



2950 PERALTA OAKS COURT P.O. BOX 5381 OAKLAND CALIFORNIA 94605-0381 T: 1-888-EBPARKS F: 510-569-4319 TRS RELAY: 711 WWW.EBPARKS.ORG

**12:30 p.m. Item**

**TO:** Board Operations Committee

**FROM:** Sean Dougan, Trails Development

**DATE:** February, 23 2017

**SUBJECT: Update Bicycle Loop Brochures: District-wide**

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Trails Development Program Manager Sean Dougan will share the Northern and Southern Region Bicycle Loop Brochures which are nearly ready for production. Trails Development initiated this project in 2015 with Park Supervisors, Unit Managers, and local bicycle advocates, to identify and designate bicycle loop trails within 16 Regional Parks.

These routes were evaluated in the field for safety and legality. Each loop chosen includes a map, a detailed route description, an elevation profile, estimated time to complete, length, and elevation gain. The brochure also includes an adapted Trail Etiquette section compiled from the published trail etiquette guidelines of USFS, CA State Parks, and the International Mountain Biking Association.

The routes are currently being evaluated by our Volunteer Trail Safety Patrol, prior to printing. Staff intends to print 5,000 of each region once fully vetted.

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**1:00 p.m. Item**

**TO:** Board Operations Committee  
**FROM:** Mimi Waluch, Business Services Manager  
Renee Patterson, Administrative Analyst II  
Ira Bletz, Regional Services Manager – Southeast Region

**DATE:** February 23, 2017

**SUBJECT: Update Blacksmith Concession Requests for Proposals Results with Recommendation: Ardenwood Historic Farm**

Ardenwood Historic Farm (Ardenwood) is a working farm that interprets farming life and techniques in California from the late 19<sup>th</sup> and early 20<sup>th</sup> centuries and offers a variety of educational and recreational opportunities. Park staff, with the help of numerous volunteers, docents, and concessionaires seeks to give visitors an understanding of farm life between 1890 and 1930. This is the period during which the Patterson family owned the farm, through observation and participation in programs centered on farm chores and food and crop production.

One of these opportunities is the blacksmith concession. The concessionaire is required to perform blacksmithing services in a demonstrative and interpretive manner for the enjoyment of the general public visiting the park. In addition, the concessionaire may include manufacturing of agricultural, special order, and historical items on the premises, which can be sold through the concession.

