	9	341
Caper Acres	36	765
Totals	45	1106

Table 4. Disc Golf Log

Status	Total Obs.	Total # Veh.	Avg. # Veh.
Open	17	319	18.8
Closed	2	3	1.5
Totals	19	322	16.9

2. Maintenance Program

Category	Staff Hours	% of Total	% Change from Last Month	2013 Trend
1. Safety	340	32.2%	174.8%	
2. Infrastructure Maintenance	178	16.8%	92.7%	
3. Vegetation Maintenance	200	18.9%	154.4%	
4. Admin Time/Other	338	32.0%	325.0%	
Monthly Totals	1056	100%	170.4%	

3. Ranger and Lifeguard Programs

Table 5. Monthly Incidents

Date	Location	Incident	Disposition
3/3/2013	City Plaza	Drugs Possession	Arrest
3/3/2013	Upper Park	Stolen/Rec. Vehicle (2)	Report Filed
3/4/2013	City Plaza	Assault	Arrest
3/9/2013	Middle Park	Bike Accident/Injury	Assessed and Released
3/10/2013	S One Mile	Unregistered Vehicle	Towed
3/11/2013	Lindo Channel	Fire	Extinguished
3/12/2013	City Plaza	Missing Person Located	NFA
3/14/2013	City Plaza	Petty Theft	Report Filed
3/16/2013	Petersen Drive	Zipline	Removed
3/24/2013	S One Mile	Unregistered Vehicle	Towed
3/26/2013	N Five Mile	Vehicle Burglary	Report Filed
3/24/2013	Bear Hole	Attempt Suicide	Report Filed
3/29/2013	City Plaza	Drunk in Public	Arrest
3/29/2013	Horseshoe Lake	Vehicle Accident	Information Exchange
3/29/2013	Deer Pens	Assault	NFA
3/30/2013	City Plaza	Assault	NFA
3/31/2013	Upper Park	Vehicle Burglary	Report Filed

Table 6. Monthly Citations and Warnings

Violation	Monthly			Annual			2012 Trend
	Total Citations	%	Rank	Total Citations	%	Rank	
Alcohol	1	2%	7	5	5%	5	
Animal Control Violations	8	17%	2	13	14%	2	
Bicycle Violation	3	6%	4	3	3%	6	
Glass	0	0%	8	0	0%	8	
Illegal Camping	5	11%	3	8	8%	3	
Injury/Destruction City Property	0	0%	8	0	0%	8	
Littering	0	0%	8	0	0%	8	
Other Violations	2	4%	5	3	3%	6	
Parking Violations	26	55%	1	55	58%	1	
Resist/Delay Park Ranger	0	0%	8	0	0%	8	
Smoking	2	4%	5	8	8%	3	
Totals	47	100%		95	100%		

Violation	Monthly			Annual			2012 Trend
	Total Warnings	%	Rank	Total Warnings	%	Rank	
Alcohol	44	11%	5	54	7%	6	
Animal Control Violations	83	20%	2	162	22%	2	
Bicycle Violation	118	29%	1	259	35%	1	
Glass	21	5%	7	27	4%	7	
Illegal Camping	7	2%	8	15	2%	8	
Injury/Destruction City Property	0	0%	11	0	0%	11	
Littering	2	0%	9	4	1%	9	
Other Violations	24	6%	6	58	8%	5	
Parking Violations	55	13%	4	75	10%	4	
Resist/Delay Park Ranger	2	0%	9	2	0%	10	
Smoking	56	14%	3	82	11%	3	
Totals	412	100%		738	100%		

Location	Monthly		Annual			2012 Trend
	Total Citations	%	Total Citations	%	Rank	
Lower Park	32	68%	41	43%	1	
Middle Park	2	4%	16	17%	3	
Upper Park	5	11%	16	17%	3	
Specialty Parks/Greenways	8	17%	22	23%	2	
Totals	47	100%	95	100%		

Location	Monthly		Annual			2012 Trend
	Total Warnings	%	Total Warnings	%	Rank	
Lower Park	197	48%	356	48%	1	
Middle Park	60	15%	100	14%	3	
Upper Park	13	3%	45	6%	4	
Specialty Parks/Greenways	142	34%	237	32%	2	
Totals	412	100%	738	100%		

4. Volunteer Program

Table 7. Summary of Monthly Volunteer Activity

Bidwell Park	Sessions/# volunteers	Hrs	Tasks
Bidwell Park	Park Watch	755	Patrol the Park and docent at the Nature Center
Sycamore Restoration site	2 sessions/20 vols - college students & regulars	60	Creebank restoration with Willow; planted sedge and other native plants; general weeding
North One Mile adjacent to parking area	4 sessions/27 vols - college students & regulars	81	Sow native grasses, close up unofficial trails
Site 6 & Cedar Grove	1 session/34 vols Blue Oak Elementary	34	Adopted Site: removed vinca & litter; planted sedge
Site 31	Rangel Family	3	Remove vinca and water plants.
Site 11	1 session/5 vols	15	Removed bedstraw and vinca
Chico High School	5 CHS students/Michael Stauffer & Paula Shapiro	15	Weed; transplant; and water greenhouse plants
Yahi Trail	Weed removal	1	Removed Italian thistle
Yahi Trail	3 sessions/7 vols CNPS and CCC	31	Trail work at Salmon Hole and Yahi entrance.

