

AGENDA
REGULAR MEETING
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, July 25, 2017

D. BUSINESS BEFORE THE BOARD

9. BOARD COMMITTEE REPORTS

b. Operations (Thursday, June 15, 2017) (Waespi)

Present

Board: Directors Dennis Waespi (Chair), Ellen Corbett, Dee Rosario

Staff: Jim O'Connor, Anne Kassebaum, Mimi Waluch, Ruby Tumber, Lance Brede, Steve Castile, Gordon Wiley, Sarah Lamborn, Noah Dort, Denise Valentine

Guests: William Yragui, Kelly Abreu

Agenda Item 1: Review of the Results of the RFP: District-wide Vending Machines

Business Services Manager Mimi Waluch introduced Administrative Analyst Noah Dort who provided an overview on the results of the District-wide vending machine RFP through a PowerPoint presentation. Items covered in the presentation included park and staff locations of vending machines, current terms and gross receipts history, proposed terms, and prices.

Director Corbett requested clarification on the revenue to the District and to the Concession. Dort provided an explanation and stated that the figures reported to the District come from the concessionaire. Corbett asked whether revenue will increase with the implementation of new technologies. Dort replied that staff expects that to happen since the current machines only accept cash and the new machines will accept credit cards and refunds will be issued more quickly.

Director Rosario inquired if feedback was received on why other proposals were not submitted. Dort replied that the coverage Canteen Vending provides is extensive, and that the District has limited opportunities through variable vending machine traffic – making it less lucrative to vendors.

Director Waespi inquired about what happens in cases of vandalism, such as who covers the costs for service, repairs and maintenance, and who owns the machines. Dort replied staff has not received any reports of vandalism to the machine. Canteen Vending owns and maintains the machines. Stickers with the contact information are placed on each machine if there is vandalism, service required or if a refund needs to be requested.

Waespi inquired if staff is considering expanding the service, such as water at Mission Peak Regional Park. Dort replied that was yet to be determined, but that the District is considering which required resources are available at potential site locations.

Rosario moved to approve the staff recommendation that the Board Operations Committee approve and recommend to the full Board a three-year concession agreement, with one additional three-year option period, with Canteen Vending to operate the District-wide vending machine concession. There is no cost to the District for this action and the District can expect revenue of up to \$7,000 annually, representing a range of 21.70% - 22.50% of gross revenue for all park locations and Peralta Oaks, and 11.25% of gross revenue for Public Safety Headquarters. Corbett seconded. The motion passed unanimously.

Agenda Item 2: Rental Facilities Update

Business Services Manager Mimi Waluch introduced Facilities Supervisor Sarah Lamborn who provided an update of the District rental facilities through a PowerPoint presentation. Items covered in the presentation included a review of the current rentable facilities, department mission statement, staff overview, facilities usage by type, revenue, indoor facility events, attendance statistics, 2017 wedding fairs, approved caterers, 2013-2016 projects, Operation Sparkle 2017, projects underway and upcoming, as well as an overview of Camp Arroyo and the YMCA and Taylor Family Foundation.

Rosario inquired if staff work split shifts. Lamborn replied the shifts are staggered.

Temescal Beach House

Rosario inquired of the handicap ramps having lighting. Lamborn replied yes.

Camp Arroyo

Rosario commented that Camp Arroyo seems to be an ideal candidate for solar. Acting Management Analyst Ruby Tumber replied that Camp Arroyo will not have a solar panel, as the solar panels at Shadow Cliffs Regional Park will provide enough usage to cover Camp Arroyo.

Director Waespi inquired if the pool (at Camp Arroyo) was solar-heated. Assistant General Manager Jim O'Connor replied yes.

Director Corbett inquired if staff has specific plans to increase usage at the facilities. Lamborn replied staff is reviewing instituting a broader marketing program. Currently the District website is utilized as well as Yelp. Staff has been granted permission to implement Facebook networking.

Corbett inquired if fundraisers allowed at facility events. Lamborn replied the facilities are rented to hold events that earn funds.

Corbett inquired if Martin Luther King Jr. Regional Shoreline has open houses. Lamborn replied yes, and they are by appointment only due to low activity.

Waespi inquired if there are any restrictions or policy on the types of political groups that can rent the facilities. Lamborn replied staff would need to research on the specifics related to political groups, however, the facilities do not have the capacity to accommodate large crowds. O'Connor commented that security issues surrounding public safety would be a concern with these types of events.

Waespi inquired if alcohol can be served at the facilities. Lamborn replied beer and wine are allowed.

Waespi inquired how many of the District caterers are Green Certified. Waluch replied in 2016, staff conducted the Request for Proposal process for sixteen caterers. One of the criteria was that the caterer has at least a 50 percent sustainability program. The contracts include no Styrofoam and waste reduction issues are also captured.

Corbett inquired if there is language in the contract that requires additional payment for security. O'Connor replied the fees are charged through the special event permit process through the Reservations Department.

Agenda Item 3: Review Stanford Avenue Curfew Hours and Parking Permit Pilot Program:

Mission Peak Regional Preserve

Acting Management Analyst Ruby Tumber provided an overview of the parking permit pilot program through a PowerPoint presentation. Items in the presentation included history, current hours, illegal after-hours usage, visitors, annual trends, precipitation, percentage of Mission Peak visitors using Ohlone Peak Trail, public safety data, citations issued since November 2016, and a recommendation.

Rosario inquired if staff can provide the attendance statistic by the hour. Park Supervisor Gordon Wiley replied the trail counters only capture daily/monthly numbers. Tumber commented that the hourly raw data has been captured, which includes 365 days for every hour of the year. A snapshot report can be created and provided to the committee.

Waespi commented that the park should be open more, but understands the issues at Mission Peak. He added that he would like to see these issues remedied.

Waespi inquired about what percentage of curfew violations occurred before 6:30 a.m. and after 10:00 p.m. Police Captain Lance Brede replied most citations are issued in the morning. Waespi inquired if officers are dispatched to the park at 10:00 p.m. to count the number of violators. Brede replied that the violations recorded were for violators inside the park and would be in the parking lot or trail. Waespi inquired if data is available from the community who report cars being in the parking lot after curfew. Brede replied that an officer is dispatched after a call from a member of the public reporting after-hours use. In addition, since implementing the hours, the calls for service for late night activity have gone down immensely.

Corbett inquired if the decreased hours imposed by Operations last year was only to the Stanford Staging Area. O'Connor replied yes. Corbett inquired if there was signage reflecting the changed hours other than the parking lot. Wiley responded that signs are in the park boundaries in the parking lot and several other places.

Corbett inquired if the staff recommendation is based primarily on the belief that the earlier closure hours creates less violations. Brede replied yes.

At the time, the Board recommended that the current modified hours (as amended in November 2016) continue and that the program be reassessed at the September 2017 BOC meeting.

Speakers on Item #3

W. Yragui and K. Abreu commented on expanding the current hours.

Agenda Item 4: Open Forum for Public Comments

There were no public comments.

Agenda Item 5: AGM Comments

There were no AGM comments.

Agenda Item 6: Board Comments

- Waespi requested to have a meeting in the field. O'Connor suggested a meeting at Redwood Canyon Golf Course or Glory of the Seas in Alameda.

Director Waespi adjourned the meeting at 2:42 p.m.

Respectfully submitted:
/s/ Denise Valentine
Executive Secretary