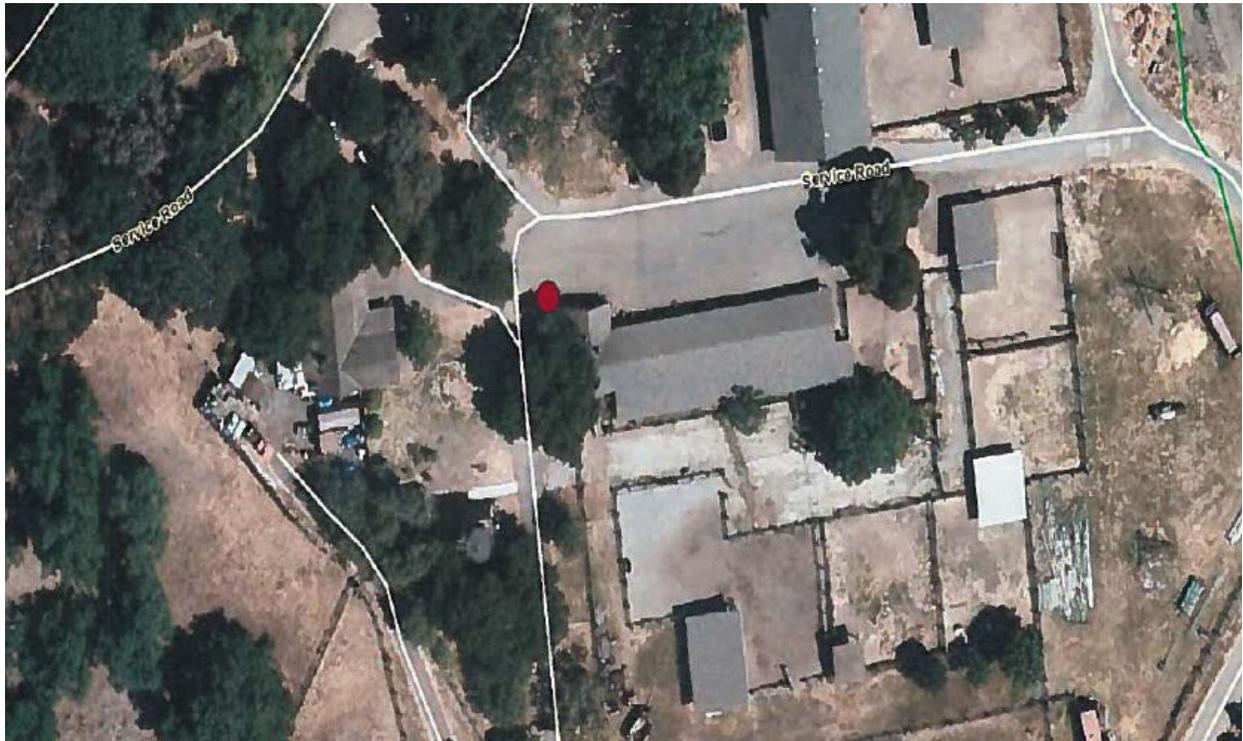
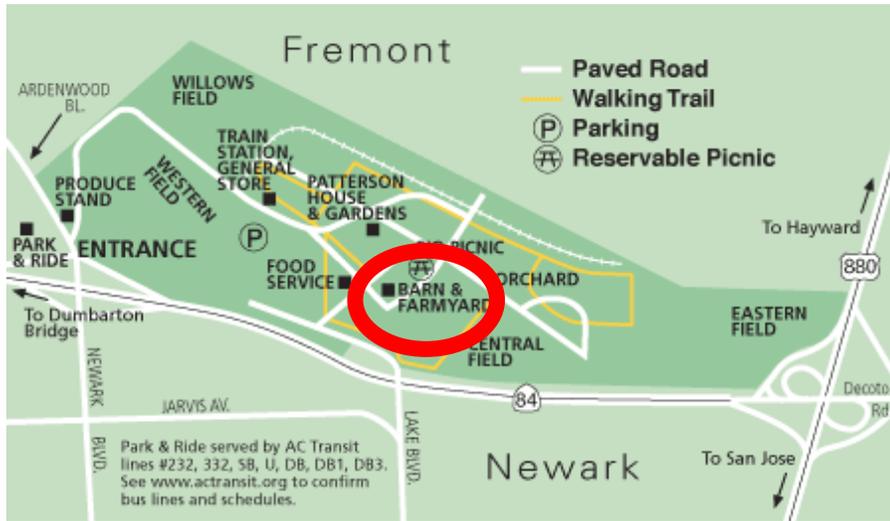
The last blacksmith concession agreement was terminated by the concessionaire, Mr. Scott Thomas, in December 31, 2013. Scott Thomas was the blacksmith at Ardenwood for over 15 years.

A Request for Proposal (RFP) for the blacksmith concession was advertised to the public in March 2015, with a payment of up to \$15,000 per year. The RFP was advertised in local papers as well as a blacksmithing association website. No proposals were received and the RFP was released for the second time in July 2015 with the same result. It was decided at the time that staff would request an increase in budget funds in 2017 for the payment to the concessionaire of up to \$30,000 per year and release the RFP for the third time in September 2016. Staff also contacted ten local stables to help advertise the RFP as well as the blacksmithing association website. As of January 2017, no experienced blacksmiths have made inquiries.

As a result of the non-responsive RFP process, staff recommends entering into contract with experienced blacksmiths as needed for Ardenwood Special Event days, if it is possible. The District shall compensate the blacksmithing contractor/s for blacksmithing services performed not to exceed \$20,000 the first year and \$30,000 thereafter. With the remaining \$10,000 budget for the first year, naturalist staff will have a static display created to describe blacksmithing and the history of blacksmithing during the Patterson family ownership period of Ardenwood. The Park District will not receive any concession fees.

