

REPORT OF GENERAL MANAGER

APPROVED
JUN 18 2008

NO. 08-177

DATE June 18, 2008

C.D. Various

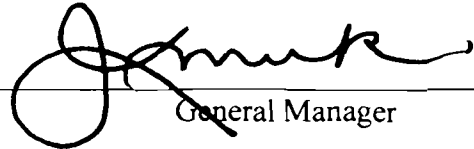
**BOARD OF RECREATION
and PARK COMMISSIONERS**

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: **CAMP FACILITIES – AMENDMENT TO THE SCHEDULE OF RATES AND FEES**

R. Adams _____
H. Fujita _____
S. Huntley _____
V. Israel _____

J. Kolb _____
*F. Mok FM
K. Regan _____
M. Shull _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve an amendment to the Camp Rates section of the Department’s Schedule of Rates and Fees, as outlined in the body of this report and the attached schedule, effective upon Board approval; and,
2. Authorize staff to amend the Schedule of Rates and Fees to incorporate these changes.

SUMMARY:

The Department of Recreation and Parks (RAP) maintains camp sites inside and outside the City of Los Angeles as a way of encouraging youth and seniors alike to participate in wholesome recreational activities. The City’s camps are run by professionally trained camp directors and staff. Camping affords opportunities for families and inner city youth to experience nature and interact with others in a safe and controlled environment.

The cost of maintaining camp sites has greatly increased over the past years, thereby making it necessary to raise rates and fees in order to maintain the same quality level of service. The attached Schedule of Rates and Fees for Camps outlines the specific changes needed to recover the cost to maintain campsites.

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RECOMMENDED FEE CHANGES:

- Standardize the permit and deposit fees for out of town facilities (Camp Seely, Radford and Valcrest) and in-town camps (Griffith Park Boys Camp and Camp Hollywoodland)
- Secure the approval of the General Manager or designee for fee amendments and special promotional discounts instead of the Camping Section Supervisor
- Increase the following fees/charges as specified in the attached schedule:
 - Deposit due one month prior to arrival
 - Group family camp fees
 - Rental fees for kitchen/dining hall and lodge
 - Overnight, day use, and week-long reservation charges
 - Overnight fees for recreation vehicles
 - Lifeguard fees
 - Meal charges
 - Administrative/cancellation fees
 - Late check-out charges
 - Basic Camp session fees
- Reduce the Stand-by and Special Group rates as specified in the attached schedule

FISCAL IMPACT STATEMENT

Approval of this amendment to the Department's Schedule of Rates and Fees is expected to impact the Department's General Fund by generating additional revenue of \$75,000 as a result of the proposed increase in fees and other program charges. The camps will utilize the additional funds to cover program costs.

This report was prepared by Noel Williams, Chief Management Analyst, Finance-Budget Section.

CAMP RATES
(Revised ~~07/06~~ 06/08)

OUT OF TOWN CAMPS

RESERVATION POLICY AND PROCEDURES

Reservations for all camps are on a first-come, first-served basis. Except for Camp High Sierra, reservations will be accepted six months in advance by calling the Camping Office at (213) 485-4853. If the exact date falls on a weekend or holiday, the reservation will be advanced to the next working day.

Reservations will be accepted eight months in advance for residents of the City of Los Angeles. Proof of residence is required.

Reservations are not confirmed until receipt of a signed application and deposit.

Deposits:

- A. All deposits are due within 10 days of making the reservation and are non-refundable.
- B. An additional ~~30%~~ **50%** of rental fee is due one month prior to arrival at camp.
- C. Balance of ~~minimum~~ rental fees ~~are~~ **is** due upon arrival at camp. All additional fees must be paid on the last day of camp rental.

Refundable Security Deposit (Week-long Reservations)	-	\$250.00
Refundable Security Deposit (Overnight Reservations)	-	\$250.00
(Security deposit not required for Decker Canyon)		

OTHER FEES AND CHARGES

Clean-Up Charges:

Camp Manager/Director will assess charges for extraordinary clean-up, lost or broken equipment, and/or damaged facilities. These fees will be deducted from the security deposit. Fees in excess of security deposit will result in additional charges.

Cancellation Policy:

Initial deposit is non-refundable. All camping fees paid, minus ~~you're~~ **the** initial deposit, will be refunded, if ~~you cancel~~ **cancelled** at least one month prior to ~~your~~ arrival date. If ~~you cancel~~ **cancelled** less than one month prior to ~~your~~ arrival date, there will be no refund.

