



Public Works Department, Park Division
965 Fir Street
Chico, CA 95928
(530) 896-7800

Agenda Prepared: 1/24/2020
Agenda Posted: 1/24/2020
Prior to: 6:00 p.m.

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

Regular Meeting Agenda
January 27, 2020, 6:00 pm
City Council Chambers - 421 Main Street

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

REQUESTS TO ADDRESS THE COMMISSION

If you would like to address the Commission at this meeting, you are requested to complete a speaker card and hand it to the Commission Clerk prior to the conclusion of the staff presentation for that item. The card assists the Clerk with minute taking and assists the Commission in conducting an orderly meeting. Providing personal information on the card is optional. A time limit of three (3) minutes per speaker on all items has been established. If more than 10 speaker cards are submitted for agenda items, the time limitation may be reduced.

1. REGULAR COMMISSION MEETING

1.1. Call to Order

1.2. Roll Call

2. CONSENT AGENDA

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

2.1. APPROVAL OF MEETING MINUTES

Action: Approve minutes of BPPC meeting held on 11/25/19.

2.2. PERMIT TO HOST A SUPPORT GROUP MEETING AT THE COUNCIL RING FROM 4/5/20 THRU 10/25/20.

Angela Weaver Baucom, from the God Squad (Applicant) requests a permit to host a support group in the Council Ring. This group has been meeting at this location for 20+ years, and the meetings are approximately 1.5 hours long.

Recommendation: Conditional approval of the permit.

2.3. PERMIT FOR HEART & SOLE: RUN FOR WELLNESS – OAK GROVE A & B (3/30/19)

Enloe Medical Center (Applicant) is requesting to reserve One Mile Picnic/Barbeque Area, Oak Grove A and Oak Grove B, on March 30, 2019 for their annual event, Heart & Sole: Run for Wellness. Along with this reservation, Enloe Medical Center is requesting to use Sycamore Field for a possible helicopter landing.

Recommendation: Conditional approval.

2.4. PERMITS FOR EARTHBOUND SKILLS FIELD TRIPS AND SUMMER CAMP (FEBRUARY-AUGUST 2020)

Applicant Joni "Jahnia" Mitchell, Earthbound Skills, would like to host private field trips for multiple day camps in February at the Campfire Council Ring and again in March and June-August 2020 at the east 5 Mile picnic area. Day Camps range in ages from 4-11 years old. During these events, there will be games, activities, crafts, nature and bird walks. Under the Chico Municipal Code (CMC 12R.08.160) the BPPC must consider permits for an event held for multiple days.

Recommendation: Conditional approval.

2.5. CONSIDERATION OF CHICO AREA RECREATION DISTRICT'S (CARD) PERMITS FOR THE SPRING JAMBOREE AND MOVIES IN THE PARK AND REQUEST TO WAIVE PARK FEES FOR THE SPRING JAMBOREE EVENT.

The Chico Area Parks and Recreation District (CARD), which is a public agency/special district, requests the waiver of basic park use fees for the Spring Jamboree event to be held in Caper Acres in Lower Bidwell Park on April 10, 2020. Under Municipal Code (CMC) Section 12R.08.250, the BPPC may authorize the waiver of basic park fees for other public agencies.

***Recommendation:** Staff recommends approval of the permits for both events, and the waiver of the associated reservation and vendor fees for the Spring Jamboree events to be held over the next five years (2020 to 2024).*

3. ITEMS REMOVED FROM CONSENT – IF ANY

4. PUBLIC HEARINGS NONE

5. REGULAR AGENDA

5.1. CONSIDERATION OF PACIFIC GAS & ELECTRIC'S (PG&E) USE OF CAMBISTAT GROWTH INHIBITOR ON CITY STREET TREES

At its 11/25/19 meeting, the BPPC received a presentation from PG&E regarding a small-scale trial of the use of Cambistat, a Plant Growth Regulator (PGR) on Street trees to assist in the management of tree growth in electrical utility right-of-way easements. The BPPC will receive a presentation from the CEO of PG&E's contractor Rainbow Tree Care Scientific Advancements. (**Report – Richie Bamlet, Urban Forest Manager**)

Recommendation: The Commission is requested to provide direction regarding this item.

5.2. UPDATE ON THE CITY'S OPERATING AND CAPITAL BUDGET PROCESS FOR FISCAL YEAR 2020-21

Staff will provide an update on the City's proposed operating and capital project budget process for fiscal year 2020-21.

Recommendation: None this is an informational item only.

5.3. CONSIDERATION OF CHAIR AND VICE CHAIR APPOINTMENTS, 2019 BPPC MEETING CALENDAR, CHANGING THE TIME OF THE BPPC MEETINGS, AND COMMITTEE ASSIGNMENTS.

The Bidwell Park and Playground Commission (BPPC) will select a Chair and Vice-Chair. BPPC members also serve on the Policy Advisory, Natural Resources, and Tree Committees, 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 BPPC meeting schedule for 2020.

Recommendation: *The Park & Natural Resources Manager recommends that the BPPC:*

1. Select a Chair and Vice-Chair for 2020.
2. Approve the 2020 regular BPPC meeting calendar, and
3. Approve Staff's recommendations regarding maintaining existing Committee member assignments or provide other recommendations.

5 BUSINESS FROM THE FLOOR

Members from 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 is prohibited from taking action, except for a brief response from the Commission or to staff, on any comments or requests made under this section of the agenda.

6 REPORTS AND COMMUNICATIONS

These items are provided for the Commission's information. Although the Commission may discuss the items, no action can be taken at this meeting. Should the Commission determine that action is required, the item or items may be included for action on a subsequent posted agenda.

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

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

7 **ADJOURNMENT**

Adjourn to the next regular meeting on **2/24/20 at 6:00 p.m.** in the Council Chamber of the Chico Municipal Center building located at 421 Main Street, Chico, California.



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

CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)
Minutes of November 25, 2019 Meeting

1. REGULAR COMMISSION MEETING CALL TO ORDER

1.1 Call to Order

Called to order by Vice-Chair Haar at 6:00 p.m.

1.2 Roll Call

Commissioners present:

Jeff Glatz
Scott Grist
Aaron Haar
Garrett Liles
Lise Smith Peters

Commissioners absent:

Elaina McReynolds
Anna Moore

Staff Present: Linda Herman (Park and Natural Resource Manager), Erik Gustafson (Public Works Director O&M) Richie Bamlet (Urban Forest Manager), Angie Irmer (Administrative Assistant)

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 10/28/19

Motion made by Commissioner Liles to approve the minutes of 10/28/19. Seconded by Commissioner Glatz.

Motion is carried as follows:

AYES: Commissioner Liles, Commissioner Grist, Commissioner Haar, Commissioner Smith Peters, Commissioner Glatz

NOES: None

ABSENT: Chair McReynolds and Commissioner Moore

3. ITEMS REMOVED FROM CONSENT - None

4. PUBLIC HEARINGS

4.1. CONSIDERATION OF AN APPEAL OF A DENIED TREE REMOVAL PERMIT FOR 11 BLACKSTONE COURT.

Souhel Khalil (Applicant) requested a permit to remove one Sawtooth Oak tree located at 11 Blackstone Court. The Applicant cites fallen debris on the sidewalk and his yard as the reasons for removal. Staff denied the permit as the trees are not dead, dying, or pose a dangerous or

defective condition. Per the Chico Municipal Code and at the request of the Applicant, the BPPC is considering an appeal of the denied permit. (Report – Richie Bamlet, Urban Forest Manager)

Urban Forest Manager requested BPPC commission consider and choose one of two presented options.

Option 1. Repeal denial of the tree removal permit. Approve removal of one Sawtooth oak at 11 Blackstone Ct

Option 2: Uphold denial of the tree removal permit.

Addressing the Commission in support of this appeal was the applicant, Souhel Khalil.

Speaking in opposition to the appeal was Charles Withun on behalf of the Chico Tree Advocates.

Motion by Commissioner Smith Peters to uphold the decision. Seconded by Commissioner Grist.

The decision was upheld by the following vote:

AYES: Commissioner Liles, Commissioner Grist, Commissioner Haar, Commissioner Smith Peters, Commissioner Glatz

NOES: None

ABSENT: Chair McReynolds and Commissioner Moore

4.2. CONSIDERATION OF AN APPEAL OF A DENIED TREE REMOVAL PERMIT FOR 2206 ROBAILEY DRIVE.

Leslie Vermillion (Applicant) requested a permit to remove two Tallow trees located at 2206 Robailey Dr. The Applicant cites water line and driveway damage as well as public safety concerns due to lifting sidewalks as the principal reasons for removal. Staff denied the permit as the trees are not dead, dying, or pose a dangerous or defective condition. Per the Chico Municipal Code and at the request of the Applicant, the BPPC is considering an appeal of the denied permit. (Report – Richie Bamlet, Urban Forest Manager)

Urban Forest Manager requested BPPC commission to consider and choose one of two presented options.

Option 1. Repeal in full or in part the denial of the tree removal permit. Approve removal of one or two Tallow trees at 2206 Robailey Dr.

Option 2: Uphold denial of the tree removal permit.

Addressing the Commission in support of this appeal were Richard Vermillion and Leslie Vermillion.

Speaking in opposition to the appeal was Charles Withun on behalf of the Chico Tree Advocates.

Motion made by Commissioner Haar to uphold the decision. Seconded by Commissioner Grist.

The decision was upheld by the following vote:

AYES: Commissioner Liles, Commissioner Grist, Commissioner Haar, Commissioner Smith Peters

NOES: None

ABSENT: Chair McReynolds and Commissioner Moore

5. REGULAR AGENDA

5.1 CONSIDERATION OF A SPECIAL USE PERMIT TO CONDUCT BICYCLE TROLLEY TOURS IN BIDWELL PARK

Regi Huber (Applicant) requests a Special Use Permit to conduct educational and historical bicycle trolley tours in Bidwell Park. The Applicant's proposal is to provide approximately 1-hour tours using a 14-passenger pedal driven trolley Wednesdays through Sundays from 11 am to 3 or 4 p.m. The tours will be open to ages from 10 years old to adults and will be conducted from One-Mile to Five Mile Recreation Areas. **(Report – Linda Herman, Park & Natural Resources Manager)**

Regi Huber addressed the Commission

Motion made by Commissioner Glatz to approve the permit without music or sound. Seconded by Commissioner Haar.

Motion carried as follows:

AYES: Commissioner Liles, Commissioner Grist, Commissioner Haar, Commissioner Smith Peters, Commissioner Glatz

NOES: None

ABSENT: Chair McReynolds and Commissioner Moore

The BPPC to receive a status report on the trolley service after it has been in place for a few months.

5.2 CONSIDERATION OF PACIFIC GAS & ELECTRIC'S (PG&E) USE OF CAMBISTAT GROWTH INHIBITOR ON CITY STREET TREES

At its 7/30/18 meeting, staff reported to BPPC on a small-scale trial of the use of Cambistat, a Plant Growth Regulator (PGR) to assist in the management of tree growth in electrical utility right-of-way easements. PG&E and Tree Division are now considering the future use of PGR's as a tool in the management of electric utility easements within the City of Chico. **(Report – Richie Bamlet, Urban Forest Manager)**

Dan Blair and Adam Baker presented on behalf of PGE.

Steve Metzger, Tom Wuerthner, Marybeth Wuerthner, John Crane, Robin McCollum, Patrick Newman, and Deborah Muth addressed the Commission

The discussion is continued to 12/16/19 to hear from Rainbow Tree Care.

Commission recessed at 7:48 p.m. for a five-minute break. The meeting reconvened with all Commissioners present.

5.3 CONSIDERATION OF PROVIDING ADDITIONAL RESTROOMS IN CITY PARKS AND GREENWAYS.

At its 10/28/19 meeting, the BPPC discussed the feasibility and costs to provide eight additional portable restrooms in City Parks and greenways. The BPPC requested that Staff recommend locations to place 4, 6, and 8 portable restrooms on Lindo Channel, Big Chico Creek, and Little Chico Creek. **(Report - Linda Herman, Park & Natural Resources Manager).**

Charles Withuhn and Patrick Newman addressed the Commission

Commissioners Smith Peters and Grist requested further information on the competitive bidding. Commissioner Smith Peters further requested to know what the length is of the contract for the current vendor. Staff to provide the information

Commissioner Grist made a motion to recommend City Council approval of the placing the portable restrooms at the top five locations with the added direction for staff to look diligently for Prop 68 or other grants. Seconded by Commissioner Smith Peters.

Motion carried as follows:

AYES: Commissioner Liles, Commissioner Grist, Commissioner Haar, Commissioner Smith Peters

NOES: Commissioner Glatz

ABSENT: Chair McReynolds and Commissioner Moore

5.4 CONSIDERATION OF THE REPORT FROM THE 11/20/19 BPPC NATURAL RESOURCE COMMITTEE MEETING.

The Natural Resource Committee provided a report on the following agenda items that were discussed at its 11/20/19 meeting (***Report – Scott Grist, Committee Chair***):

5.4.1 CONSIDERATION OF A DRAFT RESTORATION PLAN FOR THE NATURE CENTER AREA

The Committee reviewed a draft plan to restore the tree-clearing area near the Nature Center area in Lower Bidwell Park as a Valley Oak Woodland demonstration site.

5.4.2 UPDATE ON DEVELOPMENT OF A VEGETATIVE FUELS MANAGEMENT PLAN

The Committee received an update on the status of the Vegetative Fuels Management Plan for Bidwell Park and City parks and greenways which is funded by a Cal Fire Community Wildfire Prevention grant.

5.4.3 CONSIDERATION OF CHANGES TO THE ANNIE BIDWELL TRAIL IN UPPER BIDWELL PARK.

The Committee considered Staff's proposal to make some changes to the western portion of the Annie Bidwell Trail on the south side of Upper Bidwell Park.

5.4.4 UPDATE ON THE CALIFORNIA CONSERVATION CORPS FUEL REDUCTION GRANT

The Committee received a report regarding the Shasta Cascade California Conservation Corps (CCCs) grant to provide 8,000 hours of labor to reduce vegetation fuel loads and fire risks in Bidwell Park.

Woody Elliott and Richard Harriman addressed the commission. Mr. Harriman objected to only allowing 3 minutes to speak on 4 subjects.

6. BUSINESS FROM THE FLOOR

Members from 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 is prohibited from taking action, except for a brief response from the Commission or to staff, on any comments or requests made under this section of the agenda.

Woody Elliot and Richard Harriman addressed the Commission.

7 REPORTS AND COMMUNICATIONS

These items are provided for the Commission’s information. Although the Commission may discuss the items, no action can be taken at this meeting. Should the Commission determine that action is required, the item or items may be included for action on a subsequent posted agenda.

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

Woody Elliott addressed the Commission

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

8. ADJOURNMENT

Adjourn at 9:14 p.m.to the next regular meeting on 12/16/19 at 6:00 p.m. in the Council Chamber of the Chico Municipal Center building located at 421 main street, Chico, California.

Date Approved: / / .
Prepared By:

Angie Irmer, Administrative Assistant

Date

Distribution: BPPC

1/24/2020



BPPC Staff Report

Meeting Date 1/27/20

DATE: 1/23/20
 TO: Bidwell Park and Playground Commission
 FROM: Monica Murdock, Administrative Assistant
 SUBJECT: God Squad Support Meeting April 5, 2020 – October 25, 2020

REPORT IN BRIEF:

Angela Baucom (Applicant), God Squad AA is a support group that would like to meet every Sunday at the Council Ring from April 5, 2020 – October 25, 2020. Meetings are 1.25 hours long.

Recommendation: Conditional approval.

Event Details

| | |
|--------------------------------|--|
| Date of Application | 1/6/2020 |
| Date of Event | Various |
| Time of Event | 9:15 AM – 10:30 AM |
| Event Name | AA Meeting |
| Applicant Name | Angela Baucom |
| Location | Council Ring |
| Description | Support group meeting |
| New Event? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 20 + |
| # Participants | 50 |
| Reason for BPPC Consideration? | Exceeds 10 hours in length or is for multiple days. |
| | The group has been meeting on site for some time. While the number of consecutive weeks may be of concern, the meetings cover only a relatively short time, demand for Council Ring is light, and staff will monitor the number of reservations that may be displaced. |

Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- No cars on pathways or interior of the park.
- Follow One Way designations.
- No fire at Council Ring unless a fire permit is obtained and/or if conditions are windy.
- Use of Caper Acres bathroom is prohibited; (Adults without children may be cited). Use South One Mile facility by the pool.

