

BOARD REPORT

NO. 16-211

DATE October 04, 2016

C.D. Various

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: PAY TENNIS COURTS – AMENDMENT TO THE SCHEDULE OF RATES AND FEES

AP Diaz \_\_\_\_\_  
R. Barajas \_\_\_\_\_  
H. Fujita \_\_\_\_\_

V. Israel \_\_\_\_\_  
\*K. Regan \_\_\_\_\_  
N. Williams \_\_\_\_\_



  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn  \_\_\_\_\_

RECOMMENDATION(S)

1. Approve an amendment to the Pay Tennis Courts Schedule of the Department of Recreation and Parks' (RAP) Schedule of Rates and Fees, as outlined in the Summary of this Report and Attached Schedule (Attachment 1) to be effective upon Board approval;
2. Authorize RAP staff to amend the Schedule of Rates and Fees to incorporate these changes;
3. Approve the revised Tennis Rules for Pay Tennis Courts in the Schedule of Rates and Fees; and,
4. Authorize the General Manager, Designee, or the Chief Accounting Employee to make any technical changes as necessary, to carry out the intent of this Report.

SUMMARY

Each year, RAP staff reviews the Schedule of Rates and Fees and recommends changes in order to clarify policy issues that have been raised in the previous year, revise fees to more accurately recover costs, and to generate revenue. As the cost of providing services to the public continues to rise, RAP remains committed to providing quality and affordable recreational opportunities to the City's residents and visitors. This commitment is reflected in this proposal to increase fees at our Pay Tennis Facilities.

It has been ten years since RAP increased tennis use fees. The current fee is well below market value when compared to other comparable facilities throughout Los Angeles County, (Attachment 2). The additional fees will be used to pay for court surface improvements, light fixtures, fencing, windscreen, tennis nets, center straps, labor costs, and other improvements to the pay tennis facilities.

BOARD REPORT

PG. 2 NO. 16-211

Due to tennis budget reductions in past years and the addition of three pay tennis facilities at Poinsettia Park, Pacific Palisades, and Westchester, it is proposed that the current Rates and Fees be increased as shown in Attachment 1. This increase to the hourly and permit rate will provide the additional revenue needed to pay salaries and working capital to maintain and repair the tennis courts and infrastructure.

Only those sections of the Rates and Fees Manual proposed for revision are Included, with new items identified by **bold** text, and items proposed for deletion indicated by ~~strikeout~~ text.

NUMBER OF PEOPLE SERVED

Approximately 220,000.

TREE AND SHADE

No trees or shade from trees will be affected.

ENVIRONMENTAL IMPACT STATEMENT

Action on this Board Report will not result in any environmental impacts, and therefore, is covered by the existing CEQA exemption. No additional CEQA documentation is required.

FISCAL IMPACT STATEMENT:

There will be a slight increase to the General Fund and an increase in revenues to the Special Fund. Fees deposited to facility Special Accounts will be used to fund staff, facility, and maintenance needs.

This report was prepared by Mark Karbon, Principal Park Services Attendant, Park Services Division, Griffith Region.

LIST OF ATTACHMENTS

- 1) Revised Pay Tennis Courts Schedule of Rates and Fees
- 2) Tennis Fee Comparison with Other Municipalities

ATTACHMENT 1

PAY TENNIS COURTS

(Revised 07-05)

<u>COURT FEES</u>	<u>Per hour</u>	<u>Per Half Hour (only second half of hour sold)</u>
Weekdays before 4 p.m.	\$5.00	\$2.50
Weekdays after 4 p.m. and weekends	\$8.00	\$4.00
Paddle Tennis Court	\$5.00	\$2.50
<u>REGISTRATION CARD FEE</u>		
Resident	\$15.00 per year	
Non-resident	\$30.00 per year	
<u>NO SHOW PENALTY FEE</u>	\$3.00	
<u>PERMIT FEE</u>	\$10.00	

PAY TENNIS PROGRAM PERMIT POLICY

- ~~1. All requests for court time shall be referred to the Tennis Reservation Office at (213) 473-7055. The term permit shall apply to any request for a block of courts (two or more courts for more than one (1) hour).~~
- ~~2. All permit requests must be received in the Tennis Reservation Office at least thirty (30) days prior to the event. The request should include:
  - ~~the facility name~~
  - ~~a list of the desired courts by number~~
  - ~~the hours that each court will be needed~~
  - ~~the name and telephone number of a club or tournament official, including at least one alternative.~~~~
- ~~3. During down times (when the pay tennis booth is closed) the pay tennis courts are available to the general public on a "first come, first serve" basis only. Public schools/organizations wishing to reserve the courts during down times shall be subject to established permit fees.~~
- ~~4. The Tennis Reservation Office shall accept or reject tournament requests according to the availability of courts and the guidelines stated below:~~

~~A. The Tennis Reservation Office will check the dates and times requested and make sure the schedule does not conflict with previously scheduled tournaments, pro hours or any Department sponsored events.~~

