

**SOLANO COUNTY GENERAL SERVICES DEPARTMENT
PARKS AND RECREATION DIVISION**

Spencer C. Bole
Director, General Services

Daniel R. Sykes
Parks Services Manager



675 Texas Street, Suite 2500
Fairfield, CA 94533
(707) 784-3118

**AGENDA -- Park and Recreation Commission
Thursday, March 12, 2009 - 5:30 PM
Hearing Room - 1st Floor
675 Texas Street, Fairfield, CA**

1. **Call to Order and Roll Call**
2. **Approval of Minutes for the January 8, 2009 Meeting (Action Item)**
3. **Approval of Agenda (Action item)**
4. **Chair Announcements and Commissioner Comments (Informational Only)**
 - A. Report on Meeting of Fish and Game Commissioners Association (Leong)
 - B. Other Announcements and Comments
5. **Parks and Recreation Division Staff Report (Informational Only)**
 - A. Parks Activities Report
6. **Approval of Proposed Park Fees for Fiscal Year 2009/10 (Action Item)**
7. **Approval of Procedural Guide for Suisun Marsh Specific Fund Grant Program (Action Item)**
8. **Approval of Schedule for Suisun Marsh Specific Fund Grant Program (Action Item)**
9. **Committee Reports (none scheduled)**
10. **Public Comments**
11. **Review Video: "Endangered Species -- California Fish and Game Wardens"**
12. **Confirm next regular meeting of May 14, 2009 at 5:30 pm, and Adjourn**

The County of Solano does not discriminate against persons with disabilities and is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call (707) 784-7905 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

If you wish to address any item listed on the Agenda, please submit a Speaker Card before the Commission considers the specific item. If you wish to address an item not on the agenda, please submit a Speaker Card before the first speaker is called for Public Comments. Cards are available at the entrance to the hearing room.

Item 2 – Minutes from January 8, 2009
Park and Recreation Commission
meeting.

SOLANO COUNTY PARK AND RECREATION COMMISSION

UNAPPROVED MINUTES OF THE HELD

THURSDAY, JANUARY 8, 2009

**COUNTY ADMINISTRATION CENTER - FIRST FLOOR HEARING ROOM,
675 TEXAS STREET FAIRFIELD, CALIFORNIA**

Commission Members Present: Riddle, Alvarez, Hermsmeyer, Leong, and Whited
Commissioner Members Excused: None

Staff Present: Sykes, Tanner-Linné

1. Call to Order and Roll Call

Chair Hermsmeyer called the meeting to order at 5:30 p.m. Tanner-Linne called roll. A quorum was confirmed.

2. Approval of Minutes for December 3, 2008 Meeting

Motion to approve (Leong), seconded (Riddle). December 3, 2008 minutes approved unanimously.

3. Approval of Agenda

Motion to approve agenda (Leong), second (Riddle). Approved unanimously.

4. Chair Announcements and Commissioner Comments

A. Hermsmeyer introduced Michael Whited, the new District 3 Park and Recreation Commissioner appointed by Supervisor Spering.

B. Hermsmeyer recognized the Fish and Wildlife Propagation Fund Evaluation Committee for their willingness to volunteer and serve on this Committee, and said he was proud of the work they have done.

5. Parks and Recreation Division Staff Report (Informational Only)

A. Staff Sykes provided the attached park activities report (see attached).

B. Sykes thanked the members of the Fish and Wildlife Propagation Fund Evaluation Committee for their hard work and reported the Board of Supervisors had approved the Commission's recommended funding for the grants on January 6, 2009.

Leong asked if a graph could be made to show the attendance for this year and last for each park. Sykes said Staff is working on a method of tracking attendance better that will allow that to happen, and should have a better method to present at a meeting in the near future.

Alvarez stated that during the swearing-in of the new County Supervisor Linda Seifert (District 2), she indicated one of her goals was to create a regional park district. Alvarez suggested staff make a report of the recent years' accomplishments of the County Parks and Recreation Division to the Board of Supervisors. The recent progress in the County Parks

Division may inform the Supervisors in their decision-making. A park district would create another layer of government and additional taxes for our citizens.

