




**EAST BAY REGIONAL PARK DISTRICT  
BOARD OPERATIONS COMMITTEE  
AGENDA STAFF REPORT**

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<b>DATE</b>	October 16, 2024
<b>TITLE</b>	Recommendation to Approve 2025 Fee Schedule: District-wide
<b>DIVISION</b>	Operations
<b>FROM</b>	Tiffany Margulici, Business Services Manager Lisa Goorjian, Assistant General Manager of Operations
<b>APPROVED</b>	Sabrina Landreth, General Manager 

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**RECOMMENDATION**

Staff recommends that the Board Operations Committee recommend to the full Board of Directors the 2025 District-wide Fee Schedule and the schedule for parking citation penalties. New fees and penalties that are approved by the Board of Directors will go into effect on January 1, 2025.

**BACKGROUND**

The Park District maintains a Fee Schedule that is reviewed annually and updated as necessary. The Park District worked with Matrix Consulting Group to complete a Fee Study and Cost Allocation Plan (Fee Study) in 2023, which was reported to the Board Operations Committee in December 2023 and to the Park Advisory Committee (PAC) in February 2024. The findings of the Fee Study were evaluated in conjunction with a PAC survey as well as Guiding Principles that were developed through the Fee Study process. This evaluation resulted in a recommendation to modify fees for several reasons, including impact on staff and resources, cost recovery levels, and benefit to the collective community.

The Fee Schedule is posted on the Park District website and divided into three main sections: 1) administrative and document fees, 2) miscellaneous fees, and 3) park use and facility fees. This latter category is further sub-divided by fees charged to the public and fees charged by concessionaires. In accordance with the Board Operating Guidelines Section 3.1.3, recommended changes to the Fee Schedule are reviewed by the Board Operations Committee and then approved by the full Board of Directors.

For the 2025 Fee Schedule, changes are recommended to several sections as summarized and shown in the description and chart below:

**Category: Administrative and Document Fees**

**Sub-category: Public Safety Fees and Fines**

Public Safety recommends an increase in vehicle release fees which have not been updated for several years. Staff reviewed vehicle release fees at six neighboring agencies, and their recommended increases would result in vehicle release fees that would be closer to, yet still below, the median of those of the neighboring agencies.

Public Safety also recommends an increase in parking citation penalties. Pursuant to Vehicle Code section 40200 et. seq., public agencies should endeavor to align the penalty for parking citations to the amounts charged by other jurisdictions in the county. After surveying six neighboring agencies, Public Safety recommends increases in the penalty amount for parking citations,

**Category: Park Use and Facility Fees**

**Sub-category: Concessionaire Fees**

Concessionaires are private companies operating publicly owned facilities pursuant to concession agreements authorized by the Board of Directors. While all concession fees are subject to approval by the Board of Directors, the concession agreements state that approval of fee changes shall not be unreasonably withheld by the Park District. There are proposed changes to 12 of the concessionaire's fees at the locations shown in the table below:

<b>Concession Type</b>	<b>Location</b>	<b>Concession Name</b>
Watercraft	Del Valle Regional Park Del Valle Regional Park Lake Chabot Regional Park Shadow Cliffs Regional Recreation Area	Outback Adventures Rocky Mountain Recreation Lake Chabot Marina & Café Rocky Mountain Recreation
Camp	Camp Arroyo	Camp Arroyo
Dog Wash	Point Isabel Regional Shoreline	Mudpuppy's Tub & Scrub
Equestrian	Anthony Chabot Regional Park Anthony Chabot Regional Park Las Trampas Wilderness Regional Preserve Reinhardt Redwood Regional Park	Anthony Chabot Equestrian Center Skyline Ranch Equestrian Center Las Trampas Stables Piedmont Stables
Golf	Lake Chabot Regional Park Tilden Regional Park	Redwood Canyon Golf Course Tilden Park Golf Course

Proposed fee changes are based on a variety of factors, including operating costs, fee structure updates, and price comparisons of similar facilities operated by other agencies, businesses, and service providers in the area.

**Category: Park Use and Facility Fees**

**Sub-category: Park Use and Facility Fees**

Staff proposes several changes to park use and facility fees as recommended by the guidelines developed from the Districtwide Fee Study. Proposed changes are intended to better reflect the actual impact to the Park District, consolidate varied pricing, and address frequent processing challenges.

