



CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)
Regular Meeting Agenda
April 28, 2014, 6:30 p.m.
Municipal Center - 421 Main Street, Council Chamber

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

1. REGULAR COMMISSION MEETING

1.1. Call to Order

1.2. Roll Call

1.3. Special Presentation - CSUC Geography 428 Site Planning class, spring 2014 - The Cultural and Historic Background of Caper Acres and User Study: A Component of the Caper Acres Master Plan (Lower Bidwell Park, Chico, California).

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 meeting held on 03/31/14.

2.2. Permit Application for Tree Removal (1960 Zachary Court)

Applicant (Jesus Arredondo) submitted a permit to remove a 12" diameter European hackberry tree because of damage to the sidewalk (past damage to a water main) associated with the invasive roots.

Recommendation: *Approval of removal and replacement permit.*

2.3. Permit Application for Tree Removal (28 San Ramon Drive)

Applicant (Carol Gilmore) submitted a permit to remove a 17" diameter remove zelkova tree because it is lifting the sidewalk and driveway. This tree was planted without root barriers and was installed too close to the sidewalk. **Recommendation:** Approval of removal and replacement permit.

ITEMS REMOVED FROM CONSENT – if any

3. **NOTICED PUBLIC HEARINGS** - None

4. REGULAR AGENDA

4.1. Permit for Rock Climbing

CSU Chico, Department of Kinesiology is requesting to take a group of students from a rock climbing class to Upper Park. The request includes both bouldering and top rope climbing and rappelling. The revised request is for three days in the fall (and another request for three days in the spring). **Recommendation:** *Approval of bouldering request with conditions and delay authorization of top rope climbing request until an additional investigation and recommendation can be made.*

4.2. Review and Provide Input on Public Works Reorganization and Urban Forest Manager

At the March 25, 2013 City Council meeting, the Council reviewed a proposed reorganization of the Public Works Department and a recruitment for a Parks Services Coordinator. The Council requested the BPPC to consider, review, and provide, additional input to Public Works staff on the proposals related specifically to the duties associated with the Urban Forest Manager and the salary of the Parks Services Coordinator.

Recommendation: *Staff requests input and recommendations in support of the reorganization of Public Works Staffing, including reducing the salary ranges of the potential positions of the Urban Forest Manager and Parks Services Coordinator as related to the direction provided by the Council.*

5. BUSINESS FROM THE FLOOR

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

6. REPORTS

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

6.1. Tree Committee Report – Rich Ober, Committee Chair.

6.2. Natural Resources Committee Report – Mary Brentwood, Committee Chair.

6.3. Parks and Street Trees Division Report - Dan Efseaff, Park and Natural Resource Manager.

7. ADJOURNMENT

Adjourn to the next regular meeting on Tuesday, May 27, 2014 at 6:30 p.m. (please note the date change for the Memorial Holiday) 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.

SURVEY RESULTS AND ANALYSIS

The following is a brief synopsis of the survey results. Visual depictions (charts and graphs) of the survey results follow this section of the report.

Sixty-three (63%) percent of the respondents are female. This is not a particularly surprising statistic, as generally, women spend more time with childrearing responsibilities than men. (pewsocialtrends.org) Sixty-two percent (62%) of the visitors are City of Chico residents. See zip code maps following this section of the report.

Mode of Transportation

Results regarding the mode of transportation used to visit the playground indicated that eighty-four (84%) percent of the respondents drove a vehicle to the park. We were however, surprised with this high percentage as fifty-eight percent (58%) of the respondents lived within less than five miles from the playground. Reviewing this data, prompted us to think more critically about the users of the children's park. Caper Acres users are traveling with their children (or grandchildren). Many of the children are either toddler-aged or under ten years of age with perhaps, baby siblings. Parents are arriving with strollers, large bags, food, and supplies. These parents are more appropriately transported by a vehicle. Additionally, thirty-eight percent (38%) of respondents traveled between 5 and 50 miles. These factors explain the high percentage of respondents driving to the playground and using the adjacent parking lot.

Frequency of Visiting Caper Acres and Lower Park Use

When asked how often respondents visit Caper Acres, thirty-six percent (36%) stated at least once a week. Thirty-five percent (35%) of visitors noted that they visit at least one a month. Twenty-seven percent (27%) visit infrequently. These respondents could represent out of town visitors, grandparents and/or first time visitors.

When asked about other features of Lower Park visitors used, forty-two percent (42%) used the trails to either walk, bike or run and, thirty percent (30%) used Sycamore pool. Less used amenities among our respondents were the picnic areas (16%); baseball fields (6%) and the horseshoe pit (5%). These responses appear appropriate when considering the users of Caper Acres are families with very young children in many instances. Seventy-one percent (71%) of respondents were aware that a concession stand was located at Sycamore Pool; however, qualitative responses revealed that many respondents did not know the concession stand's seasonal dates.

Currents Amenities, Facilities and Improvements

Eighty-two percent (82%) of the visitors believed that the existing seating in Caper Acres was adequate. When asked their opinion on the most important amenities of the park, fifty-one percent (51%) stated restrooms and drinking fountains, twenty-nine (29%) and twenty-two (22%) respectively. Some qualitative responses noted that one working fountain was not sufficient, and several respondents opined both the restrooms and the drinking fountains could use improvements.

Seventy-five percent (75%) of the respondents said that they preferred that the playground has a theme with seventy-three (73%) of those responses stating they were happy with the current theme "Storybook." Other suggestions for different themes were: Disney, Animal, Chico history (Robin Hood, Hooker Oak, and Upper Park).

Preference for the color scheme of the playground equipment was equally split with twenty-seven percent (27%) preferring both bright primary colors and a natural palette of color. Twenty-four percent (24%) stated they liked a combination of bright and natural colors and twenty-one percent (21%) had no opinion on the color scheme.

The survey question regarding which features and/or equipment the visitor's children preferred the most resulted in fifteen percent (15%) choosing the Crooked House and the Nico Project, fourteen percent (14%) the Birdcage, twelve percent (12%) Locksley's Castle, eleven percent (11%) Bunker Hill Mine and the swings, nine percent (9%) the Big Cheese, eight percent (8%) the Humpty Dumpty Sandpit, four percent (4%) the birthday rings, and one-percent (1%) other.

Future Renovations

Securing user opinions for future renovation of the playground as proposed with the Caper Acres Master Plan was incorporated into the survey. Eighty-two percent (82%) of respondents were in favor of adding interactive and educational displays around the perimeter of the playground.

Seventy-one percent (71%) of respondents stated they were in favor of adding new features to the playground. The suggestions were tabulated and grouped into four similar categories:

1. active climbing equipment (e.g. monkey bars, spider net, climbing dome);
2. swinging type equipment;
3. spinning and jumping equipment (e.g. merry-go-round, seesaw); and,
4. water features (e.g. "volcano", fountains).

Twenty-nine percent (29%) suggested more active climbing equipment; twenty-seven percent (27%) asked for more swings; eighteen percent (18%) were in favor of adding

spinning and jumping equipment; and, thirteen percent (13%) suggested adding some kind of water feature element.

In regards to future renovation, responses to what were "Must Keep" features in Caper Acres; fourteen percent (14%) stated the Bunker Hill Mine, thirteen percent (13%) the Crooked House and eleven percent (11%) for the Big Cheese and Locksley's Castle.

Funding Maintenance/Improvement of Caper Acres

Eighty-five percent (85%) of respondents who identified themselves as City of Chico residents were in favor of paying a local tax to fund the maintenance and renovation of Caper Acres. Forty-seven percent (47%) of all respondents would be willing to pay some sort of parking fee.

There are qualitative components related to the above results. Many of respondents in favor of paying a local tax noted they wanted the funds to be earmarked for Caper Acres/Lower Park specifically. One individual stated, "If the city charged all the residents two dollars a year, it would amount to \$180,000." Additionally, the majority of those in favor of paying a tax, preferred not to pay a parking fee. Respondents were less inclined to pay the parking fee for various reasons. Some of the reasons stated were: inconvenience of having and paying with cash; to avoid the parking fee, they would park outside the park and it could negatively impact the surrounding neighborhood with traffic and parked cars; and, the fee would discourage lower income families from visiting a park that is expressly for all children. Results for these questions may have been affected by the order in which they were given. After responding "yes" to a local tax, the parking fee question may have prompted a "no" answer for additional funding.

Survey Margin of Error

All survey results include a margin of error. There are several types of errors that can occur. Three types of errors that may have occurred when analyzing our survey results: sampling, measurement and processing. A sampling error occurs because the random sample cannot poll the entire population. This is statistical imprecision. With 150 surveys, the sampling error is approximately 8%. The measurement error can be a bias or error, and results when the survey misses what was intended to measure. This occurs when there is a flaw in the survey instrument such as the wording of the question, question response options, timing (order), interviewer error, etc. (pewsocialtrends.org) Processing the data may result in errors when data is lost, duplicated, or entered wrongly. (National Statistical Service - Australia)

A collection of qualitative responses follow the graphic results.

CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)
Minutes of
March 31, 2014 Regular Meeting

1. REGULAR COMMISSION MEETING

1.1. Call to Order

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

1.2. Roll Call

Commissioners present:

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

Commissioners absent:

Lisa Emmerich

Staff present: Dan Efseaff (Park and Natural Resource Manager (PNRM)), and Nancy Kelly (Administrative Assistant).

2. CONSENT AGENDA – Items 2.3 and 2.4 were removed from the Consent Agenda for further discussion.

MOTION: Approve items 2.1, 2.2 and 2.5 of the consent agenda as submitted. **MADE BY:** Richard Ober **SECOND:** Mary Brentwood **AYES:** 6 (Brentwood, Herrera, Moravec, Ober, Rood and Traulsen). **NOES:** 0 **ABSENT:** Emmerich.

2.1. Approval of Meeting Minutes

Action: Approve minutes of BPPC meeting held on 2/24/14.

2.2. Permit Application for a Sunrise Service in Middle Park on Easter (4/20/14)

Vineyard Christian Fellowship of Chico requests a permit to hold an Easter sunrise service at the cross near Parking Area B in Middle Park. The request to host a public event in a non-intensive use area requires BPPC approval. **Recommendation:** *Conditional approval.*

2.5 Permit Application for the Jack Frost 10K (12/14/14)

Fleet Feet Sports requests to host a race that starts in Lower Park and extends into Middle Park. Applicant has hosted similar events for the past 5 years. Much of the route is along paths or trails that can accommodate use during wet weather conditions. **Recommendation:** *Conditional approval.*

Items 2.3 was removed from the consent agenda by Commissioner Ober for further discussion.

2.3. Permit Application for the 22nd Annual Hooked on Fishing Derby at Horseshoe Lake (5/31/14)

Applicant requests a permit to host a fishing derby in Middle Park at Horseshoe Lake. BPPC approval is required for public event at intensive use areas and to allow the stocking of the lake with approximately 10,000 lbs. of catfish. **Recommendation:** *Approval of permit with conditions.*

Commissioner Ober stated concern of the low lake levels for the event. However, PNRM Efsseff stated since the time of the application, storms have allowed the lake levels to rise (over 2 feet since January), therefore able to sustain the fish for this event.

MOTION: Approve item 2.3 of the consent agenda as submitted. **MADE BY:** Richard Ober **SECOND:** Drew Traulsen **AYES:** 6 (Brentwood, Herrera, Moravec, Ober, Rood and Traulsen). **NOES:** 0 **ABSENT:** Emmerich.

Item 2.4 was removed from the consent agenda by Commissioner Herrera for further discussion.

2.4 Permit Application for Chico Music Bicycle Festival (6/7/14)

The Butte Environmental Council requests a permit to host the 6th Chico Music Bicycle Festival at Camellia Way. This free event supports "Bike Chico Week" and promotes the use of bicycles. The application requires Commission consideration because the area is not designated as an intensive use area. **Recommendation:** *Conditional approval.*

Commission Herrera pulled item to recuse himself because of a conflict of interest. Commissioner Rood recused herself as her employer is a sponsor of the event.

MOTION: Approve item 2.4 of the consent agenda as submitted. **MADE BY:** Mary Brentwood **SECOND:** Richard Ober **AYES:** 4 (Brentwood, Moravec, Ober, and Traulsen). **NOES:** 0 **ABSENT:** (Emmerich). **RECUSED:** 2 (Herrera and Rood)

3. **NOTICED PUBLIC HEARINGS** – None.

4. REGULAR AGENDA

4.1. Appeal of Tree Removal Permit (2273 Bloomington Ave)

On March 4, 2014 Staff received an application for a permit to remove a Shingle Oak (*Quercus imbricaria*), a medium sized shade tree located at 2273 Bloomington Ave., within City right-of-way. At the time the application was filed, the young tree appeared to be in good condition with no root impacts to the sidewalk. The tree is not dead, dying, or dangerous. Staff denied the request. The applicant wrote an appeal letter (received on March 20, 2014) to the BPPC.

Recommendation: *Rejection of appeal.*

PNRM Efsseff provided an overview of the appeal filed by Ms. Angela Vanella. The applicant requested removal for the reason that it is very messy. Acorns populate the yard and sidewalk, posing a slip hazard. In addition, the applicant didn't care for the fact that the leaves turn brown and remain on the tree long after the leaf pickup program ends for the season. Staff evaluated the tree (the subdivision developer selected and planted the tree) and found the tree (approximately 15 years old) at this time in good condition with only minor defects and with no damage to the curb or sidewalk.

Efsseff stated there are quite a few bur oaks in that area. This tree in particular has good structure to it. These are moderately size trees, in good condition and should be a solid tree for years to come. Shedding trees have advantages and drawbacks; however, from the City's perspective (infrastructure, maintenance, etc.), it is a tree worth keeping.

Ober asked about an estimate on the typical lifespan of this tree. PNRM Efsseff stated probably a maximum of 70-80 years in this setting, but likely less depending on the circumstances over time.

Brentwood asked if it was at its full size. Efseaff concluded it was about half way to its full growth potential.

Ober stated he was very familiar with the tendencies of this species of tree and how the leaves stay brown and on the tree. However, that same feature also provides shade for a longer period of time. He asked if there was enough history on this tree, and if sidewalk lifting would happen at some point. Efseaff stated that at some point there it might, but that is reduced as it is a relatively slow growing tree and root guards are in place and appear sufficient. These trees are noted to be good urban trees. They are tough, drought resistant and would definitely be on our Urban city tree list.

Rood asked Efseaff if this tree is on our native tree list. Efseaff confirmed it is native to North America but not native to California. Ober confirmed that this tree is listed on the approved tree list.

Moravec asked about the size of the tree and if there were any estimates on the diameter of the tree at breast height at maturity. Efseaff stated that depending on the soil conditions, it could be upwards of 30 inches for a large tree.

Moravec asked if in the long term does a potential problem exist, or could the space available accommodate the tree. Efseaff responded that it is a relatively narrow space so any tree, even a moderately sized tree could present problems at the end of its life cycle. It could take a few decades. Its current location could present a problems maybe ten years or more down the road.

Moravec reiterated that the tree is on the approved street tree list and will continue to be on the list because it is a good urban tree.

Herrera asked Efseaff to reiterate the City's criteria for removing a tree. Efseaff stated that per the City code, trees that are safety or health issue related are an administrative decision so staff could have those removed and report back to the Commission. Other trees that are deemed for the convenience for the landowner and have safety concerns but not an eminent one, has to be considered as a discretionary tree. Discretionary trees are removed and replaced at the expense of the landowner.

Public comments on this item:

The appellant, Ms. Angela Vanella, was not in attendance.

Charles Withuhn and Woody Elliott spoke in favor of denying the appeal.

Ober stated another reason why he would not support the appeal was that he felt there was a need for a variety in age and size of trees. Brentwood echoed what Commissioner Ober said and that we need to be careful of following the criteria when trees are not damaged. Herrera stressed the need to respect the tree for its intrinsic value. Moravec – concur with the two public speakers and the fact that it continues to be an approved street tree.

MOTION: To deny the appeal at 2273 Bloomington Avenue. **MADE BY:** Richard Ober **SECOND:** Drew Traulsen **AYES:** 6 (Brentwood, Herrera, Moravec, Ober, Rood and Traulsen). **NOES:** 0. **ABSENT:** (Emmerich).

5. BUSINESS FROM THE FLOOR

Charles Withuhn stated that he was sorry the Tree Committee did not have a quorum at the last meeting and looks forward to the Committee meeting again. He is hopeful of public input about the refinement and the adoption of the Urban Forest Management Plan.

Ober brought up the topic of quorums and committees. With Commissioner Emmerich out of town indefinitely, he asked about appointing a temporary replacement to the Tree Committee.

Efseaff stated that staff was rescheduling the meetings so a quorum of committee members could attend for the April meeting, and that Committee assignments are at the Chairs prerogative (or interim Chair in this case). Herrera mentioned he would be happy to step in since he is familiar with the Tree Committee until Commissioner Emmerich returns. Chair Moravec assigned Commissioner Herrera to the Tree Committee while Commissioner Emmerich is away.

