



Regional Parks and Open Space Fees and Charges Policy



History

- The department was creating several policies and procedures as part of an accreditation process.
- Several policies were adopted between 2006 and 2009.
- The fees and charges policy was adopted in January of 2007.
- It was updated in late 2007, in 2011, and before you all today for another update.



Policy Details

- The purpose of the policy is to provide a distinction between different types of activity as related to the principles of funding and subsidization.
- The guiding principle is to provide a foundation for establishing fair, objective and equitable means to distinguish between activities and clients when setting user fees.



Levels of Service

Level I (0%-9%)

- Regional & Neighborhood Parks
- Playgrounds
- Restrooms
- Tennis & Basketball Courts
- Trails
- Outdoor Picnic grills
- Outdoor Interpretive Programs

Level II (10%-49%)

- Reserved Picnic & Turf areas
- Reserved Facilities – meeting, educational, social functions
- Public Swimming/Aquatics
- Campgrounds

Level III (50%-100%)

- Athletic fields
- Youth camps
- Youth recreation, sports,

educational programs

- May Center – Museum & Arboretum
- Special Events

Level IV (100%)

- Adult & Senior recreation, sports and educational Programs
- Equipment Rental
- Specific Exhibits
- Regional Shooting Facility



Proposed Policy Changes

- Currently, in section V of Responsibilities there are details about deposits and refunds.
- We require deposits for facility reservations (picnic pavilions, buildings, horse arenas, etc.) and special activities. The fees are due when a group makes the reservation.
- After the event, park staff communicate with reservations staff about the status of the cleaning/security deposit and whether or not to provide a refund (on occasion there will be a partial refund or no refund).
- Reservation staff must process the deposit refund within three weeks according to the policy.



Proposed Policy Changes (con't)

- It takes time for staff to compile the information when a cleaning/security deposit is being withheld. For example, how much staff time was needed to clean up after a group that left a mess, was a contractor needed to clean/perform repairs, etc.
- Upon reviewing other County departments that charge fees and deposits, we would like to extend the timeframe for processing a refund from three weeks to six weeks.
- It is likely that most refunds will be processed much quicker than six weeks, but this will provide the additional time park staff needs to provide the thorough details needed when withholding a portion or all of the cleaning/security deposit.



Proposed Policy Changes (con't)

- While going through the policy, there was some clean-up associated with golf as we no longer determine golf fees or recovery costs associated with golf. All golf courses are under full management contracts.

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Possible Motion

- “Move to approve the updated Fees and Charges Policy to be effective February 1, 2023.”

Thank you

