

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

1:30 p.m. Item

TO: Board Operations Committee
FROM: Noah Dort, Administrative Analyst II, Operations Business Services
DATE: October 26, 2017
SUBJECT: **Review 2018 Consolidated Fee Schedule: District-wide**

The Board Operations Committee reviews the Consolidated Fee Schedule each year. During this review process, concessionaires and staff make recommendations for changes based on price comparisons of similar facilities operated by other agencies and businesses in the area. Research to ensure comparable and competitive fee ranges were vetted and reviewed by staff.

Listed below are the requested changes to Operations fees and charges for 2018; all other fees and charges are not affected. In 2017, it is anticipated that concessionaire operations will generate \$812,373 in fees and Public Use Fees will generate approximately \$7,140,850.

District staff is recommending that the Board Operations Committee approve and recommend to the full Board the proposed changes to the Consolidated Fee Schedule, as outlined below. If approved, the requested Consolidated Fee Schedule changes for 2018 should result in an increase of \$11,060 in concessionaire fees and an increase of \$88,284 in Public Use Fees to the District.

Concessionaire Fee Requests

1. Anthony Chabot – Skyline Ranch (Judi Martin)

- Increase 10x12 Stall boarding by \$10 per month, from \$525 to \$535
 - Increase 12x24 Stall boarding by \$10 per month, from \$545 to \$555
- If approved, concession fees to the District may increase by \$190.

2. Ardenwood – Palmdale Estates Events

- Increase **2019** Friday/Saturday/Sunday (10 am to 3 pm) site rental by \$50, from \$1,750 to \$1,800
 - Increase **2019** Saturday/Holiday (5 pm to 12 am) site rental by \$250, from \$3,500 to \$3,750
 - Increase **2019** Catering Packages for food by \$5 per person, from \$41.95 to \$46.95
 - Increase **2019** Catering Packages for beverages by \$2 per person, from \$18.95 to \$20.95
- If approved, concession fees to the District may increase by \$323 in **2019**.

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3. Camp Arroyo – YMCA

- Increase 3-day Outdoor Environmental Education for Students by \$2, from \$225 to \$227
 - Increase 4-day Outdoor Environmental Education for Students by \$4, from \$256 to \$260
 - Increase 5-day Outdoor Environmental Education for Students by \$6, from \$288 to \$294
 - Increase 5-day Outdoor Environmental Education for Adults by \$4, from \$214 to \$218
 - Increase Conference 1 night (3 meals) by \$3, from \$95 to \$98
 - Increase Conference 2 night (6 meals) by \$6, from \$180 to \$186
 - Increase Conference 3 night (9 meals) by \$5, from \$255 to \$260
 - Increase Conference 4 night (12 meals) by \$5, from \$335 to \$340
 - Increase Conference 5 night (15 meals) by \$5, from \$420 to \$425
 - Increase 3-hour Dining Hall/Lodge for Meetings/Conferences rental by \$100, from \$600 to \$700
 - Increase 6-hour Dining Hall/Lodge for Meetings/Conferences rental by \$100, from \$1,000 to \$1,100
 - Increase Dining Hall/Lodge for Events & Weddings rental by \$200, from \$1,500 to \$1,700
 - Increase Meadow Rental (up to 6 hours) by \$200, from \$1,000 to \$1,200
- If approved, concession fees to the District may increase by \$1,145.

4. Del Valle – Rocky Mountain Recreation

- Increase Motor Boat daily max rental by \$15, from \$85 to \$100
 - Increase Deluxe Motor Boat daily max rental by \$50, from \$150 to \$200
 - Increase Patio (Pontoon) Boat daily max rental by \$100, from \$300 to \$400
 - Decrease Refundable Deposit for Canoe/Rowboat/Pedal Boat by \$10, from \$50 to \$40
 - Increase Refundable Deposit for Motor Boat by \$15, from \$85 to \$100
 - Increase Refundable Deposit for Deluxe Motor Boat by \$50, from \$150 to \$200
 - Increase Refundable Deposit for Pontoon Patio Boat by \$100, from \$300 to \$400
- If approved, concession fees to the District may increase by \$216.

