

FORM APPROVED COUNTY COUNSEL  
 BY: GREGORY P. PRAMOS DATE 8/21/14

Departmental Concurrence

**SUBMITTAL TO THE BOARD OF DIRECTORS  
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

416  
A



**FROM:** Regional Park and Open-Space District

**SUBMITTAL DATE:**  
 August 21, 2014

**SUBJECT:** Resolution No. 2014-5, Use Fees for the Riverside County Regional Park and Open-Space District; DISTRICT – ALL; [0]

**RECOMMENDED MOTION:** That the Board of Directors:

1. Schedules Riverside County Regional Park and Open-Space District (District) Resolution No. 2014-5, establishing Use Fees for the District effective October 7, 2014, for public hearing on September 30, 2014;
2. At the conclusion of the public hearing, adopts the District's Resolution No. 2014-5; and
3. Authorize the District General Manager to set the specific fee when a range is stated in the fees resolution, based upon the factors stated in the resolution and/or in accordance with the approval by the District Advisory Commission.

**BACKGROUND:**

**Summary**

(Continued on page 2)

Brande Hune

Brande Hune,  
 Chief of Business Operations for  
 Scott Bangle, General Manager

2014-016D BH/KB

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

**SOURCE OF FUNDS:**

Budget Adjustment: NO  
 For Fiscal Year: 2014-15

**C.E.O. RECOMMENDATION:**

APPROVE

BY: Alex Garn  
 Alex Garn

County Executive Office Signature

**MINUTES OF THE BOARD OF DIRECTORS**

On motion of Supervisor Tavaglione, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended, and is set for public hearing on Tuesday, September 30, 2014, at 10:30 a.m..

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: September 9, 2014  
 xc: Parks, COB

Kecia Harper-Ihem  
 Clerk of the Board  
 By: [Signature]  
 DISTRICT  
 Deputy

- A-30
- Positions Added
- 4/5 Vote
- Change Order
- 

Prev. Agn. Ref.: M.O.13-2; 5-21-13 | District: ALL | Agenda Number:

13-1

**BACKGROUND:**

**Summary (continued)**

The Riverside County Board of Supervisors Policy Manual, Section J, Policy J-5, states that the District shall collect public use fees and charges for its operations. The policy requires a resolution for establishment of rates and an annual review by the District Advisory Commission.

On May 21, 2013, by Minute Order 13-2, your Honorable Board approved District Resolution 2013-2, revising the fiscal year 2013-2014 use fees effective July 1, 2013.

The proposed use fees for fiscal year 2014-15 reflect fee changes which are necessary to cover expenses and coincide with the District's Strategic Plan and the Comprehensive Park, Resources and Recreation Plan. The proposed use fee schedule has been reformatted and simplified by removing site specific fees. The new format groups like programs and provides a fee range for like services throughout the District. This format allows the District flexibility for setting fees for new programs and services within approved categories. This is especially pertinent as the District has assumed responsibility for new facilities and programs.

In addition to the changes in the presentation of the fee schedule, we are also recommending a change in how we present our general rules governing public use of District owned or managed sites and open spaces. Currently, we include site specific rules with our fee schedule, but propose to remove the rules from that schedule and place them into their own document. Additional changes to the rules will come to the Board of Directors for approval pursuant to Public Resources Code 5559.

Fee changes are summarized in Summary of Proposed Fee Changes. The changes incorporated into Resolution 2014-5 have been reviewed and approved by the District Advisory Commission at its meeting on May 1, 2014.

It is requested that your Honorable Board approve said changes and adopt Resolution 2014-5, Use Fees for the District effective October 7, 2014.

**Impact on Citizens and Businesses**

By implementing these changes to the District fees it will encourage civic participation and community health, to promote education in historical, scientific and environmental awareness, and to promote park facility use in accordance with the mission of the District.