Whited asked Staff if camping fees would be increased at Lake Solano Park to pay for the building of the Lake Solano Nature Center. Staff Sykes said that no, there were no plans to do that. (The Nature Center construction is already fully funded.)

Hermesmeyer noted that Belden's Landing generated revenues of over \$6,000 last month, and if there were additional parking it could generate additional revenues.

6. Election of Commission Chair and Vice-Chair

Motion to nominate Steve Hermesmeyer as Chair of the Park and Recreation Commission for 2009 (Alvarez), seconded (Riddle). The vote was unanimous.

Motion to nominate Michael Whited as Vice-Chair (Hermesmeyer), seconded (Riddle). The vote was unanimous.

7. Set Calendar of Commission Meetings for 2009

The Calendar of regular Commission Meetings for 2009 was established as follows:

Thursday, January 8, 2009, 5:30 pm
Thursday, March 12, 2009, 5:30 pm
Thursday, May 14, 2009, 5:30 pm
Thursday, July 9, 2009, 5:30 pm
Thursday, September 10, 2009, 5:30 pm
Thursday, November 12, 2009, 5:30 pm

Motion to accept the calendar (Riddle), seconded (Leong). The vote was unanimous.

8. Approval of Public Access Success Criteria for Lynch Canyon

Sykes presented the criteria. The overall goal is to build a strong user program for Lynch Canyon.

Whited asked the hours Lynch Canyon was open. Sykes: every day except Monday and Tuesday from 8 am – dusk.

Hermesmeyer asked if additional events were going to be added. Sykes stated this was the complete list.

Alvarez suggested marketing the parks and using the Benicia television station as a tool.

Leong thought this was great and something the commission could boast about; however there are no photographer events where we could reach the photographer clubs in the area where they might want to take pictures of wild flowers or sunsets.

Motion to approve the Public Access Success Criteria for Lynch Canyon in its original written form and staff should take comments from the Commission back to the Lynch Canyon Working Committee for consideration (Leong). Seconded (Riddle). The vote was unanimous.

9. Review and Provide Direction on Application Procedures for Suisun Marsh-Specific Fund, Grant Program

Staff presented the application from the previous, Fish and Wildlife Propagation Fund process, with notations for needed changes to accommodate the new requirements of the Suisun Marsh Specific Fund, as per the "Guidelines for the Kinder Morgan Settlement Funds" approved by the Board of Supervisors in January 2008.

Hermesmeyer appointed an Ad Hoc Evaluation Committee of Dimitrios Georges (Chair), Walt Sommers and himself. Hermesmeyer directed the Committee to review and revise the application and procedural guide for the Suisun Marsh Specific Fund Grant Program. Hermesmeyer said he would like to recommend one additional committee member but could do that at the next meeting.

Motion to approve the two pages submitted by staff for changes (Hermesmeyer), seconded (Whited). The vote was unanimous in favor.

Hermesmeyer requested the revised application be presented again to the Commission at a future meeting for review by the Commission and the public.

10. Public Comments

Steve Chappell of Suisun Resource Conservation District stated he would be submitting in writing his thoughts on the application (letter is attached).

Alvarez stated in the past years working with the Benicia Parks and Recreation if a grant application was not complete or wrong it was denied and there was not a second chance. He also stated there should be workshops for the Suisun Marsh Specific Fund Grant Application and felt the workshops will add additional information for applicants.

Riddle stated he also thought there should be training and workshops for the new applications; however, it is not the work of the Commission to do the applicant's job.

Jerry Emmanuelson requested that applicant presentations be allowed to be made prior to the Evaluation Committee making its recommendations. He also recommended that the applicant workshop be stressed as more important for applicants to attend.