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**1:15 p.m. Item**

**TO:** Board Operations Committee

**FROM:** Mimi Waluch, Business Services Unit Manager

**DATE:** February 23, 2017

**SUBJECT:** **Update Business Services Agreements: District-wide**

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Business Services Manager Mimi Waluch will present an overview to the Board Operations Committee on the various agreements administered by the Business Services Unit within the Operations Division. The District uses partnerships to manage and often develop unique facilities it does not choose to directly operate, thereby freeing up its own staff to concentrate on other critical park resources and public service opportunities. The District is in the process of expanding this concept by restructuring fees paid to the District into the concession maintenance fund.

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**Revised**

**1:30 p.m. Item**

**TO:** Board Operations Committee  
**FROM:** Renee Patterson, Administrative Analyst II  
**DATE:** February 23, 2017  
**SUBJECT:** **Review Amendment for the Marina and Food Agreement:  
Lake Chabot Regional Park**

California Parks Company, dba as Urban Park Concessionaires (Urban Parks), is the current operator and has been in contract with the District at Lake Chabot Regional Park since December 1995. Urban Parks has a well-established, service-oriented history of operating this facility. At their March 20, 2008 meeting, the Board Operations Committee voted unanimously to approve a concession agreement with Urban Parks for (2) five-year terms, the first term ended on November 30, 2014.

On November 30, 2014, the extension of the Urban Parks Agreement for the second five-year period was denied by the District due to the terms and conditions contained in the Master Lease, the controlling document, between the District and East Bay Municipal Utility District (EBMUD) which was in negotiations at that time. Instead, the Agreement was placed in month to month Hold Over as allowed in the Urban Parks' Agreement. The District agreed to execute an amendment for the Urban Parks' agreement deferred term after the execution of a new lease between the District and EBMUD for Lake Chabot. The EBMUD lease was approved by the District's Board of Directors on December 1, 2015 by resolution 2015-12-343.

At this time, in addition to the 5-year deferred term, staff would like to formally amend the agreement to include a monthly boat inspection fee paid to the concessionaire since 2009. The concessionaire agreed to include the inspections as part of their responsibility as a pilot program and has continued to do so through to today. Furthermore, District staff is also proposing to change the fee structure to align this agreement with other concession agreements being updated. The new structure simplifies fees paid to a single percent with no thresholds and a higher percentage of the fees paid deposited to the Concession Maintenance Fund (CMF) rather than Concession Fee revenue, thus allowing monies to be set aside as well as accumulate in the CMF for much needed maintenance and capital improvements.

This proposal will result in changes to the current escalating percent Concession and Maintenance Fee with thresholds, averaging 3% for each. The proposed fee will be 2%, with no thresholds. The CMF will increase by approximately \$9,500 annually with a new percent fee of 4%. In addition, it would be agreed that 10% of the fees from the CMF will be held in the account for very large capital improvements such as roof replacement or additional structures. The Quagga Mussel Prevention Program inspections will be added to the agreement for a fee of \$750 per month. This will formalize an arrangement that has been in effect for some time.

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Staff recommends that the agreement with Urban Parks for the Lake Chabot food and marina concession at Lake Chabot Regional Park be amended to modify the agreement's five-year term date for January 1, 2017 through December 31, 2021, a monthly fee of \$750 per month for boat inspections, and change the fees paid from 3% the concession fee and 3% for the concession maintenance fee to the District to: 2% of gross receipts for the concession fee and 4% of gross receipts for the concession maintenance fee as shown below:

<b>Current Structure Concession Receipts</b>	<b>Percentage Fee</b>	<b>Recommended Structure Concession Revenue</b>	<b>Percentage Fee</b>
<b>0 Up to \$300,000</b>	<b>2%</b>	<b>Gross receipts</b>	<b>2%</b>
<b>\$300,001 to \$400,000</b>	<b>3%</b>		
<b>\$400,001 to \$500,000</b>	<b>4%</b>		
<b>\$500,001 and Up</b>	<b>5%</b>		
<b>Maintenance Fund</b>		<b>Maintenance Fund</b>	
<b>0 Up to \$300,000</b>	<b>2%</b>	<b>Gross receipts</b>	<b>4%</b>
<b>\$300,001 to \$400,000</b>	<b>3%</b>		
<b>\$400,001 to \$500,000</b>	<b>4%</b>		
<b>\$500,001 and Up</b>	<b>5%</b>		