

Attachment A - Changes and Additions to Article V

To better organize and clarify the structure of Article V, staff recommends eliminating the per park organizational structure and consolidating like fees where possible, adding new fees, eliminating certain fees, and redefining fees.

Staff recommends several modifications to specific line items in the current fee schedule. The amendments to the existing line items are detailed below.

Amendments to Section 1 – Administrative Fees

“General Provisions” – staff recommends renaming this section to “Administrative Fees” because the items covered in this Section are not specific to a Park facility, rather they apply in general.

“Reservation Fee” – staff recommends this term be replaced with “processing fee” to be more descriptive of the types of services this charge applies to, making it clear that the charge can apply to staff time related to customer service such as processing reservations, annual passes, permits, or special events. The proposed Article was increased from \$9 per reservation to \$10 per transaction.

“Cancellation Fee” – applicable to the cost of time to research the reservation, review the transaction, complete a refund request, route for signature, and process a refund. The cancellation fees were reorganized per input from Parks staff regarding implementation hurdles. Section 1 item “B” reflects the addition for lodging at the Lakes and an increase in the change fee from \$10 to \$25 per request.

“Penalty Fee” – applicable for non-payment of day use, camping, or boating fees. Section 1 item “C” in the proposed schedule was increased from \$25 to \$35 and assumes the cost of time to verify amount due, gather information from non-paying individual, prepare an invoice and accompanying memo (if after the fact), tracking status, recording receipt, removing delinquent transaction out of system, and processing payment.

“Returned Check Fee” – applicable for returned checks with nonsufficient funds. Section 1 item “D” was increased from \$25 to \$38 to be consistent with the rate charged by the Treasury Tax Collector.

“Specialty Fee” – applicable for Mills Action Application Processing Fee for Historic Resources Review Board (HRRB) review. Section 1 item “E” from the current schedule was removed from Article V. This review has been moved under Planning within the Land Use and Community Development Division of the RMA.

“Supervision” – applicable as needed for use of parks during non-peak operating hours. Section 1 item “F” in the current schedule was modified under Section 1 item “E” On-Site After Hours Facility Support and applies to any use of parks that occurs outside normal business hours. Rates charged will be based on actual County costs, including staff time and materials needed to support the use of parks outside normal business hours not to exceed \$150 per hour. As such, this will vary according to the available staff member’s fully burdened labor rate, including overtime rates or if we need to contract outside services.

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“Gift Card Service Fee” – Section 1 item “L” of the current schedule was removed from the fee article as this fee is obsolete.

“Jump House/Inflatables Use Permit Fee” – previously identified under Section 6 – Toro & Royal Oaks Park, Line item “C”. This item was moved to Section 1- Administrative Fees, Line Item “H” and renamed to clarify that it applies to any special activity or equipment including but not limited to: air bungee jumpers, bounce houses, human hamster balls, rock climbing walls, and other special park facility uses.

Amendments to Section 2 – Day Use Fees

“Annual Day Use Pass” - Section 1 item “G” (“Annual Day Use Pass”) was moved to Section 2.A.1 – Day Use Fees as part of the schedule reorganization. This fee covers admittance to all parks, excluding Lake Nacimiento, however it includes a 50% discount on day-use entrance fees at Lake Nacimiento. Additionally, the pass is valid for up to four people per household and valid for 12-months from the date of purchase. Annual passes would be valid for use on holidays, however would not be valid during special events. The fee for an annual pass at the day-use parks was raised from \$80 to \$100.

“Annual Dog Pass” - Section 1 item “H” (“Annual Dog Pass”) in the current schedule was renamed to “Annual Household Pet Pass”, moved to Section 2.A.4 and modified to raise the fee from \$20 to \$35. This pass, while not purchased often, traditionally it is purchased at the same time annual day use passes are purchased. These passes are predominantly sold at Lake Nacimiento. The unit was clarified to be valid for 12 months from the date of purchase.

“Household Pets” – previously identified under Sections 2-5 under camping at Lake San Antonio, Lake Nacimiento, Laguna Seca, and San Lorenzo, several line items regarding dogs were condensed and moved to Section 2 – Day Use Fees as part of the schedule reorganization. The definition for Household Pets has been added to the Ordinance. The fee unit was also modified to remove the reference to a \$10 maximum, and the policy reference regarding a limit of two dogs was removed.

“Horses” – previously identified under Section 2, Line item “J” North Shore Equestrian Area, this item was moved to Section 2 – Day Use Fees as part of the schedule reorganization. The current fee article only identifies horse fee for the North Shore Equestrian Area, yet horses are allowed in day use and camping areas. The fee was raised from \$3 to \$10 to reflect additional costs associated with hosting horses within the parks system, i.e., trail access, trail maintenance, corals, troughs, etc.

Amendments to Section 3 – Picnic Area Rental Fees

Group Picnic Area Rentals: This modification condenses the existing 18 line items pertaining to group picnic area rentals down to 8 items. Rental fees are organized by seating capacity into categories ranging from mini (max 50 people) to X-Large (max 500 people). Staff recommends this organization rather than site-specific fees because it will easily accommodate additions or deletions of County picnic areas without the need to amend Article V.