Attachments: Application and Permit for Park Use

Distribution: Angela Baucom



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit an application • Permit fees due upon submittal •

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

PLEASE PRINT:

Angela Baucom
Name of Applicant/Contact Person
Godquad AA Group
Organization Name (if applicable)

AA meeting
Description of Event: (family BBQ, walk/run) Additional Description required for public events**
Every Sunday morning at 9:15 am Per Applicant
Day and Date of Event: April 5 - Oct 25, 2020
From: 9 am To: 11 am
Total Time Needed for Set-up, Event, and Clean-up
From: 9:15 am To: 10:30 am 50
Time of Event Only Number of people

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

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
 - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area
 - Electricity (15 amp)
 - tables, restroom area (circle)
- Children's Playground
 - Electricity (15 amp)-Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm
 - Water (public events only)
 - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
 - Electricity (15 amp)
 - Event Restrooms
 - Fountain On _____ Off _____
 - Meter Bags # _____
 - 100 amp Electrical Service
 - Water (public events only) By Restroom or Stage (Circle One)
 - Sound Curtain
- Picnic Site #37 (Redwood Grove)

- Council Ring
 - Fire Permit
- Five Mile Picnic Area
 - East West
 - BBQ-Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm
- One Mile Picnic/Barbeque Area - Water available, no hose bib
- Oak Grove A Grove B (SYCAMORE FIELD NOT INCLUDED)
 - Sycamore Way Parking Lot Closure-Public Events ONLY
 - Electricity (15 amp)
 - Band Stand (15 amp)
 - BBQ -Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm
- Depot Park
 - Electricity (15 amp)
- Lower Bidwell Park (public events only): _____
- Upper Bidwell Park (public events only): _____
 - Other (specify): _____
 - Early Entrance Needed (public events only) Yes _____ No _____

**Additional Description of the Event (Required for Public Events)

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

- Application Fee \$ 19.00 (Non-refundable)
- Reservation Fee \$ 330.00 (\$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 if no damage)
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

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

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

Credit Card and DEBIT payment will be assessed a 2.75% convenience fee.
Fees due upon submittal of application ~ Make Checks Payable to: City of Chico ~

City of Chico Cash Receipt No.: 20463 Payment Method: CK 1055 Date: 1/6/20 Received By: MM

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

calendar (pending BPPC approval)

Park Fee Total: \$ 489.00
Convenience Fee: \$ _____
Total Fee Required: \$ 489.00

SECTION 3 - EVENT INFORMATION

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

| | Yes | No |
|--|-------------------------------------|-------------------------------------|
| Is this an annual event? How many years have you been holding this event? <u>30+ years</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is there a patron admission, entry, or participant fee(s) required for your event? If fee is charged, how much is the fee? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will there be amplified sound/music at event? (Please see 'Conditions for Park Use') Specify type (microphone, band, radio, PA system etc.): _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| When will amplified sound/music be heard? Time from: _____ until: _____ Note: 100-amp electrical service requires a certified electrician to operate. | | |
| Will there be any entertainment apparatus anywhere? These are only allowed in certain areas of the park. No water apparatus allowed. <input type="checkbox"/> Bounce house <input type="checkbox"/> Climbing wall <input type="checkbox"/> Ropes Course <input type="checkbox"/> Other: _____ Name of Operator: _____ Operator to provide proof of insurance to the City Parks Division prior to event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will there be any vendors selling food, merchandise, or entertainment at this event? (No glass or alcohol permitted) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____ Valid permit from Butte County Environmental Health is required for all food vendors and must be on hand. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will <u>NOT</u> remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. (Subject to approval by the City Parks Division) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If "yes", please state which gate(s): _____ Time of closure from: _____ until: _____ | | |
| Will event require overnight storage of property? If yes, how many security or other personnel will be provided? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will there be early entrance (before 9 am) into the Park for setup? If "yes", when will monitors be at their position(s)? Time from: _____ until: _____ Note: Gate monitors are required at all the entrances and exits for early Park entrance. If entrance is required before 7 am, an additional fee may be charged. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Portable Restrooms: You are required to rent portable restrooms for events with 200+ participants, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location(s) of portable restrooms _____ Note: Restrooms shall be removed within 24 hours after conclusion of event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Trash and recycling: As an event organizer, you must properly recycle or dispose of waste during your event and immediately after the event. The area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required at applicant's cost: Trash Company: _____ Phone Number: _____ Note: Containers shall be removed within 24 hours after conclusion of event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will your event include the use of any signs, banners or decorations? (Please see 'Conditions for Park Use Section 4') If yes, please describe type and location: _____ Note: All signs and banners shall be free standing and not affixed to Park property. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will water be needed during your event? If "yes", for what purpose? _____ Please provide your own hose and shut-off nozzle. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove prior to event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Do you request irrigation to be turned off before and during your event? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading only 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| Will City street closure(s) be needed? If yes, a separate permit must be obtained from the Engineering Division at 411 Main St., Chico, (530) 879-6900. | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION 4 - CONDITIONS FOR PARK USE

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

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

SECTION 5 – INSURANCE

(To be determined by Park Division)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Private Events where:
 - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

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

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

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

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

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

NOTE: NUMBERS 2 AND 3 BELOW 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 6 - ACCEPTANCE OF CONDITIONS

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

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

X Angela Baucom
Signature of Applicant

X 12/27/2019
Date

RETURN THIS FORM TO:

**City of Chico - Park Division
Hand deliver to: 965 Fir Street
Mail to: P.O. Box 3420
Chico, CA 95927
email to Parkinfo@chicoca.gov**

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

SECTION 7 – AUTHORIZATION

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

[] Approved.

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

[] Denied: _____

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

[] Reason for denial: _____

Approved by: _____

Date: _____



BPPC Staff Report

Meeting Date 01/27/2020

DATE: 3/28/19
 TO: Bidwell Park and Playground Committee (BPPC)
 FROM: Monica Murdock, Administrative Assistant
 SUBJECT: Enloe Medical Center Heart & Sole: Run for Wellness

REPORT IN BRIEF:

Applicant Micah Browning, with Enloe Medical Center, would like to reserve the One Mile Picnic Area for their Annual Heart & Sole Run For Wellness. Along with this reservation, Enloe Medical Center is requesting to use Sycamore Field for a possible helicopter landing. This would be coordinated with CARD.

Recommendation: Conditional approval.

Event Details

| | |
|---------------------------|---|
| Date of Application | 3/28/2019 |
| Date of Event | 3/28/2020 |
| Time of Event | 6:00am to 12:00pm |
| Event Name | Heart & Sole Run For Wellness |
| Applicant Name | Micah Browning for Enloe Medical Center |
| Location | One Mile Picnic Area Oak Grove A and B, Lower Bidwell Park |
| Description | Run For Wellness |
| New Event? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 6 |
| # Participants | 750 |
| Reason for Consideration? | Uncommon or unusual for reserved area. |

Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- If the helicopter is used, clearly designate with cones or other methods the landing area and have monitors available to ensure the public does not enter the area during landing and takeoff.
- The applicant will need to do a final inspection of the race courses at the conclusion of the event and remove all signs and course markings as well as pick up any associated trash.

Attachments: Application and Permit for Park Use

Distribution: Micah Browning and Enloe Medical Center



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC **PRIVATE**

SECTION 1 - APPLICANT INFORMATION

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

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

PLEASE PRINT:

Micah Browning

Name of Applicant/Contact Person needed)

Enloe Medical Center

Organization Name (if applicable)

Contact Phone # _____
 Alternate Phone # _____

Heart & Sole: Run for Wellness
Description of Event: (family BBQ, walk/run, describe below if needed)

Saturday, March 28, 2020

Day and Date of Event:

From: 6 a.m. To: 12 p.m.

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

From: 7:30 a.m. To: 11 a.m. 750

Time of Event Only Number of people

E-mail address _____

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

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
 - Electricity (15 amp)
- Cedar Grove Picnic Area
 - Electricity (15 amp) tables, restroom area (circle)
- Children's Playground
 - Electricity (15 amp)-Pick up key on: _____ Mon - Fri 8:00 - 3:30
 - Water (public events only)
 - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
 - Electricity (15 amp)
 - Event Restrooms
 - Fountain - On
 - Meter Bags # _____
 - Meadow
 - 100 amp Electrical Service
 - Water (public events only)
 - Fountain - Off
 - Sound Curtain

- Council Ring
 - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
 - Oak Grove A
 - Oak Grove B
 - Sycamore Way Parking Lot Closure-Public Events ONLY
 - Electricity (15 amp) parking area, restroom area (Pick up key)
 - Band Stand (15 amp)
 - BBQ-Pick up key on: _____ Mon - Fri 8:00 AM - 3:30 PM
- Depot Park
 - Electricity (15 amp)
- Lower Bidwell Park (public events only): _____
- Upper Bidwell Park (public events only): _____
- Other (specify) (public events only): _____
- Early Entrance Needed (public events only) Yes No

Additional Description of the Event: Possible helicopter landing coordinated with CARD for Sycamore Field

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)
- Early Entrance Fee \$ 32.50 (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

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

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

Park Fee Total: \$ 492.50

Convenience Fee: \$ _____

Total Fee Required: \$ 492.50

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

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

City of Chico Cash Receipt No. 12258 Payment Method: check Date: 3/28/19 Received By: MM
#517849

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

calendar

SECTION 3 - CONDITIONS FOR PARK USE

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

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
- Bicycles** Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
- Bounce Houses** Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- Damages** Any damage to City property as a result of this event will be repaired at permittee's expense.
- Dogs** Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times **dogs must be on a leash**. Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. **Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.**
- Electrical** All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
- Fishing** **Big Chico Creek:** Check California Fish and Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, [Alphabetical List of Waters with Special Fishing Regulations, \(20\) Big Chico Creek.](#)
Horseshoe Lake: Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
- Gate Closures** Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
- Glass** No glass containers allowed in any City Park or Playground.
- Horses** Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
- Noise** No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- Park Closures** Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed at **9:00pm, October – March and 11:00pm, April - September** unless posted otherwise.
- Signs/Defacing** Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** Smoking is not permitted in any City Park or Playground.
- Swimming** While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
- While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.
 - Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.
 - Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.
 - No vehicles are permitted to travel or park on grass areas.

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

X

Signature of Applicant

SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
 - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

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

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

If insurance is required, Certificate of Insurance, meeting City standards must be received by: February 22, 2020
Organization Named on Certificate of Insurance Enloe Medical Center

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 03/26/2019
Date

RETURN THIS FORM TO:

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

**THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.
A copy of the approved application will be returned to you.**

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

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

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

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

Signature of Park and Natural Resources Manager

Date

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>6th Year</u> | Yes x | No |
| Is there a patron admission, entry, or participant fee(s) required for your event? | Yes x | No |
| Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): <u>PA system at start/finish</u> | Yes X | No |
| When will amplified sound/music be heard? Time from: <u>7:30 a.m.</u> until: <u>11 a.m.</u> amps needed (<u>15 or 100</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 | No X |
| Will there be any vendors at this event? (No glass or alcohol permitted) <u>INTERNATIONAL ONLY</u> If "yes" please note the number of vendors anticipated: <u>6-10</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>Vendors will be providing health information and/or education. Most (if not all) will be hospital representatives. No selling or soliciting for business.</u> | Yes X | No |
| Will event require that any part of the Park remain closed beyond the normal time of opening? <i>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</i> (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____ | Yes | No X |
| Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: <u>6 a.m.</u> until: <u>9 a.m.</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 X | 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 X |
| Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company <u>Johnny on the Spot</u> Phone Number <u>(530) 893-5687</u> Location of portable restrooms <u>One Mile picnic area parking lot</u> <i>Note: Restrooms shall be removed within 24 hours after conclusion of event.</i> | Yes X | 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 <u>2</u> Number of Recycling Containers <u>2</u> Sanitation Company <u>Event Organizers</u> Phone Number <u>(530) 332-7329</u> <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i> | Yes X | No |
| Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: <u>Mile Markers, Cones, Directional Arrows, Signage at One Mile Picnic Area</u> <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i> | Yes X | No |
| Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <i>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</i> | Yes | No X |
| Do you request irrigation to be turned off before and during your event? | Yes X | No |
| CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading only may be obtained from the City by calling (530) 896-7800. | | |
| Will vendors be placed on the perimeter sidewalks? <i>If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.</i> | Yes | No X |
| Will City street closure(s) be needed? <i>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.</i> | Yes | No X |



BPPC Staff Report

Meeting Date 01/27/2020

DATE: 1/21/20
 TO: Bidwell Park and Playground Committee (BPPC)
 FROM: Monica Murdock, Administrative Assistant
 SUBJECT: PERMITS FOR EARTHBOUND SKILLS FIELD TRIPS AND SUMMER CAMPS (February-August 2020)

REPORT IN BRIEF:

Applicant Joni “Jahnia” Mitchell, Earthbound Skills, would like to host private field trips for multiple day camps in February at the Campfire Council Ring and again in March and June-August 2020 at the east 5 Mile picnic area. Day Camps range in ages from 4-11 years old. During these events, there will be games, activities, crafts, nature and bird walks. Under the Chico Municipal Code (CMC 12R.08.160) the BPPC must consider permits for an event held for multiple days.

Recommendation: *Staff recommends conditional approval of the permit.*

BACKGROUND:

Earthbound Skills has requested a permit for Day Camps for the past three years. Events are held at the at the Council Campfire Ring and 5 Mile Picnic Area.

Event Details

| | |
|---------------------------|--|
| Date of Application | 12/17/19, 3 applications dated 1/20/20 |
| Date of Event | February 13, February 18, February 20, February 24, February 26, February 28, March 16-20, June 9-12, June 22-26, June 29-July 2, July 20-24, July 27-30, August 3-7 |
| Time of Event | 9:00am-1:00pm for ages 4-7, Summer Day Camp 9:00am-3:00pm for all others |
| Event Name | Spring/Summer Camp Home School Field Trip |
| Applicant Name | Joni Mitchell, Earthbound Skills |
| Location | 5 Mile Picnic Area |
| Description | Educational Camps |
| New Event? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 3 |
| # Participants | 12-27 |
| Reason for Consideration? | Exceeds 10 hours in length or is for multiple days. |

Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- The applicant will need to do a final inspection at the conclusion of the events and remove all associated trash.
- Do not remove any vegetation from the park.
- No fire building or fires.
- Do not affix anything to trees. Report any suspicious activity in area to Park Division immediately.