~~PAY TENNIS COURTS (continued)~~

~~Page 2 of 3~~

~~B. WEEKEND USE — Permits may be issued after 12:00 noon at all pay tennis facilities with the exception of Cheviot Hills. Permits will be accepted at Cheviot Hills only after 2:00 p.m. No more than one half of the “available” courts may be “permitted” out for use. The number of “available” courts is the actual number of courts less the number of courts reserved for use by the tennis professional.~~

~~NOTE: The following Tennis Clubs, which were in existence before the Pay Tennis Program was established (January 31, 1977), are excepted exempt:~~

- ~~———— Pacific Palisades Tennis Club~~
- ~~———— Pacific Palisades Junior Tennis Club~~
- ~~———— Griffith Park Tennis Club~~

~~C. WEEKDAY DAY USE (ALL REGIONS)~~

~~Permits may be issued for use of the courts between 9:00 a.m. and 10:00 p.m. Only one half of the “available” courts may be “permitted” out.~~

~~D. WEEKDAY EVENING USE (ALL REGIONS)~~

~~Permits may be issued for use of the courts after 12:00 p.m., but only one half of the “available” courts may be “permitted” out.~~

~~E. SPECIAL EVENTS — With the approval of the Assistant General Manager or appropriate designee, Pay Tennis Facilities with Tennis Professional Concessionaires in residence may have the restriction on the number of courts available for tournaments suspended for up to two events per year per facility, not to exceed a total of ten days (4 weekend days) per calendar year, if a finding can be made that the proposed event expands tennis opportunities and meets a service demand. Tennis Professional Concessionaires will be charged 50% permit fee per court, per hour.~~

~~TENNIS WINTER LEAGUE (Available October through December only)~~

~~The Department conducts sponsored winter league tournaments which are designed to increase public awareness of tennis in the community. Each established team must register and pay a team fee for court usage as indicated in the Municipal Sports section of the Department=s Rates & Fees manual. Fees collected under Administration@ will be deposited into the MRP Pay Tennis Account for tennis court improvements.~~

~~PAY TENNIS COURTS—(continued)~~

~~Page 3 of 3~~

~~Winter League is exempt from the Pay Tennis program permit policy. However, a maximum of three (3) courts per hour may be used for the Winter League Program.~~

- ~~5. After the requested dates and times have been confirmed as available, the Tennis Reservation office will schedule and prepare a permit.~~
- ~~6. The supervisor will mail a copy of the permit requesting party as confirmation and to request advance payment of fees.~~
- ~~7. All organizations making advance permit reservations will be charged the prevailing hourly permit fee. Full payment must be made in the form of a check or money order, payable to the Department of Recreation and Parks, and submitted to the Tennis Reservation Office at least fifteen (15) days prior to the tournament.~~
- ~~8. After payment is received, two copies of the permit will be mailed to the pay Tennis Supervisor as notification of the impending usage. The original request will be maintained in the Tennis Reservation Office along with a copy of the permit in the Permit File.~~
- ~~9. All requests for Department sponsored tournaments shall be accompanied by a copy of a memo addressed to Municipal Sports accounting requesting that appropriate funds to cover tennis court fees be transferred from the Municipal Sports account to the Reservation Pay Tennis account, number 874.~~
- ~~10. Cancellations must be received in writing in the Tennis Reservations office at least ten (10) working days prior to the scheduled permit. A letter of credit will be issued which can be applied to future permits. This credit must be used within one year from date of issue. Refunds will only be issued for "one time" permits which are rained out.~~

## PAY TENNIS COURTS

Revised 09/16

*This includes all tennis courts managed by the Park Services Division.*

*80% of fees collected to go into the Department of Recreation and Parks General Fund.*

*\$3 per play plus 20% of all revenue collected to go into the Tennis Sur-charge Special account.*

<b>COURT FEES</b>	<b>Hour</b>
Weekdays before 4 PM	\$ 8.00
Weekdays after 4 PM & weekends, holidays	\$12.00
Paddle Tennis Court	\$12.00
No Show Penalty Fee	\$ 3.00
Permit Fee	\$15.00 per court, per hour

### REGISTRATION CARD FEE

Resident	\$15.00 per year
Non-resident	\$30.00 per year

*100% of film revenue collected to go into the Tennis Sur-charge Special Account.*

Film Rate	\$50.00 per court, per hour
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### PAY TENNIS PERMIT POLICY

1. Requests for court time shall be submitted to the Tennis Reservations Office. The term "permit" shall apply to any request for a block of courts (two or more courts for more than one hour).
2. No more than one-half of the "available" courts may be permitted out for use. The number of "available" courts is the actual number of courts less the number of courts reserved for use by the Tennis Concessionaire.
3. Department sponsored events, Tennis Concessionaires and schools are exempt from this Policy. All requests will be considered at the discretion of the Griffith Region Superintendent or a designee.
4. Tennis Concessionaires, at the discretion of the Griffith Region Superintendent, or a designee, may sponsor tournaments that utilize all courts. Tennis Concessionaires must pay 50% of the permit fee for each court used, including Pro teaching courts.

