



CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)

Regular Meeting Agenda
December 18, 2017, 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 411 Main 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

1.3. Special Recognition and Presentation – Alliance for Work Force Development

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 09/25/17.*

2.2. Approval of Meeting Minutes

Action: *Approve minutes of BPPC held on 10/30/17.*

2.3. Permit from Earthbound Skills to Hold a Spring Break Camp for Multiple Days (3/19/18 – 3/23/18)

Joni Mitchell (Applicant) is requesting a permit to hold a 5-day Spring Break camp at the Five Mile Picnic Site from 9 am to 5 pm on 3/19/18 – 3/23/18. **Recommendation:** *Approval of permit with conditions.*

2.4. Permit for Walk to End Alzheimer's on 10/13/18.

Jody Cornilsen (Applicant) is requesting permission to reserve the One Mile Picnic Area on 10/13/18 for their 24th annual Walk to End Alzheimer's. The Applicant is requesting to set up their event on Friday, 10/12/18 and that the gates at Woodland Avenue and 4th Street remain closed from 8:30 A.M. – 11:00 A.M. on 10/13/18. **Recommendation:** *Approval of permit with conditions.*

2.5. Permit for Making Strides Against Breast Cancer 5K Walk on 10/20/18.

American Cancer Society, Inc. (Applicant) would like to reserve the One-Mile Picnic Area for the Making Strides Against Breast Cancer 5K walk fundraiser in Lower Bidwell Park. The Applicant would like permission to set up the night before at Sycamore Field, on 10/19/18, making it necessary to have security stay overnight for their 5K event on 10/20/18. **Recommendation:** *Approval of permit with conditions.*

3. ITEMS REMOVED FROM CONSENT – IF ANY

4. NOTICED PUBLIC HEARINGS - NONE

5. **REGULAR AGENDA**

5.1. **CONSIDERATION OF RECOMMENDATIONS FROM THE POLICY ADVISORY COMMITTEE MEETING HELD ON 11/15/17**

The Policy Advisory Committee met on 11/15/17 to continue its review of Chico Municipal Code (CMC) Chapters 12R.08 and 12R.10 regarding permits and reservations for private and public events in City Parks and the fees associated with these permits. The Committee also reviewed the concept of possibly establishing a vehicle parking fee for Upper Bidwell Park.

Recommendation: *The Policy Advisory Committee (PAC) recommended (3-0) that the BPPC approve and forward the following to the City Council*

1. *Approval of the Chico Municipal Code (CMC) and park permit fee revisions outlined in Item 2.1 below;*
2. *Establishment of a \$1 per vehicle per day, and an \$50 annual pass fee for parking in Upper Bidwell Park.*
3. *No parking fee for individuals who are over age 60, or are disabled and have an Americans with Disability Act (ADA) placard.*

As “Business From the Floor” Committee member Glatz stated he would like the Commission to consider changing the closing times of Lower Bidwell Park to an earlier time than midnight.

6. **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.

7. **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.

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

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

7.3. Park & Natural Resource Manager Report (**Verbal Report**)

8. **ADJOURNMENT**

Adjourn to the next regular meeting on January 29, 2018 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
September 25, 2017 Regular Meeting

1. REGULAR COMMISSION MEETING

1.1. Call to Order

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

1.2. Roll Call - Commissioners present:

Jeff Glatz
Aaron Haar
Tom Nickell
Valerie Reddemann
Marisa Stoller

Commissioners absent: Elaina McReynolds and Alberto Hernandez

Staff present: Linda Herman, Park and Natural Resource Manager (PNRM), Erik Gustafson, Public Works Director (PWD), Richard Bamlet, Urban Forest Manager (UFM), Shane Romain, Park Services Coordinator (PSC).

2. CONSENT AGENDA

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

2.1. APPROVAL OF MEETING MINUTES

Action: Approve minutes of BPPC held on 8/28/17.

2.2. Permit for 43rd annual Almond Bowl (11/5/17)

Chico Running Club would like to host a 5K, ½ and full marathon beginning at 1 Mile Oak Grove A & B in Lower Park and extending into Middle and Upper Bidwell Park Recommendation: Approval of permit with conditions.

MOTION: Approve the Consent agenda as submitted
MADE BY: Reddemann. **SECOND:** Nickell **AYES:** 5 (Nickell, Reddemann, Stoller, Glatz, Haar.) **NOES:** 0. **ABSENT:** 2 (Hernandez, McReynolds)

3. ITEMS REMOVED FROM CONSENT – NONE

4. NOTICED PUBLIC HEARINGS - NONE

5. REGULAR AGENDA

5.1. PRESENTATION ON THE FINAL REPORT OF THE UPPER BIDWELL PARK ROAD ASSESSMENT.

The City retained Pacific Watershed Associates, Inc. (PWA) to conduct an inventory and assessment of 4.4 miles of the Upper Park Road beyond the Diversion Dam. The purpose of the inventory was to assess current and future erosion problems and to develop an action plan to control or prevent this erosion. Representatives from PWA will provide a presentation on their final assessment report entitled "Upper

Bidwell Park Road Sediment Survey Assessment and Treatment Action Plan, Butte County, California".
Recommendation: *The Commission is asked to review the report and provide further direction to Staff.*

Public comment; Neil Woodward expressed appreciation for the information.

5.2. **ACCEPTANCE OF REPORT AND RECOMMENDATIONS FROM THE BPPC POLICY ADVISORY COMMITTEE MEETING HELD ON 9/13/17**

The Policy Advisory Committee met on 9/13/17 to continue its review of Chico Municipal Code (CMC) Chapters 12R.08 and 12R.010 related to park reservations and fees. Committee Chair Reddemann reported on the meeting. **Recommendation:** *None - The Committee continued this discussion to their October 11, 2017 meeting.*

6. **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.

7. **REPORTS AND COMMUNICATION**

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.

7.1. Parks Division Report

7.2. Street Tree Division Report

7.3. Park & Natural Resource Manager Report (Verbal Report)–Linda Herman, Parks and Natural Resources Manager)

8. **ADJOURNMENT**

Commission adjourned at 8:30 pm to the next regular meeting on October 30, 2017 at 6:30 p.m. in the Council Chamber of the Chico Municipal Center building (421 Main Street, Chico, California).

Date Approved: ___ / ___ / ___.

Prepared By:

Shane Romain, Park Services Coordinator
Distribution: BPPC

Date 12/9/17

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12/14/2017

CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)

Minutes of
October 30,2017 Regular Meeting

1. REGULAR COMMISSION MEETING

1.1. Call to Order

Chair Stoller called the meeting to order at 6:35 pm.

1.2. Roll Call

Commissioners present:

Aaron Haar
Alberto Hernandez
Elaina McReynolds
Tom Nickell
Valerie Reddemann
Marisa Stoller

Commissioners absent: Jeff Glatz

Staff present: Linda Herman (Park and Natural Resource Manager), Erik Gustafson (Public Works Director), Richard Bamlet (Urban Forest Manager) and Aaron Lowe (Interim Fire Chief).

2. CONSENT AGENDA

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

2.1. Permit Earthbound Skills to Reserve Campfire Ring for Multiple Days (11/13 thru 11/30)

Joni Mitchell (Applicant) is requesting a permit to host a homeschool group on 11/13/17, 11/15/17, 11/17/17, 11/28/17 and 11/30/17 for approximately 23 people at the Council Ring. Applicant would also like to secure a fire permit for all dates. **Recommendation:** *Approval of permit with conditions, including no fires allowed during Red Flag Warnings.*

Commissioner Nickell requested that this item be pulled from the Consent Agenda

3. ITEMS REMOVED FROM CONSENT:

2.1 Permit Earthbound Skills to Reserve Campfire Ring for Multiple Days (11/13 thru 11/30)

Commissioner Nickell pulled this item to ask whether more help is needed to assist the applicant in extinguishing the fire. Staff responded their fire permit requires that they have a fire extinguisher or a 3-gallon bucket of water and shovel available at all times. They are also not allowed to have a fire during a Red Flag Warning Day.

4. NOTICED PUBLIC HEARINGS - NONE

5. REGULAR AGENDA

5.1. UPDATE ON FIRE CONDITIONS (Verbal Report)

Fire Department and Park Staff will provide an update on the current fire conditions and the steps being taken to reduce fire risk in Bidwell Park and City greenways.

Interim Fire Chief Aaron Lowe provided a verbal report on the fire conditions in Butte County. Public Works Director – Operations & Maintenance informed the Commission that Staff will be reducing fuel by removing vegetation and the downed trees in Annie's Glen and other areas in the Park. Staff also informed the Commission that they will be working with a consultant to develop a Fire Management Plan for the Park and City greenways.

5.2. ACCEPTANCE OF REPORT FROM THE BPPC TREE COMMITTEE MEETING HELD ON 10/12/17

The Tree Committee met on 10/12/17 to continue its review of Chico Municipal Code (CMC) Chapters 14.40 and 16.66 related to trees. The Committee also reviewed CMC 16.68 regarding the Heritage Tree Program. Committee Chair Hernandez will report on the meeting. **Recommendation:** *None – The Committee continued this discussion to their November 9, 2017 meeting*

Urban Forest Manager (UFM) Richie Bamlet presented the Tree Committee report emphasizing the following:

1. One Mile Acorn Planting - a volunteer project to plant Valley Oak acorns in the One Mile Recreation Area on November 28, 2017. Sixty-eight planting sites have been identified, and developing an acorn germination nursery for future tree plantings was also discussed.
2. Chico Municipal Code (CMC) Revisions
 - a. Heritage Tree Program - - the UFM reported on the. Committee's discussions regarding the voluntary Heritage Tree Program. The Committee considered reducing the \$150 application fee in an effort to revitalize the program.

Chair Stoller suggested that the fee may not be the only deterrent and that Staff consider conducting a public education and outreach program before reducing the fee.

Commissioner Reddemann suggested maybe a marketing class at CSUC could help develop the outreach program, and that possibly there are grants available for this.

Commissioner Hernandez suggested conducting a poll or survey through Facebook and other social media. Hernandez also informed that the requirement that the Heritage tree be recorded on the property title/deed may also be a factor.

Commissioner McReynolds suggested making the application fee a donation rather than a fee.

- b. Street Tree Permit Fees -the Committee discussed whether to charge for tree permits. The Committee agreed with UFM recommendation to keep the tree planting and minor pruning (under 2") permit free, but charging a fee for major pruning requests and for tree removals since they take more staff and BPPC review.

Commissioner McReynolds stated that a fee for tree removals might reduce the frivolous or convenience only tree removal requests.

Commissioner Haar commented that a fee for tree removals might help offset the no fee for the Heritage Tree Program.

3. Education/Outreach

The UFM shared the Committee's ideas on topics for a Tree Public Education Program.

5.3 CONSIDERATION OF NATURAL RESOURCE COMMITTEE RECOMMENDATIONS FROM ITS 10/24/17 MEETING

The Natural Resource Committee met on 10/24/17 to consider proposed minor repairs to the unpaved section of Upper Park Road in Bidwell Park, and to review a draft survey to be used to garner public opinion on future uses of this section of the road. Committee Chair Haar will provide a report on the meeting. **Recommendation:** *The Committee recommended (3-0) that the Commission approve:*

- 1) *The clearing of debris from existing culverts, using the City's community partners, such as Cal Fire, and/or volunteers,*
- 2) *Implementing road drainage treatments only for the three high priority erosion sites to be conducted over the next month, preferably using City staff or by a private contractor if staff is not available.*
- 3) *The draft public survey as revised by the NRC, or that the BPPC provide revisions as necessary.*

Park and Natural Resource Manager (P&NRM) presented the Committee's review of implementing the recommendations from the City's consultant, Pacific Watershed Associates, to make some minor repairs to Upper Park Road this winter. The estimated cost of the repairs is \$15,000.

P&NRM also presented the draft public opinion survey and indicated that she will be consulting with a professional to review and provide input on the survey and to analyze the results.