Attachments: Applications and Permits for Park Use

Distribution: Joni Mitchell



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit an application • Permit fees due upon submittal •

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

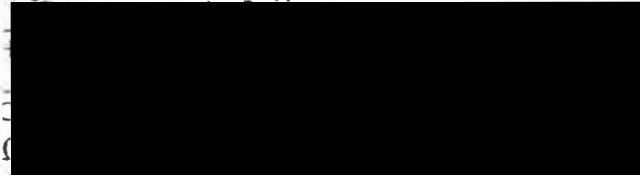
PLEASE PRINT:

Name of Applicant/Contact Person Uoni Jannia Mitchell

Description of Event (family BBQ, walk/run) Additional Description required for public events** Homeschool field trips

Organization Name (if applicable) Earthbound Skills

Day and Date of Event: Th 2/13, Tu 2/18, Th 2/20, M 2/24, W 2/26, F 2/28



From: 9:00 To: 3:00

Total Time Needed for Set-up, Event, and Clean-up From: 9:00 To: 3:00

Time of Event Only 12-24 Number of people

E-mail address

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

Council Ring Fire Permit

Five Mile Picnic Area East West

BBQ-Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm

One Mile Picnic/Barbeque Area - Water available, no hose bib

Oak Grove A Grove B (SYCAMORE FIELD NOT INCLUDED)

Sycamore Way Parking Lot Closure-Public Events ONLY

Electricity (15 amp)

Band Stand (15 amp)

BBQ -Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm

Depot Park Electricity (15 amp)

Lower Bidwell Park (public events only): _____

Upper Bidwell Park (public events only): _____

Other (specify): _____

Early Entrance Needed (public events only) Yes No

AREA REQUESTED: (Please check if requested)

Bidwell Bowl Amphitheater Electricity (15 amp)

Note: Special conditions apply for amplified sound (12R.08.263 C MC)

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 am - 4:30 pm

Water (public events only) 100 amp Electrical Service

City Plaza (Additional fees may apply) Electricity (15 amp) 100 amp Electrical Service

Event Restrooms Water (public events only)

Fountain On Off Sound Curtain

Meter Bags # _____

Picnic Site #37 (Redwood Grove)

*Additional Description of the Event (Required for Public Events)

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

- Application Fee \$ 19.00 (Non-refundable)
- Reservation Fee \$ _____ (\$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 if no damage)
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

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

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

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

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

Park Fee Total: \$ _____

Convenience Fee: \$ _____

Total Fee Required: \$ _____

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

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

SECTION 3 - EVENT INFORMATION

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

| | | |
|---|---------------------------------|---|
| Is an annual event? How many years have you been holding this event? _____ | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Are a patron admission, entry, or participant fee(s) required for your event? If yes, how much is the fee? _____ | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will there be amplified sound/music at event? (Please see 'Conditions for Park Use') Specify type (microphone, band, radio, PA system etc.): _____ | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| When will amplified sound/music be heard? Time from: _____ until: _____ Note: 100-amp electrical service requires a certified electrician to operate. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will there be any entertainment apparatus anywhere? These are only allowed in certain areas of the park. No water apparatus allowed. <input type="checkbox"/> Bounce house <input type="checkbox"/> Climbing wall <input type="checkbox"/> Ropes Course <input type="checkbox"/> Other: _____ Name of Operator: _____ Operator to provide proof of insurance to the City Parks Division prior to event. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will there be any vendors selling food, merchandise, or entertainment at this event? (No glass or alcohol permitted) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____ Valid permit from Butte County Environmental Health is required for all food vendors and must be on hand. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will NOT remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. (Subject to approval by the City Parks Division) If "yes", please state which gate(s): _____ Time of closure from: _____ until: _____ | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will event require overnight storage of property? If yes, how many security or other personnel will be provided? _____ | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will there be early entrance (before 9 am) into the Park for setup? If "yes", when will monitors be at their position(s)? Time from: _____ until: _____ Note: Gate monitors are required at all the entrances and exits for early Park entrance. If entrance is required before 7 am, an additional fee may be charged. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Portable Restrooms: You are required to rent portable restrooms for events with 200+ participants, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location(s) of portable restrooms _____ Note: Restrooms shall be removed within 24 hours after conclusion of event. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Trash and recycling: As an event organizer, you must properly recycle or dispose of waste during your event and immediately after the event. The area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required at applicant's cost: Trash Company: _____ Phone Number: _____ Note: Containers shall be removed within 24 hours after conclusion of event. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will your event include the use of any signs, banners or decorations? (Please see 'Conditions for Park Use Section 4') If yes, please describe type and location: _____ Note: All signs and banners shall be free standing and not affixed to Park property | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will water be needed during your event? If "yes", for what purpose? _____ Please provide your own hose and shut-off nozzle. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove prior to event. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Do you request irrigation to be turned off before and during your event? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading only 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| Will City street closure(s) be needed? If yes, a separate permit must be obtained from the Engineering Division at 411 Main St., Chico, (530) 879-6900. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

SECTION 4 - CONDITIONS FOR PARK USE

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

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



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

RECEIVED
By Angie Irmer at 10:28 am, Dec 18, 2019

Type of Event:

PUBLIC PRIVATE *See Email*

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit an application • Permit fees due upon submittal •

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

PLEASE PRINT:

Name of Applicant/Contact Person: Joni (Jahnia) Mitchell

Description of Event: Spring Break camp
Additional Description required for public events**

Organization Name (if applicable): Earthbound Skills

Day and Date of Event: March 16-20

Contact Phone # _____ Alternate Phone # _____

From: 8:30 To: 3:30
Total Time Needed for Set-up, Event, and Clean-up
From: 9:00 To: 3:00 24
Time of Event Only Number of people

E-mail address: _____

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

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
 - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 (MC))
- Cedar Grove Picnic Area
 - 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 am - 4:30 pm
 - Water (public events only)
 - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
 - Electricity (15 amp)
 - Event Restrooms
 - Fountain _____ On _____ Off
 - Meter Bags # _____
 - 100 amp Electrical Service
 - Water (public events only) By Restroom or Stage (Circle One)
 - Sound Curtain
- Picnic Site #37 (Redwood Grove)

- Council Ring
 - Fire Permit
- Five Mile Picnic Area East West
 - BBQ-Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm
- One Mile Picnic/Barbeque Area - Water available, no hose bib
- Oak Grove A Grove B (SYCAMORE FIELD NOT INCLUDED)
 - Sycamore Way Parking Lot Closure-Public Events ONLY
 - Electricity (15 amp)
 - Band Stand (15 amp)
 - BBQ -Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm
- Depot Park
 - Electricity (15 amp)
- Lower Bidwell Park (public events only): _____
- Upper Bidwell Park (public events only): _____
- Other (specify): _____
- Early Entrance Needed (public events only) _____ Yes _____ No

*Additional Description of the Event (Required for Public Events) A Springbreak camp for 7-12 year old focusing on nature connection, wilderness & naturalist skills.

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

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas

- Application Fee \$ 19.00 (Non-refundable)
- Reservation Fee \$ 11.00 $\times 5 = 55.00$ (\$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 if no damage) - Rolled over from state & date
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

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

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

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

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

City of Chico Cash Receipt No. 20250 20249 Payment Method: CC 5244 CC 5244 Date: 12/31/19 Received By: AMI

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

Park Fee Total: \$ 170.00 + \$44.00

Convenience Fee: \$ 1.98 + \$1.21

Total Fee Required: \$ 117.19 TOTAL

SECTION 3 - EVENT INFORMATION

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

| | | |
|---|--|---|
| Is this an annual event? How many years have you been holding this event? <u>3</u> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Is there a patron admission, entry, or participant fee(s) required for your event? If fee is charged, how much is the fee? <u>\$200</u> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Will there be amplified sound/music at event? (Please see 'Conditions for Park Use') Specify type (microphone, band, radio, PA system etc.): _____ | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| When will amplified sound/music be heard? Time from: _____ until: _____ Note: 100-amp electrical service requires a certified electrician to operate. | | |
| Will there be any entertainment apparatus anywhere? These are only allowed in certain areas of the park. No water apparatus allowed. <input type="checkbox"/> Bounce house <input type="checkbox"/> Climbing wall <input type="checkbox"/> Ropes Course <input type="checkbox"/> Other: _____ Name of Operator: _____ Operator to provide proof of insurance to the City Parks Division prior to event. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will there be any vendors selling food, merchandise, or entertainment at this event? (No glass or alcohol permitted) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____ Valid permit from Butte County Environmental Health is required for all food vendors and must be on hand. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will NOT remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. (Subject to approval by the City Parks Division) If "yes", please state which gate(s): _____ Time of closure from: _____ until: _____ | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will event require overnight storage of property? If yes, how many security or other personnel will be provided? _____ | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will there be early entrance (before 9 am) into the Park for setup? If "yes", when will monitors be at their position(s)? Time from: <u>8:30</u> until: _____ Note: Gate monitors are required at all the entrances and exits for early Park entrance. If entrance is required before 7 am, an additional fee may be charged. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Portable Restrooms: You are required to rent portable restrooms for events with 200+ participants, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location(s) of portable restrooms _____ Note: Restrooms shall be removed within 24 hours after conclusion of event. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Trash and recycling: As an event organizer, you must properly recycle or dispose of waste during your event and immediately after the event. The area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required at applicant's cost: Trash Company: _____ Phone Number: _____ Note: Containers shall be removed within 24 hours after conclusion of event. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will your event include the use of any signs, banners or decorations? (Please see 'Conditions for Park Use Section 4') If yes, please describe type and location: <u>possibly tarps if there is rain</u> Note: All signs and banners shall be free standing and not affixed to Park property | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Will water be needed during your event? If "yes", for what purpose? _____ Please provide your own hose and shut-off nozzle. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove prior to event. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Do you request irrigation to be turned off before and during your event? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter tags for unloading and loading only 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| Will City street closure(s) be needed? If yes, a separate pennit must be obtained from the Engineering Division at 411 Main St., Chico, (530) 879-6900. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

SECTION 4 - CONDITIONS FOR PARK USE

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

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

SECTION 5 – INSURANCE

(To be determined by Park Division)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Private Events where,
 - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

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

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

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

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

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

NOTE: NUMBERS 2 AND 3 BELOW 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 6 - ACCEPTANCE OF CONDITIONS

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

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

x *[Signature]*
Signature of Applicant

x 12/17/19
Date

RETURN THIS FORM TO:

City of Chico - Park Division
Hand deliver to: 965 Fir Street
Mail to: P.O. Box 3420
Chico, CA 95927
email to Parkinfo@chicoca.gov

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

SECTION 7 – AUTHORIZATION

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

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

[] Denied: _____

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

[] Reason for denial: _____

Approved by: _____

Date: _____



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:
 * public must register for event
 PUBLIC PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit an application • Permit fees due upon submittal •

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

PLEASE PRINT:

Joni "Johnnie" Mitchell
Name of Applicant/Contact Person

Earthband Skills
Organization Name (if applicable)

Contact Phone # _____ Alternate Phone # _____

June 9-12, June 29-July 2, July 27-30
Description of Event: (family BBQ, walk/run) Additional Description required for public events**
Summer day camp 4-7 years old
Day and Date of Event:

From: 9:00 To: 1:00

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

From: 9:00 To: 1:00 14 max
Time of Event Only Number of people

E-mail address _____

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

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
 - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 (MC))
- 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 am - 4:30 pm
 - Water (public events only)
 - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
 - Electricity (15 amp)
 - Event Restrooms
 - Fountain On _____ Off _____
 - Meter Bags # _____
 - 100 amp Electrical Service
 - Water (public events only) By Restroom or Stage (Circle One)
 - Sound Curtain
- Picnic Site #37 (Redwood Grove)

- Council Ring
 - Fire Permit
- Five Mile Picnic Area East West
 - BBQ-Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm
- One Mile Picnic/Barbeque Area - Water available, no hose bib
- Oak Grove A Grove B (Sycamore Field NOT INCLUDED)
 - Sycamore Way Parking Lot Closure-Public Events ONLY
 - Electricity (15 amp)
 - Band Stand (15 amp)
 - BBQ -Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm
- Depot Park
 - Electricity (15 amp)
- Lower Bidwell Park (public events only): _____
- Upper Bidwell Park (public events only): _____
- Other (specify): _____
- Early Entrance Needed (public events only) Yes _____ No _____

**Additional Description of the Event (Required for Public Events) parents pre-register their child for this event, max 12 kids. Summer naturalist camp. Swimming & nature

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

- Application Fee \$ 19.00 (Non-refundable)
- Reservation Fee \$ _____ (\$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 if no damage)
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

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

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

Credit Card and DEBIT payment will be assessed a 2.75% convenience fee.
Fees due upon submittal of application ~ Make Checks Payable to: City of Chico ~ Total Fee Required: \$ _____

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

| | | | | | | | |
|---------------|------------------------|---------------|--------------------|-----------|--|--------------------------|------------|
| Office | Permit File (original) | Park Ranger 1 | Senior Park Ranger | Applicant | <input checked="" type="checkbox"/> BPPC | Cleaning Service | Facilities |
| Distribution: | Park Field Supervisor | Park Ranger 2 | Calendar | 920 Fund | DCBA | Risk Management (e-mail) | CPD |

SECTION 3 - EVENT INFORMATION

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

| | | |
|---|--|---|
| Is this an annual event? How many years have you been holding this event? <u>2 years</u> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Is there a patron admission, entry, or participant fee(s) required for your event? If fee is charged, how much is the fee? <u>≈ \$175</u> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Will there be amplified sound/music at event? (Please see 'Conditions for Park Use') Specify type (microphone, band, radio, PA system etc.): _____ | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| When will amplified sound/music be heard? Time from: _____ until: _____ Note: 100-amp electrical service requires a certified electrician to operate. | | |
| Will there be any entertainment apparatus anywhere? These are only allowed in certain areas of the park. No water apparatus allowed. <input type="checkbox"/> Bounce house <input type="checkbox"/> Climbing wall <input type="checkbox"/> Ropes Course <input type="checkbox"/> Other: _____ Name of Operator: _____ Operator to provide proof of insurance to the City Parks Division prior to event. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will there be any vendors selling food, merchandise, or entertainment at this event? (No glass or alcohol permitted) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____ Valid permit from Butte County Environmental Health is required for all food vendors and must be on hand. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will NOT remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. (Subject to approval by the City Parks Division) If "yes", please state which gate(s): _____ Time of closure from: _____ until: _____ | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will event require overnight storage of property? If yes, how many security or other personnel will be provided? _____ | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will there be early entrance (before 9 am) into the Park for setup? If "yes", when will monitors be at their position(s)? Time from: _____ until: _____ Note: Gate monitors are required at all the entrances and exits for early Park entrance. If entrance is required before 7 am, an additional fee may be charged. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Portable Restrooms: You are required to rent portable restrooms for events with 200+ participants, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location(s) of portable restrooms _____ Note: Restrooms shall be removed within 24 hours after conclusion of event. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Trash and recycling: As an event organizer, you must properly recycle or dispose of waste during your event and immediately after the event. The area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required at applicant's cost: Trash Company: _____ Phone Number: _____ Note: Containers shall be removed within 24 hours after conclusion of event. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will your event include the use of any signs, banners or decorations? (Please see 'Conditions for Park Use Section 4') If yes, please describe type and location: _____ Note: All signs and banners shall be free standing and not affixed to Park property | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will water be needed during your event? If "yes", for what purpose? _____ Please provide your own hose and shut-off nozzle. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove prior to event. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Do you request irrigation to be turned off before and during your event? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. **Water 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? If yes, a Vend. Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St., Chico, (530) 879-6900. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Will City street closure(s) be needed? If yes, a separate permit must be obtained from the Engineering Division at 411 Main St., Chico, (530) 879-6900. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

SECTION 4 - CONDITIONS FOR PARK USE

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

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

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required

Not Required

- (1) All Public Events per Title 12R 08 240, and/or
- (2) All Private Events where:
 - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

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

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

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

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

- (1) Identification of permit applicant, identification of event, date of event.
- NOTE: NUMBERS 2 AND 3 BELOW 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 6 - ACCEPTANCE OF CONDITIONS

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

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

X *Doni Lutwell*
Signature of Applicant

X 1-20-2020
Date

RETURN THIS FORM TO:

City of Chico - Park Division
Hand deliver to: 965 Fir Street
Mail to: P.O. Box 3420
Chico, CA 95927
email to Parkinfo@chicoca.gov

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

SECTION 7 - AUTHORIZATION

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

- Approved.
- Approved subject to listed additional condition(s): _____
- Denied: _____
- Application approved denied by the Bidwell Park & Playground Commission. Date: _____
- Reason for denial: _____

Approved by: _____

Date: _____



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:
 Parents must pre-register
 PUBLIC PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit an application • Permit fees due upon submittal •

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

PLEASE PRINT:

Joni "Jahnia" Mitchell
Name of Applicant/Contact Person

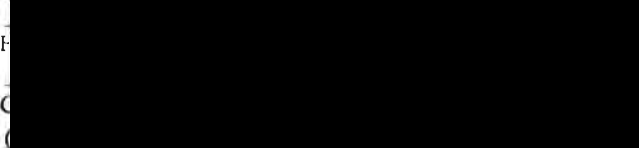
Summer Day Camp ages 8-11
Description of Event: (family BBQ, walk/run) Additional Description required for public events**

Earthbound Skills
Organization Name (if applicable)

6/22-6/26, 7/20-7/24, 8/3-8/7
Day and Date of Event:

Organization Name (if applicable)