11. Adjournment:

The next meeting of the Commission was confirmed for March 12, 2009 at 5:30 pm. Meeting was adjourned at 6:50 p.m.



AGENDA SUBMITTAL TO SOLANO COUNTY PARK AND RECREATION
COMMISSION

ITEM TITLE	COMMISSION MEETING DATE	AGENDA NUMBER
Staff Report: Park Activities Report (Informational Only)	January 8, 2009	5
Staff Contact:	Dan Sykes, Parks Services Manager	
Phone:	784-3118	
E-Mail:	drsykes@solanocounty.com	

DISCUSSION:

PARKS ACTIVITIES REPORT

1. Belden's Landing: In December 2008, attendance was an estimated 4,670 people and parking revenue was \$6,671. County Public Works Staff recently completed a re-stripping of the parking lot. Defective parts on the fee collection machine were replaced in early December.
2. Lynch Canyon Open Space: In December 2008, attendance was an estimated 564 people and parking revenue was \$1,129. Solano Land Trust has informed the County that they are considering a proposal for an electrical switching yard within the park, associated with a new power plant proposal in Fairfield.
3. Sandy Beach Park: In December 2008, attendance was an estimated 3,036 people and revenue was \$6,413. Staff attended a CPRS leadership training course. Staff also put on a workshop for other park rangers on Street Gang Awareness on Dec. 19, 2008. A project to replace two old sewage pumps at the south campground restroom is ongoing.
4. Lake Solano Park: In December 2008, parking and camping revenue was \$14,085. Construction of the Lake Solano Nature Center is 92% complete. First to move in will be Ranger Staff, as soon as furniture is ordered and arrives. Staff is also working on planning the Center's exhibits, including aquariums, and educational programming. A date for a grand opening is still being set, but is tentatively scheduled for late spring 2009.

Tanner-Linne, Marilea C.

From: Steven Chappell [SChappell@SuisunRCD.org]
Sent: Tuesday, January 13, 2009 4:33 PM
To: Sykes, Daniel R.; Tanner-Linne, Marilea C.
Cc: ORocha@SuisunRCD.org; 'Jeremy Todoroff'
Subject: SRCD K.M. Grant Comments

Dan and Marilea,

At the request of Chairman Hermsmeyer, the Suisun Resource Conservation District (SRCD) is submitting the following comments for consideration in amending the Application Procedures for the 2009 Suisun Marsh Specific Kinder Morgan Grant Program.

SRCD appreciates this opportunity to provide the following brief requests for modification to the grant application package, grant review process and applicant's presentation to the ad hoc committee and the full Park and Recreation Commission.

Eligible Applicants

Page 8. of the current language reads "Eligible entities that may receive award of grant funds under this program include public entities, including special districts, organized under federal, state or local laws, accredited educational institutions and private non-profit organizations with current 501C(3) status." SRCD requests that private landowners within the Suisun Marsh can apply for funding to conduct wetland restoration and enhancement projects. The current application package for the Solano County Fish and Wildlife Propagation Fund Grant Program excludes private landowners from applying for this grant opportunity. Approximately 80 % of the Suisun Marsh is held privately, which includes those properties that were directly impacted from the diesel spill and subsequent cleanup activities.

Land Tenure Requirements

Please clarify the language defining land tenure. Please define the documentation you require or provide a list of acceptable documents.

Presentations

Timing of presentations should be scheduled so that ad hoc committee can freely ask questions of applicants and details of the projects. This information can then be incorporated into the evaluation ranking and recommendation to fund. Subsequently. The applicants could still make an informational presentation before the full Parks and Recreation Commission. This will also allow evaluators a time to clarify any questions or concerns in an informal manor prior to making final funding recommendations.

Environmental Documentation

Allow SRCD and DFG to submit to the County one file containing all supporting environmental documentation for the Suisun Marsh wetland habitat enhancement projects. SRCD and DFG hold the permits for wetland restoration and enhancement projects in the Primary Marsh on public and private lands. This documentation will be identical for all applications pertaining to Suisun Marsh enhancement and restoration projects. Example NEPA/CEQA documentation and U. S. Army Corps of Engineer permits.