**Attachments:**

Resolution No. 2014-5 including Schedule of Proposed Use Fees (Exhibit A)  
Summary of Proposed Fee Changes  
District Advisory Commission Approval Meeting Minutes

1 Board of Directors

Riverside County  
Regional Park & Open-Space District

2  
3 RESOLUTION NO. 2014-5  
4 Use Fees for the Riverside County  
5 Regional Park & Open-Space District

6 Effective October 7, 2014

7 WHEREAS, the Board of Directors is authorized to establish the fees for use of facilities  
8 for the Riverside County Regional Park & Open-Space District;

9 WHEREAS, the fees were last revised by Resolution 2013-2, adopted on May 21, 2013;

10 WHEREAS, it has been determined to be appropriate to revise certain fees, as has been  
11 approved by the District's Advisory Commission;

12 BE IT RESOLVED by the Board of Directors of the Riverside County Regional Park &  
13 Open-Space District, in regular session assembled on \_\_\_\_\_, that a revised  
14 schedule of the fees for the Riverside County Regional Park & Open-Space District is approved  
15 as described in Exhibit A to this resolution.  
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FORM APPROVED COUNTY COUNSEL  
BY: *Neal R. Kipnis* 8/21/14  
NEAL R. KIPNIS  
DATE

**EXHIBIT A**

**Schedule of Proposed Use Fees**

**EXHIBIT A**  
**RESOLUTION NO. 2014-5**  
**Use Fees for the Riverside County**  
**Regional Park Open Space District**  
**Effective October 7, 2014**

Type	Category	Title	Description of User Fee	Fee Range
Aquatics	Pool	Recreation/Lap Swim	Fee per person, per session, based upon customer type and pool location.	\$2 to \$4
		Monthly Pass - Rec/Lap Swim	Fee per person, per season, based upon customer type.	\$25 to \$35
		Lane Rentals	Per hour, per lane, based upon customer type.	\$6 to \$15
		Swim Lessons	Per person, per session fees, for instructional swim lessons. Fee is based upon class type, session length, and time of year.	\$25 to \$155
		Pool Rentals	Per hour pool rental rate for private use.	\$50 to \$500
	Water Park	Admission	Per person, per day/session, admission rates for entrance to the water park. Fee is based upon customer type and subject to group discount.	\$6 to \$20
		Season Pass	Per person, per season admission pass for the water park. Fee is based upon customer type and subject to group discount.	\$36 to \$100
		Water Park Rental	Per hour fee for private rental of the water park. Fees based upon customer type and peak/non-peak timeframes, and 2 hour minimum rental is required.	\$500 to \$2,000
		Private Parties (Birthday)	Group rate + space rental + concession items.	\$120 and up

Type	Category	Title	Description of User Fee	Fee Range
		Locker	Rental fee per locker, per entry.	\$1 to \$5
Recreation	Boxing Club	Membership	Monthly fee per person.	\$25 to \$50
		Youth Scholarship Membership	Monthly fee for eligible youth based upon grant availability.	\$0
Facility Rentals	Community Room	Rental - Hourly	Per hour fee for use of the community room based upon type of event, number of guests, date of event, and type of customer.	\$25 to \$450
		Rental - Daily	Per day fee based upon location, type of event, number of guests, date of event, and type of customer.	\$350 to \$750
	Garden Room	Rental - Hourly	Per hour fee for use of the garden room, based upon type of event, number of guests, date of event, and type of customer.	\$25 to \$100
	Kitchen	Rental - Daily	Per day fee for use of the warming kitchen.	\$200 to \$300
	VIP Room	Rental - Daily	Per day, per room rental fee for VIP rooms.	\$100 to \$200
	Group Spaces	Outdoor Space Rental	Per day, per space fee for cabanas; large, medium or small table areas; picnic shelters; amphitheaters; or other designated outdoor private group spaces.	\$5 to \$1,200
	Storage	Dry Storage	Fee based upon amount of time storage needed, location, and availability of space.	\$2 to \$500

Type	Category	Title	Description of User Fee	Fee Range
	Facilities	Extra Rental Time	Per hour fee based upon type of facility, type of activity/event, location, type of customer, date, and time of day.	\$50 to \$150
		Sports/Athletic Fields	Per hour, per field fees based upon type of field, Type of activity, type of customer, location, day of the week, and time of the year.	\$20 to \$200
		Snack Bar	Fee based upon amount of time used, location, type of customer, day of week and time of year.	\$25 to \$500
		Field Cancellation Fee	Per tournament fee retained based upon amount of time prior to scheduled date of reservation.	25% to 100%
General	Miscellaneous	Staff Fee	Per hour fee, based upon staff position classification.	\$20 to \$150
		Equipment Rentals	Per day, per item fee for rental/use of District equipment.	\$1 to \$300
		Linen Rentals	Per item fee for table cloths or napkins.	\$1 to \$15
		Electricity Use	Fee for use of electricity in outdoor spaces for special events, programs or services.	\$25 to \$100
		Filming/Photography	Per hour or day fee based upon type of customer, type of activity, location and staff required for monitoring.	\$0 to \$2,000
		Towing Services	RV storage towing service within parks (from dry storage to camping spot, fee applicable each way) based upon availability.	\$20