From: 9:00 To: 3:00



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

From: 9:00 To: 3:00 max 27

Time of Event Only Number of people

Contact Phone # Alternate Phone #

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 C MC)
- 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 am - 4:30 pm
 - Water (public events only)
 - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
 - Electricity (15 amp)
 - Event Restrooms
 - Fountain _____ On _____ Off
 - Meter Bags # _____
 - 100 amp Electrical Service
 - Water (public events only)
 - By Restroom or Stage (Circle One)
 - Sound Curtain
- Picnic Site #37 (Redwood Grove)

- Council Ring
 - Fire Permit
- Five Mile Picnic Area
 - East West
 - BBQ-Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm
- One Mile Picnic/Barbeque Area - Water available, no hose bib
- Oak Grove A Grove B (SYCAMORE FIELD NOT INCLUDED)
 - Sycamore Way Parking Lot Closure-Public Events ONLY
 - Electricity (15 amp)
 - Band Stand (15 amp)
 - BBQ-Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm
- Depot Park
 - Electricity (15 amp)
- Lower Bidwell Park (public events only): _____
- Upper Bidwell Park (public events only): _____
- Other (specify): _____
- Early Entrance Needed (public events only) _____ Yes _____ No

**Additional Description of the Event (Required for Public Events) Parents must pre-register their child thru our website, max enrollment 25. Summer camp, naturalist skills, crafts, games

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

- Application Fee \$ 19.00 (Non-refundable)
- Reservation Fee \$ _____ (\$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 if no damage)
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

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

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

Credit Card and DEBIT payment will be assessed a 2.75% convenience fee. Park Fee Total: \$ _____ Convenience Fee: \$ _____ Total Fee Required: \$ _____

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

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

| | | | | | | | |
|---------------|------------------------|---------------|--------------------|-----------|--|--------------------------|------------|
| Office | Permit File (original) | Park Ranger 1 | Senior Park Ranger | Applicant | <input checked="" type="checkbox"/> BPPC | Cleaning Service | Facilities |
| Distribution: | Park Field Supervisor | Park Ranger 2 | Calendar | 920 Fund | DCBA | Risk Management (e-mail) | CPD |

SECTION 3 - EVENT INFORMATION

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

| | Yes | No |
|---|-------------------------------------|-------------------------------------|
| Is this an annual event? How many years have you been holding this event? <u>2 yrs</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is there a patron admission, entry, or participant fee(s) required for your event? If fee is charged, how much is the fee? <u>≈ \$200</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will there be amplified sound/music at event? (Please see 'Conditions for Park Use') Specify type (microphone, band, radio, PA system etc.): _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| When will amplified sound/music be heard? Time from: _____ until: _____ Note: 100-amp electrical service requires a certified electrician to operate. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will there be any entertainment apparatus anywhere? These are only allowed in certain areas of the park. No water apparatus allowed. <input type="checkbox"/> Bounce house <input type="checkbox"/> Climbing wall <input type="checkbox"/> Ropes Course <input type="checkbox"/> Other: _____ Name of Operator: _____ Operator to provide proof of insurance to the City Parks Division prior to event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will there be any vendors selling food, merchandise, or entertainment at this event? (No glass or alcohol permitted) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____ Valid permit from Butte County Environmental Health is required for all food vendors and must be on hand. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will NOT remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. (Subject to approval by the City Parks Division) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If "yes", please state which gate(s): _____ Time of closure from: _____ until: _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will event require overnight storage of property? If yes, how many security or other personnel will be provided? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will there be early entrance (before 9 am) into the Park for setup? If "yes", when will monitors be at their position(s)? Time from: _____ until: _____ Note: Gate monitors are required at all the entrances and exits for early Park entrance. If entrance is required before 7 am, an additional fee may be charged. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Portable Restrooms: You are required to rent portable restrooms for events with 200+ participants, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location(s) of portable restrooms _____ Note: Restrooms shall be removed within 24 hours after conclusion of event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Trash and recycling: As an event organizer, you must properly recycle or dispose of waste during your event and immediately after the event. The area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required at applicant's cost: Trash Company: _____ Phone Number: _____ Note: Containers shall be removed within 24 hours after conclusion of event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will your event include the use of any signs, banners or decorations? (Please see 'Conditions for Park Use Section 4') If yes, please describe type and location: _____ Note: All signs and banners shall be free standing and not affixed to Park property. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will water be needed during your event? If "yes", for what purpose? _____ Please provide your own hose and shut-off nozzle. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Play ground, and Cedar Grove prior to event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Do you request irrigation to be turned off before and during your event? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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SECTION 4 - CONDITIONS FOR PARK USE

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

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- 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.
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- Clean up** Permittee is required to completely clean up area at the conclusion of event.
- Damages** Any damage to City property as a result of this event will be repaired at permittee's expense.
- Dogs** Dogs may be off leash from 5:30 am until 8:30 am in Lower Park -- All other times **dogs must be on a leash 6 feet in length or less.** Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. ***Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.***
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Horseshoe Lake: Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
- Gate Closures** Upper Park gate at parking Lot E is closed on Sundays and Mondays and during wet periods or Red Flag Fire Warning days. Gates may be closed for approved special events. For gate opening and closing hours, visit www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
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- Park Closures** Lower Park is closed from 11:00 pm until 5:00 am every day, unless directly and actively proceeding to a destination outside of the Park. Upper Park is closed to vehicles at **9:00 pm, October – March and 11:00 pm, April - September** unless posted otherwise. May be closed during Red Flag Fire Warning or high wind advisory days.
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 - Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.
 - No vehicles are permitted to travel or park on grass areas.

SECTION 5 – INSURANCE
(To be determined by Park Division)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required

Not Required

- (1) All Public Events per Title 12R 08 240, and/or
- (2) All Private Events where:
 - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more

For insurance questions for your event, please contact the Risk Management office at
(530) 879-7910 or e-mail at risk-management@chicoca.gov

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

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

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

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

NOTE: NUMBERS 2 AND 3 BELOW 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 6 - ACCEPTANCE OF CONDITIONS

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

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

X *Smiletdell*
Signature of Applicant

X 1-20-2020
Date

RETURN THIS FORM TO:

City of Chico - Park Division
Hand deliver to: 965 Fir Street
Mail to: P.O. Box 3420
Chico, CA 95927
email to Parkinfo@chicoca.gov

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

SECTION 7 – AUTHORIZATION

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

[] Approved.

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

[] Denied: _____

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

[] Reason for denial: _____

Approved by: _____

Date: _____



DATE: January 23, 2020

TO: Bidwell Park and Playground Commission (BPPC)

FROM: Linda Herman, Park & Natural Resources Manager

SUBJECT: CONSIDERATION OF CHICO AREA RECREATION DISTRICT'S (CARD) PERMITS FOR THE SPRING JAMBOREE AND MOVIES IN THE PARK AND REQUEST TO WAIVE BASIC FEES FOR THE SPRING JAMBOREE EVENT.

REPORT IN BRIEF:

The Chico Area Parks and Recreation District (CARD), which is a public agency/special district, requests the waiver of basic park use fees for the Spring Jamboree event to be held in Caper Acres in Lower Bidwell Park on April 10, 2020. Under Municipal Code (CMC) Section 12R.08.250, the BPPC may authorize the waiver of basic park fees for other public agencies.

***Recommendation:** Staff recommends approval of the permits for both events, and the waiver of the associated reservation and vendor fees for the Spring Jamboree events to be held over the next five years (2020 to 2024).*

DISCUSSION:

Chapter 12R.08 of the Chico Municipal Code (CMC) requires a permit for public events and provides for the City to charge a permit application fee, basic park use fees, a damage deposit, and other related fees for such events. Section 12R.08.250 authorizes the BPPC to waive or refund basic park use fees for public agencies conducting events to further their powers and purposes.

CARD is the primary provider of park and recreation programs for Chico residents of all ages, skills and abilities; and annually they sponsor several community events. CARD submitted park permit applications for the 57th Annual Spring Jamboree to be held on April 11, 2020 in Caper Acres. As in previous years, CARD is requesting a waiver of basic park use fees, which are the reservation and vendor fees for this event. The waiver of fees allows them to continue this event at no cost to participants.. The total current amount requested to be waived is \$313.00 (see table below).

| Spring Jamboree | Fees Waived | Fees Paid |
|-----------------------------|-----------------|-----------------|
| Reservation | \$301.00 | |
| Vendor | \$12.00 | |
| Application Fee | | \$19.00 |
| Insurance Review Fee | | \$40.00 |
| Damage Deposit (Refundable) | | \$100.00 |
| Totals | \$313.00 | \$159.00 |

CARD does not need a permit or to pay fees to host the movies at Sycamore Field because they have a long-term lease with the City for the use of that area. The permit application is for informational and Park staff coordination purposes only. However, CARD also requests the South One Mile Recreation Area park gates remain open beyond the normal closing times of 9:00 PM to accommodate the Movies in the Park event. CARD will provide portable restrooms for both events.

Because these events provide a valuable community benefit, Staff is recommending approval of the permit applications for both events, and the waiver of fees for the Spring Jamboree events to be held over the next five (5) years. Staff will request additional BPPC approval if there are any substantial changes to these events during the 5-year approval period.

Attachments:

A: Applications for Park Use (Spring Jamboree and Movies in The Park)



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC **PRIVATE**

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit an application • Permit fees due upon submittal •

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

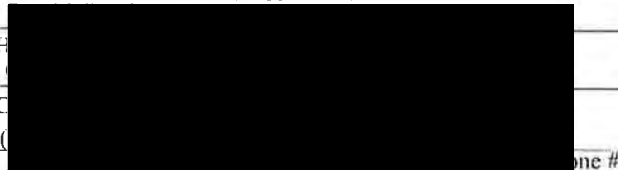
PLEASE PRINT:

Scott Randall

Name of Applicant/Contact Person

Chico Area Recreation & Park District

Organization Name (if applicable)



Spring Jamboree

Description of Event: (family BBQ, walk/run) Additional Description required for public events**

Saturday, April 11th, 2020

Day and Date of Event:

From: 10 a.m. To: 12:30 p.m.

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

From: 9 a.m. To: 1:30 p.m.

1,500 (MM) Number of people

Time of Event Only

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 am - 4:30 pm

Water (public events only) 100 amp Electrical Service

City Plaza (Additional fees may apply)

Electricity (15 amp)

Event Restrooms

Fountain On Off

Meter Bags #

100 amp Electrical Service

Water (public events only)

By Restroom or Stage (Circle One)

Sound Curtain

Picnic Site #37 (Redwood Grove)

Council Ring

Fire Permit

Five Mile Picnic Area East West

BBQ-Pick up key on: Mon - Fri 8:00 am - 4:30 pm

One Mile Picnic/Barbeque Area - Water available, no hose bib

Oak Grove A Grove B (SYCAMORE FIELD NOT INCLUDED)

Sycamore Way Parking Lot Closure-Public Events ONLY

Electricity (15 amp)

Band Stand (15 amp)

BBQ -Pick up key on: Mon - Fri 8:00 am - 4:30 pm

Depot Park

Electricity (15 amp)

Lower Bidwell Park (public events only): Caper Acres

Upper Bidwell Park (public events only):

Other (specify): Sycamore Field

Early Entrance Needed (public events only) Yes No

**Additional Description of the Event (Required for Public Events) Annual Easter egg hunt event in Caper Acres

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

- Application Fee \$ 19.00 (Non-refundable)
- Reservation Fee \$ (\$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 if no damage)
- Early Entrance Fee \$ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ (see fee schedule)

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

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

Additional fees for City Plaza use:

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

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

(electrician required)

Park Fee Total: \$

Convenience Fee: \$

Total Fee Required: \$

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

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

SECTION 3 - EVENT INFORMATION

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

| | Yes | No |
|--|-------------------------------------|-------------------------------------|
| Is this an annual event? How many years have you been holding this event? <u>20</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is there a patron admission, entry, or participant fee(s) required for your event? If fee is charged , how much is the fee? <u>N/A</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will there be amplified sound/music at event? (Please see 'Conditions for Park Use') Specify type (microphone, band, radio, PA system etc.): <u>PA system (from Mix 95.1 radio station)</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| When will amplified sound/music be heard? Time from: <u>9:30 a.m</u> until: <u>12:30 p.m.</u> Note: 100-amp electrical service requires a certified electrician to operate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will there be any entertainment apparatus anywhere? These are only allowed in certain areas of the park. <i>No water apparatus allowed.</i> <input checked="" type="checkbox"/> Bounce house <input type="checkbox"/> Climbing wall <input type="checkbox"/> Ropes Course <input type="checkbox"/> Other: _____ Name of Operator: <u>Jump N Jax</u> Operator to provide proof of insurance to the City Parks Division prior to event. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will there be any vendors selling food, merchandise, or entertainment at this event? (No glass or alcohol permitted) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: <u>Code 3 Coffee selling coffee, Round Table Pizza selling slices of pizza</u> Valid permit from Butte County Environmental Health is required for all food vendors and must be on hand. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will <u>NOT</u> remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. (Subject to approval by the City Parks Division) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If "yes", please state which gate(s): _____ Time of closure from: _____ until: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Will event require overnight storage of property? If yes, how many security or other personnel will be provided? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will there be early entrance (before 9 am) into the Park for setup? If "yes", when will monitors be at their position(s)? Time from: _____ until: _____ Note: Gate monitors are required at all the entrances and exits for early Park entrance. If entrance is required before 7 am, an additional fee may be charged. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Portable Restrooms: You are required to rent portable restrooms for events with 200+ participants, in the immediate area of the event site which will be available to the public during your event. Restroom Company <u>Johnny on the Spot</u> Phone Number <u>(530) 893-5687</u> Location(s) of portable restrooms <u>Parking lot on 3rd base side of Sycamore Field</u> Note: Restrooms shall be removed within 24 hours after conclusion of event. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Trash and recycling: As an event organizer, you must properly recycle or dispose of waste during your event and immediately after the event. The area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required at applicant's cost:</i> Trash Company: <u>CARD</u> Phone Number: <u>(530) 895-4711</u> Note: Containers shall be removed within 24 hours after conclusion of event. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will your event include the use of any signs, banners or decorations? (Please see 'Conditions for Park Use Section 4') If yes, please describe type and location: <u>Signs with instructions, eggs in Caper Acres</u> Note: All signs and banners shall be free standing and not affixed to Park property. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will water be needed during your event? If "yes", for what purpose? _____ Please provide your own hose and shut-off nozzle. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove prior to event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Do you request irrigation to be turned off before and during your event? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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? If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St., Chico, (530) 879-6900. | <input type="checkbox"/> | <input type="checkbox"/> |
| Will City street closure(s) be needed? If yes, a separate permit must be obtained from the Engineering Division at 411 Main St., Chico, (530) 879-6900. | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION 4 - CONDITIONS FOR PARK USE

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

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

SECTION 5 – INSURANCE

(To be determined by Park Division)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Private Events where:
 - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

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

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

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

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

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

NOTE: NUMBERS 2 AND 3 BELOW 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 6 - ACCEPTANCE OF CONDITIONS

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

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

x Sam Rudell
Signature of Applicant

x 12/19/2019
Date

RETURN THIS FORM TO:

**City of Chico - Park Division
Hand deliver to: 965 Fir Street
Mail to: P.O. Box 3420
Chico, CA 95927
email to Parkinfo@chicoca.gov**

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

SECTION 7 – AUTHORIZATION

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

- Approved.
- Approved subject to listed additional condition(s): _____
- Denied: _____
- Application approved denied by the Bidwell Park & Playground Commission. Date: _____
- Reason for denial: _____

Approved by: _____

Date _____



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit an application • Permit fees due upon submittal •

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

PLEASE PRINT:

Scott Randall

Name of Applicant/Contact Person

Chico Area Recreation & Park District

Organization Name (if applicable)



Movies in the Park

Description of Event (family BBQ, walk/run) Additional Description required for public events:
Sat 6/13/20, Sat 7/11/20, Sat 9/12/20
Day and Date of Event:

From: 6 p.m. To: 11 p.m.