Notification Letter

In the previous funding cycle of the Solano County Fish and Wildlife Propagation Fund Grant Program. County Council drafted a letter and notified all applicants that there *may* be items missing from the application. Applicants would have not knowingly submitted incomplete applications. We request the letter include the items the individual application has omitted with a deadline for submittal or they be disqualified.

Thank you for the opportunity to provide these comments.

Sincerely,

Steven Chappell
Executive Director
Suisun RCD

2544 Grizzly Island Road
Suisun, CA 94585
(707)425-9302
(707)425-4402 Fax

Item 6 – Proposed Park Fees Fiscal Year
2009/2010.

NOTE TO COMMISSIONERS:

Newly proposed fees are shown in WHITE on the attached Fee Schedule. SHADED fees are existing fees that will not be changed.

**PARKS AND RECREATION
FY 09/10
RECOMMENDED FEE SCHEDULE JUSTIFICATIONS**

There are a number of new fees that have an increase for non-county resident use of County Park facilities, a surcharge that is similarly charged at other park agencies for non-resident users. This increase addresses the fact that Solano County Parks, which are supported by County resident tax dollars, are also used by non-County residents. The revised fees for non-county residents are numbers: **008, 010, 012, 014, 016, 018, 020, 022, 029, 032, 035, 037, 039, 041, 048, and 050.**

Three new **reduced** fees are proposed. Two fees are reduced for smaller groups using the Lake Solano Park Youth Group Area. These fees reduce the charge for small groups of 20 people or less, who have less impact on staff resources and facilities than larger groups. In addition, the bus parking fee is proposed to be waived for publicly funded school activities. These are Fee numbers **006, 021 & 049.**

Two new fees have been added to account for the practice of campers who hook up multiple recreational vehicles to the electrical and sewer hook-ups in a single campsite. The fees account for the additional electricity and sewage pumping costs associated with this use. These Fees are numbers **030 and 033.**

A new fee is added for boat launching at three of the parks. This is a modest fee to partially offset the maintenance costs of aging ramps and docks used for boat launching, and is comparable (or less) than launch fees charged by comparable marina facilities and park agencies. This is Fee number **056.**

New fees have been added related to holding events in the parks, including an event permit processing fee, an hourly fee for dedicated Ranger services, and fees to allow for rental of the Lake Solano Nature Center, which is newly completed (room rental, set-up, and associated fees). These fees are based on a review of fees charged by other comparable park agencies, and include reduced rental fees for non-profit groups and public agencies. These are Fee numbers **057-067.**

