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NEIGHBORHOOD SERVICES
DEPARTMENT

CITY OF SACRAMENTO
CALIFORNIA

1231 I STREET
SUITE 400
SACRAMENTO, CA
95814-2977

PH 916-264-5200
FAX 916-264-7643

December 17, 1993

City Council
Sacramento, California

Honorable Member in Session:

SUBJECT: PICNIC RESERVATION POLICY AND NEW FEE STRUCTURE

LOCATION:

East Portal, McKinley, Tahoe, and William Land Parks
Districts 3, 4, and 6

STAFF RECOMMENDATION:

It is recommended that the City Council, by resolution, approve the attached Picnic Reservation Policy and new fee structure to be effective January 1, 1994.

CONTACT PERSON:

Marie Dixon, Manager, Parks and Recreation, 264-5858

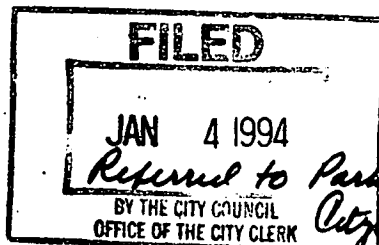
FOR COUNCIL MEETING OF: January 4, 1994

SUMMARY:

This report provides information regarding the implementation of a Picnic Reservation Policy to be used in a pilot program at four of the most heavily used city parks.

COUNCIL/COMMISSION ACTION:

None.



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BACKGROUND:

Current Policy

Picnic facilities within the city Parks's system are used by thousands of people throughout the year for such events as family barbecues, reunions, corporate picnics, fairs, birthday parties and other special outings. The most heavily used picnic sites are located in East Portal Park, McKinley, Tahoe Park and William Land Park.

Currently, the city does not have a reservation system for any of its picnic areas. The existing policy has been to require that any group of 50 people or more obtain a Park Use Permit. However, the permit only allows the group to assemble in a certain area, it does not actually reserve the area. The fee for the permit is \$10 per site at all parks except at William Land Park, where the fee is \$25 for weekdays and \$30 for weekends.

A more formalized reserved picnic system is recommended to provide improved customer service. The added benefits of the system are as follows:

- ▶ The public is guaranteed a picnic reservation in advance to confirm critical significant events without having to scope out a site in the early morning hours on the day of the event. This will especially facilitate the planning for large group events, such as: corporate picnics, family reunions, fairs, etc.
- ▶ Frustration and arguments over the use of picnic areas are avoided because the reservation area will be identified with a sign as reserved by a particular group. Additionally, monitors be on hand to enforce the reservations.
- ▶ Impacts to surrounding neighborhoods will be minimized by controlling the potential for overuse of the parks.
- ▶ Projected revenue from the reservations will recover the cost for enhanced services and provide additional revenue for upkeep and improvements to picnic areas.

A Picnic Reservation Committee, comprised of staff from the Neighborhood Services Department, collected information and visited other agencies with reserved picnic systems in order to develop the new policy. Other agencies contacted included: Sacramento County, Long Beach, San Bernardino, San Jose, Fresno, Stockton and East Bay

Regional Park District. All of these agencies have a reserved picnic system, with most of the fees based on the capacity of the areas.

Proposed Reservation Policy

The Picnic Reservation Committee recommends initiating a one-year pilot at the four parks which had the highest number of park permits issued: Mckinley, East Portal, Tahoe and William Land. After one year, the policy will be evaluated and any modification in procedures or changes in the fee structure will be considered.

The proposed reservation policy sets a fee for each group area in the park based on the maximum capacity of that area, rather than on the number of people in the actual group. This method was chosen to keep the fees as simple as possible for the customer and the reservation counter staff. The proposed fee is \$0.50 per person based on the capacity of the area. For example, if an area can accommodate 100 people, the fee will be \$50 regardless of the actual number of people in the group. The designated capacity for each reservable area is used to assist customers in selecting an appropriate area and to avoid overcrowding.

Parks staff has identified those areas which should be available for reservation and those which should be left for "walk-on" groups. All of the parks will have picnic sites which are available for reservation to insure that smaller groups will have picnic areas available for their use. Reservation counter staff will have park profiles that list the number of tables, availability of barbecues and water in order to assist the customer in their selection of a site.

Areas not part of the pilot program will continue under the current park permit system.

Implementation

Upon approval by Council, notices will be sent to individuals and groups that have paid for park permits during the past year informing them of the new fee and those areas that are available for reservation. Metal signs will be made and installed in and around the reserved areas and tables will be numbered.

FINANCIAL DATA:

Exhibit 1 shows the projected expenditures and revenues for the first pilot season (April through September). It is proposed that .61 FTE utility workers be hired as monitors to work weekends and

City Council
Picnic Reservation Policy
December 17, 1993
Page 4

holidays April through September. Projected revenue is based on the park use permits for 1992 and 1993.