5. Lake Chabot – Marina (Urban Parks Concessionaires)

- Increase Rowboat/Canoe/Kayak/Pedal Boat 1 hour rental by \$4, from \$23 to \$27
 - Increase Rowboat/Canoe/Kayak/Pedal Boat 2 hour rental by \$5.80, from \$32.20 to \$38
 - Increase Rowboat/Canoe/Kayak/Pedal Boat 3-5 hour rental by \$7.20, from \$36.80 to \$44
 - Increase Rowboat/Canoe/Kayak/Pedal Boat day (over 5 hour) rental by \$9, from \$46 to \$55
 - Increase Electric Motor Boat 1 hour rental by \$5, from \$25 to \$30
 - Increase Electric Motor Boat 2 hour rental by \$8, from \$42 to \$50
 - Increase Electric Motor Boat 3-5 hour rental by \$10.25, from \$51.75 to \$62
 - Increase Electric Motor Boat day (over 5 hour) rental by \$11.75, from \$63.25 to \$75
 - Increase 16' Electric Motor Boat 1 hour rental by \$8, from \$42 to \$50
 - Increase 16' Electric Motor Boat 2 hour rental by \$11.50, from \$57.50 to \$69
 - Increase 16' Electric Motor Boat 3-5 hour rental by \$14.25, from \$74.75 to \$89
 - Increase 16' Electric Motor Boat day (over 5 hour) rental by \$18, from \$92 to \$110
 - Increase Electric Pontoon Patio Boat 1 hour rental by \$15.50, from \$80.50 to \$96
 - Increase Electric Pontoon Patio Boat 2 hour rental by \$19, from \$161 to \$180
 - Increase Electric Pontoon Patio Boat 3 hour rental by \$40.75, from \$201.25 to \$242
 - Increase Electric Pontoon Patio Boat 4 hour rental by \$46.75, from \$247.25 to \$296
 - Increase Refundable Deposit for Non-electric Boat by \$4, from \$46 to \$50
 - Increase Refundable Deposit for Electric Motor Boat by \$2.50, from \$57.50 to \$60
 - Increase Refundable Deposit for 16' Electric Motor Boat by \$0.25, from \$74.75 to \$75
 - Decrease Refundable Deposit for Electric Pontoon Boat by \$8.75, from \$258.75 to \$250
- If approved, concession fees to the District may increase by \$1,667.

6. Las Trampas – Las Trampas Stables (Mona Ellingson)

- Increase 12x24 Stall boarding by \$45 per month (*effective March 1, 2018*), from \$380 to \$425
- Increase 10x30 Stall boarding by \$45 per month (*effective March 1, 2018*), from \$480 to \$525
- Increase Horse Trailer Parking by \$5 per month, from \$25 to \$30
- Increase Trail Ride range by \$5-10 per person, from \$40-\$95 to \$50-\$100
- Increase Individual Lesson minimum by \$8 per hour, from \$42-75 to \$50-75
- Increase Group Lesson minimum by \$3 per hour, from \$42-75 to \$45-75
- Change Day Camp (Mon-Fri, 9 am to 3 pm) at \$425 to Day Camp (Mon-Fri, 9am to 1 pm) at \$300

If approved, concession fees to the District may increase by \$516.

7. Little Hills – The Ranch at Little Hills (Urban Parks Concessionaires)

- Increase Wedding Venue Saturday by \$1,055, from \$5,345 to \$6,400
- Increase Wedding Venue Friday or Sunday by \$855, from \$4,275 to \$5,130
- Increase Wedding Food & Beverage by \$7-\$10.50 per person, from \$36-\$52.50 to \$43-\$63
- Increase Event Venue (by capacity) by \$58.75-\$1,701.50, from \$294.25-\$8,506.50 to \$353-\$10,208
- Increase Event Food & Beverage by \$6.11-\$8.73 per person, from \$28.89-\$42.27 to \$35-\$51

If approved, concession fees to the District may increase by \$5,817.

8. Pt. Isabel – Mudpuppy’s Tub & Scrub

- Increase Basic Dog Wash (by dog size) by \$1-\$2, from \$27-\$44 to \$28-\$46
- Increase Additional Wash Services (requires Basic Wash) by \$1 per service, from \$8 to \$9
- Increase Nail Trim (without Basic Wash) by \$2, from \$11 to \$13

If approved, concession fees to the District may increase by \$1,340.

9. Redwood – Piedmont Stables (Judi Martin)

- Increase 10x12 Stall boarding by \$10 per month, from \$525 to \$535
- Add 12x24 Stall boarding at \$555 per month

If approved, concession fees to the District may increase by \$169.

10. Shadow Cliffs – Rocky Mountain Recreation

- Decrease Rowboat/Kayak/Electric Boat/Pedal Boat first hour rental by \$5, from \$20 to \$15

If approved, concession fees to the District are unlikely to be significantly changed.

