

REPORT OF GENERAL MANAGER

NO. 04-115


DATE April 7, 2004

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF CHANGES TO PARKING FEES, COLLECTION METHODS, AND OPERATING HOURS AT CABRILLO PARKING LOT AND APPROVAL OF OTHER AMENDMENTS TO THE DEPARTMENT'S SCHEDULE OF RATES AND FEES

J. Combs _____	M. Mariscal _____
H. Fujita _____	F. Mok _____
J. Kolb _____	K. Regan _____
K. Chan _____	*G. Stigile <u>MS</u>



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board

1. Approve the changes to the Schedule of Rates and Fees for Cabrillo Parking Lot and other locations as outlined in the body of this report, to be effective April 7, 2004, except for the parking lot where the new fees will go into effect upon deployment of parking meters as further described in this report, and authorize staff to amend the Schedule of Rates and Fees; and
2. Approve the conversion of the Cabrillo Beach Pay Parking lot from a staffed entrance booth for the collection of fees during limited days and hours, to an automated pay-n-display permit dispenser with consistent hourly rates, subject to the concurrence of the Port of Los Angeles, owners of a portion of the Cabrillo Beach Pay Parking lot; and
3. Request the City Attorney to prepare an ordinance amending Section 63.44 of the Los Angeles Municipal Code, permanently authorizing a change in parking lot hours at the Port parking section of the Cabrillo Beach Pay Parking lot to be from 3 A.M. to 10:30 P.M. daily.; and, request the City Council to approve the ordinance amending Section 63.44 of the Los Angeles Municipal Code, for this section of the parking lot, as prepared by the City Attorney; and,
4. Authorize the General Manager to make administrative corrections to the Schedule of Rates and Fees, such as edits in language or format which provide greater clarity to enhance implementation by staff; and to approve the extension of any Board approved rate to facilities which are substantially similar when a specific fee has been omitted.

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SUMMARY:

The Department's Manual of Rates and Fees, at the discretion of the Board of Recreation and Parks Commission and in accordance with Charter Section 590-591, sets fees for use of Department facilities by individuals and groups for conducting their own activities or programs. The manual also establishes fees for participation in Citywide Department programs such as aquatics, golf, municipal sports, camping, and child care. The Manual is reviewed annually and revised to address issues which have arisen in the past year with regard to use policies and fees schedules. Major revisions to Rates and Fees were approved by the Board and implemented in 2003 and will be re-examined in a comprehensive report near the start of the new fiscal year. In the interim, some immediate changes are needed in the Rates and Fees to respond to recent external developments, to ensure full cost recovery in changed circumstances, to establish fees for new uses, and to clarify application of fees.

Notably, staff has been working with the Office of Councilmember Hahn and staff from the Port of Los Angeles on improvements to the operations of the Cabrillo Parking Lot to better and more efficiently accommodate Aquarium, Bathhouse, and boat launch use, and to reduce congestion on local streets, as follows.

- **Pay Parking Lots - Cabrillo Beach**

The Department of Recreation and Parks owns a portion of the Cabrillo Beach parking lot and manages the other half of the lot under a lease-hold agreement with the Port of Los Angeles. Fishermen and boaters, with the support of Councilmember Janice Hahn and the Port, have requested that the boat launching area and specially-designated adjacent parking area only, be open at 3:00 A.M. to coincide with fishing activities. City ordinance requires City parks to be closed from 10:30 P.M. to 5:00 A.M.; therefore, an ordinance amending the Los Angeles Municipal Code for this portion of the parking lot, approved by City Council, is required. Residents of the area do not oppose the extended hours provided that a separate entrance to the parking lot be located off Shoshonean Road to minimize any impact this activity will have on traffic along Stephen M. White Drive, where the only entrance/exit currently exists. Cabrillo Beach parking lot will transition from staffed operation to self-serve operation through use of pay-n-display parking pass machines. The parking lots will continue to be monitored by regularly assigned staff during 6:00 A.M. to 6:00 P.M., and by a security guard from 6:00 P.M. to 6:00 A.M. It is proposed that a Park and Launch fee of \$15 per day be adopted to pay for the costs of the security guard and expenses related to the expanded hours for boaters. New hourly rates are proposed for vehicles, replacing the daily rate of \$7 with an hourly rate of \$1. Oversized vehicles will be charged \$2 per hour rather than \$14 per day. Where the issuance of a daily permit is more practical, as in instances where exclusive use of designated parking spaces is needed to accommodate events/activities conducted off-site, a daily fee of \$10 for vehicles and \$20 for oversized vehicles is recommended. In compliance with the agreement with the Port, all fees will be deposited into the facility Municipal Recreation Program fund for use only on Port of Los Angeles properties.