Day Renters:

- A. Kitchen / Dining Hall: Use of kitchen/dining hall will cost ~~\$70.00~~ **\$100.00** a day. *Department sponsored groups* are allowed to use the kitchen free of charge with day rental permits.
- B. Lodge Rental (8 hours ~~maximum~~)
(Weekdays only)

	<u>Basic fee (1st 4 hours)</u>	<u>Each additional hour</u>
25 person maximum	\$50 \$75.00	\$15 \$20.00
50 person maximum	\$75 \$100.00	\$25 \$30.00
100 person maximum	\$125 \$150.00	\$40 \$50.00

CAMP RATES – (continued)

Early Arrivals / Late Departures:

A charge of 60% of the basic fee for one night will be made for campers arriving one day early or leaving one day late subject to the approval of the Camp Manager.

Check out time for all rental groups is 2:00 p.m. ~~\$2.00~~ **\$5.00** per person will be levied for each hour a group remains in camp beyond 2:00 p.m. (~~\$100.00~~ **\$200.00** minimum per hour)

Group Family Camping Outings:

Fees include one night lodging, four meals, supervision and organized camp activities.
(\$2.00 to be deposited into MRP for program supplies)

Adults – 13 years of age and up	\$35.00 \$45.00
Children – 7 years to 12 years of age	\$27.00 \$37.00
Children – 2 years to 6 years of age	\$20.00 \$30.00
<u>Summer Youth Program – Grant Funded</u> (Includes meals, lodging, and recreation program)	\$10.00 \$15.00 per night

Recreation Vehicles – Overnight Fee (Camps Other Than Camp High Sierra)

~~\$12.00~~ **\$20.00** per vehicle per night (A vehicle which is pulling a trailer is counted as only one vehicle.)

\$50.00 minimum (negotiable) security/clean-up deposit.

This fee shall include no services such as electrical hook-up, water or waste disposal. All permits shall include a notation that tents or any other type of structures are prohibited.

SPECIAL RATES:

Stand-by Rate – A stand-by rate of ~~60%~~ **50%** of the basic minimum fee is sometimes available to overnight and week-long groups when made within one month of date desired (not valid with any other discount offer).

Special Group Rates – A special rate of ~~60%~~ **50%** of the Winter minimum fee may be made to groups of Department sponsored senior citizens, Recreation Center groups and Adaptive persons.

CAMP SURCHARGE:

20% of camp fees shall be deposited in the Camp Surcharge Account.

- \$1.00 per person/per night to be deposited into MRP for additional staffing for upkeep and cleaning of all out-of-town camps; and*
- \$1.00 per campsite or cabin to be deposited into MRP for additional staffing for upkeep and cleaning of all out-of-town camps.*

CAMP RATES – (continued)

SPECIAL NOTE:

Fees at any camp may be amended for unusual circumstances; but only with the approval of the ~~Camping Section Supervisor~~ **General Manager or designee**. Lifeguard fees are included in the summer, week-long out of town camp fees. Fees for a second lifeguard are ~~\$70.00~~ **\$100.00** for a minimum of 5 hours, ~~\$14.00~~ **\$30.00** for each additional hour. Weekend Group Rental does not include lifeguard, and is not guaranteed.

CAMP HIGH SIERRA

Family and individual camping from June to September. Reservations accepted in advance, for a minimum rental of three nights.

Reservation Policy and Procedures

Reservations are on a first-come, first-served basis. Reservations for the upcoming season will be accepted beginning the second Monday in January at 9:00 a.m. by calling the Camping Office at (213) 485-4853.

Only two cabins and/or campsites per telephone call. The maximum length of stay is 14 consecutive days.

Deposit – Payment

Payment in full is required on all reservations, and must be remitted to the Department of Recreation and Parks within 10 working days of the date the reservation was made. Reservations are not confirmed until receipt of deposit.

Refund Policy: Reservations cancelled at least one month prior to arrival date will be refunded minus a ~~\$20.00~~ **\$50.00** Administrative Fee. Cancellations less than one month prior to arrival date will not be refunded.

~~On March 5, 2002, a 12% transient occupancy tax was adopted by the Town of Mammoth Lakes. This tax will be assessed to the campers in addition to the appropriate camper fee.~~

On March 5, 2002, the Town of Mammoth Lakes adopted Transient Occupancy Tax. Camp users will be assessed the current Town of Mammoth Lakes Transient Occupancy Tax rate in addition to the appropriate overnight camp use fees.