Bidwell Park	Sessions/# volunteers	Hrs	Tasks
	Park Interns: Heidi Ortiz (116 hours); Nick Watkins (41.5); Robin Blue (27.5) & Peter Hamera (24)	209	Volunteer weekly sessions; office projects; traffic survey; and plant profiles.
	Park hours	1,209	
Comanche Creek	7 sessions/19 vols - CNPS, CCC, CAVE and neighborhood vols	29	Removed blackberry and trash. Led by crew leaders, Steve, Liz & Janet
Teichert Ponds	15 sessions/66 volunteers; CNPS, CCC, CAVE & other	195	Removed olive & privet trees and trash. Filled dumpsters
Verbena Fields	2 sessions/14 vols - college students & regulars	42	Removed common mullein, bedstraw, cactus, ivy and other weeds.
Blue Oak Preserve	1 session/2 vols	4	Surveyed starthistle for removal project.
	Greenway Hours	270	

Attachments: Teichert Ponds Final Report (Susan Mason, CNPS).

S:\Admin\BPPC\BPPC_Meetings\2013\13_0429\BPPC_Manager_Report_13_0429.doc
4/25/2013

Teichert Ponds Privet and Olive Tree Removal Project
by Susan Mason, Invasive Plant Chair
Mount Lassen Chapter-California Native Plant Society

Project Summary

630 volunteer hours in 50+ work sessions over 5 months to remove about 15,000 privet and about 5,000 olive trees plus about 25 hours to pick up trash; \$925 donated by project volunteers to pay for 6 30-yard roller bins; about 7 hours of Park Division staff time to arrange property access and to load tree debris into 2 bins.

Project Details

This was the first restoration project at Teichert Ponds. It was proposed, planned and implemented by the Mount Lassen Chapter of the California Native Plant Society (CNPS). Participants included volunteers from CNPS, California Conservation Corps, CSU Chico and Butte College students, and a few "Community Service" individuals working off fines for legal infractions. This project is a follow-up to a 2011-2012 350-hour Friends of Bidwell Park (FOBP) volunteer effort which removed all of the privets from the north side of the creek across from Teichert Ponds from Humboldt Rd to Little Chico Creek. Tools needed for this project were loaned by FOBP.

Park staff obtained permission from the owner of a 6-acre private inholding on the northeast side of Teichert Ponds (along the dirt road) so that we could bring in roller bins for the vegetative debris and a vehicle to simplify tool delivery and trash removal. The property owner also authorized eradication of invasive species from his property.

The species removed were glossy privet (*ligustrum lucidum*), border privet (*ligustrum ovalifolium*) and European olive (*Olea europa*). Birds spread the seeds of these invasive species. The initial proposal was to remove all privets and olives from the entire site. However, access on the east side was very difficult due to neighbors' encroachments and vegetation dumping and we had no way to haul debris from the south side to the bin location on the north side. Therefore, the eventual project area was bounded by the bike path on the west, Little Chico Creek on the north, a residential subdivision on the east and the north edges of Ponds 1 and 3 on the south.

Other invasive terrestrial species on the site include black locust, bronze loquat, bur-chervil, Canary Island date palm, Chinese tallowtree, fig, giant reed (*arundo*), hawthorn, Himalayan blackberry, Japanese honeysuckle, Mexican fan palm, pampasgrass, plum, pyracantha, tree of heaven (*ailanthus*), vinca, and yellow starthistle. We did not remove any of these, except when needed to gain access to privets and olives.

Project Benefits

The removal of so many mature, seed producing privet and olive trees will reduce the future infestation of this site and nearby open space and residential areas. As the dense vegetation has been thinned out, native plants such as California bay, spice bush, blue elderberry,

manroot, and pipevine will have a much better chance of survival with the reduced competition for water and light. Neighbors who walk in the area have told us they feel safer walking along the dirt road now that there is more clearance and visibility on the sides. The work also reduced the number of locations for hidden homeless camp sites.

