

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**May 23, 2023**

**FROM**

**BEAHTA R. DAVIS, Director, Regional Parks Department**

**SUBJECT**

Revenue Interim Use Permit with Skyline Production Group LLC for the Country Campout Event at Prado Regional Park

**RECOMMENDATION(S)**

Approve Revenue Interim Use Permit (**County Contract No. 23-484**) with Skyline Production Group LLC, for the partial use of the Prado Regional Park to hold the Country Campout Event, from October 12, 2023, through October 15, 2023, including a concert, set up, and tear down, for a minimum total revenue in the amount of \$25,336.65.  
(Presenter: Beahta R. Davis, Director, 387-2340)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of this item does not require the use of Discretionary General Funding (Net County Cost). Under this Interim Use Permit (Permit), Skyline Production Group LLC (Permittee) will pay the Regional Parks Department (Department) a minimum total of \$25,336.65 in fees for the use of a portion of Prado Regional Park (Park) for four days and the use of sections of the Park for set-up and tear down for the Country Campout Event (Event) as listed in the table below. The following fees are consistent with the Board of Supervisors (Board) recommended 2023-24 fee schedule:

| Description of Fee   | Dates                  | Amount      |
|--|------------------------|-------------|
| Contract preparation fee   | -                      | \$200.00    |
| Multi-purpose room for three days at \$500 per day   | October 13, 14, and 15 | \$1,500.00  |
| Mallard Shelter for three days at \$400 per day  | October 13, 14, and 15 | \$1,200.00  |
| Seven acres of open space for four days at \$500 per acre per day                          | -                      | \$14,000.00 |
| Staffing Fee for concert (5:00 p.m. to 10:00 p.m.)   | October 14             | \$606.65    |
| Camping fee for 75 full-hook-up sites for two nights at a rate of \$40 per site per night  | October 13 and 14      | \$6,000.00  |
| Camping fee for nine tent group sites for two nights at a rate of \$100 per site per night | October 13 and 14      | \$1,800.00  |
| Tally Entrance Fee   | -                      | \$30.00     |

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|--|---------------------------|--------------------|
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| Mallard Shelter for three days at \$400 per day    | October 13,<br>14, and 15 | \$1,200.00         |
| <b>Total</b>                                       |                           | <b>\$25,336.65</b> |

The Permittee will also submit an \$8,000 security deposit to be used for any possible damage incurred to County property due to the Permittee's use of the Park. The Permittee will be responsible for obtaining all necessary permits, licenses, and applicable approvals required. Adequate appropriation and revenue have been included in the Department's 2023-24 recommended budget.

**BACKGROUND INFORMATION**

The Department operates and maintains eight regional parks, including this Park in the City of Chino, and provides for the rental of park property through Board approved fees. The recommended Permit between the Department and the Permittee allows for a portion of the Park to host the Country Campout Event on October 12 through 15, 2023, whereby the Department will receive a minimum revenue of \$25,336.65.

The Permittee is dedicated to celebrating, supporting, and providing fun entertainment for the local community. People can camp or go for the day to enjoy a fun-filled entertainment festival. The Event is a four-day event with camping, food, and various vendors, and features an outdoor country concert with various artists. This is the first year the event will be held at a County facility, but the Permittee is interested in making this an annual event.

This recommended Permit aligns with the County and Chief Executive Officer's goals and objectives to operate in a fiscally-responsible and business-like manner by allowing the Department to leverage its amenities and land to raise revenue to support park maintenance and development.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Suzanne Bryant, Deputy County Counsel, 387-5455) on April 25, 2023; Finance (Elias Duenas, Administrative Analyst, 387-4052) on May 1, 2023; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on May 4, 2023.

**Revenue Interim Use Permit with Skyline Production Group LLC for the  
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May 23, 2023**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.  
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD

BY



DATED: May 23, 2023



cc: Parks - Davis w/agree  
Contractor - c/o Parks w/agree  
File - w/agree

CCM 06/1/2023