Total Time Needed for Set-up, Event, and Clean-up
From: 5 p.m. To: 11:30 p.m. 300-600

Time of Event Only Number of people

E-mail address

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

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
 - Electricity (15 amp)

Note: Special conditions apply for amplified sound (12R.08.263 CMC)

- Cedar Grove Picnic Area
 - Electricity (15 amp)
 - tables, restroom area (circle)
- Meadow
 - 100 amp Electrical Service
 - Water (public events only)

- Children's Playground
 - Electricity (15 amp)-Pick up key on _____ Mon - Fri 8:00 am - 1:30 pm
 - Water (public events only)
 - 100 amp Electrical Service

- City Plaza (Additional fees may apply)
 - Electricity (15 amp)
 - Event Restrooms
 - Fountain _____ On _____ Off
 - Meter Bags # _____
 - 100 amp Electrical Service
 - Water (public events only) By Restroom or Stage (Circle One)
 - Sound Curtain

- Picnic Site #37 (Redwood Grove)

- Council Ring
 - Fire Permit

- Five Mile Picnic Area East West

- BBQ-Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm
- One Mile Picnic/Barbeque Area - Water available, no hose bib

- Oak Grove A Grove B (SYCAMORE FIELD NOT INCLUDED)
 - Sycamore Way Parking Lot Closure-Public Events ONLY
 - Electricity (15 amp)
 - Band Stand (15 amp)
 - BBQ -Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm

- Depot Park

- Electricity (15 amp)
- Lower Bidwell Park (public events only): Sycamore Field

- Upper Bidwell Park (public events only): _____

- Other (specify): _____
- Early Entrance Needed (public events only) _____ Yes _____ No

**Additional Description of the Event (Required for Public Events) Annual Movies in the Park series at Sycamore Field with a small fair with some food and sponsor booths leading up to movie start time.

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

- Application Fee \$ 19.00 (Non-refundable)
- Reservation Fee \$ _____ (\$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 if no damage)
- Early Entrance Fee \$ _____ (\$32.50/hr public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

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

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

Additional fees for City Plaza use:

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

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

Park Fee Total: \$ _____

Convenience Fee: \$ _____

Total Fee Required: \$ _____

| | | | |
|--------------------------------------|-----------------------|--------------------|--------------------------|
| City of Chico Cash Receipt No: _____ | Payment Method: _____ | Date: _____ | Received By: _____ |
| Office: Permit File (original) | Park Ranger 1 | Senior Park Ranger | Applicant |
| Distribution: Park Field Supervisor | Park Ranger 2 | Calendar | 920 Fund |
| | | BPPC | Cleaning Service |
| | | DCBA | Risk Management (e-mail) |
| | | | Facilities |
| | | | CPD |

SECTION 3 - EVENT INFORMATION

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

| | Yes | No |
|--|-------------------------------------|-------------------------------------|
| Is this an annual event? How many years have you been holding this event? <u>10</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is there a patron admission, entry, or participant fee(s) required for your event? If fee is charged, how much is the fee? <u>N/A</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will there be amplified sound/music at event? (Please see 'Conditions for Park Use') Specify type (microphone, band, radio, PA system etc.): <u>Sound system and projector video</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| When will amplified sound/music be heard? Time from: <u>6 p.m.</u> until: <u>10:30 p.m.</u> Note: 100-amp electrical service requires a certified electrician to operate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will there be any entertainment apparatus anywhere? These are only allowed in certain areas of the park. No water apparatus allowed. <input type="checkbox"/> Bounce house <input type="checkbox"/> Climbing wall <input type="checkbox"/> Ropes Course <input type="checkbox"/> Other: _____ Name of Operator: _____ Operator to provide proof of insurance to the City Parks Division prior to event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will there be any vendors selling food, merchandise, or entertainment at this event? (No glass or alcohol permitted) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: <u>Chico Police Officers' Association grilling hot dogs, Shubert's selling scoops of ice cream</u> Valid permit from Butte County Environmental Health is required for all food vendors and must be on hand. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will NOT remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. (Subject to approval by the City Parks Division) If "yes", please state which gate(s): _____ Time of closure from: _____ until: _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will event require overnight storage of property? If yes, how many security or other personnel will be provided? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will there be early entrance (before 9 am) into the Park for setup? If "yes", when will monitors be at their position(s)? Time from: _____ until: _____ Note: Gate monitors are required at all the entrances and exits for early Park entrance. If entrance is required before 7 am, an additional fee may be charged. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Portable Restrooms: You are required to rent portable restrooms for events with 200+ participants, in the immediate area of the event site which will be available to the public during your event. Restroom Company <u>Johnny on the Spot</u> Phone Number <u>(530) 893-5687</u> Location(s) of portable restrooms <u>Parking lot on 3rd base side of Sycamore Field</u> Note: Restrooms shall be removed within 24 hours after conclusion of event. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Trash and recycling: As an event organizer, you must properly recycle or dispose of waste during your event and immediately after the event. The area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required at applicant's cost: Trash Company: <u>CARD</u> Phone Number: <u>(530) 895-4711</u> Note: Containers shall be removed within 24 hours after conclusion of event. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will your event include the use of any signs, banners or decorations? (Please see 'Conditions for Park Use Section 4') If yes, please describe type and location: <u>Sponsor banners</u> Note: All signs and banners shall be free standing and not affixed to Park property. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will water be needed during your event? If "yes", for what purpose? _____ Please provide your own hose and shut-off nozzle. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove prior to event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Do you request irrigation to be turned off before and during your event? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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? If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St., Chico, (530) 879-6900. | <input type="checkbox"/> | <input type="checkbox"/> |
| Will City street closure(s) be needed? If yes, a separate permit must be obtained from the Engineering Division at 411 Main St., Chico, (530) 879-6900. | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION 4 - CONDITIONS FOR PARK USE

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

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's (charcoal or propane only) may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas; no other areas. No BBQ's allowed during Red Flag Fire Warning or high wind advisory days.
- Bicycles** Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
- Bounce Houses** Bounce houses, (except those with water) and other similar non-water play equipment, are only permitted in certain areas with a reservation and upon approval by the Park Division. **The operators of this equipment must provide proof of insurance.** Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed at any time, except by permit and only in the Council Ring.
- Camping** No overnight camping allowed unless authorized by the Bidwell Park and Playground Commission. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event.
- Damages** Any damage to City property as a result of this event will be repaired at permittee's expense.
- Dogs** Dogs may be off leash from 5:30 am until 8:30 am in Lower Park -- All other times **dogs must be on a leash 6 feet in length or less.** Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. **Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.**
- Electrical** All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
- Fishing** **Big Chico Creek:** Check California Fish and Wildlife Regulations, <https://www.wildlife.ca.gov/> 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 Lot E is closed on Sundays and Mondays and during wet periods or Red Flag Fire Warning days. Gates may be closed for approved special events. For gate opening and closing hours, visit www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
- Glass** No glass containers allowed in any City Park or Playground.
- Horses** Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
- Noise** No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- Park Closures** Lower Park is closed from 11:00 pm until 5:00 am every day, unless directly and actively proceeding to a destination outside of the Park. Upper Park is closed to vehicles at **9:00 pm, October – March and 11:00 pm, April – September** unless posted otherwise. May be closed during Red Flag Fire Warning or high wind advisory days.
- 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, slack lines, hammocks, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** Smoking or vaping are not permitted in any City Park or Playground.
- Swimming** While in the One-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty during summer swim season.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
- While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.
 - Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.
 - Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.
 - No vehicles are permitted to travel or park on grass areas.

SECTION 5 – INSURANCE

(To be determined by Park Division)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Private Events where:
 - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

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

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

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

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

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

NOTE: NUMBERS 2 AND 3 BELOW 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 6 - ACCEPTANCE OF CONDITIONS

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

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

X 
Signature of Applicant

X 12/19/2019
Date

RETURN THIS FORM TO:
City of Chico - Park Division
Hand deliver to: 965 Fir Street
Mail to: P.O. Box 3420
Chico, CA 95927
email to Parkinfo@chicoca.gov

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

SECTION 7 – AUTHORIZATION

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

- Approved.
- Approved subject to listed additional condition(s): _____
- Denied: _____
- Application approved denied by the Bidwell Park & Playground Commission. Date: _____
- Reason for denial: _____

Approved by: _____

Date _____



DATE: January 27 2020
TO: Bidwell Park & Playground Commission (BPPC)
FROM: Richie Bamlet, Urban Forest Manager
SUBJECT: CONSIDERATION OF THE USE OF PLANT GROWTH REGULATORS IN THE CITY RIGHT-OF-WAY FOR UTILITY LINE CLEARANCE

REPORT IN BRIEF:

At its 11/25/19 meeting, the BPPC received a presentation from PG&E regarding a small-scale trial of the use of Cambistat, a Plant Growth Regulator (PGR), on Street trees to assist in the management of tree growth in electrical utility right-of-way easements. This discussion was continued. The BPPC will receive a presentation from the CEO of PG&E's contractor Rainbow Tree Care Scientific Advancements regarding this topic.

RECOMMENDATION: The Commission is requested to provide direction regarding this item.

BACKGROUND:

Detailed discussion and information on the use of PGR's was presented by staff and representatives from PG&E at the 11/25/19 BPPC meeting. More information regarding the PGR can be found in the 11/25/19 agenda staff report on the City's website at the following link (Please see Item 5.2):

http://www.ci.chico.ca.us/government/minutes_agendas/documents/BPPC_CompletePacket_19_1125.pdf

Fiscal impact: None. PG&E funded operation. Additional longevity of City trees translates into reduced maintenance and replacement as well as extended societal benefits afforded by large canopied trees



BPPC Staff Report

Meeting Date 1/27/20

DATE: January 22, 2020
TO: BPPC
FROM: Linda Herman, Park and Natural Resources Manager
SUBJECT: UPDATE ON THE CITY'S OPERATING AND CAPITAL BUDGET PROCESS FOR FISCAL YEAR 2020-21

REPORT IN BRIEF:

Staff will provide an update on the City's proposed operating and capital project budget process for fiscal year 2020-21.

Recommendation: None this is an informational item only

BACKGROUND:

Each year the City Manager presents a Draft and Proposed Budget for the following fiscal year, which starts on July 1, to the City Council for consideration. The Annual Budget, which is available on the City's website, includes the following components:

- Budget Message and Resolution
- Budget Policies
- Five-Year Fund Projections
- Fund Summaries
- Operating Budgets
- Capital Improvement Program (CIP) Projects
- Chico Redevelopment/Successor Agency Budgets

The Park and Street Tree Divisions are funded by Park Fund 002, which are General Funds specifically dedicated pursuant to Section 1104 of the City Charter for Parks, Street Trees, and Public Plantings.

DISCUSSION:

Because the new budget cycle is just beginning and is in process, Staff is providing the BPPC copies of the Council adopted 2019-20 budgets for the Park and Street Tree Divisions. In Fiscal Year 2020-21, the Parks and Street Trees Division budgets combined totaled over \$3 million. Attached as Attachment A for the Commission's information and discussion are:

1. 2019-20 Fund 002 Fund Summary, which also provides information on revenues and capital projects.
2. 2019-20 Park Division Operating Budget (002-682)
3. 2019-20 Street Tree and Public Planting Operating Budget (002-686)

Staff is also providing as Attachment B a copy of the proposed budget timeline outlining the steps and tentative dates for the City Council's review of the preliminary and final budgets. This schedule is subject to change.

ATTACHMENTS:

Attachment A: FY 2020-21 Parks & Street Tree Fund Summary and Budgets
Attachment B: FY 2020-21 Budget Timeline

ITEM 5.2 - ATTACHMENT A

**City of Chico
2019-20 Annual Budget
Fund Summary
PARK FUND**

| FUND 002 PARK | FY16-17 | FY17-18 | FY2018-19 | | FY2019-20 | |
|--|------------------|------------------|--------------------|---------------------|--------------------|--------------------|
| | Actual | Actual | Council Adopted | Modified Adopted | City Mgr Recomm | Council Adopted |
| Revenues | | | | | | |
| 42441 Tree Replacement In-Lieu Fee | 700 | 0 | 0 | 0 | 0 | 0 |
| 42501 Park Use Fees | 17,412 | 19,082 | 17,000 | 17,000 | 17,000 | 17,000 |
| 42691 CalPERS UAL Svc Chg - Misc. | 19 | 0 | 0 | 0 | 0 | 0 |
| 42699 Other Service Charges | 5,215 | 5,347 | 5,000 | 5,000 | 5,000 | 5,000 |
| 43018 Administrative Citations | 4,029 | 1,852 | 4,000 | 4,000 | 4,000 | 4,000 |
| 44101 Interest on Investments | (7,126) | (2,399) | 0 | 0 | 0 | 0 |
| 44130 Rental & Lease Income | 0 | 6,560 | 0 | 0 | 0 | 0 |
| 44131 Lease-Bidwell Park Golf Course | 39,876 | 42,528 | 40,000 | 40,000 | 40,000 | 40,000 |
| 44140 Concession Income | 6,544 | 5,139 | 6,000 | 6,000 | 6,000 | 6,000 |
| 44501 Cash Over/Short | 180 | 74 | 0 | 0 | 0 | 0 |
| 44506 Credit Card Fees | 123 | 0 | 0 | 0 | 0 | 0 |
| 46001 Donation from Private Source | 60 | 0 | 0 | 0 | 0 | 0 |
| 46010 Reimb of Damage to City Prop | 5,403 | 4,913 | 1,000 | 1,000 | 1,000 | 1,000 |
| Total Revenues | 72,435 | 83,096 | 73,000 | 73,000 | 73,000 | 73,000 |
| Expenditures | | | | | | |
| Operating Expenditures | | | | | | |
| 300 Police | 0 | 0 | 0 | 0 | 170,127 | 170,127 |
| 682 Parks and Open Spaces | 1,759,723 | 1,651,240 | 1,867,776 | 1,877,936 | 1,730,336 | 1,730,336 |
| 686 Street Trees/Public Plantings | 1,022,261 | 977,532 | 1,202,364 | 1,202,364 | 1,305,845 | 1,305,845 |
| 995 Indirect Cost Allocation | 284,429 | 284,429 | 287,396 | 287,396 | 283,031 | 283,031 |
| Total Operating Expenditures | 3,066,413 | 2,913,201 | 3,357,536 | 3,367,696 | 3,489,339 | 3,489,339 |
| Capital Expenditures | | | | | | |
| 17024 Five-Mile Irrigation | 3,318 | 4,502 | 0 | 41,105 | 0 | 0 |
| 18050 Cedar Grove Improvements | 0 | 0 | 21,115 | 21,115 | 0 | 0 |
| 19005 Bidwell Park Master Mgmt Plan | 131 | 0 | 25,750 | 33,109 | 20,000 | 20,000 |
| 50243 Caper Acres Renovation | 275 | 112,193 | 0 | 257,057 | 0 | 0 |
| 50302 Corridor Tree Improvements | 85,980 | 0 | 20,600 | 82,906 | 0 | 0 |
| 50303 Upper Park Road Rehabilitation | 25,891 | 4,265 | 0 | 294,479 | 0 | 0 |
| 50304 Park Facility Improvements | 77,098 | 40,456 | 115,000 | 226,903 | 0 | 0 |
| 50305 Park Tree Maintenance | 5,855 | 44,652 | 46,000 | 64,493 | 0 | 0 |
| 50312 Bidwell Bowl Rehabilitation | 0 | 0 | 0 | 17,250 | 0 | 0 |
| 50422 Illegal Encampment Cleanup | 0 | 0 | 0 | 0 | 30,000 | 30,000 |
| Total Capital Expenditures | 198,548 | 206,068 | 228,465 | 1,038,417 | 50,000 | 50,000 |
| Total Expenditures | 3,264,961 | 3,119,269 | 3,586,001 | 4,406,113 | 3,539,339 | 3,539,339 |
| Other Financing Sources/Uses | | | | | | |
| From: | | | | | | |
| 3001 General | 3,188,069 | 3,036,237 | 3,513,001 | 4,417,077 | 3,466,339 | 3,466,339 |
| 3902 Unemployment Insurance Reserve | 4,455 | 0 | 0 | 0 | 0 | 0 |
| To: | | | | | | |
| 9100 Grants - Operating Activities | 0 | 0 | 0 | (84,026) | 0 | 0 |
| Total Other Sources/Uses | 3,192,524 | 3,036,237 | 3,513,001 | 4,333,051 | 3,466,339 | 3,466,339 |
| Excess (Deficiency) of Revenues And Other Sources | | | | | | |
| | (2) | 64 | 0 | (62) | 0 | 0 |
| Fund Balance, July 1 | 0 | (2) | 0 | 62 | 0 | 0 |
| Fund Balance, June 30 | (2) | 62 | 0 | 0 | 0 | 0 |

Fund Name: Fund 002 - Park
 Authority: City Charter, Section 1104
 Use: Unassigned
 Authorized Capital Uses: Major programs, buildings and facilities, major equipment
 Authorized Other Uses: Operating, debt service
 Description: Parks, street trees and public plantings only. All revenues restricted to parks purposes only.