Full cost recovery is anticipated with this new policy, including indirect costs.

Fees will be collected by counter staff at the time the reservation is made. The revenue from McKinley and East Portal parks will be deposited in the Parks and Recreation North Region Special Recreation Fund, 571-450-4523-3213, and the revenue for Land Park and Tahoe Park will be deposited in the Land Park Trust, 588-450-4582-3213.

Included in this proposal is the recommendation to increase the current fee at the McKinley Park Rose Garden from \$10 for a two-hour reservation to \$50 for a two-hour reservation. This increase will help recover a portion of the costs of replacing rose bushes that are destroyed due to the heavy usage and may provide funds to make additional improvements to the wedding area.

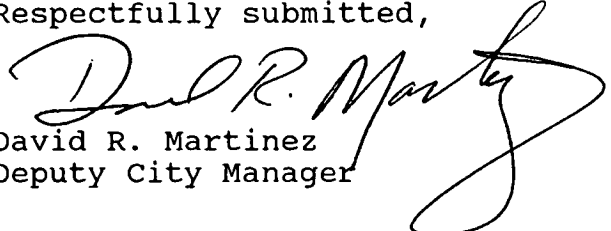
POLICY CONSIDERATIONS:

Staff has received numerous comments over the years suggesting that an enforceable reserved system be implemented. The proposed picnic reservation policy will provide enhanced customer service to park users and eliminate the frustration of large event planners that utilize the city parks.

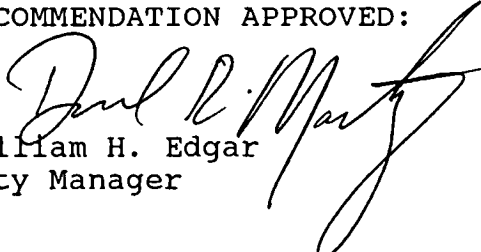
MBE/WBE EFFORTS:

None.

Respectfully submitted,


David R. Martinez
Deputy City Manager

RECOMMENDATION APPROVED:


for: William H. Edgar
City Manager

K\94council\mnrpicni

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION AMENDING THE FY 1993/94
REVENUE AND EXPENDITURE BUDGETS TO
REFLECT FUNDING FROM FEES FOR A NEW
PICNIC RESERVATION AND A FEE INCREASE
FOR MCKINLEY PARK ROSE GARDEN

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The FY 1993/94 Neighborhood Services Department budget is hereby amended by adding .41 FTE Utility Worker to organization 4532 and .20 FTE Utility Worker to organization 4582 to monitor picnic reservations from April through September on weekends and holidays.
2. The FY 1993/94 Budget of the Neighborhood Services Department is hereby amended to reflect additional funding from the new picnic reservations fee as follows:

Expenditures

101-450-4532-41XX Employee Services	\$2,900
101-450-4532-4421 Paint Supplies	\$200
101-450-4532-4471 Building Materials	\$940
101-450-4532-4411 Office Supplies	\$50
101-450-4532-4375 Contribution to Other Funds/3	(\$8,146)
101-450-4582-4101 Employee Services	\$1,450
101-450-4582-4421 Paint Supplies	\$300
101-450-4582-4471 Building Materials	\$2,450
101-450-4582-4411 Office Supplies	\$50
101-450-4532-4375 Contribution to Other Funds/3	(\$10,123)

FOR CITY CLERK USE ONLY

RESOLUTION NO.: 5

DATE ADOPTED: _____

Revenue

571-450-4532-3213	\$8,146
571-450-4532-4375	\$8,146
588-450-4582-3213	\$10,123
588-450-4582-4375	\$10,123

3. The Department of Neighborhood Services revenue budget 101-450-4532-3670 is hereby amended to reflect an additional \$8,200 from increased McKinley Rose Garden fees.

MAYOR

ATTEST:

CITY CLERK

-2-

FOR CITY CLERK USE ONLY

RESOLUTION NO.: 6

DATE ADOPTED: _____

EXHIBIT 1

RESERVATION SYSTEM EXPENDITURE/REVENUE ANALYSIS

(April 1994 - September 1994)

EXPENDITURES

Direct Costs:

(3) Utility Workers Salary/Benefits	\$8,700
Table signs	\$250
Metal signs/posts	\$3,200
Supplies (paint,brushes, staple guns)	\$600
Sub-total direct costs	<u>\$12,750</u>
 <u>Other Costs</u>	
Department (Support [redacted])	\$11,220
Capital maintenance/replacement cost	\$6,880
Sub-total other costs	<u>\$18,100</u>
TOTAL EXPENDITURES	\$30,850

