



CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)

Regular Meeting Agenda
February 23, 2015, 6:30 pm
Municipal Center - 421 Main Street, Council Chamber

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

1. REGULAR COMMISSION MEETING

- 1.1. Call to Order
- 1.2. Roll Call
- 1.3. Announcement of Committee Assignments

2. CONSENT AGENDA

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

2.1. Approval of Meeting Minutes

Action: Approve minutes of BPPC held on 1/26/2015.

2.2. Permit Application to hold Tai Chi Chuan in City Plaza (3/4/15 – 5/13/15)

The Osher Lifelong Learning Institute (OLLI) is requesting to reserve City Plaza for Tai Chi Chuan Classes. The BPPC is considering the application because the event is for multiple days (10 consecutive Wednesdays). **Recommendation:** Approval of permit.

2.3. Permit Application for the Endangered Species Faire and Salmon Run at the One Mile Recreation Area (5/2/15).

The Butte Environmental Council has held this event for 35 years. This year they are including a Salmon Run and expect approximately 3,200 participants. The BPPC is considering the application because the event is longer than 10-hours. **Recommendation:** Approval of permit with conditions.

2.4. Permit Application to hold the 23rd Annual Hooked On Fishing, Not On Drugs Fishing Derby at Horseshoe Lake (5/30/15)

Applicant Hooked On Fishing, Not On Drugs 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.

ITEMS REMOVED FROM CONSENT - IF ANY

3. NOTICED PUBLIC HEARINGS - NONE

4. REGULAR AGENDA

4.1. Proposal to Rename the Chico Community Observatory.

The Pacific Center for Astronomical Outreach (PCAO) recently sent a request to rename the Chico Community Observatory to the Anita Ingrao Memorial Observatory. Ms. Ingrao passed away in 2014. PCAO docents wished to honor her long time service to the observatory. The BPPC will review past precedents and other City practices to consider the request. **Recommendation:** Retain the overall facility name as the Chico Community Observatory and support dedicating the facility to Ms. Ingrao or support naming the building or other feature in her honor.

4.2. Consideration of Demonstration Project for Sycamore Pool Lifeguard Services.

City and Chico Area Recreation District (CARD) staff have explored options for CARD to provide lifeguard services and additional programming at Bidwell Park's Sycamore Pool. The change allows for staffing flexibility; potential cost savings; and additional appropriate use of the pool for recreational classes. The 2009 Memorandum of Understanding (MOU) provides the mechanism for an agreement that the Council would have to approve. Staff proposes a 1-year demonstration that could be extended upon mutual agreement. **Recommendation:** *Direct staff to complete and recommend Council to approve an agreement with CARD to provide 1) lifeguard services and 2) additional programs at the Sycamore Pool.*

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. Special Report: Parks Programming at City Plaza (various dates).

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

7. **ADJOURNMENT**

Adjourn to the next regular meeting on March 30, 2015 at 6:30 p.m. in the Council Chamber of the Chico Municipal Center building (421 Main Street, Chico, California).



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



BPPC Staff Report

Meeting Date 2/23/15

DATE: 2/17/15
 TO: BPPC
 FROM: Dan Efsseff, Park and Natural Resource Manager
 SUBJECT: BPPC 2015 Committee Assignments

REPORT IN BRIEF:

At the January 26, 2015 BPPC meeting, the Commission selected a Chair and Vice-Chair and adopted a meeting calendar. The BPPC also reviewed attendance and the Committee structure and composition. BPPC members serve on the Policy Advisory, Natural Resources, Street Trees Committees and the City's *ad hoc* Bicycle Advisory Committee. Assignments are at the BPPC Chair's prerogative with staff recommendations. Staff requested that Commissioners provide their preferences for assignment. Table 1 presents the Committee assignments.

Table 1. BPPC Committee Assignments.

NAME	Natural Resource	Policy Advisory	Tree	Bicycle Advisory
Monthly Meeting Date (As Needed)	2 nd Thursday	3 rd Thursday	2 nd Wednesday	To Be Announced
Mary Brentwood	Chair			
Marisa Corley	Member			
Alberto Hernandez		Member		
Jim Moravec			Member	Member
Valerie Reddemann		Member	Member	
Janine Rood	Member		Chair	
Drew Traulsen		Chair		Alternate

Attachments: None

CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)
Minutes of
January 26, 2015 Regular Meeting

1. REGULAR COMMISSION MEETING

1.1. Call to Order

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

Roll Call

Commissioners present:

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

Commissioners absent:

1.2. Swearing-in of Commissioners –

Deputy City Clerk Dani Brinkley swore in the new Commissioners: Corley, Hernandez and Reddemann.

Item 1.4 (Roll Call) was taken prior to item 1.3 (Election of Chair and Vice Chair)

1.4. Roll Call

Commissioners present:

Mary Brentwood
Marisa Corley
Alberto Hernandez
Jim Moravec
Valerie Reddemann
Janine Rood
Drew Traulsen

Commissioners absent: None

Staff present: Dan Efseaff (Park and Natural Resource Manager), Shane Romain (Senior Park Ranger), Lisa Barge, (Park Ranger) and Nancy Kelly (Administrative Assistant).

1.3. Election of Chair and Vice Chair – Parks and Natural Resources Manager, Dan Efseaff explained the procedure and that Commission Chairs are allowed to serve two year appointments.

MOTION: Appoint Jim Moravec to serve as Chair of the BPPC. **MADE BY:** Brentwood. **SECOND:** Rood. **AYES:** 7 (Brentwood, Corley, Hernandez, Moravec, Reddemann, Rood, and Traulsen). **NOES:** 0. **ABSENT:** 0.

MOTION: Appoint Mary Brentwood to serve as Vice-Chair of the BPPC. **MADE BY:** Hernandez. **SECOND:** Rood. **AYES:** 7 (Brentwood, Corley, Hernandez, Moravec, Reddemann, Rood, and Traulsen). **NOES:** 0. **ABSENT:** 0.

- 1.5. **Special Presentation: Recognition of Outgoing BPPC Members** – Efseaff spoke and offered his thanks to outgoing Commissioners Brentwood, Herrera and Ober, for their service on the Commission. Chair Moravec also offered his appreciation to the outgoing Commissioners.

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 11/24/14.

- 2.2. **Permit for Seasonal Celebrations (Various Days) at Council Ring**

Feather River Grove requested a permit to host various seasonal celebrations at Council Ring in Lower Bidwell Park. This is approximately the 5th year of the event. The applicant requested use of the fire pit.

- 2.3. **Permit for Durham Recreation & Park District**

The Durham Recreation and Parks District (DRPD) requested permission to conduct a trail hiking class in Upper Park over several days (a series of day hikes).

MOTION: Approve the consent agenda as submitted. **MADE BY:** Hernandez. **SECOND:** Rood. **AYES:** 7 (Brentwood, Corley, Hernandez, Moravec, Reddemann, Rood, and Traulsen). **NOES:** 0. **ABSENT:** 0.

ITEMS REMOVED FROM CONSENT – None.

3. NOTICED PUBLIC HEARINGS

– None.

4. REGULAR AGENDA

- 4.1. **Permit for a Rail Jam (2/20/15)**

Soul id requested a permit to host a snowboard and ski demonstration at City Plaza. The Applicant will import snow and demonstration supplies and remove them at the end of the event.
Recommendation: *Conditional approval.*

Applicants, Eli Libby and Ben Sampson, provided an overview of the event. The event would entail bringing in snow to the City Plaza to allow for skiers and snowboards to perform tricks on rails, boxes, pipes, towers, wall rides, etc. The event was more of a marketing event rather than a revenue generating event. They are estimating approximately 180 spectators at the event with roughly 20 competitors, with the event lasting approximately two hours. Competitors will be of a certain skill level.

Brentwood didn't feel the Plaza was the right venue for this event. Efseaff stated that staff did suggest other locations; however, there was nothing in the code that would prohibit this event from the Plaza.

Efseaff reported that the City would require the applicant to have higher insurance coverage.

Brentwood asked how the event would be funded. The applicant responded that there are angel investors and sponsors that are helping to fund the event.

The event would last approximately two hours; however, if the temperature is too warm the day of the event, the event will be cancelled.

Ranger Lisa Barge reported the insurance requirements are \$3M per occurrence/\$6M aggregate on extreme sports. The plaza must be returned to the condition prior to the event. The snow will

be removed from the plaza via wheelbarrow by the applicants. When asked about what happens if the event reaches 500 or more spectators, Ranger Barge answered that often times the crowds reach that number at the Thursday night markets, and Friday night Concerts in the Park.

Reddemann thought the idea to be creative and was in full support of it.

MOTION: Approve a Permit for a Rail Jam on 2/20/15. **MADE BY:** Reddemann. **SECOND:** Hernandez. **AYES:** 6 (Corley, Hernandez, Moravec, Reddemann, Rood, and Traulsen). **NOES:** 1 (Brentwood). **ABSENT:** 0.

4.2. Permit to Remove and Replant Trees (Various)

The Commission was asked to review four separate requests by citizens for permits to remove and replant trees at their own expense. The requests were for trees that weren't dead, dying or dangerous.

a. 1515 E. 1st Ave. – Applicants: Michael Barr and Michele Burton for one California sycamore tree (13" dbh). **Recommendation:** Staff recommended approval to remove and replace the tree.

Efseaff reported that this tree is approximately 14 years old and is causing significant sidewalk lifting and ADA issues. If removed, a replacement would need to be in place within a year. The applicant was not present at the meeting.

MOTION: Approve the Tree Removal Permit for 1515 E. 1st Ave. **MADE BY:** Brentwood. **SECOND:** Hernandez. **AYES:** 7 (Brentwood, Corley, Hernandez, Moravec, Reddemann, Rood, and Traulsen). **NOES:** 0. **ABSENT:** 0.

b. 260 Cohasset Rd., Suite 190 – Applicant: ASC LLC Jeffery Stover for eight Raywood Ash trees (12" dbh). **Recommendation:** Staff recommended approval to remove and replace the trees.

The applicant, Jeff Stover, was in attendance at the meeting. The applicant originally planted the trees, at and adjacent to his business, Chico Sports Club. The trees have caused significant damage to the water systems.

The applicant explained that they are beginning to have problems with the pool filters and from the droppings from the trees into the pool. California Water Service is recommending that two of the trees be taken out as the roots are threatening the water mains. The applicant would replace the trees with a minimum of eight, less messy, Arbutus trees.

MOTION: Approve the Tree Removal Permit for 260 Cohasset Rd., Suite 190 with a minimum replacement of eight trees. **MADE BY:** Corley. **SECOND:** Traulsen. **AYES:** 7 (Brentwood, Corley, Hernandez, Moravec, Reddemann, Rood, and Traulsen). **NOES:** 0. **ABSENT:** 0.

c. 2066 Marilyn Dr. - Applicant: Barbara Wise for four Hackberry trees (14" dbh). **Recommendation:** Staff recommended approval to remove and replace the trees.

Efseaff reported that the Hackberry trees are hosts to aphids so treatments need to be regular and can be costly. The applicant was not in attendance at the meeting.

Reddemann supported Rood's concern of the entire Chico canopy. She suggested looking at the canopy from a higher level in order to determine which trees to replace.

MOTION: Approve the Tree Removal Permit for 2066 Marilyn Dr. to remove four Hackberry trees. **MADE BY:** Reddemann. **SECOND:** Hernandez. **AYES:** 7 (Brentwood, Corley, Hernandez, Moravec, Reddemann, Rood, and Traulsen). **NOES:** 0. **ABSENT:** 0.

d. 400 Mission Ranch Blvd. - Applicant: Merle Webb and Sons for four Yarwood Sycamore trees (20" dbh).

Efseaff reported that some areas of the sidewalk are raised up to a foot due to the fast growing trees. The applicant would replace these trees with more appropriate, possibly Sunset Maples, to match those going in across the street.

The applicant was not in attendance at the meeting.