Type	Category	Title	Description of User Fee	Fee Range
	Concessions/Retail	Retail/Resale Items	Misc. food and products for sale or resale at District stores or venues.	\$0.10 to \$200
	Special Events	Application/Processing	Per application fee for processing.	\$150 to \$500
		Non-District Events	Per event fee determined by type of event, location, date, time, and type of applicant.	Cost + G&A Rate
		Vendor Fees	Per vendor, per day fee based upon type of vendor, type of event, and location.	\$25 to \$200
		District Event Admission	Per person, per entry fee based upon type of event, location, and type of customer.	\$0 to \$15
	Administrative Fees	General & Administrative Rate	Overhead rate calculated upon actual costs of the District and applied proportionately to programs and services offered by the District.	15% to 35%
		Non-Resident Rate	Additional fee applied to non-residents. May be calculated as a flat rate or percentage of fee depending upon type of fee.	\$0 to \$20
		Processing Fee	Per transaction fee as a percentage of the total applicable fees.	0% to 5%
		Returned Checks	Per transaction service charge applied to all transactions with insufficient funds.	\$25 to \$50
		Refunds/Transfers	Per transaction service charge for transfers, credits and refunds.	\$0 to \$20
		Printed Publications	Per item fee for District publications.	\$0.50 to \$30



Type	Category	Title	Description of User Fee	Fee Range
		Key/Gate Card	Per key/gate card fee. Refundable when key is returned.	\$20
	Classes	Class Registration	Per person, per session fees, for aquatics and recreation classes. Fee is based upon location, class type, session length and time of year.	\$3 to \$300
	Programs	Program/Team Registration	Per person, per program fee for staff led teams and programs.	\$0 to \$500
	Deposit	Cleaning/Security Deposit	Refundable per event deposit retained for cleaning or additional required staff/security applicable to all indoor facility rentals.	\$50 to \$900
		Rental Deposit	Non-refundable per event fee required to book a rental facility. Fee is based upon type of facility, date/time of year, and type of event. Applies toward event balance due.	\$500 to \$10,000
Parks	Discount Passes	Annual Passes	Per year fee for annual admission or use of specific services within a park facility. Includes boat launch, day use, and specialty services. Fees based upon park location, type of pass, and customer type.	\$0 to \$200
		Fishing Books	Per book of 12 fishing passes. Fee based upon type of customer and time of year.	\$55 to \$75
	Discounts	Park Preview Pass	New visitors to the park may receive a complimentary pass to preview amenities. This pass is limited to first-time visitors or in circumstances deemed appropriate by the on-site designee.	\$0

Type	Category	Title	Description of User Fee	Fee Range
		Complimentary/Special Passes	Promotional special event, admission, camping or program passes offered as a marketing tool. Coupons, discounts and promotional packages subject to approval by the General Manager (or designee).	\$0 to \$100
Camping		Camping - Daily	Per site, per day fee for camping reservations. Fee based upon type of campsite, amenities available, location, and time of year.	\$10 to \$50
		Camping - Weekly	Per site, per week for camping reservations. Fee based upon type of campsite, amenities available, location, and time of year.	\$75 to \$225
		Camping - Monthly	Per site, per week for camping reservations. Fee based upon type of campsite, amenities available, location, and time of year.	\$275 to \$750
		Cabins - Daily	Per cabin, per night fee for cabin reservations. Fee based upon day of week and time of year.	\$80 to \$125
		Cabins - Weekly	Per cabin, per week fee for up to 7 days rental. Fee based upon time of year.	\$480 to \$600
Day Use/Entry		Parking Fee	Per vehicle, per day fee based upon type of vehicle, location, and time of year.	\$2 to \$75
		Park Admission	Per person, per day fee for admission to parks. Fee is based upon location, type of customer and time of year.	\$0 to \$15

Type	Category	Title	Description of User Fee	Fee Range
		Pet Admission	Per pet, per day fee for animals including dogs and horses.	\$0 to \$3
		Fishing	Per person, per day fee for fishing. Fee based upon location, type of customer, and time of year.	\$0 to \$10
		Miniature Golf	Per person, per entry fee for miniature golfing. Fee based upon type of customer and subject to group discounts.	\$4 to \$5
Sewage		Dumping/Pumping Fees	Fees for drop-in dumping, portable pumping or emergency pumping services within Parks.	\$5 to \$25

Type	Category	Title	Description of User Fee	Fee Range
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**Fee Exemptions/Reductions:**

The following exemptions and reductions shall be implemented to encourage civic participation and community health, to promote education in historical, scientific and environmental awareness, and to promote park facility use in accordance with the mission of the Park District.