MOTION: Approve clearing the debris from culverts, making the repairs to the 3 high priority sites using City crews if possible, and the draft public survey as submitted. **MADE BY:** McReynolds. **SECOND:** Haar. **AYES:** (6) (Stoller, Nickell, Haar, Hernandez, McReynolds, Reddemann). **NOES:** (0). **ABSENT:** (1) Glatz.

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.

There was no Business From the Floor

6. REPORTS

The following Reports were provided for the Commission's information. No action was taken on any of the items.

- 6.1. Parks Division Report – Linda Herman, Park and Natural Resource Manager.
- 6.2. Street Tree Division Report – Richie Bamlet, Urban Forest Manager.

7.3. Park & Natural Resource Manager Report (Verbal Report)

P&NRM

7. ADJOURNMENT

Adjourned to the next regular meeting on 11/27/17 at 6:30 p.m. in the Council Chamber of the Chico Municipal Center building (421 Main Street, Chico, California).

Date Approved: _____ / _____ / _____.

Prepared By:

Linda Herman, Parks and Natural Resource Manager 12/12/17
Date

Distribution: BPPC

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BPPC Staff Report

Meeting Date 12/18/2017

DATE: 12/18/17
TO: Bidwell Park and Playground Committee (BPPC)
FROM: Theresa Rodriguez, Administrative Assistant
SUBJECT: Permit to Hold a Spring Break Camp for Multiple Days (3/19/18 – 3/23/18)

REPORT IN BRIEF:

Joni Mitchell (Applicant) with Earthbound Skills would like a permit to hold a 5-day Spring break camp at 5 Mile Picnic Site, with the intention to explore nature skills, outdoor fun, games and crafts.

Recommendation: Conditional approval.

Event Details

| | |
|---------------------------|---|
| Date of Application | 12/11/2017 |
| Date of Event | 3/19/18 – 3/23/18 |
| Time of Event | 9:00 AM – 5:00 PM |
| Event Name | Spring Break Camp |
| Applicant Name | Joni Mitchell |
| Location | 5 Mile |
| Description | Explore Nature, games and crafts |
| New Event? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? Several |
| # Participants | 20 - 40 |
| Reason for Consideration? | Exceeds 10 hours in length or is for multiple days. |

Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- Do not harvest or take any part of the natural condition.
- At the conclusion of the event, the applicant will need to do a final inspection of the picnic area.

Attachments: Application and Permit for Park Use

Distribution: **Joni Mitchell**



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit and application • No glass containers • Application fee due upon submittal •

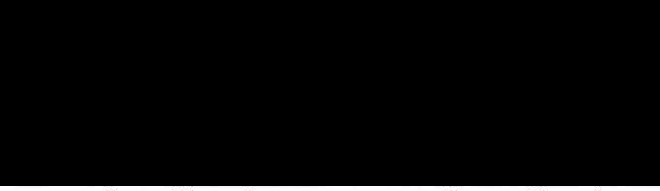
THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

PLEASE PRINT:

Name of Applicant/Contact Person
boni Mitchell

(Name needed)

Organization Name (if applicable)
Earthbound Skills



Contact Phone #

Alternate Phone #

Description of Event: Spring Break Camp
(family BBQ, walk/run, describe below if needed)

Monday - Friday
March 19, 2018 -> March 23, 2018

Day and Date of Event:

From: 9:00 AM To: 5:00 AM
Total Time Needed for Set-up, Event, and Clean-up

From: 10:00 To: 4:00 20-40



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: _____ Mon - Fri 8:00 - 3:30
 - 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) parking area, restroom area (Pick up key)
 - Band Stand (15 amp)
 - BBQ-Pick up key on: _____ Mon - Fri 8:00 AM - 3:30 PM
- Oak Grove B
- 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: Springbreak camp for ages 6-12.
Outdoor fun, games, crafts, naturalist skills

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 \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 11.00 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ 40.00 (\$40.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$6.00 per vendor)
- Damage Deposit \$ 100.00 (\$100.00 refundable)
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:
Event Restrooms _____ x (\$95.00) = \$ _____
#days
100 amp Electrical _____ x (\$30.00) = \$ _____
(electrician required) #days

Credit Card and DEBIT payment will be assessed a 2.75% convenience fee.

Fees due upon submittal of application ~ Make Checks Payable to: City of Chico ~

Park Fee Total: \$ 130.00
Convenience Fee: \$ 3.57

Total Fee Required: \$ 133.57 pd
Needs \$40.00 insurance

City of Chico Cash Receipt No. CR 426201 Payment Method: ce 8006 Date: 12/11/17 Received By: TR

Office Distribution: Permit File (original) Park Field Supervisor Park Ranger 1 Park Ranger 2 Senior Park Ranger Landscape Inspector Applicant 920 Fund BPPC DCBA Cleaning Service Risk Management (e-mail)

BPPC 12/18/17

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 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 at **9:00pm, October – March and 11:00pm, April - September** 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** Smoking is not permitted in any City Park or Playground.
- 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:

X Militar
Signature of Applicant

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 101 or more.

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

For liability coverage purposes, it is Joni Mitchell's 's intent (applicant) and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties. Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

If insurance is required, Certificate of Insurance, meeting City standards must be received by: March 5, 2018
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]
Signature of Applicant

X Dec 11, 2017
Date

RETURN THIS FORM TO:

City of Chico - Park Division
965 Fir Street
Chico, CA 95928
email to Parkinfo@chicoca.gov

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: _____

[Signature]
Signature of Park and Natural Resources Manager

12/12/17
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? _____ | Yes | No |
| Is there a patron admission, entry, or participant fee(s) required for your event? | Yes | No |
| Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____ | Yes | No |
| When will amplified sound/music be heard? Time from: _____ until: _____ 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 |
| 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 |
| 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.</i> (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: _____ | Yes | No |
| 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 |
| 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 |
| 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 hours after conclusion of event.</i> | Yes | 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 _____ Sanitation Company _____ Phone Number _____ <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i> | Yes | 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: <u>*if rainy, we may put up a tarp canopy</u> <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i> | Yes | 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 | No |
| Do you request irrigation to be turned off before and during your event? | Yes | 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 |



BPPC Staff Report

Meeting Date: 12/18/2017

DATE: 11/28/2017
 TO: Bidwell Park and Playground Commission
 FROM: Theresa Rodriguez, Administrative Assistant
 SUBJECT: Permit Walk to End Alzheimer's, (10/13/18)

REPORT IN BRIEF:

Walk to End Alzheimer's is a stroll through Bidwell Park and includes information booths and family friendly activities.

Applicant (Jody Cornilsen) is requesting permission to set up their event on Friday, 10/12/18, the day before the actual event on 10/13/18. The Applicant is also requesting the gate at Woodland Avenue and 4th Street to remain closed from 8:30 A.M. – 11:00 A.M. on 10/13/18.

Recommendation: *Conditional approval.*

Event Details

| | |
|--------------------------------|--|
| Date of Application | 10/13/2017 |
| Date of Event | 10/13/2018 |
| Time of Event | 8:30 A.M. – 12:00 P.M. |
| Event Name | Walk to End Alzheimer's |
| Applicant Name | Jody Cornilsen |
| Location | Bidwell Park, Oak Grove A & B |
| Description | Brings families and caretakers together for a stroll, festivities and information booths |
| New Event? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years 24 |
| # Participants | 1,000 |
| Reason for BPPC Consideration? | Exceeds 10 hours in length or is for multiple days. |

Conditions

Staff recommends the following conditions:

1. Pay \$11.00 for Friday, 10/12/18, or it will be deducted from the damage deposit.
2. Contract with a security company to stand by on Friday night.
3. Continued adherence to all park rules.
4. Gate monitors must be at the entrance and exit for the duration of the event.
5. Continue pre-event communications and inform Park staff if the event coordinators change.
6. At the conclusion of the event, the applicant will need to do a final inspection of the race courses event and remove all signs and course markings as well as pick up any associated trash.

Attachments: Application and Permit for Park Use

Distribution: Jody Cornilsen



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

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

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit and application • No glass containers • Application fee due upon submittal •

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

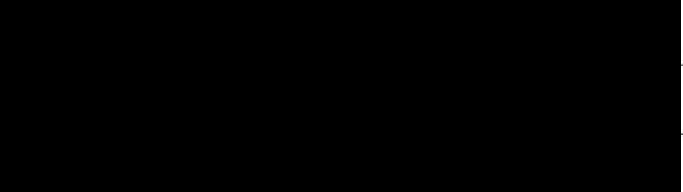
PLEASE PRINT:

Jody Cornilsen

Name of Applicant/Contact Person needed)

Alzheimer's Association

Organization Name (if applicable)



Contact Phone #

Alternate Phone #

Walk to End Alzheimer's

Description of Event: (family BBQ, walk/run, describe below it)

Saturday, October 13, 2018

Day and Date of Event: Early set up Friday Oct. 12th @ 4pm

From: 6 AM To: 1 PM

Total Time Needed for Set-up, Event, and Clean-up

From: 8:30 AM To: 12 PM 1,000

Time of Event Only Number of people

E-mail address

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to 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: _____ Mon - Fri 8:00 - 3:30

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

Oak Grove B

Sycamore Way Parking Lot Closure-Public Events ONLY

Electricity (15 amp) parking area, restroom area (Pick up key)

Band Stand (15 amp)

BBQ-Pick up key on: _____ Mon - Fri 8:00 AM - 3:30 PM

Depot Park

Electricity (15 amp)

Lower Bidwell Park (public events only): 5k standard course

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 \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 150.00 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ 40 (\$40.00 to process outside insurance)
- Vendor Fee # 15 \$ 90 (\$6.00 per vendor)
- Damage Deposit \$ 100 (\$100.00 refundable)
- Early Entrance Fee \$ 32.50 (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

Event Restrooms _____ x (\$95.00) = \$ _____
#days

100 amp Electrical _____ x (\$30.00) = \$ _____
(electrician required) #days

Credit Card and DEBIT payment will be assessed a 2.75% convenience fee.

Fees due upon submittal of application ~ Make Checks Payable to: City of Chico ~

Park Fee Total: \$ 431.50

Convenience Fee: \$ 11.86

Total Fee Required: \$ 443.36

City of Chico Cash Receipt No. CR424505 Payment Method: CC 5732 Date: 10/13/17 Received By: TR

SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

- (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 101 or more.

Insurance Required Not Required

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

For liability coverage purposes, it is Alzheimer's Association's intent (applicant) and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties. Pursuant to the insurance policy related to this permit written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit written contract between the Parties.

If insurance is required, Certificate of Insurance, meeting City standards must be received by: September 28, 2018
 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 Joey J. Cour
 Signature of Applicant

X 10/10/17
 Date

RETURN THIS FORM TO:

City of Chico - Park Division
 965 Fir Street
 Chico, CA 95928
 email to Parkinfo@chicoca.gov

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: _____

Signature of Park and Natural Resources Manager _____

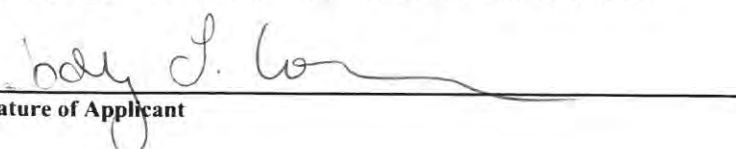
Date _____

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 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 at **9:00pm, October – March and 11:00pm, April - September** 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** Smoking is not permitted in any City Park or Playground.
- 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:

X 
Signature of Applicant

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>24 yrs</u> | Yes | No |
| Is there a patron admission, entry, or participant fee(s) required for your event? | Yes | No |
| 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</u> | Yes | No |
| When will amplified sound/music be heard? Time from: <u>8:30 am</u> until: <u>12:00 pm</u> amps needed (<i>15 or 100</i>) _____ <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 |
| Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: <u>15</u> (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: <u>Event Sponsors - mostly Assisted Living Facilities</u> | Yes | No |
| 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.</i> (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): <u>Main Gate @ Woodland & North Gate @ 4th</u> Time of closure from: <u>8:30 am</u> until: <u>11:00 am</u> | Yes | No |
| Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: <u>6:00 AM</u> until: <u>11:00 AM</u> <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 |
| 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? <u>1 professional</u> | Yes | 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 <u>Johnny on the Spot</u> Phone Number _____ Location of portable restrooms <u>Sycamore Way Parking Lot</u> <i>Note: Restrooms shall be removed within 24 hours after conclusion of event.</i> | Yes | 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. For events with 200+ participants, additional trash and recycling cans are required. Number of Trash Cans ⁸ _____ Number of Recycling Containers ⁸ _____ Sanitation Company <u>Recology</u> Phone Number _____ <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i> | Yes | 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: <u>Welcome sign at sycamore Field Entrance/Signs on Stage</u> <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i> | Yes | 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 | No |
| Do you request irrigation to be turned off before and during your event? | Yes | 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 only 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 |



BPPC Staff Report

Meeting Date 12/18/2017

DATE: 12/5/17
 TO: Bidwell Park and Playground Committee (BPPC)
 FROM: Theresa Rodriguez, Administrative Assistant
 SUBJECT: Permit to Reserve One Mile Picnic Area for Multiple Days (10/19/18 – 10/20/18)

REPORT IN BRIEF:

Matthew A Foor (Applicant) would like to host the American Cancer Society, Inc. Making Strides Against Breast Cancer 5K walk fundraiser in Lower Park. The Applicant would like permission to set up the night before at Sycamore Field, on 10/19/18, making it necessary to have security stay overnight for their 5K event on 10/20/18.