MOTION: Approve the Tree Removal Permit for 400 Mission Ranch Blvd. providing the property owner is willing to pay for the removal of four trees and replace them with four new trees. **MADE BY:** Hernandez. **SECOND:** Traulsen. **AYES:** 7 (Brentwood, Corley, Hernandez, Moravec, Reddemann, Rood, and Traulsen). **NOES:** 0. **ABSENT:** 0.

4.3. Parks Hosting Community Programming at City Plaza (various dates).

The Park Division is planning to host a series of programs at City Plaza in celebration of Bidwell Park's 110th birthday and to raise funds and awareness for Park projects. The City sponsored events would provide opportunities for performers and the public to use this space; serve as a fundraiser; and help minimize some of the negative behaviors observed in the Plaza. Staff sought input from the Commission on the concept.

Efseaff offered that the Park Department is looking to book lunch time activities that include schools, bands, entertainment, promotions, etc. all in an effort to bring people to the plaza and to discourage negative use. He was looking for initial input from the Commission and their thoughts of using this as a fundraising effort for Caper Acres.

Reddemann asked about any interest so far. Efseaff reported that potentially Chico Country Day School may be interested in taking part in sing-alongs. The intent is to attract people to the plaza during lunch time.

Reddemann asked about security and Efseaff stated that the park rangers would oversee security.

Rood was in support of activities that would draw people to the Plaza. She was interested on what the duration would be. Efseaff was hopeful that it would evolve and take place from spring to fall.

Corley asked how people would find out about the events. Efseaff stated that the City would look for partners to step in and help with the programming and marketing of the events. Some of the non-profits have expressed an interest in promoting their efforts.

All the Commissioners were in support of the City Plaza activities. Moravec felt that while the objectives of the programming in the plaza include changing the environment and raising funds, he felt that changing the environment should be the primary focus.

4.4. Discussion of Committee Assignments and the 2015 Meeting Calendar.

Annually, the Commission selects a Chair and Vice Chair. Committees of the BPPC include: Policy Advisory, Natural Resources, Street Trees, and the City's ad hoc Bicycle Advisory Committee. Assignments are at the BPPC Chair's prerogative with staff recommendations. In addition, the Commission will consider the Committee and BPPC meeting schedules for 2015. **Recommendation:** Staff recommended that the BPPC: 1) approve the revised 2015 calendar; and 2) the Chair announce committee assignments.

Efseaff explained the committees of the BPPC and that during committee meetings, Commissioners and the public are allowed more detailed consideration on park issues. The

findings and recommendations are then reported to the entire BPPC at the regular monthly meetings. Staff recommended that Commissioners rank their preferences (1-4) of committees and send them to Park staff. The committees will then be announced at the February 23rd meeting.

The BPPC meetings take place on the last Monday of each month. Due to scheduled holiday conflicts in May, November and December, it is recommended that the May 25 meeting be moved to May 18, the November 30 meeting be moved to November 16 and the December 28 meeting be moved to December 14.

MOTION: Adopt the changes to the meeting calendar for the months of May, November and December. **MADE BY:** Traulsen. **SECOND:** Rood. **AYES:** 7 (Brentwood, Corley, Hernandez, Moravec, Reddemann, Rood, and Traulsen). **NOES:** 0. **ABSENT:** 0.

4.5. Introduction of the 2015-2016 BPPC Biennial Work Plan Priorities and Process.

The City Council directs various City Boards and Commissions to develop biennial work plans to define goals and priorities. Efsaaff provided an overview of the process and update of current priorities. Staff requested BPPC members to provide suggestions for the 2015-2016 Work Plan priorities by February 5th. Staff will then compile suggestions and develop a recommended Work Plan for BPPC consideration. The City Council will consider the finalized work plan for adoption.

Comments from the Public

Thad Walker (Chico Velo Trail Works) would like to see trail work program in the park remain on the work plan.

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.

Charles Withuhn (Chico Tree Advocates) is now able to offer free trees. He provided the Commission with some tree information.

Lenore Bolton inquired about additional off-leash recreational areas for dogs.

The Commission recessed at 8:58 p.m. for a five minute break. The meeting was reconvened and all members were present.

6. REPORTS

6.1. Natural Resources Committee Report – Mary Brentwood, Committee Chair, reported the Committee:

Discussed the Natural Resources Management Plan; the trails plan priorities in lower park; Caper Acres fundraising ideas; were provided a status update on Bidwell Ranch Conservation and Mitigation Bank; and discussed the possibility that the Natural Resources Committee meetings be a forum for the citizen work group related to the Bidwell Ranch Conservation and Mitigation Bank since these meetings are already publicly noticed.

6.2. Special Report: 2014 Park Division Annual Report – Dan Efsaaff, Park and Natural Resource Manager, reported the following:

Staffing has been the biggest challenge for the year; the completion of the Caper Acres Renovation Plan, will be shifting to a community fundraising model; announced the appointment of Shane Romain to the new Park Services Coordinator; commended intern, Heidi Ortiz, on her remarkable work with park activities; over 28,000 volunteer hours were logged; donations have been steady

this year; Park Services in-kind services reached \$250K; the California Conservation Corp. was instrumental in this; more stream-lined tree reporting system; Bidwell Park is #3 in California for size of Municipal Parks; there were challenges last year in the lifeguard recruitment, will possibly look at partnering with CARD this year; the conversion of LED lights at the One Mile area were completed, potential savings of \$6,000/year; pile burns have started again in Bidwell Park; Work on the Little Chico Creek Arunda project has begun resulting from a grant secured by the Fire Dept.; the Park Pulse quarterly newspaper is continuing; and, upcoming staffing requests.

Ranger Romain reported the following:

Rangers continue to outreach; more time was spent outside of the park while dealing with illegal encampments; thanked the Commission for their support of rangers carrying tasers; there has been a significant drop in citations, directed related to staff reductions; interpretive programs including the 911 Safety Pals had to be reduced; and, rangers are working closely with the Nature Center as they are feeling the effects of reduced staff; acknowledged Friends of Bidwell Park and Friends of Comanche Creek for all their efforts

6.3. Parks and Street Trees Division Report (Dec. and Jan.) – Dan Efsseff, Park and Natural Resource Manager, reported the following:

As a result of the storm, 30 calls were responded to without any overtime (Street Tree related only); debris in Big Chico Creek is causing some erosion on the bank so staff will be working with DWR on this.

7. ADJOURNMENT

The meeting was adjourned at 9:58 p.m. to the next regular meeting on February 23, 2015 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

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2/19/2015



BPPC Staff Report

Meeting Date: 2/23/2015

DATE: 2/17/2015
 TO: Bidwell Park and Playground Commission
 FROM: Theresa Rodriguez, Administrative Assistant
 SUBJECT: Tai Chi Chuan Class at City Plaza , (3/4/15 – 5/13/15).

REPORT IN BRIEF:

Osher Lifelong Learning Institute (OLLI) is requesting to reserve City Plaza for 10 consecutive Wednesdays for Tai Chi Classes. Tai Chi is low impact, quiet, easy on the joints and excellent for the cardio-vascular system, and is sometimes called “meditation in motion.”

Recommendation: Approval of permit.

Event Details

Date of Application	2/13/2015
Date of Event	3/4/2015
Time of Event	10:30 A.M. – 11:30 A.M.
Event Name	Tai Chi Chuan
Applicant Name	Ann Nikolai – Osher Lifelong Learning Institute
Location	City Plaza
Description	Low impact exercise
New Event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. Years Click here to enter text.
# Participants	80
Reason for BPPC Consideration?	Exceeds 10 hours in length or is for multiple days.
BPMMP Consideration	Small event appropriate for City Plaza. Events in Plaza support recent efforts to encourage use of Plaza.

Conditions

Staff recommends the applicant to continue adherence to all park rules and permit .conditions

Attachments: Application and Permit for Park Use

Distribution: Ann Nikolai, Program Director – Osher Life Ling Learning Institute

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 2/17/2015



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division
11 Main St., 2nd Floor/P.O. Box 3420
Chico, CA 95927-3420
(530) 896-7800 Fax: (530) 895-4899

Type of Event:
 PUBLIC PRIVATE

The CSU, Chico Research Foundation for its program TM

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:

Ann Nikolai, program
 Name of Applicant/Contact Person director
Osher Lifelong Learning Instit.
 Organization Name (if applicable) 400 W. 1st Street
CSU, Chico, Osher Institute
Amyer J. Hamilton Rm 118B
 Home Organization or Company Address

Tai chi Chuan (description attached)
 Description of Event: (family BBQ, walk/run, describe below if needed)

Wednesdays 3/4/15 - 5/13/15
 Day and Date of Event:

From: _____ To: _____
 Total Time Needed for Set-up, Event, and Clean-up
 From: 10:30 To: 11:30 80

E-mail address: _____

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

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
 - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area
 - Electricity (15 amp)
- 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): _____
- Other (specify) (public events only): _____
- Early Entrance Needed (public events only) Yes No

Additional Description of the Event: _____

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

SECTION 2 - PERMIT FEES

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

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 121.00 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ _____ (\$40.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$6.00 per vendor)
- Damage Deposit \$ _____ (\$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: \$ 140.00

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

City of Chico Cash Receipt No. CR 391758 Payment Method: CC 0294 Date: 2/13/15 Received By: LC

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

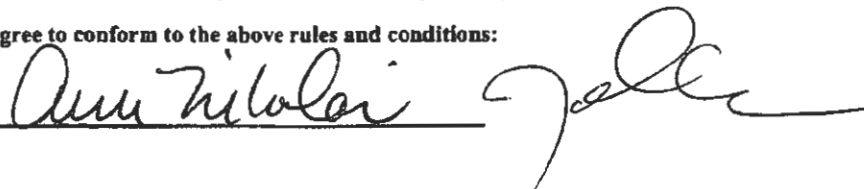
CONDITIONS FOR PARK USE

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

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
- Bicycles** Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
- Bounce Houses** Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- Damages** Any damage to City property as a result of this event will be repaired at permittee's expense.
- Dogs** Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times **dogs must be on a leash**. Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. **Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.**
- Electrical** All power extension cords, sound amplification equipment, and staging to be supplied by permittee. 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: _____



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.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at riskmanagement@chicoca.gov

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

Organization Named on Certificate of Insurance _____

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

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

NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:

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

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

SECTION 5 - ACCEPTANCE OF CONDITIONS

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

I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief. except to the extent caused by the negligence of the City of Chico
The CSU, Chico Research Foundation by John Miner, Contracts Officer

X [Signature]
Signature of Applicant

X 2/9/15
Date

RETURN THIS FORM TO:

City of Chico - Park Division
411 Main St., 2nd Floor
Chico, CA 95928

FAX 530-895-4899 or email to Parkinfo@chicoca.gov

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

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

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

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

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

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

Date: _____

Signature of Park and Natural Resources Manager

Date

EVENT INFORMATION

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

Is this an annual event? How many years have you been holding this event? _____	Yes	No
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	No
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ Note: 100 amp electrical service requires a certified electrician to operate.		
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? Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am. (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	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: _____ Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance	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 _____ Note: Restrooms shall be removed within 24 hrs after conclusion of event.	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 _____ Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.	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: _____ Note: All signs and banners shall be free standing and not affixed to Park property.	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. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.	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

Tai Chi Chuan

Wednesdays, Feb 04–May 13 • 10:30 AM–11:30 AM

Tai Chi Chuan is a gentle slow movement system originating in classical China. Several hundred million people do Tai Chi daily in China. This class will emphasize internal energy flow and will equally include principle and practice. Tai Chi is easy, grounding, energizing, and centering. It is low impact, quiet, and easy on the joints, and excellent for the cardio-vascular system. It is sometimes called "meditation in motion."