COUNTY OF SOLANO

FEE SCHEDULE

FY2009/10

Parks and Recreation -- Exhibit XVI-B

Ref. #	Service	Estimated No of Units 2009/10	Current Fee Per Unit	Actual Cost per Unit	Recommended Fee/Unit 2009/10	Fee Authority	Description/Exception
PARK ADMINISTRATION							
DUPLICATION							
001	Duplication of documents		\$ 0.10		\$ 0.10	Solano County Code Section 19-25	Ten Cents Per Page
002	Duplication of Document/media		\$ 21.00		\$ 21.00	Solano County Code Section 19-25	Per Complete Document
PARKING							
003	Auto Parking		\$ 5.00		\$ 5.00	Solano County Code Section 19-25	Per day, year round
004	Annual Parking Pass		\$ 80.00		\$ 80.00	Solano County Code Section 19-25	For 12 Months from Purchase Month
005	Annual Parking Pass - Senior/Disabled*		\$ 40.00		\$ 40.00	Solano County Code Section 19-25	For 12 Months from Purchase Month
006	Bus Parking		\$ 15.00		\$ 15.00	Solano County Code Section 19-25	Per day, 10 or more passenger capacity Waived for publicly funded school activity.
GROUP PICNIC AREAS/OTHER							
007	Less than 50 people - Resident Fee		\$ 30.00		\$ 30.00	Solano County Code Section 19-25	Per group
008	Less than 50 people - Non-Resident Fee		New Fee		\$ 37.50	Solano County Code Section 19-25	Per group
009	50 to 100 people - Resident Fee		\$ 80.00		\$ 80.00	Solano County Code Section 19-25	Per group
010	50 to 100 people - Non-Resident Fee		New Fee		\$ 100.00	Solano County Code Section 19-25	Per group
011	101 to 150 people - Resident Fee		\$ 110.00		\$ 110.00	Solano County Code Section 19-25	Per group - Lake Solano
012	101 to 150 people - Non-Resident Fee		New Fee		\$ 137.50	Solano County Code Section 19-25	Per group - Lake Solano
013	151 to 300 people (no more than 250 people per big pad) - Resident Fee		\$ 175.00		\$ 175.00	Solano County Code Section 19-25	Per group - Lake Solano
014	151 to 300 people (no more than 250 people per big pad) Non-Resident Fee		New Fee		\$ 218.75	Solano County Code Section 19-25	Per group - Lake Solano
015	300 to 500 people (no more than 250 people per big pad) Resident Fee		\$ 200.00		\$ 200.00	Solano County Code Section 19-25	Per group - Lake Solano
016	300 to 500 people (no more than 250 per big pad) Non-Resident Fee		New Fee		\$ 250.00	Solano County Code Section 19-25	Per group - Lake Solano
017	Over 500 people (no more than 250 people per big pad) Resident Fee		\$ 250.00		\$ 250.00	Solano County Code Section 19-25	Per group - Lake Solano
018	Over 500 people (no more than 250 people per big pad) Non-Resident Fee		New Fee		\$ 312.50	Solano County Code Section 19-25	Per group - Lake Solano
019	Youth Group Area, day use - over 20 people Resident Fee		\$ 75.00		\$ 75.00	Solano County Code Section 19-25	Per group per day - Lake Solano