Public Use Fee Recommendations

11. District-Wide – Special Event Permit

- Change Special Event Permit from flat fee of \$50 (low impact) or \$250 to sliding scale fee based on estimated attendance, from \$50-\$500
- Add Refundable Security Deposit for Special Event Permit with a sliding scale based on estimated attendance, from \$50-\$250

If approved, District staff will monitor the public use fees generated by this structure change and recommend adjustments as necessary.

12. District-Wide – Summer Day Camps

- Increase Day Camp Operation Permit (June 1 to August 31) by \$50 per park per summer, from \$50 to \$100
 - Increase Refundable Deposit maximum by \$100 per park per summer, from \$500 to \$600
 - Decrease the discount for Picnic Reservations by Non-Profit organizations by 10%, from 60% to 50%
 - Decrease the discount for Picnic Reservations by For-Profit organizations by 10%, from 45% to 35%
 - Create new discount for Picnic Reservations by Public Agency organizations at 60%
- If approved, cost recovery to the District may increase by \$13,838.

13. Anthony Chabot – Drive-In and RV Camping

- Increase Drive-In family camping by \$2 per night, from \$25 to \$27
 - Increase RV family camping by \$4 per night, from \$35 to \$39
- If approved, cost recovery to the District may increase by \$11,566.

14. Del Valle – Drive-In Camping

- Increase Drive-In family camping by \$2 per night, from \$25 to \$27
- If approved, cost recovery to the District may increase by \$11,516.

15. Del Valle – Cabin Camping

- Add Cabin family camping at \$100 per night, requiring a \$250 Refundable Security Deposit, and a minimum 2-night reservation on weekends April 1 to October 31 and a minimum 3-night reservation on Memorial and Labor Day weekends
- If approved, cost recovery to the District may increase by \$50,000.

16. Facility Rental – Richard Trudeau Training Center

Main Conference Room – Non-Profit or In-District

- Increase Mon-Fri Day (2-hour minimum) by \$5 per hour, from \$75 to \$80
- Increase Mon-Fri Consecutive Days by \$50 per day, from \$500 to \$550
- Increase Weekend, Holiday, or Mon-Fri Evening (2-hour minimum) by \$10 per hour, from \$90 to \$100

Main Conference Room – For Profit or Out-of-District

- Increase Mon-Fri Day (2-hour minimum) by \$10 per hour, from \$90 to \$100
- Increase Mon-Fri Consecutive Days by \$60 per day, from \$620 to \$680
- Increase Weekend, Holiday, or Mon-Fri Evening (2-hour minimum) by \$10 per hour, from \$110 to \$120

Conference Room #1 or #2 – Non-Profit or In-District

- Increase Mon-Fri Day (2-hour minimum) by \$5 per hour, from \$35 to \$40
- Increase Mon-Fri Consecutive Days by \$40 per day, from \$180 to \$220
- Increase Weekend, Holiday, or Mon-Fri Evening (2-hour minimum) by \$5 per hour, from \$55 to \$60

Conference Room #1 or #2 – For Profit or Out-of-District

- Increase Mon-Fri Day (2-hour minimum) by \$5 per hour, from \$55 to \$60
- Increase Mon-Fri Consecutive Days by \$60 per day, from \$340 to \$400
- Increase Weekend, Holiday, or Mon-Fri Evening (2-hour minimum) by \$5 per hour, from \$75 to \$80

16. Facility Rental – Richard Trudeau Training Center (continued)

Entire Building – Non-Profit or In-District

- Increase Mon-Fri Day (2-hour minimum) by \$10 per hour, from \$90 to \$100
- Increase Mon-Fri Consecutive Days by \$60 per day, from \$620 to \$680
- Increase Weekend, Holiday, or Mon-Fri Evening (2-hour minimum) by \$10 per hour, from \$110 to \$120

Entire Building – For Profit or Out-of-District

- Increase Mon-Fri Day (2-hour minimum) by \$10 per hour, from \$110 to \$120
- Increase Mon-Fri Consecutive Days by \$30 per day, from \$780 to \$810
- Increase Weekend, Holiday, or Mon-Fri Evening (2-hour minimum) by \$10 per hour, from \$130 to \$140

If approved, cost recovery to the District may increase by \$1,364.

17. Trails – After Hours Commuter Bicycle Permit

- Add After Hours Commuter Bicycle Permit at \$10 per year

If approved, District staff will monitor the public use fees generated by this new service and recommend adjustments as necessary.