6. REPORTS

6.1 PNRM Efseaff provided a verbal report on his Manager's Report highlighting the following:

1. Park & Street Trees Division Report – In regards to ad-hoc committees, the PWD provided a memo addressing creation of standing committees which are directed thru the City Council. The procedures are discussed in AP&P 10.1.
2. Staff is working with volunteers at doing some maintenance work and improvements at the observatory. The work will replace the crushed granite path and make the observatory more ADA accessible.
3. Chico has been named for the 30th year as a Tree City USA. There will be a couple of Arbor Day plantings with a proclamation at the next Council meeting.
4. Progress is being made on the Caper Acres project. Ideas for design have been solicited from some elementary school classes.
 - a. A preliminary conceptual design will be presented at the next Natural Resource Committee meeting. Caper Acres Design Principals and Guidelines has been provided in draft form.
 - b. Working with Chico State, students will be developing history on Caper Acres along with a questionnaire. That class will be providing an informational presentation at the next meeting.
 - c. A donation of \$1,000 has been received from Omegu Nu for Caper Acres.
5. PNRM provided an explanation of park trail closures as related to rainfall and temperatures.
6. A tree list was provided for Grafton Park landowners to select from for tree replacements.

2 ADJOURNMENT

The meeting adjourned at 7:35 p.m. to the next regular meeting on April 28, 2014 at 6:30 p.m. in the Council Chamber of the Chico Municipal Center building (421 Main Street, Chico, California).

Date Approved: __/__/__

Prepared By:

Nancy Kelly, Administrative Assistant

Date

Distribution: BPPC



CITY OF CHICO MEMORANDUM

TO: Dan Efseaff, Park And Natural Resource Manager DATE: 3-28-14
 FROM: David Bettencourt, Field Supervisor, Street Trees, 896-7821 FILE: REPORTS
 dave.bettencourt@chicoca.gov
 SUBJECT: Removal Permit Request: 1960 Zachary Ct.

Removal Permit Request for 1960 Zachary Ct.

Landowner and Address	Jesus Arredondo
Date Received	3-26-14
Number and Type of Tree(s)	1- European Hackberry
Description of request	Submitted a permit to remove 1 -12" diameter European hackberry tree growing with in the City ROW.
Reason for Request	<p>The reason for removing the tree are because of the invasive roots system. They are raising up and cracking the sidewalk. Also, the property owner has had to repair the water main that was broken from roots as well.</p> <p>Mr. Arredondo is willing to pay a contractor to remove the European hackberry tree and replace it with a new tree that is better suited for the plant site at no cost to the City of Chico.</p>
Staff Observations and Recommendations	<p>These trees have a reputation of an invasive root system and are an annual expense for aphid control. The non-native plant is one of the focus plants for removal in Bidwell Park. We should consider approving this permit as long as the property owner is willing to pay a contractor to remove the problem European hackberry tree and replace it (within 1 year) with a tree better suited for the planter size at no cost to the City of Chico.</p> <p>The Park and Natural Resource Manager supports removal and replanting.</p>

See attached photos.





GENERAL SERVICES DEPARTMENT

965 Fir Street
P.O. Box 3420
Chico, CA 95927-3420

(530) 896-7800 or (530) 894-4200
(530) 895-4731 FAX
<http://www.ci.chico.ca.us>

CITY OF CHICO

**APPLICATION REQUESTING PERMISSION
TO PLANT, REMOVE, ALTER OR DISTURB PUBLIC TREES**

Property Owner: Jesus Haredondo Representative: _____

Owner's Address: 1960 Zachary Ct Representative's Address: _____

Owner's Phone Number: [REDACTED] Representative's Phone Number: _____

Contact Email: _____

REQUEST TO: _____ Plant Remove _____ Alter _____ Disturb _____

Number of tree(s): 1

Location of tree(s): park strip (Address)

Diameter of tree(s): 12" Species of tree(s): chinese hackberry

Reason for request: (Enclose a map showing the exact location of the tree(s) and any proposed improvements along with any other documents which will help explain your request)

cracking the sidewalk and has broken the water line.

ONLY QUALIFIED TREE SERVICES MAY PERFORM WORK ON CITY TREES

Tree Service Performing Work _____ Phone # _____

Chico Business License # _____ California Contractor's License # _____

Certified Arborist # _____ **Attach Copy of Certificate of Liability Insurance**

3/20/14
Date

Jesus Haredondo
Signature of Property Owner or Authorized Representative

Jesus Arraondo
1960 Zachary Ct.









1959

1959



CITY OF CHICO MEMORANDUM

TO: Dan Efseaff, Park And Natural Resource Manager DATE: 3-20-14
FROM: David Bettencourt, Field Supervisor, Street Trees, 896-7821 FILE: REPORTS
Dave.bettencourt@chicoca.gov
SUBJECT: Removal Permit Request: 29 San Ramon Dr.

Removal Permit Request for 29 San Ramon Dr.

Landowner and Address	Carol Gilmore 29 San Ramon Dr.
Date Received	3/7/14
Number and Type of Tree(s)	1-Zelkova
Description of request	Submitted a permit to remove 1 -17" diameter zelkova tree growing within the City ROW.
Reason for Request	<p>The reason for removing the tree are because the roots are lifting the sidewalk and driveway creating an environment that is not compliant with ADA standards. This tree was planted without root barriers and was installed to close to the sidewalk. As time goes on the problem will continue to get worse.</p> <p>Landowner is willing to pay a contractor to remove the zelkova tree and replace it with a new tree that is better suited for the planter size at no cost to the City of Chico.</p>
Staff Observations and Recommendations	<p>No root barriers installed. Tree is planted close to driveway (planted further away would have helped). At this time the sidewalk is raised (1") and does not meet ADA standards. Damage is likely will become significant in the future.</p> <p>The BPPC should consider approving this permit as long as the property owner is willing to pay a contractor to remove the problem zelkova and replace it (within 1 year) with a tree better suited for the planter size at no cost to the City of Chico.</p> <p>The following photos will help describe the situation. The Park and Natural Resource Manager recommends removal and replacement.</p>





CITY OF CHICO

APPLICATION REQUESTING PERMISSION TO PLANT, REMOVE, ALTER OR DISTURB PUBLIC TREES

Property Owner: Carol Gilmore Representative: NORTH VALLEY TREE SERVICE
 Owner's Name: _____ Representative's Name: TOM BERTENQUET
 Owner's Address: 29 SAN RAMON DR Representative's Address: 3882 ESPLANADE
 Owner's Phone Number: Representative's Phone Number: 530-893-9649

REQUEST TO: _____ Plant Remove Alter Disturb

Number of tree(s): 1

Location of tree(s): 29 SAN RAMON DR
(Address)

Diameter of tree(s): 14" Species of tree(s): ZELCOVA

Reason for request: (Enclose a map showing the exact location of the tree(s) and any proposed improvements along with any other documents which will help explain your request)

TREE IS LIFTING SIDEWALK & DRIVEWAY, ROOTS
Causing major damage

ONLY QUALIFIED TREE SERVICES MAY PERFORM WORK ON CITY TREES

Tree Service Performing Work: NORTH VALLEY TREE SERVICE Phone #: 530-893-9649

Chico Business License #: 2732 California Contractor's License #: 664421

Certified Arborist #: 2123A Attach Copy of Certificate of Liability Insurance

3/7/14
Date

Signature of Property Owner or Authorized Representative

Scanned Pending 4/22
→ BPPC 4/28

From:

01/14/2011 12:32

0449 P.003/003

**CITY OF CHICO
PERMIT TO
PLANT, REMOVE, ALTER OR DISTURB PUBLIC TREES**

TO:

DATE:

Your application requesting permission to plant, remove, alter, or disturb public trees

at (location of tree) _____

has been:

- _____ Approved subject to the condition(s) listed below.
- Grind out the stump and replace grindings with vira loam soil.
 - Replant a new 15-gallon tree according to City Standards.
 - Pruning to be in accordance with ANSI Standards.

_____ Denied for the reason(s) listed below.

- Tree is not dead, dying, or dangerous.

Appeal Procedure: Should you disagree with this and wish to appeal this decision, you must submit a written letter addressed to the Bidwell Park and Playground Commission within 15 days of the receipt of this notice of denial. Any appeal submitted will be placed on the next regular meeting of the Bidwell Park and Playground Commission (last Monday of each month).

If the above condition(s) is/are agreeable to you, please sign both copies and return them to the Park Department at the address listed above. A copy, signed by a representative of the City, will be returned to you and will be your permit to perform the authorized work.

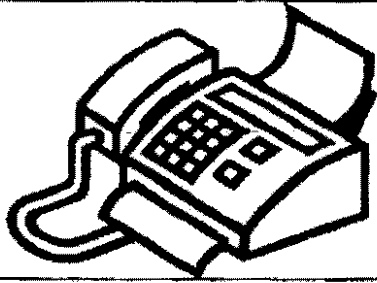
I hereby acknowledge that I both understand and agree to comply with the conditions of the permit as listed above.

(Date) Signature of property owner or representative.

(Date) Urban Forester or authorized City Representative

Distribution: (When fully executed)

___ GSD ___ CDD ___ BO ___ ADPW-ENGR ___ PL DIR ___ UF



**NORTH VALLEY
TREE SERVICE**

To: City of Chico
Attn: ~~██████████~~ DAVID B.
Fax Number: (530) 895-4731
Phone Number: (530) 896-7802

Certified Arborists and Tree Workers
3882 Esplanade, Chico, CA 95973
(530) 893-9649 FAX (530) 893-9650

Date: ~~██████████~~
Pages to follow: 2

Regarding: Tree Permit Application

Comments:

~~██████████~~ - Attached is a tree permit application. If you could please review and get back to us as soon as possible that would be great.

Thank you.

~~Tom~~
~~██████████~~

North Valley Tree Service



BPPC Staff Report

Meeting Date 4/28/14

DATE: 2/18/14
 TO: Bidwell Park and Playground Commission (BPPC)
 FROM: Theresa Rodriguez, Administrative Assistant
 SUBJECT: Permit for Rock climbing and rappelling in Upper Bidwell Park

REPORT IN BRIEF:

CSU Chico, Department of Kinesiology is requesting to take a group of students from a rock climbing class to Upper Park. The request includes both bouldering and top rope climbing and rappelling. The revised request is for 3 days in the fall (and another request for 3 days in the spring).

Recommendation: *Approval of bouldering request with conditions and delay authorization of top rope climbing request until an additional investigation and recommendation can be made.*

Event Details

Date of Application	2/13/14
Date and Time of Event	(revised) Bouldering or climbing/rappelling date requests on 3 of the following dates: November 1, 2, 8, 9, 15, 16. We are hoping to set/use 3 dates in the Fall and again in the Spring. I am requesting 6 so we have some rain dates in there too. (Original request was for May 10 & 11, 2014 specifically, then on going during the school year, from 8:00 A.M. – 4:30 P.M.)
Event Name	Rock Climbing & Rappelling
Applicant Name	Department of Kinesiology, (Jonathan “Joc” Clark)
Location	Upper Park
Description	Bouldering, rappelling and climbing in Devil's Kitchen. (Original request was to utilize Devil's Kitchen, the “color wall”, and the area above Salmon Hole.). Class would use natural anchors with an eye for no-impact use. I would use nearby trees and rock with rope and webbing. No bolts or anything that will leave a mark or trace of our climbing use and anchors. We will pad trees to protect them from any abrasion.
New Event? / # years?	This is a new event.
# Participants	Class is 8 – 20; group size in the Park would be usually six students and 1 leader.
Reason for BPPC Consideration?	Not an intensive use area. Exceeds 10 hours in length or is for multiple days.
BPMMP guidance	<ol style="list-style-type: none"> 1. The BPMMP identifies rock climbing as a permissible Upper Park use (3.6.3.1). 2. O. Upper-6. Conduct an inventory of natural resources in Upper Park to establish a factual understanding as the basis for sound management decisions. 3. O. Upper-9. Allow swimming, diving, rock climbing and other activities with identifiable risks in a manner such that liability can be minimized. Inform Park users that use of the Park is at the visitor's own risk. 4. O. Upper-12. Consider development of a plan for rock climbing. 5. O. Upper-13. Identify and conserve the unique qualities of Upper Park soils. 6. O. G/S-3. Conserve shallow Park soils to the maximum extent feasible.(3.5.3.1) 7. O. P-3. Protect shallow Park soils from incompatible recreation activities, especially where the soils support sensitive plant populations. 8. I. Upper-12. Natural resources (e.g., thin soils, vegetation on cliff faces, other resources) and cultural resources should be periodically inspected and protected from

substantial degradation by human-related activities.

9. Definition: Non-intensive Uses: For the purposes of the BPMMP, non-intensive uses are defined as uses that generally do not result in substantial disturbance or removal of natural (e.g., plants, wildlife, soils, hydrology), cultural, visual, aesthetic or other resources individually or cumulatively. Examples of non-intensive uses include trails in most areas, well-designed trails in sensitive areas, swimming in natural creek settings, nature observation, and limited amounts of off-trail foot traffic in non-sensitive areas.

CMC

14.40.320 Unlawful Acts

No person shall abuse, destroy or mutilate any tree, shrub or plant growing in a public area, attach thereto or place thereupon any rope, wire (other than one used to support or aid the tree or shrub) sign poster or handbill, cause or permit any wire charged with electricity to come into contact with such tree or shrub or to allow any gaseous liquid or solid substance which is harmful to such tree or shrub to come in contact with their roots or leaves.

Discussion

Low levels of climbing and rappelling occur in Bidwell Park namely near Devil's Kitchen and bouldering throughout Upper Park, especially informal climbing and bouldering within the Big Chico Creek canyon. The Bidwell Park Master Management Plan (BPMMP) provides some objectives that may aid the BPPC in consideration of this request (see above).

Although rock climbing is a permissible use in Upper Bidwell Park, the BPMMP evaluated it assuming low levels of use and notes that the park should consider the development of a rock climbing plan (EDAW 2008). Low level, dispersed climbing may have different park impacts than the impacts associated with repeated use associated with a class. Permitted uses have a higher standard to ensure that the activity will not impact the resources of the Park. Furthermore, class participants may likely return to the same location as the class and that location will become a de-facto area sanctioned for climbing.

We should note that the current request is an evolution from the original based on staff concerns. In initial conversations, staff noted the potential for issues on the original proposal (i.e. archeological/cultural and botanical/sensitive plant concerns on locations that have not been surveyed, and damage to thin soils near the cliff edges that may be impacted from climbing or setting up protection). Staff recommended that no existing installed anchors would be used for the request so to not sanction that practice.

The applicant has expressed a willingness to work with the Parks Division and revised the original request based on those comments.

In considering the request, Staff split the request into two: 1) bouldering and 2) top roping (climbing and rappelling). Bouldering is a form of rock climbing that is performed without the use of ropes or harnesses, while top rope climbing uses a rope from a belayer at the foot of a route through carabiners connected to an anchor system at the top of the route and back down to the climber.

Staff can support bouldering in the Big Chico Creek canyon below the "scour line" (high flood line). This activity will not require access to the top of the canyon where soils are thin. Below the scour line means that any archeological artifacts have been impacted or carried away from the location. Staff recommends that the bouldering occur only after a site inspection and City Staff concurrence. Bouldering would occur in areas of bare rock (minimally impacting soils or plants). Therefore, the odds of impacting resources are minimal in those areas.

Staff would like to reserve judgment on the "top-roping" request in order to investigate the specific area and practices used by the applicant, assess the resources, and determine findings for the BPPC. There are areas in Devil's kitchen that are commonly used for climbing and these may provide good locations for this request as they are already commonly used. Staff have initiated informal communication with the Mechoopda on any cultural issues of concern.

The information will help determine if an appropriate location can be found. If the information is sufficient, staff will recommend a specific area and practices. Especially at the reduce rates with the revised proposal, the class may have negligible impact in comparison to other climbing activities in the Park. If the information is not sufficient or if impacts are unavoidable, then staff may suggest botanical and archaeological surveys (at applicant's expense), which can then serve

as the basis for a rock climbing plan for that area. The information will also allow for the recommendation of additional conditions to minimize park impacts (for example, the use of portable restrooms may be warranted depending on the length of the class).

At the BPPC's discretion, this item may be delegated to the Natural Resource Committee (NRC) for review and recommendation to the full BPPC.

Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- Allow bouldering only in designated locations (the permitting of top rope techniques would only occur after additional BPPC action).
- The applicant will need to do a final inspection at the conclusion of the event and remove any associated trash.
- No installation or use of permanent hardware of any kind.
- No attachment of anchors or ropes to City trees (as per CMC 14.40.320).
- No removal of vegetation or soil.
- For an event such as rock climbing, the City requires a higher limits for insurance coverage. Based on the current Muni Code language, the BPPC will need to approve those higher limits (Attachment B).

Attachments:

- A. Application and Permit for Park Use
- B. City of Chico. Insurance Requirements - Information Sheet. PARK PERMIT. Major/Sports Event
- C. Clark, Jon. Email. Revised request.