COUNTY OF SOLANO

FEE SCHEDULE

FY2009/10

Parks and Recreation -- Exhibit XVI-B

Ref. #	Service	Estimated No of Units 2009/10	Current Fee Per Unit	Actual Cost per Unit	Recommended Fee/Unit 2009/10	Fee Authority	Description/Exception
020	Youth Group Area, day use - over 20 people Non-Resident Fee		New Fee		\$ 93.75	Solano County Code Section 19-25	Per group per day - Lake Solano
021	Youth Group Area, day use - 20 people or less Resident Fee		New Fee		\$ 50.00	Solano County Code Section 19-25	Per group per day - Lake Solano
022	Youth Group Area, day use - 20 people or less Non-Resident Fee		New Fee		\$ 62.50	Solano County Code Section 19-25	Per group per day - Lake Solano
023	Boat Rentals - hourly		\$ 10.00		\$ 10.00	Solano County Code Section 19-25	Per hour - Lake Solano
024	Boat Rentals - half-day		\$ 30.00		\$ 30.00	Solano County Code Section 19-25	Half day (4 hours) - Lake Solano
025	Miscellaneous Merchandise for Resale		Current Market Value		Current Market Value	Solano County Code Section 19-25	Multiple Items
026	Vendor's Permit		\$ 25.00		\$ 25.00	Solano County Code Section 19-25	Per day plus 10% of gross
CAMPING							
027	Campsite Reservation Fee (non-refundable)**		\$ 8.00		\$ 8.00	Solano County Code Section 19-25	Per day
028	Campsite Fee Utility Hookup Regular -Year Round/1st Vehicle, Resident		\$ 25.00		\$ 25.00	Solano County Code Section 19-25	Per day
029	Campsite Fee Utility Hookup Regular -Year Round/1st Vehicle, Non-Resident		New Fee		\$ 31.25	Solano County Code Section 19-25	Per day
030	Additional Utility Hookups Regular		New Fee		\$ 9.00	Solano County Code Section 19-25	When multiple RVs are hooked up at single site
031	Campsite Fee Utility Hookup Regular w/sewer - Year Round 1st Vehicle, Resident		\$ 30.00		\$ 30.00	Solano County Code Section 19-25	Per day
032	Campsite Fee Utility Hookup Regular w/sewer - Year Round 1st Vehicle, Non-Resident		New Fee		\$ 37.50	Solano County Code Section 19-25	Per day
033	Additional Utility Hookups with Sewer		New Fee		\$ 14.00	Solano County Code Section 19-25	When multiple RVs are hooked up at single site
034	Campsite Fee - Utility Hookup - Year Round 1st Vehicle Senior*/Disabled, Resident		\$ 15.00		\$ 15.00	Solano County Code Section 19-25	Per day
035	Campsite Fee - Utility Hookup - Year Round 1st Vehicle Senior*/Disabled, Non-Resident		New Fee		\$ 18.75	Solano County Code Section 19-25	Per day
036	Campsite Fee Utility Hookup w/sewer - Year Round 1st Vehicle Senior*/Disabled, Resident		\$ 18.00		\$ 18.00	Solano County Code Section 19-25	Per day
037	Campsite Fee Utility Hookup w/sewer - Year Round 1st Vehicle Senior*/Disabled, Non-Resident		New Fee		\$ 22.50	Solano County Code Section 19-25	Per day
038	Campsite Fee No Utilities -Regular -Year Round/1st Vehicle, Resident		\$ 16.00		\$ 16.00	Solano County Code Section 19-25	Per day - Lake Solano
039	Campsite Fee No Utilities -Regular -Year Round/1st Vehicle, Non-Resident		New Fee		\$ 20.00	Solano County Code Section 19-25	Per day - Lake Solano
040	Campsite Fee No Utilities -Year Round/1st Vehicle Senior*/Disabled, Resident		\$ 8.00		\$ 8.00	Solano County Code Section 19-25	Per day - Lake Solano