Overnight Reservations

Campsites (campers, trailers and tents)	\$22.00 \$35.00 per night
Campsites with electrical hook-up	\$28.00 \$40.00 per night
Cabin Rentals (8)	\$40.00 \$50.00 per night
Cabin with toilet and water (2)	\$45.00 \$75.00 per night

Day Use

Day Use of Kitchen / Dining Hall	\$85.00 \$100.00 per day
Day Use of Campgrounds (Picnic)	\$7.00 \$ 10.00 per person
Showers (by non-campers)	\$5.00 \$ 7.50 per person
Youth Group Rates – OYG	\$35.00 \$ 45.00 per day, including meals

(Program run by staff)

CAMP RATES – (continued)

DECKER CANYON CAMP – Group Outdoor Camping; Youth / Adult

Overnight Reservations

Basic Campsite Charge, 1 - 15 persons	\$90.00	\$150.00 per night
Each additional person (50 – 70 person maximum)	\$ 6.00	\$ 10.00 per night
Deposit (per site/per night) reserved	\$50.00	\$ 75.00
Department sponsored programs (per person)	\$4.00	\$ 6.00
Entire camp rental (minimum 125)	\$750.00	\$850.00
Each additional person (up to 150 maximum)	\$6.00	\$ 10.00
Deposit (per night reserved)	\$200.00	

CAMP SEELY – Organized Group Camping

Week-long Reservations (Sunday – Saturday)

Summer Basic Charge (June 1 – Sept. 1) 1 – 150 persons	\$9,500.00	\$10,000.00 per week
Each additional person (275 person maximum)	\$75.00 \$15.00	\$100.00 per week/ \$20.00 per night
Deposit (20% of reservation fee)	\$2,000.00	minimum

Overnight Reservations

Winter Basic Charge (Sept. 2 – May 31) 1 – 125 persons	\$1,600.00	\$5,000.00 per night
Each additional person (275 person maximum)	\$12.00	\$15.00 per night
Deposit (25% of reservation fee)	\$400.00	\$1,250.00 minimum

CAMP VALCREST – Organized Group Camping

Week-long Reservations (Sunday – Saturday)

Summer Basic Charge (June 1 – Sept. 1) 1 – 50 persons	\$3,000.00	\$4,000.00 per week
Each additional person (70 person maximum)	\$60.00 \$12.00	\$100.00 per week/ \$20.00 per night
Deposit (20% of reservation fee)	\$600.00	\$800.00 minimum

CAMP RATES – (continued)

Overnight Reservations

Winter Basic Charge (Sept. 2 – May 31) 1 – 50 persons	\$600.00	\$2,000.00 per night
Each additional person (70 person maximum)	\$12.00	\$20.00 per night
Deposit (20% of reservation fee)	\$120.00	\$400.00 minimum

CAMP RADFORD – Organized Group Camping

Week-long Reservations (Sunday – Saturday)

Summer Basic Charge (June 1 to Sep. 1) 1 – 150 persons	\$9,000	\$10,000.00 per week
Each additional person (275 person maximum)	\$60.00 \$15.00	\$100.00 per week/ \$25.00 per night
Deposit (20% of reservation fee)	\$1,800.00	\$2,000.00 minimum

Overnight Reservations

Winter Basic Charge (Sept. 2 – May 31) 1 – 50 persons	\$600.00	\$5,000.00 per night
Each additional person (60 person maximum)	\$12.00	\$20.00 per night
Deposit (20% 50% of reservation fee)	\$120.00	\$2,500.00 minimum

GRIFFITH PARK BOYS' AND HOLLYWOODLAND GIRLS' CAMPS

Reservations for all camps are on a first-come, first-served basis. Overnight reservations will be accepted six months in advance. If the exact date falls on a weekend or holiday, the reservation will be advanced to the next working day. Day use reservations may be made up to two months in advance. Reservations are not confirmed until receipt of a signed application and deposit.

Facility designed for group camping (in cabins). Staff operated summer and weekend programs. Open to reservation by public groups in fall, winter and spring.

CAMP SURCHARGE:

20% of camp fees shall be deposited in the Camp Surcharge Account

- \$2.00 per person / per night to be deposited into MRP for additional staffing for camp upkeep and cleaning.

CAMP RATES – (continued)

Day Rental:

(Until 7:00 p.m.) ~~And~~ Includes use of camp lodge and grounds only.

Griffith Park Camp (50 person minimum for exclusive use – 150 person maximum)
Camp Hollywoodland (75 person minimum for exclusive use – 180 person maximum)

Monday – Thursday	<u>1st 2 hours</u> \$150.00 \$300.00	<u>Each additional hour</u> \$70.00 \$100.00
Friday, Saturday and Sunday	<u>1st 8 hours</u> \$500.00 \$800.00	<u>Each additional hour</u> \$70.00 \$100.00

Overnight Camp Rental:

Griffith Park Camp (150 person maximum)
Hollywoodland Camp (180 person maximum)

50 persons (minimum)	\$650.00 \$700.00 per night
Each additional person	\$13.00 \$25.00 per person

- \$150.00 of each night's rental fee *to be* allocated to MRP for overnight security

Fee includes use of lodge or meeting room; activity areas.