Peer Leader(s): Hugh Tinling: hugh@tinling.com, (530) 520-4608

Location: ~~Windchime of Chico~~ *changing to Chea City Plaza*

Special Note(s):

Bio(s): Hugh Tinling - Hugh Tinling's personal Tai Chi practice exceeds 3 decades. He is trained in the Yang Family tradition, although he teaches in a modified Western style. He studied with the American Zen teacher Robert Aitken over a 35 year period. He also was a senior student in Macrobiotics (Japanese tradition) working with the late Herman and Cornelia Aihara for 40 years.

The American Civil War: An Overview

Mondays, Apr 06–May 11 • 10:30 AM–12:00 PM

This course will explore the causes of the Civil War as well as events leading to the war. Key political and military figures will be discussed along with key strategies and battles. The aftermath of the war will be presented to show the enduring effects of the conflict.

Peer Leader(s): Jim Shelby: jamesshelby9893@comcast.net, (530) 534-1584

Location: Butte County Office of Education

Special Note(s):

Bio(s): Jim Shelby - Jim Shelby is a retired high school teacher who taught U. S. History, U. S. Government, and Psychology during his 39 years in education. Currently he is a docent for the City of Oroville's museums, and he writes a newsletter for that group. He co-coaches the Las Plumas High School Mock Trial team and co-hosts a book review show on KROV 91.9 FM, a community radio station in Oroville. He is a published author and active member of Write On!, a local writer's group.

The Joy of Grandparenting

Wednesdays, Feb 04 • 1:00 PM–2:30 PM

Grandparents have a different relationship with grandchildren than their parents do. This class will explore that relationship.

Peer Leader(s): Madeline Hawdon: madeline@designerscircus.com, (530) 809-2071

Location: Craig Hall - Gordon 2

Special Note(s):



BPPC Staff Report

Meeting Date: 2/23/2015

DATE: 2/11/2015
 TO: Bidwell Park and Playground Commission
 FROM: Theresa Rodriguez
 SUBJECT: Endangered Species Faire and Salmon Run at One Mile Picnic Area (5/2/15).

REPORT IN BRIEF:

The Butte Environmental Council (BEC) requests a permit to host the 36th Annual Endangered Species Faire, an educational event at the One Mile Recreation Area. FishBio will also organize a 5K fun run for the event.

Recommendation: *Conditional approval.*

Event Details

Date of Application	6/17/2014
Date of Event	5/2/2015
Time of Event	6:00 A.M - 7:00 P.M.
Event Name	Endangered Species Faire and Salmon Run
Applicant Name	Robyn DiFalco
Location	One Mile Oak Grove A and Oak Grove B
Description	Educational event and fun run
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years , this is the 26 th year for BEC and 2 nd year for Fishbio's 5K
# Participants	3,200
Reason for BPPC Consideration?	Exceeds 10 hours in length or is for multiple days.
BPMMP Consideration	Vendors will set up on the same day of the event and will not need the facility overnight. This is the second year at One Mile.

Conditions

Staff recommends the following conditions:

1. Continued adherence to all park rules.
2. Work with Rangers on access for vendors prior to gates opening at 9:00 AM.
3. Provide parking monitors.
4. Provide at least 2 ADA accessible and 5 standard portable restrooms at the event site.
5. Limited vehicle access.
6. No chalk, tape or pain markings on City property and roads. All decorations must be free standing, do not affix any decorations to park property.
7. No cars on pathways or interior of park
8. Follow One Way designations.
9. Must start run by 8:30 A.M.
10. Use of Sycamore Field must be approved through Chico Area Recreation District (CARD) and a copy of the approval forward to City of Chico Parks Division

Attachments: application.

Distribution: BEC

S:_Old drive to be deleted July 2015\Admin\BPPC\BPPC_Templates\BPPC_Special Event_Template_14_0305.docx
2/17/2015



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division
411 Main St., 2nd Floor/P.O. Box 3420
Chico, CA 95927-3420
(530) 896-7800 Fax: (530) 895-4899

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

SECTION 1 - APPLICANT INFORMATION

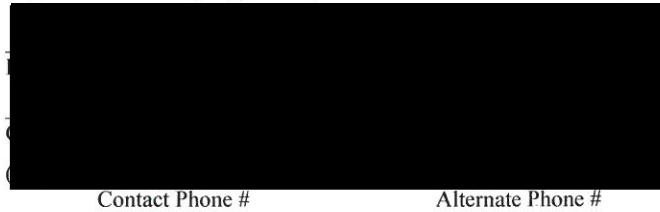
Must be 18 or older • No glass beverage containers • Application fee due upon submittal •

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

PLEASE PRINT:

Robyn DiFalco
Name of Applicant/Contact Person

Butte Environmental Council
Organization Name (if applicable)



Contact Phone # _____ Alternate Phone # _____

Endangered Species Faire and Salmon Run
Description of Event: (family BBQ, walk/run, describe below if needed)

Saturday, May 2, 2015
Day and Date of Event:

From: 6:00 am To: 7:00 pm
Total Time Needed for Set-up, Event, and Clean-up
From: 11 am To: 4 pm (run 7-11) 3,000
Time of Event Only Number of people

E-mail address: [REDACTED]

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

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
 - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area Meadow
 - Electricity (15 amp) 100 amp Electrical Service tables, restroom area (circle) Water (public events only)
- Children's Playground
 - Electricity (15 amp)-Pick up key on: _____ 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: 5/1/15 Mon - Fri 8:00 AM - 3:30 PM
- Depot Park
 - Electricity (15 amp)
- Lower Bidwell Park (public events only): _____
- Upper Bidwell Park (public events only): _____
- Other (specify) (public events only): _____
- Early Entrance Needed (public events only) Yes No

Additional Description of the Event: _____

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

SECTION 2 - PERMIT FEES

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

<input checked="" type="checkbox"/> Application Fee	\$ 19.00 (Non-Refundable)	Additional fees for City Plaza use: Event Restrooms _____ x (\$95.00) = \$ _____ #days 100 amp Electrical _____ x (\$30.00) = \$ _____ (electrician required) #days
<input checked="" type="checkbox"/> Reservation Fee	\$ 301.00 (\$11.00 minimum, please call for quote)	
<input checked="" type="checkbox"/> Insurance Fee	\$ 40.00 (\$40.00 to process outside insurance)	
<input checked="" type="checkbox"/> Vendor Fee # 4	\$ 24.00 (\$6.00 per vendor)	
<input checked="" type="checkbox"/> Damage Deposit	\$ 100.00 (\$100.00 refundable following acceptable clean-up after event)	
<input checked="" type="checkbox"/> Early Entrance Fee	\$ 32.50 (\$32.50/hr, public events only)	
<input type="checkbox"/> Additional Park Use Fees	\$ _____ (see fee schedule)	
Total Fee Required: \$ 516.50		

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

City of Chico Cash Receipt No. CR 381876 Payment Method: CK 018081 Date: 6/17/14 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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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.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at riskmanagement@chicoca.gov

If insurance is required, Certificate of Insurance, meeting City standards must be received by: April 17, 2015

Organization Named on Certificate of Insurance Butte Environmental Council

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 2-10-15
Date

RETURN THIS FORM TO:

City of Chico - Park Division
411 Main St., 2nd Floor
Chico, CA 95928

FAX 530-895-4899 or email to Parkinfo@chicoca.gov

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

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

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

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

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

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

Date: _____

Signature of Park and Natural Resources Manager

Date

EVENT INFORMATION

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

Is this an annual event? How many years have you been holding this event? <u>36 years</u> (2nd year for FishBio's Run)	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): <u>band, PA system, microphones</u>	Yes <input checked="" type="radio"/>	No <input type="radio"/>
When will amplified sound/music be heard? Time from: <u>10am</u> until: <u>4pm</u> amps needed (15 or 100) <u>15</u> <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 <input type="radio"/>	No <input checked="" type="radio"/>
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: <u>4</u> (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: <u>2 food trucks will have food prepped in their vehicle; 2 food vendors prep food in their commercial kitchens in advance.</u>	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Will event require that any part of the Park remain closed beyond the normal time of opening? <i>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</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 <input type="radio"/>	No <input checked="" type="radio"/>
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: <u>6am</u> until: <u>5pm</u> <i>Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance</i>	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes <input type="radio"/>	No <input checked="" type="radio"/>
Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company <u>Ben Toilets</u> Phone Number <u>846-4110</u> Location of portable restrooms _____ <i>Note: Restrooms shall be removed within 24 hrs after conclusion of event.</i>	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required.</i> Number of Trash Cans <u>6</u> Number of Recycling Containers <u>6</u> Sanitation Company <u>Recology</u> Phone Number <u>342-4444</u> <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i>	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: <u>Banners on stage; "lawn signs" & A-frame signs at entry points</u> <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i>	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <i>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</i>	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Do you request irrigation to be turned off before and during your event?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading only may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? <i>If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.</i>	Yes <input type="radio"/>	No <input type="radio"/>
Will City street closure(s) be needed? <i>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.</i>	Yes <input type="radio"/>	No <input type="radio"/>

SECTION 3

CONDITIONS FOR PARK USE

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

Alcohol	Alcohol is not permitted in any City Park or Playground.
BBQ's	Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
Bicycles	Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
Bounce Houses	Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
Campfires	No campfires allowed.
Camping	No overnight camping allowed. Bidwell Park is a "day use park" only.
Clean up	Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
Damages	Any damage to City property as a result of this event will be repaired at permittee's expense.
Dogs	Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times dogs must be on a leash . Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. <i>Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.</i>
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	<ul style="list-style-type: none">• While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.• Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.• Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.• No vehicles are permitted to travel or park on grass areas.

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

Signed: _____





BPPC Staff Report

Meeting Date 2/23/15

DATE: 2/10/15
 TO: Bidwell Park and Playground Commission (BPPC)
 FROM: Theresa Rodriguez, Administrative Assistant
 SUBJECT: Hooked on Fishing Not On Drugs at Horseshoe Lake (5/30/15)

REPORT IN BRIEF:

Applicant requests a permit to host a free fishing derby, for children ages 4-12 held 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: Conditional approval.

Event Details

Date of Application	1/28/2015
Date and Time of Event	5/30/15 at 7:00 A.M. – 4:00 P.M.
Event Name	Hooked On Fishing Not On Drugs
Applicant Name	Pete Giampaoli
Description	Fishing Derby
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 23
# Participants	1000+
Reason for BPPC Consideration?	Not an intensive use area.
BPMMP	Fishing is considered a non-intensive use, however the large number of participants is considered an intensive use and requires BPPC approval. The recent placement of gravel on the path should minimize trail damage.

Conditions:

Staff recommends the following conditions:

- Motorized vehicles, except for the fish delivery vehicle, are restricted to designated roadways and parking areas.
- Applicant will review the event with rangers (including recent planting locations, and the route for the fish delivery vehicle (approved by Director).
- The permittee should continue to promote and use a shuttle system to bring people in from satellite parking areas to minimize impacts to roads and parking lots near Horseshoe Lake. Monitors shall organize parking and maximize available parking spaces.
- Install “No Parking” signs along Upper Park Road to prevent hazards associated with illegal parking.
- Applicant shall rope off areas not used during the event.
- Applicant shall provide a minimum of five (5) portable toilets with a minimum of two (2) ADA toilets.
- Signs shall not be affixed to trees in any fashion.
- Styrofoam bait containers and lead sinkers are prohibited.
- Sponsor signs and advertisements must comply with all park rules.
- Applicant shall clean shoreline and accessible vegetation of Horseshoe Lake four times (4) during the two weeks following the event, including the fishing line waste containers.
- Recommend, at applicant’s expense, presence of EMS on site.