Recommendation: Conditional approval.

Event Details

| | |
|---------------------------|---|
| Date of Application | 10/20/2017 |
| Date of Event | 10/20/2018 |
| Time of Event | 7:30 AM – 10:30 AM |
| Event Name | Making Strides Against Breast Cancer 5K Walk |
| Applicant Name | Matthew A Foor |
| Location | 1 Mile Picnic Area |
| Description | 5K Fundraiser |
| New Event? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 8 |
| # Participants | 1,800 |
| Reason for Consideration? | Exceeds 10 hours in length or is for multiple days. |

Conditions

Staff recommends the following conditions:

- Applicant must obtain a permit from Chico Area Recreation District (CARD) for the use of Sycamore Field.
- Continued adherence to all park rules.
- Walk to begin by 8:30 a.m. to allow walkers to clear the roadway by the gate opening time of 9:00 a.m.
- Set-up vehicles shall be restricted to no more than 10 vehicles in closed areas and must travel on established gravel and paved roads (no cars on pathways or interior of park) and comply with One Way designations.
- No chalk, tape or paint markings on city property and roads, all decorations and signs must be free standing, do not affix any decorations to park property.
- The applicant must provide trained gate monitors at entrances and exits until gate opening and at road crossings.
- Signs must be in place and visible in order to ensure racers follow the established routes and also to notify other park users of the event.
- Provide at least 1 ADA accessible and 3 standard portable restrooms at the event site.
- Provide 8 additional trash totes.
- Golf cart must be approved for compelling reason – not for set up purposes.
- 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.

Attachments: Application and Permit for Park Use

Distribution: Matthew A Foor



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC

PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit and application • No glass containers • Application fee due upon submittal •

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

PLEASE PRINT:

Matthew A Foor

Name of Applicant/Contact Person (needed)

American Cancer Society, Inc.

Organization Name (if applicable)

Making Strides Against Breast Cancer 5 K

Description of Event: (family BBQ, walk/run, describe below if

Saturday, October 20, 2018

Day and Date of Event:

From: Friday, 10/19 3-6pm To: Sat 10/20 6am-12noon

Total Time Needed for Set-up, Event, and Clean-up

From: 7:30 am To: 10:30 am 1,000

Time of Event Only Number of People

E-mail address

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to 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)

Water (public events only)

Meadow

100 amp Electrical Service

Water (public events only)

Children's Playground

Electricity (15 amp)-Pick up key on: _____ Mon - Fri 8:00 - 3:30

Water (public events only)

100 amp Electrical Service

City Plaza (Additional fees may apply)

Electricity (15 amp)

Event Restrooms

Fountain - On

Fountain - Off

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

Oak Grove B

Sycamore Way Parking Lot Closure-Public Events ONLY

Electricity (15 amp) parking area, restroom area (Pick up key)

Band Stand (15 amp)

BBQ-Pick up key on: _____ Mon - Fri 8:00 AM - 3:30 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 \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 312.00 (\$11.00 minimum, please call for quote) *W/Friday*
- Insurance Fee \$ _____ (\$40.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$6.00 per vendor)
- Damage Deposit \$ 100.00 (\$100.00 refundable)
- Early Entrance Fee \$ 32.50 (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Credit Card and DEBIT payment will be assessed a 2.75% convenience fee.

Fees due upon submittal of application ~ Make Checks Payable to: City of Chico ~

Additional fees for City Plaza use:

Event Restrooms _____ x (\$95.00) = \$ _____
#days

100 amp Electrical _____ x (\$30.00) = \$ _____
(electrician required) #days

Park Fee Total: \$ 503.50

Convenience Fee: \$ 13.84

Total Fee Required: \$ 517.34

City of Chico Cash Receipt No. CR 424826 Payment Method: CC 7445 Date: 10/20/17 Received By: TR

| | | | | | | |
|---------------|------------------------|---------------|---------------------|-----------|------|--------------------------|
| Office | Permit File (original) | Park Ranger 1 | Senior Park Ranger | Applicant | BPPC | Cleaning Service |
| Distribution: | Park Field Supervisor | Park Ranger 2 | Landscape Inspector | 920 Fund | DCBA | Risk Management (e-mail) |

BPPC

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 years/ 9th Annual</u> | Yes <input checked="" type="checkbox"/> | No |
| Is there a patron admission, entry, or participant fee(s) required for your event? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): <u>Microphone, PA System and CD Music</u> | Yes <input checked="" type="checkbox"/> | No |
| When will amplified sound/music be heard? Time from: <u>7:45 am</u> until: <u>10:30 am</u> amps needed (<i>15 or 100</i>) ¹⁵ _____ <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="checkbox"/> |
| 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="checkbox"/> |
| 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.</i> (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: _____ | Yes | No <input checked="" type="checkbox"/> |
| Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: <u>6:30 am</u> until: <u>7:30 am</u> <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 <input checked="" type="checkbox"/> | 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? <u>One</u> | Yes <input checked="" type="checkbox"/> | 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 <u>Bens Toilets</u> Phone Number <u>530 741 1227</u> Location of portable restrooms <u>Next to handicapped</u> <i>Note: Restrooms shall be removed within 24 hours after conclusion of event.</i> | Yes <input checked="" type="checkbox"/> | 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 ⁸ _____ Number of Recycling Containers ⁸ _____ Sanitation Company <u>Recology</u> Phone Number <u>530 533 4783</u> <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i> | Yes <input checked="" type="checkbox"/> | 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: <u>Plastic yard signs on wire frames stuck into the ground</u> <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i> | Yes <input checked="" type="checkbox"/> | 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 | No <input checked="" type="checkbox"/> |
| Do you request irrigation to be turned off before and during your event? <u>Please no water Oct 19 or Oct 20</u> | Yes <input checked="" type="checkbox"/> | 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 |

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: <u>Age 14 and over</u> - license, catch and release; <u>Under 14</u> - 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 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 at 9:00pm, October – March and 11:00pm, April - September 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 | Smoking is not permitted in any City Park or Playground. |
| 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 | <ul style="list-style-type: none">• While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.• Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.• Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.• No vehicles are permitted to travel or park on grass areas. |

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

X

Signature of Applicant

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 101 or more.

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

For liability coverage purposes, it is _____'s intent (applicant) and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties. Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

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 Maite Ofor
Signature of Applicant

X 10-29-2017
Date

RETURN THIS FORM TO:

City of Chico - Park Division
965 Fir Street
Chico, CA 95928
email to Parkinfo@chicoca.gov

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: _____

Joan Berger, SR Park Ranger
Signature of Park and Natural Resources Manager

12-3-17
Date



Policy Advisory Committee Staff Report

Meeting Date 12/18/17

DATE: 12/13/17
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Policy Advisory Committee (PAC)
SUBJECT: CONSIDERATION OF RECOMMENDATIONS FROM THE POLICY ADVISORY COMMITTEE MEETING HELD ON 11/15//17.

RECOMMENDATION:

The Policy Advisory Committee (PAC) recommended (3-0) that the BPPC approve and forward the following to the City Council

- 1. Approval of the Chico Municipal Code (CMC) and park permit fee revisions outlined in Item 2.1 below;*
- 2. Establishment of a \$1 per vehicle per day, and an \$50 annual pass fee for parking in Upper Bidwell Park to be used for parking amenities, and road maintenance;*
- 3. No parking fee for individuals who are over age 60, or are disabled and have an Americans with Disability Act (ADA) placard.*

BACKGROUND:

Over a series of meetings, the BPPC's PAC reviewed the provisions in CMC Chapters 12R.08 and 12R.10 regarding permits and reservations for private and public events in City Parks and the fees associated with these permits. The Committee also reviewed park reservation fees from several agencies of similar size and nature as Chico. The Committee concluded their discussion regarding park reservation permits and fees at its 11/15/17 meeting.

The Committee also considered at this meeting a proposal from Staff regarding potentially establishing a vehicle parking fee for Upper Bidwell Park to be used for road maintenance and other infrastructure improvements. A copy of the 11/15/17 PAC agenda and reports is attached as Exhibit "A".

DISCUSSION:

2.1 Consideration of Proposed Revisions to Park Reservation Policies and Fees.

The Committee discussed the differences between private and public events and recommended that the BPPC consider approving the following:

A. General Policy Changes:

1. Establishing a park "reservation" fee versus a special "event" fee where a "reservation" would be the use of a group picnic site for either a public or private event with 150 or less people. While an "event" would include a private or public event with more than 150 people, or if it was a special activity such as walk/run or wedding.
2. Increasing the event duration for Director approval of reservation and special event permits from 10 hours to 15 hours (i.e. 6 am to 9 pm, dependent upon park gate hours, but also allows for early setup for races/public events
3. Establishing a \$15 fee for 15-amp electricity and \$30 fee for 100-amp for all applicable locations, not just at City Plaza.
4. Refunding all fees due to bad weather. Refund fees for cancellations made within 5 days of the event. No refunds if cancelled within less than 5 days of the event.

5. Keeping the current policy of not charging a fee for reserving Caper Acres Birthday Rings for 2 hours. Revisit the fees after improvements, such as adding BBQs and electricity, are made as part of the Caper Acres Renovation project.
6. Establishing a “Special Use Permit” with no fee, that would be used for research projects, docent led walks and bike rides, or activities provided by other agencies.
7. Establishing a more defined permit process and fee requirements for filming in the City parks and greenways. The Policy Advisory will continue to work on this item.

B. Park Reservations (<= 150 people):

1. Eliminating the application processing fee for “reservations” under 150 people, which is currently \$19.
2. Not requiring a security deposit and insurance for groups of 150 or less people, whether it is a public or private event. Currently a deposit and insurance is required for private events with more than 100 people, if amplified sound is used, and for all public events regardless of the size.
3. Establishing the following reservation fees based on the picnic site and not the number of people with the option of reserving a site for either a Half-day (i.e. 4-hour block), or a Full-day to mirror the policies and fees charged by the Chico Area Recreation and Park District (CARD):

| RESERVATION AREA | CURRENT FEES (up to 150 people) | | PROPOSED FEES (up to 150 people) | |
|---------------------------|------------------------------------|---|--|--|
| | FULL-DAY | HALF DAY FEE/ 5 Hrs. (9 am to 2 pm) or (2:30 pm - 7:30) | FULL DAY FEE (9am to Gate Closing) | |
| Bidwell Bowl Amphitheater | \$30 to \$49 | \$55 | \$100 | |
| Campfire Council Ring | \$30 to \$49 | \$55 | \$75 | |
| Cedar Gove Picnic Area | \$30 to \$49 | \$55 | \$75 | |
| Cedar Grove Meadow | \$30 to \$49 | \$55 | \$75 | |
| Children’s Playground | \$30 to \$49 | \$30 | \$55 | |
| Depot Park | \$30 to \$49 | \$30 | \$55 | |
| Five Mile Picnic Area | \$30 to \$49 | \$55 | \$75 | |
| One Mile Oak Grove A | \$30 to \$49 | \$75 | \$125 | |
| One Mile Oak Grove B | \$30 to \$49 | \$75 | \$125 | |
| Redwood Grove (Site 37) | \$30 to \$49 | \$30 | \$55 | |
| Non-reservation Areas | \$30 to \$49 | \$30* | \$55 | |

C. Special Events (> 150 people):

Unlike “reservation” fees, Staff proposed that Special Event fees be charged on a per person basis and that there be no differentiation in fees between an event that charges a fee for participants or not. The Committee recommends approval of the following:

1. Establishing a non-refundable Special Event permit application fee in the amount of \$40
2. Eliminating the \$40 insurance review fee, especially since the City does not offer insurance anymore.
3. Increasing the deposit fee from \$100 to \$150 for special events, or for any event that is considered a potential risk to the City.
4. Increasing the vendor fee from \$6.00 to \$10.00 per vendor. Vendor fee would apply only to vendors who sell food or merchandise.