PROJECTED REVENUE

Permits <50	\$2,550
Permits 51- 100	\$5,150
Permits 101-250	\$11,000
Permits 250+	\$12,150
TOTAL PROJECTED REVENUE	\$30,850

1941 10 24 10 10

1941 10 24 10 10

7

December 9, 1993

ATTENTION CITY CLERK:

NOTICE OF FEE INCREASES FOR PUBLICATION

The following notices should be published:

1) NOTICE IS HEREBY GIVEN, that a meeting will be held by the Sacramento City Council ~~on January 4, 1994 at 2:00 p.m.~~ in the City Council Chambers, 915 I Street, Sacramento, to consider a resolution to increase fees for picnic reservations in City parks and wedding reservations at the Rose Garden in McKinley Park.

2) NOTICE IS HEREBY GIVEN, that a meeting ^{will be held} of the Neighborhood and Public Safety Issues Committee on January 6, 1994 at 6:30 p.m. and the Sacramento City Council on January 18, 1994 at 7:30 p.m., in the City Council Chambers, 915 I Street, Sacramento, to consider a resolution to increase fees for park use permits and deposits for group events in City parks.

TO BE PUBLISHED PURSUANT TO GOVERNMENT CODE 6062a --

Publish two times; first time at least 10 days before the meeting; then at least five days must intervene before the second publication, not counting the publication dates themselves. Second publication to occur before the meeting.

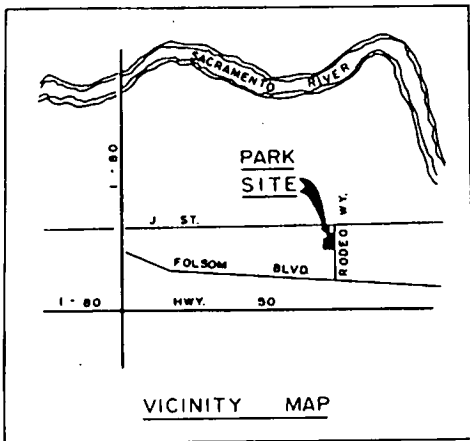
Thank you very much.

Janet Baker, x5535.