Attachments: Application and Permit for Park Use for the 23rd Hooked On Fishing Not On Drugs Fishing Derby

Distribution: Pete Giampaoli



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division
411 Main St., 2nd Floor/P.O. Box 3420
Chico, CA 95927-3420
(530) 896-7800 Fax: (530) 895-4899

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

SECTION 1 - APPLICANT INFORMATION

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

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

PLEASE PRINT:

Name of Applicant/Contact Person: Pete Giampaoli
Organization Name (if applicable): Hooked on Fishing Not on Drugs

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

Day and Date of Event: May 30, 2015

From: 7am To: 4pm

Total Time Needed for Set-up, Event, and Clean-up
From: 7am To: 1pm 1000+



Contact Phone #

Alternate Phone #

E-mail address:

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

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
 - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area
 - Electricity (15 amp)
 - tables, restroom area (circle)
- Meadow
 - 100 amp Electrical Service
 - Water (public events only)
- Children's Playground
 - Electricity (15 amp)-Pick up key on: _____ Mon - Fri 8:00 - 3:30
 - Water (public events only)
 - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
 - Electricity (15 amp)
 - 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
 - Sycamore Way Parking Lot Closure-Public Events ONLY
- Oak Grove B
 - 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): Horseshoe Lake
- Other (specify) (public events only): _____
- Early Entrance Needed (public events only) Yes No

Additional Description of the Event: Annual fishing derby for children 4-12.

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 \$ 301.00 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ 40.00 (\$40.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$6.00 per vendor)
- Damage Deposit \$ 100.00 (\$100.00 refundable 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: \$ 460.00

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

City of Chico Cash Receipt No. _____ Payment Method: _____ Date: _____ Received By: _____

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

CONDITIONS FOR PARK USE

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

Alcohol	Alcohol is not permitted in any City Park or Playground.
BBQ's	Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
Bicycles	Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
Bounce Houses	Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
Campfires	No campfires allowed.
Camping	No overnight camping allowed. Bidwell Park is a "day use park" only.
Clean up	Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
Damages	Any damage to City property as a result of this event will be repaired at permittee's expense.
Dogs	Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times dogs must be on a leash . Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. <i>Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.</i>
Electrical	All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
Fishing	Big Chico Creek: Check California Fish and Game Regulations, http://www.dfg.ca.gov/regulations/ , Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek. Horseshoe Lake: <u>Age 14 and over</u> - license, catch and release; <u>Under 14</u> - no license, catch and keep.
Gate Closures	Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
Glass	No glass 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	<ul style="list-style-type: none">• While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.• Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.• Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.• No vehicles are permitted to travel or park on grass areas.

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

Signed: _____



SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required

Not Required

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

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at riskmanagement@chicoca.gov

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

Organization Named on Certificate of Insurance _____

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

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

NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:

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

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

SECTION 5 - ACCEPTANCE OF CONDITIONS

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

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

X _____
Signature of Applicant

X 11/15/2016
Date

RETURN THIS FORM TO:

City of Chico - Park Division
411 Main St., 2nd Floor
Chico, CA 95928

FAX 530-895-4899 or email to Parkinfo@chicoca.gov

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

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

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

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

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

Denied by the General Services Director. Reason: _____

Application fee waived (12R.08.100 CMC). Reason: _____

Reservation fee waived (12R.08.250 CMC). Reason: _____

Vendor fee waived (12R.08.250 CMC). Reason: _____

Insurance fee waived (12R.08.240 CMC). Reason: _____

Damage deposit fee waived (12R.08.260 CMC). Reason: _____

Application approved by the Bidwell Park & Playground Commission. Date: _____

Application denied by the Bidwell Park & Playground Commission. Reason: _____

Date: _____

Signature of Park and Natural Resources Manager

Date

EVENT INFORMATION

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

Is this an annual event? How many years have you been holding this event? <u>23</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) _____ Note: 100 amp electrical service requires a certified electrician to operate.		
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? Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am. (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: <u>7am</u> until: <u>4pm</u> Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance	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 <u>Johnnies</u> Phone Number <u>893-5689</u> Location of portable restrooms <u>parking lot</u> Note: Restrooms shall be removed within 24 hrs after conclusion of event.	Yes	No
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required. Number of Trash Cans <u>4</u> Number of Recycling Containers <u>2</u> Sanitation Company <u>Recology</u> Phone Number <u>342-4444</u> Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.	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: _____ Note: All signs and banners shall be free standing and not affixed to Park property.	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. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.	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



BPPC Staff Report

Meeting Date 2/23/15

DATE: 2/17/15
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Dan Efseaff, Park and Natural Resource Manager
SUBJECT: Proposal to rename the Chico Community Observatory

REPORT IN BRIEF:

The Pacific Center for Astronomical Outreach (PCAO) recently sent a request to rename the Chico Community Observatory to the Anita Ingrao Memorial Observatory. Ms. Ingrao passed away in 2014. PCAO docents wished to honor her long time service to the observatory. The BPPC will review past precedents and other City practices to consider the request.

Recommendation: *Retain the overall facility name as the Chico Community Observatory and support dedicating the facility to Ms. Ingrao or support naming the building or other feature after her.*

BACKGROUND

The naming of features within Bidwell Park is within the purview of the Bidwell Parks and Playground Commission (BPPC). The BPPC is vested with the supervision, control and management of all public parks and playgrounds within the city (CMC 12.04.030).

On November 14, 2014, Anita Ingrao, co-director of the Chico Community Observatory, passed away. In January 2015, the Pacific Center for Astronomical Outreach (PCAO) sent a proposal to rename the Chico Community Observatory to honor her service (Attachment A). PCAO noted that the observatory docents proposed the idea to rename the facility in her memory and proposed the name changed to the Anita Ingrao Memorial Observatory.

Coincidentally, PCAO noted that the Chico Sunrise Rotary will officially take over the basic fiscal needs of the observatory at the end of April 2015. Chico Sunrise Rotary will be taking over those duties from the Greater Chico Kiwanis Club. PCAO will continue management and operation of the facility. No action will be needed on this change other than inserting Chico Sunrise Rotary in smaller type above the main sign (will replace the Kiwanis acknowledgement). The lease agreement is between the City and PCAO.

The Chico Community Observatory opened to the public for the Leonid meteor shower on November 17, 2001. Originally, referred to as the Kiwanis Community Observatory, Kiwanis Chico Community Observatory, or Greater Chico Kiwanis Club Observatory, the name was simplified (Attachment B). The City owns the facility and property and leases the premises to PCAO. The 2010 lease refers to the property as the Chico Community Observatory.

DISCUSSION

Staff notes the passing of Anita Ingrao with much sadness. She was always a joy to work with and was a tireless supporter of the Chico Community Observatory. She shared her knowledge of the astronomy with the docents and thousands of visitors to the facility. The community should appropriately acknowledge her contribution.

Staff recognizes the potentially delicate consideration that the BPPC will have to complete in this manner, on one hand is the desire to respect and honor an individual who has made a significant contribution to the observatory and community, and on the other maintaining the long-term interests of Bidwell Park.

There is precedence for some features named after individuals in Middle and Lower Park (Doryland Field, Petersen Drive, Hooker Oak). The Chico Creek Nature Center has a number of areas with names (Janece Webb Living Animal Museum, the Alice Heckert Native Plant Garden, the Howard S. Tucker Hall, and a Kristie's Nature Lab). Outside of these areas, many park features are named for the community (Chico Equestrian Arena), plants or animals (Sycamore Field, Cedar Grove), or historical place names (One Mile Concession Stand, World of Trees). Staff is unaware of any Upper Park features with individual names (Brown's Hole may be named after Brown trout). During recent discussion about trail and place names, the Natural Resource Committee stated that features or trails with new names should not be named after individuals. The BPPC expressed similar sentiment during discussion of the adoption of the place name Peregrine Point (named for Peregrine falcons).

The Bidwell Park Master Management Plan (EDAW 2008) contains no guidance on to address naming facilities, and we were unable to locate any City policies that would apply.

Many communities have naming policies and some have adopted policies authorizing the naming of park features after a significant donation. Staff examined the policies for a variety of cities (please see reference to policies for Denver, CO; Seattle, WA, and Seaside, CA below). Some observations of these policies:

1. Naming occurs early in the development process, and Cities imposed policies that discourage the renaming of existing facilities or require additional consideration for such requests.
2. The policies provided preferences for names that reflect
 - a. Native wildlife, history, flora, fauna, geographic area, or natural geologic features;
 - b. Names can be from significant historical events, cultural attributes, a local landmark or for a historical figure.
 - c. On the next tier are criteria (significant contributions to the community, protection of resources, advancement of recreation, substantial contributions to a specific facility, volunteered for ten (10) or more years of service to the community; etc.). Each of the City policies examined required that the individual has been deceased for at a period of time (usually between 3 to 7 years),
3. Some Cities required the publication of a Notice of Intent and a 30-day public review period before action could be finalized.

Many of the Cities noted that changing an existing name was undesirable as it may result in some additional costs (applicants may off-set the costs of installation and a new sign) and confusion for the public after the change. The BPPC should consider the practice of changing an established name, as that could signal a precedent for accepting name changes for other facilities. While a policy would certainly be helpful, the BPPC could incorporate some of the policy sentiment into a motion.

The staff foresees the following main options for BPPC consideration:

1. Do not allow the change of the facility name.
2. Change the name from the Chico Community Observatory to the Anita Ingrao Memorial Observatory.
3. Retain the current name of the facility and encourage the honoring of Ms. Ingrao in another fashion, such as
 - a. Dedicate the facility and refer to it as the Chico Community Observatory, dedicated to the memory of Anita Ingrao.
 - b. Allow the naming of the building, but not the entire facility (similar to the Chico Creek Nature Center naming certain features but the entire facility remains the same).
 - c. Allow for a commemorative plaque.
 - d. Provide for the installation of plaque on a bench or picnic table under the forthcoming donation policy in the area.

Some variation of Option 3 may provide an alternative that commemorates Ms. Ingrao's great contribution to the community, while steering away from some of the deeper policy issues.

REFERENCES

Policies on Naming Features, some examples:

City of Denver, CO <https://www.denvergov.org/Portals/747/documents/policy/NamingDPRFacilitiesPolicy.pdf>

Seattle, WA <http://www.seattle.gov/parks/Publications/policy/parkNaming.pdf>

Seaside CA <http://www.ci.seaside.ca.us/Modules/ShowDocument.aspx?documentid=505>

ATTACHMENTS:

- A) Letter from PCAO
- B) Memo from D. Efseaff- Notes on communication from Kris Koenig

DISTRIBUTION:

Kris Koenig, PCAO

S:_Old drive to be deleted July 2015\Admin\BPPC\BPPC_Meetings\2015\15_0223\BPPC_Observatory_naming_request_15_0212.docx
2/18/2015

1/15/14

To: Bidwell Parks and Playground Commission

From: Pacific Center for Astronomical Outreach
Chico Community Observatory
Kris Koenig

Subject: 2014 Annual Report

PCAO – Chico Community Observatory Annual Report 2014

Founded in 2001, with generous community support, the Chico Community Observatory has formed a non-profit organization, the Pacific Center for Astronomical Outreach. This non-profit organization operates the observatory, pursuing opportunities to grow and involve the community in astronomical education.

2014 Highlights

The Chico Community Observatory hosted an estimate of 6,300 visitors in 2014.
650 volunteer hours were contributed to our community by 15 docents.
Total open for 118 nights.

Anita Ingrao, co-director and one of the founding docents, passed away on November 14, 2014.

Notable Public Events

No major astronomical events took place

Educational and School Events

The observatory continued to serve CUSD, Butte College and CSUC students through school visits and using the observatory to meet Astronomy 101 lab requirements. Regional Girl and Boy Scouts also visited the observatory for their astronomy badge activities.

Facility improvements

The pathway from the observatory, east wall, to the outdoor planetarium was resurfaced with concrete to keep us ADA compliant. This resurfacing included the pathways in the planetarium along with adding improved drainage to prevent the wintertime flooding that created a temporary swimming pool. The Chico Sunrise Rotary provided labor and funds to make these improvements.

The docents painted the observatory exterior in the spring.



CITY OF CHICO MEMORANDUM

TO: BPPC DATE: 2/18/15
FROM: DAN EFSEAFF FILE:
SUBJECT: NOTES ON COMMUNICATION FROM KRIS KOENIG

Information based on email exchanges with Kris Koenig. Mr. Koenig wanted to point out several things based on the draft report.