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The fee units pertaining to group picnic areas were also modified to remove the references to vehicle entry as the new fee structure moves to a per person rather than a per vehicle entrance fee structure.

The line items pertaining to deposits were renamed “Damage Deposit” and were reorganized into three categories, based on the maximum occupancy of the picnic area.

Amendments to Section 4 – Building Rental Fees

Building Rentals: This modification condenses the existing 5 line items pertaining to building rentals down to 3 items. Rental fees are organized by seating capacity into categories ranging from small (max 25 people) to Extra-Large (max 400 people). Staff recommends this organization rather than site-specific fees because it will easily accommodate additions or deletions of County parks buildings without the need to amend Article V.

Amendments to Section 5 – Camping Fees

One of the most significant changes proposed in the new schedule is the shift from park specific camping fees to a more general fee based on campsite amenities. It should be noted that campsites for hikers/bicyclists were previously not addressed in the fee schedule and are being proposed in this resolution. In addition, staff renamed the campsites available to make it easier for those seeking campsites what amenities are associated with each type.

“Discounts for Camping” - Section 1 item “J” in the current schedule was modified to delete the discounts for off-season camping, due to an inconsistency between the off-season dates listed in the ordinance. The discount for military personnel was expanded to include both active and retired personnel.

“Distinguished Veterans” – requires California State Department of Parks Distinguished Veterans pass. Section 1 item “K” in the current schedule was modified and moved into the sections on day use and camping to remove the off-season rates and was condensed with all fees waived, except during special events. There is a limit of five days per month for the camping discount.

“Firewood” – administrative fee includes handling and delivery costs. Section 1 item “M” was modified to remove administrative fee. Firewood was expanded to include two rates: Pine/Eucalyptus at a rate of \$10 per bundle or Oak at a rate of \$15 per bundle. This item was moved to Section 5 – Camping as part of the schedule reorganization.

Amendments to Section 6 – Boating Fees

“Boating” – Section 1 item “I” (“Boating”) in of the current schedule was moved to Section 6 – Boating as part of the schedule reorganization. The annual Houseboat fee was raised to \$1,620 to reflect the rates currently being charged and to cover the quagga mussel inspection required for lake usage. This item applicable only to Lake San Antonio.

Amendments to Section 8 – Laguna Seca Race Track Rental Fees

In this section, fees were raised slightly to account for inflation, rising upkeep, and staffing costs. Several policy items were removed. Section 8, item I (Associated Track/Paddock Rental Costs) was removed as these items are administered and assessed through the rental contract process.

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“All Twenty (20) Bays” –Item K.3 was raised from \$1,000 to \$4,000 upon the recommendation of Laguna Seca staff. The 80% discount provided in the current fee schedule is preventing full cost recovery for the use of this venue space. The proposed fee increase still provides a good value discount at 20% while recovering much more of the costs to maintain the garage bays.

Amendments to Section 9 – Laguna Seca Rifle and Pistol Range Fees

In this section, the fee amounts are modified as follows:

- First Hour → raised from \$11 to \$15
- Additional 15-minutes → raised from \$2.50 to \$3
- Test Fire – 10 minutes → raised from \$7.50 to \$8
- Club Event → removed as it is not used

Amendments to Section 10 – Photography Permit Fees

“Annual Photography Permit” – Section 9, Item A. of the current fee schedule was modified to raise the fee from \$100 to \$500. The unit was clarified to remove the reference to an included vehicle as the entry fee structure has changed to a per person, instead of per vehicle charge. The cost for the annual photography permit now will include a single park day-use pass.

Each existing line item in Section 9 was clarified to specify that the fee applies to commercial, or “for-profit”, photography as opposed to recreational or nonprofit. See below for details on new fees established for nonprofit photography. It should be noted that this fee does not apply to drone photography.

This resolution seeks to establish new fees. The new fees established in this resolution are detailed below.

The following are new fees added to Section 1 – Administrative Fees:

“Security Services” – This fee was added to Section 1 item “F” to recover costs when the nature of park use is such that additional security is necessary for reservations or special events where alcohol is present. This new line items pertains to day-use parks (Toro, Royal Oaks, Manzanita, Jacks Peak) that ban alcohol except in designated areas, as well as San Lorenzo Park, excluding the campgrounds. The need for requiring security is to augment County resources. The rate and unit charged for this service will be based on current negotiated contractual agreements for Security Guard services.

“Sports Equipment Rental” –This fee was added to Section 1 item “G” to recover costs associated with the rental and upkeep of sports equipment, such as soccer balls, volleyballs and basketballs. Prior practice was the Parks Foundation administered sports equipment rental, however the sustainability of this arrangement is no longer feasible and as such the RMA-Parks will be taking on this responsibility.