Commonly Asked Questions

1. *Why remove privets and olives?* These particular invasive species were very dense on the site and were spreading rapidly, with thousands of seedlings and saplings. Removal of other invasive species could not be undertaken until they were gone. Privets are on Butte County's Noxious Weed List and feral olives are a host for the olive fruit fly, a pest that reduces the value of the county's olive crop. Also, local volunteers have spent thousands of hours removing these particular species and we know that, except for border privet, we only need to remove the tree's crown and not all of its roots. For most other invasive tree species, the entire root must be removed or the tree killed with herbicide, making it impractical for volunteer work.
2. *Why not leave the debris on the site?* We do leave dug-out tree stumps that are too heavy for us to move but the rest of the debris is packed into the bins and hauled to a green waste facility. There are many reasons for this: leaving such a large amount of debris on the site would create a fire hazard, create new hiding areas for illegal camping, potentially pose security problems for visitors, make it more difficult to monitor the removal sites for new seedlings, and make future removal of other weed species (with pyracantha, ailanthus, and Himalayan blackberry as the most prevalent) much more difficult.
3. *Why not remove pyracantha instead or in addition to privets and olives?* The thorny, stiff pyracantha branches are too difficult for volunteers to cut and pack into bins. Also, the pyracantha root biology is different and much more of the root would need to be removed, creating a huge amount of ground disturbance.
4. *Why aren't you picking up trash instead?* For people who don't recognize any plants as being invasive, trash is always the most visible problem in any open space. We do pick up all the trash we find in our work sites and hauled away about 40 large bags of trash and recycling from this site. Debris from the major abandoned homeless camp sites was collected and put in two easy access locations for removal by park staff. Much of the remaining obvious trash is in the ponds themselves and would require a boat to reach. That's a project for another group.

For the **history of Teichert Ponds**, see the Teichert Ponds Restoration Foundation web site <http://chicoteichertponds.wordpress.com/>.

Possible Future Low Cost Projects

1. Cut stump treatment of 5 small olive trees next to dirt road near bollards (couldn't dig out as roots were buried under the road)
2. Put up *No Dumping* signs at Creek Hollow and Rose River (city) and remove about 10-15 yards of dumped vegetation (volunteers)
3. Document and remove structural and vegetative encroachments from residences along Ridgebrook (city to notify property owners, owners to remove encroachments)

4. Once access to the area has improved (encroachments removed), remove privet and olive trees from east side (volunteers, need \$ for bins)
5. Remove 1 very large olive tree and saplings/seedlings from south side by Kohls (volunteers)
6. Survey for and remove privet and olive seedlings and saplings missing on initial removal
7. Use kayaks/rafts and nets to remove plastic bottles from the ponds (volunteers)
8. Identify the prime homeless camping spots and eliminate them by removing vegetation (rangers, volunteers)
9. Put signs at 3 major entrances identifying TP, map of ponds, "owned by City of Chico, managed by Park Division", contact info, used as stormwater detention, how to help etc.
10. Remove Mexican fan palms, Canary Island date palms, pampasgrass, Chinese tallow trees, bronze loquat and other low-quantity highly invasive weeds (volunteers)
11. Remove wire fences & T-posts from at least 2 locations (volunteers)
12. Make/use tool for cleaning plastic bags from storm water outlet grates (volunteers)
13. Remove yellow starthistle along dirt road and anywhere else it appears (volunteers)
14. Clear bur-chervil from paths to avoid spreading it (volunteers)
15. Create a path from Rose River to Kohls (park staff for design, volunteers to build) to provide better access for east-side residents and could eliminate several camp sites near Kohls.
16. Cut back vegetation along trail between ponds 1 and 3 (volunteer)
17. Put road base on sections of dirt road that get muddy in every storm. Don't work on sections that rarely flood. Seek small grant for this from alternative transportation funding sources.
18. Provide viewing platform for bird-watching (volunteer)
19. Remove short chain link fence by gabion wall (volunteer)
20. Identify possible sources of small grants: Vector control for mosquitoes, Altacal for birding activities, stormwater management

More Expensive Projects

21. Pyracantha removal--use Salt Creek crew to cut tops off large pyracantha bushes and their chipper to chip the debris into a roller bin, leaving waist-high stumps and marking with large paint dots to facilitate locating them again. Crew is ~ \$325/day for inmates and chipper, 30-yard bin is ~\$170. Follow up by cutting off stumps at ground level, immediately applying herbicide to the cut stumps. Do work in Jan-Feb as there are no berries left on the pyracantha and other vegetation has not leafed out yet, obscuring the pyracantha from view.
22. Contract for initial herbicide treatment of ailanthus (1000s of plants on north & west sides of ponds) and arundo (2 locations) with work to be done in Sept or Oct. Get bid for treatment of the accessible plants; the cost would be significantly higher if applicator had to fight his way through pyracantha or blackberries to treat all ailanthus.
23. Buy the private inholding or an easement through it.
24. If #23 is accomplished, create a trail from Creek Hollow to Rose River on high ground with 1-2 trails to pond 1



Teichert Ponds – before olive and privet removal.



Teichert Ponds – after removal.
Reduction of invasive weeds and increase in visibility and safety.



Piles of weed trees.



The final dumpster! Volunteers led by Susan Mason filled 6 dumpsters!