Mr. Koenig noted:

1. That the observatory is not a natural feature of the park nor was it a facility prior to 1999 when it was conceived by him and supported by community (Chico Sunrise Rotary/Greater Chico Kiwanis Club/Private) donations. It operates under it's own funding and continues to be free to the public.
2. The observatory has had three previous names: Kiwanis - J. Schwartz Chico Community Observatory (Original) (partially honoring a Chico Amateur astronomer Jim Schwartz), Chico Community Observatory (interim) and as Kiwanis Chico Community Observatory (current). The current naming of Kiwanis Chico Community Observatory came about due to Chico E-R saving type space in their articles. The wooden sign at the entrance was replaced in 2003 to reflect that the J. Schwartz telescope was removed. Finally, we took down the original (Interim) building signage (Chico Community Observatory) during a repainting and never replaced it. So, it has been known by two other names, then the name was changed by a third party (Chico E-R) and then name was conformed to Kiwanis Chico Community Observatory in 2004 when we opened the planetarium. I have supporting documentation if you need it. Renaming the observatory is not a precedent.
3. The most important issue with this request is to honor an individual that gave nearly 15-years of her life's energy to serve this community as the observatory's champion, lead docent and co-director. It's not for financial gain or personal ego. Everyday since 2001 until her death, she did something related to the observatory's operation, whether it was sweeping off the floors, dealing with school visit scheduling or physically running it at night - four nights a week, fifty-two weeks a year. She put in more hours than anyone involved since it's opening and she was selfless with each minute. Anita touched thousands of individual lives with her passion for the night sky and her loss will be felt by many looking to see her welcoming smile when they visit the observatory in the future.
4. The PCAO gave the Shoemaker Open Sky Planetarium it's name without any permission from the City, we should be able to honor another great Chicoan with a change to Anita Ingrao Memorial Observatory. Let the Bidwell Park Astronomical complex be celebrated by honoring two great women that Chico can be proud of.

Document1
2/18/2015



DATE: 2/9/15
TO: Bidwell Park and Playground Commission
FROM: Dan Efseaff, Park and Natural Resource Manager
SUBJECT: CARD Sycamore Pool Program and Lifeguard Services Proposal

REPORT IN BRIEF:

City and Chico Area Recreation District (CARD) staff have explored options for CARD to provide lifeguard services and additional programming at Bidwell Park's Sycamore Pool. The change allows for staffing flexibility; potential cost savings; and additional appropriate use of the pool for recreational classes. The 2009 Memorandum of Understanding (MOU) provides the mechanism for an agreement that the Council would have to approve. Staff proposes a 1-year demonstration that could be extended upon mutual agreement.

Recommendation: *Direct staff to complete and recommend Council to approve an agreement with CARD to provide 1) lifeguard services and 2) additional programs at the Sycamore Pool.*

FISCAL IMPACT:

CARD performed a simple analysis comparing last year's costs and total hours for the program for the City, versus an estimate of CARD costs (i.e. Per hour fee = Total cost/(Number of operating hours x number of lifeguards)). Based on the analysis, CARD estimated that the shift would result in a net savings of about \$6,000 to the City. Income from programs and already existing recruitment costs account for some of the savings. In addition, there may be some overhead savings as costs shift from payroll (and other employment costs) to a simpler invoice payment.

The proposal would result in no net change to the Park Division budget (Park and General Fund). If approved, staff would direct any savings to restore the hourly event coordinator position or add Ranger hours cut during budget reductions.

BACKGROUND:

For decades, the City of Chico has supported a lifeguard program for the Sycamore Pool during "swim season" (typically late May to September). Lifeguards oversee the pool, deck and lawn areas and provide safety services for the public through rescue, information, medical aid, pool management, custodial duties (trash pickup, and brushing of slippery areas), and accident prevention.

The City recruits a head lifeguard, assistant head lifeguard, and lifeguards. Operations staffing includes 5 lifeguards in chairs, a rover, and a supervisor. The supervising lifeguard and rangers account for breaks and absences for scheduling. Customarily, the City employs a minimum of 16 lifeguards on a seasonal, part time basis. The season starts at the end of May and runs thru a couple of weekends after Labor Day. Hours are typically from noon to 7 pm. The Pool closes on Thursdays and may be closed during the season (inclement weather, light attendance, low water levels, staffing issues, etc.).

In 2014, the City had initial challenges recruiting a sufficient number of candidates for the seasonal position. Several reasons contributed to the problem, such as a late start for recruiting (usually starts in February), lack of returning lifeguards (usually past lifeguards will help recruit staff during the off-season), and local (and national) shortage of sufficiently certified lifeguards. Staff made efforts to publicize and seek recruits and was able to hire a complete crew. The California Conservation Corps provided certified lifeguards and provided a critical stop-gap measures until sufficient staff could be cleared for hire.

City maintenance staff cleans the pool. Rangers coordinate often with the lifeguards and will conduct proactive contacts and may escalate to citations or Chico PD involvement.

DISCUSSION:

In 2009, the City and CARD signed a Memorandum of Understanding (MOU) (Attachment 1) pledging to work together to improve recreation and park services and facilities in Chico by increasing efficiency and economies of scale in service delivery and maximizing utilization of all available resources. This MOU provides a statement of intentions. An additional written agreement would cover specific activities.

In 2014, City staff approached CARD about the potential for providing lifeguard services. Since that time, staff have worked out the concept and details (Attachment 2) of an agreement (Attachment 3) in anticipation of services starting in 2015. Certainly, costs are a consideration for this endeavor; however, there may be other advantages as well: 1) The CARD program has a need for lifeguards for other pools and so recruitment could be absorbed under CARDs current efforts. 2) The enlarged lifeguard staff would potentially allow CARD better flexibility to staff the pool in case of absence. Additional programs at the pool, during low use hours, will help provide supervision in this high use area.

During the exploration of this concept, Staff and CARD discussed several issues of concern. The City and CARD discussed the different requirements (background check, drug test, waterfront certification, etc.) that the City requires. CARD will also require the more stringent standards for guards at the Pool. Last year's lifeguards interested in reapplying would be encouraged to apply to CARD. Staff and CARD discussed the challenges of CARD's supervision of employees at a City facility and coordination with the Rangers. As we have worked well with CARD in the past and CARD has a similar relationship with Chico Unified School District (CUSD), we are confident that the required level of coordination, cooperation, and communication would continue.

As this is a departure from past practices, both parties propose this as a one-year demonstration project, with a review after the season. CARD and City Staff will meet at the conclusion of the season. CARD will prepare a report of total hours, the hours of operations, significant incidents, what worked well with the program, what could be improved, suggested facility or operation improvements, and whether CARD and the City recommends continuing the agreement and for how long. If satisfactory, and mutually agreeable, CARD and the City could extend the agreement.

This proposal is time sensitive, as we are already within the window that both CARD and the City would start recruitment for the program. The agreement is undergoing review and approval with the City Attorney's office; however the BPPC can approve the concept and rates. Rejection of the proposal would mean that the City would initiate the lifeguard recruitment and proceed with the program as in the past. Staff recommends that the BPPC move to recommend the approval of the amendment to the City Council. If the BPPC finds that it is in agreement with the concept, but there are some questions or details that need to be addressed; that the BPPC move to direct staff to complete the agreement and recommend Council approve the agreement or authorize the City Manager to execute the agreement under a minute order.

PUBLIC CONTACT:

The CARD Board will also consider this proposal and will likely conduct that review at a noticed meeting. This is the first public meeting on the item with the City; although Staff previewed the potential for this arrangement in previous monthly Division Reports to the BPPC.

Attachments:

- A. 2009 Memorandum of Understanding between CARD and City of Chico.
- B. CARD proposed Operations Agreement (2/18/15).
- C. Draft Written Agreement.

Distribution:

Rob Hinderer, CARD
Jerry Haynes, CARD

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2/18/2015



Chico Area
Recreation and
Park District

CITY OF CHICO & CARD SYCAMORE POOL PROGRAM & LG OPERATIONS

**CITY OF CHICO, CA Sycamore Pool
CARD Recreational Program Operations
CARD On Duty Seasonal Lifeguards**

The CITY OF CHICO and CARD General Partnership Guidelines and agreements of Sycamore Pool

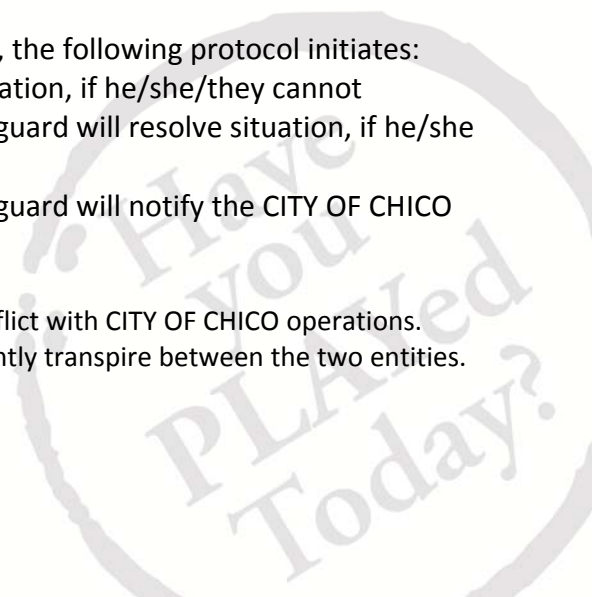
1. This amendment is in effect for one swim season (May – September 2015).
 - a. At the conclusion of the amendment, a joint report/evaluation will be conducted to determine continuation for proceeding years.
 - b. Identify strengths, issues, challenges, opportunities of program.
2. The CITY OF CHICO is 100% responsible for physical facilities operation, capital, maintenance, upkeep of Sycamore Pool.
 - a. Includes allowing CARD usage of Line Ropes
3. The CITY OF CHICO appointed contact/supervisor has ultimate authority/right/supervision to close Sycamore Pool, and enforce City Code.
4. CITY OF CHICO assume Risk and Liability of facilities, equipment, maintenance, and Pool Upkeep.
5. The CITY OF CHICO and/or CARD have the right to request a shutdown/closing of Sycamore Pool due to weather, hazardous/dangerous conditions, major public action, and facility/equipment challenges.
6. Any major infraction or breaking of rule(s) will be handled at the CITY OF CHICO level.
7. CARD assumes Risk and Liability of on duty lifeguards.
8. Times, days, and programs will be set by CARD, and will not conflict with the CITY OF CHICO operations and Codes and Regulations.
 - a. See Diagram Attachment
9. Minor infractions or breaking of rule(s), the following protocol initiates:
 - a. CARD Lifeguard will resolve situation, if he/she/they cannot
 - b. CARD Head/Assistant Head Lifeguard will resolve situation, if he/she cannot
 - c. CARD Head/Assistant Head Lifeguard will notify the CITY OF CHICO Ranger and/or Police
10. All CARD Programs and serves will not conflict with CITY OF CHICO operations. Communication coordination will consistently transpire between the two entities.

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Chico Area
Recreation and
Park District

CITY OF CHICO & CARD SYCAMORE POOL PROGRAM & LG OPERATIONS

The CITY OF CHICO shall provide the use of Sycamore Pool to CARD to operate CARD Community Recreation Programs

1. CITY OF CHICO FEE – Part of Partnership includes no monetary outlay to the CITY OF CHICO from CARD
2. CARD Programs include
 - a. Paddle Board Class
 - b. Lifeguard Class
 - c. Water/Boater Safety Class
3. Sycamore Pool use includes pool, parking, grass and picnic area, restrooms within normal Sycamore Pool and Park operating hours.
4. CARD Programming will adhere to CARD procedures, protocols, operational standards and norms.

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Chico Area
Recreation and
Park District

CITY OF CHICO & CARD SYCAMORE POOL PROGRAM & LG OPERATIONS

CARD shall provide on duty lifeguards for purposes of recreation open swim at Sycamore Pool for the CITY OF CHICO.