Distribution:

Jonathan "Joc" Clark

M:\PARK\Admin\BPPC\BPPC_Meetings\2014\14_0428\BPPC_Rock_Climbing_and_Rapelling_14_0510.doc
4/23/2014



City of Chico

4.1 Attachment A

APPLICATION & PERMIT FOR PARK USE

Type of Event:

PUBLIC [] PRIVATE [X]

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

SECTION 1 - APPLICANT INFORMATION

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

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

PLEASE PRINT:

Jonathan "Doc" Clark
Name of Applicant/Contact Person

CSU Chico, Dept of Kinesiology
Organization Name (if applicable)

[Redacted]
Contact Phone #

Alternate Phone #

Rockclimbing³, rappelling
Description of Event: (family BBQ, walk/run, describe below if needed)

May 10th, 2014 1/2 then ongoing after that
Day and Date of Event:

From: 8 am To: 4:30 pm
Total Time Needed for Set-up, Event, and Clean-up

From: _____ To: 8-20

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)
 - 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)
 - 100 amp Electrical Service
 - Event Restrooms
 - Water (public events only)
 - Fountain - On
 - Fountain - Off
 - Meter Bags # _____
 - Sound Curtain

- Council Ring
 - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
- Oak Grove A
 - Oak Grove B
 - Sycamore Way Parking Lot Closure-Public Events ONLY
 - Electricity (15 amp) 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): Devil's kitchen, river bottom
- Other (specify) (public events only): _____
- Early Entrance Needed (public events only) Yes No

Additional Description of the Event: We would like to bring a group of students from a rockclimbing class to Devil's kitchen, the color wall & the area above Salmon Hole

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 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 following acceptable clean-up after event)
- 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

Total Fee Required: \$ 159.00

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

City of Chico Cash Receipt No. CR 376871 Payment Method: CC 5297 Date: 2/13/14 Received By: TR

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

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

Is this an annual event? How many years have you been holding this event? <u>10+</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): _____	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 hrs 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: _____ <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? If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.	Yes	No
Will City street closure(s) be needed? A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.	Yes	No

SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required Not Required

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

CSU Chico has insurance, documentation can be provided upon request.

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

If insurance is required, Certificate of Insurance, meeting City standards must be received by: April 25, 2014

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 Feb 12, 2014
Date

RETURN THIS FORM TO:

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

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

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

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

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

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

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

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

Date: _____

Signature of Park and Natural Resources Manager

Date

SECTION 3

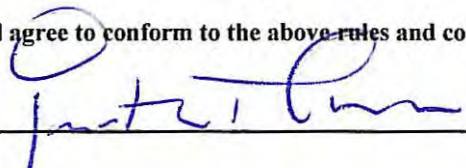
CONDITIONS FOR PARK USE

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 beverage containers allowed in any City Park or Playground.
- Horses** Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
- Noise** No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- Park Closures** Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed between the hours of 11:00 pm and 60 minutes before sunrise every day, unless posted otherwise.
- Signs/Defacing** Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** 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:**

Signed: _____



This application is:

For these dates $\frac{1}{2}$ six other dates

between May 10, 2014 and May 10, 2015

JTC



PARK PERMIT Major/Sports Event

City of Chico Insurance Requirements - Information Sheet

Following is a summary of the insurance requirements for the issuance of a Park Permit pursuant to Section 12R.08.240 Chico Municipal Code and City Risk Management Office procedures:

An applicant for a Park Permit shall obtain and provide to the City evidence of **Commercial General liability insurance** from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of "B" or better, or in the alternative, an unlicensed U.S. domiciled company or companies with a rating of "A", which provides coverage for bodily injury, personal injury and property damage liability in the amount of at least \$3,000,000 per occurrence, and \$6,000,000 in the aggregate, with a maximum policy deductible of \$5,000, except in the event of a Bidwell Park and Playground Commission permit authorizing a public event which exposes the City to liabilities in excess of \$3,000,000, then the insurance shall be in an amount which the Bidwell Park and Playground Commission determines necessary, based on the City's Risk Management recommendation, to fully cover the City's exposure to all such risks. An Occurrence policy is required.

Applicants for a Park Permit must submit evidence of coverage in the form of an original **certificate of insurance with policy endorsements** executed by an authorized official of the insurer. The policy endorsements to be attached to the certificate shall provide that:

1. The City of Chico, its officers, boards and commission, 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. **A CG 2012 endorsement form or equivalent is required.**
2. The insurance coverages afforded by this policy shall be **primary** insurance as respects to the additional insured. Any insurance or self-insurance available to the additional insureds shall be excess and non-contributing to any loss.
3. **Thirty (30) day prior notice of cancellation** or material change in coverage. Ten (10) day notice for non-payment of premium is acceptable.

Your reservation may be canceled if the insurance is not approved at least two weeks prior to the scheduled event.

Please provide this information sheet to your insurance agent or broker and request that they issue the certificate, with endorsements, to the City of Chico, Attention: Risk Management, P.O. Box 3420, Chico, CA 95927. If your agent or broker has questions regarding these insurance requirements, they should call the Risk Management office at (530) 879-7910.

From: Joc Clark <munlark@sbcglobal.net>

Sent: Tuesday, April 22, 2014 2:15 PM

To: Dan Efseaff; Efseaff Dan

Subject: Summary of the revised request for CSU Chico, Kinesiology class #124, basic rock climbing field trip to Salmon Hole area and Devil's Kitchen

4.1 Attachment C

Summary of the revised request for CSU Chico, Kinesiology class #124, basic rock climbing field trip to Salmon Hole area and Devil's Kitchen

Dates (specifics)

Group sizes

Date of Original Application

2/13/14

Date and Time of Event: We would like to request 3 of the following dates for bouldering or climbing/rappelling during next Fall's semester: November 1, 2, 8, 9, 15, or 16. We would also like to request 3 of the following dates for bouldering or climbing/rappelling during next Spring's semester: March 28, 29, April 4, 5, 11, 12, 25 or 26.

Note: We are hoping to set/use 3 dates in the Fall and 3 dates again in the Spring. We are requesting 6 possible dates in both Fall and Spring so we have some rain dates factored in there too. (Original request was for May 10 & 11, 2014 specifically, then on going during the school year, from 8:00 A.M. – 4:30 P.M.)

Event Name: Rock Climbing & Rappelling

Applicant Name: CSU Chico, Kinesiology Department Contact person: Jonathan "Joc" Clark PhD

Location: Upper Park

Description: Rappelling and climbing in Devil's Kitchen. (Original request was to utilize Devil's Kitchen, the "color wall", and the area above Salmon Hole.). Class would use natural anchors with an eye for no-impact use. We would use nearby boulders/rock with rope and webbing to build our anchors. We will not use bolts or anything that will leave a mark or trace of our climbing use and anchors. We will not use trees as anchors or tie off points.

New Event? / # years?: This is a new event

Participants: There will be a maximum of 6 students & one instructor, so the "group" size will be a maximum of 7/group. We may have two groups on their field trips at the same time. Each of the 2 groups will be working separately at different sites, so we may have up 14 participants there total, working in two groups of 6 students and 1 instructor..

We would like to request a pre-trip field visit with CARD staff to assess best practices, talk through park protocol and expectations as well as reviewing where and how we would set our anchors and belaying ropes.

Thank you for your consideration!

Sincerely,
Joc Clark

Jonathan "Joc" Clark, Ph.D.
Collaboration Works Consulting
Paradise, CA
www.allybasedleadership.com
(207) 650-2494



DATE: 4/23/14
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Ruben Martinez, Public Works Director (879-6901)
SUBJECT: Review of Urban Forest Manager Duties Associated with Public Works Department Reorganization

Report in Brief

At the March 25, 2013 City Council meeting, the Council reviewed item 4.4, a proposed reorganization of the Public Works Department (Attachment A) and item 4.5, a recruitment for a Parks Services Coordinator. The Council requested the BPPC to consider, review, and provide, additional input to Public Works staff on the proposals related specifically to the duties associated with the Urban Forest Manager and the salary of the Parks Services Coordinator.

Recommendation:

Staff requests input and recommendations in support of the reorganization of Public Works Staffing, including reducing the salary ranges of the potential positions of the Urban Forest Manager and Parks Services Coordinator as related to the direction provided by the Council

Background:

In July of 2013 our Urban Forester submitted her resignation and separated from City service. The vacated position was not allowed to be refilled due to the unknown extent of the financial condition of the City at that time.

In November of 2013 there were additional deep cuts to the General Fund and Fund 400 affecting staffing in Public Works, but the Urban Forest Manager position funding was retained. (I still anticipated that a manager could oversee contractual services needed for liability protection and that they could provide the International Society of Arboriculture (ISA) quality support for the City's urban forest.

In January of 2014 the Facilities Manager and Park Services Coordinator gave notice of pending separation, and both had departed by late January. I had obtained official authorization to recruit for the Facilities Manager, but held off due to uncertainty with the budget.

Attached are two reports; one for the Public Works Reorganization and one for the Parks Services Coordinator. They appeared as separate reports only because the timing was such that we did not expect to make the March 18th meeting with the full reorganization report.

Also attached are the draft minutes from the March 25th Council meeting which indicates (see pages 3 and 4 of 6) there were several motions made; all requesting consideration and input from the Commission, for the Urban Forest Manager. The Parks Services Coordinator received a similar motion, including a request to merge the reports.

The three important vacancies combined for over \$300,000 in resources, but also represented mandated programs, necessary duties, ordinance required processes, desired outcomes and valuable collaborations. The departure of staff represented the loss of institutional knowledge as well. The vacancies also represented an opportunity to fill other safety concerns and operational deficiencies.

Discussion:

The motivation to find savings from the consolidation of duties and responsibilities noted above is to plug serious gaps in the safety of the Park Rangers, to correct two existing conditions that put the City of Chico at risk in relation to grievances, and to maximize existing skill sets in retained employees, so that the whole Department can function at a higher level.

The principle review approach was a breakdown of tasks and duties and was not a classification or salary study. For instance the duties of the Facilities Manager are more narrowly specialized in knowledge and background, which is a reason we require a contractor's license. It has been a full time position to achieve the necessary city wide goals of

providing the office conditions for staff productivity. The City currently has a manager on staff that has that license and that experience.

Our consideration of the Park Services Coordinator respected the value of the Volunteer program, donations, and the community wide benefits, including the relationship that had been built. After consideration of various ideas and potential reassignments of the various duties and the time required for each; we concluded that the best outcome would be to keep the current responsibilities in one place and fill the existing vacancy. The salary recommendation is that we reduce the range by one grade. The salary table for this position is attached for your reference. A comparable comparison in the table might be an Info System Analyst which indicates the pay range would be \$21.77 to \$29.17

We used the same approach in consideration of the Urban Forest Manager position. The difference was we found that the variety of tasks allowed us to more easily reassign most responsibilities. Using retained staff and additional consulting contracts, we can achieve the delivery of the goals that created the position. Specifically the urban forest management and landscaping design duties, combined to be less than 25 % of the total tasks required of the position.

Because our Urban Forest Management is an integral part of our operations and the responsibilities are disbursed we describe below how they are accounted for. The position is responsible for the major task areas of:

- a) Urban Forest Management, (including code review and generation, i.e. Urban Forest Management Plan)
- b) Arborist decisions and tree care,
- c) Public Landscape Maintenance and CMD maintenance management
- d) Development Landscape plan reviews and Code application.

These tasks included many detail oriented functions such as under urban forestry; we promoted a western conference of the International Society of Arborist (ISA) in Chico. The Forester also promoted participation and maintaining current practices identified and promoted by the ISA organization, leading to the usage of an organization template for our Urban Forest Management Plan.

Arborist decisions were handled and funneled through this position though when the workload was too great she confidently relied upon our own Arborist staff, which is retained today.

Managing Public Landscapes included managing the largest contractual services agreement the City has. The nature of the industry with a large turnover in staff required constant vigil and contact with contractors to manage the conflicts and high level of services required.

A separate area includes review and commenting on new public landscape proposals. Though this can be a quick learning curve for an Urban Forester due to the cross over nature of their back ground studies, ours UF was diligent in learning the requirements and then promoting the newest ideas, water conservation and operational efficiency through staff processes or equipment.

Our proposed reorganization included Managers who have related skill sets that covered all of the Urban Forester Functions, with the exception of Urban Forest Management and Landscaping Design. The proposal included smaller Consulting contracts to be certain we received the proper support in these areas. In the interim, contracts for Landscaping review have been established and two projects have been sent to a local landscape architect.

Attachments:

- A. Minutes from the March 25, 2014 meeting.
- B. City Council Agenda Report item 4.4.: March 25, 2014. Reorganization of the Public Works Department.
- C. City Council Agenda Report item 4.5.: March 25, 2014. Recruitment of Parks Services Coordinator (PSC)
- D. Salary Matrix for CEA Bargaining showing new group for PSC salary
- E. Salary Matrix for Mgmt. Group showing new group for Urban Forest Manager.

S:\Admin\BPPC\BPPC_Meetings\2014\14_0428\Urban Forester PW Reorg report\BPPC_UF & PWD_reorganization_4-22-14.docx
4/23/2014

4.2 Attachment A

March 25, 2014

Draft Minutes

ADJOURNED REGULAR CHICO CITY COUNCIL MEETING □ March 25, 2014
Minutes

- 1.1. REGULAR CITY COUNCIL MEETING - 6:30 p.m.
- 1.2. Call to Order - Mayor Gruendl called the March 25, 2014 - Adjourned Regular City Council meeting to order at 6:35 p.m. in the Council Chamber, 421 Main Street at 6:35. p.m.
- 1.3. Invocation - Pastor Jayson Nash, Matthew's Café Community Church
- 1.4. Pledge of Allegiance to the Flag
- 1.5. Roll Call

Present: Morgan, Ritter, Schwab, Stone, Sorensen, Gruendl
Absent: Goloff
- 1.6. Closed Session Announcement - Mayor Gruendl reported out that the Council had selected a firm to provide City Attorney services and that if negotiations went well, a formal action would be added to the April 1, 2014 agenda for consideration.
- 1.7. Proclamation - Proclaiming the Week of March 29th - April 4, 2014 as "Trans" Week"

2. CONSENT AGENDA

A motion was made by Schwab and seconded by Stone to approve the Consent Agenda, as read.

The motion carried by the following vote:

AYES: Morgan, Ritter, Schwab, Stone, Sorensen, Gruendl
NOES: None
ABSENT: Goloff

- 2.1. RESOLUTION NO. 27-14 - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHICO AUTHORIZING THE CITY MANAGER TO EXECUTE AN HISTORICAL PROPERTY PRESERVATION AGREEMENT 1454 BROADWAY STREET, APN 005-168-005 (CITY OF CHICO/HARPER) Adopted - a resolution that authorized the City Manager to execute a Historical Property Preservation Agreement located at 1454 Broadway Street. The property owners have submitted an application to approve an historical preservation (Mills Act) agreement for purposes of property tax reduction and to preserve the architectural integrity of the subject home. The Community Development Director recommended that the City Council adopt the resolution.
- 2.2. RESOLUTION NO. 28-14 - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHICO AUTHORIZING GRANT OF LICENSE TO CHICO COUNTRY DAY SCHOOL FOR ENCROACHMENT ON PUBLIC RIGHT OF WAY (1054 BROADWAY) Adopted - a resolution that authorized a Grant of License to Chico Country Day School for encroachment on a public right-of-way located at 1054 Broadway. The school had requested a grant of license for the purpose of installing and maintaining two 2" conduits crossing Broadway. The Public Works Director recommended adoption of the resolution which will authorize the Grant of License and execution of the Grant by the City Manager.

- 2.3. MINUTE ORDER NO. 3-14 - AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE A SEWER SERVICE AGREEMENT WITH THE ADMINISTRATIVE OFFICE OF THE COURTS Approved - a minute order authorizing the City Manager to execute all documents necessary to enter into a sewer service agreement with the Administrative Office of the Courts for the North Butte County Superior Courthouse, located at 1701 Concord Avenue, subject to the terms and conditions set forth in the agreement. The Public Works Director recommended approval of the minute order.
- 2.4. BUDGET TRANSFER REQUEST - PARK FUND/STREET TREES (BUDGET TRANSFER NO. 2014-ASD-010) Approved - a budget transfer request of funds from a non-personnel line item into a personnel line item. As part of a meet and confer process, the City agreed to move \$47,000 from contractual services into hourly pay and benefits to fund a street tree worker until June 30, 2014. The Administrative Services Director recommended approval of the Budget Transfer.
- 2.5. APPROVAL OF MINUTES OF THE CITY COUNCIL MEETING OF MARCH 4, 2014

ITEMS REMOVED FROM CONSENT

- 3. PUBLIC HEARINGS - None
- 4. REGULAR AGENDA
- 4.1. CONSIDERATION OF ACKNOWLEDGEMENT AND ACCEPTANCE OF ANNUAL FINANCIAL REPORTS

Council considered acknowledgment and acceptance of the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in accordance with Government Auditing Standards, City of Chico Comprehensive Annual Financial Report and Chico Public Financing Authority Component Unit Financial Report for the fiscal year ended 6/30/13. (Report - Chris Constantin, Administrative Services Director & Dave Showalter, Partner, Vavrinek, Trine Day & Co.)