5. Revising the cancellation and refund process and refining the permit submittal and refund deadlines.
6. Establishing a new public special event fee structure to reduce the multiple attendance categories and potentially increase the fees as follows:

| Number of Participants/Spectators | Current Reservation Fee | New Reservation Fee |
|-----------------------------------|---|--|
| 1-150 | \$11.00-\$60.50 | \$75.00 |
| 151-250 | \$90.50-\$120.00 | \$150.00 |
| 251-500 | \$150.00-\$180.00 | \$230.00 |
| 500-1000 | \$301.00-\$450.00. | \$525.00 |
| 1001+ | \$600+ \$0.50 per person exceeding 1000 | \$750 + \$0.50 per person exceeding 1000 |

2.2 Consideration of Possible Parking Fee for Upper Bidwell Park.

Many agencies that operate large regional parks charge a fee to park vehicles and many charge a daily entry fee. Typically, the revenue from these fees is used to help provide park amenities, and maintain roads and other infrastructure. Staff has been researching the possibility of charging a parking fee for Upper Park Bidwell Park for the same purposes. In its research, Staff found the following:

1. Many agencies have a General Daily Parking Fee, and offer discounts for annual passes, seniors, the disabled, Veteran's and active military personnel.
2. Issue the parking pass either through staffed booths, kiosks, or by obtaining passes by mail or by person at various locations.
3. The amount of the fee varies depending on the agency and the type of facilities. Some have different rates for weekdays, weekends, holidays and seasons. The following table summarizes parking fees charged by a sample of other agencies.

| Agency | Parking Fee | Annual Pass Fee | Senior and other Discounted Pass | Disabled Rate | Payment Method K=Kiosk B=Onsite Booth M=Mail O=Online IP=In-person (Office) |
|---|-----------------------------------|-------------------|----------------------------------|---------------|--|
| CA State Parks (Lake Oroville/Woodson Bridge) | \$6-8 | \$125 (statewide) | \$1 discount | Free | O, IP |
| National Parks (Lassen/Whiskey Town) | \$20/vehicle | \$40/yr. | \$20/yr. \$80/lifetime | Free | O, IP, M |
| Yolo County | \$6/vehicle | \$75/yr. | \$30/yr. | Free | IP |
| San Luis Obispo County | \$10 | \$100 | \$90 | \$90 | |
| Marin County | \$5 (M-F) \$10 (Wkend/Holiday) | \$90 | \$40 | \$40 | IP |
| Sacramento | \$5 (M-F) \$8 (Wkend/Holiday) | \$50 | \$10 | | B, K, IP, O |
| City of San Jose | \$6/vehicle | \$80 | \$30 | \$30 | K, B, IP, M |
| City of Vacaville | \$3/vehicle | \$50 | n/a | n/a | IP |
| City of Fairfield | \$3/vehicle | \$64 | \$20 | \$20 | K, B |

The Committee reviewed the fees from other cities and discussed wanting to ensure that the fees would not hinder and discourage people from using Upper Park. The Committee stressed the importance of having a presence and more people in the park. The

Committee also discussed the importance of conducting public outreach to explain the purpose of the fee and to gain public support. Staff also informed the Committee that a question whether to charge a parking fee would be on the Upper Park Road Survey.

3. BUSINESS FROM THE FLOOR

Under "Business From the Floor" Committee Member Glatz would like the Committee to discuss changing the closing time in Lower Bidwell Park to an earlier time than the current midnight closing time. Staff advised that the full Commission will need to direct this item to the Committee for discussion.

Attachments:

Exhibit "A": 11/15/17 PAC Agenda Packet



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

Regular Meeting Agenda
November 15, 2017, 6 p.m.

Old Municipal Building - 441 Main Street, Upstairs Conference Room

*****Please Note Change in Meeting Location*****

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. CALL TO ORDER

2. REGULAR AGENDA

2.1. CONSIDERATION OF PROPOSED REVISIONS TO PARK RESERVATION POLICIES AND FEES.

At its 8/8/17 and 9/13/17 meetings, the BPPC's Policy Advisory Committee reviewed the provisions in Chico Municipal Code (CMC) Chapters 12R.08 and 12R.10 regarding permits and reservations for private and public events in City Parks, and the fees associated with these permits. The Committee will continue its discussion of the reservation fees for events.

Recommendation: *The Policy Advisory Committee is requested to review Staff's suggested revisions to the policies and fees for picnic site and special event reservations of Bidwell Park and other City park facilities, and provide recommendations to the Bidwell Park & Playground Commission (BPPC).*

2.2. CONSIDERATION OF POSSIBLE PARKING FEE FOR UPPER BIDWELL PARK.

Many agencies that operate large regional parks charge a fee to park vehicles, and many charge a daily entry fee. Typically, the revenue from these fees is used to help provide park amenities, and maintain roads and other infrastructure. Staff has been researching the possibility of charging a parking fee for Upper Park Bidwell Park for the same purposes.

Recommendation: *None at this time. Staff requests that the Committee review and provide input on the concept of charging a parking fee in Upper Bidwell Park. This is an introductory item that is anticipated to be discussed over several meetings.*

3. BUSINESS FROM THE FLOOR

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

4. ADJOURNMENT

Unless otherwise noticed, adjourn to the next regular meeting on December 13, 2017 at 6:00 p.m. in Conference Room 1, Chico Municipal Center Building located at 421 Main Street, Chico, California.



Please contact the Park Division Office at (530) 896-7800 if you require an agenda in an alternative format, or if you need to request a disability-related modification or accommodation. If possible, this request should be received at least three (3) working days prior to the meeting.



Policy Advisory Committee Staff Report

Meeting Date 11/15/17

DATE: 11/10/17
 TO: Policy Advisory Committee (PAC) of the Bidwell Park and Playground Commission (BPPC)
 FROM: Linda Herman, Parks & Natural Resource Manager
 SUBJECT: CONSIDERATION OF PROPOSED REVISIONS TO PARK RESERVATION POLICIES AND FEES

RECOMMENDATION:

The Policy Advisory Committee is requested to review Staff's suggested revisions to the policies and fees for picnic site and special event reservations of Bidwell Park and other City park facilities, and provide recommendations to the Bidwell Park & Playground Commission (BPPC).

BACKGROUND:

At its 8/8/17 and 9/13/17 meetings, the BPPC's Policy Advisory Committee reviewed the provisions in Chico Municipal Code (CMC) Chapters 12R.08 and 12R.10 regarding permits and reservations for private and public events in City Parks and the fees associated with these permits (See Exhibit "A"-Current Fees). The Committee also reviewed park reservation fees from several agencies of similar size and nature as Chico, which are summarized in the attached Exhibit "B". At its 9/13/17 meeting, the Committee recommended that the BPPC consider approving the following:

1. Establishing a park "reservation" fee versus a "Special Event" fee where a "reservation" would be the use of a group picnic site for either a public or private event with 150 or less people. While a "Special Event" would include a private or public event with more than 150 people, or a special activity such as walk/run or wedding.
2. Eliminating the application processing fee for "reservations" under 150 people.
3. Not requiring a security deposit and insurance for groups of 150 or less people, whether public or private. Currently a deposit and insurance are required for private events with more than 100 people, if amplified sound is used, and for all public events regardless of the size.
4. Establishing the following reservation fees based on the facility and not the number of people, with the option of reserving a site for either a Half-day (i.e. 4-hour block), or a Full-day to mirror the current fees charged by CARD:

| RESERVATION AREA | CURRENT FEES (up to 150 people) | PROPOSED FEES (up to 150 people) | |
|--------------------------------|------------------------------------|-------------------------------------|--------------|
| | FULL-DAY | HALF DAY FEE (4-5 Hr Blocks) | FULL DAY FEE |
| Bidwell Bowl Amphitheater | \$30 to \$49 | \$75 | \$125 |
| Campfire Council Ring | \$30 to \$49 | \$55 | \$75 |
| Cedar Gove Picnic Area | \$30 to \$49 | \$55 | \$75 |
| Cedar Grove Meadow | \$30 to \$49 | \$55 | \$75 |
| Children's Playground* | \$30 to \$49 | \$30 | \$55 |
| Depot Park* | \$30 to \$49 | \$30 | \$55 |
| Five Mile Picnic Area | \$30 to \$49 | \$55 | \$75 |
| One Mile Oak Grove A | \$30 to \$49 | \$75 | \$125 |
| One Mile Oak Grove B | \$30 to \$49 | \$75 | \$125 |
| Redwood Grove (Site 37)* | \$30 to \$49 | \$30 | \$55 |
| Non-reservation Areas | \$30 to \$49 | \$55 | \$55 |
| *Sites with minimal facilities | | | |

5. Keep the current policy of not charging a fee for reserving Caper Acres Birthday Rings for 2 hours. Revisit the fees after improvements, such as adding BBQs and electricity, are made to the Rings.
6. Refund all fees due to bad weather. Refund fees for cancellations made within 5 days of the event. No refunds if cancelled within less than 5 days of the event.
7. Establishing a more defined permit process and fee requirements for filming in the City parks and greenways.
8. Establishing a Special Use Permit and possible fee that would be used for research projects, docent led walks and bike rides, or activities provided by other agencies.
9. Increasing the event duration for Director approval of reservation and special event permits from 10 hours to 15 hours (i.e. 6 am to 9 pm, dependent upon park gate hours, but also allows for early setup for races/public events

Staff recommended that the Special Event fee discussion be deferred to the Committee's next meeting to allow Staff to research the potential impacts of a new fee schedule on existing types of events held at City facilities.