1. CARD REMUNERATION FROM CITY OF CHICO - \$12.98 per Hour of Total Lifeguard Hours
 - a. \$12.98 = Remuneration per lifeguard per hour
 - b. \$90.86 = \$12.98 * 7 Lifeguards = Total Minimum Operations Hourly Rate
 - c. \$129.80 = \$12.98 * 10 Lifeguards = Total Maximum Operations Hourly Rate
 - d. In final agreement/MOU, it must state that the CITY
 - i. Will have a defined cap remuneration amount that CITY promises to CARD, and/or
 - ii. Will have defined total operation hours that CITY promises to CARD for remuneration, and/or
 - iii. Will have defined total weeks that CITY promises to CARD for remuneration
2. CARD is responsible for supervision of on duty lifeguards, hiring, training, firing, scheduling. Hiring includes staff \geq 18 yrs. of age, LiveScan, and drug test clearance.
 - a. Age requirement is a CITY mandate
 - b. Drug Test Clearance is a CITY mandate
3. CARD staff shall notify the CITY OF CHICO staff 100% of observed dangers, hazards, breaks, wear and tear, and mechanical failures and/or dangers, and/or hazards.
4. CARD is responsible for lifeguard materials, supplies, equipment, and uniforms.
5. CARD on duty lifeguard seasonal operations.
 - a. Daily Hours of Operation: \geq 3 Hours to \leq 10 Hours.
 - b. Days of Operations on weekly basis: \geq 2 Days to \leq 6 Days.
 - c. Number of Weeks per Season: \geq 7 Weeks to \leq 20 Weeks.
6. CARD Lifeguard primary duty is the safety of the public using the pool.
7. CARD Lifeguard secondary duty is to perform custodial work in and around the Sycamore Pool area
 - a. Includes sweeping, picking up trash, cleaning steps, and removing materials and hazards in pool.
8. CARD will utilize CITY OF CHICO Land Line Telephone, and walkie-talkies during on duty lifeguarding hours.
 - a. CARD will replace any damaged Walkie-Talkies

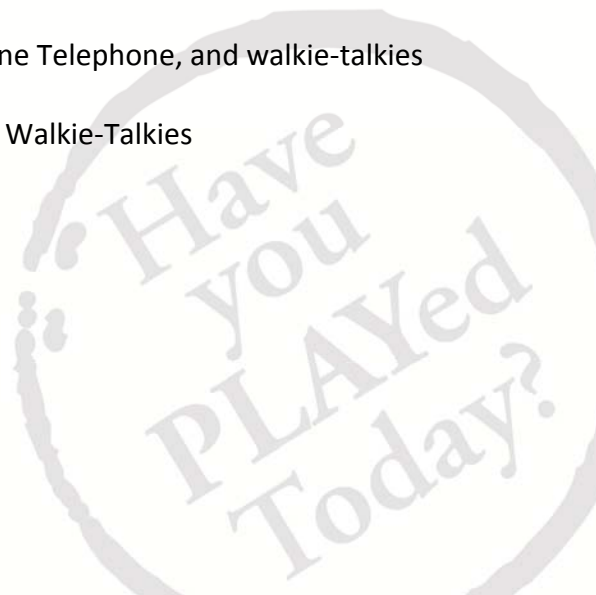
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Chico Area Recreation and Park District

CITY OF CHICO & CARD SYCAMORE POOL PROGRAM & LG OPERATIONS

Date: February, 9, 2015

To: Rubin Martinez, Public Works Director
Daniel Efseaff, Park & Natural Resource Manager
City of Chico, CA

From: Jerry Haynes, General Manager
Robert Hinderer, Recreation Superintendent
Chico Area Recreation & Park District (CARD)

Subject: Revision to Defined Total Lifeguard Hours
Operation of Sycamore Pool Lifeguard Estimates Meeting

Present: Rubin Martinez, Daniel Efseaff, Jerry Haynes, Rob Hinderer

SUMMARY

In consideration between the City of Chico CA and CARD for the purposes to increase partnership, opportunities, efficiency, and services, while decreasing potential liability, the two public agencies are exploring the recreational operations of Bidwell Park: Sycamore Pool. Focus of consideration are recreational programming and seasonal lifeguard duties.

CONSIDERATION FACTORS

The City of Chico for FY 2013-14 Sycamore Pool Operations (Actuals)

- Total Operation Cost: \$54,880¹
- Total Operation Hours: 3933
- Per Hour Operation Cost: \$13.96

CARD FY 2013-14 Sycamore Pool Operations² (Estimate)

- Total Operation Cost: \$48,830³
- Total Lifeguard Hours: 3933
- Per Hour of Total Lifeguard Hours: \$12.98³

CONSIDERATION VARIANCES

Operational variance of two scenarios

- Total Dollar Variance: \$6,050
- Total Percent Variance: 11.02%
- Per Hour Dollar Variance: \$0.98
- Per hour Percent Variance: 7.01%

¹Includes \$3,500 Recruiting Cost

²Operational Cost estimate for CARD FY 2013-14 of Sycamore Pool is a "WHAT IF" scenario of "what if CARD had operated Sycamore Pool for FY 2013-14."

³Includes \$2,200 annual net income projection

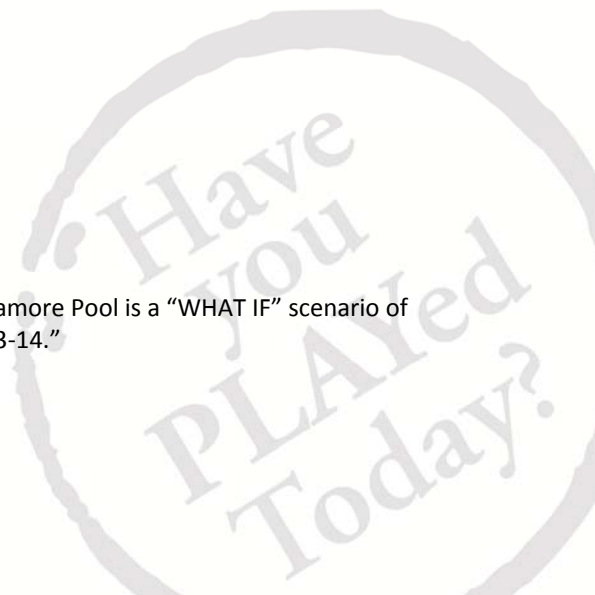
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DATE: 2/18/15
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Shane Romain, Park Services Coordinator
Zoe Pennington, Park Intern
SUBJECT: Special Report: City Plaza Programming

REPORT IN BRIEF:

The Park Division in partnership with the Downtown Chico Business Association (DCBA) are hosting a series of "Picnic in the Plaza" (PIP) programs at City Plaza in celebration of Bidwell Parks' 110th birthday and to raise funds and awareness for Park projects. The City sponsored events provide opportunities for performers and the public to use this space; serve as a fundraiser; and minimize some of the negative behaviors observed in the Plaza.

BACKGROUND:

At the 1/26/15 BPPC meeting, Staff outlined a program to increase public use of City Plaza thru a series of programs at City Plaza in celebration of Bidwell Park's 110th Birthday and to raise funds and awareness for Park projects. The goal of the program is to attract approximately 100 people weekly, to create a more welcoming, safe, comfortable and positive environment/experience to City Plaza.

While the Plaza is a popular venue for several on-going and regular events, events are limited during the week. The City sponsored events would provide opportunities for performers and the public to use this space; serve as a fundraiser (for Caper Acres and other initiatives); minimize negative behaviors; and promote downtown foot traffic as a safe and desirable destination. An outcome may be more usage of the Plaza by the public during other days of the week as well. This program will be free for applicants and attendees.

The program will consist of a variety of artistic activities (such as dance and music performances, poetry reading, circus acts, etc.) to bring together a sociable and diverse 100-person crowd to the Plaza each week. Organizations, bands, or people could either make a nominal donation, seek pledges from the community, or fundraise a minimum of \$50 for the Park Division or Caper Acres.

Donations and local sponsors and partners like the DCBA may offset costs associated with cleaning and staff time for the event. Volunteers and staff will set up a booth to accept donations and share information on how to donate and other information pertinent to park usage

IMPLEMENTATION:

Within a week of the last BPPC meeting (1/26/15), staff met with the DCBA to collaborate on the PIP series. The DCBA indicated a willingness to help as resources allowed. The partnership between the DCBA and the Parks Division will result in further benefits to the park. The DCBA coordinates the Clean and Safe Chico program. Clean and Safe volunteers clean areas of Lower Bidwell Park twice a week. Clean and Safe will have information available at the PIP events for people to get involved and support the effort.

The pilot PIP was on 2/13/15. Even with short notice, the Plaza contained over a hundred participants enjoying lunch at Plaza while a band played, and the response from participants was positive. The Park Division sold 4 Monkey Face T-shirts, received some donations, and the DCBA was able to collect support for Clean and Safe.

Staff plans future events to occur weekly on Tuesdays from 11:30 am to 1 pm with a start date of March 3, 2015; and will complete a survey after each event (number of attendees; and overall perception of participants).

In the next few weeks, staff will work with the DBCA and other partners to continue programming and marketing of the effort. Staff welcomes ideas for acts, organizational help, and sponsors. The Parks Division anticipates this effort continuing thru 2015. Staff will track donations and sponsorship and report to the BPPC to evaluate the program. If successful, Parks will look at a long-term sponsor of the program to cover permit fees and organizational cost.

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DATE: 2/18/2015
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Dan Efseaff, Park and Natural Resource Manager
SUBJECT: Parks and Street Trees and Public Landscapes Report

NARRATIVE

1. Updates

- a. Vandalism –Parks became aware of spray chalk that had been used with stencils around the One Mile Area.
 - i. The Principal of Wildflower Open Classroom - Charter School was profusely apologetic and pledged the following:
 - 1) Cover all of the costs associated with the cleanup,
 - 2) Review and strengthen their policies concerning community engagement and activism,
 - 3) Educate students on the rules, history and importance of Bidwell Park; and
 - 4) Conduct at least one Wildflower cleanup day in Bidwell Park.
 - ii. Parks response:
 - 1) Our crew obliterated the words on the graffiti within 1-2 hours of us becoming aware of it and completed the pressure washing of the area that day.
 - 2) We tracked the cost of clean-up (\$401.82) and billed it to the school.
 - 3) We discussed with the Director measures to cover the additional costs to the Department, help educate students in Park stewardship, and will reduce the chances of similar incidents. The Director said that he would address the issue with the teacher, students, and parents.
 - iii. We responded to Wildflower’s Letter of Assurance, noting that with the payment for damages and completion of the other measures, we will consider the issue closed.

2. Planning/Monitoring

- a. Creek– Staff have been monitoring the log-jam in the Creek upstream of Hwy 99 and decided to take action after a limited response from DWR (photos).

3. Maintenance Program

General 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. The service request tally for the month is 3 closed with 38 still in the system awaiting completion.

- a. **Lower Park:** Park staff has worked on cleaning all Lower park areas of debris after the storm event of early December, clearing fallen trees from paths and roadways and removing hanging limbs from target areas and repairing damaged infrastructure as needed. Staff has completed retro fitting LED Lighting at Cedar Grove, which leaves only the Five Mile area to complete the upgrade to LED lighting through the park. Which should happen in the new fiscal budget year 15-16. Staff removed a substantial portion of the log jam in Chico creek between sites 3 and 4 in hope that we can check erosion to south park drive.
- b. **Middle & Upper Park:** Down tree clean up in Upper Park on Yahai and Middle trails. The backflow preventer at Rod and Gun club failed inspection testing and was replaced with a new unit and upgraded to code plumbing.

- c. **Various Park Locations:** Staff has supported multiple camp clean ups in and outside of the Park, We have also supported several volunteer invasive plant removal sessions, along with the constant removal of down limb piles throughout the park. Staff supported the Tree Division for the down town plaza formative pruning two day session.
- d. **Upcoming Projects:** Grade parking lots throughout the Park, Trail work on Monkey Face and South Rim trails, review bollards and gates in the Park.
 - i. **Sycamore Pool** – the vault and other materials has been ordered and we are awaiting good conditions for installation.