Pursuant to the provisions of Sections 908 and 1109 of the City's Charter, an independent auditor, hired by the Council to perform an annual audit of the books, financial records and related documents of the City in accordance with generally accepted auditing standards, shall submit to the Council a report on the audit for the preceding fiscal year on or before the first regular City Council meeting in February.

Addressing the Council on this item were John Salyer, Charles Withuhn, Michael Reilley, Lorretta Torres, Stephanie Taber, Sharon Chambers and Sue Hubbard.

A motion was made by Sorensen and seconded by Morgan to acknowledge receipt of and acceptance of the financial statements.

The motion carried by the following vote:

AYES: Morgan, Ritter, Schwab, Stone, Sorensen, Gruendl
 NOES: None
 ABSENT: Goloff

- 4.2. CONSIDERATION OF THE ESTABLISHMENT OF A FRAUD, WASTE AND ABUSE REPORTING POLICY AND APPOINTMENT OF THE ADMINISTRATIVE SERVICES DIRECTOR AS THE CITY AUDITOR FOR PURPOSES OF THIS POLICY A City's Fraud, Waste, and Abuse Reporting policy was proposed to facilitate the development of

controls that will aid in the detection and prevention of fraud, waste, and abuse against the City of Chico. It is the intent of the City to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations. (Report - Chris Constantin, Administrative Services Director)

Addressing the Council in support of this item was Stephanie Taber.

A motion was made by Ritter and seconded by Stone to approve AP&P 10-45 establishing a Fraud, Waste, and Abuse Reporting policy and appoint the Administrative Services Director as City Auditor for the purposes of the policy.

The motion carried by the following vote:

AYES: Morgan, Ritter, Schwab, Stone, Sorensen, Gruendl

NOES: None

ABSENT: Goloff

- 4.3. CONSIDERTION OF FINANCE COMMITTEE RECOMMENDATION TO APPROVE PROPOSED 2013-2014 BUDGET POLICY REVISIONS At its meeting of 2/26/14 the Finance Committee voted (3-0) to recommend the City Council consider revising the budget policies to create three funds. These funds would account for fire department grant funds and prefund future liabilities, as well as establish a new policy requiring full disclosure and/or approval of grant funding opportunities pursued by City Departments prior to a request for accepting a grant. The City Council develops budget policy to guide City decision-making. (Report - Chris Constantin, Administrative Services Director)

Addressing the Council on this item were Dave Donnan and Sharon Chambers.

A motion was made by Sorensen and seconded by Morgan to approve the recommended budget policy revisions.

The motion carried by the following vote:

AYES: Morgan, Ritter, Schwab, Stone, Sorensen, Gruendl

NOES: None

ABSENT: Goloff

The City Council recessed at 8:23 p.m. for a 15 minute break. The meeting was reconvened and all members were present, with Councilmember Goloff absent from the meeting.

- 4.4. CONSIDERATION OF PROPOSED PUBLIC WORKS DEPARTMENT REORGANIZATION

Council considered the proposed Public Works Department reorganization. With the recent vacancies of three key positions within the Public Works Department, (Urban Forester, Park Services Coordinator and Facilities Manager), a full review of the organizational structure was conducted to determine the most effective use of resources while providing the most efficient service to the public. (Report - Ruben Martinez, Public Works Director)

Addressing the Council in opposition to this reorganization were Michael Jones, Emily Alma, John Merz, Mark Stemen, and Charles Withuhn.

A motion was made by Mayor Gruendl to approve the reorganization as recommended, with the Urban Forester position referred to the Park Commission for input. The motion died due to a lack of a second.

A motion was made by Councilmember Schwab to accept the proposed reorganization; authorize the necessary budget adjustments; and authorize the recruitments for a seasonal ranger .5 FTE and Right-of-Way Maintenance Worker, with a notice to the unions in order to allow for the meet and confer process, with the Urban Forester position referred to the Park Commission for input. Councilmember Morgan asked for a friendly amendment to eliminate all proposed raises. The amendment was not accepted and the motion died due to a lack of a second.

A motion was made by Mayor Gruendl to accept the proposed reorganization; authorize the necessary budget adjustments; and authorize the recruitments for a seasonal ranger .5 FTE and Right-of-Way Maintenance Worker, with a notice to the unions in order to allow time for the meet and confer process, with the Urban Forester position referred to the Park Commission for input. The motion died due to a lack of a second.

A motion was made by Stone and seconded by Gruendl to continue this item until the Park Commission has had the opportunity to review the Urban Forester position as requested by Council.

The motion carried by the following vote:

AYES: Morgan, Ritter, Schwab, Stone, Sorensen, Gruendl

NOES: None

ABSENT: Goloff

4.5 CONSIDERATION OF AUTHORIZATION TO PROCEED WITH RECRUITMENT OF A PARK SERVICES COORDINATOR, AND A SUBSEQUENT RECRUITMENT TO BACKFILL ANY RESULTING VACANCY(S), SUPPORTED WITH EXISTING FY 2013/14 BUDGET FUNDING

As a result of the recent departure of Park Services Coordinator, Lise Smith-Peters, Council was asked to authorize staff to proceed with a recruitment to fill a Parks Services Coordinator position, which is currently funded in the FY 2013/14 budget. (Report - Ruben Martinez, Public Works Director)

Addressing the Council in support of this item were Charles Withuhn and Emily Alma.

A motion was made by Stone and seconded by Ritter to refer this item to the Park Commission for comments, as well as the item referenced in Item 4.4. Council also asked staff to re-evaluate the position to identify a lower salary range and the inclusion of a performance standard. It was further directed that this item would be included in the proposed reorganization, not acted on separately.

The motion carried by the following vote:

AYES: Morgan, Ritter, Schwab, Stone, Sorensen, Gruendl

NOES: None

ABSENT: Goloff

The City Council concurred (6-0, 1 absent) to extend the meeting to 10:30 p.m.

4.6 CONSIDERATION OF WAIVING THE SUNSHINING PERIOD OF THE DRAFT MEMORANDUM OF UNDERSTANDING FOR STATIONARY ENGINEERS, LOCAL 39 (LOCAL 39) AND ADOPTION OF A PAY AND BENEFIT RESOLUTION FOR STATIONARY ENGINEERS, LOCAL 39

time for public review. Addressing the Council in support of continuing these items in order to provide more public review was Dave Kelley.

- 4.7 CONSIDERATION OF WAIVING THE SUNSHINING PERIOD OF THE DRAFT MEMORANDUM OF UNDERSTANDING FOR SERVICES EMPLOYEES INTERNATIONAL UNION, TRADES AND CRAFTS UNIT (SEIU-TC) AND ADOPTION OF A PAY AND BENEFIT RESOLUTION FOR SEIU-TC
>- This item was continued to the April 1, 2014 meeting in order to allow additional time for public review.
- 4.8. CONSIDERATION OF ADOPTION OF RESOLUTIONS APPROVING MODIFICATIONS TO THE CITY OF CHICO PAYING AND REPORTING THE VALUE OF EMPLOYER PAID MEMBER CONTRIBUTIONS TO CALPERS
>- This item was continued to the April 1, 2014 meeting in order to allow additional time for public review.
- 4.9. ITEMS ADDED AFTER THE POSTING OF THE AGENDA - None
5. BUSINESS FROM THE FLOOR

Michael Jones asked Council to agendaize the discussion of sending the three year required notice to IAFF. Dave Donnan also encouraged Council to send the required notice to IAFF and stated that it should have been given as part of this past negotiation.
6. REPORTS AND COMMUNICATIONS - The following report and communication items were provided for the Council's information.
- 6.1. CITY MANAGER'S REPORT - Verbal Report, Brian S. Nakamura, City Manager
7. ADJOURNMENT - Adjourned at 10:13 p.m. to an adjourned regularly scheduled City Council meeting on Tuesday, April 1, 2014 for Closed Session at 5:00, 5:30 or 6:00 p.m., followed by a regular City Council meeting at 6:30 p.m. in the City Council Chamber.

Date Approved: /drp 4/15/14

Deborah R. Presson, MMC, City Clerk

CLOSED SESSION AGENDA Chico Municipal Center, Conference Room #2, 421 Main Street

1. CALL TO ORDER - 5:30 p.m.
- 1.1. Roll Call
Present: Morgan, Ritter, Schwab, Stone, Sorensen, Gruendl
Absent: Goloff
- 1.2. Staff Present - City Manager Nakamura, City Attorney Barker, Assistant City Manager Orme, Administrative Services Director Constantine
2. CLOSED SESSION MATTERS
- 2.1. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code Sec. 54957.6.)Negotiator: Brian Nakamura, City Manager Employee Organizations: Management Employees, Confidentials, Public Safety Management Employees, Chico Police Officers' Association, Chico Public Safety Association, International Association of Firefighters, Service Employees International Union (Trades and Crafts Unit), Chico Employee Association, WPEA/Local 39
- 2.2. CONFERENCE WITH LEAGL COUNSEL - ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to Government Code section 54956.9(d)(3) - Letter dated December 19, 2013, from Butte Local Agency Formation Commission to City Manager Nakamura.
- 2.3. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION. Initiation of litigation pursuant to Government Code section 54956.9(d)(4): One case.
- 2.4. PUBLIC EMPLOYEE APPOINTMENT: City Attorney (Government Code §54957)
- 2.5. PUBLIC EMPLOYEE EVALUATION: The City Council was to review the City Manager's performance. (Gov. Code Sec. 54957). - Due to the timing of Closed Session, Council did not take up this item.
3. ADJOURNMENT - Adjourned at 6:33 p.m. to the March 25, 2014 Adjourned Regular City Council meeting in the Council Chamber.

Date Approved: /drp 4/15/14

Deborah R. Presson, MMC, City Clerk



TO: City Council
FROM: Public Works Director, Ruben Martinez (879-6901)
RE: Reorganization of Public Works Department

REPORT IN BRIEF:

Due to the standing vacancy of the Urban Forester position and the recent vacancies in the Facilities Manager and Park Services Coordinator positions, Public Works staff undertook a full review of the optimum organizational structure to determine the most effective use of resources. The Park Services Coordinator is addressed in a separate report, but the Urban Forester and Facilities Manager positions represent \$233,771 in Public Works resources. Staff reviewed potential reconfigurations and outcomes, and recommends vacating the two positions permanently, distributing the duties to existing managers, filling of one partial public safety focused Ranger position and one Maintenance worker position using Gas Tax Fund 307.

Recommendation:

The Public Works Director recommends City Council consider and:

1. Accept the proposed reorganization
2. Authorize the necessary budget adjustments
3. Authorize the recruitments for a seasonal ranger .5 FTE and a Right-of-Way Maintenance Worker (Additional reports detailing specific changes would be brought back to Council.)

FISCAL IMPACT:

Savings to the General Fund are approximately \$43,009. The Urban Forester is 100% funded by Fund 002 (\$115,856); essentially a General Fund cost. The Facilities Manager is internally funded through Fund 930, which is indirectly funded, approximately 75% by the General Fund (.75x \$117,915=\$88,436). Both positions represent a General Fund cost of \$204,292 per year for the Public Works Department. The proposed restructuring will reallocate non-general fund revenue sources first and then general fund sources for a total of \$190,762 resulting in the overall department savings of \$43,009.

BACKGROUND:

Since the original reorganization of department heads in Building and Development Services, Capital Projects Services, and General Services in May, 2013, the new Public Works Department has had critical reductions in staffing. Temporary adjustments have been made about every three months since that time. The staff reductions in November, 2013 and the most recent departures of staff in January have created an additional opportunity to review the Public Works organization as a whole.

DISCUSSION:

While reductions have been a setback during an important rebuilding period, they have created an opportunity that should not be overlooked to remain competitive. Understanding the roles and duties within the City organization is crucial to being successful. This reorganization is essential to restructuring the Department to further define its role and function within the community. It is also an important opportunity to maximize the skills of current staff.

It is the goal to bring Operations & Maintenance, Parks, Engineering and Development together in a way that values all equally and fosters better communication and collaboration between divisions. This can yield better outcomes for the public and the community. Attached as Exhibit A is a draft organizational chart for the proposed new Public Works Department. This chart reflects shifts in responsibilities, but does not change the current programs or efficiency efforts.

Exhibit B contains a narrative description of the identifiable advantages of the consolidation and reorganization of the Department.

The following FIGURE 1 briefly describes some of the basic changes to the existing job titles and descriptions resulting from the proposed reorganization. The detailed changes to the duties of the six restructured positions are fully described in the revised job descriptions attached in Exhibit C.

FIGURE 1

Wastewater Treatment Plant Manager (WWTP Mgr)	Wastewater Utility Manager	Assumes direct supervision of sewer collection and wastewater treatment crews, including responsibilities for the CIPP, lab certification, and NPDES Plant compliance and collection system compliance.
Facilities Manager	Facilities Manager	This position will assume all of the Facilities Manager's duties and retain the duties and crew related to parking, traffic signals, and street lights.
Fleet Manager	Operations Manager	Besides Fleet Management duties, this position will assume supervision of street cleaning, storm cleaning operations, including most street maintenance and street sweeping. The salary increase is to correct a compaction issue.
Parks & Natural Resources Manager	Parks and Urban Forest Manager	Including BPPC duties, this position assumes management duties for the tree division, including service priorities and supporting consulting contracts
General Services Administrative Manager	Public Works Administration Manager	This position retains, BCAG, recycling, solid waste and environmental issues, and assumes responsibilities for CMD's and Grant Team. There will be some reduced administrative staff oversight duties to other managers
Senior Mechanic	Shop Supervisor	The position retains the duties associated with a Senior Mechanic, but focuses more on increased planning, prioritizing, and oversight responsibilities. Also included are basic personnel duties, development and monitoring of preventative maintenance schedules, and quality control, compliance with regulatory fleet requirements, programs and shop conditions

The table in FIGURE 2 briefly describes the changes in salaries and compensation for the additional duties taken on by the management staff described in FIGURE 1 above and the planned reclassification of a few non-management employees who are currently working out of class. The proposed title changes and compensation are related to accepting additional responsibilities due to absorbing the Urban Forester and Facilities Manager duties. The table also shows the addition of a three quarter (3/4) time Ranger to be funded by 002 – Park Fund and a Maintenance Worker, which will be funded by Gas Tax Fund 307. These figures are conservative.

Actual compensation figures have been used for the Urban Forester, Facilities Manager and currently filled manager positions. Also used, is the highest pay step in the range for the proposed CEA-SEIU positions since the backfill would require a review of the reinstatement list based on existing employee seniority.

FIGURE 2

Old Titles	New Titles	Current Hourly Rate w/ benefits	Proposed % Increase	Proposed Hourly Rate w/ benefits	Annual Incremental costs
MGMT – reclassifications					
Wastewater Treatment Mgr	Wastewater Utility Mgr*	\$75.85	2.50%	\$77.75	\$3,944.20
Public Works Mgr	Facilities Mgr*	\$60.83	7.50%	\$65.39	\$9,489.48
Fleet Mgr	Operations Mgr*	\$54.87	12.00%	\$61.45	\$13,695.55
Parks&Natural Resource Mgr	P&NRM*	\$69.79	7.50%	\$75.02	\$10,887.24
GSD Admin Mgr	PW Admin Mgr*	\$61.92	5.50%	\$65.33	\$7,084.04
CEA-SEIU – Reclassifications					
Admin Assistant	Admin Analyst	\$37.27	15.00%	\$42.86	\$11,628.24
Const Inspector	Assist Engineer	\$50.20	5.00%	\$52.71	\$5,220.80
Senior Mechanic	Shop Supervisor*	\$33.23	5.00%	\$34.89	\$3,455.92
CEA-SEIU – New Positions					
Park Ranger(.075FTE)	n/a	\$0.00	0.00%	\$35.21	\$54,927.60
Maintenance Worker	n/a	\$0.00	0.00%	\$33.86	\$70,428.80
MGMT Deletions					
Urban Forest Mgr	Vacant	\$0.00	0.00%	(\$55.70)	(\$115,856.00)
Facilities Manager	Vacant	\$0.00	0.00%	(\$56.69)	(\$117,915.20)
Department Savings					(\$43,009.33)

* New job descriptions are attached as Exhibit C

While these titles can be preceded by the words "Public Works", it is more important to focus on how they work together, who they supervise, and the fiscal impact of staying within current budget limits. There are salary increases in the 2.5 to 12% range related to taking on more responsibilities, with the highest increase intended to correct a compaction issue between management and non-management employees.