PROPOSED PICNIC RESERVATION AREAS AND FEES

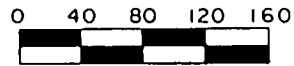
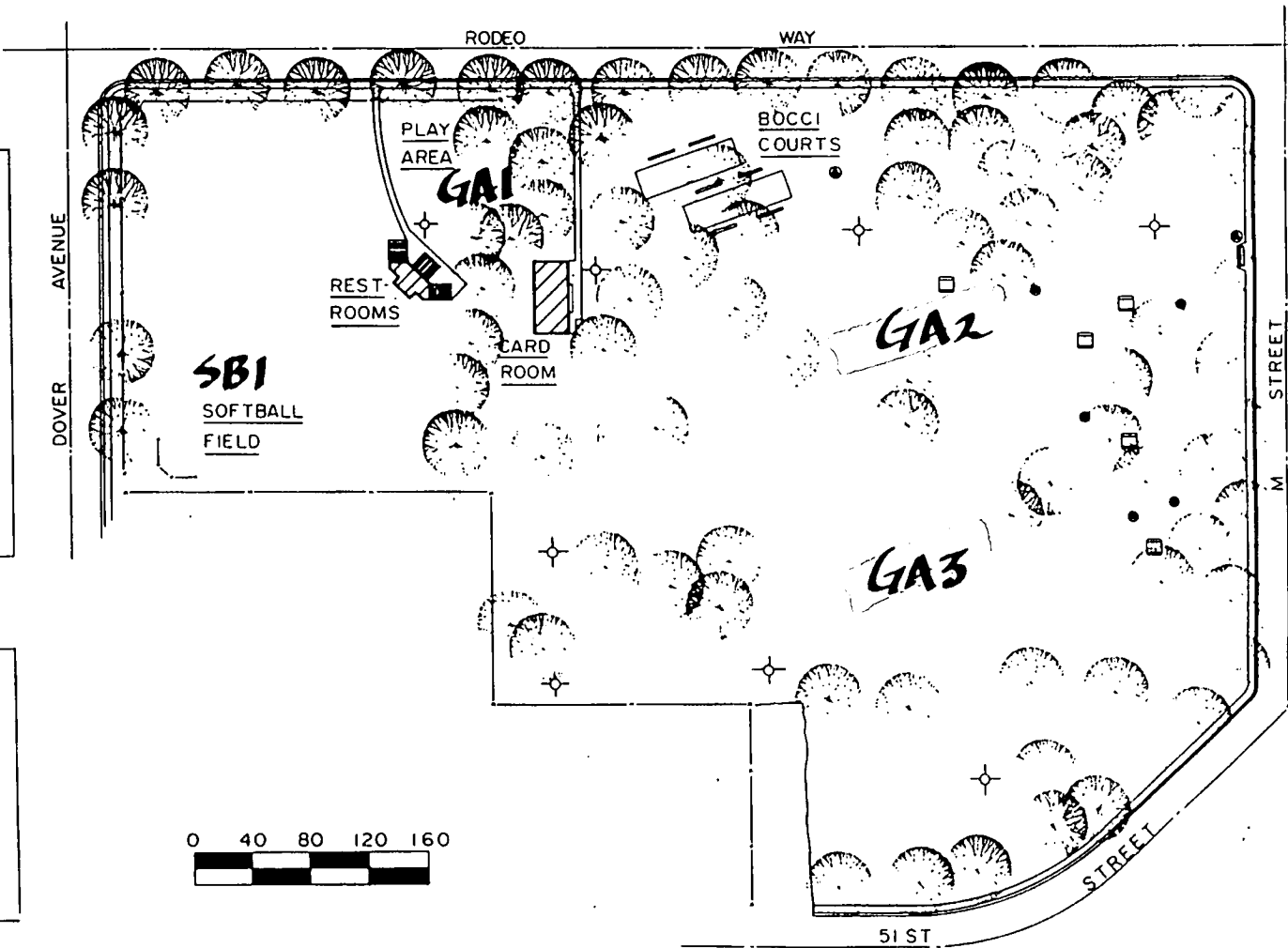
<u>Park/ Reservable Area</u>	<u>Amenities</u>	<u>Capacity</u>	<u>Charge/day</u>
<u>East Portal Park</u>			
GA2	8 tables, 2 BBQ	250	\$125
GA3	7 tables, 2 BBQ	250	\$125
<u>McKinley Park</u>			
GA1	9 tables, 1 BBQ	100	\$50
GA2	9 tables, 1 BBQ	100	\$50
GA3	8 tables, 1 locked BBQ	100	\$50
<u>Tahoe Park</u>			
GA2 *	5 tables, 2 BBQ	300	\$150
GA3	2 tables, no BBQ	150	\$75
<u>William Land Park</u>			
GA2	3 tables, 1 BBQ	50	\$25
GA3	2 tables, 1 BBQ	50	\$25
GA5	2 tables, 1 BBQ	50	\$25
GA6 *	4 tables, 3 BBQ	150	\$75
GA7	4 tables, 1 BBQ	100	\$50
GA8	4 tables, 1 BBQ	100	\$50
GA9	4 tables, 2 BBQ	100	\$50
GA10	8 tables, 2 BBQ	150	\$75
GA11 *	11 tables, 6 BBQ	500	\$250
GA13	4 tables, 1 BBQ	100	\$50
GA14	7 tables, locked BBQ	100	\$50
GA15	3 tables, locked BBQ	100	\$50
GA16	5 tables, 2 BBQ	100	\$50
GA17	4 tables, 1 BBQ	100	\$50