DISCUSSION:

Staff reviewed the type of events held during 2016 calendar. Unlike "reservation" fees, Staff is recommending that Special Event fees continue to be charged on a per person basis. Staff is also recommending that there be no differentiation in fees between an event that charges a fee for participants or spectators from events that do not. Staff is requesting that Committee consider recommending Commission approval of the following:

1. Establishing a non-refundable special event permit application fee in the amount of \$40
2. Eliminating the \$40 insurance review fee, especially since the City does not offer insurance anymore.
3. Increasing the deposit fee from \$100 to \$150 for special events greater than 150 people, or for any event that is considered a potential risk to the City.
4. Charging a \$15 fee for 15-amp electricity and \$30 for 100-amp electricity for reserving all applicable locations, not just at City Plaza.
5. Increasing the Vendor Fee from \$6.00 to \$10.00 per vendor. The Vendor Fee would apply only to vendors who sell food or merchandise, not those who disseminate information.
6. Establishing a new Special Event fee structure to reduce the attendance categories as follows:

| # of Participants/Spectators | Current Reservation Fee | New Reservation Fee |
|------------------------------|--------------------------------|---------------------------------|
| 1-150 | \$11.00-\$60.50 | \$75.00 |
| 151-250 | \$90.50-\$120.00 | \$150.00 |
| 251-500 | \$150.00-\$180.00 | \$230.00 |
| 501-1000 | \$301.00-\$450.00. | \$525.00 |
| 1001+ | \$600+ \$0.50 per person >1000 | \$750 + \$0.50 per person >1000 |

Following are examples of regular recurring events under the existing and proposed fee revisions:

| Event (w/o deposit) | # of People | Current Fees | New Fee |
|------------------------------|-------------|-------------------------------|----------------------------|
| Private Wedding, 15 amp elec | 200 | \$19+\$30+\$40=\$89 | \$40+\$150+\$15=\$205 |
| Benefit Walk/Run | 400 | \$19+\$180+\$40=\$239 | \$40+\$230=\$270 |
| Benefit Walk/Run | 2000 | \$19+\$974.50+\$40=\$1,033.50 | \$40+\$1,249.50=\$1,289.50 |

Attachments: Exhibit "A": Current Fees
 Exhibit B: Summary of Other Agency Fees



EXHIBIT A - CURRENT FEES

INSTRUCTIONS FOR COMPLETING PARK PERMIT APPLICATION



- 1. **SECTION 1:** Complete Section 1 thoroughly, including type of event, date and total time needed for setup etc., the time of the actual activity, and the number of people expected. Check the requested use area and indicate any additional needs, such as electricity, water.
- 2. **SECTION 2:** The following permit fees may or may not be applicable to your event:

a. **PERMIT APPLICATION PROCESSING FEE (all events):** \$19.00 (non-refundable)

b. **RESERVATION FEES:**

Fees for PRIVATE Events and PUBLIC Events Which Do Not Charge Spectators/Participants

| <u># of People</u> | <u>Fee</u> | <u># of People</u> | <u>Fee</u> |
|--------------------|------------|--------------------|------------|
| 0 - 100 | \$ 11.00 | 501 - 1000 | \$150.00 |
| 101 - 250 | \$ 30.00 | 1001 + | \$301.00 |
| 251 - 500 | \$ 73.50 | | |

Fees for PUBLIC Events Which Charge Spectators/Participants

| <u># of People</u> | <u>Fee</u> | <u># of People</u> | <u>Fee</u> |
|--------------------|------------|------------------------------------|------------|
| 1 - 25 | \$ 11.00 | 251 - 300 | \$150.00 |
| 26 - 50 | \$ 16.00 | 301 - 500 | \$180.00 |
| 51 - 75 | \$ 30.00 | 501 - 750 | \$301.00 |
| 76 - 100 | \$ 44.50 | 751 - 1000 | \$450.00 |
| 101 - 150 | \$ 60.50 | 1001 - 1250 | \$600.00 |
| 151 - 200 | \$ 90.50 | 1251 + | \$600.00 + |
| 201 - 250 | \$120.00 | 50¢ per participant exceeding 1251 | |

c. **ADDITIONAL PARK FEES (If Applicable):**

| | |
|--|-----------------------|
| Damage Deposit (<i>for all public events, amplified sound, & events over 100 people</i>) | \$100.00 (refundable) |
| Insurance Processing Fee (<i>see Section 4 below</i>) | \$ 40.00 |
| Vendor Fee (<i>public events only</i>) | \$ 6.00 each |
| City Plaza Electric (<i>100 amp</i>) | \$ 30.00/day |
| City Plaza Event Restrooms (<i>extra restrooms</i>) | \$ 95.00/day |
| Early Entrance Fee (<i>Ranger staff time</i>) | \$ 32.50/hr |

- 3. **SECTION 3:** Read the “Conditions for Park Use” and sign at bottom of the page.
- 4. **SECTION 4:** Insurance is required if one or all of the following conditions occur:
 - a. The number of people participating amount to 101 or more,
 - b. Amplified sound is used (typically sound systems requiring 100 amps and not small PA systems)
 - c. All Public Events

Insurance, if applicable, needs to be submitted at least 2 weeks prior to your event. A Certificate of Insurance that meets the City's insurance requirements must be submitted to:

Risk Management Office
411 Main Street, First Floor, Chico CA
Phone: 530-879-7910 Fax: 530-895-4733
[Email: risk-management@chicoca.gov](mailto:risk-management@chicoca.gov)

- 5. **SECTION 5:** Read, sign and date “Acceptance of Conditions”
- 6. **EVENT INFORMATION:** (Last Page): Please Complete. Not all Items may be applicable to Private Events.
- 7. **RETURN APPLICATION.** When complete, please return ALL pages of the application to: **City of Chico Park Division, PO Box 3420, Chico, CA 95927, or by email to parkinfo@chicoca.gov** or to the Park office at 965 Fir Street.

If you have any questions, please call the Public Works Department-Park Division at (530) 896-7800.

**EXHIBIT B
PICNIC SITE RESERVATIONS**

| | CHICO | CARD | DAVIS | SANTA ROSA | FEATHER RIVER PARK DISTRICT | REDDING | YUBA CITY | SACRAMENTO | SAN LUIS OBISPO |
|-----------------------------|---|--|--|---|--|--|---|--|--|
| APPLICATION/PERMIT REQUIRED | Yes (public/private events) | No distinction | Yes (public/private events) | no if private event <100 people | Yes (public/private events) | Yes (public/private events) | Yes (public/private events) | Yes < 200 People (Park Certificate) | No if for a noncommercial events < 300 people |
| On-line Reservations | No | No | No | No, but can view availability online via Active Network | No | No | No and all reservations must be made in person | No | Yes - Active Network |
| RESERVATION APPLICATION FEE | \$19 (non-refundable) | None | None | None | None | None | None | \$5 (nonrefundable) | No application, but charges a \$10 permit processing fee (nonrefundable) |
| RESERVATION DURATION | Full Day | 4 hours | Hourly or Daily | Full Day | Half Day (9am -1 pm or 2 to 6 pm) or Full Day (9 am- 6pm) | Full Day | Full Day | Full Day | Full Day |
| PICNIC RESERVATION FEE | 1-100 \$11 101-250 \$30 251-500 \$73.50 501-1000 \$150 | 1-50 people \$55 51-100 \$75. 101-175 DeGarmo\$75/\$125 Additional hour \$20/\$40 | Based on Facility and # of people 0-99 people \$25/hr 100-299 \$30/hr 300+ \$50/hr Daily fee \$135-\$240 | Depends on facility capacity, starts from \$47 to \$152 per day | Varies per facility and amenities. Half Day from \$40-\$175/Full Day from \$65-\$175 | Varies per facility and amenities with rates from \$40 to \$95 (see comment) | Depends on facility capacity, ranges from\$40-\$150 | Depends on facility. Fees ranges from \$25-\$65/per 50 guests. | \$62 |
| WHEN DEPOSIT REQUIRED | >100 people Amplified sound Public event | > 100 people Or any event considered to be a potential risk | > 100 people | n/a | n/a | > 75 People alcohol served/sold food sold If City think event has possible risk | All reservations | no if < 200 people | n/a |
| DEPOSIT AMOUNT | \$100.00 | \$150 | 1-100 people \$0 100-299 \$75 300+ \$200 | None | None | \$323 | \$50 | None | None |
| WHEN INSURANCE REQUIRED | >100 people Amplified sound Public event | | > 200 people Alcohol Bounce Houses | | | > 75 People alcohol served/sold food sold If City think event has possible risk | Bounce Houses Public Events | Bounce Houses (City listed as additional insured) | > 300 people Public Event |
| INSURANCE REVIEW FEE | \$40 | none | None | None | None | None | None | None | None |
| CANCELLATION POLICY | No timing policy. Refund all fees except application fee | | No refund if cancelled less than 14 days notice | | | No refund if cancelled less than 3-Days notice. \$7 processing fee | \$15 charge for cancellations, unless incimate weather | \$10 fee if cancellation is made within 5 days of the event | |
| FEES FOR ELECTRICITY | Only for 100 amp \$30/day | | | No electricity provided | Yes | | \$20 Covered area only | No electricity provided | |
| JUMP HOUSE PERMIT/FEE | No permit but must provide City insurance info | | Separate Permit for \$20 permit fee | Requires Park Permit | | No permit but must be an approved vendor | | Separate Permit for \$25 permit fee/unit | |
| Comments | | | Charge double reservation fees for non-residents | | | Charge different rates if local and non-profit/non-local & non-profit/commercial rates | Has single picnic site rental fee of \$30 to guarantee spot | Charges \$15/day for large BBQs | |

EXHIBIT B

SPECIAL EVENT PERMITS

| | CHICO | CARD | DAVIS | SANTA ROSA | FEATHER RIVER PARK DISTRICT | REDDING | YUBA CITY | SACRAMENTO | SAN LUIS OBISPO |
|-----------------------------------|--|--|---|--|--|---|---|--|---|
| CRITERIA FOR SPECIAL EVENT PERMIT | No distinction between public or private | No distinction between public or private | Public events or Private event >100 people | >100 people Commercial use Public event Special apparatus or equipment | No distinction between public or private | No distinction between public or private | No distinction between public or private | > 200 People (public or private) | >300 people (Public or private event) |
| APPLICATION FEE | \$19 (non-refundable) | None | \$25-\$200 | \$25 (non-refundable) | None | None | None | \$5 (nonrefundable) | \$100-\$160 application fee plus \$10 permit processing fee |
| RESERVATION DURATION | Full Day | 4 hours | Hourly or Daily | Full Day | Half Day (9am -1 pm or 2 to 6 pm) or Full Day (9 am-6pm) | Full Day | Full Day | Full Day | Full Day |
| RESERVATION FEE | (See Attached page) | 1-50 people \$55 51-100 \$75. Call over 100 people DeGarmo\$75/\$125 | 0-99 people \$25/hr 100-299 \$30/hr 300+ \$50/hr daily fee \$135-\$240 Charges more for non-residents | < 26 people \$25 26-100 \$50 101 - 200 \$175 200-500 \$350 501-1,000 \$700 1,000+ \$1,470 Charges more for non-residents | Varies per facility. Half Day from \$40-\$175/Full Day from \$65-\$175 | Varies per facility with rates from \$40 to \$260 (see notes) | Depends on facility capacity, starts from \$1 to \$2 per person capacity. But fee not based on attendance | Depends on facility. Fees ranges from \$25-\$65/per 50 guests) | \$62 |
| WHEN DEPOSIT REQUIRED | >100 people Amplified sound Public event | > 100 people Or any evebt considered to be a potential risk | > 100 people | All Park Permits | | > 75 People alcohol served/sold food sold If City think event has possible risk | All reservations | no if < 200 people | No |
| DEPOSIT AMOUNT | \$100.00 | \$150 | < 100 \$200 101-250 \$400 251-500 \$600 501+ \$700 | \$350 | | \$323 | \$50 | | n/a |
| WHEN INSURANCE REQUIRED | >100 people Amplified sound Public event | | With 200+ people, alcohol, and/or Bounce Houses | All Park Permits | | > 75 People alcohol served/sold food sold If City think event has possible risk | Bounce Houses Public Events | Bounce Houses (City listed as additional insured) | > 300 people Public Event |
| CANCELLATION POLICY | No timing policy. Refund all fees except application fee | | No refund if cancelled less than 14 days notice | None stated | | No refund if cancelled less than 3-Days notice. \$7 processing fee | \$15 charge for cancellations, unless incimate weather | \$10 fee if cancellation is made within 5 days of the event | |
| FEES FOR ELECTRICITY | Only for 100 amp \$30/day | | | No electricity provided | Yes | | \$20 Covered area only | No electricity provided | |
| JUMP HOUSE PERMIT/FEE | No permit but must provide City insurance info | | Separate Permit for \$20 permit fee | Requires Park Permit | | No permit but must be an approved vendor | | Separate Permit for \$25 permit fee/unit | No permit, \$31 fee |
| Comments | | | | | | Has different rates if local and non-profit/non-local & non-profit/commercial rates | Has single picnic site rental fee of \$30 to guarantee spot | Charges \$15/day for large BBQs | |



Policy Advisory Committee Staff Report

Meeting Date 11/15/17

DATE: 11/10/17
 TO: Policy Advisory Committee (PAC) of the Bidwell Park and Playground Commission (BPPC)
 FROM: Linda Herman, Parks & Natural Resource Manager
 SUBJECT: CONSIDERATION OF POSSIBLE PARKING FEE FOR UPPER BIDWELL PARK

BACKGROUND:

Staff requests that the Committee review and provide input on the concept of charging a parking fee in Upper Bidwell Park. This is an introductory item that is anticipated to be discussed over several meetings. Staff will also be including a question on the Upper Park Road survey to garner the public's input on a potential parking fee for Upper Park.