COUNTY OF SOLANO

FEE SCHEDULE

FY2009/10

Parks and Recreation -- Exhibit XVI-B

Ref. #	Service	Estimated No of Units 2009/10	Current Fee Per Unit	Actual Cost per Unit	Recommended Fee/Unit 2009/10	Fee Authority	Description/Exception
041	Campsite Fee No Utilities -Year Round/1st Vehicle Senior*/ Disabled, Non-Resident		New Fee		\$ 10.00	Solano County Code Section 19-25	Per day - Lake Solano
042	Premium Campsite		\$ 10.00		\$ 10.00	Solano County Code Section 19-25	Per day; per site (In addition to per day fee) - Lake Solano
043	Non-Camper Utility Hookups Regular		\$ 25.00		\$ 25.00	Solano County Code Section 19-25	Per day
044	Non-Camper Utility Hookups w/sewer		\$ 30.00		\$ 30.00	Solano County Code Section 19-25	Per day
045	Non Camper Shower Fee		\$ 5.00		\$ 5.00	Solano County Code Section 19-25	Per day
046	Non-Camper Dump Fee -- Regular		\$ 15.00		\$ 15.00	Solano County Code Section 19-25	Per dump
047	Youth Group Area (camping) 21 or more campers, resident		\$ 75.00		\$ 75.00	Solano County Code Section 19-25	Per group per day - Lake Solano
048	Youth Group Area (camping) 21 or more campers, non-resident		New Fee		\$ 93.75	Solano County Code Section 19-25	Per group per day - Lake Solano
049	Youth Group Area Camping under 21 people, resident		New Fee		\$ 50.00	Solano County Code Section 19-25	Reduced Fee for smaller Groups
050	Youth Group Area Camping under 21 people, non-resident		New Fee		\$ 62.50	Solano County Code Section 19-25	Reduced Fee for smaller Groups
051	Dogs (campground only with rabies certificate)		\$ 1.00		\$ 1.00	Solano County Code Section 19-25	Per day
052	Additional Vehicles (overflow parking lot)		\$ 10.00		\$ 10.00	Solano County Code Section 19-25	Per day
053	Enroute/Overflow Parking Lot (Limited time only) - Regular		\$ 16.00		\$ 16.00	Solano County Code Section 19-25	Per day - Lake Solano
054	Enroute/Overflow Parking Lot (Limited time only) - Senior*/Disabled		\$ 8.00		\$ 8.00	Solano County Code Section 19-25	Per day - Lake Solano
BOAT LAUNCH/STORAGE							
055	Boat Storage		\$ 40.00		\$ 40.00	Solano County Code Section 19-25	Per month plus \$2 key deposit - Sandy Beach
056	Boat Launch Fee		New Fee		\$ 2.00	Solano County Code Section 19-25	Per Launch, in addition to daily Parking Fee
ROOM RENTAL EXHIBIT ROOM AT LAKE SOLANO NATURE CENTER							
057	Rental Fee, Mon-Thurs, Resident Rate ***		New Fee		\$ 55.00	Solano County Code Section 19-25	Per Hour, renter supplies insurance or purchases county rider
058	Rental Fee, Fri - Sun, Resident Rate ***		New Fee		\$ 66.00	Solano County Code Section 19-25	Per Hour (20% Premium) renter supplies insurance or purchases county rider
059	Rental Fee, Mon-Thurs, Non-Resident or commercial		New Fee		\$ 71.00	Solano County Code Section 19-25	Per Hour, renter supplies insurance or purchases county rider
060	Rental Fee, Fri - Sun, Non-Resident or commercial		New Fee		\$ 85.00	Solano County Code Section 19-25	Per Hour (20% Premium) renter supplies insurance or purchases county rider

**COUNTY OF SOLANO
FEE SCHEDULE
FY2009/10
Parks and Recreation -- Exhibit XVI-B**

Ref. #	Service	Estimated No of Units 2009/10	Current Fee Per Unit	Actual Cost per Unit	Recommended Fee/Unit 2009/10	Fee Authority	Description/Exception
061	Room Set Up and Tear Down		New Fee		\$ 65.00	Solano County Code Section 19-25	Per Hour, if staff available
062	Kitchen Use Fee ***		New Fee		\$ 25.00	Solano County Code Section 19-25	Flat Fee, per event
063	Cleaning/Security Deposit		New Fee		\$ 350.00	Solano County Code Section 19-25	Refundable
064	Room Cancellation Fee		New Fee		\$ 55.00	Solano County Code Section 19-25	Collected if less than 30 day notice

SERVICE FEES

065	Ranger Staff Special Services		New Fee		\$ 65.00	Solano County Code Section 19-25	Per Hour, for: Exclusive interpretive program (tour, nature walk, class presentation); or similar program; or ranger staff services required outside of park normal operating hours (i.e. opening gate early for program set up).
066	Interpretive Program Preparation Fee		New Fee		\$ 65.00	Solano County Code Section 19-25	Flat Rate, per program
067	Parks Division Permit Processing Fee		New Fee		\$ 65.00	Solano County Code Section 19-25	Flat Rate, per permit

* Senior is age 65 and over / any Disabled Citizen

** Requires payment in advance. Campsite reservation deposit over the reservation fee of \$8.00 is refundable if reservation is cancelled more than 14 days from originally planned date of arrival.

*** Non-profit groups with current 501c(3) status may receive 25% discount on room rental and kitchen fees; other fees apply. For publicly funded agencies, room rental, kitchen fees and deposit waived; other fees apply.

Fee Authority Summary	County Ordinance
	#144-06-200-5596A; Management Agreement with United States Dept. of the Interior
	#DACW05-01-75-721; Lease Agreement with United States Dept. of the Army

Item 7 – Procedural Guide for Suisun
Marsh Specific Fund Grant Program.