* indicates that area can be split in half



LEGEND

- DRINKING FOUNTAIN
- ⊕ PARK LIGHT
- SHADE STRUCTURE
- ☐ PICNIC TABLE
- BARBEQUE



CODE: EPORT

REVISIONS

NO.	DESCRIPTION	DATE	BY

DRAWN BY J. MAHONEY

DESIGNED BY _____

LANDSCAPE ARCHITECT

DATE 1-82

FIELD BOOK _____ SCALE _____

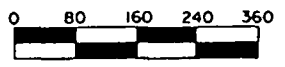
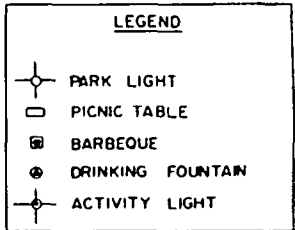
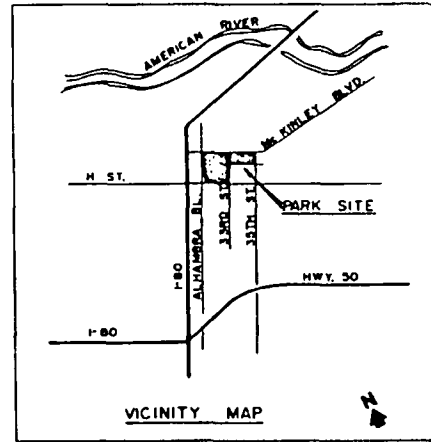
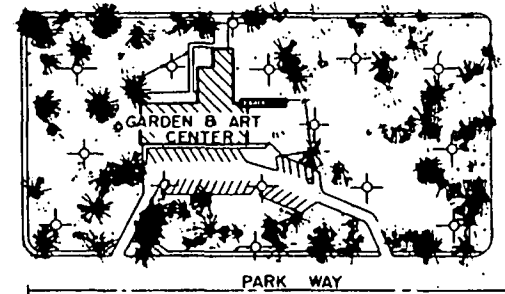
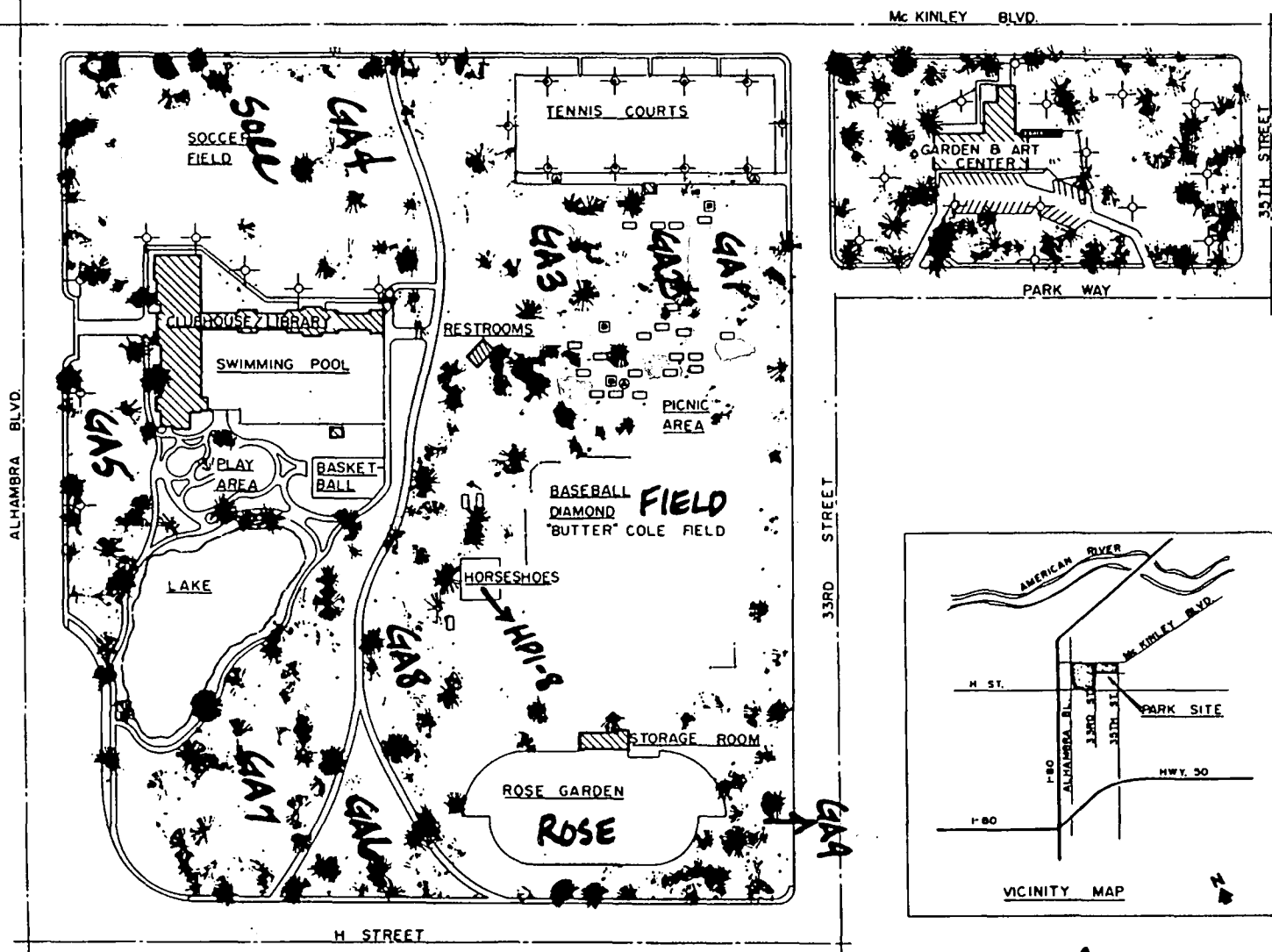
CITY OF SACRAMENTO

DEPARTMENT OF COMMUNITY SERVICES



EAST PORTAL PARK (7.48 AC)

PIC1 = GA1/2 BBQ = Reserves reservable BBQ (do not use this code until 11/91)
 PIC2 = GA2/3 TINY = Reserves Tiny Tot Bldg. for dressing for wedding (DNI until 11/91)
 PIC3 = GA1/2/3