Fee (Current Price)	Proposed Change
Vehicle Parking (\$3 - \$6)	<ul style="list-style-type: none"> <li>Vehicle Parking \$5</li> </ul>
Del Valle Flat Entry Fee (new)	<ul style="list-style-type: none"> <li>Flat Entry Fee \$10 on Weekends and Holidays, April through Labor Day <ul style="list-style-type: none"> <li>Includes vehicle parking, trailer parking, boat launch, and dog day use fees</li> <li>Does not include fishing permits or quagga mussel inspection fees</li> </ul> </li> </ul>
Swim Area Access Fees (\$2 - \$4)	<ul style="list-style-type: none"> <li>Change age range parameters as follows: <ul style="list-style-type: none"> <li>Ages 16 - 61 will be Ages 18 - 61</li> <li>Ages 1 - 15 will be Ages 2 - 17</li> </ul> </li> <li>Ages 18 - 61 will be \$5 per person per day</li> <li>Ages 2 - 17, Ages 62+, and Disabled Persons will be \$3 per person per day</li> <li>Under 2 will be Free</li> <li>Pre-Registration online will be a flat \$6 per person per day for All Ages</li> </ul>
Dog Fees (\$2 and \$25 - \$40)	<ul style="list-style-type: none"> <li>Remove \$2 Dog Day Use and Overnight Campground Stay fees</li> <li>Remove Annual Dog Permit for Individuals (\$25) and Households (\$40)</li> </ul>
Special Event Permits (varies, see attachment)	<ul style="list-style-type: none"> <li>Change attendance-based fee to consolidate the initial ranges, add additional ranges, and increase fees as follows: <ul style="list-style-type: none"> <li>Up to 100 persons at \$150</li> <li>101 - 500 persons at \$400</li> <li>501 - 1,000 persons at \$750</li> <li>1,001 - 1,500 persons at \$1,250 (new)</li> <li>1,501 - 2,000 persons at \$1,750 (new)</li> <li>2,001 or more persons at \$2,250 (new)</li> </ul> </li> <li>Add non-refundable Application Processing Fee of \$50 per application</li> <li>Add Multi-Park Event fee of \$100 per each additional park</li> <li>Add Out-of-District Surcharge of 20%</li> </ul>
Weekday School-Sponsored Cross-Country Meet Events (varies, see attachment)	<ul style="list-style-type: none"> <li>Change attendance-based fee to add additional ranges and increase fees as follows: <ul style="list-style-type: none"> <li>Up to 300 persons at \$75</li> <li>301 - 600 persons at \$150</li> <li>601 - 900 persons at \$200 (new)</li> <li>901 - 1,200 persons at \$300 (new)</li> <li>1,200 or more persons at \$400 (new)</li> </ul> </li> <li>Add non-refundable Application Processing Fee of \$50 per application</li> <li>Add Multi-Park Event fee of \$100 per each park</li> <li>Add Out-of-District Surcharge of 20%</li> </ul>
Day Camp Permits (\$100)	<ul style="list-style-type: none"> <li>Increase Day Camp Operator Permit (must also reserve picnic site) to \$200 per camp per park</li> <li>Add Roaming Day Camp Operator Permit (no picnic site reservations) at \$400 per camp per park</li> <li>Add non-refundable Application Processing Fee of \$50 per application</li> <li>Add Out-of-District Surcharge of 20%</li> </ul>
Outdoor Program Permits (\$400)	<ul style="list-style-type: none"> <li>Add requirement to reserve picnic site for stationary programs</li> <li>Add Roaming Day Camp Operator Permit (no picnic site reservations) at \$600 per camp per park</li> <li>Add non-refundable Application Processing Fee of \$50 per application</li> <li>Add Out-of-District Surcharge of 20%</li> </ul>

**Category: Park Use and Facility Fees**

**Sub-category: Inactive Fees**

Staff proposes removing the Interactive Play Equipment Permit and Swim Area / Private Pool Rental fees in 2025 as those services have not been offered by staff for several years.

**ANALYSIS**

Proposed fee changes are reviewed in detail and compared with similar agencies and businesses where data is available. Recommended fee changes are comparable and competitive, largely keeping pace with local market changes and remaining within the middle to low range of like services. Park Use fees are consistent with Fee Study recommendations and Guiding Principles.

**FISCAL IMPACT**

Staff recommended changes to the Fee Schedule may result in a revenue increase as well as increase cost recovery in certain areas identified by the Fee Study.

**ATTACHMENTS**

Recommended 2025 Fee Schedule Changes

Recommended Parking Citation Penalties