ITEM 5.2 - ATTACHMENT A

City of Chico
2019-20 Annual Budget
Operating Budget

Prepared for DPW Operations

Fund: PARK (002)

Dept: Parks/Open Spces (682)

| | FY 16-17 | FY 17-18 | FISCAL YEAR 2018-2019 | | | FISCAL YEAR 2019-20 | |
|---|------------------|------------------|-----------------------|------------------|--------------------|---------------------|------------------|
| | Actual | Actual | Council Adopted | Modified Adopted | Actual thru 6/2019 | City Mgr Recommend | Council Adopted |
| Total PARK-PARKS AND OPEN | 1,759,723 | 1,651,240 | 1,867,776 | 1,873,110 | 1,761,572 | 1,730,336 | 1,730,336 |
| Salaries & Employee Benefits | | | | | | | |
| 4000 Salaries - Permanent | 566,945 | 523,784 | 605,174 | 607,648 | 574,094 | 539,633 | 539,633 |
| 4005 Salaries - Supplemental Comp. | 799 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4015 Salaries - Holiday Pay | 7,703 | 7,579 | 12,500 | 12,500 | 8,195 | 12,500 | 12,500 |
| 4020 Salaries - Hourly Pay | 7,219 | 35,222 | 27,080 | 27,587 | 48,226 | 0 | 0 |
| 4050 Salaries - Overtime | 13,699 | 14,250 | 13,075 | 13,391 | 22,379 | 13,075 | 13,075 |
| 4053 OT - Special Event/Emergency | 0 | 0 | 0 | 0 | 637 | 0 | 0 |
| 4080 Salaries - Light Duty | 8,120 | 22,164 | 0 | 0 | 18,630 | 0 | 0 |
| 4690 Employee Benefits Other | 406,971 | 377,390 | 442,334 | 444,119 | 414,583 | 387,990 | 387,990 |
| Total Salaries & Employee Benefits | 1,011,459 | 980,392 | 1,100,163 | 1,105,245 | 1,086,747 | 953,198 | 953,198 |
| Materials & Supplies | | | | | | | |
| 5000 Office Expense | 831 | 73 | 1,000 | 1,000 | 1,133 | 1,000 | 1,000 |
| 5005 Postage & Mailing | 282 | 319 | 500 | 500 | 143 | 500 | 500 |
| 5010 Outside Printing Expense | 805 | 1,064 | 1,000 | 1,000 | 779 | 1,000 | 1,000 |
| 5050 Books/Periodicals/Software | 178 | 621 | 1,295 | 1,295 | 246 | 800 | 800 |
| 5100 Materials and Supplies | 32,460 | 30,907 | 35,000 | 33,218 | 24,053 | 35,000 | 35,000 |
| 5105 Small Tools and Equipment | 5,006 | 6,587 | 5,035 | 5,035 | 5,408 | 5,035 | 5,035 |
| 5110 Safety Equipment | 3,035 | 3,758 | 3,610 | 3,610 | 3,762 | 4,075 | 4,075 |
| 5120 Clothing/Uniforms | 2,915 | 4,848 | 4,085 | 4,085 | 1,756 | 4,085 | 4,085 |
| 5505 Equipment Maintenance/Repair | 1,387 | 635 | 2,100 | 2,100 | 3,205 | 2,100 | 2,100 |
| 5515 Building Maintenance/Repair | 11,820 | 2,887 | 10,000 | 10,000 | 4,301 | 10,000 | 10,000 |
| 6250 Donations - Expense | 0 | 72 | 0 | 0 | 0 | 0 | 0 |
| 7320 Custodial Supplies | 9,521 | 7,594 | 8,000 | 8,000 | 7,138 | 8,000 | 8,000 |
| 7371 Landscape Maintenance | 8,152 | 11,261 | 0 | 0 | 8,791 | 10,000 | 10,000 |
| Total Materials & Supplies | 76,398 | 70,633 | 71,625 | 69,843 | 60,721 | 81,595 | 81,595 |
| Purchased Services | | | | | | | |
| 5330 Contractual | 150,512 | 195,903 | 103,000 | 109,300 | 116,887 | 103,000 | 103,000 |
| 5400 Professional Services | 4,614 | 602 | 2,250 | 4,750 | 4,458 | 2,250 | 2,250 |
| 5415 Landscape Maintenance | 116,669 | 84,392 | 105,000 | 130,285 | 130,284 | 105,000 | 105,000 |
| 5420 Laundry Services | 278 | 268 | 850 | 850 | 318 | 850 | 850 |
| 5440 Janitorial Services | 12,716 | 1,028 | 3,000 | 3,000 | 227 | 18,000 | 18,000 |
| 5522 Radio Maintenance & Repair | 16 | 0 | 285 | 285 | 0 | 285 | 285 |
| 5535 Maint Agrmt- Software | 0 | 0 | 485 | 485 | 485 | 485 | 485 |
| 7203 Elderberry Site Monitor & Main | 989 | 363 | 1,000 | 1,000 | 0 | 1,000 | 1,000 |
| 7375 Sweeping/Trash Disposal | 36,095 | 21,094 | 15,000 | 15,000 | 12,124 | 15,000 | 15,000 |
| 7413 Outside Repairs/Services Other | 2,728 | 250 | 0 | 0 | 169 | 0 | 0 |
| Total Purchased Services | 324,620 | 303,902 | 230,870 | 264,955 | 264,954 | 245,870 | 245,870 |
| Other Expenses | | | | | | | |
| 5140 Advertising/Marketing | 592 | 351 | 500 | 500 | 248 | 500 | 500 |
| 5160 Licenses/Permits/Fees | 6,203 | 2,455 | 7,000 | 7,000 | 1,778 | 7,000 | 7,000 |
| 5300 Lease/Rental Expense | 7,022 | 9,673 | 8,000 | 8,000 | 5,327 | 8,000 | 8,000 |
| 5370 Memberships/Dues | 896 | 75 | 1,000 | 1,000 | 0 | 1,000 | 1,000 |
| 5390 Training | 3,491 | 1,301 | 5,000 | 5,000 | 1,078 | 8,000 | 8,000 |
| 5465 Solid Waste Disposal | 3,716 | 1,866 | 3,000 | 3,000 | 2,751 | 0 | 0 |
| 5480 Communications | 21,741 | 18,431 | 20,000 | 16,956 | 15,111 | 20,000 | 20,000 |
| 7322 CARD Park Expenses | 38,060 | 39,187 | 90,700 | 90,700 | 66,961 | 90,700 | 90,700 |
| 7451 Volunteer Mat and Supplies | 2,170 | 1,744 | 2,185 | 2,185 | 1,981 | 2,185 | 2,185 |
| 7452 Volunteer Small Tools & Equip | 1,647 | 1,299 | 1,520 | 1,520 | 1,791 | 1,520 | 1,520 |
| 7453 Volunteer Training | 540 | 295 | 582 | 582 | 579 | 582 | 582 |
| 7454 Water Quality Testing | 2,235 | 2,483 | 4,000 | 4,000 | 2,972 | 4,000 | 4,000 |
| Total Other Expenses | 88,318 | 79,165 | 143,487 | 140,443 | 100,582 | 143,487 | 143,487 |
| Non-Recurring Operating | | | | | | | |
| Total Non-Recurring Operating | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Allocations | | | | | | | |
| 5030 Insurance | 47,111 | 14,961 | 45,202 | 41,480 | 28,683 | 29,666 | 29,666 |

ITEM 5.2 - ATTACHMENT A

City of Chico
2019-20 Annual Budget
Operating Budget

Prepared for DPW Operations

| Fund: PARK (002) Dept: Parks/Open Spces (682) | FY 16-17 | FY 17-18 | FISCAL YEAR 2018-2019 | | | FISCAL YEAR 2019-20 | |
|--|------------------|------------------|-----------------------|------------------|--------------------|---------------------|------------------|
| | Actual | Actual | Council Adopted | Modified Adopted | Actual thru 6/2019 | City Mgr Recommend | Council Adopted |
| 5260 Fuel | 14,002 | 15,229 | 28,055 | 28,055 | 19,359 | 28,055 | 28,055 |
| 5455 Electric | 35,546 | 36,557 | 51,326 | 51,326 | 35,759 | 43,583 | 43,583 |
| 5456 Natural Gas | 9 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5460 Water | 55,513 | 58,781 | 90,118 | 64,833 | 62,395 | 91,920 | 91,920 |
| 5510 Vehicle Maintenance/Repair | 46,422 | 37,237 | 48,014 | 48,014 | 46,761 | 50,516 | 50,516 |
| 7994 Building Main Allocation | 15,592 | 19,120 | 21,890 | 21,890 | 21,199 | 25,013 | 25,013 |
| 7996 Info Systems Allocation | 44,728 | 35,258 | 37,026 | 37,026 | 34,408 | 37,433 | 37,433 |
| Total Allocations | 258,925 | 217,147 | 321,631 | 292,624 | 248,566 | 306,186 | 306,186 |
| Total PARK-PARKS AND OPEN | 1,759,723 | 1,651,240 | 1,867,776 | 1,873,110 | 1,761,572 | 1,730,336 | 1,730,336 |

ITEM 5.2 - ATTACHMENT A

City of Chico
2019-20 Annual Budget
Operating Budget

Prepared for DPW Operations

Fund: PARK (002)

Dept: St Tree/PUB Plnt (686)

| | FY 16-17 | FY 17-18 | FISCAL YEAR 2018-2019 | | | FISCAL YEAR 2019-20 | |
|---|------------------|----------------|-----------------------|------------------|--------------------|---------------------|------------------|
| | Actual | Actual | Council Adopted | Modified Adopted | Actual thru 6/2019 | City Mgr Recommend | Council Adopted |
| Total PARK-STREET TREE/PUB PLNT | 1,022,261 | 977,531 | 1,202,364 | 1,207,190 | 1,135,348 | 1,305,845 | 1,305,845 |
| Salaries & Employee Benefits | | | | | | | |
| 4000 Salaries - Permanent | 237,968 | 251,399 | 340,624 | 340,624 | 290,838 | 397,758 | 397,758 |
| 4005 Salaries - Supplemental Comp. | 26 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4015 Salaries - Holiday Pay | 32 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4020 Salaries - Hourly Pay | 23,796 | 21,428 | 27,080 | 27,080 | 47,533 | 8,655 | 8,655 |
| 4050 Salaries - Overtime | 14,479 | 23,731 | 17,124 | 17,124 | 26,307 | 17,124 | 17,124 |
| 4053 OT - Special Event/Emergency | 0 | 0 | 0 | 0 | 145 | 0 | 0 |
| 4080 Salaries - Light Duty | 18,661 | 24,083 | 0 | 0 | 0 | 0 | 0 |
| 4690 Employee Benefits Other | 209,244 | 217,945 | 279,977 | 279,977 | 237,042 | 322,586 | 322,586 |
| Total Salaries & Employee Benefits | 504,210 | 538,588 | 664,805 | 664,805 | 601,867 | 746,123 | 746,123 |
| Materials & Supplies | | | | | | | |
| 5000 Office Expense | 0 | 0 | 0 | 0 | 85 | 0 | 0 |
| 5005 Postage & Mailing | 1 | 0 | 0 | 0 | 12 | 0 | 0 |
| 5100 Materials and Supplies | 5,063 | 4,716 | 4,000 | 5,782 | 5,045 | 4,000 | 4,000 |
| 5105 Small Tools and Equipment | 1,219 | 2,747 | 2,500 | 2,500 | 2,761 | 2,500 | 2,500 |
| 5110 Safety Equipment | 2,445 | 3,196 | 2,500 | 2,500 | 4,509 | 2,500 | 2,500 |
| 5120 Clothing/Uniforms | 1,298 | 1,295 | 1,500 | 1,500 | 388 | 1,500 | 1,500 |
| 5505 Equipment Maintenance/Repair | 1,549 | 1,382 | 1,710 | 1,710 | 1,164 | 1,710 | 1,710 |
| 5515 Building Maintenance/Repair | 0 | 0 | 0 | 0 | 23 | 0 | 0 |
| 7371 Landscape Maintenance | 4,318 | 8,976 | 0 | 0 | 0 | 0 | 0 |
| Total Materials & Supplies | 15,895 | 22,315 | 12,210 | 13,992 | 13,991 | 12,210 | 12,210 |
| Purchased Services | | | | | | | |
| 5330 Contractual | 228,457 | 139,929 | 129,505 | 129,505 | 115,839 | 129,505 | 129,505 |
| 5400 Professional Services | 0 | 275 | 380 | 380 | 180 | 380 | 380 |
| 5415 Landscape Maintenance | 120,365 | 118,569 | 195,000 | 213,980 | 223,938 | 213,000 | 213,000 |
| 5420 Laundry Services | 0 | 245 | 300 | 300 | 306 | 550 | 550 |
| Total Purchased Services | 348,822 | 259,019 | 325,185 | 344,165 | 340,264 | 343,435 | 343,435 |
| Other Expenses | | | | | | | |
| 5140 Advertising/Marketing | 0 | 0 | 0 | 0 | 216 | 0 | 0 |
| 5160 Licenses/Permits/Fees | 0 | 845 | 617 | 617 | 983 | 617 | 617 |
| 5300 Lease/Rental Expense | 167 | 7,795 | 665 | 665 | 1,534 | 665 | 665 |
| 5370 Memberships/Dues | 12 | 0 | 0 | 0 | 460 | 700 | 700 |
| 5390 Training | 311 | 950 | 2,500 | 2,500 | 2,294 | 2,500 | 2,500 |
| 5465 Solid Waste Disposal | 28 | 612 | 500 | 500 | 568 | 500 | 500 |
| 5480 Communications | 4,865 | 6,607 | 4,500 | 7,544 | 5,768 | 4,500 | 4,500 |
| Total Other Expenses | 5,384 | 16,811 | 8,782 | 11,826 | 11,825 | 9,482 | 9,482 |
| Non-Recurring Operating | | | | | | | |
| Total Non-Recurring Operating | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Allocations | | | | | | | |
| 5030 Insurance | 17,375 | 8,390 | 24,627 | 24,627 | 15,628 | 19,659 | 19,659 |
| 5260 Fuel | 7,395 | 10,347 | 26,471 | 26,471 | 15,435 | 26,471 | 26,471 |
| 5455 Electric | 1,601 | 1,481 | 2,644 | 2,644 | 1,551 | 2,157 | 2,157 |
| 5460 Water | 55,908 | 58,910 | 80,212 | 61,232 | 61,048 | 81,816 | 81,816 |
| 5510 Vehicle Maintenance/Repair | 54,574 | 49,580 | 43,352 | 43,352 | 59,923 | 49,402 | 49,402 |
| 7994 Building Main Allocation | 4,229 | 5,186 | 5,938 | 5,938 | 5,750 | 6,786 | 6,786 |
| 7996 Info Systems Allocation | 6,863 | 6,899 | 8,138 | 8,138 | 8,063 | 8,304 | 8,304 |
| Total Allocations | 147,947 | 140,795 | 191,382 | 172,402 | 167,399 | 194,595 | 194,595 |
| Total PARK-STREET TREE/PUB PLNT | 1,022,261 | 977,531 | 1,202,364 | 1,207,190 | 1,135,348 | 1,305,845 | 1,305,845 |

ITEM 5.2 - ATTACHMENT B

FISCAL YEAR 20/21 BUDGET TIMELINE

| PHASE | STARTING | ENDING | PHASE | STARTING | ENDING |
|--|-----------|-----------|--|-----------|-----------|
| CAPITAL PAGES TO DEPTS | 1.6.2020 | 1.21.2020 | DRAFT PROPOSED TO CLERK/ STAFF REPORTS DUE | 4.10.2020 | |
| PERSONNEL & NRO REQUEST FORMS TO/FROM DEPTS | 1.13.2020 | 1.31.2020 | DRAFT PROPOSED BUDGET TO COUNCIL | 4.15.2020 | |
| PRODUCE PRELIMINARY BUDGET | 1.2.2020 | 2.7.2020 | ADD RECOMMENDED CHANGES FOR PROPOSED BUDGET | 4.22.2020 | 5.15.2020 |
| PRELIMINARY BUDGET REVIEW | 2.10.2020 | 3.6.2020 | APPENDICES/NARRATIVES | 3.2.2020 | 4.17.2020 |
| MEETINGS WITH DEPTS & CITY MANAGEMENT | 2.24.2020 | 3.6.2020 | FINAL PREPARATION AND PRINTING | 5.4.2020 | 5.21.2020 |
| COMPILE REQUESTS FOR COUNCIL REVIEW | 3.9.2020 | 3.27.2020 | DISTRIBUTE PROPOSED BUDGET | 5.22.2020 | |
| COMMUNITY UPDATE | 3.12.2020 | | FINAL BUDGET HEARING/ADOPTION | 6.2.2020 | |
| FINANCE COMMITTEE UPDATE | 3.25.2020 | | | | |

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|---|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | | | 1 | 2 | 3 | 4 | 5 | 6 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | 31 | | | | | | | | | | | | | | | |

- Council Meeting
- Finance Committee Meeting
- City Holiday



DATE: January 22, 2020
TO: Bidwell Park & Playground Commission (BPPC)
FROM: Linda Herman, Park and Natural Resources Manager
SUBJECT: CONSIDERATION OF CHAIR AND VICE CHAIR APPOINTMENTS, THE BPPC MEETING CALENDAR, AND COMMITTEE ASSIGNMENTS FOR 2020.