4. Ranger and Lifeguard Programs

- a. Ranger Staffing– The application period for the seasonal ranger position has closed. Applications are being reviewed and interviews will begin in early March. Recruitment for the Senior Park Ranger position is currently open.
- b. Contract Security– AG Security services has taken over the responsibility of locking down park gates at closing times. Ultimately the result will be more ranger coverage and overlap during peak hours in the parks.
- c. Lifeguards – Details and legal are being worked out between the City and CAR. It is anticipated that CARD will have a program in place for this coming summer.
- d. Significant Incidents – Ranger Lisa spent a significant amount of time documenting and investigating the vandalism that was perpetrated staff and students of Wildflower school.

5. Natural Resource Management

- a. Prescribed Burn – CALFire (Salt Creek Crew) and Parks conducted a prescribed burn last week in Middle Bidwell Park (the Wildwood Unit). The burn consumed piles created to reduce fuels and minimize the damage from a wildfire. Parks worked closely with the Butte County Air Quality Management District to minimize air quality impacts

6. Outreach and Education

- a. Picnic In the Plaza – Staff planned the inaugural event with the Downtown Business Association and held the pilot PIP on 2/13/15. Even with short notice, the Plaza contained over a hundred participants enjoying lunch at Plaza while a band played, and the response from participants was positive. The Park Division sold 4 Monkey Face T-shirts, received some donations, and the DCBA was able to collect support for Clean and Safe.

7. Street Trees and Landscapes

- a. Drought tips and Trees– attached is a publication from CAL-Fire to help trees during drought. We thought it helpful to share with the community.
- b. Tree Planting– Attached is the City standard for tree planting adopted in 2009. A Commissioner at a recent meeting seemed unaware of the City Standard. We also included some other helpful tips for planting, the City will be initiating several tree planting efforts for California's Arbor Day is i

c. Projects Completed:

- 24-Service Request- a detailed list is available.
- Down Limbs and Hangers- 30 hours (35 locations).
- Downtown Plaza- 25 hours (49 trees pruned).
- Safety Meetings- 1 hour.
- Prep Time and DOT Inspections- 36 hours.
- Equipment Maintenance- 12 hours.
- Traffic Safety Pruning- 15 hours (19 trees pruned).
- Priority Removals- 1 hour (2 dead or dying trees removed (mostly small volunteers).
- Formative Pruning- 58 hours (138 trees pruned).
- School Zones- 3 hour (15 trees pruned).
- GIS Inventory- 20 hours.
- Aphid Control- 96 hours.
- Training- 2 hours.
- Bidwell Park Pruning- 2 hours.
- Grates and Cages- 3 hours.
- Petersen Tree Care- emergency work 4 hours.

b. Tree Call Outs:

1. There were no call outs for the month of January.

c. Tree Permits:

- Removal- 5 approved, 1-Denied
- Planting- 5 approved, 1-Denied
- Pruning- 7 approved

8. Volunteer and Donor Program

- i. Park Services Coordinator – Shane Romain will be transitioning to PSC duties more as we get staffed with the Ranger program.

b. Upcoming Volunteer Opportunities –

- i. February 21 (10am-12pm) Annie's Glen Volunteer Work Session invasive plants and pick up trash. Meet at Camillia Way Bridge on the south side of Big Chico Creek. Wear closed toed shoes and long pants. Please bring a water bottle. Call Eddi at 321-1726 or Dennis at 321-1828 for directions and info.
- ii. February 21 (1 to 4 pm) Lost Park Volunteer Work Session Remove invasive plants and pick up trash from this downtown park Map, on the south side of Big Chico Creek. Meet at the parking lot behind Solutions Cubed. Sponsored by Friends of Bidwell Park and the Chico Park Division. For more information, call Michael at (530) 520-3766.
- iii. February 22 (1 to 4 pm) Invasive Plant Removal and Trash Pickup on the south side of Little Chico Creek. Park on Humboldt Ave near Has Beans coffee shop (1076 Humboldt), then walk across the bridge, through the gate into a large open space area. Wear closed-toe shoes and bring water. Call Susan at (530) 321-3406 for more information. Sponsored by Chico Park Division, Waste Management and the Mount Lassen Chapter of the California Native Plant Society. Rain cancels.
- iv. February 24th 25th and 26 (7:30am -?) Trail work in Upper Bidwell Park. Meet at Lot E on Middle trail. Meet March 3rd, 4th and 5th to finish up. Sponsored by Friends of Bidwell Park and the Chico Park Division.
- v. February 28 9 am to noon) Major Invasive Plant Removal Work Session Gather between 8:30-9 am across the street from 1172 Humboldt Ave. (look for the large wind chimes). Wear closed toe shoes and long sleeves. Bring a water container and work gloves if you have them. Lunch and snacks provided. Co-sponsored by Butte Environmental Council, Chico Park Division, Waste Management and the Mount Lassen Chapter of the California Native Plant Society. You need to pre-register by calling Nani at (530) 891-6424 so we know how much food to order and tools to bring. Rain cancels.
- vi. March 1 (9 am to noon) Major Invasive Plant Removal Project at Humboldt Neighborhood Park - Look for the large wind chimes and big roller bin near 1200 Humboldt Ave. Wear closed toe shoes and long sleeves. Bring a water container and work gloves if you have them. Sponsored by the Mount Lassen Chapter of the California Native Plant Society. Call Susan at (530) 321-3406 for more information. Rain cancels.
- vii. March 3rd, 4th and 5th (7:30am -?) Trail work in Upper Bidwell Park. Meet at Lot E on Middle trail. Sponsored by Friends of Bidwell Park and the Chico Park Division.
- viii. March 7 (9am- 12pm) Picnic Site 29 Volunteer Session. Meet at Cedar Grove parking lot. Volunteers will remove vinca and plant natives. Wear long pants and closed-toe shoes. Bring water bottle. Sponsored by Chico Park Division. Call Ryan 321-8594 for directions and information.
- ix. March 7, 21 (1 to 4 pm) Lost Park Volunteer Work Session Remove invasive plants and pick up trash from this downtown park Map, on the south side of Big Chico Creek. Meet at the parking lot behind Solutions Cubed. Sponsored by Friends of Bidwell Park and the Chico Park Division. For more information, call Michael at (530) 520-3766.
- x. March 14 (9am-12pm) Picnic Site 29 Volunteer Session Meet at Cedar Grove parking lot. Volunteers will remove vinca and plant natives. Wear long pants and closed-toe shoes. Bring water bottle. Sponsored by Chico Park Division. Call Ryan 321-8594 for directions and information.
- xi. March 15 (9 am to noon) Comanche Creek Greenway Volunteer Session Meet at the dirt parking lot by the intersection of East Park Ave. and Midway. Volunteers will remove invasive blackberry, milkthistle, Johnsongrass, or pick up trash. Wear long pants and closed-toe shoes; bring water and work gloves if you can. For more information, call Susan at (530) 321-3406. Sponsored by Friends of Comanche Creek Greenway and the Chico Park Division. Rain cancels. Large groups welcome with advance notice.

- xii. March 22 (1 to 4 pm) Invasive Privet Tree Removal on Little Chico Creek Work site is along Little Chico Creek bike path at Forest Ave. Park on Humboldt Rd near Forest Ave, walk south across the bridge and turn right at the bike path. Wear closed-toe shoes and, if possible, bring water. For more information, call Susan at (530) 321-3406. Co-sponsored by Mt. Lassen Chapter-CNPS, Waste Management and Chico Park Division. Rain cancels.
- xiii. March 28 (9 am to noon) Comanche Creek Greenway Volunteer Session Meet at the dirt parking lot by the intersection of East Park Ave. and Midway. Volunteers will remove invasive blackberry, milkthistle, Johnsongrass, and other weeds. Wear long pants and closed-toe shoes; bring water and work gloves if you can. . Sponsored by Friends of Comanche Creek Greenway and the Chico Park Division. Rain cancels. Large groups welcome with advance notice. For more information, call Janet at (530) 966-6861 or Susan at (530) 321-3406
- xiv. March 28 (1 to 4 pm) Spanish broom Removal in Upper Bidwell Park Meet at Parking Area E to carpool to the work site along Big Chico Creek. Wear long pants and closed-toe shoes. Bring a water container. Sponsored by Friends of Bidwell Park and the Chico Park Division. For more information, call Susan at (530) 321-3406. Rain cancels.
- xv. March 31 (9am-12pm) Annie's Glen and Camellia Way Picnic Area Volunteer Session. Meet at Camellia Way Bridge for trash and weed removal. Wear long pants and closed-toe shoes. Bring water bottle. Sponsored by Chico Park Division. Call Heidi (530)526-5000 for directions and info.
- xvi. April 18 Earth Day in Bidwell Park and City of Chico Greenways (9am-12pm). Locations TBA

9. Upcoming Issues/Miscellaneous

- a. BPPC Work Plan review
- b. Peregrine Point Monitoring
- c. Potential PG&E tree removals - Robyn DiFalco (BEC) shared information that PG&E is reviewing the list of trees on the south-side of Chico that are being evaluated for risk ("unacceptable" and "manageable") to the underground gas pipeline in the area. Staff has not received a proposal from PG&E on the issue.

PHOTOGRAPHS



Debris in Big Chico Creek downstream of Cedar Grove and above Highway 99 is causing erosion on the left bank.



Field Supervisor Logsden removes debris from log-jam in anticipation of weekend rains to help protect the bank.

High water flows thru the log jam area. Wood debris was moved closer to the bank to offer roughness and mild bank protection.



Pile burns in action in Middle Bidwell Park (the Wildwood Unit). The burn yielded little smoke and was completed in 2 days.



Staff is investigating and will remedy the construction of bike jumps in Lindo Channel.



2/3/15 – Staff is investigating vandalism in Lower Park. Staff will document costs and bill the suspected party.



Former BPPC Commissioners Herrera, Ober, and Emmerich, listened as they are recognized at the January BPPC meeting.

Picnic in the Plaza 2/13/15.



Picnic in the Plaza 2/13/15

MONTHLY SUMMARY TABLES

Table 1. Monthly Public and Private Permits

Table Monthly Public Permits				
Date	Location	Organization	Event	Participant #
01/24/2015	5 Mile to Upper Park	Under The Sun Events	Frost or Fog	500
Totals			1	500

Table 2. Monthly Private Permits

Table Monthly Private Permits		
Type	# Permits	# Participants
Private	3	86
Caper Acres	11	210
Totals	14	296

Table 3. Monthly Maintenance Hours.






Category	Staff Hours	% of Total	2015 Trend
1. Safety	157	47.8%	
2. Infrastructure Maintenance	85	25.7%	
3. Vegetation Maintenance	0	0.0%	
4. Admin Time/Other	87	26.5%	
Monthly Totals	329	100%	

Table 4. Monthly Incidents

Ranger Report Incidents			
Date	Location	Incident	Disposition
01/03/2015	City Plaza	Indecent Expose	Arrest
01/13/2015	Golf Course	Vandalism	Report Taken
01/17/2015	Lower Park	Indecent Exposure	Unable to Locate
01/24/2015	Upper Park	Fall injury	Victim Transported to Enloe

Table 5. Monthly Warnings and Citations

Ranger Report - Warnings 2015

Violation - Warnings	Monthly			Annual			2014 Trend
	Total Warnings	%	Rank	Total Warnings	%	Rank	
Alcohol	0	0%	8	0	0%	8	
Animal Control Violations	13	21%	2	13	21%	2	
Bicycle Violation	29	46%	1	29	46%	1	
Glass	0	0%	8	0	0%	8	
Illegal Camping	8	13%	3	8	13%	3	
Injury/Destruction City Property	0	0%	8	0	0%	8	
Littering	3	5%	5	3	5%	5	
Other Violations	3	5%	5	3	5%	5	
Parking Violations	4	6%	4	4	6%	4	
Resist/Delay Park Ranger	0	0%	8	0	0%	8	
Smoking	3	5%	5	3	5%	5	
Totals	63	100%		63	100%		

Ranger Report - Citations 2015

Violation - Citations	Monthly			Annual			2014 Trend
	Total Citations	%	Rank	Total Citations	%	Rank	
Alcohol	0	0%	4	0	0%	4	
Animal Control Violations	0	0%	4	0	0%	4	
Bicycle Violation	0	0%	4	0	0%	4	
Glass	1	13%	2	1	13%	2	
Illegal Camping	0	0%	4	0	0%	4	
Injury/Destruction City Property	0	0%	4	0	0%	4	
Littering	0	0%	4	0	0%	4	
Other Violations	1	13%	2	1	13%	2	
Parking Violations	6	75%	1	6	75%	1	
Resist/Delay Park Ranger	0	0%	4	0	0%	4	
Smoking	0	0%	4	0	0%	4	
Totals	8	100%		8	100%		

Attachments:

- A. Drought Tips

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2/19/2015

HELP YOUR TREES SURVIVE THE DROUGHT



BE WATER-WISE. IT'S EASY. HERE'S HOW.