DISCUSSION:

Many agencies that operate large regional parks charge a fee to park vehicles and many charge a daily entry fee. Typically, the revenue from these fees is used to help provide park amenities, and maintain roads and other infrastructure. Staff has been researching the possibility of charging a parking fee for Upper Park Bidwell Park for the same purposes. In its research, Staff found the following:

1. Many agencies have a General Daily Parking Fee, and offer discounts for annual passes, seniors, the disabled, Veteran's and active military personnel.
2. Issue the parking pass either through staffed booths, kiosks, or by obtaining passes by mail or by person at various locations.
3. The amount of the fee varies depending on the agency and the type of facilities. Some have different rates for weekdays, weekends, holidays and seasons. The following table summarizes parking fees charged by a sample of other agencies.

| Agency | Parking Fee | Annual Pass Fee | Senior and other Discounted Pass | Disabled Rate | Payment Method K=Kiosk B=Onsite Booth M=Mail O=Online IP=In-person (Office) |
|---|-----------------------------------|-------------------|----------------------------------|---------------|--|
| CA State Parks (Lake Oroville/Woodson Bridge) | \$6-8 | \$125 (statewide) | \$1 discount | Free | O, IP |
| National Parks (Lassen/Whiskey Town) | \$20/vehicle | \$40/yr | \$20/yr \$80/lifetime | Free | O, IP, M |
| Yolo County | \$6/vehicle | \$75/yr | \$30/yr | Free | IP |
| San Luis Obispo County | \$10 | \$100 | \$90 | \$90 | |
| Marin County | \$5 (M-F) \$10 (Wkend/Holiday) | \$90 | \$40 | \$40 | IP |
| Sacramento | \$5 (M-F) \$8 (Wkend/Holiday) | \$50 | \$10 | | B,K,IP,O |
| City of San Jose | \$6/vehicle | \$80 | \$30 | \$30 | K, B,IP, M |
| City of Vacaville | \$3/vehicle | \$50 | n/a | n/a | IP |
| City of Fairfield | \$3/vehicle | \$64 | \$20 | \$20 | K, B |



DATE: 12/13/17
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Linda Herman, Park and Natural Resource Manager
SUBJECT: Parks Division Report

NARRATIVE

1. Updates

- a. Caper Acres – The Noon Rotary Club completed the decomposed granite path from the entrance to Ring 1 and Humpty Play Area. The CSUC student poured the footings for the seat wall in the Swing Area and will come back after Winter break to complete the project. Sunrise Rotary worked hard to install new drip irrigation and native plants in the entrance area, filled the rock moat area and poured the concrete path to the bridge.
- b. Upper Park Public Survey – Staff has retained a CSUC Professor to review the draft Upper Park Road Survey and to offer suggestions on how best to get a representative sample of the public's opinions. The Professor will also be analyzing the survey results. The survey will be distributed in January 2018.

2. Maintenance Program

Staff continues 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 open 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.

- a. Lower Park: It has been a busy month at Caper Acres with the tying up of loose ends of the remodel for the winter. Staff installed 42 memorial bricks and set the new kiosk at the entrance. Sunrise Rotary volunteers and staff are working on getting the front entrance open for the Holidays. Staff discovered that the path lights on the Annie Glenn path were never changed out to the LED units when that program was running. We have now corrected that by changing out the entire path.
- b. Middle Park: We have taken delivery on our new tables and barbeques for the South side of Five mile, our hope is to get them set in place before the new year.
- c. Upper Park: Standard maintenance program. Downed tree clean up as time allows.
- d. Greenway Parks: A new electrical cover cage has been installed at Bidwell Bowl stage side to protect the electrical box and outlets. Staff assisted Friends of Comanche Creek by loading eighty yards of green waste for disposal.
- e. Upcoming projects: Five Mile tables and BBQ's replacement south side. New kiosk at Caper Acres, Installation of Trail markers and signs for Middle and Upper Park. Grade and surface parking lots. Split rail fence at Caper Acres. Repairs to Upper Park road at sites 27, 38 and 39.

3. Ranger and Lifeguard Programs

- a. The interview process for the sworn ranger position has concluded. Two candidates in addition to Ranger LeDonne will undergo formal police background checks. One candidate will join the ranger staff after his background is complete and will work as non-sworn personnel until Ranger LeDonne completes his Field Training Officer (FTO) program in 2019.
- b. The Upper Park trail vandalism case filed in March has closed. The accused paid restitution to the City in November in the amount of nearly \$5000 and pled no contest to misdemeanor vandalism.

- c. During the dark hours of the holiday Thanksgiving weekend, the Bidwell Park Fire Danger sign was stolen from its location on Wildwood Avenue in Middle Park. The Forest Service style sign will be replaced in spring with enhanced security features.

4. Natural Resource Management

- a. Upper Park Road Repairs– Staff has filled in some of the worst areas of Upper Park Road and has begun making plans for the repair of the three high priority sites. Work is anticipated to take place in January after the leaf collection program ends.
- b. Invasive Plant Treatments– Treatment of Ailanthus, Arundo, Catalpa and other invasive plants in Bidwell Park and Greenways continues in cooperation with the City’s partners, Friends of Bidwell Park and Friends of Comanche Creek Greenway.

5. Volunteer and Donor Program

- a. Plans are underway to prepare for the annual spring volunteer recruitment and orientation. The 2018 orientation will mark the launch of the naming of the parks volunteer program to the Chico Parks and Greenways PALS (Partners, Ambassadors, Leaders and Stewards) Volunteer Program.
- b. There have been exciting donations to the Caper Acres renovation project. Both the Noon and Sunrise Rotary have contributed thousands of dollars in volunteer labor and materials along with the CSUC Construction Management Department. The Discovery Shop awarded \$12,000.00 to the project as well. There continues to be a steady stream of Caper Acres brick purchases.
- c. Upcoming Volunteer Opportunities
 - i. Upper Park trails maintenance and restoration– As weather permits there may be opportunities for interested volunteers to join in with Chico Velo – Trailworks for restoration of Upper Parks trails. Information can be found on the PALS [volunteer calendar](#)
 - ii. The PALS [volunteer calendar](#) is an great information source for those seeking to volunteer and also an important sharing tool for partner organizations to post volunteer opportunities that they are hosting on City – Owned property.

MONTHLY SUMMARY TABLES

Table 1. Monthly Volunteer Hours

| Parks and Greenway PALS (Partners, Ambassadors, Leaders & Stewards) Volunteer Activities, October 2017 | | | | | | |
|---|--------------------|------------------------|---------------------------------------|------------------------|--------------------|-------------------------|
| Date | Location | Agency | Task | # of Volunteers | Total Hours | Leader |
| All of Oct. | Bidwell Park | Parks Division | PW Ambassadors | 127 | 1670 | Shane Romain |
| All of Oct. | Various | CCW | Cart Collection | 5 | 45 | Dan Bringolf |
| various | CCG | FCCG | Gen. Cleanup (trash) | 1 | 23 | Liz Stewart |
| various | CCG | FCCG | Misc. | 1 | 18.25 | S. Mason |
| 10/5/2017 | 1 Mile | CAVE | Gen. Cleanup | 3 | 9 | Jared Glasser |
| 10/5/2017 | CCG | FCCG | Veg. Mgmt. | 2 | 3 | PG&E meeting |
| 10/7/2017 | 1 Mile | CAVE & CCW | Gen. Cleanup | 13 | 39 | Jared Glasser |
| 10/11/2017 | CCG | FCCG | Gen. Cleanup | 2 | 8 | S. Mason |
| 10/13/2017 | CCG | FCCG | Veg. Mgmt. | 14 | 25 | S. Mason |
| 10/14/2017 | Lindo Channel | CCW | Gen. Cleanup | 10 | 30 | Dan Bringolf |
| 10/14/2017 | 1 Mile | CAVE | Gen. Cleanup | 10 | 30 | Jared Glasser |
| 10/15/2017 | 1 Mile | FOBP | Veg mgmt | 8 | 24 | L. Peters & M. Stauffer |
| 10/15/2017 | Upper Park/ 5-Mile | BEC | Oak Seedlings | 6 | 12 | Lexi Thornton |
| 10/18/2017 | CCG | FCCG | Camp Cleanup | 3 | 6 | S. Mason |
| 10/21/2017 | 1 Mile | CAVE | Gen. Cleanup | 5 | 15 | Jared Glasser |
| 10/21/2017 | Site #39 | Tau Kappa Epsilon | Veg. Mgmt. | 6 | 18 | Jared Glasser |
| 10/21/2017 | CCG | FCCG | Veg. Mgmt. | 8 | 20 | Emily Alma |
| 10/22/2017 | 1 Mile | FOBP | Veg mgmt | 8 | 24 | L. Peters & M. Stauffer |
| 10/26/2017 | 1 Mile | Youth for Change | Gen. Cleanup | 11 | 33 | Jared Glasser |
| 10/28/2017 | CCG | FCCG | Veg. Mgm.; Camp Cleanup; Gen. Cleanup | 35 | 109 | Janet Ellner |
| 10/28/2017 | 1 Mile | Parks, BEC, CAVE, CARD | Veg. Mgmt. | 146 | 438 | Shane Romain |
| 10/28/2017 | Lindo Channel | CCW | Gen. Cleanup | 20 | 60 | Dan Bringolf |
| | | | | TOTAL HRS | 2659 | |

Parks and Greenway PALS (Partners, Ambassadors, Leaders & Stewards) Volunteer Activities, November 2017

| Date | Location | Agency | Task | # of Volunteers | Total Hours | Leader |
|-------------|------------------------------|--------------------|--------------------------|------------------|-------------|---------------------|
| All of Nov. | Bidwell Park | Parks Division | PW Ambassadors | 127 | 1670 | Shane Romain |
| Various | Various | CCW | Cart Roundup | 6 | 27 | Dan Bringolf |
| Various | CCG | FCCG | Veg. Mgnt, Trash Cleanup | 1 | 25 | Liz Stewart |
| Various | CCG | FCCG | Misc. | 1 | 33.50 | S. Mason |
| Various | Little Chico Creek | | Veg. Mgnt, Planning | 1 | 10.25 | S. Mason |
| 11/2/2017 | One Mile | CAVE | Gen. Cleanup | 4 | 12 | Jared Glasser |
| 11/5/2017 | One Mile near Sycamore Field | FOBP | Veg mgmt | 7 | 21 | Lise & Michael |
| 11/5/2017 | CCG | FCCG | Veg. Mgnt. | 4 | 10 | S. Mason |
| 11/7/2017 | 1 Mile | Delta Sigma Pi | Gen. Cleanup | 4 | 12 | Shane Romain |
| 11/8/2017 | 1 Mile | Delta Sigma Pi | Gen. Cleanup | 5 | 15 | Shane Romain |
| 11/9/2017 | 1 Mile | CAVE | Gen. Cleanup | 4 | 12 | Jared Glasser |
| 11/11/2017 | CCG | Phi Chi Theta | Veg. Mgnt. | 9 | 28.50 | S. Mason |
| 11/11/2017 | 1 Mile | CAVE | Gen. Cleanup | 14 | 42 | Jared Glasser |
| 11/11/2017 | Middle Park | FOBP | Gen. Cleanup | 6 | 12 | E. Ellsmore |
| 11/11/2017 | 1 Mile | Pi Kappa Alpha | Veg. Mgnt. | 68 | 204 | Shane Romain |
| 11/11/2017 | Lindo Channel | CCW | Gen. Cleanup | 16 | 48 | Dan Bringolf |
| 11/12/2017 | CCG | FCCG | Veg. Mgnt | 13 | 38 | S. Mason |
| 11/14/2017 | CCG | FCCG | Gen. Cleanup | 1 | 1.50 | J. Cervantes |
| 11/16/2017 | 1 Mile | CAVE | Gen. Cleanup | 9 | 27 | Jared Glasser |
| 11/17/2017 | CCG | FCCG | Veg. Mgnt. | 5 | 19.50 | S. Mason |
| 11/18/2017 | CCG | FCCG | Veg. Mgnt, Trash Cleanup | 16 | 38.75 | J. Ellner, S. Mason |
| 11/19/2017 | One Mile | FOBP | Veg mgmt | 7 | 21 | Lise & Michael |
| 11/21/2017 | CCG | FCCG | Veg. Mgnt | 12 | 33 | S. Mason |
| 11/25/2017 | Lindo Channel | CCW | Gen. Cleanup | 15 | 45 | Dan Bringolf |
| 11/28/2017 | One Mile | Tree Division | Tree Planting | 16 | 48 | Richard Bamlet |
| 11/29/2017 | Floral Native Nursery | FCCG | Renovation | 1 | 1 | Emily Alma |
| 11/30/2017 | One Mile | United Health Care | Gen. Cleanup | 27 | 81 | Shane Romain |
| 11/31/17 | Site 37 | CAVE | Gen. Cleanup | 4 | 12 | Jared Glasser |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | TOTAL HRS | 2548 | |

