



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

Regular Meeting Agenda
September 13, 2017, 6 p.m.

Municipal Center - 421 Main Street, Conference Room 1

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

1. **CALL TO ORDER**

2. **REGULAR AGENDA**

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

At its 8/8/17 meeting, the BPPC's Policy Advisory Committee reviewed Chico Municipal Code (CMC) Chapters 12R.08 and 12R.10 provisions regarding permits and reservations for private and public events in City Parks. The Committee also briefly discussed the associated fees for park reservations, but, Staff recommended that the fee discussions be deferred to the Committee's next meeting to allow Staff to research fees and park reservations policies used by other agencies.

Recommendation: *Staff recommends that the Committee review and provide input on Staff's suggested revisions to the City's park reservation policies and fees, and/or provide other revisions regarding park permits and reservations.*

3. **BUSINESS FROM THE FLOOR**

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

4. **ADJOURNMENT**

Unless otherwise noticed, adjourn to the next regular meeting on October 11, 2017 at 6:00 p.m. in Conference Room 1, Chico Municipal Center Building located at 421 Main Street, Chico, California,



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Policy Advisory Committee Staff Report

Meeting Date 9/13/17

DATE: 9/9/17
TO: Policy Advisory Committee (PAC) of the Bidwell Park and Playground Commission (BPPC)
FROM: Linda Herman, Parks & Natural Resource Manager
SUBJECT: CONSIDERATION OF PROPOSED REVISIONS TO CITY PARK RESERVATION POLICIES AND FEES

RECOMMENDATION:

Staff recommends that the Committee review and provide input on Staff's suggested revisions to the City's park reservation policies and fees, and/or provide other revisions regarding park permits and reservations.

BACKGROUND:

At its 8/8/17 meeting, the BPPC's Policy Advisory Committee reviewed the provisions in Chico Municipal Code (CMC) Chapters 12R.08 and 12R.10 regarding permits and reservations for private and public events in City Parks. The Committee also briefly discussed the following potential revisions to the fees and policies associated with park reservations:

1. Establishing a difference between a park "reservation", versus a park "event": For instance a "reservation" could be the use of a group picnic site for either a public or private event with less than 100 or maybe 200 people. While an "event" would include a private or public event with more than 200 people, or a special activity such as walk/run or wedding.
2. Establishing reservation "blocks", such as 5 or 6 hours.
3. Whether to charge a fee for Caper Acres Birthday Rings
4. Establishing a more defined permit process and fee requirements for filming in the City parks and greenways.
5. Establishing a Special Use Permit and possible fee, that would be used for research projects, docent led walks and bike rides, or activities provided by other agencies.

However, Staff recommended that the fee discussions be deferred to the Committee's next meeting to allow Staff to research fees and park reservations policies used by other agencies.

DISCUSSION:

Staff researched park reservation fees from several agencies within the area and of similar size and nature as Chico. Most of the agencies have separate fees and permits for what are considered regular picnic site reservations from larger more public special events. Some require an application for both, while others only issue a permit for special events. Almost all require a permit for Jump Houses and other apparatus, whether by either elevating the reservation to a special event permit, or by issuing an additional separate permit and fee. Summaries of the City's current fees and the other agency's fees for typical picnic reservations and for special event permits are attached as Exhibit "A".

Using this research, Staff reviewed the City's reservation process and is requesting that the Committee consider and provide input on the following proposed discussion items:

PRIVATE/PUBLIC EVENTS < 150 PEOPLE:

1. Reducing the non-refundable application processing fee for picnic reservations under 150 people from \$19 to \$10 or \$15. This fee will likely no longer be needed if picnic reservations are conducted online.
2. Raising the security deposit and insurance requirement limit for groups of 100 people to 150 people, whether it is a public or private event.

- Establishing new reservation fees based on the picnic site and not the number of people with the option of reserving a site for either a Half-day (i.e. 5-hour block from either 9:00 AM - 2:00 PM, or 2:30PM - 7:30 PM), or a Full-day. Example reservation fees under this option are depicted below.

RESERVATION AREA	CURRENT FEE (up to 150 people)	PROPOSED RESERVATION FEES	
	FULL-DAY	HALF DAY FEE/ 5 Hrs. (9 am to 2 pm) or (2:30 pm - 7:30)	FULL DAY FEE (9am to Gate Closing)
Bidwell Bowl Amphitheater	\$11 or \$30	\$40	\$80
Campfire Council Ring	\$11 or \$30	\$30	\$60
Cedar Gove Picnic Area	\$11 or \$30	\$30	\$60
Cedar Grove Meadow	\$11 or \$30	\$30	\$60
Children's Playground	\$11 or \$30	\$30	\$60
Depot Park	\$11 or \$30	\$30	\$60
Five Mile Picnic Area	\$11 or \$30	\$30	\$60
One Mile Oak Grove A	\$11 or \$30	\$40	\$80
One Mile Oak Grove B	\$11 or \$30	\$40	\$80
Redwood Grove (Site 37)	\$11 or \$30	\$30	\$60
Non-reservation Areas	\$11 or \$30	\$30*	\$60

- Establish a fee of \$15 to \$25 to reserve Caper Acres Birthday Rings for 2 hours.
- Refunding all fees due to bad weather. Refunding fees except the \$10 application fee for cancellations made within 5 days of the event. No refunds if cancelled within 1 day of the event.

PUBLIC EVENTS 150 PEOPLE:

- Establishing a special event permit application fee in the amount of \$40
- Eliminating the \$40 insurance review fee, especially since the City does not offer insurance anymore.
- Revising the cancellation and refund process and refining the permit submittal and refund deadlines.
- Establishing a new public event fee structure to reduce the attendance categories and potentially increase the fees such as the following:

Number of Participants/Spectators	Reservation Fee
151-500	\$200 or TBD
501-1000	\$500 or TBD
1001-1500	\$800 or TBD
1501+	\$800 + \$0.60 per participant exceeding 1500 or TBD

- Increasing the event duration for Director approval of permits from 10 hours to 15 hours (i.e. 6 am to 9 pm, dependent upon park gate hours, but also allows for early setup for races/public events

Fiscal Impact: A detailed fiscal impact based on actual and historical park reservations will be developed after the Commission's discussion and recommendations.

Attachments: Exhibit "A": Fee Research Summaries

**EXHIBIT A
PICNIC SITE RESERVATIONS**

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

EXHIBIT A

SPECIAL EVENT PERMITS

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



EXHIBIT A

INSTRUCTIONS FOR COMPLETING PARK PERMIT APPLICATION



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

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

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

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

Fees for PUBLIC Events Which Charge Spectators/Participants

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

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

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

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

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

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

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

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