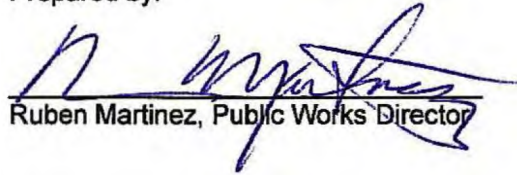
The projected savings are attainable due to several factors. First, the current pay status has been used for all "reclassifications"; second, benefits costs vary but a higher average factor has been used; third, the proposed positions in Ranger and Maintenance Worker classifications have been estimated at the highest level; fourth, and lastly, the savings from recent negotiations has not been factored in. This has been intentional to be certain we could deliver the savings stated.

Included in the proposal is an increase in public safety as the addition of 0.75 FTE ranger services will be

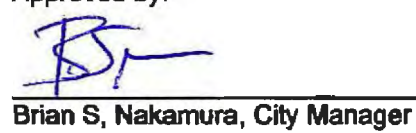
configured as a 0.5 FTE peak Season Ranger and the remainder of 0.25 FTE to bring a current Seasonal Ranger up to full time.

General Funds have more flexibility and can be sent back to the general fund. Despite these increases and new positions, an overall Departmental savings of \$43,009 is achieved, while improving the Public Works capability to provide services.

Prepared by:


Ruben Martinez, Public Works Director

Approved by:


Brian S. Nakamura, City Manager

DISTRIBUTION:

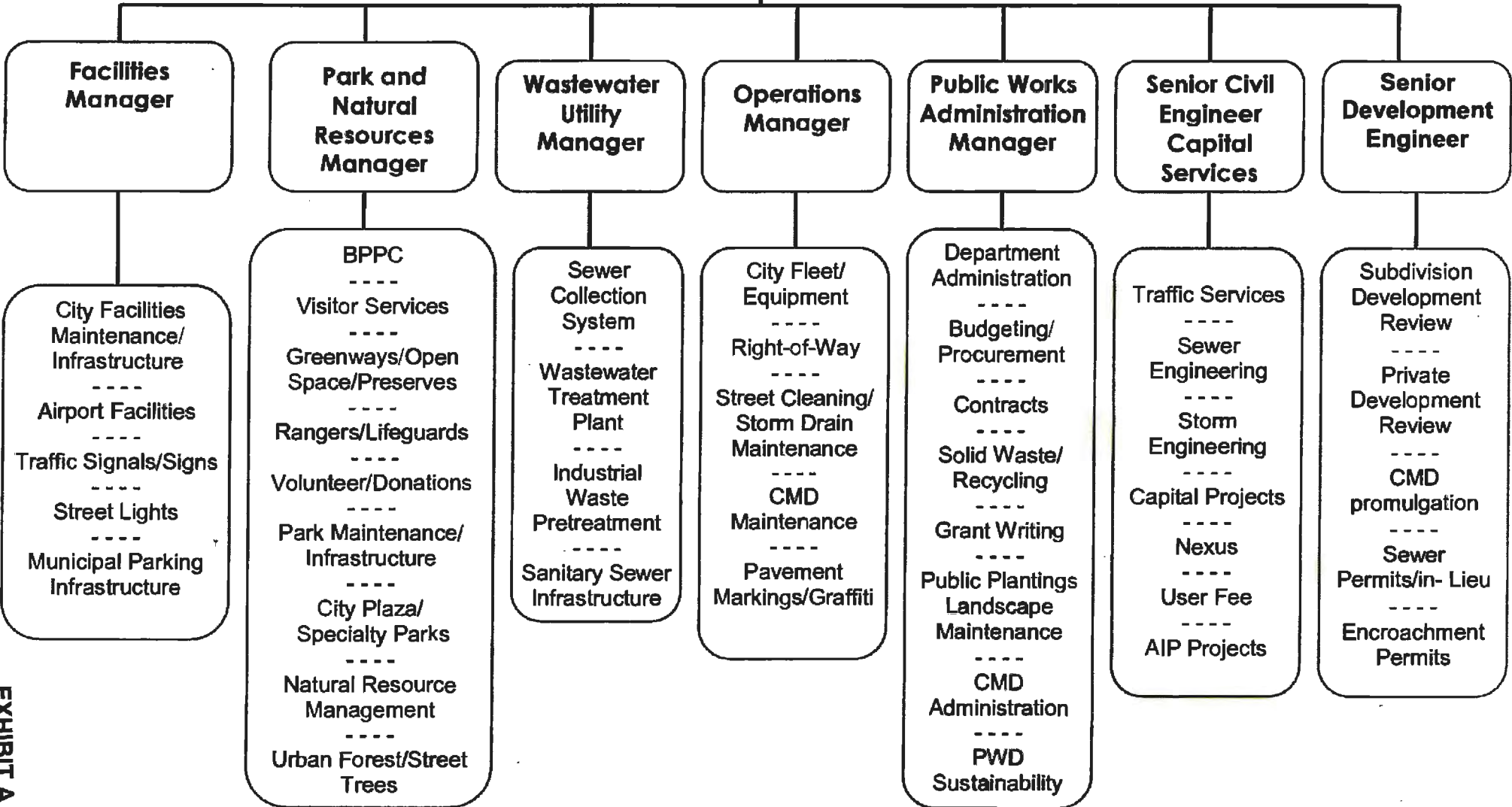
City Clerk (3)
PWD Mgrs
SEIU & Local 39 & CEA

ATTACHMENTS:

Exhibit A - Public Works Organization Chart
Exhibit B - Council Memorandum on Benefits of Reorganization
Exhibit C - Job Descriptions (6 total)



Public Works





CITY OF CHICO MEMORANDUM

TO: City Council DATE: March 11, 2014
FROM: Public Works Director and Managers FILE: E-file - Public Works
SUBJECT: Reorganization of Public Works Narratives

The narratives for the proposed reorganization of Public Works are as follows:

Public Works Administration Manager

The proposal is to place the management and administration of Chico Maintenance Districts (CMD) and other Districts under the Administration Manager. Ms Linda Herman is familiar with Districts and consulting services for districts and will pick up where engineering staff had left off. Ms. Herman will still be central to core department responsibilities like budget, re-budgets, and other financial duties affecting the total department.

In addition this position will manage the largest city contractual services contract including all public plantings and city maintained landscapes.

A large segment of city owned public landscapes lie within a CMD or a Landscaping and Lighting District (LLD). Combining the CMD/LLD formation, management, and maintenance processes under one oversight will help ensure that the landscaping is properly designed and that the annual assessments will be updated and tracked sufficiently to ensure they do not unnecessarily impact the general fund. Regular management will ensure they meet the future maintenance and infrastructure needs of the each district.

Ms Herman is a Natural Resource Management graduate from Cal Poly San Luis Obispo and has worked for municipal government for over 26 years. Her previous and current experience include managing water conservation and other environmental programs, contract management, budgeting, and the formation of Husa Ranch and Baroni Park LLDs provides her with a strong background to take over these additional duties.

Operations Manager

There are many advantages of reorganizing public works maintenance and fleet maintenance functions including consolidation and using existing resources to their optimum level. Maintenance efforts will be fine tuned and coordinated under one roof with integrated objectives and goals. Integration will reduce costs by eliminating any duplication, keep staff focused on key department goals, and efficiently organize seasonal programs that specifically rely on fleet equipment.

The reorganization will centralize related maintenance functions and increase the ability for cross departmental utilization in all Public Works Department divisions.

Erik Gustafson has extensive experience managing complex maintenance programs and has an excellent working knowledge of Public Works functions. This reorganization will enhance collaboration and focus maintenance activities of multiple divisions towards common Public Works initiatives. This movement takes advantage of existing human resources while providing potential savings from Management vacancies.

Parks and Natural Resources Manager

The benefits of combining the Parks Division and Street Trees/Public Landscape Division: While both staff are small, it will allow for the sharing of staff and resources to balance workload and seasonal spikes on the crew, and at the same time, allow for cross over of contracting services.

Sharing will include administrative support and resources and there are potential cross over opportunities such as expanding the successful donations and volunteer efforts in Parks to include street trees and public landscapes in new ways.

While the recombination does reunify a similar organizational structure from the past, Dan Efseaff brings the skill set and knowledge to tie the two elements together, with support from some smaller consulting contracts. With the addition of a smaller landscaping review contract, a smaller urban forester consulting contract, and smaller tree trimming services contract, this can provide all the previous services in a simpler system for customer service.

Facilities Manager

The reorganization of Public Works holds many benefits especially aligning with the City Council Priorities. It develops a Public Works team that benefits the City by utilizing existing management staff and yielding operational cost containment from existing vacant positions. Operational efficiencies include a reasonable span of control for the director and managers. The change centralizes facilities and parking infrastructure management and centralizes the largest utility accounts in electricity, natural gas, and water usage for improved operational analysis and management.

The reassignment of responsibilities enhances flexibility across Public Works adapting to recent staff reductions while maintaining operational function. It distributes work load and functions in a logical and efficient manner and especially continues to enhance cross divisional manager/staff support and collaboration. Kirby White is a licensed contractor who has experience in operating large office and educational facilities.

There will also be improved cross divisional coverage due to manager knowledge so the City operations are less likely to be compromised due to absences, i.e., more than one manager can support other divisions' activities and functions as necessary.

While the organizational chart is columnar, in reality the Public Works Department divisions function laterally in many cases, based upon function, season or need/demand.

Under the new Facilities Manager will be the city facilities and public infrastructure; including buildings, municipal parking infrastructure, traffic signals, street lighting, and the Chico Municipal Airport maintenance and capital improvement program.

Water Utility Manager

The following would be benefits of consolidating the Sewer Collection Crew and the Wastewater Treatment Plant Operations, to be managed under the proposed new "Wastewater Utility Manager" position.

Marc Sulik is certified one level above the required level IV at the Treatment Plant. Affecting all operations will be the promotion of a cohesive "team" concept for Collection System personnel and Wastewater Treatment personnel; now framed in the larger context of being an integral part of the Public Works Department. This increased coordination and communications between the Wastewater Treatment Plant staff and the Sewer Collections staff is of particular benefit in non-routine or emergency situations. This would increase reliability and efficiency by combining both work groups for emergency responses through cross training in both areas.

His goal is combining operations to smooth the budgeting for the most effective and efficient needs enhancing oversight and planning for both activities including future budget planning processes. Long range POTW (Publicly Owned Treatment Works) planning for future capital projects can be jointly planned with engineering for improvements in the Sewer Collection System and the Wastewater Treatment Plant.

Combined sewer collection and wastewater treatment training opportunities can be undertaken which will enhance information and knowledge sharing between the two groups. Future cross training opportunities and career path links between Collection Maintenance and the Treatment Plant Operator could provide career ladder opportunities for both groups.

Coordinated work efforts can be undertaken between the Collection System Crew and the Wastewater Treatment Operations crew which could reduce the need for reliance on some outside or contractual services. Combining one worker from each staff on specific tasks or projects could result in efficiencies of work effort with skill sets and knowledge coming from both groups.

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: FINAL DRAFT	COMP CODE: 9410	SERVICE: Management Exempt	JOB TITLE: FACILITIES <u>OPERATIONS</u> MANAGER
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Definition:

Under general direction, to plan, direct, ~~and manage and supervise facilities-maintenance staff operations, and assist with facilities-management engaged in the maintenance and repair of City owned facilities and properties, including traffic signals, streetlights, and parking meters and related facilities.~~ Assists in the general maintenance and administration of the ~~Airport, Building Maintenance and Park Divisions; to perform a variety of technical tasks relative to facilities-maintenance, City owned facilities within the Chico Municipal Airport, and performs a variety of technical tasks relative to facilities maintenance, parking infrastructure and management,~~ capital projects, and related project management work as required.

Typical Duties:

Plan, direct and supervise maintenance and repair activities including monitoring maintenance contract services for pest control, HVAC, elevator maintenance, grounds keeping and other service functions for City owned facilities and City municipal parking infrastructure. Act as project manager and inspector for the construction, expansion and remodeling of City facilities. Coordinate a variety of projects involving carpentry, plumbing, and electrical maintenance and repair. Make periodic inspections of buildings and equipment. Make recommendations on the types and kinds of equipment needed for maintenance and repair work; estimate and schedule work to be done and the quantities of material needed; inspect work projects in progress and upon completion; ~~regarding check and answer~~ respond to citizen complaints concerning maintenance or repair of facilities; ~~requisition and purchase~~ procure materials, supplies and equipment; maintain records of work performed and supplies used; coordinate maintenance activities with other City departments and divisions and with outside agencies; respond to and direct emergency situations; provides contract administration on minor capital building remodels and constructions projects; write project specifications and define scope of project work for facility repairs, improvement or replacement; secure bids and recommend contracts awards; participate in budget preparation and administration; supervise, train and evaluate assigned staff; perform related assignments as necessary.

Tools and Equipment Used:

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; global positioning equipment; digital camera; fax and copy machine.

Physical Demands:

Work is performed in office and outdoor settings. Outdoor work is required in the inspection of various City buildings, facilities and parking facilities and traffic signal and street lighting infrastructure. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to manipulate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear and smell.

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: FINAL DRAFT	COMP CODE: 9410	SERVICE: Management Exempt	JOB TITLE: FACILITIES <u>OPERATIONS</u> MANAGER
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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The noise level in the work environment is usually loud in field settings and moderately quiet in office settings.

Desired Qualifications:

Knowledge of: Project management, contract administration and scheduling; methods, tools, equipment, materials and work practices used in the construction and maintenance of facilities including projects involving carpentry, electrical, plumbing and painting; safe work practices; record keeping and report writing; applicable Federal, State and local laws, rules and regulations pertaining to local government in assigned areas of operation; principles of leadership, supervision, training and performance evaluation. Knowledge of personal computers, utilizing Computerized Maintenance Management System (CMMS), and other engineering applications is desired.

Ability to: Communicate clearly and concisely, both orally and in writing; assign and supervise the work of crews engaged in maintenance and repair work; read and interpret plans and specifications; estimate time, materials and equipment needed to perform maintenance and repair work; maintain records and prepare complex reports; secure bids and recommend contract awards; establish and maintain cooperative relationships with those contacted in the course of work; effectively supervise ~~an~~ ongoing public works maintenance programs; supervise, train and evaluate assigned staff.

Experience: ~~Five~~ **Four** years of increasingly responsible experience in facilities management, maintenance, and/or construction, and repair work, including responsible some supervisory experience.

Education: ~~High school graduation or equivalent supplemented by specialized training in facility maintenance. Course work or a degree~~ A Bachelor's Degree from an accredited college or university in Public Administration, Civil Engineering, or in a related field which provides the required knowledge, skills and abilities is required. or a current California Contractors license is preferred. A Master's Degree is desirable and may be substituted for two years of the required experience.

Additional Requirement: Possession of a valid California Driver License is required. A current California Contractors License is desirable.

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: FINAL DRAFT	COMP CODE: 9410	SERVICE: Management Exempt	JOB TITLE: FACILITIES <u>OPERATIONS</u> MANAGER
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CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: DRAFT	COMP CODE: 9410	SERVICE: Management Exempt	JOB TITLE: OPERATIONS MANAGER
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Definition:

Under general direction of the Public Works Director, to manage, plan, direct and supervise crews engaged in the maintenance and repair of City Public Works infrastructure; and perform related project management work as required.

Typical Duties:

Plan, direct and supervise the maintenance operations for Public Works including street right-of-way, street cleaning, storm drain collection systems, curbs, gutters, sidewalks, maintenance districts, and graffiti eradication; coordinate and manage unauthorized occupant camp clean ups; direct activities for minor capital projects; recommend equipment needed for maintenance operations; estimate and schedule work to be done and the quantities of material needed; inspect work projects in progress and upon completion; respond to citizen complaints regarding street maintenance; procure materials and supplies; administer contracts and warranties; maintain records of work performed and supplies used.

Plan, direct and supervise and the work involved in servicing and maintaining City fleet and equipment including gasoline and diesel automobiles, trucks, tractors, and construction and maintenance equipment; maintain a safe and efficient shop; establish and maintain a comprehensive preventive maintenance program; coordinate specifications and manage acquisition and replacement of all vehicles and equipment; coordinate surplus auction and sales; administer and supervise fuel distribution for all City equipment; ensure compliance with regulations and maintain regulatory agency relationships.

Coordinate maintenance activities with other City departments, divisions and outside agencies; respond to and direct emergency situations involving Public Works infrastructure; participate in budget preparation and administration; supervise, train and evaluate assigned staff; perform related assignments as necessary.

Tools and Equipment Used:

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; global positioning equipment; digital camera; fax and copy machine.

Physical Demands:

Work is performed in office and outdoor settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to manipulate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: DRAFT	COMP CODE: 9410	SERVICE: Management Exempt	JOB TITLE: OPERATIONS MANAGER
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Work Environment:

The noise level in the work environment is usually loud in field settings and moderately quiet in office settings.

Desired Qualifications:

Knowledge of: Project management and scheduling; methods, equipment, materials and work practices involved in City street, traffic, underground, fleet and repair activities; characteristics and uses of asphalt, concrete and other paving materials; methods and practices pertaining to the operation of an equipment maintenance and repair facility; safe work practices; applicable Federal, State and local laws, rules and regulations pertaining to local government in assigned areas of operation; record keeping and reporting procedures; principles of leadership, supervision, training and performance evaluation.