Code: MCKIN

REVISIONS	NO.	DESCRIPTION	DATE BY

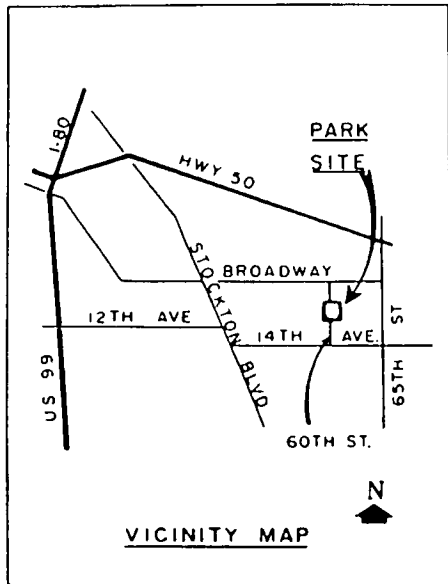
DRAWN BY	DESIGNED BY
LANDSCAPE ARCHITECT	DATE 3/80
FIELD BOOK	SCALE

CITY OF SACRAMENTO
 DEPARTMENT OF COMMUNITY SERVICES

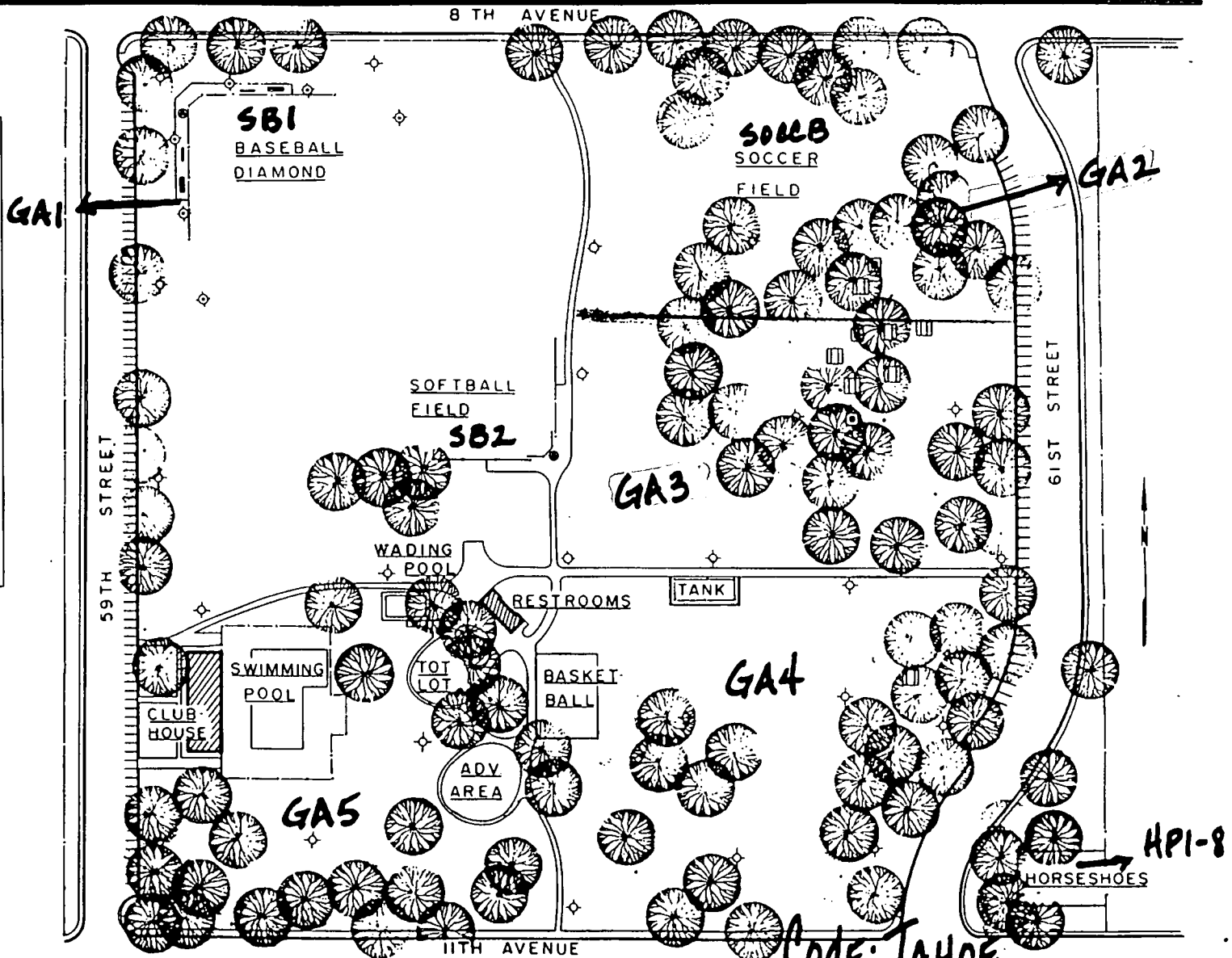
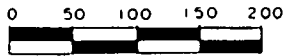


Mc KINLEY PARK (36.28 AC.)