Trees and water are both precious resources. Trees don't just make our houses feel like home—they also improve property values, clean our water & air, and even make our streets safer & quieter. When we water wisely and maintain our trees carefully, we enjoy a wide range of benefits at a low cost and with little effort.

YOUNG TREES

The roots of younger trees are less established & need easier access to water to establish deep root systems.

MATURE TREES

Mature trees require MORE water when growing near heat traps such as driveways & house foundations.

EXPOSED TREES

Water loss is greater where trees are exposed to hot afternoon sun & strong or constant wind.

DECIDUOUS TREES

The critical time for water is during bud-break in spring & bud formation in late summer.



THE RIGHT AMOUNT

Water young trees twice per week (about 5 gallons) & mature trees once per week in several places (the equivalent of 1 to 1.5 inches of rain).

IN THE RIGHT PLACE

Water the "drip zone," area directly beneath the foliage & shaded by the tree. Also, add mulch to lower soil temperatures & reduce water evaporation.

CONSERVE & RECYCLE WATER

Inside; place buckets in the shower to collect water. Recycle water from the dehumidifier, collect air conditioning condensation, & "save a flush" to conserve. Outside; convert irrigation systems to drip, low-flow or micro spray & fix leaks.

THE RIGHT TIME

Water early in the morning or after the sun has set as this is when trees replace the water they've lost during the day. Also less water is lost to evaporation at these times. Mulching your tree will also keep soils warmer in winter & cooler in summer.

DON'T WASTE WATER

Water so that it soaks into the ground rather than running off into the drain.

THE RIGHT WAY

During drought, water directly with a hose or 5-gallon bucket.

THE RIGHT DEPTH

Deep watering helps deep root growth & healthier trees.

THE RIGHT CHOICE

Plant native or drought resistant tree species that require less water. Choose trees over lawn as trees are a long term investment.



GROWING TREES MAKE GREAT NEIGHBORHOODS

FOLLOW US:

InvestInTrees



VISIT:

http://calfire.ca.gov/resource_mgt/resource_mgt_urbanforestry.php



Tree Safety

Contacting underground or overhead electric lines or equipment and natural gas pipelines can cause serious injury or death. Consider these important safety tips when planting trees:

Location:

- Plant trees and other shrubs at least 10 feet away from the base of power poles.
- Maintain a clearance around pad mount transformers. (two feet on the sides and rear and eight feet from the front) These actions allow PG&E crews to access poles and equipment for emergency repairs.

Planting:

- Know what's below! Have buried utilities located before digging. Call Underground Service Alert (USA) by dialing 811 at least 2 working days before digging. This free service will mark where utilities are buried.
- Look up! Safety is PG&E's highest priority and recommends keeping all trees equipment and people at least 10 feet away from high voltage electric power lines.

Maintenance:

- It is a crime for a person to work within 6 feet of a power line if they are not trained and qualified.
- If a tree, within 10 feet of a power line, needs to be pruned or removed please contact PG&E at 1-800-743-5000.

Trees and Fire Risk

If you live in a Fire Risk Area, it is important to know that:

- Tree species and location can influence the fire safety of your home. Although all vegetation can burn, research has shown that some resist fire better than others. Trees that have a favorable fire resistance rating are identified in the tree chart above.
- However, if you live in a fire risk area, before planting trees,

please check with CAL FIRE (www.cdf.ca.gov), your local Fire Safe Council (www.firesafecouncil.org) or your local fire department for fire-safe landscaping tips.

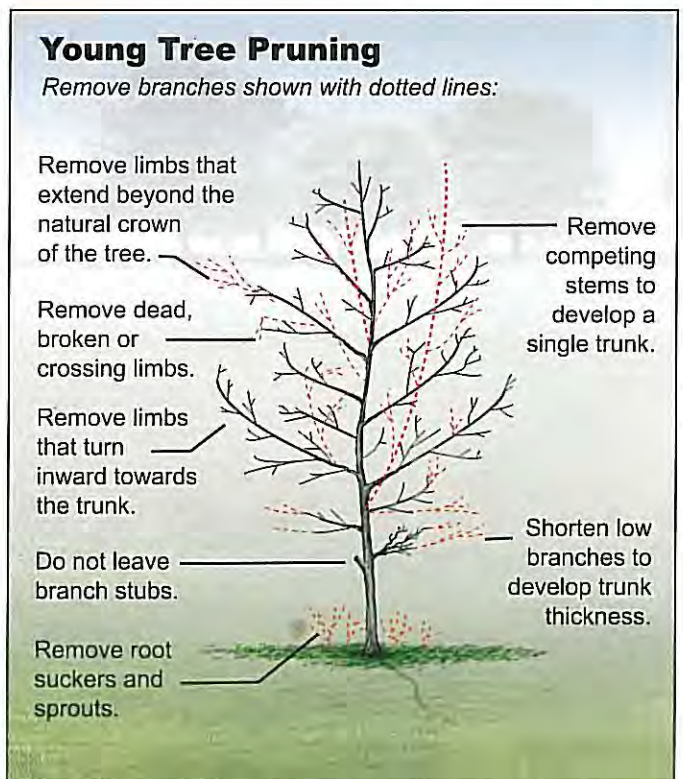
Tree Care

It is important to take care of your newly planted tree. Do not add fertilizer at planting. Sprinkle a balanced fertilizer around the drip line of the tree after the first year if the tree fails to make good growth. Always follow the fertilizer manufacturer's label as to the amount to apply; too much will injure the tree.

Remember: a good mulch layer will provide a natural source of nutrients to the tree and it will help cool the soil and conserve moisture. Maintain a 3-4 inch mulch layer within the planting area. Check the thickness of your mulch mid-summer and renew it as needed. Keep mulch away from the base of the trunk to avoid potential rotting of the bark.

Regular watering is the single most important factor in the success of your new tree. New trees need about one inch of water per week for about two years. This is true for all trees even though they may be native or drought tolerant. Be careful not to drown the roots; they need air as well as water to grow.

Watering slowly by hand gives you a great opportunity to monitor your trees for problems such as disease, insects and broken or dead limbs. You will be amazed at how well your trees will respond to your care.



How to Plant Your Tree

1. Prepare the planting area. Mark an area several times wider than the root ball diameter (the wider the better). Loosen this area to about the depth of the root ball. This will enable your tree to extend a dense mat of tiny roots out into the soil in the first several weeks in the ground.

2. Dig the hole in the center of the loosened area, 2-3 times the diameter of the root ball and no deeper than the depth of the root ball — shallow is better than deep! Make sure the sides of the hole are rough and uneven. In very hard soils, a rough edge to the hole may help new roots grow out into the surrounding soil.

3. If the tree is in a container, gently remove the container from root ball — don't pull by the trunk. Loosen roots with finger tips and prune away damaged or circling roots.

4. For balled and burlapped trees, rest the root ball in the center of the hole, and reshape the hole so the tree will be straight and at the proper level. After adjusting the tree, pull the burlap and any other material away from the sides and top of the root ball. Carefully remove the burlap material from the hole.

5. Loosen the soil near the trunk to find the 'trunk flare.' This is the area where the trunk gets wider as the first roots join the trunk. This point should be visible at the top of the root ball. If the trunk flare is not visible, remove soil from the top of the root ball until it is visible.

6. Place the tree in the hole. The bottom of the ball should rest on solid undisturbed soil. When finished, the trunk flare should be at or just above the soil surface. Planting too deep is the most common mistake, since soil above the trunk flare causes the bark to rot!

7. Stand back and look at the tree before putting the soil back

into the hole. You can make careful adjustments at this time to the planting height and the direction the branches face without seriously harming the roots.

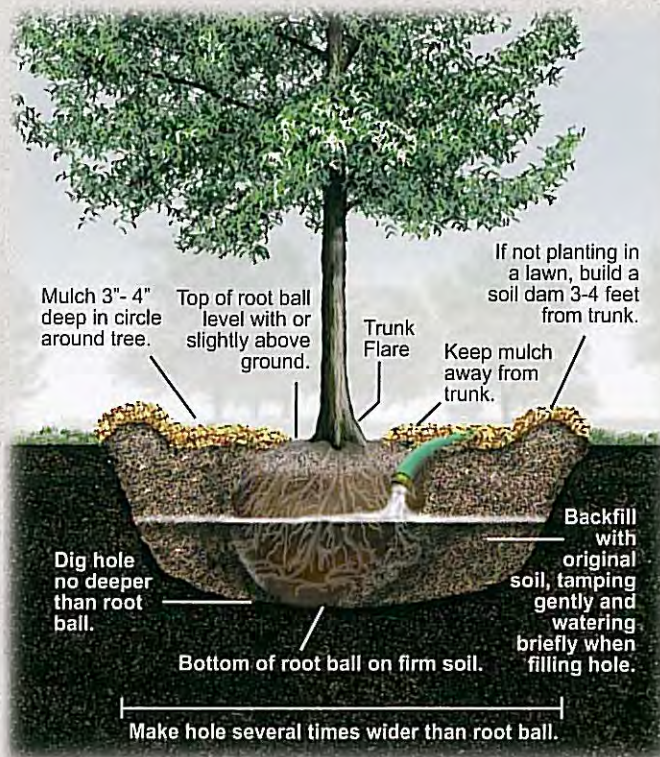
8. Gently backfill with the original soil removed earlier. Do not add fertilizer, compost or other material. Use one-third of the soil at a time. Break up dirt clods and remove any grass, weeds or rocks. Lightly pack the soil with the shovel handle to remove air pockets. Do not stamp on or compress soil heavily. The best soil for root growth has spaces for both air and water, but not large air pockets, which causes problems. Water briefly. Refill and pack again until soil is even with top of root ball. The trunk flare should be slightly above the soil. Water thoroughly.

9. If your tree is not planted in a lawn, construct a small earthen dam or berm, less than 4 inches tall, with excess soil just outside of the root ball zone. This will help hold water until it soaks into the soil, rather than letting it run off across the surface. The berm is temporary while your tree becomes established and, in most cases should be removed two years after planting.

10. Cover the entire loosened area of soil with 3 to 4 inches of mulch (chipped wood or bark, compost, or dry leaves). Mulch will slow water loss, reduce competition from weeds and grasses, will moderate soil temperature and provide a small amount of nutrients. Keep mulch away from the trunk of the tree to prevent disease.

11. Staking (Optional)

Stake only if tree stability is a problem. Staking is a temporary measure to allow the trunk to develop strength — remove as soon as possible. The sooner the stakes and ties are removed the stronger your tree will be. If staked, typically this can be one to two years and no longer than three. Reddy stakes are the easiest to use and are available from your local nursery.



The Right Tree in the Right Place

Use the right size tree for your planting site. Use small trees when planting under or near power lines.