Ability to: Communicate clearly and concisely, both orally and in writing; perform a variety of skilled tasks in managing public works operations and maintenance; assign and supervise the work of crews engaged in the maintenance and repair of public works and fleet operations; read and interpret plans and specifications; estimate time, materials and equipment needed to perform maintenance and repair work; maintain records and prepare complex reports; establish and maintain cooperative relationships with those contacted in the course of work; effectively supervise ongoing public works and fleet maintenance programs; supervise, train and evaluate assigned staff.

Experience: Five years of increasingly responsible experience in the administration and management of public works infrastructure, public works construction, maintenance and repair work, including responsible supervisory experience.

Education: A Bachelor's Degree from an accredited college or university in Public Administration, Civil Engineering, or a related field which provides the required knowledge, skills and abilities is required. A Master's Degree is desirable and may be substituted for two years of the required experience.

Additional Requirement: Possession of a valid California Driver License is required. A current California Contractors License is desirable.

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: DRAFT	COMP CODE: 9410	SERVICE: Management Exempt	JOB TITLE: PARK & NATURAL RESOURCES MANAGER
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Definition:

Under direction of the Public Works General Services Director, to perform complex and responsible administrative work in the management of the City's Park Division; to plan, organize, direct, coordinate and supervise the use and maintenance of parks, open space areas, and preserves, as well as the urban forest management program; ~~to provide highly responsible and~~ technical staff assistance to the Bidwell Park and Playground Commission, Public Works Director, City Manager, and City Council; and to perform related work as required.

Typical Duties:

Perform ~~high level~~ administrative work in support of matters related to City park, open space, and preserves and urban forest; plan, direct and participate in park acquisition and park development activities and street tree preservation; coordinate activities with those of other City departments and offices, as well as outside agencies; serve as technical staff for the Bidwell Park and Playground Commission and City Council, and assist in the overall planning and coordination of park and urban forest policies and procedures; work with community and neighborhood groups and individuals in park and urban forest enhancement and management; prepare reports and make recommendations for procedural and policy improvements where appropriate; prepare and administer the Park and Open Space and Street Tree Division budgets; plan, organize and direct the work of subordinates engaged in maintenance of landseaping park grounds, maintaining recreational facilities and street trees; manage inspect contracts for the contractual work performed in the construction and improvement of recreational properties; prepare and maintain records; explain, interpret and enforce appropriate laws, ordinances and regulations; prepare various grant applications and administer grant requirements related thereto; supervise, train and evaluate assigned staff; perform related assignments as necessary.

Tools and Equipment Used:

Personal computer, including word processing, spreadsheet and database programs; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

Physical Demands:

While performing the duties of this job, the employee is frequently required to walk on uneven ground, sit, talk and hear. The employee is occasionally required to manipulate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear and smell

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee occasionally works in outside weather conditions.

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: DRAFT	COMP CODE: 9410	SERVICE: Management Exempt	JOB TITLE: PARK & NATURAL RESOURCES MANAGER
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The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

Desired Qualifications:

Knowledge of: Principles and practices of public administration including budget, personnel management and park and urban forest master planning; materials, equipment and techniques used in park and golf course construction and maintenance; native and ornamental plants used in parks and landscaping; plant and tree pests and diseases and methods for their control and eradication; laws, ordinances and regulations governing park use; care and maintenance procedures for the full scope of park plants, trees, and lawns; basic concepts of range and wildlife management; basic construction and repair methods of park buildings and facilities; record keeping and report writing methods; principles of leadership, supervision, training and evaluation.

Ability to: Communicate clearly and concisely, both orally and in writing; plan, organize, coordinate and supervise the work of subordinates; prepare and administer the annual budget and perform long-range financial planning; develop and maintain appropriate records systems and to write accurate reports from assembled data; establish and maintain effective working relationships with employees, other City officials and the general public; supervise, train and evaluate assigned staff.

Experience: Five years of professional experience in administration and management of public programs and/or facilities, or in the design, operation and maintenance of park and recreation facilities and the urban forest, including two years of supervisory experience.

Education: ~~Equivalent to a~~ A Bachelor's Degree from an accredited college or university ~~with major course work~~ in Business, Public or Parks Administration, Landscape Architecture, Resource Management, Horticulture, Arboriculture, or a related field which provides the required knowledge, skills and abilities is required. ~~other job-related field.~~ A Master's Degree is desirable and may be substituted for two years of the required experience. ~~Extensive qualifying experience may be accepted in lieu of the required degree.~~

Additional Requirement: Possession of a valid California Driver License is required. Possession of a California Department of Pesticide Regulation Qualified Applicator Certificate and a Certified Arborist credential from the International Society of Arboriculture is required within one year of employment.

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: <u>FINAL DRAFT</u>	COMP CODE: 8810	SERVICE: Management Exempt	JOB TITLE: <u>GENERAL SERVICES ADMINISTRATIVE PUBLIC WORKS ADMINISTRATION MANAGER</u>
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Definition:

Under direction of the General Services Public Works Director, ~~to~~ perform a wide-variety of complex, professional work; ~~coordinate various programs; while assisting to organize;~~ develop and direct administrative ~~assignments~~ staff within the General Services Public Works Department; ~~coordinate solid waste, and recycling programs; analyze sustainability plan initiatives; manage hazardous waste and other environmental programs; budget preparation, contract administration, grant writing and purchasing; oversight of special projects; supervise staff as assigned;~~ and perform related work as required.

Typical Duties:

Perform administrative and management duties with considerable independent judgement and decision making; direct technical, financial, statistical and other analytical research and support; oversee and ensure legal compliance and departmental operating procedures; oversee budget preparation and procurement expenditures; coordinate solid waste, recycling, hazardous waste and other environmental programs; analyze Department sustainability initiatives in the areas of transportation, energy, and waste; contract administration, development and administration of Chico Maintenance Districts (CMDs) and other districts; grant administration and writing; supervise public landscape maintenance contracts and other special projects; prepare reports, memoranda, and other reporting documents; provide staff assistance to City boards, commissions and committees, as assigned; interpret and clarify City procedures, policies and practices to City staff and the public; supervise, train and evaluate assigned staff, ~~including supervising various administrative, accounting and technical functions;~~ perform related tasks as assigned.

Tools and Equipment Used:

Personal computer, including word processing, spreadsheet and database programs; calculator; telephone; copy and fax machine.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderately quiet.

Desired Qualifications:

Knowledge of: Principles and practices of a municipal organization, including budget and administration;

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: <u>FINAL DRAFT</u>	COMP CODE: 8810	SERVICE: Management Exempt	JOB TITLE: <u>GENERAL SERVICES ADMINISTRATIVE PUBLIC WORKS ADMINISTRATION MANAGER</u>
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principles and techniques of systems and procedures analysis; grant writing; supervision, training and performance evaluation; applicable Federal, State and local laws, rules and regulations pertaining to local government in assigned areas of operation.

Ability to: Effectively plan and coordinate the administrative work of assigned tasks within the **General Services Public Works** Department; maintain cooperative and effective working relationships with other City staff members and with representatives of the community; assist in the development of effective procedures and actions necessary to resolve problems; communicate effectively, both orally and in writing; maintain confidential relationships and information; understand and use various computer software programs to perform assigned work; plan, direct and coordinate the work of others.

Experience: Five years of progressively responsible supervision and management experience on budget, financial and grant writing responsibilities. Supervisory and/or management experience in a public agency is desired.

Education: **Equivalent to a A** Bachelor's Degree from an accredited college or university **with a major course of study** in Business, **Engineering** or Public Administration or a related field **which provides the required knowledge, skills and abilities is required**. A Master's Degree **in Public Administration, Business Administration, or related field** is **desired desirable and may be substituted for two years of the required experience**.

Additional Requirement: Possession of a valid California Driver License.

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: DRAFT	COMP CODE: 9410	SERVICE: Management Exempt	JOB TITLE: WASTEWATER <u>UTILITY</u> TREATMENT MANAGER
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Definition:

Under general direction, to plan, direct and supervise the operation and maintenance of the City's sewage treatment plant and collection systems including pumping stations, clarification, digestion, and filtration equipment; ~~may be assigned the responsibility for supervision of the operation and maintenance of the sewage collection system;~~ to perform related work as required.

Typical Duties:

Plan, direct, schedule and supervise employees in the operation and maintenance of the sewage treatment plant; maintain surveillance of the operating efficiency of sludge digestion, primary treatment, oxidation processes and secondary treatment; maintain records and prepare reports regarding the operation of the sewage plant and quality of the effluent; suggest methods of improving plant efficiency; supervise plant laboratory and assist in making chemical and bacteriological analyses of treatment plant products; use analyses data in maintaining quality control of plant products; supervise employees engaged in the maintenance and repair of the sewage collection system; order supplies and materials; prepare cost estimates; assist in development of equipment specifications; assist in budget preparation and administration; supervise, train and evaluate subordinates; use data analysis to enhance performance; respond to emergencies on an on-call basis 24 hours per day, seven days per week; perform related assignments as necessary.

Tools and Equipment Used:

Detection devices, radio, personal computer, including word processing, spreadsheet and database programs; calculator; telephone; copy and fax machine.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls with hands and arms. The employee is occasionally required to walk; talk and hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: DRAFT	COMP CODE: 9410	SERVICE: Management Exempt	JOB TITLE: WASTEWATER <u>UTILITY</u> <u>TREATMENT</u> MANAGER
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Desired Qualifications:

Knowledge of: Operation and maintenance of sewage treatment plants and collection systems; sewage treatment processes, chemical and bacteriological sewage characteristics and standard methods of sampling and analysis of water and sewage; occupational hazards and standard safety precautions necessary in a sewage treatment plant; applicable Federal, State and local laws, rules and regulations pertaining to local government in assigned areas of operation; record keeping and reporting procedures; principles and practices of leadership, supervision, training and performance evaluation.

Ability to: Plan, schedule and assign the work of subordinates in sewage plant and collection system operation and maintenance; prepare reports and maintain records; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative relationships with those contacted in the course of work; supervise, train and evaluate assigned staff.

Experience: ~~Five~~ **Four** years of experience in the operation and maintenance of a sewage treatment plant including two years of supervisory experience are required.

Education: ~~Equivalent to an Associate's~~ A Bachelor's Degree from an accredited college or university with a major emphasis in Engineering, Wastewater Management, Chemistry, Bacteriology or related field which provides the required knowledge, skills and abilities is required. A Bachelor's Degree in same subject areas preferred. A Master's Degree is desirable and may be substituted for two years of the required experience.

~~Necessary Special Requirement: Possession of an active Grade IV Wastewater Treatment Plant Operator Certificate issued by the State of California.~~

Additional Requirement: Possession of a valid California Driver License and an active Grade IV Wastewater Treatment Plant Operator Certificate issued by the State of California are required.

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: DRAFT	COMP CODE: 9410	SERVICE: Management Exempt	JOB TITLE: WASTEWATER <u>UTILITY</u> TREATMENT MANAGER
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CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: DRAFT	COMP CODE: 9420	SERVICE: Classified Non-Exempt	JOB TITLE: SHOP SUPERVISOR
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Definition:

Under general supervision, direct, supervise, review and participate in the work of staff responsible for providing fleet services. Perform a variety of both technical and administrative tasks related to the fleet services division; to perform related work as required.

Typical Duties:

Supervise, review, and participate in the work of staff responsible for providing fleet services; oversee full service garage responsible for the maintenance and repair of the City's highly technical and diverse fleet; plan, prioritize, assign, and review the work of staff involved in the skilled repair and maintenance of the City's vehicles and equipment; inspect and review work-in-progress on a daily basis; assess effectiveness of operations and performance, and make recommendations for modifications as needed; participate in scheduled work when appropriate and act as a working supervisor; ensure all maintenance functions are completed in a timely fashion while maintaining a high level of quality standards.

Lead direction in originating, monitoring, and improving an equipment maintenance program with provided software; create and distribute weekly Preventative Maintenance (PM) schedules incorporating any pending repairs needed; confirm maintenance program is current and provide reports needed to appropriately monitor compliance; provide updates on vehicle and equipment status and respond to specified department representatives; maintain inspection program for shop equipment, shop tools, fueling facility, and surrounding infrastructure; maintain records and reporting requirements for diesel emissions regulations, Bureau of Automotive Repair (BAR) smog program, and hazardous waste manifests.

Work with vendors to minimize costs for supplies and materials, parts, and occasional maintenance services by outside vendors; assist in procurement process, development of vehicle and equipment specifications, and requests for quotes/proposals related to maintenance and repair services provided by fleet services.

Responsible for a variety of personnel functions including but not limited to performance evaluations, training, work flow monitoring, quality control, and disciplinary action; maintain positive working relationships with coworkers and other City departments using principles of excellent customer service; keep shop and equipment in a clean orderly condition; perform related duties as necessary.

Tools and Equipment Used:

Motorized vehicles and equipment including automobiles, light, medium and heavy duty trucks, fire apparatus and off-road construction equipment; common mechanic hand and power tools; specialized repair tools; computer; and phone equipment.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to manipulate or operate objects, tools, or controls with hands and arms. The employee is frequently required to stand, talk and hear, and occasionally is required to walk, sit, climb, balance, stoop, kneel, crouch, or crawl.

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: DRAFT	COMP CODE: 9420	SERVICE: Classified Non-Exempt	JOB TITLE: SHOP SUPERVISOR
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The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of the job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

Desired Qualifications:

Knowledge of: Methods and practices of equipment repair, shop workload, and inventory management; tools, equipment and procedures used in the overhaul, repair and adjustment of gas and diesel-powered equipment; operation and care of internal combustion engines; use of automotive shop tools, equipment and methods used in welding; operating and repair characteristics of entire range of City owned light and heavy equipment; safe and efficient work practices; record keeping, reporting and purchasing procedures; principles of supervision, training and performance evaluation.

Ability to: Direct, organize, supervise and train subordinates in the area of work assigned; maintain clear and accurate manual and computer based shop and inventory records; inspect gas and diesel-powered equipment to locate service needs and estimate the cost and time of repairs; perform minor and major mechanical work on mechanical equipment; use a variety of tools and equipment with skill, including personal computers; perform journey level equipment mechanic work; work effectively in the absence of direct supervision; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work.

Experience: Five years experience as a journey level mechanic with two years in a supervisory role or four years of experience in the City of Chico Equipment Mechanic II classification.

Education: High School diploma or equivalent is required. Associates Degree in Automotive or Diesel Technology is highly desirable.

Licenses and Certificates:

- Possession of a valid California Driver License is required. A California Class A commercial license is required within six months of hire.
- ASE Master Certification in Automotive or Medium/Heavy Truck within twelve months of hire.
- Master Fire Mechanic Certification through the California Fire Mechanics Academy (CFMA) or comparable association is strongly desired.



4.2 Attachment C

City Council Agenda Report

Meeting Date: March 25, 2014

TO: City Council
FROM: Ruben Martinez, Public Works Director (879-6901)
RE: AUTHORIZATION TO RECRUIT AND HIRE – PARK SERVICES COORDINATOR

REPORT IN BRIEF:

The Public Work Director requests Council authorization to conduct an open recruitment for a Parks Services Coordinator and if necessary, any subsequent recruitment for resulting vacancies due to internal movement. The position, formerly part of GSD, is now a part of the Public Works Department and is funded in the Fiscal Year 2013/14 budget.

Funding is through Fund 002-862 - Parks and Open Spaces, and is currently budgeted. The annual salary range is \$60,382 to \$80,912, and benefits range is \$26,894 to \$47,493.

As set forth in Budget Policy 1.2.b.(8): *“The City Council will authorize the City Manager to proceed with the recruitment, selection and appointment of any new or vacant permanent city position prior to appointment.”*

Recommendation:

The Public Works Director recommends Council authorize the City Manager to proceed with the recruitment of a Parks Services Coordinator and the subsequent vacancy(s), as provided for in the FY 2013/14 budget.

BACKGROUND:

The Park Services Coordinator is responsible for supporting Bidwell Park and Playground Commission meetings, drafting council and commission reports, preparing grant applications, researching reports and programs, managing interns, managing volunteer programs and volunteer team leaders, managing donation programs, preparing contracts, leases, and other required work, assisting with project management and grant administration.

This position is funded through the general fund, but the position delivers a substantial return. While there are several fledging donation efforts in progress (i.e. Caper Acres, Annie B’s community drive, and the Bidwell Bash fundraiser), the volunteer program provides a value of over \$400,000 (according to the current allowable state rates).

The position requires a unique skill set as the incumbent must serve as liaison and clerk to Commission meetings, as a Management Analyst when researching and recommending new programs, as a Volunteer Coordinator; and as an Administrative Analyst. The position has a wide range of duties and expectations and often works on weekends or evenings.