- 1 cabin will house 20 campers (Hollywoodland)
- 1 cabin will house 10 campers (Griffith Park)

Charge Per Meal: (50 meal minimum)

\$2.00 of each meal charge to be deposited into MRP, balance to be deposited in Dept. General Fund

Breakfast	\$5.50 \$6.50 per person
Lunch	\$6.00 \$7.50 per person
Dinner	\$7.00 \$8.50 per person

Special Meals

Lunch	\$6.00 – \$10.00 \$8.00 - \$12.00 per person
Dinner	\$7.00 – \$15.00 \$10.00 - \$20.00 per person

Contact camp staff for meal selections.

The use of the kitchen is not included in camp fees. If meals are not provided by camp staff, other arrangements must be approved by Camp Director prior to the issuance of the permit.

CAMP RATES – (continued)

Deposits

Day Rentals – Deposit of \$450.00 is due within 10 days of making the reservations.

Overnight Rentals – Deposit of ~~\$650.00~~ **\$750.00** is due within 10 days of making the reservations. An additional deposit may be required two weeks prior to the camp date if meals are provided. The deposits are determined by the Camp Director.

Refundable Security Deposit of \$250.00 is due with initial deposit.

Miscellaneous Charges

Late Check Out – Check out time for all rental groups is 2:00 p.m. A ~~\$2.00~~ **\$5.00** per person charge will be levied for each hour a group remains in camp beyond 2:00 p.m.; minimum charge of ~~\$100.00~~ **\$200.00** per hour.

Television, V.C.R., P.A. system, copier, Challenge Course, Lifeguard, staff-led activities, snacks, beverages

T.V. and V.C.R -----	\$25.00 \$50.00 per day ¹
P.A. System -----	\$25.00 \$50.00 per day ¹
Coffee -----	\$25.00 \$50.00 per 100 cup pot ¹
Fax -----	\$1.00 \$2.00 per page ²
Copies -----	\$0.10 \$0.25 per copy ²
Park Ranger -----	\$25.00 \$50.00 per hour (minimum 4 hours) ¹
Seasonal Lifeguard -----	\$70.00 \$100.00 for 5 hours (1 guard per 50 people) ¹
	\$14.00 \$30.00 for each additional hour
Craftroom (Hollywoodland only) -----	\$25.00 \$50.00 per day (supplies/equipment not included) ¹
Firewood (when available) -----	\$5.00 \$7.50 per campfire ²
Snacks -----	\$2.50 \$4.00 \$3.50 - \$5.00 per person ² (See snack menu) ²
Staff -----	See GENERAL INFORMATION for rate ¹
Use of Rope Course -----	Additional fee to be negotiated based on course. \$500.00

¹ To be deposited into MRP Account

² To be deposited into Account 2790

Board of Education Fees

Board of Education fees are ~~negotiated~~ **submitted** and approved by the Recreation and Park Board of Commissioners.

Cancellation Policy

All reservation fees paid, minus 20% of initial deposit, will be refunded if cancelled at least one month prior to arrival date.

All reservation fees paid, minus 50% of initial deposit, will be refunded if cancelled less than one month prior to arrival date.

CAMP RATES – (continued)

SPECIAL NOTE:

Fees at any camp may be amended for unusual circumstances; but only with the approval of the ~~Camping Section Supervisor~~ **General Manager or designee.**

DEPARTMENT SPONSORED YOUTH CAMPING SECTIONS

Basic Camp Session

5 nights lodging, 15 meals, snacks, insurance, supervision, and program

~~\$175.00 – \$250.00~~ **\$200.00 - \$300.00**

Fees determined by the type of activities involved.

*(Fees collected in excess of ~~\$120.00~~ **\$150.00** to be deposited into MRP)*

Weekend Camp Operated Programs

2 nights with 6 meals, snacks, insurance, supervision, and program, i.e. Mother / Daughter

~~\$75.00~~ **\$95.00** per person
(\$30.00 deposited into MRP)

1 night with 4 meals, snacks, insurance, supervision, and program, i.e. Mommy & Me

~~\$45.00~~ **\$50.00** per person
(\$15.00 deposited into MRP)

Late Charge

There will be a ~~\$45.00~~ **\$50.00** late charge to youth campers that are not pre-registered by designated dates.

Special Promotional Discount

Camp Directors at Hollywoodland and Griffith Park Camps may offer publicized special promotional camp programs at a discount not to exceed 15% of the basic fee, with the approval of the ~~Camps Section, Recreation Supervisor~~ **General Manager or designee.**

Department Day Camp Programs

Hollywoodland and Griffith Park Camps may be used during the day for Department programs at no charge. Check with Camp Directors for availability of camp and lifeguard. Additional fees required for meals, supplies and staffing (if necessary).

City Department Rental

Hollywoodland and Griffith Park Camps may be used on weekdays, during the day (not to exceed eight hours) for official City use by other City of Los Angeles Departments for a special fee of 50% of the advertised rate, plus cost of meals.