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The parking lot will have newly designated parking for persons with a DMV Disability placard. Free parking for these patrons in regular-sized vehicles will continue, but those with oversized vehicles will be charged.

A section of the Cabrillo Beach Pay Parking Lot adjacent to the Cabrillo Marine Aquarium (CMA) will also be sectioned off and renamed the Cabrillo Marine Aquarium Lot. This lot will provide discrete parking to staff, volunteers, and Friends of CMA. To discourage abuse of free parking privileges, the rate page clarifies that free parking is extended to school buses transporting groups who are pre-registered for a tour of CMA only. Parking fees will be required from parent chaperones, previously free, in an effort to eliminate conflicts arising from staff having to determine who is a parent chaperone. Staff expects the new \$1 per hour fee to reduce frustrations with Aquarium and Bathhouse patrons making short visits. The opening of Shoshonean and the use of meters in place of a booth entrance should substantially abate long lines at the Beach entrance which historically has grid-locked the neighborhoods.

New fees will be effective upon deployment of the meters, expected on or about June 1, 2004.

Other necessary changes to Rates and Fees at this time are:

- **General Information Page**

The title of the General Information page will be changed to *General Instructions and Policies Regarding Rates and Fees*. The items on this page apply to all facilities, even those with their own rate page, unless specifically addressed otherwise. Added to the page is clarification on established rates for Urban Impact centers, how to apply the fee exemption for City/government use, and clarification that Groups Exempted From Payment of Fees (a list of specific groups found in the Community Recreation Center rate page) also apply to senior centers, sports centers, and all community centers.

Clarification on insurance requirements is provided in the General Instruction page to serve as a reminder to Department staff of the specific forms and processes required to meet City Insurance Requirements.

- **Aquatics**

Recent use of an aquatic facility as a filming location uncovered the need to specify that the discounted fees for use of urban impact centers do not apply to filming companies. The non-urban impact fee shall apply for private exclusive use by filming companies at all aquatic facilities. The original intent of adopting discounted fees at urban impact centers was to provide facilities to private community users which are commensurate with the market rates in the area.

The Aquatic Directors will, at their discretion, determine the appropriate staffing levels to support the activities of the permitted group. Aquatic staffing fees will be increased to

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meet the standards established in the General Information page, currently \$16 per hour for part-time staff and the current overtime rate for the respective full-time staff.

A paragraph was added to clarify that there are two mandatory fees for private use, one for facility use, and the other for lifeguards.

A Parking Only fee is adopted for Hansen Dam Aquatic Facility. This fee has been adopted due to requests by groups wanting to use the parking facility to accommodate an off-site activity. It is consistent with established parking only fees for Grace E. Simons, Travel Town, and Friendship Auditorium.

- **Cabrillo Beach Bathhouse**

A fee for use of the Gallery Area has been established at the same rate as use of the first floor/patio area of the Bathhouse. A monthly rate to show art work is established at \$150 (no sales permitted), based upon what the market will bear in the area.

Special use fees charged to other City agencies and Department-sponsored groups had been limited to weekdays, Monday through Friday, between 9:00 A.M. to 4:00 P.M. only. Due to the high demand for this facility during non-specified hours, and the ability for the Bathhouse to accommodate these groups, it is recommended that the special fee apply to the groups without restriction, so long as the facility and staff are available.

- **Pay Parking Lots - Pacific Overlook Lot**

Council District 15 has requested that the Department's Pacific Overlook Overflow Lot, located at 501 West Paseo Del Mar, be opened nightly to accommodate the parking needs of the residents in the area. The lot would remain open 24 hours. Two types of permits could be purchased from the Department: a one-night-a-week permit for \$12 per month to accommodate residents the evening before trash pick-up day; and a nightly permit at \$50 per month. These rates were recommended by the residents and supported by the Council office and Department staff. Parking enforcement will be conducted by the Department of Transportation. Parking between 5:30 A.M. and 10:30 P.M. will continue to be free.

- **Rental Halls: Friendship Auditorium, Grace E. Simons Lodge and Orcutt Ranch**

Security services for events at Friendship Auditorium, Grace E. Simmons Lodge, and Orcutt Ranch are provided through a Citywide contract for security services negotiated by the General Services Department. The rate recently increased beyond the \$16 per hour rate specified in the rate sheet. The security guard rate will be changed to "Quoted on request, based on actual cost."