Table 2. Monthly Public Permits

| Monthly Public Permits - October | | | | |
|--|-----------------|--|---|----------------------|
| Date | Location | Organization | Event | Participant # |
| 10/07/17 | City Plaza | North Valley Community Foundation | Chico Parade of Lights | 1,000 |
| 10/07/17 | 1 Mile | Alzheimer's Association | Walk to End Alzheimer's | 1,100 |
| 10/14/17 | City Plaza | Out of the Darkness | Suicide Awareness Walk | 400 |
| 10/14/17 | City Plaza | North Valley Community Foundation | Walk | 200 |
| 10/15/17 | City Plaza | Hispanic Rsource Council | Festival and Health Fair | 200 |
| 10/15/17 | 5 Mile | Amain Cycling | Mountain Biking Demonstration Day | 20 |
| 10/21/17 | City Plaza | Youth & Family Programs | Recruitment | 150 |
| 10/21/17 | 1 Mile | American Cancer Society, Inc | Making Stides Against Breast Cancer 5K Walk | 1,800 |
| 10/22/17 | 1 Mile | Inspire Foundation | Inspire 5K Fun Run | 150 |
| 10/25/17 | City Plaza | Chico Oaks Adventist School | Middle School Band Concert | 200 |
| 10/27/17 | City Plaza | CSU, Chico First Year Experience Program | Chico Great Debate | 250 |
| 10/28/17 | 1 Mile | Jesse Kohen Memorial Scholarship Fund | Halloween Hustle | 150 |
| 10/31/17 | City Plaza | DCBA | Treat Street | 500 |
| | | | | |
| | | | | |
| | | | | |
| Totals | | | | 6,120 |
| Monthly Public Permits - November | | | | |
| Date | Location | Organization | Event | Participant # |
| 11/04/17 | 1 Mile | Evangelical Free Church | Run in The Park Fun Run | 100 |
| 11/05/17 | 1 Mile | Chico Running Club | Almond Bown Races | 1,000 |
| 11/11/17 | 1 Mile | Girls On The Run | Annual GOTR Graduation | 850 |
| 11/23/17 | 1 Mile | Run for Food/Jesus Cnter/Fleet Feet Sports | 5K Run/Walk | 5,000 |
| | | | | |
| Totals | | | | 6,950 |

Table 3. Monthly Private Permits

| Monthly Private Permits - October | | |
|---|------------------|-----------------------|
| Type | # Permits | # Participants |
| Private | 14 | 748 |
| Caper Acres | 21 | 145 |
| Totals | 35 | 893 |
| Monthly Private Permits - November | | |
| Type | # Permits | # Participants |
| Private | 7 | 340 |
| Caper Acres | 3 | 60 |
| Totals | 10 | 400 |

Table 4. Monthly Maintenance Hours.






| Category | Staff Hours | % of Total | % Change from Last Month | 2017 Trend |
|-------------------------------|-------------|-------------|--------------------------|---|
| 1. Safety | 216 | 26.9% | 176.6% |  |
| 2. Infrastructure Maintenance | 181 | 22.6% | 196.2% |  |
| 3. Vegetation Maintenance | 31 | 3.8% | 42.7% |  |
| 4. Admin Time/Other | 374 | 46.7% | 154.7% |  |
| Monthly Totals | 800 | 100% | 151.8% |  |

Table 5. Monthly Incidents

| | | | |
|------------|-------------|------------------------|---------------|
| 10/25/2017 | Upper Park | Vehicle Burglary | Cop Logic RPT |
| 10/28/2017 | Middle Park | Vehicle Burglary | Cop Logic RPT |
| 11/07/2017 | Middle Park | Lost Property | Cop Logic RPT |
| 11/21/2017 | Lower Park | 484 Theft from vehicle | Cop Logic RPT |
| 11/24/2017 | Middle Park | 484 Petty theft | Cop Logic RPT |

Table 6. Monthly Citations and Warnings

| Ranger Report - Citations Oct 2017 | | | | | | |
|------------------------------------|-----------------|-------------|------|-----------------|-------------|------|
| Violation - Citations | Monthly | | | Annual | | |
| | Total Citations | % | Rank | Total Citations | % | Rank |
| Alcohol | 0 | 0% | 4 | 15 | 7% | 4 |
| Animal Control Violations | 0 | 0% | 4 | 10 | 5% | 6 |
| Bicycle Violation | 0 | 0% | 4 | 10 | 5% | 6 |
| Glass | 0 | 0% | 4 | 13 | 6% | 5 |
| Illegal Camping | 5 | 42% | 2 | 31 | 14% | 3 |
| Injury/Destruction City Property | 0 | 0% | 4 | 1 | 0% | 10 |
| Littering | 0 | 0% | 4 | 2 | 1% | 9 |
| Other Violations | 6 | 50% | 1 | 44 | 20% | 2 |
| Parking Violations | 1 | 8% | 3 | 89 | 40% | 1 |
| Resist/Delay Park Ranger | 0 | 0% | 4 | 1 | 0% | 10 |
| Smoking | 0 | 0% | 4 | 6 | 3% | 8 |
| Totals | 12 | 100% | | 222 | 100% | |

Ranger Report - Warnings Oct. 2017

| Violation - Warnings | Monthly | | | Annual | | |
|----------------------------------|----------------|-------------|------|----------------|-------------|------|
| | Total Warnings | % | Rank | Total Warnings | % | Rank |
| Alcohol | 2 | 4% | 5 | 51 | 8% | 5 |
| Animal Control Violations | 7 | 14% | 3 | 97 | 16% | 3 |
| Bicycle Violation | 6 | 12% | 4 | 77 | 13% | 4 |
| Glass | 0 | 0% | 9 | 6 | 1% | 9 |
| Illegal Camping | 22 | 45% | 1 | 172 | 28% | 1 |
| Injury/Destruction City Property | 0 | 0% | 9 | 5 | 1% | 10 |
| Littering | 2 | 4% | 5 | 24 | 4% | 8 |
| Other Violations | 1 | 2% | 7 | 39 | 6% | 6 |
| Parking Violations | 1 | 2% | 7 | 34 | 6% | 7 |
| Resist/Delay Park Ranger | 0 | 0% | 9 | 2 | 0% | 11 |
| Smoking | 8 | 16% | 2 | 102 | 17% | 2 |
| Totals | 49 | 100% | | 609 | 100% | |

Ranger Report - Citations Nov. 2017

| Violation - Citations | Monthly | | | Annual | | |
|----------------------------------|-----------------|-------------|------|-----------------|-------------|------|
| | Total Citations | % | Rank | Total Citations | % | Rank |
| Alcohol | 0 | 0% | 5 | 15 | 7% | 4 |
| Animal Control Violations | 0 | 0% | 5 | 10 | 5% | 6 |
| Bicycle Violation | 0 | 0% | 5 | 10 | 5% | 6 |
| Glass | 0 | 0% | 5 | 13 | 6% | 5 |
| Illegal Camping | 3 | 33% | 1 | 31 | 14% | 3 |
| Injury/Destruction City Property | 0 | 0% | 5 | 1 | 0% | 10 |
| Littering | 0 | 0% | 5 | 2 | 1% | 9 |
| Other Violations | 2 | 22% | 3 | 44 | 20% | 2 |
| Parking Violations | 3 | 33% | 1 | 89 | 40% | 1 |
| Resist/Delay Park Ranger | 0 | 0% | 5 | 1 | 0% | 10 |
| Smoking | 1 | 11% | 4 | 6 | 3% | 8 |
| Totals | 9 | 100% | | 222 | 100% | |

Ranger Report - Warnings Nov. 2017

| Violation - Warnings | Monthly | | | Annual | | |
|----------------------------------|----------------|-------------|------|----------------|-------------|------|
| | Total Warnings | % | Rank | Total Warnings | % | Rank |
| Alcohol | 3 | 9% | 5 | 51 | 8% | 5 |
| Animal Control Violations | 2 | 6% | 6 | 97 | 16% | 3 |
| Bicycle Violation | 5 | 14% | 3 | 77 | 13% | 4 |
| Glass | 0 | 0% | 9 | 6 | 1% | 9 |
| Illegal Camping | 12 | 34% | 1 | 172 | 28% | 1 |
| Injury/Destruction City Property | 2 | 6% | 6 | 5 | 1% | 10 |
| Littering | 1 | 3% | 8 | 24 | 4% | 8 |
| Other Violations | 4 | 11% | 4 | 39 | 6% | 6 |
| Parking Violations | 0 | 0% | 9 | 34 | 6% | 7 |
| Resist/Delay Park Ranger | 0 | 0% | 9 | 2 | 0% | 11 |
| Smoking | 6 | 17% | 2 | 102 | 17% | 2 |
| Totals | 35 | 100% | | 609 | 100% | |



Figure 1 Parks & BEC @ Make a Diff Day (MaDD)



Figure 2 Over 100 CSUC students arriving to MaDD



Figure 3 Clearing Veg MaDD



Figure 4 MaDD wrap up



Figure 5 CA bridge pour



Figure 6 CA Moat



Figure 7 CA front planting



Figure 8 CA new landscape

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12/14/2017



DATE: 12/18/17
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Richie Bamlet, Urban Forest Manager (UFM)
SUBJECT: Street Trees Report

NARRATIVE

1. Updates

City Street Tree Division received 138 calls for service in October. As the weather cooled and leaves started to fall, the number of calls for service dropped to 34 in November.

2. Planning/Monitoring

- a. UFM commented on five building development applications in the period October / November. Technical issues identified included species choice, shading calculations, removal request challenges, the promotion of contiguous sidewalk and the location of underground utilities.
- b. Six damage reports involving city trees and private property were completed.
- c. Nine tree permits were processed. Most requests were for residential tree trimming of city trees.
- d. In collaboration with other Public Works departments, FEMA reimbursement was applied for to cover storm related expenses incurred in February and March 2017.

3. Maintenance Program

Tree Division and other Public Works trimmed the Civic Center redwood tree. Staff also fitted over 2000 lights onto the tree

4. Outreach and Education

- a. Staff and members of Chico Advocates met in October to identify areas within the woodland canopy in lower Bidwell Park that would benefit the most from supplemental acorn planting. The areas were identified. See Figure 7 showing planting locations. On November 28, 2017, approximately a dozen volunteers helped plant Valley oak acorns. City staff fitted metal cages to the planting locations. This volunteer planting event was directed by City Council. Public Works staff anticipates hosting an annual tree planning event in Bidwell park.

As a follow-on to the acorn planting event, Chico Tree Advocates plan to germinate over 100 Valley oak acorns. Seedlings will be grown to use at future planting events. Public Works tree planting in-lieu fund were used to procure approximately \$400 of nursery supplies. These supplies can be recycled for future acorn collections also.