**Fee Exemptions:**

The following shall be exempt from the fees in this schedule:

- Meetings and events conducted by the members of the Board of Directors.
- Meetings and events conducted by the District.
- Activities and events specifically identified in agreements approved by the Board of Directors.

The following shall be exempt from the fees in this schedule, subject to the prior written determination of the General Manager of the District (or designee) that the facility in question is available:

- Ceremonial events honoring County/District employees, appointed members of County Boards and Commissions or volunteers providing service to the County.
- Meetings and events of non-profit organizations at the request of a member, or members, of the Board of Supervisors or the Board of Directors.
- Meetings of District support groups or organizations.
- Activities and events which are organized, conducted, or co-sponsored by the District.
- Training activities for County/District personnel conducted by the Riverside County Human Resources Department.

**Fee Reductions:**

Reduced fees of 50% shall apply to the following, subject to prior written approval of the General Manager (or designee) of the District:

- Meetings and events open to the public that are conducted by public schools, or by civic, educational, environmental, historical and athletic 501 (c) (3) tax-exempt, non-profit organizations.
- Official business activities of County agencies and departments and non-County governmental agencies.

Summary of Proposed Revisions to the  
Use Fees for the Riverside County  
Regional Park Open Space District  
Effective October 7, 2014

Title	Description of User Fee	Fee Range	Previous Range	Justification
<b>Aquatics - Pool:</b>				
Monthly Pass - Rec/Lap Swim	Fee per person, per season, based upon customer type.	\$25 to \$35	\$30	Created a range to allow for pricing adjustment for non-peak versus peak times.
Lane Rentals	Per hour, per lane, based upon customer type.	\$6 to \$15	\$7.50 to \$15	Lowered fee to allow for incentives for new user groups.
Swim Lessons	Per person, per session fees, for instructional swim lessons. Fee is based upon class type, session length, and time of year.	\$25 to \$55	\$25 to \$155	Increased top of the fee range to allow for charging per session instead of per class.
Pool Rentals	Per hour pool rental rate for private use.	\$50 to \$500	\$50 to \$400	Increased top end of the range to account for larger pool at DropZone facility.
<b>Aquatics - Water Park:</b>				
Admission	Per person, per day/session, admission rates for entrance to the water park. Fee is based upon customer type and subject to group discount.	\$6 to \$20	\$6 to \$18	Expanded range to allow for future increase in fees dependent upon rising cost of doing business.
Season Pass	Per person, per season admission pass for the water park. Fee is based upon customer type and subject to group discount.	\$36 to \$100	\$36 to \$75	Expanded range to allow for future increase in fees dependent upon rising cost of doing business.

Title	Description of User Fee	Fee Range	Previous Range	Justification
Private Parties (Birthday)	Group rate + space rental + concession items.	\$120 and up	NEW FEE	New fee to allow for inclusion of concession items in party pricing.
<b>Facility Rentals - Kitchen</b>				
Rental - Daily	Per day fee for use of the warming kitchen.	\$200 to \$300	\$250	Expanded range to account for new facilities the District will be operating within the next year.
<b>Facility Rentals - VIP Room</b>				
Rental - Daily	Per day, per room rental fee for VIP rooms.	\$100 to \$200	\$150	Expanded range to allow for fee variance based upon type of user and offer a reduced rate for non-profit groups requesting the room.
<b>Facility Rentals - Facilities</b>				
Extra Rental Time	Per hour fee based upon type of facility, type of activity/event, location, type of customer, date, and time of day.	\$50 to \$150	\$150	Expanded range to account for operations of new facilities in the next year.
Snack Bar	Fee based upon amount of time used, location, type of customer, day of week and time of year.	\$25 to \$500	\$200	Expanded range to account for operations of new facilities in the next year.
Field Cancellation Fee	Per tournament fee retained based upon amount of time prior to scheduled date of reservation.	25% to 100%	NEW FEE	New fee to address last minute cancellations at sports park.