- 5. During down times (when no fees are charged and the pay tennis booth is closed), the pay tennis courts are available to the general public on a “first come, first served” basis. Schools/Organizations/Private individuals requesting to reserve the courts during down times shall be subject to the established permit fees.**
- 6. All permits must be authorized by the Griffith Region Superintendent or a designee.**
- 7. Live Ball Permits – Requires purchase of two adjacent tennis courts. A hopper of balls is permitted to be on the court during Live Ball play. No instruction or coaching is permitted. More than 5 participants at the same time is not permitted. The ethics of tennis and sportsmanship shall prevail.**

#### **DEPARTMENT USE PERMITS**

**The hourly rate is to be charged during operational hours. No fee will be charged when the courts are closed.**

**Municipal Sports tournament fees will be \$5.00 per participant.**

## RESERVATION TENNIS RULES AND REGULATIONS

1. One must be a ~~Reservation Cardholder~~ **registered with the Department of Recreation and Parks online system** to make advance reservations.
2. ~~Applications for Pay Tennis reservation membership can be obtained at most Pay Tennis Facility or by writing to the Department of Recreation and Parks, Tennis Reservations office P.O. Box 5385, Glendale, CA 91221. Reservation membership will be valid for one year, and must be renewed 12 months from date of purchase. The required registration fee will be shown on the application.~~
3. ~~Reservations will begin at 8 A.M. up to one week in advance. Monday for the following Monday, Tuesday for the following Tuesday, etc. All registered players may make reservations up to one week in advance by calling 213 625 1010. You may call 24 hours a day to reserve, cancel or modify your reservation. To avoid any fines you must cancel your reservation by 11:59pm the day before your reservation. For same day reservations contact the desired tennis facility.~~
4. Reservations ~~Card holders~~ are limited to one court up to two hours per day. No reservations will be accepted for half hour play.
5. Court reservations are not transferable. Identification (Driver's License or other official Photo I.D.) may be required when claiming a reservation.
6. Reservations must be claimed at the reservation booth no later than 5 minutes before the hour. This rule will be strictly adhered to with no exceptions. Unclaimed reservations will be sold to players on the waiting list. ~~and a penalty fee will be assessed against the cardholder. If reservation card holder arrives within 30 minutes of the forfeited play time and the assigned court has been sold, no penalty will be assessed.~~
7. ~~In the event a penalty fee is assessed against a player, that player's reservation privilege will be suspended until the penalty is paid.~~
8. Subject to availability, walk-up patrons are welcome on a first-come, first-served basis.
9. The following court rules shall apply to all players.
  - a. The ethics of tennis and sportsmanship shall prevail.
  - b. ~~Unsupervised children not playing shall not be permitted on courts at any time.~~
  - c. Only rubber sole tennis shoes are permitted on courts.
  - d. No teaching or paid service of any kind is permissible except by authorized concessionaires.
  - e. ~~A maximum of six balls shall be used on any court.~~

- f. **A maximum of 4 players per court.** ~~Attendants may, at their discretion limit courts to a minimum of two players.~~
- g. No food or drink is allowed on courts.—No pets allowed on courts.
- h. Only the game of Tennis shall be permitted on courts at all times.

10. The preceding rules will be interpreted and enforced by the on-site Reservation Tennis Attendant.

**ATTACHMENT 2**

**COMPARISON OF PAY TENNIS FACILITIES IN LOS ANGELES COUNTY**

<b>Location</b>	<b>Phone Number</b>	<b>Address</b>	<b>Hourly Rate</b>
Weddington Golf & Tennis	(818) 769 - 5263	4141 Whitsett Ave Studio City, CA 9604	Weekdays - \$15 (after 4 - \$20)  Weekends - \$25 (after 5 - \$20)
Calabasas Tennis and Swim	(818) 222 - 2782	23400 Park Sorrento Calabasas, CA	Weekends - \$15 Weekdays - \$10
Arroyo Seco Racquet	(323) 258 - 4178	920 Lohman Lane Pasadena, CA	\$20
San Marino Tennis Center	(626) 793 - 1622	1196 St Albans Rd San Marino, CA	\$10 per person
Palm Park Tennis Center	(562) 908 - 3666	5703 Palm Ave Whittier, CA	Weekdays (8-5) - free Weekdays (5-9) and Weekends - \$8
Seal Beach Tennis Center	(562) 598 - 8624	3900 Lampson Ave Seal Beach, CA	Day Time - \$10 Night Time - \$12
Burbank Tennis Center (City of Burbank)	(818) 843 - 4105	368 Andover Drive Burbank, CA	8AM - 4PM - \$10 4PM - 10PM - \$15
El Dorado Tennis Center	(562) 425 - 055	2850 N Studebaker Rd Long Beach, CA	Weekdays - 7AM - 4PM - \$8 4PM - CLOSE - \$13 Weekends 7AM - 1PM - \$13 1PM - CLOSE - \$8