2:00 p.m. Item

TO: Board Operations Committee

FROM: Dan Cunning, Delta Unit Manager

DATE: October 26, 2017

SUBJECT: Park Operations Delta Unit Update: “Share our Trail” Program

Central Contra Costa Regional Trails Park Supervisor, Eric Stormer, will present an informational overview of the “Share our Trail” program. This program was developed to complement the annual “Bike to Work Day.” In an effort promote trail etiquette, informational booths hosted by program administrators have provided bike bells, water bottles, as well as other informational items adjacent to various Regional Trails. This program has been supported and funded by the Regional Parks Foundation as a Public Outreach effort, and is being used as a model for similar programs on other regional trails.

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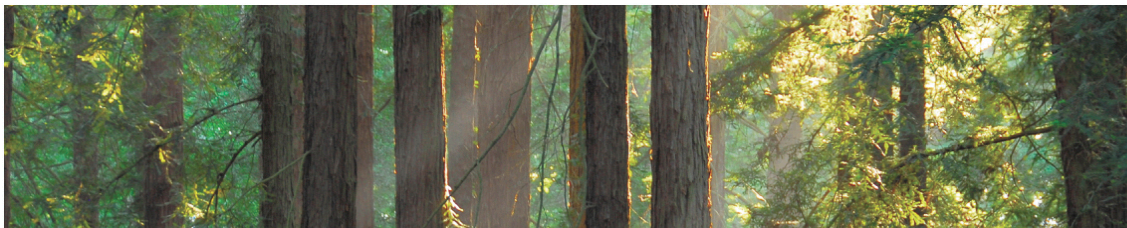
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2:20 p.m. Item

TO: Board Operations Committee

FROM: Mimi Waluch, Business Services Manager

DATE: October 26, 2017

SUBJECT: **Review of Las Trampas Stables Concession RFP Results:
Las Trampas Regional Park**

Las Trampas Stables is an East Bay Regional Park District equestrian concession located in Las Trampas Regional Park. Currently the concession offers horse boarding, guided rides, and riding lessons for area residents. There are 54 stalls available for boarding, with a 40-stall Boarding Stable, a covered arena, and a 16-stall Pole Barn. Two stalls may be used for District's Public Safety horses. There is a hay barn (no electricity), a shavings bin, a manure bin, a clubhouse, and two residences: one a modular and one a fifth wheel trailer. The site includes customer parking spaces and an area down the road to park horse trailers with a large barn for extra storage. There is some area along the hillside for turnouts.

In July 2009, the Board of Directors granted G & S Services, d.b.a. Las Trampas Stables, three 3-year terms at the concession. On March 17, 2017, the District issued a Request for Proposals (RFP) seeking an experienced operator to manage the equestrian concession at the end of the current operator's term of July 7, 2018. To offer open competition to the public, the equestrian center RFP was advertised in the local newspapers, posted on the District's website, posted on a government RFP advertising website, sent to three local horse associations, and thirteen local horse barns. The District received one submittal from Mona Ellingson, who is the current operator of Anthony Chabot Equestrian Center.

District staff reviewed the proposal and interviewed Ms. Ellingson to determine how she would best accomplish the defined expectations listed in the RFP, meet the District's concessionaire agreement requirements, and accept a transition plan if awarded the agreement. After consideration of the proposal and interview, it was determined that Mona Ellingson met all the District's criteria; therefore, Mona Ellingson is being recommended by District staff. To ensure a smooth transition, the departing stable managers are working with staff to transition the facility to the new operator. An agreed upon schedule and task list to ensure timely changeover in January 2018 includes elements of site cleanup, vacating the residence, and concession and residence repairs. Any repairs will be charged to the site-specific Concession Maintenance Fund (CMF). Existing boarders under contract will be offered contracts under the new management.

District staff is recommending that the Board Operations Committee approve and recommend to the full Board the selection of Ms. Mona Ellingson as the concessionaire at Las Trampas Stables. In addition, staff recommends a 3-year concession agreement with one additional 7-year term to manage and operate the concession. The District can expect revenue of approximately \$15,000 annually, representing 3% of total gross monthly receipts derived from a combination of horse boarding, lessons, and day camps and 7% of total monthly receipts will be set aside in the CMF.

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2:35 p.m. Item

TO: Board Operations Committee
FROM: Mimi Waluch, Business Services Manager
DATE: October 26, 2017
**SUBJECT: Equestrian Riding Concession Requests for Proposals:
Sunol Regional Wilderness**

The equestrian riding concession known as the Sunol Pack Station provides park visitors with guided horseback rides in beautiful Sunol Regional Wilderness. The Sunol Pack Station has been offering trail rides in Sunol since 1989. The Sunol Pack Station may also provide rides in conjunction with the District’s interpretive and recreation programs. The concession includes a small building with 2 covered stalls, a shed for hay and feed, a large paddock area made with Powder River panels and gates, and three water troughs.