REPORT IN BRIEF:

Each year, the Bidwell Park and Playground Commission (BPPC) selects a Chair and Vice-Chair. BPPC members also serve on the Policy Advisory, Natural Resources, and Tree Committees, 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 2020.

Recommendation: Staff recommends that the BPPC:

1. Select a Chair and Vice-Chair for 2020.
2. Approve the 2020 regular BPPC meeting calendar, and
3. Approve Staff's recommendations regarding maintaining existing Committee member assignments or provide other recommendations.

BACKGROUND:

Under Article X of the Chico City Charter, the Commission shall select a Chair and Vice-chair each year. According to Administrative Policy and Procedures 10-1 (IX), a Chair may serve no more than two consecutive years as the presiding officer. Current Chair Elaina McReynolds has served approximately one year and is eligible to preside in 2020. The Chair also makes Committee assignments and designates Committee chairpersons.

BPPC 2020 MEETING CALENDAR

The regular meeting of the BPPC is scheduled for the last Monday of the month. All regular BPPC meetings start at 6:00 pm. In 2020, the following potential conflicts occur on the BPPC meeting dates:

- The May meeting falls on the Memorial Day holiday on Monday May 25, 2020.
- The December meeting falls between Christmas and New Year's on December 28, 2020.

Staff recommends that the Commission approve the following:

- Move May meeting to the preceding Monday to May 18, 2020;
- Move December meeting to Monday December 14, 2020.

Therefore, attached for the Commission's approval is the proposed 2020 BPPC regular meeting calendar (Attachment A).

COMMITTEE STRUCTURE AND CURRENT ASSIGNMENTS

Each year, the Chair appoints Commissioners to serve on the BPPC's Policy Advisory, Natural Resources, Tree, and the *ad hoc* Bicycle Advisory Committees. The Committees allow for detailed consideration of agenda topics, and advise or make recommendations to the full BPPC. The Committee's meetings are held at 6:00 P.M. and meet only as needed.

The purpose of each Committee is as follows:

1. **Policy Advisory Committee (3 members) – Meets on the 2nd Wednesday of the month as needed and scheduled** - Responsible for interpreting existing policies and considering proposed or potential policy changes matters dealing with art, code changes, finances, and the volunteer program.
2. **Tree Committee (3 members) – Meets as needed and scheduled** - Reviews tree policies (streets and parks), street tree permit appeals, and any other matters that affect the interpretation of policy and management practices.
3. **Natural Resource Committee (3 members) – Meets on the 2nd Thursday of the month as needed and scheduled** Reviews resource-based matters such as vegetation management, trails, greenways and other topics.
4. **Bike Advisory Committee (1 member plus 1 alternate) – Meets on the 3rd Wednesday of the month as needed and scheduled** - Represents the Commission on the City’s Bike Advisory Committee. The Committee reviews projects and concerns relative to bicycles, bicycle routes, facility improvements, and other related matters. The Commissioner reports the Committee’s discussions and recommendations to the BPPC.

BPPC committee assignments are at the Chair’s prerogative with Commission and Staff input. Current Committee assignments are as follows:

2019 Committee Assignments and Meeting Days (if scheduled)

| NAME | Policy Advisory | Tree | Natural Resource | Bicycle Advisory |
|---|---------------------------------|--------------------------------|---------------------------------|-------------------------|
| Monthly Meeting Date (As Needed) | 2nd Wednesday | 2nd Thursday | 3rd Wednesday | To Be Announced |
| Jeff Glatz | Member | | | |
| Scott Grist | | Member | Chair | |
| Aaron Haar | | Member | Member | |
| Garrett Liles | | Chair | | Alternate |
| Elaina McReynolds | Member | | | |
| Anna Moore | Chair | | | |
| Lise Smith-Peters | | | Member | |

If agreeable to the Chair and other Commissioners, Staff recommends maintaining the current Committee membership to provide continuity of discussions occurring on some of the major topics still at hand.

ATTACHMENTS:

Attachment A: 2020 BPPC Meeting Calendar

2020



City of Chico BPPC and Committee Meeting Schedule

| January | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| February | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

| March | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| April | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| May | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| June | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| July | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

■ BPPC MEETING
 ■ PAC
 ■ TREE COMMITTEE
 ■ NRC



DATE: 1/23/20
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Linda Herman, Park and Natural Resources Manager
SUBJECT: Parks Division Report

NARRATIVE

1. Updates

- a. Caper Acres– Funding for the shade structure and resurfacing at the Nico play area is nearing the goal. Staff is waiting to hear from State Parks regarding the Prop 68 Per Capita grant funds. Butte County reached out regarding potential projects for their share of the Per Capita funds. Staff sent more information to them about the project. As soon as it is determined we have approval of the Prop 68 funding we will start on the bid documents for construction.
- b. Portable Restrooms– On 1/21/20, the City Council considered the BPPC's recommendations to place five (5) portable restrooms in City parks and greenways. The Council approved funding to place four (4) restrooms at this time at the following locations:
 - i. Comanche Creek Greenway at the Otterson Drive entrance
 - ii. Humboldt Ave (windchime) Park
 - iii. Lindo Channel at the Esplanade
 - iv. Farmers Market Parking Lot between Wall and Flume (substitute location for Annie's Glen)
- c. Peregrine Point– In the fall, the Outside Recreation Advocacy Inc. (ORAI) worked with Staff and the City's consultant, Gallaway Enterprises, to find and map alternate basket locations for all the tees, installed tee signposts, and performed routine trash cleanup. Staff also received the 2019 biological monitoring reports from Gallaway, which will be presented to the Commission at its 2/24/20 regular meeting as part of their five-year review of the ORAI operating agreement.
- d. Upper Park Road Access and Vehicle Fees– The City Council also heard the BPPC's recommendations regarding access beyond Lot E to Upper Park Road in Bidwell Park at its meeting on 12/3/20. In addition to wanting to keep the road closed on Sundays and Mondays, the Council directed their Internal Affairs (IA) Committee to look at providing vehicle access to the end of the road (Lot U) on two days a week, and access to Salmon Hole only during the remaining three days a week. The Council also directed the IA to review the Commission's recommendations regarding whether to establish a vehicle parking fee. These topics are scheduled to be discussed at the IA's 2/3/20 meeting.

2. Planning/Monitoring

- a. Trails Plan–The City's consultant Trails Lab Co has completed the assessment of the trails in Upper Bidwell Park. They are analyzing the data and will have a summary of their findings available for the BPPC's February meeting.
- b. Vegetative Fuels Management Plan– Work continues on the Cal Fire Vegetative Fuels Management Plan grant project. Preparation of a draft plan is in process and Staff and students from the Big Chico Creek Ecological Reserve will assist in conducting the biological surveys and other work needed for CEQA review starting next month.

4. Maintenance Program

Staff provides on a need and time basis the cleaning and safety inspections of all recreation areas including grounds, playgrounds, picnic sites, roads and paths. Maintenance and repair of park fixtures, posting reservations, illegal

camp cleanup and the constant removal of graffiti from all park infrastructure.

- a. Lower Park - Standard winter maintenance. No special projects
- b. Middle Park - Standard winter maintenance. No special projects.
- c. Upper Park - Routine maintenance. Clearing of downed trees from several trails.
- d. Green way Parks - Routine maintenance.
- e. Other Departmental Support: Park staff built and painted two decorative steel enclosures to house the portable restroom at Transit Center and Depot Park.
- f. Upcoming projects: Grade and repair parking lots throughout the park, repair Guardian trail bed under the peregrine cliffs, install par course equipment in Lower Park. Rebuilding and moving several picnic sites away from the creek in Lower Park to reduce erosion.

3. Ranger and Lifeguard Programs

- a. Illegal Encampment cleanup– Rangers are working diligently with the Sherriff's Alternative Custody Supervision (ACS) program and volunteers to perform multiple days of illegal encampment cleanups per week.
- b. Non-Sworn Ranger– Park intern, Ben Parker has been hired as an hourly, non-sworn Park Ranger. Ben has demonstrated over the past 4 months that he has the aptitude to perform well in his new position.
- c. Significant Incidents – Rogue trail building is occurring on the on both the north and south side of Upper Bidwell Park. Rangers will increase presence in the area. The Parks Division is asking the public for their help in notifying the department if any work is witnessed in the area.

4. Natural Resource Management

- a. California Conservation Corps (CCC)– To date, over 2,000 hours of work on targeted fuels reduction areas around the horse arena, Centennial Ave from 5 Mile to Manzanita and walnut orchard areas have been performed. The work will continue under the Prop 68 grant that was awarded to reduce the buildup of fire fuels in Middle and Lower Park until 8,000 hours of granted work are exhausted. Work is planned for the area of Lower Bidwell Park between Madrone and Crister Ave. from Peterson Memorial Dr. north to Vallombrosa Ave. The work will be a continuation of previous fuels reduction and invasive species removal that had been performed in the same area in years past.

5. Outreach and Education

- a. Snow Goose Festival – PALS volunteers will staff the parks information table at the Chico Masonic Center during the festival. PALS will provide information about City of Chico parks and greenways and the birds that visitors may find there.

6. Volunteer and Donor Program

- a. Certified Tourism Ambassadors– Three PALS volunteers took advantage of a volunteer training opportunity to become a Certified Tourism Ambassador through Explore Butte County. The PALS reported it was an excellent training and they are excited to share their knowledge with visitors to the parks and greenways.
- b. Illegal Encampment cleanup– Friends of Comanche Creek Greenway, Chico Community Watch, PALS and Chico citizens have been spending an incredible amount of time and putting forth unbelievable effort in an attempt to keep up with the ever-growing issue of illegal encampments and the debris that is generated. Enough cannot be said to thank these groups and other volunteers.
- c. Upcoming Volunteer Opportunities
 - i. Volunteer Calendar – To find out about upcoming volunteer events please [CLICK HERE](#) or visit http://www.ci.chico.ca.us/general_services_department/park_division/volunteer_calendar.asp

MONTHLY SUMMARY TABLES

Table 1. Monthly Volunteer Hours

| Parks and Greenway -PALS- (Partners, Ambassadors, Leaders & Stewards) Volunteer Activities, Nov. & Dec. 2019 | | | | | | | |
|--|----------------|-----------------------|------------------|------------------------|---------------------------------|---|----------------|
| Date | Location | Partner/Agency | # of Volunteers | Hrs Worked | # of Vols Xs Hrs = Total Hrs | Task | Leader |
| Nov & Dec | various | Parkwatch Ambassadors | 130 | various | 1888 | Ambassadorship of Chico's parks & greenways | Shane Romain |
| 11/1/2019 | Lower Park | PALS | 16 | 3 | 48 | General Cleanup | Michael Hicks |
| 11/2/2019 | Lower Park | CAVE | 9 | 3 | 27 | Veg. Mgmt. | Ben Parker |
| 11/8/2019 | Lower Park | PALS | 21 | 3 | 63 | General Cleanup | Michael Hicks |
| 11/9/2019 | Lindo Channel | CCW | 11 | 3 | 27 | General Cleanup | Dan Bringolf |
| 11/9/2019 | Lower Park | CAVE | 10 | 3 | 30 | Veg. Mgmt. | Ben Parker |
| 11/15/2019 | Comanche Creek | PALS | 19 | 3 | 57 | General Cleanup | Michael Hicks |
| 11/16/2019 | Lower Park | CAVE | 8 | 3 | 24 | Veg. Mgmt. | Ritchie Bamlet |
| 11/22/2019 | Teichert Ponds | PALS | 29 | 3 | 87 | General Cleanup | Shane Romain |
| 11/23/2019 | Lower Park | CAVE | 4 | 3 | 12 | Veg. Mgmt. | Ben Parker |
| 11/29/2019 | Lower Park | PALS | 10 | 3 | 30 | General Cleanup | Michael Hicks |
| 12/13/2019 | Lower Park | PALS | 5 | 3 | 15 | General Cleanup | Michael Hicks |
| 12/20/2019 | Lower Park | PALS | 7 | 3 | 21 | General Cleanup | Michael Hicks |
| | | | TOTAL HRS | Nov. & Dec. | 2329 | | |
| | | | TOTAL HRS | YEAR 2019 | 20392 | | |

Table 2. Monthly Illegal Encampment Cleanups

| Illegal Encampment Cleanups, Nov., Dec. and TOTAL 2019 | | | | | | | | | |
|--|--------------------|--------------|------------|---------------------|--------------|--------------------|--------------------------|--------------------------|--------------------|
| Date | Location | Coop. Org. | # of Staff | # Workers/ Vols. | Total People | Hours Worked | People Xs Hours Total | Total Debris Yrds | # of Camps |
| 11/1/2019 | City Wide | 804 | 1 | 0 | 1 | 6 | 6 | 5 | 5 |
| 11/1/2019 | | PALS | 2 | | | | | | |
| 11/7/2019 | Little Chico Creek | ACS | 4 | 10 | 14 | 3 | 42 | 18 | 8 |
| 11/14/2019 | Lindo Channel | ACS | 4 | 12 | 16 | 4 | 64 | 15 | 5 |
| 11/15/2019 | Teichert Ponds | PALS | 3 | 12 | 15 | 3 | 45 | 8 | 6 |
| 11/21/2019 | Lindo Channel | ACS | 4 | 8 | 12 | 3 | 36 | 15 | 10 |
| 11/22/2019 | Teichert Ponds | PALS | 2 | 15 | 17 | 3 | 51 | 8 | 5 |
| 11/29/2019 | Bidwell Park | PALS | 1 | 8 | 9 | 3 | 27 | 4 | 5 |
| 12/5/2019 | Little Chico Creek | ACS | 4 | 8 | 12 | 1.5 | 18 | 12 | 5 |
| 12/5/2019 | Humboldt Park | Park Rangers | 2 | 0 | 2 | 1 | 2 | 2 | 3 |
| 12/6/2019 | Bidwell Park | CAVE | 2 | 10 | 12 | 2 | 24 | 4 | 2 |
| 12/11/2019 | Comanche Creek | | 1 | 5 | 6 | | 0 | 8 | 5 |
| 12/12/2019 | Humboldt Park | ACS | 4 | 8 | 12 | 1 | 12 | 4 | 4 |
| 12/12/2019 | Comanche Creek | ACS | 4 | 8 | 12 | 2 | 24 | 10 | 6 |
| 12/13/2019 | Bidwell Park | PALS | 2 | 5 | 7 | 2 | 14 | 3 | 3 |
| | | | | | | | TOTAL HRS | TOTAL DEBRIS YRDS | TOTAL CAMPS |
| | | | | | | | 359 | 111 | 67 |
| | | | | | | 2019 TOTALS | 2926 | 985 | 649 |

