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BOARD COVER MEMO

DATE: August 14, 2007

TO: Lane County Board of Commissioners

DEPT.: Public Works

PRESENTED BY: Todd Winter, Parks Manager

ITEM TITLE: **ORDER/IN THE MATTER OF AMENDING CHAPTER 18 OF THE LANE MANUAL TO CONFORM IT WITH THE MARCH 21, 2007 BOARD DECISION REGARDING FEES IN PARKS (LM 18.115)**

I. MOTION

Move to amend Chapter 18 of the Lane Manual to conform it to the revised park schedule of hours open to the public and when parking fees are charged (LM 18.115).

II. AGENDA ITEM SUMMARY

The Lane Manual historically directed that parking fees be charged at Lane County Parks that have been designated as fee parks and that fees be collected between 9 a.m. and 7 p.m. On March 21, 2007 the Board of County Commissioners approved amendment of Lane Manual Chapter 18 to revise charging parking fees to year round in all Lane County parks. This motion brings forward the legal language changes in the Lane Manual to reflect the change in fee hours resulting from the extension of fees to all parks and the change from human fee collectors to automation and widely available day-use and annual permits.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

In Board Order # 07-3-21, on March 21, 2007, the BCC approved extending park fees to all Lane County Parks year round. The hours listed in Lane Manual, Chapter 18, for parking fees reflects the process by which the Parks Division collected fees in those parks designated as fee parks. Specifically, those parks for which fees have historically been collected utilized human fee collectors at the front gates of the parks. The fee hours were set to reflect the reality that fees could only be collected and day-use parking passes issued by a fee collector when a fee collector was present. With fee collection extended to all parks year round,

With fee collection extended to all parks year round, parking fee collection, day-use pass, and annual pass sale and distribution process have evolved to better serve public park facility users and create work efficiencies. At the larger class A parks such as Richardson and Armitage, fee collection has been automated. As a result, annual pass sales and day use admission revenues have increased to help subsidize the costs of maintaining the parks and fee collection costs have been dramatically reduced. However, the need for enforcement activity has increased, though these costs remain less than the costs for human fee collection. Additionally, day-use fee collection and enforcement may be contracted out at certain parks.

In light of the extension of park fees to all parks year round, to make day-use and annual passes more accessible and convenient for park users, annual passes are available at numerous retail business along the McKenzie corridor, in the Eugene/Springfield area, in Mapleton, and in Florence; annual passes are also available on-line and through Parks offices and campgrounds. Day use passes are available from machines at the larger parks and through numerous retail businesses in Florence, Mapleton, and along the McKenzie.

The change to the fee hours enables simple, unambiguous enforcement/compliance and accurately reflects the usage of park facilities. The requested Board action reflects the extension of fees to year round at all parks and the transition from business processes reliant on human fee collection to a voluntary self-pay model which employs some quality controls in the form of enforcement activities.

F. Alternatives/Options

1. Approve the requested changes to Lane Manual, amending Chapter 18 as recommended.
2. Approve different changes to Lane Manual.
3. Do not support any changes to Lane Manual.

IV. RECOMMENDATION

Staff recommends approval of option 1, amending Lane Manual, Chapter 18 as specified.

V. TIMING/IMPLEMENTATION

If the Board approves option 1, staff will implement the decision immediately

VI. FOLLOW-UP

None required.

VIII. ATTACHMENTS

Proposed Lane Manual Chapter 18 Change

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 18 OF
THE LANE MANUAL TO CONFORM IT WITH THE
MARCH 21, 2007, BOARD DECISION REGARDING
FEES IN PARKS (LM 18.115)

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 18 is hereby amended by deleting, substituting, and adding the following section:

DELETE THIS SECTION

18.115

as located on pages 18-3 through 18-4
(a total of 2 pages)

INSERT THIS SECTION

18.115

as located on page 18-4
(a total of 1 page)

Said section is attached hereto and incorporated herein by reference. The purpose of this substitution and addition is to implement the Board decision regarding fees in parks. At the March 21, 2007 meeting, the Board directed staff to apply a year-round parking fee in Lane County Parks in addition to other fee changes. This order implements the parking fee instruction, and is therefore effective as of March 21, 2007. (LM 18.115).

Adopted this _____ day of _____ 2007.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 7/19/07 Lane County


OFFICE OF LEGAL COUNSEL

18.115 Parking Fees.

(1) Parking fees shall be charged year round for all hours for which the park is open, in accordance with the fee schedule described in LM 18.110 above.

(2) A parking fee shall be paid for all vehicles, including motorcycles and motorbikes, entering a park except as follows:

(a) Vehicles belonging to the Corps of Engineers or Lane County, its agents and concessionaires (including their personal guests),

(b) Vehicles belonging to an agency providing public transportation service to a park,

(c) Vehicles exhibiting a weekly or monthly moorage rental receipt,

(d) Vehicles exhibiting a valid Lane County campsite rental receipt,

(e) Vehicles exhibiting a season or group event parking permit.

(3) The following parking permits will be issued:

(a) Season Pass - Allows admission to all County parks. Pass must be affixed to vehicle windshield or clearly displayed on dashboard. Howard Buford Recreation Area Season Pass is valid only at Howard Buford Recreation Area.

(b) Group Event Parking - Organizations holding group picnics or other events may choose to pay parking for their members. Permits will be purchased in advance by the organization and distributed to the group. Payment will be made in advance of the event in accordance with the number of permits purchased. All vehicles will be required to display a valid parking permit.

(4) No refunds are given for season passes.

(5) Replacement season passes will only be issued upon written notification to the Parks Manager detailing the circumstances under which the pass was lost, destroyed, or stolen. The pass holder will certify that the replacement pass will not be transferred to another party and that the replacement pass will be returned to the Parks Division if the original pass is found.

(6) A discount of fifty percent (50%) will be credited to the person paying for a season pass if they provide a valid Golden Age Passport issued by the federal government. The person paying for the season pass must present the Golden Age Passport to the park staff at the time of purchase to receive the discount.

(7) One or more persons may perform pre-approved volunteer services for the Parks division and receive a seasonal vehicle pass. A minimum of 15 hours per vehicle pass shall be documented by the Friends of Buford Park, and furnished to the Parks division to qualify for this pass. *(Revised by Order No. 00-2-9-4; Effective 2.9.00; 03-4-30-4, 5.7.03; 06-3-15-10, 3.15.06; 07-3-21-6, 3.21.07)*

18.120 Group Picnic Areas.

(1) Group picnic areas may be reserved for use during the period of May 1 through September 30. Reservations are on a first come, first served basis and may be made beginning the second Monday in January of the year in which the park will be used. Groups with reservations have priority over others for use of the group picnic shelter, BBQs and picnic tables; other areas of the park are available to all on a first come, first served basis.

18.115

Lane Manual

18.120

18.115 Parking Fees.

(1) Parking fees shall be charged year round for all hours for which the park is open, in accordance with the fee schedule described in LM 18.110 above. as follows:

~~_____ All Lane County parks open to the public:~~

~~_____ Daily, between 9 a.m. - 7 p.m.~~

(2) A parking fee shall be paid for all vehicles, including motorcycles and motorbikes, entering a fee park during the hours of fee collection except as follows:

(a) Vehicles belonging to the Corps of Engineers or Lane County, its agents and concessionaires (including their personal guests),

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