AGENDA SUBMITTAL TO SOLANO COUNTY PARK AND RECREATION COMMISSION

ITEM TITLE	COMMISSION MEETING DATE	AGENDA NUMBER
Approval of Procedural Guide for Suisun Marsh Specific Fund Grant Program	March 12, 2009	7
Staff Contact:	Dan Sykes, Parks Services Manager	
Phone:	784-3118	
E-Mail:	drsykes@solanocounty.com	

SUMMARY:

County Staff recommends that the Commission approve the attached procedural guide for the Suisun Marsh Specific Fund (SMSF) grant program for Fiscal Year 2008/09 and direct staff to distribute it to the public. The procedural guide includes the grant application, sample contract, deadlines and all other relevant information applicants will need to apply for and receive grants.

***Note:** To facilitate easier review, the significant, proposed changes to the procedural guide are in the **DARKER FONT**, while the existing portions of the previous procedural guide that are still relevant are in a lighter font. (Minor changes, however, such as dates or fund names are not specifically indicated).*

DISCUSSION:

A procedural guide for the fiscal year 2008/09 Fish and Wildlife Propagation Fund (FWPF) Grant Program was approved by this Commission in July 2008. In preparation for the Suisun Marsh Specific Fund grant program, the Commission reviewed the original FWPF procedural guide at the January 8, 2009 meeting and appointed an ad hoc committee, the Suisun Marsh Specific Fund Evaluation Committee.

The Evaluation Committee was directed by the Commission to revise the FWPF Procedural Guide to fit the specific requirements of the Suisun Marsh Specific Fund (SMSF), as described in the "Guidelines for the Kinder Morgan Settlement Funds" as approved by the Solano County Board of Supervisors (Item 31 of Board Agenda of January 22, 2008). Many of the sections of the FWPF Procedural Guide are still applicable (e.g., grant contract, payment requests, etc.) and so do not need to be changed.

***Note:** To facilitate easier review by the Commission and public, the significant, proposed changes to the procedural guide are in the **DARKER FONT**, while the existing portions of the previous procedural guide that are still relevant are in a lighter font. (Minor changes, however, such as dates or fund names are not specifically indicated).*

In Fiscal Year 2008/09, the Board has budgeted \$100,000 from the SMSF to be disbursed as competitive grants. Staff recommends that the Commission review and approve the SMSF Procedural Guide and direct Staff to distribute it to the public to begin the grant application process.

Attachment

Procedural Guide for the Solano County Suisun Marsh Specific Fund Grant Program, for Fiscal Year 2008-2009 (51 pages)

The Suisun Marsh Specific Fund Grant
Application goes here.

It is being sent separate from the Park
and Recreation Commission Agenda.

Marilea
707-784-7905

AGENDA ITEM 8

Proposed Schedule for FY 2008/09 Suisun Marsh Specific Fund process

DATES	WHAT	NOTES
March 12	Park and Recreation Commission Meeting for approval of Procedural Guide	Public meeting
March 4-12	County Counsel reviews Procedural Guide	
March 13, 16	Final revisions and distribute procedural guide	
April 10, 2009	Workshop for Applicants	Public meeting
April 24, 2009	Applications are due, 5:00 pm	
April 27	Evaluation Committee begins review and scoring of applications	
May 7-8	Staff prepares Commission Agenda and send out to Commissioners	
May 14	Park and Recreation Commission meeting: <ul style="list-style-type: none"> • Review evaluation criteria • Hear presentations from applicants 	Public meeting. Opportunity for applicants to present projects.
May 18,19, or 20	Special Park and Recreation Commission Meeting: <ul style="list-style-type: none"> • Evaluation Committee present scoring and award recommendations • Commissioners approve award recommendations (to go to Board of Supervisors) 	Public meeting.
May 21	Staff submits Board of Supervisors agenda item	
June 9, 2009	Board of Supervisors meeting to consider Commission's recommended grant awards	Public meeting.