Title	Description of User Fee	Fee Range	Previous Range	Justification
<b>General - Miscellaneous</b>				
Staff Fee	Per hour fee, based upon staff position classification.	\$20 to \$150	\$20 to \$125	Expanded range to account for cost of Sheriff and overtime costs.
Linen Rentals	Per item fee for table cloths or napkins.	\$1 to \$15	\$1.25 to \$12	Expanded range due to account for changing cost of linens for District to rent.
Filming/Photography	Per hour or day fee based upon type of customer, type of activity, location and staff required for monitoring.	\$0 to \$2,000	\$125 to \$2,000	Lowered range to account for County policy change which waives application fees for commercial filming and photography.
<b>General - Administrative Fees</b>				
General & Administrative Rate	Overhead rate calculated upon actual costs of the District and applied proportionately to programs and services offered by the District.	15% to 35%	NEW FEE	In an attempt to recover full cost of doing business, the G & A rate is used to calculate full costs to the District.
Non-Resident Rate	Additional fee applied to non-residents. May be calculated as a flat rate or percentage of fee depending upon type of fee.	\$0 to \$20	\$10	Expanded range to scale flat rate based upon resident rate and what the market will bear.
Contract Classes	Percent of registration fee for use of facility and administrative overhead.	DELETED	50% to 70%	Deleted as these rates are established within individual contract agreements.

Title	Description of User Fee	Fee Range	Previous Range	Justification
Processing Fee	Per transaction fee as a percentage of the total applicable fees.	0% to 5%	\$7 to \$15	Revised to a percentage of fee based upon transition to new POS system.
Returned Checks	Per transaction service charge applied to all transactions with insufficient funds.	\$25 to \$50	\$25	Expanded range to increase fee for repeat offenders.
Refunds/Transfers	Per transaction service charge for transfers, credits and refunds.	\$0 to \$20	\$5 to \$10	Expanded range to account for new facilities and types of services District will be offering within the next year.
<b>General - Programs</b>				
Program/Team Registration	Per person, per program fee for staff led teams and programs.	\$0 to \$500	\$50 to \$100	Expanded fee to account for new programs District will be operating at community centers and parks in the next year.
<b>Parks - Discount Passes</b>				
Annual Passes	Per year fee for annual admission or use of specific services within a park facility. Includes boat launch, day use, and specialty services. Fees based upon park location, type of pass, and customer type.	\$0 to \$200	\$0 to \$150	Expanding fee range to account for increasing cost of doing business.
Fishing Books	Per book of 12 fishing passes. Fee based upon type of customer and time of year.	\$55 to \$75	\$55 to \$65	Expanding fee range to account for increasing fish stocking costs.



Title	Description of User Fee	Fee Range	Previous Range	Justification
Park Preview Pass	New visitors to the park may receive a complimentary pass to preview amenities. This pass is limited to first-time visitors or in circumstances deemed appropriate by the on-site designee.	\$0	\$0	No Change
Complimentary/Special Passes	Promotional special event, admission, camping or program passes offered as a marketing tool. Coupons, discounts and promotional packages subject to approval by the General Manager (or designee).	\$0 to \$100	\$0	Expanded range to allow for offering discount rates as part of promotional packages in addition to complimentary passes.

**Parks - Camping**

Camping - Daily	Per site, per day fee for camping reservations. Fee based upon type of campsite, amenities available, location, and time of year.	\$10 to \$50	\$10 to \$35	Expanded range to account for increasing cost of doing business.
Camping - Weekly	Per site, per week for camping reservations. Fee based upon type of campsite, amenities available, location, and time of year.	\$75 to \$225	\$75 to \$210	Expanded range to account for increasing cost of doing business.
Camping - Monthly	Per site, per week for camping reservations. Fee based upon type of campsite, amenities available, location, and time of year.	\$275 to \$750	\$275 to \$500	Expanded range to account for increasing cost of doing business.
Cabins - Daily	Per cabin, per night fee for cabin reservations. Fee based upon day of week and time of year.	\$80 to \$125	\$80 to \$110	Increased range to account for increasing cost of doing business.

Title	Description of User Fee	Fee Range	Previous Range	Justification
Cabins - Weekly	Per cabin, per week fee for up to 7 days rental. Fee based upon time of year.	\$480 to \$600	\$480	Increased range to account for increasing cost of doing business.
<b>Parks - Day Use/Entry</b>				
Pet Admission	Per pet, per day fee for animals including dogs and horses.	\$0 to \$3	\$1 to \$2	Expanded range to account for increasing cost of doing business.
Fishing	Per person, per day fee for fishing. Fee based upon location, type of customer, and time of year.	\$2 to \$10	\$2 to \$8	Expanded range to account for increasing cost of fish stocking.

Title

Description of User Fee

Fee Range

Previous Range

Justification