Table 3. Monthly Public Permits

| Monthly Public Permits - November 2019 | | | | |
|---|-----------------------|-------------------------------------|---------------------------------|----------------------|
| Date | Location | Organization | Event | Participant # |
| 11/1/2019 | Cedar Grove Meadow | Legacy Stage | Performance | 25 |
| 11/2/2019 | Cedar Grove Meadow | Legacy Stage | Performance | 25 |
| 11/3/2019 | One Mile | Fleet Feet | Run | 500 |
| 11/8/2019 | City Plaza | Chico Area Interfaith Council | Moment of Silence | 250 |
| 11/9/2019 | One Mile | Girls on the Run of the North State | Run/Walk | 300 |
| 11/21/2019 | Children's Playground | Jenna Duckhorn | Celebration | 100 |
| 11/24/2019 | City Plaza | DCBA | Christmas Preview/Tree Lighting | 500 |
| 11/28/2019 | One Mile | Jesus Center/Fleet Feet | Run for Food | 4,700 |
| Totals | | | 6 | 6,400 |

| Monthly Public Permits - December 2019 | | | | |
|---|-----------------|------------------------------|------------------------------|----------------------|
| Date | Location | Organization | Event | Participant # |
| 12/7/2019 | One Mile | Salvation Army/Under the Sun | Run/Walk | 600 |
| 12/22/2019 | City Plaza | Chabad Jewish Center | Celebration/Menorah Lighting | 50 |
| Totals | | | 6 | 650 |

Table 4. Monthly Private Permits

| Monthly Private Permits - November 2019 | | |
|--|------------------|-----------------------|
| Type | # Permits | # Participants |
| Private | 6 | 395 |
| Caper Acres | 20 | 445 |
| Totals | 26 | 840 |

| Monthly Private Permits - December 2019 | | |
|--|------------------|-----------------------|
| Type | # Permits | # Participants |
| Private | 2 | 100 |
| Caper Acres | 4 | 80 |
| Totals | 6 | 180 |

PHOTOGRAPHS



Figure 1 CCC plant ID training



Figure 2 CCC safety talk



Figure 3 PALS Volunteers, Ivy removal



Figure 4 PALS Volunteers, Middle Park



DATE: 01/27/20
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Richie Bamlet, Urban Forest Manager
SUBJECT: Street Trees Division Report

NARRATIVE

Updates

New employees for the F/T Maintenance Aide and Maintenance aide hourly position started in January. The Senior Maintenance Worker will close soon and commence to interviewing candidates. Tree Division is also currently recruiting a seasonal position for the spring tree planting campaign.

The Citywide tree inventory with Davey Resource Group is in full swing.

Calls for branch drop continued to decline in December. Of 49 calls for tree service received, 21 were for cracked, hanging or downed limbs.

Planning/Monitoring

Damage Reports – There were no damage reports in December.

Planning and Building Development

UFM reviewed many plan reviews in the new Trakit permitting system. Comments included Root Protection Zone enforcement of oak trees, preservation of Black walnuts during utility undergrounding, preference of retention of trees over removal, solar access conflicts, species choice and submission of correct inventory data during plan review for Tree Preservation.

Miscellaneous

Davey Resource Group tree inventory specialists continued surveying all trees located in the City right-of-way. Surveyors have surveyed 6639 trees as of 12/31/20. This figure includes 136 stumps and 1039 vacant planting sites. Ahead of annexation in 2020, Chapman/Mulberry neighborhoods have also been surveyed. See Figure 1 showing an overview map of tree data collected to 1-31-20. Yellow dots indicate a vacant planting location.

Maintenance

UFM discussed tree preservation measures of native oak trees during security fence installation with a PG&E contractor at the Sub-station adjacent to Comanche Creek. Contractor agreed to trim the oak in order to preserve it. See photo 1

Discussions with Public Works engineering led to the preservation of a Black walnut scheduled for removal as part of a utility under-grounding operation on Cherry/ W 2nd St. See photo 2

The current tree watering list is being reviewed to create bandwidth for watering of new trees that cannot be irrigated by the adjacent resident.

Outreach, Training and Education

UFM attended webinar on cultivating Tree Stewards and urban forest volunteers. Another web session covered social marketing strategies.

UFM provided a news interview with KRCR. The story covered the urban forest inventory as well as tree issues to look for after stormy weather.






1/9/20 UFM gave a presentation to Shasta County Master Gardeners to talk about Chico's urban forest.





Street Tree Supervisor Report






The Street Tree Supervisors monthly summary data tables for December is included below:

MONTHLY SUMMARY TABLES

Table 1

| Category | Staff Hours | % of Total | % Change from Last Month | Trend |
|------------------------|-------------|---------------|--------------------------|---|
| Tree Crew Hours | | | | |
| 1. Safety | 23 | 6.5% | 34.3% |  |
| 2. Tree Work | 182 | 51.1% | 61.5% |  |
| 3. Special Projects | 23 | 6.5% | - |  |
| 4. Admin Time/Other | 128 | 36.0% | 1066.7% |  |
| Monthly Totals | 356 | 100.0% | 94.9% |  |

| Item | Values | % Change from Last Month | Trend |
|-----------------------------|----------|--------------------------|--|
| 5. Productivity | | | |
| Calls | | | |
| Call Outs | 100 | 416.7% |  |
| Service Requests: Submitted | 0 | - |  |
| Service Requests: Completed | 55 | 112.2% |  |
| Sub Total | 0 | - |  |

| Trees | | | |
|--------------------------|-----|-------|--|
| Planted: Trees | 0 | - |  |
| Pruned | 181 | 74.2% |  |
| Removed: Trees (smaller) | 0 | - |  |
| Removed: Stumps | 0 | - |  |
| Removed: Trees | 0 | 0.0% |  |

| | | |
|-----------|-----|-------|
| Sub Total | 181 | 71.3% |
|-----------|-----|-------|

Tree Permits (#)

| | | | |
|--------------|-----------|---------------|-------------|
| Submitted | 7 | 700.0% | -----0----- |
| Approved | 4 | 400.0% | -----0----- |
| Denied | 0 | - | -----0----- |
| Total | 11 | 550.0% | |

6. Contracts

| | | | | |
|-------------------|----|---|---|-------------|
| Expenditures (\$) | \$ | - | - | -----0----- |
|-------------------|----|---|---|-------------|

Trees (#)

| | | |
|--------------------------|----------|----------|
| Planted | 0 | - |
| Pruned | 0 | - |
| Removed: Trees (smaller) | 0 | - |
| Removed: Stumps | 0 | - |
| Removed: Trees | 0 | - |
| Routine Maintenance | 0 | - |
| Total | 0 | - |

Table 2

Upcoming Issues/Miscellaneous:

Recruitment and on-boarding are ongoing in Tree Division. Alliance for Workforce Development currently have a recruitment initiative to place two youths in the Tree Division tree planting crew.

Planning is ongoing for the fall/spring Community Canopy tree planting initiative. Chapman/Mulberry and surrounding neighborhoods will be the focus of the spring 2020 campaign. A tree giveaway event to mark the 50th anniversary of Earth Day is being formulated in partnership with Butte Environmental Council, Butte County Master Gardeners, Chico Tree Advocates and others. See Figure 2 that shows target tree planting areas through spring 2022.

An application for the Arbor Day Foundation Growth Award has been submitted for the second consecutive year. The Tree City USA designation has been submitted also.

PHOTOGRAPHS AND FIGURES

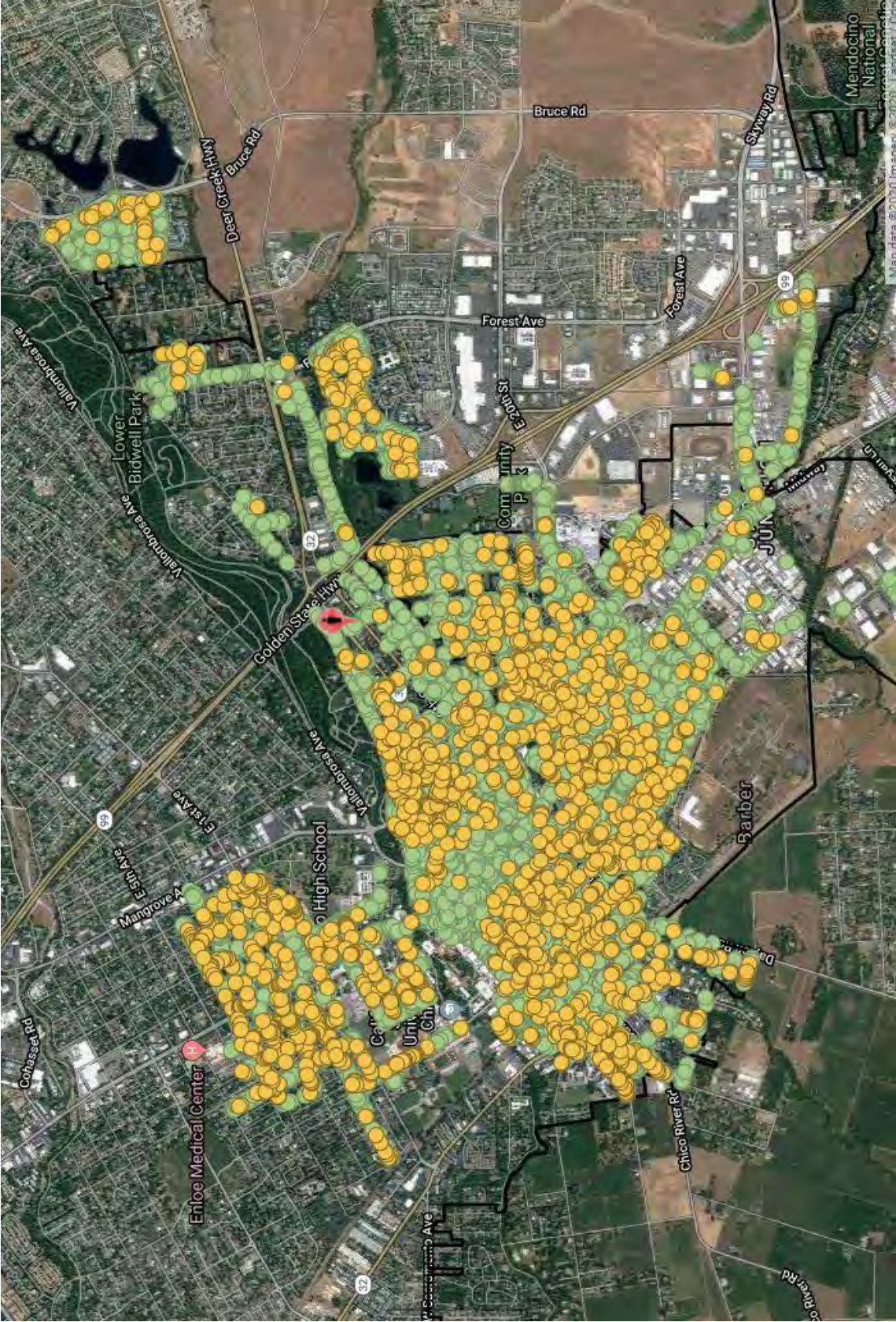


Figure 1 Overview map of tree data collected to 1-31-20. Yellow dots indicate a vacant planting location.

MUNICIPAL TREE INVENTORY

ELIGIBLE CITY NEIGHBORHOODS, PARKS, OPEN SPACES AND LANDMARKS

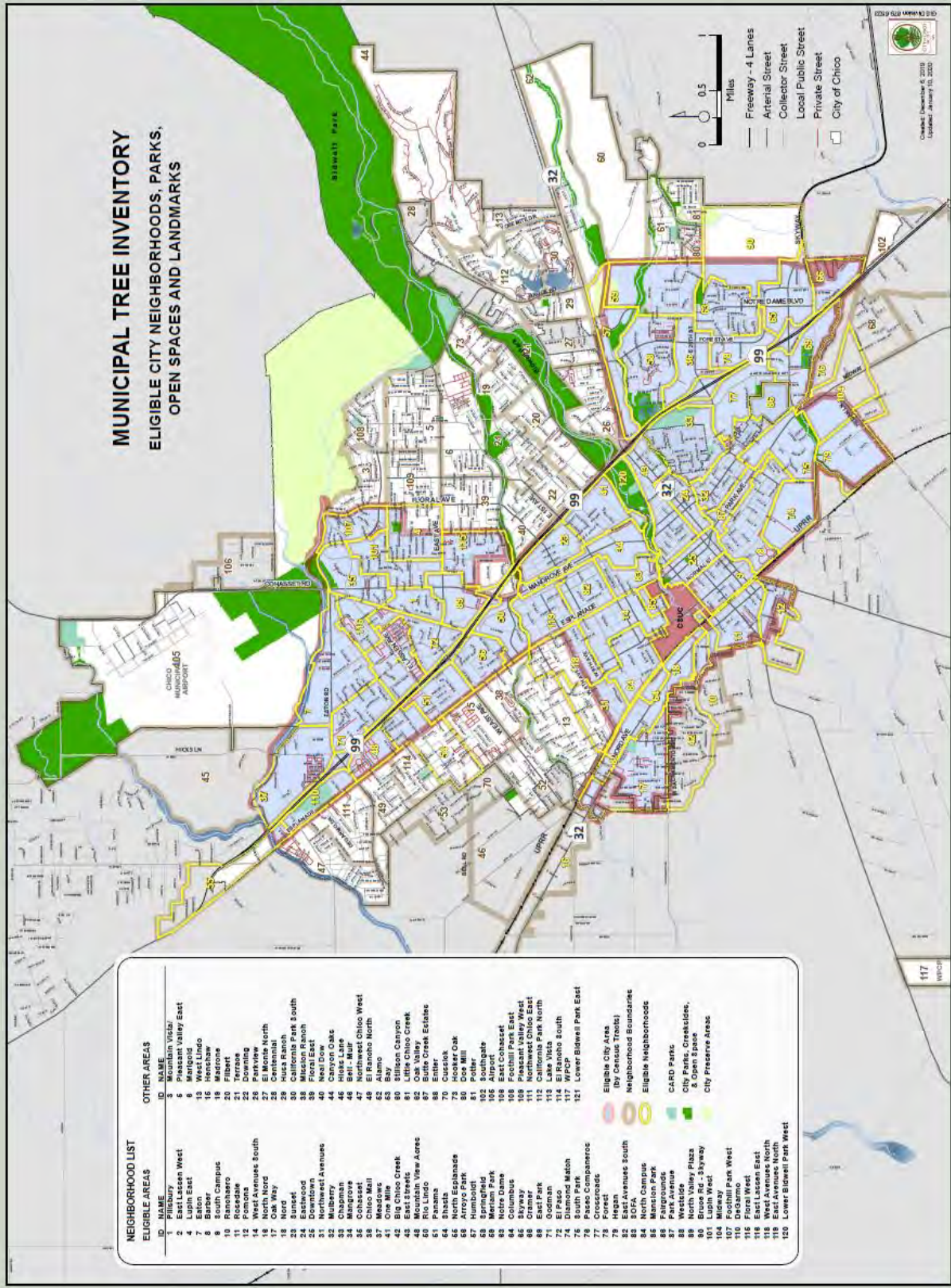


Figure 2 Overview map showing priority tree planting areas. Area shaded light blue is the target area for the Community Canopy tree planting initiative.



*Photo 1. Black walnut saved from removal as part of planned under-grounding operation Cherry and W 2nd St
Photo 2. Valley oak saved from removal at PG&E Sub-station.*



Photo 3 and 4. Before and after of tree pruning to improve traffic sight-line visibility