The specific title, classification, and salary range are based on a 2012 FLSA study based on the City Attorney office’s recommendation. The most recent incumbent had joined the City as a Volunteer Coordinator, but, due to cuts in administrative staff, was required to assume Administrative Analyst duties and eventually even higher level administrative work and research.

Because of the position’s evolution and hybrid nature of the duties, comparable positions will be difficult to find except for larger organizations or combinations of other job descriptions.

A review of possible reconfigurations indicates that internal promotions would be needed to shift some duties to

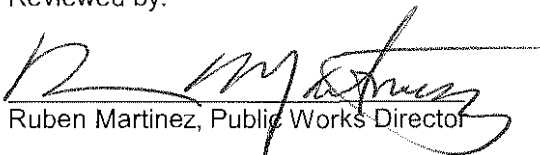
existing staff, assuming there was capacity, and re-title positions to separate functional duties; due to the limited staffing available to reconfigure or recombine with. We did consider this position in the reorganization efforts, including, returning to a volunteer position, returning to a management analyst position, creating an interpretive ranger position, reassigning the technical administrative support, but the limited resources, of time and money created short comings in various aspects such that we settled upon filling the position instead.

Should the successful candidate come from existing staff, there would be a series of vacancies created. Staff is requesting authorization to fill those positions as needed. The programming and goals of the Parks and Open Spaces budget have been set by prior approval of the budget.

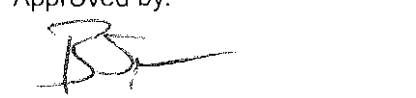
FISCAL IMPACT:

None anticipated. The position(s) are currently funded in the FY 2013/14 budget.

Reviewed by:


Ruben Martinez, Public Works Director

Approved by:


Brian S. Nakamura, City Manager

DISTRIBUTION:

City Clerk (3)
Administrative Services Director
City Manager
BPPC

ATTACHMENTS:

Recruitment Request Form
Job Description

CITY OF CHICO ● CLASSIFICATION PLAN ● JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: 05-15-12	COMP CODE: 9410	SERVICE: Classified Non-Exempt	JOB TITLE: PARK SERVICES COORDINATOR
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Definition:

Under general direction, to perform professional administrative and research work of a technical nature in such fields as budgeting, purchasing, and public information; to plan, organize, and direct volunteer activities in Bidwell Park and other areas under the jurisdiction of the Bidwell Park and Playground Commission, including volunteer recruitment, coordination, and supervision; and to do related work as required.

Typical Duties:

Perform technical and administrative tasks; conduct studies, surveys, and analyses on a variety of City-related problems or issues; evaluate existing and proposed systems, procedures and organizational structures; analyze statistical data and make recommendations on changes in policy, procedures, staffing and organization; prepare reports, memoranda and manuals; assist in municipal record maintenance; design and recommend improvements in systems and forms; assist in budget preparation, analysis and administration; coordinate intra- and inter-departmental activities; respond to various citizen inquiries, complaints and requests for information; supervise, train and evaluate assigned staff; perform related assignments as necessary.

Oversee the Park Volunteer Program, including recruitment of individuals and community groups for volunteer maintenance and enhancement work; train, coordinate, and supervise volunteers, including conducting screening and exit interviews, scheduling work, supervising work in progress, and managing required equipment and supplies; maintenance of all related records and generation of reports as required. Supervise paid and non-paid interns.

Assist with development of Bidwell Park promotional activities, including preparation of written materials and contacts with news media representatives; develop proposals for grants; solicitation and coordination of donations for various park uses.

Tools and Equipment Used:

Vehicle (or pickup), police radio, cell phone, first aid equipment, personal computer, including word processing, database and spreadsheet programs, calculator, telephone, copy and fax machines.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is required to walk; possess manual dexterity in using tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision; the ability to adjust focus; distance vision, color vision, peripheral vision, and depth perception. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

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Work Environment:

The noise level in the office work environment is usually moderately quiet. While performing the duties of volunteer coordination, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high and precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. Employee may work weekends and evenings.

Desired Qualifications:

Knowledge of: Principles and practices of modern organization, administration, departmental budgets, personnel management, volunteer recruitment and coordination, and park management; methods and techniques of automation, research, statistical analysis, report preparation, and effective supervision; record keeping practices; public information dissemination techniques; and basic computer skills.

Ability to: Effectively communicate, both orally and in writing; make sound and proper decisions based on factual and deductive information; solve difficult and complex problems; establish and maintain cooperative and effective working relationships with volunteers, other City personnel, as well as the public; supervise, train and evaluate assigned staff; develop park information and disseminate to the public; schedule volunteers and equipment for park enhancement projects; identify plants and growth patterns; and supervise work in progress. Familiarity with natural resource management and ecological science.

Experience: Two years of administrative or management analysis, and experience working as a coordinator/organizer for volunteer activities, including public speaking experience.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with a major course of study in public administration or related field.

Additional Requirements: Possession of a valid California Driver License.



City of Chico
Human Resources
Recruitment Request Form

Recruitment Contact: Dan Efseaff Phone: x7801

Department: PWD - Parks Position Requested: Park Services Coordinator

of Positions: 1 Salary Range: \$60,382.40 - \$80,912.00 Benefit Cost: \$26,894.35 - \$47,493.14

Position Type: Hourly/Temp Perm. Full-Time Perm. Part-Time Seasonal

Position Work Schedule: M-F; 7am - 4 pm Is position budgeted? Yes No
(Example: M-F 8-5; B shift, etc.)

Funding Source (including distributions): 002-682-4000

Recruitment Type: In-House Outside Flyer Type: Tri-fold 8½ x 11 (4 pg) Memo

Application Method: Application for Employment Letter of Intent Resume
 Writing/Work Sample Supplemental Questionnaire Other: _____

Recruitment Period: 2 Weeks (Standard) Other: _____

Where would you like the position advertised? Standard venues
City Website, CalOpps, and Chico ER are standard.
Examples of Additional Sources: Western Cities, Jobs Available, Professional Publications, etc

How will candidates be evaluated? Written Exam Practical Oral Interview
 Written Exercise Assessment Center Other: _____

THE FOLLOWING DESCRIPTIONS WILL BE USED IN THE RECRUITMENT FLYER

Description of Ideal Candidate (to be used in recruitment flyer): The candidate will perform professional administrative and research work of a technical nature in such fields as budgeting, purchasing, and public information, and to plan, organize, direct volunteer activities. The candidate will support public commission meetings (agendas, reports, and minutes), conduct outreach, support natural resource management activities, fundraise and write grants for the Parks Division. The candidate should have a strong work ethic, and be energetic, organized, detail oriented, flexible, self-motivated, and with a strong desire and capacity to learn. The candidate must have exceptional customer service skills, excellent oral and written communication skills, and enjoy working cooperatively in a team type environment. The candidate should demonstrate safe efficient work practices and be able to train volunteers in safe practices. The ideal candidate should possess a broad suite of skills and demonstrated experiences. Please see job description for more details.

Other Comments/Suggestions/Requests: Attach job description and 2012 Parks Annual Report to recruitment packet. Should the successful candidate come from existing staff there would be a series of vacancies created and staff is requesting authorization to fill those positions as needed. Position budgeted in the FY 2013/14 budget. Based on her current balances and a separation date of 1/6, the position will need to be left open until 2/6, to remain budget-neutral.

Department Head: Reason for request (*please check one*)

- I am requesting to fill a current Department vacancy
- I am requesting to fill an upcoming Department vacancy and have received the Employee's letter of intent to retire/resign Name: Lise Smith-Peters Date: 1/6/14; received on 12/13/13
- I am requesting to fill an approved over-hire

[Signature] 12-19-13
Department Head Signature Date

Comments: _____

Administrative Services Department: Verification of funds and budgetary impact

[Signature] 1/29/14 [Signature] 1/29/14
Budget & Treasury Manager Date Admin Services Director Date

Comments: contended to be budget neutral w/ hire date after Feb 3, 2014.

City Manager: Recruitment approved for Council consideration

[Signature] 2/4/14
City Manager Signature Date

Comments: _____

RECRUITMENT APPROVAL

As set forth in Budget Policy I.2.b.(8), the City Council will authorize the City Manager to proceed with the recruitment, selection and appointment of any new or vacant permanent city position prior to appointment. Please check one:

- City Council has authorized to proceed with recruitment as requested
- City Council has authorized to proceed with recruitment as modified below
- City Council has not authorized recruitment as requested (*please explain below*)

City Clerk Date

4.2 Attachment C

	A	B	C	D	E	F	G
Account Clerk	\$15.70	\$16.49	\$17.31	\$18.18	\$19.09	\$20.04	\$21.04
Accounting Technician I	\$21.04	\$22.10	\$23.20	\$24.36	\$25.58	\$26.86	\$28.20
Accounting Technician II	\$24.16	\$25.37	\$26.64	\$27.97	\$29.37	\$30.84	\$32.38
Admin Analyst I	\$21.04	\$22.10	\$23.20	\$24.36	\$25.58	\$26.86	\$28.20
Admin Analyst II	\$24.16	\$25.37	\$26.64	\$27.97	\$29.37	\$30.84	\$32.38
Admin Assistant	\$18.29	\$19.21	\$20.17	\$21.18	\$22.23	\$23.35	\$24.51
Assistant Engineer	\$28.40	\$29.82	\$31.32	\$32.88	\$34.53	\$36.25	\$38.06
Assistant Planner	\$23.00	\$24.15	\$25.35	\$26.62	\$27.95	\$29.35	\$30.82
Associate Civil Engineer*	\$31.98	\$33.58	\$35.25	\$37.02	\$38.87	\$40.81	\$42.85
Associate Planner*	\$26.47	\$27.80	\$29.19	\$30.65	\$32.18	\$33.79	\$35.48
Code Enforcement Officer	\$24.62	\$25.85	\$27.14	\$28.50	\$29.92	\$31.42	\$32.99
Combination Inspector I	\$24.62	\$25.85	\$27.14	\$28.50	\$29.92	\$31.42	\$32.99
Combination Inspector II	\$25.85	\$27.14	\$28.50	\$29.92	\$31.42	\$32.99	\$34.64
Construction Inspector	\$24.62	\$25.85	\$27.14	\$28.50	\$29.92	\$31.42	\$32.99
Crime Analyst	\$29.03	\$30.48	\$32.00	\$33.60	\$35.28	\$37.04	\$38.90
Engineering Aide	\$12.85	\$13.50	\$14.17	\$14.88	\$15.62	\$16.40	\$17.22
Engineering Technician I	\$17.03	\$17.88	\$18.78	\$19.71	\$20.70	\$21.73	\$22.82
Engineering Technician II	\$20.62	\$21.65	\$22.74	\$23.87	\$25.07	\$26.32	\$27.64
Evidence Clerk	\$15.87	\$16.67	\$17.50	\$18.38	\$19.30	\$20.26	\$21.27
GIS Analyst	\$25.15	\$26.40	\$27.72	\$29.11	\$30.56	\$32.09	\$33.70
Housing Financial Specialist	\$24.16	\$25.37	\$26.64	\$27.97	\$29.37	\$30.84	\$32.38
Info Systems Analyst	\$29.03	\$30.48	\$32.00	\$33.60	\$35.28	\$37.04	\$38.90
Info Systems Technician	\$21.77	\$22.86	\$24.00	\$25.20	\$26.46	\$27.78	\$29.17
Landscape Inspector	\$23.42	\$24.59	\$25.82	\$27.11	\$28.47	\$29.89	\$31.38
Mail Clerk	\$14.43	\$15.15	\$15.91	\$16.70	\$17.54	\$18.42	\$19.34
Office Assistant I	\$12.64	\$13.27	\$13.93	\$14.63	\$15.36	\$16.13	\$16.94
Office Assistant II	\$13.94	\$14.64	\$15.37	\$16.14	\$16.95	\$17.80	\$18.69
Office Assistant III	\$15.38	\$16.15	\$16.95	\$17.80	\$18.69	\$19.63	\$20.61
Park Ranger	\$17.27	\$18.13	\$19.04	\$19.99	\$20.99	\$22.04	\$23.14
Park Services Coordinator	\$29.03	\$30.48	\$32.00	\$33.60	\$35.28	\$37.04	\$38.90
Permit Technician	\$17.62	\$18.51	\$19.43	\$20.40	\$21.42	\$22.49	\$23.62
Planning Technician	\$18.62	\$19.55	\$20.52	\$21.55	\$22.63	\$23.76	\$24.95
Property Section Coordinator	\$29.03	\$30.48	\$32.00	\$33.60	\$35.28	\$37.04	\$38.90
Senior Account Clerk	\$18.29	\$19.21	\$20.17	\$21.18	\$22.23	\$23.35	\$24.51
Senior Park Ranger	\$20.19	\$21.20	\$22.26	\$23.37	\$24.54	\$25.77	\$27.06

*These positions are classified as exempt under the provisions of FLSA. Exempt positions are paid on an annual salary based on the hourly rates set forth above.

4.2 Attachment E

**RESOLUTION PROVIDING PAY, BENEFITS, AND OTHER TERMS AND CONDITIONS
OF EMPLOYMENT FOR MANAGEMENT POSITIONS
(2014 MANAGEMENT EMPLOYEES PAY AND BENEFITS RESOLUTION)**

APPENDIX "1"

SCHEDULE OF JOB TITLES AND BIWEEKLY PAY RATES

EFFECTIVE: 01/01/2014

City Manager Appointed Positions	MINIMUM	MAXIMUM
Accounting Manager	2,906.98	4,883.73
Budget and Treasury Manager	2,906.98	4,883.73
Building Official	2,906.98	4,883.73
City Engineer	2,906.98	4,883.73
Economic Development Manager	2,906.98	4,883.73
Housing Manager	2,906.98	4,883.73
Information Systems Manager	2,906.98	4,883.73
Principal Planner	2,906.98	4,883.73
Senior Development Engineer	2,906.98	4,883.73
Accountant	2,754.14	4,626.96
Environmental Programs Manager	2,754.14	4,626.96
Park and Natural Resources Manager	2,754.14	4,626.96
Senior Civil Engineer	2,754.14	4,626.96
Senior Plan Check Engineer	2,754.14	4,626.96
Senior Planner	2,754.14	4,626.96
Development Engineer	2,560.20	4,301.14
Financial Systems Engineer	2,560.20	4,301.14
Senior Info Systems Analyst	2,560.20	4,301.14
Wastewater Treatment Manager	2,560.20	4,301.14
Facility Manager	2,366.30	3,975.38
Fleet Manager	2,366.30	3,975.38
General Services Administration Manager	2,366.30	3,975.38
Public Works Manager	2,366.30	3,975.38
Senior Construction Inspector	2,366.30	3,975.38
Urban Forest Manager	2,366.30	3,975.38
Communication/Records Manager	2,180.24	3,662.81
Management Analyst	2,180.24	3,662.81
City Attorney Appointed Positions		MAXIMUM
Assistant City Attorney I	2,815.44	4,729.94
Assistant City Attorney II	3,519.29	5,912.41

*** Effective January 1, 2011, Employees and City agreed to a five percent (5%) decrease in bi-weekly pay rates for each job title listed, to meet the City's budget reduction goals. Five percent (5%) decrease in bi-weekly pay applies only to individual Employees' salary, not salary table rate listed above.



Tree Committee Report

Meeting Date 4/16/14

DATE: 4/17/2014
TO: Bidwell Park and Playground Commission
FROM: Tree Committee/Park Division Staff
SUBJECT: Tree Committee Meeting Summary - April 16, 2014 Meeting

1. CALL TO ORDER

Chair Rich Ober called the meeting to order at 6:31 pm.

Attendees: Commissioners present: Mark Herrera (interim alternate selected as a substitute for Lisa Emmerich during her absence) Richard Ober (Chair), and Janine Rood. Commissioners absent: None. Staff present: Dan Efseaff and Ruben Martinez. Public: Kristina Schierenbeck, Robyn DiFalco, Susan Mason, Charles Withuhn, Karen Laslo.

2. REGULAR AGENDA

2.1. Introduction of Programmatic Tree Removal Permit

Staff outlined a program to help expedite permit requests for undesirable trees. The approach will allow for the administrative approval of discretionary trees on behalf of the BPPC (essentially pre-approval of permits that meet certain criteria). All other requests would still come before the BPPC for consideration. Staff sought feedback on the general concepts of the program and noted that individual tree species and particular conditions (if any) would be brought back to the Committee as refinement of the permit protocol.

Considerable discussion centered on the examples in the report and how the program may work. Commissioners noted that a review of the program should be built in (especially the first couple of years) to see how the program might be working and changes that may need to be done. Members of the public noted that replanting should be part of the program and staff concurred noting that it was listed in the report. Some individual species were discussed (for example, fruit trees and natives) and staff said that these could be considered on a case by case basis when the refined list returned.

Staff will use the feedback on the next version and develop a list of prospective plant species and conditions for Tree Committee consideration.