1/2 SHEET



- LEGEND**
- ◇ PARK LIGHT
 - ▣ PICNIC TABLE
 - BARBEQUE
 - DRINKING FOUNTAIN
 - ◇ ACTIVITY PARK



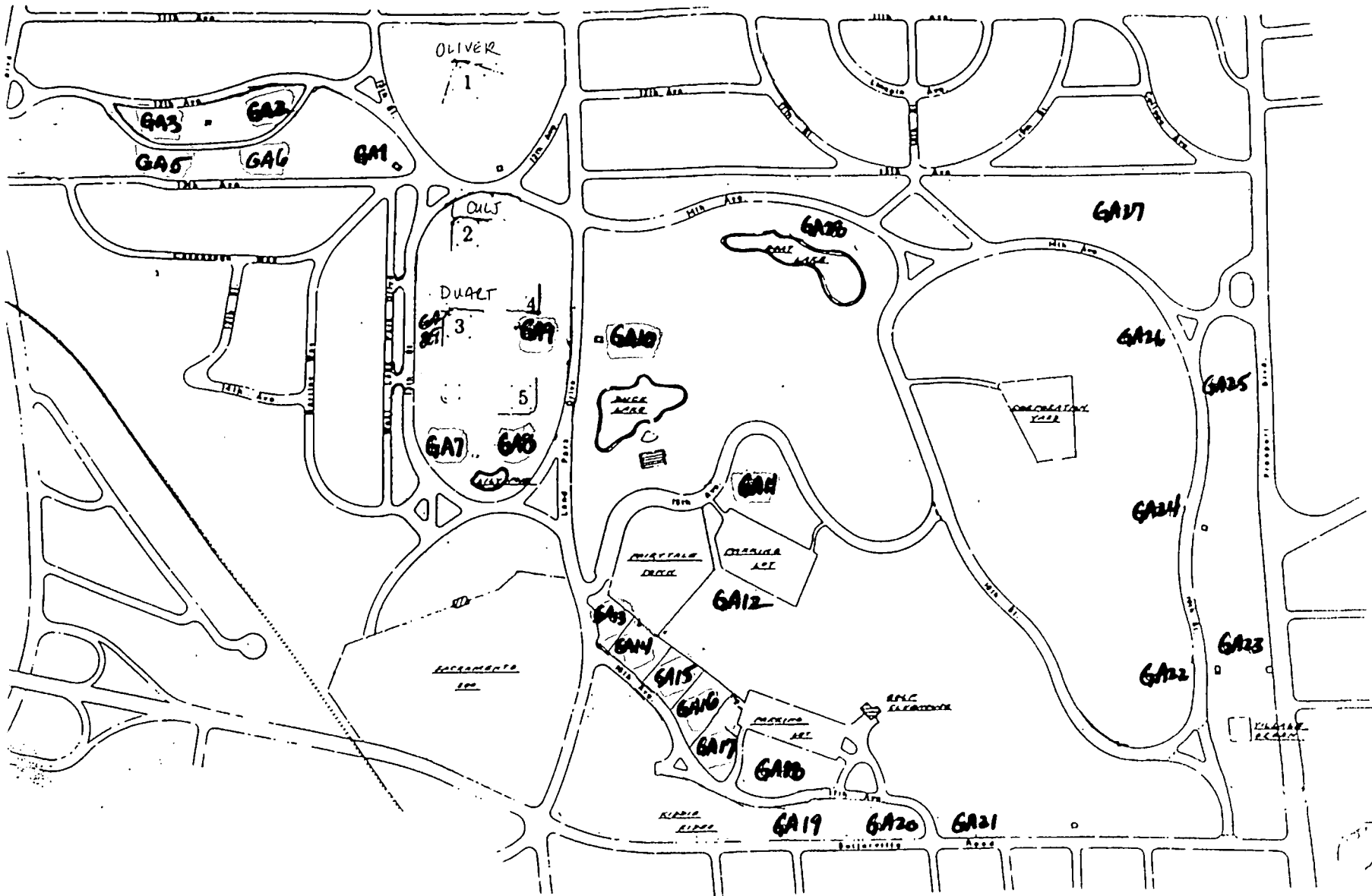
REVISIONS	NO.	DESCRIPTION	DATE	BY

DESIGNED BY	J. CHAN
LANDSCAPE ARCHITECT	
DATE	
PROJECT NO.	