- b. UFM hosted a seminar for landscape architects based in Chico. The seminar was conducted by American Society of Landscape Architects (ASLA) and covered pitfalls to avoid when establishing landscape trees. This outreach effort is ongoing.
- c. UFM along with Charles Withuhn, Chico Tree Advocates gave a presentation to the Sustainability Task Force November 9. The presentation was a discussion of ongoing and future efforts to improve the health of Chico's urban forest, the importance of trees in reducing greenhouse gases, and how a shaded community is adaptive and resilient to warming temperatures.
- d. UFM is currently developing a survey monkey to gather opinion on certain aspects of the Voluntary Heritage Tree program. The current fee and the requirement to have Heritage trees listed on property deeds will be investigated to determine if they are a barrier to public participation.

5. Training

- a. UFM attended various events including a PAPA seminar and a field day at CSU's arboretum.
- b. Tree Division Staff attended a training on pesticide application hosted by the Public Works landscape inspector.
- c. UFM and tree division staff attended various webinars covering subjects such as trees and storm water benefits and tree selection in drought conditions.

6. Street Trees

The Street Tree Supervisor's monthly reports for October and November are included in the tables below.

7. Upcoming Issues/Miscellaneous

Administrative delays to the renewal of the approved tree pruning contractor have now been cleared. It is anticipated to resume work on the priority pruning and removal lists in December and throughout 2018.

MONTHLY SUMMARY TABLES

Table 1. October Monthly Street Tree Productivity

| Category | Staff Hours | % of Total | % Change from Last Month |
|---------------------------------|--------------|---------------|--------------------------|
| Tree Crew Hours | | | |
| 1. Safety | 60 | 10.0% | 146.3% |
| Establishment, and Maintenance) | 491.5 | 82.0% | 94.9% |
| 3. Special Projects | 2 | 0.3% | 12.5% |
| 4. Admin Time/Other | 46 | 7.7% | 107.0% |
| Monthly Totals | 599.5 | 100.0% | 97.0% |
















| Category | Staff Hours | % of Total | % Change from Last Month | Trend |
|---|-------------|---------------|--------------------------|---|
| Tree Crew Hours | | | | |
| 1. Safety | 41 | 12.4% | 68.3% |  |
| 2. Tree Work (Installation, Establishment, and Maintenance) | 115 | 34.7% | 23.4% |  |
| 3. Special Projects | 64 | 19.3% | 3200.0% |  |
| 4. Admin Time/Other | 111 | 33.5% | 241.3% |  |
| Monthly Totals | 331 | 100.0% | 55.2% |  |

Table 2. October Monthly Production numbers

| Item | Values | % Change from Last Month |
|-----------------------------|----------|--------------------------|
| 5. Productivity | | |
| Calls | | |
| Call Outs | 138 | 116.9% |
| Service Requests: Submitted | 0 | - |
| Service Requests: Completed | 109 | 116.0% |
| Sub Total | 247 | 116.5% |
| Trees | | |
| Planted: Trees | 0 | - |
| Pruned | 25 | 108.7% |
| Removed: Trees (smaller) | 0 | - |
| Removed: Stumps | 16 | - |
| Removed: Trees | 23 | 23.0% |
| Sub Total | 64 | 52.0% |
| Tree Permits (#) | | |
| Submitted | 2 | 50.0% |
| Approved | 2 | 50.0% |
| Denied | 0 | - |
| Total | 4 | 50.0% |
| 6. Contracts | | |
| Expenditures (\$) | \$ 5,200 | 79.9% |
| Trees (#) | | |
| Planted | 0 | - |
| Pruned | 7 | 116.7% |
| Removed: Trees (smaller) | 0 | - |
| Removed: Stumps | 0 | - |
| Removed: Trees | 1 | 100.0% |
| Total | 8 | 114.3% |

| Item | Values | % Change from Last Month | Trend |
|-----------------------------|--------|--------------------------|--|
| 5. Productivity | | | |
| Calls | | | |
| Call Outs | 34 | 24.6% |  |
| Service Requests: Submitted | 0 | - |  |
| Service Requests: Completed | 39 | 35.8% |  |
| Sub Total | 73 | 29.6% |  |
| Trees | | | |
| Planted: Trees | 0 | - |  |
| Pruned | 124 | 496.0% |  |
| Removed: Trees (smaller) | 0 | - |  |
| Removed: Stumps | 0 | 0.0% |  |
| Removed: Trees | 4 | 17.4% |  |
| Sub Total | 128 | 200.0% |  |

Tree Permits (#)

| | | | |
|--------------|-----------|---------------|--|
| Submitted | 12 | 600.0% | |
| Approved | 11 | 550.0% | |
| Denied | 1 | - | |
| Total | 24 | 600.0% | |

6. Contracts

| | | | | |
|-------------------|----|---|------|--|
| Expenditures (\$) | \$ | - | 0.0% | |
|-------------------|----|---|------|--|

Trees (#)

| | | | |
|--------------------------|-----------|---------------|--|
| Planted | 26 | - | |
| Pruned | 0 | 0.0% | |
| Removed: Trees (smaller) | 0 | - | |
| Removed: Stumps | 0 | - | |
| Removed: Trees | 0 | 0.0% | |
| Total | 26 | 325.0% | |

Table 3. November Monthly Street Tree Productivity

| Category | Staff Hours | % of Total | % Change from Last Month |
|---------------------------------|-------------|---------------|--------------------------|
| Tree Crew Hours | | | |
| 1. Safety | 41 | 12.4% | 68.3% |
| Establishment, and Maintenance) | 115 | 34.7% | 23.4% |
| 3. Special Projects | 64 | 19.3% | 3200.0% |
| 4. Admin Time/Other | 111 | 33.5% | 241.3% |
| Monthly Totals | 331 | 100.0% | 55.2% |






| Category | Staff Hours | % of Total | % Change from Last Month | Trend |
|---|-------------|---------------|--------------------------|---|
| Tree Crew Hours | | | | |
| 1. Safety | 41 | 12.4% | 68.3% |  |
| 2. Tree Work (Installation, Establishment, and Maintenance) | 115 | 34.7% | 23.4% |  |
| 3. Special Projects | 64 | 19.3% | 3200.0% |  |
| 4. Admin Time/Other | 111 | 33.5% | 241.3% |  |
| Monthly Totals | 331 | 100.0% | 55.2% |  |

Table 4. November Monthly Production numbers

| Item | Values | % Change from Last Month |
|-----------------------------|--------|--------------------------|
| 5. Productivity | | |
| Calls | | |
| Call Outs | 34 | 24.6% |
| Service Requests: Submitted | 0 | - |
| Service Requests: Completed | 39 | 35.8% |
| Sub Total | 73 | 29.6% |
| Trees | | |
| Planted: Trees | 0 | - |
| Pruned | 124 | 496.0% |
| Removed: Trees (smaller) | 0 | - |
| Removed: Stumps | 0 | 0.0% |
| Removed: Trees | 4 | 17.4% |
| Sub Total | 128 | 200.0% |
| Tree Permits (#) | | |
| Submitted | 12 | 600.0% |
| Approved | 11 | 550.0% |
| Denied | 1 | - |
| Total | 24 | 600.0% |
| 6. Contracts | | |
| Expenditures (\$) | \$ - | 0.0% |
| Trees (#) | | |
| Planted | 26 | - |
| Pruned | 0 | 0.0% |
| Removed: Trees (smaller) | 0 | - |
| Removed: Stumps | 0 | - |
| Removed: Trees | 0 | 0.0% |
| Total | 26 | 325.0% |

PHOTOGRAPHS



Figure 1. Response to a broken limb over car at 616 W 1st Ave 11-9-17



Figure 2. Response to a down tree on pick up at 429 W 1st Ave 11-27-17.



Figure 3. Jeff Short, Senior Landscape Maintenance Worker helping Tree Division with the decorating the 81' Christmas tree in Plaza Park.



Figure 4. A bird's eye view from the top of the Christmas Tree (81') looking toward the water towers at E 3rd and Orient St.



Figure 5. Volunteers at the lower Bidwell park volunteer acorn planting day November 28 2017



Figure 6. Dave Bettencourt, Street Tree Supervisor and Aaron Holt, Senior Tree maintenance worker fitted recycled metal cages to the acorn planting sites. November 28 2017

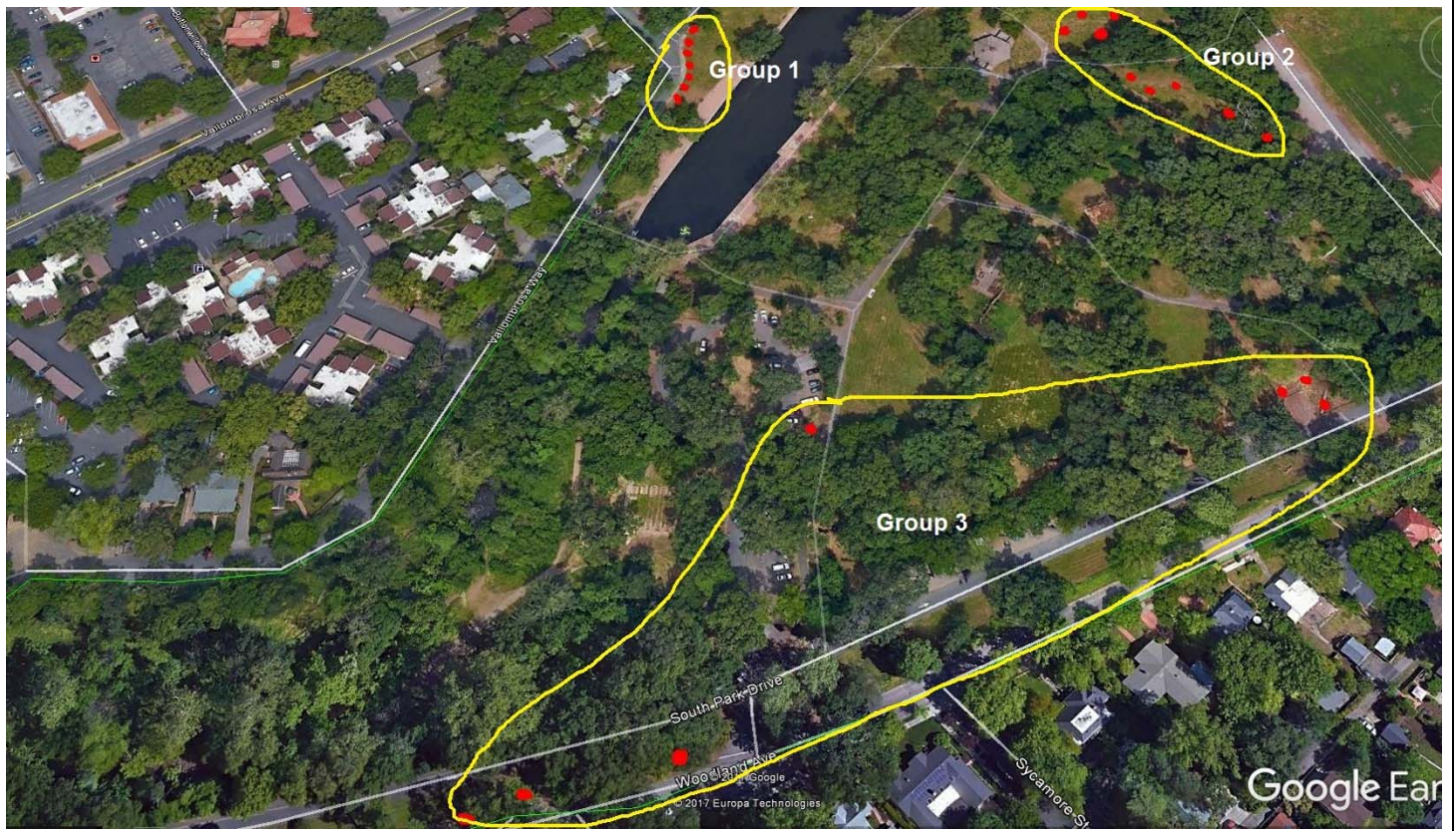


Figure 7. Map showing locations of the acorn volunteer planting sites in lower Bidwell park.