2.2. Draft Urban Forest Management Plan Update

Staff provided an overview of progress to date on the Urban Forest Management Plan (Plan), and present an initial list of issues. Staff seeks Tree Committee input to identify data gaps, additional information needs, and refine goals to be incorporated into the next revision of the Plan.

Staff described the interactive process that was laid out at the plan's original introduction. While much progress has been made on identifying key concepts, more work will be necessary to refine goals and develop a basic monitoring and implementation plan. Staff also noted items (including review from the Planning Department; refining objectives; etc.) in the report as next steps before the plan can move forward. Staff and participants noted several needed additions including those related to large trees. Although some participants were ready to provide detailed comments, Staff and the Committee chair noted that the main point of the item tonight was to review the status of the document and make sure that expectations match between Commissioners, the public, and staff.

To insure that the public and Commissioners have opportunity to comment (the document is available on the City's Street Tree web page), the Committee will bring comments on the draft plan to the next meeting. Staff will welcome any email comments (parkinfo@ChicoCa.gov).

The Committee will provide an update to the BPPC on the draft status of the Plan.

3. BUSINESS FROM THE FLOOR

None.

4. REPORTS AND COMMUNICATIONS

4.1. Letter dated 3/27/14 from Charles Withuhn regarding the benefit of trees.

Commissioners acknowledged receipt of the material.

5. ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

Attachments: None

Distribution: BPPC

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4/24/2014



DATE: 4/18/2014
TO: Bidwell Park and Playground Commission
FROM: Natural Resources Committee/Park Division Staff
SUBJECT: Natural Resources Committee Meeting Summary - April 17, 2014 Meeting

1. CALL TO ORDER

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

Attendees: Commissioners present: Mary Brentwood (Chair), Jim Moravec, and Janine Rood. Commissioners absent: None. Staff present: Dan Efseaff and Ruben Martinez. Public: Forest Harlan, Bill Gebhardt, Pam Figge, Susan Mason, Greg Melton, Laura Urseny.

2. REGULAR AGENDA

2.1. INTRODUCTION TO THE CAPER ACRES RENOVATION AND MASTER PLAN

Due to aging infrastructure and the need for renovation, the BPPC included the renovation of Caper Acres in its 2013-2014 Work Plan. This is the third in a series of public meetings that will allow opportunities for public input on the Design guidelines, Site Analysis, and Preliminary Conceptual Design. Next phases will include development a refined design, and a list of priorities and costs.

Park and Natural Resource Manager (PNRM) Efseaff reviewed the process set up for the project and noted that the project is still on track for BPPC consideration of a Master Plan in the summer. The PNRM noted that public input has been a hallmark of the project and actively sought and included some example drawings that elementary school classes submitted to Parks. PNRM also introduced 6 design guidelines for the project (1) Blend into its surroundings / design unique and special. 2) Theme oriented design. 3) Balance play levels and recognize use patterns. 4) Educational and Interpretive elements. 5) Reduced maintenance and operating costs and improves safety. 6) Recognition opportunities for donors.)

Greg Melton, Melton Design Group (consultant) walked thru each area of Caper Acres, identifying elements; providing a site analysis, and presenting new features and changes. Notable changes include the entry way and paths; a "Monkey Face/Rim" play structure to replace the Bunker Hill area; new features to Locksley Castle; and alternatives to fall material and natural turf (synthetic turf).

Pam Figge (CSUC) briefly answered questions regarding the analysis that her Geography class is completing on Caper Acres, including its history and a questionnaire of current visitors.

Members of the public and committee members provided input and questions throughout the talk. Topics included: suggestion to set up a website to allow the public to submit photographs of Caper Acres; lack of oak regeneration; design suggestions (entry way, additional benches, etc.); accessibility for the disabled and universal accessibility; and detailed questions on revised play structures.

PNRM Efseaff addressed that costs and priorities would be handled at a later phase with the NRC and that staff sees much of the funding falling to a Community fund-raising model with priority projects featured and removed from the list as they are funded. Several items would likely be scalable so that progress can be made with the resources available.

An updated design based on NRC input will be uploaded to the City webpage for additional public comment. The Chair will report progress at the next BPPC meeting.

3. ADJOURNMENT

The meeting was adjourned at 8:25 p.m.

Distribution: BPPC

M:\PARK\Admin\BPPC\BPPC_Committee\Natural Resources\2014_NRC\14_0417\NRC_mtg_report_14_0417_.docx
4/24/2014



DATE: 4/16/14
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Dan Efseaff, Park and Natural Resource Manager
SUBJECT: Parks Division and Street Trees and Public Landscapes Report

NARRATIVE

1. Updates

- a. State Senate Recognition – Senator Jim Nielson sponsored California State Senate certificates of recognition for Bidwell Park for being named the Best of Chico 2013 for the best place to: 1) spend your birthday, 2) tie the knot, 3) pray, 4) kids to play, and 5) take a dip.
- b. Recycle Container Grant – The 2014 Coca-Cola/KAB Public Space Recycling Bin Grant program announced that the City's request was conditionally selected. The funder estimates that the bins will be shipped and delivered by early summer, and staff will install them shortly thereafter.

2. Administrative and Visitor Services

- a. Parks Offices Move to City Hall – Most of the Public Works Department staff at 965 Fir Street have moved to the downtown offices (411 Main Street). The public counter for making reservations and parks questions is now on the 2nd floor.

3. Planning/Monitoring

- a. 2012 Peregrine Point Monitoring Report – Staff have been working with the consultant to finalize the botanical and oak reports and will be producing the draft report by the June BPPC meeting.

4. Maintenance Program

a. Monthly Highlights

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 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.

- b. **Lower Park:** Staff prepared and painted the South 1 Mile and the Caper Acres restrooms this month. We reworked the North One Mile planting site after vandals either stomped and or pulled out the previous work there are now signs asking for cooperation at this location.
- c. **Middle Park:** Staff continued to work on the removal of telephone pole barricades and install split rail fence where needed along centennial avenue. Crews have mostly caught up with the removal of piles and down trees in the Middle Park and Lower Park.
- d. **Upper Park:** Staff had two major repairs at parking lot E this month the first was to replace the gate stop post. And the second was to replace 40' of fence at a cost of over \$1,600.00 to the DUI driver responsible for the damage. Crews also filled pot holes in lots C, D & E to buy a little time until we can fully address the lots surfaces.
 - i. **Upcoming Projects:** Parking lot grading, Restroom painting and repairs, Upper Park road grading, Barricade removal from centennial Ave and Turf program for all lawns.

5. Ranger and Lifeguard Programs

- a. Illegal Encampment s– Since mid-September, Rangers, Sherriff's Alternative Custody Supervision (ACS) workers were filling on average a 40 yard dumpster every week through Mid –December (about 14, 40 Yard dumpsters in all). Adding in the other volumes that were collected during the year, and assuming 6 tons per 40 yard dumpster,

the total of 613 cubic yards equals to 88 tons of material! Future encampments and surveys will be completed only if Staff has adequate law enforcement support or adequately staffed because of safety concerns.

- b. Lifeguards – The recruitment closed on 4/11 for Head and Assistant Head Lifeguards. There were only 5 applicants. Interviews and selection to occur mid-April. Recruitment for lifeguard staff will occur at about the same time.
- c. Significant Incidents –
 - i. There was a DUI crash at Horseshoe Lake on 3/19. There was damage to the split rail fence and the driver was arrested at scene. The city will seek reimbursement for the fence damage.
 - ii. A suspicious pipe was found in the garbage can at Day Camp. The Bomb Squad was called out and the area was closed off to the public until the pipe was destroyed and the area deemed safe.

6. Natural Resource Management

- a. Arundo Efforts in Little Chico Creek – The Mount Lassen Chapter of the California Native Plant Society requested permission to cut down canes and dig out roots of arundo donax on the edge of the bike path along Little Chico Creek. across from 1600 Humboldt Ave. If necessary, MLC-CNPS will pay for and apply rice straw to the disturbed area to reduce erosion. This work will be done in the spring after the winter rains end. The Park Division will provide an appropriately sized container for 1-2 days while the work is being done. Staff has contacted DWR to see if they are interested in any collaboration but have not heard a response.

7. Outreach and Education

- a. National Association of Interpretation - held a conference at CSUC and the Rangers led a workshop for participants. Rangers explained interpretive techniques and highlighted major attributes of Bidwell Park.
- b. News Releases - the Park Division issued 2 news releases (gate hours change and rattlesnake awareness).

8. Street Trees and Landscapes

- a. As Eastern Sycamore tree at 730 Esplanade was slated for removal as part of the annual pedestrian improvement project (sidewalk repair project, Figure 2). Over the years this large tree has raised up the sidewalk and caused a major trip hazard for anyone passing by. In residential areas like this when the sidewalk is raised up it is generally caused from surface roots. After performing a thorough root collar excavation staff had discovered that the tree had a much more “deep rooting” growth habit with no decay. The reason for the sidewalk lift was from normal trunk expansion that had outgrown its planter space. With this type of root system the sidewalk can be removed and replaced without cutting or causing any damage to the roots. Therefore it is staff recommendations to keep the tree and replace the sidewalk as scheduled.
- b. Projects Completed:
 - 22-Service Request- 16.5 hours, a detailed list is available.
 - Down Limbs and Hangers- 41 hours (36 locations).
 - Safety Meetings- 1 hour.
 - Prep Time and DOT Inspections- 23 hours.
 - GIS Tree Inventory- 120 hours.
 - Equipment Maintenance- 14.5 hours.
 - Traffic Safety Pruning- 31.5 hours (74 trees pruned).
 - Priority Removals- 1.5 hours (2 dead or dying trees removed).
 - Irrigation- 15.5 hours
 - Storm Damage cleanup- 8 hours.
 - Training- 10 hours.
 - Formative Pruning- 53.5 hours (126 trees pruned).
- c. Tree Call Outs: There were 2 call outs for the month of March.
- d. Tree Permits:
 - Pending- 1 removal
 - Pruning- 2 approved
 - Removal- 1 approved
 - Denied- 1 removal

9. Volunteer and Donor Program

a. Monthly Highlights

- i. Park Watch Volunteer training occurred on March 13th. 25 new Park Watchers are currently going through the training and background check process.
- ii. Regular work sessions – With the help of key volunteers, staff, and the volunteer intern, volunteer work sessions are continuing in the park.
- iii. Earth Day – Staff will have more details on the next BPPC agenda on one of the biggest volunteer days of the year for parks and greenways.
- iv. Quarterly Report – Staff is revising the quarterly reports for the BPPC the January-March report will be presented at the next meeting.

b. Upcoming Volunteer Opportunities (please see webpage for more details).

- i. April 30 (9 am to noon) Remove invasive giant reed along Little Chico Creek (Sponsored by Mount Lassen Chapter-CA Native Plant Society).
- ii. May 2 (8 to 11 am) Volunteer Maintenance of 9th and Hazel Park.
- iii. May 2 (2 to 4pm) Volunteer Fridays in the Park Meet at Hooker Oak Recreation Area.
- iv. May 4 (9 am to noon) Bidwell Bowl Volunteer Work Session (Sponsored by Friends of Bidwell Park).
- v. May 4 (1 to 4 pm) Teichert Ponds Trail Repair.
- vi. May 10 (9am - 12pm) - The Stream Team Water Quality Monitoring
- vii. May 11(9 am to noon) -- Comanche Creek Greenway Workday.

10. Upcoming Issues/Miscellaneous

a. [Item] - Description



New trash cans were fabricated for the Park including this replacement at the Yahi Trail.



A sycamore at 730 Esplanade, removed as part of the pedestrian improvement project.

MONTHLY SUMMARY TABLES

Table 1. Monthly Public Permits

Date	Location	Organization	Event	Participant #
03/01/2013	Children's Playground	Butte County Teacher's Association	Read Across America	75
03/01/2014	1 Mile Oak Grove A & B	Chico Running Club	Bidwell Classic 5K & 1/2 Marathon	1200
03/08/2014	1 Mile Oak Grove A & B	Campus Cursade For Christ	5K Race	750
03/15/2014	Oak Grove A	North Valley Indian Services	5K Walk/Run	50
03/23/2014	City Plaza	Chico Corsa Cycling Club	Bicycle Race	350
03/29/2014	1 Mile Oak Grove A & B	Women's Resources Clinic	Walk Fundraiser (Cancelled - rained out)	250
Totals			6	2675

Table 2. Monthly Private Permits

Reservations	Picnic Site	Number of people
03/01/2014	Upper Park	20
03/08/2014	5 Mile	80
03/15/2014	Oak Grove A	100
03/15/2014	Oak Grove B	30
03/15/2014	Lower Park	40
03/23/2014	Council Ring	15
03/30/2014	5 Mile	35

Reservations	Picnic Site	Number of people
03/30/2014	Oak Grove B	30
Total		350

Caper Acres	Number of people
Ring 1	255
Ring 2	140
Total	395

Table 3. Monthly Maintenance Hours.






Category	Staff Hours	% of Total	% Change from Last Month	2014 Trend
1. Safety	199	36.7%	107.9%	
2. Infrastructure Maintenance	158	29.2%	69.6%	
3. Vegetation Maintenance	124	22.8%	312.7%	
4. Admin Time/Other	61	11.2%	45.8%	
Monthly Totals	541	100%	92.8%	

Table 4. Monthly Notable Incidents

Date	Location	Incident	Disposition
3/7/2014	City Plaza	Fight	NFA
3/10/2014	City Plaza	Fight	UTL
3/13/2014	Cedar Grove	Drug Possession	Arrest
3/13/2014	Cedar Grove	Warrant	Arrest
3/17/2014	Annie's Glen	Drug Possession	Arrest
3/17/2014	Annie's Glen	Warrant	Arrest
3/17/2014	City Plaza	Stolen Vehicle-Occupied	Arrest
3/17/2014	City Plaza	Warrant	Arrest
3/19/2014	City Plaza	Strong Arm Robbery	Report Taken
3/19/2014	Comanche Creek	Warrant	Arrest
3/20/2014	Horseshoe Lake	DUI Crash	Arrest
3/21/2014	Annie's Glen	Illegal Weapon	Arrest
3/24/2014	Annie's Glen	Warrant	Arrest
3/29/2014	City Plaza	Warrant	Arrest
3/30/2014	City Plaza	Assault-Deadly Weapon	Report Taken

Table 5. Monthly Citations and Warnings

Ranger Report - Citations 2014

Violation - Citations	Monthly			Annual			2014 Trend
	Total Citations	%	Rank	Total Citations	%	Rank	
Alcohol	7	14%	4	12	10%	3	
Animal Control Violations	14	27%	1	16	14%	2	
Bicycle Violation	0	0%	10	1	1%	9	
Glass	2	4%	5	3	3%	7	
Illegal Camping	2	4%	5	12	10%	3	
Injury/Destruction City Property	1	2%	8	5	4%	6	
Littering	0	0%	10	0	0%	11	
Other Violations	8	16%	3	10	9%	5	
Parking Violations	14	27%	1	53	46%	1	
Resist/Delay Park Ranger	1	2%	8	1	1%	9	
Smoking	2	4%	5	3	3%	7	
Totals	51	100%		116	100%		

Ranger Report - Warnings 2014

Violation - Warnings	Monthly			Annual			2014 Trend
	Total Warnings	%	Rank	Total Warnings	%	Rank	
Alcohol	8	6%	7	12	4%	8	
Animal Control Violations	31	24%	2	57	17%	2	
Bicycle Violation	33	25%	1	107	32%	1	
Glass	11	8%	5	16	5%	7	
Illegal Camping	1	1%	9	18	5%	6	
Injury/Destruction City Property	0	0%	10	1	0%	10	
Littering	2	2%	8	9	3%	9	
Other Violations	17	13%	3	23	7%	5	
Parking Violations	10	8%	6	52	16%	3	
Resist/Delay Park Ranger	0	0%	10	1	0%	10	
Smoking	17	13%	3	35	11%	4	
Totals	130	100%		331	100%		

Attachments:

- A) City of Chico, Arbor Day Proclamation

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4/23/2014

City of Chico

PROCLAMATION

- WHEREAS:** in 1872 Sterling Morton proposed, to the Board of Agriculture of Nebraska, that a special day be set aside for the planting of trees; and,
- WHEREAS:** this holiday, known as Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and is now observed throughout the world; and,
- WHEREAS:** trees clean the air, moderate the temperature, produce life-giving oxygen, provide habitat for wildlife, cut heating and cooling costs, and reduce erosion of precious topsoil; and,
- WHEREAS:** wherever they are planted, trees are a source of joy and spiritual renewal. Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and beautify our community; and,
- WHEREAS:** the National Arbor Day Foundation has long recognized the City of Chico as a Tree City USA.

NOW THEREFORE, BE IT RESOLVED that I, Scott Gruendl, Mayor of the City of Chico, on behalf of the City Council, do hereby proclaim April 25th, 2014 as National "**ARBOR DAY**" and encourage all citizens to support our city's urban forestry program, helping to protect our trees and woodlands for present and future generations.

Dated: April 1, 2014



Scott Gruendl, Mayor