The Sunol Pack Station concessionaire is required to offer equestrian trail rides by the hour, currently starting at \$45/hour, for the enjoyment of the general public visiting the park. The current concession term expired in 2015 and the lease reverted to hold-over status. A Request for Proposal (RFP) for the equestrian riding concession was advertised to the public in April 2017. The RFP was advertised in local papers as well as sent to two local horsemen’s associations and the three Bay Area horse riding facilities. No proposals were received by the District deadline and the RFP was released for the second time in September 2017 with the same non-responsive result. The current concessionaire, Western Trail Riding Services (2005 – present), gave notice to terminate their concession agreement as of November 1, 2017. The concessionaire did not submit a proposal.

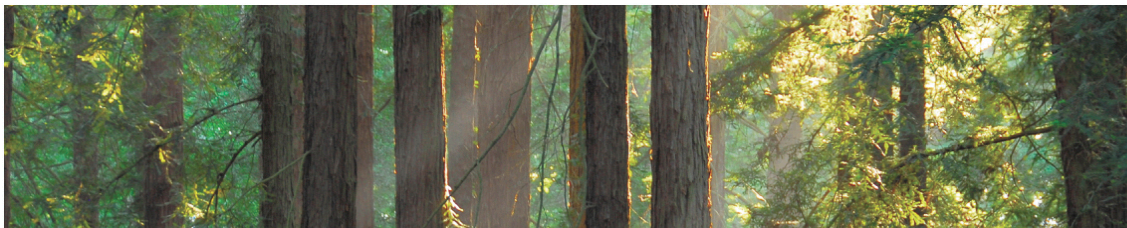
Revenue to the District for this concession fluctuates from year to year dependent mostly on weather conditions and most recently the Geary Road conditions to the park entrance due the multi-year Sunol Dam retrofit project. The Sunol Pack Station concession’s last five years of sales history and fees paid to the District are shown in the following chart:

6% concession fee	2012	2013	2014	2015	2016	YTD 2017
Sales	\$73,495	\$48,635	\$44,490	\$57,355	\$49,960	\$21,290
Fees	\$4,410	\$2,918	\$2,669	\$3,441	\$2,998	\$1,277

As a result of the non-responsive RFP process, staff recommends leaving the Sunol Pack Station concession intact for the next year and further extending the RFP filing process. This would allow other opportunities to be explored or the concession could be modified to some other use.

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2:50 p.m Item

TO: Board Operations Committee

FROM: Ruby Tumber, Acting Management Analyst

DATE: October 26, 2017

SUBJECT: **Review Stanford Avenue Curfew Hours and Parking Permit Pilot Program:
Mission Peak Regional Preserve**

Acting Management Analyst Ruby Tumber will present an update to the Board Operations Committee (BOC) on the Mission Peak Regional Preserve Modified Park Hours Program. The original, year-long program was initiated in September 2014 to fall 2015. At the November 2015 BOC meeting, the program was extended an additional year. The following year, at the November 2016 BOC meeting, hours were amended per the request of the Committee. Since the implementation of the modified hours, trail counts are showing a reduction in illegal and after hour usage originating from the Stanford Avenue trailhead.

At the June 15, 2017 BOC, another update was provided and the Committee requested revisiting the topic at the end of summer 2017. Staff is recommending that the committee approve continuing the current modified hours program until July 7, 2020 when the current lease agreement with the City of Fremont for the land parcels adjacent to the Stanford Avenue entrance expires.

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3:10 p.m. Item

TO: Board Operations Committee

FROM: Lance Brede, Captain of Police

DATE: October 26, 2017

SUBJECT: After Hours Commuter Bicycle Permit Pilot Program

Captain of Police, Lance Brede, will review a proposed After- Hours Commuter Bicycle Permit Program. The purpose of the program will be to allow bicycle commuters an opportunity to utilize specified trails near public transportation routes outside of established curfew hours. The program will allow users to purchase year-long permits for the use of biking during established hours on the Alameda Creek, Delta de Anza, Iron Horse, and Landvale Station Trails during the established pilot program period.

Staff is seeking the committee's approval to initiate the pilot permit program for a period of one year. Staff will also be including the proposed \$10.00 permit fee in the 2018 consolidated fee schedule review. This fee is consistent with the permit fee for the Commercial Dog Walker permit program.

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