CITY OF SACRAMENTO
DEPARTMENT OF COMMUNITY SERVICES



TAHOE PARK (18.70 AC)



SITE PLAN

DRAWN BY _____
DESIGNED BY _____
LANDSCAPE ARCHITECT
DATE MAY 28 1982
SCALE 1" = 200'

CITY OF SACRAMENTO
DEPARTMENT OF RECREATION AND PARKS



LAND PARK

SHEET
1





East Bay Regional Park District
2950 Peralta Oaks Court
P.O. Box 5381
Oakland, CA 94605-5369
Reservations: (510) 636-1684

SAMPLE



East Bay Regional Park District
2950 Peralta Oaks Court
P.O. Box 5381
Oakland, CA 94605-5369
Reservations: (510) 636-1684

Park Receipt

Tilden Park Picnics 5105-3611 Type: Day Use	Tilden Picnics Meadow 50 PEOPLE
ARRIVAL: 10/16/1992	Fees Assessed: \$ 75.00 X 1
DEPARTURE: 10/16/1992	Taxes: \$.00 X 1
CHECK-IN: 10:00	Reservation Fee: \$ 4.00
CHECK-OUT: 18:00	Deposit: \$.00
Confirmed	TOTAL: \$ 79.00

Catylist Consulting Team - Kristian Graham
4558 Paul Sweet Rd.
Santa Cruz, CA 94005

THIS RENTABLE ALLOWS NO MORE THAN VEHICLE(S)
YOUR RESERVATION NUMBER IS: 4667
YOUR CUSTOMER ACCOUNT # IS: 3322

Sign and return with payment

Customer Receipt

Tilden Park Picnics 5105-3611 PEOPLE: 50	Tilden Picnics Meadow TYPE: Day Use
--	---

Reservation Status: Confirmed
Reservation Total: \$ 79.00
CUST ACCT BAL (Payment Due): \$ 79.00
RESERVED ON: 07/23/1992

Operator: medina
RESERVATION #: 4667
CUST ACCT #: 3322
MAXIMUM LENGTH OF VEHICLE:
Reserved By: Catylist Consulting Team - Kristian G
MAXIMUM ALLOWABLE VEHICLES:
IN: 10/16/1992 OUT: 10/16/1992
CHECK-IN TIME IS 10:00 am
CHECK-OUT TIME IS 6:00 pm

DISPLAY IN CAMPSITE MARKER



East Bay Regional Park District
2950 Peralta Oaks Court, P.O. Box 5381, Oakland, CA 94605-5369
Reservations: (510) 636-1684

Information

Bring confirmed Customer Receipt and information portions of this form with you to the park.
Sign the Park Receipt and return it with your payment to the address shown above.

1. ACCESS TO THE SITE: Please note the attached map and be aware that your picnic site may be some distance from the parking lot. A little preparation, for example a dolly or wagon to transport heavy items, will save you a lot of trouble and effort. PUBLIC VEHICLES ARE NOT ALLOWED IN THE PICNIC AREAS OR ON PARK SERVICE ROADS.
 2. PARKING: Vehicles must park in designated areas. Do not block fire gates. Violators will be cited and towed.
 3. TENTS & CANOPIES: No tents or canopies should be erected without prior approval by the Tilden Park Supervisor. Groups WILL BE BILLED for any damages that may occur, i.e. broken water lines, turf damage, etc.
 4. SPECIAL ARRANGEMENTS: Any special arrangements (for example, canopy setup, etc.) must be made at least 5 days before your reservation date. The Tilden Park office phone number is 843-2137.
 5. CATERERS: You are responsible for informing your caterer of these picnic guidelines and rules.
 6. SIGNS: You may NOT put up directional sign for your event in the park. Park staff will post "RESERVED" signs at your picnic site. Any other signs will be removed immediately by park staff.
 7. CHECK-IN: Please do not expect a park ranger to meet you at your site at a specific time. By the time of your arrival your site will be clean and ready for your use. A Tilden park ranger will contact you during the day.
 8. CLEAN-UP: Please leave your site as clean as you found it. All litter and garbage should be put in the trash cans at your site. The park rangers will give you extra garbage bags if you need them.
- Failure to comply with these rules may result in your not being permitted to reserve a site in the future.
The Meadow picnic area is located at the end of a large lawn off of Central Park Drive between the Merry Go Round and the Tilden Nature Area.
The Meadow is a WALK-IN ONLY SITE.
The site has 5-10 ft. picnic tables, a large barbeque, a drinking fountain and restrooms are adjacent to the site.
THE LAWN AREA IS NOT RESERVED. It is available to everyone in the park on a first come first served basis.

IN CASE OF EMERGENCY CALL 911