“Volleyball Net Rental/Horse shoes” – This fee was added to Section 1.G.3 separately from the above referenced sports equipment rental line item above due to the higher cost of volleyball nets and horse shoes in comparison to other sports equipment rented at County parks.

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“Wedding Fee” – is a new line item added to Section 1 item “J” that includes a 1 day photography permit, 3-hour rehearsal but does not include daily entry fees.

“Convenience Fees” are two new items were added under Section 1, item “K” to facilitate online and in-person credit card payments.

“Processing Fee for Parks Gifts, Contributions, or Donations” – This item was added to Section 1 item “L” to recover staff costs associated with accepting gifts, contributions or donations to County parks. It is assessed as a nonrefundable deposit where staff hours would be applied, based on time and material of actual costs incurred.

The following are new fees added to Section 2 - Day Use Fees:

“Single Park Day Use Annual Pass” – This fee was added to Section 2.A.2 as a new annual park pass option to the public. For the \$60 fee, a member of the public can choose one day-use park within the County for unlimited visits during a year (from time of issuance). It should be noted that this fee was added in part due to the direction provided from the Board upon the adoption of the last update to the parks fee schedule in Resolution 14-093 on September 30, 2014.

“Day Use Fees” – The most significant change in the proposed fee schedule is a shift from a vehicle based day-use entry fee to a daily per person entry fee for most parks, unless otherwise identified. The \$2 per person entry fee was added under Section 2 item B and would be charged regardless of how a patron enters the park (e.g. walk, bike or drive). Switching to a daily entry fee would address patterns of fee nonpayment that have been noticed by park staff, along with for-profit organized groups currently hosting functions within County parks without paying for the facility use. Staff feels this change will ensure that costs for every patron using the park will be recovered. It should be noted that Laguna Seca Recreation Area and the Lakes would still be covered by a vehicle entry fee.

Additionally, RMA is seeking authorization to waive the daily entry fee for children under five years old. Under Section 2.B.1.a, the day use entry fee would only be charged per person over five years old and over. This proposal is included on the recommendation of the Parks Commission, which expressed concerns related to the affordability of the parks with the introduction of the non-holiday/special event per person entry fee.

“Student Entry” – This line item was added to Section 2.B.9 after the June 7, 2018 Parks Commission meeting regarding how the revised per person day-use entry fees might impact student athletes who use County parks to practice and to participate in competitions. Under this proposal, students with a valid student ID would be admitted entry to Toro, Jacks Peak, Royal Oaks, and San Lorenzo parks at a reduced rate of \$1.

The following are new fees added to Section 5 – Camping Fees:

Hiker/Bicyclist campsite was added to Section 5.A.1 to allow for a new type of camping in San Lorenzo Park. To meet demand for camping in peak times, RMA would like to offer camping outside the developed campsites, but within designated areas, to visitors entering the park on foot or by non-motorized bicycles. RMA intends to establish written procedures regarding

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Hiker/Bicycle camping and will not implement this fee until the procedures have been established. The \$20 fee would cover the costs of facility use by this type of visitor and would not include vehicle entry to the park.

Guest Vehicle was simplified to a flat \$10 each as space allows. The current fee schedule was not clear as to the charge which created confusion and frustration to patrons, as the additional guest vehicles were charged at the same rate of the applicable campsite rate.

Several new line items pertaining to camping related rentals at Lake Nacimiento and Lake San Antonio were added.

Section 6 – Boating Fees:

Section 6 was added to the fee schedule to cover boat rentals available at Lakes Nacimiento and San Antonio. Several boating related items that are currently under general provisions section are moved to this section.

Section 7 –Lodging Fees:

Section 7 was added to the fee schedule to cover lodging rentals available at Lakes Nacimiento and San Antonio.

Section 8 – Laguna Seca Race Track Rental Fees:

There were a few new fees added to Section 8 that include:

Priority Scheduling in addition to track rental fees was added under Section 8 item “I”.

“Ten (10) Bays” – Section 8, Item K.2. was added to provide an additional bulk discount option for renting a half of the available garage bays. This item provides a 20% discount.

The following are new fees added to Section 10 – Photography Permit Fees:

Section 9 of the current fee schedule was renumbered to Section 10 and expanded to include four new fee items related to nonprofit photography and filming. The current fee schedule does not distinguish between commercial and nonprofit photography. Under the proposed schedule, recreational or nonprofit portrait photography, still photography, television advertisements/videos or movie/television productions would be charged a fee that is 50% lower than that of commercial photography.

The following are new fees added to Section 11 – Special Event Fees:

Section 10 of the current fee schedule was renumbered to Section 11 and expanded to include a new fee line items for non-refundable application fees associated with special events based on participants, as well as to recover the costs for chemical toilets and handwashing stations. These fees were included to recover the additional staff time expended when preparing agreements for special events, along with the costs associated with portable sanitation facilities that must be rented to accommodate crowds more than what can be serviced by existing park restroom facilities infrastructure. The rate and unit charged for portables will be negotiated per special event.