



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

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

**Old Municipal Building - 441 Main Street, Upstairs Conference Room**

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

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

**1. CALL TO ORDER**

**2. REGULAR AGENDA**

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

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

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

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

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

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

**3. BUSINESS FROM THE FLOOR**

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

**4. ADJOURNMENT**

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



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



# Policy Advisory Committee Staff Report

Meeting Date 11/15/17

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

## RECOMMENDATION:

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

## BACKGROUND:

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

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

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

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

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

**DISCUSSION:**

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

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

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

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

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

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



EXHIBIT A - CURRENT FEES

INSTRUCTIONS FOR COMPLETING PARK PERMIT APPLICATION



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

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

b. **RESERVATION FEES:**

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

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

Fees for PUBLIC Events Which Charge Spectators/Participants

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

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

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

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

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

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

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

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

**EXHIBIT B  
PICNIC SITE RESERVATIONS**

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

# EXHIBIT B

## SPECIAL EVENT PERMITS

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



# Policy Advisory Committee Staff Report

Meeting Date 11/15/17

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

## BACKGROUND:

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

## DISCUSSION:

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

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

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